



# Agenda

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

### Regular Meeting

Thursday, March 21, 2024  
12 noon

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

- I. Roll Call
- II. Oath of Office
- III. Approval of the Minutes  
Special Board Meeting February 22, 2024  
(Pages 1—10)
- IV. Executive Director's Report  
(Pages 11—39)
- V. Board Election Discussion
- VI. Public Comments  
Contact Jackie Randle at [jrandle@kckha.org](mailto:jrandle@kckha.org) or (913) 281-3300 in advance of the meeting to be placed on the agenda to speak. Comments will have a time limit determined by the Chairman.
- VII. Committee Reports
- VIII. New Business Consent Items:
  - Resolution No. 2024-08 PHA Board Resolution approving the Annual Operating Budget  
(Pages 40—41)
  - Resolution No. 2024-09 Collection Loss Write-Offs  
(Pages 42—44)
  - Resolution No. 2024-10 Authorize Acceptance of the Bid submitted and Authorize a Contract for Trash Services at all Housing Authority High-rises and various Scattered Sites with Waste Management of Kansas City, Inc.  
(Pages 45—47)
  - Resolution No. 2024-11 Authority to Accept the Bid and Authorize a Contract to Replace Smoke Detector Heads at Rosedale Towers with Fire and Security Solutions

(Pages 48—50)

Resolution No. 2024-12     Authority to Accept the bid and Authorize a Contract to Control Stormwater runoff and repair the Soil Erosion at Belrose Manor and Douglas Heights Family Development with Tailormade Exteriors  
(Pages 51—53)

Resolution No. 2024-13     Authorizing the Executive Director/CEO of the Kansas City, Kansas Housing Authority (KCKHA) to Pursue the Purchase of Property for a New Administrative Building  
(Page 54)

IX.    New Discussion Consent Items: None

X.     Executive Session

XI.    Adjournment

Lunch will be served at 12 noon for Board members.

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

Thursday, February 22, 2024  
12 noon

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

On the 22nd day of February 2024 at 12 noon the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in special session. The meeting was called to order by Chairman Watkins, and upon roll call, the following members of the body were present:

Matthew T. Watkins, Chairman  
Jacques Barber, Commissioner  
Raul Escarcega, Commissioner  
Paul Jones, Commissioner  
Pastor Roderick McConnell, Commissioner  
J.D. Rios, Commissioner  
Chandra Ward, Commissioner  
Linda Warner, Commissioner

**ABSENT:**

Carla Whiteside-Hicks, Commissioner  
P. Anne McDonald, Commissioner

**ALSO, PRESENT:**

Andrea Tapia, Executive Director/CEO  
Worku Alem, Director of Finance  
Cherrie Escobar Sutton, Director of Section 8  
Jen Garrison, IT Administrator  
Gerald Glavin, Director of Contract Administration  
Alexander Kump, Director of Public Safety  
Susan Martin, Modernization/504 Coordinator  
Solomon Mekennon, Asst. Director of Finance  
Robert Purduski, Asst. Director of Housing Operations  
Jacqueline D. Randle, Executive Services Manager  
Elaine Stroud, Director of Housing Operations  
Chenaye Sutton, Family Self-Sufficiency Coordinator  
John Jefferson, Crew Leader  
Alvin White, General Foreman  
Holly Duff, Wyandotte Towers  
Tim Allen, Johnson Controls  
Steve Zip, Johnson Controls

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Chairman Watkins said he was contemplating adding another item to the agenda, but it will require having everyone present. The determination will be made later in the meeting provided the two other Commissioners are in attendance.

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

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Chairman Watkins called for approval of the minutes for January 18, 2024. Commissioner Rios made the motion to approve the minutes. Commissioner Ward seconded the motion, and the following vote was recorded:

AYES: Barber, Escarcega, Jones, Rios, Ward, Warner, Watkins  
NAYS: None  
ABSENT: Whiteside-Hicks, McDonald  
ABSTAIN: McConnell

Motion carried.

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Chairman Watkins called for approval of the minutes for February 6, 2024. Commissioner Ward made the motion to approve the minutes. Commissioner Ward seconded the motion, and the following vote was recorded:

AYES: Escarcega, Jones, Rios, Ward, Warner, Watkins  
NAYS: None  
ABSENT: Whiteside-Hicks, McDonald  
ABSTAIN: Barber, McConnell

Motion carried.

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

- Ms. Tapia welcomed everyone to the meeting. She said she talks about the Safety Department in her written report and one of the things we are looking at is educating our Staff and the Board. She noted Mr. Kump is present and will go over some of the safety matters he has implemented. Mr. Kump said all employees will be trained on the use of Narcan which is

available to counteract overdoses of opioids and fentanyl and has been proven to save lives. He stated Property Managers and Maintenance Staff should be mindful of what they touch in the apartments. He said Narcan can be used on staff or residents and if someone is not overdosing it will not harm them. Training will be provided to teach staff about what to look for when administering Narcan. Ms. Tapia said Narcan training is being made available to other Housing Authorities and HUD advocates for the use and training of Narcan. *Mr. Kump showed a brief video on the use of Narcan.* He explained there are different ways to administer Narcan. There is the plunger which goes up someone's nostril and a shot which can be administered. The instructions for each method are on the box. He provided a quick guide to the Board. Narcan is free and each box has two dosages. His goal is to get everyone comfortable using the product. We will keep records of how much is used and this information will be provided to the supplier of Narcan which will enable them to continue receiving free supplies of Narcan. Mr. Kump discussed how easy it would be for staff to come in contact with drugs by simply touching a surface, and it would take little to cause a reaction. He noted how fentanyl is more potent than heroin and all the other opioids and it would take little to kill someone. Commissioner Rios noted if the symptoms are not breathing or shallow breathing, how effective would a nasal spray be? Mr. Kump advised that someone could use rescue breathing or CPR to keep the individual breathing to get oxygen up to the brain and knock the opioids off to tell your brain to start breathing. He said you would rather have someone use Narcan to give the victim a shot at surviving. He stressed 911 should also be called. This is a stop-gap method until help arrives. Commissioner Jones said he teaches CPR and AED training, some of which consists of airway, breathing and circulation. He said getting medical personnel is essential and you should continue to work on the individual until medical personnel arrives and tells you to stop. Ms. Tapia asked Commissioner Jones if he would be willing to do training with staff and he answered absolutely.

- Commissioner McConnell asked how does this benefit residents. He said it benefits the employees. He asked if a resident overdoses in his apartment, how would you know? Mr. Kump asked how you would know if an employee overdosed, he said you would not know. Commissioner McConnell said he was not concerned about the employees; he is here for the residents. He said, personally, the employees are getting the best of the crop and the residents are suffering. Ms. Tapia said this is about training the employees to help the residents. This will give staff the training to help the residents. She stated she asked Commissioner Jones to train staff so they could help the residents. It is about what we can do to help the residents. Commissioner McConnell said we should be realistic. When you call Maintenance, it could be weeks before they come. He said this would not benefit the average resident. Chairman

Watkins said we would note this as Commissioner McConnell's opinion. Commissioner Jones said there is Narcan in schools and other places, and he would rather have something in place to help someone regardless of who it might be. Commissioner McConnell said if you feel that concerned about the safety of the residents, there are pull cords in the units and he has used them, but Housing Authority has decided to remove those pull cords which would benefit a resident in danger. Commissioner McConnell said what is being proposed is a waste because it will not benefit a resident in a unit by themselves. Chairman Watkins said again, this is Commissioner McConnell's opinion, and we would leave it at that.

- Ms. Tapia said there have been changes to the Information Technology (IT) Department as noted in the written Executive Director's report. Ms. Tapia then gave the floor over to Ms Garrison who advised we are in the process of updating our website to make it more user friendly. The current website is difficult to maintain. The goal is to redesign our website to reflect the agency's mission to serve the residents, staff, and the public. The new website will be available 24/7 with user support. Commissioner Rios asked about remote user support. Ms. Tapia said this would be in-house support which we already have in place, Ms. Garrison is referring to user support when someone is on our website. There will be a number available on the website for individuals to call afterhours. Chairman Watkins asked about the background of the provider and timeline for implementation of the new website. Ms. Garrison indicated the vendor has experience with other Housing Authorities and is committed to our mission of communicating what we can do to help our residents. There is also a module to translate the website in 58 languages. Ms. Garrison said the timeline is 4-6 months or within 90 days depending on which package we choose.
- Ms. Tapia noted HOTMA is the hot topic for Housing Authorities and agencies receiving federal funding. She said Commissioners Escarcega and Rios just attended a conference where HOTMA was a topic of discussion. Ms. Tapia said she wanted to provide the Board with information regarding the changes which will be added to the ACOP and Admin Plans. Ms. Escobar Sutton then began a discussion on HOTMA. She said this would be a three-step process. They are going to gather the information, analysis and review the changes, and use the software vendor to make sure the implementation date is good. Ms. Escobar Sutton said HOTMA stands for Housing Opportunity through Modernization Act. Every time there is a federal regulation which needs to be updated, it is ran through HOTMA and it is applied down the chain through the Housing Authorities which become our responsibility to ensure we are in compliance. We have to make sure we are vendor compliant; our policies are compliant, and staff is trained. We will need to inform program participants, landlords, and anyone else this would impact. These are changes which are going to streamline processes. There is

going to be an asset limitation of \$100,000; but it will not be the only thing which impacts assets. Ms. Escobar Sutton said notices will go out and this information will be presented to the Board. Lastly, implementation will take place next year. She said we hope to have staff trained by the end of the year and staff will be going to several training sessions. Chairman Watkins questioned what would happen if someone's income exceeds the threshold. Ms. Escobar Sutton said for Section 8 if they have assets of \$100,000; they would not be eligible; but there are other factors such as a handicap which could cause us to move them in. The asset would still be counted, but it would not cause them to be ineligible. Chairman Watkins asked would the rules be applied to individuals already on Section 8? Ms. Escobar Sutton said the rules would apply once we start implementation, and it will be 2025. She said individuals with numerous assets are more prevalent in our project-based program, so it would not affect a lot of residents. Commissioner McConnell asked how would someone with \$100,000 get into housing? Ms. Escobar Sutton stated HUD is implementing this federal regulation, which is applying limitations and if someone has \$100,000 or more, we need to look into this further. Chairman Watkins noted sometimes assets are inherited. Ms. Escobar Sutton explained how individuals receive different subsidies based on income and assets. Commissioner McConnell said he would like to meet with Ms. Escobar Sutton and ask further questions at a later time. Commissioner Escarcega advised that Ms. Escobar Sutton had gave most of his presentation. It was noted he would enhance what was already said. Commissioner Ward asked did we made up the 2025 deadline, or did they make that our deadline? Ms. Escobar Sutton said we have to make sure our software is correct and then our policies are in place. Then we will start looking at an implementation date. Our software vendor will not be ready until sometime after October 2024. She said there is a lot of changes which will require Housing Authorities to change their forms, as well. The effects will be seen in 2025. Commissioner Barber asked if there would be periodic updates on this process and Ms. Tapia said there would be.

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#### **Commissioner's Conference Update: Commissioner Raul Escarcega**

Commissioner Escarcega provided a PowerPoint presentation entitled, *HOTMA Review*. He began by noting Ms. Escobar Sutton provided 80 percent of what he was prepared to say. He indicated he would provide the written PowerPoint presentation to the Board via email after the board meeting. He said he would be providing repeats of what has already been said and emphasized there will be numerous training opportunities. Commissioner Escarcega stressed the Staff

and Board should not take this or what Ms. Escobar Sutton said as the end all, be all. He suggested going to the HUD website and reading over the information on HOTMA. He said there will be an upcoming HOTMA booklet. His presentation consisted of What is HOTMA, Changes in Income, New Definition for Assets (Real and Personal Property), Necessary and Non-Necessary Personal Property, Adjusted Income, Deduction Threshold, Verification Safe Harbor Income Determination, New Form HUD-9886 A, Annuals and Interims, Calculating Income, Timeline and Areas of Focus. Commissioner McConnell asked how this would affect medical. Ms. Escobar Sutton explained there is a lot to it and suggested reporting any and all medical to your Housing Specialist as HUD has changed the threshold in those deduction amounts. Ms. Tapia said we currently would look at what the IRS considers deductions in the way of medical. Residents will be provided a copy of the list which is typically out-of-pocket medical expenses. Chairman Watkins suggested it would be a good idea to sit down and talk with Ms. Escobar Sutton. Ms. Tapia offered it would be a better idea to talk with Ms. Stroud as she deals with Public Housing and Commissioner McConnell resides in Public Housing. Commissioner Escarcega concluded we are all learning as a group and should learn as much as we can. Commissioner Rios said it is the Board's fiduciary responsibility to be knowledgeable about these changes, and they will rely on staff to help make rational decisions. Chairman Watkins thanked Commissioners Escarcega and Rios for attending the conference.

### **Public Comments**

Chairman Watkins called for public comments. Holly Duff, resident of Wyandotte Towers, mentioned the importance of communication, stating she is passionate about residents and there is an 87-year-old gentlemen's apartment which has had three inspections. Ms. Duff then passed out pictures with one showing the garbage disposal which had fallen from his kitchen sink. She said this was not on John (Jefferson) and it is a communication problem from all over. Ms. Duff said the gentleman puts down newspapers and towels to catch water that keeps leaking, because the sink leaks. *More pictures were presented.* She noted this has been going on for months and his bathroom sink does not work either. The water has to be scooped out of his bathroom sink; the toilet is not bolted to the floor. She said there are problems with the bed bug protocol. Ms. Duff said there is an on-going problem with maintenance work orders, and it is a communication issue. Ms. Tapia said she appreciated Ms. Duff coming and bringing in the pictures. She has pulled work orders the past few weeks and is reviewing them for timeliness. Ms. Tapia said she met with staff on Tuesday for five hours to discuss work orders and how we can make sure work orders are not being dropped and are completed timely. She is continuing to review reports of the work orders and Staff is looking at what can be done to fix the problems with work orders. Ms. Tapia wanted Ms. Duff to know that we are working on this, and it will not fall through the cracks. Ms. Duff mentioned being charged \$150 for



a smoke detector and someone else was charged \$400 for shop vacuuming a sink, so they are afraid to call in work orders. Ms. Tapia stated there is a grievance process when someone is being charged and do not believe it is fair. They also have Resident Advisory Board (RAB) which starts back up in April where we can communicate the rights to the residents who have a right to safe housing. Ms. Tapia asked Ms. Duff to keep us informed. Commissioner Rios asked for an update next month on this concern with pictures to verify what has been done. He noted while he holds this staff in high esteem, he was not pleased with what he just saw in those photographs, and this is not acceptable. Commissioner McConnell said his wife received an apartment and only two burners were working on the stove. He saw bugs which he learned were bed bugs. He filled them up in a bottle and was going to bring them over to the main office. Commissioner McConnell said after three months of making payments, his wife could not move in because it is riddled with bed bugs. Ms. Tapia asked was this the same apartment that he set up as his office? Commissioner McConnell said that was correct, Apt. 401. He said even when he calls Maintenance about the trash chutes, nothing happens. Commissioner McConnell said they need heaters. He has pictures of it being so cold there was water frozen on the floor. He spoke with Ms. Stroud about stuff in the hallways. She did put out a letter, but nobody checks on anything. There are sofas and recliners now in the hallway. Mr. Jefferson said items are removed when they see them. Commissioner McConnell then discussed windows being left open in the winter. He called on the fire door and it is still broken. Ms. Stroud said the trash chute doors will be replaced within the next month. Mr. White said they are being replaced because they are damaged. Mr. Jefferson said the residents stuff them full and push on the doors, this pulls them off track and messes up the tension rod. Trash chutes are unclogged daily and when trash is pushed down, the back draft causes the doors to pop open. This trash is cleaned up daily on each floor. Ms. Stroud said trash chutes are deep cleaned a minimum of twice a year. Residents are provided trash bags which started two weeks ago. Ms. Stroud said the windows being left open is a problem and we are getting approval from HUD to install windows which cannot be opened in the common areas of those floors. We are waiting for National Fire to come and access the fire doors on each floor, this has been scheduled. She said work orders are called in and put on the work order form verbatim. The worker will then put down what is actually done once in the unit. Nobody in maintenance accesses and writes the charges, this is all dictated by what is actually done in the unit. Ms. Stroud said we are going through and QC-ing (quality control) 100% of the units, and she is embarrassed by what she is finding. She is having people come in to do this work. She has only looked at floors 16—8 on the inspections and this was based on what she saw in half the building. We are just getting started. Chairman Watkins thanked staff for what they are doing. Commissioner McConnell said he appreciates the letters being sent out, but there needs to be enforcement. He added he has never seen the Manager come out of her office.

Chairman Watkins asked if there were any further comments and there were none.

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## **Bylaws**

Commissioner Barber stated there was nothing new to report. They had planned to be ready for elections at next month's meeting. They need to find out how the Board wants to move forward. Chairman Watkins stated the Bylaws committee would meet between now and next month because it requires an announcement, so if we make the announcement next month, we will have the elections in April. Commissioner Barber was in agreement.

## **Finance**

Commissioner Rios said they had a fairly lengthy meeting and are in process of working with Liberty Bank and doing what the Board asked to be done. Rental income was just under \$4,395,500. Our debt was at \$8,700,000; but does not include the reduction from our sale. This amount will be lower in our future report. There is lower occupancy at Wyandotte Towers as result of mod and terminations. We are confident as we fix units and get them back online, things will be in order. *(Chairman Watkins asked to pause the committee reports as Commissioner Barber would need to leave the meeting, and the Board needs to vote on the consent agenda while there is still a quorum. He apologized to the Board.)*

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## **New Business Consent Items**

Chairman Watkins said there are two resolutions honoring two Board members and the work they have done. He thanked both Commissioner Davis and Vice-Chairman Banks for what they have done; and would speak on Vice-Chairman Banks in a moment. Chairman Watkins called for the vote on the Consent Agenda items. Commissioner Rios made a motion to approve Resolution Nos. 2024-06 and 2023-07. Commissioner Barbers seconded the motion, and the following vote was recorded:

AYES: Barber, Escarcega, Jones, McConnell, Rios, Ward, Warner, Watkins

NAYS: None

ABSENT: Whiteside-Hicks, McDonald

ABSTAIN: None

Motion carried.

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Resolution No. 2024-06, recognizing Hazel Davis for her Valuable Service to the Housing Authority of the City of Kansas City, Kansas.

This resolution recognizes and honors Commissioner Hazel Davis for her service to the Kansas City, Kansas Housing Authority Board of Commissioners from April 2, 2022 to December 14, 2023.

RESOLUTION NO. 2024-06—RECOGNIZING HAZEL DAVIS FOR HER VALUABLE SERVICE TO THE HOUSING AUTHORITY OF THE CITY OF KANSAS CITY, KANSAS.

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Resolution No. 2024-07, recognizing Jimmie L. Banks for his Valuable Service to the Housing Authority of the City of Kansas City, Kansas.

This resolution recognizes and honors Vice-Chairman Jimmie L. Banks for his service to the Kansas City Kansas Housing Authority Board of Commissioners from October 7, 2007 to January 19, 2024.

RESOLUTION NO. 2024-07—RECOGNIZING REV. JIMMIE L. BANKS FOR HIS VALUABLE SERVICE TO THE HOUSING AUTHORITY OF THE CITY OF KANSAS CITY, KANSAS.

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### **Finance (Con't)**

Commissioner Rios noted there has been additional costs and training for staff and they have been supportive of those expenditures which has skewed the monthly reports. He is confident we are in sound financial shape. The Capital Fund shows a negative balance which will be positive and has not put the finances in any harm. Commissioner Rios said we are looking good.

### **Development**

Commissioner Warner said there is no report. They have not met since the last board meeting.

### **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.

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Chairman Watkins stated he would make appointments to committees, and he owes Commissioner Jones committee definitions. He will get the committee definitions and committee assignments out very quickly.

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

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Chairman Watkins called for adjournment, and it passed unanimously.

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Matthew T. Watkins, Chairman

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Andrea Tapia, Executive Director/CEO



## Kansas City, Kansas Housing Authority

1124 North Ninth Street

Kansas City, Kansas 66101-2197

**Main** (913) 281-3300 **Fax** (913) 279-3428 **TTY** (800)766-3777

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

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To: Board of Commissioners  
From: Andrea Tapia, Director/CEO  
Date: March 21, 2024  
Re: Executive Director Report

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### **Safety Department**

#### Omnigo

Kansas City, Kansas Housing Authority's (KCKHA) Safety Department has purchased a reporting software that will be used by KCKHA Safety Officers. The software will allow Officers to create, store and track incident reports, upload pictures and videos. Omnigo is a public safety software used to manage investigations, capturing, managing, analyzing, and reporting incident data in one place.

#### De-Escalation Training

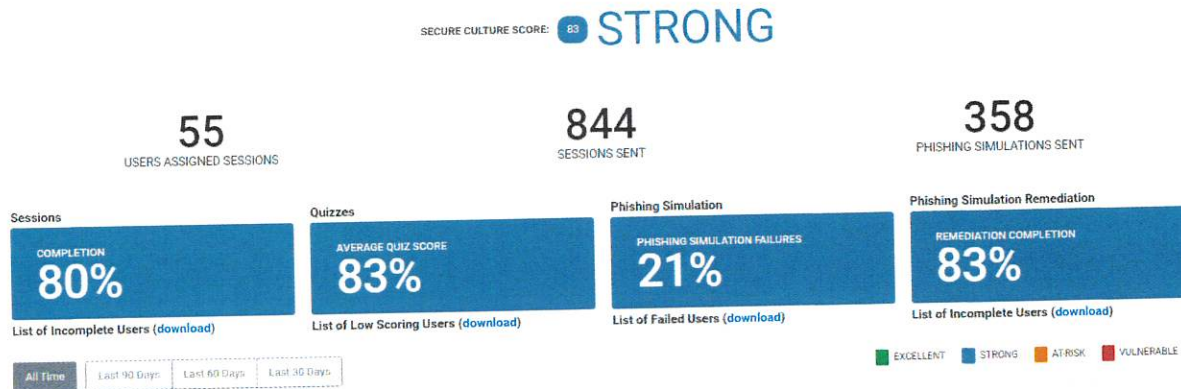
Safety will be providing all staff with De-Escalation Training. This training will ensure our employees are trained to know when and how to de-escalate a situation. It is important we train staff to prevent a tense situation from escalating by providing de-escalation techniques that encompasses body language, verbal communication as well as non-verbal communication.

### **IT Department**

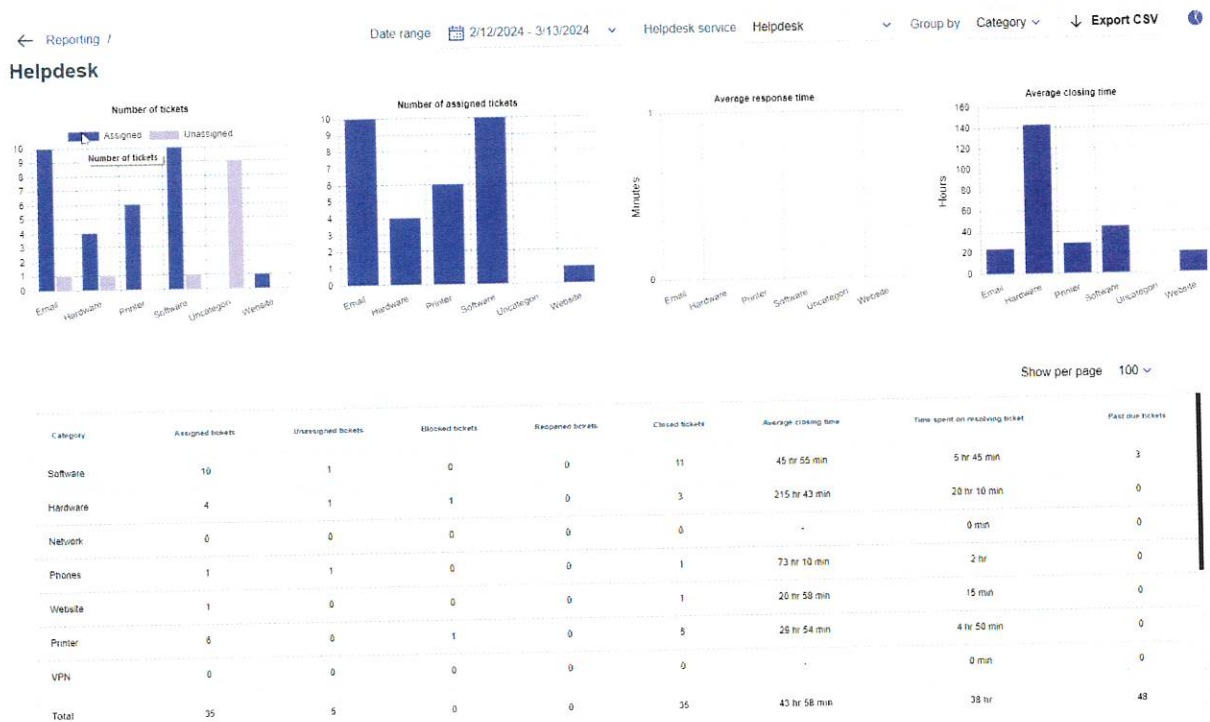
The Arctic Wolf security training program is continuing to do well. Our secure culture score is now 83, and we continue to trend upward from 82 last month. The goal is still to get above 90 as the secure

culture score.

#### Secure Culture Program Summary



We went live with our helpdesk ticketing system in March 2024, and we are seeing a lot more issues come through email to us. We are still reminding people to send in emails to our [helpdesk@kckha.org](mailto:helpdesk@kckha.org) email address to create a ticket for assistance. Here is a snapshot of the ticket volume and categories for those tickets for the past month. This is a new system for the agency as a whole, so we are still working out the kinks. I am pleased with the system and tracking ability to keep on top of the requests coming to us.



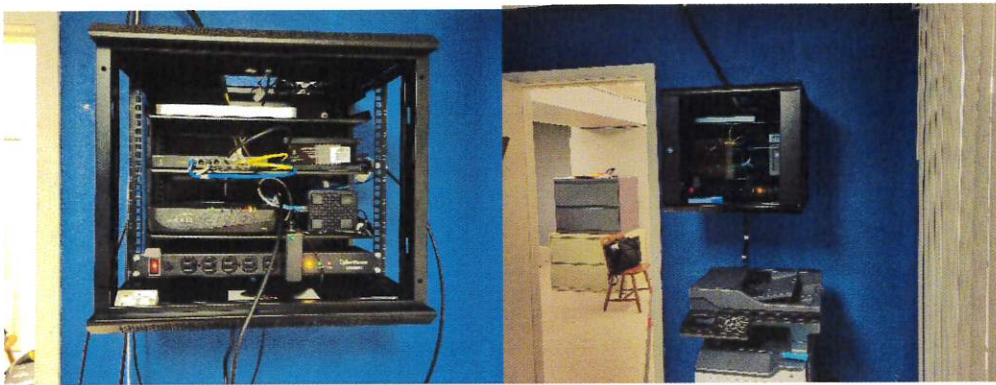


Our project for securing our network equipment at all locations is in full progress. Due to a Modernization project need at Bonner Springs we started our project out at that location. We moved the network equipment from the manager desk to a server storage box attached to the wall to securely store all equipment off of the desktop. We also managed and labeled all cable connections into and out to the different devices and locations and documented all connections and port locations. Here are links to the Visio drawing and documentation.

<https://kckha.sharepoint.com/:u:/s/IT/EUSj72tpogdPrhEVr2R7UVQBYKDq4vj5s0UGsAznrZULYQ?e=b0MLi>

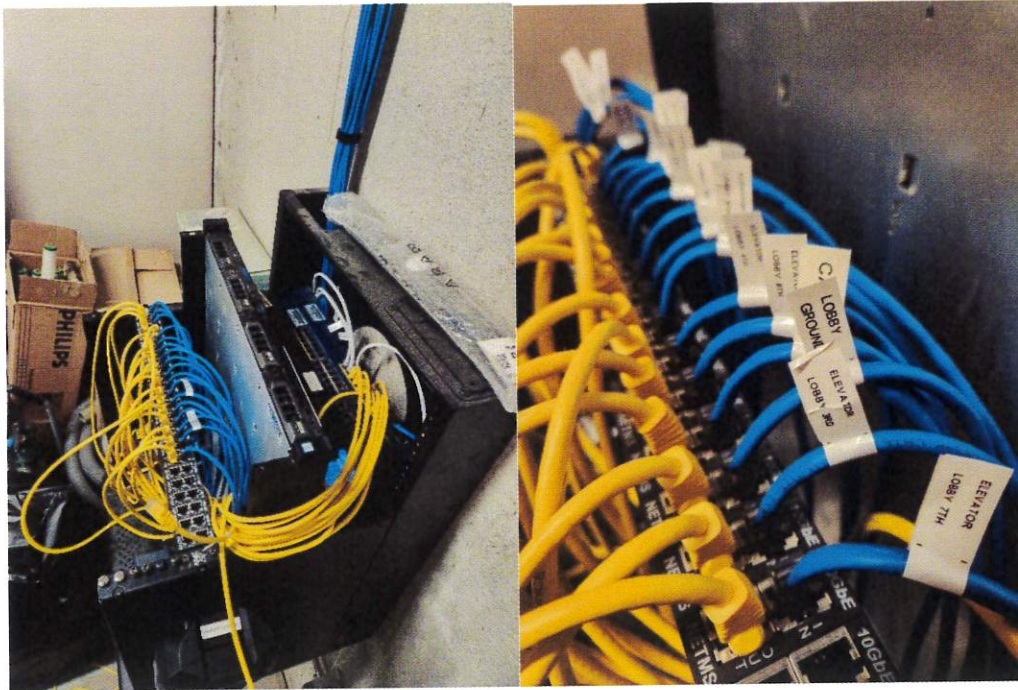
[s](https://kckha.sharepoint.com/:u:/s/IT/EUSj72tpogdPrhEVr2R7UVQBYKDq4vj5s0UGsAznrZULYQ?e=b0MLi)

Mid project and after completion photos listed below.



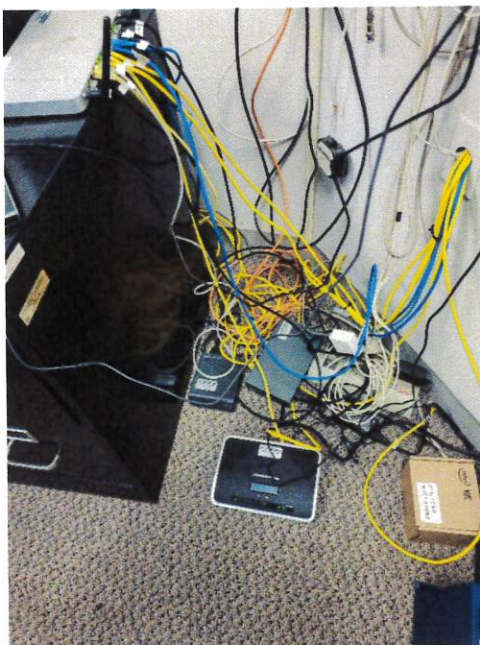
Glanville Towers was our next project.

The first thing done was to label and document the Avigilon camera system connections. The blue cables are the cables that come from the physical camera connection plugged into a patch panel which correspond to yellow cables that are plugged into the Avigilon NVR server. Cleaning of the dust and debris inside the network box has been done.

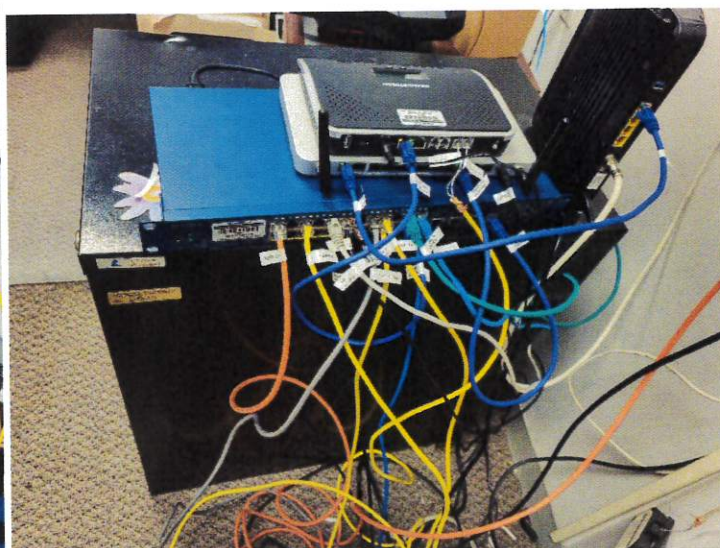


We also cleaned up our networking and telephony system devices inside the Glanville property manager office. All incoming and outgoing cable connections have been traced and are now labeled and we have documentation for all of those connections. The last steps of project are to mount the server box on the wall and manage the cables and place devices in the box and lock it up.

Before:



Mid-project:





Shawn has finished documentation on how to navigate the Avigilon Camera dashboard and how to upload and save videos from that system.

Beginning next week will be implementing billing codes for all printers across the agency for printing and copying. We are finalizing the how to guides for set up and documentation of how to set up the printers at the print server level to require codes for both copying and printing.

## **Human Resources**

### **Pre-Superbowl Celebration**

In the effort to continue to improve Employee Engagement we hosted a Pre-Super Bowl Party. During the celebrations, we were able to recognize employees who served with the agency for 30+ years. In addition, there were individuals whose peers identified them as hard workers and team players and they received certificates of recognition.

### **Safe Work Environment**

In order to prevent staff incidents and injuries, as well as to help reduce medical and insurance cost, the Maintenance Department supervisors and staff participated in the following safety trainings through HTVN : *Slips, Trips and Falls Prevention*- The informative short video examines slips, trips, and falls including how and why they occur, facts about slips, trips, and falls, contributing factors, prevention, and safety tips. *Back Injury and Lifting*- This course examines the risk factors that can lead to back injuries, by providing practical instruction as well as a variety of safe lifting techniques and helps you establish the right mindset to keeping yourself safe from injury. The goal is to improve the work safety culture.

## **Housing Choice Voucher Program**

### **Section Eight Management Assessment Program (SEMAP)**

Each year the Kansas City, Kansas Housing Authority (KCKHA) completes a SEMAP assessment for the Housing Choice Voucher (HCV) Program. The SEMAP assessment allows the Department of Housing and Urban Development (HUD) and KCKHA to ensure compliance of program rules and identify any deficiencies that need addressing.

There are 14 key indicators that measure the performance of the KCKHA HCV program. The overall score for the indicators totals 135 points. There is an additional bonus Deconcentration indicator that allows a PHA to provide HUD with data collected relating to participant moves and census tracts. There are, however, additional criteria's that need to be met in order to receive the bonus points. Last year KCKHA's HCV program, scored 130 points and was categorized as **High Performer**.

Indicator #	Indicator	Points
1	Selection from Waiting List	15
2	Reasonable Rent	20
3	Determination of Adjusted Income	20
4	Utility Allowance Schedule	5
5	HQS Quality Control	5
6	HQS Enforcement	10
7	Expanding Housing Opportunities	5
8	Payment Standards	0
9	Timely Annual Reexaminations	10
10	Correct Tenant Rent Calculations	5
11	Pre-Contract HQS Inspections	5
12	Continuing HQS Inspections	10
13	Lease-Up	20
14	Family Self-Sufficiency	N/A
15	Deconcentration Bonus	0
	<b>TOTAL POINTS</b>	<b>130</b>

The Housing Choice Voucher (HCV) Program continues to work towards increasing voucher issuance and lease up of vouchers. Currently there are 1,125 HCV and 27 VASH vouchers that are leased with 65 voucher holders searching for a place to rent, and 20 new voucher holders who have leased up. There are 27 voucher holders who have ported to other Housing Authorities. During the month of February 2024, six individuals ended participation in the program. The attached chart shows exit dates, and reason for exiting the program. On March 4<sup>th</sup> thru March 5<sup>th</sup> the HCV staff called 81 families for eligibility interviews, which exhausted the 2021 waitlist. The Housing Assistance Payments (HAP) paid to the landlords in February 2024 totaled \$1,017,765.

Tenant Name	Move OUT	Bdrms	EOP Reason	Project Name
<b>S8 - EOP - Report</b>				
From: 02/01/2024 Thru: 02/29/2024				
Programs: All Projects: All				
Processed Records: 7				
Selected Records: 7				
Order By: Tenant Name				
Barnett, Nainna L	2/29/2024	2	S8-Illness/Deceased	Voucher HCV
Baylis, Delone	2/29/2024	1	S8-Request off Program	Voucher PB - Delaware Highlands
Davis, Ciara L	2/29/2024	2	S8-Fraud	Voucher HCV
Loman, Tamika	2/29/2024	2	S8-Left Owing Money	Voucher HCV
Schlecta, Sheena M	2/29/2024	3	S8-Fail to report Family or Income Chg	Voucher HCV
Teaney, Esther	2/29/2024	1	S8-Illness/Deceased	Voucher PB - Delaware Highlands
Wilson, Dezare	2/29/2024	3	S8-Fail to report Family or Income Chg	Voucher HCV

On March 18<sup>th</sup> through March 20, 2024, HCV staff will attend Nan McKay's HOTMA Summit, in Houston, Texas. Staff are looking forward to learning more about the HOTMA changes and ways to implement the new policies.

## **Housing Operations**

### **Property Management**

Maintenance has been busy implementing the new NSPIRE protocol, formerly known as Real Estate Assessment Center (REAC). One hundred units were inspected in the family and scattered sites by HUD inspectors. There was significant improvement, on average by 25 points to KCKHA's scores this year. We did score low at Chalet Manor due to deferred maintenance on the roofs, windows, and envelopes. We identified prior to the inspection the maintenance needed for Chalet Manor and it was added to the 5-year Capital Fund plan.

We also had 853 high-rise units inspected under UPCS, following the NSPIRE protocol. This is our annual inspection of 100% of our units to ensure our units are up to NSPIRE standards. This allowed for preparation for actual NSPIRE inspections that are waiting to be scheduled by HUD. We saw significant improvement in our score by 30 points and we are optimistic this improvement will be seen in our NSPIRE inspections. We believe our new approach to internal inspections and work orders have aided in our improved scores.

We have turned 45 units since February 1, 2024. We have also altered our approach to turning vacant units faster by coordinating with both family and high-rise rehab teams as well as hiring contractors in a temporary effort to decrease the time it takes to turn units with excessive damages. Robert Purduski, Assistant Director of Operations-Maintenance and Dispatch staff continues to do an amazing job orchestrating all these moving parts simultaneously.

The Public Housing waitlist currently has 1,321 applicants. There were 37 participants whose program participation ended during the month of February 2024. As of February, KCKHA's public housing maintained an occupancy rate of 93%. Many of the vacancies are due to tenants vacating for reasons ranging from lease violations to becoming self-sufficient.

### **CVR Associates Site Visit**

CVR Associates will conduct a site visit on March 18<sup>th</sup> through March 22, 2024. CVR will be onsite to tour all properties and speak with staff. CVR Associates will working with KCKHA to discuss NSPIRE and Property Management training as well as provide KCKHA guidance on repositioning options. We are looking forward to CVR's visit and the opportunity to discuss KCKHA's repositioning options.

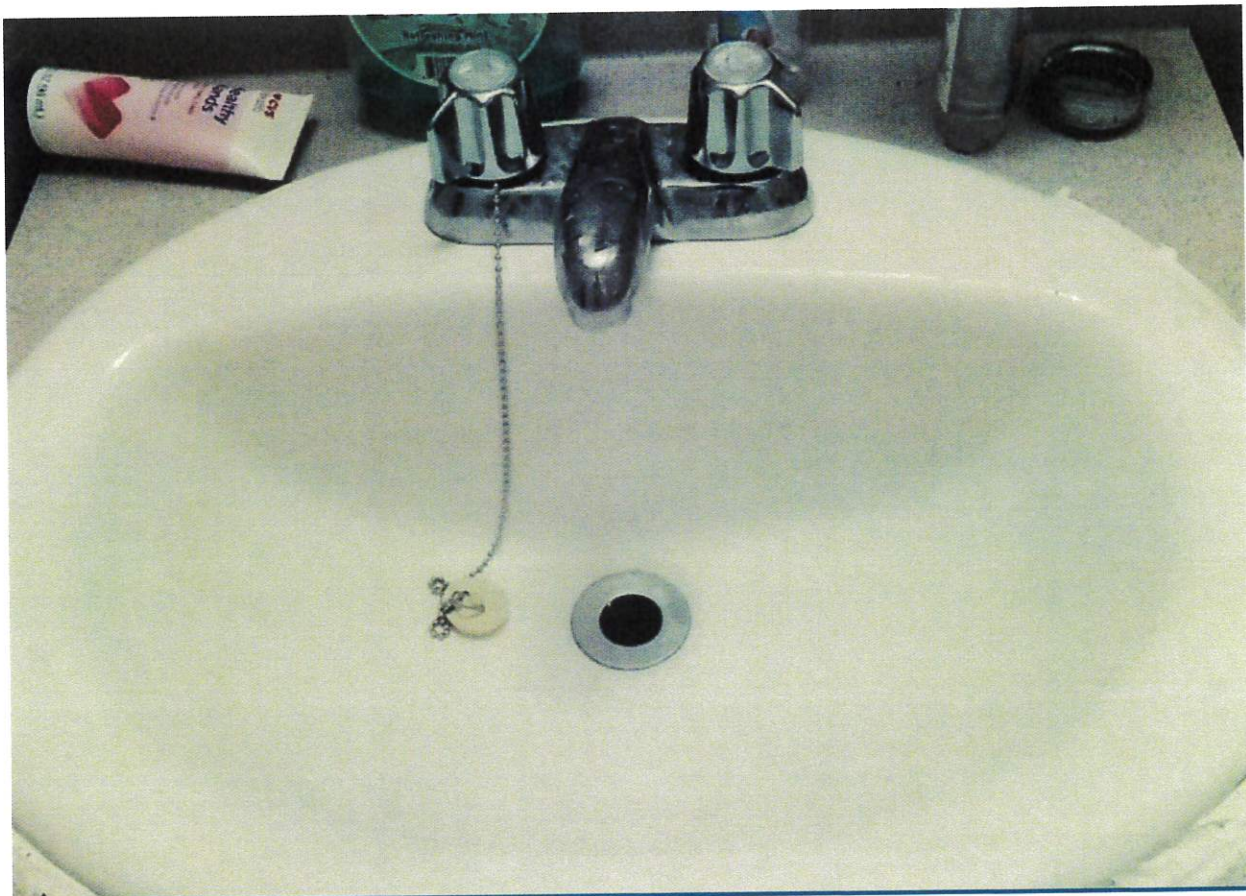


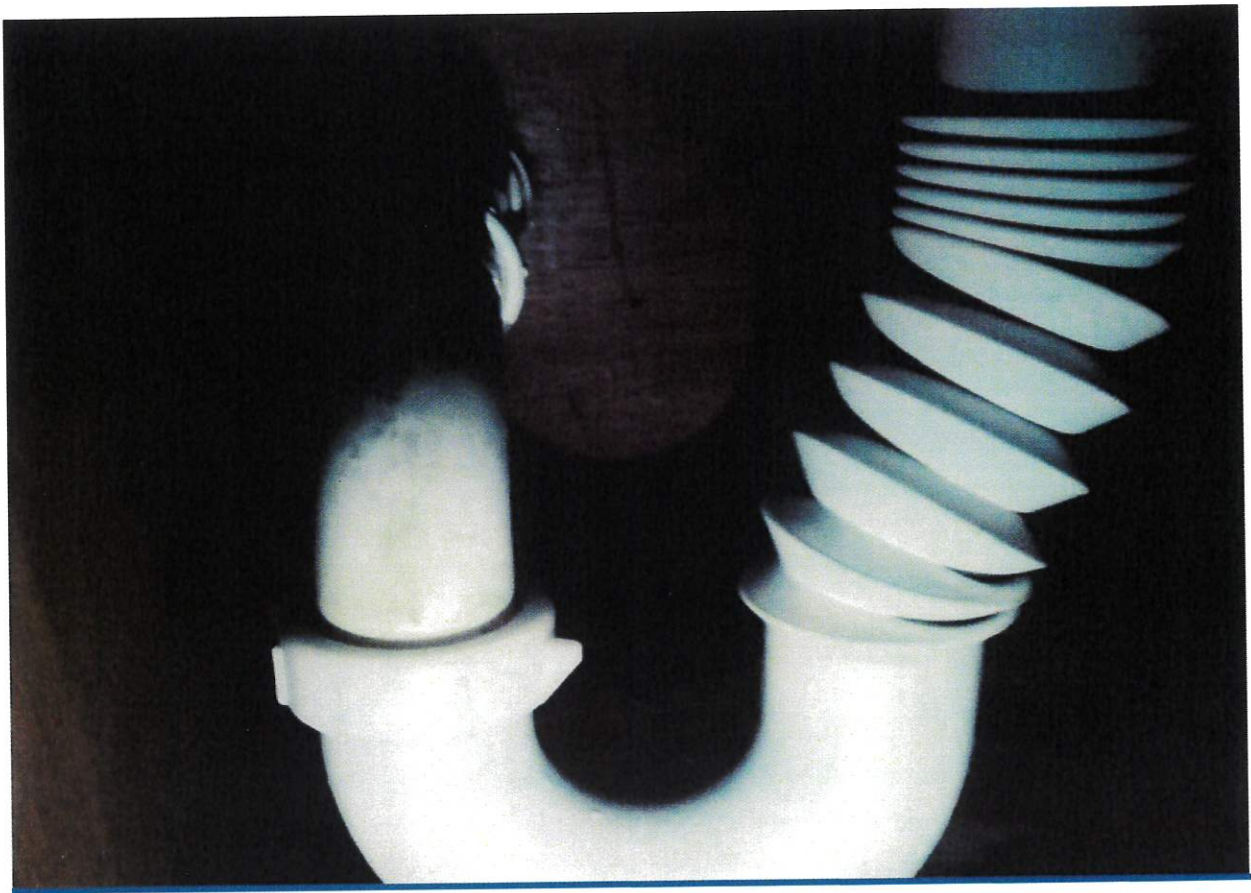
## Public Comment Update

On February 22, 2024, Ms. Holly Duff presented to the KCKHA Board of Commissioners pictures of an elderly gentleman's Wyandotte Towers apartment and the deficiencies that needed to be corrected. The gentleman's garbage disposal was cracked and not attached to the sink, the bathroom sink was clogged with standing water, and Ms. Duff stated the toilet was not bolted to the floor.

Immediately after the Board Meeting, I met with the Senior staff to discuss the pictures and condition of the apartment. Maintenance staff, John Jefferson provided pictures showing the deficiencies had been corrected. Mr. Jefferson told me and senior staff as well as Commissioner Rios, that Ms. Duff met with him on February 16, 2024, and spoke with him about the condition of the gentleman's apartment, and he immediately called his staff to fix the deficiencies. Mr. Jefferson provided photos showing the sink unclogged and the toilet bolted to the floor, the removal of the garbage disposal and the installation of new piping under the sink (see attached photos).

I appreciate Ms. Duff's willingness to share her concerns with the Board of Commissioners and staff and I commend Mr. Jefferson and staff on their quick response to address the delay in closing out the workorder.









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 FEBRUARY 29, 2024**

Description	Rate <sup>(a)</sup>	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$912,102.04	Liberty
Payroll Account	0.00%		\$68,414.24	Liberty
ACH Pymt Account	0.00%		\$53,093.57	Liberty
Rent Depository Account	0.00%		\$9,182,175.82	Bank of Labor
Rent Bank Deposit Accounts	0.019%		\$466,084.17	Various Rent Banks
Homeless Prevention Program	0.049%		5,524.77	Bank of Labor
Sponsorship Program	0.019%		20,315.30	Bank of Labor
Section 8 Checking	0.00%		443,578.90	Bank of Labor
EPC Replacement Reserve Acct	0.15%		\$38,979.13	Liberty
Family Self Sufficiency	0.019%		\$111,396.10	Bank of Labor
KCKHA Debt Service Account			\$828,884.04	Deutsche Bank
CD#120245349	4.50%	03/01/24	\$500,000.00	Bank of Labor

(a) Represents Rates as of March 14, 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 February 29, 2024**

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	<b>Rent &amp; Other Charges</b>	<b>Repayment Agreements</b>	<b>Net Total</b>
Accounts Receivable (Amounts Delinquent)	\$158,926.68	(\$69,004.09)	\$89,922.59
Total Charges to Tenants for Month			\$468,191.70
Delinquency Ratio			19.21%
Petitioned to Court			<u>27</u>
Praecipes Issued			<u>16</u>
Evictions			<u>7</u>
Pending Evictions			<u>1</u>



Worku Alem  
Director of Finance



<b>Kansas City, Kansas Housing Authority</b>	
Payments Over \$1,000.00	
For The Month of FEBRUARY '24	
<b>*CONTRACTS*</b>	
<b>*MAINTENANCE COSTS*</b>	
American Textile Mills Inc.	\$1,285.96
Carahsoft Technology Corporation	\$8,817.52
Carpet Corner Inc.	\$20,426.05
Carpet Corner Inc.	\$15,958.58
CEI Electrical & Mechanical	\$2,848.08
CEI Electrical & Mechanical	\$2,328.81
Charter Communications	\$1,304.98
Charter Communications	\$1,298.29
CINTAS CORPORATION No. 2	\$1,537.35
Clark's Tool & Equipment	\$1,233.00
DAVID ALLEN HENDERSON DBA	\$2,590.00
DAVID ALLEN HENDERSON DBA	\$1,295.00
DAVID ALLEN HENDERSON DBA	\$1,295.00
DAVID ALLEN HENDERSON DBA	\$1,295.00
Design Mechanical, Inc.	\$1,455.00
DOUG'S AUTO REPAIR	\$6,720.87
F & C REMODELING & CLEANING SERVICE	\$4,850.00
F & C REMODELING & CLEANING SERVICE	\$4,470.00
Ferguson Enterprises, LLC.	\$5,163.88
Gold Star Flooring & More, Inc	\$1,005.00
Grainger	\$5,968.04
H.D. Supply	\$9,128.08
H.D. Supply	\$8,733.94
H.D. Supply	\$2,549.51
James Hanson dba Jim's Services	\$5,450.00
Johnson Controls Inc.	\$43,401.92
Johnson Controls Inc.	\$26,950.88
Johnson Controls Inc.	\$12,375.60
Knapheide Truck Equip. Co.-Kc	\$8,306.32
Lowe's	\$1,080.85
MEI TOTAL ELEVATOR SOLUTIONS	\$6,280.12
MIDWEST BED BUG SERVICES	\$1,500.00
MIDWEST BED BUG SERVICES	\$1,500.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$6,165.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$2,460.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$2,140.00

OSCARS MAINTENANCE SERVICE CORP, LLC	\$1,880.00
POE MAN LAWN SERVICE	\$15,300.00
POE MAN LAWN SERVICE	\$1,950.00
POE MAN LAWN SERVICE	\$1,750.00
POE MAN LAWN SERVICE	\$1,000.00
POMP'S TIRE SERVICE, INC	\$1,441.86
QUALITY PLUMBING, INC	\$5,157.21
REPUBLIC SERVICES #468	\$2,226.72
Sherwin-Williams Co	\$4,320.07
Sherwin-Williams Co	\$2,898.13
Smallwood Locksmiths, Inc	\$1,780.12
STACO ELECTRIC CONSTRUCTION CO	\$1,042.33
Stanion Wholesale Elec. Co.	\$10,435.48
SUPER PAINTERS KC, LLC	\$6,600.00
SUPER PAINTERS KC, LLC	\$4,400.00
SUPER PAINTERS KC, LLC	\$2,200.00
SUPER PAINTERS KC, LLC	\$1,500.00
SUTTON REMODELING, LLC	\$3,000.00
SUTTON REMODELING, LLC	\$1,500.00
SUTTON REMODELING, LLC	\$1,000.00
W CARTER & ASSOCIATES GLAZING, LLC	\$1,950.00
Waste Management	\$6,115.66
Waste Management	\$1,475.17
<b>*MISCELLANEOUS*</b>	
Amazon Capital Services, inc	\$1,641.24
AT&T	\$1,209.05
ENTERPRISE FM TRUST	\$31,608.90
MASTERCARD	\$6,103.72
OFFICE ESSENTIALS, INC	\$1,954.46
REPUBLIC BUSINESS CREDIT	\$1,914.00
REPUBLIC BUSINESS CREDIT	\$1,653.00
U.S BANK EQUIPMENT FINANCE	\$2,427.87
Verizon Wireless	\$2,679.21
ConvergeOne, Inc	\$2,081.25
<b>*MODERNIZATION*</b>	
Centurion Moving & Storage	\$1,390.55
CVR Associates, Inc	\$10,107.65
EcoSafe Environmental Services, Inc	\$14,800.00
McCray Lumber & Millwork	\$1,488.94

[illegible]

Kansas City, Kansas Housing Authority  
Operating Income and Expenditure  
For the Period Ended January 31, 2024

	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	%	FSS BUDGET	ROSS YR TO DATE	TOTAL YR TO DATE	%	TOTAL BUDGET
<b>OPERATING INCOME:</b>																
Dwelling Rent				\$4,393,886.18	89%	\$4,934,708.00	\$46,867.44							\$4,393,886.18	89%	\$4,934,708
Fraud Recovery Income				\$14,187.06	1650%	\$860.00								\$46,867.44		\$1,000
Interest Income	\$1,018.46	727%	\$140.00	\$277,433.94										\$15,205.32	1521%	
Tenant Income														\$277,433.94		
Transfer from CFP	\$334,393.91					\$1,031,654.00								\$334,393.91		\$1,031,654
Other Income	\$39,150.28			\$152,385.43	44%	\$344,460.00	\$10,779.19							\$202,314.90	59%	\$344,460
Fee for Services - COCC	\$1,492,888.34	76%	\$1,957,265.00											\$1,492,888.34	76%	\$1,957,265
Gain/Loss - Disp. Property				\$2,712,240.33						\$61,269.10			\$86,758.80	\$148,027.90		
Grant Income														\$1,647,875.56	61%	\$2,689,665
Management Fees	\$1,647,875.56	61%	\$2,689,665.00											\$11,271,134.02	103%	\$10,958,752
Total Operating Income	\$3,515,326.55	76%	\$4,647,070.00	\$7,550,132.94	120%	\$6,311,682.00	\$57,646.63			\$61,269.10			\$86,758.80	\$8,515,883.00	84%	\$10,157,661
Operating Subsidy				\$8,515,883.00	84%	\$10,137,661.00								\$804,381.00	88%	\$9,112,730
Section 8 Admin Fees							\$804,381.00	88%	\$911,273.00							
Total Operating Receipts	\$3,515,326.55	76%	\$4,647,070.00	\$16,066,015.94	98%	\$16,449,343.00	\$862,027.63	95%	\$911,273.00	\$61,269.10			\$86,758.80	\$20,591,398.02	94%	\$22,007,666
<b>OPERATING EXPENSES:</b>																
Administrative Salaries	\$1,023,778.42	77%	\$1,327,545.00	\$945,750.85	67%	\$1,406,207.00	\$247,694.44	69%	\$360,254.00	\$42,179.33			\$60,514.52	\$2,319,917.56	75%	\$3,094,006
Tenant Services Salaries				\$3,484.52	21%	\$16,554.00								\$1,647,875.56	90%	\$1,839,443
Resident Assoc Expenses				\$1,975.09	8%	\$24,785.00								\$1,975.09	8%	\$24,785
Other Expenses														\$3,054,633.34	101%	\$3,037,119
Total Utilities	\$43,917.98	96%	\$45,546.00	3,010,715.36	101%	\$2,991,573.00								\$2,468,356.12	75%	\$3,308,434
Maintenance Salaries	\$938,177.21	75%	\$1,282,985.00	\$1,530,178.91	76%	\$2,025,449.00	\$2,365.83	92%	\$2,584.00					\$1,277,773.66	98%	\$1,506,467
Maint Materials	\$419,106.63	77%	\$545,754.00	\$856,301.20	113%	\$758,129.00								\$1,492,888.34	76%	\$1,957,265
Fee for Services - COCC				\$1,492,888.34	76%	\$1,957,265.00	\$79,203.34	157%	\$50,474.00					\$2,255,994.55	87%	\$2,582,349
Other Maint Contracts	\$226,576.04	184%	\$123,248.00	\$1,950,215.17	81%	\$2,408,627.00								\$16,557.06	8%	\$208,853
Other Security Expense	\$3,230.00			\$13,307.06	6%	\$208,853.00								\$811,864.49	98%	\$826,068
Insurance	\$124,435.98	105%	\$118,334.00	\$660,056.08	97%	\$681,978.00	\$27,389.43	106%	\$25,756.00					\$1,555,030.76	67%	\$2,334,422
Terminal Leave Payments				\$819,816.56	64%	\$1,285,450.00	\$81,715.23	64%	\$127,204.00	\$19,089.77			\$22,284.28	\$37,656.85	70%	\$82,740
Employee Benefit Contributions	\$610,124.92	66%	\$921,768.00	\$57,830.10	70%	\$82,740.00								\$414,955.00	83%	\$498,062
Collection Losses	(\$173.25)			\$7,236.35	238%	\$3,041.00	\$12,734.48	116%	\$11,000.00				\$3,960.00	\$27,720.90	176%	\$15,721
Interest Expense	\$3,790.07	226%	\$1,680.00											\$86,758.80	82%	\$21,970,933
Other General Expense				\$13,655,610.84	83%	\$16,330,531.00	\$743,322.89	75%	\$992,893.00	\$61,269.10						
Total Routine Expenses	\$3,589,673.18	77%	\$4,647,509.00	\$13,655,610.84	83%	\$16,330,531.00	\$743,322.89	75%	\$992,893.00	\$61,269.10						
COVID				(\$367,208.85)										(\$367,208.85)		
Casualty Losses - Net				\$13,268,401.99	81%	\$16,330,531.00								\$17,749,425.96	81%	\$21,970,933
Total Operating Expenses	\$3,589,673.18	77%	\$4,647,509.00	\$13,268,401.99	81%	\$16,330,531.00	\$743,322.89	75%	\$992,893.00	\$61,269.10						
Prior Year Adjustments																
Total Operating Expenditures	\$3,589,673.18	77%	\$4,647,509.00	\$13,268,401.99	81%	\$16,330,531.00	\$743,322.89	75%	\$992,893.00	\$61,269.10						
Gain/(Loss) from Operations	(\$74,346.63)		(\$439.00)	\$2,797,613.95		\$118,812.00	\$118,704.74		(\$81,620.00)					\$2,841,972.06		\$36,753

\*\*\* January is the 10th month of the Fiscal Year Ending March 31st  
\*\*\* Percentage 84% or 10/20th of the year

Worku Alem, Director of Finance

**KANSAS CITY, KANSAS HOUSING AUTHORITY  
MAINTENANCE REPORT  
FOR THE MONTH OF February 2024**

**CUSTOMER SERVICE & SATISFACTION SURVEY - February 2024**

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
02/01/24	42	17	59	4	4	0	13
02/02/24	77	27	104	4	4	0	23
02/05/24	110	35	145	2	2	0	33
02/06/24	107	32	139	6	6	0	26
02/07/24	70	28	98	8	8	0	20
02/08/24	84	22	106	3	3	0	19
02/12/24	143	31	174	5	5	0	26
02/13/24	126	42	168	2	2	0	40
02/14/24	108	44	152	6	6	0	38
02/15/24	53	15	68	3	3	0	12
02/16/24	179	36	215	5	5	0	31
02/20/24	150	24	174	6	6	0	18
02/21/24	112	23	135	9	9	0	14
02/22/24	101	22	123	4	4	0	18
02/26/24	95	19	114	6	3	0	16
02/27/24	44	13	57	3	3	0	10
02/28/24	36	10	46	1	1	0	9
02/29/24	103	29	132	5	5	0	24
	1,740	469	2,209	82	79	0	390
				(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 45% of the service work orders completed
- (b) No Response 92% of the service work orders completed
- (c) Favorable Response 78% 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	53	99	152
Units in Mod	42	26	68
Fire Units	3	0	3
Defer Maint	0	0	0
Rentable Units	50	99	149
Move-Ins	13	26	39
Move-Outs	13	24	37
Units Available	2	26	28

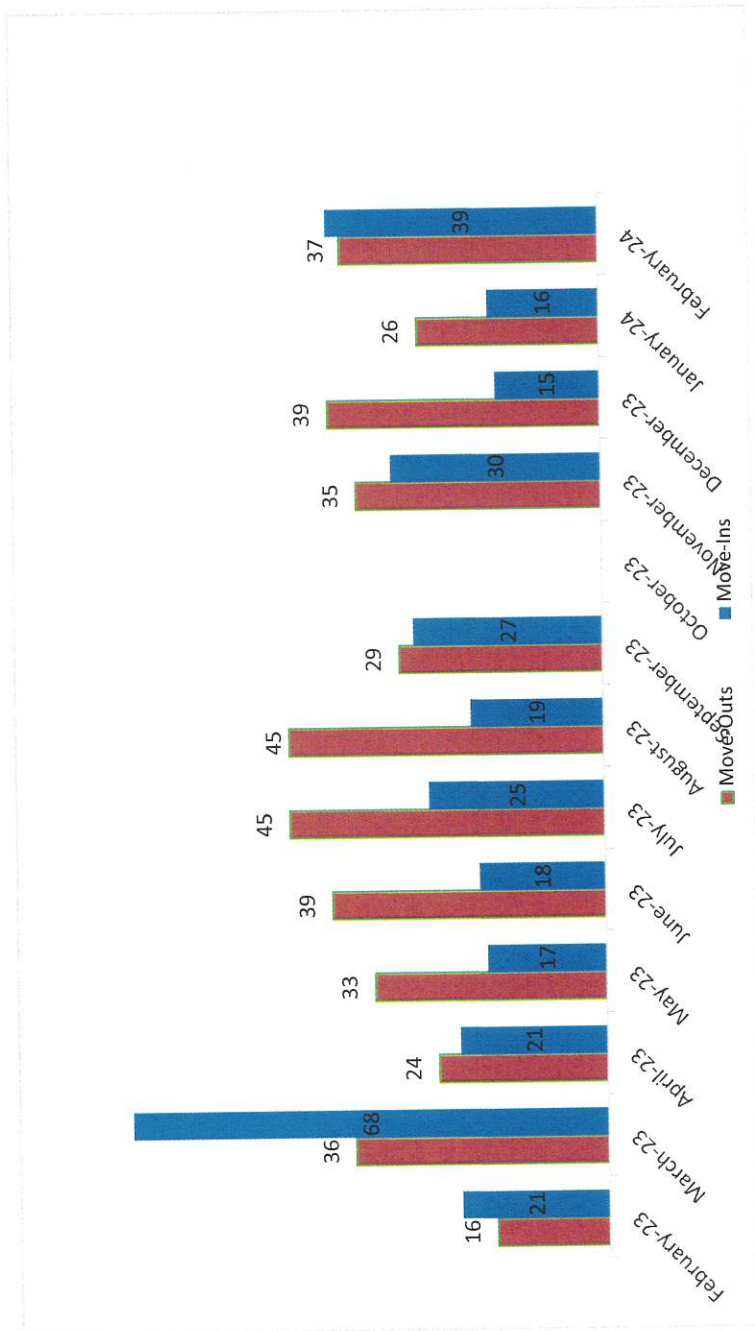
## REPORT F

# Kansas City, Kansas Housing Authority February 2024 Occupancy Report

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	HUD APPROVED SPECIAL USE UNITS	UNITS IN MOD	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-2 D(1) ST. MARGARETS PARK	100	90	9	1		91%	93%
K1-3 D(1) CYRUS K. HOLIDAY	60	50	3	1	6	95%	95%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	246	50	6	-	83%	88%
K1-5*M(2) D(1) BELROSE MANOR	90	83	4	1	2	96%	93%
K1-6 Elderly DOUGLAS HEIGHTS	101	90	11	-	-	89%	89%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	85	11	3		89%	88%
K1-7 D(1) SCATTERED SITES	24	21	1	2		96%	96%
K1-9 D(1) SCATTERED SITES	30	24	3		3	90%	90%
K1-10 *M(2) SCATTERED SITES	42	35	5		2	88%	90%
K1-11 M(1) D(1) GRANDVIEW PARK	40	31	7	1	1	83%	80%
K1-12 D(2) CHALET MANOR	66	49	-	2	15	100%	100%
K1-13 WELBORN VILLA	80	77	3	-		96%	96%
K1-14 BETHANY PARK TOWERS	153	140	13	-		92%	90%
K1-15 *M(6) SCATTERED SITES	20	14	-	-	6	100%	100%
K1-17*M(1) GLANVILLE TOWERS	108	102	6		-	94%	96%
K1-18 ROSEDALE TOWERS	122	105	5	-	12	96%	95%
K1-20 D(1) WESTGATE TOWERS	163	152	10	1		94%	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	34	4			89%	92%
K1-24 M(18) PLAZA TOWERS	115	84	1		30	99%	91%
K1-25 D(1) SCATTERED SITES	12	11	-	1		100%	100%
AMP 58 Bonner Springs (absorbed 7/1/21)	50	44	6	-		88%	86%
Total Units Available for Occupancy	1,843	1,595	152	19	77	92%	94%

**Kansas City, Kansas Housing Authority  
The Last 12 Months**

**Report G - Monthly Move-outs and Move-ins**





## **MODERNIZATION AND DEVELOPMENT REPORT – March 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

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### **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 5<sup>th</sup> Street and Cleveland Avenue. The Board authorized the award of a contract, at the February 2022 meeting, to Heartland Foundation Solutions, in the amount of \$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

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### **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 22<sup>nd</sup>, 2022 meeting, to Infinity Group LLC, in the amount of \$2,398,348.00. Pre-construction meeting was held on May 3<sup>rd</sup>, 2022. A Notice to Proceed was issued on May 16<sup>th</sup>, 2022. Work on 3<sup>rd</sup> floor is complete and accepted. 2<sup>nd</sup> floor work is complete, and first floor is complete. Punch list items still remain but they are making progress completing it. As of March 13, 2024, Infinity Group is still working on wall finish deficiencies on the second and first floors.

**K1-56 GLANVILLE TOWER ELEVATOR MODERNIZATION**

A bid was received on December 20<sup>th</sup>, 2022, for this project. The Board authorized the award of a contract at the January 19<sup>th</sup> 2023 meeting, to MEI Total Elevator Solutions, in the amount of \$834,481.00. A pre-construction meeting was held on February 9th for this project. As of March 13, 2024, MEI has completed all of the original scopes of work for the elevator modernization. They are however working on the change order that required larger sheaves in place of what was existing. They began this work on March 5, 2024 and anticipate a two-week time frame for each car.

**Upcoming Projects:**

None

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**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

**Ongoing Projects/Progress:**

**New Projects:**

K1-12 Chalet Manor Exterior Repair/almost ready to bid, in process of finalizing plans  
K1-3, K1-6 Select Site Improvements – Project is in the process of rebidding.  
K1-18 Rosedale Towers Interior Modernization- Pre-Bid meeting was held March 6, 2024, and the bid due date is set for March 27, 2024.  
K1-58 Bonner Springs Roof and HVAC Replacement  
K1-18 Rosedale Towers, replace smoke detector heads, bid has been received awaiting board approval.

**Projects in progress:**

K1-All Parking Lot Improvements - Bid Received and awarded, project expected to start at least in part by end of February. Current plan to begin work is scheduled for March 25, 2024.

K1—58 Vaughn Dale Elevator Modernization- started on 1/29/2024, progressing as scheduled. Received temporary approval from the state and the elevator is currently being used by the tenants.

K1-52 & K1-53 Select Interior and Exterior Modernization, NTP issued 1/2/2024 progressing as scheduled.

K1-12 1635-1641 Birch St Emergency Roof Replacement – Materials delivered March 12, 2023, work began March 13, 2024.

**Upcoming Projects:**

K1-55 Wyandotte Towers Main Door Replacement

K1-3, K1-6 Select Site Improvements – Project is in the process of rebidding.

**Completed Projects:**

K1-18 Rosedale Towers 12<sup>th</sup> floor Asbestos abatement/completed 2/09/2024

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**CAPITAL FUND PROGRAM 2023**

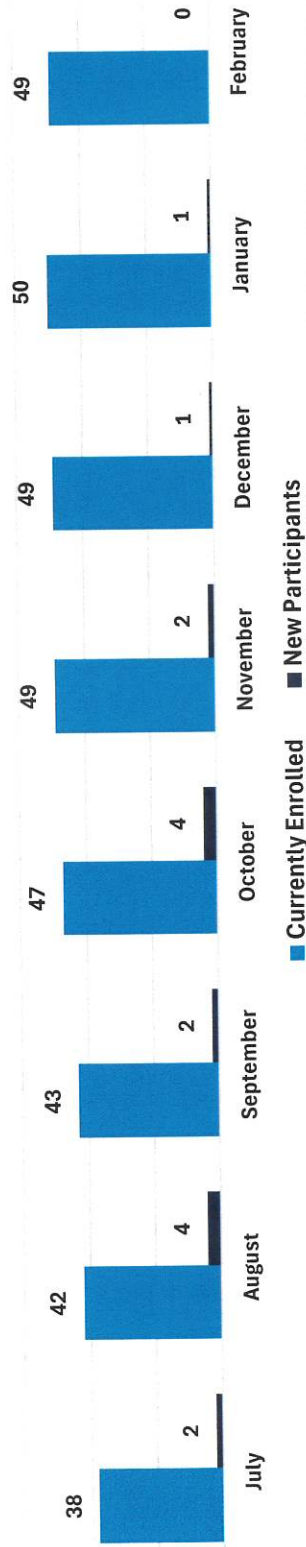
The funding amount for this program is \$6,890,000.00.

In process of planning project for this fund year.

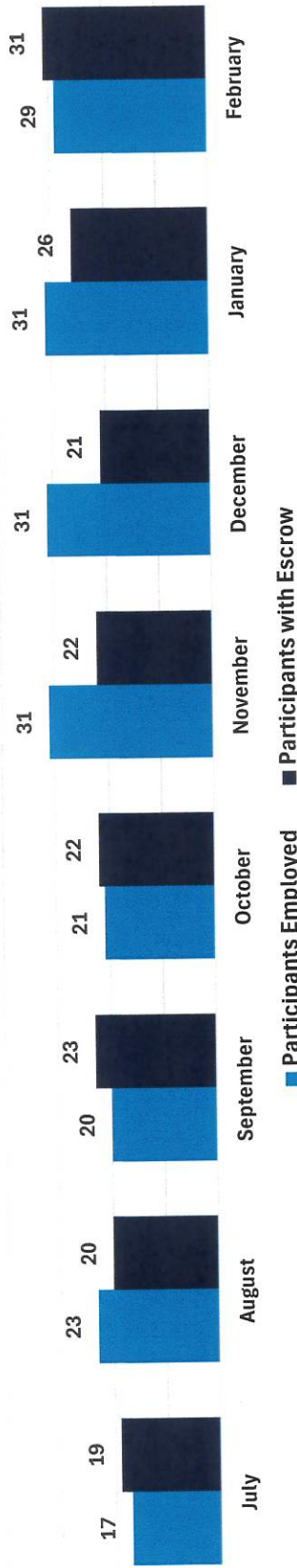
## FAMILY SELF-SUFFICIENCY PROGRAM SUMMARY - February 2024

Month	July	August	September	October	November	December	January	February
Currently Enrolled	38	42	43	47	49	49	50	49
New Participants	2	4	2	4	2	1	1	0
Exited	0	0	0	0	0	1	0	1
Ported	0	0	0	0	0	0	0	0
Graduated	0	0	1	0	0	0	0	0
Participants Employed	17	23	20	21	31	31	31	29
Participants with Escrow	19	20	23	22	22	21	26	31
Currently Contributing to Escrow	11	12	14	16	17	16	18	18
Total Escrow Balance	\$ 75,516	\$ 78,716	\$ 83,767	\$ 89,019	\$ 93,749	\$ 98,987	\$ 105,524	\$ 112,061
Monthly Escrow Balance	\$ 3,138	\$ 3,138	\$ 5,051	\$ 5,252	\$ 4,730	\$ 5,238	\$ 6,537	\$ 6,712
Appts with Participants	16	15	21	20	14	13	10	18
Initial Appts	2	4	2	4	2	1	1	0
SSI Only	4	4	4	4	4	4	5	5
TANF	0	0	2	2	2	3	3	3
Credit Pulled/Reviewed	2	1	2	3	1	0	1	2
Interim Withdrawals	0	0	0	0	0	0	0	0
Money Dispersed	0	0	0	\$ 7,286.11	0	0	0	0

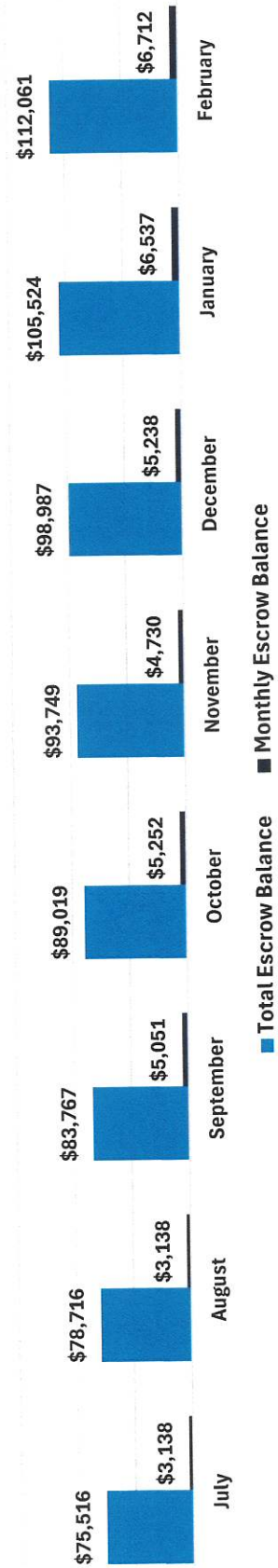
## PARTICIPANTS ENROLLED



## EMPLOYMENT AND ESCROW



## ESCROW BALANCE







## Great Things Are Happening In Family Self-Sufficiency and Resident Opportunities and Self-Sufficiency

Participant, D. Lynch, an elder resident since 2014, joined the FSS program this year. His hobbies are to visit his family in St. Louis and to read about history. His "favorite history book is the Bible." Mr. Lynch always has a history lesson to share and loves to stay busy. You'll find him either volunteering at his church or participating in water classes at the YMCA twice a week. His dream is to spend a winter in Florida with a long-time friend. He says he knows he will have to save his money so his personal goals are to get a part time job, open a savings account and put money away each month. Being a frugal spender with a big dream and a sun hat, Mr. Lynch will be heading to the Sunshine State one day!



### RECOGNIZING SUCCESS AGAIN!

B. Hampton was interviewed by KCTV 5 to share her success story of how she went from what she calls "living in a rut and being unemployed" to having a dual state real estate license and employment. She shares that with the right support network and people who care, you can accomplish your dreams!



Participant, R. Dawn Jr., joined the program this year. He has a quiet demeanor with a friendly smile. Due to an injury at work, Mr. Dawn had to step away from employment and is awaiting back surgery and a long recovery. He is grateful that the Housing Authority offers something like the FSS program because of the extra help and support so he can accomplish his goals. He says, "It's nice to have someone on your side that cares." Mr. Dawn's goals are to go back to work after his back surgery and to move out of public housing. In the meantime, he is going to pursue his dream of getting a GED and then enroll in a training program to become a certified forklift driver. He wants to be strong, healthy, and independent again.



### GROCERIES ON WHEELS TRAVELING THE CITY!

"Dotte" Mobile Grocer has been busy making weekly stops at 5 of our property sites for the past 3 months, offering the opportunity for residents the convenience of purchasing groceries right at their front door. Dotte stocks many groceries that you will find in a grocery store at a very comparable or even lower price.



## Resident Opportunity and Self-Sufficiency

Prepared by Glenda Jefferson

### Statistics:

Total Enrolled in ROSS: 66

New Participants: 2

Referrals for Housekeeping: 6

Referrals made to Community Partners: 2 to Crosslines, 1 to Avenue of Life

### Success Story

BH joined the ROSS program July 13, 2023. She was unemployed. BH now works for Allied Security as of January 8, 2024. Her success story was submitted to U.S. Department of Housing and Urban Development (HUD), Connecting to Success and KCTV 5. BH has turned her dreams into reality and wants to inspire others.

### Workshops

*Mental Health, Healthy Minds.* Dr. Chiquita Miller, K-State Extension, provided a workshop on mental health. She discussed how your mental health affects how you think, feel and act; and determines how you handle stress, relate to others, and make healthy choices. This workshop was held at Douglas Heights Community Center.

*Healthy Food, Healthy Brain.* Hortencia Dominguez, K-State Extension, provided a workshop on nutrition. She advised the group to make green leafy vegetables, whole grains, nuts, and poultry part of a healthy diet. Eight residents attended the workshop held at Plaza Towers High-rise's Community Center.

## Section 8 Housing Choice Voucher Program Monthly Management Report

February 2024

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	Funding	YTD Utilization		Vouchers	Percent of Total Vouchers Leased	Average YTD Attrition	Average YTD Attrition			
																		Utilization	Funding							
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%	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%	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%	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%	10	0.9%	16	1.4%			
January	\$1,032,214	\$1,032,214	\$ 268	\$ 868	\$ 994,976	\$ (37,238)	1,122	1,655	29,590	1,655	(533)	(533)	10	10	122	67.8%	118.6%	67.8%	118.6%	6	0.5%	6	0.5%			
February	\$1,032,214	\$1,032,214	\$ 263	\$ 880	\$ 1,017,765	\$ (14,449)	1,125	1,655	29,531	1,655	(530)	(530)	20	18	117	68.0%	121.3%	68.0%	121.3%	7	0.6%	6	0.5%			

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

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

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

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

**Average Housing Assistance Payment (HAP) Per Voucher:** This is the average HAP per voucher under lease for the current month based upon the total 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. =117

**Homeownership:** Current number of homeownership vouchers =6

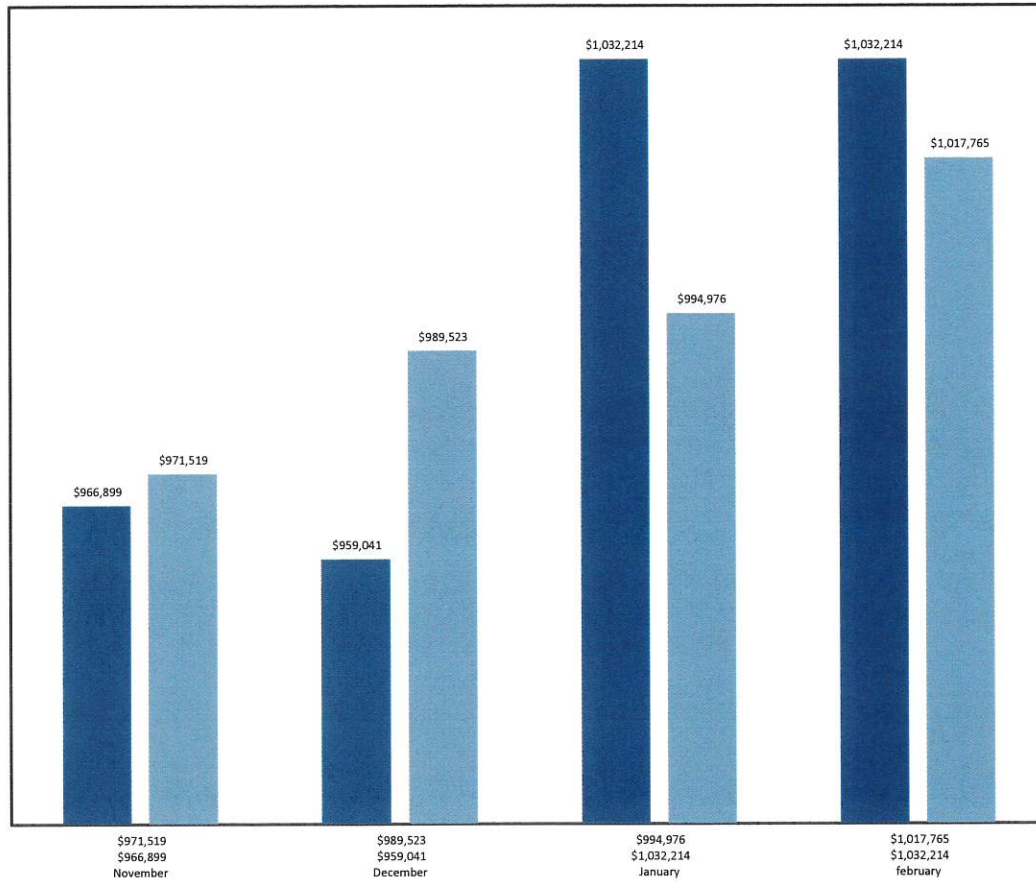
**Family Self Sufficiency Participants (FSS):** Current number of participants involved in the Section 8 Family Self Sufficiency Program . = enrolled HCV 36



February 2024

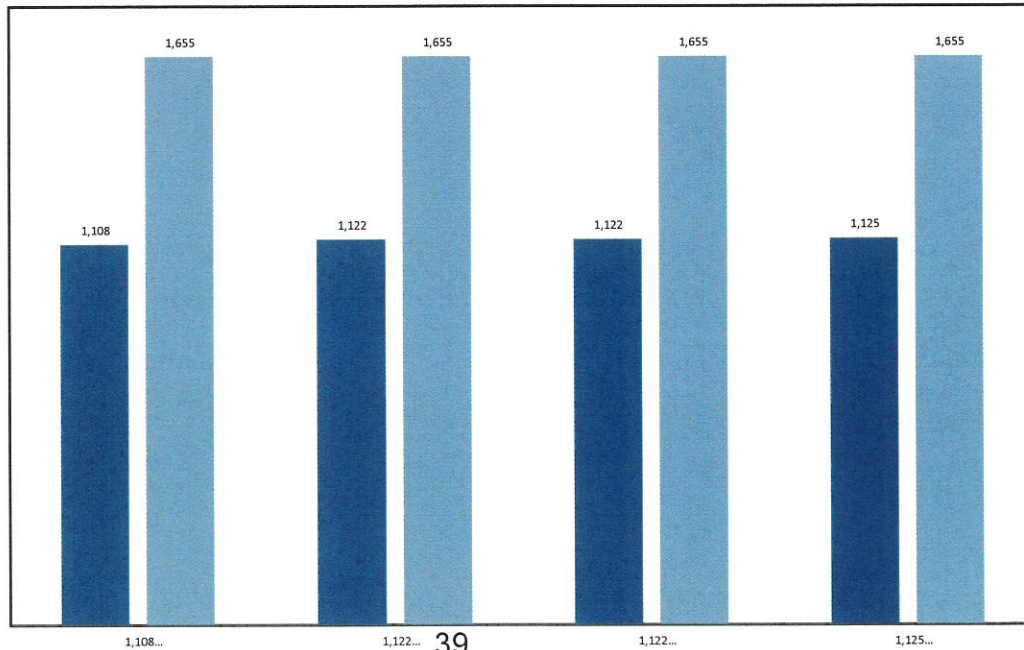
### Section 8 Monthly Housing Assistance Payments

■ HAP Payments



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

■ In-Lease ■ Target



**RESOLUTION No. 2024-08**

PHA Board Resolution Approving the Annual Operating Budget

**BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of Kansas City, Kansas approves the fiscal year 2025 Operating Budget as presented to the Board of Commissioners.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** the Board of Commissioners does hereby approve Resolution No. 2024-08.

**X**

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Matthew T. Watkins  
Chairman

**X**

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Andrea Tapia  
Executive Director/CEO

Kansas City, Kansas Housing Authority  
Board of Commissioner's Meeting  
March 21, 2024

**New Business Consent Item:** PHA Board Resolution Approving the Annual Operating Budget

Resolution No. 2024-08

**Background:**

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provided summary of the proposed/budget revenues and expenditures, approval of budgeted revenues and expenditures, and justification of certain specified amounts. HUD requires PHAs to submit the PHA Board Resolution Approving Operating Budget - HUD form 52574 as certification. The 2025 fiscal year budget is prepared for COCC, HCV and Public Housing Program.

**Current Issue:**

The Kansas City, Kansas Housing Authority (KCKHA) Finance Department prepares the Annual Operating Budget. The budget is prepared based on past revenue and expenditure trends. The draft budget was presented to the Finance Committee to review and make recommendations. After it is reviewed by the Finance Committee, staff prepares the final Operating Budget for the Board of Commissioners. Fiscal year 2024 budget was prepared based on 92% of proration level estimate. The final subsidy funding was at 106% proration.

HUD preliminarily funds PHAs based on interim estimate levels. From January to March, 2024 we received the subsidy grant based on 97% proration rate. The fiscal year 2025 Operating budget was prepared using a 92% proration level estimate for the Public Housing program and 90% for the HCV program.

The PHA Board Resolution Approving Operating Budget - HUD form 52574 requires Board approval by resolution, certified by the Board Chair and submitted to HUD.

**Board Action:**

Approve Resolution No. 2024-08, if Appropriate.

**RESOLUTION NO. 2024-09**

**COLLECTION LOSS WRITE-OFFS**

**WHEREAS** the aged, vacated tenants' accounts balances have been reviewed and certain balances have been determined to be uncollectible; and

**WHEREAS** HUD requires that all write-offs be approved by the Board of Commissioners by resolution.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the total amount of \$206,249.66 be written off as a collection loss, as summarized by project on the attached schedule.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** the Board of Commissioners does hereby approve Resolution 2024-09.

**X**

---

Matthew T. Watkins  
Chairman

**X**

---

Andrea Tapia  
Executive Director/CEO

Kansas City, Kansas Housing Authority  
Board of Commissioner's Meeting  
March 21, 2024

**New Business Consent Item:** Authorizing Collection Loss – Write-Offs

Resolution No. 2024-09

**Background:**

The Kansas City Kansas Housing Authority (KCKHA) Finance Department submits for Board approval collection loss write-offs twice a year, in March and September on uncollectible dwelling rent and other charges. Other charges include maintenance charges, retroactive rent charges (due to unreported income) and court fees assessed during the current fiscal year. The Housing and Urban Development (HUD) allows for the write-off of uncollected tenant receivables only when the tenant has vacated the premises.

**Current Issue:**

Staff has reviewed and prepared the list of aged, vacated tenants' accounts balances that are eligible to be written-off. These balances have been determined to be uncollectible in accordance with HUD regulations and can be included as part of the write-offs which require Board of Commissioner's approval by resolution.

**Board Action:**

Approve Resolution No. 2024-09, if appropriate.

**Kansas City Kansas Housing Authority**  
**Collection Loss - Write off**  
**As of March 31, 2024**

<b>AMP</b>	<b>Balance</b>
051	7,666.98
052	31,453.53
053	34,198.04
054	43,163.87
055	29,941.32
056	39,639.22
057	18,118.75
058	2,067.95
<b>Grand Total</b>	<b>\$ 206,249.66</b>

<b>Project</b>	<b>Rent</b>	<b>Retro</b>	<b>Charges</b>	<b>Total Balance</b>
AMP051 - Juniper Gardens	1,761.61	-	5,905.37	7,666.98
AMP055 - Wyandotte Towers	19,476.18	365.00	10,100.14	29,941.32
AMP058 - Bonner Springs	355.00	-	1,712.95	2,067.95
Belrose Manor	3,886.88	4,431.45	7,944.74	16,263.07
Bethany Towers	6,788.63	-	5,839.80	12,628.43
Chalet Manor	34.00	-	2,322.68	2,356.68
Cyrus K Holliday	5,389.00	480.50	2,759.53	8,629.03
Douglas Heights (E)	6,412.64	737.00	4,879.36	12,029.00
Douglas Heights (F)	8,484.54	4,896.83	9,830.96	23,212.33
Glanville Towers	4,629.10	1,119.00	2,184.47	7,932.57
Grandview Park	4,426.00	-	3,171.40	7,597.40
Plaza Towers	13.25	-	167.19	180.44
Rosedale Towers	2,841.51	3,266.00	941.71	7,049.22
Scattered Sites-007	3,355.00	6,612.00	17,421.48	27,388.48
Scattered Sites-010	6,582.00	-	2,971.14	9,553.14
Scattered Sites-021	2,766.00	-	1,199.86	3,965.86
Scattered Sites-025	36.00	-	2,220.39	2,256.39
St Margaret's Park	3,337.03	-	4,256.03	7,593.06
Westgate Towers	12,530.00	1,006.50	4,401.81	17,938.31
<b>Grand Total</b>	<b>\$ 93,104.37</b>	<b>\$ 22,914.28</b>	<b>\$ 90,231.01</b>	<b>\$ 206,249.66</b>



**RESOLUTION NO. 2024-10**

**AUTHORIZE ACCEPTANCE OF THE BID SUBMITTED AND AUTHORIZE A  
CONTRACT FOR TRASH SERVICES AT ALL HOUSING AUTHORITY  
HIGH-RISES AND VARIOUS SCATTERED SITES WITH  
WASTE MANGEMENT OF KANSAS CITY, INC.**

**WHEREAS** trash services for all Housing Authority High-Rises and various scattered sites is needed; and

**WHEREAS** the Invitation for Bid for trash services was solicited and received on February 29, 2024; and

**WHEREAS** bids were received from:

Waste Management of Kansas, Inc  
Green for Life Environmental (GFL)

Kansas City, Kansas  
Kansas City, Missouri; and

**WHEREAS** bids were opened and reviewed by Kansas City Kansas Housing Authority staff; and

**WHEREAS** staff is recommending acceptance of the bid submitted by Waste Management of Kansas, Inc. in the amount of \$98,442.60 for the first year (2024-2025) and at the discretion of the Housing Authority, \$106,317.84 and \$114,823.68 for years two (2025-2026) and three (2026-2027), respectively.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the bid submitted by Waste Management of Kansas, Inc. is hereby accepted.

**BE IT RESOLVED** the Housing Authority of Kansas City, Kansas is authorized to enter into a contract with Waste Management of Kansas, Inc. in the amount of \$98,442.60 for the first year (2024-2025) and at the discretion of the Housing Authority, \$106,317.84 and \$114,823.68 for years two (2025-2026) and three (2026-2027), respectively.

**NOW THEREFORE BE IT FURTHER RESOLVED** the Board of Commissioners does hereby approve Resolution No. 2024-10.

**X**

---

Matthew T. Watkins  
Chairman

**X**

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Andrea Tapia  
Executive Director/CEO

Kansas City, Kansas Housing Authority  
Board of Commissioner's Meeting  
March 21, 2024

**New Business Consent Item:** Authorize acceptance of the bid submitted and authorize a contract for trash services at all Housing Authority High-rises and various scattered sites with Waste Management of Kansas, Inc.

Resolution No. 2024-10

**Background:**

The Kansas City Kansas Housing Authority is in need of trash services for commercial waste containers at all high-rise locations and various scattered sites.

**Current Issue:**

Staff following its Procurement Policy has prepared an Invitation for Bid for the Trash Service of Commercial Waste Containers. The Invitation to Bid included: a) a price per location; b) number of services per week; and c) total of service at all locations. A price was requested for a one-year contract. Prices were also requested for years two and three. The intent is to enter into a one-year contract with the option to extend the contract for an additional two, one-year periods, at the discretion of the Housing Authority.

The Invitation to Bid was e-mailed directly to three Commercial Waste Removal Companies as there are only three qualified for commercial trash removal.

All bids were submitted February 29, 2024, at 2:00 pm. Two firms submitted proposals:

Waste Management of Kansas, Inc.  
Green for Life Environmental (GFL)

Kansas City, Kansas  
Kansas City, Missouri

Waste Management of Kansas, Inc. presented KCKHA with the lowest responsive bid.

The initial one-year trash service contract is \$98,442.60 requiring Board of Commissioner approval. The Housing Authority would also like to extend the contract for the additional two, one-year periods, which will also require Board approval.

Therefore, staff is recommending acceptance of the bid submitted by Waste Management of Kansas, Inc. in the amount of:

\$8,203.55 per month for an annual cost of \$98,442.60 per year for year one (2024-2025)

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

\$8,859.82 per month for an annual cost of \$106,317.84 for year two (2025-2026)

\$9,568.64 per month for an annual cost of \$114,823.68 for year three (2026-2027)

Attached is a resolution that will authorize the acceptance of the bid and authorize a contract with Waste Management of Kansas, Inc. in the amount \$98,442.60 for year one; with the option to extend the contract for an additional two years for \$106,317.84 for year two (2025-2026), and \$114,823.68 for year three (2026-2027).

Staff recommends approval of this resolution.

**Board Action:**

Approve Resolution No. 2024-10, if Appropriate.

**RESOLUTION NO. 2024-11**

**AUTHORITY TO ACCEPT THE BID AND AUTHORIZE A CONTRACT TO  
REPLACE SMOKE DETECTOR HEADS AT ROSEDALE TOWERS WITH  
FIRE AND SECURITY SOLUTIONS**

**WHEREAS** current smoke detector heads are discontinued and need to be replaced; and

**WHEREAS** bids for smoke detector heads at Rosedale Towers were solicited and received on February 29, 2024; and

**WHEREAS** one bid was received from:

Fire and Security Solutions      Kansas City, Kansas; and

**WHEREAS** the bid was opened and tabulated by Kansas City, Kansas Housing Authority staff and determined to be reasonable.

**BE IT RESOLVED** staff is recommending acceptance of the bid submitted by Fire and Security Solutions in the amount of \$106,935 for the replacement of discontinued smoke detector heads at Rosedale Towers.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the bid submitted by Fire and Security Solutions in the amount of \$106,395 for replacement of smoke detector heads is hereby accepted.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** the Board of Commissioners does hereby approve Resolution No. 2024-11.

**X**

---

Matthew T. Watkins  
Chairman

**X**

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Andrea Tapia  
Executive Director/CEO

Kansas City, Kansas Housing Authority  
Board of Commissioner's Meeting  
March 21, 2024

**New Business Consent Item:** Authority to Accept the Bid and Authorize a Contract to replace Smoke Detector Heads at Rosedale Towers with Fire and Security Solutions

Resolution No. 2024-11

**Background:**

KCKHA must replace the current Gamewell XP95P Smoke Detector Heads which have been discontinued and replace them with the Gamewell XP95-A Smoke Detector Heads. The current hard-wired smoke detector heads have been discontinued by the manufacturer. Replacement parts for the current model is becoming hard to find leaving the agency in a bind. Contributing to the issue is not being able to mix discontinued models with the newer models and we must replace the whole building at the same time. The project is located at Rosedale Towers, 2314 W. 39<sup>th</sup> St. Kansas City, Kansas.

**Current Issue:**

Staff following its Procurement Policy prepared an Invitation to Bid requesting competitive bids to replace the discontinued smoke detector heads with current replacement model heads.

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 to area Fire Safety contractors.

Questions were due by the end of business February 27, 2024. One contractor bid \$106,935 on this project:

Fire Security Solutions      Kansas City, Kansas

Fire and Security Solutions has been in business for 22 years. The Housing Authority has previous positive experience with this contractor. There is \$161,000 budgeted for building improvements in the 2021 Capital Fund Program which will be used to pay for this project.

Fire and Security Solutions and its principal do not appear on the List of Parties Excluded from Federal Procurement or Non procurement Programs. The principals are:

Dan Cantrell, General Partner  
Corby Fisher, General Partner

Per KCKHA Procurement Policy, a cost analysis and price comparison were conducted, and this project was determined to be a fair price. Previous solicitations were \$121,218. Staff projected \$72,550; but did not include programming and three communication

panels. Staff is recommending entering into a contract with Fire Security Solutions in the amount of \$106,935 to replace smoke detector heads at Rosedale Towers.

**Board Action:**

Approve Resolution No. 2024-11, if Appropriate.



**RESOLUTION NO. 2024-12**

**AUTHORITY TO ACCEPT THE BID AND AUTHORIZE A CONTRACT  
TO CONTROL STORMWATER RUNOFF AND REPAIR THE SOIL EROSION AT  
BELROSE MANOR AND DOUGLAS HEIGHTS FAMILY DEVELOPMENT WITH  
TAILORMADE EXTERIORS.**

**WHEREAS** stormwater control and soil erosion repair are needed at Belrose Manor and Douglas Heights Family Development; and

**WHEREAS** bids for stormwater control and soil erosion repair were solicited and received on February 29, 2024; and

**WHEREAS** one bid was received from

Tailormade Exteriors      Lee's Summit, Missouri; and

**WHEREAS** the bid was opened and tabulated by the architect and Kansas City, Kansas Housing Authority staff and determined to be excessive; and

**WHEREAS** staff and architect have negotiated a lower bid and are recommending acceptance of the renegotiated bid submitted by Tailormade Exteriors in the amount of \$560,292.80 for stormwater control and soil erosion repairs at Belrose Manor and Douglas Heights Family developments, as it has been determined to be a fair bid.

**BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the bid submitted by Tailormade Exteriors in the amount of \$560,292.80 for stormwater control and soil erosion repair at Belrose Manor and Douglas Heights Family developments is hereby approved.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Commissioners does hereby approve Resolution Number 2024-12.

**X**

---

Matthew T. Watkins  
Chairman

**X**

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Andrea Tapia  
Executive Director/CEO

Kansas City, Kansas Housing Authority  
Board of Commissioner's Meeting  
March 21, 2024

**New Business Consent Item:** Authority to Accept the Bid and Authorize a Contract to control stormwater runoff and repair of the soil erosion at Belrose Manor and Douglas Heights Family Development with Tailormade Exteriors

Resolution No. 2024-12

**Background:**

Poor stormwater control has caused soil erosion over time to various property locations at Belrose Manor and Douglas Heights Family Developments. As a result, the repairs will consist of minor excavation, construction of retaining walls, a water detention basin, splash blocks, and new down spouts and gutter guards, to help redirect stormwater located at both locations.

**Current Issue:**

Staff following our Procurement Policy have hired an architect to review and design a solution to correct the water and soil erosion problems.

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 168 general contractors, 20 landscaping companies. There were ten (10) plan holders, and six (6) plan holder rooms. Five (5) contractors picked up plans for this project. There was one (1) bidder for the project.

A Pre-bid conference was held on February 15, 2024 to answer questions and give contractors an opportunity to visit Belrose Manor and Douglas Heights Family Developments to view and understand the scope of the project.

Bids were opened on February 29, 2024, at 2:00 pm. One contractor bid on this project:

Tailormade Exteriors              Lee's Summit, Missouri

Tailormade Exteriors submitted a bid of \$771,806. (see attached bid tab sheet).

Tailormade Exteriors has been in business for 22 years. The Housing Authority has extensive previous experience with this contractor. There are funds available in CFP 2021, 2022 and 2023 years. Tailormade submitted an original bid of \$771,806 which is over the architects estimate for this work of \$561,393. Through negotiations with the contractor, they have agreed to take out the installation of sod and watering for 60 days to bring

their bid down to \$579,199.20. The tasks of watering and sod can be procured separately and more efficiently and economically by the modernization department. The savings by the removal of watering (\$114,259.42) and sod (\$78,347.38) equaling \$192,606.80; will reduce the overall project from (\$771,806 - \$192,606.80) to \$579,199.20. This reduction, if accepted, is well within the 10% variance of the architects estimate number (\$579,199.20/\$561,393) or 3% variance.

Tailormade Exteriors and its principal do not appear on the List of Parties Excluded from Federal procurement or Non-procurement programs. The principal is:

Richard Mullin      Member

Therefore, staff and architect are recommending approval of the bid submitted by Tailormade Exteriors in the amount of \$579,199.20 for storm water control and soil erosion repair at Belrose Manor and Douglas Heights Family developments.

Attached is a resolution that will approve the bid submitted by Tailormade Exteriors for stormwater control and repair.

Staff recommends approval of this resolution.

**Board Action:**

Approve Resolution No. 2024-12, if Appropriate.

**RESOLUTION NO. 2024—13**

**AUTHORIZING THE EXECUTIVE DIRECTOR/CEO OF THE  
KANSAS CITY, KANSAS HOUSING AUTHORITY (KCKHA) TO PURSUE THE  
PURCHASE OF PROPERTY FOR A NEW ADMINISTRATIVE BUILDING**

**WHEREAS** the Kansas City, Kansas Housing Authority (KCKHA) Executive Director/CEO is seeking Board approval to proceed with the process to acquire property for a new administrative building located in Kansas City, Kansas along with the authority to make, execute, endorse agreements, contracts, all documents required for the purchase of the property in the name of and on behalf of the KCKHA; and

**WHEREAS** the past several years KCKHA and its Board of Commissioners have discussed the need for additional facilities to house the operation and continued growth of business; and

**WHEREAS** Andrea Tapia, Executive Director/CEO of the KCKHA is authorized to proceed with acquiring property in Kansas City, Kansas and is authorized to execute all documents related to the purchase of the property.

**BE IT RESOLVED** the Board of Commissioners of the Kansas City, Kansas Housing Authority does hereby authorize Andrea Tapia, Executive Director/CEO of the KCKHA to proceed with acquiring property for a new administrative building in Kansas City, Kansas and has the authority to execute all documents related to the purchase.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** the Board of Commissioners does hereby approve Resolution No. 2024-13.

**X**

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Matthew T. Watkins  
Chairman

**X**

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Andrea Tapia  
Executive Director/CEO