



# INDEPENDENCE HOUSING AUTHORITY

## SECRETARY'S REPORT

September 2021

### BOARD MEETING

#### **A. General Operations**

1. The Fire Unit at 501HT restoration work is still ongoing due to wait times for materials.
2. Pleasant Heights Brick Tuckpointing RFP for the West and North sides of the building was due back on October 1, 2021. MTS Contracting won the bid for \$101,950 for the base bid and Alt#1 and Alt#2 pricing combined, which beat out the .
3. Powell CWM is finalizing the specifications and drawings for the fenced-in area parking at the bottom of the rear parking lot at Pleasant Heights to have an enclosed secure parking building with 5 garage bay doors.
4. IHA obtained back the RFP results for the Employment Law Attorney Firm and the winning bidder was McMahon Berger PC.
5. IHA sent out an RFP for Landlord/Tenant Law Attorneys to handle any and all Landlord/Tenant Law actions and those bids were due back on Oct. 7, 2021. The winning bidder was Baker, Soltz & Blum, P.A.
6. IHA and Powell CWM was also bidding out the Pleasant Heights Elevator Modernization project and those bids were due back on October 1, 2021. IHA and Powell CWM Independent Cost Estimate was around \$205,000 for the project. The winning bidder was KONE Elevators with the final bid of \$189,303.
7. Central Office Siding and Front Entrance Canopy project bids came back and the winning bidder was Tailor Made Exteriors for \$85,349.52.
8. IHA had its annual Independent Audit for all programs that HUD requires each housing authority to adhere to. At the end of the Audit, it was informed that our Section 8 program files had two (2) findings, which were with a miscalculation of Utility Allowances and missing 50058's in the tenant files. A corrective action plan by the housing authority has been written and sent in with IHA's MDA or Management's Discussion and Analysis. The Audit is being finalized and submitted to the Federal Audit Clearinghouse and HUD in the next couple of weeks. Due date for submission to both is 12/31/2021.
9. Powell CWM are finalizing our Central Office Secured Garage plans with the City of Independence. The City agreed to allow the new canopy front to be the actual front point for the garage instead of where the existing entry door is currently. Architects informed IHA

that the existing concrete pad will have to be removed due to the slope of the concrete is angled from the parking lot to the back of the pad. If we enclose the garage, this will not be allowed, which requires the removal of the existing concrete and repour the pad with the slope heading towards the parking lot to keep water from coming into the garage. Drawings are complete and getting ready to send out bid package.

10. IHA had applied for the 2021 ESSG grant for Security Cameras and Hocker Heights and replacement Steel Insulated Entry Doors and Locks for Southview Manor and just received notification that we received the grant for \$249,278. CFP 5YR Rolling Base Plan was revised, documents and ACC Amendment for this grant was signed and sent in and an Annual Statement created in EPIC. IHA will begin to bid out the cameras and doors. The lock systems are proprietary to IHA with Greys Lock and Key and the amount is under our Small Purchase Pricing and will not have to be bid.

11. Un-Restricted Reserve and Balance Summary for FYE 03/31/2022

12. HCV Statistics for August and September 2021 (see enclosed)

13. LIPH Statistics for August and September 2021 (see enclosed)

## **B. Capital Fund Program Update**

1. Pleasant Heights Elevator Renovation RFP process was completed and KONE Elevators won the bid at \$189,303, which is below the Independent Cost Estimate (ICE) of \$205,000 that was set aside with CFP funds. Now the difference can be reassigned to another project under the CFP grant.
2. 2019 CFP ESSG Grant for the Carbon Monoxide Detectors for the \$41,778 is almost completely expended and lack less than \$2,000 left to purchase the remaining smoke detector/carbon monoxide detector combo units to completely replace all units at Hocker Heights. There is no gas at Pleasant Heights / Southview Manor going to the units or in the individual units, so no Carbon Monoxide detectors are required.
3. IHA was planning to create an RFP for Trash Compactor at Pleasant Heights and 2 for Southview Manor, one for each building but may save money by creating a cutoff valve on the bottom of the trash chutes at both buildings to close off the chute and replace the rolling bins. An RFP for Trash Pickup Services will be sent out soon, which was being created for the upcoming year, but will move that forward. This will save a lot of money to move to another project, such as Merging some of Pleasant Heights OBR Efficiency Units that are currently vacant and a marketing nightmare due to their size.
4. IHA sent out an RFP for Brick Tuckpointing Work at Pleasant Heights for the North and West side of the building as well as Recaulking the Vertical Control Joints on the South and East side of the building that require it. Those bids were due and came in on October 1, 2021. The winner bidder on this project is MTS Contracting for a total bid of \$101,950 for combined base bid and two alternates, which was still less than the other bidders base bid.