



INDEPENDENCE HOUSING AUTHORITY

SECRETARY'S REPORT

December 2020

BOARD MEETING

A. General Operations

1. Fire Unit at 308 NL has been completed. Awaiting final payout by Insurance Carrier and then will request the unit to be placed back in Leasing Status from Casualty Loss with HUD.
2. Southview Manor Insulation work has been completed and the last couple of units to hang ceiling grids back and ceiling tiles. This project is almost totally complete.
3. All Mold Remediation and Testing has been completed and all reports have been issued to IHA for record keeping.
4. Still awaiting DormaKaba to install the doors with ADA operators and key fob access on all laundry rooms at Pleasant Heights.
5. New lobby furniture has been delivered to Southview Manor for floors 2-5.
6. Painting at Southview Manor has also begun with floors 5 and 4.
7. The lobby carpet areas were shampooed over the Thanksgiving Holiday Weekend.
8. All new artwork has arrived to Southview and being stored in Electrical Rooms on various floors for installation at a later date once the painting project has been completed.
9. Administration had the RFP for Elevator Service and Maintenance out from November 2 – December 3, 2020 but no company put a single bid in. I contacted each of the 7 companies that I sent the RFP to back on November 2 showed interest in putting a bid in. When contacting them again on December 4, 2020 and asking why they did not submit a bid, it was accidentally overlooked by staff that were either no longer there and it never got assigned to someone else or that staff person has been out with COVID-19. Administration reworked the RFP again for December 7 – December 18 and due back on the 18th by 2 pm. We are now getting activity by the companies to request site visits and view the elevator systems during these two weeks. Administration did receive a call from Otis Elevator, who currently has our maintenance contract through the end of December, and the sales person asked who Ed Miller was. It was explained that Mr. Miller was the Executive Director at the time the current contract was signed but he had since retired. The Otis salesperson stated that the contract that Mr. Miller signed was 5 year contract with a rollover 5 year extension. Current administration explained and educated the salesperson on how HUD views contracts and only allows up to a 5 year contract and then it has to be rebid out again

under procurement requirements for competition. So, Mr. Miller was not able and allowed to sign that length of a contract and it is null and void at the initial 5 years. This is why we were bidding out the services again for 2021.

10. Administration is currently utilizing Powell CWM Architects in getting Specifications ready for the Pleasant Heights Elevator Project that hopefully will be bid out in early 2021.
11. Administration sent out the Master Developer RFP and is due back by December 15, 2020. Administration would like the Board Chair to assign 2 board members onto a committee with the Executive Director and Deputy Director to score the proposals. Administration is in hopes to get this on the board agenda for January 19, 2021 board meeting.
12. Administration is currently utilizing Powell CWM to create specifications and plans on the installation of a gabled cover over our entrance pad on the front of our building along with installation of a Garage over the parking pad, but the parking pad has to be extended in the rear by another 11 feet to meet City Code requirements.
13. IHA delivered the holiday meals to the Hocker Heights residents on November 21st and had over 80 meals leftover that we donated to the Salvation Army Shelter after all meals were taken to residents that were home. Pleasant Heights and Southview Manor Holiday Meal delivery is scheduled for Saturday, December 19, 2020. IHA staff is only directing Consentino's workers on how many meals per unit.
14. Administration is also utilizing Powell CWM to work on getting schematic drawings of how each floor of Pleasant Heights is laid out on drawings, showing each BR size unit on each floor from 1-8. We already have this for Southview Manor and is needed for Pleasant Heights. This is due to the number of 0BR or Efficiency units we have in this building. Out of the 243 total units, there are 159 0BR units. These units are small and need to be merged together or merged with adjacent units to enlarge the units but decrease the unit count for this building to get it in line with what it should have for the number of elevators we have.
15. FYI or Foster Youth to Independence Voucher Application was sent to HUD for approval on December 9, 2020. The MOU between the Missouri Department of Social Services – Children's Division, Greater Kansas City Coalition to End Homelessness and Independence Housing Authority has been signed. We are now waiting on HUD's approval of said voucher application for 25 FYI vouchers to assist the Foster Youth aging out.
16. Un-Restricted Reserve and Balance Summary for FYE 03/31/2021.
17. HCV Statistics for November 2020 (see enclosed)
18. LIPH Statistics for November 2020 (see enclosed)

B. Capital Fund Program Update

1. Fire Unit at 308 N. Leslie renovation has been extended and should be completed by November 20, 2020 due to material delays caused by COVID-19 manufacturing slowdowns. Insurance money will be covering everything on the renovation except for the Deductible of \$10,000, which we have already covered at the beginning.
2. Southview Manor Insulation work is all but completed. We have a few units left that need ceiling grids replaced along with the ceiling tiles and this project will be finalize.

LIPH STATISTICS

Nov-20

Summary

Date	Vacancy	Lease Up	Category
11/1/20	10	0	Hocker Heights
11/1/20	22	1	Pleasant Heights
11/1/20	4	3	Southview Manor
11/30/2020	100.00%	50058 PIC Submission Rate for Annual Reexaminations <12 months	

Hocker Heights

	Received	Pending	Eligible	Selected
1 BR	1,879	83	20	0
2 BR	1,300	40	27	0
3 BR	608	52	7	0
4 BR	84	11	0	0
Totals	3,871	186	54	0

Pleasant Heights

	Received	Pending	Eligible	Selected
1 BR	1,884	114	14	0
2 BR	1,208	37	10	0
Totals	3,092	151	24	0

Southview Manor

	Received	Pending	Eligible	Selected
1 BR	1,908	123	17	0
2 BR	1,248	40	10	0
Total	3,156	163	27	0

SECTION 8 STATISTICS

Nov-20			Summary
Date			Category
11/1/20	1,647		Total Vouchers
11/1/20	1,498		Total Leased Vouchers
11/30/20	2		# of Vouchers Coming off Program
11/30/20	98.18%	50058 PIC Submission Rate for Annual Reexaminations < 12 months	

Waiting List	Received	Pending	Eligible	Selected
OBR	5	28	1	0
1 BR	169	97	18	0
2 BR	242	57	25	0
3 BR	124	33	7	0
4 BR	22	2	3	0
5 BR	1	0	0	0
6 BR	0	1	0	0
Total	558	189	53	0