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To: Board of Commissioners
From: Andrea Tapia, Executive Director/CEO
Date: October 17, 2024
Re: Executive Director Report

Safety Department

Public Safety has filled its final Access Guard position with the hiring of Darrien McKinney. Mr. McKinney brings years of experience as an armed guard in both Kansas and Missouri and is originally from Wyandotte County. Also, there have been four new Access Guards that have been hired. With the addition of these team members, Public Safety has bolstered its ability to maintain secure access across properties.

De-escalation Training

De-escalation techniques can be useful in high-stress situations, such as Police encounters, customer service disputes, or mental health crisis where the objective is to prevent escalation into violent or further conflict.

During the month of October and November, Director Kump will provide De-escalation training to all staff. The following key principles of de-escalation will be discussed:

- Active Listening
- Calm Demeanor
- Empathy
- Clear Communication
- Finding Common Ground

The goal of de-escalation is to calm a situation, encourage dialogue, and promote understanding, ultimately leading to a peaceful resolution.

Making a Difference

Video Observation | Wyandotte Towers: Alex will provide a synopsis.

Public Safety Monthly Report

September 2024	Disturbance	Arrest	Tow	D.V	Criminal Activity	Un Authorized Guest	Trespass	Banned	Lease Violations
St. Margaret's									
Cyrus K Holliday	1		1						
Belrose Manor									
Douglas Tower			2			2	1	1	2
Douglas Heights				1					
Chalet Manor									
Wyandotte Towers	1				1	2	1	2	1
Grandview Park									
Westgate Towers	1	1			1	1		3	
Westgate Villa									
Welborn Villa									
Glanville Towers		1			1	1	2	1	
Bethany Park			2		1			3	
Rosedale Towers									
Plaza Towers									
Bonner Springs									
Scattered Sites									

PSD Safety Notable Reports:

10 – Banned Individuals; **6** – Unauthorized Guests, - **4** – Trespasser.

5 – Tow/Tow Stickers; **2** were recovered stolen vehicles at Douglas Tower.

3 – Lease Violations

2 – Arrest – Both were for trespassing/banned individuals.

Information Technology

There were 64 individuals enrolled in the Managed Security Program. Notably, there was an increase in the number of individuals caught with simulated phishing emails compared to previous months.

Secure Culture Summary	
Secure Culture Score:	86 (STRONG)
Active Users:	64
Sessions Sent:	1,658
Session Completion Percentage:	80%
Average Quiz Score:	86%
Phishing Simulations Sent:	747
Phishing Simulation Failures:	14%
Phishing Remediation Completion Percentage:	85%

Incident Reduction and System Updates:

The implementation of Outlook and Horizon View has resulted in a significant reduction in incidents related to long-standing issues. The encouraging decline in reported incidents indicates that there are no current ongoing issues that require assistance.

Marketing and Branding Update:



The KCKHA website project is currently in full development, with the logo and design elements approved, we have begun the process of working on updating the sound branding within our telephony system. These updates will provide callers with clear and concise direction, shorter wait time, and additional information about KCKHA programs and resources. We anticipate through change we can create a stronger connection with our community and those that we serve.

Human Resources

In September, there were 16 scheduled interviews, resulting in the addition of 11 new members to our team. The breakdown of hires is as follows:

- **Maintenance Department:** 6 employees
- **MOD:** 1 employee
- **Housing Operations:** 1 Assistant Property Manager
- **Public Safety Department:** 1 Public Safety Officer and 1 Access Guard
- **Andrea's Office:** 1 Executive Assistant

We hosted two hiring events to fill Access Guard positions, attracting 10 applicants for interviews. From these, we successfully hired three candidates—one full-time and two part-time positions. Additionally, we conducted one new hire orientation class in September.

Leadership Snack and Chat

In the recent Leadership Snack and Chat, the focus was on "Leading by Communication." The discussion covered several key areas, including:

- The importance of effective communication.
- Common communication barriers in the workplace.
- Strategies to overcome these barriers.
- Tips for improving communication between leaders and their teams.

Staff shared insights on how to communicate with coworkers and exploring ways to enhance these interactions.

There has been a new document developed for leaders to use when documenting verbal conversations with their staff regarding performance improvement or behavioral changes. This ensures that important discussions are recorded and can be referenced if needed. The documentation will be placed into the employee's personnel file for future reference.

Nelrod On-line Training

More staff members are participating in the Nelrod online training sessions. In September, the following topics were covered:

- Administering Fees, Fines & Deposits
- Housing Choice Voucher Abatements
- HOTMA Changes to 24 CFR 982.404
- Effective Reporting for Public Housing Property Managers

Improving communication as a manager is crucial for fostering a productive and positive work environment. Here are some actionable tips to help managers enhance their communication skills:

1. **Be Clear and Concise:** Ensure that your messages are straightforward and to the point. Avoid jargon and overly complex language that could confuse your team.
2. **Listen Actively:** Show genuine interest in what your employees are saying. Practice active listening by nodding, making eye contact, and summarizing their points to confirm understanding.
3. **Provide Regular Feedback:** Offer constructive feedback regularly, not just during performance reviews. Be specific about what is working well and what could be improved.
4. **Encourage Open Communication:** Foster an environment where team members feel comfortable sharing their thoughts and ideas. Make it clear that their input is valued.
5. **Be Approachable:** Maintain an open-door policy, and make sure your team knows they can come to you with concerns or questions. Approachability helps build trust and rapport.
6. **Adapt Your Style:** Recognize that different people have different communication preferences. Be flexible and adjust your communication style to meet the needs of your team members.
7. **Set Clear Expectations:** Clearly outline goals, roles, and responsibilities. Make sure everyone understands what is expected of them and the timelines for their tasks.
8. **Use Positive Reinforcement:** Acknowledge and praise good work to motivate your team. Positive reinforcement helps boost morale and encourages continued effort.
9. **Facilitate Team Meetings Effectively:** Run meetings with a clear agenda and keep them focused and efficient. Encourage participation and ensure that everyone has a chance to contribute.
10. **Provide Transparent Updates:** Keep your team informed about important changes, decisions, and developments. Transparency helps build trust and keeps everyone aligned.
11. **Handle Conflicts Diplomatically:** Address conflicts and issues directly but respectfully. Aim to understand all perspectives and work towards a resolution that is fair and constructive.
12. **Develop Emotional Intelligence:** Cultivate empathy and self-awareness. Understanding how your emotions and those of others impact communication can help you manage interactions more effectively.
13. **Utilize Technology Wisely:** Use communication tools and platforms that enhance collaboration and information sharing. Ensure that all team members are comfortable with these tools.
14. **Seek Feedback on Your Communication:** Ask for feedback from your team on your communication style and effectiveness. Use this input to make improvements.
15. **Invest in Communication Training:** Consider professional development opportunities to refine your communication skills, such as workshops, courses, or coaching.

By focusing on these areas, managers can improve their ability to communicate clearly, build stronger relationships with their team, and create a more effective and harmonious work environment.

Overcoming communication barriers in the workplace involves a combination of strategies to enhance understanding, reduce misunderstandings, and foster a more collaborative environment. Here are some practical steps:

1. **Promote Active Listening:** Encourage employees to listen attentively without interrupting. Techniques like paraphrasing or summarizing what was said can help confirm understanding.
2. **Embrace Diversity:** Recognize and respect cultural, linguistic, and individual differences. Provide training on cultural competence and encourage an inclusive environment.
3. **Use Multiple Channels:** Different people absorb information in different ways. Utilize various communication methods—emails, meetings, visual aids, etc.—to ensure that information reaches everyone effectively.
4. **Encourage Open Dialogue:** Create a safe space where employees feel comfortable sharing their thoughts and concerns. Regular check-ins and feedback sessions can help address issues before they become problems.
5. **Provide Training:** Offer communication skills training to help employees develop better interpersonal and presentation skills. Training in conflict resolution can also be beneficial.
6. **Standardize Communication Processes:** Implement clear procedures for common tasks and communications. Standardizing these processes can reduce confusion and ensure consistency.
7. **Leverage Technology:** Utilize collaboration tools and platforms to facilitate communication, especially in remote or hybrid work environments. Ensure that all team members are trained in using these tools effectively.
8. **Address Language Barriers:** If language differences are a concern, consider providing language support or translation services. Encourage the use of plain language and avoid jargon that might be confusing.
9. **Foster Team Building:** Activities that build trust and camaraderie can improve overall communication. Team-building exercises can help employees get to know each other better and work more effectively together.
10. **Lead by Example:** Managers and leaders should model good communication practices. Clear, respectful, and transparent communication from leadership sets the tone for the entire organization.

By implementing these strategies, organizations can create a more cohesive and communicative work environment, ultimately enhancing productivity and job satisfaction.

Questions

1. How do you ensure your communication is clear and understood by your employees?
2. Do you feel employees have a clear understanding of their roles and expectations from your communication?
3. What strategies do you use to create an environment where employees feel comfortable providing feedback?
4. How do you reflect on and improve your communication with your team over time?

Housing Choice Voucher Program

The Housing Choice Voucher (HCV) Program continues to work towards increasing voucher issuance and lease ups. Currently there are 1,099 HCV and 29 VASH vouchers that are leased with 74 voucher holders searching for a place to rent, and 13 new voucher holders who have leased up. There are 28 voucher holders who have ported to other Housing Authorities and 13 HCV families whose participation has ended. Currently there are 1, 171 applicants on the HCV waitlist.

Move OUT	Bdrms	EOP Reason	Project Name
S8 - EOP - Report			
From: 09/01/2024 Thru: 09/30/2024			
Programs: All Projects: All			
Processed Records: 13 Selected Records: 13			
Order By: Tenant Name			
9/30/2024	1	S8-Skipped	Voucher HCV
9/30/2024	3	S8-Fail to comply w/Recert - HQS	Voucher HCV
9/30/2024	2	S8-Illness/Deceased	Voucher HCV
9/30/2024	2	S8-Illness/Deceased	Voucher HCV
9/30/2024	2	S8-Zero HAP/Over Income	Voucher HCV
9/30/2024	4	S8-Fail to report Family or Income Chg	Voucher HCV
9/30/2024	1	S8-Illness/Deceased	Voucher PB - Delaware Highlands
9/30/2024	1	S8-Illness/Deceased	Voucher PB - Delaware Highlands
9/30/2024	1	S8-Fraud	Voucher HCV
9/30/2024	2	S8-Request off Program	Voucher HCV
9/30/2024	2	S8-Request off Program	Voucher HCV
9/30/2024	2	S8-Eviction	Voucher HCV
9/30/2024	1	S8-Request off Program	Voucher PB - Delaware Highlands

On September 25, 2024, the Executive Director and Director of HCV, met with the Johnson County Housing Authority to discuss the mandated implementation of the Small Area Fair Market Rents. This was a very informative discussion that has led to a future invitation to meet quarterly with other surrounding housing agencies to provide insight on policy changes and housing trends.

HCV Administrative Plan Updates

An Administrative Plan for the Housing Choice Voucher program outlines the policies and procedures that KCKHA will follow while administering the program. The Administrative Plan is critical for ensuring compliance with federal regulations and for guiding staff and participants in understanding their rights and responsibilities.

KCKHA's HCV's Administrative Plan has been amended to reflex the new NSPIRE Inspections protocols, HUD HOTMA changes and program department recommendations. Attached are the summarized changes that have been made.

The following are monthly reports provided by staff:

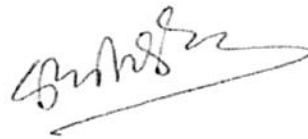
- A. Statement of Funds
- B. Delinquency Report
- C. Disbursements of \$1,000
- D. Operating Receipt and Expenditures
- E. Maintenance Report
- F. Occupancy Report
- G. Monthly Move-outs and Move-ins
- H. Modernization Report
- I. Resident Initiative Report
- J. Section 8 Utilization

**Kansas City, Kansas Housing Authority
Statement of Funds Available
For the Period Ended SEPTEMBER 30, 2024**

Description	Rate ^(a)	Maturity Date	Amount	Bank
Payroll Account	0.00%		\$3,189.15	bank of Labor
ACH Pymt Account	0.00%		\$1,187.00	Bank of Labor
Rent Depository Account	0.00%		\$500,000.00	Bank of Labor
Rent Depository Acct. Cash Sweep	2.53%		\$5,503,815.15	Bank of Labor
Rent Bank Deposit Accounts	0.019%		\$579,913.36	Various Rent Banks
Homeless Prevention Program	0.049%		5,536.06	Bank of Labor
Sponsorship Program	0.019%		20,344.89	Bank of Labor
Section 8 Checking	0.00%		2,084,133.00	Bank of Labor
Family Self Sufficiency	0.019%		\$130,727.25	Bank of Labor
KCKHA Debt Service Account			\$233,956.82	Deutsche Bank
CD #120245349	5.00%	03/01/25	\$500,000.00	Bank of Labor
CD #08010806 (Investment)	5.40%	10/16/24	\$3,000,000.00	Bank of Labor

(a) Represents Rates as of October 7, 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 September 30, 2024**

	<u>Rent & Other Charges</u>	<u>Repayment Agreements</u>	<u>Net Total</u>
Accounts Receivable (Amounts Delinquent)	\$156,223.74	(\$43,938.07)	\$112,285.67
Total Charges to Tenants for the Month			\$467,608.08
Delinquency Ratio			24.01%
Petitioned to Court			<u>29</u>
Praecipes Issued			<u>22</u>
Evictions			<u>12</u>
Pending Evictions			<u>2</u>



Worku Alem
Director of Finance

Kansas City, Kansas Housing Authority	
Payments Over \$1,000.00	
For The Month of SEPTEMBER '24	
CONTRACTS	
MAINTENANCE COSTS	
BAILEY INDUSTRIAL CLEANING	\$18,270.00
Booney's Lawn Service	\$3,040.00
CALHOUN LAWN CARE, LLC	\$7,520.00
CALHOUN LAWN CARE, LLC	\$7,520.00
CALHOUN LAWN CARE, LLC	\$3,760.00
Carahsoft Technology Corporation	\$5,757.64
CEI Electrical & Mechanical	\$21,349.67
Charter Communications	\$1,316.94
Clifford Power System Inc	\$7,612.90
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.	\$2,325.00
ECM HOLDINGS GROUP, INC	\$2,300.00
F & C REMODELING & CLEANING SERVICE	\$2,275.00
F & C REMODELING & CLEANING SERVICE	\$1,850.00
Ferguson Enterprises, LLC.	\$2,090.95
FOLEY EQUIPMENT	\$2,097.38
GALLS PARENT HOLDINGS, LLC	\$1,240.31
GE APPLIANCES,A HAIER COMPANY	\$14,319.00
GE APPLIANCES,A HAIER COMPANY	\$2,375.00
Gold Star Flooring & More, Inc	\$3,970.00
Gold Star Flooring & More, Inc	\$1,815.00
Grainger	\$2,204.16
Grainger	\$2,013.89
H.D. Supply	\$5,369.38
H.D. Supply	\$3,967.87
H.D. Supply	\$2,637.37
HERNLY ENVIRONMENTAL INC	\$1,025.00
James Hanson dba Jim's Services	\$4,125.00
Johnson Controls Inc.	\$9,335.83
Johnson Controls Inc.	\$6,136.00
Johnson Controls Inc.	\$3,784.40

Johnstone Supply Co.	\$8,150.00
Klemp Electric Mach. Co. Inc.	\$1,243.72
Lowes	\$1,221.99
MEI TOTAL ELEVATOR SOLUTIONS	\$5,831.54
MIDWEST BED BUG SERVICES	\$14,250.00
MIDWEST BED BUG SERVICES	\$1,500.00
MOMAR INC	\$3,156.72
National Fire Suppression	\$2,375.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$5,860.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$5,020.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$4,900.00
Overhead Door Company	\$7,165.25
Overhead Door Company	\$2,975.16
Precision Plumbing & Construct, Inc	\$24,411.00
Precision Plumbing & Construct, Inc	\$13,975.00
Precision Plumbing & Construct, Inc	\$2,894.00
Predator Termite & Pest Contr	\$4,950.00
Rew Materials Inc.	\$1,637.57
Sherwin-Williams Co	\$7,128.61
Sherwin-Williams Co	\$4,543.33
Smallwood Locksmiths, Inc	\$1,518.35
SOS Pest Control	\$2,250.00
SOS Pest Control	\$1,350.00
STACO ELECTRIC CONSTRUCTION CO	\$1,574.66
STACO ELECTRIC CONSTRUCTION CO	\$1,410.40
Stanion Wholesale Elec. Co.	\$1,863.95
SUPER PAINTERS KC, LLC	\$57,000.00
SUTTON REMODELING, LLC	\$1,800.00
SUTTON REMODELING, LLC	\$1,600.00
TEC DISTRIBUTION LLC dba	\$1,325.28
Trugreen Chemlawn	\$1,124.83
W CARTER & ASSOCIATES GLAZING, LLC	\$3,690.00
W CARTER & ASSOCIATES GLAZING, LLC	\$1,842.00
W.B. PEST CONTROL	\$1,425.00
MISCELLANEOUS	
Amazon Capital Services, inc	\$3,129.30
Amazon Capital Services, inc	\$1,344.03
Amazon Capital Services, inc	\$1,076.93
AT&T	\$3,715.40
BERKSHIRE HATHAWAY HOMESTATE CO	\$25,469.58
C. Monroe	\$1,031.02

ConvergeOne, Inc	\$9,225.00
EILEEN'S PLACE LLC	\$2,805.00
ENTERPRISE FM TRUST	\$17,893.56
Housing Authority Risk Retention Group	\$50,093.00
Housing Insurance Serv. Inc.	\$123,085.00
KLEND A AUSTERMAN LLC	\$1,640.83
L. Stewart	\$1,031.50
MARCUM LLP	\$37,500.00
MASTERCARD	\$7,994.45
MT. Carmel Redevelopment Corp., Inc	\$10,634.05
MT. Carmel Redevelopment Corp., Inc	\$5,200.61
OFFICE ESSENTIALS, INC	\$2,252.51
OMNI HUMAN RESOURCE MANAGEMENT	\$8,312.50
ONLINE INFORMATION SERVICES, INC	\$2,050.88
PayLease, LLC	\$3,743.80
Postmaster	\$5,000.00
SANDERS WARREN RUSSELL &	\$7,132.50
SATNAM LLC/PINDER HUNDAL	\$1,450.00
U.S BANK EQUIPMENT FINANCE	\$3,258.08
Verizon Wireless	\$3,040.83
WASIM ZAMAN	\$1,500.00
WEX BANK DBA WRIGHT EXPRESS FSC	\$6,001.19
WM Corporate Services, Inc as Payment Ag	\$9,594.34
MODERNIZATION	
Carpet Corner Inc.	\$5,663.09
ConvergeOne, Inc	\$10,347.36
DORMAKABA USA INC	\$24,635.15
GE APPLIANCES,A HAIER COMPANY	\$9,725.00
J & J Custom Painting LLC	\$34,200.00
Tailor Made Exteriors, LLC	\$149,508.30
Tompkins Associates Inc d/b/a	\$6,287.39
Veritas Architecture & Design LLC	\$6,112.00
PAYROLL	
AFLAC PREMIUM HOLDING	\$3,678.53
Blue Cross Blue Shield Of KC	\$118,613.61
Colonial Life & Accident Ins	\$3,258.34
Delta Dental	\$4,794.62
Kansas Payment Center	\$1,506.34
Kansas Payment Center	\$1,252.49

**Kansas City, Kansas Housing Authority
Operating Income and Expenditure
For the Period Ended August 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
OPERATING INCOME:																
Dwelling Rent	\$0.00			\$2,289,429.40	37%	\$6,166,831.00	\$18,950.64		\$0.00	\$30,580.87		\$0.00	\$53,019.30	\$2,289,429.40	37%	\$6,106,831
Fraud Recovery Income	\$129,853.54	61%	\$212,780.00	\$5,078.59	715%	\$710.00	\$0.00		\$0.00			\$0.00		\$18,950.64		\$0
Interest Income	\$0.00			\$105,892.43	39%	\$268,509.00			\$0.00			\$0.00		\$105,892.43	63%	\$213,490
Tenant Income	\$0.00			\$94,360.15	96%	\$97,789.00	\$8,719.82		\$0.00			\$0.00		\$0.00		\$0
Transfer from CFP	\$32,109.70			\$0.00					\$0.00			\$0.00		\$0.00		\$0
Other Income	\$560,863.25	30%	\$1,840,025.00						\$0.00			\$0.00		\$560,863.25	138%	\$97,789
Fee for Services - COCC																\$1,840,025
Gain/Loss - Disp. Property																
Grant Income																
Management Fees	\$736,656.62	29%	\$2,544,934.00	\$0.00	0%	\$1,864,126.00	\$0.00		\$0.00	\$30,580.87		\$0.00	\$53,019.30	\$83,600.17		\$4,409,060
Total Operating Income	\$1,459,483.11	32%	\$4,597,739.00	\$2,494,760.57	30%	\$8,337,965.00	\$27,670.46		\$0.00	\$30,580.87		\$0.00	\$53,019.30	\$4,065,514.31	31%	\$12,935,704
Operating Subsidy				\$4,609,626.50	50%	\$9,166,486.00	\$0.00	0%	\$918,126.00					\$4,609,626.50	46%	\$10,084,612
Section 8 Admin Fees				\$7,104,387.07	41%	\$17,504,451.00	\$376,339.00							\$376,339.00		\$0
Total Operating Receipts	\$1,459,483.11	32%	\$4,597,739.00	\$7,104,387.07	41%	\$17,504,451.00	\$401,099.46	44%	\$918,126.00	\$30,580.87			\$53,019.30	\$9,051,479.81	39%	\$23,020,316
OPERATING EXPENSES:																
Administrative Salaries	\$571,496.77	37%	\$1,534,213.00	\$608,062.62	39%	\$1,558,152.00	\$167,321.49	38%	\$441,315.00	\$21,257.75			\$30,181.14	\$1,407,319.77	40%	\$3,533,680
Management Fees	\$117,066.35	52%	\$227,226.00	\$627,905.12	40%	\$1,566,826.00	\$108,751.50	37%	\$295,835.00				\$30.98	\$736,656.62	40%	\$1,862,661
Other Admin Expenses				\$214,410.13	35%	\$612,488.00	\$36,946.02	44%	\$84,210.00					\$368,422.50	40%	\$923,924
Tenant Services																
Tenant Services Salaries				\$0.00		\$15,373.00								\$0.00		\$0
Resident Assoc Expenses				\$2,650.00	12%	\$23,037.00								\$2,650.00	12%	\$23,037
Other Expenses				\$928.54										\$928.54		\$0
Total Utilities	\$23,959.77	33%	\$45,546.00	1,336,314.44	58%	\$2,315,997.00								\$1,360,274.21	58%	\$2,361,543
Maintenance Salaries	\$500,432.56	75%	\$664,255.00	\$819,932.50	26%	\$3,203,861.00								\$1,320,365.06	34%	\$3,868,116
Maint Materials	\$244,155.96	34%	\$709,874.00	\$434,857.94	50%	\$873,234.00	\$2,992.13	100%	\$2,980.00					\$682,006.03	43%	\$1,588,108
Fee for Services - COCC				\$560,863.25	30%	\$1,840,025.00								\$560,863.25	30%	\$1,840,025
Other Maint Contracts	\$59,167.25	21%	\$287,548.00	\$746,719.27	34%	\$2,164,509.00	\$54,138.98	122%	\$44,286.00					\$860,025.50	34%	\$2,496,343
Other Security Expense	\$68,314.30	349%	\$19,569.00	\$56,237.42	20%	\$280,285.00								\$124,551.72	42%	\$299,854
Insurance	\$66,630.19	54%	\$122,863.00	\$333,814.04	42%	\$788,947.00	\$17,225.68	62%	\$27,719.00					\$417,669.91	44%	\$939,529
Terminal Leave Payments	\$0.00			\$0.00		\$0.00	\$0.00		\$0.00					\$0.00		\$0
Employee Benefit Contributions	\$358,815.88	48%	\$753,381.00	\$464,053.44	27%	\$1,706,153.00	\$52,828.28	35%	\$149,898.00	\$9,323.12			\$13,507.18	\$898,527.90	34%	\$2,609,432
Collection Losses				(\$17,655.96)	-11%	\$161,762.00	\$0.00							(\$17,888.66)	-11%	\$161,762
Interest Expense				\$45,437.84	12%	\$372,591.00								\$45,437.84	12%	\$372,591
Other General Expense	\$2,456.99		\$0.00	\$1,590.54	791%	\$201.00	\$10,354.13	94%	\$11,000.00				\$300.00	\$14,701.66	131%	\$11,201
Total Routine Expenses	\$2,012,263.32	46%	\$4,364,475.00	\$6,236,121.13	36%	\$17,485,461.00	\$450,558.21	43%	\$1,057,243.00	\$30,580.87			\$53,019.30	\$8,782,542.83	38%	\$22,907,179
COVID	\$0.00			\$0.00		\$0.00	\$0.00		\$0.00					\$0.00		\$0
Casualty Losses - Net	\$0.00			\$0.00		\$0.00	\$0.00		\$0.00					\$0.00		\$0
Total Operating Expenses	\$2,012,263.32	46%	\$4,364,475.00	\$6,236,121.13	36%	\$17,485,461.00	\$450,558.21	43%	\$1,057,243.00	\$30,580.87			\$53,019.30	\$8,782,542.83	38%	\$22,907,179
Prior Year Adjustments							\$0.00		\$0.00					\$0.00		\$0
Total Operating Expenditures	\$2,012,263.32	46%	\$4,364,475.00	\$6,236,121.13	36%	\$17,485,461.00	\$450,558.21	43%	\$1,057,243.00	\$30,580.87		\$0.00	\$53,019.30	\$8,782,542.83	38%	\$22,907,179
Gain/(Loss) from Operations	(\$552,780.21)		\$233,264.00	\$868,265.94		\$18,990.00	(\$46,548.75)		(\$139,117.00)	\$0.00		\$0.00	\$0.00	\$568,936.98		\$113,137

*** August is the 5th month of the Fiscal Year Ending March 31st
 *** Percentage 41.67% or 51.2th of the year



Worku Alem, Director of Finance

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

CUSTOMER SERVICE & SATISFACTION SURVEY - September 2024

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
09/03/24	146	28	174	8	8	0	20
09/04/24	137	20	157	5	5	0	15
09/05/24	104	17	121	4	4	0	13
09/06/24	40	14	54	6	6	0	8
09/09/24	166	31	197	9	9	0	22
09/10/24	57	15	72	3	3	0	12
09/11/24	98	26	124	8	8	0	18
09/12/24	65	24	89	10	10	0	14
09/13/24	108	23	131	8	8	0	15
09/16/24	101	26	127	7	7	0	19
09/17/24	74	20	94	3	3	0	17
09/18/24	73	13	86	5	5	0	8
09/20/24	47	15	62	10	10	0	5
09/23/24	94	16	110	9	9	0	7
09/24/24	111	23	134	7	7	0	16
09/25/24	132	25	157	9	9	0	16
09/27/24	62	20	82	5	5	0	15
09/30/24	36	13	49	7	7	0	6
	1,651	369	2,020	123	123	0	246

(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 54% of the service work orders completed
- (b) No Response 46% of the service work orders completed
- (c) Favorable Response 100% of the residents contacted
- (d) Unfavorable 0% of the residents contacted

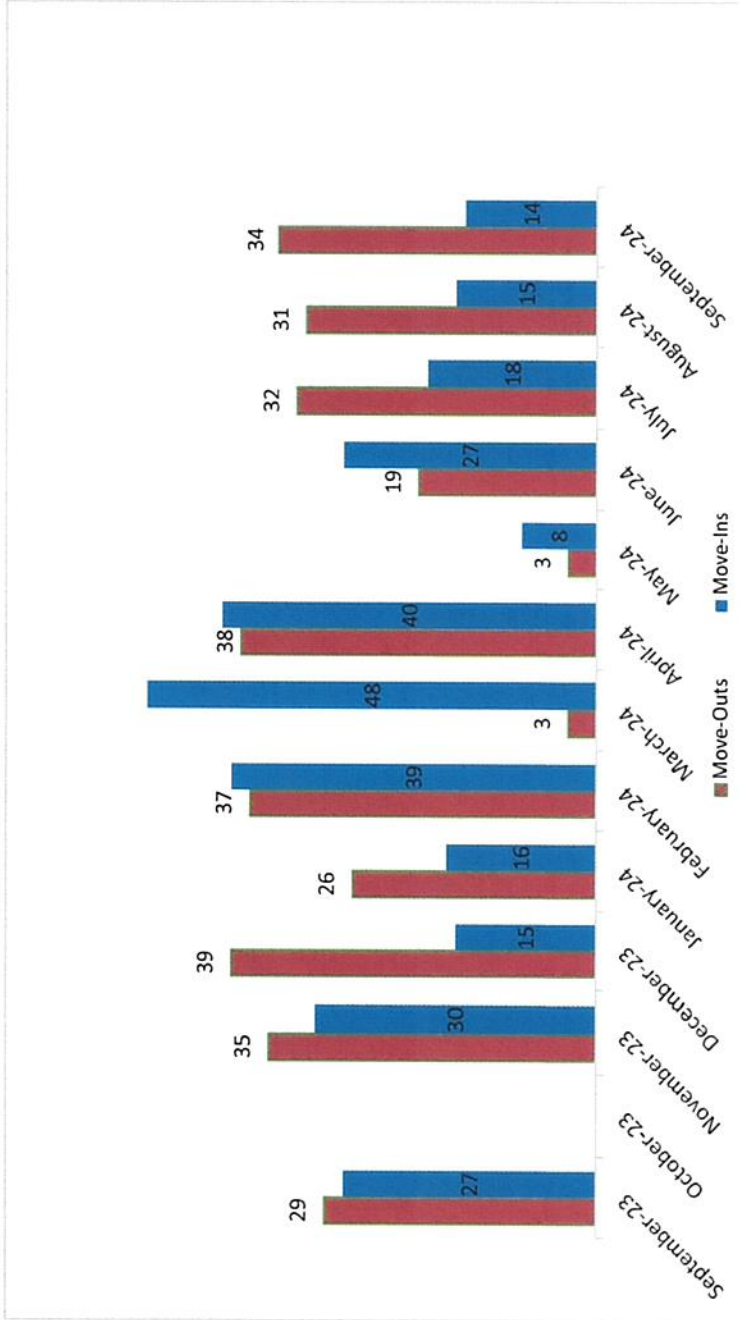
* Unfavorable responses result in a second work order being generated to resolve problem, followed up by a call from the Clerk Dispatcher.

	Family	Elderly	Total
Total Vacancy	77	99	176
Units in Mod	25	16	41
Fire Units	3	0	3
Defer Maint	0	0	0
Rentable Units	74	99	176
Move-Ins	2	12	14
Move-Outs	14	20	34
Units Available	11	25	36

**Kansas City, Kansas Housing Authority
September 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%	91%
K1-3 D(1) CYRUS K. HOLIDAY	60	48	5	1	6	92%	93%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	248	48	6	-	84%	86%
K1-5*M(2) D(1) BELROSE MANOR	90	80	7	1	2	92%	92%
K1-6 Elderly DOUGLAS HEIGHTS	101	98	3	-	-	97%	97%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	88	8	3		92%	95%
K1-7 D(1) SCATTERED SITES	24	21	1	2		96%	96%
K1-9 D(1) SCATTERED SITES	30	21	7		2	77%	80%
K1-10 *M(2) SCATTERED SITES	42	33	7		2	83%	90%
K1-11 M(1) D(1) GRANDVIEW PARK	40	32	6	1	1	85%	93%
K1-12 D(2) CHALET MANOR	66	30	19	2	15	71%	73%
K1-13 WELBORN VILLA	80	74	6	-		93%	91%
K1-14 BETHANY PARK TOWERS	153	140	13	-		92%	93%
K1-15 *M(6) SCATTERED SITES	20	14	-	-	6	100%	100%
K1-17*M(1) GLANVILLE TOWERS	108	102	6		-	94%	97%
K1-18 ROSEDALE TOWERS	122	108	2	-	12	98%	99%
K1-20 D(1) WESTGATE TOWERS	163	153	9	1		94%	96%
K1-21 D(1) SCATTERED SITES	8	7	1			88%	88%
K1-22 WESTGATE VILLA	20	17	2		1	90%	80%
K1-23 D(1) SCATTERED SITES	38	36	2			95%	95%
K1-24 M(18) PLAZA TOWERS	115	105	10			91%	95%
K1-25 D(1) SCATTERED SITES	12	11	-	1		100%	100%
AMP 58 Bonner Springs (absorbed 7/1/21)	50	45	5	-		90%	92%
Total Units Available for Occupancy	1,843	1,601	176	19	47	90%	92%

(*) Modernization units



MODERNIZATION AND DEVELOPMENT REPORT – Oct. 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.
K1-54(7) Scattered Sites Retaining Wall Repair

Ongoing Projects/Progress:

None

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)
K1-57 Plaza Tower Interior Modernization Phase 3 (Floors 1, 2, & 3)
K1-56 GLANVILLE TOWER ELEVATOR MODERNIZATION

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
K1-55 Repair Gillispie Elevator
K1-12 1635-1641 Birch St. Emergency Roof Replacement
K1-All Parking Lot Improvements Phase 1 has been completed
K1-4 Walk through doors have been replaced
K1-18 Rosedale Towers, replace smoke detector heads
K1- 58 Vaughn Dale Elevator Modernization-
K1-52 & K1-53 Select Interior and Exterior Modernization has been completed

Ongoing Projects/Progress:

New Projects:

K1-12 Chalet Manor Exterior Repair – Bidding is competed, received Board approval.

Upcoming Projects:

K1-18 Rosedale Towers Modernization – 2nd Round of bids have been received. Suggesting rejection of 3 of these bids. Still need bids on 7 different divisions to have the entire scope of work covered for the Modernization

Projects in progress:

K1-All Parking Lot Phase II Improvements-this Project was awarded and approved by the Board, expected to start in late summer. Plans are still being reviewed by UG.
K1-52 & K1-53 Select Slope Stabilization, NTP issued 5/1/2024 progressing as scheduled.

CAPITAL FUND PROGRAM 2023

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

Completed Projects:

K1-24 Plaza Towers 1st and 2nd Floor Repaint has been completed
K1-4 Wyandotte Towers Main Door Replacement has been completed

New Projects:

RFP for Architect to design the following.

K1-52 St. Margaret's Park- HVAC Improvements Phase I
K1-52 Family North Exterior Improvement
K1-58 Vaughn Dale Exterior Repairs
K1-All Park and Playground Equipment

Projects in progress:

K1-4 Wyandotte Towers Penthouse Door. SGI has installed the new door in the penthouse for the removal and delivery of the new elevator machines.
K1-4 Wyandotte Towers Elevator Machine Replacement. MEI has replaced the 1st machine and they have an inspection scheduled for Tuesday 10/8. They will start replacement on the 2nd machine once passed.
K1-20 Westgate & Rosedale Tower Boiler Replacement – Project was started on Tuesday, 10/1, and is expected to be completed by Friday 10/11 at Westgate.

Resident Opportunities Self-Sufficiency (ROSS) Summary

Prepared by Glenda Jefferson

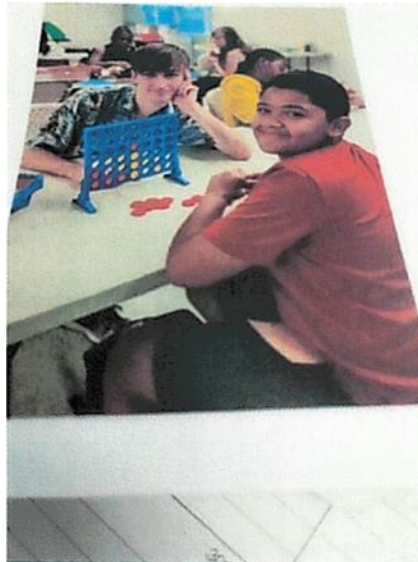
*ROSS help families advance toward Self-sufficiency.
through goals which fit their needs.*

Workshop:

From **September 2 to September 20, 2024**, the **Learning Club** provided valuable educational support through one-on-one and small group tutoring session. The purpose is to assist students with their homework while addressing individual learning needs. Trained tutors assisted students to grasp challenging concepts and complete assignments effectively. There were a total of 37 student participants.

Impact:

The program successfully offered tailored assistance, enabling students to enhance their understanding of various subjects and improve their academic performance. The individualized attention from tutors was instrumental in addressing the specific challenges faced by each student, fostering a supportive learning environment.



The **Parents and Kids Program** recently sponsored a training workshop led by **Sabrina Boyd** from the Family Conservancy, benefiting both parents and children. The workshop provided valuable insights into social development, helping parents and children enhance their understanding of essential developmental concepts. It served as a platform for fostering communication and support within families, ultimately contributing to the growth and well-being of both parents and children. There was a total of 52 parents and 10 children that participated.

On September 27, 2024, the ROSS grant was successfully submitted.

We are excited to announce the election results for the new **Resident Council Board members at Wyandotte Towers:**

- **President:** Michael Banks
- **Vice President:** Vernon Washington
- **Secretary:** Sheena Spears
- **Treasurer:** Michelle Garrett
- **Parliamentarian:** Ricky Dawn
- **Sergeant-at-Arms:** Nicholas Davis

Congratulations to all the newly elected members! We look forward to their leadership and dedication in representing the residents and enhancing our community. The newly elected members will work together to represent the interests of all residents at **Wyandotte Towers.**

Congratulations to Mr. Thompson and Ms. Dominguez on successfully completing the **Family Financial Transformation Class!** The knowledge and skills they gained will empower them to achieve their financial goals and build a more secure future. We commend them for their dedication and commitment to improving their financial well-being.

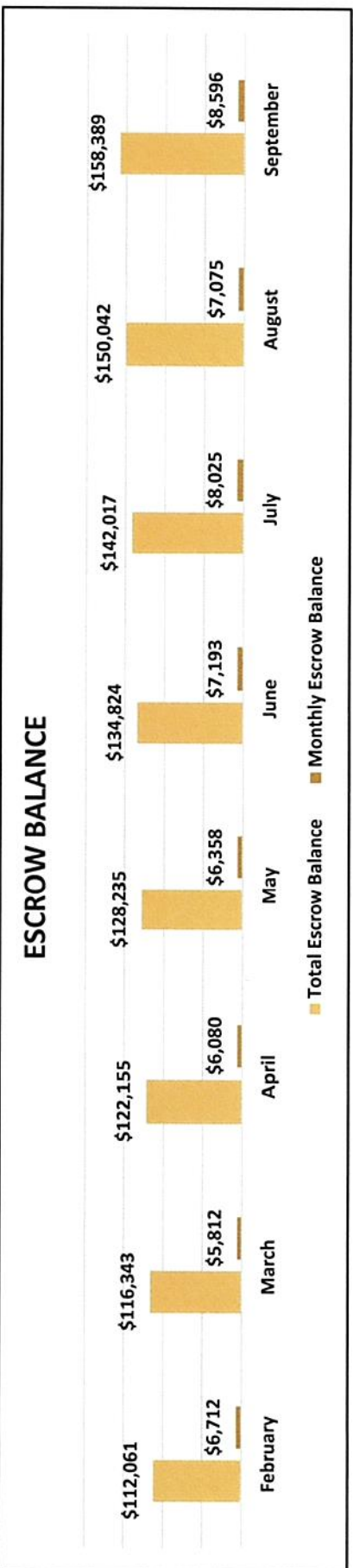
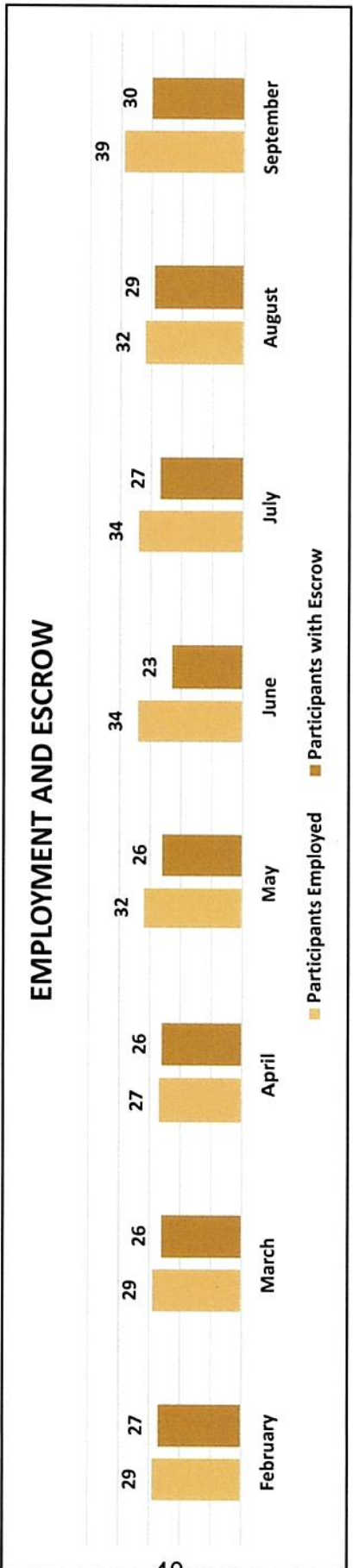
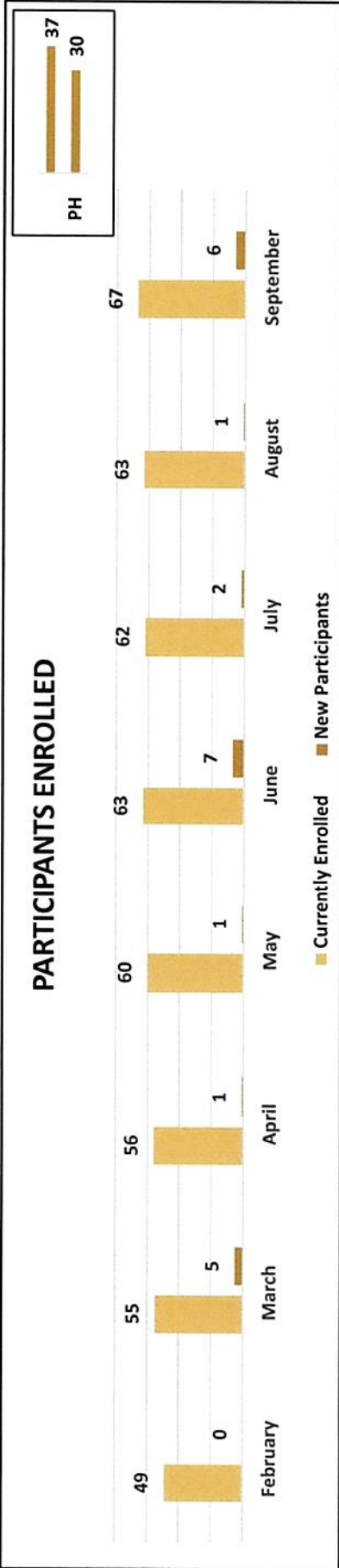
Harvesters contributed 105 boxes of food to five KCKHA properties:

- Rosedale Towers: 24 boxes
- Wyandotte Towers: 25 boxes
- Glanville Towers: 19 boxes
- Bethany Towers: 15 boxes
- Westgate Towers: 22 boxes

This generous contribution will provide valuable resources to residents across these communities.

FAMILY SELF-SUFFICIENCY PROGRAM SUMMARY - September 2024

	February	March	April	May	June	July	August	September
New Participants	49	55	56	60	63	62	63	67
Exited	0	5	1	1	7	2	1	6
Ported	1	1	1	1	0	0	0	2
Graduated	0	0	0	0	0	0	0	0
Participants Employed	29	29	27	32	34	34	32	39
Participants with Escrow	27	26	26	26	23	27	29	30
Currently Contributing to Escrow	18	17	18	18	15	18	18	19
Total Escrow Balance	\$ 112,061	\$ 116,343	\$ 122,155	\$ 128,235	\$ 134,824	\$ 142,017	\$ 150,042	\$ 158,389
Monthly Escrow Balance	\$ 6,712	\$ 5,812	\$ 6,080	\$ 6,358	\$ 7,193	\$ 8,025	\$ 7,075	\$ 8,596
Appts with Participants	18	17	20	23	19	15	18	24
Initial Appts	0	5	2	7	8	2	1	6
SSI Only	5	6	5	6	6	6	6	6
TANF	3	3	2	1	1	0	1	2
Credit Pulled/Reviewed	2	1	1	1	2	2	1	3
Interim Withdrawls	0	0	0	0	0	1	0	0
Money Dispersed	0	0	0	0	0	\$ 1,975	0	0



Great Things Are Happening In Family Self-Sufficiency



BraVo!

“Every moment defines the next. And sometimes, the greatest risk comes from not doing the hard, scary thing...Because sometimes, doing nothing gets you nothing. ~Jason Feifer, Entrepreneur



- D. Akins is ready to shop for a mortgage! His goal was to prepare for homeownership! What he did:**
1. Repaired his credit and raised his score from 540 to 720
 2. Paid off \$3,500 in debt
 3. Completed the homebuyer's education workshop
 4. Participated in the match savings program and now has \$6,000 in cash assets!



Q. Bell just completed the Connections to Success Personal and Professional Development program! She is a mother of three and in spite of all the difficulties she and her family face, she stays positive and keeps going. She says, “Because I have to for my kids!” Her next goal is to find employment!



A. Dominguez is \$500 richer! She and her three young daughters completed the Family Financial Transformation class through Catholic Charities. Each child received \$100 and she received \$200. Mom says the girls are going to open a savings account and she is going to open an Individual Development Account to save for a down payment on a house.

“You’ve convinced me that homeownership is a good thing. I’m changing my goal!”
~FSS Participant



A panel discussion on the topic of homeownership and first time homebuyer’s assistance programs.



“These ladies shared a lot of knowledge tonight!”
~FSS Participant



Section 8 Housing Choice Voucher Program Monthly Management Report

September 2024

Section 8	HOUSING CHOICE VOUCHER (HCV)														ATTRITION RATE											
	Funds Available Through the End of the Calendar Year	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	YTD Utilization	Monthly Attrition	Percent of Total Vouchers Leased	Average YTD Attrition	Average YTD Attrition
April	\$9,597,173	\$1,061,010	\$ 259	\$ 936	\$ 1,068,071	\$ 7,061	1,125	1,655	31,852	1,655	(530)	(530)	9	25	137	68.0%	127.3%	68.0%	127.3%	10	0.9%	7	0.6%			
May	\$8,536,163	\$1,088,922	\$ 252	\$ 952	\$ 1,096,977	\$ 8,055	1,113	1,655	31,777	1,655	(542)	(542)	16	14	123	67.3%	130.7%	67.3%	130.7%	12	1.1%	9	0.8%			
June	\$7,447,241	\$1,126,206	\$ 250	\$ 973	\$ 1,132,865	\$ 6,659	1,109	1,655	32,961	1,655	(546)	(546)	10	19	121	67.0%	135.0%	67.0%	135.0%	12	1.1%	13	1.2%			
July	\$6,321,035	\$1,174,696	\$ 253	\$ 989	\$ 1,141,233	\$ (33,463)	1,095	1,655	32,872	1,655	(560)	(560)	15	17	125	66.2%	136.0%	66.2%	136.0%	10	0.9%	9	0.8%			
August	\$5,146,339	\$1,166,130	\$ 262	\$ 996	\$ 1,149,473	\$ (16,657)	1,097	1,655	34,058	1,655	(558)	(558)	13	17	117	66.3%	137.0%	66.3%	137.0%	13	1.2%	13	1.2%			
September	\$3,980,209																									

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.

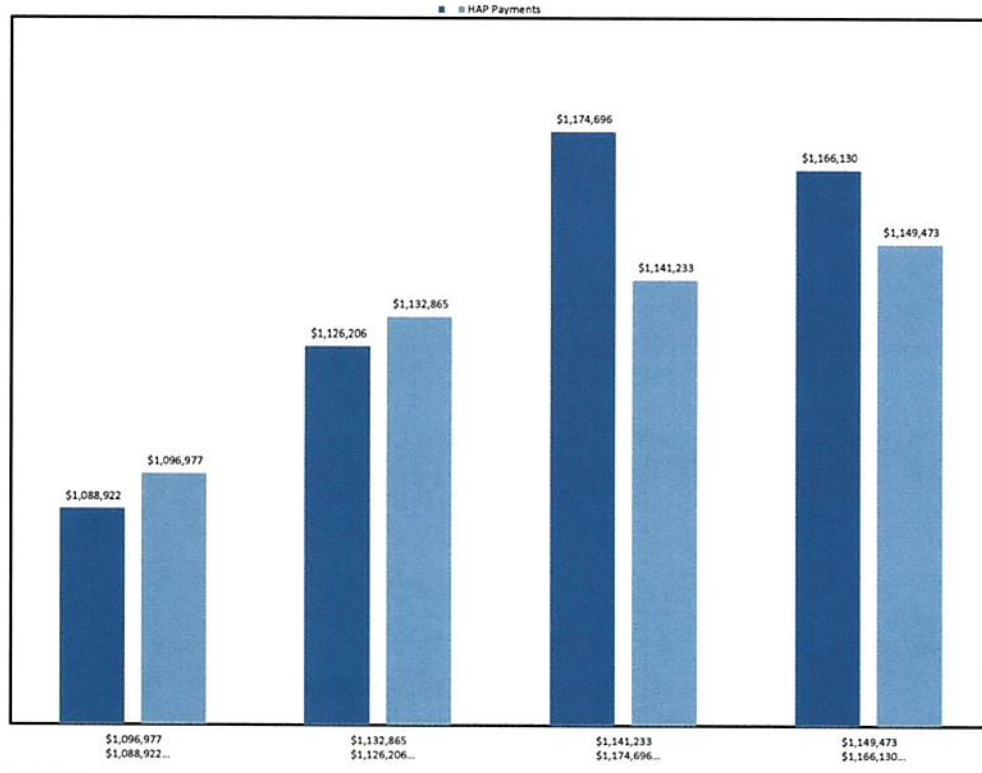
Current Vouchers Looking: This is the current numbers of vouchers that have been issued and the voucher holder is searching for a unit. =117 (74 are from the waitlist)

Homeownership: Current number of homeownership vouchers =5

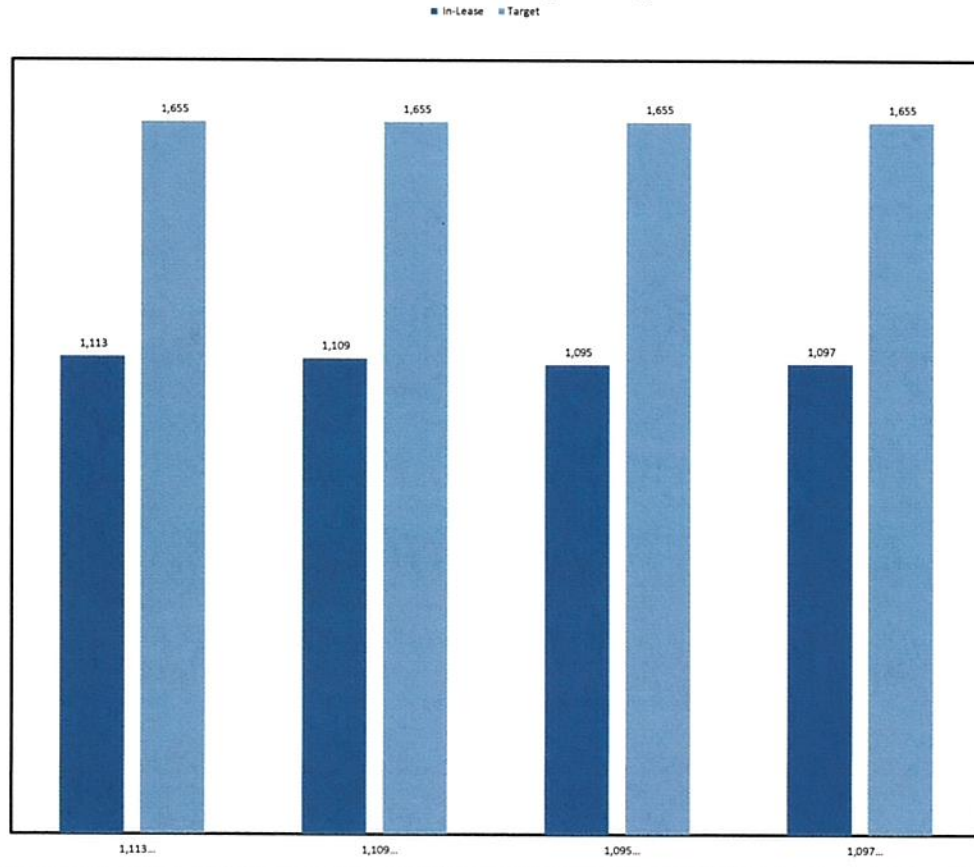
Family Self Sufficiency Participants (FSS): Current number of participants involved in the Section 8 Family Self Sufficiency Program. = enrolled HCV 38

Zero HAP Families: 10

Section 8 Monthly Housing Assistance Payments



Section 8 Vouchers In-Lease and Target Leasing Rate



RESOLUTION NO. 2024-36

AUTHORITY TO ACCEPT THE BID RECEIVED AND AUTHORIZE A CONTRACT FOR ONE DIVISION FOR THE INTERIOR MODERNIZATION PHASE I OF FLOORS 10, 11 AND 12 AT ROSEDALE TOWERS WITH TAILOR MADE EXTERIORS

WHEREAS interior modernization is needed at Rosedale Towers; and

WHEREAS bids for interior modernization Phase 1 (Floors 10, 11, and 12) at Rosedale Towers were solicited and received on October 2, 2024; and

WHEREAS Tailor Made Exteriors bid on four of the 17 divisions, staff are requesting approval of one division; and

Accept Division 8 Doors \$822,083

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

WHEREAS staff and Architect have evaluated the four Division bids submitted and are recommending acceptance of one of the four submitted by Tailor Made Exteriors in the amount of \$822,083 for interior modernization Phase 1 (Floors, 10, 11 and 12) at Rosedale Towers.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City Kansas that one Division submitted by Tailor Made Exteriors totaling \$822,083 be approved.

BE IT RESOLVED the Housing Authority of Kansas City Kansas is authorized to enter into a contract with Tailor Made Exteriors, for interior modernization Phase 1 (Floors 10,11 and 12) at Rosedale Towers in the amount of \$822,083.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners does hereby approve Resolution Number 2024-36.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

New Business Consent Item: Authority to **accept** the bid and authorize a contract for one Division for interior modernization Phase I of Floors 10,11 and 12 at Rosedale Towers with Tailor Made Exteriors

Resolution No. 2024-36

Background:

The modernization of the interiors at K1-18 Rosedale Towers will involve a comprehensive upgrade of various surfaces and equipment, addressing areas that have not seen significant improvements since the units were originally built. The scope of work will focus on:

1. **Plumbing Updates:**
 - Replacement of faucets, sinks, and plumbing stops.
 - Installation of new garbage disposals for kitchen sinks.
2. **Electrical Upgrades:**
 - Installation of new breaker panels.
 - Replacement of all plugs, switches, and interior lighting fixtures.
3. **Kitchen and Bathroom Renovations:**
 - Installation of new kitchen cabinets and bath vanities.
 - New countertops to be installed in both kitchens and bathrooms.
4. **Interior Door Replacement:**
 - All interior doors will be replaced with updated models, ensuring improved functionality and aesthetic appeal.
5. **Flooring:**
 - New floor coverings will be installed throughout the units, providing a modern and cohesive look.
6. **Windows:**
 - Replacement of all windows to improve energy efficiency and enhance the interior environment.
7. **Ceiling and Wall Repairs:**
 - Repair of any damaged ceiling and wall surfaces, followed by fresh painting for a clean and updated finish.
8. **Hardware Updates:**
 - New hardware will be installed throughout the units, including handles, locks, and other fixtures.

These updates are expected to significantly enhance the livability, efficiency, and aesthetic appeal of the units while also addressing long-standing maintenance issues.

Current Issue:

For the modernization of K1-18 Rosedale Towers, the Modernization Department has followed the Procurement Policy by hiring an Architect to design and prepare plans for the project. These plans involve the demolition and removal of existing fixtures, finishes, and equipment, which will be replaced with new ones as part of the overall modernization. The project was divided into **17 separate divisions**, and the decision was made to allow the department to act as its own General Contractor. This allowed contractors to bid on specific divisions they were interested in.

The Invitation to Bid was widely dispersed through multiple channels:

- **Advertised in Newspapers:** Kansas City Star, The Globe, and Hispanic News
- **Online Posting:** Made available on the Housing Authority's website
- **Direct Mail:** Sent to targeted contractors, including:
 - 38 Door & Window contractors
 - 73 Electricians
 - 3 Air quality testing companies
 - 203 General Contractors
 - 101 HVAC contractors
 - 37 Plumbing contractors
 - 17 Sprinklers & Fire Contractors

Bid Process Details:

- **Plan Holders:** There were **14 plan holders** in total—11 of these were contractors, and 3 were plan holder rooms.
- **Pre-bid Conference:** Held on **September 6, 2024**, the conference gave contractors the opportunity to ask questions and visit the vacant dwelling units at Rosedale Towers to assess existing conditions.
- **Public Bid Opening:** This took place on **October 2, 2024, at 2:00pm**.

Bidders:

- Two contractors submitted bids:
 1. **Hartline Construction** bid on two divisions that had already been awarded.
 2. **Tailor Made Exteriors** bid on four of the 14 available divisions.

Staff Recommendations: After reviewing the bids, staff are requesting approval to award **one division to Tailor Made Exteriors**, as they were the most suitable for that specific division. This request for approval will help move the project forward in line with the overall modernization goals for Rosedale Towers.

Accept Division 8 Doors

\$822,083

Tailor Made Exteriors has a proven track record, having been in business for 20 years, with a history of successful collaborations with the Housing Authority on several past projects, all yielding positive outcomes. The necessary funds for the project are already budgeted under the **Capital Fund Program (CFP) for 2023 and 2024**. The Architect's estimate for the awarded Division for all three floors is \$704,233.47.

Tailor Made 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

Owner/President

The Kansas City Kansas Housing Authority's Procurement Policy requires that all contracts more than \$75,000 must be approved by the Board of Commissioners of the Housing Authority.

Since only one bid was received per Division, HUD Regulations and Housing Authority's Procurement Policy require a cost analysis be conducted of the bid. Staff and the architect reviewed and compared typical industry costs for each division. Tailor Made's bids are within an acceptable amount of the industry cost.

Therefore, staff and Architect are recommending acceptance of the responsive, bid submitted by Tailor Made Exteriors and authorize a contract in the amount of \$822,083 for one of the 17 Divisions for the interior modernization Phase I (Floors 10, 11 and 12) at Rosedale Towers.

Attached is a resolution that will authorize the acceptance of the bid and authorize a contract with Tailormade Exteriors

Staff recommends approval of this resolution.

Board Action:

Approve Resolution 2024-36, if Appropriate.

RESOLUTION NO. 2024-37

AUTHORITY TO REJECT THE BIDS RECEIVED FROM TAILOR MADE EXTERIORS AND HARTLINE CONSTRUCTION, LLC FOR INTERIOR MODERNIZATION PHASE I FLOORS 10, 11 AND 12 AT ROSEDALE TOWERS

WHEREAS Interior modernization is needed at Rosedale Towers; and

WHEREAS bids for Interior modernization Phase 1 of floors 10, 11, and 12 at Rosedale Tower were solicited and received on October 2, 2024

WHEREAS Tailor Made Exteriors bid four of the 17 Divisions and staff is requesting rejection of three of those divisions listed below

Division 9 Drywall Assemblies, Framing Soffits	\$880,272
Division 21 Fire Suppression	\$156,702
Division 22 Plumbing	\$461,907; and

WHEREAS Hartline Construction bid on two of the 17 Divisions and staff is requesting rejection of those divisions listed below

Division 10 Specialties	\$64,682
Division 12 Furnishings	\$492,860; and

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

WHEREAS staff and Architect have evaluated and are recommending rejection of three Division bids submitted by Tailor Made Exteriors for interior modernization Phase I of floors, 10, 11 and 12 at Rosedale Towers; and

WHEREAS staff and Architect have evaluated and are recommending rejection of two Division bids submitted by Hartline Construction for the interior modernization Phase I of floors 10, 11 and 12 at Rosedale Towers.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City Kansas that the four Divisions submitted by Tailor Made Exteriors and two Division bids submitted by Hartline Construction are hereby rejected.

BE IT RESOLVED the Housing Authority of Kansas City Kansas is authorized to reject bids received by Tailor Made Exteriors and Hartline Construction for Interior Modernization Phase I floors 10,11 and 12 at Rosedale Towers.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners does hereby approve Resolution No. 2024-37.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

New Business Consent Item: Authority to **reject** the bids received from Tailor Made Exteriors and Hartline Construction, LLC for interior modernization Phase I floors 10,11 and 12 at Rosedale Towers

Resolution No. 2024-37

Background:

The interior dwelling units at **K1-18 Rosedale Towers** need comprehensive modernization, as the interior surfaces and equipment are still original to the building. Aside from minor turnover and repairs, the units lack the updates necessary for current standards. The planned modernization work encompasses the following key components:

1. Plumbing Updates:

- **New Fixtures:** Replacement of faucets, sinks, plumbing stops, and the installation of garbage disposals to enhance functionality and convenience.

2. Electrical Updates

- **Overhaul of Electrical Systems:** Installation of new breaker panels, electrical plugs, switches, and lighting fixtures to improve safety, energy efficiency, and overall usability.

3. Kitchen and Bathroom Renovations

- **Cabinets and Vanities:** Installation of modern kitchen cabinets and bath vanities for better storage solutions and aesthetics.
- **Countertops:** New countertops in kitchens and bathrooms, providing a fresh and updated look.

4. Interior Improvements

- **Door Replacement:** Replacement of all interior doors to enhance accessibility and visual appeal.
- **Floor Coverings:** Installation of new flooring throughout the units for a modern and cohesive look.

5. Window Upgrades

- **New Windows:** Installation of energy-efficient windows to improve insulation and natural lighting.

6. Ceiling and Wall Repair

- **Repairs and Painting:** Addressing any existing damage to ceilings and walls, followed by a fresh coat of paint to revitalize the space.

7. New Hardware

- **Upgraded Fixtures:** Replacement of all hardware, including handles and locks, to enhance both functionality and security.

The Kansas City Kansas Housing Authority (KCKHA) has adhered to its Procurement Policy by hiring an Architect to design and prepare the plans for the modernization of the interior dwelling units at K1-18 Rosedale Towers. The comprehensive plans involve the demolition and removal of existing fixtures, finishes, and equipment, to be replaced with new, modern counterparts.

Project Overview

- **General Contractor Role:** The Modernization staff acted as the General Contractor, bidding the project in seventeen divisions. This approach allows contractors to bid on specific divisions in which they are interested, promoting competitive pricing and specialized expertise.

Invitation to Bid

- To ensure a broad range of bidders, the Invitation to Bid was strategically advertised through various channels:

Publications in Newspapers: Kansas City Star, The Globe and Hispanic News

Online Posting: Made available on the Housing Authority's official website

Direct Mail: Sent to targeted contractors, including:

- 38 Door & Window Contractors
- 73 Electricians
- 3 Air Quality Testing Companies
- 203 General Contractors
- 101 HVAC Contractors
- 37 Plumbing Contractors
- 17 Sprinklers & Fire Contractors

Bid Process Details:

- **Plan Holders:** There were **14 plan** holders in total – 11 of these were contractors and 3 were plan holder rooms.
- **Pre-bid Conference:** Held on **September 12, 2024**, the conference gave contractors the opportunity to ask questions and visit the vacant dwelling units at Rosedale Towers to assess existing conditions.
- **Public Bid Opening:** This took place on **October 2, 2024, at 2:00pm.**

Bidders:

- Two contractors submitted bids:
 1. **Tailor Made Exteriors** bid on four divisions; staff is requesting rejection of the three listed below:
 - Division 9 Drywall Assemblies, Framing Soffits \$784,356
 - Division 21 Fire Suppression \$156,702
 - Division 22 Plumbing \$461,907
 2. **Hartline Construction** bid on two divisions; staff is requesting rejection of the two listed below because those divisions had previously been awarded:
 - Division 10 Specialties \$ 64,682
 - Division 12 Furnishings \$492,860

Therefore, staff and Architect are recommending rejecting three of the four Division bids submitted by Tailor Made Exteriors and two Division bids submitted by Hartline Construction for interior modernization Phase I of floors 10,11 and 12 at K1-18 Rosedale Towers.

Attached is a resolution to authorize the rejection of bids submitted by Tailor Made Exteriors and Hartline Construction.

Staff recommends approval of this resolution.

BOARD ACTION:

Approve Resolution No. 2024-37, if Appropriate.

RESOLUTION NO. 2024-38

APPROVING A NEW JOB TITLE

WHEREAS the Kansas City, Kansas Housing Authority (KCKHA) periodically changes job titles to better fit the agency's needs; and

WHEREAS a new job title will be used to signify a more strategic role in the support of the Executive Director/CEO; and

WHEREAS it was determined the Senior Administrative Specialist title will be added to better reflect the responsibilities for the position.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City, Kansas, the new job title of Senior Administrative Specialist is hereby approved.

NOW, THEREFORE, BE IT FURTHER RESOLVED the Board of Commissioners does hereby approve Resolution No. 2024-38.

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

Kansas City Kansas Housing Authority
Board of Commissioner's Meeting
October 17, 2024

New Business Consent Item: Approving New Job Title

Resolution No. 2024-38

Background:

Previously, the title of Executive Services Manager was advertised and we found it was not drawing the audience we were looking for to fill the position. To address this, the title was changed to Executive Assistant to the CEO.

However, the role has since evolved beyond traditional assistant duties. KCKHA is now requesting a title change to Senior Administrative Specialist to better reflect the strategic responsibilities of the position supporting the Executive Director/CEO.

Current Issue:

The position has transitioned from providing administrative support to serving as a tactical role in the success of the organization, with a focus on strategic involvement, project management and operational insight. The title change more accurately aligns with the duties of the position which now involves playing a key role in decision-making and driving organizational goals.

Board Action:

Approve Resolution No. 2024-38, if appropriate.

RESOLUTION NO. 2024-39

**AUTHORIZING THE KANSAS CITY, KANSAS HOUSING AUTHORITY
TO APPLY FOR THE 2024 FAMILY SELF-SUFFICIENCY
COORDINATOR PROGRAM (FSS) GRANT**

WHEREAS the 2024 HUD Family Self-Sufficiency Grant Program Annual Funding Notification application for the Family Self-Sufficiency Coordinator Program (FSS) has been published.

BE IT RESOLVED the Board of Commissioners of the Kansas City, Kansas Housing Authority hereby authorizes the Kansas City, Kansas Housing Authority to apply for the Family Self-Sufficiency Coordinator Program (FSS) Grant.

NOW, THEREFORE, BE IT FURTHER RESOLVED the Board of Commissioners does hereby approve Resolution No. 2024-39

X

Matthew T. Watkins
Chairman

X

Andrea Tapia
Executive Director/CEO

Kansas City Kansas Housing Authority
Board of Commissioner's Meeting
October 17, 2024

New Business Discussion Item: Authorizing the Kansas City, Kansas Housing Authority to apply for the Family Self-Sufficiency Coordinator Program (FSS) Grant.

Resolution No. 2024-39

Background:

FY2024 Family Self-Sufficiency (FSS) Grant Program. The FSS Grant provides funding support for salaries and training needs of FSS Program Coordinators who assist participating families receiving housing assistance through the Housing Choice Voucher and Public Housing programs. FSS Program Coordinators develop local strategies to connect participating families to public and private resources to increase their earned income and financial empowerment, reduce or eliminate the need for welfare assistance, and make progress toward economic independence and self-sufficiency.

Current Issue:

The residents of the Kansas City, Kansas Housing Authority need assistance with helping them make progress toward economic and housing self-sufficiency by removing the educational, professional and health barriers they face. PHAs and each individual participating family execute a five-year Contract of Participation that incorporates the responsibilities of each party, as well as a training and services plan to help the family become more self-sufficient.

Board Action:

Approve Resolution No.2024-39, if appropriate.