



Agenda

Housing Authority of the City of Kansas City, Kansas

Regular Meeting

Thursday, February 21, 2019
12 noon

Administration Office
1124 N. 9th Street

- I. Roll Call
- II. Approval of the Minutes
Regular Board Meeting January 17, 2019
(Pages 1—7)
- III. Executive Director's Report
(Pages 8—24)
- IV. Committee Reports
- V. Receive Comments from Tenants and Public
Note: The Board will receive public comments during the meeting. Any member of the public wanting to comment on an agenda item or topic not included on the agenda may do so at this time. The Chairman will set a time limit to accommodate all potential speakers.
- VI. Old Business Consent Item: None
- VII. New Business Consent Item: None
- VIII. New Business Discussion Item:
 - A. Resolution No. 2019-01 Authority to Accept the Bid and
Authorize a Contract for the Extension
for Fire Sprinkler Protection into the
Dwelling Units at Rosedale Towers
Located at 2314 West 39th Avenue in
Kansas City, Kansas with Southtown
Glass, Inc. dba SGI
(Pages 25—28)
- IX. Adjournment

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

Thursday, January 17, 2019
12 noon

Administrative Bldg.
1124 N. 9th Street

On the 17th day of January 2019 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 Watkins, and upon roll call, the following members of the body were present:

Matt Watkins, Chairman
Rev. Jimmie L. Banks, Vice-Chairman
Jacques Barber, Commissioner
Rachel Jefferson (via conference call)
Don Jolley, Commissioner
Timothy J. Rhodes, Commissioner (via conference call)
Alvin Sykes, Commissioner
Denise Tomasic, Commissioner
Cardelia Walker, Commissioner
Charles Wilson, Commissioner

ABSENT: P. Anne McDonald, Commissioner
Linda Warner, Commissioner

ALSO PRESENT: Milton Scott, Executive Director
Cherrie Escobar, Director of Section 8
Melinda Linnell, Director of Housing Management
Julio Marino, Jr., User Support/Inventory Clerk
Sharron Davis-Mays, Self-Sufficiency Coordinator
Benice Meeks, Director of Finance
Jacqueline D. Randle, Executive Services Manager
Veronica Sanders, Financial Analyst
Anthony J. Shomin, Director of Facilities Management
Kendra Tyler, Asst. Director of Housing Management
Oliver Singleton, Plaza Towers' President
Loretta Heath, St. Margaret's Park President
Donald Johnson, Bethany Park Towers' President

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

Chairman Watkins asked for a motion to approve the minutes. Commissioner Sykes asked that the minutes capture Commissioner Wilson's written statement to the Board. It was noted that Commissioner Wilson's written statement was in the handouts.

Commissioner Sykes made a motion to approve the minutes with the amendment to include Commissioner Wilson's written statement placed in the minutes. There was no second and the motion failed to pass.

Vice-Chairman Banks made a motion to approve the minutes of December 20, 2018. Commissioner Jolley seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Jefferson, Jolley, Rhodes, Sykes, Tomasic, Watkins, Wilson

NAYS: None

ABSENT: McDonald, Walker, Warner

ABSTAIN: None

Motion carried.

Executive Director's Report

- Mr. Scott noted that in addition to his report on pages 10—28 of the board packet, there were a number of handouts provided to the Board.
- Mr. Scott then provided a review of the Board handouts as listed by the Table of Contents which consisted of the following: An email from HUD regarding Rosedale Ridge; Letter to HUD regarding the EnVision Center Initiative; 2018 ROSS Service Coordinators Grant Award; Staff response to resident complaint at December board meeting; Letter from Council of United Residents, Commissioner Wilson's written statement; NAHRO email related to HUD funding for February, but not March; Minutes from joint Finance and Development Committee, dated January 9, 2019; CHIG minutes dated October 16, 2018 and Public Housing Occupancy Report.
- Ms. Linnell met with the resident at Wyandotte Towers who had complaints at last month's board meeting. Managers and maintenance staff will communicate better to take care of the properties. *(Commissioner Walker arrived.)*
- Mr. Scott noted that NAHRO and HUD has communicated there are funds available through February and no funds are available for March. Ms. Escobar has written Section 8 landlords asking them to work with us during this shutdown period to assure landlords that they will receive their HAP assistance once the funds are available. We will be visiting with the banks to get a line of credit to keep the agency running and to offset HAP

payments. We want to be prepared if the shutdown continues. We may need to go into our reserves and have a plan in place if the shut down continues. Letters have been written to our representatives regarding this matter.

Committee Reports

Chairman Watkins called for committee reports.

Bylaws

Commissioner Barber advised there was no report.

Finance

Chairman Watkins noted that the joint Finance and Development Committees met and there are minutes in the board handouts. A fair amount of ground was covered with Christal Watson. The agency has received a proposal to utilize the maintenance center as a training center. Several steps will need to be worked through to make this happen. There was general agreement to continue with this proposal. The potential is there for a training facility located on a bus line. The training would consist of GED, soft skills and training for specific job skills. Vice-Chairman Banks asked that the agency do its due diligence on this matter. He asked would their improvements change our ownership. Chairman Watkins indicated it would not. Mr. Scott added that the lessor will receive a rent abatement for doing the work on the building. The meeting concluded with discussion regarding the new maintenance facility.

Community Housing Investment Group (CHIG)

Chairman Watkins noted that the October 2018 CHIG minutes were approved at its January 2019 meeting and is included in the board handouts. He explained that Delaware Highlands Assisted Living (DHAL) is still performing at a high level. The Managed Care Organizations (MCOs) are still a challenge, with one moving out and another one coming on board. We are waiting to see what will happen with the new governor. Significant improvements totaling close to half a million dollars have taken place over the last five years. Lastly, the CHIG board authorized \$50,000 for rebranding. Proposals have been received and are in the process of being scored.

Inclusion and Public Information

In Commissioner Warner's absence, Mr. Scott noted that this committee is scheduled to meet January 28, 2019.

Personnel

Vice-Chairman Banks noted they did not meet.

Development

Chairman Watkins explained that this report was already covered under Finance.

Resident Participation

Commissioner Wilson indicated that a meeting is scheduled for January 22, 2019.

Executive

Chairman Watkins noted the Executive Committee did not meet.

Public Comments

Chairman Watkins asked for comments from the public. Mr. Oliver Singleton, President of Plaza Towers Resident Council and also the Council of United Residents made the following comments regarding the chairmanship of the Resident Participation Committee: Mr. Singleton sent a letter to Mr. Scott which would be made available to the Board. He noted that they have no interest in who chairs the Resident Participation Committee. They voted Mr. Wilson in to interface with the residents and the Board. They did not vote on who would be the lead person on the standing Resident Participation Committee. He indicated that according to the policies and procedures, the Chairperson of the KCKHA Board of Commissioners would make the appointment of chair for the Resident Participation Committee. He does not see this as being a responsibility of the Resident Council. They are only required to have an election and the vote was in favor of Mr. Wilson. He indicated they have other issues to deal with such as break-ins and people entering the building at all times of the day and night. He provided examples of issues occurring at his building. Mr. Singleton noted they thought they were getting a board member who would come out and listen to their concerns and relay this back to the Board of Commissioner. He indicated this has not happened. He concluded that they want to stay in alignment with the policies and procedures as they have too much work to do at their properties. Mr. Scott informed the Board that they were provided with a copy of the letter Mr. Singleton was referring to earlier in his comments.

Ms. Loretta Heath, President of St. Margaret's Park, offered the following: She noted that they knew Mr. Sykes was interested and there is nothing against him,

but they already have Mr. Wilson in place to meet their needs and be their voice on the Board. She indicated the Board would know where the residents stand through Mr. Wilson being their voice. Ms. Heath discussed having someone in place with the personality to work with the residents and not be so concerned with just policies. She discussed excessive vehicles on the property and other activities that Mr. Wilson should bring before the Board for action. She noted that Mr. Wilson represents them well. Commissioner Walker questioned if Ms. Heath was getting the representation they wanted from the Board. Ms. Heath indicated yes and that Mr. Wilson knows what their concerns are. *(Commissioner Rhodes exits the conference call.)*

Mr. Donald Johnson noted that he was the newly elected President of Bethany Park Towers. He then offered the following: He does not see why the residents would be involved with who chairs the Resident Participation Committee. He offered that Mr. Wilson has attended some of their past meetings. The residents do a good job running their board and do not need to be involved here. He said there are enough issues at their buildings to keep them busy. He noted concerns about their parking lot and the building flooding when it rains, elevators issues, etc. He concluded that they would let the Board be concerned with who chairs the Resident Participation Committee.

Chairman Watkins closed the public comments and took questions from the Board. Commissioner Wilson addressed Mr. Singleton's concern and noted he would be happy to come out to his building. He has gone out to Bethany Park Towers and Belrose Manor. Commissioner Wilson advised that he is available to go out to other areas, as well. He and Commissioner Jefferson have discussed rotating the Resident Participation meetings to different sites and they are working on this.

Commissioner Jolley questioned if there were security issues at the buildings and why there was no overnight security. Chairman Watkins noted there is security at some sites and we could do more to address this. Mr. Scott explained that we are looking at putting together a comprehensive plan and pulling together neighborhood resources. It was noted the private duty security was being used. Commissioner Wilson noted they have night managers acting as security in his building. He also works as a night manager from 10 p.m. — 8 a.m., to ensure the building is secured. They monitor the building addressing pull cords issues, panic alarms, fire alarms and things of that nature. Mr. Scott indicated staff was compensated for their role in helping with security. Commissioner Jolley asked if they were trained. Chairman Watkins noted relationships are in place with the police department to ensure the safety of our residents.

Commissioner Sykes noted two things. There were armed guards at his building during the summer. Currently three residents are putting in an extreme amount of time working from 8 a.m.—midnight, M—F, without compensation, to keep the building safe. They have expressed a desire for some type of compensation. Also, a confrontation between a married couple took place on his floor and there was destruction of housing authority property. When Commissioner Sykes called the night manager, he was instructed to call the police or Housing Authority security. He indicated the problem with calling directly is that the police would know who called. Housing Authority security was called and they refused to call the police stating he was a third-party person. Ultimately, after identifying himself to the guard, the police were called and they came. He understands that Wyandotte Towers' security is for everyone, but wanted to understand the protocol. Ms. Linnell noted they do assist, but she would look into this. Commissioner Jolley shared that the presence of an officer cuts down on problems.

Chairman Watkins thanked everyone for their comments. He noted his appreciation for hearing the comments and position of the residents. This is confirmation of how we have done business and will continue to do business.

New Business Consent Item

Vice-Chairman Banks made a motion to approve Resolution No. 3393. Commissioner Barber seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Jefferson, Jolley, Sykes, Tomasic, Walker, Watkins, Wilson

NAYS: None

ABSENT: McDonald, Warner, Rhodes

ABSTAIN: None

Motion carried.

Resolution No. 3393, authorizing the disposal of scrap metal.

This resolution authorizes the disposal of 13 refrigerators and 11 ranges identified by manufacturer serial numbers and PHA decal numbers. The value for these appliances will be determined by scrap metal weight.

RESOLUTION NO. 3393—AUTHORITY TO DISPOSE OF SCRAP METAL

With no further business, Chairman Watkins asked that the meeting be adjourned.

Matt Watkins, Chairman

Milton Scott, Executive Director

Executive Director's Report

February 20, 2019

1. **January 7, 2019** Senior staff and I meet with GFI regarding technology enhancements. GFI is in the process of conducting an agency-wide technology assessment to provide the agency with their recommendations for improvements.
2. **January 8, 2019** I meet with Tom Scott, DHAL Consultant, and Jeremy Whitt and Tom Walker, The NetGiver, ahead of the CHIG quarterly board meeting. I discussed with them the follow-up to the recent state survey inspection, reviewed financials and upcoming improvements for DHAL.

January 15, 2019 CHIG held its quarterly Board meeting where financial updates and the list of enhancements for DHAL were presented and discussed. Also, the CHIG Board approved Resolution 2019-01 for the Rebranding Request for Proposal. Resolution 2019-02 Project Manager/Urban Development – staff position was tabled.

3. **January 22, 2019** Melinda Linnell, Kendra Tyler, Sharron Davis-Mays and I met with Commissioner Charles Wilson, Committee Chair and Commissioner Alvin Sykes of the Resident Participation committee. Discussion included how the committee would address its role in engaging and looking at activities to reach the participants on the KCKHA Program. Also, staff presented a means of addressing the matter of having firearms in/on KCKHA's property given the new state law. Staff will present options at the next Public Housing Resident Council (PHRC) meeting. In addition, the Neighborhood Watch Program, Section 8 Homeownership Program and participation in the Five Year/FY 2019 Annual Plan (2020 -2024) were mentioned as part of the discussion.
4. **January 25, 2019** KCKHA held its third annual New Year's staff celebration. Again, this year, staff used the event as a fundraiser for the local United Way. We reflected on the past year as to look forward to the New Year. Also, the staff received an overview of upcoming departmental goals and programs for 2019.

5. The following monthly reports:
 - A. Statement of Funds
 - B. Delinquency Report
 - C. Disbursements over \$1,000
 - D. Operating Receipts and Expenditures
 - E. Maintenance Report
 - F. Occupancy Report
 - G. Modernization Report
 - H. Resident Initiative Report
 - I. Section 8 Utilization Report
 - J. Monthly Move-in and Move-outs



Milton Scott
Executive Director

Kansas City, Kansas Housing Authority
Statement of Funds Available
For the Period Ended January 31, 2019

Description	Rate ^(a)	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$636,546.49	Liberty
Payroll Account	0.00%		\$8,604.13	Liberty
ACH Pymt Account	0.15%		\$2,800.06	Liberty
Rent Depository Account	0.00%		\$1,418,176.31	Brotherhood
Rent Bank Deposit Accounts	0.75%		\$19,838.66	Various
Homeless Prevention Program	0.75%		\$5,534.85	Brotherhood
Sponsorship Program	0.75%		\$20,354.37	Brotherhood
Section 8 Checking	0.00%		\$119,876.60	Brotherhood
EPC Replacement Reserve Acct	0.15%		\$38,683.16	Liberty
Community Hsg Inv Group			\$620,067.67	Liberty
KCKHA Debt Service Account			\$662,744.48	Deutsche Bank
CD#120245349	1.49%	08/26/19	\$500,000.00	Brotherhood

(a) Represents Rates as of February 14, 2019 provided by Banks.

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



Caroline Rogers
 Director of Finance

Kansas City, Kansas Housing Authority
Delinquency in Accounts Receivable
For the Month of January 2019

	<u>Rent & Other Charges</u>	<u>Repayment Agreements</u>	<u>Net Total</u>
Accounts Receivable (Amounts Delinquent)	\$247,439.06	(\$105,162.57)	\$142,276.49
 Total Charges to Tenants for Month			 \$474,155.06
 Delinquency Ratio			 30.01%
 Petitioned to Court			 <u>26</u>
 Praecipies Issued			 <u>15</u>
 Evictions			 <u>2</u>
 Pending Evictions			 <u>13</u>



Caroline Rogers
Director of Finance

Schedule C - Expenses Over \$1,000

Kansas City, Kansas Housing Authority

Payments Over \$1,000.00

For The Month of JANUARY'19

CONTRACT COSTS

Titan Protection & Consulting	\$6,861.03
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MAINTENANCE COSTS

Cintas Corporation No. 2	\$1,001.74
Davidson & Associates Inc	\$7,597.41
Donisha Henderson dba	\$1,220.00
Doug's Auto Repair	\$1,081.45
Ferguson Enterprises Inc	\$1,738.59
Grainger	\$1,144.18
Home Depot Supply	\$2,135.33
John Ripley Window Washing	\$1,075.00
Kansas Fencing Inc	\$1,916.88
Lowes	\$1,238.24
Martin Mechanical Corporation	\$19,102.00
Martin Mechanical Corporation	\$5,328.26
Martin Mechanical Corporation	\$1,709.22
McCray Millwork	\$1,782.01
Midwest Bed Bug Services	\$1,500.00
Mill Valley Construction	\$9,910.00
Minnesota Elevator Inc	\$4,465.10
Minnesota Elevator Inc	\$2,590.50
Oscar's Maintenance Service Corp., LLC	\$3,185.00
Oscar's Maintenance Service Corp., LLC	\$2,050.00
PCS	\$1,133.65
Precision Plumbing & Construct Inc	\$4,654.00
R.F. Fisher Electric Co	\$4,078.11
Sherwin Williams Co	\$2,222.26
Sherwin Williams Co	\$1,533.10
SOS Pest Control	\$1,350.00
Stanion Wholesale Electric Co	\$2,902.46
Stanion Wholesale Electric Co	\$2,647.26
Strasser Hardware	\$2,091.00
Supplyworks	\$2,744.08
Supplyworks	\$1,336.64
Sutton Remodeling LLC	\$1,000.00
Sutton Remodeling LLC	\$1,000.00
Three Sons Painting LLC	\$9,710.00

Schedule C - Expenses Over \$1,000

Kansas City, Kansas Housing Authority

Payments Over \$1,000.00

For The Month of JANUARY'19

Three Sons Painting LLC	\$7,265.00
UPCS Engineering Services	\$3,547.50
Waste Management	\$5,428.70
Zep Manufacturing Co.	\$1,019.30

MISCELLANEOUS COSTS

American Express	\$1,725.96
AT&T	\$5,862.02
Enterprise FM Trust	\$2,086.82
Enterprise FM Trust	\$2,022.74
GFI Digital	\$5,355.00
Johnson Controls Inc	\$1,308.00
Mastercard	\$1,932.76
Online Information Service	\$1,284.50
Staples Advantage	\$1,985.22
Time Warner Cable	\$1,204.61
U.S Bank Equipment Finance	\$2,439.32
WEX Bank	\$3,122.45

OTHER GRANT COSTS

Kansas City Testing	\$3,087.75
Williams Spurgeon Kuhl & Freshnock	\$4,750.67
Williams Spurgeon Kuhl & Freshnock	\$2,914.47

PAYROLL COSTS

Aetna	\$100,929.44
AFLAC Premium Holding	\$2,848.42
Colonial Life & Accident Ins	\$4,359.81
Delta Dental	\$4,635.18
Kansas Payment Center	\$1,191.65
Kansas Payment Center	\$1,191.65
KPERS Retirement System	\$30,962.34
KPERS Retirement System	\$30,656.83
Nationwide Retirement	\$2,636.08
Nationwide Retirement	\$2,629.08
UMB Health Savings Acct.	\$39,750.00
UMB Health Savings Acct.	\$3,888.95
UMB Health Savings Acct.	\$3,878.95
W.H. Griffin, Trustee	\$2,835.16

Schedule C - Expenses Over \$1,000

Kansas City, Kansas Housing Authority

Payments Over \$1,000.00

For The Month of JANUARY'19

INTERBANK TRANSFERS

Liberty Gen Fund to Payroll Transfers	\$172,900.00
Liberty Gen Fund to Payroll Transfers	\$174,900.00
Liberty Gen Fund to ACH Transfers	\$77,000.00
Liberty Gen Fund to ACH Transfers	\$37,900.00
Bank of Labor Gen Fund to Liberty Gen Fund	\$400,000.00

UTILITIES COSTS

Atmos Energy	\$3,609.93
Atmos Energy	\$3,020.47
Board of Public Utilities	\$98,000.12
Board of Public Utilities	\$75,320.60
Board of Public Utilities	\$37,082.95
Constellation New Energy-Gas	\$23,943.03
Constellation New Energy-Gas	\$14,255.19
Kansas Gas Service	\$24,567.01
Kansas Gas Service	\$20,061.60
Kansas Gas Service	\$1,204.71

\$1,571,536.44



Caroline Rogers
Director of Finance

Kansas City, Kansas Housing Authority
Operating Receipts and Expenditures
For Period Ending December 31, 2018


	CEN OFFICE YR TO DATE	% 67%	CEN OFFICE BUDGET	PUBLIC HSG YR TO DATE	% 67%	PUBLIC HSG BUDGET	SECTION 8 YR TO DATE	% 67%	SECTION 8 BUDGET
OPERATING INCOME:									
Dwelling Rent				\$3,550,383.87	71%	\$5,022,844.00			
Fraud Recovery Income									
Interest Income	\$3,420.70	444%	\$770.00	\$4,783.96	206%	\$2,320.00			
Tenant Income				\$238,568.16	71%	\$334,049.00			
Other Income	\$347,053.24	139%	\$249,029.00	\$116,352.90	25%	\$467,384.00	\$5,367.58	895%	\$600.00
Fee for Services - COCC	\$1,486,944.51	71%	\$2,089,036.00						
Management Fees	\$1,340,308.56	61%	\$2,206,500.00						
Total Operating Income	\$3,177,727.01	70%	\$4,545,335.00	\$3,910,088.89	67%	\$5,826,597.00	\$5,367.58	895%	\$600.00
Operating Subsidy				\$5,935,569.00	81%	\$7,322,102.00			
Prior Year Subsidy									
Section 8 Admin Fees							\$554,592.00	70%	\$787,038.00
Total Operating Receipts	\$3,177,727.01	70%	\$4,545,335.00	\$9,845,657.89	75%	\$13,148,699.00	\$559,959.58	71%	\$787,638.00
OPERATING EXPENSES:									
Administrative Salaries	\$631,362.27	70%	\$908,176.00	\$746,425.53	77%	\$967,908.00	\$199,185.55	69%	\$289,045.00
Management Fees				\$1,111,261.56	70%	\$1,596,006.00	\$229,047.00	69%	\$330,467.00
Other Admin Expenses	\$144,366.13	92%	\$156,584.00	\$190,926.82	102%	\$186,481.00	\$27,847.90	114%	\$24,440.00
Tenant Services									
Resident Assoc Expenses				\$11,581.00	47%	\$24,904.00			
Other Expenses				\$8,637.76	52%	\$16,588.00			
Total Utilities	\$27,935.33	82%	\$34,237.00	\$1,761,363.90	71%	\$2,470,406.00			
Maintenance Salaries	\$1,202,551.56	72%	\$1,661,874.00	\$895,975.87	74%	\$1,216,267.00			
Maint Materials	\$422,699.58	69%	\$609,529.00	\$138,595.24	60%	\$229,320.00	\$1,474.45	61%	\$2,433.00
Fee for Services - COCC				\$1,486,944.51	71%	\$2,089,036.00			
Other Maint Contracts	\$345,113.60	279%	\$123,601.00	\$874,351.09	94%	\$928,800.00	\$3,351.68	346%	\$968.00
Security Salaries									
Other Security Expense	\$59,602.00	79%	\$75,800.00	\$144,329.51	55%	\$262,131.00			
Insurance	\$154,536.47	138%	\$111,648.00	\$358,370.41	78%	\$458,474.00	\$15,783.58	76%	\$20,845.00
Terminal Leave Payments									
Employee Benefit Contributions	\$675,759.05	76%	\$884,327.00	\$663,174.85	90%	\$735,469.00	\$79,031.06	81%	\$97,329.00
Collection Losses				\$63,818.22	34%	\$187,980.00			
Interest Expense				\$505,063.98	81%	\$623,534.00			
Other General Expense	\$32,504.50	1625%	\$2,000.00	\$1,178.95	19%	\$6,322.00	\$12,835.26	67%	\$19,290.00
Total Routine Expenses	\$3,696,430.49	81%	\$4,567,776.00	\$8,961,999.20	75%	\$11,999,626.00	\$568,556.48	72%	\$784,817.00
Extraordinary Maintenance									
Depreciation Expense									
Contracts									
Casualty Losses - Net									
Total Operating Expenses	\$3,696,430.49	81%	\$4,567,776.00	\$8,961,999.20	75%	\$11,999,626.00	\$568,556.48	72%	\$784,817.00
Prior Year Adjustments									
Total Operating Expenditures	\$3,696,430.49	81%	\$4,567,776.00	\$8,961,999.20	75%	\$11,999,626.00	\$568,556.48	72%	\$784,817.00
Gain/(Loss) from Operations	(\$518,703.48)		(\$22,441.00)	\$883,658.69		\$1,149,073.00	(\$8,596.90)		\$2,821.00

*** December is the 9th month of the Fiscal Year Ending to March 31st

*** Percentage 75% or 9/12s of the year

*** COCC New Facility Purchase & Reno Expenses

*** Section8 Wait List Implementation


 Caroline Roger
 Director of Finance

**KANSAS CITY, KANSAS HOUSING AUTHORITY
MAINTENANCE REPORT
FOR THE MONTH OF JANUARY 2019**

CUSTOMER SERVICE & SATISFACTION SURVEY - JANUARY 2019

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents	Favorable	Unfavorable	No Response
01/02/19	67	12	79	5	5	0	7
01/03/19	42	10	52	5	5	0	5
01/07/19	49	10	59	8	8	0	2
01/08/19	43	21	64	11	11	0	10
01/09/19	39	5	44	3	3	0	2
01/10/19	47	15	62	9	9	0	6
01/14/19	24	5	29	3	3	0	2
01/16/19	56	11	67	6	6	0	5
01/17/19	81	13	94	7	7	0	6
01/18/19	32	11	43	6	6	0	5
01/22/19	36	17	53	9	9	0	8
01/24/19	49	13	62	5	5	0	8
01/25/19	39	7	46	4	4	0	3
01/28/19	84	9	93	5	5	0	4
01/29/19	42	11	53	6	6	0	5
01/30/19	48	14	62	9	9	0	5
TOTAL	778	184	962	101	101	0	83
				(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 55% of the service work orders completed
- (b) No Response 45% 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	95	53	148
Units in Mod	11	28	39
Fire Units	4	0	4
Rentable Units	80	25	105
Move-Ins	21	13	34
Move-Outs	12	16	28
Units Available	0	0	0
Units Readied in JAN	21	18	39

REPORT F

January 2019 Occupancy Report

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 *(7) (13) JUNIPER GARDENS	265	168	97	63%	62%
K1-2 (1) ST. MARGARETS PARK	100	98	2	98%	98%
K1-3(1) CYRUS K. HOLIDAY	60	59	1	98%	98%
K1-4*(26) (6) WYANDOTTE TOWERS	302	258	44	85%	86%
K1-5*(2) (1) BELROSE MANOR	90	87	3	97%	96%
K1-6 Elderly DOUGLAS HEIGHTS	101	99	2	98%	96%
K1-6 (3) Family DOUGLAS HEIGHTS	99	96	3	97%	95%
K1-7 (1) SCATTERED SITES	24	23	1	96%	92%
K1-9 (1) SCATTERED SITES	30	29	1	97%	87%
K1-10 *(2) SCATTERED SITES	42	40	2	95%	93%
K1-11 (2) GRANDVIEW PARK	40	37	3	93%	95%
K1-12 (2) CHALET MANOR	66	64	2	97%	95%
K1-13 WELBORN VILLA	80	80	-	100%	100%
K1-14 BETHANY PARK TOWERS	153	150	4	98%	98%
K1-15 *(5) SCATTERED SITES	20	15	5	75%	75%
K1-17*(1) GLANVILLE TOWERS	108	106	2	98%	98%
K1-18 ROSEDALE TOWERS	122	120	2	98%	99%
K1-20 WESTGATE TOWERS	163	161	2	99%	99%
K1-21 SCATTERED SITES	8	8	-	100%	100%
K1-22 WESTGATE VILLA	20	20	-	100%	100%
K1-23 SCATTERED SITES	38	38	1	100%	100%
K1-24 (1) PLAZA TOWERS	115	112	3	97%	98%
K1-25 SCATTERED SITES	12	12	-	100%	100%
Sub-Total before Adjustments	2,058	1,878	180	91%	91%
Less: # of Deprogrammed Units	31		31		
Less: # of Units Under Modernization	44		44		
Total Units Available for Occupancy	1,983	1,878	105	95%	94%

(*) Modernization units

MODERNIZATION AND DEVELOPMENT REPORT FEBRUARY 2019

CAPITAL FUND PROGRAM 2013

The funding amount for this program is \$2,404,182.00. 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. All work has been completed.

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).

All funds in the 2013 Capital Fund Program have been obligated and expended. This program is being prepared for close-out.

CAPITAL FUND PROGRAM 2014

The funding amount for this program is \$2,735,146.00. 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 complete and all work has been completed.

The following project is complete: K1-4 Wyandotte Tower Carpet Replacement; K1-20 Westgate Tower Interior Modernization Phase IV, Floors 1, 2 & 3, and K1-54 Scattered Sites (15) Playground Improvements.

All funds in the 2014 Capital Fund Program have been obligated and expended. This program is being prepared for close-out.

CAPITAL FUND PROGRAM 2015

The funding amount for this program is \$2,783,028.00. 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.

The following project is complete: K1-57 Westgate Tower(20), Window Improvement; K1-54 Scattered Sites (23), HVAC Improvements.

2015 EMERGENCY SAFETY AND SECURITY GRANT

The Housing Authority applied for and was awarded an Emergency Safety and Security Grant. The funding amount for this grant is \$250,000.00. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. This funding will be used for security camera improvements at four of our tower developments: Wyandotte Tower, Bethany Park Tower, Douglas Heights, and Westgate Tower.

The following project is complete: K1-55, Wyandotte Tower, K1-56 Bethany Park Tower and Douglas Heights High-rise, and K1-57, Westgate Tower Security Camera Improvement.

All funds in the 2015 Emergency Safety and Security Grant have been obligated and expended. This program is being prepared for close-out.

CAPITAL FUND PROGRAM 2016

The funding amount for this program is \$2,910,265.00. 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.

K1-57 WESTGATE TOWER AND PLAZA TOWER ELEVATOR MODERNIZATION

Bids were due on August 29th, 2018 for this project. Only one bid was received and therefore a bid analysis is required and the bid must be approved by HUD. Staff has reviewed the bid, and the bid and our analysis has been submitted to HUD for consideration. HUD has reviewed and approved the single bid. The Board authorized the contract for this project at its October 2018 meeting to

Minnesota Elevator Inc. A pre-construction meeting was held on October 19, 2018. Minnesota Elevator Inc. will make an assessment of the equipment needed and place on order for the equipment. Work will begin when the equipment is available and the start of the work at these towers is pending on the progress of the work at Wyandotte Tower.

K1-57 WESTGATE TOWER PARKING LOT IMPROVEMENT

Bids were due on January 9th, 2019 for this project. Only one bid was received for this project from McConnell and Associates, Inc., in the amount of \$64,640.00. The architect and staff reviewed this bid and determined that it is reasonable for this work and that a rebid of the project would not benefit the Housing Authority. Since this contract amount was below the \$75,000 threshold requiring Board approval, the contract was awarded to McConnell and Associates, Inc. A pre construction conference had to be rescheduled due to weather and is set of February 13th, 2019.

K1-56 ROSEDALE TOWER FIRE SPRINKLER IMPROVEMENT

Bids were received on January 23rd, 2019 for this project. This is on the Board agenda for February 2019 for consideration.

K1-56 GLANVILLE TOWER – COMMON AREA HVAC IMPROVEMENTS

Bids are due on February 27th, 2019 for this project.

CAPITAL FUND PROGRAM 2017

The funding amount for this program is \$3,024,938.00. The public hearing and final budget were presented to the residents on December 7th, 2016. The Capital Fund Program 2017 was approved at the December 15th, 2016 Board meeting. Approval of the 2017 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.

K1-55 WYANDOTTE TOWER ELEVATOR MODERNIZATION

The Board authorized this as an emergency repair at the August 2018 Board Meeting and awarded a modernization contract to Minnesota Elevator Inc. Minnesota Elevator Inc. has completed an assessment of the equipment needed and has ordered the equipment. Work began on November 31, 2018 on the first elevator and is progressing well. The first elevator is scheduled to be completed in February of 2019, with the second elevator scheduled to be completed in May of 2019.

K1-57 PLAZA TOWER - RELOCATION - FLOORS 6, 7, and 8

Bids were received on January 24, 2019, for the moving of residents from dwelling units on the 6th, 7th, and 8th floors of Plaza Tower. This is the first phase of interior modernization of Plaza Tower. Residents will be moved within Plaza Tower during this project. The apparent responsive low bidder is Coleman Worldwide Moving with a total bid of \$21,561.45. Five companies bid on this project. Bids ranged in price from \$21,561.45 to \$47,685.00. Since the contract amount is below the threshold requiring Board of Commissioners approval. The contract was awarded to Coleman Worldwide Moving. The contract has been sent to Coleman Worldwide Moving for review and signature.

CAPITAL FUND PROGRAM 2018

The funding amount for this program is \$4,676,183.00. The public hearing and final budget were presented to the residents on December 6th, 2017. The Capital Fund Program 2018 was approved at the December 21st, 2017 Board meeting. HUD is in the process of reviewing the 2018 Capital Fund Plan. There is a new process regarding the ACC Amendment and currently the Housing Authority is working with HUD through the new process for its approval. An RFP for Architectural and Engineering Services, for the preparation of building plans and specifications for the 2018 improvement projects, has been prepared and sent to architects and engineers. A pre-proposal meeting was held on February 6, 2019 to answer questions. The proposals are due on February 13, 2019.

RESIDENT INITIATIVE REPORT

FEBRUARY 2019

SUBMITTED BY SHARRON DAVIS-MAYS

SELF-SUFFICIENCY COORDINATOR

On January 2, 2019 the Public Housing Resident Council (PHRC) met at Welborn Villa. There were a total of 30 residents in attendance. Mr. Carl McKinney, Healthy Northeast Program, presented information on living healthy.

On January 7, 2019 the new resident council officers at Bethany Park Towers were sworn into office. Mr. Donald Johnson is the new President.

On January 10, 2019 I met with the staff at Connections to Success. This program provides job training to women and men who are currently on probation and those released from prison. Connections to Success are part of the Dress to Success program. Connections to Success also works with residents in the community who are seeking job placement.

On January 15, 2019 I met with Lisa Pena from Girl Scouts. The Girl Scouts plan to expand to Juniper Gardens and St. Margaret's Park this summer. Last year, the Girl Scouts worked with young ladies at Cyrus K. Holiday.

Douglas Heights held its resident association election. Ms. Sharon Robinson, the incumbent, remained as President. Officers will be sworn in during March at their resident association meeting.

On January 22, 2019 the officers at Glanville Towers were sworn into office. Commissioner Charles Wilson, the incumbent, remained as President.

January 30, 2019 St. Margaret's Park held its election. Mrs. Loretta Heath, the incumbent, remained as President. The officers will be sworn in at their next resident association meeting.

On January 31, 2019 I met with a few residents at Chalet Manor who are interested in reactivating their resident association. Ms. Brown and Ms. Thompson plan to knock on doors and get residents interested in bringing back their resident association. I plan to visit this group in March in hopes that more residents will attend.

Glanville Tower ended its pilot program with Urban Works Community Solutions on January 31, 2019. A request has been submitted for a 90-day extension. The scope of this program is working with the resident leaders to develop programs, activities and listening sessions for the residents.

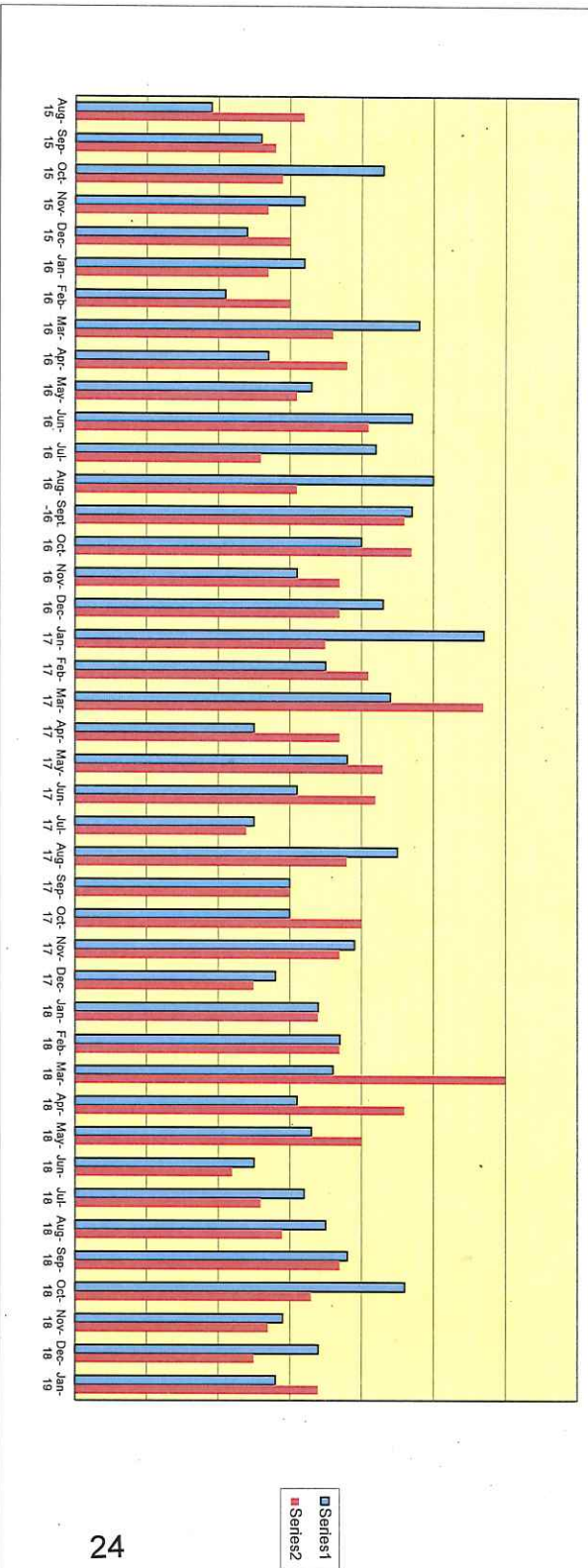
Month	Year	Units	HAP
January	2016	1443	795,396
February	2016	1423	794,625
March	2016	1425	797,410
April	2016	1427	796,418
May	2016	1424	806,373
June	2016	1432	816,641
July	2016	1423	817,456
August	2016	1428	842,513
September	2016	1425	835,530
October	2016	1424	842,208
November	2016	1436	847,693
December	2016	1459	867,016
January	2017	1464	878,579
February	2017	1474	883,557
March	2017	1462	891,001
April	2017	1475	887,533
May	2017	1456	899,588
June	2017	1460	877,833
July	2017	1442	887,292
August	2017	1429	888,224
September	2017	1420	882,076
October	2017	1420	881,400
November	2017	1417	874,988
December	2017	1392	863,642
January	2018	1368	849,606
February	2018	1368	850,991
March	2018	1356	828,727
April	2018	1339	820,358
May	2018	1331	809,349
June	2018	1318	797,744
July	2018	1316	814,451
August	2018	1301	796,631
September	2018	1300	814,111
October	2018	1297	806,749
November	2018	1276	800,140
December	2018	1268	801,111
January	2019	1267	813,586
February	2019	1267	827,427

Report J
 Kansas City, Kansas Housing Authority
 Move-Ins and Move-Outs - July 2015 -February 2018

Copy of January Board Meeting Chart 2019

Month	Move-Outs	Move-Ins
Aug-15	19	32
Sep-15	26	28
Oct-15	43	29
Nov-15	32	27
Dec-15	24	30
Jan-16	32	27
Feb-16	21	30
Mar-16	48	36
Apr-16	27	38
May-16	33	31
Jun-16	47	41
Jul-16	42	26
Aug-16	50	31
Sept. -16	47	46
Oct-16	40	47
Nov-16	31	37
Dec-16	43	37
Jan-17	57	35
Feb-17	35	41
Mar-17	44	57
Apr-17	25	37
May-17	38	43
Jun-17	31	42
Jul-17	25	24
Aug-17	45	38
Sep-17	30	30
Oct-17	30	40
Nov-17	39	37
Dec-17	28	25
Jan-18	34	34
Feb-18	37	37
Mar-18	36	60
Apr-18	31	46
May-18	33	40
Jun-18	25	22
Jul-18	32	26
Aug-18	35	29
Sep-18	38	37
Oct-18	46	33
Nov-18	29	27
Dec-18	34	25
Jan-19	28	

Chart Title



KANSAS CITY KANSAS HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
February 21, 2019

New Business Discussion Item: Authorize a Contract for installation of fire sprinkler protection into the dwelling units at Rosedale Towers, located at 2314 West 39th Avenue, in Kansas City, Kansas with Southtown Glass, Inc., dba SGI.

Resolution Number No. 2019-01

Background:

The building code requires that buildings with more than three floors have fire sprinkler protection. The Kansas City Kansas Housing Authority has installed fire sprinkler protection in the common areas of the various high-rises with the extension of the fire sprinkler protection into the dwelling units when the high-rise is scheduled for interior modernization.

Rosedale Towers was recently inspected by the Fire Marshal whose report is requiring the extension of fire sprinkler protection into the dwelling units.

Current Issue:

Staff following our Procurement Policy has hired an architect who has prepared plans. The plans would extend the fire sprinkler piping with new sprinkler heads into the dwelling units from the adjoining common area hallway existing sprinkler piping to provide fire sprinkler protection into the dwelling units. The completion of this project will provide 100% fire sprinkler coverage of the building.

The Invitation to Bid was advertised in the Kansas City Star, The Call, and Dos Mundos. The Invitation to Bid was posted on the Housing Authority's website, and mailed to contractors reporting services. Also, the Invitation to Bid was mailed directly to 166 general contractors, and nine fire sprinkler companies. Five contractors picked up plans for this project.

A pre-bid conference was held on January 9, 2019 to answer questions and give contractors an opportunity to visit Rosedale Towers to view the existing sprinkler system and a few of the dwelling units.

Bids were opened on January 23, 2019 at 2:00 p.m. Three Contractors bid on this project:

Conley Sprinkler, Inc.	Pleasanton, Kansas
National Fire Suppression	Kansas City, Kansas
Southtown Glass, Inc., dba SGI	Greenwood, Missouri

Southtown Glass, Inc., dba SGI is the apparent responsive low bidder with a bid of \$298,175. Bids ranged in price from \$298,175 to \$425,217 as listed on the attached bid tab sheet.

Southtown Glass, Inc., dba SGI has been in business for six years. The Housing Authority has no previous experience with this contractor. The architect and staff have checked references and positive comments were received. There is \$300,000 in the 2016 Capital Fund Program budgeted for this project. The architect estimate for this work is \$273,421.

Southtown Glass, Inc., dba SGI & its principals do not appear on the List of Parties Excluded from Federal Procurement or Non-procurement Programs. The principals are:

Mike Wilson
Hycle Matt Noland
Jennifer Wilson

President
Vice President
Secretary

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

Therefore, the staff and architect are recommending acceptance of the responsive low bid submitted by Southtown Glass, Inc., dba SGI and authorizing a contract in the amount of \$298,175 for extension of fire sprinkler protection into the dwelling units at Rosedale Towers.

Attached is a resolution that will authorize the acceptance of the bid and authorize a contract with Southtown Glass, Inc., dba SGI for installation of fire sprinkler protection in the dwelling units at Rosedale Towers in the amount of \$298,175.

Staff recommends approval of this resolution.

Board Action:

Approve Resolution No. 2901- 01, if Appropriate.

RESOLUTION NUMBER 2019-01

AUTHORITY TO ACCEPT THE BID AND AUTHORIZE A CONTRACT FOR THE EXTENSION OF FIRE SPRINKLER PROTECTION INTO THE DWELLING UNITS AT ROSEDALE TOWERS LOCATED AT 2314 WEST 39TH AVENUE IN KANSAS CITY, KANSAS, WITH SOUTHTOWN GLASS, INC., dba SGI

WHEREAS, fire sprinkler protection exists in the common areas of Rosedale Towers and its extension into the dwelling units is required, and is needed at Rosedale Towers; and

WHEREAS, bids for fire sprinkler extension into the dwelling units were solicited and received on January 23, 2019; and

WHEREAS, bids were received from;

Conley Sprinkler, Inc.
National Fire Suppression.
Southtown Glass, Inc., dba SGI

Pleasanton, Kansas
Kansas City, Kansas
Greenwood, Missouri

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

WHEREAS, the staff and the architect are recommending acceptance of the responsive low bid submitted by Southtown Glass, Inc., dba SGI and authorize a contract in the amount of the bid of \$298,175 for extension of fire sprinkler protection into the dwelling units at Rosedale Towers.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the bid submitted by Southtown Glass, Inc., dba SGI in the amount of \$298,175 for extension of fire sprinkler protection into the dwelling units at Rosedale Towers is hereby accepted.

BE IT FURTHER RESOLVED, that the Housing Authority of Kansas City, Kansas is authorized to enter into a contract with Southtown Glass, Inc., dba SGI in the amount of \$298,175 for extension of fire sprinkler protection into the dwelling units at Rosedale Towers.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Board of Commissioners does hereby approve Resolution No. 2019-01.

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

BID TABULATION SHEET
PROJECT V OF THE FY2017 CAPITAL FUND PROGRAM
KANSAS CITY KANSAS HOUSING AUTHORITY
KCKHA CONTRACT 19-01-56 (18)
2:00 PM CST, January 23, 2019
KCKHA BOARD ROOM

(*Note Columns 5 and 6 information required within three (3) business days to KCKHA modernization office)

COMPANY NAME (Column 1)	ACKNOWLEDGE ADDENDUM NO. 1 (Column 2)	COMPLETED BID FORM (Column 3)	COMPLETED BID BOND (Column 4)	CURRENT UG OCCUPATIONAL LICENSE, NON-COLLUSIVE AFFIDAVIT, PREVIOUS PARTICIPATION CERTIFICATE (Column 5)	REPRESENTATIONS & OTHER STATEMENTS, CONTRACTOR'S QUALIFICATION STATEMENT (Column 6)	TOTAL BASE BID (\$)
1) National Fire Suppression	YES	YES	YES, but under Western States Fire Protection		YES	\$389,702.00
2) Conley Sprinkler, Inc.	YES	YES	YES		YES	\$425,217.00
3) Southtown Glass, Inc. dba SGI	YES	YES	YES	UG license provided at time. Other document provided on 1.24.19	YES, Provided all documents on 1.24.19	\$298,175.00

DAVIDSON & ASSOCIATES, INC. 10955 LOWELL AVE., SUITE 915 (T) 913.271.6859
WWW.DAVIDSONASSOCIATESINC.COM OVERLAND PARK, KS 66209-2347 (F) 913.498.8300