



# Agenda

*Housing Authority of the City of Kansas City, Kansas*

## Special Meeting

Thursday, April 15, 2021  
12:30 p.m.

Held Electronically  
via Zoom

- I. Roll Call
- II. Approval of the Minutes  
Special Board Meeting March 18, 2021  
(Pages 1—10)
- III. Executive Director's Report  
(Pages 11—31)
- IV. Committee Reports
- V. New Business Consent Item:
 

Resolution No. 2021-06	Authority to Accept the Bid and Authorize a Contract for Interior Modernization of Scattered Sites K1-54 (15) with Taylor Made Exteriors, LLC (Pages 32—35)
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- VI. New Business Discussion Items: None
- VII. Executive Session
- VIII. Adjournment

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

Thursday, March 18, 2021  
12:30 p.m.

Held Electronically  
Via Zoom

On the 18th day of March 2021 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  
Timothy J. Rhodes, Commissioner  
J.D. Rios, Commissioner  
Denise Tomasic, Commissioner  
Linda Warner, Commissioner

ABSENT: Cardelia Walker, Commissioner  
Charles Wilson, Commissioner

ALSO, PRESENT: Thomas M. Scott, Executive Director/CEO  
Cherrie Escobar, Director of Section 8  
Gerald Glavin, Asst. Director of Operations-FM  
Sharron Davis-Mays, Self-Sufficiency Coordinator  
Jacqueline D. Randle, Executive Services Manager  
Caroline Rogers, Director of Finance  
Anthony J. Shomin, Director of Contract Administration  
Elaine Stroud, Director of Operations  
Nebyu Tilahun, Assistant Director of Finance  
Kendra Tyler, Asst. Director of Housing Operations-HM

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Chairman Watkins called the meeting to order and roll call was taken. He then welcomed Dr. Mosier, President of the Kansas City, Kansas Community College.

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Chairman Watkins called for approval of the minutes. Commissioner Rios made the motion to approve the minutes of February 18, 2021. Commissioner Rhodes seconded the motion, and the following vote was recorded:

AYES: Banks, Barber, Crawford, McDonald, Rhodes, Rios, Tomasic, Warner, Watkins

NAYS: None

ABSENT: Jefferson, Walker, Wilson

ABSTAIN: None

Motion carried.

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### **Executive Director's Report**

- Mr. Scott noted the agenda was lengthy today and his report just referenced meetings that have taken place, but he would draw attention to some key items.
- Pre-interviews for the Executive Director position began this week. Formal interviews will be held on March 30, 2021.
- There is one person at a Scattered Site with COVID-19. We were able to begin getting employees vaccinated on March 5, 2021. Seventy-eight employees have taken their first shot. As other employees elect to be vaccinated, we will send this information to the health department. Ms. Stroud was instrumental in getting this implemented. We were able to vaccinate the aides in the high-rises and are looking to have vaccination sites at each high-rise to start around April 10, 2021 which is two weeks after everyone has their second shot. Vice-Chairman Banks asked if some employees have decided not to be vaccinated. Mr. Scott noted that was correct. The agency's response is to bring someone in to educate staff. We do not have a policy on vaccinations currently. Vice-Chairman Banks asked if the Board should come up with a policy to address this as those not being vaccinated could affect others. Mr. Scott noted that we could establish a policy if the Board chooses to do so. He further expressed to the Board that nursing homes, assisted living facilities and health care workers cannot mandate that their staff be vaccinated according to the CDC regulations. However, employers can mandate having the vaccinations. Vice-Chairman Banks asked that Mr. Scott investigate this further. Commissioner McDonald noted that she was opposed to mandated vaccinations even though she agrees that everyone should have them.

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### **Committee Reports**

## **Finance**

Commissioner McDonald noted that Jackie Randle sent the written Finance Committee report to the Board and she would not take up a lot of time as the budget would be discussed later in the meeting. Income from rent is lower, and vehicle and fuel costs are down. Vehicles can be stored safely at the new maintenance facility and they no longer need to be driven home. The decrease in rental income was discussed and staff is working with residents to get rental assistance. Mr. Scott added there are a number of programs available to help with rental assistance and utilities. Housing Operations staff has put together a list to distribute to our residents and will stay on top of this to help residents through this process.

## **Personnel**

Vice-Chairman Banks noted that as the Board knows, we are in search for an Executive Director with Mr. Scott in the forefront of the search. A couple of candidates have been identified through this process. A Zoom meeting is set for Tuesday, March 30, 2021 at 11 a.m. with the two candidates, the Personnel Committee and Mr. Scott. He then asked Mr. Scott to provide further information about the two candidates. Mr. Scott noted that one hour would be allowed for each interview with 30 minutes in between for review. He explained that both candidates are very strong. One works in Housing Management out of state. The other one works in local government with great leadership skills and is also out of state, but close by. They are both good candidates.

## **Development**

Commissioner Rhodes indicated that the Development Committee has not met, but he would be getting something on the calendar very soon.

## **Resident Participation**

In Commissioner Wilson's absence, Ms. Davis-Mays noted that the Resident Participation Committee had one meeting with the resident leaders. They are getting their budgets done and were made aware of what is going on with housing.

## **CHIG**

Chairman Watkins noted that CHIG met on Tuesday. The DHAL's census is at 100 and visitors will soon be allowed back in the building. There is no COVID-19 in the building and management is doing a great job. There has been a full round of vaccines for everyone that wanted it. Mr. Scott added that we have done two shots with residents and staff who wanted them. He said 98 plus percent have been vaccinated. There are a couple of folks that have not had the shot but will take it. DHAL is COVID-free. There are a few folks in quarantine, due to them leaving the

building. They quarantine for 14 days once they return. Visitation opened on March 9, 2021. The visitation policy has been tailored to the CDC guidelines. He believes management has done a good job in protecting folks and are moving forward.

The following committees did not meet: Bylaws, Development, Inclusion and Public Information, and Executive.

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**New Business Consent Items: None**

**New Business Discussion Items**

Resolution No. 2021-02, PHA Board Resolution approving the Annual Operating Budget, was introduced.

Mr. Tilahun led a PowerPoint presentation of the 2022 operating budget for the Kansas City, Kansas Housing Authority. He noted that the fiscal year runs April 1, 2021 to March 31, 2022. He advised that the budget is prepared for three different budget centers: COCC, HCV and Public Housing Program. There are seven different property groups or AMPs. The budget is prepared using year-to-date revenue and expenses adjusted for inflation. Mr. Tilahun noted it is a very conservative budget. Seven types of revenue were presented. The largest source of income comes from operating subsidy, 44 percent; followed by resident income, 25 percent. The three different budget centers were discussed further and in greater detail. Vice-Chairman Banks questioned the rates for Fee for Service, being \$35 or \$50 with nothing in between. Mr. Scott asked to explain and noted that those fees are the hourly rate and benefits for the position based on the skill level of the position. This is the amount charged to the AMP and not the rate that the resident pays. Their rates are listed in the approved price list and based on normal wear and tear. Other maintenance staff are charged as direct costs to the property and are not based on Fee for Service. Fee for Service employees travel like a service technician. The Section 8 Administrative fee was discussed. Mr. Tilahun explained that the operating subsidy for Public Housing is based on 92 percent proration rate and the budget will be adjusted if this amount changes. He then reviewed the six expense types: Administrative, Tenant, Utilities, Maintenance Services, Protective Services and General. The final slide showed net income budgeted at \$1,183,624 compared to 2021FY which is 40 percent higher. Mr. Tilahun concluded that we are expecting a very good year. He asked if there were questions. Commissioner Barber noted that we would always be operating at a deficit with Section 8. He questioned if HUD believes the program can be subsidized or spread out within the administrative budget. Mr. Scott noted the Section 8 program and Public Housing programs are separate. It is not possible for the Housing Authority to absorb costs for Section 8. The funds from the COCC are not federalized funds and can be used in the Section 8 program. He noted the fee was 70—71 percent for Section 8 in the 1990s, so it has not increased much.

The Section 8 program has had difficulties due to the lack of properties available for the program. There has been an issue with quality Section 8 in Wyandotte County. There are not enough tax credit properties in this community. He further explained that we need to look at a marketing program for Section 8, but it has been difficult with COVID-19. There is a combination of a lot of things that are contributing to problems with Section 8 housing. Mr. Scott speculated that we should be receiving 90 percent subsidy from Section 8 and not 83 percent subsidy. Commissioner Barber noted he would not take up anymore time and would discuss this further offline.

Mr. Tilahun added that when we budget \$818,000 for Section 8 if we lease more, we will receive more funding. Vice-Chairman Banks complimented Tom (Scott), Nebyu (Tilahun) and Caroline's (Rogers) work on the budget. Commissioner Rios thanked Nebyu (Tilahun), and Tom (Scott) for 90 minutes spent yesterday going over the budget.

Commissioner Rios made the motion to approve Resolution No. 2021-02. Commissioner Rhodes seconded the motion, and the following vote was recorded:

AYES: Banks, Barber, Crawford, Jefferson, McDonald, Rhodes, Rios, Tomasic, Warner, Watkins

NAYS: None

ABSENT: Walker, Wilson

ABSTAIN: None

Motion carried.

RESOLUTION NO. 2021-02—PHA Board Resolution approving the Annual Operating Budget

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Chairman Watkins and Commissioner Barber complimented staff on putting together such a clear presentation and explanation of the budget.

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Resolution No. 2021-03, approving the collection loss write-off, was introduced.

Ms. Rogers noted that a collection loss write-off is done every six months and every resident that has not paid off their debt is added to the write-offs. This was last done in September 2020. The current write-off amount is \$83,000. In previous years, the write-offs have been \$252,000; \$245,000; \$179,000 and before that it was back in the \$80,000s. She noted that we were billing a high number of retro-rents that caused tenants to move out and drove up a high volume of write-offs.

We have cleaned up the retro-rents and the numbers have gone down. The expectation is that the next write-off will be in the same range as today. However, we do not know the affects of COVID and if tenants will be able to recover.

Commissioner Rios made the motion to approve Resolution No. 2021-03. Commissioner McDonald seconded the motion, and the following vote was recorded:

AYES: Banks, Barber, Crawford, Jefferson, McDonald, Rhodes, Rios, Tomasic, Warner, Watkins

NAYS: None

ABSENT: Walker, Wilson

ABSTAIN: None

Motion carried.

RESOLUTION NO. 2021-03—COLLECTION LOSS WRITE-OFFS.

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Resolution No. 2021-04, approving the absorption of the Bonner Spring Public Housing Authority, was introduced.

Mr. Scott asked that Chairman Watkins go to page 38 of the board packet for this resolution. He noted we will probably go back to putting the resolution in the front of the attached documents. Bonner Springs has asked us to absorb its 50 units of public housing. Mr. Scott met with the City Council and Mayor. Documents are in the board packet for the Kansas City, Kansas Housing Authority to absorb the units on July 1, 2021. This must be done during the first of a quarter and there must be a 120-day review. Bonner Springs must provide substantially more documents than we must, so an exception was granted by HUD. Mr. Scott explained that the first document is a legal opinion by Kutak Rock of Bonner Springs' ability to transfer the property over to the Kansas City, Kansas Housing Authority. The second document on page 35 is a brief letter from this agency requesting the transfer date and fiscal year-end date be March 31, 2021. The next document is a resolution from Bonner Springs City Council that allows for the transfer from Bonner Springs to Kansas City, Kansas. The next document is to allow Kansas City, Kansas Housing Authority to work within Bonner Springs and operate that facility. The resolution follows. We have reviewed Bonner Springs' financials. The units are 50 years old. It will give us 50 public housing units which are currently full and in a different area of Wyandotte county. This will come in under a different budget and will be an AMP on its own. Vice-Chairman Banks questioned what impact, if any, this would have on next year's budget. Mr. Scott noted this would not bring a substantial amount of income, but the property has been well operated and is in very high demand. It will increase our Admin fees into the COCC and will also reduce the payroll costs out there because they must hire someone to do the

Executive Director and daily duties. We will have a part-time manager onsite. Bonner Springs has some reserves. Commissioner Warner asked what the residents are saying. Mr. Scott noted there were several meetings with residents, but he did not participate in those meetings. The biggest concern was that things were going to change. They are still going to have a Meals on Wheels program and other social service programs. There is a concern of their rent going up and it will not as it is being calculated at the same rate. We are going to be onsite after April 10, 2021 when everyone has had a chance to get their shots and get past those two weeks. Chairman Watkins noted this will help to diversify rental locations for our tenants.

Commissioner Rios made the motion to approve Resolution No. 2021-04. Commissioner Crawford seconded the motion, and the following vote was recorded:

AYES: Banks, Barber, Crawford, Jefferson, McDonald, Rhodes, Rios, Tomasic, Warner, Watkins

NAYS: None

ABSENT: Walker, Wilson

ABSTAIN: None

Motion carried.

RESOLUTION NO. 2021-04—APPROVING THE ABSORPTION OF THE BONNER SPRING PUBLIC HOUSING AUTHORITY.

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Resolution No. 2021-05, authorizing the Executive Director to donate Kansas City, Kansas Housing Authority property located at 624 State Avenue in Kansas City, Kansas, was introduced.

Mr. Scott noted that he met with the president of the junior college to go over the plan that encompasses our maintenance facility. He reminded the Board that most of the maintenance facility was closed. As a result, our costs were driven up last year because the maintenance vehicles were driven home because they could not be parked at the facility due to the condition of the building. This caused us to purchase the Meadowlark Lane building. Maintenance staff is almost completely relocated to the new facility. The new KCKCC building will bring needed resources downtown. Mr. Scott indicated there was concern about the Willa Gill center. He showed the map which outlines the area that will be encompassed by the new center, and the Willa Gill center is out of that area. There is also a reference in the accompanying letter by Dr. Mosier. The junior college will absorb the cost of the transfer of ownership and related items. Commissioner Jefferson noted the actual building was not included, but the parking lot is, she was confused by this. Mr. Scott noted that most of the parking is done behind the building. He suggested



that Dr. Mosier could speak to this more specifically. Dr. Mosier explained there will be parking underneath the main building. The Unified Government will put diagonal parking on both sides of the street. One row or two of parking will be put on Nebraska Ave. It will all be public parking that Willa Gill center volunteers can also use. Vice-Chairman Banks asked to have this verified concerning parking on the north side Nebraska Ave. Commissioner Crawford thanked Dr. Mosier for presenting the most current rendition of the map as there are several versions out there. Dr. Mosier noted he has had several meetings with the Mayor and his staff, and he is appreciative of the Board's consideration. The Board continued its discussion related to the area outlined on the map. Commissioner Barber asked would the underground parking be free. Dr. Mosier noted it would be free. Commissioner Jefferson referenced Dr. Mosier's letter asking what was meant by "*closer to where these individuals live.*" Dr. Mosier noted his understanding from the UG is that there are individuals that live to the north and south of that location and there can still be a facility in this current location and some food delivery. It will be several years before a new location is identified. Chairman Watkins noted there are a lot of conversations taking place and he would be happy to include anyone wanting to be in those conversations. Commissioner Jefferson noted she would like to be involved in those conversations.

Commissioner Rios made the motion to approve Resolution No. 2021-05. Commissioner Crawford seconded the motion, and the following vote was recorded:

AYES: Banks, Barber, Crawford, Jefferson, McDonald, Rhodes, Rios, Tomasic, Watkins

NAYS: None

ABSENT: Walker, Wilson

ABSTAIN: Warner

Motion carried.

RESOLUTION NO. 2021-05—AUTHORIZING THE EXECUTIVE DIRECTOR TO DONATE KANSAS CITY, KANSAS HOUSING AUTHORITY PROPERTY LOCATED AT 624 STATE AVENUE IN KANSAS CITY, KANSAS.

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Commissioner Rios thanked Dr. Mosier and the KCKCC on being progressive. Vice-Chairman Banks added that he would hold Dr. Mosier to those commitments on parking and would like to have him come back to show us the results. Dr. Mosier then offered to provide a tour of the new facility once it is built.

**Executive Session**

At the Chairman's request, the Vice-Chairman made the motion to go into Executive Session for 20 minutes to discuss a real estate issue. Commissioner McDonald seconded the motion, and the following vote was recorded:

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

Motion carried.

Executive session began at 2:00 p.m. Mr. Scott was present during Executive Session.

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Vice-Chairman Banks made a motion to extend Executive Session for another 10 minutes to continue the discussion on a real estate matter. Commissioner Jefferson seconded the motion, and the following vote was recorded:

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

Motion carried.

The extended Executive session lasted from 2:20 p.m.—2:30 p.m. The entire Executive session ran from 2:00 p.m.—2:30 p.m. Mr. Scott was present the whole time.

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Commissioner Jefferson made a motion to return to Special Session. Commissioner Rhodes seconded the motion and the following vote was recorded:

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

Motion carried.

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Commissioner Barber noted his concern that people may not be able to make up the rent that they missed. He is curious to see how we will deal with this under HUD. He asked could this be on the agenda for next time. Chairman Watkins made a note of this.

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

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Matthew T. Watkins, Chairman

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Thomas M. Scott, Executive Director/CEO

\*Arrived after roll call.

## Executive Director's Report

April 15, 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. Monthly Move outs and Move-ins
  - H. Modernization Report
  - I. Resident Initiative Report
  - J. Section 8 Utilization Report

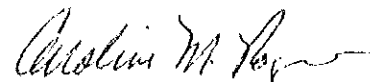
  
Thomas M. Scott  
Executive Director/CEO

**Kansas City, Kansas Housing Authority  
Statement of Funds Available  
For the Period Ended March 31, 2021**

Description	Rate <sup>(a)</sup>	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$1,124,163.30	Liberty
Payroll Account	0.00%		\$67.35	Liberty
ACH Pymt Account	0.15%		\$2,853.09	Liberty
Rent Depository Account	0.00%		3,239,269.55	Bank of Labor
Rent Bank Deposit Accounts	0.70%		\$11,506.36	Various
Homeless Prevention Program	0.90%		5,614.71	Bank of Labor
Sponsorship Program	0.50%		19,745.27	Bank of Labor
Section 8 Checking	0.00%		416,438.74	Bank of Labor
EPC Replacement Reserve Acct	0.15%		\$3,808.93	Liberty
KCKHA Debt Service Account			\$689,041.58	Deutsche Bank
CD#120245349	0.15%	09/01/21	\$500,000.00	Bank of Labor

(a) Represents Rates as of April 8, 2021 provided by Banks.

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

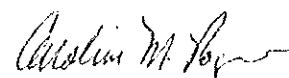


Caroline M. Rogers  
Director of Finance

**Kansas City, Kansas Housing Authority  
Delinquency in Accounts Receivable  
For the Month of March 31, 2021**

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	<u>Rent &amp; Other Charges</u>	<u>Repayment Agreements</u>	<u>Net Total</u>
Accounts Receivable (Amounts Delinquent)	\$212,751.46	(\$143,818.09)	\$68,933.37
Total Charges to Tenants for Month			\$437,043.00
Delinquency Ratio			15.77%
Petitioned to Court			<u>4</u>
Praecipes Issued			<u>3</u>
Evictions			<u>3</u>
Pending Evictions			<u>1</u>



Caroline Rogers  
Director of Finance

**Kansas City, Kansas Housing Authority**

Payments Over \$1,000.00

For The Month of MARCH '21

**\*CONTRACTS\***

VETS Securing America	\$25,372.10
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**\*MAINTENANCE COSTS\***

American Equipment Co.	\$1,236.68
American Water Treatment, Inc	\$1,050.00
CINTAS CORPORATION No. 2	\$1,137.53
Commercial Concepts Furnishings	\$1,045.20
Delta Innovative Services	\$2,975.00
Design Mechanical, Inc.	\$1,147.50
Design Mechanical, Inc.	\$1,147.50
Design Mechanical, Inc.	\$2,868.75
Ferguson Enterprises Inc.	\$1,601.14
Ferguson Enterprises Inc.	\$1,667.49
Ferguson Enterprises Inc.	\$4,014.58
Fire & Security Solutions	\$2,282.67
Fire & Security Solutions	\$6,848.95
First Call Restoration, Inc	\$31,220.76
H.D. Supply	\$1,050.10
H.D. Supply	\$1,056.07
Johnstone Supply Co.	\$5,622.75
KEATING MUD JACKING & CONCRETE, INC.	\$1,500.00
Klemp Electric Mach. Co. Inc.	\$2,023.63
LIFT TRUCK SALES & SERVICE INC	\$9,945.00
Lowes	\$1,577.23
Martin Mechanical Corporation	\$1,046.00
Martin Mechanical Corporation	\$2,762.59
Martin Mechanical Corporation	\$14,509.00
Mccray Millwork	\$1,259.22
MEI TOTAL ELEVATOR SOLUTIONS	\$4,272.23
MEI TOTAL ELEVATOR SOLUTIONS	\$4,272.23
Olney Sales Inc.	\$2,018.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$1,170.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$1,170.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$1,470.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$1,470.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$2,640.00

P1 GROUP, INC.	\$2,654.00
PDQ Supply Inc.	\$1,118.36
Plumb Supply Company, LNX	\$1,634.70
Plumb Supply Company, LNX	\$3,164.64
Precision Plumbing & Construct, Inc	\$1,125.00
Precision Plumbing & Construct, Inc	\$2,155.00
Sherwin-Williams Co	\$1,466.35
Sherwin-Williams Co	\$6,357.24
SOS Pest Control	\$2,400.00
STACO ELECTRIC CONSTRUCTION CO	\$1,432.72
STACO ELECTRIC CONSTRUCTION CO	\$2,910.00
Standard Tools & Equipment Co	\$5,681.28
Stanion Wholesale Elec. Co.	\$5,539.93
Stanion Wholesale Elec. Co.	\$1,583.61
Strasser Hardware	\$3,212.46
SUTTON REMODELING, LLC	\$2,560.00
SUTTON REMODELING, LLC	\$3,230.00
Vestals Welding & Fabrication	\$1,500.00

**\*MISCELLANEOUS\***

American Express	\$2,348.14
AT&T	\$2,209.22
AT&T	\$2,302.96
AT&T	\$2,345.68
AT&T	\$4,057.20
AT&T	\$7,862.02
AT&T	\$7,900.42
Commercial Concepts Furnishings	\$1,697.20
ConvergeOne, Inc	\$2,134.50
ConvergeOne, Inc	\$7,391.80
ENTERPRISE FM TRUST	\$5,261.77
Evans & Mullinix, P.A.	\$2,093.50
Karna Kami	\$2,120.42
Kinkos Fedex	\$1,925.00
Lockton Companies	\$14,174.00
OFFICE ESSENTIALS, INC	\$1,570.22
OFFICE ESSENTIALS, INC	\$1,939.80
ONLINE INFORMATION SERVICES, INC	\$3,077.00
PayLease, LLC	\$3,415.93
Postmaster	\$5,000.00
SCOTT & ASSOCIATES, LLC	\$13,200.00
SCOTT & ASSOCIATES, LLC	\$13,600.00
Talx Corporation	\$3,884.99



Time Warner Cable	\$1,447.19
U.S BANK EQUIPMENT FINANCE	\$2,804.11
Verizon Wireless	\$2,157.30
Waste Management	\$10,303.40
WEX BANK DBA WRIGHT EXPRESS FSC	\$4,582.88
WEX BANK DBA WRIGHT EXPRESS FSC	\$5,143.22

**\*MODERNIZATION\***

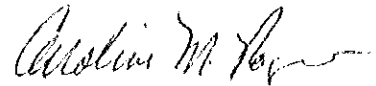
AAIM Services, LLC	\$9,576.00
Allison & Alexander, Inc	\$273,059.83
Carpet Corner Inc.	\$49,088.30
Commercial Concepts Furnishings	\$10,809.52
Construction Managment Services, Inc	\$3,632.85
CVR Associates, Inc	\$4,600.00
CVR Associates, Inc	\$9,372.19
GE APPLIANCES	\$15,133.00
GSI Engineering, LLC	\$2,769.00
Home Depot Pro-SupplyWorks	\$1,073.21
Infinity Group LLC	\$146,030.40
KDHE/Bureau of Environmental Remediation	\$1,976.51
McClatchy Company, LLC	\$1,252.80
MEI TOTAL ELEVATOR SOLUTIONS	\$89,343.30
MEI TOTAL ELEVATOR SOLUTIONS	\$161,322.23
Stanion Wholesale Elec. Co.	\$30,117.87
The Nelrod Company	\$9,260.00
Thompson Design Consultants	\$2,360.00
WSKF ARCHITECTS, INC	\$1,090.00

**\*PAYROLL COSTS\***

AFLAC PREMIUM HOLDING	\$3,754.32
Blue Cross Blue Shield Of KC	\$93,790.72
Colonial Life & Accident Ins	\$4,105.04
Colonial Life & Accident Ins	\$4,105.64
Delta Dental	\$4,694.23
Kansas Payment Center	\$1,109.57
Kansas Payment Center	\$1,109.57
Kansas Public Employ Ret Syst	\$31,269.06
Kansas Public Employ Ret Syst	\$31,870.79
Nationwide Retirement Solution	\$2,640.00
Nationwide Retirement Solution	\$2,640.00
UMB HEALTH SAVINGS ACCT	\$1,230.00
UMB HEALTH SAVINGS ACCT	\$1,230.00

**\*UTILITIES**

Atmos Energy	\$1,129.00
Atmos Energy	\$2,812.82
Board Of Public Utilities	\$11,635.84
Board Of Public Utilities	\$26,677.19
Board Of Public Utilities	\$51,070.62
Board Of Public Utilities	\$105,804.44
Board Of Public Utilities	\$110,733.91
Kansas Gas Service	\$8,801.81
Kansas Gas Service	\$11,376.82
Kansas Gas Service	\$20,907.17
Kansas Gas Service	\$41,836.76



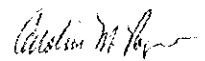
Caroline M. Rogers  
Director of Finance

**Kansas City, Kansas Housing Authority**  
**Operating Receipts and Expenditures**  
**For Period Ending February 28, 2021**

	CEN OFFICE YR TO DATE	%	CEN OFFICE BUDGET	PUBLIC HSG YR TO DATE	%	PUBLIC HSG BUDGET	SECTION 8 YR TO DATE	%	SECTION 8 BUDGET
<b>OPERATING INCOME:</b>									
Dwelling Rent				\$4,249,695.22	84%	\$5,047,070.00			
Fraud Recovery Income							\$92,904.45		
Interest Income	\$1,187.82	81%	\$1,460.00	\$3,822.67	44%	\$8,780.00			
Tenant Income				\$237,471.50	61%	\$390,712.00			
Transfer from CFP	\$16,332.31			\$1,079,018.85	106%	\$1,018,928.00			
Other Income	\$864,430.33	177%	\$489,554.00	\$92,598.52	98%	\$94,077.00	\$1,772.79		
Fee for Services - COCC	\$528,060.80	35%	\$1,500,087.00						
Management Fees	\$1,882,056.41	103%	\$1,828,145.00						
<b>Total Operating Income</b>	<b>\$3,292,067.67</b>	<b>86%</b>	<b>\$3,819,246.00</b>	<b>\$5,662,606.76</b>	<b>86%</b>	<b>\$6,559,567.00</b>	<b>\$94,677.24</b>		
Operating Subsidy				\$8,219,998.68	106%	\$7,763,316.00			
Section 8 Admin Fees							\$1,002,326.00	129%	\$777,301.00
<b>Total Operating Receipts</b>	<b>\$3,292,067.67</b>	<b>86%</b>	<b>\$3,819,246.00</b>	<b>\$13,882,605.44</b>	<b>97%</b>	<b>\$14,322,883.00</b>	<b>\$1,097,003.24</b>	<b>141%</b>	<b>\$777,301.00</b>
<b>OPERATING EXPENSES:</b>									
Administrative Salaries	\$835,840.62	87%	\$959,077.00	\$918,011.71	84%	\$1,096,386.00	\$307,522.83	99%	\$309,206.00
Management Fees				\$1,607,574.41	106%	\$1,514,196.00	\$274,482.00	87%	\$313,950.00
Other Admin Expenses	\$168,039.80	83%	\$202,958.00	\$269,683.19	83%	\$324,678.00	\$46,177.72	112%	\$41,231.00
<b>Tenant Services</b>									
Tenant Services Salaries				\$16,214.93					
Resident Assoc Expenses				\$1,227.83	5%	\$26,046.00			
Other Expenses				\$53,614.65	308%	\$17,402.00			
<b>Total Utilities</b>	<b>\$42,587.73</b>	<b>82%</b>	<b>\$51,658.00</b>	<b>\$2,457,961.05</b>	<b>87%</b>	<b>\$2,827,169.00</b>			
Maintenance Salaries	\$414,758.19	33%	\$1,262,794.00	\$2,115,663.99	134%	\$1,580,154.00			
Maint Materials	\$334,075.29	233%	\$143,450.00	\$232,606.55	34%	\$683,095.00	\$1,014.61	58%	\$1,737.00
Fee for Services - COCC				\$528,060.80	35%	\$1,500,087.00			
Other Maint Contracts	\$302,143.01	134%	\$224,744.00	\$1,134,322.53	93%	\$1,214,085.00	\$30,797.64	288%	\$10,687.00
Security Salaries									
Other Security Expense	\$1,705.09	68%	\$2,500.00	\$149,948.56	91%	\$164,235.00			
Insurance	\$92,882.53	86%	\$108,252.00	\$510,339.54	92%	\$555,162.00	\$22,408.14	93%	\$23,983.00
Terminal Leave Payments									
Employee Benefit Contributions	\$660,214.17	83%	\$798,175.00	\$929,857.83	97%	\$961,508.00	\$93,829.28	84%	\$111,078.00
Collection Losses				\$224,916.68	53%	\$425,500.00			
Interest Expense				\$526,806.11	88%	\$596,652.00			
Other General Expense	\$2,972.06			\$2,518.67	210%	\$1,198.00	\$9,650.56	88%	\$11,000.00
<b>Total Routine Expenses</b>	<b>\$2,855,218.49</b>	<b>76%</b>	<b>\$3,753,608.00</b>	<b>\$11,679,329.03</b>	<b>87%</b>	<b>\$13,487,553.00</b>	<b>\$785,882.78</b>	<b>96%</b>	<b>\$822,872.00</b>
Extraordinary Maintenance									
COVID	\$136,904.45			\$90,272.69			\$27,245.04		
Casualty Losses - Net				(\$90,620.81)					
<b>Total Operating Expenses</b>	<b>\$2,992,122.94</b>	<b>80%</b>	<b>\$3,753,608.00</b>	<b>\$11,678,980.91</b>	<b>87%</b>	<b>\$13,487,553.00</b>	<b>\$813,127.82</b>	<b>99%</b>	<b>\$822,872.00</b>
Prior Year Adjustments									
<b>Total Operating Expenditures</b>	<b>\$2,992,122.94</b>	<b>80%</b>	<b>\$3,753,608.00</b>	<b>\$11,678,980.91</b>	<b>87%</b>	<b>\$13,487,553.00</b>	<b>\$813,127.82</b>	<b>99%</b>	<b>\$822,872.00</b>
<b>Gain/(Loss) from Operations</b>	<b>\$299,944.73</b>		<b>\$65,638.00</b>	<b>\$2,203,624.53</b>		<b>\$835,330.00</b>	<b>\$283,875.42</b>		<b>(\$45,571.00)</b>

\*\*\* February is the 11th month of the Fiscal Year Ending March 31st

\*\*\* Percentage 91.67% or 11/12th of the year



Caroline Rogers  
 Director of Finance

**KANSAS CITY, KANSAS HOUSING AUTHORITY  
MAINTENANCE REPORT  
FOR THE MONTH OF MARCH 2021**

**CUSTOMER SERVICE & SATISFACTION SURVEY - MARCH 2021**

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
03/01/21	43	19	62	4	4	0	15
03/02/21	74	22	96	7	7	0	15
03/03/21	69	10	79	3	3	0	7
03/05/21	54	10	64	2	2	0	8
03/08/21	63	11	74	4	4	0	7
03/09/21	67	14	81	4	4	0	10
03/11/21	48	9	57	5	5	0	4
03/12/21	52	10	62	2	2	0	8
03/15/21	70	22	92	2	2	0	20
03/16/21	43	13	56	4	4	0	9
03/17/21	113	11	124	3	3	0	8
03/18/21	69	15	84	5	5	0	10
03/19/21	70	17	87	5	5	0	12
03/22/21	48	13	61	6	6	0	7
03/23/21	29	13	42	4	4	0	9
03/24/21	32	7	39	4	4	0	3
03/29/21	56	18	74	7	7	0	11
<b>TOTAL</b>	<b>1,000</b>	<b>234</b>	<b>1,234</b>	<b>71</b>	<b>71</b>	<b>0</b>	<b>163</b>

(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 30% of the service work orders completed
- (b) No Response 70% 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.

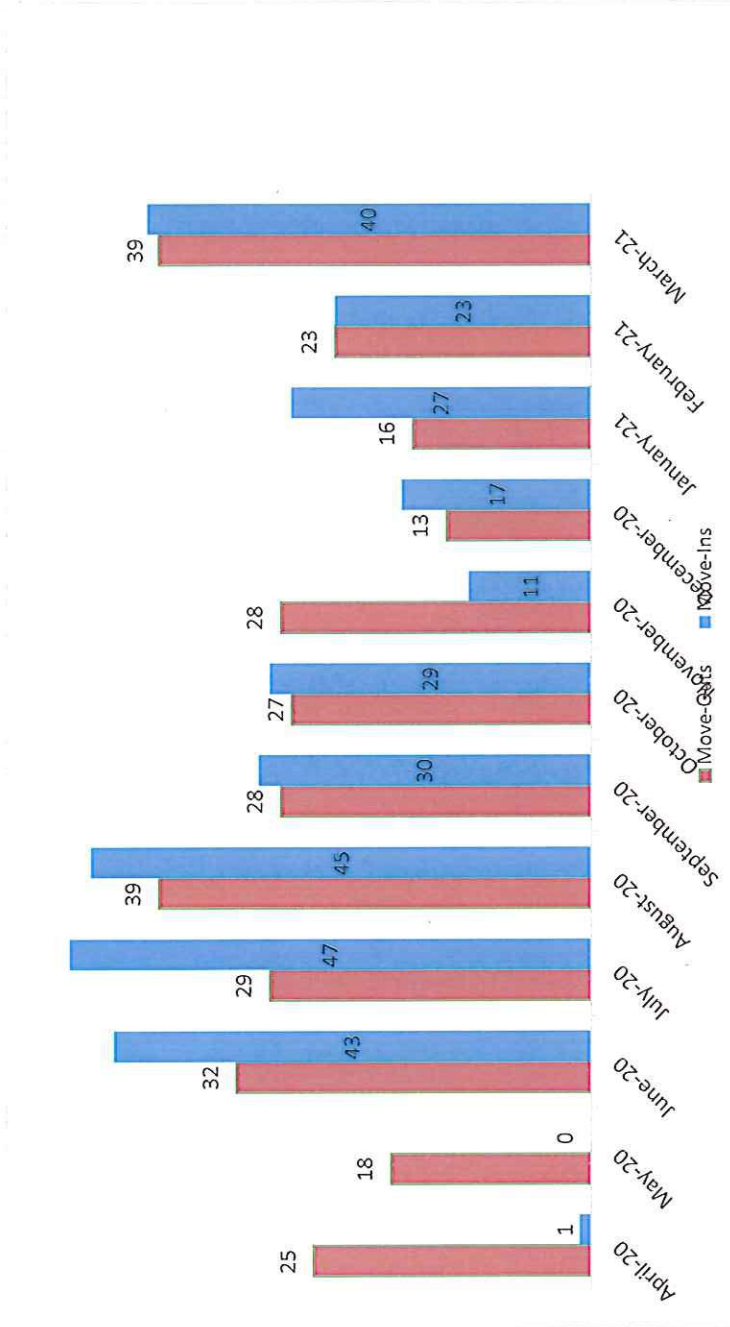
	Family	Elderly	Total
Total Vacancy	26	41	67
Units in Mod	10	25	35
Juniper in Mod	138	0	138
Fire Units	0	0	0
Defer Maint	4	1	5
Rentable Units	22	40	62
Move-Ins	7	33	40
Move-Outs	22	17	39
Units Available	5	14	19

REPORT F

Kansas City, Kansas Housing Authority  
March 2021 Occupancy Report

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	HUD APPROVED SPECIAL USE UNITS	UNITS IN MOD	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 *M(7) D(12) JUNIPER GARDENS	265	112	17	12	124	94%	100%
K1-2 D(1) ST. MARGARETS PARK	100	96	3	1		97%	99%
K1-3 D(1) CYRUS K. HOLIDAY	60	59	-	1	-	100%	97%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	278	18	6	-	94%	94%
K1-5*M(2) D(1) BELROSE MANOR	90	86	3	1		97%	93%
K1-6 Elderly DOUGLAS HEIGHTS	101	98	3	-	-	97%	91%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	89	7	3		93%	95%
K1-7 D(1) SCATTERED SITES	24	21	1	2		96%	96%
K1-9 D(1) SCATTERED SITES	30	28	2			93%	93%
K1-10 *M(2) SCATTERED SITES	42	37	5			88%	93%
K1-11 M(1) D(1) GRANDVIEW PARK	40	36	2	1	1	95%	95%
K1-12 D(2) CHALET MANOR	66	60	4	2		94%	94%
K1-13 WELBORN VILLA	80	80	-	-		100%	96%
K1-14 BETHANY PARK TOWERS	153	146	7	-		95%	94%
K1-15 *M(6) SCATTERED SITES	20	11	-	-	9	100%	100%
K1-17*M(1) GLANVILLE TOWERS	108	106	2		-	98%	97%
K1-18 ROSEDALE TOWERS	122	121	1	-		99%	99%
K1-20 D(1) WESTGATE TOWERS	163	155	7	1		96%	94%
K1-21 D(1) SCATTERED SITES	8	8	-			100%	100%
K1-22 WESTGATE VILLA	20	19	1			95%	100%
K1-23 D(1) SCATTERED SITES	38	37	1			97%	97%
K1-24 M(18) PLAZA TOWERS	115	89	2		24	98%	97%
K1-25 D(1) SCATTERED SITES	12	11	-	1		100%	92%
Total Units Available for Occupancy	2,058	1,783	86	31	158	96%	96%

(\* Modernization units)



## **MODERNIZATION AND DEVELOPMENT REPORT** **April 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 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 2<sup>nd</sup>, 2015. The Capital Fund Program 2016 was approved at the December 17<sup>th</sup>, 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, K1-56 Glanville Tower Common Area HVAC Improvement, and K1-57 Westgate Tower and Plaza Tower Elevator Modernization.

### **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 7<sup>th</sup>, 2016. The Capital Fund

Program 2017 was approved at the December 15<sup>th</sup>, 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.

#### **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. Relocation of these 6 residents occurred March 9<sup>th</sup> & 10<sup>th</sup> and is now complete.

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

Bids were received on July 15<sup>th</sup>, 2019 and revised bids were received on August 2<sup>nd</sup>, 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 23<sup>rd</sup>, 2019. Notice to proceed was issued on September 11<sup>th</sup>, 2019. All work is completed 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 6<sup>th</sup>, 2017. The Capital Fund Program 2018 was approved at the December 21<sup>st</sup>, 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 have reviewed the bids and are recommending acceptance of the Kenton Brothers, Inc. bid. Since the low bid amount is below the threshold of \$75,000, Board of Commissioners approval is not required. A contract was awarded to Kenton Brothers Inc. in the amount of \$43,834.33. A Notice to Proceed was issued on January 25, 2021. Work is nearing completion on the all buildings.

#### **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 5<sup>th</sup>, 2018. The Capital Fund Program 2019 was approved at the December 20<sup>st</sup>, 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.

The following project is complete: KCKHA Thomas M. Scott Maintenance Facility.

#### **ROSEDALE TOWER – ELEVATOR MODERNIZATION**

The Board of Commissioners, at the December 17, 2020 Board Meeting, declared the repair and modernization of the Elevators at Rosedale Tower an emergency. Currently one elevator at the tower is unrepairable due to lack of replacement parts. Minnesota Elevator, Inc., our current service provider for elevator service and repair, prepared a cost of modernization of the elevators at Rosedale Tower. The price was compared to recent elevator modernization contracts and is acceptable. A contract, in the amount of \$370,601.00 was awarded to MEI for this elevator modernization. Equipment has been delivered and work has begun on the elevators.

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

Bids were received on November 10<sup>th</sup>, 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<sup>th</sup>, 2020. A Notice to Proceed was issued on Feb 3<sup>rd</sup>, 2021. Work has begun on the 6<sup>th</sup> Floor. Demolition, rough plumbing and electrical, and framing is complete. Work is progressing well. Drywall installation, painting, cabinet installation and finish carpentry is underway.

#### **K1-54 SCATTERED SITES (15) INTERIOR MODERNIZATION PHASE 2**

Bids were received on April 7<sup>th</sup>, 2021 for this project. The Board will consider award of a contract at the April 15<sup>th</sup>, 2021 meeting.

#### **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 4<sup>th</sup>, 2019. The Capital Fund Program 2020 was approved at the December 19<sup>th</sup>, 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. All work is completed and accepted. Awaiting the submission of final paperwork to close-out this project.

#### **JUNIPER GARDENS DISPOSITION APPLICATION AND RELOCATION**

At HUD's determination and request, the Housing Authority has been instructed that, due to the vacancy rate, Juniper Gardens meets the required conversion regulations and must be removed from the Housing Authority's public housing inventory. The Housing Authority has completed and submitted a Disposition Application to HUD for approval. HUD is reviewing our disposition application. Since removal from inventory requires the current residents at Juniper Gardens to be relocated. The Housing Authority prepared a Request for Proposals for Relocation Services to counsel the residents, find suitable housing for relocation of residents, and to assist the Housing Authority in the relocation of the Juniper Gardens residents. Six Proposals were received and evaluated by staff. Staff recommended entering into a contract with CVR Associates. The Board authorized a contract for relocation services, at the meeting held on July 16<sup>th</sup>, 2020, to CVR Associates, in the amount of \$230,000.00. Resident meetings have been held with the residents, to explain the relocation process and to answer questions. CVR is currently performing surveys of each resident to determine their needs and wants. Resident surveys have nearing completion. Actual relocations cannot be started until the Disposition Application is approved by HUD. HUD is currently reviewing the application for possible approval. Bids to move 9 residents that will relocate from Juniper Gardens to other public housing developments was received on March 5, 2021. A contract was awarded to Kansas City Moving & Storage, in the amount of \$8,575.00. 6 of these relocations moves have been completed. The remaining 3 moves will be completed when the dwelling units, currently being turned over, are ready.

#### **K1-52 and K1-53 FOUNDATION REPAIR AND STABILIZATION**

A Request For Proposal for foundation repair and stabilization on three buildings was prepared, and proposals were received on March 31<sup>st</sup>, 2021. Staff is reviewing and scoring the proposals and this matter will be on the agenda for Board consideration at the Board's May Meeting.

#### **CAPITAL FUND PROGRAM 2021**

The funding amount for this program is \$5,485,060.00. The public hearing and final budget were presented to the residents on December 2<sup>nd</sup>, 2020. The Capital Fund

Program 2021 was approved at the December 17<sup>th</sup>, 2020 Board meeting. Staff is working on the necessary paperwork to be submitted to HUD for acceptance of this funding.

## RESIDENT INITIATIVE REPORT

APRIL 2021

SUBMITTED BY SHARRON DAVIS-MAYS

SELF-SUFFICIENCY COORDINATOR

The Public Housing Resident Council (PHRC) meetings are being held by Zoom and by conference call due to COVID-19. 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 March 3, 2021 I attended the Thr'Yve (Together Helping Reduce Youth Violence for Equity) meeting via Zoom.

On March 4, 2021 I participated in the Kansas City, Kansas Housing Authority's relocation meeting. Our team was advised that Mrs. Elnora Jefferson was hired as the new Relocation Specialist. A total of 23 surveys will be completed by the Relocation Specialist.

On March 9, 2021 I participated in Federal Deposit Insurance Corporation (FDIC) Strategic Planning meeting. The meeting was to inform community partners on ways to help residents obtain bank accounts. The FDIC is working with banks that have branches in areas where residents are low income.

Also, on March 9, 2021 Mr. Scott, Executive Director; Kansas City, Kansas Housing Authority and myself met with Ms. Liza Abney, United States Department of Housing and Urban Development, Region IIV. This meeting was to assist our agency on ways to recruit Housing Choice Voucher participants into the Family Self-Sufficiency (FSS) Program. Our agency only had seven participants enrolled in the program. We reached out to participants by sending out flyers in the recertification packets. There was very little success with getting participants interested in the program. Ms. Abney suggested that we try cold calling participants to see if we could get any interest in the program. We will meet with Ms. Abney in the month of April to make her aware of our progress in getting a total of 25 participants enrolled in the program to be in compliance with the FSS grant. We were successful in enrolling 25 participants in the Family Self-Sufficiency program by the end of March 2021. The Housing Authority will need to get a Family Self-Sufficiency Specialist hired for the program now that we have achieved our goal.

Also, on March 9, 2021 Donnelly College had ten students along with three residents to plan their community garden at Wyandotte Towers. Mr. Richard Mabion of the Sierra Club lead this initiative. This group had planned to have another day of planting on March 11, 2021, but it was postponed due to the rain and will be rescheduled.

On March 18, 2021 The relocation team met with CVR Associates to update the Housing Authority on the progress of the Relocation Specialist, total surveys to get completed, and work obtaining a moving company.

A total of 108 residents will receive Housing Choice Vouchers and 21 surveys still needed to get completed. Plans are to start going door to door once the weather improves. CVR Associates also plans to create a flyer for the remaining residents to aid in their relocation.

On March 30, 2021 our agency met with Richard Mabion, Sierra Club, and students from Donnelly College. Thomas Scott, Executive Director, KCK Housing Authority, attended this meeting. The next goal is to plant fruit trees on the west side of where the garden is planted. There was a total of 12 in attendance.

Month	Year	Units	HAP
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
February	2021	1251	845,144
March	2021	1249	837,719
April	2021	1243	846,937



**RESOLUTION NO. 2021-06**

**AUTHORITY TO ACCEPT THE BID AND AUTHORIZE A CONTRACT FOR  
INTERIOR MODERNIZATION OF SCATTERED SITES K1-54 (15)  
WITH TAYLOR MADE EXTERIORS, LLC.**

**WHEREAS**, interior modernization of Scattered Sites K1-54 (15) located at 3241 and 3249 North 46th Street and 4518, 4521, 4524 4525, 4536, 4541, and 4550 Oak Avenue are needed; and

**WHEREAS**, bids for the interior modernization of 3241 and 3249 North 46th Street and 4518, 4521, 4524 4525, 4536, 4541, and 4550 Oak Avenue were solicited and received on April 7<sup>th</sup>, 2021; and

**WHEREAS**, bids were received from:

McCarthy Wild Services, Inc.  
Taylor Made Exteriors LLC.

Fort Worth, TX  
Lee's Summit, MO; and

**WHEREAS**, the bids were opened and tabulated by the architect and Kansas City Kansas Housing Authority staff; and

**WHEREAS**, the staff and the architect are recommending acceptance of the responsive low bid submitted by Taylor Made Exteriors, LLC and authorize a contract in the amount of the base bid of \$633,236.46 for the interior modernization 3241 and 3249 North 46th Street and 4518, 4521, 4524 4525, 4536, 4541, and 4550 Oak Avenue plus any additional amounts, as needed, for additional work, per the unit prices established in the bid documents.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the bid submitted by Taylor Made Exteriors LLC in the amount of \$633,236.46 for the interior modernization of 3241 and 3249 North 46th Street and 4518, 4521, 4524 4525, 4536, 4541, and 4550 Oak Avenue plus any additional amounts, as needed, for additional work, per the unit prices established in the bid documents, is hereby accepted.

**BE IT FURTHER RESOLVED**, that the Housing Authority of Kansas City, Kansas is authorized to enter into a contract with Taylor Made Exteriors LLC in the amount of \$633,236.46 for the interior modernization of 3241 and 3249 North 46th Street and 4518, 4521, 4524 4525, 4536, 4541, and 4550 Oak Avenue plus any additional amounts, as needed, for additional work, per the unit prices established in the bid documents.

**NOW, THEREFORE BE IT FURTHER RESOLVED** that the Board of Commissioners does hereby approve Resolution No. 2021-06.

Kansas City, Kansas City Kansas Housing Authority  
Board of Commissioner's Meeting  
April 15, 2021

New Business Consent Item: Authority to Accept the Bid submitted and Authorize a contract for interior modernization at Scattered Sites K1-54 (15) with Taylor Made Exteriors, LLC.

Resolution Number No. 2021-06

**Background:**

The interiors of the dwelling units at Scattered Site K1-54 (15) need modernization. The interior surfaces and equipment are original since these units were built, except for minor unit turnover and repairs. The interior modernization work consists of plumbing updates (new faucets, sinks, stops, garbage disposals), Electrical updates (rewiring of the buildings to replace old aluminum wiring, new breaker panels, plugs, switches, lighting) new kitchen cabinets and bath vanities, new countertops, new interior door replacements, new floor coverings, ceiling and wall repair and painting, and new hardware.

**Current Issue:**

Staff following our procurement policy has hired an architect, and the architect has prepared interior modernization plans for these nine houses.

The Invitation to Bid was advertised in the Kansas City Star, The Call, and Dos Mundos. The Invitation to Bid was posted on the Housing Authority's web site and mailed to contractors reporting services. Also, the Invitation to Bid was mailed directly to 180 General Contractors and Section 3 Contractors. Ten contractors picked up plans for this project.

A pre-bid conference was held, via an on-line Zoom meeting, on March 24<sup>th</sup>, 2021, to answer questions, and any interested contractors were given an opportunity to visit the 9 houses.

Bids were opened, via an on-line Zoom meeting, on April 7<sup>th</sup>, 2021 at 2:00 pm. Two Contractors bid on this project:

McCarthy Wild Services, Inc.  
Taylor Made Exteriors, LLC.

Fort Worth, TX.  
Lee's Summit, MO.

Taylor Made Exteriors, LLC. is the apparent responsive low bidder with a base bid for the nine houses of \$633,236.46 plus six aggregate prices of \$40,268.00, for a total bid of \$673,504.46. The low bidder is to be determined by the total of the base bids for the nine houses plus six aggregate prices; Aggregate No. 1: Remove and replace with new plywood subflooring, cost to replace 400 square feet, \$2,748.00; Aggregate No. 2: Replace rim joist with new insulated rim joist system, cost to replace 100 linear feet, \$12,500.00; Aggregate No. 3: Replace sole plate with new insulated sole plate system, cost to replace 100 linear feet, \$15,000.00; Aggregate No. 4: Replace floor joists with new floor joist system, cost to replace 100 linear feet, \$7,500.00; Aggregate No. 5: Replace existing interior doors with new pre hung door, frame, and hardware, cost to replace 18 doors, \$2,250.00; and Aggregate No. 6: Replace damaged drywall, cost to replace 120 square feet, \$270.00, for a total aggregate prices of \$40,268. The aggregate prices will establish a unit price to be used for actual replacement needed. McCarthy Wild Services, Inc.'s bid for the 9 houses and six aggregate prices was \$792,337.00 (see attached bid tab sheet).

Taylor Made Exteriors, LLC. has been in business for 20 years. The Housing Authority has previous experience with this contractor with good results. The architect and staff have checked references with positive comments received. There is \$700,000 in the 2019, 2020 and 2021 Capital Fund Programs budgeted for this project. The architect's estimate for this work is \$805,554.

Taylor Made Exteriors, LLC. and its principal do not appear on the List of Parties Excluded from Federal Procurement or Nonprocurement Programs. The principal is:

Richard Mullin

Owner and President

The Kansas City Kansas Housing Authority's procurement policy requires that all contracts in excess of \$75,000 must be approved by the Board of Commissioners of the Housing Authority.

Therefore, the staff and the architect are recommending acceptance of the responsive low bid submitted by Taylor Made Exteriors, LLC and authorize a contract in the amount of the total of all base bids for the nine houses totaling \$633,236.46 for the interior modernization of 3241 and 3249 North 46<sup>th</sup> Street and 4518, 4521, 4524 4525, 4536, 4541, and 4550 Oak Avenue plus any additional amounts, as needed, for additional work per the unit price established in the bid documents.

Attached is a resolution that will authorize the acceptance of the bid and authorize a contract with Taylor Made Exteriors, LLC for the interior modernization of 3241 and 3249 North 46<sup>th</sup> Street and 4518, 4521, 4524 4525, 4536, 4541, and 4550 Oak Avenue in the amount of \$633,236.46 plus any additional amounts, as needed, for additional work, per the unit price established in the bid documents.

Staff recommends approval of this resolution.

**Board Action:**

Approve Resolution No. 2021-06, if Appropriate.



DAVIDSON & ASSOCIATES, INC.

BID TABULATION SHEET

KCKHA CONTRACT 21-01-54 (15) Scattered Site 15 Interior Modernization Phase II

2:00 PM CDT, April 7, 2021 / VIA ZOOM MEETING PUBLIC BID OPENING

Description/Company Name	McCarthy Wild Services, Inc	Tailor Made Exteriors	Davidson & Associates, Inc Opinion of Probable of Cost
Acknowledge Addendum 1	X	X	
Completed Bid Form	X	X	
Completed Bid Bond	X	X	
SUBBID 4518 OAK ST	\$83,200.00	\$68,474.21	\$85,468.20
SUBBID 4521 OAK ST	\$79,550.00	\$74,182.22	\$105,473.13
SUBBID 4524 OAK	\$83,200.00	\$68,474.21	\$85,468.21
SUBBID 4525 OAK	\$81,247.00	\$66,678.92	\$81,965.25
SUBBID 4536 Oak	\$83,200.00	\$68,474.21	\$85,468.20
SUBBID 4541 OAK	\$83,450.00	\$73,194.03	\$89,472.09
SUBBID 4550 OAK	\$117,280.00	\$71,090.42	\$97,298.37
SUBBID 3241 N. 46TH ST	\$83,200.00	\$68,474.21	\$85,468.21
SUBBID 3249 N. 46TH ST	\$83,450.00	\$73,194.03	\$89,472.09
Total Base Bid	\$777,777.00	\$633,236.46	\$805,553.75
Unit Cost No.1 SF/ 400 SF	7.00 / 2,800.00	6.87 / 2748.00	15.60 / 6,240.00
Unit Cost No.2 LF/ 100 LF	35.00 / 3,500.00	125.00 / 12,500.00	25.70 / 2,570.00
Unit Cost No.3 LF/ 100 LF	5.00 / 500.00	150.00 / 15,000.00	29.20 / 2,920.00
Unit Cost No.4LF/ 100 LF Aggregate	14.00 / 1,400.00	75.00 / 7,500.00	24.30 / 2,430.00
Unit Cost No.5 EA/ 18 Aggregate	300.00 / 5,400.00	125.00 / 2,250.00	400.00 / 7,200.00
Unit Cost No.6 SF/ 120 SF Aggregate	8.00 / 960.00	2.25 / 270.00	25.80 / 3,096.00
Total Aggregate Costs (\$)	\$14,560.00	\$40,268.00	\$24,456.00
Total Cost (Base Bid Plus Aggregate) (\$)	\$792,337.00	\$673,504.46	\$830,009.75