



Agenda

Housing Authority of the City of Kansas City, Kansas

Regular Meeting

Thursday, January 18, 2024
12 noon

Boardroom
1124 N. 9th Street

- I. Roll Call
- II. Swearing in Ceremony
- III. Approval of the Minutes
Regular Board Meeting November 16, 2023
- IV. Executive Director's Report
- V. 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.
- VI. Committee Reports
- VII. New Business Consent Items:
 - Resolution No. 2023-24 Approving Amendments to By-laws and Policies and Procedures providing for Guidance regarding Commissioner Performance
 - Resolution No. 2024-01 Approving Two Job Descriptions
 - Resolution No. 2024-02 Authorize Rejection of the Bid for K1-55 Finance Office Renovation and Conversion of Bathroom to ADA/AFAS Standards
 - Resolution No. 2024-03 Authority to Reject the Bid received for Selected Housing Units Slope Repair at K1-52(3) Belrose Manor and K1-53(6) Douglas Heights Family Development from Engineered GC Services, LLC
 - Resolution No. 2024-04 Authority to Accept the Bid and Authorize a Contract for Parking Lot Repairs at K1-55(4) Wyandotte Towers, K1-57(24) Plaza Towers and

K1-52(5) Belrose Manor with Asphaltic Surfaces,
LLC

Resolution No. 2024-05 Authority to Dispose of Air Handler

VIII. New Discussion Consent Items: None

IX. Executive Session

X. Adjournment

Lunch will be served at 12 noon for Board members.

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

Thursday, November 16, 2023
12 noon

Boardroom
1124 N. 9th Street

On the 16th day of November 2023 at 12 noon 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
Jacques Barber, Commissioner
Hazel Davis, Commissioner
Raul Escarcega, Commissioner
Carla Whiteside-Hicks, Commissioner
J.D. Rios, Commissioner
Chandra Ward, Commissioner
Linda Warner, Commissioner

ABSENT: Rev. Jimmie L. Banks, Vice-Chairman
Pastor Roderick McConnell, Commissioner
P. Anne McDonald, Commissioner

ALSO, PRESENT: Andrea Tapia, Executive Director/CEO
Worku Alem, Director of Finance
Anwar Crockett, Assistant Director of Housing Operations
Stephanie Drake, Human Resources Officer
Cherrie Escobar, Director of Section 8
Jen Garrison, IT Administrator
Gerald Glavin, Director of Contract Administration
Susan Martin, Modernization/504 Coordinator
Solomon Mekennon, Asst. Director of Finance
Jacqueline D. Randle, Executive Services Manager
Elaine Stroud, Director of Housing Operations
Chenaye Sutton, Family Self-Sufficiency Coordinator
Michael Guyder, Auditor
Donna Humphries, Auditor
Kimberly O-Keefe, Auditor
Janice Maxwell, FSS Graduate
Laura Swan, The Learning Club

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

Chairman Watkins called for approval of the minutes. Commissioner Rios made the motion to approve the minutes of October 19, 2023. Commissioner Barber seconded the motion, and the following vote was recorded:

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

NAYS: None

ABSENT: Banks, McConnell, McDonald

ABSTAIN: None

Motion carried.

Family Self-Sufficiency (FSS) Graduate

Ms. Tapia introduced Janice Maxwell as a graduate of FSS and stated we are proud of her. Ms. Tapia thanked Ms. Maxwell for allowing them to use her information at the Neighborhood Summit. *The audience applauded.* Ms. Sutton said Ms. Maxwell was already enrolled in the program when they met. They have a lot in common, and Ms. Sutton has been inspired by Ms. Maxwell.

Ms. Maxwell stated some of what she learned from the program was budgeting and saving. She was not able to learn these things growing up and has shared her knowledge with her daughter and other young adults. Ms. Maxwell said she will be 50 in February. She has set up a budget and is telling others to do the same. She has completed her degree and shared statistics class was difficult, but she stuck with it and received a "B." Getting a degree allowed her to go from \$14K/yearly to almost \$50K/annually. Ms. Maxwell shared she learned to have different bank accounts such as an emergency fund. She has learned a lot and plans to continue to share a lot. Ms. Tapia stated the FSS program is successful because of residents like Ms. Maxwell who are doing the hard work. Ms. Sutton said Ms. Maxwell has escrowed \$7,286 from the program. *Ms. Maxwell and Ms. Tapia were photographed.* Chairman Watkins thanked Ms. Sutton for the work she has done with the FSS program.

Executive Director's Report

- Ms. Tapia said there will be more FSS graduates to come, and Ms. Sutton is doing a great job running the program. She added her leadership makes a big difference.
- Ms. Tapia said the Housing Choice Voucher (HCV) program is currently at 1,089 vouchers leased and 28 VASH vouchers leased. Section 8 staff is depleting the old waitlist so they can begin pulling from the 2024 waitlist. January 1, 2024 is the target date for depleting the old waitlist.
- Ms. Tapia then skipped down to the Landlord Appreciation event where we will acknowledge landlords who are providing housing for HCV residents. She indicated there is one landlord who has over 40 housing units. He has been on the program for over 20 years and is compassionate about helping families. He has eight additional housing units to add to the Section 8 program. The Appreciation program will recognize these landlords and give us an opportunity to give back to our landlords.
- We will begin the Landlord Incentive program, which the Board approved last month, the beginning of the year. Section 8 is working with Finance to begin the process. Ms. Tapia stated Ms. Escobar has a lot on her plate. Ms. Escobar will be working to deplete the waitlist while going through the HUD Monitoring Review. Information is provided in the handouts. HUD will be coming out the end of January 2024 to look at our programs. Staff will meet next week to assign who is responsible for what and to prepare for HUD's visit.
- Ms. Tapia said our health benefit package will see an increase of 6.9 percent for 2024. There is no change in deductibles. She stated to off-set the \$3,500—\$4,000 deductible, which can be a hardship on our employees, we went to Paytient and asked them to raise the credit amount from \$1,000 to \$1,500. Ms. Tapia explained Paytient is a credit card you do not have to apply for and there is no credit check. The card is supplied by the Housing Authority and can be used for hospital, co-payments, and veterinary bills. The employee determines how to pay the money back and it can be paid back up to 24 pay periods or less. Once payments are made, the money goes back on the card to be used again. The Housing Authority pays a \$3.25/monthly fee, per employee, per month, for the program. Last year more than \$27,000 was used by staff which tells us the program is needed. Commissioner Rios questioned what the penalty was if not paid back. Ms. Tapia stated employees are not responsible for paying us, but are responsible for paying Paytient, and Paytient could take them to court if they do not pay the money back. She further stated the card comes from Paytient, and they collect the money charged on the card. Commissioner Rios stated it is a line of credit and Ms. Tapia noted that was correct, but it is not credit you have to apply for. The agency's contribution is the monthly fee of \$3.25 per person, per month whether they use it or not. Chairman Watkins added utilizing the Paytient card can offset the cost of the

deductible. Ms. Tapia said this is a solution that makes sense for our employee as we know staff can have a hard time coming up with money for the deductible. Ms. Tapia further stated Paytient can also be used for medications which relieves some of the pressure on our staff. As an agency we want to do what we can to assist our staff. We are able to insure, not only our housing participants are taken care of, but also our staff is taken care of. Commissioner Rios asked was this the first year with Paytient? Ms. Tapia indicated it was our second year with Paytient. Commissioner Rios questioned how much employees used Paytient the first and second year and suggested we monitor how much that number goes up. He asked how much was the previous amount allowed? Ms. Tapia said it was \$1,000. ~~Ms. Tapia said \$1,000 was used the first year.~~ Commissioner Rios said he thinks it's a larger issue that needs to be addressed with staff and we should look at this further if the amount continues to go up. Commissioner Warner said there is convenience in using the Paytient card. If an employee is cash poor or in a cycle where they need to see the doctor, they could use the money on the Paytient card and pay it back. She sees this as a cash management tool to help staff manage their money properly and this is another way to do that. Commissioner Rios stated we will see what happens next year. Commissioner Barber noted that medical expenses can be unexpected and a big hit to the budget.

Audit Report

Chairman Watkins welcomed the auditors who were present virtually, and he asked they proceed with their report. Michael Guyder led the team. Donna Humphries and Kimberly O'Keefe were also present on Zoom. Mr. Guyder noted this was their first year auditing the Kansas City, Kansas Housing Authority and the audit is for the period ending March 31, 2023. He used a PowerPoint presentation to show the financials and provided a narrative of each report. He said a hard copy of the financials will be provided before the holiday. Mr. Guyder explained unaudited financials are required to be submitted to HUD for June 15th, but the report was submitted July 1st in this last fiscal year. He stated the condition, and the cause has been outlined. The Housing Authority has prepared a corrective action plan. They do not anticipate this will continue to be an issue. He thanked Mr. Alem and Mr. Solomon for collaborating with them throughout the audit. Chairman Watkins thanked auditors for their report. The auditors exited the meeting.

Commissioner Barber questioned if there was anything in the audit to be concerned about or areas which need improvement. Ms. Tapia noted we had a finding of the financial report not being submitted to HUD in a timely manner. She stressed we need to do a better job of documenting the processes of how we can come up with the information so if there is a transition period, the person coming in understands where they left off. Ms. Tapia said we need to a better job having

something on hand if someone needs to step in and figure out what needs to be done. Commissioner Rios stated the Board was made aware of this in advance of the audit and took steps to bring in a previous employee who had history with submitting the financial report to HUD. He said this is about best practices. Ms. Tapia acknowledged Mr. Alem worked 24 hours to get this figured out. Commissioner Rios asked if we could be assured this will not happen again. Ms. Tapia noted Mr. Alem is taking notes and is training Mr. Mekennon and Ms. Sanders on the submission and documentation. She added a manual is being prepared with this and other financial information for the department. Ms. Tapia explained this information is accessible to the Director of Finance and the Executive Director. The Chairman noted there is a level of continuity present now which was not here previously.

Public Comments

Chairman Watkins called for public comments. Laura Swan, with the Learning Club, was present to observe. There were no public comments.

Ms. Tapia stated Ms. Swan does a wonderful job with the Learning Club and we lucky to partner with them. Ms. Swan introduced herself as Executive Director of the Learning Club. She recently took over for Brad Grabs. She stated the Learning Club is an after-school program which primarily operates on Housing Authority properties. The Learning Club is at Juniper Gardens, St. Margarets, Douglas Heights Cyrus K. Holiday, and Chalet Manor. Chairman Watkins agreed this is a great program.

Bylaws

Commissioner Barber said the Bylaws committee met on Tuesday. They discussed terms of office for Commissioners which included when and how Housing Authority Commissioners are appointed by Unified Government (UG) Commissioners. They discussed details of Commissioner appointments. They concluded when we do have elections, it should be made clear to the Board and include an end date of the term. They discussed how interruptions would be addressed. The appointment process of UG Commissioners was discussed.

Commissioner Barber noted there was a General Election in the county and new UG Commissioners were elected. The Bylaws committee decided to delay holding KCKHA Board elections until January or February to allow time for the new UG Commissioners to be seated and make their appointments.

Commissioner Barber said they looked at the Bylaws, and Policies and Procedures and determined the Policies and Procedures required additional language. The changes were provided to the Board as a handout. He noted today they would be voting on a resolution regarding Board performance.

Chairman Watkins noted there will be an announcement on the election for Board Chairman and Vice-Chairman, in February and the election will take place a month later in March. Ms. Tapia said it would be good to provide the list of Board members and their terms at the beginning of each year. Commissioner Rios said this helps with transparency. His question related to 3/4 majority vote and then 2/3 vote to proceed with the removal process. He wondered what the rationale was and for 3/4 vs. 2/3 vote, if there isn't one, they should be the same. Chairman Watkins said because it is a higher standard or 3/4 majority to actually remove someone. The 2/3 vote is to start the process. The Board went back and forth on what it meant for 3/4 or 2/3 and noted it was confusing. Commissioner Warner stated it says, "*the removal process can be initiated by just three Commissioners.*" Chairman Watkins explained this refers to a review process by the three Commissioners, it would still have to go before the Board for a final vote. The Board would then have the opportunity to remove a commissioner with a 2/3 vote. Ms. Tapia agreed this was correct. Chairman Watkins suggested tabling today's resolution (No. 2023-42) and bringing it back at the next board meeting.

Finance

Ms. Tapia stated the Finance Committee did not meet.

Personnel

Chairman Watkins stated the Personnel Committee did not meet.

Inclusion and Public Information

Chairman Watkins stated the Inclusion and Public Information Committee did not meet.

Development

Commissioner Warner said the Development Committee met on November 1, 2024 and she passed out written notes from the meeting. She explained they reviewed photos of the quality of work done at Plaza Towers and Ms. Tapia will discuss this later. She said units cannot be occupied because the modernization was not completed satisfactorily. Relocation is continuing at Juniper Gardens and all families should be relocated by Christmas. Fulson Development is working on a timeline for redevelopment. Ms. Tapia noted the timeline was received this

morning. Commissioner Warner stated we hired a Director of Public Safety and Ms. Tapia added security is driving through Juniper Gardens. This is all being done to keep staff and the public safe. Commissioner Warner stated an emergency notification system has been evaluated and it works, this will be offered to employees and residents of Public Housing. Ms. Tapia clarified it will not be offered to Housing Choice Voucher landlords due to the cost involved. Commissioner Warner advised the committee is looking at the structure of the 501(c) 3 and are trying to determine what will be needed. This is being reviewed before presenting it to the Board for approval.

Resident Participation

Chairman Watkins noted there was a Resident Advisory Board (RAB) meeting, and he was able to attend.

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

New Business Consent Items

Chairman Watkins said there were eight resolutions on the consent agenda, with one of them, Resolution No. 2023-42 being removed until the next board meeting. Commissioner Rios made a motion to approve Resolution Nos. 2023-39 through 2023-46, with the removal of Resolution No. 2023-42. Commissioner Escarcega seconded the motion, and the following vote was recorded:

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

NAYS: None

ABSENT: Banks, McConnell, McDonald

ABSTAIN: None

Motion carried.

Resolution No. 2023-39, authorizing the Kansas City, Kansas Housing Authority to amend the Administrative Plan for the Section 8 Housing Choice Voucher Program.

The Administrative Plan must be reviewed and revised as HUD regulations are adopted and renewed. Current changes are requiring modifications to the plan. All changes require Board approval. The changes proposed by this resolution will strengthen operations of the Housing Choice Voucher program. Changes are occurring in Chapter 17, Project Based Vouchers and Chapter 18, Project Based Vouchers (PBV) under the Rental Assistance Demonstration (RAD) program were introduced. These changes and additions were provided to the Board prior to the board meeting.

RESOLUTION NO. 2023-39—AUTHORIZING THE KANSAS CITY, KANSAS HOUSING AUTHORITY TO AMEND THE ADMINISTRATIVE PLAN FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM.

Resolution No. 2023-40, approving the removal of pull-cords in all high-rise units and low-rise units at Westgate Villa and Wyandotte Towers.

The pull-cord system used in the high-rise bedrooms and bathrooms, and low-rise units at Westgate Villa and Wyandotte Towers are obsolete. The system is approximately 50 years old and too expensive to replace. An analysis of the pull-cord system showed it was used accidentally 90 percent of the time. Additionally, the pull-cord system is not a HUD mandate and not part of an amenity package. This resolution will authorize the elimination of the pull-cord system at all high-rise units and low-rise units at Westgate Villa and Wyandotte Towers.

RESOLUTION NO. 2023-34—APPROVING THE REMOVAL OF PULL-CORDS IN ALL HIGH-RISE UNITS AND LOW-RISE UNITS AT WESTGATE VILLA AND WYANDOTTE TOWERS.

Resolution No. 2023-41, authority to accept the bid and authorize a contract for asbestos abatement at Rosedale Towers located in Kansas City, Kansas with American Asbestos abatement dba Midwest Service Group.

This resolution requests asbestos abatement at Rosedale Towers. The Five-Year Plan outlines the renovation and modernization of this property. An inspection of the property by Hernly Environmental in August 2022 determined there is asbestos in the black floor mastic, cream floor tile and mastic as well as ceiling texture and drywall seams, nail holes and patches. An architect was hired to design and modernize three floors of Rosedale Towers starting with the 12th floor which

includes plans for asbestos removal. This asbestos removal must be done by a Kansas licensed abatement contractor. The Invitation to Bid was published in the usual publications, on the Housing Authority website and mailed directly to 55 licensed abatement companies. The Pre-Bid conference took place October 4, 2023 at Rosedale Towers. Bids were opened October 13, 2023 and four contractors bid the project: Midwest Service Group, St. Peters, Missouri; B & R Insulation, Lenexa, Kansas; Freshco Cleaning and Restoration, City and State Unknown and Smart Environmental, Kansas City, Kansas. The low bidder was determined by the sum of the project per square foot price. American Asbestos Abatement dba Midwest Service Group is the apparent responsive low bidder with a price per square foot combined bid of \$20.32 times total square footage of 29,257 for a total bid of \$153,209.24. This contractor has been in business three years and the Housing Authority has no previous experience with American Asbestos Abatement. Positive comments were received from the reference checks and there are funds available in the 2023 Capital Fund Program budgeted for this work. Our policy requires bids over \$75,000 be approved by the KCKHA Board. Staff and architect recommend the approval of this bid in the amount of \$153,209.24 for asbestos abatement at Rosedale Towers to prepare for the modernization of the 12th floor.

RESOLUTION NO.2023-41—AUTHORITY TO ACCEPT THE BID AND AUTHORIZE A CONTRACT FOR ASBESTOS ABATEMENT AT ROSEDALE TOWERS LOCATED IN KANSAS CITY, KANSAS WITH AMERICAN ASBESTOS ABATEMENT DBA MIDWEST SERVICE GROUP.

Resolution No. 2023-42—Tabled.

Resolution No. 2023-43, authorizing change of banking activity from Liberty Bank to Bank of Labor.

This resolution authorizes a change of banking institutions from Liberty Bank to Bank of Labor. After evaluating the current banking activity, it was determined to be in the best interest of the KCKHA to terminate its relationship with Liberty and align with Bank of Labor for superior service and support in today's business climate. Board approval is necessary to make this change and staff recommends a change be initiated to better serve its needs.

RESOLUTION NO.2023-43—AUTHORIZING CHANGE OF BANKING ACTIVITY FROM LIBERTY BANK TO BANK OF LABOR.

Resolution No. 2023-44, accepting the audit report of Marcum, LLP.

This resolution accepts the audit report of Marcum, LLP as required by the U.S. Department of Housing and Urban Development (HUD). The audit is for fiscal year ending March 31, 2023. This is our first year utilizing this firm. The onsite audit took place September 11—12, 2023 and consisted of reviewing program files, Capital Funds, HR files, Information Technology and Financial records. Some information was provided before and after the onsite visit. One finding of a late submission of the Financial Data Schedule (FDS) was received. The Board was advised of this in advance of the finding and no other findings were noted. The auditors provided the final audit report via Zoom.

RESOLUTION NO.2023-44—ACCEPTING THE AUDIT REPORT OF MARCUM, LLP.

Resolution No. 2023-45, approval to apply for a Landlord Mitigation Fund Program Grant.

This resolution requests approval to apply for a Landlord Mitigation Fund Program Grant in partnership with the Wyandotte County Public Health Department, Kim Wilson Housing and Cross-Lines Community Outreach. This grant will help low-income renters and unhoused individuals gain affordable housing. It will reduce barriers to access federal vouchers. The Kansas City, Kansas Housing Authority will be the fiscal agent for the grant. Local landlords have expressed an interest in having a Landlord Liaison to assist them with paperwork and issues related to listing their property with the Housing Authority. A Landlord Liaison will be created and hired to provide outreach and establish a relationship with existing and new landlords. Staff seeks Board approval to apply for the Landlord Mitigation Fund Program Grant.

RESOLUTION NO.2023-45—APPROVAL TO APPLY FOR A LANDLORD MITIGATION FUND PROGRAM.

Resolution No. 2023-46, authorizing the Executive Director/CEO of the Kansas City, Kansas Housing Authority (KCKHA) to execute all titles, sales, and closing

documents between the Kansas City, Kansas Housing Authority and Black Lark Apartments, LLC.

This resolution authorizes the Executive Director/CEO of the Kansas City, Kansas Housing Authority (KCKHA) to execute all documents for the sale of Juniper Gardens to Black Lark Apartments, LLC. The KCKHA entered into a Commercial Real Estate Sales Contract on June 21, 2023 with Black Lark Apartments to purchase Juniper Gardens for the sales price of \$7,750,000. This resolution was prepared and signed at the request of Coffelt Land Title, Inc. prior to closing the sale.

RESOLUTION NO. 2023-46—AUTHORIZING THE EXECUTIVE DIRECTOR/CEO OF THE KANSAS CITY, KANSAS HOUSING AUTHORITY (KCKHA) TO EXECUTE ALL TITLES, SALES, AND CLOSING DOCUMENTS BETWEEN THE KANSAS CITY, KANSAS HOUSING AUTHORITY AND BLACK LARK APARTMENTS, LLC.

Commissioner Watkins called for an Executive Session to discuss a real estate matter for 15 minutes. Commissioner Warner made the motion to go into Executive Session. Commissioner Rios seconded the motion, and the following vote was recorded.

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

NAYS: None

ABSENT: Banks, McConnell, McDonald

ABSTAIN: None

Motion carried.

Andrea Tapia, Susan Martin, and Gerald Glavin were present during Executive Session which lasted from 1:35 p.m. until 1:50 p.m.

Executive Session was extended for 10 minutes. Commissioner Warner made the motion to continue Executive Session for another 10 minutes. Commissioner Rios seconded the motion, and the following vote was recorded:

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

NAYS: None

ABSENT: Banks, McConnell, McDonald

ABSTAIN: None

Motion carried.

Executive Session lasted from 1:52 p.m. until 2:02 p.m. Present was Andrea Tapia and Gerald Glavin.

Commissioner Rios made the motion to reconvene the meeting. Commissioner Warner seconded the motion, and the following vote was recorded:

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

NAYS: None

ABSENT: Banks, McConnell, McDonald

ABSTAIN: None

Motion carried.

Commissioner Rios made the motion to not meet in December 2023 and to reconvene the regularly scheduled board meeting in January 2024. Commissioner Warner seconded the motion, and the following vote was recorded:

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

NAYS: None

ABSENT: Banks, McConnell, McDonald

ABSTAIN: None

Motion carried.

Ms. Tapia was present when the Board reconvened.

Chairman Watkins called for adjournment, and it passed unanimously.

Matthew T. Watkins, Chairman

Andrea Tapia, Executive Director/CEO



Kansas City, Kansas Housing Authority

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Kansas City, Kansas 66101-2197

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www.kckha.org

To: Board of Commissioners
From: Andrea Tapia, Director/CEO
Date: January 18, 2024
Re: Executive Director Report

Human Resources Department

We have seen significant progress within the Human Resources Department. During the month of November and December the following items were addressed:

November 2023:

- **Recruited and Scheduled Interviews for open positions which includes:** 4-Maintenance Mechanics, 3-Property Managers, 3- Assistant Property Managers, Part-time Booth Monitors, Part-time Program Specialist, Part-time Admin Asst.- ROSS, Part-time Finance Asst, Resident Selection Specialist, Director of Public Safety
- **Made job offers to 4 applicants:** 2 did not make it through the on-boarding process. 2 started in December.
- **Positions Filled:** Director of Public Safety, and Resident Selection Specialist
- **Conducted** Open Enrollment for the agency.
- **Conducted** employee investigations.
- **Met** with KDOL to discuss Emergency Action Plan for agency.
- **Implemented** Safety Huddles for the Maintenance Department.
- **Tracked** staff Performance Appraisals
- **Ensured** updated Safety and Employment Law Posters are in place at all sites.

December 2023:

- **Recruited and Scheduled Interviews for open positions which includes:** 4-Maintenance Mechanics, Vehicle Maintenance Mechanic, General Foreman, 3-Property Managers, 3- Assistant Property Managers, Part-time Booth Monitors, Part-time Program Specialist, Part-time Admin Asst.- ROSS, Part-time Finance Asst, MOD Coordinator
- **Made job offers to 5 applicants:**
- **Positions Filled:** 1-Full-time Booth Monitor, 1-Property Manager, 1- Assistant Property Manager, 1- Admin Asst-ROSS, 1- Maintenance Mechanic
- **Conducted 2 New Hire Orientation classes.**
- **Created a job description for the Development & Revitalization Coordinator**

- **Created the New Hire Welcome Survey and Exit Survey:** to begin distributing in January.
- **Created Effective Communication training:** to train supervisors.
- **Tracked** staff Performance Appraisals.
- **Planned holiday party:** Canceled due to illness in agency.
- **Collaborated** with managers on Corrective Action guidance.
- **Met** with staff members regarding concerns.

Safety Department

KCKHA would like to welcome Mr. Alex Kump, as our Director of Public Safety. Alex has worked in public service his entire life. He served as a probation officer for 2 years before becoming a Law Enforcement Officer, serving 28 years with KCKPD. Alex retired from Law Enforcement in 2017. He joined the Kansas City, Missouri Housing Authority in 2021, where he served as a Public Safety Officer.

IT Department

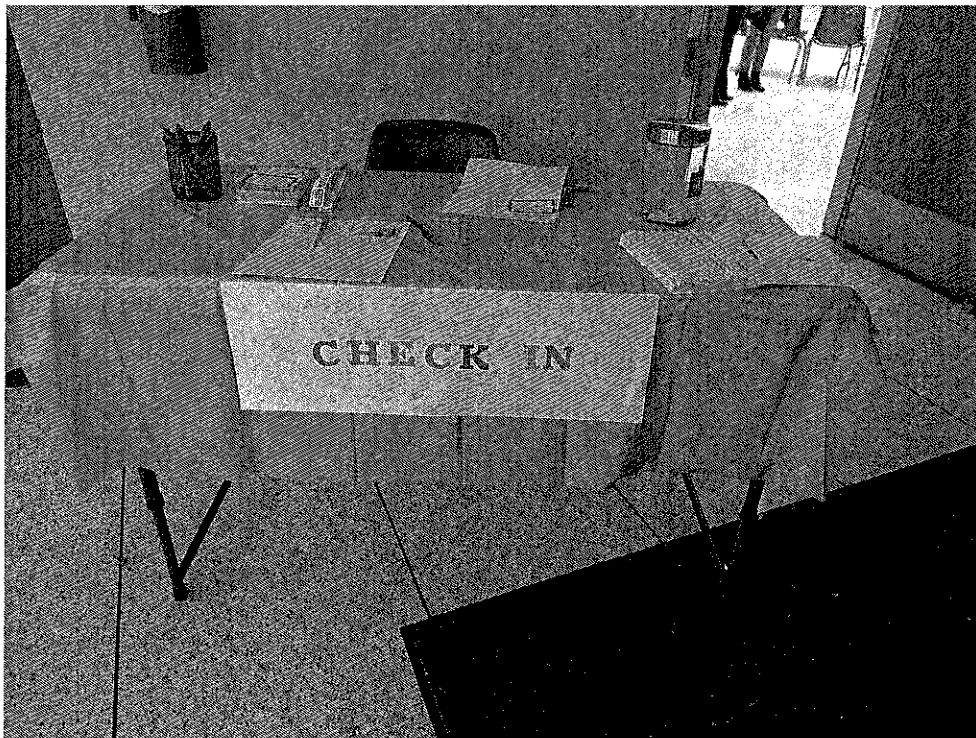
The IT Department has completed an IT Asset Inventory for the organization and will focus efforts on building diagrams of the network infrastructure we have in place for future references when necessary. As the Agency moves forward and we find new challenges to meet and obstacles to overcome it is important to have procedures and policies updated to the current environment and technology. In 2024 IT plans to be more aggressive with getting an IT policy and procedure manual complete.

Housing Choice Voucher Program

HCV Staff hosted a Landlord Appreciation Event on December 1, 2023. The event sought to bridge the gap between landlords and the need for affordable housing solutions. Landlords were provided a breakfast buffet while various staff provided resources, answered questions, clarified policies, and helped in creating new alliances and networking with new and current landlords. Staff presented program highlights and topics such as announcing a designated email platform for landlord communications and broadcasting KCKHA's Motivation and Relief Financial Incentive Program. Success stories were shared by landlords who have previously partnered with the Housing Authority. The morning event was filled with chatter about the challenges faced by the landlords and the need for accessible housing, and opportunities that every landlord present could provide.

Photographs of the Landlord Appreciation Event follow on the next two pages.





The Housing Choice Voucher (HCV) Program continues to work towards increasing voucher issuance and lease up of vouchers. Currently there are 1,122 HCV and 29 VASH vouchers that are leased with 127 voucher holders searching for a place to rent, and 16 new voucher holders who have leased up. All applicants on the 2021 waitlist have been pulled. The 2023 waitlist has 1,500 applicants. HCV will begin pulling from the 2023 waitlist in February 2024. During the month of November and December 2023, 16 individuals ended participation in the program. The attached chart shows exit dates, and reason for exiting the program. The Housing Assistance Payments (HAP) paid to the landlords in November 2023 totaled \$971,519 and in December 2023 totaled \$989,523.

S8 - EOP - Report		
From: 11/01/2023 Thru: 12/31/2023		
Programs: All Projects: All		
Processed Records: 16 Selected Records: 16		
Order By: Tenant Name		
11/30/2023	S8-Skipped	Voucher PB-Eileen's Place
12/31/2023	S8-Request off Program	Voucher HCV
11/30/2023	S8-Illness/Deceased	Voucher HCV
12/31/2023	S8-Skipped	Voucher HCV
11/30/2023	S8-Skipped	Voucher HCV
12/31/2023	S8-Illness/Deceased	Voucher VASH
12/31/2023	S8-Illness/Deceased	Voucher PB - Delaware Highlands
12/31/2023	S8-Request off Program	Voucher HCV
11/30/2023	S8-Zero HAP/Over Income	Voucher HCV
12/31/2023	S8-Illness/Deceased	Voucher Enhanced
12/31/2023	S8-Illness/Deceased	Voucher PB - Delaware Highlands
12/31/2023	S8-Request off Program	Voucher HCV
12/31/2023	S8-Fail to comply w/Recert - HQS	Voucher HCV
11/30/2023	S8-Request off Program	Voucher VASH
12/2/2023	S8-Illness/Deceased	Voucher HCV
11/30/2023	S8-Request off Program	Voucher PB - Delaware Highlands

Property Management Supervision & Weekly reporting

The Public Housing waitlist currently has 1,102 applicants. There were 60 participants whose program participation ended during the month of November and December 2023. As of December, KCKHA's public housing has maintained an occupancy rate of 96%. Many of the vacancies are due to tenants vacating for reasons ranging from lease violations to becoming self-sufficient.

Property Management

Unit turnover continues to be the top priority for Housing Operations. During the month of November and December, 73 units were made ready providing available rental housing units for applicants.

HUD Monitoring Review

HUD notified us that they will be conducting an onsite monitoring review. The review will begin during the week of January 29, 2024. We are currently gathering the requested information for HUD's review.

The following are monthly reports provided by staff:

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

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

Description	Rate ^(a)	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$900,909.86	Liberty
Payroll Account	0.00%		\$2,845.89	Liberty
ACH Pymt Account	0.00%		\$800.38	Liberty
Rent Depository Account	0.00%		\$10,847,374.32	Bank of Labor
Rent Bank Deposit Accounts	0.019%		\$348,937.90	Various Rent Banks
Homeless Prevention Program	0.049%		5,521.61	Bank of Labor
Sponsorship Program	0.019%		20,307.01	Bank of Labor
Section 8 Checking	0.00%		1,227,125.08	Bank of Labor
EPC Replacement Reserve Acct	0.15%		\$38,969.21	Liberty
Family Self Sufficiency	0.019%		\$94,340.72	Bank of Labor
KCKHA Debt Service Account			\$518,052.54	Deutsche Bank
CD#120245349	3.50%	03/01/24	\$500,000.00	Bank of Labor

(a) Represents Rates as of January 12, 2024 provided by Banks.

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



Worku Alem
Director of Finance

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

	Rent & Other Charges	Repayment Agreements	Net Total
Accounts Receivable (Amounts Delinquent)	\$173,701.48	(\$83,585.79)	\$90,115.69
Total Charges to Tenants for Month			\$482,630.38
Delinquency Ratio			18.67%
Petitioned to Court			<u>0</u>
Praecipes Issued			<u>0</u>
Evictions			<u>0</u>
Pending Evictions			<u>0</u>



Worku Alem
Director of Finance

	Kansas City, Kansas Housing Authority	
	Payments Over \$1,000.00	
	For The Month of DECEMBER '23	
	CONTRACTS	
	MAINTENANCE COSTS	
	American Textile Mills Inc.	\$1,285.96
	BAILEY INDUSTRIAL CLEANING	\$4,715.00
	CE WATER MANAGEMENT	\$1,605.00
	CEI Electrical & Mechanical	\$2,977.75
	CHARLES P DAY dba DAY SERVICE KC	\$2,148.00
	Charter Communications	\$1,373.37
	CINTAS CORPORATION No. 2	\$1,432.35
	DAVID ALLEN HENDERSON DBA	\$3,885.00
	DAVID ALLEN HENDERSON DBA	\$1,295.00
	Design Mechanical, Inc.	\$3,886.71
	DOUG'S AUTO REPAIR	\$1,258.15
	F & C REMODELING & CLEANING SERVICE	\$6,975.00
	F & C REMODELING & CLEANING SERVICE	\$2,325.00
	GE APPLIANCES,A HAIER COMPANY	\$2,700.00
	Gold Star Flooring & More, Inc	\$5,170.00
	H.D. Supply	\$11,958.86
	H.D. Supply	\$4,405.98
	H.D. Supply	\$1,881.18
	Home Depot Pro-SupplyWorks	\$1,387.76
	James Hanson dba Jim's Services	\$3,959.00
	James Hanson dba Jim's Services	\$1,405.00
	John Ripley Window Washing	\$1,100.00
	Johnson Controls Inc.	\$63,230.14
	Johnson Controls Inc.	\$34,954.23
	Johnstone Supply Co.	\$11,368.00
	Kansas City Winnelson Co.	\$1,385.04
	KLEND AUSTERMANN LLC	\$3,043.03
	Lowes	\$3,082.74
	METRO PUBLIC SAFETY & INVESTIGATION LLC	\$2,000.00
	MOMAR INC	\$2,104.48
	OSCARS MAINTENANCE SERVICE CORP, LLC	\$9,260.00
	PDQ Supply Inc.	\$1,618.14
	POE MAN LAWN SERVICE	\$6,900.00
	Predator Termite & Pest Contr	\$5,380.00
	QUALITY PLUMBING, INC	\$3,762.55

REPUBLIC BUSINESS CREDIT	\$2,184.79
REPUBLIC SERVICES #468	\$2,854.23
REPUBLIC SERVICES #468	\$2,275.13
Sherwin-Williams Co	\$2,872.67
SOS Pest Control	\$4,950.00
STACO ELECTRIC CONSTRUCTION CO	\$3,034.44
Stanion Wholesale Elec. Co.	\$18,831.84
Steamatic Of Kansas City Inc.	\$4,200.00
Steamatic Of Kansas City Inc.	\$1,350.00
SUPER PAINTERS KC, LLC	\$1,800.00
Vestals Welding & Fabrication	\$1,950.00
Virginia Tile Company	\$1,795.17
W CARTER & ASSOCIATES GLAZING, LLC	\$4,556.00
W CARTER & ASSOCIATES GLAZING, LLC	\$1,862.00
Waste Management	\$5,042.94
MISCELLANEOUS	
AT&T	\$13,623.37
AT&T	\$13,550.72
Carahsoft Technology Corporation	\$2,865.58
Evans & Mullinix, P.A.	\$10,380.25
Evans & Mullinix, P.A.	\$7,000.00
Housing Insurance Serv. Inc.	\$3,622.00
MASTERCARD	\$5,754.22
McCRIGHT & ASSOCIATES, LLC	\$9,114.00
MRI Software LLC (HAB, INC)	\$36,640.80
OFFICE ESSENTIALS, INC	\$2,088.47
PayLease, LLC	\$10,290.36
THOMAS RICHARD REHORN, III P.A.	\$1,953.00
U.S BANK EQUIPMENT FINANCE	\$2,228.24
UPCS Services DBA Focus on Housing	\$4,996.60
Verizon Wireless	\$2,575.99
WEX BANK DBA WRIGHT EXPRESS FSC	\$6,281.84
MODERNIZATION	
Alonda Briggs	\$1,690.00
Centurion Moving & Storage	\$9,150.00
Centurion Moving & Storage	\$2,970.00
Charline Carter	\$1,200.00

[illegible]

Kansas City, Kansas Housing Authority
Operating Income and Expenditure
For the Period Ended November 31, 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				\$3,495,154.18	71%	\$4,934,708.00	\$38,419.87					\$3,495,154.18	71%	\$4,934,708
Fraud Recovery Income				\$8,564.00	996%	\$860.00						\$38,419.87		
Interest Income	\$710.65	508%	\$140.00	\$232,582.03								\$9,274.65	927%	\$1,000
Tenant Income						\$1,031,654.00						\$232,582.03		
Transfer from CFP				\$131,153.21	38%	\$344,460.00	\$10,779.19					\$466,117.72	135%	\$1,031,654
Other Income	\$324,185.32											\$1,265,805.78	65%	\$344,460
Fee for Services - COCC	\$1,265,805.78	65%	\$1,957,265.00							\$49,674.13	\$68,990.43	\$118,664.56	65%	\$1,957,265
Grant Income														
Management Fees	\$1,338,279.58	50%	\$2,689,665.00									\$1,338,279.58	50%	\$2,689,665
Total Operating Income	\$2,928,981.33	63%	\$4,647,070.00	\$3,867,453.42	61%	\$6,311,682.00	\$49,199.06			\$49,674.13	\$68,990.43	\$6,964,298.37	64%	\$10,958,752
Operating Subsidy				\$6,543,823.00	65%	\$10,137,661.00						\$6,543,823.00	65%	\$10,137,661
Section 8 Admin Fees							\$672,391.00	74%	\$911,273.00			\$672,391.00	74%	\$911,273
Total Operating Receipts	\$2,928,981.33	63%	\$4,647,070.00	\$10,411,276.42	63%	\$16,449,343.00	\$721,590.06	79%	\$911,273.00	\$49,674.13	\$68,990.43	\$14,180,512.37	64%	\$22,007,686
OPERATING EXPENSES:														
Administrative Salaries	\$823,677.11	62%	\$1,327,545.00	\$750,373.29	53%	\$1,406,207.00	\$197,426.90	55%	\$360,254.00	\$34,288.70	\$47,577.95	\$1,853,343.95	60%	\$3,094,006
Management Fees				\$1,166,270.08	75%	\$1,549,910.00	\$172,009.50	59%	\$289,533.00			\$1,338,279.58	73%	\$1,839,443
Other Admin Expenses	\$170,790.28	61%	\$280,649.00	\$297,765.39	69%	\$431,908.00	\$38,431.06	30%	\$126,088.00			\$506,986.73	60%	\$838,645
Tenant Services														
Tenant Services Salaries				\$2,918.93								\$2,918.93		
Resident Assoc Expenses				\$1,670.00	10%	\$16,554.00						\$1,670.00	10%	\$16,554
Other Expenses				\$1,720.46	7%	\$24,785.00						\$1,720.46	7%	\$24,785
Total Utilities	\$289,245.62	635%	\$45,546.00	1,879,340.51	63%	\$2,991,573.00						\$2,168,586.13	71%	\$3,037,119
Maintenance Salaries	\$756,996.56	59%	\$1,282,985.00	\$1,217,891.21	60%	\$2,025,449.00						\$1,974,887.77	60%	\$3,308,434
Maint Materials	\$378,795.08	69%	\$545,754.00	\$588,270.84	78%	\$758,129.00	\$2,140.68	83%	\$2,584.00			\$969,206.60	74%	\$1,306,467
Fee for Services - COCC				\$1,265,805.78	65%	\$1,957,265.00						\$1,265,805.78	65%	\$1,957,265
Other Maint Contracts	\$195,307.74	158%	\$123,248.00	\$1,528,782.22	63%	\$2,408,627.00	\$67,746.24	134%	\$50,474.00			\$1,791,836.20	69%	\$2,582,349
Other Security Expense	\$69,095.00			\$387.06	0%	\$208,853.00						\$69,482.06	33%	\$208,853
Insurance	\$98,515.12	83%	\$118,334.00	\$520,925.28	76%	\$681,978.00	\$21,597.01	84%	\$25,756.00			\$641,037.41	78%	\$826,068
Terminal Leave Payments														
Employee Benefit Contributions	\$485,205.49	53%	\$921,768.00	\$653,091.40	51%	\$1,285,450.00	\$64,754.95	51%	\$127,204.00	\$15,385.43	\$17,452.48	\$1,235,889.75	53%	\$2,334,422
Collection Losses	(\$173,225)			\$63,662.49	77%	\$82,740.00						\$63,489.24	77%	\$82,740
Interest Expense				\$331,964.00	67%	\$498,062.00						\$331,964.00	67%	\$498,062
Other General Expense	\$3,052.85	182%	\$1,680.00	\$6,005.24	197%	\$3,041.00	\$9,804.49	89%	\$11,000.00			\$22,822.58	145%	\$15,721
Total Routine Expenses	\$3,270,507.60	70%	\$4,647,509.00	\$10,276,844.18	63%	\$16,330,531.00	\$573,910.83	58%	\$992,893.00	\$49,674.13	\$68,990.43	\$14,239,977.17	65%	\$21,970,933
COVID														
Casualty Losses - Net				(\$180,545.00)								(\$180,545.00)		
Total Operating Expenses	\$3,270,507.60	70%	\$4,647,509.00	\$10,096,299.18	62%	\$16,330,531.00	\$573,910.83	58%	\$992,893.00	\$49,674.13	\$68,990.43	\$14,059,382.17	64%	\$21,970,933
Prior Year Adjustments														
Total Operating Expenditures	\$3,270,507.60	70%	\$4,647,509.00	\$10,096,299.18	62%	\$16,330,531.00	\$573,910.83	58%	\$992,893.00	\$49,674.13	\$68,990.43	\$14,059,382.17		\$21,970,933
Gain/(Loss) from Operations	(\$341,526.27)		(\$439.00)	\$314,977.24		\$118,812.00	\$147,679.23		(\$81,620.00)			\$121,130.20		\$36,753

*** September is the 6th month of the Fiscal Year Ending March 31st

*** Percentage 60% or e/12th of the year



Worku Alem, Director of Finance

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

CUSTOMER SERVICE & SATISFACTION SURVEY - November 2023

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
11/01/23	172	38	210	5	5	0	33
11/02/23	185	39	224	8	8	0	31
11/06/23	161	35	196	7	7	0	28
11/07/23	103	18	121	3	3	0	15
11/08/23	78	18	96	8	8	0	10
11/09/23	128	17	145	2	2	0	15
11/13/23	132	20	152	6	6	0	14
11/14/23	122	24	146	6	6	0	18
11/15/23	111	24	135	7	7	0	17
11/16/23	103	21	124	6	6	0	15
11/17/23	90	19	109	4	4	0	15
11/20/23	143	36	179	6	6	0	30
11/21/23	103	23	126	4	4	0	19
11/27/23	136	31	167	6	6	0	25
11/28/23	79	18	97	6	6	0	12
11/29/23	113	19	132	4	4	0	15
11/30/23	113	15	128	3	3	0	12
	2,072	415	2,487	91	91	0	324

(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 22% of the service work orders completed
- (b) No Response 78% of the service work orders completed
- (c) Favorable Response 100% of the residents contacted
- (d) Unfavorable 0% of the residents contacted

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

	Family	Elderly	Total
Total Vacancy	35	65	100
Units in Mod	40	42	82
Juniper in Mod	251	0	251
Fire Units	3	0	3
Defer Maint	0	0	0
Rentable Units	32	65	97
Move-Ins	17	26	43
Move-Outs	34	16	50
Units Available	1	9	10

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

CUSTOMER SERVICE & SATISFACTION SURVEY - December 2023

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
12/01/23	75	21	96	8	8	0	13
12/04/23	50	9	59	2	2	0	7
12/05/23	125	28	153	4	4	0	24
12/06/23	121	21	142	2	2	0	19
12/07/23	68	16	84	1	1	0	15
12/08/23	106	18	124	4	4	0	14
12/11/23	-26	30	4	8	8	0	22
12/12/23	101	20	121	4	4	0	16
12/13/23	77	21	98	3	3	0	18
12/14/23	55	13	68	2	2	0	11
12/15/23	44	13	57	1	1	0	12
12/18/23	113	19	132	3	3	0	16
12/20/23	62	13	75	4	4	0	9
12/26/23	69	15	84	6	5	0	10
12/27/23	80	16	96	5	5	0	11
12/28/23	103	20	123	7	7	0	13
12/29/23	42	10	52	4	4	0	6
	1,265	303	1,568	68	67	0	236

(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 22% of the service work orders completed
- (b) No Response 78% of the service work orders completed
- (c) Favorable Response 99% 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	47	99	146
Units in Mod	40	26	66
Fire Units	3	0	3
Defer Maint	0	0	0
Rentable Units	45	99	144
Move-Ins	5	10	15
Move-Outs	13	26	39
Units Available	5	23	28

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

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	APPROVED SPECIAL USE UNITS	UNITS IN MOD	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 *M(7) D(12) JUNIPER GARDENS	265	2	-	12	251	100%	100%
K1-2 D(1) ST. MARGARETS PARK	100	97	2	1		98%	96%
K1-3 D(1) CYRUS K. HOLIDAY	60	51	2	1	6	97%	95%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	271	25	6	-	92%	91%
K1-5*M(2) D(1) BELROSE MANOR	90	82	5	1	2	94%	96%
K1-6 Elderly DOUGLAS HEIGHTS	101	93	8	-	-	92%	91%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	88	8	3		92%	88%
K1-7 D(1) SCATTERED SITES	24	20	2	2		92%	89%
K1-9 D(1) SCATTERED SITES	30	23	4		3	87%	87%
K1-10 *M(2) SCATTERED SITES	42	37	3		2	93%	3%
K1-11 M(1) D(1) GRANDVIEW PARK	40	33	5	1	1	88%	88%
K1-12 D(2) CHALET MANOR	66	49	-	2	15	100%	100%
K1-13 WELBORN VILLA	80	79	1	-		99%	99%
K1-14 BETHANY PARK TOWERS	153	141	12	-		92%	90%
K1-15 *M(8) SCATTERED SITES	20	14	-	-	6	100%	100%
K1-17*M(1) GLANVILLE TOWERS	108	103	5		-	95%	94%
K1-18 ROSEDALE TOWERS	122	109	3	-	10	98%	98%
K1-20 D(1) WESTGATE TOWERS	163	154	8	1		95%	94%
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	38	-			100%	100%
K1-24 M(18) PLAZA TOWERS	115	84	1		30	99%	99%
K1-25 D(1) SCATTERED SITES	12	11	-	1		100%	100%
AMP 58 Bonner Springs (absorbed 7/1/21)	50	47	3	-		94%	94%
Total Units Available for Occupancy	2,108	1,654	97	31	326	95%	94%

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

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	MOD APPROVED SPECIAL USE UNITS	UNITS IN MOD	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 *M(7) D(12) JUNIPER GARDENS	265	-	-	12	253	100%	100%
K1-2 D(1) ST. MARGARETS PARK	100	92	7	1		93%	98%
K1-3 D(1) CYRUS K. HOLIDAY	60	51	2	1	6	97%	97%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	260	36	6	-	88%	92%
K1-5*M(2) D(1) BELROSE MANOR	90	82	5	1	2	94%	94%
K1-6 Elderly DOUGLAS HEIGHTS	101	90	11	-	-	89%	92%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	84	12	3		88%	92%
K1-7 D(1) SCATTERED SITES	24	21	1	2		96%	82%
K1-9 D(1) SCATTERED SITES	30	24	3		3	90%	87%
K1-10 *M(2) SCATTERED SITES	42	36	4		2	90%	93%
K1-11 M(1) D(1) GRANDVIEW PARK	40	31	7	1	1	83%	88%
K1-12 D(2) CHALET MANOR	66	49	-	2	15	100%	100%
K1-13 WELBORN VILLA	80	78	2	-		98%	99%
K1-14 BETHANY PARK TOWERS	153	138	15	-		90%	92%
K1-15 *M(6) SCATTERED SITES	20	14	-	-	6	100%	100%
K1-17*M(1) GLANVILLE TOWERS	108	102	6		-	94%	95%
K1-18 ROSEDALE TOWERS	122	108	2	-	12	98%	98%
K1-20 D(1) WESTGATE TOWERS	163	153	9	1		94%	95%
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	37	1			97%	100%
K1-24 M(18) PLAZA TOWERS	115	69	16		30	86%	99%
K1-25 D(1) SCATTERED SITES	12	11	-	1		100%	100%
AMP 58 Bonner Springs (absorbed 7/1/21)	50	45	5	-		90%	94%
Total Units Available for Occupancy	2,108	1,603	144	31	330	93%	94%

Kansas City, Kansas Housing Authority
The Last 12 Months



MODERNIZATION AND DEVELOPMENT REPORT – January 2024

CAPITAL FUND PROGRAM 2019

The funding amount for this program is \$4,914,294.00.

Completed Projects:

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.
2019 LEAD-BASED PAINT GRANT – Completed
K1-54 SCATTERED SITES 15 EROSION REPAIR 4515 PARKVIEW AVENUE

Upcoming Projects:

None

CAPITAL FUND PROGRAM 2020

The funding amount for this program is \$5,288,808.00.

Completed Projects:

K1-6 Douglas Heights Elevator Modernization
K1-52 and K1-53 Foundation Repair and Stabilization.

Ongoing Projects/Progress:

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 are being completed and contractor has requested final payment.

Upcoming Projects:

None

CAPITAL FUND PROGRAM 2021

The funding amount for this program is \$5,485,060.00.

Completed Projects:

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

Ongoing Projects/Progress:

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 complete and accepted. 2nd floor work is complete, and first floor is complete.

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 has been issued and project is nearing completion.

Upcoming Projects:

None

CAPITAL FUND PROGRAM 2022

The funding amount for this program is \$6,843,959.00.

Completed Projects:

K1-53 Chalet Manor Emergency Window Repair.
K1-54 Scattered Sites 10 HVAC Replacement
K1-58 Vaughn Dale Bonner Springs Structural Repair
K1-14 & K1-4 Wyandotte Towers Domestic Boilers (2)
K1-7 Retaining Wall Repair
K1-20 Westgate DHW Boiler Replacement
K1-15 Erosion Control
K1-15 Interior Modernization and Repairs Phase 3
K1-54 (15) Scattered sites Asbestos Abatement

New Projects:

K1-12 Chalet Manor Exterior Repair
K1-18 Rosedale Tower Asbestos Abatement and quality air control
K1-All Parking Lot Improvements - Bid Received, awaiting Board approval
K1-3, K1-6 Select Site Improvements – Bid Received and rejected
awaiting Board approval.
K1—58 Vaughn Dale Elevator Modernization, NTP has been requested for January 29, 2024
K1-52 & K1-53 Select Interior and Exterior Modernization, NTP issued 1/2/2024

Upcoming Projects:

K1-55 Wyandotte Towers Main Door Replacement
K1-58 Bonner Springs Roof and HVAC Replacement
K1-18 Rosedale Towers Interior Modernization

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 and awarded.

FAMILY SELF-SUFFICIENCY PROGRAM SUMMARY - November 2023

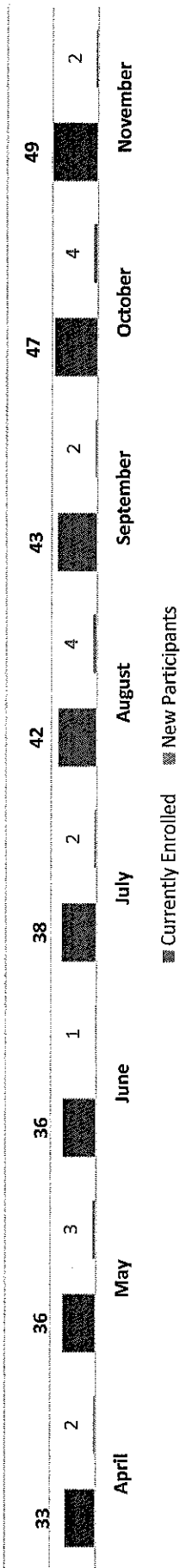
Month	April	May	June	July	August	September	October	November
Currently Enrolled	33	36	36	38	42	43	47	49
New Participants	2	3	1	2	4	2	4	2
Exited	0	0	1	0	0	0	0	0
Ported	1	0	0	0	0	0	0	0
Graduated	0	0	0	0	0	1	0	0
Participants Employed	23	18	21	17	23	20	21	31
Participants with Escrow	18	18	19	19	20	23	22	22
Currently Contributing to Escrow	13	13	13	11	12	14	16	17
Total Escrow Balance	\$ 65,326	\$ 68,852	\$ 72,407	\$ 75,516	\$ 78,716	\$ 83,767	\$ 89,019	\$ 93,749
Monthly Escrow Balance	\$ 4,095	\$ 3,526	\$ 3,526	\$ 3,138	\$ 3,138	\$ 5,051	\$ 5,252	\$ 4,730
Appts with Participants	25	15	18	16	15	21	20	14
Initial Appts	2	3	2	2	4	2	4	2
SSI Only	4	4	4	4	4	4	4	4
TANF	0	0	0	0	0	2	2	2
Credit Pulled/Reviewed	2	1	1	2	1	2	3	1
Interim Withdrawals	0	0	0	0	0	0	0	0
Money Dispersed	0	0	0	0	0	0	0	0

RESIDENT OPPORTUNITY & SELF-SUFFICIENCY PROGRAM SUMMARY - November 2023

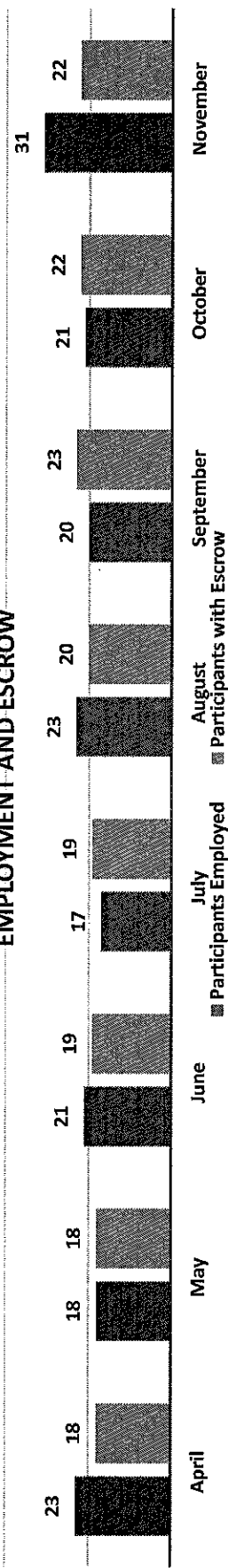
Month	May	June	July	August	September	October	November
Current Residents Enrolled	29	32	35	29	50	51	51
Assessments Completed	1	2	3	2	2	5	0
Referrals	2	3	5	3	3	6	0
Participants Employed	1	1	1	1	1	2	2

FAMILY SELF-SUFFICIENCY AT A GLANCE - November 2023

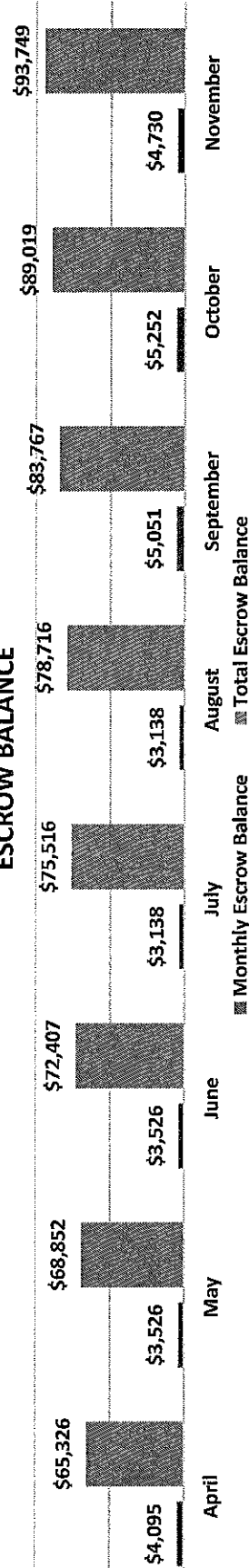
PARTICIPANTS ENROLLED



EMPLOYMENT AND ESCROW

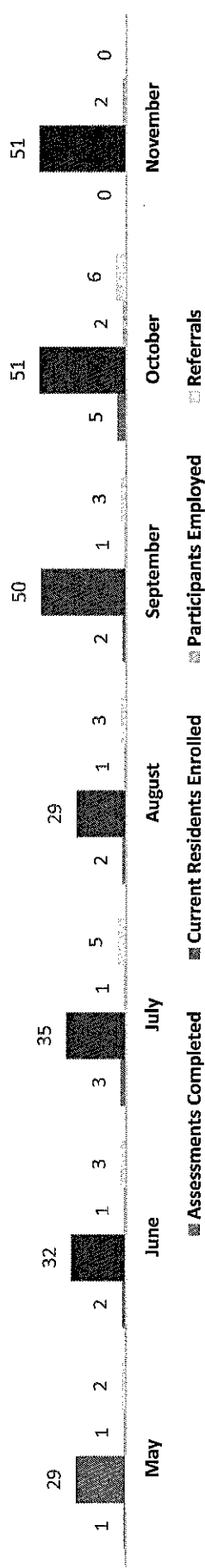


ESCROW BALANCE



RESIDENT OPPORTUNITY & SELF-SUFFICIENCY PROGRAM SUMMARY - November 2023

PROGRAM SUMMARY



FAMILY SELF-SUFFICIENCY PROGRAM SUMMARY - December 2023

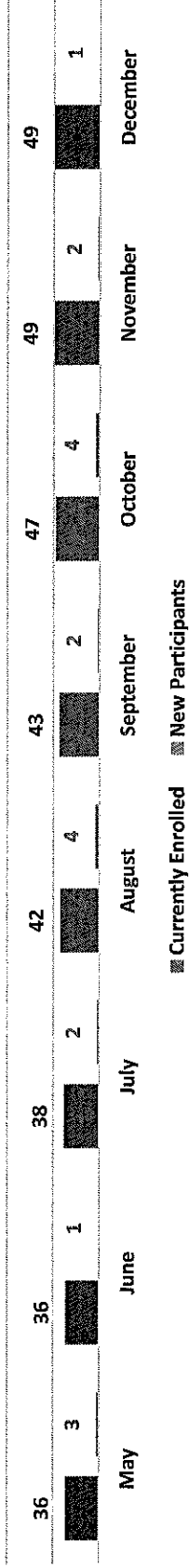
Month	May	June	July	August	September	October	November	December
Currently Enrolled	36	36	38	42	43	47	49	49
New Participants	3	1	2	4	2	4	2	1
Exited	0	1	0	0	0	0	0	1
Ported	0	0	0	0	0	0	0	0
Graduated	0	0	0	0	1	0	0	0
Participants Employed	18	21	17	23	20	21	31	31
Participants with Escrow	18	19	19	20	23	22	22	21
Currently Contributing to Escrow	13	13	11	12	14	16	17	16
Total Escrow Balance	\$ 68,852	\$ 72,407	\$ 75,516	\$ 78,716	\$ 83,767	\$ 89,019	\$ 93,749	\$ 98,987
Monthly Escrow Balance	\$ 3,526	\$ 3,526	\$ 3,138	\$ 3,138	\$ 5,051	\$ 5,252	\$ 4,730	\$ 5,238
Appts with Participants	15	18	16	15	21	20	14	13
Initial Appts	3	2	2	4	2	4	2	1
SSI Only	4	4	4	4	4	4	4	4
TANF	0	0	0	0	2	2	2	3
Credit Pulled/Reviewed	1	1	2	1	2	3	1	0
Interim Withdrawls	0	0	0	0	0	0	0	0
Money Dispersed	0	0	0	0	0	0	0	0

RESIDENT OPPORTUNITY & SELF-SUFFICIENCY PROGRAM SUMMARY - December 2023

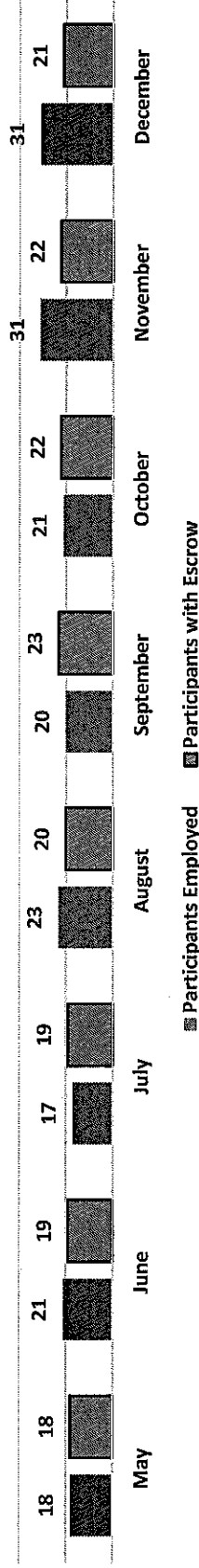
Month	May	June	July	August	September	October	November	December
Current Residents Enrolled	29	32	35	29	50	51	51	54
Assessments Completed	1	2	3	2	2	5	0	3
Referrals	2	3	5	3	3	6	0	4
Participants Employed	1	1	1	1	1	2	2	3

FAMILY SELF-SUFFICIENCY AT A GLANCE - DECEMBER 2023

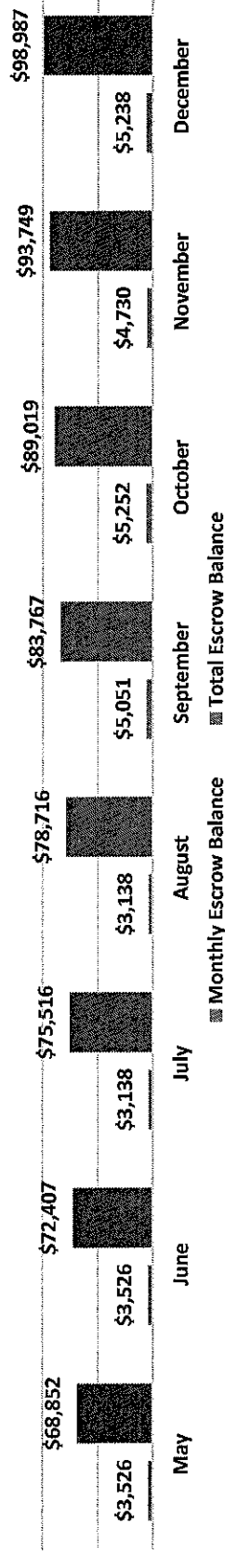
PARTICIPANTS ENROLLED



EMPLOYMENT AND ESCROW

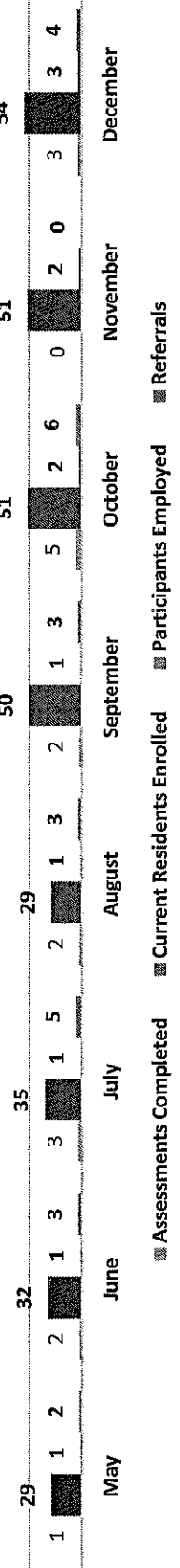


ESCROW BALANCE



RESIDENT OPPORTUNITY & SELF-SUFFICIENCY AT A GLANCE - DECEMBER 2023

PROGRAM SUMMARY

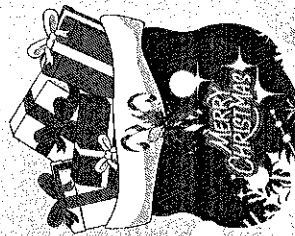


GREAT THINGS ARE HAPPENING IN FAMILY SELF-SUFFICIENCY *and* RESIDENT OPPORTUNITY & SELF-SUFFICIENCY

TOYS FOR TOTS Giveaway

and Pictures with Santa

- ❁ KCKHA received 200 toys and a ton of stocking stuffers from Toys for Tots
- ❁ Approximately 80 children were given a toy gift bag
- ❁ Every child received a stocking stuffer from Santa
- ❁ The Learning Club donated 100 snack packs
- ❁ Volunteers included Rosedale Towers Resident Council, the Learning Club, Cyrus K. residents, Chenaye Sutton's husband, Jason, and Santa! Can you guess who it is?

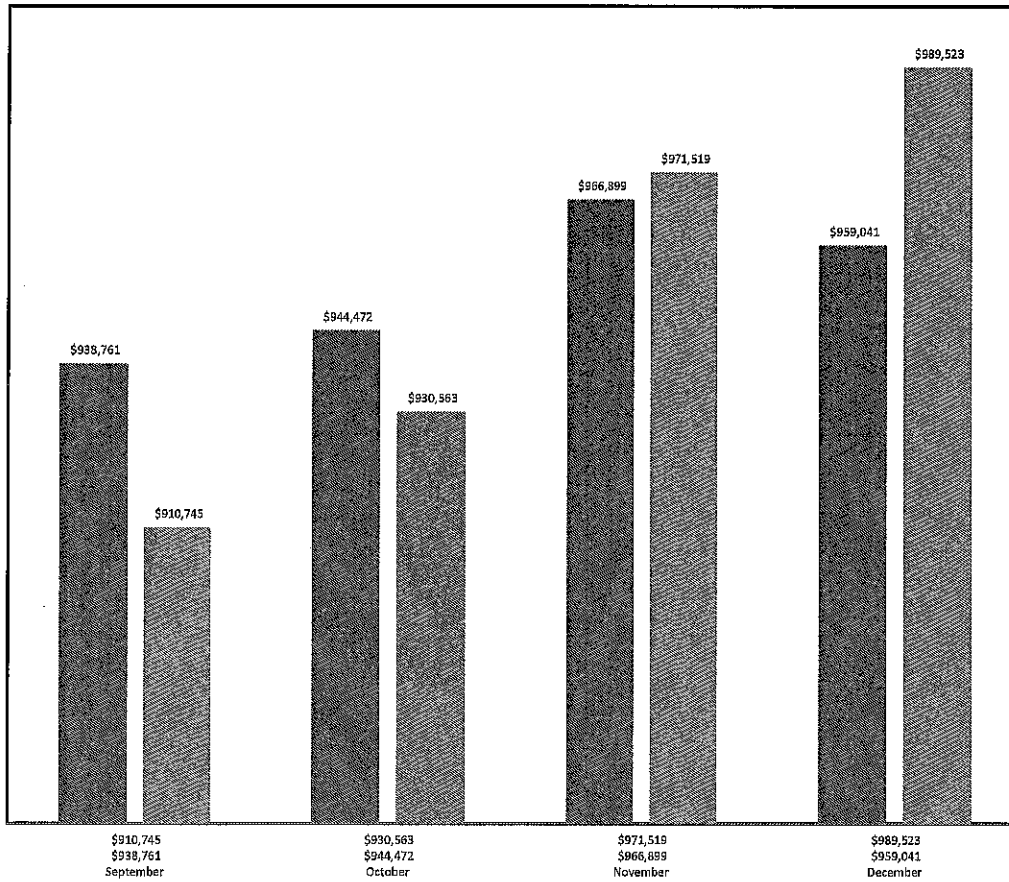


Section 8 Housing Choice Voucher Program Monthly Management Report

December 2023

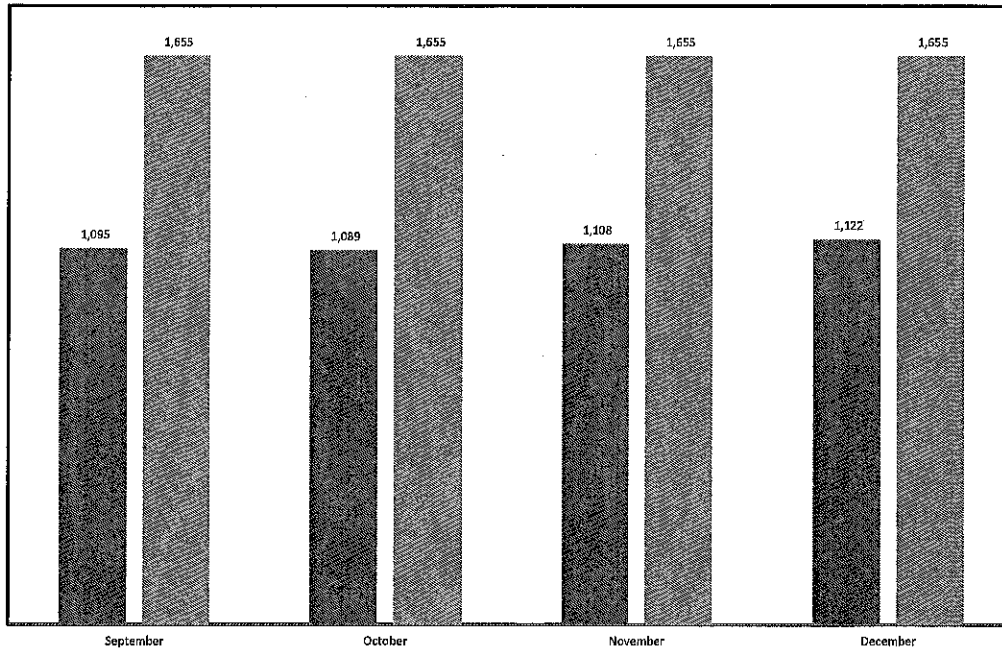
Section 8 Monthly Housing Assistance Payments

HAP Payments



Section 8 Vouchers In-Lease and Target Leasing Rate

In-Lease Target



Section 8 Housing Choice Voucher Program Monthly Management Report

December 2023

HOUSING CHOICE VOUCHER (HCV)																									ATTRITION RATE			
Section 8	Funds Available Through the End of the Calendar Year	Projected Monthly Funds Available	Average Tenant Payment	Average HAP Payment Per Voucher	Total HAP Payment (includes Actual & Anticipated)	HAP Over/Under Authorized	Current Vouchers in Lease	Total Vouchers available/month	YTD vouchers leased	Target Number Of Vouchers	Number Vouchers Over/Under Authorized	YTD Number Vouchers Over/Under Authorized	Newly Leased This Month	Unit to Unit Moves or Owner Changes	Current Vouchers Looking	Vouchers Utilization	Funding	Vouchers	YTD Utilization	Funding	Vouchers	Monthly Attrition	Percent of Total Vouchers Leased	Average YTD Attrition	Average YTD Attrition			
May	\$715,545	\$715,545	\$ 256	\$ 771	\$ 882,489	\$ 166,944	1,116	1,655	25,169	1,655	(539)	(539)	12	15	226	67.4%	105.2%	67.4%	105.2%	67.4%	105.2%	6	0.5%	19	1.7%			
June	\$863,210	\$863,210	\$ 250	\$ 776	\$ 898,264	\$ 35,054	1,111	1,655	25,099	1,655	(544)	(544)	11	16	269	67.1%	107.1%	67.1%	107.1%	67.1%	107.1%	14	1.3%	17	1.5%			
July	\$921,345	\$921,345	\$ 248	\$ 792	\$ 896,350	\$ (24,995)	1,096	1,655	26,265	1,655	(559)	(559)	16	13	223	66.2%	106.8%	66.2%	106.8%	66.2%	106.8%	12	1.1%	17	1.6%			
August	\$929,911	\$929,911	\$ 251	\$ 796	\$ 907,312	\$ (22,599)	1,096	1,655	26,195	1,655	(559)	(559)	16	13	237	66.2%	108.1%	66.2%	108.1%	66.2%	108.1%	17	1.6%	18	1.6%			
September	\$938,761	\$938,761	\$ 254	\$ 816	\$ 910,745	\$ (28,016)	1,095	1,655	27,360	1,655	(560)	(560)	19	17	214	66.2%	108.5%	66.2%	108.5%	66.2%	108.5%	15	1.4%	18	1.6%			
October	\$944,472	\$944,472	\$ 258	\$ 832	\$ 930,563	\$ (13,909)	1,089	1,655	27,284	1,655	(566)	(566)	6	20	195	65.8%	110.9%	65.8%	110.9%	65.8%	110.9%	14	1.3%	18	1.7%			
November	\$966,899	\$966,899	\$ 266	\$ 853	\$ 971,519	\$ 4,620	1,108	1,655	28,468	1,655	(547)	(547)	23	15	132	66.9%	115.8%	66.9%	115.8%	66.9%	115.8%	6	0.5%	17	1.5%			
December	\$959,041	\$959,041	\$ 266	\$ 853	\$ 989,523	\$ 30,482	1,122	1,655	28,406	1,655	(533)	(533)	17	3	127	67.8%	117.9%	67.8%	117.9%	67.8%	117.9%	10	0.9%	16	1.4%			

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. =127

Homeownership: Current number of homeownership vouchers =6

Family Self Sufficiency Participants (FSS): Current number of participants involved in the Section 8 Family Self Sufficiency Program . =48 enrolled (HCV 36)

RESOLUTION 2023-42

APPROVING AMENDMENTS TO BY-LAWS AND POLICIES AND PROCEDURES PROVIDING FOR GUIDANCE REGARDING COMMISSIONER PERFORMANCE

WHEREAS the By-Laws and the Policies and Procedures of the Kansas City, Kansas Housing Authority provide language relating to the Board of Commissioners, and

WHEREAS that language touches on the expectations for all Commissioners and their conduct, and

WHEREAS the Board of Commissioners has been faced with incidents that it believed required some action or counsel with regards to an individual Commissioner, and

WHEREAS those incidents were able to be handled in an informal manner, and

WHEREAS the Board of Commissioners reflected on how it would handle any future incidents of both minor and serious concerns in a non-arbitrary and fair manner, and

WHEREAS the Board of Commissioners determined that the existing language in the By-Laws and Policies and Procedures was inadequate to provide clear guidance on how to address such matters, whether each document was viewed independently of other or in conjunction with each other, and

WHEREAS it was determined that appropriate language should be added to both documents.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the By-Laws and Policies and Procedures be amended in a single action to include language providing clear guidance for how the Board of Commissioners shall respond when individual Commissioner performance is called into question.

NOW, THEREFORE, BE IT FURTHER RESOLVED the Board of Commissioners of the Housing Authority of Kansas City, Kansas does approve Resolution No. 2023-42.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

RESOLUTION NO. 2024-01

APPROVING TWO NEW JOB DESCRIPTIONS

WHEREAS the Kansas City, Kansas Housing Authority periodically creates new job descriptions as situations warrant and to assist with efficient operations; and

WHEREAS the agency has determined its need for a Public Safety Officer and Development and Revitalization Coordinator; and

WHEREAS it is in the best interest of the Housing Authority to create new job descriptions to address its current and future needs; and

WHEREAS the Public Safety Officer, and Development and Revitalization positions have been created as determined necessary by the Housing Authority.

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

NOW, THEREFORE, BE IT FURTHER RESOLVED the Board of Commissioners does hereby approve Resolution No, 2024-01.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

Kansas City, Kansas Housing Authority
Board of Commissioner's Meeting
January 2024

New Business Consent Item: Approving Two New Job Descriptions

Resolution No. 2024-01

Background:

The Kansas City, Kansas Housing Authority has created two new job descriptions to include Public Safety Officer and Development and Revitalization Coordinator.

The Public Safety Officer will support the Director of Public Safety by providing security to Kansas City Kansas Housing Authority staff and residents.

The Development and Revitalization Coordinator will focus on the Kansas City, Kansas Housing Authority's revitalization efforts to execute its affordable housing initiatives.

This memo supports the creation of the Public Safety Officer, and Development and Revitalization Coordinator positions.

Current Issue:

Ensuring the safety of individuals affiliated with the Kansas City Kansas Housing Authority is a high priority for this agency.

Additionally, someone with knowledge of Housing Authority properties is required to oversee revitalization efforts.

Board Action:

Approve Resolution No. 2024-01, if appropriate.

RESOLUTION NO. 2024-02

AUTHORIZE REJECTION OF BID FOR K1-55 FINANCE OFFICE INTERIOR RENOVATION AND BATHROOM CONVERISON TO ADA/UFAS STANDARDS

WHEREAS the Kansas City Kansas Housing Authority solicited bids for the renovation and conversion of the Finance Department and bathroom; and

WHEREAS bids were received on December 14, 2023; and

WHEREAS bids were received from

Axis Construction Group
Vazquez Commercial Contracting
The Wilson Group
Herner Construction Inc
Royal Construction Services
Diamond Contractors

North Kansas City, Missouri
Lee's Summit, Missouri
Greenwood, Missouri
St. Joseph, Missouri
Leewood, Kansas
Lee's Summit Missouri; and

WHEREAS the bids were opened and tabulated by the architect and Kansas City Kansas Housing Authority staff; and

WHEREAS the staff is recommending rejection of the responsive low bid submitted by Axis Construction, LLC due to going over budget.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the bid submitted by Axis Construction, LLC in the amount of the base bid of \$326,375 for Finance office and bathroom conversion be rejected.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners does hereby approve Resolution Number 2024-02.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

Kansas City, Kansas Housing Authority
Board of Commissioner's Meeting
January 18, 2024

New Business Consent Item: Authorize rejection of Bid for K1-55 Finance Office interior renovation and bathroom conversion to ADA/UFAS standards.

Resolution No. 2024-02

Background:

The Kansas City, Kansas Housing Authority Finance Office needed an interior renovation. Staff have outgrown the office and were in need of an upgrade and a restroom was to be demolished and updated to ADA/UFAS standards. The Finance Office is located at 1124 N. 9th Street, Kansas City, Kansas.

Current Issue:

Staff following our Procurement Policy have hired an architect and they have prepared plans to renovate the finance office and bathrooms to ADA/UFAS standards. The plans would demolish and remove interior office walls and create new office space. Demolish and remove two bathrooms and create one UFAS/ADA compliant bathroom.

The Invitation to Bid was advertised in the Kansas City Star, The Globe, 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 176 General Contractors, which includes Section 3 Contractors.

A pre-bid conference was held on December 4, 2023 to answer questions. Contractors were given an opportunity to visit the finance office and bathroom.

Bids were opened on December 14, 2023 at 2:00 pm. Six contractors bid on this project:

Axis Construction Group	North Kansas City, Missouri
Vazquez Commercial Contracting	Lee's Summit, Missouri
The Wilson Group	Greenwood, Missouri
Herner Construction Inc	St. Joseph Missouri
Royal Construction Services	Leewood, Kansas
Diamond Contractors	Lee's Summit Missouri

The low bidder was to be determined by the sum of the base bid; Axis Construction Group is the apparent responsive low bidder with a base bid of \$326,375. The bids ranged from \$326,375 to \$477,691. The previous KCKHA budget was estimated for \$125,000. Therefore, staff is recommending rejection due to going excessively over budget.

The Kansas City Kansas Housing Authority's Procurement Policy requires that the rejection of bids more than \$75,000 and must be approved by the Board of Commissioners of the Housing Authority. Staff is recommending rejecting this bid and the project will not be rebid.

BOARD ACTION:

Approve Resolution No. 2024-02, if appropriate.

RESOLUTION NO. 2024-03

**AUTHORITY TO REJECT THE BID RECEIVED FOR SELECTED HOUSING UNITS SLOPE
REPAIR AT K1-52(3) BELROSE MANOR AND K1-53(6) DOUGLAS HEIGHTS
FROM ENGINEERED GC SERVICES, LLC**

WHEREAS one bid for selected housing units slope repair at K1-52(3) Belrose Manor and K1-53(6) Douglas Heights Family Sites was received on December 13, 2024; and

WHEREAS the bid was received from

Engineered GC Services, LLC Kansas City, Missouri; and

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

WHEREAS staff and architect determined the bid was incomplete and excessive.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the bid received from Engineered GC Services, LLC for selected slope repairs for K1-52(3) Belrose Manor and K1-53(6) Douglas Heights Family Sites is hereby rejected.

NOW, THEREFORE, BE IT FURTHER RESOLVED the Board of Commissioners does hereby approve Resolution No. 2024-03.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

Kansas City, Kansas Housing Authority
Board of Commissioner's Meeting
January 18, 2024

New Business Consent Item: Authority to reject the bid received for selected housing units slope repair at K1-52(3) Belrose Manor and K1-53(6) Douglas Heights Family Developments from Engineered GC Services, LLC

Resolution No. 2024-03

Background:

Two properties located at K1-52(3) Belrose Manor Family Development and K1-53(6) Douglas Heights Family Development Slope Stabilization needed site improvement at various addresses located at approximately W.40th Ave which have deteriorated and are in need of repair.

Current Issue:

Staff following its procurement policy have hired an architect to prepare plans to design selected slope repairs at the site. The plans included providing splash blocks and/or direct buried down-spout extensions, parking lot drainage, excavation, engineered geo system and backfill, site grading, retaining wall and finish grade and sod for various locations at these developments.

An Invitation to Bid had been prepared, advertised in the Kansas City Star, Dos Mundos and The Globe newspapers, posted on the Housing Authority's website, and mailed directly to 176 General and Section 3 contractors, and 21 landscape and excavation contractors. A pre-bid conference was held on November 29, 2023 to answer questions and give contractors an opportunity to visit the site.

One bid was received and opened on December 13, 2023:

Engineered GC Services LLC	Kansas City, Missouri
----------------------------	-----------------------

The single bid of \$2,874,399 was much higher than the architect's estimate of approximately \$813,760. The bidder's company is indicated to be *Engineered GC Services, LLC* but other documents submitted at the time of the bid indicate a Johnson County and KCMO contractor license. Documents submitted are also in the name of *Generation Neutral Construction, LLC*. The contractor's qualification statement indicates the company's name is *Winiger Mechanical Engineering Services, LLC* instead of the name on the bid form of *Engineered GC Services, LLC*. There was also no bid bond which is required at time of bid submission nor a Unified Government business license.

The bid submitted by Engineered GC Services, LLC is excessive for this project, it was also inconsistent with who was actually bidding on the project. Therefore, staff and architect are recommending rejection of the single bid received for this project.

The Kansas City Kansas Housing Authority's procurement policy requires the rejection of bids more than \$75,000 be approved by the Board of Commissioners of the Housing Authority. The Kansas City Kansas Housing Authority's procurement policy recommends if bids are rejected, the project should be redesigned and the project rebid.

Attached is a resolution which rejecting the bid received from Engineered GC Services, LLC for selected slope repairs at K1-52(3) Belrose Manor and K1-53(6) Douglas Heights Family Developments. Staff recommends approval of this resolution.

Board Action: Approve Resolution No. 2024-03, if appropriate.

RESOLUTION NO. 2024-04

AUTHORITY TO ACCEPT THE BID AND AUTHORIZE A CONTRACT FOR PARKING LOT REPAIRS AT K1-55(4) WYANDOTTE TOWERS, K1-57(24) PLAZA TOWERS, AND K1-52(5) BELROSE MANOR WITH ASPHALTIC SURFACES, LLC

WHEREAS bids for parking lot, curbs, and sidewalk repairs at K1-55(4) Wyandotte Towers, K1-57(24) Plaza Towers and K1-57(24) Belrose Manor 40th Ave and Mission Rd. in Kansas City, Kansas were received on December 06, 2023 and

WHEREAS bids were received from

Asphaltic Surfaces, LLC	Independence, Missouri
Little Joes Asphalt	Bonner Springs, Kansas
McAnany Construction	Shawnee, Kansas
McConnel & Associates Corporation	North Kansas City, Missouri
Paradise Asphalt Maintenance	Kansas City, Missouri
PCC Build	Lees Summit, Missouri
Phillips Site Work, Inc.	Kansas City, Missouri; and

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

WHEREAS staff reviewed the bids and determined Asphaltic Surfaces, LLC to be low bidder; and

WHEREAS staff recommends accepting the lowest bidder whose qualifications, price and other factors are the most advantageous to the PHA.

WHEREAS staff is recommending the bid submitted by Asphaltic Surfaces, LLC be authorized for a contract in the amount of the base bid of \$512,312.10 for parking lot, curbs and sidewalk repairs.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the bid submitted by Asphaltic Surfaces, LLC in the amount of the base bid of \$512,3212.10 is hereby accepted.

BE IT FURTHER RESOLVED the Housing Authority of Kansas City, Kansas is authorized to enter into a contract with Asphaltic Surfaces, LLC in the amount of the base bid of \$512,312.10.

NOW, THEREFORE, BE IT FURTHER RESOLVED the Board of Commissioners does hereby approve Resolution Number 2024-04

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

Approved at the Regular Board Meeting held January 18, 2024

Kansas City, Kansas Housing Authority
Board of Commissioner's Meeting
January 18, 2024

New Business Consent Item: Authority to accept the bid and authorize a contract for parking lot repairs at K1-55(4) Wyandotte Towers, K1-57(24) Plaza Towers, and 1-52(5) Belrose Manor with Asphaltic Surfaces, LLC

Resolution Number No. 2024-04

Background:

The parking lots at three properties need repairs due to crumbling asphalt, uneven and crumbling curbs and sidewalks. Projects are located at K1-55(4) Wyandotte Towers, 915 Washington Blvd; K1-57(24) Plaza Towers, 1200 N. 75th Place; and K1-52(5) Belrose Manor 40th Ave and Mission Rd. in Kansas City, Kansas.

Current Issue:

Staff following our procurement policy hired an architect to design and modernize the parking lots for repairs and possible expansion of three locations including, but not limited to, mill & overlay, curb repair, sidewalk repair, and restriping.

The Invitation to Bid was advertised in the Kansas City Star, The Globe, and Dos Mundos. The Invitation to Bid was posted on the Housing Authority's website and mailed directly to 175 general contractors, 29 concrete and asphalt companies which includes Section 3 contractors. Twelve contractors picked up plans for this project.

A pre-bid conference was held on November 21, 2023 to answer questions and give contractors an opportunity to discuss the project and visit the properties.

Bids were opened on December 6, 2023, at 2:00 p.m. Seven contractors bid on this project:

Asphaltic Surfaces, LLC	Independence, Missouri
Little Joes Asphalt	Bonner Springs, Kansas
McAnany Construction	Shawnee, Kansas
McConnel & Associates Corporation	North Kansas City, Missouri
Paradise Asphalt Maintenance	Kansas City, Missouri
PCC Build	Lees Summit, Missouri
Phillips Site Work, Inc.	Kansas City, Missouri

The low bidder was determined by the sum of the project.

Asphaltic Surfaces LLC is the apparent responsive low bidder with a bid amount of \$471,612.10 plus an allowance of \$40,700 for a total bid of \$512,312.10. There is an allowance if needed for:

- 100 linear ft of curb x \$62/lf: \$6,200; and
- 500 sq. ft. of Sidewalk x 23.sq ft: \$11,500; and
- 2,500 sq. ft. of asphalt repair x \$9.20/sq. ft: \$23,000

The bid tab sheet is attached.

Asphaltic Surfaces, LLC has been in business for five years. The Housing Authority has no previous experience with this contractor. Staff have checked references and positive comments

were received. There are funds available in the 2022 and 2023 Capital Fund Program budgeted for this project.

Asphaltic Surfaces, LLC and its principals do not appear on the List of Parties Excluded from Federal Procurement or Non procurement Programs. The principals are:

Jana Spoule
Jacob Robbins

Owner/Partner
Owner/Partner

The Kansas City Kansas Housing Authority's procurement policy requires all contracts in excess of \$75,000 be approved by the KCKHA Board of Commissioners.

Therefore, staff is recommending acceptance of the responsive low bid submitted by Asphaltic Surfaces, LLC and authorize a contract in the amount of the base bid of \$512,312.10 for repair of three parking lots including, but not limited to, mill & overlay, curb repair, sidewalk repair, and restriping.

Attached is a resolution that will authorize acceptance of the bid and authorize a contract with Asphaltic Surfaces, LLC for parking lot repairs at K1-55(4) Wyandotte Towers, K1-57(24) Plaza Towers, and K1-52(5) Belrose Manor in the amount of \$471,612.10 plus an allowance of \$40,700. for a total bid of \$512,312.10.

Staff recommends approval of this resolution.

Board Action:

Approve Resolution No. 2024-04, if appropriate.

RESOLUTION NO. 2024-05

AUTHORITY TO DISPOSE OF AIR HANDLER

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that in accordance with the Housing Authority's procedure on disposal of personal property, approval is hereby given for the sale of one Accurex heated air handler identified on the attached list by Manufacturer Serial Numbers and PHA Decal Numbers. The amount to be received for such disposal will be determined.

NOW, THEREFORE, BE IT FURTHER RESOLVED the Board of Commissioners does hereby approve Resolution No.2024-05.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

Kansas City, Kansas Housing Authority
Board of Commissioner's Meeting
January 18, 2024

New Business Consent Item: Authority to Dispose of Air Handler

Resolution No. 2024-05

Background:

From time to time the Housing Authority identifies equipment that is no longer in use and that should be sold for in accordance with the agency's procedure for the disposal of personal property.

Current Issue:

The Board of Commissioners of the Housing Authority of Kansas City, Kansas in accordance with the Housing Authority's procedure on disposal of personal property, hereby gives approval for the sale of one Accurex heated air handler identified by Manufacturer Serial Numbers and PHA Decal Numbers.

Accurex heated air handler Model# XDG-120-H30 Serial # 16826567 \$5,000.00

Buyers Information:

Troy Allenbrand
Dales Body Shop
300 West Park
Olathe, Kansas 66061
(913) 927-2914

Board Action:

Approve Resolution No. 2024-05, if appropriate.