



# Agenda

## *Housing Authority of the City of Kansas City, Kansas*

### **Special Meeting/via Conference Call**

Thursday, April 16, 2020  
12:30 pm.

Administration Office  
1124 N. 9<sup>th</sup> Street

- I. Roll Call
- II. Approval of the Minutes  
Specials Board Meeting March 19, 2020  
(Pages 1—7)
- III. Executive Director's Report  
(Pages 8—26)
- IV. Committee Reports
- V. New Business Consent Items:
  - A. Resolution No. 2020-06 Authority to Accept the Bid and a Contract for HVAC Improvements at K1-53 Chalet Manor Family Development located in Kansas City, Kansas with Taylor Made Exteriors, LLC  
(Pages 27—30)
  - B. Resolution No. 2020-07 Authority to Accept the Bid and Authorize a Contract for Fire Alarm Panel Replacement at Bethany Tower, Douglas Heights High-rise, Glanville Tower, and Westgate Tower located in Kansas City, Kansas with Fire and Security Solutions Group, Inc.  
(Pages 31—34)
- VI. New Business Discussion Item:
  - A. Resolution No. 2020-08 Authority to Name the New Maintenance Facility the Thomas M. Scott Maintenance Facility  
(Page 35)
- VII. Adjournment

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

Thursday, March 19, 2020  
12:30 p.m.

Administrative Office  
1124 N. 9<sup>th</sup> Street

On the 19<sup>th</sup> day of March 2020 at 12:30 p.m. the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in special session via conference call. The meeting was called to order by Chairman Watkins, and upon roll call, the following members of the body were present:

Matthew T. Watkins, Chairman  
Rev. Jimmie L. Banks, Vice-Chairman  
Jacques Barber, Commissioner  
Broderick Crawford, Commissioner  
Rachel Jefferson Commissioner  
P. Anne McDonald, Commissioner  
Denise Tomasic, Commissioner  
Linda Warner, Commissioner  
Charles Wilson, Commissioner

ABSENT: Don Jolley, Commissioner  
Timothy J. Rhodes, Commissioner  
Cardelia Walker, Commissioner

ALSO PRESENT: Thomas M. Scott, Executive Director/CEO  
Cherrie Escobar, Director of Section 8  
Jacqueline D. Randle, Executive Services Manager  
Caroline Rogers, Director of Finance  
Anthony J. Shomin, Director of Facilities Management

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Chairman Watkins called the meeting to order and roll call was taken. He suggested skipping the committee reports, with the exception of the finance and development committee reports which were distributed. He asked if there were any objections and there were none.

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Chairman Watkins called for the approval of the minutes. Vice-Chairman Banks made a motion to approve the minutes of February 20, 2020. Commissioner Jefferson seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Crawford, Jefferson, McDonald, Tomasic, Warner, Watkins, Wilson

NAYS: None

ABSENT: Jolley, Rhodes, Walker

ABSTAIN: None

Motion carried.

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Vice-Chairman Banks made a motion to approve the minutes of February 28, 2020. Commissioner Jefferson seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Crawford, Jefferson, McDonald, Tomasic, Warner, Watkins, Wilson

NAYS: None

ABSENT: Jolley, Rhodes, Walker

ABSTAIN: None

Motion carried.

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### **Executive Director's Report**

- Mr. Scott informed the Board that PIH Notice 2019-10 was provided by email. This is for the Board to review the repositioning requirements surrounding Juniper Gardens. He noted the appraisal has come back, but he did not want to speak to the amount during an open meeting. Our next step would be the relocation RFP, but it is on hold due to the virus. Any further action will take place once the virus is resolved.
- Mr. Scott prepared an agency response to the COVID-19 virus, had it placed on the agency website and distributed it to KCKHA staff this morning. The agency is now on full lock-down. There is a considerable amount of anxiety with staff. We have made steps to protect the residents and staff, but this is an ongoing learning experience.
- No evictions are taking place and this came out before the governor's executive order.
- The Unified Government is closing tomorrow and while we had not previously considered this, due to the anxiety with staff, it could be in our staff's best interest to close the office tomorrow and open it back up on Monday. He assured the Board that we are doing all we could agency-wide. There is a drop box in Resident Selection and we are not doing any one-on-one

interviewing, everything is being done over the phone. Commissioner Crawford asked how this would affect employees and would they continue to be paid. Mr. Scott noted everyone would still be working during the lockdown. If we shut down for a day, it would be with pay and the cost would be about \$25,000 for one day. Commissioner McDonald indicated she was in favor of the office closing tomorrow, as the schools have already closed. Vice-Chairman Banks questioned what would happen if we were closed for a longer period of time. Mr. Scott noted we need to be here in a supportive manner for our residents, while wearing protective gear; but we cannot stop services to the residents. We need collection services and those who need housing have to still get it. Mr. Scott noted he sees this as a way to release current anxiety. Vice-Chair Banks asked how this would affect rental collections. Mr. Scott noted they can pay online, by mail and a drop box is being installed. He added we may need to investigate other payment alternative as most of the folks in the high-rises pay their rent at the bank. We will look into this further. Commissioner Jefferson noted there are several landlords that are not evicting people. She asked would we be required to continue the collection process or could we pause collection for right now as a means of relieving anxiety. Mr. Scott explained that we are not pausing rent collection. However, we are rescinding late fees and there are no evictions taking place at this time. We will continue to handle situations as they come up and will not impose a hardship on families.

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### **Committee Reports**

Chairman Watkins noted that the Development committee minutes and a follow-up from the Finance committee were provided in written form to the Board. He asked were there any questions. Commissioner Barber asked if the mention of Juniper Gardens was in reference to the HUD memo. Mr. Scott noted the HUD memo was for informational purposes only as some folks were not able to attend the NAHRO training. The memo lays out the repositioning that we are following for Juniper Gardens. However, community activities have been suspended so we cannot put out the RFP or visit with the residents at this time. Commissioner Jefferson requested clarification on a few items. She wanted to know if the appraisal document was sent out to the Board. Mr. Scott noted the appraisal document has not been sent out as it has the dollar amount listed and this would be for Executive Session. Commissioner Jefferson requested a copy of the document and RFP. Mr. Scott noted that would be fine, but he would ask the Board to not distribute the information. Mr. Shomin advised there are some corrections that need to be made before distribution. Mr. Scott added that he could disclose some of the information in a phone call. Vice-Chairman Banks asked if a group discussion would be more beneficial and how would this be

handled. Chairman Watkins noted that a hard copy of the documents could be provided in Mr. Scott's office and Board members could set up a time to meet with him and see the documents. He noted the value is the appraiser's opinion and we would need to deal with this. He said we could also send it out once the corrections are made. Vice-Chairman Banks agreed that the information should not be distributed throughout the community. Commissioner Barber asked if the decision been made to sell the Juniper Gardens property and relocate the tenants. Mr. Scott noted this is the understanding and the process we are following. Commissioner Jefferson asked when was this decision made and wasn't there a phased-in approach. Mr. Scott noted this was still in place. We are doing what is mandated by HUD and this is a requirement. HUD is expecting a plan and they will push until this is accomplished. With nothing further, the Chairman moved to the New Business Consent Items.

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#### **New Business Consent Items:**

Resolution No. 2020-03, authorizing a collection loss write-off, was introduced.

Ms. Rogers explained that the proposed write-off amount is \$245,705.56 and over \$100,000 is retro-rent that was billed to tenants as catch-up rent that was unreported income. The prior six month write-off was in the \$179,000 range. The report shows tenants who have not made a payment in the past six months. She noted that we now have better tools to identify unreported income. Once the unreported income is identified, tenants tend to move out and stop paying their bills and this drives up the write-offs. A similar amount of write-offs are expected for the next six month's time. Mr. Scott added that the EIV system is picking up retro rents of \$101,000+; the other is maintenance charges of \$80,000+; the actual rent is only \$64,000. The collection loss is inflated because of damages and people not claiming their income. Vice-Chairman Banks asked if we would try to reclaim this money. Mr. Scott noted that we have not had success with a collection agency. Our greatest success is with people cycling back to move back into public housing. They enter into repayment agreements and then move back in. We expect to recoup a considerable amount of the write-off.

Commissioner Wilson noted the high-rises were given instructions to deal with the coronavirus. He asked if family developments were given the same information. Mr. Scott noted that we have posted everything on our website. The manager's offices at family developments are on lockdown and by appointment only. The high-rise common areas are cleaned twice a day. We do not have the manpower to man the door, and have not restricted access to the high-rises at this time. Commissioner Wilson thanked Mr. Scott for the information provided to the high-rises.

Vice-Chairman Banks asked to get back to the collection loss resolution. Commissioner Barber noted the write-off amount was concerning until staff explained the reason for the increase and that some of the money would be recouped. He expressed that this is alarming and the agency should stay on top of it.

Commissioner Crawford made a motion to approve Resolution No. 2020-03. Commissioner McDonald seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Crawford, Jefferson, McDonald, Tomasic, Warner, Watkins, Wilson

NAYS: None

ABSENT: Jolley, Rhodes, Walker

ABSTAIN: None

Motion carried.

RESOLUTION NO. 2020-03—AUTHORIZING COLLECT LOSS—WRITE-OFFS.

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Resolution No. 2020-04, approving the annual budget, was introduced.

Chairman Watkins noted that the Board has received communications from Ms. Rogers via email. Ms. Rogers indicated she sent the budget out on March 16, 2020. She also distributed a memo showing the variances from the prior year. She provided a summary of the memo noting that the budget is down \$466,000 in net operating income. The COCC revenue is up and projecting a positive net operating income \$65,637; Section 8 net income is projecting \$45,571; Public Housing is projecting \$835,334 for the year. The net decline of \$466,000 is primarily due to updating labor costs. She discussed changes in proration and its effect on the budget. Key line items of the budget were also identified and explained. Ms. Rogers asked if the Board had any questions.

Vice-Chairman Banks complimented Ms. Rogers and Mr. Scott on the work they have done. Mr. Scott agreed that Ms. Rogers has done an excellent job with the budget and added that fees for service and hard cost for employees has been reapplied.

Commissioner McDonald made a motion to approve Resolution No. 2020-04. Vice-Chairman Banks seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Crawford, Jefferson, McDonald, Tomasic, Warner, Watkins, Wilson

NAYS: None

ABSENT: Jolley, Rhodes, Walker

ABSTAIN: None

Motion carried

**RESOLUTION NO. 2020-04—PHA BOARD RESOLUTION APPROVING THE ANNUAL OPERATING BUDGET.**

Commissioner Barber provided a follow-up question. He asked would there be significant changes in health care. Mr. Scott noted we recently renewed our health care and went with Blue Cross/Blue Shield, because the previous carrier had proposed an increase of over 30 percent. He has not heard anything lately, but expects health care to be impacted by this virus. However, it is a little early right now.

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Resolution No. 2020-05— authorizing and accepting the contract with AAIM Services for HVAC improvements at Scattered Site K1-7, was introduced.

Mr. Scott noted this would typically be on the consent agenda, but we had to mail this out due to the date of the bid opening. Mr. Shomin provided a quick overview. He explained that this resolution authorizes a contract for HVAC improvements at Scattered Sites, K1-7. This site has older equipment which utilizes R-22 Freon refrigerant for air conditioning. R-22 is no longer being manufactured. This resolution is to replace the furnaces and air conditioning equipment at this location. The agency's procurement procedures were followed. Seven contractors bid this work. The price range was \$95,760—\$605,446. The apparent low bidder is AAIM Services. We have previous experience with the contractor and they are changing the HVAC equipment at Douglas Heights' family development. AAIM Services is doing a good job at a fair price. We also reviewed references and they came back satisfactorily. Staff and architect are recommending acceptance of this bid and approval of this resolution. Commissioner McDonald noted the bid was half of what the architect's estimate was. She asked were we concerned about this. Mr. Shomin noted that we had the architect contact the contractor. The contractor received a good deal from Lenox and the architect is recommending approval. Commissioner Barber noted that he had the same concern.

Vice-Chairman Banks made a motion to approve Resolution No. 2020-05. Commissioner Barber seconded the motion and the following vote was recorded:

AYES: Banks, Barber, Crawford, Jefferson, McDonald, Tomasic, Warner, Watkins, Wilson

NAYS: None  
ABSENT: Jolley, Rhodes, Walker  
ABSTAIN: None

Motion carried.

RESOLUTION NO. 2020-05—AUTHORITY TO ACCEPT THE BID AND  
AUTHORIZE A CONTRACT FOR HVAC IMPROVEMENTS AT SCATTERED  
SITE K1-7 FAMILY DEVELOPMENT LOCATED IN KANSAS CITY, KANSAS  
WITH AAIM SERVICES, LLC.

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Chairman Watkins asked that everyone be safe and he looks forward to seeing them soon. Chairman Watkins then called for the meeting to adjourn and it passed unanimously.

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Matthew T. Watkins, Chairman

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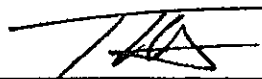
Thomas M. Scott, Executive Director/CEO



## Executive Director's Report

April 16, 2020

1. 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



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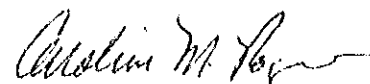
Thomas M. Scott  
Executive Director/CEO

**Kansas City, Kansas Housing Authority**  
**Statement of Funds Available**  
**For the Period Ended MARCH 31, 2020**

Description	Rate <sup>(a)</sup>	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$1,141,625.06	Liberty
Payroll Account	0.00%		\$5,698.13	Liberty
ACH Pymt Account	0.15%		\$4,598.63	Liberty
Rent Depository Account	0.00%		\$1,301,033.86	Bank of Labor
Rent Bank Deposit Accounts	0.70%		\$33,747.76	Various
Homeless Prevention Program	0.90%		\$5,642.73	Bank of Labor
Sponsorship Program	0.50%		\$19,694.07	Bank of Labor
Section 8 Checking	0.00%		(\$1,402.13)	Bank of Labor
EPC Replacement Reserve Acct	0.15%		\$38,750.77	Liberty
KCKHA Debt Service Account			\$877,000.58	Deutsche Bank
CD#120245349	1.80%	08/26/20	\$500,000.00	Bank of Labor

(a) Represents Rates as of April 9, 2020 provided by Banks.

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

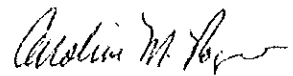


Caroline M. Rogers  
Director of Finance

**Kansas City, Kansas Housing Authority**  
**Delinquency in Accounts Receivable**  
**For the Month of Mar 2020**

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	<b>Rent &amp; Other Charges</b>	<b>Repayment Agreements</b>	<b>Net Total</b>
Accounts Receivable (Amounts Delinquent)	\$197,662.59	(\$116,038.76)	\$81,623.83
 Total Charges to Tenants for Month			 \$464,852.29
 Delinquency Ratio			 17.56%
 Petitioned to Court			 0
 Praecipies Issued			 0
 Evictions			 0
 Pending Evictions			 0



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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 MARCH'20

**\*MAINTENANCE COSTS\***

Best Plumbing Specialties Inc	\$2,220.24
Carpet Corner Inc.	\$1,406.25
Carpet Corner Inc.	\$3,329.20
Doug'S Auto Repair	\$1,135.85
H.D. Supply	\$1,192.57
H.D. Supply	\$1,686.39
H.D. Supply	\$2,885.42
Home Depot Pro-Supplyworks	\$1,161.64
Home Depot Pro-Supplyworks	\$1,806.13
Home Depot Pro-Supplyworks	\$2,512.78
Home Depot Pro-Supplyworks	\$4,193.95
Jim'S Services	\$3,705.00
Johnson County Landfill	\$1,116.74
Johnstone Supply Co.	\$15,114.22
Kempkes Contractors, Llc	\$3,495.00
Lawrence Pest Control Company, Inc	\$5,080.00
Lowe's	\$3,083.32
Martin Mechanical Corporation	\$1,716.00
Martin Mechanical Corporation	\$10,817.69
McAnany Construction, Inc	\$2,500.00
Mccray Millwork	\$1,757.22
Mccray Millwork	\$2,091.80
Midwest Supply Inc.	\$2,119.32
Minnesota Elevator Inc	\$3,375.67
Minnesota Elevator Inc	\$4,141.67
National Fire Suppression	\$17,325.00
Oscars Maintenance Service Corp, Llc	\$3,180.00
Oscars Maintenance Service Corp, Llc	\$3,300.00
Oscars Maintenance Service Corp, Llc	\$4,005.00
Overhead Door Company	\$1,218.52
Pcs	\$1,409.64
Pcs	\$1,481.44
Pdq Supply Inc.	\$1,084.60
Plumb Supply Company, Lnx	\$1,074.00
Plumb Supply Company, Lnx	\$2,600.80
Presto-X	\$1,800.00
Sherwin-Williams Co	\$5,107.75
Sherwin-Williams Co	\$5,522.21
Smallwood Locksmiths, Inc	\$1,287.88

Smallwood Locksmiths, Inc	\$2,405.47
Stanion Wholesale Elec. Co.	\$2,211.13
Stanion Wholesale Elec. Co.	\$2,855.81
Stanion Wholesale Elec. Co.	\$5,063.88
Strasser Hardware	\$3,603.44
Sutton Remodeling, Llc	\$1,010.00
Sutton Remodeling, Llc	\$2,540.00
Ted Systems Llc	\$1,475.49
The Bedford Co	\$1,465.00
Three Sons Painting Llc	\$18,140.00
Virginia Tile Company	\$1,143.73
Waste Management	\$9,750.12
Worldwide Window Fashions	\$1,200.96
Worldwide Window Fashions	\$1,633.28

**\*MISCELLANEOUS\***

All Makes Machine Inc.	\$2,323.00
American Express	\$2,026.49
AT&T	\$1,706.10
AT&T	\$8,160.38
AT&T	\$8,260.92
ConvergeOne, Inc	\$1,186.80
Enterprise Fm Trust	\$5,261.77
Evans & Mullinix, P.A.	\$9,945.00
Gfi Digital	\$5,355.00
Gfi Digital	\$5,355.00
Kinkos Fedex	\$2,485.36
MRI Software Llc (Hab, Inc)	\$1,550.61
MRI Software Llc (Hab, Inc)	\$6,905.23
Office Essentials, Inc	\$1,095.71
Office Essentials, Inc	\$2,485.38
Online Information Services, Inc	\$1,094.00
Paylease, Llc	\$2,296.17
Postmaster	\$5,000.00
Scott & Associates, Llc	\$7,400.00
Scott & Associates, Llc	\$15,600.00
Time Warner Cable	\$2,886.02
U.S Bank Equipment Finance	\$2,701.76
Utility Management Services	\$1,800.00
Verizon Wireless	\$21,295.34
Wex Bank	\$3,864.10
Wex Bank Dbw Wright Express Fsc	\$4,055.19
Wex Bank Dbw Wright Express Fsc	\$4,329.49

**\*MODERNIZATION\***

A Friend with a Truck Movers, LLC	\$5,700.00
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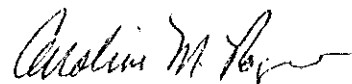
Allison & Alexander, Inc	\$206,356.85
Construction Managment Services, Inc	\$187,396.11
ConvergeOne, Inc	\$5,302.51
ConvergeOne, Inc	\$38,302.89
Cypress Media LLC	\$1,020.80
Davidson & Associates Inc.	\$31,331.00

**\*PAYROLL COSTS\***

Aflac Premium Holding	\$3,523.06
Aflac Premium Holding	\$3,887.53
Blue Cross Blue Shield Of Kc	\$100,781.11
Colonial Life & Accident Ins	\$4,097.73
Colonial Life & Accident Ins	\$4,392.89
Delta Dental	\$4,658.84
Kansas Payment Center	\$1,936.87
Kansas Payment Center	\$1,936.87
Kansas Public Employ Ret Syst	\$30,748.34
Kansas Public Employ Ret Syst	\$30,977.01
Nationwide Retirement Solution	\$2,624.08
Nationwide Retirement Solution	\$2,674.08
Umb Health Savings Acct	\$1,638.13
Umb Health Savings Acct	\$1,638.13
W.H. Griffin, Trustee	\$3,516.86
William W. Hutton Attorney At Law	\$2,450.00

**\*UTILITIES**

Atmos Energy	\$2,450.06
Board Of Public Utilities	\$12,881.18
Board Of Public Utilities	\$18,376.80
Board Of Public Utilities	\$31,272.91
Board Of Public Utilities	\$54,304.87
Board Of Public Utilities	\$107,239.62
Constellation New Energy-Gas	\$9,563.67
Kansas Gas Service	\$7,317.29
Kansas Gas Service	\$9,371.39
Kansas Gas Service	\$12,753.27
Kansas Gas Service	\$16,141.76



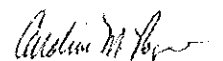
Caroline M. Rogers  
Director of Finance

**Kansas City, Kansas Housing Authority**  
**Operating Receipts and Expenditures**  
**For Period Ending February 29, 2020**

	CEN OFFICE YR TO DATE	% 8%	CEN OFFICE BUDGET	PUBLIC HSG YR TO DATE	% 8%	PUBLIC HSG BUDGET	SECTION 8 YR TO DATE	% 8%	SECTION 8 BUDGET
<b>OPERATING INCOME:</b>									
Dwelling Rent				\$4,671,638.89	92%	\$5,052,098.00			
Fraud Recovery Income							\$108,728.19		
Interest Income	\$3,276.39	236%	\$1,390.00	\$5,396.64	87%	\$6,200.00			\$20.00
Tenant Income				\$377,145.06	119%	\$318,090.00			
Other Income	\$581,278.41	124%	\$469,242.00	\$83,155.42	8%	\$1,056,053.00	\$2,959.78		
Fee for Services - COCC	\$1,112,989.08	47%	\$2,385,276.00						
Management Fees	\$1,649,883.13	90%	\$1,838,931.00						
Total Operating Income	\$3,347,427.01	71%	\$4,694,839.00	\$5,137,336.01	80%	\$6,432,441.00	\$111,687.97	#####	\$20.00
Operating Subsidy				\$8,084,458.00	108%	\$7,489,377.00			
Prior Year Subsidy									
Management Fees				\$1,377,156.13	92%	\$1,498,208.00	\$272,727.00	80%	\$340,724.00
Other Admin Expenses	\$233,346.11	84%	\$278,119.00	\$290,788.50	96%	\$302,576.00	\$34,226.77	84%	\$40,632.00
<b>Tenant Services</b>									
Resident Assoc Expenses				\$12,194.23	48%	\$25,457.00			
Other Expenses				\$9,974.00	59%	\$16,955.00			
<b>Total Utilities</b>	\$42,276.84	84%	\$50,255.00	\$2,434,325.27	95%	\$2,551,312.00			
Maintenance Salaries	\$1,090,377.26	65%	\$1,678,428.00	\$1,448,939.47	119%	\$1,213,293.00			
Maint Materials	\$144,175.41	28%	\$519,096.00	\$509,266.80	214%	\$237,928.00	\$1,547.16	79%	\$1,966.00
Fee for Services - COCC				\$1,112,989.08	47%	\$2,385,276.00			
Other Maint Contracts	\$269,631.17	161%	\$167,142.00	\$1,072,350.12	100%	\$1,069,411.00	\$28,809.70	645%	\$4,468.00
Security Salaries									
Other Security Expense			\$93,379.00	\$104,961.56	55%	\$192,439.00			
Insurance	\$96,459.56	78%	\$123,400.00	\$473,043.76	91%	\$522,181.00	\$19,661.71	85%	\$23,259.00
Terminal Leave Payments									
Employee Benefit Contributions	\$788,338.17	81%	\$972,731.00	\$836,691.17	107%	\$780,649.00	\$93,652.93	86%	\$108,413.00
Collection Losses				\$139,820.02	101%	\$138,440.00	\$48,061.06		
Interest Expense				\$553,651.24	93%	\$596,652.00			
Other General Expense	(\$9,467.83)			\$466.88	11%	\$4,142.00	\$10,810.45	63%	\$17,250.00
Total Routine Expenses	\$3,342,437.38	69%	\$4,866,708.00	\$11,412,566.66	92%	\$12,458,440.00	\$779,750.22	94%	\$833,462.00
Extraordinary Maintenance									
Depreciation Expense									
Contracts									
Casualty Losses - Net									
<b>Total Operating Expenses</b>	\$3,342,437.38	69%	\$4,866,708.00	\$11,412,566.66	92%	\$12,458,440.00	\$779,750.22	94%	\$833,462.00
Prior Year Adjustments									
Total Operating Expenditures	\$3,342,437.38	69%	\$4,866,708.00	\$11,412,566.66	92%	\$12,458,440.00	\$779,750.22	94%	\$833,462.00
Gain/(Loss) from Operations	\$4,989.63		(\$171,869.00)	\$1,809,227.35		\$1,463,378.00	\$11,595.75		\$30,224.00

\*\*\* February is the 11th month of the Fiscal Year Ending March 31st

\*\*\* Percentage 91.67% or 11/12th of the year



Caroline Rogers  
Director of Finance

**KANSAS CITY, KANSAS HOUSING AUTHORITY  
MAINTENANCE REPORT  
FOR THE MONTH OF MARCH 2020**

**CUSTOMER SERVICE & SATISFACTION SURVEY - MARCH 2020**

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
03/03/20	87	9	96	3	3	0	6
03/04/20	51	15	66	2	2	0	13
03/05/20	92	29	121	4	4	0	25
03/06/20	150	12	162	1	1	0	11
03/09/20	28	20	48	2	2	0	18
03/10/20	53	19	72	3	3	0	16
03/11/20	53	11	64	2	2	0	9
03/13/20	49	14	63	2	2	0	12
03/16/20	85	7	92	1	1	0	6
03/17/20	54	18	72	4	4	0	14
03/19/20	109	15	124	4	4	0	11
03/20/20	52	10	62	3	3	0	7
03/23/20	103	17	120	7	7	0	10
03/24/20	82	14	96	4	4	0	10
03/25/20	29	7	36	2	2	0	5
03/26/20	69	9	78	4	4	0	5
03/29/20	48	10	58	2	2	0	8
03/30/20	33	6	39	4	4	0	2
03/31/20	79	19	98	6	6	0	13
TOTAL	1,306	261	1,567	60	60	0	201
				(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 23% of the service work orders completed
- (b) No Response 77% 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	152	69	221
Units in Mod	19	25	44
Fire Units	5	0	5
Rentable Units	129	44	173
Move-Ins	11	11	22
Move-Outs	18	15	33
Units Available	4	10	14
Units Readied in MAR	6	13	19

## REPORT F

## March 2020 Occupancy Report

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 *M(7) D(12) JUNIPER GARDENS	265	166	99	63%	64%
K1-2 D(1) ST. MARGARETS PARK	100	93	7	93%	94%
K1-3 D(1) CYRUS K. HOLIDAY	60	54	6	90%	90%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	282	20	93%	94%
K1-5*M(2) D(1) BELROSE MANOR	90	84	6	93%	92%
K1-6 Elderly DOUGLAS HEIGHTS	101	100	1	99%	97%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	93	6	94%	97%
K1-7 D(1) SCATTERED SITES	24	24	-	100%	100%
K1-9 D(1) SCATTERED SITES	30	30	-	100%	100%
K1-10 *M(2) SCATTERED SITES	42	36	6	86%	88%
K1-11 M(1) D(1) GRANDVIEW PARK	40	36	4	90%	88%
K1-12 D(2) CHALET MANOR	66	60	6	91%	92%
K1-13 WELBORN VILLA	80	79	1	100%	100%
K1-14 BETHANY PARK TOWERS	153	148	5	97%	98%
K1-15 *M(6) SCATTERED SITES	20	10	10	50%	60%
K1-17*M(1) GLANVILLE TOWERS	108	103	5	95%	95%
K1-18 ROSEDALE TOWERS	122	118	4	97%	98%
K1-20 D(1) WESTGATE TOWERS	163	154	9	94%	95%
K1-21 D(1) SCATTERED SITES	8	8	-	100%	88%
K1-22 WESTGATE VILLA	20	19	1	95%	100%
K1-23 D(1) SCATTERED SITES	38	36	2	95%	97%
K1-24 M(18) PLAZA TOWERS	115	92	23	80%	80%
K1-25 D(1) SCATTERED SITES	12	12	-	100%	100%
Sub-Total before Adjustments	2,058	1,837	221	89%	92%
Less: # of Deprogrammed Units	35				
Less: # of Units Under Modernization	44		40		
Total Units Available for Occupancy	1,979	1,798	181	91%	94%

(\*) Modernization units

## **MODERNIZATION AND DEVELOPMENT REPORT** **APRIL, 2020**

### **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.

The following projects are complete: K1-57 Westgate Tower (20), Window Improvement; K1-54 Scattered Sites (23), HVAC Improvements; K1-57 Westgate Villa HVAC Central Air Conditioning Replacement.

#### **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 2<sup>nd</sup>, 2015. The Capital Fund Program 2016 was approved at the December 17<sup>th</sup>, 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. Architect and engineering firms have been selected to complete work under this program.

The following project are complete: K1-56 Rosedale Tower Fire Sprinkler Improvement, K1-57 Westgate Tower Parking Lot Improvement, and K1-56 Glanville Tower Common Area HVAC Improvement.

#### **K1-57 WESTGATE TOWER AND PLAZA TOWER ELEVATOR MODERNIZATION**

Bids were due on August 29<sup>th</sup>, 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. The bid with 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. in the amount of \$962,322.00. A pre-construction meeting was held on October 19, 2018. Notice to Proceed was issued on May 1, 2019. Plaza Tower passenger and freight elevator are now complete. Westgate Tower passenger and freight elevator are

complete. Final paper work, and close out documents have been submitted for close out of 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 7<sup>th</sup>, 2016. The Capital Fund Program 2017 was approved at the December 15<sup>th</sup>, 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. Architect and engineering firms have been selected to complete work under this program.

The following project is complete: K1-54 Scattered Sites (15) Interior Modernization Phase 1.

### **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., in the amount of \$501,545.00. Minnesota Elevator Inc. has completed an assessment of the equipment needed and has ordered the equipment. Work began on November 30, 2018. Work on both elevators is complete and has been accepted. Final paperwork and close out of this project have been submitted for final closeout.

### **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 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> 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 of \$75,000 requiring Board of Commissioners approval. Staff awarded a contract to Coleman Worldwide Moving, in the amount of \$21,561.45. All residents have been moved off of the 8<sup>th</sup> Floor.

### **K1-54 SCATTERED SITES (15) RELOCATION**

Bids have been received for the relocation of the residents of 6 houses in preparation for Phase 2, of Interior Modernization. The low bidder, a Friend with a Truck, has entered into a contract in the amount of \$5,700.00 to move these 6 residents. Boxes have been delivered in preparation for moving of these 6 residents. Relocation of these 6 residents occurred March 9<sup>th</sup> & 10<sup>th</sup> and is now complete.

### **K1-56 ROSEDALE TOWER AIR HANDLER REPLACEMENT**

Bids were received on June 12<sup>th</sup>, 2019 for this project. Three contractors bid on this project. Bids ranged in price from \$42,350.00 to \$71,000.00. The low bid of \$42,350.00

was submitted by Anderson Mechanical LLC. Since this amount is below the threshold of \$75,000 requiring Board approval, staff has awarded a contract for air handler replacement at Rosedale Tower to Anderson Mechanical LLC, in the amount of \$42,350.00. A pre-construction meeting was held on July 12<sup>th</sup>, 2019. Equipment has been ordered and received. Notice to Proceed was issued on February 16<sup>th</sup>, 2020. The contractor has determined that the HVAC valves will not close and must be replaced, prior to the replacement of the air handler. The HVAC valves were replaced and install on March 5<sup>th</sup>. The air handler replacement work is completed, inspected and accepted. A Unified Government Inspection is required prior to final acceptance. Inspection is anticipated for the week of April 6, 2020. Final paperwork and close out are pending.

#### **K1-53 DOUGLAS HEIGHTS HVAC REPLACEMENT**

Bids were received on June 26<sup>th</sup>, 2019 for this project. The Board authorized the award of a contract at the July 2019 meeting to AAIM Services, LLC, in the amount of \$284,000.00. Pre-construction meeting was held on July 30<sup>th</sup>, 2019. Notice to proceed was issued on October 29<sup>th</sup>, 2019. All installation work is completed. Final inspection, punch list, and final paperwork are pending for close out of this project.

#### **K1-57 PLAZA TOWER INTERIOR MODERNIZATION PHASE 1 (Floors 7 and 8)**

Bids were received on July 15<sup>th</sup>, 2019 and revised bids were received on August 2<sup>nd</sup>, 2019 for this project. The Board authorized the award of a contract, at the August 2019 meeting, to Construction Management Service, Inc., in the amount of \$1,807,376.30. Pre-construction meeting was held on August 23<sup>rd</sup>, 2019. Notice to proceed was issued on September 11<sup>th</sup>, 2019. Work has begun with the 8<sup>th</sup>. Erection of the personnel and material hoist, demolition, framing, fire sprinkler rough-in, electrical and plumbing rough-in, new windows installation, drywall installation and finishing are all completed. Finish carpentry, wall and ceiling priming are underway.

#### **K1-53 CHALET MANOR SLOPE STABILIZATION**

Bids were received on October 2<sup>nd</sup>, 2019 for this project. The Board authorized the award of a contract at the Octobers 2019 meeting to BC Hardscapes LLC, in the amount of \$320,992.00. Pre-construction meeting was held on November 5<sup>th</sup>, 2019. Notice to proceed was issued on March 2<sup>nd</sup>, 2020. Lower retaining wall excavation and wall construction are complete. Excavation and installation of upper retaining wall in underway.

#### **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 6<sup>th</sup>, 2017. The Capital Fund Program 2018 was approved at the December 21<sup>st</sup>, 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. Architectural and Engineering Services, for the preparation of building plans and specifications, for the 2018 improvement projects, have been awarded.

#### **K1-56 AND K1-57 GLANVILLE, ROSEDALE AND PLAZA TOWERS SECURITY CAMERA IMPROVEMENTS**

Board authorized the award of a contract at the August 2019 meeting to Bids were received on July 24<sup>th</sup>, 2019 for this project. The American Digital Security, LLC, in the amount of \$202,823.74. Pre-construction meeting was held on September 13<sup>th</sup>, 2019. Notice to proceed was issued on December 16, 2019. Installation of new cameras and training are complete. Demolition of old cameras is underway.

#### **K1-55 WYANDOTTE TOWER UNDERGROUND STORAGE TANK REMOVAL**

Bids were received on March 4, 2020 for this project. Five contractors bid on this project. Bids ranged in price from \$15,616.94 to \$43,125.00. The low bid of \$15,616.94 was submitted by Genesis Environmental Solutions, Inc. Since this amount is below the threshold of \$75,000 requiring Board approval, staff has awarded a contract for underground storage tank removal at Wyandotte Tower to Genesis Environmental Solutions, Inc., in the amount of \$15,616.94. Notice to Proceed was issued on April 1, 2020. The underground storage tank has been removed. The patching of the drive area is underway.

#### **K1-54 SCATTERED SITE 7 HVAC IMPROVEMENTS**

Bids were received on March 11<sup>th</sup>, 2020 for this project. The Board authorized the award of a contract at the March 2020 meeting to AAIM Services, LLC, in the amount of \$95,760.00. Pre-construction meeting and the start of this project is being delayed due to the corona virus issue.

#### **K1-53 CHALET MANOR HVAC IMPROVEMENTS**

Bids were received on March 25<sup>th</sup>, 2020 for this project. This is on the April 2020 Board Meeting agenda for consideration.

#### **K1-56 DOUGLAS HEIGHTS HIGH-RISE, BETHANY TOWER AND GLANVILLE TOWER AND K1-57 WESTAGTE TOWER FIRE ALARM PANEL REPLACEMENT**

Bids were received on April 1<sup>st</sup>, 2020 for this project. This is on the April 2020 Board Meeting agenda for consideration.

#### **CAPITAL FUND PROGRAM 2019**

The funding amount for this program is \$4,889,781.00. The public hearing and final budget were presented to the residents on December 5<sup>th</sup>, 2018. The Capital Fund Program 2019 was approved at the December 20<sup>st</sup>, 2018 Board meeting. Staff has submitted all required documents to HUD for acceptance of this funding. Architectural and Engineering Services, for the preparation of building plans and specifications, for the 2019 improvement projects, have been awarded.

#### **KCKHA MAINTENACE FACILITY - 1300 MEADOWLARK LANE**

Bids were received on June 6<sup>th</sup>, 2018 for this project. The Board authorized the award of a contract at the June 2018 meeting to Allison and Alexander, Inc., in the amount of \$2,814,730.00. Pre-construction meeting was held on July 13<sup>th</sup>, 2018. Notice to Proceed was issued on September 27<sup>th</sup>, 2018. Construction on this facility began with all major site work and preparation of the pad site for the new addition, footings were poured and the pad was formed to be poured. Construction was suspended on January 8<sup>th</sup>, 2019. Construction was restarted in November of 2019. Currently, the building addition pad has been poured and the erection of the steel building has started and is progressing well. Steel erection of the support sub structure of the main building and equipment garage is complete. Framing and drywall in the existing building is underway. Installation of the concrete curbs is underway and nearly complete.

#### **CAPITAL FUND PROGRAM 2020**

The funding amount for this program is \$5,259,500.00. The public hearing and final budget were presented to the residents on December 4<sup>th</sup>, 2019. The Capital Fund Program 2020 was approved at the December 19<sup>th</sup>, 2019 Board meeting. Staff has submitted all required documents to HUD for acceptance of this funding. The Capital Fund Program 2020 has been submitted to the Unified Government, the Housing Authority's responsible entity, for environmental review clearance prior to obligation and expenditure of funding.



## RESIDENT INITIATIVE REPORT

APRIL 2020

SUBMITTED BY SHARRON DAVIS-MAYS

SELF-SUFFICIENCY COORDINATOR

On March 4, 2020 the Public Housing Resident Council (PHRC) met at Wyandotte Towers. There were a total of 24 residents in attendance. The guest speaker was Karita Matlock, Technology Manager, Connecting for Good. Ms. Matlock provided information on setting up computer labs, ensuring that each site has a computer lab and keeping the computers updated. She also offered to come and teach computer training for residents that are not computer literate.

On March 10, 2020 I met with Fred Brisco and Rick Shaw, U.S. Dept. of HUD. They work with the EnVision Center. This was the bi-monthly site visit that is required by headquarters in Washington D.C. The meeting was to inquire about when a site visit would be planned for the EnVision Center. A site has been identified; however, it is not ready for a visit from HUD and our non-profit aSTEAM Village.

On March 11, 2020 I attended the Welborn Villa resident council meeting. Three new council members were sworn into office. These new members are replacing those that were no longer residents at Welborn Villa.

On March 12, 2020 I attended the Douglas Heights resident council meeting. The president invited me to sit in on their meeting and to provide guidance on how the tenant participation funds are spent.

On March 17, 2020 Cherrie Escobar, Director of the Housing Choice Voucher Program and I met with Housing Authority Commissioner Cardelia Walker who was interested in the Homeownership Program, the Family Self-Sufficiency Program and the EnVision Center. Commissioner Walker was provided with information on each program and how they operated.

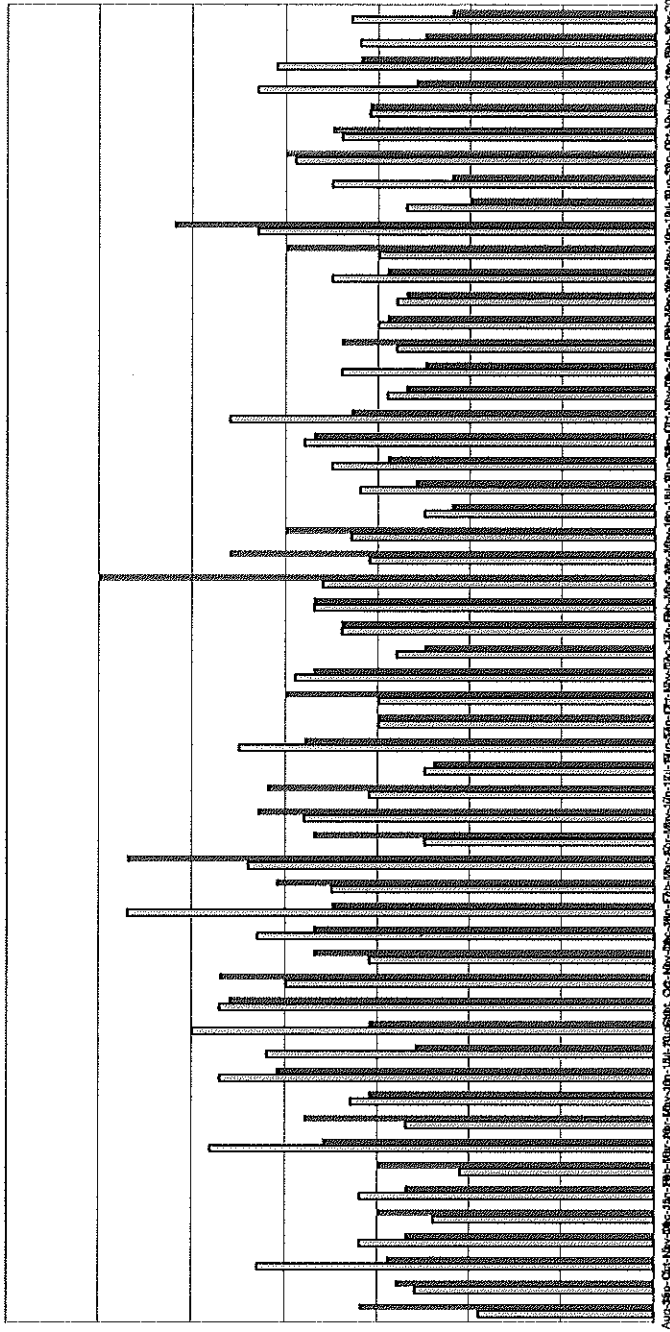
Month	Year	Units	HAP
January	2017	1464	878,579
February	2017	1474	883,557
March	2017	1462	891,001
April	2017	1475	887,533
May	2017	1456	899,588
June	2017	1460	877,833
July	2017	1442	887,292
August	2017	1429	888,224
September	2017	1420	882,076
October	2017	1420	881,400
November	2017	1417	874,988
December	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
March	2019	1258	823,463
April	2019	1242	819,093
May	2019	1242	817,235
June	2019	1243	832,844
July	2019	1247	822,948
August	2019	1246	828,420
September	2019	1247	835,832
October	2019	1254	835,543
November	2019	1260	831,453
December	2019	1291	851,950
January	2020	1303	861,759
February	2020	1315	879,867
March	2020	1312	890,644
April	2020	1320	885,542

Report J  
Kansas City, Kansas Housing Authority  
Move-Ins and Move-Outs - July 2015 -March 2020

Month Move-Outs Move-Ins

Aug-15	19	32
Sep-15	28	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	43	37
Dec-16	57	35
Jan-17	35	41
Feb-17	44	57
Mar-17	25	37
Apr-17	38	43
May-17	31	42
Jun-17	25	24
Jul-17	45	38
Aug-17	30	30
Sep-17	30	40
Oct-17	39	37
Nov-17	28	25
Dec-17	34	34
Jan-18	37	37
Feb-18	36	60
Mar-18	31	46
Apr-18	33	40
May-18	25	22
Jun-18	32	26
Jul-18	35	29
Aug-18	38	37
Sep-18	46	33
Oct-18	29	27
Nov-18	34	25
Dec-18	28	34
Jan-19	30	29
Feb-19	28	27
Mar-19	35	29
Apr-19	40	52
May-19	27	20
Jun-19	35	22
Jul-19	35	22
Aug-19	39	40
Sep-19	34	35
Oct-19	31	31
Nov-19	43	26
Dec-19	41	32
Jan-20	32	25
Feb-20	32	22
Mar-20	33	

Chart Title



Kansas City, Kansas Housing Authority  
Board of Commissioner's Meeting  
April 16, 2020

New Business Consent Item: Authorize a Contract for HVAC Improvements at K1-53 Chalet Manor Family Development, located at Ruby Avenue and Birch Street, in Kansas City, Kansas with Taylor Made Exteriors, LLC.

**Resolution No. 2020-06**

**BACKGROUND:**

The individual heating and air conditioning equipment for each of the 66 dwelling units at K1-53 Chalet Manor Family development are reaching the end of its expected life and are in need of replacement. The air conditioning equipment is the R-22 Freon refrigerant coolant system, which the R-22 Freon refrigerant is no longer being manufactured, and is difficult to obtain to maintain this equipment. Therefore, replacement to the newer R-410 coolant system is proposed.

**CURRENT ISSUE:**

Staff following our procurement policy has hired an architect, and the architect has prepared plans. The plans would demolish and remove the existing equipment and replace it with new equipment.

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 web site, and mailed to contractors reporting services. Also, the Invitation to Bid was mailed directly to 174-General contractors, 71-HVAC companies, which includes Section 3 contractors. Eight (8) contractors picked up plans for this project.

A pre-bid conference was held on March 11, 2020, to answer questions and give contractors an opportunity to visit K1-53 Chalet Manor Family Development to view the existing furnaces and air conditioning equipment.

Bids were opened on March 25, 2020 at 2:00 pm. Seven contractors bid on this project:

AAIM Services, LLC	Cummings Kansas
Envirotech Heating and Cooling	Shawnee, Kansas
Summit Heating and Cooling, LLC	North Kansas City, Missouri
Taylor Made Exteriors LLC	Lees Summit, Missouri

Low bidder was to be determined by the sum of the base bid, plus Alternate A – the cost to insulate duct work in the basements of these units, plus Alternate B – the cost to clean all duct work in the units.

Taylor Made Exteriors LLC is the apparent responsive low bidder with a base bid of \$360,385.08 plus Alternate A of \$44,898.00 plus Alternate B of \$55,440 for a total bid of \$460,723.08. Base bids plus Alternates A and B ranged in price from \$460,723.08 to \$626,143. (see attached bid tab sheet).

Taylor Made Exteriors LLC has been in business for 19 years. The Housing Authority has no previous experience with this contractor. The architect & staff have checked references with

Kansas City, Kansas Housing Authority  
Board of Commissioner's Meeting  
April 16, 2020

positive comments received. There is \$528,000 in the 2018 Capital Fund Program budgeted for this project. The architect's estimate for this work is \$537,862.62.

Taylor Made Exteriors LLC and its principal do not appear on the List of Parties Excluded from Federal Procurement or Nonprocurement Programs. The principals are:

Richard Mullin

Owner

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

Therefore, the staff and architect are recommending acceptance of the responsive low bid submitted by Taylor Made Exteriors LLC and authorize a contract in the amount of the base bid of \$360,385.08 plus Alternate A of \$44,898 plus Alternate B of \$55,440 for a total bid of \$460,723.08 for HVAC Improvements at K1-53 Chalet Manor Family Development.

Attached is a resolution that will authorize the acceptance of the bid and authorize a contract with Taylor Made Exteriors LLC for HVAC Improvements at K1-53 Chalet Manor Family Development in the amount of \$460,723.08.

Staff recommends approval of this resolution.

**BOARD ACTION:**

Approve Resolution No. 2020-06, if Appropriate.

## **RESOLUTION NO. 2020-06**

### **AUTHORITY TO ACCEPT THE BID AND AUTHORIZE A CONTRACT FOR HVAC IMPROVEMENTS AT K1-53 CHALET MANOR FAMILY DEVELOPMENT LOCATED IN KANSAS CITY, KANSAS WITH TAYLOR MADE EXTERIORS, LLC**

**WHEREAS**, HVAC improvements are needed at K1-53 Chalet Manor Family Development; and

**WHEREAS**, bids for HVAC improvements at K1-53 Chalet Manor Family Development were solicited and received on March 25, 2020; and

**WHEREAS**, bids were received from:

AAIM Services, LLC	Cummings, Kansas
Envirotech Heating and Cooling	Shawnee, Kansas
Summit Heating and Cooling, LLC	North Kansas City, Missouri
Taylor Made Exteriors LLC	Lees Summit, Missouri; and

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

**WHEREAS**, the low bidder was to be determined by the sum of the base bid, plus Alternate A – the cost to insulate the ductwork in the basements of the units, plus Alternate B – the cost to clean all duct work in the units; and

**WHEREAS**, the staff and architect are recommending acceptance of the responsive low bid submitted by Taylor Made Exteriors LLC and authorize a contract in the amount of the base bid of \$360,385.08 plus Alternate A of \$44,898 plus Alternate B of \$55,440 for a total bid of \$460,723.08, for HVAC Improvements at K1-53 Chalet Manor Family Development.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the bid submitted by Taylor Made Exteriors LLC in the amount of the base bid of \$360,385.08 plus Alternate A of \$44,898 plus Alternate B of \$55,440 for a total bid of \$460,723.08 for HVAC improvements at K1-53 Chalet Manor Family Development is hereby accepted.

**BE, IT FURTHER RESOLVED**, that the Housing Authority of Kansas City, Kansas is authorized to enter into a contract with Taylor Made Exteriors LLC in the amount of the base bid of \$360,385.08 plus Alternate A of \$44,898 plus Alternate B of \$55,440 for a total bid of \$460,723.08 for HVAC improvements at K1-53 Chalet Manor Family Development.

**NOW, THEREFORE BE, IT FURTHER RESOLVED** that the Board of Commissioners does hereby approve Resolution No. 2020-06.



**Kansas City,  
Kansas**

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Kansas City, KS 66101-2197  
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*Bid Tab Sheet Chalet Manor HVAC Improvements – March 25, 2020 2:00 pm*

<i>Company Name</i>	<i>Acknowledge Addendum No. 1</i>	<i>Completed Bid Form</i>	<i>Completed Bid Bond</i>	<i>Base Bid (\$)</i>	<i>Add Alt. A Duct Insulation</i>	<i>Add Alt B Duct Cleaning</i>	<i>Total Base Bid Plus Add Alternates 1 &amp; 2 (\$)</i>
Taylor Made Exteriors	X	X	X	\$360,385.08	\$44,898.00	\$55,440.00	\$460,723.08
AAIM Inc.	X	X	No	\$410,000.00	\$99,000.00	\$36,300.00	\$545,300.00
Jim Jam Inc. DBA Envirotech	X	X	No	\$498,000.00	\$38,500.00	\$50,000.00	\$586,500.00
Summit Heating & Cooling	X	X	X	\$480,203.00	\$92,940.00	\$53,000.00	\$626,143.00

Kansas City, Kansas Housing Authority  
Board of Commissioner's Meeting  
April 16, 2020

**New Business Consent Item:** Authorize a Contract for Fire Alarm Panel Replacement at K1-56 Bethany Tower (1131 Central Avenue), Douglas Heights High-Rise (1742 South 40<sup>th</sup> Street), Glanville Tower (730 Nebraska Avenue) and K1-57 Westgate Tower (6100 Leavenworth Road), in Kansas City, Kansas with Fire and Security Solutions.

**Resolution No. 2020-07**

**BACKGROUND:**

The individual fire alarm panels at each of these four tower facilities is experiencing problems requiring numerous service calls and difficulty with maintenance and testing of the alarms. Therefore, replacement of the fire panels is proposed.

**CURRENT ISSUE:**

Staff following our procurement policy has hired an architect, and the architect has prepared plans. The plans would demolish and remove the existing equipment and replace it with new equipment.

The Invitation to Bid was advertised in the Kansas City Star, The Call, and Hispanic News. The Invitation to Bid was posted on the Housing Authority's web site, and mailed to contractors reporting services. Also, the Invitation to Bid was mailed directly to 168- General Contractors, 45 - Electrical Companies, and 10 Fire Alarm Companies, which includes Section 3 Contractors. Ten (10) contractors picked up plans for this project.

Due to the corona virus no pre bid conference was held. Contractors were asked to submit questions regarding the fire panel replacement and to view the photos of each of the locations at the back of the specifications manual of the various panels. An addendum was issued on March 30<sup>th</sup>, 2020 answering all questions received from contractors.

A bid was opened on April 1<sup>st</sup>, 2020 at 2:00 pm. One Contractor bid on this project:

Fire and Security Solutions Group, Inc.      Lenexa, KS

Fire and Security Solutions Group, Inc. is the only responsive low bidder for Fire Alarm Panel Replacement at Bethany Tower, Douglas Heights High-Rise, Glanville Tower, and Westgate Tower with a bid of \$145,566.

Housing and Urban Development (HUD) regulations and the Housing Authority's procurement policy require that when only one bid is received that a price analysis of the bid be performed to determine if the bid price is reasonable. Since the bid amount is below the threshold amount of \$250,000; this single bid does not require HUD approval. The architect and staff have reviewed the bid submitted by Fire and Security Solutions Group, Inc. and have determined that the bid submitted for Fire Alarm Panel Replacement at Bethany Tower, Douglas Heights High-Rise, Glanville Tower, and Westgate Tower, is reasonable.

Fire and Security Solutions Group, Inc. has been in business for 13 years. The Housing Authority has previous experience with this contractor. Fire and Security Solutions Group, Inc. has installed fire panels for the Housing Authority on previous contracts, and currently assists in the



Kansas City, Kansas Housing Authority  
Board of Commissioner's Meeting  
April 16, 2020

maintenance and testing of the fire alarm panels for the Housing Authority. There is \$180,000 in the 2018 Capital Fund Program budgeted for this project. The architect estimate for this work is \$140,000.

Fire and Security Solutions Group, Inc. and its principal do not appear on the List of Parties Excluded from Federal Procurement or Nonprocurement Programs. The principals are:

Corby Fisher	General Partner
Don Cantrell	General Partner

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

Therefore, the staff and architect are recommending acceptance of the responsive low bid submitted by Fire and Security Solutions Group, Inc. and authorize a contract in the amount of \$145,566 for Fire Alarm Panel Replacement at Bethany Tower, Douglas Heights High-Rise, Glanville Tower, and Westgate Tower.

Attached is a resolution that will authorize the acceptance of the bid and authorize a contract with Fire and Security Solutions Group, Inc. for Fire Alarm Panel Replacement at Bethany Tower, Douglas Heights High-Rise, Glanville Tower, and Westgate Tower in the amount of \$145,566.

Staff recommends approval of this resolution.

BOARD ACTION:

Approve Resolution No. 2020-07, if Appropriate.

## **RESOLUTION NO. 2020-07**

**AUTHORITY TO ACCEPT THE BID AND AUTHORIZE A CONTRACT FOR FIRE ALARM PANEL REPLACEMENT AT BETHANY TOWER, DOUGLAS HEIGHTS HIGH-RISE, GLANVILLE TOWER, AND WESTGATE TOWER LOCATED IN KANSAS CITY, KANSAS WITH FIRE AND SECURITY SOLUTIONS GROUP, INC.**

**WHEREAS**, Fire Alarm Panel Replacement at Bethany Tower, Douglas Heights High-Rise, Glanville Tower, and Westgate Tower is needed; and

**WHEREAS**, bids for Fire Alarm Panel Replacement at Bethany Tower, Douglas Heights High-Rise, Glanville Tower, and Westgate Tower were solicited and received on April 1<sup>st</sup>, 2020; and

**WHEREAS**, a bid was received from:

Fire and Security Solutions Group, Inc.      Lenexa, KS; and

**WHEREAS**, the bid was opened and tabulated by the Kansas City Kansas Housing Authority staff; and

**WHEREAS**, the staff and architect are recommending acceptance of the responsive low bid submitted by Fire and Security Solutions Group, Inc. and authorize a contract in the amount of, \$145,566 for Fire Alarm Panel Replacement at Bethany Tower, Douglas Heights High-Rise, Glanville Tower, and Westgate Tower.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the bid submitted by Fire and Security Solutions Group, Inc. in the amount of the base bid of \$145,566 for Fire Alarm Panel Replacement at Bethany Tower, Douglas Heights High-Rise, Glanville Tower, and 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 Fire and Security Solutions Group, Inc. in the amount of \$145,566 for Fire Alarm Panel Replacement at Bethany Tower, Douglas Heights High-Rise, Glanville Tower, and Westgate Tower.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Commissioners does hereby approve Resolution No. 2020-07.



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**Bid Tab Sheet / Fire Alarm Panel Replacement Bethany Tower, Douglas Heights High-rise, Glanville Tower, and Westgate Tower  
April 1, 2020 @ 2:00 p.m.**

Company Name	Acknowledge Addendum No. 1	Completed Bid Form	Completed Bid Bond	Base Bid (\$)	Manufacturer
Fire & Security Solutions Group, Inc.	X	X	X	\$145,566.00	Gamewell/FCI Honeywell

## **RESOLUTION NO. 2020-08**

### **AUTHORITY TO NAME THE NEW MAINTENANCE FACILITY THE THOMAS M. SCOTT MAINTENANCE FACILITY**

**WHEREAS**, in recognition of Thomas M. Scott's dedication and years of service as Director of Facilities Management, Deputy Director and Executive Director of the Kansas City, Kansas Housing Authority; and

**WHEREAS**, in recognition of his ongoing efforts in returning to the agency after his retirement; and

**WHEREAS**, he has given significant time and devotion to the Kansas City, Kansas Housing Authority, its staff and residents.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the new maintenance facility located at 1300 Meadowlark Lane in Kansas City, Kansas shall be named the *Thomas M. Scott Maintenance Facility*.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Commissioners does hereby approve Resolution No. 2020-08.