



# Agenda

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

### Regular Meeting

Thursday, January 19, 2022  
12 noon

Boardroom  
1124 N. 9<sup>th</sup> Street

- I. Roll Call
- II. Approval of the Minutes  
Regular Board Meeting November 17, 2022  
(Pages 1—7)
- III. Executive Director's Report  
(Pages 8—41)
- 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. 2023-01 Authority to accept the Bid and authorize a Contract for the Interior Modernization of 4529, 4545, 4551, and 4555 Oak Avenue, and 4515 and 4543 Parkview Avenue at K1-54 (15) Scattered Sites in Kansas City, Kansas with Taylor Made Exteriors, LLC  
(Pages 42—45)
  - Resolution No. 2023-02 Authority to accept the Bid and authorize a Contract for the Modernization of Elevator Equipment at K1-56 Glanville Towers located at 730 Nebraska Avenue in Kansas City, Kansas with MEI Total Elevator Solutions  
(Pages 46—48)
  - Resolution No. 2023-03 Authorize acceptance of the Proposal submitted and authorize a Contract for Architectural Services for Interior

Modernization of K1-56 Rosedale Towers  
Located at 2314 West 39<sup>th</sup> Avenue in Kansas  
City, Kansas with Davidson and Associates, Inc.  
(Pages 49—52)

Resolution No. 2023-04     Authorize acceptance of the Proposal and  
authorize a Contract for Realtor Services to  
assist in the Marketing and Disposition of the  
K1-51 Juniper Gardens Family Development  
with Newmark Zimmer  
(Pages 53—55)

Resolution No. 2023-05     Certifications of Compliance with PHA Plan and  
Related Regulations  
(Pages 56—58)

VII.     New Business Discussion Items:

Resolution No. 2023-06     Adopting a New Salary Study  
(Page 59)

Resolution No. 2023-07     Approving Revised Job Descriptions  
(Page 60)

Resolution No. 2023-08     Approving Performance Appraisal Form  
(Page 61)

VIII.     Executive Session

IX.     Adjournment

Lunch will be served at noon for Board members.

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

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

Boardroom  
Main Office

On the 17th day of November 2022 at 12:30 p.m. the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in regular 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  
Hazel Davis, Commissioner  
Jacques Barber, Commissioner  
P. Anne McDonald, Commissioner  
Pastor Roderick McConnell, Commissioner  
J.D. Rios, Commissioner  
Chandra Ward, Commissioner  
+Linda Warner, Commissioner

ABSENT: Raul Escarcega, Commissioner  
Rachel Jefferson, Commissioner  
LaDora Lattimore, Commissioner

ALSO, PRESENT: Andrea Tapia, Executive Director/CEO  
Worku Alem, Asst. Director of Finance  
Anwar Crockett, Asst. Director of Housing Operations-HM  
Cherrie Escobar, Director of Section 8  
Sharron Davis-Mays, Self-Sufficiency Coordinator  
Jacqueline D. Randle, Executive Services Manager  
Anthony J. Shomin, Director of Contract Administration  
Chenaye Sutton, Family Self-Sufficiency Coordinator  
Nebyu Tilahun, Director of Finance  
Bob Karlin, Citrin Cooperman & Company, LLC

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

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Chairman Watkins called for approval of the minutes of October 20, 2022. Commissioner Rios made the motion to approve the minutes of October 20, 2022. Commissioner Barber seconded the motion, and the following vote was recorded:

AYES: Banks, Barber, Davis, McConnell, McDonald, Rios, Ward, Watkins

NAYS: None

ABSENT: Jefferson, Lattimore, Escarcega, Warner

ABSTAIN: None

Motion carried.

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

- Ms. Tapia noted it was nice to see everyone in person and online. She then provided additional information on the Housing Choice Voucher (HCV) program as she wants everyone to understand how that program works. She wants everyone to understand what she means when we say there are 1,642 vouchers or 1,655 vouchers as we received 13 additional vouchers. She explained that out of that 1,655; 50 of those are Veterans Affairs Supportive Housing (VASH) vouchers for homeless veterans. The waitlist is kept through the Veteran's Administration (VA). Ms. Tapia explained that the veteran receives services through the VA and goes through their process. When they are ready to seek out housing, they come to our office to receive the VASH voucher. Ms. Tapia advised that it has been difficult for the VA to get veterans leased up as there are a lot of homeless veterans. Many of the veterans are wanting to be housed in Kansas City, Missouri. Out of the 50 vouchers, 35 have been utilized. The VA is having a difficult time due to staffing which has resulted in low voucher issuance and lease up. (Commissioner Warner arrives.) Ms. Tapia discussed how other Housing Authorities are facing the same barriers with lease ups and this can trigger HUD to make changes to its processes. One change is being able to extend the length of time to find housing beyond the 120 days. She noted a resolution is on the agenda to have the Board adopt this. A chart was provided for the Board's review of the leasing at our agency. Chairman Watkins noted that he works closely with the Homeless Coalition to the point that they were at zero homelessness for veterans. This, however, has regressed and there are a significant number of veterans on the streets today. He noted money is being raised to address this issue. Ms. Tapia added vouchers are portable and can be used anywhere there is a VA sanctioned housing complex.
- Vice-Chairman Banks asked for the definition of affordable housing. Ms. Tapia noted there are so many ways to define affordable housing. She stated in the context of Public Housing and Section 8, we are talking about housing that is not a rent burden to the individuals residing in that unit. It only affects 30 percent of their annual adjusted income. There are criteria of what is affordable. Vice-Chairman Banks noted there are several groups

working on affordable housing, but they do not specify what they are trying to address. Ms. Tapia noted we are looking at what it takes for a family to live. We sit down and talk to families about their budgets. Vice-Chairman Banks noted he was on the Consumer Credit Counseling Board, and you must factor in how people want to spend discretionary income. Commissioner Rios stated he didn't necessarily disagree, and especially during inflationary times, he further stated it is not realistic to think that prices will go back down. He noted that rents have gone up and it cost more to build. He discussed the raising costs of homes and the ability to have other items. Ms. Tapia noted that we try to have residents look at how much they pay for housing and the cost of utilities, etc. Commissioner McConnell asked about the rent being 30 percent. Ms. Tapia noted it refers to 30 percent of adjusted gross income and the amount is not the same for everybody. Chairman Watkins noted the percentage is different with other programs. He advised there is a minimum rent that our agency charges. Ms. Tapia shared that a handbook for commissioners has been ordered for Commissioner McConnell that will further explain this.

- Commissioner McConnell stated that he lives in housing and a lot of people talk to him. He offered that it is good to have affordable housing, until affordable housing is rat infested, not safe, pipes are broken, and carpet is full of manure. He noted you can almost be sure you are living in a way they do not want to be living.
- Ms. Tapia noted we are looking at the Physical Needs Assessment. She explained that the Voluntary Compliance Agreement can be pulled from our website. She advised that we are also working to address long-term fixes and preventative maintenance. Ms. Tapia further stated we are meeting monthly with the Kansas City, Kansas Police Department (KCKPD) to discuss partnering with them. Mr. Crockett added that Ms. Stroud arranged to meet with KCKPD. He stated the Property Managers meet bi-weekly and community policing joined their meeting. He advised that we are sharing information with the police as incidents occur on our properties. The KCKPD will do active shooter training in 2023. Mr. Crockett concluded that it was very productive meeting with KCKPD. Commissioner McConnell noted that a lot can be prevented with proper security. He noted a lot happens after 4:30pm when the main office closes. He stated there was fighting just the other day in the lobby and an ambulance was called. He recalls how it was before when we had security that would walk the hallways. Commissioner McConnell stated he has lived in the building for 15 or 16 years. Chairman Watkins noted that is why we are working with the KCKPD, but it cannot happen overnight. Commissioner McConnell suggested Chairman Watkins move in and he would see what he is talking about.
- Ms. Tapia indicated we received a response from CBIZ for our health insurance. This year's increase is 11.3 per cent. The package we chose shows a \$2,000 increase for Spira Care for the deductible and another \$2,000 increase for BC/BS deductible. However, instead of the employee

seeing the 2 per cent increase each pay period, the Housing Authority will absorb that increase. The amount each pay period does not change. Open enrollment will be the 29<sup>th</sup> and 30<sup>th</sup>. Our payroll system will not need to be updated. Insurance is effective January 1, 2023. Vice-Chairman Banks asked what precedence does this set for next year? Ms. Tapia noted that she hopes this process moves along a lot quicker next year.

- Ms. Tapia noted that we had the health fair on November 5, 2022. Commissioner Rios attended with the mayor. There were 15-20 vendors representing different agencies. They provided 38 flu and 32 COVID shots and busters combined. Commissioner Rios noted the event was well organized and they were anxious to help. The vendors were very accommodating. The Mayor and Commissioner Rios got their shots. He noted that Ms. Tapia and her family were there participating, and he was impressed with that. Anwar (Crockett), John (Jefferson) and Elaine (Stroud) showed up when the doors were opened and helped clean up afterwards. A Chief's football was signed and given away. Commissioner Warner provided give aways. Ms. Tapia stated we hope to have the event again next year.
- Ms. Tapia concluded her report and gave the floor to the auditor.

Ben Karlin of Citrin Cooperman & Company, LLC provided the audit report via Zoom. Mr. Karlin thanked the employees and audit team for providing the documentation. He then shared his screen of the PowerPoint presentation for year-ending March 31, 2022. Items highlighted were the Engagement Team, Engagement Scope, Audit Status, Review of financial statements and related reports, comments, and questions. He advised that the audit is expected to be finalized in mid-December, with the regulatory deadline being December 31, 2022. They expect to meet that deadline. The audit report will be sent to Nebyu Tilahun.

## **Public Comments**

Chairman Watkins called for public comments. Ms. Randle indicated there were no public comments.

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## **Committee Reports**

### **Bylaws**

Commissioner Barber noted they have not met. However, a draft was made at their last meeting. A meeting will be held with the new members to review the draft.

## **Finance**

Commissioner McDonald noted the Finance Committee met with Nebyu (Tilahun), Andrea (Tapia), Chandra (Ward), J.D. (Rios), and Matt (Watkins). She did not go into a lot of detail as audit presentation had already taken place. Commissioner McDonald explained that we have been subsidized at 104 per cent, although we budgeted at 92 percent. They discussed insurance which Ms. Tapia already mentioned. They discussed investing the surplus but did not come to a conclusion. The Central Cost Center (COCC) is in a better financial position due to the fee for service increasing. Commissioner Warner asked if a CD (Certificate of Deposit) would be purchased with the surplus. Commissioner McDonald stated a decision has not been made. Chairman Watkins advised we will need to spend money on 504 compliance. Commissioner Rios stated we will have to achieve a balance with savings and spending. Commissioner McDonald noted that HUD had encouraged agencies to be prudent, but in recent years HUD has encouraged spending. She noted it is a balancing act. Chairman Watkins advised that if we do not spend the money, HUD could come back to get the subsidy verses money in the COCC which is de-federalized. Commissioner Barber asked if we could talk about creating a non-profit to utilize Section 8 money. Chairman Watkins noted that is the conversation to have at our next retreat.

## **Personnel**

*Vice-Chairman Banks left the meeting during the audit report.* Chairman Watkins explained that an item will be discussed in Executive Session regarding personnel.

## **Development**

Commissioner Warner provided written notes from the Development Committee's November 2, 2022 meeting. They discussed if anyone knew if an opportunity had been presented to residents to purchase the Juniper Gardens property, and they were not able to find any written records of this happening. The committee checked with Tom Scott, and he could not recall this happening. Commissioner Warner noted there was a formal offer made to residents of Juniper Gardens at their October Resident Advisory Board (RAB) meeting and there was no one interested in purchasing the property. They are continuing to wait on HUD's response about the disposition of Juniper Gardens. Commissioner Warner noted they had a discussion regarding property updates, and she learned a lot about boilers and chillers. There was discussion about how we take the low bidder and how it may not always be the best response. She explained that this will be discussed further as we go through the procurement process. Commissioner Warner advised that new washers and dryers are being installed. A brief update of the 504 plan was provided to the committee. Commissioner Warner noted that Ms. Tapia advised the Development Committee that a new contractor has been hired to refresh those units to make them 504 compliant.

## **Resident Participation**

Ms. Davis-Mays noted that Commissioner Barber came to Douglas Heights on October 13, 2022 and provided a voting rights workshop to the residents. Ten residents were in attendance for the workshop. Commissioner Barber and Ms. Barber also provided lunch. Ms. Davis-Mays stated there may be a second phase to the workshop. She advised that Rosedale Towers has a newly elected board and went over their duties with them on yesterday. Commissioner Barber noted it was a good group and they were engaged in the workshop. There was good discussion and debate. He shared that it was a good experience for all that attended.

With the conclusion of the committee reports, Chairman Watkins thanked everyone for their time on the committees.

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

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## **Consent Agenda**

Chairman Watkins ask if anyone would like to pull this item from the consent agenda. There being none, he called for a vote on the consent agenda, Resolution No. 2022-30, Certification of Compliance with PHA Plan and Related Regulations. Commissioner Rios made a motion to approve Resolution No. 2022-30. Commissioner McDonald seconded the motion, and the following vote was recorded:

AYES: Barber, Davis, McConnell, McDonald, Rios, Ward, Warner, Watkins

NAYS: None

ABSENT: Banks, Escarcega, Jefferson, Lattimore

ABSTAIN: None

Motion carried.

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Resolution No. 2022-30, authorizing the Certifications of Compliance with PHA Plan and Related Regulations.

An Annual Plan is submitted to HUD every January to show the progress of the last fiscal year and state goals for the next fiscal year. The Annual Plan was put out for comments on September 19, 2022. The Resident Advisory Board submitted comments from its meeting on October 11, 2022 and those comments



are attached to the FY2023 Annual Plan. The Annual Plan is due for submission to HUD no later than January 15, 2023.

RESOLUTION NO. 2022-30—CERTIFICATIONS OF COMPLIANCE WITH PHA PLAN AND RELATED REGULATIONS.

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**Executive Session**

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

AYES: Barber, Davis, McConnell, McDonald, Rios, Ward, Warner, Watkins

NAYS: None

ABSENT: Banks, Escarcega, Jefferson, Lattimore

ABSTAIN: None

Motion carried.

Executive Session lasted from 1:51pm—2:06pm and Ms. Tapia was in attendance.

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At the conclusion of Executive Session, Chairman Watkins adjourned the meeting and it passed unanimously.

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Matthew T. Watkins, Chairman

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Andrea Tapia, Executive Director/CEO

\*Left early.

+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 1(800) 766-3777

[www.kckha.org](http://www.kckha.org)

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To: Board of Commissioners  
From: Andrea Tapia, Executive Director/CEO  
Date: January 19, 2023  
Re: Executive Director's Report

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### Administration

#### Family Self Sufficiency

On December 30, 2023, KCKHA received notification from HUD that our Family Self-Sufficiency (FSS) renewal request had been accepted and KCKHA will receive \$81,600 in program funds. This is a much-needed increase compared to last year's award of \$68,200. This new program renewal will include the participation of public housing residents. We look forward to offering the public housing residents the same opportunity to participate in a program that provide guidance to achieving self-sufficiency.

#### Housing Choice Voucher Program

The Housing Choice Voucher (HCV) Program continues to work toward increasing voucher issuance; however, lease up of vouchers is still a difficult task for those looking for housing. Currently there are 1,159 vouchers that are leased with 190 voucher holders searching for a place to rent, and 15 new voucher holders who have leased up. During the month of November and December, 31 individuals exited the program. The attached charts show exit dates, bedroom size and reason for exiting the program.

11/30/2022	3	S8-Left Owing Money	Voucher HCV
11/30/2022	3	S8-Skipped	Voucher HCV
11/30/2022	2	S8-Fraud	Voucher HCV
11/30/2022	1	S8-Fraud	Voucher HCV
11/30/2022	1	S8-Illness/Deceased	Voucher PB - Delaware Highlands
11/30/2022	3	S8-Fail to comply w/Recert - HQS	Voucher HCV
11/30/2022	1	S8-Illness/Deceased	Voucher PB - Delaware Highlands
11/30/2022	2	S8-Skipped	Voucher HCV
11/30/2022	2	S8-Request off Program	Voucher HCV
11/30/2022	0	S8-Eviction	Voucher HCV
11/30/2022	3	S8-Fail to report Family or Income Chg	Voucher HCV
11/30/2022	1	S8-Illness/Deceased	Voucher PB - Delaware Highlands
11/30/2022	1	S8-Skipped	Voucher PB - Kim Wilson

12/31/2022	3	S8-Request off Program	Voucher HCV
12/31/2022	3	S8-Request off Program	Voucher HCV
12/31/2022	3	S8-Request off Program	Voucher HCV
12/31/2022	2	S8-Request off Program	Voucher HCV
12/31/2022	2	S8-Request off Program	Voucher HCV
12/31/2022	3	S8-Request off Program	Voucher HCV
12/31/2022	1	S8-Request off Program	Voucher PB - Delaware Highlands
12/31/2022	1	S8-Request off Program	Voucher HCV
12/31/2022	3	S8-Request off Program	Voucher HCV
12/31/2022	3	S8-Fraud	Voucher HCV
12/31/2022	1	S8-Fail to comply w/Recert - HQS	Voucher HCV
12/31/2022	1	S8-Request off Program	Voucher PB - Delaware Highlands
12/31/2022	2	S8-Request off Program	Voucher HCV
12/31/2022	2	S8-Request off Program	Voucher HCV
12/31/2022	3	S8-Fail to comply w/Recert - HQS	Voucher HCV
12/31/2022	2	S8-Fail to comply w/Recert - HQS	Voucher HCV
12/31/2022	4	S8-Fail to comply w/Recert - HQS	Voucher HCV
12/31/2022	4	S8-Fail to report Family or Income Chg	Voucher HCV

The success of the HCV program relies on the availability of affordable housing stock and increased landlord participation. KCKHA will begin seeking landlord participation by advertising in our local newspapers, this in conjunction with our current methods of seeking landlord participation and community outreach, we hope will have a positive impact. Housing assistance payments combined for November and December totaled \$1,670,687.

Our VASH vouchers continue to be underutilized due to low housing stock and administrative impediments within the VA. KCKHA continue to meet with VA staff to discuss status of VA waitlist and voucher issuance.



HCV continues to provide Project Based Vouchers for organizations and landlords within our community who have multiple units and are willing to rent to low-income families. Currently there are 139 project-based vouchers being used within Kansas City, Kansas. KCKHA appreciates the commitment of our community to create ways of providing shelter to those in need.

#### **Property Management**

Public Housing staff continue to work toward decreasing unit turn over time and increasing unit occupancies. Many of the vacant units require a significant number of repairs due to extensive tenant caused damages. In order to address these repairs in a timely and efficient manner we have offered staff overtime hours to complete the repairs. Due to a shortage of maintenance staff, we have hired an outside contractor to help complete repairs. Maintenance staff have been advised that while completing a work order for one specific item, if they notice additional minor repairs are needed, those items can be addressed at that time and a work order generated to identify the completion of additional work.

Housing Operations, Modernization Department and the Executive Director continue to meet bi-weekly to discuss site improvements and project status updates. These meetings continue to be an integral way of ensuring modifications and/or repairs are being addressed in a timely and cost-effective manner.

#### **Washer and Dryers**

We are pleased to announce the delivery of new washers and dryers for our public housing properties. There are still additional washers and dryers that have been delayed due to shortages of parts, however, we anticipate delivery within the next two months.

#### **Juniper Gardens**

On January 6, 2023, KCKHA received approval from the Special Applications Center (SAC) to move forward with the disposition of Juniper Gardens.

#### **Voluntary Compliance Agreement**

On September 29, 2021, KCKHA entered into a Voluntary Compliance Agreement (VCA) with HUD and on December 13, 2022, KCKHA staff met with HUD representatives to discuss the status of KCKHA's adherence to the agreement. KCKHA has been given an extension of six months to complete the remodeling and certification of sixteen 504 units located at Plaza Towers. KCKHA estimates completion and certification by May 31, 2023 or sooner.

#### **Networking Meetings**

FUSE Fellows Housing Coordinator Meeting  
Department of Children and Family Services(DCF) Independent Living

Executive Director's Report  
Page 3 of 4

Randy Callstrom and Rachel Erpelding, Wyandot Behavioral Health  
Mayor's Taskforce  
DeWayne Bright, Sr. (Unified Government)  
Kim Wilson Housing and Community Housing of Wyandotte County  
Eileen's Place  
Liberty Bank  
Cultivate KC  
Crosslines

\*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

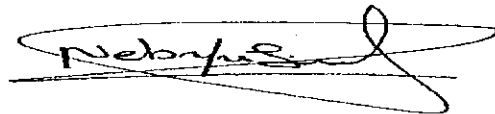
\*Reports have been combined for November and December 2022.

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

Description	Rate <sup>(a)</sup>	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$344,488.97	Liberty
Payroll Account	0.00%		\$10,231.83	Liberty
ACH Pymt Account	0.00%		\$1,691.72	Liberty
Rent Depository Account	0.00%		\$5,585,330.58	Bank of Labor
Rent Bank Deposit Accounts	0.019%		\$382,873.00	Various Rent Banks
Homeless Prevention Program	0.049%		5,502.38	Bank of Labor
Sponsorship Program	0.019%		20,260.65	Bank of Labor
Section 8 Checking	0.00%		446,456.72	Bank of Labor
EPC Replacement Reserve Acct	0.15%		\$38,910.97	Liberty
Family Self Sufficiency	0.019%		\$66,583.40	Bank of Labor
KCKHA Debt Service Account			\$621,663.04	Deutsche Bank
CD#120245349	1.30%	03/01/23	\$500,000.00	Bank of Labor

(a) Represents Rates as of January 11, 2023 provided by Banks.

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

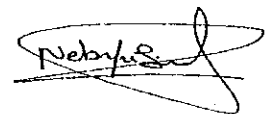


Nebyu Tilahun  
Director of Finance

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

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	<b>Rent &amp; Other Charges</b>	<b>Repayment Agreements</b>	<b>Net Total</b>
Accounts Receivable (Amounts Delinquent)	\$198,653.73	(\$76,036.93)	\$122,616.80
Total Charges to Tenants for Month			\$467,758.84
Delinquency Ratio			26.21%
Petitioned to Court			<u>3</u>
Praecipes Issued			<u>3</u>
Evictions			<u>1</u>
Pending Evictions			<u>2</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 NOVEMBER '22	
<b>*CONTRACTS*</b>	
<b>*MAINTENANCE COSTS*</b>	
American Water Treatment, Inc	\$1,071.00
American Water Treatment, Inc	\$1,071.00
BAILEY INDUSTRIAL CLEANING	\$2,685.00
BLUELINX CORPORATION	\$2,168.25
Booney's Lawn Service	\$4,915.00
CALHOUN LAWN CARE, LLC	\$7,350.00
Carpet Corner Inc.	\$10,943.34
Carpet Corner Inc.	\$6,087.60
CEI Electrical & Mechanical	\$3,545.00
Chadwell Supply, Inc	\$1,655.07
CINTAS CORPORATION No. 2	\$1,138.04
DAVID ALLEN HENDERSON DBA	\$2,590.00
DAVID ALLEN HENDERSON DBA	\$1,795.00
DAVID ALLEN HENDERSON DBA	\$1,570.00
Design Mechanical, Inc.	\$2,323.50
DORMAKABA USA INC	\$4,857.31
DOUG'S AUTO REPAIR	\$1,356.76
Ferguson Enterprises, LLC.	\$2,705.26
Ferguson Enterprises, LLC.	\$1,736.35
Ferguson Enterprises, LLC.	\$1,552.52
FSP, LLC	\$1,600.00
H.D. Supply	\$3,668.03
Home Depot Pro-SupplyWorks	\$2,916.21
Home Depot Pro-SupplyWorks	\$2,699.64
James Hanson dba Jim's Services	\$3,075.00
James Hanson dba Jim's Services	\$1,375.00
Johnson Controls Inc.	\$3,349.40
KEMPKES CONTRACTORS, LLC	\$3,625.00
KEMPKES CONTRACTORS, LLC	\$2,815.00
Klemp Electric Mach. Co. Inc.	\$1,146.60
Klemp Electric Mach. Co. Inc.	\$1,086.03
Lowes	\$4,041.33
Martin Mechanical Corporation	\$4,945.15
McCray Lumber & Millwork	\$2,882.66
Mcqueeny Group Inc	\$3,565.94



[illegible]

	AT&T	\$11,537.12
	Charter Communications	\$1,438.20
	ENTERPRISE FM TRUST	\$5,261.77
	Equifax Workforce Solutions LLC	\$7,241.44
	Evans & Mullinix, P.A.	\$10,269.50
	Holly Duff	\$3,100.00
	Housing Authority Risk Retention Group	\$58,338.98
	Housing Insurance Serv. Inc.	\$104,634.00
	Johnson Controls Inc.	\$10,191.00
	MASTERCARD	\$6,387.24
	MT. Carmell Redevelopment Corp., Inc	\$1,200.00
	OFFICE ESSENTIALS, INC	\$6,340.37
	ONLINE INFORMATION SERVICES, INC	\$1,442.60
	PayLease, LLC	\$2,972.83
	Rachelle L. Huddleston	\$1,500.00
	The Learning Club	\$1,200.00
	The Nelrod Company	\$26,848.00
	U.S BANK EQUIPMENT FINANCE	\$3,776.48
	Verizon Wireless	\$2,206.84
	WEX BANK DBA WRIGHT EXPRESS FSC	\$6,128.81
	WILLIAM W. HUTTON ATTORNEY AT LAW	\$1,925.00
	WILLIAM W. HUTTON ATTORNEY AT LAW	\$1,750.00
	<b>*MODERNIZATION*</b>	
	Infinity Group LLC ( Contractor Payment Plaza Tower Interior Modernization)	\$247,428.00
	MEI TOTAL ELEVATOR SOLUTIONS ( Contractor Payment Bethany Elevator Modernization)	\$368,826.12
	Professional Environmental Engineers, Inc ( Contractor Payment lead based paint inspection and assessment)	\$45,885.82
	Western Waterproofing Co., Inc DBA ( Contractor Payment for Maintenance Facility Roof )	\$10,740.00
	Sherwin-Williams Co ( Plaza Tower Cove base and adhesive.)	\$2,742.30

[illegible]

<b>Kansas City, Kansas Housing Authority</b>	
Payments Over \$1,000.00	
For The Month of DECEMBER '22	
<b>*CONTRACTS*</b>	
<b>*MAINTENANCE COSTS*</b>	
AMERICAN DIGITAL SECURITY, LLC	\$1,286.54
CINTAS CORPORATION No. 2	\$1,043.32
CITRIN COOPERMAN & COMPANY	\$2,500.00
Clifford Power System Inc	\$1,065.94
DAVID ALLEN HENDERSON DBA	\$2,590.00
DAVID ALLEN HENDERSON DBA	\$2,570.00
DAVID ALLEN HENDERSON DBA	\$1,295.00
Design Mechanical, Inc.	\$1,211.50
Envirotech Heating and Cooling	\$3,950.00
F & C REMODELING & CLEANING SERVICE	\$1,700.00
Ferguson Enterprises, LLC.	\$1,397.90
GE APPLIANCES, A HAIER COMPANY	\$1,275.00
Gold Star Flooring & More, Inc	\$1,735.00
H.D. Supply	\$5,417.58
James Hanson dba Jim's Services	\$2,075.00
KEMPKE CONTRACTORS, LLC	\$4,965.00
LAWRENCE PEST CONTROL COMPANY, INC	\$5,057.50
Lowes	\$5,044.09
MEI TOTAL ELEVATOR SOLUTIONS	\$5,887.64
MEI TOTAL ELEVATOR SOLUTIONS	\$5,495.13
MIDWEST BED BUG SERVICES	\$3,000.00
MIDWEST BED BUG SERVICES	\$1,100.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$4,360.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$4,260.00
REPUBLIC SERVICES #468	\$2,031.43
Stanion Wholesale Elec. Co.	\$7,361.68
STEVENS SERVICE LLC	\$7,470.00
STEVENS SERVICE LLC	\$2,580.00
STEVENS SERVICE LLC	\$2,490.00
SUTTON REMODELING, LLC	\$8,775.00
Waste Management	\$5,625.84
<b>*MISCELLANEOUS*</b>	

	AT&T	\$11,048.60
	Charter Communications	\$1,438.20
	ConvergeOne, Inc	\$14,981.20
	ENTERPRISE FM TRUST	\$6,155.36
	Equifax Workforce Solutions LLC	\$3,371.85
	GREYCASTLE SECURITY	\$24,000.00
	Johnson Controls Inc.	\$67,083.00
	MASTERCARD	\$6,961.04
	McCRIGHT & ASSOCIATES, LLC	\$1,511.00
	U.S BANK EQUIPMENT FINANCE	\$2,789.22
	Verizon Wireless	\$2,422.32
	WEX BANK DBA WRIGHT EXPRESS FSC	\$5,760.86
	WILLIAM W. HUTTON ATTORNEY AT LAW	\$1,750.00
	<b>*MODERNIZATION*</b>	
	Ferguson Enterprises, LLC. ( Plaza Tower ADA Bath Faucets )	\$1,806.24
	HEARTLAND FOUNDATIONS SOLUTIONS LLC ( Contractor Payment for K1-7 Retaining Wall )	\$89,275.88
	Professional Environmental Engineers, Inc ( Contractor Payment for lead based paint inspections and assessment )	\$30,512.25
	Sherwin-Williams Co ( Plaza Tower Ceiling and Wall Paint )	\$5,298.00
	Spartan Ram Jack ( Contractor Payment for Foundation Repair)	\$8,293.60
	<b>*PAYROLL COSTS*</b>	
	Blue Cross Blue Shield Of KC	\$100,477.36
	Colonial Life & Accident Ins	\$3,370.46
	Delta Dental	\$4,450.66
	Kansas Payment Center	\$1,130.42

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**Kansas City, Kansas Housing Authority**  
**Operating Income and Expenditure**  
**For the Period Ended November 30, 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	ROSS YR TO DATE	TOTAL YR TO DATE	%	TOTAL BUDGET
<b>OPERATING INCOME:</b>														
Dwelling Rent				\$5,323,671.03	68%	\$4,906,135.00						\$3,323,671.03	68%	\$4,906,135.00
Fraud Recovery Income												\$44,185.46		
Interest Income	\$986.66	519%	\$190.00	\$756.17	92%	\$820.00	\$44,185.46					\$1,742.83	173%	\$1,010.00
Tenant Income				\$207,110.92	79%	\$260,674.00						\$207,110.92	79%	\$260,674.00
Transfer from CFP						\$1,097,012.00								\$1,097,012.00
Other Income	\$396,781.98	55%	\$724,169.00	\$95,302.42	225%	\$42,408.00	\$5,987.44					\$498,071.84	65%	\$766,377.00
Fee for Services - COCC	\$1,129,774.65	71%	\$1,580,215.00							\$45,760.69	\$16,546.57	\$1,129,774.65	71%	\$1,580,215.00
Grant Income												\$45,760.69		
Management Fees	\$1,240,977.63	70%	\$1,771,135.00									\$1,240,977.63	70%	\$1,771,135.00
Total Operating Income	\$2,768,520.92	68%	\$4,075,709.00	\$3,626,840.54	58%	\$6,307,049.00	\$50,172.90			\$45,760.70	\$16,546.57	\$6,491,295.05	63%	\$10,382,758.00
Operating Subsidy				\$7,060,408.00	77%	\$9,199,789.00						\$7,060,408.00	77%	\$9,199,789.00
Section 8 Admin Fees							\$639,156.00	75%	\$856,733.00			\$639,156.00	75%	\$856,733.00
Total Operating Receipts	\$2,768,520.92	68%	\$4,075,709.00	\$10,687,248.54	69%	\$15,506,838.00	\$689,328.90	80%	\$856,733.00	\$45,760.70	\$16,546.57	\$14,190,859.05	69%	\$20,439,280.00
<b>OPERATING EXPENSES:</b>														
Administrative Salaries	\$700,713.85	67%	\$1,046,838.00	\$751,314.10	59%	\$1,283,465.00	\$196,166.47	48%	\$411,663.00	\$27,148.54	\$11,831.67	\$1,673,342.96	61%	\$2,741,966.00
Management Fees				\$1,054,577.13	66%	\$1,597,338.00	\$186,400.50	63%	\$296,750.00			\$1,240,977.63	66%	\$1,894,088.00
Other Admin Expenses	\$174,354.16	76%	\$228,199.00	\$173,665.52	41%	\$422,055.00	\$39,027.94	57%	\$68,550.00			\$387,047.62	54%	\$718,804.00
<b>Tenant Services</b>														
Tenant Services Salaries				\$38,598.68								\$38,598.68		
Resident Assoc Expenses				\$4,271.86	17%	\$25,233.00						\$4,271.86	17%	\$25,233.00
Other Expenses				\$3,886.90	23%	\$16,830.00						\$3,886.90	23%	\$16,830.00
Total Utilities	\$32,325.89	64%	\$50,728.00	\$1,895,230.80	65%	\$2,900,853.00						\$1,927,556.69	65%	\$2,951,581.00
Maintenance Salaries	\$751,368.10	56%	\$1,332,240.00	\$1,042,749.95	61%	\$1,721,375.00						\$1,794,118.05	59%	\$3,053,615.00
Maint Materials	\$531,550.29	364%	\$91,188.00	\$401,086.21	46%	\$875,543.00	\$2,193.12	19%	\$11,691.00			\$754,829.62	75%	\$978,422.00
Fee for Services - COCC				\$1,129,774.65	71%	\$1,580,215.00						\$1,129,774.65	71%	\$1,580,215.00
Other Maint Contracts	\$74,510.55	50%	\$150,018.00	\$1,131,087.39	69%	\$1,638,934.00	\$23,018.59	67%	\$34,430.00			\$1,228,616.53	67%	\$1,823,382.00
Other Security Expense				\$75,244.65	36%	\$208,748.00						\$75,244.65	36%	\$211,248.00
Insurance				\$83,790.36	78%	\$106,995.00						\$83,790.36	69%	\$759,904.00
Terminal Leave Payments							\$27,221.25	102%	\$26,753.00					
Employee Benefit Contributions	\$463,848.05	53%	\$877,135.00	\$679,905.35	57%	\$1,184,811.00	\$66,413.18	44%	\$151,775.00	\$18,612.16	\$4,714.90	\$1,228,788.74	56%	\$2,213,721.00
Collection Losses				\$166,025.31	82%	\$201,556.00						\$166,025.31	82%	\$201,556.00
Interest Expense				\$340,992.68	60%	\$566,464.00						\$340,992.68	60%	\$566,464.00
Other General Expense	\$6,113.70			\$23,356.52	#####	\$224.00	\$18,611.12	169%	\$11,001.00			\$48,081.34	428%	\$11,225.00
Total Routine Expenses	\$2,618,584.95	67%	\$3,885,841.00	\$9,284,254.42	63%	\$14,829,800.00	\$559,052.17	55%	\$1,012,613.00	\$45,760.70	\$16,546.57	\$12,507,652.24	63%	\$19,728,254.00
<b>COVID</b>														
Casualty Losses - Net														
Total Operating Expenses	\$2,545,039.61	65%	\$3,885,841.00	\$9,283,466.42	63%	\$14,829,800.00	\$559,052.17	55%	\$1,012,613.00	\$45,760.70	\$16,546.57	\$12,433,318.90	63%	\$19,728,254.00
Prior Year Adjustments														
Total Operating Expenditures	\$2,545,039.61	65%	\$3,885,841.00	\$9,283,466.42	63%	\$14,829,800.00	\$559,052.17	55%	\$1,012,613.00	\$45,760.70	\$16,546.57	\$12,433,318.90		\$19,728,254.00
Gain/(Loss) from Operations	\$223,481.31		\$189,868.00	\$1,403,782.12		\$677,038.00	\$130,276.73		(\$155,880.00)			\$1,757,540.15		\$711,026.00

\*\*\* November is the 8th month of the Fiscal Year Ending March 31st  
 \*\*\* Percentage 66.67% or 8/12th of the year

Nebyu Tilahun, Director of Finance

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

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

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
11/01/22	138	20	158	5	5	0	15
11/02/22	76	16	92	3	3	0	13
11/03/22	112	17	129	6	6	0	11
11/04/22	125	15	140	4	4	0	11
11/08/22	150	12	162	4	4	0	8
11/09/22	115	17	132	4	4	0	13
11/10/22	102	19	121	3	3	0	16
11/14/22	83	14	97	2	2	0	12
11/16/22	69	16	85	3	3	0	13
11/17/22	91	11	102	3	3	0	8
11/18/22	47	15	62	5	5	0	10
11/21/22	107	17	124	4	4	0	13
11/22/22	94	11	105	5	5	0	6
11/28/22	119	13	132	6	6	0	7
11/30/22	137	15	152	4	4	0	11
	1,565	228	1,793	61	61	0	167
				(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 27% of the service work orders completed
- (b) No Response 73% 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	45	78	123
Units in Mod	6	30	36
Juniper in Mod	178	0	178
Fire Units	0	0	0
Defer Maint	22	2	24
Rentable Units	23	76	99
Move-Ins	9	8	17
Move-Outs	13	17	30
Units Available	4	15	19

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

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

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
12/02/22	79	10	89	6	6	0	4
12/05/22	57	10	67	2	2	0	8
12/06/22	120	19	139	3	3	0	16
12/07/22	163	19	182	6	6	0	13
12/08/22	144	21	165	1	1	0	20
12/12/22	44	13	57	0	0	0	13
12/13/22	141	18	159	6	6	0	12
12/14/22	168	10	178	3	3	0	7
12/15/22	180	14	194	5	5	0	9
12/16/22	188	24	212	8	8	0	16
12/19/22	125	15	140	4	4	0	11
12/20/22	148	16	164	5	5	0	11
12/21/22	142	19	161	7	7	0	12
12/27/22	165	19	184	6	6	0	13
12/28/22	139	13	152	4	4	0	9
12/29/22	130	12	142	2	2	0	10
12/30/22	118	19	137	1	1	0	18
	2,251	271	2,522	69	69	0	202

(a)

(c)

(d)

(b)

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

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

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

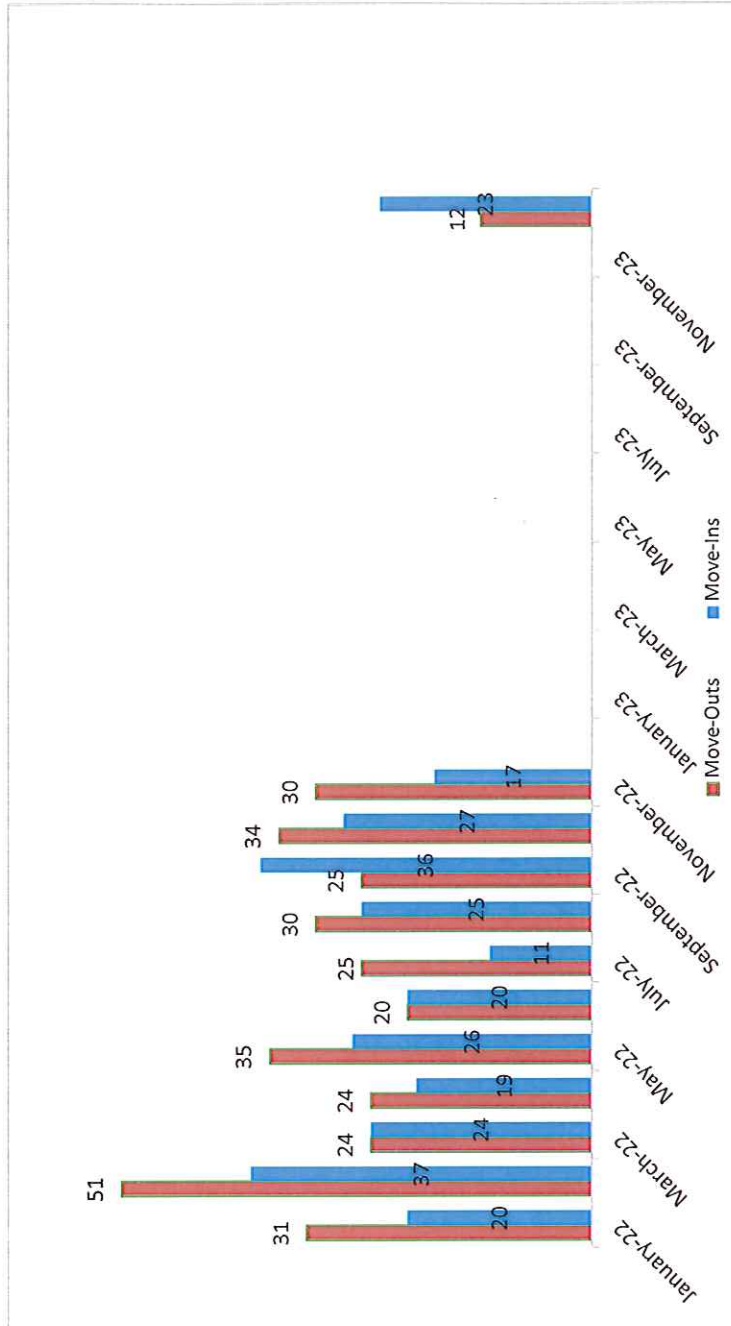
	Family	Elderly	Total
Total Vacancy	41	73	114
Units in Mod	6	30	36
Juniper in Mod	179	0	179
Fire Units	0	0	0
Defer Maint	22	1	23
Rentable Units	19	72	91
Move-Ins	9	14	23
Move-Outs	6	6	12
Units Available	10	15	25

**Kansas City, Kansas Housing Authority  
December 2022 (Rentable Units) Occupancy Report**

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	HUD APPROVED SPECIAL USE UNITS	UNITS IN MOD/Defer red	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 *M(7) D(12) JUNIPER GARDENS	265	74	-	12	179	100%	100%
K1-2 D(1) ST. MARGARETS PARK	100	93	3	1	3	97%	97%
K1-3 D(1) CYRUS K. HOLIDAY	60	53	2	1	4	97%	97%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	259	3	7	33	99%	99%
K1-5*M(2) D(1) BELROSE MANOR	90	84	2	1	3	98%	98%
K1-6 Elderly DOUGLAS HEIGHTS	101	96	4	-	1	96%	96%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	85	4	3	7	96%	96%
K1-7 D(1) SCATTERED SITES	24	24	-	-	-	100%	100%
K1-9 D(1) SCATTERED SITES	30	29	1			97%	97%
K1-10 *M(2) SCATTERED SITES	42	39	1		2	98%	95%
K1-11 M(1) D(1) GRANDVIEW PARK	40	34	3	1	2	93%	93%
K1-12 D(2) CHALET MANOR	66	47	-	2	17	100%	100%
K1-13 WELBORN VILLA	80	76	1	-	3	99%	99%
K1-14 BETHANY PARK TOWERS	153	145	3	-	5	98%	98%
K1-15 *M(6) SCATTERED SITES	20	14	-	-	6	100%	100%
K1-17*M(1) GLANVILLE TOWERS	108	103	2		3	98%	94%
K1-18 ROSEDALE TOWERS	122	114	-	-	8	100%	98%
K1-20 D(1) WESTGATE TOWERS	163	156	3	1	3	98%	96%
K1-21 D(1) SCATTERED SITES	8	8	-		-	100%	100%
K1-22 WESTGATE VILLA	20	20	-		-	100%	100%
K1-23 D(1) SCATTERED SITES	38	35	1		2	97%	97%
K1-24 M(18) PLAZA TOWERS	115	84	1		30	99%	98%
K1-25 D(1) SCATTERED SITES	12	11	1	-	-	92%	100%

**Kansas City, Kansas Housing Authority  
December 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	75	179	12		33%	33%
K1-2 D(1) ST. MARGARETS PARK	100	95	4	1		96%	94%
K1-3 D(1) CYRUS K. HOLIDAY	60	53	6	1	-	90%	90%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	260	36	6	-	88%	87%
K1-5*M(2) D(1) BELROSE MANOR	90	84	5	1		94%	94%
K1-6 Elderly DOUGLAS HEIGHTS	101	96	5	-	-	95%	93%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	85	11	3		89%	88%
K1-7 D(1) SCATTERED SITES	24	22	-	2		100%	96%
K1-9 D(1) SCATTERED SITES	30	29	1			97%	97%
K1-10 *M(2) SCATTERED SITES	42	37	5			88%	88%
K1-11 M(1) D(1) GRANDVIEW PARK	40	35	4	1	-	90%	88%
K1-12 D(2) CHALET MANOR	66	47	17	2		74%	74%
K1-13 WELBORN VILLA	80	76	4	-		95%	95%
K1-14 BETHANY PARK TOWERS	163	145	8	-		95%	96%
K1-15 *M(6) SCATTERED SITES	20	14	-	-	6	100%	100%
K1-17*M(1) GLANVILLE TOWERS	108	103	5		-	95%	94%
K1-18 ROSEDALE TOWERS	122	114	8	-		93%	96%
K1-20 D(1) WESTGATE TOWERS	163	156	6	1		96%	95%
K1-21 D(1) SCATTERED SITES	8	7	1			88%	88%
K1-22 WESTGATE VILLA	20	20	-			100%	100%
K1-23 D(1) SCATTERED SITES	38	35	3			92%	92%
K1-24 M(18) PLAZA TOWERS	115	84	1		30	99%	98%
K1-25 D(1) SCATTERED SITES	12	10	1	1		92%	83%



## **MODERNIZATION AND DEVELOPMENT REPORT** **November and December, 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 \$4,718,488.00. 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 Rise, v and Glanville Towers, K1-57 Westgate Tower Fire Alarm Panel Replacement, and K1-20 Westgate Tower Chiller Replacement.

### **CAPITAL FUND PROGRAM 2019**

The funding amount for this program is \$4,914,294.00. 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, K1-54 Scattered Site (15) Interior Modernization Phase 2, K1-57 Plaza Tower Interior

Modernization Phase 2 (floors 4, 5, and 6), and K1-54 Maintenance Facility Metal Roof Retrofit.

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

All relocations for Phase 3 Interior Modernization have been completed. However, one handicapped resident will need to be moved back to a handicapped unit once it is completed, in this final phase.

#### **CAPITAL FUND PROGRAM 2019 LEAD-BASED PAINT GRANT**

The funding amount for this grant is \$519,960.00. These grant funds are to be used for the identification, remediation and/or elimination of lead-based paint hazards in Housing Authority family developments that house children up to 6 years of age. The implementation of this grant was delayed due to Covid. The first step is a lead-based paint assessment and inspection of family developments. The Board authorized the award of a contract at the May 19th, 2022, meeting to Professional Environmental Engineers, Inc., in the amount of \$77,921.68 for a lead-based paint assessment and inspection at 14 housing authority family developments. Assessments and inspections are complete. Awaiting the remainder of the reports to determine if remediation is required.

#### **CAPITAL FUND PROGRAM 2020**

The funding amount for this program is \$5,288,808.00. 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 project is complete: Douglas Heights Elevator Modernization, and K1-52 and K1-53 Foundation Repair and Stabilization.

#### **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 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. SAC has been in communication with the Housing Authority and appears to have what is necessary to approve the disposition application. Awaiting on the disposition application approval letter from HUD.

#### **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 was issued May 27, 2022. This project is substantially complete. Punchlist items and final paperwork is pending.

#### **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 has procured environmental testing of the various projects, and Architectural and Engineering services to prepare plans for the various projects.

#### **K1-57 PLAZA TOWER INTERIOR MODERNIZATION PHASE 3 (Floors 1, 2, & 3)**

Bids were received on March 30<sup>th</sup>, 2022, for this project. The Board authorized the award of a contract at the April 22<sup>nd</sup>, 2022 meeting, to Infinity Group LLC, in the amount of \$2,398,348.00. Pre-construction meeting was held on May 3<sup>rd</sup>, 2022. A Notice to Proceed was issued on May 16<sup>th</sup>, 2022. Work on 3<sup>rd</sup> floor is nearly complete, all remodeling work is complete, painting and carpet installation is nearly complete, 3<sup>rd</sup> floor drop ceiling in hallway is complete. 3<sup>rd</sup> floor finish carpentry and electrical is underway. 2<sup>nd</sup> floor demo, framing, rough-in electrical and plumbing, fire sprinkler installation drywall installation and painting is complete. 2<sup>nd</sup> floor - cabinet installation, finish plumbing and finish electrical, finish carpentry is underway. 1<sup>st</sup> Floor work is scheduled to start on the week of January 9<sup>th</sup>, 2023.

**K1-54 SCATTERED SITES 15 INTERIOR MODERNIZATION PHASE 3 (4529, 4545, 4551, AND 4555 OAK AVENUE, AND 4515 AND 4543 PARKVIEW AVENUE)**

A bid was received on December 20<sup>th</sup>, 2022, for this project. This will be on the Board Agenda for consideration at the January 19<sup>th</sup>, 2023 Board Meeting.

**K1-56 GLANVILLE TOWER ELEVATOR MODERNIZATION**

A bid was received on December 20<sup>th</sup>, 2022, for this project. This will be on the Board Agenda for consideration at the January 19<sup>th</sup>, 2023 Board Meeting.

**CAPITAL FUND PROGRAM 2022**

The funding amount for this program is \$6,843,959.00. The public hearing and final budget were presented to the residents on December 8<sup>th</sup>, 2021. The Capital Fund Program 2022 was approved at the December 16<sup>th</sup>, 2021, 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 procuring environmental testing of the various projects, and Architectural and Engineering services to prepare plans for the various projects. These will get underway soon.

**K1-53 CHALET MANOR EMERGENCY WINDOW REPAIRS**

Board approved emergency procurement at its Board Meeting on June 16, 2022. K1-53 Chalet Manor emergency window repairs to stop water intrusion, bids were received on September 8<sup>th</sup>, 2022. A contract was awarded to Taylor Made Exteriors, LLC, contract amount will be determined by the extent of repairs needed, on a pre-determined base price. Window repairs began on November 9<sup>th</sup>, 2022. Weather is affecting progress of this project.

**K1-54 SCATTERED SITES 10 HVAC REPLACEMENT**

Bids were received on August 31, 2022, for the replacement of furnaces and air conditioning equipment at Scattered Sites 10 family development. The Board authorized the award of a contract, at the September 15<sup>th</sup>, 2022 meeting, to AAIM Services Inc, in the amount of \$451,000.00. A pre-construction meeting was held on September 30<sup>th</sup>, 2022. Notice to Proceed was issued on January 3, 2023. Work has begun and a few HVAC units have been installed.

RESIDENT INITIATIVE REPORT

JANUARY 2023

SUBMITTED BY SHARRON DAVIS-MAYS

SELF-SUFFICIENCY COORDINATOR

On November 1, 2022, I submitted a request to Toys for Tots. Unfortunately, our agency did not receive the award this year for Public Housing residents. We will try again next year. However, several community partners provided toys to the youth at St. Margaret's Park.

On November 16, 2022, I met with the residents at Rosedale Towers. During the meeting we reviewed each of the new officers' positions and duties.

On November 18, 2022, I met with the Learning Club staff to inform them of the application process and the process when a resident is terminated from housing. The Learning Club helps advocate for residents to remain in their housing so that the youth can continue living in their housing units so they will not have to change schools.

On December 2, 2022, I met with Heartland 180 which is an after-school program that provides social and emotional learning for students in middle and high school. Heartland 180 has a program entitled *Growing into Manhood*. Heartland 180 works with the young men ages 11—17 at St. Margaret's Park. This program focuses on social and emotional learning, life skills, and character development.

On December 12, 2022, I participated in a community partners engagement at Rosedale Middle school.

## Section 8 Housing Choice Voucher Program Monthly Management Report

**November and December 2022**

HOUSING CHOICE VOUCHER (HCV)																								
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		YTD Utilization		Funding	Vouchers	Funding	Average YTD Attrition	Attrition Rate
																Utilization	YTD Utilization							
July	\$4,897,158	\$866,395	\$ 260	\$ 710	\$ 858,400	\$ (7,995)	1,213	1,642	17,017	1,642	(429)	(429)	15	6	107	73.9%	102.3%	73.9%	102.3%	102.3%	15	1.2%	17	1.4%
August	\$4,030,763	\$874,896	\$ 262	\$ 718	\$ 877,701	\$ 2,805	1,207	1,642	18,224	1,642	(435)	(435)	20	11	122	73.5%	104.6%	73.5%	104.6%	104.6%	13	1.1%	18	1.5%
September	\$3,155,867	\$881,653	\$ 267	\$ 720	\$ 875,521	\$ (6,132)	1,181	1,642	19,405	1,642	(461)	(461)	22	6	191	71.9%	104.3%	71.9%	104.3%	104.3%	15	1.3%	17	1.4%
October	\$2,284,647	\$892,086	\$ 277	\$ 720	\$ 862,387	\$ (29,699)	1,174	1,655	20,579	1,655	(481)	(481)	18	13	205	70.9%	102.8%	70.9%	102.8%	102.8%	9	0.8%	16	1.4%
November	\$1,402,994	\$697,129	\$ 277	\$ 721	\$ 849,016	\$ 151,887	1,175	1,655	21,754	1,655	(480)	(480)	11	36	178	71.0%	101.2%	71.0%	101.2%	101.2%	13	1.1%	17	1.4%
December	\$716,298	\$896,711	\$ 276	\$ 722	\$ 821,671	\$ (75,040)	1,159	1,655	22,913	1,655	(496)	(496)	4	19	190	70.0%	97.9%	70.0%	97.9%	97.9%	18	1.6%	17	1.5%

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 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.

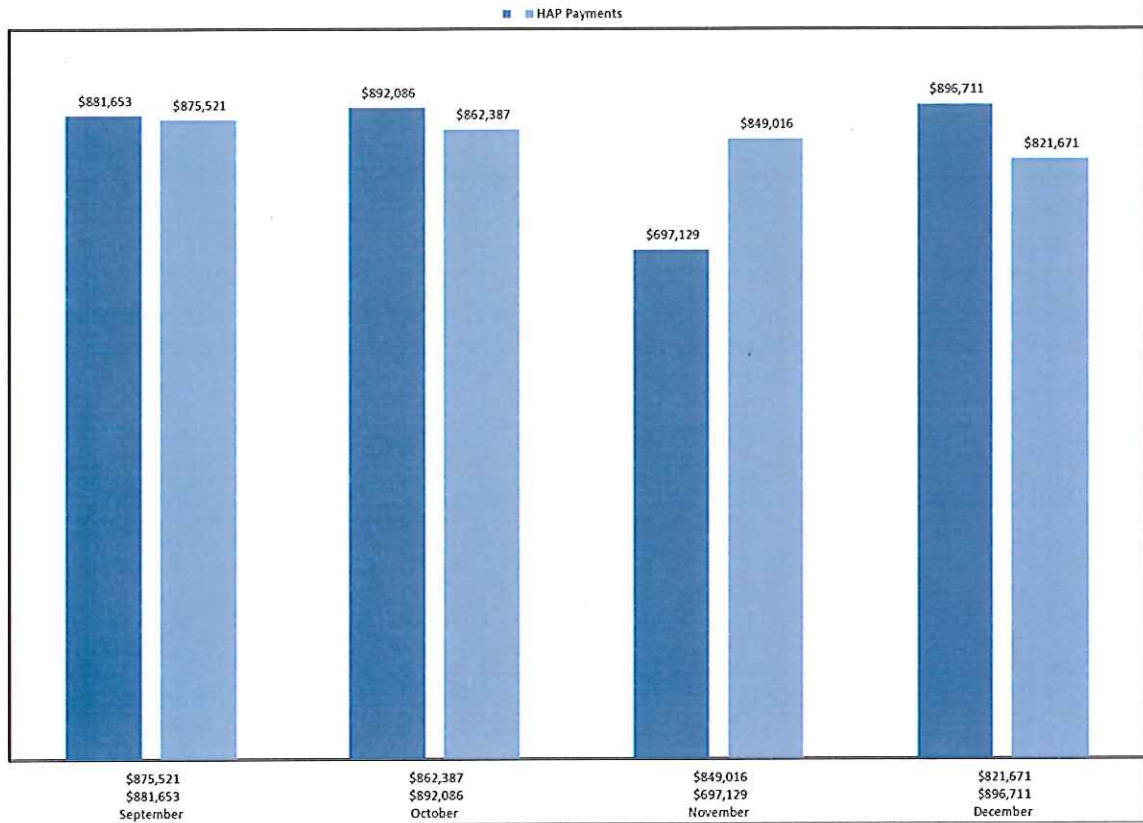
**Current Vouchers Looking:** This is the current numbers of vouchers that have been issued and the voucher holder is searching for a unit. =190

**Homeownership:** Current number of homeownership vouchers =5

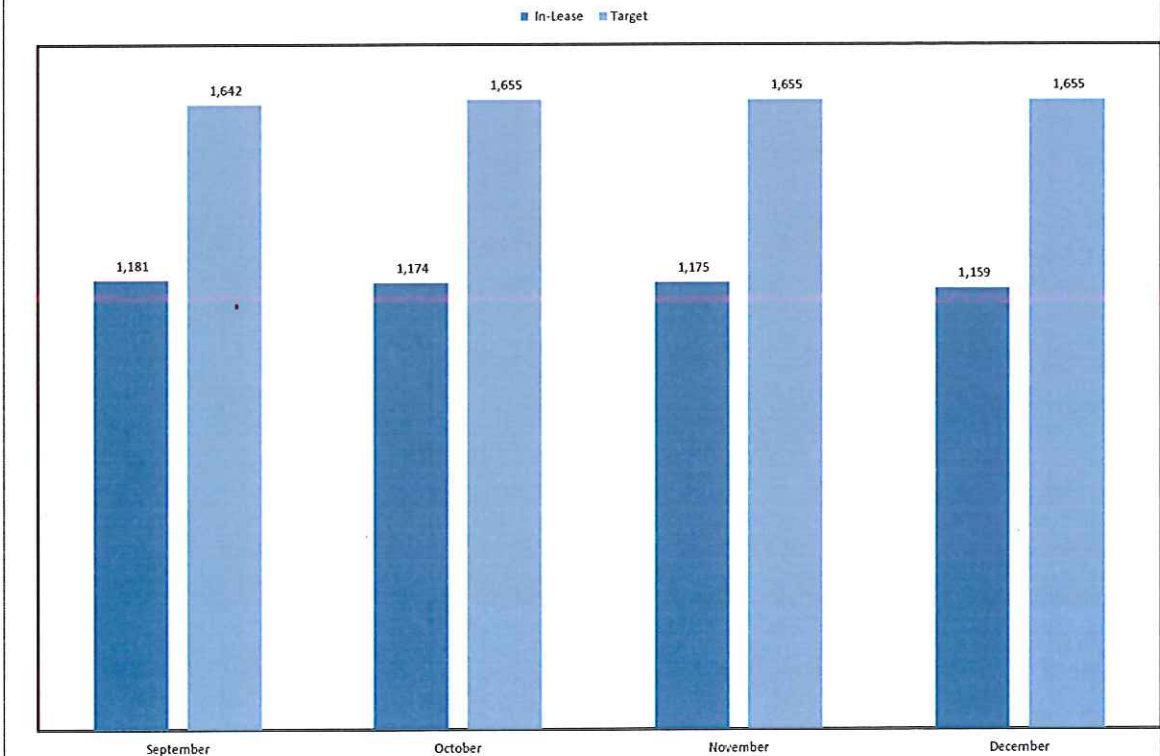
**Family Self Sufficiency Participants (FSS):** Current number of participants involved in the Section 8 Family Self Sufficiency Program . =30 enrolled

November and December 2022

Section 8 Monthly Housing Assistance Payments



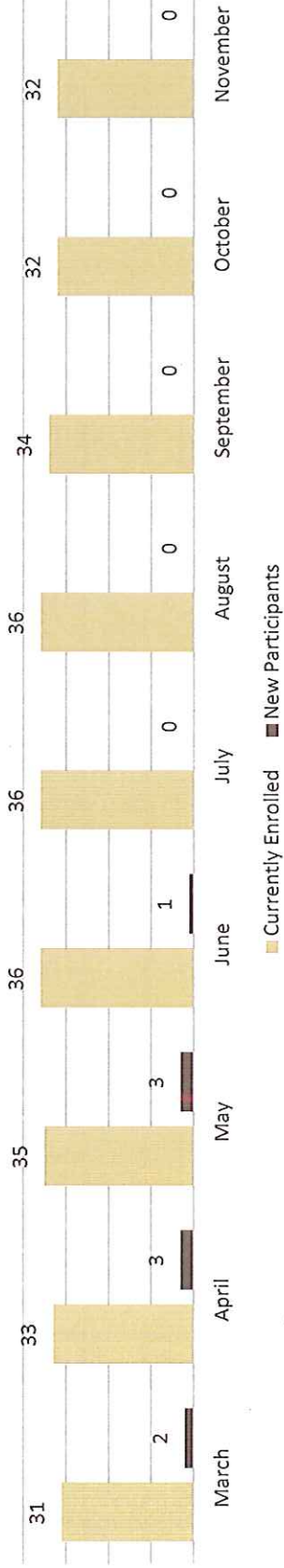
Section 8 Vouchers In-Lease and Target Leasing Rate



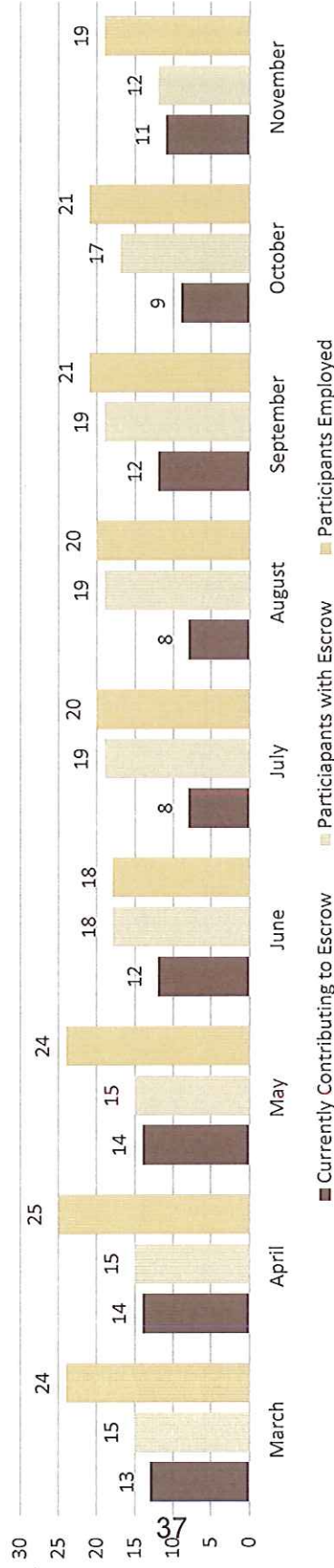




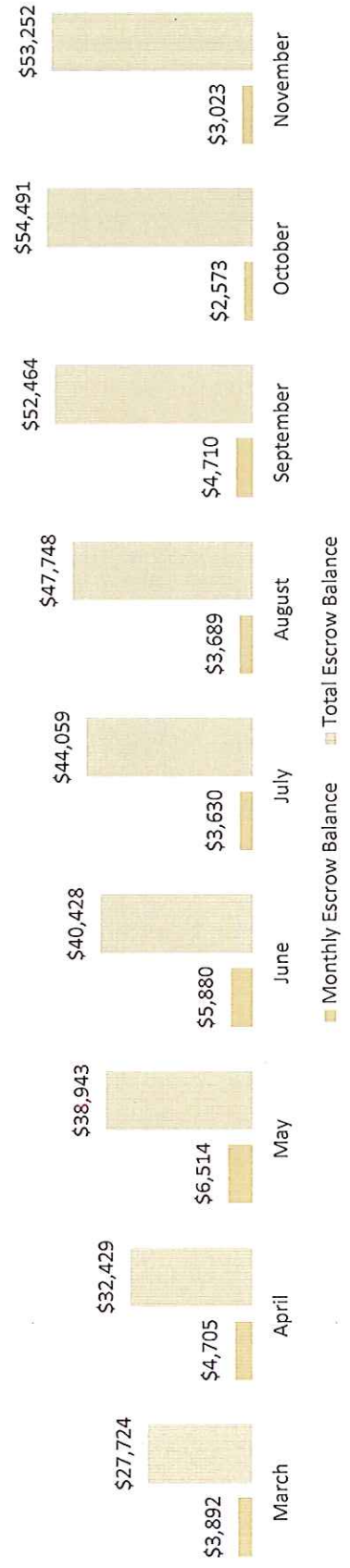
### PARTICIPANTS ENROLLED



### EMPLOYMENT AND ESCROW



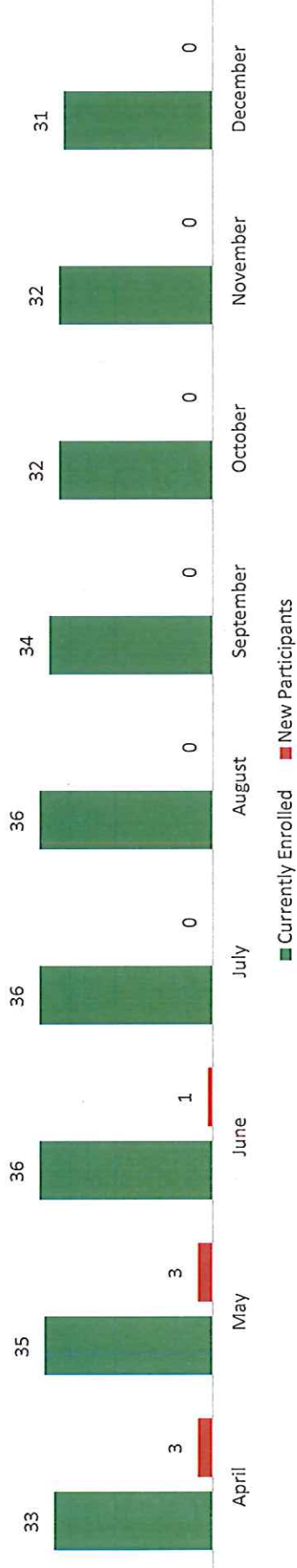
### ESCROW BALANCE



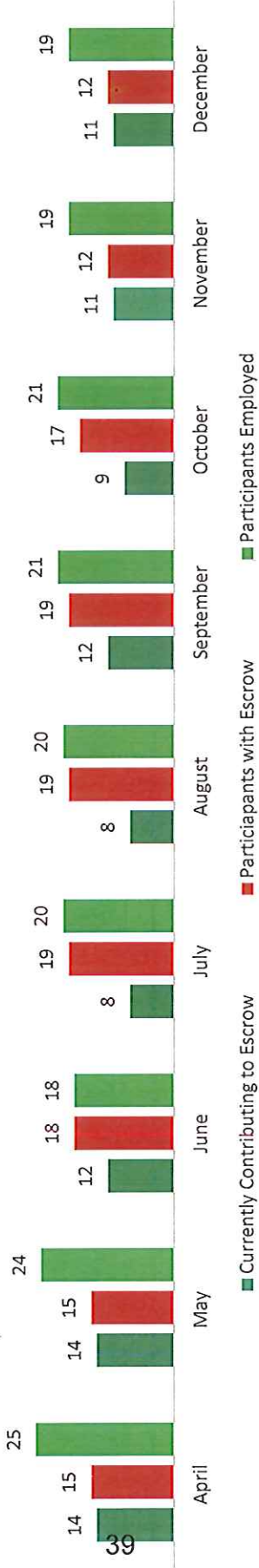




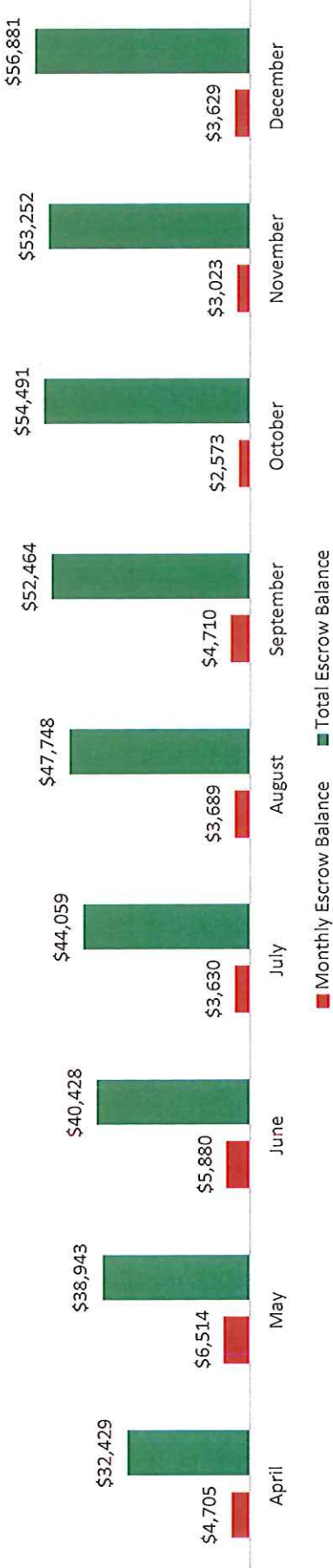
PARTICIPANTS ENROLLED



EMPLOYMENT AND ESCROW



ESCROW BALANCE



## GREAT THINGS ARE HAPPENING IN FAMILY SELF-SUFFICIENCY

Five wonderful families were selected to receive a personal gift in the form of a \$100

Visa gift card from Mayor Garner for the holiday season. Commissioner JD Rios met with each family to bless them with the gift.

Some of the participants remembered the Commissioner from when he served as Principal at their high school and had big smiles for him and clearly had good memories from that time!

One of the participants shared that she used some of the gift card to buy board games for her children for Christmas and enjoyed family game nights with them during their Christmas break.

Another participant shared she was excited to be able buy enough food for their Thanksgiving meal to include her brothers and Dad, and make their favorite sweet potato pie!

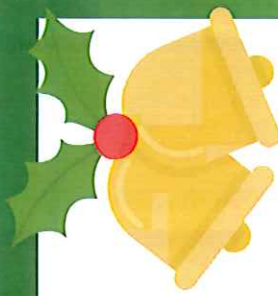


Happy  
**THANKSGIVING**





## Great Things Are Happening In Family Self-Sufficiency



Toys and toys and toys, oh my! FSS received a toy donation from Toys for Tots.

Wrapping paper, tape, scissors, bows, gift tags, gift bags and tissue paper were also donated. Families were offered one gift per child with all the goodies to wrap or bag the gifts.



Participant C. Bradley was referred to Flourish Furnishings through Avenue of Life. She was able to pick out furniture and household items for her whole house, along with Christmas decorations. Flourish Furnishings delivered her items to her new rental home just in time for Christmas!



Christmas blessings in abundance! This family was adopted for Christmas. The children wrote their letters to Santa and he showed up with Mrs. Claus to personally deliver the gifts with the help of the Station 14 Fire Department crew!



**RESOLUTION NUMBER NO. 2023-01**

**AUTHORITY TO ACCEPT THE BID AND AUTHORIZE A CONTRACT FOR THE INTERIOR MODERNIZATION OF 4529, 4545, 4551, AND 4555 OAK AVENUE, AND 4515 AND 4543 PARKVIEW AVENUE AT K1-54 (15) SCATTERED SITES IN KANSAS CITY, KANSAS WITH TAYLOR MADE EXTERIORS LLC**

**WHEREAS** interior modernization of at 4529, 4545, 4551, and 4555 Oak Avenue, and 4515 and 4543 Parkview Avenue are needed; and

**WHEREAS** bids for the interior modernization of at 4529, 4545, 4551, and 4555 Oak Avenue, and 4515 and 4543 Parkview Avenue were solicited and received on December 20<sup>th</sup>, 2022; and

**WHEREAS** a bid was received from:

Taylor Made Exteriors LLC.

Lee's Summit, Missouri; and

**WHEREAS** the bid was opened and tabulated by the architect and Kansas City Kansas Housing Authority staff; and

**WHEREAS** staff and architect are recommending acceptance of the responsive bid submitted by Taylor Made Exteriors LLC. and authorize a contract in the amount of the base bid of \$470,488.97 for the interior modernization at 4529, 4545, 4551, and 4555 Oak Avenue, and 4515 and 4543 Parkview Avenue plus any additional amounts, as needed, 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 Taylor Made Exteriors LLC in the amount of \$470,488.97 for the interior modernization of at 4529, 4545, 4551, and 4555 Oak Avenue, and 4515 and 4543 Parkview Avenue plus any additional amounts, as needed, for additional work, per the unit prices established in the bid documents, is hereby accepted.

**BE IT RESOLVED** the Housing Authority of Kansas City, Kansas is authorized to enter into a contract with Taylor Made Exteriors LLC in the amount of \$470,488.97 for the interior modernization of at 4529, 4545, 4551, and 4555 Oak Avenue, and 4515 and 4543 Parkview Avenue plus any additional amounts, as needed, for additional work, per the unit prices established in the bid documents.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** the Board of Commissioners does hereby approve Resolution Number 2023-01.

**X**

---

Matthew T. Watkins  
Chairman

**X**

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Andrea Tapia  
Executive Director/CEO

**New Business Consent Item:** Authorize acceptance of the bid submitted and authorize a contract for interior modernization of six houses at Scattered Sites 54 (15), located at 4529, 4545, 4551, and 4555 Oak Avenue, and 4515 and 4543 Parkview Avenue in Kansas City, Kansas with Tailor Made Exteriors LLC.

Resolution Number No. 2023-01

**Background:**

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

**Current Issue:**

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

The Invitation to Bid was advertised in the Kansas City Star, The Call, and Dos Mundos. The Invitation to Bid was posted on the Housing Authority's web site and mailed to contractors reporting services. Also, the Invitation to Bid was mailed directly to 191 general contractors and Section 3 contractors. Four contractors picked up plans for this project.

A pre-bid conference was held on November 30, 2022, to answer questions, and any interested contractors were given an opportunity to visit the six houses on December 1, 2022.

A bid was opened, on December 20, 2022 at 2:00 pm. One contractor bid on this project:

Taylor Made Exteriors LLC

Lee's Summit, MO.

Taylor Made Exteriors LLC. base bid for the six houses of \$470,448.97 plus five aggregate prices of \$25,227.92, for a total bid of \$495,626.89. The low bidder is to be determined by the total of the base bids for the six houses plus five aggregate prices; Aggregate No. 1: Replace rim joist with new insulated rim joist system, cost to replace 100 linear feet, \$5,712; Aggregate No. 2: Replace sole plate with new insulated sole plate system, cost to replace 100 linear feet, \$10,612; Aggregate No. 3: Replace floor joists with new floor joist system, cost to replace 100 linear feet, \$5,712; Aggregate No. 4: Replace existing interior doors with new pre hung door, frame, and hardware, cost to replace 12 doors, \$2,790; and Aggregate No. 5: Replace damaged drywall, cost to replace 120 square feet, \$451.92, for a total aggregate prices of \$25,227.92. The aggregate prices will establish a unit price to be used for actual replacement needed.

Taylor Made Exteriors LLC has been in business for 20 years. The Housing Authority has previous experience with this contractor with good results. The architect and staff have checked references with positive comments received. There is \$501,497 in the 2021 Capital Fund Programs budgeted for this project. The architect estimate for this work is \$637,688.34.

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

Richard Mullin

Owner and President

Since only one bid was received, HUD regulations and Housing Authority's procurement policy requires that a cost analysis be completed. The architect and staff met to perform a cost analysis of the bid received. The current bid was compared to the bids for Phase 1 and Phase 2 at this same development. Even though the current bid is several thousand dollars higher per house than the previous bids, the amount is not significant and could be attributable to the current construction climate. Therefore, it was concluded that the current bid is reasonable and that there would be no benefit to the Housing Authority in rebidding this project.

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 bid submitted by Taylor Made Exteriors LLC and authorize a contract in the amount of the total of all base bids for the 6 houses totaling \$470,448.97 for the interior modernization of at 4529, 4545, 4551, and 4555 Oak Avenue, and 4515 and 4543 Parkview Avenue plus any additional amounts, as needed, for additional work per the unit price established in the bid documents.

Attached is a resolution that will authorize the acceptance of the bid and authorize a contract with Taylor Made Exteriors LLC. for the interior modernization of at 4529, 4545, 4551, and 4555 Oak Avenue, and 4515 and 4543 Parkview Avenue in the amount of \$470,448.97 plus any additional amounts, as needed, for additional work, per the unit price established in the bid documents.

Staff recommends approval of this resolution.

**Board Action:**

Approve Resolution No. 2023-01, if appropriate.



# BID TABULATION SHEET

K1-54 SCATTERED SITES 15 INTERIOR MODERNIZATION (6 HOUSES) PHASE 3

2:00PM CST, DECEMBER 22, 2022

Tailor Made Exteriors Bid	
Acknowledge Addendum #1	Yes
Completed Bid form	Yes
Completed bid Bond	Yes
Current UG Occupation License,	Yes
Non Collusive Affidavit	Yes
Previous Participation Statement	Yes
Representations Certifications & Other Statements of Bidders	Yes
Contractors Qualification Statement	Yes
Base Bid for 4529 Oak Avenue	\$80,330.09
Base Bid for 4545 Oak Avenue	\$84,280.90
Base Bid for 4551 Oak Avenue	\$78,316.71
Base Bid for 4555 Oak Avenue	\$77,174.21
Base Bid for 4515 Parkview Avenue	\$75,173.53
Base Bid for 4543 Parkview Avenue	\$75,173.53
<b>Total Base Bid</b>	<b>\$470,448.97</b>
Unit Cost #1 Rim Joist per Lineal Foot/ Aggregate for 100 Lineal Feet	\$57.12 / \$5,712.00
Unit Cost #2 Insulated Sole Plate per Lineal Foot / Aggregate for 100 Lineal Foot	\$106.12 / \$10,612.00
Unit Cost #3 New Floor Joist per Lineal Foot / Aggregate for 100 Lineal Feet	\$57.12 / \$5,712.00
Unit Cost #4 Install Owner Supplied Door and Hardware / Aggregate for 12 Doors	\$155.00 / \$2,790.00
Unit Cost #5 Additional Drywall System per Square Foot / Aggregate for 120 Square Feet	\$3.77 / \$451.92
Unit Cost #6 Deduct Outdoor BPU Work for each Building	(\$3,597.88)
<b>Total Aggregate Cost #1 to #5</b>	<b>\$25,227.92</b>
<b>Total Base Bid Plus Aggregates #1 to #5</b>	<b>\$495,676.89</b>

**RESOLUTION NO. 2023-02**

**AUTHORITY TO ACCEPT THE BID AND AUTHORIZE A CONTRACT FOR THE  
MODERNIZATION OF ELEVATOR EQUIPMENT AT K1-56 GLANVILLE TOWERS  
LOCATED AT 730 NEBRASKA AVENUE IN KANSAS CITY, KANSAS WITH  
MEI TOTAL ELEVATOR SOLUTIONS**

**WHEREAS** elevator modernization is needed at K1-56 Glanville Towers; and

**WHEREAS** bids for elevator modernization were solicited and received on December 20, 2022; and

**WHEREAS** one bid was received from:

MEI Total Elevator Solutions

Mankato, Minnesota; and

**WHEREAS** the bid was opened and tabulated by the architect and Kansas City Kansas Housing Authority staff; and

**WHEREAS** the staff and the architect have evaluated the bid submitted and are recommending acceptance of the bid submitted by MEI Total Elevator Solutions for elevator modernization at K1-56 Glanville Towers in the amount of \$834,481.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the bid submitted by MEI Total Elevator Solutions for elevator modernization at K1-56 Glanville Towers in the amount of \$834,481 is hereby accepted.

**BE IT RESOLVED** the Housing Authority of Kansas City, Kansas is authorized to enter a contract with MEI Total Elevator Solutions for elevator modernization at K1-56 Glanville Towers in the amount of \$834,481.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** the Board of Commissioners does hereby approve Resolution No. 2023-02.

**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  
January 19, 2023

**New Business Consent Item:** Authority to Accept the Bid and Authorize a Contract for the Modernization of Elevator Equipment at K1-56 Glanville Towers located at 730 Nebraska Avenue in Kansas City, Kansas with MEI Total Elevator Solutions

Resolution No. 2023-02

**Background:**

The Kansas City Kansas Housing Authority has a service and maintenance contract with MEI Total Elevator Solutions (MEI) for service and maintenance of elevator equipment in seven of the Housing Authority high-rises.

MEI Total Elevator Solutions brought to the Housing Authority's attention that the elevator equipment at K1-56 Glanville Towers is obsolete and in need of modernization. All elevators are operational currently. Our policy is to always maintain at least one elevator operational in all our towers.

**Current Issue:**

Due to the equipment being obsolete and in need of modernization, staff following our procurement policy has hired an architect, and the architect has prepared plans. The plans would replace all elevator equipment, with nonproprietary equipment, and bring the elevator equipment up to current code.

An Invitation to Bid has been prepared, advertised in the Kansas City Star, Dos Mundos and The Call newspapers, posted on the Housing Authority's website, and mailed directly to 13 elevator companies and 191 general contractors. A pre-bid conference was held on December 1, 2022 to answer questions and give contractors an opportunity to view the elevators at Glanville Tower.

Bids were opened on December 20, 2022. One bid was received:

MEI Total Elevator Solutions

Mankato, Minnesota

**MEI Total Elevator Solutions submitted a base bid of \$834,481.**

MEI Total Elevator Solutions has been in business since 1971. The Housing Authority has previous experience with this contractor with satisfactory results. The architect and staff have checked references with positive comments received. There is \$475,000 in the 2021 Capital Fund Program and \$475,000 in the 2022 Capital Fund Program budgeted for this project. The architect's estimate for this work is \$819,840.

MEI Total Elevator Solutions and its principal do not appear on the List of Parties Excluded from Federal Procurement or Nonprocurement Programs. The principals are:

Rick Lowenberg  
Dave Grosland  
John Romnes

President  
CFO  
CEO

Ron Romnes  
Steve Romnes

Executive VP  
Business Development VP

Since only one bid was received, HUD Regulations and Housing Authority's procurement policy require a cost analysis be conducted of the bid. Staff requested a breakdown of the bid from MEI and requested costs for similar elevator modernization work at other locations in the area, to compare to the Glanville Towers bid. After review of the breakdown of the bid cost, costs for other modernization work in the area, and staff's discussion with MEI. Staff has determined that the bid for the elevator modernization at Glanville Towers is reasonable.

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, bid submitted by MEI Total Elevator Solutions and authorizing a contract in the amount of the base bid of \$834,481.

Attached is a resolution that will authorize the acceptance of the bid and authorize a contract with MEI Total Elevator Solutions, for elevator modernization at K1-56 Glanville Towers in the amount of the base bid of \$834,481.

Staff recommends approval of this resolution.

**Board Action:**

Approve Resolution No. 2023-02, if appropriate.

## RESOLUTION NO. 2023-03

AUTHORIZE ACCEPTANCE OF THE PROPOSAL SUBMITTED AND AUTHORIZE A CONTRACT FOR ARCHITECTURAL SERVICES FOR INTERIOR MODERNIZATION OF K1-56 ROSEDALE TOWERS LOCATED AT 2314 WEST 39<sup>TH</sup> AVENUE IN KANSAS CITY, KANSAS, WITH DAVIDSON AND ASSOCIATES, INC.

**WHEREAS** Architectural and Engineering Services are needed for the Kansas City Kansas Housing Authority Capital Fund Improvement Projects; and

**WHEREAS** Request for Proposals for architectural and engineering services improvement projects were solicited and received on December 19, 2022; and

**WHEREAS** proposals were received from:

1919 Architects	Rockford, ILL ( <i>submitted late not considered</i> )
Davidson and Associates, Inc.	Leawood, Kansas
Tompkins Architects	Lee's Summit, Missouri
Veritas Architecture and Design, LLC	Kansas City, Kansas
WSF&K Architects	Kansas City, Kansas

**WHEREAS** proposals were opened and tabulated by the Kansas City Kansas Housing Authority staff;

**WHEREAS** architectural and engineering service for K1-56 Rosedale Towers Interior Modernization requires Board approval since the contract amount is in excess of \$75,000; and

**WHEREAS** staff is recommending acceptance of the responsive proposal submitted by Davidson and Associates, Inc. for architectural services for interior modernization of K1-56 Rosedale Towers in the amount of \$86,367 for architectural services and reimbursables not to exceed \$960 for a total contract amount of \$87,327.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the proposal submitted by Davidson and Associates, Inc. for architectural services for interior modernization of K1-56 Rosedale Towers in the amount of \$86,367 for architectural services and reimbursables not to exceed \$960 for a total contract amount of \$87,327 is hereby accepted.

**BE IT RESOLVED** the Housing Authority of Kansas City, Kansas is authorized to enter into a contract with Davidson and Associates, Inc. for architectural services for interior modernization of K1-56 Rosedale Towers in the amount of \$86,367 for architectural services and reimbursables not to exceed \$960 for a total contract amount of \$87,327.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** the Board of Commissioners does hereby approve Resolution No. 2023-03.

X

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Matthew T. Watkins  
Chairman

X

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Andrea Tapia  
Executive Director/CEO

**New Business Consent Item:** Authorize acceptance of the proposal submitted and authorize a contract for architectural services for interior modernization of K1-56 Rosedale Towers located at 2314 West 39<sup>th</sup> Avenue in Kansas City, Kansas with Davidson and Associates, Inc.

Resolution Number No. 2023-03

**Background:**

The Department of Housing and Urban Development (HUD) grants Capital Program Funding to assist Housing Authorities in the maintenance and improvement of low-income housing. To accomplish these maintenance and improvements, it is necessary to prepare plans and specifications for bidding of these improvements. Architects and Engineers are needed for the preparation of these plans and specifications.

**Current:**

Staff following our procurement policy has prepared a Request for Proposal (RFP) for Architectural and Engineering services. The RFP included six improvement projects:

- 1) K1-52 Belrose Manor, 4019 -4021 Lloyd St; K1-53 Chalet Manor, 2010-2012-2014-2016 Elmwood Avenue; K1-54 Scattered Site 10, 1034-1036 Ohio Avenue, Interior Modernization and Exterior Repair.
- 2) K1-56 Rosedale Towers Interior Modernization.
- 3) K1-58 Bonner Springs Vaughn Dale Elevator Modernization.
- 4) K1-58 Bonner Springs Vaughn Dale Structural Evaluation and Correction.
- 5) K1-55 Housing Authority Main Office Improvements.
- 6) Slope Stabilization Study and Remediation K1-52 Belrose Manor and K1-53 Douglas Heights.

The RFP was advertised in the Kansas City Star, The Call, and Dos Mundos. The RFP was posted on the Housing Authority's web site and mailed to architectural and engineering firms. The RFP was mailed directly to 191 general contractors and Section 3 contractors.

A pre-bid conference was held on December 7, 2022 to explain the proposed improvement projects and to answer questions from any interested architects or engineers.

All proposals were to be submitted December 16, 2022 at 4:00 p.m. However, due to the Housing Authority's Christmas party and closing early on December 16, 2022, the deadline for proposals was extended to December 19, 2022 at 4:00p.m. Five firms submitted proposals. However, one proposal was submitted after the deadline on the December 19, 2022, and therefore, was not considered. The five proposals are:

1919 Architects	Rockford, Illinois ( <i>submitted late not considered</i> )
Davidson and Associates, Inc.	Leawood, Kansas
Tompkins Architects	Lee's Summit, Missouri
Veritas Architecture and Design, LLC	Kansas City, Kansas
WSF&K Architects	Kansas City, Kansas

All Proposals were evaluated and scored by a committee consisting of Susan Martin and Tony Shomin. All responsive proposals were scored on the criteria established in the RFP:



Qualifications, Price, Experience, Ability to provide services in a timely manner, References and Location of Firm. See attached score sheet for scoring.

K1-56 Rosedale Towers Interior Modernization architectural services was the only architectural services proposed project that exceeded the \$75,000 dollar threshold requiring Board approval.

Therefore, staff is recommending acceptance of the proposal submitted by Davidson and Associates, Inc. for architectural services for interior modernization at K1-56 Rosedale Towers in the amount of architectural services of \$86,367 and reimbursables not to exceed \$960 for a total contract amount of \$87,327.

Attached is a resolution that will authorize the acceptance of the proposal and authorize a contract with Davidson and Associates, Inc. for architectural services for interior modernization of K1-56 Rosedale Towers in the amount of architectural services of \$86,367 and reimbursables not to exceed \$960 for a total contract amount of \$87,327.

Staff recommends approval of this resolution.

**Board Action:**

Approve Resolution No.2023-03, if appropriate.

		Davidson & Associates	1919 Architects (Submitted Late Proposal)	WSKF	Veritas	Tompkins
K1-52 Belrose Manor 4019-4021 Lloyd St.; K1-53 Chalet Manor 2011-2012-2014-2016 Elmwood Ave.; K1-54 Scattered Sites (10) 1034-1036 Ohio Ave. Interior Modernization and Exterior Repair.	Tony	210		190	no bid	250
	Sue	230		210		240
K-56 Rosedale Tower Interior Modernization.	Tony	265		185	215	no bid
	Sue	270		190	250	
K1-58 Bonner Springs Vaughn Dale Elevator Modernization	Tony	250		185	no bid	250
	Sue	255		210		265
K1-58 Structural Evaluation	Tony	270		no bid	no bid	no bid
	Sue	270				
K1-55 Housing Authority Main Office Improvements	Tony	240		255	195	230
	Sue	265		270		225
Slope Stabilization Study and Remediation	Tony	270		no bid	no bid	no bid
	Sue	270				

## RESOLUTION NO. 2023-04

AUTHORIZE ACCEPTANCE OF THE PROPOSAL AND AUTHORIZE A CONTRACT FOR REALTOR SERVICES TO ASSIST IN THE MARKETING AND DISPOSITION OF THE K1-51 JUNIPER GARDENS FAMILY DEVELOPMENT WITH NEWMARK ZIMMER

**WHEREAS** the Kansas City Kansas Housing Authority has submitted a disposition application for the disposal of Juniper Gardens to Housing and Urban Development (HUD); and

**WHEREAS** if this Disposition Application is approved, the Housing Authority would need the services of a realtor to assist in the marketing and disposition of K1-51 Juniper Gardens public housing development; and

**WHEREAS** proposals for realtor services to assist in marketing and disposition of Juniper Gardens public housing development were solicited and received on December 19, 2022; and

**WHEREAS** one proposal was received from:

Newmark Zimmer

Kansas City, Missouri; and

**WHEREAS** the proposal was opened and reviewed by Kansas City Kansas Housing Authority staff; and

**WHEREAS** staff is recommending acceptance of the proposal submitted by Newmark Zimmer and authorize a contract in the amount of 6 per cent of the sales price for Juniper Gardens public housing development for realtor services to assist in the marketing and disposition of the Juniper Gardens public housing development.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the proposal submitted by Newmark Zimmer in the amount of 6 per cent of the sales price for Juniper Gardens public housing development for realtor services to assist in the marketing and disposition of the Juniper Gardens public housing development is hereby accepted.

**BE IT RESOLVED** the Housing Authority of Kansas City, Kansas is authorized to enter into a contract with Newmark Zimmer in the amount of 6 per cent of the sales price for Juniper Gardens public housing development for realtor services to assist in the marketing and disposition of the Juniper Gardens public housing development.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** the Board of Commissioners does hereby approve Resolution No. 2023-04.

X

Matthew T. Watkins  
Chairman

X

Andrea Tapia  
Executive Director/CEO

Kansas City, Kansas Housing Authority  
Board of Commissioner's Meeting  
January 19, 2023

**New Business Consent Item:** Authorize acceptance of the proposal and authorize a contract for realtor services to assist in the marketing and disposition of the K1-51 Juniper Gardens public housing development with Newmark Zimmer

Resolution No. 2023-04

**Background:**

A Disposition Application has been submitted to Housing and Urban Development (HUD) for the approval to dispose of the K1-51 Juniper Gardens from the Kansas City Kansas Housing Authority's inventory of developments. HUD is currently reviewing this application for approval. Once this application is approved, it will be necessary to start marketing this property for sale to prospective buyers. Since this is a very large parcel of land and development, staff would like to procure a realtor service to assist in the marketing of the property to prospective buyers. The successful realtor would market Juniper Gardens to generate a list of prospective buyers. Once this list is established, the Kansas City Kansas Housing Authority would prepare another RFP for the sale of Juniper Gardens to this list of prospective buyers. Responses to this RFP would be evaluated on price, community benefit, and other criteria yet to be determined, to maximize the benefit for the Kansas City Kansas Housing Authority. It is anticipated that the realtor service would be compensated at the successful closing of the sale of Juniper Gardens through a commission on the sale of the Juniper Garden property.

**Current Issue:**

Staff following our procurement policy has prepared a Request for Proposal (RFP) for realtor services.

The RFP was advertised in the Kansas City Star, The Call, and Dos Mundos; and posted on the Housing Authority's web site. Also, the RFP was mailed directly to 40 realtor companies.

Proposals were due on December 16, 2022. However, due to the Housing Authority's Christmas party and closing early on December 16, 2022; the deadline for proposals was extended to close of business on December 19, 2022.

One proposal was received:

Newmark Zimmer

Kansas City, Missouri

Newmark Zimmer has been in business for approximately 75 years. The Housing Authority has previous experience with Newmark Zimmer with the purchase of the new maintenance facility located on Meadowlark Lane. The realtor services were very professional with good results.

Newmark Zimmer's proposal met all requirements of the RFP. Compensation for services is the standard 6 per cent of the negotiated sales price of the property. All costs for marketing of the Juniper Gardens property will be the responsibility of Newmark Zimmer.

Staff is recommending acceptance of the proposal submitted by Newmark Zimmer and would recommend entering into a contract with Newmark Zimmer for realtor services for the marketing and disposition of the Juniper Gardens public housing development.

Attached is a resolution that will authorize acceptance of the proposal and entering into a contract with Newmark Zimmer for realtor services for the marketing and disposition of K1-51 Juniper Gardens public housing development.

Staff recommends approval of this resolution.

**Board Action:**

Approve Resolution No. 2023-04, if appropriate.

**Certifications of Compliance with  
PHA Plan and Related Regulations  
(Standard, Troubled, HCV-Only, and  
High Performer PHAs)**

Resolution No. 2023-05

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 3/31/2024

**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations  
including PHA Plan Elements that Have Changed**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 2023 5-Year and/or      Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 2023, in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments (AI) to Fair Housing Choice, or Assessment of Fair Housing (AFH) when applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For PHA Plans that include a policy for site-based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2011-65);



- The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing; and
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(o)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
  10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identity, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
  11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
  12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
  13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
  14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
  15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
  16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
  17. The PHA will keep records in accordance with 2 CFR 200.333 and facilitate an effective audit to determine compliance with program requirements.
  18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
  19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
  20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
  21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
  22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Kansas City Kansas Housing Authority  
PHA Name

KS001  
PHA Number/HA Code

       Annual PHA Plan for Fiscal Year 20      

  X   5-Year PHA Plan for Fiscal Years 2023 - 2027

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Executive Director Andrea Tapia

Name Board Chairman Mathew T. Watkins

Signature

Date

Signature

Date

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

RESOLUTION NO. 2023-06

ADOPTING A NEW SALARY STUDY

WHEREAS the Housing Authority of Kansas City, Kansas' Personnel Policy provides for the periodic review of its compensation plan; and

WHEREAS the last salary comparability review was approved by the Housing Authority Board of Commissioners March 17, 2011; and

WHEREAS the Executive Director is charged with conducting these periodic reviews and recommending changes to the Board of Commissioners; and

WHEREAS the Kansas City, Kansas Housing Authority contracted with The Nelrod Company to conduct a salary comparability study of its employees; and

WHEREAS the study was conducted May 2022—September 2022 and presented to the Board of Commissioners during Executive Session on October 20, 2022; and

WHEREAS the study compared salaries and benefit programs to other entities; and

WHEREAS the study concluded the salary structure of the Housing Authority of Kansas City, Kansas should be adjusted to be consistent with those entities to which it was compared; and

WHEREAS it was determined it would be best to implement the new salary structure and ranges at the beginning of the next fiscal year April 1, 2023.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City, Kansas Housing Authority, the new salary chart is hereby approved.

NOW, THEREFORE, BE IT FURTHER RESOLVED the Board of Commissioners does hereby approve Resolution No. 2023-06.

X

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Matthew T. Watkins  
Chairman

X

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Andrea Tapia  
Executive Director/CEO

RESOLUTION NO. 2023-07

APPROVING REVISED JOB DESCRIPTIONS

WHEREAS on May 13, 2022 the Housing Authority of Kansas City, Kansas contracted with The Nelrod group to revise nine job descriptions as part of the salary study; and

WHEREAS a job description questionnaire was completed for those positions; and

WHEREAS the information provided in the questionnaires was submitted by staff and reviewed by the supervisors; and

WHEREAS Mellany Brown of The Nelrod Group and her team used the information provided to compose job descriptions for the following positions: Administrative Assistant—Mod, Administrative Manager, Director of Contract Administration, Human Resource Officer, Director of Contract Administration, Purchasing Agent, Resident Selector, Supply Clerk—Purchasing and Supply Clerk—Receiving; and

WHEREAS the revised job descriptions were completed on September 12, 2022; and

WHEREAS all job descriptions of the Housing Authority of Kansas City, Kansas were compared and verified to similarly situated positions with other housing authorities.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City, Kansas, the revised job descriptions are hereby approved.

NOW, THEREFORE, BE IT FURTHER RESOLVED the Board of Commissioners does hereby approve Resolution No. 2023-07.

X

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Matthew T. Watkins  
Chairman

X

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Andrea Tapia  
Executive Director/CEO

RESOLUTION NO. 2023-08

APPROVING PERFORMANCE APPRAISAL FORM

WHEREAS staff determined the need to upgrade its evaluation tool for measuring employee performance; and

WHEREAS the Personnel Committee worked with staff to develop a new Performance Appraisal Form; and

WHEREAS a Performance Appraisal Form was developed whereby supervisors were required to utilize job specific duties and program policies to measure employee performance for positions under their supervision; and

WHEREAS the Performance Appraisal Form was vetted before the Personnel Committee and shared with the entire Board of Commissioners.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City, Kansas, the new Performance Appraisal form is hereby approved.

NOW, THEREFORE, BE IT FURTHER RESOLVED the Board of Commissioners does hereby approve Resolution No. 2023-08.

X

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Matthew T. Watkins  
Chairman

X

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Andrea Tapia  
Executive Director/CEO