



# Agenda

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

## Special Meeting

Thursday, April 21, 2022  
12:30 p.m.

Held Electronically  
via Zoom

- I. Roll Call
- II. Approval of the Minutes  
Special Board Meeting March 17, 2022  
(Pages 1—8)
- III. Executive Director's Report  
(Pages 9—34)
- IV. Public Comments  
Contact Jackie Randle at [jrandle@kckha.org](mailto:jrandle@kckha.org) or (913) 281-3300 in advance of the meeting to be placed on the agenda to speak. Comments will have a time limit determined by the Chairman.
- V. Committee Reports
- VI. New Business Consent Items:

Resolution No. 2022-08	Authority to Dispose of Scrap Metal (Pages 35—36)
Resolution No. 2022-09	Authority to Request Proposals for Section 8 Housing Choice Voucher HQS Inspections (Page 37—38)
Resolution No. 2022-10	Resolution Changing Job Title of Security Monitor to Wyandotte Towers Booth Monitor (Page 39—40)
Resolution No. 2022-11	Resolution Raising the Dwelling Unit Security Deposit to \$200 (Pages 41—42)
Resolution No. 2022-12	Resolution Adding Absolute Preferences To Chapter 4: Applications, Waiting list And Tenant Selection of KCKHA Admissions and Continued Occupancy Policy (Pages 43—44)

Resolution No. 2022-13

Authority to Accept the Bid and  
Authorize a Contract for Interior  
Modernization for Phase 3 (Floors 1, 2  
and 3) at Plaza Towers located at 1200  
North 75<sup>th</sup> Place in Kansas City, Kansas  
with Infinity Group, LLC  
(Pages 45—47)

Resolution No. 2022-14

Authorizing the Job Description of  
Resident Service Coordinator  
(Page 48)

VIII. New Business Discussion Items:

Resolution No. 2022-15

Resolution Changing the Order of  
Application of Resident Payments,  
Chapter 8: Leasing and Inspections of  
KCKHA Admissions and Continued  
Occupancy Policy  
(Pages 49—50)

IX. Adjournment

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

Thursday, March 17, 2022  
12:30 p.m.

Held Electronically  
via Zoom

On the 17th day of March 2022 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, Vice-Chairman  
\*Jacques Barber, Commissioner  
Hazel Davis, Commissioner  
Raul Escarcega, Commissioner  
Rachel Jefferson, Commissioner  
LaDora Lattimore, Commissioner  
P. Anne McDonald, Commissioner  
J.D. Rios, Commissioner  
Linda Warner, Commissioner

ABSENT: Chandra Ward, Commissioner

ALSO, PRESENT: Andrea Tapia, Executive Director/CEO  
Worku Alem, Asst. Director of Finance  
Cherrie Escobar, Director of Section 8  
Gerald Glavin, Asst. Director of Housing Operations-FM  
Mark Hatchett, Asst. Director of Housing Operations-HM  
Sharron Davis-Mays, Social Services Coordinator  
Matthew Parker, 504 Coordinator  
Jacqueline D. Randle, Executive Services Manager  
Anthony J. Shomin, Director of Contract Administration  
Elaine Stroud, Director of Housing Operations  
Nebyu Tilahun, Director of Finance  
Judge Timothy Dupree, District 3

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

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Chairman Watkins thanked everyone for being present and then turned the meeting over to the Honorable Judge Dupree. Judge Dupree thanked the Board

for inviting him to participate by swearing in the new Board members. He considered it an honor to provide the oath to the new Commissioners. The oath was presented to Ms. Davis and Ms. Lattimore, respectively. Judge Dupree congratulated the new Commissioners, thanked the Board again and noted the Board should feel free to invite him back anytime. Chairman Watkins thanked the Judge for his appearance.

Chairman Watkins noted that Ms. Davis introduced herself last month. He asked that Ms. Lattimore introduce herself to those of us who do not know her. He noted that he was happy that Ms. Lattimore was back with the Board. Commissioner Lattimore shared that she is a life-long resident of Wyandotte County and Kansas City, Kansas; very active in the community all her life and served on this Housing Authority Board for about 29 years. She has been off the Board since 2013. Commissioner Lattimore was the Executive Director/CEO of Friends of Yates, one of the oldest black institutions in the community, in addition to being a part of the (Y) for 69 years for a total of 109 years. She served as Branch Director and CEO for 40 years. She is currently retired and volunteers on the third Thursday each month at Friends on Yates. She loves what the Housing Authority stands for and wants to be a beacon of light for those in need of housing. Chairman Watkins thanked Commissioner Lattimore for her willingness to serve on this Board, noting he was looking forward to having her back.

The Chairman noted that some of the Board members were not present last month and asked Commissioner Davis to tell the Board about herself. Ms. Davis stated she is a long-time resident of Wyandotte County, graduated from Wyandotte High School and retired from General Motors. She is active in the community, third Vice-President of the NAACP, Recording Secretary for the retirees for the UAW (United Auto Workers) Local 31 and the Recording Secretary for the Multi-Purpose Vernon Center. Commissioner Davis was placed on the Board by the Mayor. She does not have a lot of experience with HUD but is willing to learn and do what she can to be of service.

Chairman Watkins called for approval of the minutes of February 17, 2022. Commissioner Rios made the motion to approve the minutes of February 17, 2022. Vice-Chairman Banks seconded the motion, and the following vote was recorded:

AYES: Banks, Escarcega, Jefferson, McDonald, Rios, Warner, Watkins

NAYS: None

ABSENT: Ward

ABSTAIN: Barber, Davis, Lattimore

Motion carried.

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

- Ms. Tapia welcomed the newest Commissioners and congratulated them on their appointment to the Board. She expressed that she is looking forward to working with them.
- Ms. Tapia noted that we resubmitted our Physical Needs Assessment (PNA) and are awaiting approval from the Special Applications center (SAC). The application has been received. Once it is approved, we will continue with the relocation of Juniper Gardens' residents.
- We had our Mental Health Awareness Workshop this week. One day was missed due to the weather. Training was informative and included self-care. We plan to pick up the missed day in either April or May. A little over 30 employees attended each session, and the quality of the workshop was wonderful.
- Ms. Tapia informed the Board that staff met with Jerlinda Banks, Central Area HUB Director for the Office of Davis-Bacon Labor Standards (DBLS). We discussed training for our agency and to have other agencies present. Ms. Tapia indicated she has reached out to the Housing Authority of Kansas City, Missouri to invite them to the training. Information on Section 3 will be provided as well.
- Ownership completion has taken place with the Bonners Springs Housing Authority. Ms. Tapia reminded the Board that our agency took ownership of Bonner Spring on July 1, 2021. The Deed of Trust was received on March 1, 2022. We received about \$278,000 for Bonner Springs. We have been able to maintain occupancy in those 50 units. A Physical Needs Assessment (PNA) was done on that property, and it was determined there is some wear and tear. We will continue to make repairs as needed.
- Ms. Tapia noted that a review of the Real Estate Assessment Center (REAC) inspections has determined there is some maintenance work needed on our properties. We are addressing issues as we see them. We will start at St. Margaret's and then move on to other properties. We are meeting monthly to discuss how to correct deficiencies, and letting HUD know what we are doing to ensure that we are maintaining our properties.
- Ms. Tapia advised that she would not go line by line to explain the networking found in her written report. She then shared her appreciation for this community and noted that she has been welcomed to speak about our organization to others in the community. Her report outlines several of the organization she has worked with. Ms. Tapia asked if there were any questions. Commissioner Rios noted that he appreciates the outreach, and it is being recognized by the community. He noted that Friends of Yates and Unity with Purpose have recognized Ms. Tapia. He congratulated Ms. Tapia on those recognitions.

Chairman Watkins thanked Commissioner Rios for his comments and asked if anyone else would like to comment. There were no further comments from the

Board. The Chairman then asked for public comments. There were no comments from the public.

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## **Committee Reports**

### **Bylaws**

Commissioner Barber indicated there was no report this month. He said there was a miscommunication on the last meeting, and it would be rescheduled. Two of the members of his committee are no longer on the Board and they are down to only him and Commissioner McDonald. Once the Chair appoints additional Bylaws Committee members, he will schedule a formal committee meeting to complete the tasks before them. Chairman Watkins thanked Commissioner Barber for reminding him and he will make appointments next week, as we finally have a full board. Phone calls will be made to discuss where Board members could best serve.

### **Finance**

Commissioner McDonald noted that she submitted a written report that Ms. Randle circulated this morning which focused on the budget. There is a recommendation to give employees a Cost-of-Living Adjustment (COLA). The write-offs were not included in the written report, but Mr. Tilahun will cover this in his report.

### **Personnel**

Vice-Chairman Banks noted that Ms. Randle would be passing around a couple of drafts and comments on the personnel evaluation. He noted they are soliciting ideas and suggestions as they move forward to finalize the document. He asked that the Board get information to Ms. Randle for the next time they meet. They are hoping to get closer to a resolution as this has been discussed for the last three years.

### **Resident Participation**

Ms. Davis-Mays provided (on Zoom), in the written comments, that she is working on the resident election.

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

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**New Business Consent Item:**

Chairman Watkins called for a vote on the consent agenda consisting of Resolution No. 2022-04. Commissioner Rios made the motion to approve Resolution No. 2022-04. He noted that the Finance Committee had reviewed the write-offs and approved them. Commissioner McDonald seconded the motion, adding that the write-offs were a lower amount than what was presented in the previous six months. The following vote was recorded:

AYES: Banks, Barber, Davis, Escarcega, Jefferson, Lattimore, McDonald, Rios, Warner, Watkins

NAYS: None

ABSENT: Ward

ABSTAIN: None

Motion carried.

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Resolution No. 2022-04, authorizing the collection loss write-off.

This resolution authorizes the Finance Department to write-off uncollectible dwelling rent and other charges in the amount of \$68,426.97. The U.S. Department of HUD allows for the write-off of uncollectible tenant receivables only when the tenant has vacated the unit. This agency does its write-offs in March and September each year.

**RESOLUTION NO. 2022-04—COLLECTION LOSS WRITE-OFFS**

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**New Business Discussion Items:**

Resolution No. 2022-05, recognizing Broderick Crawford for his valuable service to the Housing Authority of the City of Kansas City, Kansas, was introduced.

Chairman Watkins noted there were two resolutions for the recognition of former Board members. He expressed that Commissioner Crawford provided valuable work and service to this Board and the community. He asked that Board members keep Commissioner Crawford in their prayers.

Vice Chairman Banks made the motion to approve Resolution No. 2022-05. Commissioner Rios seconded the motion, and the following vote was recorded:

AYES: Banks, Barber, Davis, Escarcega, Jefferson, Lattimore, McDonald, Rios, Warner, Watkins  
NAYS: None  
ABSENT: Ward  
ABSTAIN: None

Motion Carried.

RESOLUTION NO. 2022-05—RECOGNIZING BRODERICK CRAWFORD FOR HIS VALUABLE SERVICE TO THE HOUSING AUTHORITY OF THE CITY OF KANSAS CITY, KANSAS.

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Resolution No. 2022-06, recognizing Cardelia Walker for her valuable service to the Housing Authority of the City of Kansas City, Kansas.

Chairman Watkins noted that Commissioner Walker is another great member of the community. He advised that she is also a part of the realtor community where she is working hard with the Section 8 homeownership program. She expressed appreciation for the time Commissioner Walker served on this Board.

Commissioner Warner made the motion to approve Resolution No. 2022-06. Commissioner Barber seconded the motion, and the following vote was recorded:

AYES: Banks, Barber, Davis, Escarcega, Jefferson, Lattimore, McDonald, Rios, Warner, Watkins  
NAYS: None  
ABSENT: Ward  
ABSTAIN: None

Motion Carried.

RESOLUTION NO. 2022-06—RECOGNIZING CARDELIA WALKER FOR HER VALUABLE SERVICE TO THE HOUSING AUTHORITY OF THE CITY OF KANSAS CITY, KANSAS.

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Resolution No. 2022-07, approving the PHA Board Resolution for the Annual Operating Budget, was introduced.

Mr. Tilahun presented a PowerPoint presentation to the Board of the Operating Budget for 2023FY. He began by thanking the Senior Staff and Finance Committee members who worked closely with the Finance Department to finalize the budget. The budget year is April 1, 2022 to March 31, 2023 and consists of

three areas COCC, HCV and Public Housing. He noted there are eight different property groups or AMPs. Previously there were seven AMPs, the addition of Bonner Springs brings the total AMPs to eight. The budget is based on year-to-date revenue and expenses adjusted for inflation. Mr. Tilahun discussed the various revenue types which he separated by COCC, HCV and Public Housing. KCKHA's total income will be \$20.4 Million this year, compared to the budgeted amount of \$19.6 Million last year. Mr. Tilahun then discussed the six expense types identified as Administrative, Tenant Services, Utilities, Maintenance Services, Protective Services, and General Expenses. The net income is budgeted at \$711,241 which is 40% lower than last year.

After completion of the presentation, Mr. Tilahun opened the floor to questions. Vice-Chairman Banks asked to see the job description for those in the protective security positions. He asked to see the qualifications and job duties. Ms. Tapia explained that they must have the same qualifications and have the same job duties as those with Veterans Securing America. The security company did not have armed guards or security backgrounds. They were trained to answer the calls and check identification on those entering the building. The work has the same exact responsibilities and received the same training as the individuals that are now our employees. Vice-Chairman Banks asked if they are our employees, or did they come from the previous provider. Ms. Tapia explained that they were interviewed and hired and are now our employees. Vice-Chairman Banks asked if they received a clearance from the county office to be security. Ms. Tapia stated no, it is the same as Veterans Securing America. Vice-Chairman Banks asked that we tread lightly and be aware of our liability. Ms. Tapia noted that we are not calling them security. They are more of a call center, and they are monitoring people coming into the building. They will still need to call the police for security. Vice-Chairman Banks suggested finding another name for them. Ms. Tapia agreed, the name is currently Security Monitor and can be changed to reflect what they do. Commissioner McDonald noted that we may have been more at risk with the previous contractor that was not doing their job. She offered that at least we have some control with our own staff.

Chairman Watkins asked if the phased down subsidy with Juniper Gardens was worked into the budget. Mr. Nebyu noted we will receive subsidy for Juniper Gardens for two years.

Commissioner Rios reassured the Board that the budget was reviewed for about three hours and staff provided a very detailed presentation. He noted the Finance Committee is confident in this budget.

Commissioner Jefferson asked for clarification on whether the phase down subsidy was included in the budget. Chairman Watkins noted that he understood it was included. Mr. Tilahun noted that was correct. We will continue to get full subsidy for Juniper Gardens for the next two years and then phase down.

Commissioner Rios made a motion to accept Resolution No. 2022-07. Commissioner McDonald seconded the motion, and the following vote was recorded:

AYES: Banks, Barber, Davis, Escarcega, Jefferson, Lattimore, McDonald, Rios, Warner, Watkins  
NAYS: None  
ABSENT: Ward  
ABSTAIN: None

Motion carried.

RESOLUTION NO. 2022-07—PHA Board Resolution approving the Annual Operating Budget.

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Chairman Watkins thanked Mr. Tilahun, staff, and the Finance Committee for their work on the budget.

Ms. Andrea introduced Worku Alem as the new Assistant Director of Finance. Mr. Alem stated that he joined the Housing Authority three weeks ago. His previous experience has been with auditing, local government, and not-for-profit positions. He has enjoyed working with this organization and the staff has been very friendly. He is learning the processes of this agency and is looking forward to working with the Board. Chairman welcomed Mr. Alem and thanked Mr. Tilahun and Ms. Tapia for their leadership.

Chairman Watkins concluded that the Housing Authority runs a \$20 Million budget for Public Housing and a \$10 Million budget for Section 8 which represents \$30 Million that we are stewards of. There is \$800,000 per month that goes to Section 8 landlords. He advised that he would circulate today's PowerPoint to the Board. On a final note, Commissioner Barber wrote in the notes asking if we could have protective services assigned to the Personnel Committee for discussion? The Chair agreed that was a good suggestion.

Chairman Watkins called for the meeting to adjourn.

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Matthew T. Watkins, Chairman

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Andrea Tapia, Executive Director/CEO

\*Arrived after roll call.



## 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 Tapia, Director/CEO  
Date: April 21, 2022  
Re: Executive Director's Report

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### Administration

#### **Housing and Urban Development's Office of Davis-Bacon Labor Standards (DBLS)**

On April 26<sup>th</sup> and 27<sup>th</sup>, KCKHA will be hosting the Region VII Davis-Bacon Labor Standards and Section 3 training for PHA staff and local contractors. The Housing Authority of Kansas City, Missouri and the Des Moines Housing Authority will also be in attendance. We are excited to host this training and we are looking forward to learning more about DBLS and Section 3.

#### **BPU**

KCKHA staff had an opportunity to meet with BPU staff to discuss ways to create a more proficient and expedited process of receiving and paying BPU bills. Our agency has over 600 BPU accounts with different billing cycles, and due to the large number of accounts and the different billing cycles it takes our finance staff approximately 3 days to process and submit payment. BPU has offered to provide an ACH process for payment, and are working with their IT department to create a way to connect all 600 accounts under one email ID.

In addition to processing for payment, our finance staff are required per HUD regulations to capture total consumption and total costs for services for each property. We asked BPU if they could provide a report with a breakdown of consumption and cost for services that can be used for reporting purposes and they have agreed to provide a report.

BPU has been receptive to our suggestions and attentive to our concerns and are working on ways to improve the process. We appreciate BPU's great customer service and partnership.

### **Cost of Living Adjustment**

On April 1, 2022, all KCKHA personnel received a 4 percent COLA. KCKHA and the Board of Commissioners recognizes these are difficult economic times for all, and although 4 percent cannot erase the high cost of goods and services, the COLA can reduce a small portion of the impact.

### **2022 Salary Study**

The COVID-19 pandemic has changed the job market for employers and those seeking employment. Applicants are wanting competitive wages, and some want the flexibility to work from home. It has been over 10 years since KCKHA has completed a salary study and during the past two years it has been difficult to hire and retain KCKHA staff due to KCKHA's non-competitive wages. To reduce the turnover rate and decrease the time it takes to fill vacant positions, KCKHA has decided to have a salary study completed.

KCKHA has received proposals from agencies that specialize in salary studies and we are in the process of reviewing and deciding which proposal is a good fit for our organization.

### **Agency Software Update**

Over the past couple years, KCKHA has increased utilization of the HAB software for program compliance and financial tracking. HAB is considered a solid, dependable, and complex software; however, according to HAB's, Software Manager, it is missing a modern User Interface and it is not Web-Based. HAB will interface with MRI to ensure functionality and to ensure it has a modern User Interface that make it a web-based software.

KCKHA staff will meet with HAB Software Manager, Matt Moore, to discuss the interface process and what challenges it may or may not create. We understand change can be inevitable when it comes to software programs and we want to make sure we have continued and dependable operation of the HAB software.

### **Performance Appraisals**

Each year and during the first six months of a new employee's probationary period, KCKHA completes an Employee Performance Report. The current performance report generalizes the performance factors for each employee in a one size fits all fashion, limiting the evaluation of job specific tasks. In addition to a one size fits all report, supervisors are required to provide a score for each performance factor and use it to determine the percentage amount of a merit or a determination to withhold a merit. The KCKHA Board of Commissioner's Personnel Committee has determined the current performance report to be insufficient in providing the supervisor and employee the criteria needed to determine and define what the essential functions are and if specific aspects of the job are being performed. Each supervisor has been asked to review the draft Performance Appraisal and provide the Executive Director with the different job

functions that need evaluating and a current job description. The Personnel Committee will receive the second draft for review.

The following are monthly reports provided by staff:

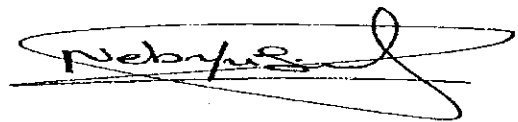
- A. Statement of Funds
- B. Delinquency Report
- C. Disbursements of \$1,000
- D. Operating Receipt and Expenditures
- E. Maintenance Report
- F. Occupancy Report
- G. Monthly Move-outs and Move-ins
- H. Modernization Report
- I. Resident Initiative Report
- J. Section 8 Utilization Report
- K. Family Self-Sufficiency Report (*New*)

**Kansas City, Kansas Housing Authority**  
**Statement of Funds Available**  
**For the Period Ended March 31, 2022**

Description	Rate <sup>(a)</sup>	Maturity Date	Amount	Bank
General Fund Account	0.015%		\$1,399,590.81	Liberty
Payroll Account	0.00%		\$9,924.07	Liberty
ACH Pymt Account	0.00%		\$8,106.74	Liberty
Rent Depository Account	0.00%		4,584,067.24	Bank of Labor
Rent Bank Deposit Accounts	0.019%		\$151,676.31	Various
Homeless Prevention Program	0.049%		5,496.73	Bank of Labor
Sponsorship Program	0.019%		19,749.02	Bank of Labor
Section 8 Checking	0.00%		223,871.90	Bank of Labor
EPC Replacement Reserve Acct	0.015%		\$38,867.19	Liberty
Family Self Sufficiency	0.019%		\$27,724.36	Bank of Labor
KCKHA Debt Service Account			\$914,400.80	Deutsche Bank
CD#120245349	0.010%	03/01/22	\$500,000.00	Bank of Labor

(a) Represents Rates as of April 13, 2022 provided by Banks.

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

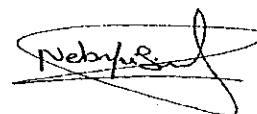


Nebyu Tilahun  
Director of Finance

**Kansas City, Kansas Housing Authority**  
**Delinquency in Accounts Receivable**  
**For the Month of March 31, 2022**

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	<u>Rent &amp; Other Charges</u>	<u>Repayment Agreements</u>	<u>Net Total</u>
Accounts Receivable (Amounts Delinquent)	\$194,883.95	(\$53,494.37)	\$141,389.58
 Total Charges to Tenants for Month			 \$442,942.19
 Delinquency Ratio			 31.92%
 Petitioned to Court			 <u>19</u>
 Praecipes Issued			 <u>19</u>
 Evictions			 <u>8</u>
 Pending Evictions			 <u>0</u>



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Nebyu Tilahun  
Director of Finance

<b>Kansas City, Kansas Housing Authority</b>	
Payments Over \$1,000.00	
For The Month of MARCH '22	
<b>*CONTRACTS*</b>	
<b>*MAINTENANCE COSTS*</b>	
American Water Treatment, Inc	\$1,071.00
Arrow Cold Control	\$1,487.20
Arrow Cold Control	\$1,441.46
Blackhawk Building Maintenance	\$7,007.45
Blackhawk Building Maintenance	\$6,699.00
Carpet Corner Inc.	\$5,888.76
Carpet Corner Inc.	\$1,676.25
Carpet Corner Inc.	\$1,560.76
CINTAS FIRE	\$5,901.84
CINTAS FIRE	\$4,304.74
CINTAS FIRE	\$1,166.24
Crime Scene Cleaners, Inc	\$1,283.00
D&M Installations	\$2,350.00
DAVID ALLEN HENDERSON DBA	\$4,585.00
DAVID ALLEN HENDERSON DBA	\$1,295.00
DAVID ALLEN HENDERSON DBA	\$1,295.00
Design Mechanical, Inc.	\$5,614.00
Envirotech Heating and Cooling	\$5,328.48
Ferguson Enterprises, LLC.	\$2,575.85
Ferguson Enterprises, LLC.	\$1,695.11
Fire & Security Solutions	\$5,416.42
FOLEY EQUIPMENT	\$2,028.83
GE APPLIANCES	\$1,230.00
General Electric Company	\$3,570.00
Gold Star Flooring & More, Inc	\$1,005.00
H.D. Supply	\$2,350.30
H.D. Supply	\$1,960.36
Home Depot Pro-SupplyWorks	\$2,092.74
Home Depot Pro-SupplyWorks	\$1,494.82
James Hanson dba Jim's Services	\$1,075.00
Johnstone Supply Co.	\$2,159.13
KEMPKES CONTRACTORS, LLC	\$5,493.00
KEMPKES CONTRACTORS, LLC	\$2,260.00
KEMPKES CONTRACTORS, LLC	\$2,235.00
Klemp Electric Mach. Co. Inc.	\$7,216.35

Klemp Electric Mach. Co. Inc.	\$3,515.66
LAWRENCE PEST CONTROL COMPANY, INC	\$2,787.50
LAWRENCE PEST CONTROL COMPANY, INC	\$1,825.00
LAWRENCE PEST CONTROL COMPANY, INC	\$1,585.00
Lowe's	\$1,947.90
Martin Mechanical Corporation	\$5,350.02
Martin Mechanical Corporation	\$3,052.00
Martin Mechanical Corporation	\$1,975.00
McCray Lumber & Millwork	\$2,325.53
Mcqueeney Group Inc	\$5,154.23
MEI TOTAL ELEVATOR SOLUTIONS	\$4,485.83
MIDWEST ALARM SERVICES, INC	\$4,850.68
MIDWEST ELEVATOR COMPANY, INC	\$13,419.00
Midwest Supply Inc.	\$2,949.10
Midwest Supply Inc.	\$2,008.42
National Fire Suppression	\$9,701.00
National Fire Suppression	\$3,900.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$3,340.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$3,340.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$1,745.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$1,670.00
PDQ Supply Inc.	\$1,969.39
Plumb Supply Company, LNX	\$3,719.11
Plumb Supply Company, LNX	\$2,771.28
Precision Plumbing & Construct, Inc	\$17,007.26
Precision Plumbing & Construct, Inc	\$11,308.00
Precision Plumbing & Construct, Inc	\$6,302.00
Precision Plumbing & Construct, Inc	\$1,440.00
PRESTO-X	\$2,700.00
REPUBLIC SERVICES #468	\$2,055.70
REPUBLIC SERVICES #468	\$1,800.54
Sherwin-Williams Co	\$5,357.21
Sherwin-Williams Co	\$4,316.94
STACO ELECTRIC CONSTRUCTION CO	\$15,914.76
STACO ELECTRIC CONSTRUCTION CO	\$2,690.19
Stanion Wholesale Elec. Co.	\$4,314.81
Stanion Wholesale Elec. Co.	\$2,518.82
Strasser Hardware	\$3,586.93
Strasser Hardware	\$2,761.60
SUTTON REMODELING, LLC	\$4,550.00
Ultra-Chem Inc.	\$1,902.80
Waste Management	\$6,471.79
Waste Management	\$5,964.20
WM Corporate Services, Inc as Payment Ag	\$1,952.67

WM Corporate Services, Inc as Payment Ag	\$1,888.28
WM Corporate Services, Inc as Payment Ag	\$1,038.37
<b>*MISCELLANEOUS*</b>	
American Express	\$2,789.11
AT&T	\$12,938.30
AT&T	\$10,646.21
AT&T	\$2,014.62
ConvergeOne, Inc	\$14,794.20
ConvergeOne, Inc	\$10,099.30
ConvergeOne, Inc	\$6,834.60
ConvergeOne, Inc	\$5,109.68
ENTERPRISE FM TRUST	\$5,261.77
Evans & Mullinix, P.A.	\$5,151.00
Housing Authority Risk Retention Group	\$46,835.00
Housing Insurance Serv. Inc.	\$91,881.00
Johnson Controls Inc.	\$1,345.00
MASTERCARD	\$1,065.00
New Village Printing & Promotional, LLC	\$1,178.25
OFFICE ESSENTIALS, INC	\$1,604.61
ONLINE INFORMATION SERVICES, INC	\$1,259.50
PayLease, LLC	\$3,206.13
Postmaster	\$5,000.00
Talx Corporation	\$2,896.67
The Nelrod Company	\$6,999.00
Time Warner Cable	\$2,609.94
U.S BANK EQUIPMENT FINANCE	\$2,929.82
U.S BANK EQUIPMENT FINANCE	\$2,542.27
UPCS Services DBA Focus on Housing	\$3,652.00
Verizon Wireless	\$2,223.48
Verizon Wireless	\$1,812.31
WEX BANK DBA WRIGHT EXPRESS FSC	\$6,657.99
WEX BANK DBA WRIGHT EXPRESS FSC	\$6,016.17
WILLIAM W. HUTTON ATTORNEY AT LAW	\$1,750.00
<b>*MODERNIZATION*</b>	
AAIM Services, LLC	\$9,156.00
Archetype Design Group Inc	\$22,330.00

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**Kansas City, Kansas Housing Authority  
Operating Income and Expenditure  
For the Period Ended February 28, 2022**

	CEN OFFICE YR TO DATE	%	CEN OFFICE BUDGET	PUBLIC HSG YR TO DATE	%	PUBLIC HSG BUDGET	SECTION 8 YR TO DATE	%	SECTION 8 BUDGET	FSS YR TO DATE	TOTAL YR TO DATE	%	TOTAL BUDGET
<b>OPERATING INCOME:</b>													
Dwelling Rent				\$4,527,272.16	94%	\$4,831,188.00					\$4,527,272.16	94%	\$4,831,188.00
Fraud Recovery Income							\$88,943.59				\$88,943.59		
Interest Income	\$1,000.24	455%	\$220.00	\$441.08	29%	\$1,540.00					\$1,441.32	82%	\$1,760.00
Tenant Income				\$252,937.65	97%	\$261,363.00					\$252,937.65	97%	\$261,363.00
Transfer from CFP				\$58,721.14	5%	\$1,097,012.00					\$58,721.14		\$1,097,012.00
Other Income	\$521,592.21	95%	\$549,425.00	\$202,233.10	345%	\$58,630.00	\$4,652.55				\$728,477.86	120%	\$608,055.00
Fee for Services - COCC	\$1,385,624.47	99%	\$1,402,710.00								\$1,385,624.47	99%	\$1,402,710.00
FSS Grant Income										\$62,430.50	\$62,430.50		
Management Fees	\$1,713,867.88	92%	\$1,870,490.00								\$1,713,867.88	92%	\$1,870,490.00
Total Operating Income	\$3,622,084.80	95%	\$3,822,845.00	\$5,041,605.13	81%	\$6,249,733.00	\$93,596.14			\$62,430.50	\$8,819,716.57	88%	\$10,072,578.00
Operating Subsidy				\$8,681,337.20	100%	\$8,716,623.00					\$8,681,337.20	100%	\$8,716,623.00
Section 8 Admin Fees							\$746,096.00	91%	\$819,070.00		\$746,096.00	91%	\$819,070.00
Total Operating Receipts	\$3,622,084.80	95%	\$3,822,845.00	\$13,722,942.33	92%	\$14,966,356.00	\$839,692.14	103%	\$819,070.00	\$62,430.50	\$18,247,149.77	93%	\$19,608,271.00
<b>OPERATING EXPENSES:</b>													
Administrative Salaries	\$927,697.42	82%	\$1,126,387.00	\$854,564.38	82%	\$1,045,950.00	\$316,534.11	89%	\$356,623.00	\$41,130.00	\$2,139,975.91	85%	\$2,528,960.00
Management Fees				\$1,453,053.88	92%	\$1,573,740.00	\$260,832.00	88%	\$296,751.00		\$1,713,867.88	92%	\$1,870,491.00
Other Admin Expenses	\$173,564.13	99%	\$175,312.00	\$319,391.74	81%	\$392,262.00	\$53,282.55	83%	\$63,855.00		\$546,238.42	87%	\$631,429.00
Tenant Services													
Tenant Services Salaries				\$34,955.40							\$34,955.40		
Resident Assoc Expenses				\$2,417.35	10%	\$25,350.00					\$2,417.35	10%	\$25,350.00
Other Expenses				\$34,745.63	205%	\$16,924.00					\$34,745.63	205%	\$16,924.00
Total Utilities	\$44,305.40	91%	\$48,650.00	\$2,646,150.73	92%	\$2,864,776.00					\$2,690,456.13	92%	\$2,913,406.00
Maintenance Salaries	\$929,646.08	76%	\$1,216,464.00	\$1,477,797.70	97%	\$1,691,218.00					\$2,407,443.78	83%	\$2,907,682.00
Maint Materials	\$534,022.37	310%	\$114,318.00	\$354,971.90	54%	\$653,582.00	\$2,634.93	237%	\$1,110.00		\$711,629.20	93%	\$769,010.00
Fee for Services - COCC				\$1,385,624.47	99%	\$1,402,710.00					\$1,385,624.47	99%	\$1,402,710.00
Other Maint Contracts	\$119,001.43	93%	\$128,134.00	\$1,356,437.73	103%	\$1,319,804.00	\$28,172.74	96%	\$29,493.00		\$1,503,611.95	102%	\$1,477,431.00
Security Salaries													
Other Security Expense			\$2,500.00	\$70,480.75	42%	\$166,533.00					\$70,480.75	42%	\$169,033.00
Insurance	\$95,222.32	81%	\$115,091.00	\$473,204.30	83%	\$568,021.00	\$20,990.15	79%	\$26,652.00		\$587,416.77	83%	\$709,764.00
Terminal Leave Payments													
Employee Benefit Contributions	\$627,227.71	79%	\$795,119.00	\$960,814.82	103%	\$928,944.00	\$106,147.82	88%	\$121,031.00	\$21,250.50	\$1,715,440.85	93%	\$1,845,094.00
Collection Losses				\$96,852.08	18%	\$549,310.00					\$96,852.08	18%	\$549,310.00
Interest Expense				\$497,656.68	83%	\$596,652.00					\$497,656.68	83%	\$596,652.00
Other General Expense	\$1,680.25			\$3,358.28	840%	\$400.00	\$13,457.04	125%	\$11,000.00		\$18,495.57	162%	\$11,400.00
Total Routine Expenses	\$3,270,367.16	88%	\$3,721,955.00	\$12,022,459.82	87%	\$13,796,176.00	\$802,051.34	88%	\$906,515.00	\$62,430.50	\$16,157,308.82	88%	\$18,424,646.00
COVID				\$637.00							\$4,387.98		
Casualty Losses - Net	\$3,950.98										(\$21,220.76)		
Total Operating Expenses	\$3,274,318.14	88%	\$3,721,955.00	\$12,001,876.06	87%	\$13,796,176.00	\$802,051.34	88%	\$906,515.00	\$62,430.50	\$16,140,676.04	88%	\$18,424,646.00
Prior Year Adjustments													
Total Operating Expenditures	\$3,274,318.14	88%	\$3,721,955.00	\$12,001,876.06	87%	\$13,796,176.00	\$802,051.34	88%	\$906,515.00	\$62,430.50	\$16,140,676.04		\$18,424,646.00
Gain/(Loss) from Operations	\$347,766.66		\$100,890.00	\$1,721,066.27		\$1,170,180.00	\$37,640.80		(\$87,445.00)		\$2,106,473.73		\$1,183,625.00

\*\*\* February to the 11th month of the Fiscal Year Ending March 31st  
\*\*\* Percentage 91.86% or 11/12th of the year



Nebyu Tilahun, Director of Finance

**KANSAS CITY, KANSAS HOUSING AUTHORITY  
MAINTENANCE REPORT  
FOR THE MONTH OF MARCH 2022**

**CUSTOMER SERVICE & SATISFACTION SURVEY - MARCH 2022**

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
03/02/22	160	20	180	4	4	0	16
03/04/22	115	13	128	6	6	0	7
03/09/22	98	10	108	1	1	0	9
03/11/22	89	8	97	2	2	0	6
03/14/22	110	22	132	5	5	0	17
03/15/22	105	23	128	2	2	0	21
03/16/22	166	28	194	16	16	0	12
03/17/22	91	14	105	8	8	0	6
03/21/22	114	19	133	5	5	0	14
03/22/22	134	25	159	3	3	0	22
03/23/22	108	16	124	3	3	0	13
03/24/22	72	15	87	2	2	0	13
03/25/22	142	10	152	6	6	0	4
03/26/22	84	12	96	5	5	0	7
03/29/22	152	16	168	4	4	0	12
03/31/22	164	21	185	4	4	0	17
<b>TOTAL</b>	<b>1,904</b>	<b>272</b>	<b>2,176</b>	<b>76</b>	<b>76</b>	<b>0</b>	<b>196</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 28% of the service work orders completed

(b) No Response 72% 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	35	69	104
Units in Mod	11	29	40
Juniper in Mod	161	0	161
Fire Units	0	0	0
Defer Maint	6	1	7
Rentable Units	29	68	97
Move-Ins	13	11	24
Move-Outs	8	16	24
Units Available	10	16	26

## REPORT F

# Kansas City, Kansas Housing Authority March 2022 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	92	161	12	-	39%	43%
K1-2 D(1) ST. MARGARETS PARK	100	98	1	1		99%	96%
K1-3 D(1) CYRUS K. HOLIDAY	60	55	4	1	-	93%	98%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	269	27	6	-	91%	97%
K1-5*M(2) D(1) BELROSE MANOR	90	86	3	1		97%	94%
K1-6 Elderly DOUGLAS HEIGHTS	101	94	7	-	-	93%	98%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	90	6	3		94%	92%
K1-7 D(1) SCATTERED SITES	24	16	6	2		75%	96%
K1-9 D(1) SCATTERED SITES	30	30	-			100%	90%
K1-10 *M(2) SCATTERED SITES	42	37	5			88%	88%
K1-11 M(1) D(1) GRANDVIEW PARK	40	37	2	1	-	95%	90%
K1-12 D(2) CHALET MANOR	66	58	6	2		91%	89%
K1-13 WELBORN VILLA	80	77	3	-		96%	96%
K1-14 BETHANY PARK TOWERS	153	144	9	-		94%	98%
K1-15 *M(6) SCATTERED SITES	20	9	-	-	11	100%	100%
K1-17*M(1) GLANVILLE TOWERS	108	102	6		-	94%	98%
K1-18 ROSEDALE TOWERS	122	120	2	-		98%	97%
K1-20 D(1) WESTGATE TOWERS	163	153	9	1		94%	94%
K1-21 D(1) SCATTERED SITES	8	8	-			100%	100%
K1-22 WESTGATE VILLA	20	19	1			95%	95%
K1-23 D(1) SCATTERED SITES	38	36	2			95%	97%
K1-24 M(18) PLAZA TOWERS	115	80	6		29	95%	100%
K1-25 D(1) SCATTERED SITES	12	10	1	1		92%	100%

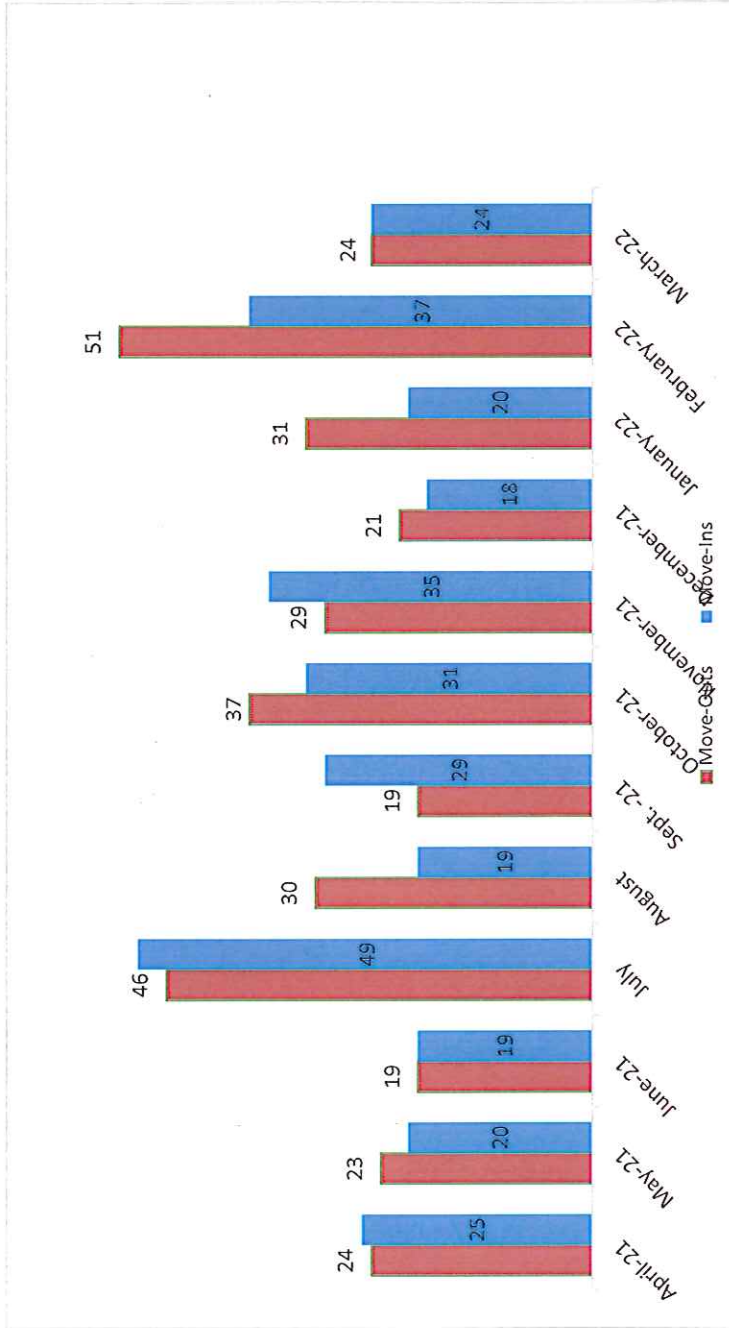
(\*) Modernization units

## REPORT F

**Kansas City, Kansas Housing Authority  
March 2022 (Rentable Units) 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	92	-	12	161	100%	43%
K1-2 D(1) ST. MARGARETS PARK	100	98	1	1		99%	96%
K1-3 D(1) CYRUS K. HOLIDAY	60	55	4	1	-	93%	98%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	274	19	6	3	94%	97%
K1-5*M(2) D(1) BELROSE MANOR	90	84	3	1	2	97%	94%
K1-6 Elderly DOUGLAS HEIGHTS	101	95	4	-	2	96%	98%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	91	4	3	1	96%	92%
K1-7 D(1) SCATTERED SITES	24	19	3	2		88%	96%
K1-9 D(1) SCATTERED SITES	30	30	-			100%	90%
K1-10 *M(2) SCATTERED SITES	42	38	1		3	98%	88%
K1-11 M(1) D(1) GRANDVIEW PARK	40	37	2	1		95%	90%
K1-12 D(2) CHALET MANOR	66	59	3	2	2	95%	89%
K1-13 WELBORN VILLA	80	77	1	-	2	99%	96%
K1-14 BETHANY PARK TOWERS	153	146	4	-	3	97%	98%
K1-15 *M(6) SCATTERED SITES	20	11	-	-	9	100%	100%
K1-17*M(1) GLANVILLE TOWERS	108	105	1		2	99%	98%
K1-18 ROSEDALE TOWERS	122	119	3	-		98%	97%
K1-20 D(1) WESTGATE TOWERS	163	152	9	1	1	94%	94%
K1-21 D(1) SCATTERED SITES	8	7	1			88%	100%
K1-22 WESTGATE VILLA	20	19	1			95%	95%
K1-23 D(1) SCATTERED SITES	38	37	1			97%	97%
K1-24 M(18) PLAZA TOWERS	115	82	4		29	97%	100%
K1-25 D(1) SCATTERED SITES	12	10	1	1		92%	100%

22  
(\*) Modernization units



## **MODERNIZATION AND DEVELOPMENT REPORT** **April 2022**

### **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; K1-57 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 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.

### **K1-20 CHILLER REPLACEMENT**

Bids were received on August 18<sup>th</sup>, 2021, for this project. The Board authorized the award of a contract at the September 16<sup>th</sup>, 2021, meeting to Johnson Controls Inc, in the amount of \$314,876.00 for replacement of two chillers. Staff held a pre-construction meeting with the contractor on October 11<sup>th</sup>, 2021. Contractor submittals have been approved and equipment is ordered. Delivery of equipment has been delayed and now is scheduled for March 2022. A Notice to proceed was issued on March 1<sup>st</sup>, 2022. Preliminary work and demolition began on March 2, 2022. New chillers have been installed. Additional work to replace inoperable valves and new expansion tanks is now a part of this project. This project is nearing completion.

## **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 are complete: KCKHA Thomas M. Scott Maintenance Facility.

### **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 on the 6<sup>th</sup> and 5<sup>th</sup> Floor are complete. 4<sup>th</sup> floor is substantial complete. A few punch list items remain and should be complete by March 7<sup>th</sup>, 2022. Project has reached substantial completion.

### **K1-57 PLAZA TOWER RELOCATION**

Bids were received for relocation services for Floors 4, 5, and 6 at Plaza Tower on June 11<sup>th</sup>, 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 5<sup>th</sup> floor to the 6<sup>th</sup> floor was completed on July 15, 2021. The relocation of residents from the 4<sup>th</sup> floor to the 5<sup>th</sup> floor was completed on October 22, 2021. Relocation of residents to the 4<sup>th</sup> floor was completed on February 22<sup>nd</sup>, 2022.

### **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 for interior modernization of 9 houses. Staff held a pre-construction meeting with the contractor on April 28<sup>th</sup>, 2021. Notice to Proceed was issued on July 1<sup>st</sup>, 2021. 8 of the 9 houses are nearing completion. All buildings with the exception of 4521 Oak are awaiting punch list inspection and UG final inspection. 4521 Oak is undergoing additional ADA modifications.

#### **K1-54 MAINTENANCE FACILITY METAL ROOF RETROFIT**

Bids were received on August 24th, 2021, for a metal roof retrofit repair at the KCKHA Maintenance Facility. The Board authorized the award of a contract at the September 16th, 2021, meeting to Western Waterproofing Co. Inc., DBA Great Plains Roofing & Sheetmetal in the amount of \$107,400.00. The pre-construction meeting with the contractor was held on October 18th, 2021. Material has been ordered, and work will begin upon delivery of material. Material shipments have been delayed and this is delaying the start of this project.

#### **K1-56 BETHANY TOWER ELEVATOR MODERNIZATION**

Bids were received on September 22, 2021 for this project. The Board authorized the award of a contract at the October 21<sup>st</sup>, 2021 meeting to MEI Elevator Solutions in the amount of \$787,830.00. Preconstruction meeting was held on November 8<sup>th</sup>, 2021. Notice to Proceed was issued on February 8<sup>th</sup>, 2022. Contractor is working on elevator shaft wall for access, for removal and installation of the elevator equipment.

#### **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.

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, 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 has notified the Housing Authority that its application has been turned down, pending the submission of additional information. A Physical Needs Reassessment was

completed on September 28<sup>th</sup>, 2021. The Physical Needs Reassessment final report has been received and submitted. The Disposition Application has been resubmitted to Special Application Center (SAC) and is currently being reviewed for approval. Minor modifications to the Physical Needs Reassessment were requested. The revised Physical Needs Reassessment was submitted to SAC on February 18<sup>th</sup>, 2022.

#### **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. Notice to Proceed was issued on August 18<sup>th</sup>, 2021. Foundation stabilization is complete at Chalet Manor, Belrose Manor, and Scattered Sites 10. Concrete repair/patching and backfilling is complete at Chalet Manor and Belrose Manor. Belrose Manner and Chalet Manor are complete. Scattered Site #10 (Ohio St) requires completion of punch list items prior to acceptance.

#### **K1-54(7) SCATTERED SITES RETAINING WALL REPAIR**

Bids were received on January 12, 2022, for the repair of a retaining wall that has failed at approximately 5<sup>th</sup> Street and Cleveland Avenue. The Board authorized the award of a contract, at the February 2022 meeting, to Heartland Foundation Solutions, in the amount of \$205,802.88. Pre-construction meeting was held on March 10, 2022. Notice to Proceed will be issued when all required paperwork is submitted. Contractor is attempting to obtain a permit for the construction of the retaining wall. The permitting department at the Unified Government requires a survey of the land prior to granting a building permit. Obtaining the survey is delaying the project.

#### **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 has submitted the necessary paperwork to HUD. HUD has accepted and approved this grant for implementation. Staff is preparing an invitation to bid for environmental testing of the various projects, when this is complete a request for proposals will be prepared for Architectural and Engineering services to prepare plans for the various projects.

## RESIDENT INITIATIVE REPORT

APRIL 2022

SUBMITTED BY SHARRON DAVIS-MAYS

SELF-SUFFICIENCY COORDINATOR

The Public Housing Resident Council did not meet for the month of March. However, individual resident councils met with me in person and by telephone.

On March 8, 2022 I participated in a Section 3 webinar hosted by the United States Department of Housing and Urban Development. The focus was on financial empowerment for residents.

On March 17, 2022 PCs for People held a Pop-Up Shop event at Glanville Towers and 16 residents received computers. PCs for People assisted residents with their new computers. Other events will be held in April and May on other sites.

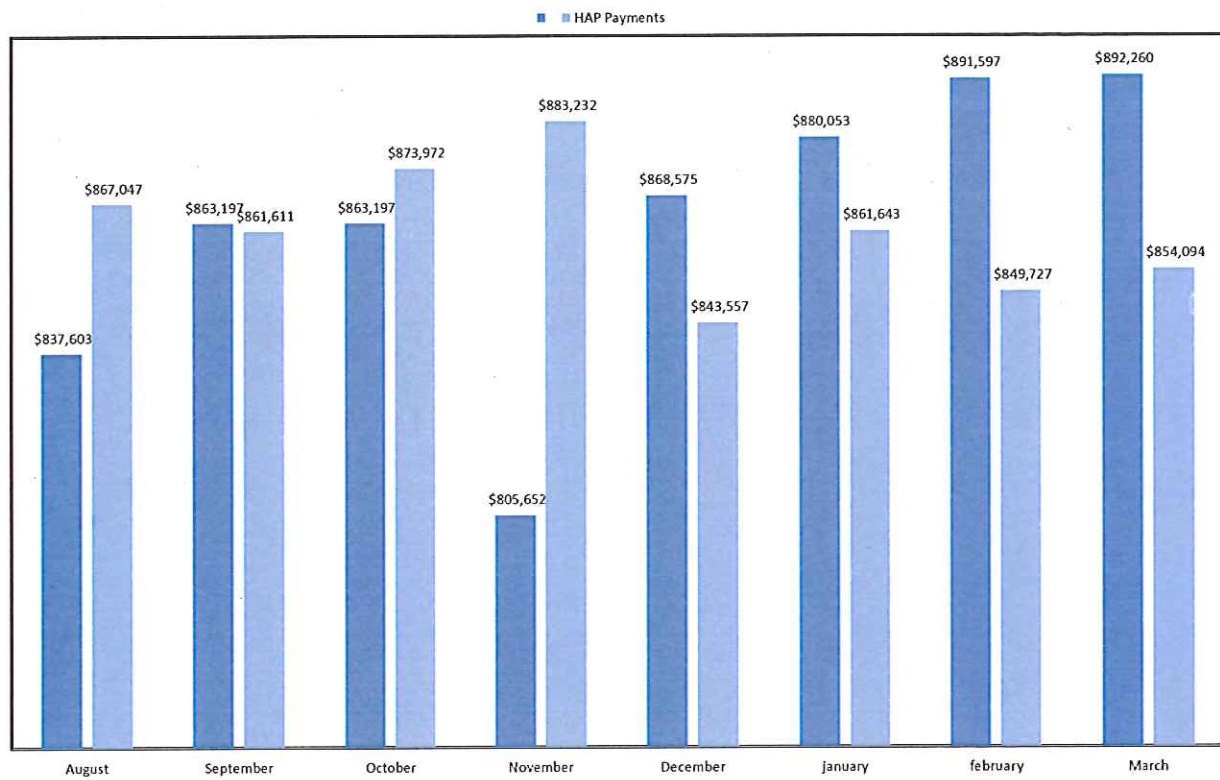
On March 23, 2022 the Learning Club assisted with mailing out the nomination information to the residents. The event was held at St. Margaret's Park. There was a total of 25 interns, four staff members and Mrs. Loretta Heath, President, St. Margaret's Park Resident Council.

On March 25, 2022 I met with Chanel Griffin, Food and Nutrition Coordinator with Catholic Charities who will provide the summer lunch program again this year. The summer lunch program will be on site this year as it was before COVID-19. The summer lunch program will run May 31—August 5, 2022. The following sites will be served: Belrose Manor, Chalet Manor, Cyrus K. Holiday, Douglas Heights, Juniper Gardens, and St. Margaret's Park. Lunch will be served Monday—Friday. Parents can eat lunch with their children.

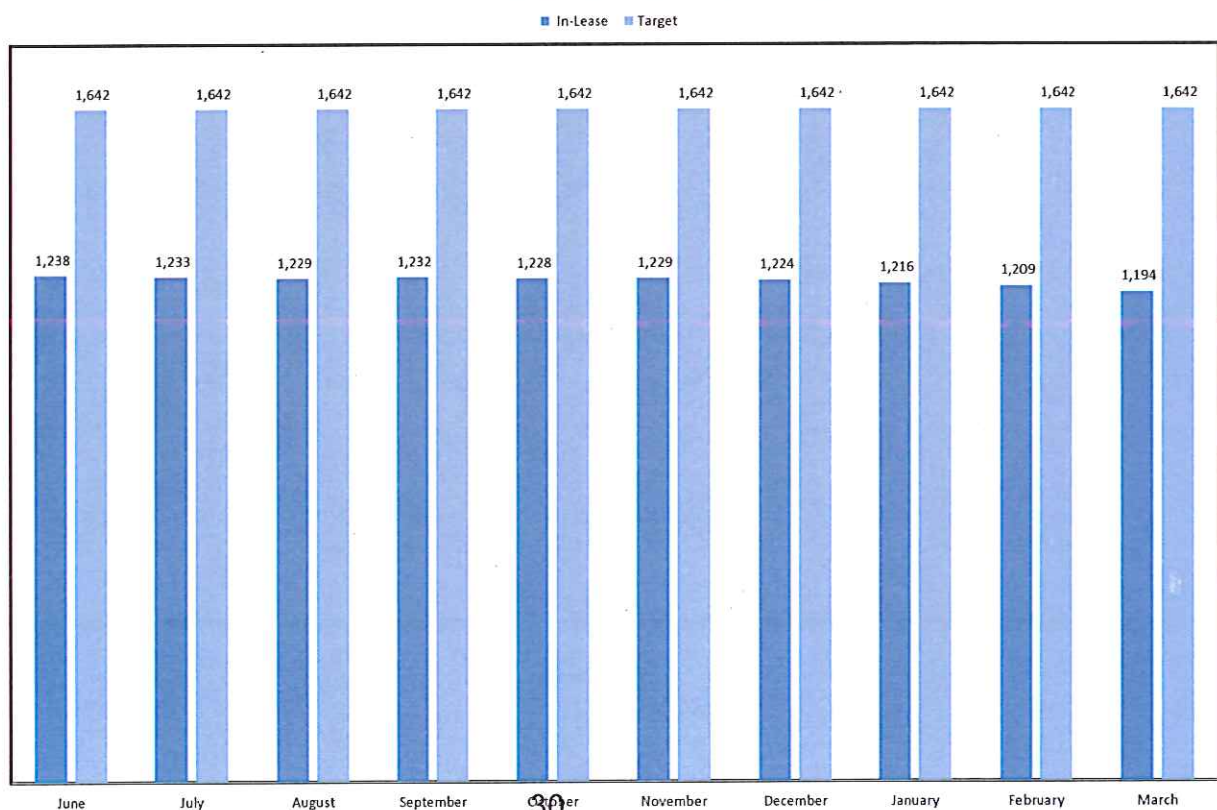


March 2022

## Section 8 Monthly Housing Assistance Payments

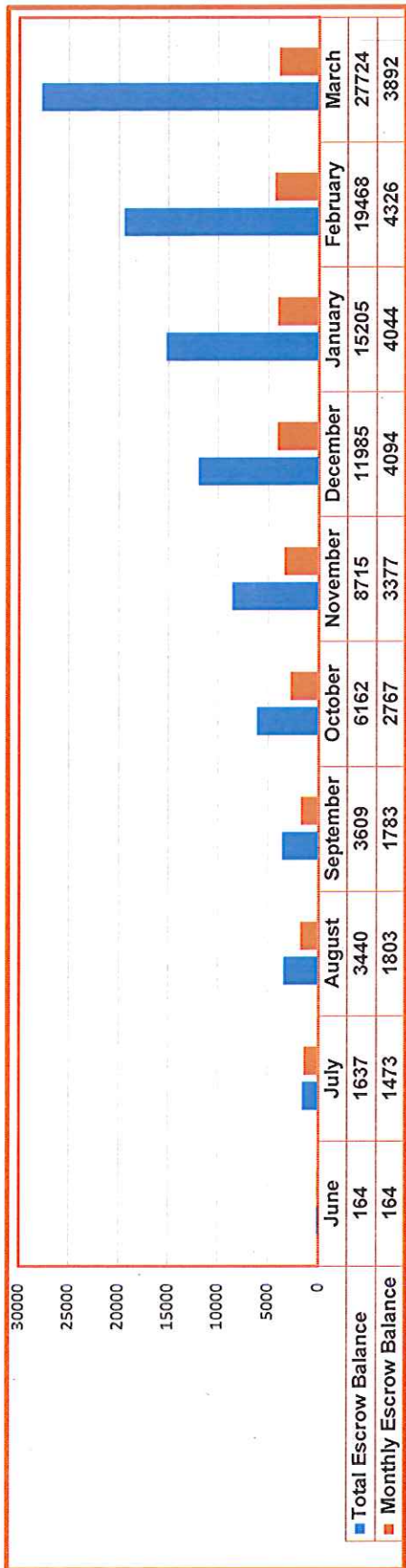
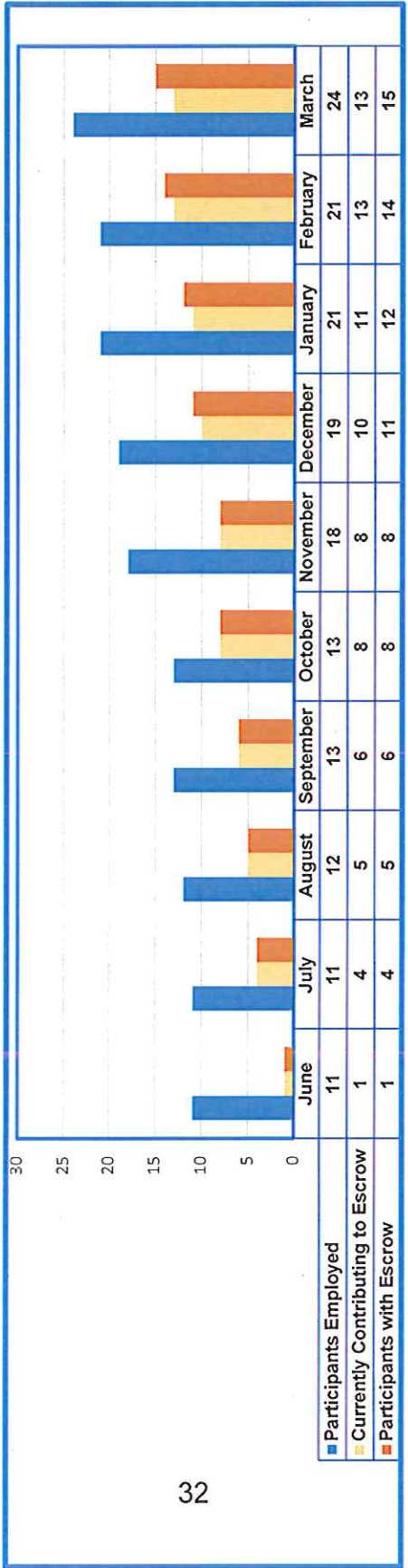
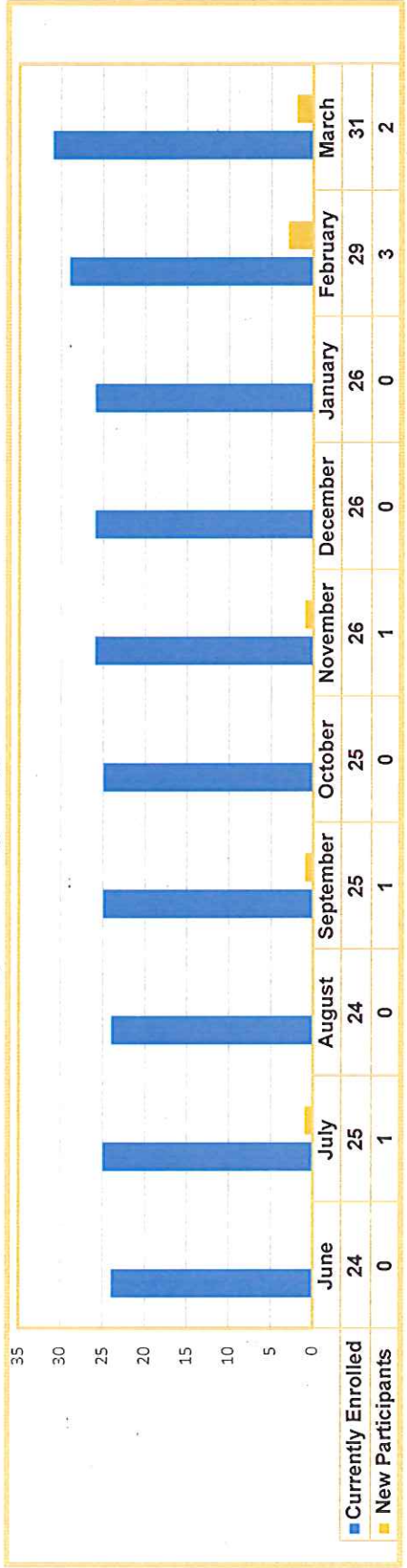


## Section 8 Vouchers In-Lease and Target Leasing Rate



Month	September	October	November	December	January	February	March
Currently Enrolled	25		25	26	26	29	31
New Participants	1		0	1	0	3	2
Exited	0		1	0	0	0	0
Ported	0		0	0	1	0	0
Graduated	0		0	0	0	0	0
Participants Employed	13		13	18	19	21	24
Participants with Escrow	6		8	8	11	14	15
Currently Contributing to Escrow	6		8	8	10	11	13
Total Escrow Balance	\$3,609		\$6,162	\$8,715	\$11,985	\$15,205	\$27,724
Monthly Escrow Balance	\$1,783		\$2,767	\$3,377	\$4,094	\$4,326	\$3,892
Appts with Participants	1		2	2	3	4	5
Initial Appts	1		0	1	0	3	2
SSI Only	3		3	3	3	3	3
TANF	1		1	1	1	1	1
Credit Pulled/Reviewed	0		0	0	0	0	0
Interim Withdrawals	0		0	0	0	0	0
Money Dispersed	0		0	0	0	0	0

# Program Highlights - March 2022



## Great Things Are Happening In Family Self-Sufficiency

### Outreach Efforts

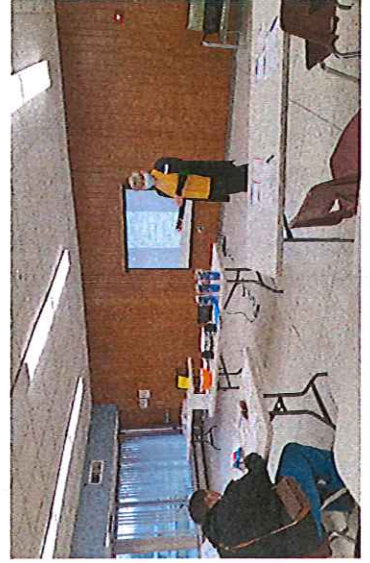
- \*Ten collaboration meetings with community agencies and businesses-3 reconvened partnerships with Program Committee Partners and 7 new partners committed to support FSS
- \*Sixty-Seven personal contacts made with HCV participants, either by phone or mailing out brochures since February
- \*FSS presentation to Workforce Partnership staff
- \*Presented FSS Program at HCV briefings (approx. 50 attendees since Feb)
- \*Toured aSTEAM Village facility and attended their awards banquet

### Events

- \*Held 'Your Money, Your Goals' Financial Literacy Workshops, topics covered: Money Values, Understanding Credit, How to Budget, Tax Preparation, and Homeownership/Grow Your Assets (scheduled for April 19)
- \*Other workshops planned: Explore Your Options: Funding for Education, Healthy You Day, Career Day, Academic Success Day: Setting Your Child Up for a Great School Year

### Other Program Benefits

- \*Created program brochure
- \*Creating quarterly FSS newsletter
- \*Planning Program Coordinating Committee meeting -anticipated to take place by the end of the month
- \*FSS Action Plan will be updated
- \*Currently participating in FSS training - anticipated completion by May
- \*Participated in Workforce Partnership Orientation
- \*10 client referrals have been made to partner agencies to help meet goals



Pictures from the Financial Literacy Workshops

## **RESOLUTION NO. 2202-08**

### **AUTHORITY TO DISPOSE OF SCRAP METAL**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that in accordance with the Housing Authority's procedure on disposal of personal property, approval is hereby given for the disposal of 20 ranges and 22 refrigerators identified on the attached list by manufacturer serial numbers and PHA decal numbers. The amount to be received for such disposal will be determined by scrap metal weight.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas to approve the disposal of personal property listed by manufacturer serial numbers and PHA decal numbers.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Commissioners of the Housing Authority of Kansas City, Kansas does hereby approve Resolution No. 2202-08.

**X**

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Matthew T. Watkins  
Chairman

**X**

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Andrea Tapia  
Executive Director/CEO

Kansas City Kansas Housing Authority  
Board of Commissioner's Meeting  
April 21, 2022

New Business Consent Item: Authority to Dispose of Scrap Metal

Resolution No. 2202-08

**Background:**

From time to time the Housing Authority identifies appliances that are inoperative and should be sold for scrap metal in accordance with the agency's procedure for the disposal of personal property. The amount to be received for such disposal will be determined by scrap metal weight.

**Current Issue:**

The Board of Commissioners of the Housing Authority of Kansas City, Kansas in accordance with the Housing Authority's procedure on disposal of personal property, hereby gives approval for the disposal of 22 refrigerators and 20 ranges as listed and identified by Manufacturer Serial Numbers and PHA Decal Numbers. The amount to be received for such disposal will be determined by scrap metal weight.

Refrigerators

PHA#	Serial #
303075	VV750502
304950	SF744318
401392	SM758809
307312	MR748487
306505	HL824438
306508	L824412
303399	LA770365
303334	FA752403
303330	GA790885
305174	RG759368
304703	TS776213
305438	LH820949
305229	SG802251
307023	VH800887
303432	AA734523
304761	LD770043
305168	RG752345
307150	FM800674
390780	1153
305098	HG732739
305168	RG752345
17425	HU821440

Ranges

PHA#	Serial #
0184	SM110090H
304822	FD1124Z7R
303321	FA107137R
16095	AF118949P
304825	TD112650R
302977	DV134803P
303230	AA110316R
305315	DH108669N
LV136310H	LV136310H
LV163661H	LV163661H
1267	LV136313H
302889	GM176638P
307386	AS724284R
15732	AF119473P
303354	DA108420R
302596	AF119322P
16078	AF119444P
302724	DD1951008
307487	HT122291R
304843	TD112695R

**Board Action:** Approve Resolution No. 2208, if appropriate.

**RESOLUTION NO. 2022-09**

**AUTHORITY TO REQUEST PROPOSALS FOR SECTION 8  
HOUSING CHOICE VOUCHER HQS INSPECTIONS**

**WHEREAS** HUD regulations require a Housing Quality Standards (HQS) inspection of each assisted rental dwelling before HCV subsidy may begin and at least annually/biennially of subsidized units.

**WHEREAS** the agency employed position of Section 8 Inspector is currently vacant.

**WHEREAS** the KCKHA HCV Program seeks to request proposals to contract services to maintain performance administering the program.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the request for proposals for Section 8 Voucher Choice HQS Inspections is granted.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Commissioners of the Housing Authority of Kansas City, Kansas does hereby approve Resolution No. 2022-09.

**X**

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Matthew T. Watkins  
Chairman

**X**

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Andrea Tapia  
Executive Director/CEO

Kansas City, Kansas Housing Authority  
Board of Commissioner's Meeting  
April 21, 2022

New Business Consent Item: Authority to Request Proposals for Section 8 Housing Choice Voucher (HCV) Housing Quality Standard (HQS) Inspections

Resolution No. 2022-09

**Background:**

The Kansas City Kansas Housing Authority (KCKHA) Section 8 Housing Choice Voucher (HCV) Program submits for Board approval to seek proposals from qualified firms to conduct all required residential property inspections in accordance with Federal Housing Quality Standards, hereafter referred to as "HQS", for the Section 8 Housing Choice Voucher (HCV) Program and Project Based Voucher Program.

**Current Issue:**

The Kansas City Kansas Housing Authority (KCKHA) administers the rental assistance programs, within the jurisdiction of Wyandotte County. U.S. Department of Housing and Urban Development (HUD) regulations require a Housing Quality Standards (HQS) inspection of each assisted rental dwelling before initial occupancy and at least annually/biennially thereafter as long as the dwelling unit is subsidized. The HCV program seeks authority to request proposals to contract with a firm to comply with HUD's HQS standards in accordance with 24 CFR 983 - HUD regulations, KCKHA administrative policies, as well as state and local building codes to ensure that the leased housing units are decent, safe, and sanitary.

Previously HQS inspections were performed by one certified employee of the agency, whom is no longer employed with the agency. The fiscal responsibility and oversight of duties with compliance objectives has substantially increased with demanding technical services. An estimated 80 various types of physical inspections are conducted monthly for the Section 8 Housing Choice Voucher and Project Based Voucher programs.

KCKHA HCV Program is seeking to request proposals from firms to deliver inspections quickly and efficiently with the experience of technology services that provide consistent, comprehensive, clear, and concise reports to the public served, such as our Landlords and Program Participants. This requires Board approval by resolution.

**Board Action:**

Approve Resolution No. 2022-09, if appropriate.

**RESOLUTION NO. 2022-10**

**RESOLUTION CHANGING JOB TITLE OF SECURITY MONITOR  
TO WYANDOTTE TOWERS BOOTH MONITOR**

**WHEREAS** staff is recommending changing the job title of Security Monitor to Wyandotte Towers Booth Monitor.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas to approve the attached changes reflected in the necessary amendments.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Commissioners of the Housing Authority of Kansas City, Kansas does hereby approve Resolution No. 2022-10.

Kansas City Kansas Housing Authority  
Board of Commissioner's Meeting  
April 21, 2022

New Business Consent Item: Resolution changing Job Title of Security Monitor to Wyandotte Towers Booth Monitor

Resolution No: 2022-10

**Background:**

The job title currently is Security Monitor and does not accurately reflect the job duties of the position.

**Current Issue:**

Staff is recommending changing the job title to Wyandotte Towers Booth Monitor to accurately reflect the duties of the position.

**Board Action:**

Approve Resolution No: 2022-10, if appropriate.

**RESOLUTION NO. 2022-11**

**RESOLUTION RAISING THE DWELLING UNIT  
SECURITY DEPOSIT  
TO \$200**

**WHEREAS** staff is recommending raising the Dwelling Unit Security Deposit to \$200; and

**WHEREAS** in accordance with requirements contained in 24 CFR 966.5, the public was given 45-day notice and the opportunity to comment regarding proposed price changes. No comments were received. Public notice was placed in the following locations:

- Public Housing website
- Public Housing site offices
- Public Housing main office
- KCK/Wyandotte County Unified Government City Hall
- Public libraries in KCKHA jurisdiction

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas to approve the attached changes reflected in the necessary amendments.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Commissioners of the Housing Authority of Kansas City, Kansas does hereby approve Resolution No. 2022-12.

Kansas City Kansas Housing Authority  
Board of Commissioner's Meeting  
April 21, 2022

New Business Consent Item: Resolution raising the Dwelling Unit Security Deposit to \$200

Resolution No: 2022-11

**Background:**

The Kansas City, Kansas Housing Authority has the option to designate the amount of Security Deposit owed at time of leasing.

**Current Issue:**

The Security Deposit has been \$50 and has been found not to be high enough to deter resident inflicted damage to units and cover the cost of beyond normal wear and tear. Staff is recommending raising the Security Deposit to \$200.

**Board Action:**

Approve Resolution No: 2022-11, if appropriate.

## RESOLUTION NO. 2022-12

### RESOLUTION ADDING ABSOLUTE PREFERENCES TO CHAPTER 4: APPLICATIONS, WAITING LIST AND TENANT SELECTION OF KCKHA ADMISSIONS AND CONTINUED OCCUPANCY POLICY

**WHEREAS** staff is recommending the additions of absolute preferences to the KCKHA Admissions and Continued Occupancy Policy; and

**WHEREAS** in accordance with requirements contained in 24 CFR 966.5, the public was given a 45-day notice and the opportunity to comment regarding proposed price changes. No comments were received. Public notice was placed in the following locations:

- Public Housing website
- Public Housing site offices
- Public Housing main office
- KCK/Wyandotte County Unified Government City Hall
- Public libraries in KCKHA jurisdiction.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas to approve the attached changes reflected in the necessary amendments.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board Commissioners of the Housing Authority of Kansas City, Kansas does hereby approve Resolution No. 2022-12.

X

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Matthew T. Watkins  
Chairman

X

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Andrea Tapia  
Executive Director/CEO

New Business Consent Item: Resolution adding Absolute Preferences to Chapter 4: Applications, Waiting List and Tenant Selection of KCKHA Admissions and Continued Occupancy Policy

Resolution No: 2022-12

**Background:**

The Kansas City, Kansas Housing Authority has the option to designate absolute preferences. This would allow an applicant who has a designated absolute preference to immediately go to the top of the waitlist and receive immediate housing.

Staff is recommending absolute preferences verified by KCKHA supportive services partners for the following:

- Verified persons that meet the definition of fleeing domestic violence; and
- Verified persons meeting the HUD definition of homeless.

**Current Issue:**

These absolute preferences target vulnerable populations in our jurisdiction.

The addition is required by CFR 24 to go out for 45-day public comment period. This is notification by staff to the board that this proposed change was made and published April 1, 2022 at the following locations:

- All public areas of KCKHA department, site-management, and main offices
- kckha.org
- All four public libraries in KCKHA jurisdiction
- Resident Associations
- Unified Government

**Board Action:**

Approve Resolution No: 2022-12, if appropriate.

## RESOLUTION NO. 2022-13

AUTHORITY TO ACCEPT THE BID AND AUTHORIZE A CONTRACT FOR INTERIOR  
MODERNIZATION FOR PHASE 3 (FLOORS 1, 2, AND 3) AT PLAZA TOWERS  
LOCATED AT 1200 NORTH 75<sup>TH</sup> PLACE IN KANSAS CITY, KANSAS WITH  
INFINITY GROUP, LLC

**WHEREAS** interior modernization is needed at Plaza Towers; and

**WHEREAS** bids for Interior Modernization Phase 3 (floors 1, 2, and 3) at Plaza Towers were solicited and received on March 30, 2022; and

**WHEREAS** a bid was received from:

Infinity Group, LLC

Oak Grove, Missouri; and

**WHEREAS** the bid was opened and tabulated by the architect and Kansas City Kansas Housing Authority staff and a cost analysis was performed that determined the bid submitted is reasonable; and

**WHEREAS** the staff and architect are recommending acceptance of the responsive bid submitted by Infinity Group, LLC for Interior Modernization Phase 3 (floors 1, 2, and 3) at K1-57 Plaza Towers in the amount of the base bid of \$2,398,348 plus any extra amounts for additional work per the unit prices established in the bid documents.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the bid submitted by Infinity Group, LLC for Interior Modernization Phase 3 (floors 1, 2, and 3) at K1-57 Plaza Tower in the amount of the base bid of \$2,398,348 plus any extra amounts for additional work, per the unit prices established in the bid documents, is hereby accepted.

**BE IT RESOLVED** that the Housing Authority of Kansas City, Kansas is authorized to enter into a contract with Infinity Group, LLC for Interior Modernization Phase 3 (floors 1, 2, and 3) at K1-57 Plaza Tower in the amount of the base bid of \$2,398,348 plus any extra amounts for additional work, per the unit prices established in the bid documents.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Commissioners of the Housing Authority of Kansas City, Kansas does hereby approve Resolution No. 2022-13.

X

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Matthew T. Watkins  
Chairman

X

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Andrea Tapia  
Executive Director/CEO

Kansas City Kansas Housing Authority  
Board of Commissioner's Meeting  
April 21, 2022

New Business Consent Item: Authority to Accept the Bid and Authorize a Contract for Interior Modernization Phase 3 (Floors 1, 2, and 3) at K1-57 Plaza Towers located at 1200 North 75<sup>th</sup> Drive in Kansas City, Kansas with Infinity Group, LLC

Resolution No. 2022-13

**BACKGROUND:**

The interiors of the dwelling units at K1-57 Plaza Towers need modernization. The interiors surfaces and equipment are original since this tower was built, except for minor unit turnover and repairs. The interior modernization work consists of plumbing updates (new faucets, sinks, stops, and garbage disposals). Electrical updates include new breaker panels, plugs, switches and lighting) new kitchen cabinets and bath vanities, new countertops, new interior door re-placements, new floor coverings, new windows, ceiling and wall repair and painting, some interior wall rearrangement, and new hardware.

**CURRENT ISSUE:**

Staff following our procurement policy has hired an architect, and the architect has prepared plans. The plans would demolish and remove the existing fixtures, finishes and equipment, and replace it with new fixtures, finishes and 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 web site and mailed to contractors reporting services. Also, the Invitation to Bid was mailed directly to 178 General Contractors and Section 3 Contractors. Four contractors picked up plans for this project.

A pre-bid conference was held on March 9, 2022, via Zoom, to give a description of the project and answer questions. On March 11, 2022 contractors were given an opportunity to visit Plaza Towers to view the available vacant dwelling units for existing conditions.

Bids were opened on March 30, 2022 at 2:00 p.m. One contractor bid on this project:

Infinity Group, LLC

Oak Grove, Missouri

Infinity Group, LLC is the only bidder with a responsive bid totaling \$2,458,944. The low bidder is to be determined by the sum of the base bid plus Aggregate Price #1, price to change 10 HVAC fans; Aggregate Price #2, the price to add 10 additional electrical outlets; Aggregate Price #3, one year rental and maintenance for the material hoist; Aggregate Price #4 costs to replace 100 lineal feet of each of the following 2", 3" and 4" sanitary waste and vent pipe; Aggregate Price #5 costs to insulate 96 lineal feet of each of the following ½", ¾", 1", 1 ½", 2", and 2 ½" piping; and Aggregate #6 the costs to convert a standard dwelling unit to a handicapped accessible unit. Aggregate prices will be used to establish a unit price to complete this work, if needed. The bid received was a base bid of \$2,398,348 with aggregates prices totaling \$60,596 for a total bid of \$2,458,944 (see attached bid tab sheet).

Infinity Group, LLC has been in business since February 1, 2019. The Housing Authority has previous experience with this contractor. Infinity Group, LLC was the contractor that completed Phase 2 of Interior Modernization of Floors 4, 5, and 6 of Plaza Towers. The architect and staff have checked references with positive comments received. There is \$1,495,571 in the 2021 and \$1,108,665 in the 2022 Capital Fund Programs for a total of \$2,604,236 budgeted for this project. The architect's estimate for the base bid portion of this project is \$2,294,218.

Since only one bid was received for this project. Our procurement policy, and HUD regulations, require that staff and the architect conduct a cost analysis of the bid received. The architect and staff reviewed the bid and compared it to the previous two phases completed at this tower. The architect and staff concluded that the bid received is reasonable due to the amount of additional work to be completed to convert all the second-floor units and three units on the third floor to handicapped accessible units, the current construction climate, and the uncertainty of supply and prices for material, has determined that there is no benefit in rebidding this project. The architect and staff are of the opinion that the Housing Authority would subject itself to higher prices for the same work if the project were to be rebid.

Infinity Group, LLC and its principal do not appear on the List of Parties Excluded from Federal Procurement or Nonprocurement Programs. The principals are:

Robert J. Shilts, III  
Dennis Hall

President/ General Partner  
General Partner

The Kansas City Kansas Housing Authority's procurement policy requires that all contracts more than \$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 bid submitted by Infinity Group, LLC and authorize a contract in the amount of the base bid of \$2,398,348 for Interior Modernization Phase 3 (floors 1, 2, and 3) at K1-57 Plaza Towers plus any additional amounts for additional work per the unit prices established in the bid documents.

Attached is a resolution that will authorize the acceptance of the bid and authorize a contract with Infinity Group, LLC for Interior Modernization Phase 3 (floors 1, 2, and 3) at K1-57 Plaza Tower in the amount of the base bid of \$2,398,348 plus any additional amounts for additional work per the unit prices established in the bid documents.

Staff recommends approval of this resolution.

**Board Action:**

Approve Resolution No. 2022-13, if appropriate.

## RESOLUTION NO. 2022-14

### Authorizing the Job Description of Resident Service Coordinator

**WHEREAS** the Kansas City, Kansas Housing Authority was awarded the Residency Opportunities and Self-Sufficiency (ROSS) grant to provide funding to hire and maintain Resident Service Coordinators who will assess the needs of residents of conventional Public Housing; and

**WHEREAS** the Resident Service Coordinator will promote the development of local strategies to coordinate the use of assistance under the Public Housing program with public and private resources for supportive services and resident empowerment activities; and

**WHEREAS** these services should enable participating families to increase earned income, reduce or eliminate the need for welfare assistance, make progress toward achieving economic independence and housing self-sufficiency, or in the case of the elderly or disabled residents, help improve living conditions and enable residents to age-in-place; and

**WHEREAS** this position was evaluated by senior management and determined to be a full-time grant-funded position at a pay rate of \$29,700 annually.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the Resident Service Coordinator job description be approved as a full-time grant-funded position at a pay rate of \$29,700 annually.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Commissioners of the Housing Authority of Kansas City, Kansas does hereby approve Resolution No. 2022-14.

X

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Matthew T. Watkins  
Chairman

X

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Andrea Tapia  
Executive Director/CEO

## RESOLUTION NO. 2022-15

### RESOLUTION CHANGING THE ORDER OF APPLICATION OF RESIDENT PAYMENTS, CHAPTER 8: LEASING AND INSPECTIONS OF KCKHA ADMISSIONS AND CONTINUED OCCUPANCY POLICY

**WHEREAS** staff is recommending changing the order of application of resident payments to the KCKHA Admissions and Continued Occupancy Policy; and

**WHEREAS** in accordance with requirements contained in 24 CFR 966.5, the public was given 45-day notice and the opportunity to comment regarding proposed price changes. No comments were received. Public notice was placed in the following locations:

- Public Housing website
- Public Housing site offices
- Public Housing main office
- KCK/Wyandotte County Unified Government City Hall
- Public libraries in KCKHA jurisdiction.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas to approve the attached changes reflected in the necessary amendments.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by the Board of Commissioner of the Housing Authority of Kansas City, Kansas to hereby approve Resolution No. 2022-15.

X

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Matthew T. Watkins  
Chairman

X

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Andrea Tapia  
Executive Director/CEO

New Business Discussion Item: Resolution changing the order of Application of Resident Payments, Chapter 8: Leasing and Inspections of KCKHA Admissions and Continued Occupancy Policy.

Resolution No: 2022-15

**Background:**

The Kansas City, Kansas Housing Authority has the option to designate the order of application of resident payments. Previously the designated order was:

- 1) Security/pet deposit
- 2) Maintenance and damage charges (including utility chargebacks)
- 3) Other charges including late fees and legal processing fees
- 4) Amounts due under a Repayment Agreement
- 5) Rent

Staff is recommending changing the order of application of resident payments to:

- 1) Rent
- 2) Security/Pet Deposit(s)
- 3) Maintenance and damage charge (including chargebacks)
- 4) Other charges (including late fees, legal processing fees and court filing fees)
- 5) Amounts due under Repayment Agreement (deposit(s), rent and maintenance)

**Current Issue:**

The change of designated order will put a priority on rent and will aid the Tenant Accounts Receivable (TAR).

The addition is required by CFR 24 to go out for 45-day public comment period. This is notification by staff to the board that this proposed change was made and published April 1, 2022 at the following locations:

- All public areas of KCKHA department, site-management, and main offices
- kckha.org
- All four public libraries in KCKHA jurisdiction
- Resident Associations
- Unified Government

**Board Action:**

Approve Resolution No: 2022-15, if appropriate.