



Agenda

Housing Authority of the City of Kansas City, Kansas

Special Meeting

Thursday, September 16, 2021
12:30 p.m.

Held Electronically
via Zoom

- I. Roll Call
- II. Approval of the Minutes
Special Board Meeting August 19, 2021
(Pages 1—7)
- III. Executive Director's Report
(Pages 7—29)
- IV. Committee Reports
- V. New Business Consent Items:
 - Resolution No. 2021-17
Authority to Accept the Bid and Authorize Contract for Replacement of HVAC Chiller Equipment at K1-57 Westgate Towers with Johnson Controls, Inc.
(Pages 30—33)
 - Resolution No. 2021-18
Authority to Accept the Bid and Authorize a Contract for Installation of a New Roof for the Thomas M. Scott Maintenance Facility, 1300 Meadowlark Lane in Kansas City, Kansas with Western Waterproofing Co., Inc. aka Great Plains Roofing and Sheet Metal
(Pages 34—36)
- VI. New Business Discussion Items:
 - Resolution No. 2021-19
Authorizing a Revision to the Kansas City, Kansas Housing Authority Admissions & Continued Occupancy Policy (ACOP)
Chapter 10: Pet Policy
(Pages 37—38)
 - Resolution No. 2021-20
Authorizing Revisions to the Kansas City, Kansas Housing Authority's Department of Operations Job Titles
(Pages 39—40)
- VII. Executive Session
- VIII. Adjournment

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

Thursday, August 19, 2021
12:30 p.m.

Held Electronically
via Zoom

On the 19th day of August 2021 at 12:30 p.m. the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in special session. 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, Commissioner
Jacques Barber, Commissioner
Rachel Jefferson, Commissioner
P. Anne McDonald, Commissioner
Timothy J. Rhodes, Commissioner
J.D. Rios, Commissioner
Cardelia Walker, Commissioner
Charles Wilson, Commissioner

ABSENT: Broderick Crawford, Commissioner
Denise Tomasic, Commissioner
Linda Warner, Commissioner

ALSO, PRESENT: Andrea Tapia, Executive Director/CEO
Cherrie Escobar, Director of Section 8
Sharron Davis-Mays, Self-Sufficiency Coordinator
Jacqueline D. Randle, Executive Services Manager
Caroline Rogers, Asst. Director of Finance
Anthony J. Shomin, Director of Contract Administration
Elaine Stroud, Director of Housing Operations
Nebyu Tilahun, Director of Finance
Kendra Tyler, Housing Management Coordinator

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

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

AYES: Banks, Barber, Jefferson, McDonald, Rhodes, Rios, Walker, Watkins, Wilson

NAYS: None

ABSENT: Crawford, Tomasic, Warner

ABSTAIN: None

Motion carried.

Executive Director's Report

- Ms. Tapia informed the Board that HAI did a review and we responded with corrections as requested. She asked if there were questions. There were no questions from the Board. Ms. Tapia noted that we were able to do a lot of the repairs in-house and any other repairs would require a bid process. Our response has been prepared to let them know where we are on those completions.
- Each year HUD asks that we complete a Capital Funds certification to let them know all data is in the PIC system and that everything is accurate and up to date. The Capital Funds certification has been completed and there was no need for corrections.
- Our Auditors came in July to audit our programs and finances. The Auditors reviewed the Housing Choice Voucher program, Public Housing, Finance, and some Human Resource files. They did a couple of exit interviews with our staff. The Auditors are still requesting additional documentation from Finance concerning our Capital Funds. We are hoping the audit will wrap up this month or in September. The Auditors should be able to provide a report hopefully at the next board meeting. Ms. Tapia asked if there were questions and there were none.
- Ms. Tapia informed the Board that we have a new HUD auditor who is replacing Pete. She was not able to meet Pete who is being replaced by Mr. Carl Landayan, the HUD Field Office Financial Analyst. Ms. Tapia and Mr. Tilahun met with Mr. Landayan and Mr. Austin to discuss our housing programs and financials. The Auditors and KCKHA agreed to meet quarterly to discuss any concerns KCKHA may have.
- The following staff promotions have taken place. Mr. Mark Hatchett was promoted to Assistant Director of Operations, formerly Resident Services Coordinator, he will work side by side with Ms. Stroud, Director of Operations. Mr. Anwar Crockett was promoted to Resident Services Coordinator—Family, formerly Property Manager. Ms. Chenaye Sutton was promoted to Family Self-Sufficiency Specialist, formerly Resident Selection Specialist, we are happy about Ms. Sutton taking over that position as the Board knows it has been sometime since we were able to

hire someone for that position. Ms. Cassie Fenton-Sayles was promoted to Resident Selection Specialist, formerly the Office Support Specialist, she is working for the Housing Choice Voucher Program in an intake position. Ms. Escobar is happy to have someone serving in that role to move the HCV program process along a lot quicker and get Section 8 moving at a faster pace to get individuals pulled from the wait list and get vouchers in the hands of those who need them.

- Vice-Chairman Banks asked how Ms. Tapia would access current staffing. Ms. Tapia indicated we looked at what skills and qualifications the individual had in their current role and what skills they had in a different role. She asserted that staffing seems to flow a lot better.
- Ms. Tapia then deferred to Ms. Escobar and Ms. Stroud for further comments. Ms. Escobar spoke about the HCV program. She indicated that prior to Ms. Fenton-Sayles becoming the intake person, the burden of that position fell on her which did not give her time to spend on other matters when she was helping to maintain the wait list. The wait list is a big task which requires someone working it as a Monday—Friday position. We received over 1,800 applications a few years ago and it is a long process to maintain this list. Having someone in this position will help get more applicants through the program quicker. We will be a better resource for participants and applicants in the program. She concluded that she is excited to have Ms. Fenton-Sayles in this role. Ms. Stroud noted she is in Operations. The changes benefit her department greatly. They are re-tooling and trying to access how we are implementing policies and its effect on our staff in the field. The change has allowed her to bring staff with a lot of experience in the field into decision making roles. We are trying to put administrative staff in the field and give more support to the managers and the residents. We can implement our policies more uniformly and be more supportive to the managers. This translates to better customer service to the residents and better communication. We have not been able to get into the units due to COVID-19, but now we are able to enter the units which brings experience into the position and this is huge for us. Staff are excited and we are working with their strengths.
- Ms. Tapia noted the units in Bonners Springs have been transferred over and we are now the owners of the Bonner Springs Housing Authority. She showed pictures of staff working to bring items up that needed to be changed property-wise. Ms. Tapia indicated that staff came in on a Saturday to clean, paint and maintain the landscape. A lot of work was done on the property. The residents were appreciative of the staff's hard work. It was one of the hottest days of that month when she visited the property and staff were cheerful and happy to be there. They all worked hard to get the job done. Ms. Tapia wanted the Board to know how much staff worked to get the job done.
- Ms. Tapia did some networking and met with Randy George, Executive Director, Village Initiative. They discussed ex-offenders and the recidivism rate of individuals exiting institutions and the importance of having

permanent housing to reduce recidivism. Also discussed was the importance of support services in conjunction with permanent housing. They had a lengthy conversation about housing, eligibility guidelines and other programs within the community that provide housing.

- Ms. Tapia met with Mr. Spark Bookhart, YouthBuild, who dropped by the office. It was a short conversation and there are plans to meet with him again to talk more in depth about the YouthBuild program.
- Earlier this month Ms. Tapia met with Ms. Brien Darby and toured the gardens at Juniper Gardens. She met with farmers to discuss their training and how the area is utilized. Some of the food is native to their countries and some of the food is sold at the food market. They are taught the business side as well.
- Vice-Chairman Banks asked about the issues with security. He asked how that was going and if anything has changed. Ms. Tapia explained that not much changed. The security contract will be bid prior to the end of the contract. They are still short staffed. There has been one incident and they were billed for that. The fine is \$1,000 plus the hourly rate for the individual that covers for them. One of the issues is low pay. Nothing has changed, except we are billing them for infractions.
- Commissioner Rios asked if Ms. Tapia was going to be meeting with Livable Neighborhoods which meets monthly. There are nearly 100 neighborhoods in that network. He suggested this would be a good group to participate with whether it would be Ms. Tapia or someone from her staff. Chairman Watkins noted we have been a part of that group in the past. Ms. Tapia asked that Commissioner Rios send her information on the group. Chairman Watkins suggested that he would introduce Ms. Tapia to Livable Neighborhoods. This concluded Ms. Tapia's written report. She asked was there any questions on her report or the attachments. There were no questions.
- Commissioner Rios complimented Ms. Tapia on her communication to the Board. He noted it was a very thorough report and he especially appreciated the pictures. He thanked Ms. Tapia and encouraged her continued effort at transparency. Chairman Watkins thanked Commissioner Rios for his comments.

Committee Reports

Bylaws

Commissioner Barber noted that the Bylaws Committee has not met, but he thinks it is time to review the current bylaws to see if there are any changes. He asked if anyone had anything, they would want the committee to look at, and if so, they would do so. Chairman Watkins noted that Commissioner Crawford would join the

Bylaws Committee along with Commissioners Barber and Walker. Commissioner Barber indicated he was looking forward to having Commissioner Crawford join the committee.

Finance

Commissioner McDonald provided a written report. The Finance Committee met on July 22, 2021 for a detailed review of the Housing Choice Voucher (HCV) program. The HVC program is only 75 percent utilized and we are losing money due to under utilization of the vouchers. When the vouchers are not used, we are missing out on the administrative fee. During the meeting, Ms. Tapia explained the process of moving from the wait list to receiving a voucher. Chairman Watkins noted that we do not have the housing stock to have more places to rent. Mr. Tilahan and Ms. Tapia also talked about strategies to increase utilization and efficiency. One thing would be to hire an intake coordinator. The second meeting last Friday; August 13, 2021 was to go over the last quarter financials which look good.

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

New Business Consent Items:

Chairman Watkins advised there were no items on the Consent Agenda.

New Business Discussion Items:

Resolution No. 2021-15, a resolution authorizing the Kansas City, Kansas Housing Authority to apply for the Resident Opportunity and Self Sufficiency Service Coordinator Program (ROSS) grant, was introduced.

Ms. Tapia explained that this is a grant for a needed position that will provide supportive services to our residents. Ms. Davis-Mays is getting the documentation prepared for this grant and we are asking for Board approval to apply for the grant.

Commissioner Rios made the motion to approve Resolution No. 2021-15. Commissioner Rhodes seconded the motion, and the following vote was recorded:

AYES: Banks, Barber, Jefferson, McDonald, Rhodes, Rios, Walker, Watkins, Wilson

NAYS: None
ABSENT: Crawford, Tomasic, Warner
ABSTAIN: None

Motion carried.

RESOLUTION NO. 2021-15—AUTHORIZING THE KANSAS CITY, KANSAS HOUSING AUTHORITY TO APPLY FOR THE RESIDENT OPPORTUNITY AND SELF-SUFFICIENCY SERVICE COORDINATOR PROGRAM (ROSS) GRANT.

Resolution No. 2021-16, a revision to the Kansas City, Kansas Housing Authority Admissions & Continued Occupancy Policy (ACOP) Chapter 4: Applications, Waiting List and Tenant Selection, was introduced.

Ms. Tapia noted that we are asking for a revision to the ACOP. We have taken over the Bonner Springs Housing Authority which has its own wait list, and we want to keep that separate from our wait list. Our ACOP states there is no site-specific wait list, but in this case, we are wanting to have a separate wait list for those wanting to be housed in Bonner Springs. Commissioner Barber noted this was the only change he saw when doing his review, but he wanted to make sure there were no other changes. Ms. Tapia noted that was correct, there are no other changes.

Commissioner Rios made the motion to approve Resolution No. 2021-16. Commissioner Rhodes seconded the motion, and the following vote was recorded:

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

Motion carried.

RESOLUTION NO. 2021-16—A REVISION TO THE KANSAS CITY, KANSAS HOUSING AUTHORITY ADMISSIONS & CONTINUED OCCUPANCY POLICY (ACOP) CHAPTER 4: APPLICATIONS, WAITING LIST AND TENANT SELECTION.

Chairman Watkins asked to go into Executive Session for 15 minutes to discuss a real estate matter. Commissioner Barber made the motion to go into Executive Session. Commissioner Rhodes seconded the motion, and the following vote was recorded:

AYES: Banks, Barber, Jefferson, McDonald, Rhodes, Rios, Walker, Watkins, Wilson

NAYS: None

ABSENT: Crawford, Tomasic, Warner

ABSTAIN: None

Motion carried.

Executive Session began at 1:06 p.m. Ms. Tapia was present.

Executive Session ended at 1:21 p.m. and Chairman Watkins called for the meeting to adjourn.

Matthew T. Watkins, Chairman

Andrea Tapia, 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

To: Board of Commissioners
From: Andrea Tapia, Director/CEO
Date: September 16, 2021
Re: Executive Director's Report

Administration

CBIZ

Each year KCKHA meets with CBIZ our Benefit Management Team for a pre-renewal strategy meeting. The meeting offers KCKHA the opportunity to discuss any concerns or provide any suggestions related to our benefit packages. This year we discussed the importance of educating employees on the basics of choosing the benefit package that best meets their needs. A short survey was given to all employees to help CBIZ and our organization identify any concerns or questions our employees may have about our current benefit package.

In addition to educating staff on benefits, we asked if CBIZ could provide monthly educational materials and short videos that contain topics ranging from Health and Wellness to Financial Wellness; CBIZ was able to provide materials ranging from Medical Benefits, Specialty Benefits and HR related topics.

We anticipate CBIZ will provide renewal options sometime during the month of October 2021 for implementation January 1, 2022.

FILEVISION

We understand the importance and convenience of going paperless. On August 24, 2021, we had the opportunity to review a demo for paperless fillings. Going paperless not only reduces the high cost of paper and additional supplies, but it also provides timely retrieval of data. We are pleased the software is compatible with our current HAB system, so data transfer will be seamless.

We will continue to review the proposal and references provided by FileVision and decide if we want to move forward with paperless case management.

Departmental Enforcement Center (DEC)

DEC has reviewed our response to its six recommendations. Out of the six recommendations, one required additional supportive documentation. We have provided the additional supportive documentation and are awaiting a response from DEC. The other five recommendations were found to be completed and closed out.

504 Voluntary Compliance Agreement (VCA)

KCKHA reached out to HUD to discuss additional time to review the VCA and to prepare a strategic and realistic financial plan. HUD has agreed to meet with KCKHA on September 16, 2021 to discuss an extended timeline.

Property Management

KCKHA understands the importance of property management and providing tenants with a clean safe and sanitary place to live. Staff continues to inspect units for conditions that require modifications and/or repairs. With over 2,108 units; we understand this process will take some time. We further understand there may be repairs that will require a large sum of funds to complete, those projects could be included in our 5-year plan.

On August 23, 2021, KCKHA reached out to CSC Service Works, Inc. (CSC) about our need for operable washers and dryers. CSC has agreed to provide KCKHA with new replacement front load washers and dryers. We appreciate CSC's quick response to our resident's need for new and efficient washers and dryers.

Salary Comparison Study

It has been several years since KCKHA has conducted a salary comparison study. As we continue to see staff turnover, we have noticed our current salary scale is not competitive; new applicants are requesting higher starting pay, and some are declining offers due to KCKHA's low starting salary. Beginning January 2022, we will begin the process of the salary comparison study.

Housing Choice Voucher Program

The Housing Choice Voucher (HCV) Program opened its waitlist for three days in August and received over 1,900 applications. Once the previous waitlist applicants have been pulled; HCV will begin working on the 2021 waitlist.

Citrin Cooperman

We have received a draft copy of Citrin Cooperman's Independent Auditors Report. We are in the process of reviewing the report and providing any additional information needed to complete the audit. We have asked the Auditors to present the final audit report during the October Board Meeting.

Juniper Gardens

The relocation process for Juniper Gardens has been placed on hold pending the Physical Needs Assessment (PNA) and application resubmission to Special Applications Center (SAC).

Networking and Orientation

Equity and Justice Avenue of Life

I had the pleasure of meeting Dr. Evelyn Hill, Director of Equity and Justice at the Avenue of Life. Dr. Hill advocates for families who are experiencing challenges within the judicial system and/or need help becoming financially sufficient. I look forward to a continued community partnership with Dr. Hill.

Community Shout Out!

This is a great example of what compassion looks like in our community.

On September 2, 2021, Property Manager Mr. John Bond shared this wonderful story. *"Officer Ball, Officer Caiharr, and Officer Moulin came through today to help one of our residents at Glanville Towers, his name is Mr. Glenn Russell. Officer Ball saw Mr. Russell struggling to make it back from the courthouse on foot; Mr. Russell has several respiratory issues. The Officers took it upon themselves to reach out and help their community by finding a way to assist Mr. Russell. They were able to find a scooter for Mr. Russell at no charge and they delivered that scooter to him today. I would like to say thank you for the extra effort that you put in to make Mr. Russell's life a little bit easier!"*



This concludes my written report.

The following are monthly reports provided by staff:

- A. Statement of Funds
- B. Delinquency Report

Executive Director's Report

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- C. Disbursements of \$1,000
- D. Operating Receipt 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

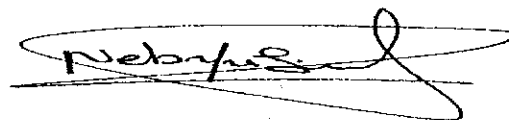
Schedule A - Stmt of Funds

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

Description	Rate ^(a)	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$303,511.81	Liberty
Payroll Account	0.00%		\$62,329.49	Liberty
ACH Pymt Account	0.15%		\$559.19	Liberty
Rent Depository Account	0.00%		3,835,888.32	Bank of Labor
Rent Bank Deposit Accounts	0.70%		\$75,170.80	Various
Homeless Prevention Program	0.90%		5,556.65	Bank of Labor
Sponsorship Program	0.50%		19,746.84	Bank of Labor
Section 8 Checking	0.00%		218,657.26	Bank of Labor
EPC Replacement Reserve Acct	0.15%		\$38,833.34	Liberty
Family Self Sufficiency	0.00%		\$3,024.03	Bank of Labor
KCKHA Debt Service Account			\$203,200.24	Deutsche Bank
CD#120245349	0.15%	09/01/21	\$500,000.00	Bank of Labor

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

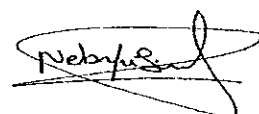
Note: Amounts reflect balances from month-end statements. Reconciliation of outstanding checks will adjust account balances, accordingly.



Nebyu Tilahun
Director of Finance

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

	<u>Rent & Other Charges</u>	<u>Repayment Agreements</u>	<u>Net Total</u>
Accounts Receivable (Amounts Delinquent)	\$274,207.06	(\$115,231.88)	\$158,975.18
 Total Charges to Tenants for Month			 \$439,328.41
 Delinquency Ratio			 36.19%
 Petitioned to Court			 <u>2</u>
 Praecipies Issued			 <u>2</u>
 Evictions			 <u>2</u>
 Pending Evictions			 <u> </u>



Nebyu Tilahun
Director of Finance

Kansas City, Kansas Housing Authority

Payments Over \$1,000.00

For The Month of AUGUST '21

CONTRACTS

VETS Securing America	\$6,369.32
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MAINTENANCE COSTS

American Water Treatment, Inc	\$1,071.00
Booney's Lawn Service	\$4,100.00
CALHOUN LAWN CARE, LLC	\$3,070.00
Carpet Corner Inc.	\$2,153.39
CINTAS CORPORATION No. 2	\$1,132.10
CITRIN COOPERMAN & COMPANY	\$12,500.00
Coleman Worldwide Moving	\$8,642.58
CUMMINS CENTRAL POWER, LLC.	\$1,150.70
DAVID ALLEN HENDERSON DBA	\$7,500.00
DAVID ALLEN HENDERSON DBA	\$6,440.00
Ferguson Enterprises Inc.	\$2,804.99
Ferguson Enterprises Inc.	\$1,048.00
General Electric Company	\$3,570.00
H.D. Supply	\$2,344.36
Home Depot Pro-SupplyWorks	\$3,119.66
Home Depot Pro-SupplyWorks	\$2,666.01
Johnstone Supply Co.	\$1,822.05
KEATING MUD JACKING & CONCRETE, INC.	\$2,200.00
KEMPKE CONTRACTORS, LLC	\$4,015.00
KEMPKE CONTRACTORS, LLC	\$1,415.00
Lowe's	\$1,516.78
Martin Mechanical Corporation	\$31,539.00
Mccray Millwork	\$1,866.28
Mcqueeney Group Inc	\$1,955.36
MEI TOTAL ELEVATOR SOLUTIONS	\$4,112.01
Midwest Supply Inc.	\$2,450.64
National Fire Suppression	\$3,240.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$6,810.00
Plumb Supply Company, LNX	\$7,203.96
Precision Plumbing & Construct, Inc	\$8,923.00
Precision Plumbing & Construct, Inc	\$3,837.00
PRESTO-X	\$1,800.00
Royal Tree Service	\$1,950.00
Royal Tree Service	\$1,250.00
Sherwin-Williams Co	\$4,591.65

Smallwood Locksmiths, Inc	\$2,278.07
SMITH SERVICE, LLC	\$6,625.00
SOS Pest Control	\$2,250.00
SOS Pest Control	\$1,350.00
Stanion Wholesale Elec. Co.	\$7,251.00
Strasser Hardware	\$2,312.86
SUTTON REMODELING, LLC	\$4,860.00
SUTTON REMODELING, LLC	\$3,940.00
SUTTON REMODELING, LLC	\$3,800.00
SUTTON REMODELING, LLC	\$1,000.00
Tailor Made Exteriors, LLC	\$6,420.00
Tailor Made Exteriors, LLC	\$6,105.00
Virginia Tile Company	\$1,327.99
Waste Management	\$8,196.45
WM Corporate Services, Inc as Payment Ag	\$1,774.88
Worldwide Window Fashions	\$1,130.40

MISCELLANEOUS

American Express	\$2,722.30
AT&T	\$7,794.12
AT&T	\$2,331.54
AT&T	\$1,013.28
ConvergeOne, Inc	\$10,711.02
ConvergeOne, Inc	\$4,404.24
ConvergeOne, Inc	\$2,786.80
ConvergeOne, Inc	\$1,921.80
ENTERPRISE FM TRUST	\$5,411.48
ENTERPRISE FM TRUST	\$5,261.77
HARRG INC	\$47,833.00
HARRG INC	\$3,698.00
HARRG INC	\$1,500.00
Housing Insurance Serv. Inc.	\$181,236.00
Lockton Companies	\$13,714.38
MASTERCARD	\$1,138.89
OFFICE ESSENTIALS, INC	\$3,656.07
ONLINE INFORMATION SERVICES, INC	\$2,252.00
PayLease, LLC	\$3,348.88
Time Warner Cable	\$2,375.43
Time Warner Cable	\$1,115.84
U.S BANK EQUIPMENT FINANCE	\$3,378.85
Verizon Wireless	\$2,384.67
Victory Ford Inc.	\$2,353.59
WEX BANK DBA WRIGHT EXPRESS FSC	\$5,878.03

MODERNIZATION

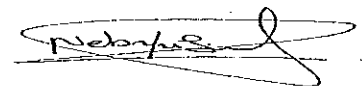
CVR Associates, Inc	\$1,987.50
H.D. Supply	\$5,291.23
Infinity Group LLC	\$17,697.60
Kansas City Moving & Storage	\$3,187.50
Kansas City Winnelson Co.	\$2,574.52
MEI TOTAL ELEVATOR SOLUTIONS	\$121,410.00
MEI TOTAL ELEVATOR SOLUTIONS	\$31,095.45
Sherwin-Williams Co	\$4,344.80
Tailor Made Exteriors, LLC	\$132,704.11

PAYROLL COSTS

AFLAC PREMIUM HOLDING	\$3,481.94
AFLAC PREMIUM HOLDING	\$3,481.94
Blue Cross Blue Shield Of KC	\$92,835.01
Colonial Life & Accident Ins	\$3,995.48
Colonial Life & Accident Ins	\$3,995.48
Delta Dental	\$4,720.29
Kansas Payment Center	\$1,109.57
Kansas Payment Center	\$1,109.57
Kansas Public Employ Ret Syst	\$30,581.05
Kansas Public Employ Ret Syst	\$29,628.87
Nationwide Retirement Solution	\$2,680.00
Nationwide Retirement Solution	\$2,680.00
UMB HEALTH SAVINGS ACCT	\$1,205.00
UMB HEALTH SAVINGS ACCT	\$1,205.00

***UTILITIES**

Board Of Public Utilities	\$113,407.29
Board Of Public Utilities	\$113,039.78
Board Of Public Utilities	\$55,928.10
City of Bonner Springs	\$3,055.96
Constellation New Energy-Gas	\$1,950.81
EVERGY	\$2,812.40
Kansas Gas Service	\$13,736.37
Kansas Gas Service	\$13,005.26
Kansas Gas Service	\$1,122.78



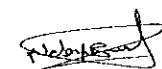
Nebyu Tilahun
Director of Finance

Kansas City, Kansas Housing Authority
Operating Receipts and Expenditures
For Period Ending July 31, 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
OPERATING INCOME:									
Dwelling Rent				\$1,632,074.37	34%	\$4,831,188.00			
Fraud Recovery Income							\$38,929.61		
Interest Income	\$433.52	197%	\$220.00	\$189.03	12%	\$1,540.00			
Tenant Income				\$88,573.43	34%	\$261,363.00			
Transfer from CFP						\$1,097,012.00			
Other Income	\$201,004.04	37%	\$549,425.00	\$118,487.31	202%	\$58,630.00	\$4,652.55		
Fee for Services - COCC	\$481,113.52	34%	\$1,402,710.00						
Management Fees	\$633,540.59	34%	\$1,870,490.00						
Total Operating Income	\$1,316,091.67	34%	\$3,822,845.00	\$1,839,324.14	29%	\$6,249,733.00	\$43,582.16		
Operating Subsidy				\$3,174,865.00	36%	\$8,716,623.00			
Section 8 Admin Fees							\$286,620.00	35%	\$819,070.00
Total Operating Receipts	\$1,316,091.67	34%	\$3,822,845.00	\$5,014,189.14	34%	\$14,966,356.00	\$330,202.16	40%	\$819,070.00
OPERATING EXPENSES:									
Administrative Salaries	\$316,143.56	28%	\$1,126,387.00	\$306,887.50	29%	\$1,045,950.00	\$107,750.28	30%	\$356,623.00
Management Fees				\$537,035.09	34%	\$1,573,740.00	\$96,505.50	33%	\$296,751.00
Other Admin Expenses	\$59,230.63	34%	\$175,312.00	\$112,589.90	29%	\$392,262.00	\$19,032.28	30%	\$63,855.00
Tenant Services									
Tenant Services Salaries				\$7,307.80					
Resident Assoc Expenses				\$315.00	1%	\$25,350.00			
Other Expenses				\$12,551.64	74%	\$16,924.00			
Total Utilities	\$11,186.57	23%	\$48,630.00	\$663,096.44	23%	\$2,864,776.00			
Maintenance Salaries	\$308,924.17	25%	\$1,216,464.00	\$543,834.72	32%	\$1,691,218.00			
Maint Materials	\$99,818.57	87%	\$114,318.00	\$98,012.91	15%	\$653,582.00	\$906.74	82%	\$1,110.00
Fee for Services - COCC				\$481,113.52	34%	\$1,402,710.00			
Other Maint Contracts	\$81,458.84	64%	\$128,134.00	\$373,237.80	28%	\$1,319,804.00	\$9,995.89	34%	\$29,493.00
Security Salaries									
Other Security Expense			\$2,500.00	\$25,496.06	15%	\$166,533.00			
Insurance	\$34,876.37	30%	\$115,091.00	\$188,762.73	33%	\$568,021.00	\$8,362.98	31%	\$26,652.00
Terminal Leave Payments									
Employee Benefit Contributions	\$249,309.95	31%	\$795,119.00	\$367,313.63	40%	\$928,944.00	\$39,035.57	32%	\$121,031.00
Collection Losses				(\$12,186.98)	-2%	\$549,310.00			
Interest Expense				\$186,121.26	31%	\$596,652.00			
Other General Expense	\$625.38			\$1,143.31	286%	\$400.00	\$4,396.20	40%	\$11,000.00
Total Routine Expenses	\$1,161,574.04	31%	\$3,721,955.00	\$3,892,632.33	28%	\$13,796,176.00	\$285,985.44	32%	\$906,515.00
Total Operating Expenses	\$1,163,275.45	31%	\$3,721,955.00	\$3,892,632.33	28%	\$13,796,176.00	\$285,985.44	32%	\$906,515.00
Prior Year Adjustments									
Total Operating Expenditures	\$1,163,275.45	31%	\$3,721,955.00	\$3,892,632.33	28%	\$13,796,176.00	\$285,985.44	32%	\$906,515.00
Gain/(Loss) from Operations	\$152,816.22		\$100,890.00	\$1,121,556.81		\$1,170,180.00	\$44,216.72		(\$87,445.00)

*** July is the 4th month of the Fiscal Year Ending March 31st

*** Percentage 33.3% or 4/12th of the year



Nebyu Tilahun
 Director of Finance

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

CUSTOMER SERVICE & SATISFACTION SURVEY - AUGUST 2021

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
08/02/21	110	22	132	8	8	0	14
08/03/21	113	29	142	13	13	0	16
08/04/21	52	10	62	3	3	0	7
08/05/21	87	14	101	3	3	0	11
08/06/21	79	19	98	4	4	0	15
08/09/21	98	29	127	5	5	0	24
08/10/21	73	24	97	7	7	0	17
08/12/21	106	20	126	10	10	0	10
08/13/21	134	22	156	3	3	0	19
08/16/21	96	36	132	5	5	0	31
08/17/21	65	20	85	3	3	0	17
08/19/21	87	15	102	6	6	0	9
08/20/21	115	19	134	4	4	0	15
08/24/21	101	27	128	9	9	0	18
08/25/21	63	22	85	11	11	0	11
08/26/21	48	21	69	8	8	0	13
08/27/21	109	22	131	7	7	0	15
08/30/31	123	26	149	5	5	0	21
TOTAL	1,659	397	2,056	114	114	0	283
			(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 29% of the service work orders completed
- (b) No Response 71% 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	40	45	85
Units in Mod	10	25	35
Juniper in Mod	148	0	148
Fire Units	0	0	0
Defer Maint	4	1	5
Rentable Units	36	44	80
Move-Ins	8	11	19
Move-Outs	12	18	30
Units Available	2	10	12

Kansas City, Kansas Housing Authority August 2021 Occupancy Report

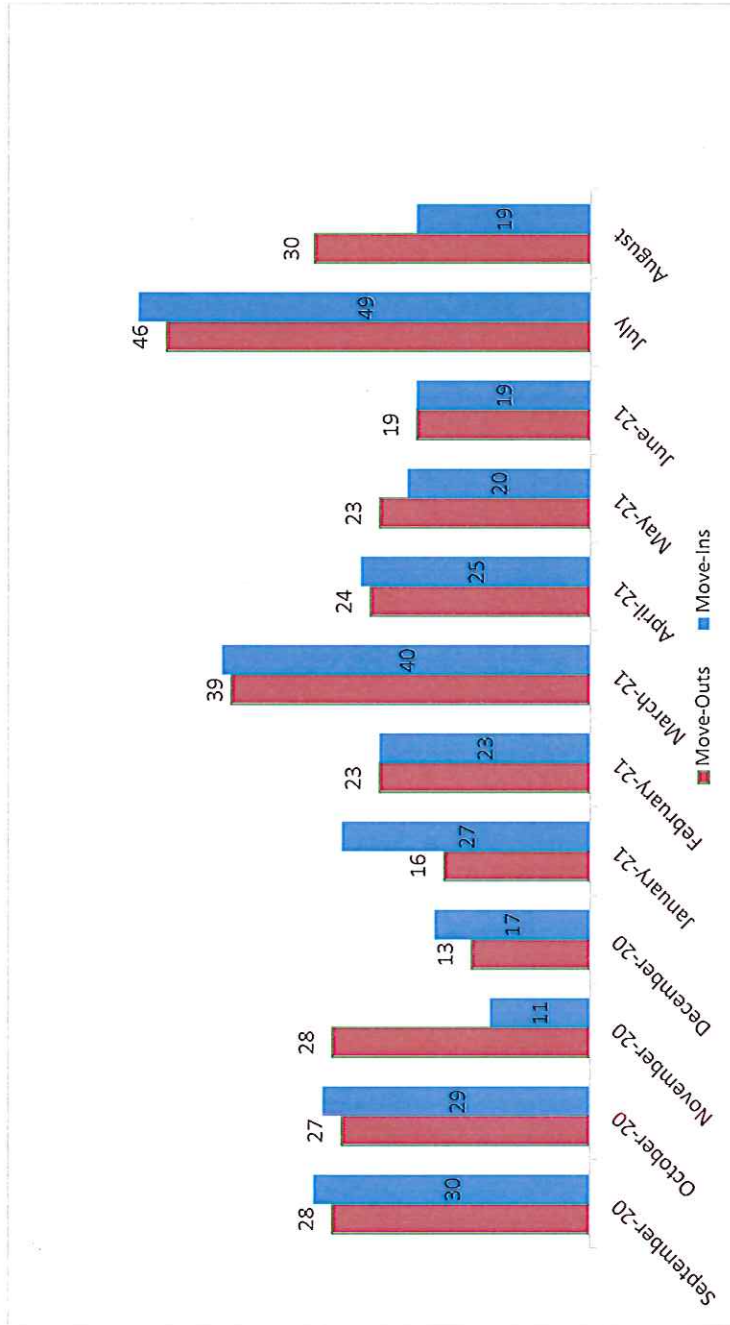
PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	HUD APPROVED SPECIAL USE UNITS	UNITS IN MOD	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 *M(7) D(12) JUNIPER GARDENS	265	102	-	12	taken out of count 151	100%	100%
K1-2 D(1) ST. MARGARETS PARK	100	95	4	1		96%	99%
K1-3 D(1) CYRUS K. HOLIDAY	60	58	1	1	-	98%	97%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	285	11	6	-	96%	94%
K1-5*M(2) D(1) BELROSE MANOR	90	82	5	1	taken out of count 2	94%	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	27	3			90%	93%
K1-10 *M(2) SCATTERED SITES	42	38	2		taken out of count 2	95%	93%
K1-11 M(1) D(1) GRANDVIEW PARK	40	34	4	1	1	90%	95%
K1-12 D(2) CHALET MANOR	66	57	5	2	taken out of count 2	92%	94%
K1-13 WELBORN VILLA	80	78	2	-		98%	96%
K1-14 BETHANY PARK TOWERS	153	147	6	-		96%	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	117	5	-		96%	99%
K1-20 D(1) WESTGATE TOWERS	163	149	13	1		92%	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	36	2			95%	97%
K1-24 M(18) PLAZA TOWERS	115	87	-		19 taken out of count 28	100%	97%
K1-25 D(1) SCATTERED SITES	12	11	-	1		100%	92%

REPORT F

Kansas City, Kansas Housing Authority August 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	102	151	12	-	43%	100%
K1-2 D(1) ST. MARGARETS PARK	100	95	4	1		96%	99%
K1-3 D(1) CYRUS K. HOLIDAY	60	58	1	1	-	98%	97%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	285	11	6	-	96%	94%
K1-5*M(2) D(1) BELROSE MANOR	90	82	7	1		92%	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	27	3			90%	93%
K1-10 *M(2) SCATTERED SITES	42	38	4			90%	93%
K1-11 M(1) D(1) GRANDVIEW PARK	40	34	4	1	1	90%	95%
K1-12 D(2) CHALET MANOR	66	57	7	2		89%	94%
K1-13 WELBORN VILLA	80	78	2	-		98%	96%
K1-14 BETHANY PARK TOWERS	153	147	6	-		96%	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	117	5	-		96%	99%
K1-20 D(1) WESTGATE TOWERS	163	149	13	1		92%	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	36	2			95%	97%
K1-24 M(18) PLAZA TOWERS	115	87	3		25	97%	97%
K1-25 D(1) SCATTERED SITES	12	11	-	1		100%	92%

(*) Modernization units



MODERNIZATION AND DEVELOPMENT REPORT **September 2021**

CAPITAL FUND PROGRAM 2017

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

The following projects are complete: K1-54 Scattered Sites (15) Interior Modernization Phase 1; K1-56 Rosedale Tower Air Handler Replacement; K1-55 Wyandotte Tower Elevator Modernization; K1-53 Chalet Manor Slope Stabilization; K1-53 Douglas Heights HVAC Replacement; K1-57 Plaza Tower Relocation-Floors 6, 7, and 8; K1-57 Plaza Tower Interior Modernization Phase 1 (Floors 7 and 8).

CAPITAL FUND PROGRAM 2018

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

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

CAPITAL FUND PROGRAM 2019

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

The following project are complete: KCKHA Thomas M. Scott Maintenance Facility and Rosedale Tower Elevator Modernization; Rosedale Tower Elevator Modernization.

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

Bids were received on November 10th, 2020 for this project. The Board authorized the award of a contract at the November 2020 meeting, to Infinity Group LLC, in the amount of \$2,238,310.00. Pre-construction meeting was held on December 8th, 2020. A Notice to Proceed was issued on Feb 3rd, 2021. Work on the 6th Floor is complete. Relocation of the residents from the 5th floor to the 6th floor was completed the week of July 12th. Work on the 5th floor began on July 20th, 2021. Fifth floor drywall is complete; with 50% of the units painted and electrical fixtures installed.

K1-57 PLAZA TOWER RELOCATION

Bids were received for relocation services for Floors 4, 5, and 6 at Plaza Tower on June 11th, 2021. Bids were solicited from 10 moving companies. One bid was received. Since only one bid was received a cost analysis was completed of the one bid. It compares with the phase one moving contract with a slight increase in price. Since the low bid amount is below the threshold of \$75,000, Board of Commissioners approval is not required. A contract was awarded to Coleman Worldwide Moving Services, in the amount of \$25,333.74. The relocation of residents from the 5th floor to the 6th floor was completed on July 15, 2021.

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

Bids were received on April 7th, 2021 for this project. The Board authorized the award of a contract at the April 15th, 2021 meeting to Taylor Made Exteriors, LLC, in the amount of \$633,236.46 for interior modernization of 9 houses. Staff held a pre-construction meeting with the contractor on April 28th, 2021. Notice to Proceed was issued on July 1st, 2021. Demolition, electrical rough-in, and drywall installation is underway. Demolition of 7 of the 9 houses is complete. Electrical rough-in in all 9 houses is complete. Drywall installation is complete in 6 houses

CAPITAL FUND PROGRAM 2020

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

The following projects are complete: Douglas Heights Elevator Modernization

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 16th, 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 has notified the Housing Authority that its application has been turned down, pending the submission of additional information.

The Physical Needs Assessment is being reviewed for additional items, to determine if Juniper Gardens can meet obsolescence. A reinspection is scheduled for mid-September 2021. If successful, the disposition application will be resubmitted.

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 31st, 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 2nd, 2021. Contractor has ordered and is awaiting delivery of supplies. Awaiting submission of required documents prior to the issuance of the Notice to Proceed. Work has been scheduled to begin at Chalet Manor and Scattered Site 10 on Aug 16th, 2021. Lift and stabilization is complete at Chalet Manor. Concrete repair/patching at Chalet will take place when all sites are complete.

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 2nd, 2020. The Capital Fund Program 2021 was approved at the December 17th, 2020 Board meeting. Staff has submitted the necessary paperwork to HUD. HUD has accepted and approved this grant for implementation. Staff is in the process of preparing an RFP for Architecture and Engineering for the projects in this grant.

RESIDENT INITIATIVE REPORT

SEPTEMBER 2021

SUBMITTED BY SHARRON DAVIS-MAYS

SELF-SUFFICIENCY COORDINATOR

The Public Housing Resident Council (PHRC) did not meet for the month of August.

On August 14th, 2021 I participated in The Day of Service with Donnelly College. This program provides gardening services to the residents living in the Wyandotte Towers housing development.

On August 18th, 2021 The Family Self-Sufficiency (FSS) renewal grant was submitted. The FSS grant must be renewed each fiscal year to receive funding.

On August 19th, 2021 Wyandotte Towers held its resident council election. Ms. Holly Duff was re-elected as president for another term.

On August 26th, 2021 Mrs. Andrea Tapia, Executive Director of the Kansas City, Kansas Housing Authority and I met with staff from Family Conservancy: Sabrina Boyd, Healthy Parents Coordinator; Catrina Minter, Community Partners Supervisor, and Jocelyn Mourning, Vice President. This meeting was held to introduce the KCKHA's new Executive Director to one of our strongest community partners. Family Conservancy has provided service to residents at Juniper Gardens and St. Margaret's Park housing developments for over fifteen years.

See attached for the Family Self- Sufficiency statistics for June—September 2021.

Month	June	July	August	September	October	December
Currently Enrolled	24	25	24	25		
Exited	0	1	1	0		
Port	0	0	0	0		
Graduated	0	0	1	0		
Money dispersed	0	0	0	0		
Newly Enrolled this month	0	1	0	0		
Interim withdrawals	0	0	0	0		
Appts with participants	0	0	1	0		
Credit Pull/review	0	0	0	0		
Initial appts	0	0	0	0		
Escrow Balance total	164	1,051	1733	3,546.00		
Participants with escrow	1	4	4	6		
Currently contributing to escrow	1	4	4	6		
SSI only	3	3	3	3		
TANF	1	1	1	1		
Employed	11	11	12	13		

Section 8 Housing Choice Voucher Program Monthly Management Report

September 2021

HOUSING CHOICE VOUCHER (HCV)																				ATTRITION RATE				
Section 8	Funds Available Through the End of the Calendar Year	Projected Monthly Funds Available	Average Tenant Payment	Average HAP Payment Per Voucher	Total HAP Payment (includes Actual & 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
																			Vouchers	Funding				
June	6,363,069	909,010	\$ 233	\$ 685	\$ 852,812	\$ 7,080	1,238	1,642	1,238	1,642	(404)	(404)	17	10	72	75.4%	101.6%	75.4%	101.6%	14	1.1%	16	1.3%	
July	\$5,517,337	\$837,603	\$ 232	\$ 690	\$ 850,487	\$ 12,884	1,233	1,642	2,471	1,642	(409)	(409)	13	21	98	75.1%	101.4%	75.1%	101.4%	18	1.5%	17	1.4%	
August	\$4,679,734	\$837,603	\$ 227	\$ 698	\$ 859,485	\$ 21,882	1,229	1,642	3,700	1,642	(413)	(413)	18	38	81	74.8%	102.4%	74.8%	102.4%	22	1.8%	18	1.5%	
September	\$3,195,549	\$863,197	\$ 230	\$ 697	\$ 849,111	\$ (14,086)	1,232	1,642	4,932	1,642	(410)	(410)	17	11	15	75.0%	101.2%	75.0%	101.2%	15	1.2%	19	1.5%	
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

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. =67

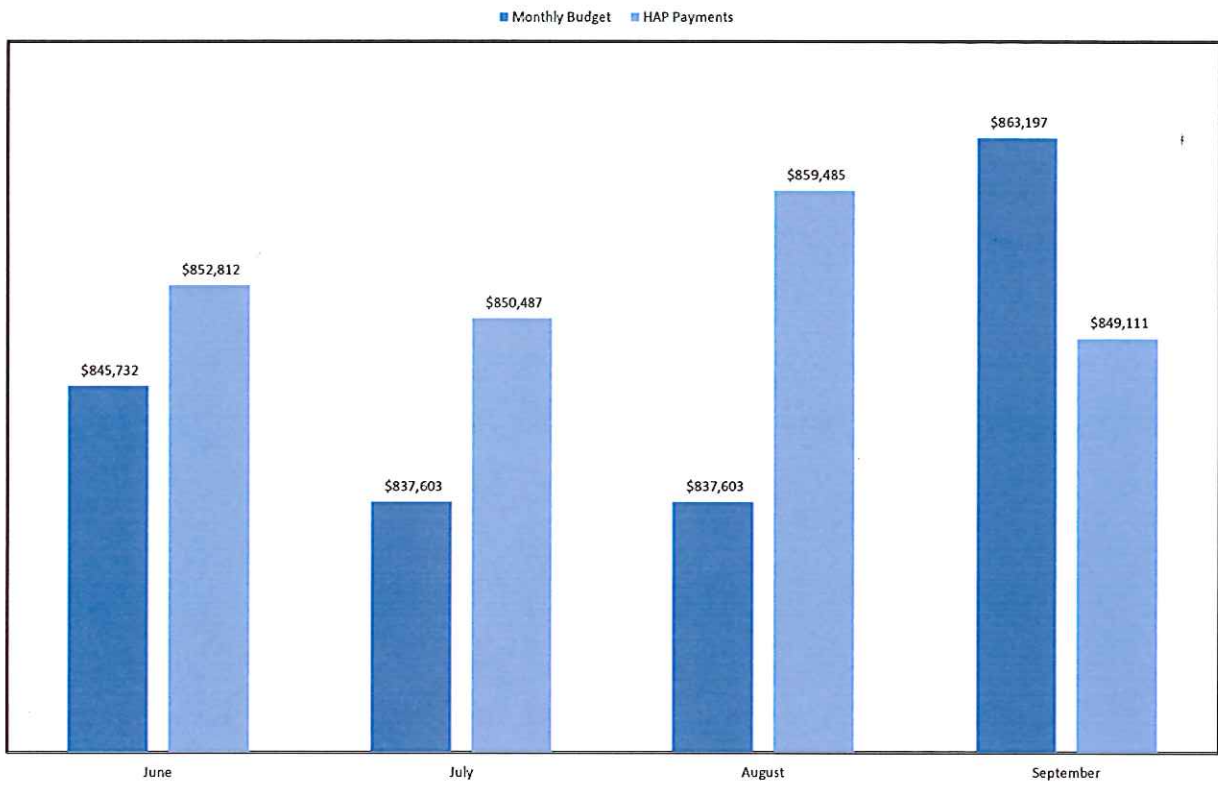
Homeownership: Current number of homeownership vouchers =3

Family Self Sufficiency Participants (FSS): Current number of participants involved in the Section 8 Family Self Sufficiency Program. =25

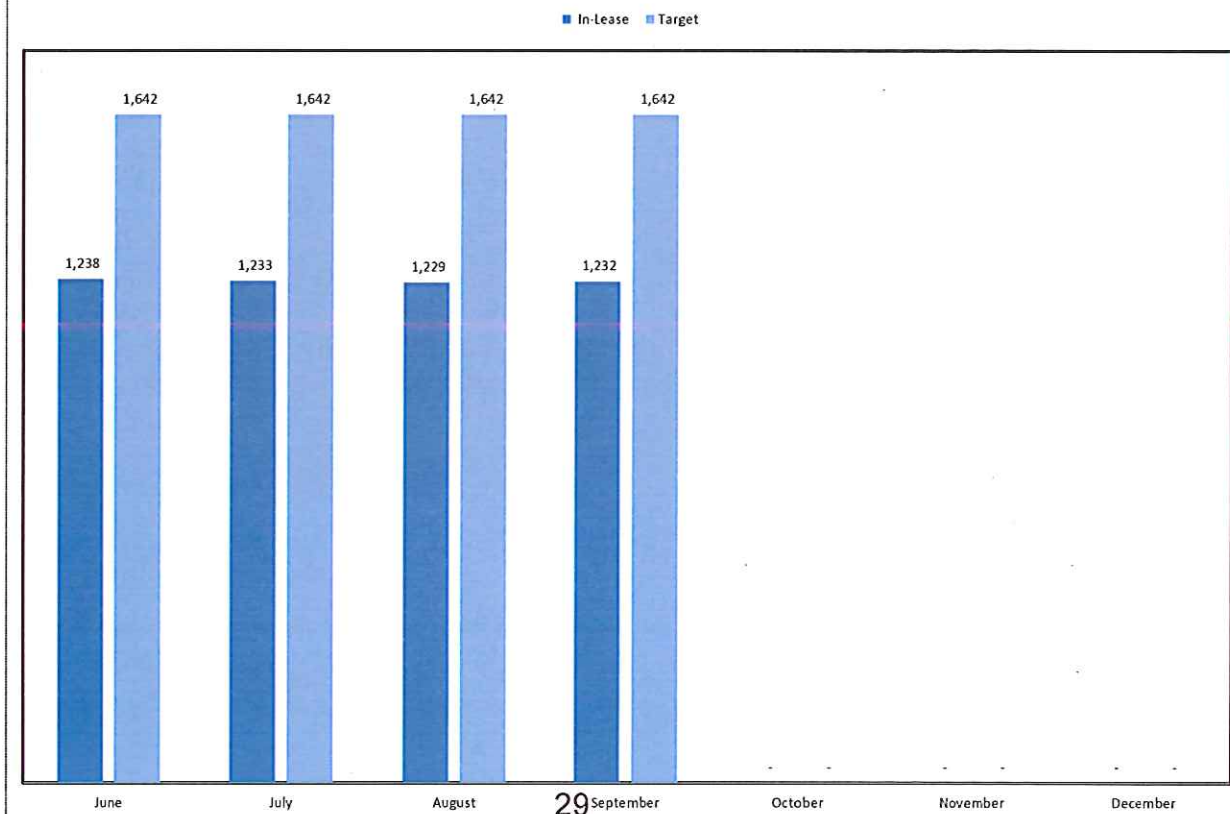
Section 8 Housing Choice Voucher Program Monthly Management Report

September 2021

Section 8 Monthly Housing Assistance Payments



Section 8 Vouchers In-Lease and Target Leasing Rate



RESOLUTION NO. 2021-17

**AUTHORITY TO ACCEPT THE BID AND AUTHORIZE A CONTRACT FOR
REPLACEMENT OF HVAC CHILLER EQUIPMENT AT
K1-57 WESTGATE TOWERS WITH JOHNSON CONTROLS, INC.**

WHEREAS, HVAC chiller equipment replacement is needed at Westgate Towers; and

WHEREAS, bids for HVAC chiller equipment replacement at Westgate Towers were solicited and received on August 18, 2021; and

WHEREAS, bids were received from:

Anderson Mechanical, LLC
Johnson Controls, Inc.
Metro Air
Stanger Industries, Inc.
The Wilson Group, Inc.

Kansas City, MO
Lenexa, KS
Shawnee, KS
Kansas City, MO
Kansas City, 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 base bid and Add Alternate No. 1 submitted by Johnson Controls, Inc. for HVAC chiller equipment replacement at Westgate Towers in the amount of the base bid of \$303,306 plus Add Alternate No. 1 of \$11,570 for a total contract amount of \$314,876.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the bid submitted by Johnson Controls, Inc. for HVAC chiller equipment replacement at Westgate Towers in the amount of the base bid of \$303,306 plus Add Alternate No. 1 of \$11,570 for a total contract amount of \$314,876 is hereby accepted.

BE IT FURTHER RESOLVED, that the Housing Authority of Kansas City, Kansas is authorized to enter into a contract with Johnson Controls, Inc. for HVAC chiller equipment replacement at Westgate Towers in the amount of the base bid of \$303,306 plus Add Alternate No. 1 of \$11,570 for a total contract amount of \$314,876.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners does hereby approve Resolution Number 2021-17.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

New Business Consent Item: Authority to Accept the Bid and Authorize a Contract for Replacement of HVAC chiller equipment at K1-57 Westgate Towers with Johnson Controls, Inc.

Resolution No. 2021-17

Background:

The HVAC chiller equipment at Westgate Towers that controls and provides air conditioning to the tower was damaged due to freezing temperatures. Therefore, both chillers at this tower must be replaced. This problem was noticed at startup of the air conditioning equipment this summer. Temporary chillers have been rented and installed to accommodate the air conditioning at the tower until new chiller equipment can be installed at the tower.

Current Issue:

Staff following our Procurement Policy has hired an architect and the architect prepared plans. The plans would remove the two existing pieces of chiller equipment and replace it with new equipment.

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 website and mailed to contractor reporting services. Also, the Invitation to Bid was mailed directly to 179 General Contractors, Section 3 Contractors and 74 HVAC contractors. Fifteen contractors picked up plans for this project.

A Pre-Bid Conference was held on August 11, 2021 at Westgate Towers to give contractors an opportunity to look at the current site conditions, review the existing equipment, and ask any questions.

Bids were opened on August 18, 2021 at 2:00 pm. Five contractors bid on this project:

Anderson Mechanical, LLC	Kansas City, MO
Johnson Controls, Inc.	Lenexa, KS
Metro Air	Shawnee, KS
Stanger Industries, Inc.	Kansas City, MO
The Wilson Group, Inc.	Kansas City, MO

Johnson Controls Inc. is the apparent responsive low bidder with a base bid of \$303,306 and an add alternate bid of \$11,570 for a total bid of \$314,876. The low bidder is to be determined by the sum of the Base Bid plus one Add Alternate, for an additional five years of parts and labor warranty on the new equipment. Base bids plus Add Alternate No. 1 ranged in price from \$314,876 to \$455,100 (see attached bid tab sheet).

Johnson Controls Inc. has been in business for 47 years. The Housing Authority has previous experience with this contractor with very satisfactory results. The architect and staff have checked references with positive comments received. There is \$315,508 in the 2018 Capital Fund Program budgeted for this project. The architect estimate for this work is \$315,940.27.

Johnson Controls Inc. and its principal do not appear on the List of Parties Excluded from Federal Procurement or Nonprocurement Programs. The principals are:

Jeff Williams	President
Andy Cheung	Vice President
Christopher E. Osborne	Secretary
Marc E. L. Vandiepenbeck	Treasurer

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 base bid and Add Alternate No. 1 submitted by Johnson Controls Inc. and authorize a contract in the amount of the base bid of \$303,306 plus Add Alternate No.1 of \$11,570 for a total contract amount of \$314,876.

Attached is a resolution that will authorize the acceptance of the bid and authorize a contract with Johnson Controls Inc. for replacement of HVAC chiller equipment at K1-57 Westgate Towers.

Staff recommends approval of this resolution.

Board Action:

Approve Resolution No. 2021-17, if appropriate.



**Kansas City, Kansas
Housing Authority**

1124 North Ninth Street
Kansas City, KS 66101-2197
(913) 281-3300 FAX (913) 279-3439

Bid Tab Sheet for:

**Maintenance Facility Roof Retrofit
#21-04-54 (MF)**

Bidder	Base Bid	Bid Bond
Western Waterproofing Co, Inc DBA Great Plains Roofing & Sheet Metal	\$107,400.00	Yes
Delta Innovative Services, Inc	\$155,000.00	Yes
Kaw Roofing & Sheet Metal, Inc	\$170,965.00	Yes

RESOLUTION NO. 2021-18

AUTHORITY TO ACCEPT THE BID AND AUTHORIZE A CONTRACT FOR INSTALLATION OF A NEW ROOF FOR THE THOMAS M. SCOTT MAINTENANCE FACILITY, 1300 MEADOWLARK LANE IN KANSAS CITY, KANSAS WITH WESTERN WATERPROOFING CO. INC. dba GREAT PLAINS ROOFING AND SHEET METAL

WHEREAS, installation of a new roof for the Thomas M. Scott Maintenance Facility, located at 1300 Meadowlark Lane is needed; and

WHEREAS, bids for installation of a new roof for the Thomas M. Scott Maintenance Facility, were solicited and received on August 24, 2021; and

WHEREAS, bids were received from:

Delta Innovative Service, Inc.	Kansas City, KS
Kaw Roofing and Sheet Metal, Inc.	Kansas City, KS
Western Waterproofing Co., Inc. dba	
Great Plains Roofing and Sheet Metal	Kansas City, KS; and

WHEREAS, the bids were opened and tabulated by the roofing consultant and Kansas City Kansas Housing Authority staff; and

WHEREAS, the staff and the roofing consultant are recommending acceptance of the responsive low bid submitted by, Western Waterproofing Co., Inc. dba Great Plains Roofing and Sheet Metal for installation of a new roof for the Thomas M. Scott Maintenance Facility in the amount \$107,400 plus any increase or decrease in price for insulation material.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the bid submitted by Western Waterproofing Co., Inc. dba Great Plains Roofing and Sheet Metal for installation of a new roof for the Thomas M. Scott Maintenance Facility in the amount of \$107,400 plus any increase or decrease in price for insulation material is hereby accepted.

BE IT FURTHER RESOLVED, that the Housing Authority of Kansas City, Kansas is authorized to enter into a contract with Western Waterproofing Co., Inc. dba Great Plains Roofing and Sheet Metal for installation of a new roof for the Thomas M. Scott Maintenance Facility in the amount of \$107,400 plus any increase or decrease in price for insulation material.

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

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

New Business Consent Item: Authority to Accept the Bid and Authorize a Contract for Installation of a new roof for the Thomas M. Scott Maintenance Facility, 1300 Meadowlark Lane in Kansas City, Kansas with Western Waterproofing Co., Inc. dba Great Plains Roofing and Sheet Metal

Resolution No. 2021-18

Background:

The old existing building at the Thomas M. Scott Maintenance Facility needs a new roof. The existing roof is a metal standing seam roof that has numerous leaks. The new roof will cover the metal roof with insulation and a roof membrane will cover the insulation. This new roof system will provide a 20-year guarantee.

Current Issue:

Staff following our Procurement Policy has hired a roofing consultant and the roofing consultant has prepared plans. The plans would prepare the existing roof to be covered with insulation, install insulation over the existing roof, and cover the insulation with a roof membrane.

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 website and mailed to contractor reporting services. Also, the Invitation to Bid was mailed directly to 179 General Contractors, Section 3 Contractors and 74 HVAC contractors. Five contractors picked up plans for this project.

A Pre-Bid Conference was held via Zoom on August 10, 2021 to inform contractors about this project and answer any questions from the interested contractors. Contractors were given an opportunity to visit the site.

Bids were opened on August 24, 2021 at 2:00 pm. Three contractors bid on this project:

Delta Innovative Service, Inc.	Kansas City, KS
Kaw Roofing and Sheet Metal, Inc.	Kansas City, KS
Western Waterproofing Co., Inc. dba	
Great Plains Roofing and Sheet Metal	Kansas City, KS

Western Waterproofing Co., Inc. dba Great Plains Roofing and Sheet Metal is the apparent responsive low bidder with a bid of \$107,400. Bids ranged in price from \$107,400 to \$170,965 (see attached bid tab sheet).

Due to the limited availability, uncertainty and volatile nature of material price and supply for the insulation material, contractors were reluctant to provide a bid, not knowing if

they could get the material and what the price of material would be at the start of the project. Therefore, the bidders were required to state on the bid form the amount of insulation material needed and the price of the insulation material at bid time. Staff agreed to review a change order at the start time of the project, to adjust the price of insulation material for the amount specified in the bid form, to either increase or decrease at the time of order and delivery of the insulation material.

Western Waterproofing Co., Inc. dba Great Plains Roofing and Sheet Metal has been in business for 106 years. The Housing Authority has no previous experience with this contractor. The architect & staff have checked references with positive comments received. There is \$50,657 in the 2019 Capital Fund Program and \$71,587 in the 2020 Capital Fund Program budgeted for this project. The roofing consultant's estimate for this work is \$95,040.

Western Waterproofing Co., Inc. dba Great Plains Roofing and Sheet Metal and its principal do not appear on the List of Parties Excluded from Federal Procurement or Nonprocurement Programs. The principals are:

Benjamin Bishop	Chief Executive Officer
Tom Brooks	Chief Operating Officer
Michael Bishop	Vice President
Jennifer Ballengee	Secretary
Timothy Diehl	Treasurer

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 roofing consultant are recommending acceptance of the responsive, low bid submitted by Western Waterproofing Co., Inc. dba Great Plains Roofing and Sheet Metal, and authorize a contract in the amount of \$107,400 plus any increase or decrease in price for insulation material.

Attached is a resolution that will authorize the acceptance of the bid and authorize a contract with Western Waterproofing Co., Inc. dba Great Plains Roofing and Sheet Metal, for installation of a new roof for the Thomas M. Scott Maintenance Facility.

Staff recommends approval of this resolution.

Board Action:

Approve Resolution No. 2021-18, if appropriate.

RESOLUTION NO. 2021-19

**AUTHORIZING A REVISION TO THE KANSAS CITY, KANSAS HOUSING
AUTHORITY ADMISSIONS & CONTINUED OCCUPANCY POLICY (ACOP)
CHAPTER 10: PET POLICY**

WHEREAS, the revision to the Kansas City, Kansas Housing Authority Admissions & Continued Occupancy Policy (ACOP) Chapter 10: Pet Policy is required.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City that the ACOP Chapter 10: Pet Policy will be revised.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners does hereby approve Resolution No. 2021-19.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director

Kansas City, Kansas Housing Authority
Board of Commissioner's Meeting
September 16, 2021

New Business Discussion Item: Authorizing the Revision to the Kansas City, Kansas Housing Authority Admissions & Continued Occupancy Policy (ACOP) Chapter 10: Pet Policy

Resolution No. 2021-19

Background:

The Kansas City, Kansas Housing Authority is required to have a pet policy within the ACOP that clearly bifurcates assistance animals (service and comfort animals) from pets.

Current Issue:

To keep the Kansas City, Kansas Housing Authority consistent with current federal law; the pet policy language must be updated with policy and stated procedures that are cohesive and uniformly applied.

Board Action:

Approve Resolution No. 2021-19, if appropriate.

RESOLUTION NO. 2021-20

**AUTHORIZING REVISIONS TO THE KANSAS CITY, KANSAS HOUSING AUTHORITY'S
DEPARTMENT OF OPERATIONS JOB TITLES**

WHEREAS, revisions to the Kansas City, Kansas Housing Authority job title and description of Resident Services Coordinator (Elderly and Family) will be changed to Housing Operations Coordinator; and

WHEREAS, revisions to the Maintenance Mechanic job title and description will be changed to reflect the duties of an electrician, plumber, HVAC and cement specialist.

WHEREAS, these changes will serve to better replicate the duties and responsibilities of the new job titles and make us more competitive in the job market.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that revisions will be made to the Resident Service Coordinator (Elderly and Family) and the Maintenance Mechanic positions.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners does hereby approve Resolution No. 2021-20.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

Kansas City, Kansas Housing Authority
Board of Commissioner's Meeting
September 16, 2021

New Business Discussion Item: Authorizing Revisions to Kansas City, Kansas Housing Authority Department of Operations Job Titles

Resolution No. 2021-20

Background:

The Kansas City, Kansas Housing Authority is required to change the title of Resident Services Coordinator (Elderly) and Residents Services Coordinator (Family). The title of Resident Services is more fitting to a program under a ROSS Grant submitted by the Housing Authority and is currently under consideration. The current Resident Services Coordinators will be changed to Housing Operations Coordinator. No delineation between elderly and family will be made.

It has also been noted for some time in the Department of Operations that skilled positions (electrician, plumber, HVAC and cement specialist) are required and can be incorporated at the Senior Maintenance Mechanic level.

Current Issue:

To keep the Kansas City, Kansas Housing Authority consistent and competitive, the titles of Resident Services Coordinator (Elderly and Family) will be revised to Housing Operations Coordinator. The Maintenance Mechanic job title will be revised to reflect specializations in the field of electrician, plumber, HVAC and cement specialist.

Board Action:

Approve Resolution No. 2021-20, if appropriate.