



Agenda

Housing Authority of the City of Kansas City, Kansas Regular Meeting

Thursday, May 19 - 12:00 p.m.

Administration Building

1124 N. 9th Street, KCK

- I. Roll Call**
- II. Approval of the Minutes**
 - Regular Board Meeting - April 21, 2016
- III. Executive Director's Report**
- IV. Committee Reports**
- V. New Business Consent Items**
 - A. Resolution No. 3316** **Authorize Contract with Mill Valley Construction, Inc for Window Improvements at K1-57 Elderly West (Westgate Towers)**
 - B. Resolution No. 3317** **Approving the Section 8 Management Assessment Program Certification for FYE March 31, 2016**
- VI. New Business Discussion Items**
 - A. Resolution No. 3318** **Award of Contract for Security Improvements at Seven (7) High-rises and Towers**
- VII. Adjournment**

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

Thursday, April 21, 2016
12 noon

Administrative Bldg.
1124 N. 9th Street

On the 21st day of April 2016 at 12 noon the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in regular session. The meeting was called to order by Chairman Biscanin, and upon roll call, the following members of the body were present:

John P. Biscanin, Chairman
Rev. Jimmie L. Banks, Commissioner
Jacques Barber, Commissioner
John Breitenstein, Commissioner
Theresa A. Duke, Commissioner
Robert G. Frey, Commissioner
P. Anne McDonald, Commissioner
Timothy J. Rhodes, Commissioner
Maria Torres, Commissioner
Linda Warner, Commissioner
Matt Watkins, Commissioner

ABSENT: Tyrone Garner, Commissioner

ALSO PRESENT: Thomas M. Scott, Executive Director
Paula K. Draves, Director of Section 8
Gregory T. Gibson, Director of Finance
Gerald Glavin, Superintendent
Melinda L. Linnell, Director of Housing Management
Sharron Davis-Mays, Self-Sufficiency Coordinator
Benice Meeks, Assistant Director of Finance
Jacqueline D. Randle, Executive Services Manager
Anthony Shomin, Modernization Coordinator
Elaine Stroud, Assistant Director of Housing Management
Maria Kline, Juniper Gardens President
Charles Wilson
Charlzetta Hall

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

Commissioner Watkins made a motion to approve the minutes of March 17, 2016. Commissioner Banks seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Breitenstein, Duke, Frey, McDonald, Rhodes, Torres, Warner, Watkins
NAYS: None
ABSENT: Garner
ABSTAIN: None

Motion carried.

Commissioner Watkins made a motion to approve the minutes of April 12, 2016. Commissioner Torres seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Breitenstein, Duke, Frey, McDonald, Rhodes, Torres, Warner, Watkins
NAYS: None
ABSENT: Garner
ABSTAIN: None

Motion carried.

Commissioner Banks made a motion at 12:33pm to go into Executive Session for 30 minutes to discuss a legal matter. Mr. Scott was present. Commissioner Duke seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Breitenstein, Duke, Frey, McDonald, Rhodes, Torres, Warner, Watkins
NAYS: None
ABSENT: Garner
ABSTAIN: None

Motion carried.

Commissioner Banks made a motion to come out of Executive Session at 1:03pm with no action being taken. Commissioner Watson seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Breitenstein, Duke, Frey, McDonald, Rhodes, Torres, Warner, Watkins
NAYS: None
ABSENT: Garner
ABSTAIN: None

Motion carried.

Commissioner Barber made a motion at 1:33pm to go back in to Executive Session for another 30 minutes to continue discussion on a legal matter. Mr. Scott was present. Commissioner Warner seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Breitenstein, Duke, Frey, McDonald, Rhodes, Torres, Warner, Watkins
NAYS: None
ABSENT: Garner
ABSTAIN: None

Motion carried.

Commissioner Frey made a motion to come out of Executive Session at 2:03pm with no action being taken. Commissioner Torres seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Breitenstein, Duke, Frey, McDonald, Rhodes, Torres, Warner, Watkins

NAYS: None

ABSENT: Garner

ABSTAIN: None

Motion carried.

Executive Director's Report:

- Mr. Scott provided an update on Google Fiber.

Commissioner Barber inquired about the common reason for evictions. Mr. Scott noted that nonpayment of rent and social issues are the most common reasons that tenants are evicted. Ms. Linnell further explained that we try to work with residents when they get into a bind and cannot make their rent payment. She also stated that we try to help them with social problems by counseling them. Residents are sometimes moved to a different area. Ms. Linnell noted that we can also make payment arrangements depending on the circumstances for their nonpayment. She noted there were only 19 residents on the list for nonpayment of rent.

Commissioner Warner questioned if there was a seasonal trend for move-ins/move-outs. Ms. Linnell noted that was correct. Residents tend to move out in the spring due to the utilities being cut off and stay put in the winter months. Also there is no waiting list for public housing. She stated that we need more people to apply. Commissioner Warner noted an upward trend in 2015 for Section 8. Ms. Draves indicated this was because the Housing Authority received additional vouchers from Rosedale Ridge, 50 units were absorbed.

Committee Reports

Resident Participation

Commissioner Duke provided the board with a handout. She noted that the PHRC met at Glanville Towers on April 5, 2016 and there were two speakers. Transportation was the topic of discussion. The speakers were Rhoda Bell and Irvin Jackson from the Transit Department of the Unified Government. The different services were explained to the residents and they will have to do an application. It was Ms. Mays' idea to have them come and speak to our tenants. Chairman Biscanin questioned if the council accepted the alternatives available to them. Commissioner Duke stated yes, but some were upset about the cost. She further noted that several others are already using public transportation and are happy with the service. Commissioner Duke indicated the service is better because you do not have to rely on one bus.

The following committees did not provide a report: Bylaws, Development, Executive, Minority Participation and Personnel.

New Business Consent Items

Commissioner Watkins made a motion to approve Resolution Nos. 3309—3313. Commissioner Banks seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Breitenstein, Duke, Frey, McDonald, Rhodes, Torres, Warner, Watkins

NAYS: None

ABSENT: Garner

ABSTAIN: None

Motion carried.

Resolution No. 3309, Dispose of Scrap Metal.

This resolution is for the disposal of 26 ranges and 15 refrigerators identified by manufacturer serial numbers and PHA decal numbers. The value will be determined by scrap metal weight.

RESOLUTION NO. 3309—DISPOSE OF SCRAP METAL.

Resolution No. 3310, authorizing the donation of 10 refrigerators and 5 ranges.

This resolution is for the donation of 10 refrigerators and 5 ranges identified by manufacturer serial numbers and PHA decal numbers. The appliances will be donated to Habitat for Humanity Re-Store, a non-profit entity which provides financial support to Habitat for Humanity.

RESOLUTION NO. 3310—AUTHORITY TO DONATE 10 REFRIGERATORS AND 5 RANGES.

Resolution No. 3311, rejecting bid received for K1-54 (15) scattered houses playground improvements.

Bids were opened for playground equipment at K1-54 on March 29, 2016. The work will consist of removing old playground equipment and the installation of a concrete pad, new playground structure and a safety play tile surface. Bids were advertised in the usual publications: The Kansas City, Star; The Call and Dos Mundos. The Invitation to Bid was posted on the agency website and mailed to contactor reporting services. It was also mailed out to contractors. Twenty contactors picked up plans and one contractor bid the project. Gunter Construction Company submitted a bid for \$83,912. The architect's estimate for this work is \$55,649. There is \$55,000 in the 2014 Capital Fund Program for this work. The bid exceeded the architect's estimate and budget amount by more than 10 percent. Therefore, it has been the practice of this agency to reject the bid, determine the reason for the excessive cost and, if necessary, make adjustments in preparation for a rebid. The architect and staff recommend rejecting this bid due to excessive cost, rebid the work requesting a separate price for the concrete work, installation of playground equipment and the safety play tile surface.

RESOLUTION NO. 3311—REJECTING BID RECEIVED FOR K1-15 (15) SCATTERED HOUSES PLAYGROUND IMPROVEMENTS.

Resolution No. 3312, authorizing a contract with Frye Construction Company, Inc. for Phase 4 interior modernization of floors 1, 2 and 3 at K1-57 Elderly West (Westgate Towers).

This resolution authorizes interior modernization at Westgate Towers (Phase 4) for floors 1, 2 and 3. The work will involve demolition, new wall configuration, plumbing updates, electrical updates, new kitchen cabinets, entrance and interior door replacements, new floor coverings, ceiling and wall repair and painting, new hardware, extension of fire sprinklers into dwelling units and renovation of areas on these floors. Bids were advertised in the usual publications: The Kansas City, Star; The Call and Dos Mundos. The Invitation to Bid was posted on the agency website and mailed to contactor reporting services. It was also mailed out to contractors. Two contactors picked up plans and one contractor bid the project: Frye Construction Company, Inc. and MS Consulting, LLC. The successful low bidder is Frye Construction with a base bid of \$1,177,000 including aggregates (\$8,110) and alternatives (\$7,900) for a total bid of \$1,193,010. The other bid total was \$2,095,400. The architect's estimate for this work is \$892,330. There is \$564,698 in the 2014 Capital Fund Program for this work. The balance of this contact will be obligated and expended from the 2015 Capital Fund Program budget of \$800,000 for Westgate Towers' interior modernization. Frye Construction has been in business for 57 years and the agency has previous experience with this contractor. It is staff's recommendation to enter into a contract with Frye Construction for Phase 4 of interior modernization at Westgate Towers.

RESOLUTION NO. 3312—AUTHORIZE CONTRACT WITH FRYE CONSTRUCTION COMPANY, INC. FOR PHASE 4 INTERION MODERNIZATION OF FLOORS 1, 2 AND 3 AT K1-57 ELDERLY WEST (WESTGATE TOWERS).

RESOLUTION NO. 3313, authorizing a contract with Envirotech Heating and Cooling for the removal and installation of new air-conditioning equipment at K1-54 (23) Scattered Sites.

This resolution authorizes heating ventilation and air conditioning (HVAC) improvements at K1-54 (23) Scattered Sites development. The furnaces were changed during the energy performance contract and the air conditioning is now being replaced. Bids were advertised in the usual publications: The Kansas City, Star; The Call and Dos Mundos. The Invitation to Bid was posted on the agency website and mailed to contactor reporting services. It was also mailed out to contractors. Seven contactors picked up plans and one contractor bid the project. Three contractors bid the work: Envirotech Heating and Cooling, Stanger Industries, Inc. and The Wilson Group. The successful low bidder is Envirotech Heating and Cooling with a bid of \$181,695.30. Bids ranged from \$181,695.30 to \$209,231. There is \$208,000 in the 2015 Capital Fund Program for the project. The architect's estimate for this work is \$254,600. Envirotech has been in business for 16 years. The Housing Authority does not have any previous experience with this contractor. References were checked and positive results were received. The architect and staff recommend entering into a contract with Envirotech for heating and cooling improvements at K1-54 (23) Scattered Sites.

RESOLUTION NO. 3313—AUTHORIZE CONTACT WITH ENVIROTECH HEATING AND COOLING FOR THE REMOVAL AND INSTALLATION OF NEW AIR-CONDITIONING EQUIPMENT AT K1-54 (23) SCATTERED SITES.

Resolution No. 3314, authorizing the revision of job descriptions, was introduced.

This resolution authorizes the revision of the following job descriptions: Director of Facilities Management, Director of Finance, Director of Housing Management, Director of Section 8 and Office Assistant-Housing Management. These changes are being made to more accurately reflect the duties of each position, to streamline operations, improve overall efficiency and enhance customer service. The revisions were reviewed and authorized by the Personnel Committee. The salary ranges for each position remain the same with the exception of Director of Finance which will be adjusted upward by 10 per cent. The Personnel Committee and staff are recommending these changes.

Commissioner Banks made a motion to approve Resolution No. 3314. Commissioner Watkins seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Breitenstein, Duke, Frey, McDonald, Rhodes, Torres, Warner, Watkins

NAYS: None

ABSENT: Garner

ABSTAIN: None

Motion carried.

RESOLUTION NO. 3314—AUTHORIZING THE REVISION OF JOB DESCRIPTIONS.

Commissioner Warner questioned the warranty for the heating and cooling installation in Resolution No. 3313. Mr. Shomin noted that they are providing a 10 year parts and labor warranty.

Commissioner Banks indicated that items were being addressed in Resolution No. 3314 before Mr. Scott leaves. Mr. Scott noted that these were minor changes and that there needed to be a Director of Facilities Management in place with him leaving. The Director of Finance would need to receive retro pay for the time he served as Deputy Director and the pay range needed to be adjusted. The Director of Housing Management will supervise the Resident Selection department. The Resident Selection department is currently being supervised by the Director of Section 8. Duties are being added to Housing Management and subtracted from Section 8. The Office Assistant position is part-time and the title is being changed for clarification purposes. Commissioner Banks indicated they will review the personnel policy before Mr. Scott leaves.

New Business Discussion Item

Resolution No. 3315, authorizing a collection loss write-off, was introduced.

Mr. Gibson noted this resolution was handed out in March 2016 using incorrect tenants with incorrect move out dates. The new list shows the corrected information. Commissioner Warner questioned how often the collection loss takes place. Mr. Gibson noted twice a year, in March and September. The rule is to write off tenants that moved out six months prior. The current write-off is for September 30 and prior. While it is written off the books, it is kept on file. He further explained that if someone moves out, but comes back to reapply, they must pay off the old debt. Other housing authorities also contact us for landlord references and we let them know there is a previous balance with our agency. Commissioner Warner questioned if there was a way to see the trend. Mr. Gibson noted that the collection loss averages \$80,000 every six months.

Commissioner Torres made a motion to approve Resolution No. 3315. Commissioner Warner seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Breitenstein, Duke, Frey, McDonald, Rhodes, Torres, Warner, Watkins
NAYS: None
ABSENT: Garner
ABSTAIN: None

Motion carried.

RESOLUTION NO. 3315—COLLECTION LOSS WRITE-OFF

Commissioner Banks made a motion to adjourn. Commissioner Frey seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Biscanin, Breitenstein, Duke, Frey, McDonald, Rhodes, Torres, Warner, Watkins
NAYS: None
ABSENT: Garner
ABSTAIN: None

John P. Biscanin, Chairman

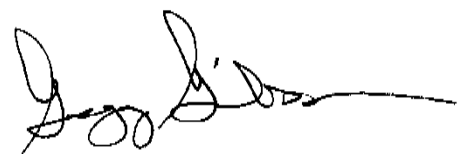
Thomas M. Scott, Executive Director

Kansas City, Kansas Housing Authority
Statement of Funds Available
For the Period Ended April 30, 2016

Description	Rate ^(a)	Maturity Date	Amount	Bank
General Fund Account	0.10%		\$24,260.65	Liberty
Payroll Account			\$54,005.31	Liberty
ACH Pymt Account	0.15%		\$3,726.51	Liberty
Rent Depository Account	0.75%		\$1,313,991.72	Brotherhood
Rent Bank Deposit Accounts	0.75%		\$37,584.63	Various
Homeless Prevention Program	0.75%		\$5,457.28	Brotherhood
Sponsorship Program	0.75%		\$20,896.01	Brotherhood
Section 8 Checking	0.75%		\$605,501.37	Brotherhood
EPC Replacement Reserve Acct	0.15%		\$31,525.17	Liberty
Community Hsg Inv Group			\$48,145.00	Liberty
CD#32863	0.54%	09/04/16	\$500,000.00	Liberty
CD#119583624/1	0.45%	02/24/17	\$500,000.00	Brotherhood
CD#120245349/1	0.50%	08/26/17	\$500,000.00	Brotherhood

(a) Represents Rates as of May 13, 2016 provided by Banks.

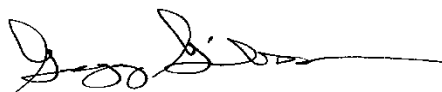
Note: Amounts reflect balances from month-end statements. Reconciliation of outstanding checks will adjust account balances, accordingly.



Gregg Gibson
 Director of Finance

**Kansas City, Kansas Housing Authority
Delinquency in Accounts Receivable
For the Month of April 2016**

	Rent & Other Charges	Repayment Agreements	Net Total
Accounts Receivable (Amounts Delinquent)	\$70,464.86	(\$4,390.98)	\$66,073.88
Total Charges to Tenants for Month			\$408,753.08
Delinquency Ratio			16.16%
Petitioned to Court Last Month <i>(# of Summons Issued)</i>			21
Praecipes Issued <i>(# on Setout List)</i>			10
Evictions <i>(# Set Out)</i>			4
Pending Evictions <i>(# Placed on Hold)</i>			4



Gregg Gibson
Director of Finance

Kansas City, Kansas Housing Authority

Payments Over \$1,000.00

For The Month of April '16

CONTRACT COSTS

Universal Protection Service	\$5,006.40
Universal Protection Service	\$5,006.40
Universal Protection Service	\$2,503.20
Universal Protection Service	\$2,503.20

MAINTENANCE COSTS

Benjie Blakney	\$1,973.00
Best Plumbing Specialities Inc	\$1,428.00
Best Plumbing Specialities Inc	\$1,266.90
Best Plumbing Specialities Inc	\$1,233.80
Booney's Lawn Service	\$5,015.00
Booney's Lawn Service	\$3,075.00
Carpet Corner	\$3,426.82
Carpet Corner	\$1,040.88
Cloutman & Stingley, Inc	\$1,026.00
Deffenbauch Industries Inc	\$3,923.93
Ferguson Enterprises Inc	\$3,007.74
Ferguson Enterprises Inc	\$1,616.76
Fire & Security Solutions	\$1,060.00
General Electric Company	\$2,724.00
Goode Developing & Associates	\$2,350.00
Goode Developing & Associates	\$1,275.00
Grainger	\$1,989.00
Home Depot Supply	\$3,033.44
Johnson Controls Inc	\$4,046.82
Johnson Controls Inc	\$2,429.76
Johnson County Landfill	\$1,690.50
Maintenance USA	\$1,795.51
McCray Millwork	\$2,340.69
Midwest Bed Bug Service	\$2,160.00
Midwest Bed Bug Service	\$1,800.00
Minnesota Elevator Inc	\$4,284.80
National Fire Suppression	\$6,685.00
Oscar's Maintenance Service Corp., LLC	\$1,675.00
Oscar's Maintenance Service Corp., LLC	\$1,560.00
Oscar's Maintenance Service Corp., LLC	\$1,465.00
Oscar's Maintenance Service Corp., LLC	\$1,020.00
PCS	\$3,046.05
PCS	\$1,299.23
Precision Plumbing & Construct	\$4,707.00
Precision Plumbing & Construct	\$4,315.00
Predator Termite & Pest	\$4,307.60
R.F. Fisher Electric Co.	\$2,981.12
Sherwin-Williams Co.	\$3,767.70
Sherwin-Williams Co.	\$3,338.81
Smallwood Locksmiths, Inc	\$1,388.91
SOS Pest Control	\$2,250.00
SOS Pest Control	\$1,800.00
SOS Pest Control	\$1,800.00
Stanion Wholesale Electric Co.	\$6,084.44
Stanion Wholesale Electric Co.	\$1,801.93
Ted Systems, LLC	\$1,447.00
Three Sons Construction	\$10,575.00
Three Sons Construction	\$5,800.00

Kansas City, Kansas Housing Authority

Payments Over \$1,000.00

For The Month of April '16

Three Sons Construction	\$4,850.00
Total filtration Services	\$1,749.62
Zep Manufacturing Co	\$1,442.71

Kansas City, Kansas Housing Authority

Payments Over \$1,000.00

For The Month of April '16

MISCELLANEOUS COSTS

Alexander Open Systems	\$20,636.45
Alexander Open Systems	\$2,156.25
American Express	\$1,249.82
AT&T	\$9,258.88
AT&T	\$1,617.88
Kansas City Star	\$2,855.34
Kansas City Star	\$1,083.06
Kutak Rock LLP	\$1,300.00
PHADA	\$4,345.00
Mike Price	\$1,612.50
The PI Company	\$2,762.50
US Bank Equipment	\$1,413.40
Utility Management Services	\$1,800.00
WEX Bank	\$1,718.67

OTHER GRANT COSTS

Dos Mundos	\$1,242.00
KBCC, Inc.	\$6,250.00
William Spurgeon Kuhl & Freshnock	\$5,625.00

PAYROLL COSTS

Aetna	\$87,424.99
Aetna	\$87,355.83
Colonial Life & Accident	\$4,910.37
Delta Dental	\$4,397.14
Kansas Payment Center	\$1,116.50
Kansas Payment Center	\$1,116.50
KPERS Retirement System	\$29,944.66
KPERS Retirement System	\$29,562.08
Nationwide Retirement	\$2,819.08
Nationwide Retirement	\$2,719.08
UMB Health Savings Acct.	\$3,992.25
UMB Health Savings Acct.	\$3,992.25
W.H. Griffin Trustee	\$1,156.62

INTERBANK TRANSFERS

Liberty Gen Fund to Payroll Transfers	\$182,500.00
Liberty Gen Fund to Payroll Transfers	\$176,800.00
Liberty Gen Fund to ACH Transfers	\$38,600.00
Liberty Gen Fund to ACH Transfers	\$36,400.00
BBT Gen Fund to Liberty Gen Fund	\$500,000.00

UTILITIES COSTS

Atmos Energy	\$1,881.67
Board of Public Utilities	\$80,086.12
Board of Public Utilities	\$48,339.08
Board of Public Utilities	\$29,117.30
Board of Public Utilities	\$23,893.36
Constellation New Energy-Gas	\$6,520.37
Kansas Gas Service	\$12,019.70
Kansas Gas Service	\$8,944.61
Kansas Gas Service	\$3,554.29
Kansas Gas Service	\$1,203.21

Kansas City, Kansas Housing Authority

Payments Over \$1,000.00

For The Month of April '16



Gregg Gibson
Director of Finance

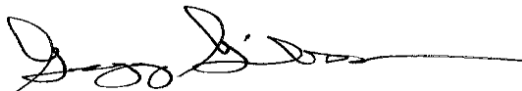
Kansas City, Kansas Housing Authority
Operating Receipts and Expenditures
For Fiscal Year Beginning April 1, 2016

As you are aware, we have been in the process of completing the year-end processing and reporting at March 31, 2016, including posting closing entries, preparation of year-end financial statements on all programs, and submission of those financial reports to HUD.

As a result, we do not have financial statements for any the periods after April 1, 2016 ready to present to the Board.

At the June 16 board meeting we will not only present the annual report for the fiscal year ended March 31, 2016, but we will also have updated current year year operating statements to present.

We appreciate your understanding and cooperation in this endeavor.



Gregg Gibson
Director of Finance

**KANSAS CITY, KANSAS HOUSING AUTHORITY
 MAINTENANCE REPORT
 FOR THE MONTH OF APRIL 2016**

CUSTOMER SERVICE & SATISFACTION SURVEY - APRIL 2016

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
04/01/16	86	9	95	2	2	0	7
04/04/16	76	13	89	5	5	0	8
04/05/16	155	14	169	6	6	0	8
04/06/16	121	8	129	4	4	0	4
04/07/16	104	12	116	7	7	0	5
04/08/16	86	11	97	5	5	0	6
04/11/16	99	12	111	2	2	0	10
04/12/16	122	9	131	5	5	0	4
04/13/16	88	6	94	1	1	0	5
04/14/16	26	4	30	0	0	0	4
04/15/16	139	13	152	3	3	0	10
04/18/16	94	14	108	6	6	0	8
04/19/16	114	13	127	4	4	0	9
04/20/16	88	20	108	6	6	0	14
04/21/16	71	10	81	6	6	0	4
04/22/16	80	7	87	3	3	0	4
04/25/16	62	8	70	4	4	0	4
04/26/16	115	10	125	4	4	0	6
04/27/16	99	13	112	7	7	0	6
04/28/16	93	12	105	8	8	0	4
04/29/16	149	10	159	5	5	0	5
05/02/16	110	12	122	6	6	0	6
TOTAL	2,177	240	2,417	99	99	0	141

(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 41% of the service work orders completed
- (b) No Response 59% 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	62	80	142
Units in Mod	0	36	36
Fire Units	4	0	4
Rentable Units	58	44	102
Move-Ins	22	22	44
Move-Outs	23	26	49
Units Available	16	17	33
Units Readied in APR	17	15	32

Occupancy Report

May 13, 2016

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 JUNIPER GARDENS	265	243	22	92%	92%
K1-2 ST. MARGARETS PARK	100	97	3	97%	92%
K1-3 CYRUS K. HOLIDAY	60	54	6	90%	92%
K1-4 WYANDOTTE TOWERS	302	285	17	94%	94%
K1-5 BELROSE MANOR	90	85	5	94%	96%
K1-6 Elderly DOUGLAS HEIGHTS	101	96	5	95%	96%
K1-6 Family DOUGLAS HEIGHTS	99	89	10	90%	88%
K1-7 SCATTERED SITES	24	22	2	92%	83%
K1-9 SCATTERED SITES	30	30	-	100%	100%
K1-10 SCATTERED SITES	42	40	2	95%	95%
K1-11 GRANDVIEW PARK	39	37	2	95%	95%
K1-12 CHALET MANOR	66	63	3	95%	97%
K1-13 WELBORN VILLA	80	79	1	99%	98%
K1-14 BETHANY PARK TOWERS	153	146	7	95%	97%
K1-15 SCATTERED SITES	20	18	2	90%	85%
K1-17 GLANVILLE TOWERS	108	101	7	94%	94%
K1-18 ROSEDALE TOWERS	122	119	3	98%	97%
K1-20* WESTGATE TOWERS	163	126	37	77%	77%
K1-21 SCATTERED SITES	8	5	3	63%	63%
K1-22 WESTGATE VILLA	20	19	1	95%	90%
K1-23 SCATTERED SITES	38	38	-	100%	100%
K1-24 PLAZA TOWERS	115	114	1	99%	99%
K1-25 SCATTERED SITES	12	11	1	92%	92%
Sub-Total before Adjustments	2,057	1,917	140	93%	93%
Less: # of Deprogrammed Units	45		45		
Less: # of Units Under Modernization	38		38		
Total Units Available for Occupancy	1,974	1,917	57	97%	95%

MODERNIZATION AND DEVELOPMENT REPORT MAY 2016

CAPITAL FUND PROGRAM 2011

The funding amount for this program is \$2,827,316. The public hearing and final budget were presented to the residents on December 9, 2010. The Capital Fund Program 2011 was approved at the December 16, 2010 Board meeting. Approval of the CFP 2011 plan by HUD was received. The ACC amendment was received from HUD and executed by the Housing Authority. Architect and Engineering Request for Proposal were received on February 29, 2012. Architectural/Engineering firms have been selected to complete work under this program.

The following projects are complete: K1-22 Westgate Villa Roof Replacement, Repair, Painting and Gutter Replacement, K1-4 Wyandotte Tower, K1-17 Glanville Tower, K1-20 Westgate Tower Building Surge Suppression, and K1-3 Cyrus K. Holiday, K1-5 Belrose Manor, K1-12 Chalet Manor Community Center HVAC Improvements, High-rise and Main Office Development Signs, K1-17 Glanville Tower Exterior Repair and Sealing, K1-4 Wyandotte Tower Parking Lot Expansion, K1-20 Westgate Tower Interior Repair (Phase I Floors 10, 11, & 12), K1-13 Welborn Villa Exterior Repair & Painting.

All funds in the 2011 Capital Fund Program have been obligated and expended. This program is being prepared for close out.

CAPITAL FUND PROGRAM 2012

The funding amount for this program is \$2,555,880. The public hearing and final budget were presented to the residents on December 7, 2011. The Capital Fund Program 2012 was approved at the December 15, 2011 Board Meeting. Approval of the 2012 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority. Architect and Engineering firms have been selected to complete work under this program.

The following projects are completed: K1-4 Wyandotte Tower Domestic Water Booster Pump Systems, K1-18 Rosedale Tower Exterior Repair and Painting, High Rise Elevator Cab Improvements, K1-1 Juniper Gardens, K1-2 St. Margaret's Park and K1-6 Douglas Heights Community Centers HVAC Improvements, K1-10 Scattered Site Exterior Repair, Painting and Gutter Replacement, K1-20 Westgate Tower Interior Modernization, Phase II, Floors 7, 8 & 9.

All funds in the 2012 Capital Fund Program have been obligated and expended. This program is being prepared for close out.

CAPITAL FUND PROGRAM 2013

The funding amount for this program is \$2,404,182. The public hearing and final budget were presented to the residents on December 5, 2012. The Capital Fund Program 2013 was approved at the December 20, 2012 Board Meeting. Approval of the 2013 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. Architect and engineering firms have been selected to complete work under this program.

The following projects are completed: K1-7 Scattered Sites Exterior Repair, Painting, and Gutter Replacement (3 Buildings), K1-21 Scattered Sites HVAC Replacement, K1-14 Bethany Park Tower Retaining Wall Replacement, K1-6HR Douglas Heights High Rise, K1-24 Bethany Park Tower, K1-18 Rosedale Tower, K1-24 Plaza Tower Surge Suppression, K1-14 Bethany Park Tower Domestic Water Pump Booster. K1-9 Scattered sites parking lot improvements. K1-23 Scattered Sites exterior repair, painting and lighting.

K1-20 WESTGATE TOWER INTERIOR MODERNIZATION (PHASE III, FLOORS 4, 5, AND 6)

Bids closed May 27, 2015. The Board authorized the contract at the June 18, 2015 meeting. Pre-construction meeting was held on June 23, 2015. Notice to Proceed was given on June 30, 2015. 6th Floor is completed, inspected and accepted. Residents from the 5th floor have been moved to the 6th floor. 5th floor is completed, inspected and accepted. Residents from the 4th floor have been moved to the 5th floor. The 4th floor is nearing completion. Cabinet installation, carpet and paint touchup will complete the 4th floor and Phase III.

CAPITAL FUND PROGRAM 2014

The funding amount for this program is \$2,735,146. The public hearing and final budget were presented to the residents on December 4, 2013. The Capital Fund Program 2014 was approved at the December 19, 2013 Board Meeting. Approval of the 2014 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. A/E firms have been selected. Construction plan preparation is underway.

The following project is complete: K1-4 Wyandotte Tower Carpet Replacement.

K1-20 WESTGATE TOWER INTERIOR MODERNIZATION (PHASE IV, FINAL PHASE, FLOORS 3, 2 AND 1)

Bids closed on March 30th, 2016. The Board authorized the contract at the April 21st, 2016 meeting. Pre-construction meeting was held on April 22, 2016. Notice to Proceed was given on April 22, 2016. Demolition, mechanical rough-in and framing on the 3rd floor are under way. Corroded stack piping for HVAC system is being removed and replaced on 1st floor.

2014 Capital Fund Program Budget Revision

To assist with the obligation of funds the following budget revisions were completed:

The following budget line items have been revised to move excess funds:

K1-20 Westgate Tower Relocation	\$23,000
K1-20 Westgate Tower Appliances	\$11,000
K1-20 Westgate Tower Window Replacement	\$199,026
K1-ALL Architecture / Engineering	<u>\$12,000</u>
Total of funds to be moved	\$245,026

And the excess funds will be applied to the budget line item needing additional funding:

K1-20 Westgate Tower Interior Modernization	\$245,026
---	-----------

CAPITAL FUND PROGRAM 2015

The funding amount for this program is \$2,783,028. The public hearing and final budget were presented to the residents on December 3, 2014. The Capital Fund Program 2015 was approved at the December 18, 2014 Board Meeting. Approval of the 2015 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. A/E firms have been selected. Construction plan preparation is underway.

K1-54 SCATTERED SITES, PLAYGROUND REPLACEMENT

Bids closed on March 29th, 2016. The Board rejected the bid received for this project at the April 21st, 2016 meeting. This project is in the process of being rebid.

K1-54 SCATTERED SITES, HVAC IMPROVEMENTS

Bids closed on April 6th, 2016. The Board authorized the contract at the April 21st, 2016 meeting. Pre-construction meeting is scheduled for May 11th, 2016.

K1-57 WESTGATE TOWER, WINDOW IMPROVEMENT

Bids closed on May 4th, 2016. This will be on the Board agenda for May 19, 2016.

2015 Capital Fund Program Budget Revision

The K1-57(20) Westgate Tower Window Improvement project will now be funded out of the CFP 2015 Program. To accomplish this, the following budget revision was completed:

The following budget line item has been revised to move excess funds:

K1-57(20) Westgate Tower Interior Modernization \$199,026

And the excess funds will be applied to the budget line item needing funding:

K1-20 Westgate Tower Window Improvement \$199,026

CAPITAL FUND PROGRAM 2016

The funding amount for this program is \$2,910,265. The public hearing and final budget were presented to the residents on December 2nd, 2015. The Capital Fund Program 2016 was approved at the December 17th, 2015 Board meeting. Approval of the 2016 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD.

RESIDENT INITIATIVE REPORT

MAY 2016

SUBMITTED BY

SHARRON DAVIS-MAYS, SELF-SUFFICIENCY COORDINATOR

The Public Housing Resident Council met on May 5, 2016 at Glanville Towers. There were a total of 21 residents including 2 visitors from the Unified Government Transit Department. The topic of discussion was transportation.

Rhoda Bell, Program Coordinator and Irvin Jackson, Operations General Superintendent addressed the PHRC with services that the transit offers the community. Residents concerns were: 1) how to get to the grocery store, 2) doctors appointments and 3) other places that were provided by the Housing Authority.

The transit department offers Demand Response that is for senior citizens 65 years and older. This program provides transportation to doctor's appointments, grocery stores and even visits to a friend's home. Each individual must fill out an application to have on file to ensure that the drivers pick up the right person. In addition to Demand Response there is Dial-A-Ride which provides transportation to those residents that are disabled. This program requires a doctor's statement in order to qualify for this program. Dial-A-Ride takes the resident to doctor's appointments only.

Once the residents were given this information they appeared to buy into the programs that transit has to offer. The resident leaders were provided with packets of applications to take back to their individual sites to get residents signed up for these programs.

Another program that is provided by the transit department is Senior Run. This program gives transportation to groups for outings. Each group is provided a driver that will remain with them during their outing. The time is 6.5 hours to and from the event. This program goes in a 50-mile radius and the cost is \$5.00 per person round trip. The age for this program is 65 years and older. However, there are folks in the group that are 50 years and older who are allowed to ride the bus with the rest of the group. No children are allowed on these trips. This information was interesting to the group leaders that are members of the United Resident Council. Most of the members utilize the Housing Authority's van, so this was good news for the resident leaders.

On May 6, 2016 Wyandotte Towers kicked off their planting day for their community garden. In addition, Bethany Park Towers has started its garden along with Glanville Towers. The following residents are chairmen of their gardens: Vickie Kellum-Wyandotte Towers; Kathryn White-Bethany Park Towers; and Vera Abdallah-Glanville Towers.

Mr. Richard Mabion, President of the NAACP, assisted all the garden chairmen by obtaining assistance from the Community Gardens.

On April 20, 2016 Wyandotte Towers held its nominations for its resident council election. Due to an error the resident council must re-do its election process. The election will be held on May 18' 2016 from 4:00 pm until 6:30 pm.

On April 26, 2016 *Drop it Like It's Hot* was held at Juniper Gardens Community Center. There were 37 residents in attendance. This program is design to help residents with healthy eating habits, exercise and obtaining computer skills.

Section 8 Monthly Units and HAP Payments							
Month	Year	Units	HAP	Month	Year	Units	HAP
October	2011	1473	\$800,691	January	2015	1377	681,315
November	2011	1465	794,440	February	2015	1364	672,291
December	2011	1457	791,851	March	2015	1359	670,315
January	2012	1451	795,287	April	2015	1355	672,090
February	2012	1453	782,366	May	2015	1366	687,573
March	2012	1460	795,769	June	2015	1382	717,840
April	2012	1490	807,897	July	2015	1419	753,465
May	2012	1481	805,749	August	2015	1467	786,044
June	2012	1480	805,934	September	2015	1458	770,764
July	2012	1479	825,838	October	2015	1458	784,914
August	2012	1485	821,816	November	2015	1455	790,383
September	2012	1464	817,496	December	2015	1436	782,547
October	2012	1454	811,718	January	2016	1443	795,396
November	2012	1460	803,871	February	2016	1423	794,625
December	2012	1459	800,738	March	2016	1425	797,410
January	2013	1469	824,783	April	2016	1427	796,418
February	2013	1461	810,126	May	2016	1424	806,373
March	2013	1454	795,190				
April	2013	1443	807,104				
May	2013	1420	775,618				
June	2013	1417	722,902				
July	2013	1410	778,174				
August	2013	1398	766,875				
September	2013	1393	750,344				
October	2013	1385	745,252				
November	2013	1380	733,731				
December	2013	1375	741,834.00				
January	2014	1365	741,292				
February	2014	1361	739,195				
March	2014	1359	722,458				
April	2014	1350	727,708				
May	2014	1357	713,330				
June	2014	1361	714,972				
July	2014	1370	724,213				
August	2014	1366	719,546				
September	2014	1371	700,924				
October	2014	1385	721,478				
November	2014	1385	705,916				
December	2014	1380	691,037				

RESOLUTION 3316

**AUTHORIZE CONTRACT WITH
MILLVALLEY CONSTRUCTION, INC.
FOR
WINDOW IMPROVMENTS
AT
K1-57 ELDERLY WEST (WESTGATE TOWER)**

WHEREAS, window improvements are needed at Westgate Tower; and

WHEREAS, bids for the window improvements at Westgate Tower were solicited and received on May 4th, 2016; and

WHEREAS, bids were received from the following companies:

**Mill Valley Construction, Inc.
The Wilson Group**

**Lenexa, Kansas
Greenwood, Missouri**

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

WHEREAS, Staff and the architect are recommending acceptance of the bid submitted Mill Valley Construction, Inc. in the amount of the base bid \$104,000 plus or minus the costs for window and or hardware replacement, per the unit costs established in the bid documents, for window improvements at Westgate Tower.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the bid by Mill Valley Construction, Inc. in the amount of the base bid \$104,000 plus or minus the costs for window and or hardware replacement, per the unit costs established in the bid documents, for window improvements at Westgate Tower is hereby accepted.

BE IT FURTHER RESOLVED, that the Housing Authority of Kansas City, Kansas is authorized to enter into a contract with Mill Valley Construction, Inc. in the amount of the base bid \$104,000 plus or minus the costs for window and or hardware replacement, per the unit costs established in the bid documents, for window improvements at Westgate Tower.

MEMORANDUM

TO: Board of Commissioners
FROM: Anthony J. Shomin, Modernization Coordinator
DATE: May 19, 2016
SUBJECT: **K1-56 and K1-57 High-Rise and Tower Security Improvements
Resolution No. 3316**

On the 4th day of May 2016, bids closed on window improvements at the Westgate Tower. The work consists of the improvements to the existing windows including replacement of screens, window balances and weather stripping, selective replacement of clouded windows with broken seals, and selective replacement of missing and damaged hardware.

Bids were advertised in the following publications:

The Kansas City Star	on April 10, 2016
The Call	the week of April 14, 2016
Dos Mundos	the week of April 14, 2016

The Invitation to Bid was posted on the Housing Authority's web site and mailed to two contractor reporting services and two-minority contractor reporting services. The invitation to bid was also posted on the Housing Authority's web site. Also, the invitation to bid was sent directly to 113 - General Contractors, 57 - Section 3 Contractors and 28 - Window and Door Companies. Five (5) contractors picked up plans for this project.

Two contractors bid on this project:

Mill Valley Construction, Inc.	Lenexa, Kansas
The Wilson Group	Greenwood, Missouri

The low bidder is to be determined by the total sum of the base bid, which includes the price to replace 50 windows with damaged seals and 50 windows with damaged hardware, plus 2 unit prices - (1) Provide a price to be added or deducted from the base bid for replacement of windows with damaged seals and (2) Provide a price to be added or deducted from the base bid for replacement of windows with damaged hardware. The unit prices will be in addition to the base bid, if more than 50 windows and or window hardware units needs to be replaced, and will be deducted from the base bid if less than 50 windows and or window hardware units are replaced.

Mill Valley Construction, Inc. is the responsive low bidder with a base bid of \$104,000.00 plus unit price for window replacement of \$2,100.00 and plus unit price for window hardware replacement of \$700.00 for a total bid of \$106,800.00. The other bid received was from The Wilson Group, who submitted a base bid of \$367,637 plus unit price for window replacement of \$1,382.00 and plus unit price for window hardware replacement of \$954.00 for a total bid of \$369,973.00. The architect's estimate for this work is \$224,167.00. There is \$199,026.00 in the 2015 Capital Fund Program for this project.

Mill Valley Construction, Inc. has been in business for 35 years. The Housing Authority has previous experience with this contractor with satisfactory results. The architect and staff have checked references with positive comments received. Mill Valley Construction, Inc. is not a minority, women owned or Certified Section 3 business.

Mill Valley Construction, Inc. and its principals do not appear on the List of Parties Excluded from Federal Procurement or Nonprocurement Programs. The principals are:

Randall L. Fruits,	President
George G. Hornung	CEO
Michael J. Ritz	Vice President
Leland D. Wilkerson	Secretary/Treasurer

Staff and the architect are recommending acceptance of the bid submitted Mill Valley Construction, Inc. in the amount of the base bid \$104,000.00 plus or minus the costs for window and or hardware replacement, per the unit costs established in the bid documents, for window improvements at Westgate Tower.

Attached is a resolution that will authorize the acceptance of the bid and authorize a contract with Mill Valley Construction, Inc. for window improvements at Westgate Tower in the amount of the base bid \$104,000.00 plus or minus the costs for window and or hardware replacement, per the unit costs established in the bid documents.

Staff recommends approval of this resolution.

AJS/as
Attachment



DAVIDSON & ASSOCIATES, INC.
ARCHITECTURE, ENGINEERING, PLANNING, DESIGN/BUILD, ENERGY & CONSTRUCTION MANAGEMENT

BID TABULATION SHEET
PROJECT IV OF THE FY2015 CAPITAL FUND PROGRAM
KANSAS CITY KANSAS HOUSING AUTHORITY
WINDOW REPLACEMENT
KCKHA CONTRACT 16-09-57 (20)
2:00 PM CDT, MAY 4, 2016
KCKHA BOARD ROOM

COMPANY NAME (Column 1)	ACKNOWLEDGE ADDENDUM NO. 1 & 2 (Column 2)	COMPLETED BID FORM (Column 3)	COMPLETED BID BOND (Column 4)	BASE BID (Column No. 5)	UNIT COST NO. 1 (Column 6)	UNIT COST NO. 2 (Column 7)	TOTAL BASE BID (Column 8)
1) The Wilson Group	No Page 1 missing	No Page 1 missing	Yes	\$367,637	\$1,382	\$954	\$369,973
2) Mill Valley Construction, DBA Advance Glass & Mirror	Yes	Yes	Yes	\$104,000	\$2100	\$700	\$106,800
3)							

RESOLUTION NO. 3317

**APPROVING THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM
CERTIFICATION FOR FYE MARCH 31, 2016**

WHEREAS, the U.S. Department of Housing and Urban Development requires the Kansas City, Kansas Housing Authority to submit a Section 8 Management Assessment Program (SEMAP) Certification for the Fiscal Year ended March 31, 2016; and

WHEREAS, the U.S. Department of Housing and Urban Development requires that the Board of Commissioners of the Kansas City, Kansas Housing Authority approve the SEMAP Certification for submission to HUD; and

WHEREAS, the SEMAP Certification has been completed and must be submitted no later than the May 30, 2016 deadline.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Kansas City, Kansas, authorizes staff to submit the Section 8 Management Assessment Program Certification for the Fiscal Year ended March 31, 2016 to HUD.

MEMORANDUM

To: Kansas City, Kansas Housing Authority Board of Commissioners and Thomas M. Scott
From: Paula Draves, Director of Section 8
Re: Section 8 Management Assessment Program (SEMAP) Certification
Date: May 11, 2016

Attached is the Section 8 Management Assessment Program (SEMAP) Certification for the FYE 03-31-16. HUD requires the certification to be submitted no later than 60 days after the end of the fiscal year, which would be by the close of business (COB) on May 30, 2016 for our agency. Upon approval of the attached resolution, the certification will be submitted electronically to HUD.

SEMAP is a self-assessment of how a Section 8 program is functioning. SEMAP enables HUD to identify capabilities and deficiencies related to the administration of the Section 8 program. There are 13 Indicators on which you assess your program. Each Indicator has a point value and there are a total of 135 points possible. From the results of our self-audit, we expect to earn the following number of points in each category:

Indicator #	Category	Maximum Points Possible	KCKHA Expected Points
Indicator 1	Selection from Waiting List	15	15
Indicator 2	Reasonable Rent	20	20
Indicator 3	Determination of Adjusted Income	20	20
Indicator 4	Utility Allowance Schedule	5	5
Indicator 5	HQS Quality Control Inspections	5	5
Indicator 6	HQS Enforcement	10	10
Indicator 7	Expanding Housing Opportunities	5	5
Indicator 8	Payment Standards	5	5
Indicator 9	Annual Reexaminations	10	10
Indicator 10	Correct Tenant Rent Calculations	5	5
Indicator 11	Pre-Contract HQS Inspections	5	5
Indicator 12	Annual HQS Inspections	10	10
Indicator 13	Lease-Up	20	0
	TOTAL	135	115

Out of 135 points possible, the KCKHA Section 8 Department expects to score 115 points or 85%. HUD has three performance categories. Those categories are: High Performer- 90% or above, Standard Performer- 61-89%, or Troubled Performer- 60% or below. Our 85% places us in the Standard Performer category.

Previous Scores by year, confirmed by HUD:

2003-75%; 2004-96%; 2005-92%; 2006-81%; 2007-85%; 2008-100%; 2009-96%; 2010-100%. 2011-100%; 2012-100%, 2013-100%; 2014-100%; 2015-85%.