



Agenda

Housing Authority of the City of Kansas City, Kansas

Regular Meeting

Thursday, April 20, 2023
12 noon

Boardroom
1124 N. 9th Street

- I. Roll Call
- II. Approval of the Minutes
Regular Board Meeting March 16, 2023
(Pages 1—9)
- III. Executive Director's Report
(Pages 10—43)
- IV. Public Comments
Contact Jackie Randle at 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. 2023-16 Authorize acceptance of the Proposal submitted and authorize a Contract for Pest Control Services for Treatment of all Housing Authority properties with Predator Termite and Pest Control, LLC
(Pages 44 —48)
 - Resolution No. 2023-17 Authorize acceptance of the Proposal submitted and authorize a Contract to provide New Printer and Copier Equipment with a Maintenance and Servicing Plan through GFI
(Pages 49—53)
 - Resolution No. 2023-18 Authorizing a Revision to the Job Description for Assistant Director of Finance
(Pages 54—59)

VII. New Business Discussion Items: None

VIII. 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, March 16, 2023
12:30 p.m.

Boardroom
Main Office

On the 16th day of March 2023 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 (via Zoom)
Jacques Barber, Commissioner (via Zoom)
Hazel Davis, Commissioner
Raul Escarcega, Commissioner
Carla Whiteside-Hicks, Commissioner
Rachel Jefferson, Commissioner (via Zoom)
Pastor Roderick McConnell, Commissioner
*P. Anne McDonald, Commissioner
J.D. Rios, Commissioner
Chandra Ward, Commissioner
Linda Warner, Commissioner

ABSENT: None

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
Susan Martin, 504 Coordinator
Sharron Davis-Mays, Self-Sufficiency Coordinator
Jacqueline D. Randle, Executive Services Manager
Anthony J. Shomin, Director of Contract Administration
Elaine Stroud, Director of Housing Operations
Chenaye Sutton, Family Self-Sufficiency Coordinator
Nebyu Tilahun, Director of Finance

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

Judge Courtney Mikesic provided the Oath of Office to Carla Whiteside-Hicks. Chairman Watkins thanked Judge Mikesic for providing her service to the board. He then welcomed Commissioner Whiteside-Hicks and asked that she introduce herself. Commissioner Whiteside-Hicks began by saying she lives in Wyandotte County and is the Director of TANF and Early Childhood Programs for Kansas Department of Children and Families. Starting Sunday, she will be the interim Director of Economic and Employment Services in addition to her other duties, she will also have a staff in *all things food*. Commissioner Whiteside-Hicks noted she was happy to be present to look at how we help our families with housing and everything that does along with that. Chairman Watkins thanked Commissioner Whiteside-Hicks for her work which she does daily.

Chairman Watkins called for approval of the minutes of February 23, 2023. Commissioner McDonald asked that a correction be made where it shows Commissioner Escarcega both present and absent. Ms. Randle agreed to make the correction and show the Commissioner as present. Commissioner Rios made the motion to approve the minutes. Commissioner McDonald seconded the motion, and the following vote was recorded:

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

NAYS: None

ABSENT: None

ABSTAIN: Whiteside-Hicks

Motion carried.

Executive Director's Report

- Ms. Tapia welcomed Commissioner Whiteside-Hicks to the Board. She noted her report would be short to allow for the budget.
- She cited occupancy has increased as noted on page 21. She explained there are some changes since the report was printed, occupancy is up to 96% at K1-10, Welborn Villa is up to 96%, Bethany Park Towers is at 96% and Westgate Villa is up to 96%. Ms. Tapia stressed maintenance staff is working hard to get units ready for occupancy. A contractor has also been hired to help us with turning those units.
- Ms. Tapia noted the wait list had 51 individuals pulled from it March 2—10, 2023; 45 individuals completed the application and six individuals provided incomplete applications. Only one was denied housing and there was one formal denial hearing. Ten have been leased up on elderly properties.

- The Housing Choice Voucher (HCV) program continues to pull for its wait list. The number on the wait list is going down. We lost our intake officer and are looking for someone to fill the role. The wait list currently has 581 applicants, and we are looking to open the wait list sometime this summer. Currently there are 190 individuals searching for housing in Wyandotte County. They are competing with voucher holders and anyone looking for housing in Wyandotte County. There are nine new voucher holders who have leased up. An average of 29 percent of the voucher holders lease up within 30 days, 22 percent lease up within 60 days and 18 percent lease up within 90 days. Ms. Tapia will be working with the HVC Director on ways to streamline the process to speed up and encourage leasing up. We are paying out \$863,608 in Housing Assistance Payments (HAP) each month.

Public Comments

Chairman Watkins called for public comments. Ms. Randle stated there is a representative for Mr. Neely's security company, Brandon Coy, present. Mr. Coy noted he has a proposal from Heartland Security. He stated the company has been in business for eight years. The company was started by Mr. Neely who has 13 years of experience in security. Mr. Coy noted he came onboard in 2014 and has been a supervisor for six years with the company. He stated almost everyone has a background in the military or law enforcement. He has nine years in the army. Ms. Neely was in the Marines.

Ms. Randle noted that Kim Weaver asked to be present, as a guest of Commissioner Escarcega, to observe the meeting. *Ms. Weaver was not present.*

Committee Reports

Bylaws

Commissioner Barber stated the Bylaws Committee met the first part of February to discuss a draft proposal on Commissioner competency. They came up with a few changes to be made to the proposal but did not meet again to finalize those changes. The changes will be made available to the Board in time for the next meeting.

Vice-Chairman Banks asked who is responsible for the words used for the Oath of Office for the swearing in of new Commissioners. Chairman Watkins noted we have used the same template since he has been on the Board. Vice-Chairman Banks questioned if the Board is responsible for developing the Oath of Office. Chairman Watkins stated yes, he would agree the Board was responsible for developing the Oath of Office. Vice-Chairman Banks suggested the Board look

at the oath to add words due to issues of ethical behavior about confidentiality and what is needed for this Board and its unique requirement. He volunteered to look at the Oath of Office. Commissioner Jefferson asked for examples of the ethical behavior the Vice-Chairman was referencing over the years. Vice-Chairman Banks noted there have been conflicts with people on this Board or related to people who had legal issues with the Board. Chairman Watkins stated there have been people on the Board related to employees and issues that relate to confidentiality that we have had to work through. He would not mind a review of the oath before the proper committee which would be the Bylaws Committee. Commissioner Warner advised this would be more suited to an Ethic Code of Conduct that everyone signs off on. Chairman Watkins noted Commissioner Barber is attempting to add some level of responsibility in the Bylaws for Commissioner conduct. Commissioner McDonald stated that the person who is appointed should have an orientation process to discuss ethics. The Chairman noted we have an orientation process, and he may have Ruth B. the Ethics Administrator for the Unified Government, come over and explain this further to the Board. Vice-Chairman Banks offered that he was not sure we have received much of value from the Unified Government, but once sworn in, they come under the Board's governance. He mentioned, attendance, for example and what level of attendance is functional. Chairman Watkins stated he will leave this to Vice-Chairman Banks and Commissioner Barber to sort out. Commissioner Barber stated he would include Vice-Chairman Banks in the next Bylaws Committee meeting.

Finance

Commissioner McDonald stated she was not able to attend the Finance Committee meeting on Monday but was informed by Commissioner Rios that Mr. Tilahun and Mr. Alem gave an excellent and comprehensive presentation. Commissioner Rios indicated there will be a slide presentation from Mr. Tilahun and Mr. Alem. He noted they met for over two hours to discuss the budget and Ms. Randle sent out an update on the budget yesterday. Commissioner Rios noted part of the information was on employee compensation. Salaries were adjusted to meet the market rates. He stated when the Consumer Price Index fluctuates you must keep up with the market. We want to maintain market compensation and align with the market. Revenue estimations are on the conservative side. He stated employees are the backbone of the agency and should be compensated. He noted there is a cost to turn-over and the dollars should be put where we are making a difference with the labor force.

Vice-Chairman Banks asked about the increase in certain positions and what would be the normal course of action. Chairman Watkins said this budget of April 1 to March 31 is being done to keep up with inflation and a more complete report would follow when Finance does its presentation. We would get into details as we go forward. He noted that Ms. Tapia, Mr. Tilahun, or he could discuss this further

with Board members. He advised we are a \$30 Million dollar organization which employees 120 individuals and these are things Board members should champion in the community. Commissioner Jefferson stated she did not see this information in what was sent out yesterday. Chairman Watkins stated there is a breakdown in the report. Commissioner Jefferson suggested having this information in a fact sheet and made available to the Board. Ms. Tapia stated she could make this available. Commissioner McConnell asked how it is decided on how much money goes to a particular program. Commissioner Rios stated that Mr. Tilahun would discuss this during his presentation, and we could provide further information if needed at that time.

Personnel

Vice-Chairman Banks stated the Personnel Committee did not meet.

Development

Commissioner Warner provided minutes from the Development Committee meeting held yesterday, March 15, 2023. She noted that Ms. Tapia provided a property management document that showed the PHAS scores particularly as it relates to occupancy. She noted we will be at 96 percent occupancy by March 31, 2023; but the goal is 100 percent going forward. She noted that Ms. Tapia reviewed actions taken to move us to 100 percent occupancy.

The committee received information regarding the sale of Juniper Gardens and the relocation process. They are waiting for an appraisal from Newmark Zimmer which should come in next week. A price will be set, and Juniper Gardens will be on the market. The resident meeting has been held and someone is on site daily to assist the residents. Our Housing Choice voucher staff has also been meeting with residents to help with that process. Commissioner Warner advised that everything is going smoothly.

Commissioner Warner advised that the committee discussed Juniper Gardens brings in \$ 1 Million in subsidy which we must figure out how to fill that gap. There was discussion on moving our scattered sites to Section 8 voucher-based properties to increase the revenue. To this end, HUD is being asked to attend the board meeting in May which will be moved up a week early to May 11, 2023 to discuss our options. A day long board retreat will be held the following day to do strategic planning.

Commissioner McConnell noted that we discussed occupancy briefly and the Housing Authority is trying so hard to fill up the units and 1) the people they bring in cost more money and 2) Housing is bringing in dangerous characters. The Chairman noted this is more geared toward Operations and not the Development Committee. He noted there is a packet of information regarding our eligibility

process, and it will be made available to him. Ms. Tapia noted we house people in a way that is not discriminatory, and she can provide this information for Public Housing and Section 8. Commissioner Warner noted she empathies but must obey the law and not discriminate. Vice-Chairman Banks noted we use a consistent process for letting people in housing. Commissioner Rios noted that wraparound services are needed to help families and individuals meet their challenges. He believes that concerns are being addressed as time goes on. Ms. Tapia noted we have MOUs with different agencies for supportive services. We have the ROSS program, and our managers/directors work with different agencies to provide those wraparound services. Commissioner Barber noted that has always been an issue. He sympathizes with Commissioner McConnell, and he would like to see us take serious action and take an in depth look at the situation and see how we can improve this process. Commissioner McConnell noted there was arguing on his floor just last week with a new person. He asked her to quiet down, and she had a gun in her hand. The police were called. He understands you cannot hardly see what is on the cameras. The tenants have only been there a month or so. He does not carry a gun. If housing brings in these people, they can have different buildings or floors for different people. This could save Housing thousands of dollars. Chairman Watkins asked if the police showed up and Commissioner McConnell noted she was gone when the police arrived. Vice-Chairman Banks noted that we have dealt with the problem for many years and a process was developed with what we could or could not do. He stated it is an ongoing process.

Resident Participation

Ms. Davis-Mays stated she met individually with Commissioner McConnell to go over the application and screening process, and resources on the website.

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

Consent Agenda

Chairman Watkins asked if anyone would like to pull items from the consent agenda, Resolution Nos. 2023-12 and 2023-13. There being none, he called for a vote on the consent agenda items. Commissioner Rios made a motion to approve Resolution Nos. 2023-12 and 2023-13. Commissioner McDonald seconded the motion, and the following vote was recorded:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion carried.

Resolution No. 2023-12, Collection Loss Write-Offs.

This resolution requests a collection loss write-off which is presented to the Board twice a year, in March and September, which represents uncollectible dwelling rent and other charges. The other charges include maintenance charges, retroactive rent charges (resulting from unreported income) and court fees assessed during the current fiscal year. Uncollected tenant receivables can only be written off when the tenant vacates the unit according to the U.S. Department of Housing and Urban Development (HUD). This write-off requires Board approval.

RESOLUTION NO. 2023-12—COLLECT LOSS WRITE-OFFS

Resolution No. 2023-13, approving the hiring of an external auditor.

Citrin Cooperman & Company, LLP has been the Kansas City, Kansas Housing Authority's auditor since 2019 and the agency intends to change auditors every four years. A change in auditors would require board approval and this resolution seeks that approval. Our last audit was for the period ending March 31, 2022 and the report was issued December 31, 2022. Citrin Cooperman & Company, LLP will not be available to audit our books any longer. HUD requires all public housing agencies to submit year-end financial data electronically which is prepared in accordance with Generally Accepted Accounting Principles (GAAP). Each year we are also required to have our books, records and financial procedures and operations audited by an independent auditor and submitted to HUD on or before December 31st. The auditors are required to present the audit report to the Board before issuing the final report to HUD. This resolution requests approval for an RFP to be advertised and sent to prospective auditors.

RESOLUTION NO. 2023-13—PHA BOARD RESOLUTION APPROVING THE HIRING OF AN EXTERNAL AUDITOR.

Discussion Agenda

Resolution No. 2023-14, approving the Annual Operating Budget.

Mr. Tilahun thanked his assistant Mr. Alem, Ms. Tapia, senior staff, and the Finance committee for their contribution to this year's budget process. He then provided a PowerPoint presentation outlining the various steps of the budget process. Mr. Tilahun reminded the Board that the agency's fiscal year is April 1, 2023—March 31, 2024. The budget is prepared for three different cost centers: 1) Center Office Cost Center (COCC), 2) Housing Choice Voucher (HCV) and 3) Public Housing (PH). Mr. Tilahun noted the budget is based on inflation and future projections. *Commissioner McDonald leaves.*

Mr. Alem then provided information on the six Expense types: Administrative, Tenant Services, Utilities, Maintenance Services, Protection Services and General. He noted the Cost-of-Living Adjustment (COLA) would be 3 percent and we added a Human Resources (HR) and Information Technology (IT) Administration position. Ms. Stroud noted that a new line item would be added to allow the purchase of shirts for our maintenance staff to help identify them for security reasons and it will allow residents to identify staff more clearly. We currently have lanyards which are sometime tucked in and not always identifiable. A stipend has been added for maintenance employees that are on-call. They spend a week on-call and will be compensating them for that time. It averages around \$22 daily for the seven days. They will not be allowed to leave the area, drink alcohol, and attend events. This will compensate them for not leaving the area as they may not even get a call. Ms. Stroud notes this should improve morale and turnover. It will encourage more maintenance mechanic to want to be on-call, instead of using the same individuals all the time. Chairman Watkins noted there will be about \$150 added to their paycheck each time they go on-call. The report was concluded with next steps.

Commissioner Rios made a motion to approve Resolution Nos. 2023-14. Commissioner Warner seconded the motion, and the following vote was recorded:

AYES: Banks, Barber, Davis, Escarcega, Jefferson, McConnell, Rios, Ward, Warner, Watkins, Whiteside-Hicks

NAYS: None

ABSENT: McDonald

ABSTAIN: None

Motion carried.

RESOLUTION NO. 2023-14—PHA BOARD RESOLUTION APPROVING THE ANNUAL OPERATING BUDGET.

Resolution No. 2023-15, recognizing LaDora Lattimore for her valuable service to the Housing Authority of the City of Kansas City, Kansas Housing Authority

Chairman Watkins stated this resolution recognizes Commissioner Lattimore for her service to this Board. He wished her the best on her new endeavors. Her comments and passion for this agency were prevalent. She will be missed and will be in our thoughts. He ended by saying we appreciate her service to this agency.

Commissioner Rios made a motion to approve Resolution Nos. 2015. Commissioner Warner seconded the motion, and the following vote was recorded:

AYES: Banks, Barber, Davis, Escarcega, Jefferson, McConnell, Rios, Ward, Warner, Watkins, Whiteside-Hicks

NAYS: None

ABSENT: McDonald

ABSTAIN: None

Motion carried.

RESOLUTION NO. 2023-15—RECOGNIZING LADORA LATTIMORE FOR HER VALUABLE SERVICE TO THE HOUSING AUTHORITY OF THE CITY OF KANSAS CITY, KANSAS.

Chairman Watkins noted that we sent out some dates for the May board meeting. He asked the Board to move the meeting up to the second week of May (May 11, 2023 at 11am) to accommodate HUD attending the meeting which will take place an hour early. Lunch will be provided. He advised that a strategic planning meeting will take place on Friday, May 12, 2023 beginning at 8:30am or 9am. Breakfast and lunch will be provided. Hopefully the meeting will be done by 2:30pm or 3pm. There will be a facilitator. The Chairman noted he is available if anyone needs to meet. The thanked the Board for their support.

Chairman Watkins thanked Ms. Davis-Mays and wished her all the best in her retirement as this is her last meeting. He thanked her for her involvement with the residents and resident councils. Chairman Watkins said he could not count the number of lunches and celebrations he has attended with Ms. Davis-Mays, and she always brought joy and she would be missed. Ms. Tapia dittoed those comments. She told the Board there would be a retirement party for Ms. Davis-Mays and the date and time would go out to the Board.

Chairman Watkins called for adjournment, and it passed unanimously.

Motion carried.

Matthew T. Watkins, Chairman

Andrea Tapia, Executive Director/CEO

*McDonald left before voting on the Discussion agenda items.



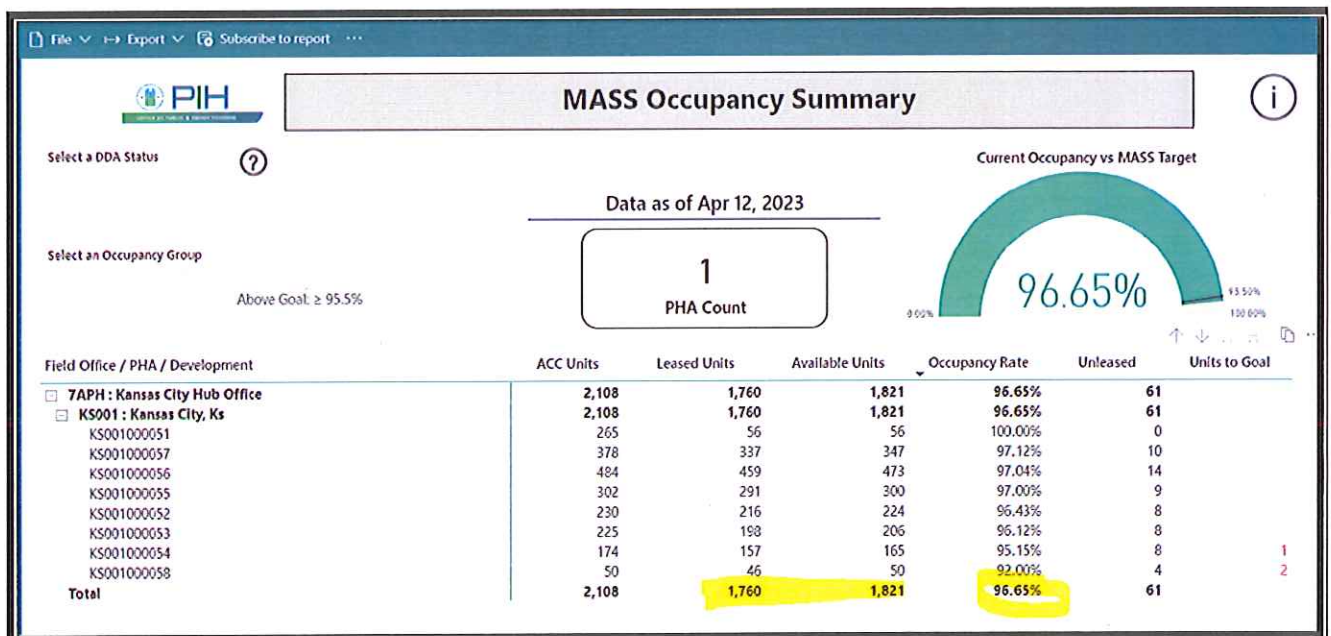
Kansas City, Kansas Housing Authority

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

To: Board of Commissioners
 From: Andrea Tapia, Director/CEO
 Date: April 20, 2023
 Re: Executive Director's Report

Property Management

Improvement in management and methods has increased the number of occupied units from 84.11 percent to 96.65 percent as of March 31, 2023. This was no small accomplishment, the teamwork between Resident Selection staff and Maintenance staff provided timely unit turnover and lease-up. This increase has allowed KCKHA to end the reporting period for PHAS with a 12.54 percent increase in occupancy, slightly exceeding HUDs standard of 96%.



Property Management Supervision & Weekly Reporting

In addition to increasing occupancy and unit turnovers, KCKHA staff have implemented weekly property management reports for occupancy, rent rolls, annual recerts, unit inspections, interior and exterior property condition (common areas). Each property manager is responsible for providing the weekly reports each Friday by end of day. This implementation ensures efficient management of KCKHA's properties, consistent tenant relations, collection of rents, leasing, and risk management.

Resident Surveys

While KCKHA has updated the management of KCKHA properties, it is important to incorporate the concerns and needs of our residents. KCKHA has begun the process of providing residents with Resident Satisfaction Surveys. The surveys are provided to residents during their annual rectifications and are available at all offices. These surveys will help KCKHA pinpoint what we are doing right as well as what needs improvement. It's important to show our residents that we are listening, and we take their feedback seriously.

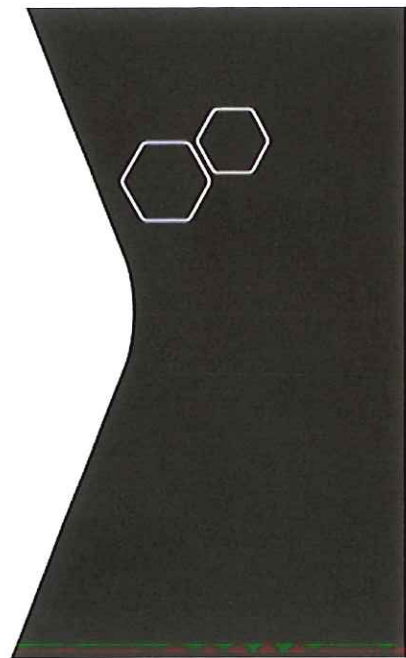
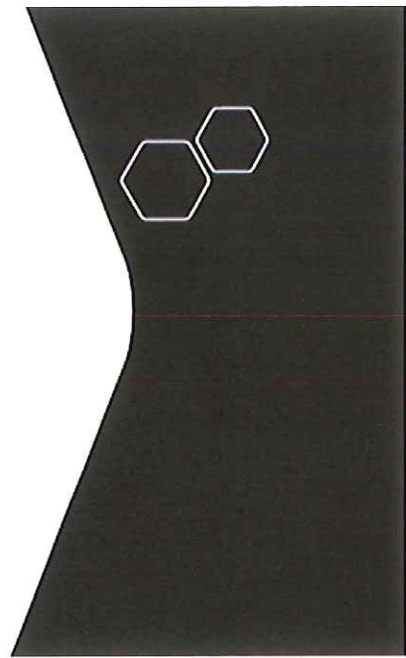
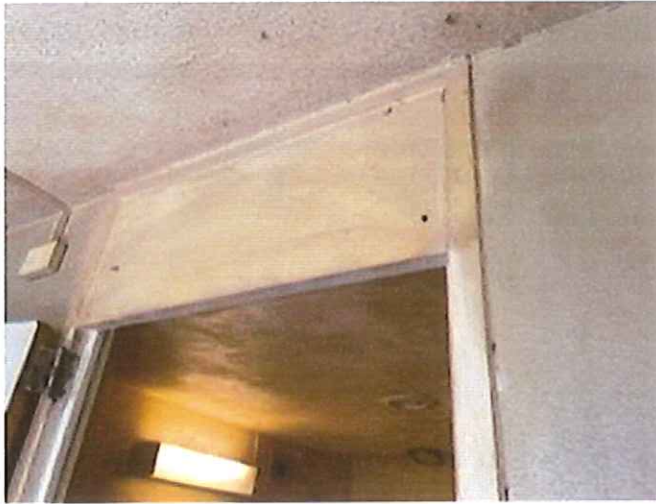
Booth Monitors

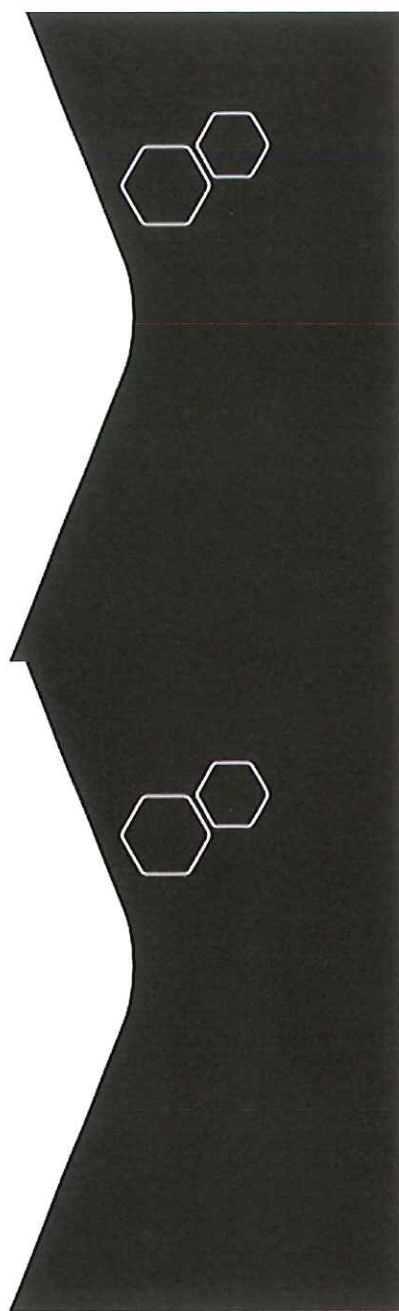
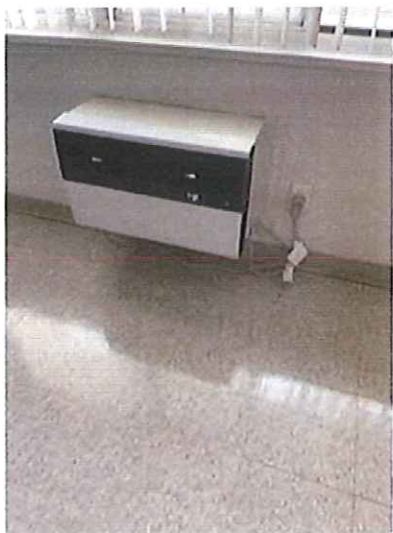
It is mandatory that all guest entering Wyandotte Towers provide identification, their current address and identify the guest they are there to visit. We ask that all guests being escorted into the building by residents, login as well. During the month of March and first week of April, Wyandotte Towers Booth Monitors logged 214 visitors. This process has been beneficial in identifying guests who have entered the building and have been disruptive or committed a criminal act.

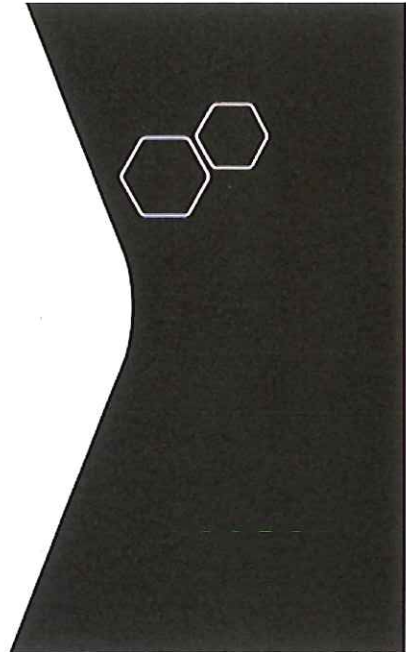
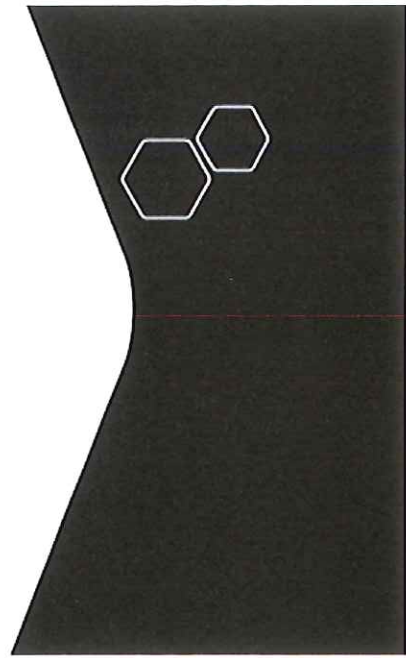
Site Improvements

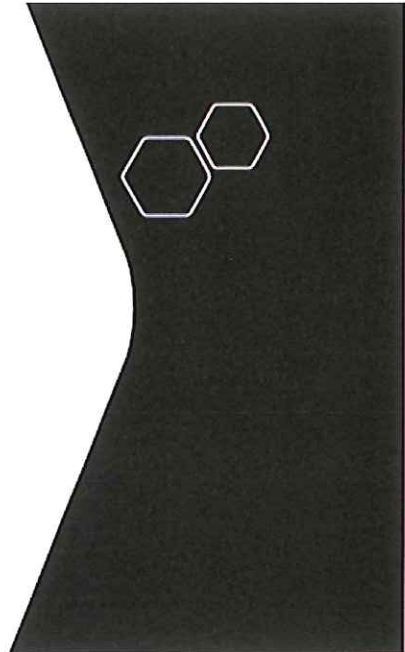
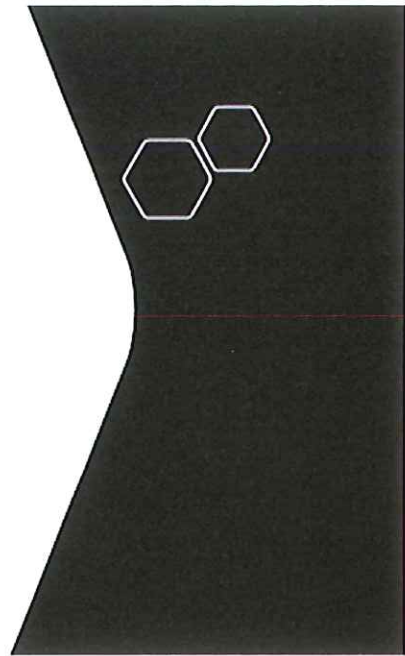
Modernization and Operation staff continue to listen to the concerns and needs of our residents while meeting to determine ways we can strategically address deficiencies with Capital Improvements and day to day property management. Often the planning and execution of improvements involve several steps that can take several months to rectify. To reduce the time between identifying a serious deficiency and correction, KCKHA staff will incorporate options that can decrease the amount of time it takes to correct serious or minor deficiencies.

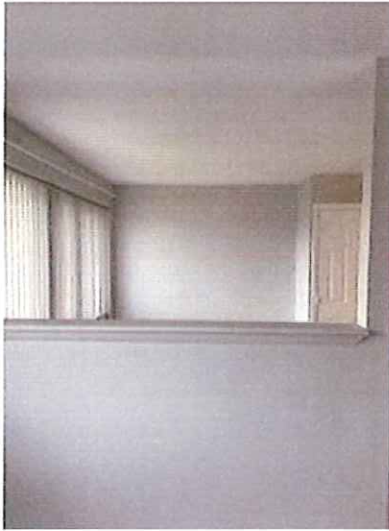
This year KCKHA staff has worked overtime to address unit turnover at Wyandotte Towers and due to staff shortages, outside contractors were hired help to fix repairs on units that required minimal corrections. This helped to decrease unit turnover and increase occupancy. Attached are picture of one of the units in Wyandotte Towers that will need extensive repair and there are pictures of units that are ready for renting after extensive repairs were made. In addition to the make ready of units, high traffic carpeted areas within the Tower are being replaced with tiled carpeting to address stains effectively and quickly and /or damages that occur.



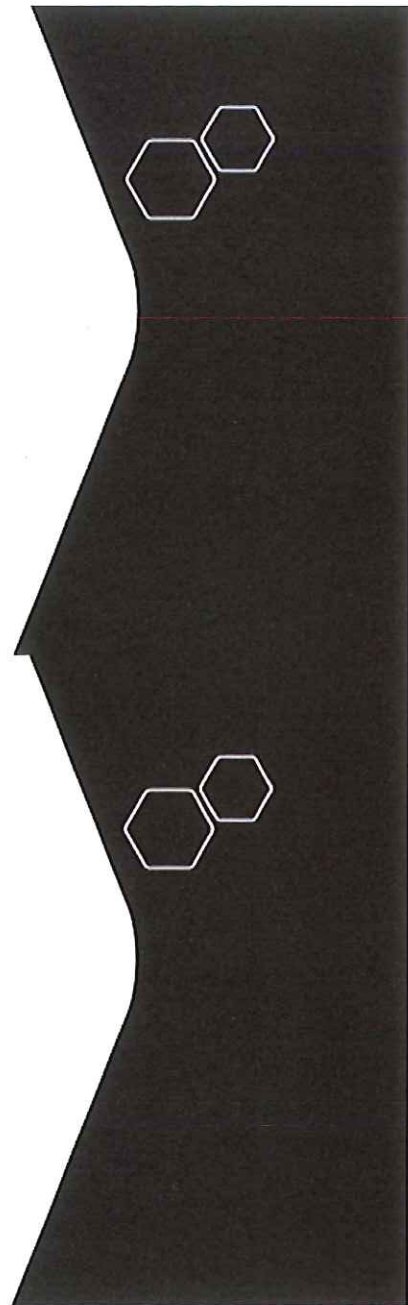


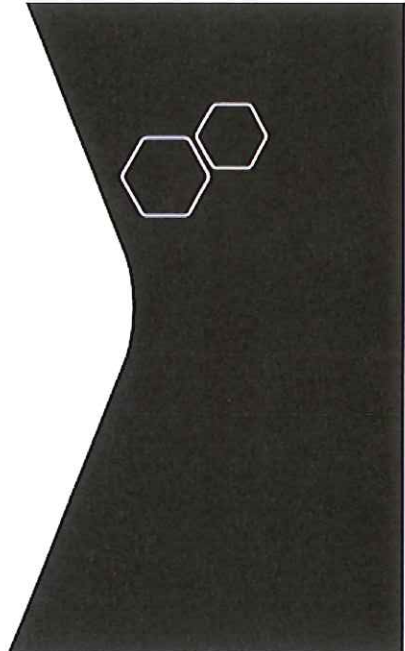
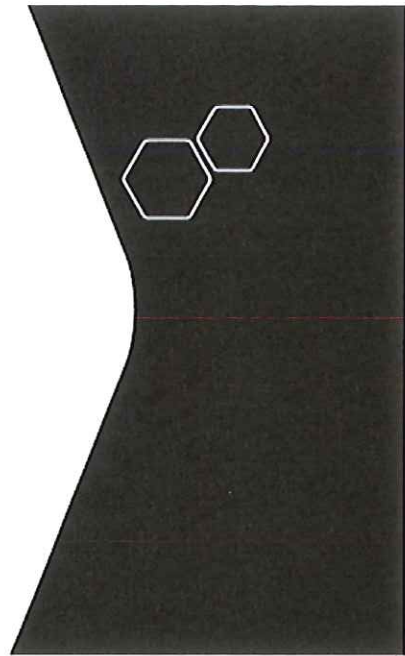


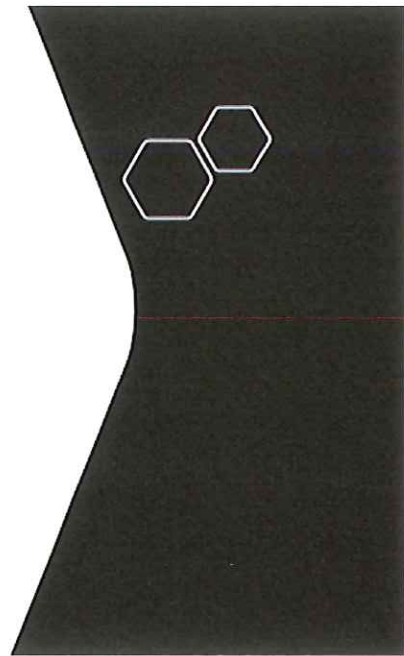
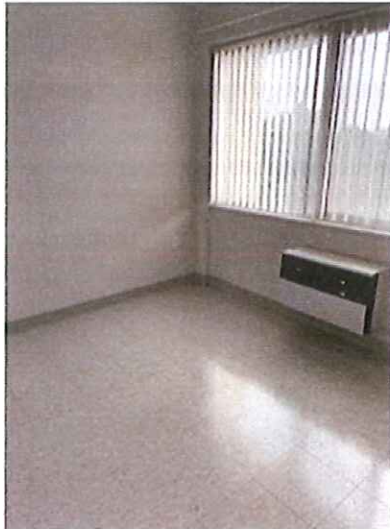




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HUD Section 3 Spotlight

KCKHA has been selected by HUD to be recognized as a Section 3 Spotlight for keeping Section 3 in the forefront. KCKHA is honored to have staff and contractors who were willing to provide HUD with a written statement describing their role within the Housing Authority. KCKHA appreciates the hard work of our employees and the recognition from HUD.



* The Kansas City, Kansas Housing Authority Section 3 program continues to grow, and each employee and contractor is an essential part of KCKHA's ability to gift back to the community in ways that increase diversity and inclusion.



Housing Choice Voucher Program

The Housing Choice Voucher (HCV) Program continues to work toward increasing voucher issuance and lease up of vouchers. Currently there are 1,148 vouchers that are leased with 210 voucher holders searching for a place to rent, and 11 new voucher holders who have leased up. During the month of March, 2023, 19 individuals exited the program. The attached chart shows exit dates, and reasons for exiting the program.

S8 - EOP - Report			
From: 03/01/2023 Thru: 03/31/2023			
Programs: All			
Projects: All			
Processed Records: 19			
Selected Records: 19			
Order By: Tenant Name ASC			
3/31/2023	3	S8-Zero HAP/Over Income	Voucher HCV
3/31/2023	1	S8-Request off Program	Voucher HCV
3/31/2023	3	S8-Fail to comply w/Recert - HQS	Voucher HCV
3/31/2023	4	S8-Request off Program	Voucher HCV
3/31/2023	3	S8-Fail to comply w/Recert - HQS	Voucher HCV
3/31/2023	2	S8-Zero HAP/Over Income	Voucher HCV
3/31/2023	3	S8-Skipped	Voucher HCV
3/31/2023	3	S8-Request off Program	Voucher HCV
3/31/2023	1	S8-Eviction	Voucher HCV
3/31/2023	1	S8-Illness/Deceased	Voucher PB - Delaware Highlands
3/31/2023	2	S8-Request off Program	Voucher HCV
3/31/2023	4	S8-Zero HAP/Over Income	Voucher HCV
3/31/2023	3	S8-Fail to comply w/Recert - HQS	Voucher HCV
3/31/2023	1	S8-Request off Program	Voucher PB - Delaware Highlands
3/31/2023	2	S8-Skipped	Voucher HCV
3/31/2023	1	S8-Illness/Deceased	Voucher PB - Delaware Highlands
3/31/2023	3	S8-Eviction	Voucher HCV
3/31/2023	2	S8-Zero HAP/Over Income	Voucher HCV
3/31/2023	2	S8-Request off Program	Voucher HCV

The success of the HCV program relies on the availability of affordable housing stock and increased landlord participation. Currently KCKHA has approximately 290 landlords participating in our HCV program. The March, 2023 Housing assistance payments paid to the landlords totaled \$883,679.

HCV currently has over 580 applicants on the waitlist. We anticipate opening the waiting list sometime during the Summer of 2023.

To increase landlord participation and applicant lease -ups, HCV staff have created a Landlord Resource guide for participating in the HCV program, as well as a flyer for VASH landlord participation and a brochure educating landlords on the importance of participating in the HCV program.

The following are monthly reports provided by staff:

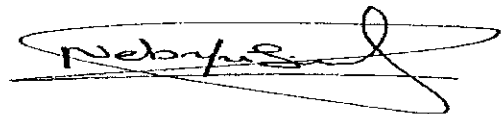
- A. Statement of Funds
- B. Delinquency Report
- C. Disbursements of \$1,000
- D. Operating Receipt and Expenditures
- E. Maintenance Report
- F. Occupancy Report
- G. Monthly Move-outs and Move-ins
- H. Modernization Report
- I. Family Self-Sufficiency/Resident Services Report
- J. Section 8 Utilization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

Kansas City, Kansas Housing Authority
Statement of Funds Available
For the Period Ended MARCH 31, 2023

Description	Rate ^(a)	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$1,316,351.61	Liberty
Payroll Account	0.00%		\$7,182.15	Liberty
ACH Pymt Account	0.00%		\$37,979.17	Liberty
Rent Depository Account	0.00%		\$5,353,094.78	Bank of Labor
Rent Bank Deposit Accounts	0.199%		\$179,592.52	Various Rent Banks
Homeless Prevention Program	0.349%		5,507.12	Bank of Labor
Sponsorship Program	0.199%		20,270.59	Bank of Labor
Section 8 Checking	0.00%		661,731.66	Bank of Labor
EPC Replacement Reserve Acct	0.15%		\$38,925.53	Liberty
Family Self Sufficiency	0.199%		\$77,287.02	Bank of Labor
KCKHA Debt Service Account			\$932,494.54	Deutsche Bank
CD#120245349	3.50%	09/01/23	\$500,000.00	Bank of Labor

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

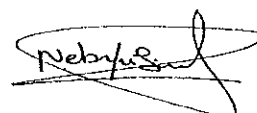
Note: Amounts reflect balances from month-end statements. Reconciliation of outstanding checks will adjust account balances, accordingly.



Nebyu Tilahun
Director of Finance

Kansas City, Kansas Housing Authority
Delinquency in Accounts Receivable
For the Month of March 31, 2023

	Rent & Other Charges	Repayment Agreements	Net Total
Accounts Receivable (Amounts Delinquent)	\$199,200.15	(\$94,196.90)	\$105,003.25
Total Charges to Tenants for Month			\$442,867.84
Delinquency Ratio			23.71%
Petitioned to Court			<u>16</u>
Praecipes Issued			<u>16</u>
Evictions			<u>6</u>
Pending Evictions			<u>0</u>



Nebyu Tilahun
Director of Finance

Kansas City, Kansas Housing Authority	
Payments Over \$1,000.00	
For The Month of MARCH '23	
CONTRACTS	
MAINTENANCE COSTS	
Carpet Corner Inc.	\$25,748.03
CEI Electrical & Mechanical	\$6,605.00
Chadwell Supply, Inc	\$1,539.60
Charter Communications	\$1,448.36
CINTAS CORPORATION No. 2	\$1,156.66
CINTAS FIRE	\$2,699.81
CITRIN COOPERMAN & COMPANY	\$12,900.00
DAVID ALLEN HENDERSON DBA	\$1,995.00
DAVID ALLEN HENDERSON DBA	\$1,295.00
DAVID ALLEN HENDERSON DBA	\$1,295.00
DAVID ALLEN HENDERSON DBA	\$1,295.00
Design Mechanical, Inc.	\$1,565.00
DORMAKABA USA INC	\$2,345.55
DORMAKABA USA INC	\$1,366.54
DOUG'S AUTO REPAIR	\$1,802.04
F & C REMODELING & CLEANING SERVICE	\$5,525.00
F & C REMODELING & CLEANING SERVICE	\$4,275.00
F & C REMODELING & CLEANING SERVICE	\$2,150.00
F & C REMODELING & CLEANING SERVICE	\$1,035.00
Ferguson Enterprises, LLC.	\$4,582.32
Ferguson Enterprises, LLC.	\$1,631.52
Ferguson Enterprises, LLC.	\$1,265.39
Fire & Security Solutions	\$1,602.65
GE APPLIANCES,A HAIER COMPANY	\$8,433.00
GE APPLIANCES,A HAIER COMPANY	\$2,288.00
Gold Star Flooring & More, Inc	\$2,346.00
Gold Star Flooring & More, Inc	\$1,798.00
Grainger	\$1,159.47
H.D. Supply	\$3,521.53
James Hanson dba Jim's Services	\$1,350.00
Johnson Controls Inc.	\$56,178.14
Johnson Controls Inc.	\$52,883.29
Johnson Controls Inc.	\$42,436.29
Johnson Controls Inc.	\$2,410.98
Johnstone Supply Co.	\$1,057.20

KEMPKE CONTRACTORS, LLC	\$1,335.00
KEMPKE CONTRACTORS, LLC	\$1,105.00
KLEND AUSTERMANN LLC	\$1,278.88
Lowes	\$2,167.98
McCray Lumber & Millwork	\$3,790.61
MEI TOTAL ELEVATOR SOLUTIONS	\$1,975.00
MEI TOTAL ELEVATOR SOLUTIONS	\$5,887.64
MIDWEST BED BUG SERVICES	\$3,450.00
MIDWEST BED BUG SERVICES	\$2,250.00
MIDWEST BED BUG SERVICES	\$1,950.00
MOMAR INC	\$2,073.60
Mylo, LLC	\$18,620.00
Olney Sales Inc.	\$3,937.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$5,260.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$2,730.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$2,580.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$1,880.00
PDQ Supply Inc.	\$1,004.70
Property Plus Construction	\$8,550.00
REPUBLIC SERVICES #468	\$2,093.49
REPUBLIC SERVICES #468	\$2,082.22
Sherwin-Williams Co	\$4,897.42
Smallwood Locksmiths, Inc	\$2,845.51
Stanion Wholesale Elec. Co.	\$9,269.10
Stanion Wholesale Elec. Co.	\$6,396.46
STEVENS SERVICE LLC	\$4,035.00
STEVENS SERVICE LLC	\$1,395.00
Strasser Hardware	\$2,081.22
Strasser Hardware	\$1,344.99
SUTTON REMODELING, LLC	\$3,800.00
SUTTON REMODELING, LLC	\$1,800.00
Waste Management	\$6,218.80
Worldwide Window Fashions	\$2,709.75
Zep Manufacturing Company	\$2,258.22
Zep Manufacturing Company	\$1,315.66
MISCELLANEOUS	
Amazon Capital Services, inc	\$1,011.85
AT&T	\$13,503.44
AT&T	\$12,810.34
ConvergeOne, Inc	\$12,497.40
ConvergeOne, Inc	\$6,159.60

CREDIT & HOMEOWNERSHIP EMPOWERMENT SERV.	\$2,460.00
ENTERPRISE FM TRUST	\$10,909.69
ENTERPRISE FM TRUST	\$9,785.20
Equifax Workforce Solutions LLC	\$5,202.19
Evans & Mullinix, P.A.	\$6,990.50
Housing Authority Risk Retention Group	\$2,462.86
MASTERCARD	\$8,932.25
McCRIGHT & ASSOCIATES, LLC	\$7,035.50
MRI Software LLC (HAB, INC)	\$1,925.00
Nan Mckay & Associates Inc.	\$10,600.00
OFFICE ESSENTIALS, INC	\$5,045.14
PayLease, LLC	\$3,733.35
Propio Language Services	\$2,514.90
Robert Half International, Inc	\$3,136.98
Robert Half International, Inc	\$1,960.00
The Nelrod Company	\$2,535.00
Verizon Wireless	\$2,298.70
Verizon Wireless	\$2,290.89
W CARTER & ASSOCIATES GLAZING, LLC	\$3,593.00
WEX BANK DBA WRIGHT EXPRESS FSC	\$7,404.05
WEX BANK DBA WRIGHT EXPRESS FSC	\$5,414.92
WILLIAM W. HUTTON ATTORNEY AT LAW	\$1,050.00
MODERNIZATION	
AAIM Services, LLC (Contractor Payment for Scattered Site 10 HVAC replacement)	\$311,673.13
CVR Associates, Inc (Contractor payment for Juniper Gardens relocation services)	\$10,531.25
Ferguson Enterprises, LLC. (Supplies Plaza Tower stainless steel sinks)	\$2,475.85
H.D. Supply (Supplies Plaza Tower shower grab bars)	\$2,589.67
Infinity Group LLC (Contractor payment for Plaza Tower Phase 3 Interior Modernization)	\$225,928.54
KDHE/Bureau of Environmental Remediation (Fee for Environmental Use Control Agreement Wyandotte Tower)	\$5,419.99
MEI TOTAL ELEVATOR SOLUTIONS (Contractor payment for Bethany Tower Elevator Modernization)	\$74,883.00
NEW HORIZONS, LLC (Contractor payment for HUD environmental review Bonner Springs Properties)	\$8,032.50
Sherwin-Williams Co (Supplies Plaza Tower wall paint and cove base and adhesive)	\$5,114.36
Sherwin-Williams Co (Supplies Plaza Tower wall paint)	\$2,848.60

Smallwood Locksmiths, Inc (Supplies Plaza Tower entry door locks)	\$8,441.62
Stanion Wholesale Elec. Co. (Supplies Plaza Tower hallway light fixtures)	\$7,473.90
Tailor Made Exteriors, LLC (Contractor payment Chalet Manor window repair and painting)	\$85,570.87
Tailor Made Exteriors, LLC (Contractor payment Scattered Sites 15 Interior Modernizaiton Phase 3)	\$40,289.72
Veritas Architecture & Design LLC (Architectural services for parking lot design)	\$12,224.00
PAYROLL COSTS	
AFLAC PREMIUM HOLDING	\$3,671.86
AFLAC PREMIUM HOLDING	\$3,630.84
Blue Cross Blue Shield Of KC	\$103,390.63
Colonial Life & Accident Ins	\$3,518.08
Colonial Life & Accident Ins	\$3,346.56
Delta Dental	\$4,655.16
Kansas Payment Center	\$1,130.42
Kansas Payment Center	\$1,130.42
Kansas Payment Center	\$1,130.42
Kansas Public Employ Ret Syst	\$33,827.14
Kansas Public Employ Ret Syst	\$33,031.28
Kansas Public Employ Ret Syst	\$32,343.14
Nationwide Retirement Solution	\$1,972.00
Nationwide Retirement Solution	\$1,952.00
Nationwide Retirement Solution	\$1,947.00
Paytient Technologies, Inc	\$1,222.79
UTILITIES	
Atmos Energy	\$4,134.75
Atmos Energy	\$2,496.72
Board Of Public Utilities	\$270,314.65
Board Of Public Utilities	\$1,033.98
City of Bonner Springs	\$2,320.17
Constellation New Energy-Gas	\$66,141.31
Evergy	\$2,483.15
Kansas Gas Service	\$41,173.28
Kansas Gas Service	\$30,247.76
Kansas Gas Service	\$20,229.68
Kansas Gas Service	\$6,717.80

		\$2,025,306.36
		Nebyu Tilahun
		Director of Finance

Kansas City, Kansas Housing Authority
Operating Income and Expenditure
For the Period Ended February 28, 2023

	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
OPERATING INCOME:														
Dwelling Rent	\$1,371.39	722%	\$190.00	\$4,621,867.62	94%	\$4,906,135.00	\$59,598.77					\$4,621,867.62	94%	\$4,906,135.00
Fraud Recovery Income												\$59,598.77		
Interest Income				\$2,376.72	290%	\$820.00						\$3,748.11	371%	\$1,010.00
Tenant Income	\$894.66			\$288,532.84	111%	\$260,674.00						\$288,532.84	111%	\$260,674.00
Transfer from CFP				\$77.74	0%	\$1,097.01						\$972.40		\$1,097.01
Other Income	\$697,205.90	96%	\$724,169.00	\$131,407.87	310%	\$42,408.00	\$6,502.55					\$855,116.32	109%	\$766,577.00
Fee for Services - COCC	\$1,583,127.44	100%	\$1,580,215.00							\$60,190.18	\$29,378.36	\$1,583,127.44	100%	\$1,580,215.00
Grant Income												\$89,568.54		
Management Fees	\$1,717,036.35	97%	\$1,771,135.00									\$1,717,036.35	97%	\$1,771,135.00
Total Operating Income	\$3,999,635.74	98%	\$4,075,709.00	\$5,044,262.79	80%	\$6,307,049.00	\$66,101.32			\$60,190.19	\$29,378.36	\$9,199,568.39	89%	\$10,382,758.00
Operating Subsidy				\$9,915,371.00	108%	\$9,199,789.00						\$9,915,371.00	108%	\$9,199,789.00
Section 8 Admin Fees							\$848,268.00	99%	\$856,733.00			\$848,268.00	99%	\$856,733.00
Total Operating Receipts	\$3,999,635.74	98%	\$4,075,709.00	\$14,959,633.79	96%	\$15,506,838.00	\$914,369.32	107%	\$856,733.00	\$60,190.19	\$29,378.36	\$19,963,207.39	98%	\$20,439,280.00
OPERATING EXPENSES:														
Administrative Salaries	\$959,497.72	90%	\$1,046,838.00	\$1,044,846.75	81%	\$1,283,465.00	\$258,730.17	63%	\$411,663.00	\$36,974.14	\$21,126.05	\$2,301,174.83	84%	\$2,741,966.00
Management Fees				\$1,463,243.85	92%	\$1,597,338.00	\$253,792.50	86%	\$296,750.00			\$1,717,036.35	91%	\$1,894,088.00
Other Admin Expenses	\$177,653.64	78%	\$228,199.00	\$287,632.56	68%	\$422,055.00	\$51,599.29	75%	\$68,550.00			\$516,885.49	72%	\$718,804.00
Tenant Services														
Tenant Services Salaries				\$53,080.28								\$53,080.28		
Resident Assoc Expenses				\$4,351.86	17%	\$25,233.00						\$4,351.86	17%	\$25,233.00
Other Expenses				\$4,086.90	24%	\$16,830.00						\$4,086.90	24%	\$16,830.00
Total Utilities	\$45,357.28	89%	\$50,728.00	\$2,798,112.03	96%	\$2,900,853.00						\$2,843,469.31	96%	\$2,951,581.00
Maintenance Salaries	\$1,036,346.88	78%	\$1,332,240.00	\$1,464,097.44	85%	\$1,721,375.00						\$2,500,444.32	82%	\$3,053,615.00
Maint Materials	\$435,505.45	478%	\$91,188.00	\$565,771.82	69%	\$875,543.00	\$2,706.95	23%	\$11,691.00			\$1,003,984.22	103%	\$978,422.00
Fee for Services - COCC				\$1,583,127.44	100%	\$1,580,215.00						\$1,583,127.44	100%	\$1,580,215.00
Other Maint Contracts	\$160,104.50	107%	\$150,018.00	\$1,723,079.57	105%	\$1,638,934.00	\$48,306.97	140%	\$34,430.00			\$1,931,491.04	106%	\$1,823,382.00
Other Security Expense				\$75,244.65	36%	\$208,748.00						\$75,244.65	36%	\$211,248.00
Insurance	\$114,511.76	107%	\$106,995.00	\$534,855.90	88%	\$606,156.00	\$34,595.88	159%	\$26,753.00			\$685,965.54	92%	\$739,904.00
Terminal Leave Payments														
Employee Benefit Contributions	\$654,486.50	72%	\$877,135.00	\$939,492.56	79%	\$1,184,811.00	\$89,967.90	59%	\$151,775.00	\$26,093.77	\$8,252.31	\$1,698,293.04	77%	\$2,213,721.00
Collection Losses				\$161,012.16	80%	\$201,556.00						\$161,012.16	80%	\$201,556.00
Interest Expense				\$465,479.18	82%	\$566,464.00						\$465,479.18	82%	\$566,464.00
Other General Expense	\$5,086.56			\$22,139.75	9884%	\$224.00	\$22,112.77	201%	\$11,001.00			\$49,339.08	440%	\$11,225.00
Total Routine Expenses	\$3,548,550.29	91%	\$3,885,841.00	\$13,189,654.70	89%	\$14,829,800.00	\$761,812.43	75%	\$1,012,613.00	\$63,067.91	\$29,378.36	\$17,592,463.69	89%	\$19,728,254.00
COVID														
Casualty Losses - Net														
Total Operating Expenses	\$3,475,004.95	89%	\$3,885,841.00	\$13,188,866.70	89%	\$14,829,800.00	\$761,812.43	75%	\$1,012,613.00	\$63,067.91	\$29,378.36	\$17,518,130.35	89%	\$19,728,254.00
Prior Year Adjustments														
Total Operating Expenditures	\$3,475,004.95	89%	\$3,885,841.00	\$13,188,866.70	89%	\$14,829,800.00	\$761,812.43	75%	\$1,012,613.00	\$63,067.91	\$29,378.36	\$17,518,130.35		\$19,728,254.00
Gain/(Loss) from Operations	\$524,630.79		\$189,868.00	\$1,770,767.09		\$677,038.00	\$152,556.89			(\$2,877.72)		\$2,445,077.04		\$711,026.00

*** February is the 11th month of the Fiscal Year Ending March 31st
*** Percentage 91.67% or 11/12th of the year



Nebyu Tilahun, Director of Finance

**KANSAS CITY, KANSAS HOUSING AUTHORITY
MAINTENANCE REPORT
FOR THE MONTH OF MARCH 2023**

CUSTOMER SERVICE & SATISFACTION SURVEY - MARCH 2023

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
03/02/23	151	14	165	6	6	0	8
03/03/23	157	19	176	4	4	0	15
03/06/23	156	18	174	3	3	0	15
03/07/23	155	14	169	2	2	0	12
03/08/23	158	17	175	3	3	0	14
03/09/23	168	16	184	2	2	0	14
03/10/23	163	19	182	6	6	0	13
03/13/23	120	17	137	2	2	0	15
03/14/23	176	18	194	5	5	0	13
03/15/23	182	28	210	7	7	0	21
03/16/23	165	19	184	4	4	0	15
03/17/23	165	14	179	1	1	0	13
03/20/23	165	20	185	3	3	0	17
03/21/23	149	22	171	6	6	0	16
03/22/23	142	15	157	3	3	0	12
03/23/23	173	12	185	2	2	0	10
03/24/23	132	15	147	4	4	0	11
03/28/23	131	20	151	3	3	0	17
03/29/23	113	15	128	5	5	0	10
03/30/23	79	10	89	2	2	0	8
03/31/23	163	22	185	4	4	0	18
	3,163	364	3,527	77	81	0	204

(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 21% of the service work orders completed
- (b) No Response 56% of the service work orders completed
- (c) Favorable Response 105% 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	18	33	51
Units in Mod	33	40	73
Juniper in Mod	196	0	196
Fire Units	0	0	0
Defer Maint	5	1	0
Rentable Units	18	3	51
Move-Ins	22	46	68
Move-Outs	18	18	36
Units Available	5	18	23

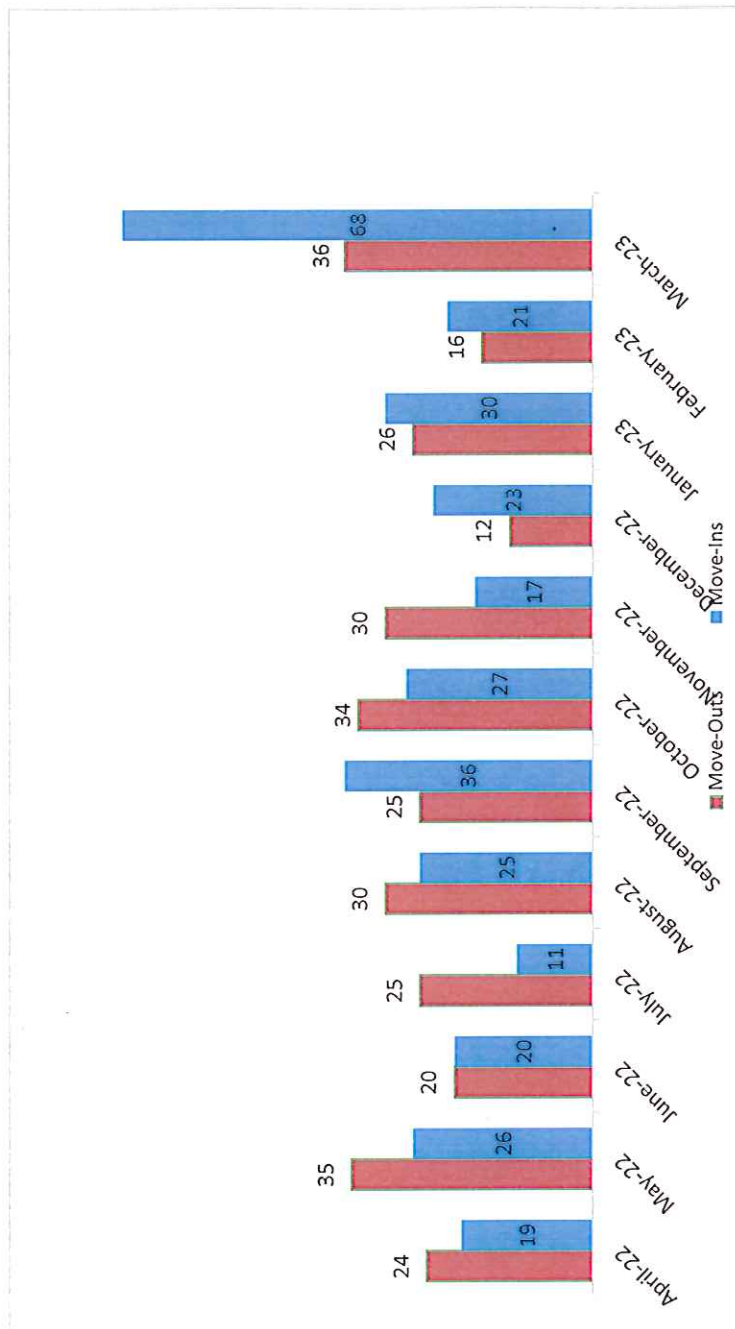
**Kansas City, Kansas Housing Authority
March 2023 Occupancy Report**

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	57	-	12	199	100%	100%
K1-2 D(1) ST. MARGARETS PARK	100	99	-	1		100%	99%
K1-3 D(1) CYRUS K. HOLIDAY	60	53	-	1	6	100%	87%
K1-4 M(1) D(8) WYANDOTTE TOWERS	302	286	10	6	-	97%	92%
K1-5 M(2) D(1) BELROSE MANOR	90	83	4	1	2	96%	93%
K1-6 Elderly DOUGLAS HEIGHTS	101	99	2	-	-	98%	97%
K1-6 D(3) Family DOUGLAS HEIGHTS	93	94	2	3		98%	94%
K1-7 D(1) SCATTERED SITES	24	21	1	2		96%	100%
K1-9 D(1) SCATTERED SITES	30	29	-		1	100%	93%
K1-10 M(2) SCATTERED SITES	42	38	2		2	95%	86%
K1-11 M(1) D(1) GRANDVIEW PARK	40	35	3	1	1	93%	90%
K1-12 D(2) CHALET MANOR	66	49	-	2	15	100%	74%
K1-13 WELBORN VILLA	80	79	1	-		99%	94%
K1-14 BETHANY PARK TOWERS	153	150	3	-		98%	95%
K1-15 M(6) SCATTERED SITES	20	14	-	-	6	100%	100%
K1-17 M(1) GLANVILLE TOWERS	108	101	7		-	94%	93%
K1-18 ROSEDALE TOWERS	122	110	2	-	10	98%	91%
K1-20 D(1) WESTGATE TOWERS	163	156	6	1		96%	96%
K1-21 D(1) SCATTERED SITES	8	8	-			100%	100%
K1-22 WESTGATE VILLA	20	19	1			95%	95%
K1-23 D(1) SCATTERED SITES	38	36	2			95%	97%
K1-24 M(18) PLAZA TOWERS	115	84	1		30	99%	98%
K1-25 D(1) SCATTERED SITES	12	11	-	1		100%	92%
ANP 53 Bonner Springs (absorbed 7/1/21)	50	48	4	-		92%	90%
Total Units Available for Occupancy	2,108	1,757	51	31	269	98%	92%

2,057

15,427.5

Kansas City, Kansas Housing Authority
The Last 12 Months



MODERNIZATION AND DEVELOPMENT REPORT **April, 2023**

CAPITAL FUND PROGRAM 2017

The funding amount for this program is \$3,024,938.00. The public hearing and final budget were presented to the residents on December 7th, 2016. The Capital Fund Program 2017 was approved at the December 15th, 2016, Board meeting. Approval of the 2017 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. This program is being prepared for close out.

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 6th, 2017. The Capital Fund Program 2018 was approved at the December 21st, 2017, Board meeting. HUD is in the process of reviewing the 2018 Capital Fund Plan. There is a new process regarding the ACC Amendment and currently the Housing Authority is working with HUD through the new process for its approval. Architectural and Engineering Services, for the preparation of building plans and specifications, for the 2018 improvement projects, have been awarded.

The following projects are complete: K1-55 Wyandotte Tower Underground Storage Tank Removal; K1-56 and K1-57 Glanville, Rosedale, and Plaza Towers Security Camera Improvements; K1-54 Scattered Site 7 HVAC Improvement; K1-53 Chalet Manor HVAC Improvement; and K1-56 Douglas Heights High 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 5th, 2018. The Capital Fund Program 2019 was approved at the December 20st, 2018 Board meeting. Staff has submitted all required documents to HUD for acceptance of this funding. Architectural and Engineering Services, for the preparation of building plans and specifications, for the 2019 improvement projects, have been awarded.

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

K1-54 SCATTERED SITES 15 EROSION REPAIR 4515 PARKVIEW AVENUE

Bids were received on March 31st, 2023, for erosion repair at 4515 Parkview Avenue. The repair work is to shore up an exposed footing and build a retaining wall to hold back the soil. A contract was awarded to Tailor Made Exteriors, in the amount of \$34,907.61. Staff and the contractor are working on required paperwork. Work is to begin soon.

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. This program is being prepared for close out.

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 4th, 2019. The Capital Fund Program 2020 was approved at the December 19th, 2019, Board meeting. Staff has submitted all required documents to HUD for acceptance of this funding. The Capital Fund Program 2020 projects has been submitted to the Unified Government, for the environmental review of the projects in this program. Environmental review is complete, and the Request for Release of Funds has been requested and received.

The following 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 has approved 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. The Board authorized a contract for relocation services, at its July 16th, 2020, to CVR Associates, in the amount of \$230,000.00. Resident meetings have been held with the residents, to explain the relocation process and to answer questions. CVR has performed surveys of each resident to determine their needs and wants. Meetings with Juniper Gardens residents was held on February 24th and 27th, 2023. Relocation has begun. Of the 69 residents that will require relocation, 11 have been moved from Juniper Gardens to other housing.

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 5th 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 \$250,802.88. 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 2nd, 2020. The Capital Fund Program 2021 was approved at the December 17th, 2020, Board meeting. Staff has submitted the necessary paperwork to HUD. HUD has accepted and approved this grant for implementation. Staff 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 30th, 2022, for this project. The Board authorized the award of a contract at the April 22nd, 2022 meeting, to Infinity Group LLC, in the amount of \$2,398,348.00. Pre-construction meeting was held on May 3rd, 2022. A Notice to Proceed was issued on May 16th, 2022. Work on 3rd floor is nearly complete. A punch list inspection of the 3rd floor was completed. Contractor is working on punch list items to complete the 3rd Floor. 2nd floor demo, framing, rough-in electrical and plumbing, fire sprinkler installation drywall installation and painting is complete. 2nd floor - cabinet installation, finish plumbing, finish electrical, finish carpentry, entry and interior door installation, and floor installation is underway. 1st Floor work has begun and is progressing well.

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 20th, 2022, for the final phase of interior modernization for the last 6 houses at this development. The Board authorized the award of a contract at the January 19th, 2023, meeting, to Taylor Made Exteriors LLC, in the amount of

\$470,448.97. Asbestos abatement is required in two of the houses. Asbestos abatement bids were received on March 13th, 2023, and awarded to Jacobson Asbestos Company, in the amount of \$11,350.00. Asbestos abatement is scheduled to begin on April 10, 2023. A pre-construction meeting was held on February 9th project. A Notice to Proceed was issued on March 22nd, 2023. Work has begun and is progressing well. Demolition is completed in 4 of the 6 houses. Electrical rough-in, plumbing rough-in, and carpentry work has begun.

K1-56 GLANVILLE TOWER ELEVATOR MODERNIZATION

A bid was received on December 20th, 2022, for this project. The Board authorized the award of a contract at the January 19th 2023 meeting, to MEI Total Elevator Solutions, in the amount of \$834,481.00. A pre-construction meeting was held on February 9th project. Equipment has been ordered and is expected in June of 2023. A Notice to Proceed will be issued when the equipment is expected to arrive.

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 8th, 2021. The Capital Fund Program 2022 was approved at the December 16th, 2021, 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. Plans are being prepared for the projects in this program.

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 8th, 2022. A contract was awarded to Taylor Made Exteriors, LLC, in the amount of \$95,078.75. Window repairs began on November 9th, 2022. This project is complete.

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 15th, 2022 meeting, to AAIM Services Inc, in the amount of \$451,000.00. A pre-construction meeting was held on September 30th, 2022. Notice to Proceed was issued on January 3, 2023. Work has begun and is progressing well, all furnaces and air conditioners have been installed, and the project is nearing completion. A punch list inspection was conducted, and the contractor is now working on the punch list items to complete this project.

K1-58 VAUGHN DALE BONNER SPRINGS STRUCTURAL REPAIR

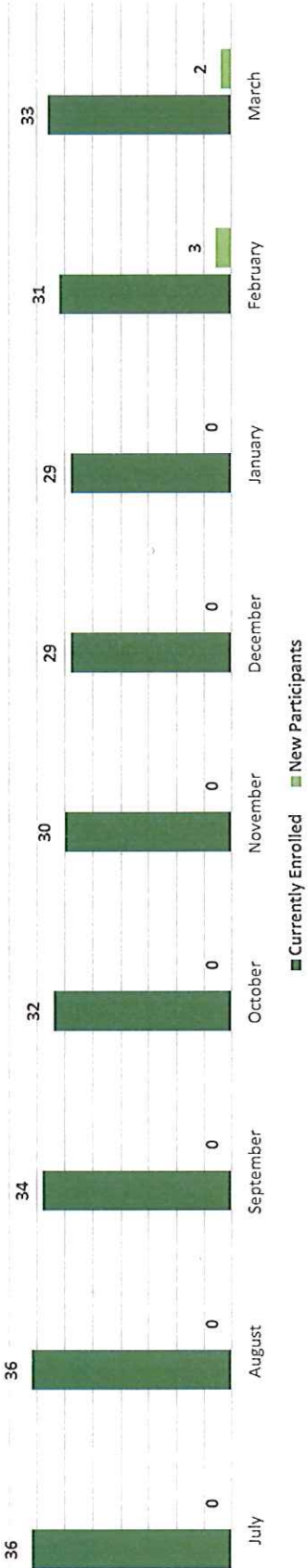
Bids were received on March 22nd, 2023, for structural repair needed in the 30 unit, three story building in Bonner Springs. Southtown Glass Inc., doing business as SGI, is

the low bidder with a bid of \$25,345.00. Award of a contract is awaiting the completion of the required HUD environmental review. It has been decided that the Unified Government of Wyandotte County Kansas City Kansas, will sign the environmental review as the responsible entity. It is in the process of being approved for signature.

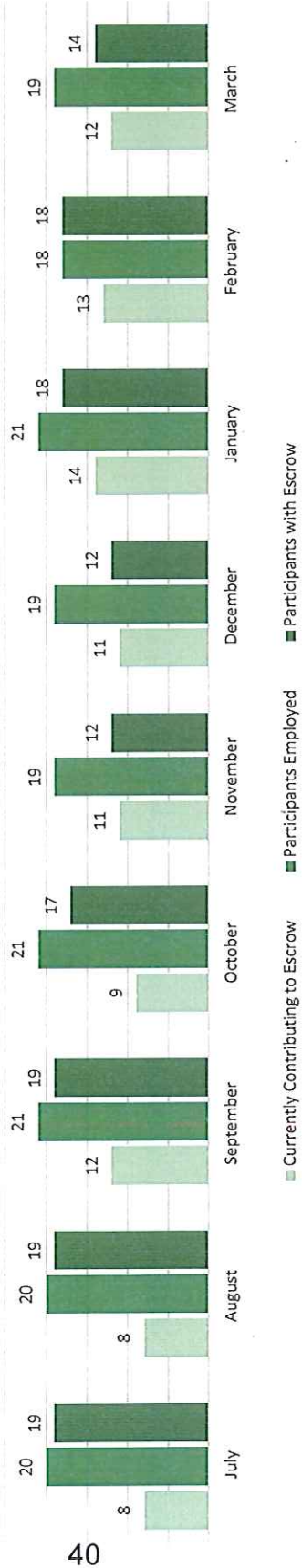
CAPITAL FUND PROGRAM 2023

The funding amount for this program is \$6,890,000.00. The public hearing and final budget were presented to the residents on December 7th, 2022. The Capital Fund Program 2023 was approved at the January 19th, 2023, Board meeting. Staff is in the process of submitting the necessary paperwork to HUD.

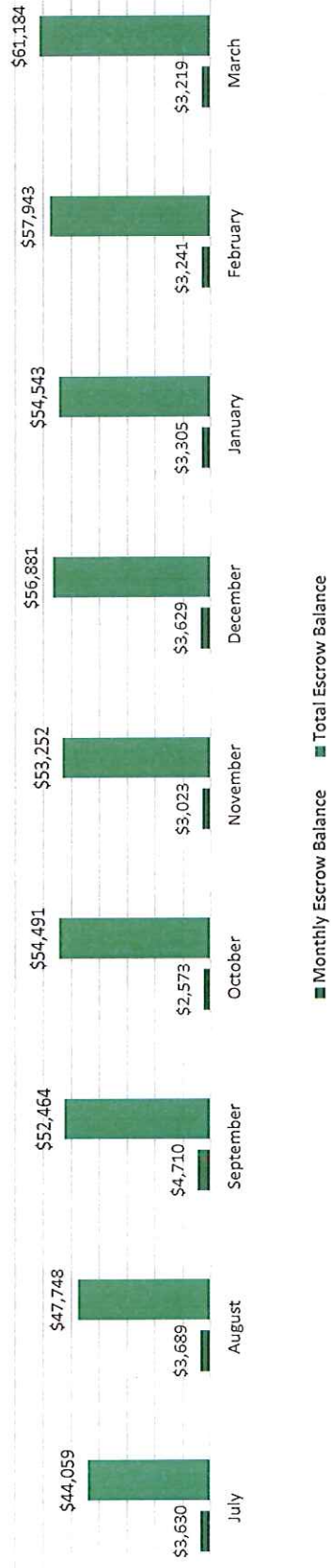
PARTICIPANTS ENROLLED



EMPLOYMENT AND ESCROW



ESCROW BALANCE



GREAT THINGS ARE HAPPENING IN FAMILY SELF-SUFFICIENCY

Planning Their Success

Participants created their financial vision boards during SWAP night and had fun presenting them to their FSS team.



The FSS Coordinator joined in on the fun.



Looking Forward to Working With These New Program Participants

Getting to know the families, building relationships, and seeing them work hard to accomplish their goals is the pot of gold for FSS!

Participant, D. Butler's bubbly personality and go-getter energy is contagious. She joined the program with big dreams and got to work quickly to start her goal to prepare for homeownership.

Participant, H. Cornwell, is so excited to be part of the FSS program. One of her goals was to start saving for a down payment. She didn't hesitate to start that goal and opened a savings account within the second week of being in the program.

Participant, M. McGee, has a passion to help end human trafficking and to protect children and families from this. She wants to focus on making better financial decisions so she and her one year-old daughter "can have a better life." Her goal is to get an education.

Section 8 Housing Choice Voucher Program Monthly Management Report

March 2023

Section 8	HOUSING CHOICE VOUCHER (HCV)															ATTRITION RATE									
	Funds Available Through the End of the Calendar Year	Projected Monthly Funds Available	Average Tenant Payment	Average HAP Payment Per Voucher	Total HAP Payment (includes Actual & Anticipated)	HAP Over/Under Authorized	Current Vouchers in Lease	Total Vouchers available/month	YTD vouchers leased	Target Number Of Vouchers	Number Vouchers Over/Under Authorized	YTD Number Vouchers Over/Under Authorized	Newly Leased This Month	Unit to Unit Moves or Owner Changes	Current Vouchers Looking	Vouchers Utilization	Funding	Vouchers	YTD Utilization	Funding	Monthly Attrition	Percent of Total Vouchers Leased	Average YTD Attrition	Average YTD Attrition	
January	\$886,279	\$886,279	\$ 275	\$ 727	\$ 861,872	\$ (24,407)	1,151	1,655	22,905	1,655	(504)	(504)	12	12	167	69.5%	102.7%	69.5%	102.7%	21	1.8%	21	1.8%	21	1.8%
February	\$886,279	\$886,279	\$ 271	\$ 733	\$ 863,608	\$ (22,671)	1,146	1,655	22,884	1,655	(509)	(509)	9	9	190	69.2%	102.9%	69.2%	102.9%	16	1.4%	37	1.4%	37	3.2%
March	\$865,996	\$865,996	\$ 264	\$ 742	\$ 883,679	\$ 17,683	1,148	1,655	24,053	1,655	(507)	(507)	11	29	209	69.4%	105.3%	69.4%	105.3%	19	1.7%	19	1.7%	19	1.7%

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

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

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

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

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

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

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

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

Total vouchers available

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

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

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

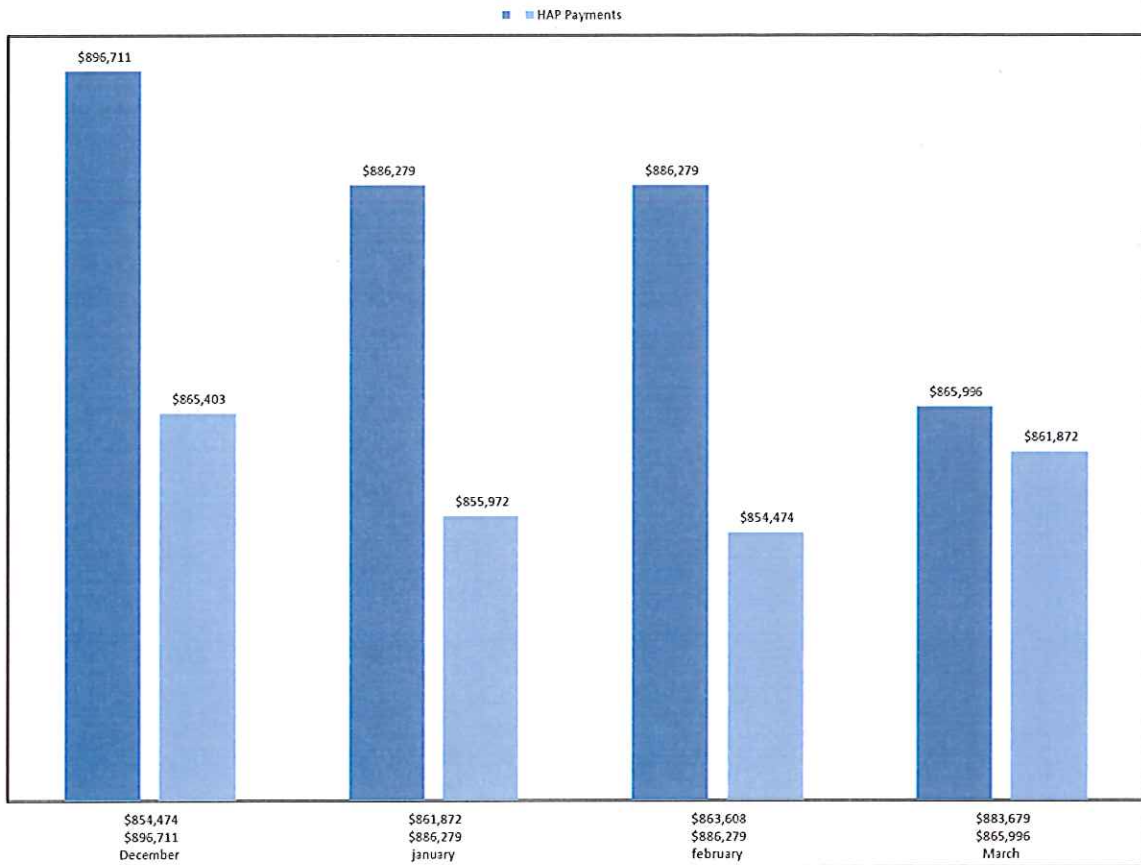
Current Vouchers Looking: This is the current numbers of vouchers that have been issued and the voucher holder is searching for a unit. -210

Homeownership: Current number of homeownership vouchers =5

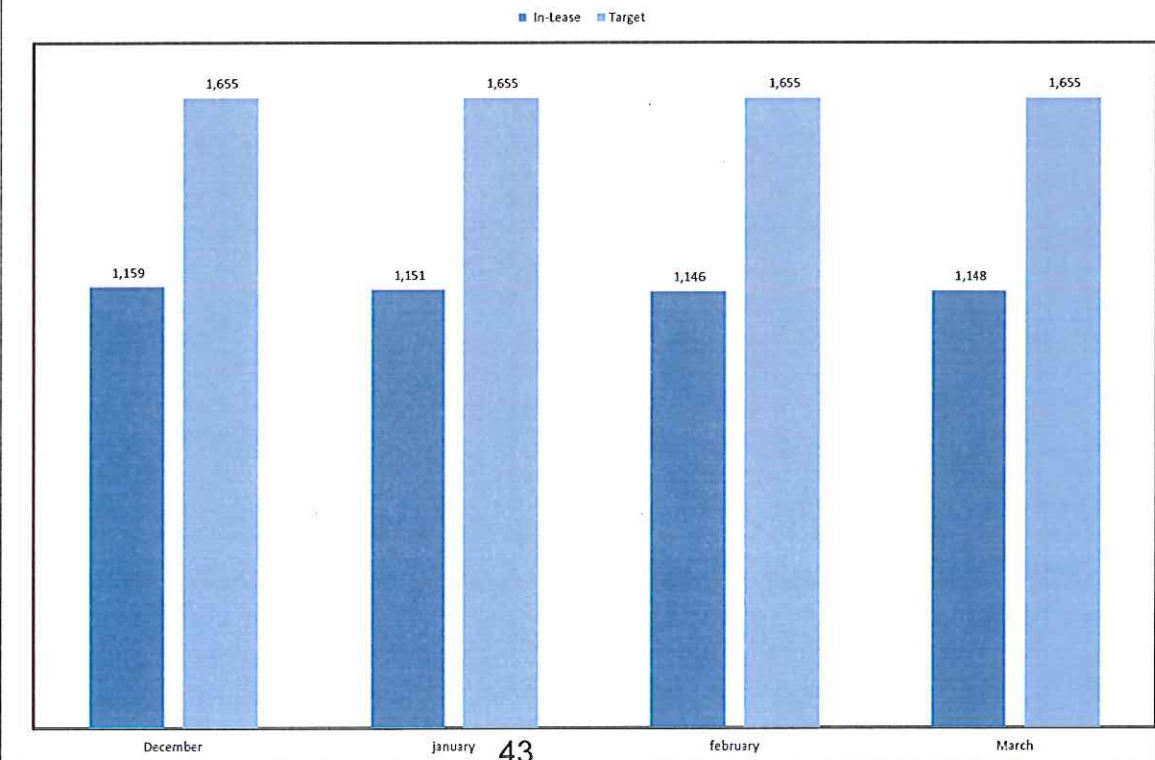
Family Self Sufficiency Participants (FSS): Current number of participants involved in the Section 8 Family Self Sufficiency Program . -35 enrolled

March 2023

Section 8 Monthly Housing Assistance Payments



Section 8 Vouchers In-Lease and Target Leasing Rate



RESOLUTION NO. 2023-16

AUTHORIZE ACCEPTANCE OF THE PROPOSAL SUBMITTED AND AUTHORIZE
A CONTRACT FOR PEST CONTROL SERVICES FOR TREATMENT
OF ALL HOUSING AUTHORITY PROPERTIES WITH
PREDATOR TERMITE AND PEST CONTROL, LLC

WHEREAS pest control services for treatment of all Housing Authority properties is needed;
and

WHEREAS a Request for Proposal for pest control services was solicited and received on
March 8, 2023; and

WHEREAS proposals were received from:

Lawrence Pest Control Company	Mission, Kansas
Predator Termite and Pest Control Company, LLC	Bonner Springs, Kansas
Smithereen Pest Management	Kansas City, Missouri; and

WHEREAS proposals were opened and scored by Kansas City Kansas Housing Authority staff;
and

WHEREAS, pest control services, if extended for the full five-year period, the contract amount
would exceed \$75,000; and

WHEREAS staff is recommending acceptance of the proposal submitted by Predator Termite
and Pest Control Company, LLC in the amount of:

\$5,680 per quarter for an annual cost of \$22,720 per year for years one and two
and at the discretion of the Housing Authority to extend the contract for an additional one
to three years as follows:
\$5,964 per quarter for an annual cost of \$23,856 for year three
\$6,143 per quarter for an annual cost of \$24,572 for year four
\$6,327 per quarter for an annual cost of \$25,308 for year five.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City,
Kansas that the proposal submitted by Predator Termite and Pest Control Company LLC in the
amount of:

\$5,680 per quarter for an annual cost of \$22,720 per year for years one and two
and at the discretion of the Housing Authority to extend the contract for an additional one
to three years as follows:
\$5,964 per quarter for an annual cost of \$23,856 for year three
\$6,143 per quarter for an annual cost of \$24,572 for year four
\$6,327 per quarter for an annual cost of \$25,308 for year five is hereby accepted.

BE IT RESOLVED the Housing Authority of Kansas City, Kansas is authorized to enter into a
contract with Predator Termite and Pest Control Company LLC in the amount of:

\$5,680 per quarter for an annual cost of \$22,720 per year for years one and two

and at the discretion of the Housing Authority to extend the contract for an additional one to three years as follows:

\$5,964 per quarter for an annual cost of \$23,856 for year three

\$6,143 per quarter for an annual cost of \$24,572 for year four

\$6,327 per quarter for an annual cost of \$25,308 for year five

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners of the Housing Authority of Kansas City, Kansas does hereby approve Resolution Number 2023-16.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

Kansas City Kansas Housing Authority
Board of Commissioner's Meeting
April 20, 2023

New Business Consent Item: Authorize acceptance of the proposal submitted and authorize a contract for pest control services for treatment of all Housing Authority properties with Predator Termite and Pest Control, LLC.

Resolution Number No. 2023-16

Background:

The Kansas City, Kansas Housing Authority is in need of pest control services. Treatment of Housing Authority properties will be made on a quarterly basis. Treatment consists of dwelling units, community centers, office buildings, and high-rise lobbies, basements, hallways, laundry rooms, and stairwells.

Current Issue:

Staff following our procurement policy has prepared a Request for Proposal for Pest Control Services. The Request for Proposal requested: A) a price per unit; B) a price to treat 10 community and office buildings; and C) a price to treat eight high-rise lobbies, basements, hallways, laundry rooms, and stairwells. The prices requested were based on a quarterly treatment. A price was requested for a two-year contract, also prices were requested for years three, four, and five. The intent is to enter a two-year contract with the option to extend the contract for an additional three, one-year periods, at the discretion of the Housing Authority.

The Request for Proposals was mailed directly to 40 Pest Control Companies.

A pre-proposal conference was held on February 22, 2023, to explain the procedures and to answer questions from any interested pest control companies.

All proposals were to be submitted March 8, 2023 at 2:00 pm. Three firms submitted proposals:

Lawrence Pest Control Company	Mission, Kansas
Predator Termite and Pest Control Company LLC	Bonner Springs, Kansas
Smithereen Pest Management	Kansas City, Missouri

All proposals were evaluated and scored by a committee made up of staff. All responsive proposals were scored on the criteria established in the Request for Proposal: experience, capacity and ability to provide services in a timely manner, cost, and references. See attached sheet for scoring.

The initial two-year pest control contract will not exceed the \$75,000 dollar threshold requiring Board of Commissioner approval, however, if at the discretion of the Housing Authority, the contract is extended for the additional three, one-year periods, the total contract for years four and five would exceed the \$75,000 threshold, requiring Board approval.

Therefore, staff is recommending acceptance of the proposal submitted by Predator Termite and Pest Control Company LLC, in the amount of:

\$5,680 per quarter for an annual cost of \$22,720 per year for years one and two,

and at the discretion of the Housing Authority to extend the contract for an additional 1 to 3 years as follows:

\$5,964 per quarter for an annual cost of \$23,856 for year three

\$6,143 per quarter for an annual cost of \$24,572 for year four

\$6,327 per quarter for an annual cost of \$25,308 for year five

Attached is a resolution which will authorize the acceptance of the proposal and authorize a contract with Predator Termite and Pest Control Company, in the amount of pest control services of \$22,720 per year for a total contract price for the initial two year period of \$45,440; with the option to extend the contract for an additional year for \$23,856 raising the total contract price to \$69,296; with the option to extend the contract for an additional year for \$24,572 raising the total contract price to \$93,868; and with the option to extend the contract for one more additional year for \$25,308 raising the total contract price to \$119,176.

Staff recommends approval of this resolution.

Board Action:

Approve Resolution No, 2023-16, if Appropriate.

[illegible]

RESOLUTION NO. 2023-17

AUTHORIZE ACCEPTANCE OF THE PROPOSAL SUBMITTED AND AUTHORIZE
A CONTRACT TO PROVIDE NEW PRINTER AND COPIER EQUIPMENT,
WITH A MAINTENANCE AND SERVICING PLAN THROUGH GFI DIGITAL

WHEREAS new printer and copier equipment with a maintenance and service plan for the Housing Authority, is needed; and

WHEREAS Request for Proposals for new printer and copier equipment with a maintenance and service plan were solicited and received on February 23, 2023; and

WHEREAS proposals were received from:

360 Documents	Shawnee, Kansas
All Copy Products	Lenexa, Kansas
GFI Digital	Kansas City, Kansas
Harris Technologies	St. Louis, Missouri
MARCO	Jefferson City, Missouri
Midwest Office Technologies	Kansas City, Kansas
Premier Printing	Weston, Missouri
Toshiba	Lee's Summit, Missouri; and

WHEREAS proposals were opened and scored by Kansas City Kansas Housing Authority staff; and

WHEREAS the proposed three-year contract for new printer and copier equipment with a maintenance and service plan would exceed \$75,000 and therefore, require Board approval.

WHEREAS staff is recommending acceptance of the proposal submitted by GFI Digital for the replacement of our current fleet of copiers and printers with new machines, servicing, and maintenance of the new fleet to include all parts, labor, toner, and emergency on-site calls. This proposal also includes an allowance of 75,000 black and white copies, and 2,000 color copies per month, any overages will be invoiced at .008 cents per copy for black and white and .055 cents per copy for color. The contract will be for a three-year term, with the option to extend for an additional two, one-year terms, in the amount of \$2,278 per month for the three-year term.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the proposal submitted by GFI Digital for the replacement of our current fleet of copiers and printers with new machines, servicing, and maintenance of the new fleet, to include all parts, labor, toner, and emergency on-site calls. This proposal also includes an allowance of 75,000 black and white copies, and 2,000 color copies per month, any overages will be invoiced at .008 cents per copy for black and white and .055 cents per copy for color. The contract will be for a three-year term, with the option to extend for an additional two, one-year terms, at the discretion of the Housing Authority, in the amount of \$2,278 per month for the three-year term, is hereby accepted.

BE IT RESOLVED the Housing Authority of Kansas City, Kansas is authorized to enter into a contract with GFI Digital, for the replacement of our current fleet of copiers and printers with new

machines, servicing, and maintenance of the new fleet, to include all parts, labor, toner, and emergency on-site calls. This proposal also includes an allowance of 75,000 black and white copies, and 2,000 color copies per month, any overages will be invoiced at .008 cents per copy for black and white and .055 cents per copy for color. The contract will be for a three-year term, with the option to extend for an additional two, one-year terms, at the discretion of the Housing Authority, in the amount of \$2,278 per month for the three-year term.

NOW, THEREFORE, BE IT FURTHER RESOLVED the Board of Commissioners of the Kansas City, Kansas Housing Authority does hereby approve Resolution No. 2023-17.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

Kansas City, Kansas Housing Authority
Board of Commissioner's Meeting
April 20, 2023

New Business Consent Item: Authorize acceptance of the proposal submitted and authorize a contract to provide new printer and copier equipment with a maintenance and servicing plan through GFI Digital.

Resolution No. 2023-17

Background:

The Kansas City, Kansas Housing Authority needs new printers and copiers. The current fleet of printers and copiers are eight years old, and many have reached or exceeded their life expectancy.

Current Issue:

Staff following our procurement policy has prepared a Request for Proposal (RFP) for new printers and copiers. The Request for Proposal requested replacement of our current fleet with new equipment to match the characteristics of the old equipment. The RFP also requested a servicing plan for the new equipment to include all maintenance, parts, labor, toner both color and black, preventive maintenance and emergency on-site calls. The proposal was to include allowances for 75,000 pages of black and white copies and 2,000 color copies per month, with cost per page for any overages. The intent of the proposal is to enter a three-year contract and servicing plan with the option to extend the contract for an additional two one-year periods, at the discretion of the Housing Authority.

The Request for Proposals was advertised in the Kansas City Star, Dos Mundos, and The Call newspapers. The Request for Proposal was also posted on the Housing Authority's website and mailed directly to 24 printer and copier companies.

A preproposal conference was held on February 16, 2023 to explain the procedures and to answer questions, from any interested printer and copier companies.

All proposals were to be submitted February 23, 2023 at 4:00 pm. Eight firms submitted proposals:

360 Documents	Shawnee, Kansas
All Copy Products	Lenexa, Kansas
GFI Digital	Kansas City, Kansas
Harris Technologies	St. Louis, Missouri
MARCO	Jefferson City, Missouri
Midwest Office Technologies	Kansas City, Kansas
Premier Printing	Weston, Missouri
Toshiba	Lee's Summit, Missouri

All proposals were evaluated and scored by a committee of Housing Authority staff. All responsive proposals were scored on the criteria established in the Request for Proposal: experience, servicing plan, location, cost, and references. See attached score sheet for scoring.

The proposed new printers and copiers with a maintenance and servicing contract will exceed the \$75,000 threshold requiring Board of Commissioner approval.

Therefore, staff is recommending acceptance of the proposal submitted by GFI Digital for the replacement of our current fleet of copiers and printers with new machines, servicing, and maintenance of the new fleet to include all parts, labor, toner, and emergency on-site calls. This proposal also includes an allowance of 75,000 black and white copies, and 2,000 color copies per month, any overages will be invoiced at .008 cents per copy for black and white and .055 cents per copy for color. The contract will be for a three-year term, with the option to extend for an additional two, one-year terms, at the discretion of the Housing Authority, in the amount of \$2,278 per month for the three-year term.

Attached is a resolution that will authorize the acceptance of the proposal and authorize a contract with GFI Digital for the replacement of our current fleet of copiers and printers with new machines, servicing, and maintenance of the new fleet, to include all parts, labor, toner, and emergency on-site calls. This proposal also includes an allowance of 75,000 black and white copies, and 2,000 color copies per month, any overages over this amount will be invoiced at .008 cents per copy for black and white and .055 cents per copy for color. The contract will be for a three-year term with the option to extend for an additional two, one-year terms, at the discretion of the Housing Authority, in the amount of \$2,278 per month for the three-year term.

Staff recommends approval of this resolution.

Board Action:

Approve Resolution No. 2023-17, if Appropriate.

RFP RATING SHEET

Name	MARCO	MOT	Harris	360	Toshiba	GFI	ACP	Premier Printing
Elaine	81	72	51	72	105	115	101	67
Jen	100	90	65	20	75	125	95	65
Cherrie	120	105	70	60	120	130	120	95
Nebyu	97	99	82	*94	83	104	99	87
*Nebyu preferred 360, if they had submitted "referrals" their score would be higher.								
TOTAL POINTS	398	366	268	152	383	474	415	314

RESOLUTION NO. 2023-18

**AUTHORIZING A REVISION TO THE JOB DESCRIPTION FOR
ASSISTANT DIRECTOR OF FINANCE**

WHEREAS staff is recommending a revision to the Assistant Director of Finance position to reflect duties of the job more accurately; and

WHEREAS the Assistant Director of Finance will support the Director of Finance with the management of financial and accounting functions of the department; and

WHEREAS duties will include, but are not limited to, general ledger accountability, financial reporting, financial profitability analysis monitoring grants and other special projects ; and

WHEREAS this position was evaluated during the salary comparability study and determined to range from \$76,617—\$112,515 annually.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the Assistant Director of Finance job description be approved at a salary range of \$76,617—\$112,515 annually.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners of the Housing Authority of Kansas City, Kansas does hereby approve Resolution No. 2023-18.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO



Title: Assistant Director of Finance

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

Under the immediate supervision of the Director of Finance, the Assistant Director shall oversee day-to-day operations of the Finance Department. Responsibilities include, but are not limited to, general ledger accountability, financial reporting, financial profitability analysis, monitoring grants and other special projects as assigned.

The purpose of this position: Is to assist the Director of Finance in management of the Kansas City, Kansas Housing Authority financial and accounting functions. The Assistant Director of Finance will work with the finance team to make sure accounting records are based on GAAP, accurate, on time and free from errors. This position also provide support in areas like accounts receivable, accounts payable, payroll, and general ledger activities.

This position reports directly to the Director of Finance.

ESSENTIAL FUNCTIONS:

- Prepare operational budget and perform budget variance analysis
- Perform Capital fund reconciliation
- Perform bank reconciliation
- Approve AP transaction on weekly basis
- Monitors and analyzes reports, ensuring proper procedures are followed
- Assist with supervision of accounting staff
- Ensures adequate insurance coverage and maintenance of insurance register is correct
- Ensures all funds are expended according to federal regulations; ensures all federal fiscal control regulations are met
- Ensures all funds received are properly accounted for and recorded
- Maintains a comprehensive knowledge of GAAP accounting procedures and requirements. Required to maintain knowledge of current trends, practices, and developments in the accounting profession, specifically HUD regulations, GASB Pronouncements and Federal Regulations
- Maintains general and subsidiary ledgers for all authority programs, ensuring total financial control for the Agency
- Provides information and support to other authority departments as required
- Responsible for reviewing and analyzing comprehensive reports, summarizing findings, and making recommendations to increase agency efficiency and effectiveness.
- Perform Month end and year end accounting tasks
- Assists in the year-end audit process and submission of HUD Financial Data Schedule
- Provide assistant to the Director of Finance, and act as department head in absence of Director of Finance
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to communicate and interact well with KCKHA residents, the general public, and other KCKHA employees



- Performs other duties as assigned

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Minimum Qualification: Bachelor's Degree in Accounting or Finance. professional experience in accounting or auditing, of which at least three years must have been in a supervisory, administrative, or managerial capacity.</p> <p>Preferred Qualification: Possession of a CPA License. Experience with HUD rules, regulations, and accounting practices.</p>
Experience	Over three years of experience in PHA or not for profit organization at senior accounting level position. Intensive experience in Cash Management, Budgeting, Payroll, Accounts Payable, and Accounts Receivable.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	Position has organization-wide fiscal responsibility. Assures that appropriate linkages exist between organization-wide budget, funding limitations and services levels, to meet specific departmental and organizational goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. Prepares financial statements and budget reports.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education



	is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Driver's License



Title: Assistant Director of Finance

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to provide assistance to the Director of Finance and also provide support and assistance to other finance staff in accounts receivable, accounts payable, payroll, and general ledger activities. This is accomplished by reviewing updates to the General Ledger, reviewing financial statements, including the Capital Fund Program, and reviewing General Ledger accounts to ensure accuracy. Other duties include transferring funds and preparation of agency budget estimates.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Supervises tenant accounting functions by reviewing accounts when necessary; preparing repayment agreements; reviewing late notices, summons lists, and court lists; and assisting with the determination of continued tenant occupancy. Supervise finance staff with inquiries regarding payroll, FMLA, COBRA, etc.	40%
2	S	Supervises general ledger function by reviewing and approving journal entries; reviewing reports for accuracy; and preparing reports for HUD systems including Section 8 program reports and year-end financial reports. Prepare and monitor agency budget estimates, including operating subsidy calculations. Maintain eLOCCS fund drawdown system activity; assist/manage finance staff in maintenance of Capital Fund accounting functions.	30%
3	S	Provide assistance to Director of Finance; and act as department head in absence of Director of Finance. Approve payments to vendors and check accounts to ensure accuracy of coding. Transfer funds between bank accounts as necessary.	15%
4	S	Work with insurance companies on loss reporting and management. Work with telecommunications and computer vendor in maintaining management information system and ancillary systems. Delegating tasks and responding to inquiries.	10%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Over one year up to and including three years.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
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