



# Agenda

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

## Annual Meeting

Thursday, June 17, 2021  
12 noon

Thomas M. Scott Maint. Facility  
1300 Meadowlark Lane

- I. Roll Call
- II. Approval of the Minutes  
Special Board Meeting May 20, 2021  
(Pages 1—10)
- III. Executive Director's Report  
(Pages 11—32)
- IV. Committee Reports
- V. New Business Consent Items: None
- VI. New Business Discussion Item:  
  
Resolution No. 2021-12                  Adopting the 63<sup>rd</sup> Annual Report  
(Page 33—36)
- VII. Executive Session
- VIII. Adjournment

Note: Lunch will be served at noon and business will begin at 12:30 p.m.

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

Thursday, May 20, 2021  
12:30 p.m.

Held Electronically  
Via Zoom

On the 20th day of May 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  
Jacques Barber, Commissioner  
Rachel Jefferson, Commissioner  
P. Anne McDonald, Commissioner  
Timothy J. Rhodes, Commissioner  
J.D. Rios, Commissioner  
Linda Warner, Commissioner  
Charles Wilson, Commissioner

**ABSENT:**

Rev. Jimmie L. Banks, Commissioner  
Broderick Crawford, Commissioner  
Denise Tomasic, Commissioner  
Cardelia Walker, Commissioner

**ALSO, PRESENT:**

Thomas M. Scott, Outgoing Executive Director  
Andrea S. Tapia, Incoming Executive Director  
Cherrie Escobar, Director of Section 8  
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

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

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Chairman Watkins called for approval of the minutes. Commissioner Rios made the motion to approve the minutes of April 15, 2021. Commissioner McDonald seconded the motion, and the following vote was recorded:

AYES: Barber, Crawford, Jefferson, McDonald, Rhodes, Rios, Warner, Watkins, Wilson

NAYS: None

ABSENT: Banks, Tomasic, Walker

ABSTAIN: None

Motion carried.

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

- Mr. Scott advised that he would provide a brief report and staff would go around and give a brief overview of their departments.
- Mr. Scott then introduced Andrea Tapia as the new Executive Director. He noted they have been out driving the properties this morning. He would like the Board to consider having an in-person meeting. The meeting could take place at the maintenance facility where we could socially distance ourselves.
- Mr. Scott informed the Board that we had a 504 Compliance Review which is a handicap accessibility review. This was a very extensive review which has not taken place for several years. The review was done remotely due to COVID-19. The exit interview took place on Thursday and Tony (Shomin) and Elaine (Stroud) also participated. There is a lot of turnover at HUD with senior staff. HUD was complimentary of staff with the documents that were presented for review. There is some concern that we have 99 handicap accessible units, but we need to have 103 units. HUD is wanting to enter into a voluntary cooperation agreement rather than do a write-up on this. The two reasons for this are that we are usually the first one to be reviewed because, we are the closest to Region 7; and we are the first remote review. HUD will allow us to enter into a voluntary agreement for five years and possibly longer. We will be able to add into the Capital Fund program, per unit, per year, and not handicap the agency. Other concerns that we expressed are that most of the high-rise locations are pre-cast concrete buildings and we cannot get a 36 radius into the restrooms.
- The OIG review on the environmental issues for Juniper Gardens, Bethany and Wyandotte Towers has been addressed. There was a demand for payment, but we are not going to do that. Mr. Scott noted we were told by HUD that we would not be responsible for the environmental work and that the Unified Government (UG) is the responsible entity. We can expect to receive clearance on the OIG audit shortly.
- The contract with the Kansas City, Kansas Community College has been signed. We are waiting on the title work to come back. The maintenance

building has been cleaned out. All the relocation was done in-house by staff.

- We have reached 25 clients for the Family Self-Sufficiency (FSS) program and the coordinator position is on the consent agenda to go to full-time status because of increased participation. Ms. Sharron Davis-Mays has done a good job with this.
- If there are no questions, Mr. Scott asked that the Department Heads provide an overview of their departments.
- Commissioner Jefferson had a question on the OIG audit. She wanted to know who was asking for payment. Mr. Scott explained the OIG was asking for payment. They went back on all our environmental audits and focused on Juniper Gardens, Bethany Towers, and Wyandotte Towers. He stated that we followed procedure and it was approved by Region VII, so no we are not paying for this. Mr. Scott noted the money was used appropriately.
- Chairman Watkins asked if we are four or five units short on this handicap accessibility. Mr. Scott noted we are four units short, but we need to do a thorough review of our entire population. We did an accessibility review of the common areas. Five percent of our total units need to be handicap accessible; Juniper Gardens has already been taken out of this total. We need 104 handicap accessible units.
- Commissioner Jefferson asked if our plan with the SAC office has been approved. Mr. Scott noted that the plan has moved on to engineering, but it is still in draft form.

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## **Director Reports**

Mr. Scott noted that Ms. Stroud would go first because she and her staff have done a good job with the vaccination clinics at the high-rises and he would like her to expound on that. She and her staff have done a tremendous job and been highly praised by the health department. There is also information about this in the handouts along with information on what we are doing with rents.

### Elaine Stroud, Director of Housing Operations

Ms. Stroud explained that we have completed our vaccination clinics in the high-rises as of May 13, 2021. The Health Department provided over 400 doses of the COVID-19 vaccine. The only glitch was when the Johnson and Johnson shot was put on pause for two weeks. The Pfizer vaccination was done instead, and we had to go back and do a second clinic at those high-rises. There was a 100 percent return for folks to receive the second dosage. We were able to invite family site residents when the shot could be administered to those under 18. We are getting ready to have an education program with the Health Department. Mr. Jose Davis,

HUD, will also be working with us on the education piece. We will be looking at folks who are scared to get the vaccine and those who are absolutely refusing the vaccine. We will put up posters and give people transportation to vaccination clinics. The J & J shot is being given on the weekends and the Pfizer shot is being given during the week at these clinics. When looking at why some of the residents were not getting the shot, it was determined that many of the residents had already received the shot. Several of them received the shot from the Veteran's Administration (VA). Ms. Stroud explained that 65-70 percent of the residents in our high-rises have been vaccinated which will allow us to eventually open the buildings to visitors, allow the lobbies to open and programming to continue. Residents have expressed excitement about this happening. Two staff members, Wyllene Marshall-Marron and Anwar Crockett were instrumental in putting the clinics together. They assisted the Health Department is getting the paperwork prepared in advance of the clinics and getting the buildings ready. Mr. Scott asked that our thanks be conveyed to staff.

Anthony Shomin, Director of Contract Administration

Mr. Shomin shared that he reviews Housing Authority procurement and the management of the Modernization Department which has three employees consisting of himself, Modernization Inspector and Administrative Assistant. The department is responsible for the management of HUD's Capital Fund Program which is a federal grant to provide the agency with financial assistance for the upkeep of Housing Authority developments. There are several open Capital Fund grants. Ongoing improvement projects are: Plaza Towers interior modernization of floors 4, 5 and 6; Scattered Sites K1-17 interior modernization of nine houses; Rosedale Towers elevator modernization; and foundation repair on three buildings. We are currently working on the Juniper Gardens' disposition application and relocation of its residents. We have received notification of the 2021 Capital Fund grant and are working on completing the required documents for acceptance of that grant.

Cherrie Escobar, Director of Section 8

Ms. Escobar advised that the Section 8 staff has been working hard on utilization. We are currently under-utilized with an allocation of 1,642 vouchers. We have 1,235 vouchers utilized. There are a little less than 300 landlords participating on the Section 8 program. The wait list is closed with about 500 applicants remaining. We are having conversations about opening the wait list for folks receiving supportive services, those at risk of being homeless or victims of domestic violence. We have worked with the Unified Government's City Rental Licensing department for the past three years. They assist us in conducting initial inspections for Housing Quality Inspections (HQS). We have a proposed cooperative housing agreement with Johnson County for portability to expand our jurisdiction. This will allow prospective tenants to use their voucher in Johnson County. This agreement is under review and we should hear something by the end of this month. We have

a Section 8 Homeownership program, but we do not have as many families on that program as we would like. We are excited about the Family Self-Sufficiency (FSS) program which has 25 participants. Commissioner Jefferson asked how many are on the wait list? Ms. Escobar noted there are approximately 500 on the wait list. She further explained that the wait list was closed in 2012 and we only had one opening in December 2018. We are still working from that list. Commissioner Jefferson questioned why there was low participation in the homeownership program. Ms. Escobar speculated that there are several factors, education would be one and we do not provide down payment assistance. We provide other assistance throughout the life of the loan. People have trouble obtaining down payment assistance. There is not a lot of housing stock. We have had people interested in the program, but the amount they qualified for and their income was predatory and we have to watch out for this to make sure people do not get into a situation where they are not successful. Mr. Scott added that the greatest impact is with the lenders. It is difficult to find lenders for folks with credit scores of 600 or less. This has driven the numbers down along with what Ms. Escobar shared. The main impact is the low credit scores. The FSS program should help to grow the homeownership program. There is potential to grow this over five years. We need a lender to work with these families or tie into a nonprofit that would collateralize the loans. He further added that our new Executive Director will be a very good partner with her expertise in Section 8.

Nebyu Tilahun, Director of Finance

Mr. Tilahun offered that the finance staff is working on three different objectives all of which are related to year-end. The fiscal year ended March 31. The FDS is due May 31 and this year's accounting will be a little different than the previous year. We are working to make sure we comply and have the FDS submitted to HUD by May 31. The second thing is the financial statements that are being prepared for fiscal year 2021. We are meeting with the finance committee the second week of June to present to the board at the June board meeting. Thirdly, we are working on the insurance renewal for property, work comp and general insurance. Our insurance coverage runs June 1—May 31. Mr. Tilahun noted these are three things his staff is working on in addition to the day-to-day functions of the department.

Chairman Watkins thanked staff for their updates and complimented Ms. Stroud and her staff for taking the lead on the vaccinations.

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**Committee Reports**

**Finance**

Commissioner McDonald explained that she came early today to meet Andrea Tapia and Nebyu Tilahun and discuss setting up a Finance Committee meeting on

June 9, 2021 at 3 p.m. She will get back with everyone on the specifics. It will be a hybrid meeting and via Zoom for those who wish to attend.

### **Bylaws**

Commissioner Barber noted there was no report today, but he was considering having a Bylaws Committee meeting before our next board meeting just to have an annual review. He will have a report next time.

### **Personnel**

Chairman Watkins noted that the most important Personnel Committee decision has been made and Andrea Tapia is sitting at the desk. He indicated we are looking forward to getting to know her better.

### **Development**

Commissioner Rhodes noted there were no updates from this committee.

### **Resident Participation**

Mr. Wilson indicated he did not have anything at this time.

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Chairman Watkins noted that hopefully the committees can start to meet again soon. He will review the members of each committee and sit down with Commissioner Rios to determine which committee he should be on. He asked if there were question. Commissioner Jefferson noted that Chairman Watkins did not call for the Inclusion and Public Information Committee. Chairman Watkins acknowledged this stating that hopefully by the end of June, he will have all the committees in place.

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### **Consent Agenda**

Chairman Watkins noted there were five items on consent and asked if anything needed to be pulled and discussed. Commissioner Rhodes did not want to pull anything but had an observation on Resolution No. 2021-07. He noted that this seems like a lot more than we usually do. Mr. Scott advised that this is a result of vacating the maintenance facility and all the surplus appliances that were maintained at that facility. Additionally, we do not need that many aged appliances due to the repositioning of Juniper Gardens.

**New Business Consent Items:**

Commissioner Rios made the motion to approve the consent agenda as presented, Resolutions Nos. 2021-07—2021-11. Commissioner Rhodes seconded the motion, and the following vote was recorded:

AYES: Barber, Jefferson, McDonald, Rhodes, Rios, Warner, Watkins, Wilson

NAYS: None

ABSENT: Banks, Crawford, Tomasic, Walker

ABSTAIN: None

Motion carried.

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Resolution No. 2021-07, authorizing the disposal of scrap metal.

The Housing Authority has identified appliances that are inoperable and should be sold for scrap metal in accordance with the agency's procedure for the disposal of personal property. The amount received will be determined by scrap metal weight. This resolution is authorizing the disposal of 157 refrigerators and 131 ranges as identified by manufacturer serial numbers and PHA decal numbers.

**RESOLUTION NO. 2021-07—AUTHORITY TO DISPOSE OF SCRAP METAL.**

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Resolution No. 2021-08, authorizing the Family Self-Sufficiency job description to become a full-time position.

The Family Self-Sufficiency (FSS) job description was approved as a part-time position at the February 18, 2021 board meeting. There are now 25 participants in the program which warrants making this job a full-time position. HUD awarded a grant to fund this position to assist families participating in the Housing Choice Voucher program. The FSS position was re-evaluated by senior management and placed on the salary scale at 614 with a salary range of \$17—\$24.83 hourly. This resolution authorizes making the FSS job description a full-time position.

**RESOLUTION NO. 2021-08— AUTHORIZING THE FAMILY SELF-SUFFICIENCY JOB DESCRIPTION TO BECOME A FULL-TIME POSITION.**

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Resolution No. 2021-09, approving 2021 HUD Income Guidelines.

Annually HUD revises the income eligibility guidelines for participation in federally assisted housing programs operated by the Kansas City, Kansas Housing Authority. Criteria is established by the Department of Health and Human Services for extremely low-income to low-income households. The 2021 income guidelines were issued April 2021 and were effective as released.

RESOLUTION NO. 2021-09—APPROVE 2021 HUD INCOME GUIDELINES.

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Resolution No. 2021-10, approving 2021 Annual Utility Allowance Schedule rate changes effective June 2021.

HUD requires that Housing Authority's do an annual review of its utility allowance schedules to cover residents' reasonable utility costs. This utility allowance is applied against a residents' total tenant payment (TTP) calculation to determine the net monthly rent amount. This annual review is done to adjust the utility allowance schedule when there is an increase of 10 percent or more. New rate schedules are received from Johnson Controls and the Board of Public Utilities to determine a reasonable utility allowance for tenant-paid utilities. Utility rate allowances for the Section 8 Housing Choice Voucher program, as identified by unit type, was provided to the Board for its approval.

RESOLUTION NO. 2021-10—APPROVE 2021 ANNUAL UTILITY ALLOWANCE SCHEDULE RATE CHANGES EFFECTIVE JUNE 2021.

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Resolution No. 2021-11, accepting the proposal and authorizing a contract for foundation repair on three public housing building with Spartan Installation and Repair, LLC dba Ram Jack Foundation Repair and Waterproofing.

This resolution authorizes foundation repair at K1-52, Belrose Manor; K1-43, Chalet Manor and K1-54, Scattered Sites 10 located in Kansas City, Kansas. The RFP was advertised in the usual publications, made available on the Housing Authority's website, and mailed to 21 foundation repair companies. Four companies picked up plans for this work. A pre-proposal conference was held on March 10, 2021 and interested contactors were given an opportunity to visit the three sites. Bids were solicited and received, via Zoom, on March 31, 2021. Three bids were received: 1) Ram Jack Foundation Repair and Waterproofing of Lenexa, Kansas; 2) JLB Foundation Repair of Olathe, Kansas and 3) KC Pier Foundation Experts of Kansas City, Kansas. Staff consisting of Susan Martin, Anthony Shomin

and Jim Scott evaluated the proposals and conducted Zoom interviews with all three companies. They unanimously recommended acceptance of the proposal submitted by Ram Jack Foundation Repair and Waterproofing in the amount of \$82,936.

RESOLUTION NO. 2021-11—AUTHORITY TO ACCEPT THE PROPOSAL AND AUTHORIZE A CONTRACT FOR THE FOUNDATION REPAIR ON THREE PUBLIC HOUSING BUILDINGS WITH SPARTAN INSTALLATION AND REPAIR, LLC DBA RAM JACK FOUNDATION REPAIR AND WATERPROOFING.

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Commissioner Jefferson said she was sent an email by Gunner Hand, Director of Urban Planning and Design at the Unified Government yesterday who wants to partner on a Choice Neighborhood grant. She recalled that we have gone for this in the past and have not been successful. She wanted to put this out for the Board's review. Chairman Watkins noted this should be ran by the new Executive Director and Mr. Shomin. Mr. Scott added that this is a planning grant and if it is a 2021 grant, he asked how would we get this done by July 2017? He advised there was not enough time to put together a planning grant in 60 days unless he was provided a wrong time frame. Additionally, there would need to be a huge buy-in from the UG because Juniper Gardens would not carry a Choice Neighborhood grant as we have been told this by Region VII. Commissioner Jefferson added that the deadline is July 13, 2021 and Mr. Scott advised there is no way to make this happen on such a short timeframe. Commissioner Jefferson advised that she would copy Mr. Scott on the email from Gunner and have him work with the new Executive Director as she does not have her email. Mr. Scott added that Andrea has a lot on her plate, and he will be working with her. He is hoping to get some one-on-one time with Board members to meet with Ms. Tapia. He further noted that we have discussed meeting in-person, may be at the new maintenance facility. He asked for a consensus on this from the Board members. Commissioner Rios agreed that this would be a good way to meet with the new Executive Director next month, even if we must go back to using Zoom. He still has not meet all the staff after being on the Board over a year. Commissioner Rios said that is his opinion but would defer to the veteran Board members. Chairman Watkins expressed agreement in meeting in person. His other Boards are moving to meeting in person as well. He acknowledged heads moving in agreement.

Commissioner Barber asked that Ms. Tapia provide a few words before the meeting is concluded. Ms. Tapia expressed her appreciation for being voted in as the new Executive Director stating, *it is a big honor and she has huge shoes to fill*. Mr. Scott has been great in delivering information and she is trying to pick his brain before he exits. The staff has been great, and she has met some wonderful people. She is looking forward to being a servant for the Board of Directors, the community, and staff. Mr. Scott noted he would continue to be supportive. He offered his

appreciation to the Board and thanked them as it has meant a lot to him. Chairman Watkins expressed that it has been a pleasure and an honor to work with Mr. Scott. He thanked Mr. Scott and his family for his service and his time over the last two years.

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Chairman Watkins called for the meeting to adjourn.

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Matthew T. Watkins, Chairman

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Thomas M. Scott, Executive Director/CEO



## Kansas City, Kansas Housing Authority

1124 North Ninth Street  
Kansas City, Kansas 66101-2197  
(913) 281-3300 FAX (913) 279-3428  
[www.kckha.org](http://www.kckha.org)

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To: Board of Commissioners

From: Andrea S. Tapia  
Executive Director, CEO 

Date: June 17, 2021

RE: Monthly CEO Report for June 2021

### **General**

June was another busy month for the Kansas City Kansas Housing Authority. Although staff has been running on all cylinders, all have been welcoming and extremely helpful during my transition.

I have had an opportunity to meet with Senior Staff to discuss departmental programs and projects as well as any concerns and/or positive outcomes. I believe open and constant communication is essential to employee morale, productivity, and policy adherence.

In addition to meeting with Senior Staff individually; we met jointly on June 7, 2021. The Senior Staff meeting provided an informative conversation on the status of many divisional projects, up and coming events, and answered questions about program policies and finance procedures. We will continue to meet jointly on the First and Third Monday of each month; these meetings are intended to provide Senior Staff with knowledge of what is happening within the whole organization while allowing them the opportunity to provide input, address any concerns or offer advice. These meetings will also continue to remind everyone that their hard work and expertise contributes to the overall success of the organization.

### **Community**

On June 10, 2021, I had the pleasure of meeting with Mr. Brad Grabs, Founder of the Learning Club; Ms. Sabrina Boyd, Parent Educator for the Family Conservancy and Mr. Tom Esselman, Executive Director for PCs for People. Ms. Sharron Davis-Mays was also in attendance. Each agency discussed their mission and commitment to help those in need of their services. I have no doubt

that the services provided by each agency is beneficial and essential to KCKHA families that need barrier removals.

The following monthly reports are attached:

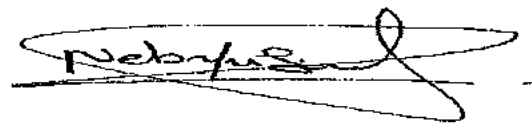
- A. Statement of Funds
- B. Delinquency Report
- C. Disbursements of \$1,000
- D. Operating Receipts and Expenditures
- E. Maintenance Report
- F. Occupancy Report
- G. Monthly Move-outs and Move-ins
- H. Modernization Report
- I. Resident Initiative Report
- J. Section 8 HCV Program Report

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

Description	Rate <sup>(a)</sup>	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$500,999.11	Liberty
Payroll Account	0.00%		\$178.89	Liberty
ACH Pymt Account	0.15%		\$34,571.98	Liberty
Rent Depository Account	0.00%		3,532,968.43	Bank of Labor
Rent Bank Deposit Accounts	0.70%		\$142,176.82	Various
Homeless Prevention Program	0.90%		5,555.97	Bank of Labor
Sponsorship Program	0.50%		19,745.89	Bank of Labor
Section 8 Checking	0.00%		296,937.30	Bank of Labor
EPC Replacement Reserve Acct	0.15%		\$38,818.18	Liberty
KCKHA Debt Service Account			\$1,082,779.58	Deutsche Bank
CD#120245349	0.15%	09/01/21	\$500,000.00	Bank of Labor

(a) Represents Rates as of June 10, 2021 provided by Banks.

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

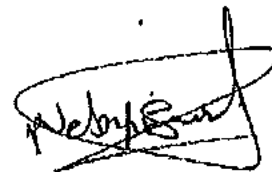


Nebyu Tilahun  
Director of Finance

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

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	<u>Rent &amp; Other Charges</u>	<u>Repayment Agreements</u>	<u>Net Total</u>
Accounts Receivable (Amounts Delinquent)	\$239,166.14	(\$133,575.39)	\$105,590.75
Total Charges to Tenants for Month *			\$423,889.59
Delinquency Ratio			24.91%
Petitioned to Court			<u>2</u>
Praecipes Issued			<u>2</u>
Evictions			<u>2</u>
Pending Evictions			<u>0</u>



Nebyu Tilahun  
Director of Finance

**Kansas City, Kansas Housing Authority**

Payments Over \$1,000.00

For The Month of MAY '21

**\*CONTRACTS\***

VETS Securing America	\$6,369.33
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**\*MAINTENANCE COSTS\***

Arrow Cold Control	\$1,419.90
BAILEY INDUSTRIAL CLEANING	\$4,000.00
CALHOUN LAWN CARE, LLC	\$7,110.00
Crime Scene Cleaners, Inc	\$3,065.00
DAVID ALLEN HENDERSON DBA	\$1,745.00
Design Mechanical, Inc.	\$2,868.75
DOUG'S AUTO REPAIR	\$1,020.40
H.D. Supply	\$1,114.50
Home Depot Pro-SupplyWorks	\$6,899.47
Martin Mechanical Corporation	\$4,221.93
Mccray Millwork	\$1,326.04
National Fire Suppression	\$3,780.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$1,770.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$2,640.00
Plumb Supply Company, LNX	\$3,365.28
Plumb Supply Company, LNX	\$5,178.96
Sherwin-Williams Co	\$2,369.55
SMITH SERVICE, LLC	\$2,650.00
Stanion Wholesale Elec. Co.	\$8,507.70
SUTTON REMODELING, LLC	\$1,400.00
SUTTON REMODELING, LLC	\$2,560.00
SUTTON REMODELING, LLC	\$2,660.00
Waste Management	\$9,550.21
Zep Manufacturing Company	\$1,101.98



**\*MISCELLANEOUS\***

American Express	\$3,502.33
AMERICAN DIGITAL SECURITY, LLC	\$9,367.85
AT&T	\$1,014.66
AT&T	\$3,080.83
AT&T	\$7,769.07
ConvergeOne, Inc	\$1,186.80
ConvergeOne, Inc	\$2,982.00
Deutsche Bank Trust Co. Americ	\$1,200.00
Evans & Mullinix, P.A.	\$1,402.50
Kutak Rock LLP	\$1,083.40
MASTERCARD	\$3,215.00
Multiple Serv. Equip.Co.	\$3,455.00
ONLINE INFORMATION SERVICES, INC	\$2,883.00
PayLease, LLC	\$3,500.10
PHADA	\$5,060.00
Postmaster	\$5,000.00
SCOTT & ASSOCIATES, LLC	\$8,000.00
SCOTT & ASSOCIATES, LLC	\$10,500.00
Shred-It USA LLC	\$1,942.40
Talx Corporation	\$2,756.67
Time Warner Cable	\$1,443.38
U.S BANK EQUIPMENT FINANCE	\$2,804.11
Utility Management Services	\$1,800.00
VBHC HOLDINGS LLC DBA HCAP SEARCH	\$10,000.00
Verizon Wireless	\$2,170.15
Verizon Wireless	\$2,195.81
WEX BANK DBA WRIGHT EXPRESS FSC	\$4,281.95
WM Corporate Services, Inc as Payment Ag	\$1,214.06

**\*MODERNIZATION\***

Jacobson Asbestos Co	\$8,320.00
Sherwin-Williams Co	\$3,375.02
Smallwood Locksmiths, Inc	\$5,907.74

**\*PAYROLL COSTS\***

Blue Cross Blue Shield Of KC	\$91,529.80
Delta Dental	\$4,667.27
Kansas Payment Center	\$1,109.57
Kansas Payment Center	\$1,109.57
Kansas Payment Center	\$1,109.57
Kansas Public Employ Ret Syst	\$30,577.82
Kansas Public Employ Ret Syst	\$31,333.06
Kansas Public Employ Ret Syst	\$31,679.83
Nationwide Retirement Solution	\$2,490.00
Nationwide Retirement Solution	\$2,660.00
Nationwide Retirement Solution	\$2,700.00
UMB HEALTH SAVINGS ACCT	\$1,230.00
UMB HEALTH SAVINGS ACCT	\$1,230.00

**\*UTILITIES**

Board Of Public Utilities	\$56,971.62
Board Of Public Utilities	\$71,773.09
Board Of Public Utilities	\$85,236.71
Constellation New Energy-Gas	\$6,037.50
Constellation New Energy-Gas	\$218,442.39
Kansas Gas Service	\$3,203.70
Kansas Gas Service	\$23,191.16



Nebyu Tilahun  
Director of Finance

**Kansas City, Kansas Housing Authority**  
**Operating Receipts and Expenditures**  
**For Period Ending April 30, 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				\$402,751.19	8%	\$4,831,188.00			
Fraud Recovery Income							\$9,622.00		
Interest Income	\$142.01	65%	\$220.00			\$1,540.00			
Tenant Income				\$25,091.23	10%	\$261,363.00			
Transfer from CFP				\$5,173.68	0%	\$1,097,012.00			
Other Income	\$599.60	0%	\$549,425.00	\$222.05	0%	\$58,630.00			
Fee for Services - COCC	\$121,771.09	9%	\$1,402,710.00						
Management Fees	\$159,332.54	9%	\$1,870,490.00						
<b>Total Operating Income</b>	<b>\$281,845.24</b>	<b>7%</b>	<b>\$3,822,845.00</b>	<b>\$433,238.15</b>	<b>7%</b>	<b>\$6,249,733.00</b>	<b>\$9,622.00</b>		
Operating Subsidy				\$715,854.00	8%	\$8,716,623.00			
Section 8 Admin Fees							\$81,578.00	10%	\$819,070.00
<b>Total Operating Receipts</b>	<b>\$281,845.24</b>	<b>7%</b>	<b>\$3,822,845.00</b>	<b>\$1,149,092.15</b>	<b>8%</b>	<b>\$14,966,356.00</b>	<b>\$91,200.00</b>	<b>11%</b>	<b>\$819,070.00</b>
<b>OPERATING EXPENSES:</b>									
Administrative Salaries	\$72,684.18	6%	\$1,126,387.00	\$76,285.82	7%	\$1,045,950.00	\$26,927.88	8%	\$356,623.00
Management Fees				\$135,094.04	9%	\$1,573,740.00	\$24,238.50	8%	\$296,751.00
Other Admin Expenses	\$6,275.85	4%	\$175,312.00	\$6,351.42	2%	\$392,262.00	\$1,439.02	2%	\$63,855.00
<b>Tenant Services</b>									
Tenant Services Salaries				\$2,217.20					
Resident Assoc Expenses						\$25,350.00			
Other Expenses				\$129.27	1%	\$16,924.00			
<b>Total Utilities</b>			\$48,630.00			\$2,864,776.00			
Maintenance Salaries	\$74,643.88	6%	\$1,216,464.00	\$134,878.77	8%	\$1,691,218.00			
Maint Materials	(\$5,930.97)	-5%	\$114,318.00	\$8,306.01	1%	\$653,582.00			\$1,110.00
Fee for Services - COCC				\$121,771.09	9%	\$1,402,710.00			
Other Maint Contracts	\$22,753.43	18%	\$128,134.00	\$12,973.46	1%	\$1,319,804.00	\$264.64	1%	\$29,493.00
<b>Security Salaries</b>									
Other Security Expense			\$2,500.00			\$166,533.00			
Insurance	\$7,635.93	7%	\$115,091.00	\$46,345.49	8%	\$568,021.00	\$2,070.18	8%	\$26,652.00
Terminal Leave Payments									
Employee Benefit Contributions	\$50,500.05	6%	\$795,119.00	\$65,795.52	7%	\$928,944.00	\$7,412.15	6%	\$121,031.00
Collection Losses				(\$3,422.41)	-1%	\$549,310.00			
Interest Expense				\$47,205.40	8%	\$596,652.00			
Other General Expense	\$70.07			\$209.09	52%	\$400.00	\$919.48	8%	\$11,000.00
<b>Total Routine Expenses</b>	<b>\$228,632.42</b>	<b>6%</b>	<b>\$3,721,955.00</b>	<b>\$654,140.17</b>	<b>5%</b>	<b>\$13,796,176.00</b>	<b>\$63,271.85</b>	<b>7%</b>	<b>\$906,515.00</b>
<b>Total Operating Expenses</b>	<b>\$228,632.42</b>	<b>6%</b>	<b>\$3,721,955.00</b>	<b>\$654,140.17</b>	<b>5%</b>	<b>\$13,796,176.00</b>	<b>\$63,271.85</b>	<b>7%</b>	<b>\$906,515.00</b>
<b>Prior Year Adjustments</b>									
<b>Total Operating Expenditures</b>	<b>\$228,632.42</b>	<b>6%</b>	<b>\$3,721,955.00</b>	<b>\$654,140.17</b>	<b>5%</b>	<b>\$13,796,176.00</b>	<b>\$63,271.85</b>	<b>7%</b>	<b>\$906,515.00</b>
<b>Gain/(Loss) from Operations</b>	<b>\$53,212.82</b>		<b>\$100,890.00</b>	<b>\$494,951.98</b>		<b>\$1,170,180.00</b>	<b>\$27,928.15</b>		<b>(\$87,445.00)</b>

\*\*\* April is the 1st month of the Fiscal Year Ending March 31st  
 \*\*\* Percentage 8.33% or 1/12th of the year



Nebyu Tilahun  
 Director of Finance

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

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

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
05/03/21	62	23	85	4	4	0	19
05/04/21	104	17	121	4	4	0	13
05/05/21	110	18	128	5	5	0	13
05/06/21	84	12	96	2	2	0	10
05/10/21	48	15	63	6	6	0	9
05/11/21	52	24	76	5	5	0	19
05/14/21	110	22	132	7	7	0	15
05/17/21	121	21	142	3	3	0	18
05/18/21	109	18	127	6	6	0	12
05/19/21	143	19	162	5	5	0	14
05/20/21	132	19	151	5	5	0	14
05/21/21	71	11	82	2	2	0	9
05/25/21	138	13	151	3	3	0	10
05/27/21	115	21	136	9	9	0	12
05/28/21	109	15	124	4	4	0	11
<b>TOTAL</b>	<b>1,508</b>	<b>268</b>	<b>1,776</b>	<b>70</b>	<b>70</b>	<b>0</b>	<b>198</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                      26% of the service work orders completed
- (b) No Response                                74% 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.

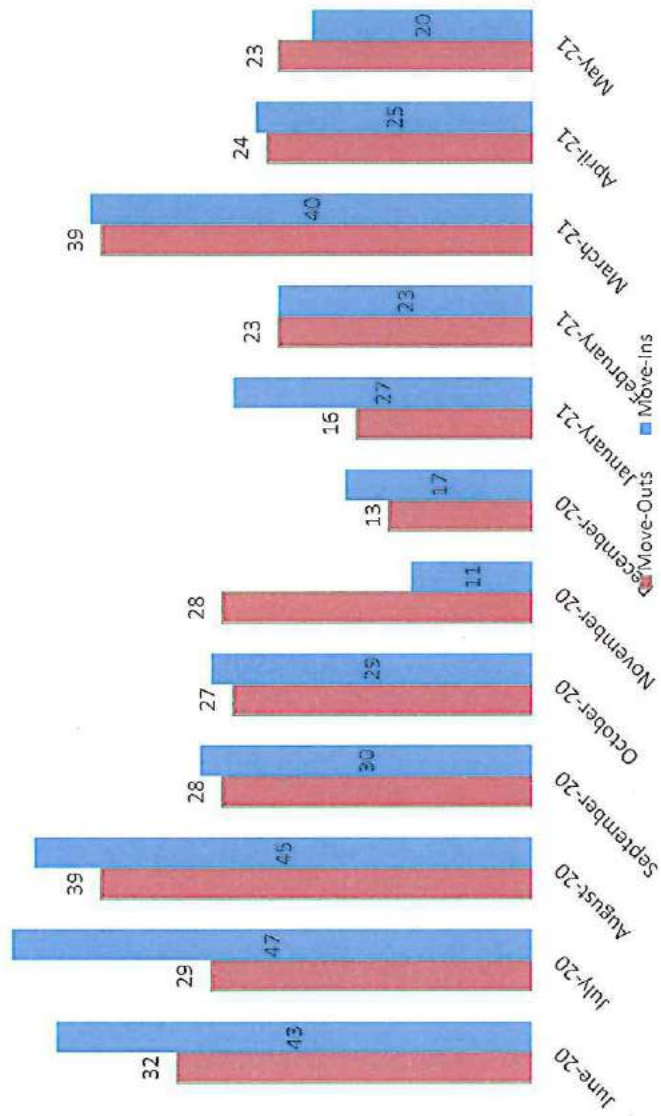
	<b>Family</b>	<b>Elderly</b>	<b>Total</b>
Total Vacancy	31	36	67
Units in Mod	10	25	35
Juniper in Mod	142	0	142
Fire Units	0	0	0
Defer Maint	4	1	5
Rentable Units	27	35	62
Move-Ins	10	10	20
Move-Outs	11	12	23
Units Available	3	6	9

REPORT F

Kansas City, Kansas Housing Authority  
May 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	111	18	12	124	93%	100%
K1-2 D(1) ST. MARGARETS PARK	100	96	3	1		97%	99%
K1-3 D(1) CYRUS K. HOLIDAY	60	56	3	1	-	95%	97%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	280	16	6	-	95%	94%
K1-5*M(2) D(1) BELROSE MANOR	90	83	6	1		93%	93%
K1-6 Elderly DOUGLAS HEIGHTS	101	99	2	-	-	98%	91%
K1-6 D(3) Family DOUGLAS HEIGHTS	89	91	5	3		95%	95%
K1-7 D(1) SCATTERED SITES	24	21	1	2		96%	96%
K1-9 D(1) SCATTERED SITES	30	29	1			97%	93%
K1-10 *M(2) SCATTERED SITES	42	37	5			88%	83%
K1-11 M(1) D(1) GRANDVIEW PARK	40	35	3	1	1	93%	95%
K1-12 D(2) CHALET MANOR	66	59	5	2		92%	94%
K1-13 WELBORN VILLA	80	80	-	-		100%	96%
K1-14 BETHANY PARK TOWERS	153	145	8	-		95%	94%
K1-15 *M(6) SCATTERED SITES	20	11	-	-	9	100%	100%
K1-17*M(1) GLANVILLE TOWERS	108	107	1		-	99%	97%
K1-18 ROSEDALE TOWERS	122	122	-	-		100%	99%
K1-20 D(1) WESTGATE TOWERS	163	156	6	1		96%	94%
K1-21 D(1) SCATTERED SITES	8	7	1			88%	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	116	87	3		25	97%	97%
K1-25 D(1) SCATTERED SITES	12	11	-	1		100%	92%
Total Units Available for Occupancy	2,058	1,779	89	31	159	96%	96%

(\*) Modernization units



## **MODERNIZATION AND DEVELOPMENT REPORT** **June 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.

All funds are obligated, and all funds are nearly expended. This program is being prepared for close out.

### **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 complete on the all buildings, waiting on final paperwork to close out this project.

**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. All elevator modernization work will be substantially complete the week of June 7 to 11, 2021.

**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. All work on the 6<sup>th</sup> floor is nearing completion, shower stall installation is underway. The estimated date of substantial completion for the 6<sup>th</sup> floor is June 30, 2021.

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

Bids were received on April 7<sup>th</sup>, 2021 for this project. The Board authorized the award of a contract at the April 15<sup>th</sup>, 2021 meeting to Taylor Made Exteriors, LLC, in the amount of \$633,236.46. Staff held a pre-construction meeting with the contractor on April 28<sup>th</sup>,

2021. Contractor has submitted all required documents to receive Notice to Proceed, except all building permits. Contractor anticipates starting the project in June 2021.

#### **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.

#### **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. Notice to Proceed was issued and 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, that 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 has performed surveys of each resident to determine their needs and wants. 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 public housing buildings was prepared, and proposals were received on March 31<sup>st</sup>, 2021. The Board

authorized the award of a contract at the May 2021 meeting, to Spartan Installation and Repair, LLC, dba Ram Jack Foundation Repair and Waterproofing, in the amount of \$82,936.00. Pre-construction meeting was held on June 2<sup>nd</sup>, 2021. Contractor has ordered and is awaiting delivery of supplies. Awaiting submission of required documents prior to the issuance of the Notice to Proceed. Contractor estimates work will start in 4 to 6 weeks.

#### **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

JUNE 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 May 5, 2021 interviews were held for the Family Self-Sufficiency Specialist. Cherrie Escobar Director of the Housing Choice Voucher Program assisted with the interviews. There were four candidates interviewed. Each candidate was informed that the position will be changing to full-time once the Board of Directors approve the change.

On May 12, 2021 I participated in the Juniper Gardens' relocation meeting with the residents. Elaine Stroud, KCKHA Director of Housing Operations and Patrita Cummings, Assistant Vice-President of CVR Associates were the presenters. There were about 60 residents present. The residents seemed interested in when they would receive their Housing Choice Voucher.

On May 19, 2021 I participated in Livable Neighborhoods' quarterly meeting. One major topic was KARES money to assist residents with back rent and utilities. Residents are encouraged to work with agencies to obtain this assistance.

On May 20, 2021 I participated in the Juniper Gardens' relocation meeting. We are still awaiting approval from HUD regarding the tenant protection vouchers.

On May 21, 2021 I met with Sabrina Boyd, Social Services Coordinator, Family Conservancy. The topic was possibly transitioning from Juniper Gardens to Douglas Heights. Ms. Boyd provides parenting programs for new parents with newborns through age five.

On May 26, 2021 I met with the staff of Catholic Charities. Yard signs and flyers were provided so that residents will be informed of when the Summer Food Program will start. The Summer Food program will run from June 7—August 6, 2021.

On May 27, 2021 six students from Donnelly College's Community Engagement Program worked the garden at Wyandotte Towers. This group planted its summer crop.

Family Self-Sufficiency Report follows on page two.

FAMILY SELF-SUFFICIENCY REPORT  
 JUNE 2021  
 PAGE 2 OF 2 (SUPPLEMENT TO REPORT I)

Month	June	July	August	September	October	November	December
Currently Enrolled	24						
Exited	0						
Port	0						
Graduated	0						
Money dispersed	0						
Newly Enrolled this month	0						
Interim withdrawals	0						
Appts with participants	0						
Credit Pull/review	0						
Initial appts	0						
Escrow Balance total	164						
Participants with escrow	1						
Currently contributing to escrow	1						
SSI only	3						
TANF	1						
Employed	11						

## Section 8 Housing Choice Voucher Program Monthly Management Report

June 2021

Section 8	HOUSING CHOICE VOUCHER (HCV)													ATTRITION RATE											
	Funds Available Through the End of the Calendar Year	Projected Monthly Funds Available	Average Tenant Payment	Average HAP Payment Per Voucher	Total HAP Payment (red. ass. avail. anticipated)	HAP Over/Under Authorized	Current Vouchers in Lease	Total Vouchers available/month	YTD vouchers leased	Target Number Of Vouchers	Number Vouchers Over/Under Authorized	YTD Number Vouchers Over/Under Authorized	Newly Leased This Month	Unit to Unit Moves or Owner Changes	Current Vouchers Looking	Vouchers Utilization	Funding	Vouchers	YTD Utilization	Funding	Percent of Total Vouchers Leased	Average YTD Attrition	Average YTD Attrition	Monthly Attrition	
June	\$5,716,487	\$816,641	\$ 233	\$ 885	\$ 865,858	\$ 49,227	1,238	1,642	1,238	1,642	(404)	(404)	17	10	72	75.4%	105.2%	75.4%	103.2%	1.1%	1.3%	1.6%	1.3%		
July																									
August																									
September																									
October																									
November																									
December																									

The purpose of this Management Report is to provide an overview of the Section 8 Housing Choice Voucher program. The report provides information on budget and voucher utilization as well as program trends and statistics.

Funds Available Through The End of the Year: The funds available through the end of the year is the projected amount of funding remaining for the Section 8 program. This is a projected number because the actual number is subject to change depending upon what HUD actually authorizes on a monthly basis.

Projected monthly funds available: This is the projected amount of funding the program will have available for that month.

Average Tenant Payment: Based upon our total tenant payments and our total number of vouchers, this is the average amount each tenant will pay out of pocket for rent.

Average Housing Assistance Payment (HAP) Per Voucher: This is the average HAP per voucher under lease for the current month based upon the total total HAP for the current month divided by the number of vouchers under lease.

Total Housing Assistance Payment (HAP): This is the actual and anticipated amount of HAP paid out for that month.

Housing Assistance Payment (HAP) Over/Under Authorized: This amount HAP that is over or under authorized based on the current monthly budget and average HAP payment per voucher.

Current Vouchers in Lease: This is the number of current vouchers in lease for the Section 8 program on the last day of the month.

Total vouchers available = 1132

Target Number of Vouchers: target number of vouchers the program should have in lease for that particular month based upon the current monthly budget and average HAP payment per voucher.

Number Vouchers Over/Under Authorized: This is the number of vouchers the program has overauthorized or underauthorized for that particular month based upon the target number of vouchers.

Newly Leased This Month: This is the number of new vouchers that have been utilized to lease up within this month.

Current Vouchers Looking: This is the current numbers of vouchers that have been issued and the voucher holder is searching for a unit.

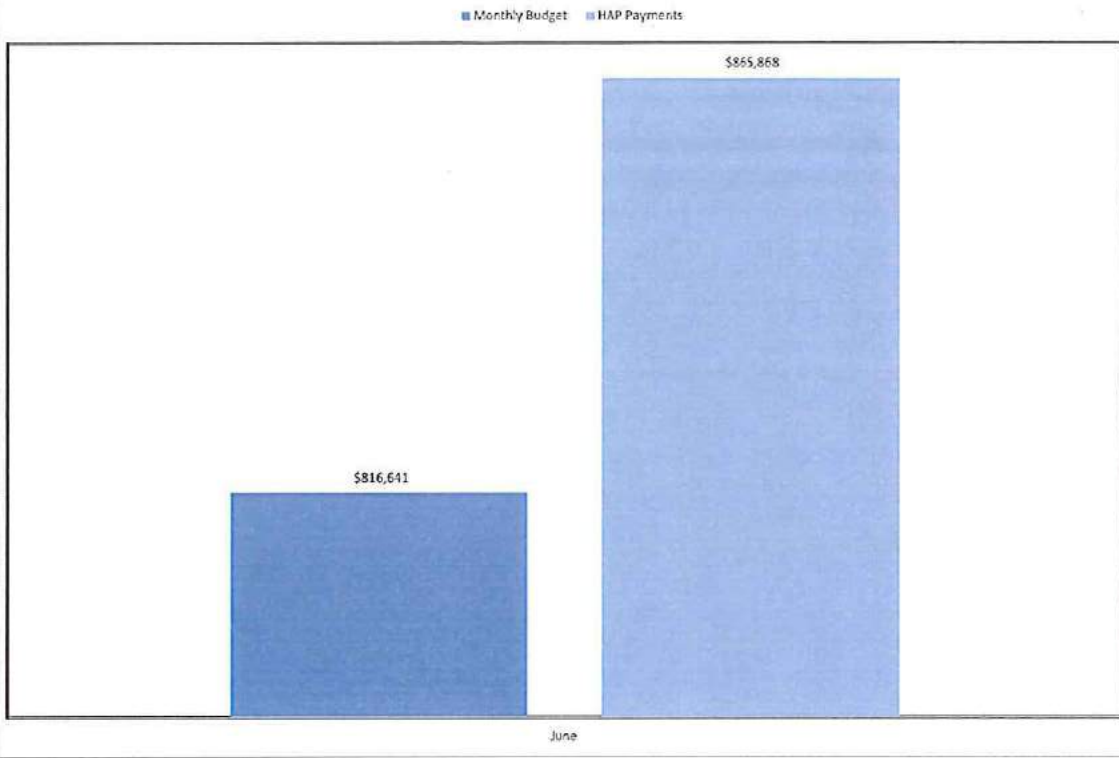
Homeownership: Current number of homeownership vouchers

Family Self Sufficiency Participants (FSS): Current number of participants involved in the Section 8 Family Self Sufficiency Program.

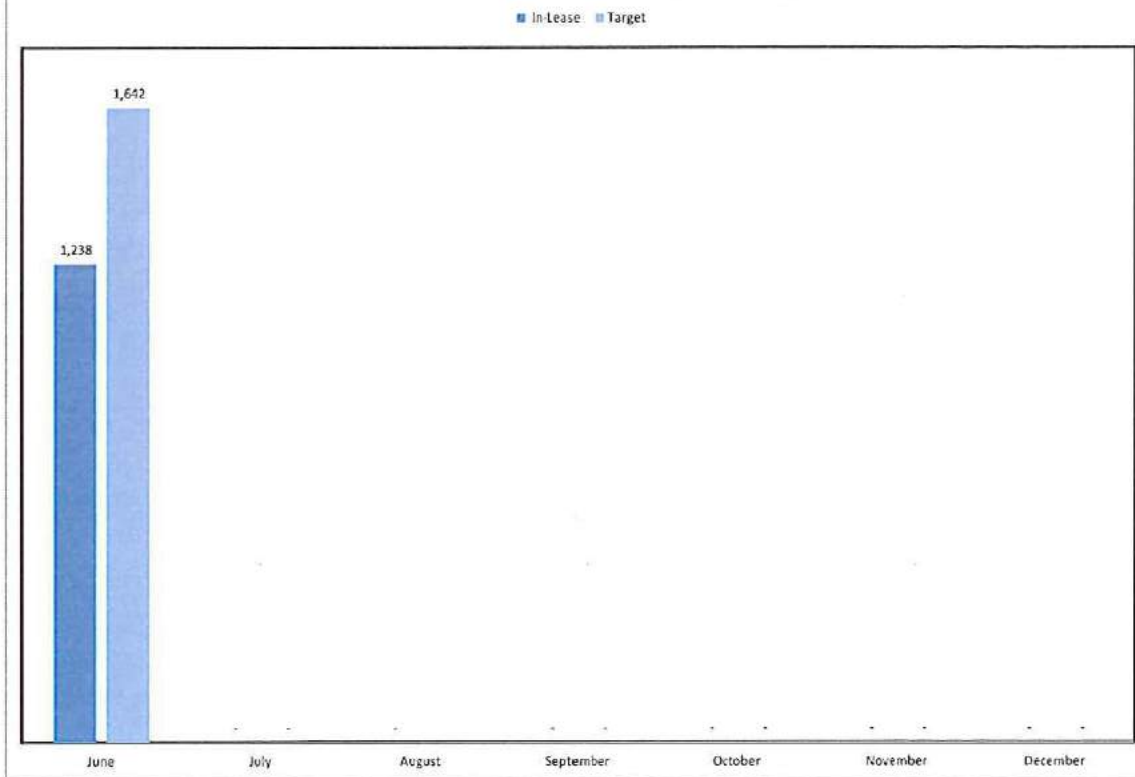


June 2021

### Section 8 Monthly Housing Assistance Payments



### Section 8 Vouchers In-Lease and Target Leasing Rate



**RESOLUTION NO. 2021-12**

**ADOPTING 63<sup>rd</sup> ANNUAL REPORT**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas, that the 63<sup>rd</sup> Annual Report of the Housing Authority of the City of Kansas City, Kansas, for the fiscal year ended March 31, 2021, submitted by the Executive Director is hereby approved.

**BE IT FURTHER RESOLVED** that the 63<sup>rd</sup> Annual Report be presented to the Unified Government of the City of Kansas City, Kansas/Wyandotte County, as required by State law.



**Kansas City, Kansas  
Housing Authority**

1124 North Ninth Street  
Kansas City, KS 66101-2197  
(913) 281-3300 FAX (913) 279-3428

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**MEMORANDUM**

**To:** Board of Commissioners  
Andrea Tapia, Executive Director

**From:** Nebyu Tilahun, Director of Finance

**Date:** June 09, 2021

**Re:** Annual Report – FYE March 31, 2021

Each year the KCKHA Finance Department presents a financial report for the previous year to the Board. The annual report is an integral part of the internal control over financial reporting, compliance, and provides the Board with an overview of KCKHA's financial position. Finance is responsible for the preparation and fair presentation of the financial statements that collectively comprise the Authority's base financial statements.

The March 31, 2021, fiscal year-end report presents an unaudited detailed report of the following programs currently administered by the KCKHA:

- Public Housing Program (PH),
- Section 8 Housing Choice Voucher Program (S8 HCV)
- Family Self-Sufficiency Program (FSS)
- Central Office Cost Center (COCC)
- CARES Act Grant for PH, S8 HCV, and COCC

It should be noted that the amounts shown on this annual report are the unaudited balances that were submitted to the HUD Real Estate Assessment Center (REAC) for review. In Addition, during the month of July 2021, Auditors from Citrincooperman, will perform an onsite Financial and Single Program Audit with an anticipated audit presentation to the Board in October 2021.

## General Housing Authority Operating Information

As reflected on Line 27, the agency currently has total assets of \$71.6 million. The current balance of the EPC loan debt is \$10.7 million (Lines 39 & 41). This year's pension liability as reported through KPERS is \$4.8 million is shown on Page 2, Line 43.

Also, on Page 2 of the annual report, on Lines 47-50, the agency currently has \$54 million in total equity. Of this \$54 million, \$52.8 million is capital assets equity (Line 47), \$1.4 million is restricted equity (Line 48) related to the EPC program and the Section 8 program, and the agency currently has a cumulative net deficit in unrestricted operating reserve of \$231 thousand as reflected on Line 49. Much of this large deficit is the direct result of the impact of the GASB 68 implementation.

Out of the \$37.9 million in total revenue for FY 2021 (Line 71), \$19 million was applicable to the Public Housing program, \$11.5 million to the Section 8 Housing Choice Vouchers program and \$5.4 million to the COCC. This year because of COVID we received additional income of \$1.6M.

Operating expenses for all projects and programs of the agency are then detailed on pages 3-4 of the annual report. For the March 31, 2021 fiscal year, KCKHA incurred \$19.5 million in total operating expenses (Line 119), and \$33 million in total expenses (Line 123) which includes Section 8 HAP expense and depreciation expense. The total operating expenses also include, as shown on Line 118, \$574,010 of interest expense on the EPC loan.

The overall, actual operating net income, excluding depreciation expense and special items, was \$1,427,947 higher than budget. This is mainly because of \$1.6M Cares act grant. COCC Fee for Service revenue is \$904,634 lower than budgeted, which is offset by decreases in maintenance salaries by \$849,906. This was due to changes to the Fee for Service methodology to allocate more direct expenses for salaries and materials directly to the AMPs. In line with the methodology change, the AMPs incurred a \$904,634 decrease in Fee for Service expense which was off set by increases in direct maintenance salaries.

We are required, as a local government entity, to comply with the provisions of the Government Accounting Standards Board (GASB) *Statement No. 68 – Accounting and Financial Reporting for Pensions* that was issued in June 2012. The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions. Its intent is also to improve information provided by state and local governmental employers about financial support for pensions that is provided by other entities.

As a result of this GASB pronouncement, in accordance with the actuarial tables provided by KPERS for their fiscal year ended June 30, 2020, the KCKHA has recorded \$2.0 million in cumulative pension expense (Line 133 for pre-FY2019 pension expense, Line 134 for FY2019 expense and Lines 113 & 136 for current year expense). As you can see from the positive amount on the current year line, the actuarial tables resulted in a positive expense for this year. Also, as mentioned on the first page of this memo, we are currently reflecting a \$4.8 million pension liability on Line 43 of the balance sheet.

This pension expense, along with all the other operating income and expense totals detailed in this annual report, affect the agency's operating reserve and total equity balances. The KCKHA has in the past and will continue in the future to make its statutory contributions to the KPERS program. However, the presentation/inclusion of these pension liabilities/ expenses are having a significant impact on actual operating reserve balances. Therefore, as we present operating reserve balances to

management and board from here on, we will always be giving those numbers with a caveat, and presenting "alternative numbers" that do not include these pension expense totals which are negatively skewing the reserve numbers.

With that said, we would direct you to the very bottom of Page 4 of the Annual Report, where we show the operating reserve adjustment due to the GASB 68 entries, "backing out" the cumulative pension expense entries from the operating reserve and equity totals, in order to present a truer representation of actual operating income, expense, and net reserve balances at the March 31, 2021 fiscal year.

If we do not include the pension expense, the public housing unrestricted net assets/operating reserves increase from \$987,965 (Lines 49) to \$2.69 million, a swing of \$1.71 million. Sec 8 program unrestricted net assets ended the year at \$90,356 (Line 49), however, allowing for the GASB 68 adjustment, Sec 8 would reflect a \$303,476 operating reserve balance.

Staff will continue to monitor expenses, enhance income where possible, and make recommendations for changes, accordingly. We appreciate the board's involvement and support in these activities, when necessary.

If there are any comments or questions regarding any of the financial statement balances, either in the operating statement or the balance sheet, please feel free to contact me prior to the June 17th annual meeting or bring them to the meeting on Thursday for discussion.