



Agenda

Housing Authority of the City of Kansas City, Kansas

Special Meeting

Thursday, January 21, 2021
12:30 p.m.

Held Electronically
via Zoom

- I. Roll Call
- II. Approval of the Minutes
Special Board Meeting December 17, 2020
(Pages 1—8)
- III. Executive Director's Report
(Pages 9—26)
- IV. Committee Reports
- V. KCKHA Director Presentations
- VI. Executive Session
- VII. Adjournment

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF KANSAS CITY, KANSAS**

Thursday, December 17, 2020
12:30 p.m.

Held Electronically
Via Zoom

On the 17th day of December 2020 at 12:30 p.m. the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in special session via Zoom due to the coronavirus pandemic. The meeting was called to order by Chairman Watkins, and upon roll call, the following members of the body were present:

Matthew T. Watkins, Chairman
Rev. Jimmie L. Banks, Vice-Chairman
*Jacques Barber, Commissioner
Broderick Crawford, Commissioner
Rachel Jefferson, Commissioner
P. Anne McDonald, Commissioner
Denise Tomasic, Commissioner
*Cardelia Walker, Commissioner
Linda Warner, Commissioner
*Charles Wilson, Commissioner

ABSENT: Timothy J. Rhodes, Commissioner
John D. Rios, Commissioner

ALSO, PRESENT: Thomas M. Scott, Executive Director/CEO
Cherrie Escobar, Director of Section 8
Jacqueline D. Randle, Executive Services Manager
Caroline Rogers, Director of Finance
Anthony J. Shomin, Director of Contract Administration
Elaine Stroud, Director of Housing Operations
Nebyu Tilahun, Assistant Director of Finance

Chairman Watkins called the meeting to order and roll call was taken.

Chairman Watkins called for approval of the minutes. Commissioner Warner made the motion to approve the minutes of November 19, 2020. Vice-Chairman Banks seconded the motion and the following vote was recorded:

AYES: Banks, Crawford, Jefferson, McDonald, Tomasic, Warner, Watkins
NAYS: None

ABSENT: Barber, Rhodes, Rios, Walker, Wilson
ABSTAIN: None

Motion carried.

Executive Director's Report

- Mr. Scott asked the Board to turn to page 16 in the board packet where they will see a new column under *Operating Expenses* entitled *Transfer from CFP*. That is the Capital Fund Program and shows the Capital Fund money that is coming into Operations. This is a new column that will be provided from now on.
- The Board was then asked to turn to page 19 when they will see a new column, *Units in MOD*, that was added for clarity.
- COVID update. There is one high-rise maintenance staff person that is off work and one resident is hospitalized from a high-rise. These are all the COVID cases we are currently aware of.
- Mr. Scott thanked New Bethel Church and the food pantry for its continued support of public housing residents. They recently provided milk to Wyandotte Towers' residents and delivered food to our high-rises at multiple locations. Commissioner Crawford was also thanked for his help.
- Bonner Springs Housing Authority has reached back out to this agency and we have talked about absorbing its 50 units of housing. They are ready to proceed and will take this to their Board. With our Board's support, Mr. Scott noted he will work with Tony (Shomin) and Elaine (Stroud) on preparing the paperwork. (*Commissioner Walker joined the meeting*).

Mr. Scott's report concluded, and the meeting was opened for questions. Commissioner Warner referred to the delinquency rate of 39 percent and noted it is the highest it has been since May. She asked if we should be concerned. Mr. Scott advised this has to do with the eviction moratorium that lasted through July and has been extended through the first quarter of 2021. We are not able to do evictions and most of the folks do not have much income. We could do repayment agreements and get the percentage down, but because of their low income, this would need to be done monthly and it would become burdensome. We are referencing folks to third parties to help with rent. We should see a substantial change within the next 60 days. Commissioner Warner asked what affect this would have on our REAC score. Ms. Stroud offered that due to COVID and the moratorium, this will not have a huge affect this year; but there will be an expectation for this to improve once we get past the pandemic. She further explained that in the last 30-45 days residents have been able to utilize funding sources in the community that were previously unavailable to them. Commissioner Warner noted that she has seen where people could not qualify for grant dollars

until they had been evicted, so she understands what Ms. Stroud is saying. Ms. Stroud noted there were also stipulations that residents had to not be working due to COVID. Our residents did not qualify, because if they were not working, we would lower their rent. In the last week, they began to add that public housing residents would be eligible for a portion of the funding. Commissioner Warner was glad to see we are connecting residents to available resources, so there will not be mass evictions when the moratorium is over. Ms. Stroud added that we will give residents an opportunity to enter into repayment agreements once the moratorium is lifted. Vice-Chairman Banks asked if we saw repayments after the stimulus checks were issued. Mr. Scott indicated we did not.

Commissioner McDonald noted that Section 8 occupancy is also down and asked was that related to COVID or something else. Ms. Escobar noted our numbers are down because we could not pull from the wait list due to COVID, and we had to determine how to bring folks in from the wait list. As a result, there were a couple of months that we were losing occupancy rapidly. We are now back up and running and the numbers will come back up with the new year.

Commissioner Jefferson asked how many households are there in public housing? Mr. Scott noted there are 2,058 households in public housing.

Committee Reports

Chairman Watkins noted there were not any committee meetings he was aware of other than the Personnel Committee. He asked if any other committees met this month.

Finance

Commissioner McDonald indicated that the Finance Committee was scheduled to meet, but there was a couple of COVID cases in the main office and they rescheduled the meeting to Wednesday, January 6, 2021 at 10:30 a.m. Committee members will be notified. The audit is in and there are several items on the agenda.

Consent Agenda

Resolution No. 2020-28, declaring the repair and modernization of elevator equipment an emergency and authorizing a contract for the emergency repair and

modernization of elevator equipment at Rosedale Towers located at 2314 West 39th Avenue in Kansas City, Kansas with MEI Total Elevator Solutions.

The Kansas City, Kansas Housing Authority (KCKHA) has a service and maintenance contract with MEI Total Elevator Solutions (MEI) to provide service and maintenance on elevator equipment at seven of the agency's high-rise buildings. MEI notified the KCKHA that elevator equipment at Rosedale Towers is obsolete and can no longer be repaired. The other elevator is operational, but also in need of repair which has created an emergency. The agency has a duty to keep one elevator operational, in all the towers, at all the time and this is not guaranteed in the present state. Time does not permit us to use the normal procurement process and this resolution declares an emergency at Rosedale Towers to secure elevator services for that building. MEI will modernize the elevators with nonproprietary equipment at a cost of \$370,601. This estimate is comparable to other elevator work done recently.

Vice-Chairman Banks made the motion to approve Resolution No. 2020-28. Commissioner Warner seconded the motion and the following vote was recorded:

AYES: Banks, Crawford, Jefferson, McDonald, Tomasic, Walker, Warner, Watkins

NAYS: None

ABSENT: Barber, Rhodes, Rios, Wilson

ABSTAIN: None

RESOLUTION NO. 2020-28—DECLARE THE REPAIR AND MODERNIZATION OF ELEVATOR EQUIPMENT AN EMERGENCY AND AUTHORIZE A CONTRACT FOR THE EMERGENCY REPAIR AND MODERNIZATION OF ELEVATOR EQUIPMENT AT ROSEDALE TOWERS LOCATED AT 2314 WEST 39TH AVENUE IN KANSAS CITY, KANSAS WITH MEI TOTAL ELEVATOR SOLUTIONS

Motion carried.

Discussion Agenda

Resolution No. 2020-29, authorizing certifications of compliance with PHA plans and related regulations (5-year plan for fiscal year 2021-2025), was introduced.

Mr. Shomin asked if Resolution No. 2020-29 and 2020-30 could be discussed together as they are related, and the Board agreed. (Commissioner Wilson arrives.) Mr. Shomin noted that HUD requires an annual plan and a Five-Year plan be submitted annually. The Housing Authority utilizes the five-year rolling plan and annual plan. We submit Board approved plans annually. We utilize resident

meetings, information from management and maintenance staff, and our needs assessment. The plans are put out for a 45-day comment period. A public hearing is held at the end of the comment period. This year's public hearing was held on December 2, 2020 where both plans were discussed. No comments were received. The plans will be submitted electronically to HUD. Once approved, HUD will notify the Housing Authority and the budgets will be adjusted. HUD will issue an ACC amendment. Once this is all done the funds can be used as indicated in the plans. Today's resolutions ask that the plans be submitted to HUD for approval. Mr. Scott noted that one change was made to the annual plan that was forwarded to the Board. The change adds the Bonner Springs Housing Authority as an absorbed Housing Authority and is well within the comment period.

Commissioner Warner asked about the \$75,000 line item under management improvements and noted she was fine with everything else. Mr. Shomin explained that can be anything that helps us improve the management of the agency. It can be used for salaries, software upgrades, etc., and is a broad line item used for any management improvement. Commissioner Warner then went to page 35 and asked for clarification. Mr. Shomin noted this is a summary by AMPs and represents the improvements by each year. He then gave specific examples of the work scheduled. Commissioner Warner noted she was now able to follow the report.

Commissioner McDonald made the motion to approve Resolution No. 2020-29. Commissioner Crawford seconded the motion and the following vote was recorded:

AYES: Banks, Crawford, Jefferson, McDonald, Tomasic, Warner, Walker, Watkins, Wilson

NAYS: None

ABSENT: Barber, Rhodes, Rios

ABSTAIN: None

RESOLUTION NO. 2020-29—CERTIFICATION OF COMPLIANCE WITH PHA PLANS AND RELATED REGULATIONS (5-YEAR PLAN FOR FISCAL YEAR 2021-2025)

Motion carried.

Resolution No. 2020-30, authorizing certifications of compliance with PHA plans and related regulations (annual plan for fiscal year 2021.)

This resolution was previously discussed under Resolution No. 2020-29.

Commissioner Warner made the motion to approve Resolution No. 2020-29. Commissioner McDonald seconded the motion and the following vote was recorded:

AYES: Banks, Crawford, Jefferson, McDonald, Tomasic, Walker, Warner, Watkins, Wilson
NAYS: None
ABSENT: Barber, Rhodes, Rios
ABSTAIN: None

RESOLUTION NO. 2020-30—CERTIFICATION OF COMPLIANCE WITH PHA PLANS AND RELATED REGULATIONS (ANNUAL PLAN FOR FISCAL YEAR 2021).

Motion carried.

Agency Security

Mr. Shomin lead the discussion regarding agency security. Mr. Scott provided basic information noting that we reached out to the police department and were told they do not have the manpower, due to COVID-19, to do additional IT work to show what is occurring in the public housing units. However, a long-term Kansas City, Kansas police officer advised us that he did not know of any ongoing issues with public housing at this time. We have asked the existing security company about the possibility of doing extra work. Mr. Scott advised that payment for security services would need to come through the Operations account and does not come through Capital Funds. Our revenue is down due to the loss of Fee for Service as a result of COVID. Mr. Scott explained he was not advocating for or against more security, however, we must do our due diligence in moving forward and recognize that our income is down.

Mr. Shomin noted that he reached out to our security company and asked about extending security at the other towers. They could offer the same services and pricing to additional towers. Pricing would be from 4 p.m. to midnight. We were provided with several options. The cost comes to \$1,049 weekly per tower with an annual cost of \$55,570 per tower. Other options were also provided. (Commissioner Barber joins the meeting.) Commissioner McDonald asked what would guards do and aren't there limits on who can enter the buildings. Mr. Shomin noted guards could intervene to keep order, but they can also call the police. We had a roving guard a couple of years ago at Bethany Towers. Vice-Chairman Banks questioned what degree of security does the agency advertise? Mr. Scott explained that we do not advertise security. We provide restricted access to our buildings. All seven high-rises have restricted card reading access which has been

dismantled due to COVID. Questions of agency liability were addressed with Mr. Scott noting there is always going to be liability because anyone can sue. It helps that we have cameras. Commissioner McDonald agreed that anyone could sue, but it would not mean they would win. We would have to be on notice that something occurred, and we took no action to address it. She suggested that we continue to take reasonable precautions. The Board continued its discussion on risk avoidance and the cost involved for providing security.

Commissioner Warner expressed her appreciation for being provided the information. She suggested revisiting security once the building restrictions are lifted and COVID is behind us. Mr. Scott thought this was a good idea and reassured the Board that we do not want to assume nothing is going on. He added that out of the seven high-rises Wyandotte Towers is more of an information center and an emergency contact center. Westgate Towers and Bethany Park Towers are the two other developments that we have issues with, on occasion. The resident associations are very active with manning the front desk after hours but have stopped since COVID. He encouraged the Board to notify him or staff so we can respond quickly. Mr. Scott suggested petitioning transportation to move the bus stop from in front of Bethany Towers and moving it a block away. Commissioner McDonald noted she is a *Defund the Police* person as they are being asked to do more than they were hired to do. She noted it is not fair to the police to involve them. She wants to consider other alternatives, so we do not need to have the police deal with this. Vice-Chairman Banks indicated a group has been meeting with the Mayor to discuss these matters with the police, as there needs to be other agencies to call. Commissioner Barber likes the suggestion of revisiting agency security later and it should be done on a regular basis. He wants the Board to look at the security, and health and welfare of residents. We should look at the risks and document inefficiencies. He maintained that our negligence in doing so is what would expose us to greater liability. Mr. Scott agreed that we would bring this back for discussion after we get out of COVID.

Executive Session

At the Chairman's request, Commissioner McDonald made a motion to go into Executive Session for 15 minutes to discuss a personnel matter. Commissioner Barber seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Crawford, Jefferson, McDonald, Tomasic, Warner, Watkins, Wilson

NAYS: None

ABSENT: Rhodes, Rios

ABSTAIN: None

Motion carried.

Executive session began at 1:27 p.m.

Vice-Chairman Banks made a motion to return to Special Session. Commissioner Barber seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Crawford, Jefferson, McDonald, Tomasic, Warner, Watkins, Wilson

NAYS: None

ABSENT: Rhodes, Rios

ABSTAIN: None

Motion carried.

Executive session ended at 1:42 p.m.

Chairman Watkins then called for the meeting to adjourn and it passed unanimously.

Matthew T. Watkins, Chairman

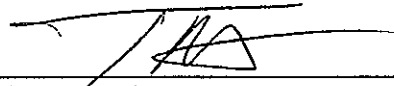
Thomas M. Scott, Executive Director/CEO

*Arrived after roll call.

Executive Director's Report

January 21, 2021

1. The following monthly reports:
 - A. Statement of Funds
 - B. Delinquency Report
 - C. Disbursements over \$1,000
 - D. Operating Receipts and Expenditures
 - E. Maintenance Report
 - F. Occupancy Report
 - G. Modernization Report
 - H. Resident Initiative Report
 - I. Section 8 Utilization Report
 - J. Monthly Move-in and Move-outs



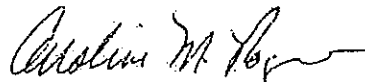
Thomas M. Scott
Executive Director/CEO

Kansas City, Kansas Housing Authority
Statement of Funds Available
For the Period Ended December 31, 2020

Description	Rate ^(a)	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$1,169,981.08	Liberty
Payroll Account	0.00%		\$42,801.29	Liberty
ACH Pymt Account	0.15%		\$3,288.67	Liberty
Rent Depository Account	0.00%		1,932,513.69	Bank of Labor
Rent Bank Deposit Accounts	0.70%		\$8,887.39	Various
Homeless Prevention Program	0.90%		5,614.03	Bank of Labor
Sponsorship Program	0.50%		19,744.34	Bank of Labor
Section 8 Checking	0.00%		528,595.91	Bank of Labor
EPC Replacement Reserve Acct	0.15%		\$38,794.59	Liberty
KCKHA Debt Service Account			\$590,607.08	Deutsche Bank
CD#120245349	0.15%	02/26/21	\$500,000.00	Bank of Labor

(a) Represents Rates as of January 12, 2021 provided by Banks.

Note: Amounts reflect balances from month-end statements. Reconciliation of outstanding checks will adjust account balances, accordingly.

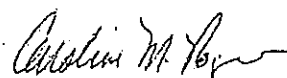


Caroline M. Rogers
 Director of Finance

**Kansas City, Kansas Housing Authority
Delinquency in Accounts Receivable
For the Month of December 2020**

	Rent & Other Charges	Repayment Agreements	Net Total
Accounts Receivable (Amounts Delinquent)	\$246,962.06	(\$79,552.40)	\$167,409.66
Total Charges to Tenants for Month *			\$365,280.70
Delinquency Ratio			45.83%
Petitioned to Court			<u>0</u>
Praecipes Issued			<u>0</u>
Evictions			<u>0</u>
Pending Evictions			<u>0</u>

* The current charges for active tenants were \$419,188.17, offset by Retro Rent write-offs of \$53,907.47 in December. Due to the eviction moratorium, new repayment agreements are not being set up for tenants, resulting in an increase in the current portion of Accounts Receivable balances due and a higher delinquency ratio. Housing managers are working with tenants to ensure tenants are aware of resources to assist them with past due balances.



Caroline Rogers
Director of Finance

Schedule C - Expenses Over \$1,000
Kansas City, Kansas Housing Authority
 Payments Over \$1,000.00
 For The Month of DECEMBER '20

MAINTENANCE COSTS

Ace Imagewear	\$1,541.92
American Equipment Co.	\$1,771.88
American Water Treatment, Inc	\$1,050.00
BLUELINX CORPORATION	\$3,265.48
Carpet Corner Inc.	\$8,675.23
Carpet Corner Inc.	\$1,743.36
Carpet Corner Inc.	\$1,406.25
Design Mechanical, Inc.	\$2,295.00
Design Mechanical, Inc.	\$1,147.50
Ferguson Enterprises Inc.	\$1,454.54
Ferguson Enterprises Inc.	\$1,103.03
First Call Restoration, Inc	\$1,494.65
GE APPLIANCES	\$1,628.00
General Electric Company	\$2,820.00
Gold Star Flooring & More, Inc	\$1,760.00
H.D. Supply	\$9,309.39
H.D. Supply	\$5,328.42
Home Depot Pro-SupplyWorks	\$6,955.90
Home Depot Pro-SupplyWorks	\$2,996.47
Home Depot Pro-SupplyWorks	\$1,553.79
Johnson Controls Inc.	\$1,896.00
Kansas City Winnelson Co.	\$1,519.40
Lowes	\$1,881.22
Lowes	\$1,360.74
Martin Mechanical Corporation	\$5,565.48
MEI TOTAL ELEVATOR SOLUTIONS	\$5,340.29
MEI TOTAL ELEVATOR SOLUTIONS	\$4,984.27
MIDWEST ALARM SERVICES, INC	\$1,048.77
Olney Sales Inc.	\$2,244.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$4,040.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$1,770.00
Pcs	\$1,169.05
PDQ Supply Inc.	\$1,676.66
Plumb Supply Company, LNX	\$5,384.65
Plumb Supply Company, LNX	\$4,541.17
Precision Plumbing & Construct, Inc	\$3,244.00
Precision Plumbing & Construct, Inc	\$1,007.00
ROYAL TREE SERVICE	\$3,500.00
Sherwin-Williams Co	\$5,675.78
Sherwin-Williams Co	\$1,714.12
Smallwood Locksmiths, Inc	\$1,287.68
SMITH SERVICE, LLC	\$1,250.00
SOS Pest Control	\$2,700.00
SOS Pest Control	\$1,800.00

STACO ELECTRIC CONSTRUCTION CO	\$1,725.78
Stanion Wholesale Elec. Co.	\$5,938.72
Stanion Wholesale Elec. Co.	\$2,576.77
Stanion Wholesale Elec. Co.	\$1,809.90
Strasser Hardware	\$1,716.98
Strasser Hardware	\$1,621.87
SUTTON REMODELING, LLC	\$2,020.00
Talx Corporation	\$7,548.59
Talx Corporation	\$2,896.67
Ultra-Chem Inc.	\$1,817.36
Waste Management	\$9,784.89
WM Corporate Services, Inc as Payment Ag	\$2,129.42

MISCELLANEOUS

American Express	\$2,273.22
AT&T	\$5,983.09
AT&T	\$4,082.12
AT&T	\$1,020.96
AT&T	\$1,019.62
BUILDING ENVELOPE SOLUTIONS, LLC	\$3,300.00
ConvergeOne, Inc	\$13,090.55
ConvergeOne, Inc	\$2,800.00
ENTERPRISE FM TRUST	\$5,261.77
Kinkos Fedex	\$2,307.19
Nahro	\$5,122.04
OFFICE ESSENTIALS, INC	\$3,789.65
OFFICE ESSENTIALS, INC	\$1,639.84
PayLease, LLC	\$2,958.93
SCOTT & ASSOCIATES, LLC	\$10,000.00
SCOTT & ASSOCIATES, LLC	\$9,400.00
SCOTT & ASSOCIATES, LLC	\$7,800.00
The Learning Club	\$6,000.00
Time Warner Cable	\$1,448.32
U.S BANK EQUIPMENT FINANCE	\$2,804.25
Verizon Wireless	\$2,133.68
WEX BANK DBA WRIGHT EXPRESS FSC	\$3,030.28
WILLIAM W. HUTTON ATTORNEY AT LAW	\$1,050.00

MODERNIZATION

AAIM Services, LLC	\$115,068.73
Allison & Alexander, Inc	\$115,539.81
Archetype Design Group Inc	\$1,488.67
Carpet Corner Inc.	\$9,834.82
CVR Associates, Inc	\$3,518.75
Guardian Environmental Service	\$2,362.50
Jacobson Asbestos Co	\$17,865.00
KDHE/Bureau of Environmental Remediation	\$2,652.43
Lowes	\$355.11
Martin Mechanical Corporation	\$1,750.00

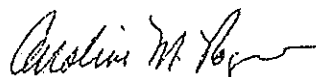
Mcqueeny Group Inc	\$11,880.00
MEI TOTAL ELEVATOR SOLUTIONS	\$198,720.00
Sherwin-Williams Co	\$1,045.40
Steamatic Of Kansas City Inc.	\$1,593.43
Tallor Made Exteriors, LLC	\$127,311.37
Volt Electric, Inc	\$2,457.00

PAYROLL COSTS

AFLAC PREMIUM HOLDING	\$3,443.38
AFLAC PREMIUM HOLDING	\$3,249.02
Blue Cross Blue Shield Of KC	\$94,456.27
Colonial Life & Accident Ins	\$4,209.29
Colonial Life & Accident Ins	\$3,923.40
Delta Dental	\$9,620.54
Delta Dental	\$4,912.25
Kansas Payment Center	\$1,109.57
Kansas Payment Center	\$1,109.57
Kansas Payment Center	\$1,109.57
Kansas Public Employ Ret Syst	\$32,396.29
Kansas Public Employ Ret Syst	\$31,575.94
Kansas Public Employ Ret Syst	\$31,571.72
Kansas Public Employ Ret Syst	\$1,500.00
Nationwide Retirement Solution	\$2,435.00
Nationwide Retirement Solution	\$2,370.00
Nationwide Retirement Solution	\$2,370.00
UMB HEALTH SAVINGS ACCT	\$1,638.13
UMB HEALTH SAVINGS ACCT	\$1,236.25
UMB HEALTH SAVINGS ACCT	\$1,230.00

***UTILITIES**

Board Of Public Utilities	\$102,134.63
Board Of Public Utilities	\$73,137.89
Board Of Public Utilities	\$25,991.19
Constellation New Energy-Gas	\$5,760.72
Kansas Gas Service	\$11,373.25
Kansas Gas Service	\$6,498.26
Kansas Gas Service	\$5,058.94



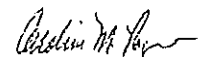
Caroline M. Rogers
Director of Finance

Kansas City, Kansas Housing Authority
Operating Receipts and Expenditures
For Period Ending November 30, 2020

	CEN OFFICE YR TO DATE	%	CEN OFFICE BUDGET	PUBLIC HSG YR TO DATE	%	PUBLIC HSG BUDGET	SECTION 8 YR TO DATE	%	SECTION 8 BUDGET
OPERATING INCOME:									
Dwelling Rent				\$3,158,049.60	63%	\$5,047,070.00			
Fraud Recovery Income							\$62,048.45		
Interest Income	\$731.53	50%	\$1,460.00	\$3,822.67	44%	\$8,780.00			
Tenant Income				\$170,076.53	44%	\$390,712.00			
Transfer from CFP				\$1,022,685.08	100%	\$1,018,928.00			
Other Income	\$529,289.09	108%	\$489,554.00	\$79,007.82	84%	\$94,077.00	\$1,772.79		
Fee for Services - COCC	\$400,325.80	27%	\$1,500,087.00						
Management Fees	\$1,367,213.07	75%	\$1,828,145.00						
Total Operating Income	\$2,297,559.49	60%	\$3,819,246.00	\$4,433,641.70	68%	\$6,559,567.00	\$63,821.24		
Operating Subsidy				\$5,637,810.28	73%	\$7,763,316.00			
Section 8 Admin Fees							\$678,139.83	87%	\$777,301.00
Total Operating Receipts	\$2,297,559.49	60%	\$3,819,246.00	\$10,071,451.98	70%	\$14,322,883.00	\$741,961.07	95%	\$777,301.00
OPERATING EXPENSES:									
Administrative Salaries	\$598,583.33	62%	\$959,077.00	\$690,577.07	63%	\$1,096,386.00	\$225,379.02	73%	\$309,206.00
Management Fees				\$1,165,992.57	77%	\$1,514,196.00	\$201,220.50	64%	\$313,950.00
Other Admin Expenses	\$120,012.72	59%	\$202,958.00	\$190,643.89	59%	\$324,678.00	\$34,095.07	83%	\$41,231.00
Tenant Services									
Tenant Services Salaries				\$8,595.13					
Resident Assoc Expenses				\$972.83	4%	\$26,046.00			
Other Expenses				\$4,598.74	26%	\$17,402.00			
Total Utilities	\$26,002.42	50%	\$51,658.00	\$1,687,927.09	60%	\$2,827,169.00			
Maintenance Salaries	\$289,824.06	23%	\$1,262,794.00	\$1,558,294.29	99%	\$1,580,154.00			
Maint Materials	\$229,505.73	160%	\$143,450.00	\$172,208.28	25%	\$683,095.00	\$873.04	50%	\$1,737.00
Fee for Services - COCC				\$400,325.80	27%	\$1,500,087.00			
Other Maint Contracts	\$209,779.85	93%	\$224,744.00	\$842,487.52	69%	\$1,214,085.00	\$16,401.64	153%	\$10,687.00
Security Salaries									
Other Security Expense	\$63,898.29	2556%	\$2,500.00	\$85,925.86	52%	\$164,235.00			
Insurance	\$83,492.17	77%	\$108,252.00	\$358,298.66	65%	\$555,162.00	\$15,223.08	63%	\$23,983.00
Terminal Leave Payments									
Employee Benefit Contributions	\$483,283.65	61%	\$798,175.00	\$665,474.19	69%	\$961,508.00	\$66,482.08	60%	\$111,078.00
Collection Losses				\$228,926.04	54%	\$425,500.00			
Interest Expense				\$397,767.76	67%	\$596,652.00			
Other General Expense	\$2,097.27			\$442.28	37%	\$1,198.00	\$7,005.39	64%	\$11,000.00
Total Routine Expenses	\$2,106,479.49	56%	\$3,753,608.00	\$8,459,458.00	63%	\$13,487,553.00	\$566,679.82	69%	\$822,872.00
Extraordinary Maintenance									
COVID	\$111,054.08			\$87,401.33			\$46,245.77		
Casualty Losses - Net				(\$27,765.23)					
Total Operating Expenses	\$2,217,533.57	59%	\$3,753,608.00	\$8,519,094.10	63%	\$13,487,553.00	\$612,925.59	74%	\$822,872.00
Prior Year Adjustments									
Total Operating Expenditures	\$2,217,533.57	59%	\$3,753,608.00	\$8,519,094.10	63%	\$13,487,553.00	\$612,925.59	74%	\$822,872.00
Gain/(Loss) from Operations	\$80,025.92		\$65,638.00	\$1,552,357.88		\$835,330.00	\$129,035.48		(\$45,571.00)

*** November is the 8th month of the Fiscal Year Ending March 31st

*** Percentage 66.7% or 8/12th of the year



Caroline Rogers
 Director of Finance

**KANSAS CITY, KANSAS HOUSING AUTHORITY
MAINTENANCE REPORT
FOR THE MONTH OF DECEMBER 2020**

CUSTOMER SERVICE & SATISFACTION SURVEY - DECEMBER 2020

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
12/01/20	76	17	93	6	6	0	11
12/02/20	100	21	121	8	8	0	13
12/03/20	65	9	74	3	3	0	6
12/07/20	35	14	49	1	1	0	13
12/08/20	72	12	84	3	3	0	9
12/09/20	93	11	104	4	4	0	7
12/10/20	132	14	146	3	3	0	11
12/14/20	63	15	78	2	2	0	13
12/15/20	69	7	76	2	2	0	5
12/16/20	138	8	146	2	2	0	6
12/18/20	111	12	123	4	4	0	8
12/21/20	71	15	86	4	4	0	11
12/22/20	47	17	64	3	3	0	14
12/23/20	65	14	79	3	3	0	11
12/28/20	73	14	87	2	2	0	12
12/29/20	46	16	62	4	4	0	12
12/30/20	37	19	56	4	4	0	15
TOTAL	1,293	235	1,528	58	58	0	177
			(a)	(c)	(d)	(b)	

These percentages are based on work orders completed in occupied units only and does not include work orders for vacant unit preparation.

- (a) Residents Contacted 25% of the service work orders completed
- (b) No Response 75% of the service work orders completed
- (c) Favorable Response 100% of the residents contacted
- (d) Unfavorable 0% of the residents contacted

* Unfavorable responses result in a second work order being generated to resolve problem, followed up by a call from the Clerk Dispatcher.

	Family	Elderly	Total
Total Vacancy	31	69	100
Units in Mod	10	21	31
Juniper in Mod	123	0	123
Fire Units	0	0	0
Defer Maint	4	1	5
Rentable Units	27	68	95
Move-Ins	7	10	17
Move-Outs	7	6	13
Units Available	12	26	38

Kansas City, Kansas Housing Authority December 2020 Occupancy Report

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	UNITS IN MOD	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 *M(7) D(12) JUNIPER GARDENS	265	142	2	121	99%	99%
K1-2 D(1) ST. MARGARETS PARK	100	97	3		97%	96%
K1-3 D(1) CYRUS K. HOLIDAY	60	57	3	-	95%	93%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	282	20	-	93%	93%
K1-5*M(2) D(1) BELROSE MANOR	90	84	6		93%	94%
K1-6 Elderly DOUGLAS HEIGHTS	101	92	9	-	91%	90%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	96	3		97%	98%
K1-7 D(1) SCATTERED SITES	24	22	2		92%	92%
K1-9 D(1) SCATTERED SITES	30	28	2		93%	90%
K1-10 *M(2) SCATTERED SITES	42	40	2		95%	95%
K1-11 M(1) D(1) GRANDVIEW PARK	40	37	2	1	95%	95%
K1-12 D(2) CHALET MANOR	66	61	5		92%	92%
K1-13 WELBORN VILLA	80	77	3		96%	95%
K1-14 BETHANY PARK TOWERS	153	141	12		92%	92%
K1-15 *M(6) SCATTERED SITES	20	11	-	9	100%	100%
K1-17*M(1) GLANVILLE TOWERS	108	105	3	-	97%	97%
K1-18 ROSEDALE TOWERS	122	119	3		98%	98%
K1-20 D(1) WESTGATE TOWERS	163	154	9		94%	94%
K1-21 D(1) SCATTERED SITES	8	8	-		100%	100%
K1-22 WESTGATE VILLA	20	20	-		100%	100%
K1-23 D(1) SCATTERED SITES	38	36	2		95%	97%
K1-24 M(18) PLAZA TOWERS	115	84	10	21	91%	94%
K1-25 D(1) SCATTERED SITES	12	11	1		92%	92%
Sub-Total before Adjustments	2,058	1,804	102	152	95%	95%
Less: # of Deprogrammed Units	31	31	-			
Total Units Available for Occupancy	2,027	1,773	102	152	95%	95%

(*) Modernization units

MODERNIZATION AND DEVELOPMENT REPORT **January 2021**

CAPITAL FUND PROGRAM 2013

The funding amount for this program is \$2,404,182.00. The public hearing and final budget were presented to the residents on December 5, 2012. The Capital Fund Program 2013 was approved at the December 20, 2012 Board Meeting. Approval of the 2013 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. Architect and engineering firms have been selected to complete work under this program. All work has been completed.

The following projects are completed: K1-7 Scattered Sites Exterior Repair, Painting, and Gutter Replacement (3 Buildings), K1-21 Scattered Sites HVAC Replacement, K1-14 Bethany Park Tower Retaining Wall Replacement, K1-6HR Douglas Heights High Rise, K1-24 Bethany Park Tower, K1-18 Rosedale Tower, K1-24 Plaza Tower Surge Suppression, K1-14 Bethany Park Tower Domestic Water Pump Booster, K1-9 Scattered sites parking lot improvements. K1-23 Scattered Sites exterior repair, painting and lighting. K1-20 Westgate Tower Interior Modernization (Phase III, Floors 4, 5 and 6).

All funds in the 2013 Capital Fund Program have been obligated and expended. The Actual Modernization Cost Certificate has been submitted to HUD to close this program.

CAPITAL FUND PROGRAM 2014

The funding amount for this program is \$2,735,146.00. The public hearing and final budget were presented to the residents on December 4, 2013. The Capital Fund Program 2014 was approved at the December 19, 2013 Board Meeting. Approval of the 2014 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. A/E firms have been selected. Construction plan preparation is complete and all work has been completed.

The following project is complete: K1-4 Wyandotte Tower Carpet Replacement; K1-20 Westgate Tower Interior Modernization Phase IV, Floors 1, 2 & 3, and K1-54 Scattered Sites (15) Playground Improvements.

All funds in the 2014 Capital Fund Program have been obligated and expended. The Actual Modernization Cost Certificate has been submitted to HUD to close this program.

CAPITAL FUND PROGRAM 2015

The funding amount for this program is \$2,783,028.00. The public hearing and final budget were presented to the residents on December 3, 2014. The Capital Fund Program 2015 was approved at the December 18, 2014 Board Meeting. Approval of the

2015 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. A/E firms have been selected.

The following projects are complete: K1-57 Westgate Tower (20), Window Improvement; K1-54 Scattered Sites (23), HVAC Improvements; K1-57 Westgate Villa HVAC Central Air Conditioning Replacement.

All funds in the 2015 Capital Fund Program Grant have been obligated and nearly expended. This program is being prepared for close-out.

2015 EMERGENCY SAFETY AND SECURITY GRANT

The Housing Authority applied for and was awarded an Emergency Safety and Security Grant. The funding amount for this grant is \$250,000.00. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. This funding will be used for security camera improvements at four of our tower developments: Wyandotte Tower, Bethany Park Tower, Douglas Heights, and Westgate Tower.

The following project is complete: K1-55, Wyandotte Tower, K1-56 Bethany Park Tower and Douglas Heights High-rise, and K1-57, Westgate Tower Security Camera Improvement.

All funds in the 2015 Emergency Safety and Security Grant have been obligated and expended. The Actual Modernization Cost Certificate has been submitted to HUD to close this program.

CAPITAL FUND PROGRAM 2016

The funding amount for this program is \$2,910,265.00. The public hearing and final budget were presented to the residents on December 2nd, 2015. The Capital Fund Program 2016 was approved at the December 17th, 2015 Board meeting. Approval of the 2016 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. Architect and engineering firms have been selected to complete work under this program.

The following project are complete: K1-56 Rosedale Tower Fire Sprinkler Improvement, K1-57 Westgate Tower Parking Lot Improvement, and K1-56 Glanville Tower Common Area HVAC Improvement.

K1-57 WESTGATE TOWER AND PLAZA TOWER ELEVATOR MODERNIZATION

Bids were due on August 29th, 2018 for this project. Only one bid was received and therefore a bid analysis is required, and the bid must be approved by HUD. Staff has reviewed the bid. The bid with our analysis has been submitted to HUD for consideration. HUD has reviewed and approved the single bid. The Board authorized

the contract for this project at its October 2018 meeting to Minnesota Elevator Inc. in the amount of \$962,322.00. A pre-construction meeting was held on October 19, 2018. Notice to Proceed was issued on May 1, 2019. All elevator work at both towers is now complete. Final paperwork is being prepared to close out this project.

CAPITAL FUND PROGRAM 2017

The funding amount for this program is \$3,024,938.00. The public hearing and final budget were presented to the residents on December 7th, 2016. The Capital Fund Program 2017 was approved at the December 15th, 2016 Board meeting. Approval of the 2017 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. Architect and engineering firms have been selected to complete work under this program.

The following projects are complete: K1-54 Scattered Sites (15) Interior Modernization Phase 1; K1-56 Rosedale Tower Air Handler Replacement; K1-55 Wyandotte Tower Elevator Modernization; K1-53 Chalet Manor Slope Stabilization; K1-53 Douglas Heights HVAC Replacement.

K1-57 PLAZA TOWER - RELOCATION - FLOORS 6, 7, and 8

Bids were received on January 24, 2019, for the moving of residents from dwelling units on the 6th, 7th, and 8th floors of Plaza Tower. This is the first phase of interior modernization of Plaza Tower. Residents will be moved within Plaza Tower during this project. The apparent responsive low bidder is Coleman Worldwide Moving with a total bid of \$21,561.45. Five companies bid on this project. Bids ranged in price from \$21,561.45 to \$47,685.00. Since the contract amount is below the threshold of \$75,000 requiring Board of Commissioners approval. Staff awarded a contract to Coleman Worldwide Moving, in the amount of \$21,561.45. All residents have been moved off of the 8th Floor. All residents on the 7th Floor were moved to the 8th Floor on 6/23 to 6/25. January 4th, 2021, residents on the 6th floor were given a notice to relocate from the 6th floor to the 7th floor. The 6th to 7th floor moves will be completed January 19th to the 22nd.

K1-54 SCATTERED SITES (15) RELOCATION

Bids have been received for the relocation of the residents of 6 houses in preparation for Phase 2, of Interior Modernization. The low bidder, a Friend with a Truck, has entered into a contract in the amount of \$5,700.00 to move these 6 residents. Boxes have been delivered in preparation for moving of these 6 residents. Relocation of these 6 residents occurred March 9th & 10th and is now complete.

K1-57 PLAZA TOWER INTERIOR MODERNIZATION PHASE 1 (Floors 7 and 8)

Bids were received on July 15th, 2019 and revised bids were received on August 2nd, 2019 for this project. The Board authorized the award of a contract, at the August 2019 meeting, to Construction Management Service, Inc., in the amount of \$1,807,376.30. Pre-construction meeting was held on August 23rd, 2019. Notice to proceed was issued on September 11th, 2019. Work on the 8th Floor is complete. Work on the 7th floor is

complete and accepted. Awaiting the submission of final paperwork to close out this project.

CAPITAL FUND PROGRAM 2018

The funding amount for this program is \$4,676,183.00. The public hearing and final budget were presented to the residents on December 6th, 2017. The Capital Fund Program 2018 was approved at the December 21st, 2017 Board meeting. HUD is in the process of reviewing the 2018 Capital Fund Plan. There is a new process regarding the ACC Amendment and currently the Housing Authority is working with HUD through the new process for its approval. Architectural and Engineering Services, for the preparation of building plans and specifications, for the 2018 improvement projects, have been awarded.

The following projects are complete: K1-55 Wyandotte Tower Underground Storage Tank Removal; K1-56 and K1-57 Glanville, Rosedale, and Plaza Towers Security Camera Improvements; K1-54 Scattered Site 7 HVAC Improvement; K1-53 Chalet Manor HVAC Improvement; and K1-56 Douglas Heights High Ride, Bethany and Glanville Towers, and K1-57 Westgate Tower Fire Alarm Panel Replacement.

K1-55, K1-56, AND K1-57 WYANDOTTE, BETHANY PARK, DOUGLAS HEIGHTS, GLANVILLE, ROSEDALE, WESTGATE, AND PLAZA TOWERS - SECURITY ENTRY ACCESS EQUIPMENT IMPROVEMENT

Bids were received on September 16, 2020 for this project. Three bids were received. The apparent low bidder is Kenton Brothers, Inc. with a bid of \$43,834.33. The architect and the consultant are currently reviewing the bids. Since the low bid amount is below the threshold of \$75,000 requiring Board of Commissioners approval. The architect has reviewed Kenton Brothers Inc bid and has recommended acceptance. Awaiting the submission of required paperwork needed for Notice to Proceed. Project is anticipated to start this month.

CAPITAL FUND PROGRAM 2019

The funding amount for this program is \$4,889,781.00. The public hearing and final budget were presented to the residents on December 5th, 2018. The Capital Fund Program 2019 was approved at the December 20st, 2018 Board meeting. Staff has submitted all required documents to HUD for acceptance of this funding. Architectural and Engineering Services, for the preparation of building plans and specifications, for the 2019 improvement projects, have been awarded.

KCKHA MAINTENACE FACILITY - 1300 MEADOWLARK LANE

Bids were received on June 6th, 2018 for this project. The Board authorized the award of a contract at the June 2018 meeting to Allison and Alexander, Inc., in the amount of \$2,814,730.00. Pre-construction meeting was held on July 13th, 2018. Notice to Proceed was issued on September 27th, 2018. Construction on this facility began with all major site work and preparation of the pad site for the new addition, footings were poured, and the pad was formed to be poured. Construction was suspended on January

8th, 2019. Construction was restarted in November of 2019. Project is complete and accepted. Awaiting the submission of final paperwork to close out this project.

CAPITAL FUND PROGRAM 2020

The funding amount for this program is \$5,259,500.00. The public hearing and final budget were presented to the residents on December 4th, 2019. The Capital Fund Program 2020 was approved at the December 19th, 2019 Board meeting. Staff has submitted all required documents to HUD for acceptance of this funding. The Capital Fund Program 2020 projects has been submitted to the Unified Government, for the environmental review of the projects in this program. Environmental review is complete, and the Request for Release of Funds has been requested and received. Projects can now begin.

K1-56 DOUGLAS HEIGHTS ELEVATOR MODERNIZATION

The Board authorized this as an emergency repair at the July 2020 Board Meeting and awarded a modernization contract to Minnesota Elevator Inc., in the amount of \$494,487.00. Minnesota Elevator Inc. has completed an assessment of the equipment needed and has ordered the equipment. Work began on September 1st, 2020 and is progressing well. Anticipating completion date of April 2021.

K1-57 PLAZA TOWER INTERIOR MODERNIZATION PHASE 2 (Floors 4,5 and 6)

Bids were received on November 10th, 2020 for this project. The Board authorized the award of a contract at the November 2020 meeting, to Infinity Group LLC, in the amount of \$2,238,310.00. Pre-construction meeting was held on December 8, 2020. Awaiting the submission of required paperwork prior to issuing Notice to Proceed. Scheduled start date is 1/25/2021.

RESIDENT INITIATIVE REPORT

JANUARY 2021

SUBMITTED BY SHARRON DAVIS-MAYS

SELF-SUFFICIENCY COORDINATOR

The Public Housing Resident Council (PHRC) meetings have been postponed until further notice. However, presidents of each resident council have been given the approval to resume their resident council meetings with the understanding that each resident must wear a mask to attend the meetings.

On December 17, 2020 I participated in an *EnVision Conference. This conference was to assist EnVision Centers on how to strengthen their centers. Staff from the Region VII field office also participated.

On December 18, 2020 I participated in a *meeting along with Mr. Thomas Scott, Executive Director. Mr. Richard Mabion from the Sierra Club was the facilitator. Our agency was informed about climate change in our community. Additionally, we were informed about collaborating with Donnelly College to have its students work with the community gardens.

On December 22, 2020 the PHRC *met to discuss the challenges of 2020. The residents seem to be optimistic about 2021 in hopes that COVID-19 will soon calm down.

*All meetings were held online using the Zoom platform.

Month	Year	Units	HAP
December	2018	1268	801,111
January	2019	1267	813,586
February	2019	1267	827,427
March	2019	1258	823,463
April	2019	1242	819,093
May	2019	1242	817,235
June	2019	1243	832,844
July	2019	1247	822,948
August	2019	1246	828,420
September	2019	1247	835,832
October	2019	1254	835,543
November	2019	1260	831,453
December	2019	1291	851,950
January	2020	1303	861,759
February	2020	1315	879,867
March	2020	1312	890,644
April	2020	1320	885,542
May	2020	1324	897,186
June	2020	1311	887,334
July	2020	1298	860,706
August	2020	1284	852,643
September	2020	1271	854,329
October	2020	1258	835,809
November	2020	1253	845,197
December	2020	1249	828,751
January	2021	1257	829,008

Kansas City, Kansas Housing Authority
Move-out and Move-in Reports
For the last 12 months

Report J

