



# Agenda

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

### Special Meeting

Tuesday, August 13, 2019

12 noon

Administration Office

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

- I. Roll Call
- II. Approval of the Minutes  
Regular Board Meeting July 18, 2019  
(Pages 1—7)
- III. Executive Director's Report  
(Pages 8—27)
- 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. New Business Consent Items:
  - A. Resolution No. 2019-14      Authority to Dispose of Scrap Metal  
(Pages 28—29)
  - B. Resolution No. 2019-15      Authorize a Contract with American  
Digital Security, LLC for Security Camera  
Improvements at Glanville Towers,  
Rosedale Towers and Plaza Towers  
(Pages 30—33)
- VII. New Business Discussion Item:
  - A. Resolution No. 2019-16      Authorize a Contract with Construction  
Management Services, Inc. for Phase I  
Interior Modernization at Plaza Towers  
(Pages 34—39)
- VIII. Adjournment

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

Thursday, July 18, 2019  
12 noon

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

On the 18th day of July 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:

Matthew T. Watkins, Chairman  
Jacques Barber, Commissioner  
Rachel Jefferson, Commissioner  
Don Jolley, Commissioner  
Timothy J. Rhodes, Commissioner  
Denise Tomasic, Commissioner  
Linda Warner, Commissioner

**ABSENT:**

Rev. Jimmie L. Banks, Vice-Chairman  
P. Anne McDonald, Commissioner  
Alvin Sykes, Commissioner  
Cardelia Walker, Commissioner  
Charles Wilson, Commissioner

**ALSO PRESENT:**

Thomas M. Scott, Executive Director/CEO  
Gerald Glavin, Asst. Director of Housing Management  
Melinda Linnell, Director of Housing Management  
Sharron Davis-Mays, Self-Sufficiency Coordinator  
Benice Meeks, Assistant Director of Finance  
Jacqueline D. Randle, Executive Services Manager  
Caroline Rogers, Director of Finance  
Anthony J. Shomin, Director of Facilities Management  
Alvin White, General Foreman

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

1\*\*\*\*\*

Commissioner Jefferson made a motion to approve the minutes of June 20, 2019. Commissioner Tomasic seconded the motion and the following vote was recorded:

AYES: Barber, Jefferson, Jolley, Rhodes, Tomasic, Warner, Watkins

NAYS: None

ABSENT: Banks, McDonald, Sykes, Walker, Wilson

ABSTAIN: None

Motion carried.

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

- Mr. Scott provided a couple of housekeeping issues. He noted that Resolution No. 2019-13, as listed on the agenda was being pulled and Resolution 2019-14 would be moved up and renumbered to Resolution No. 2019-13. On page 5 of the handout concerning the vehicles, the very last notation of years should read 29 years old instead of 19 years old.
- Mr. Scott noted that he has had numerous meetings with Fran Cleary, HUD's Director of Office of Public Housing Field Operations. Along with Mr. Shomin and Mr. Glavin, they met to tour the new maintenance facility on Meadowlark Lane. They followed up with a drive to see the egress both north and south to get through town. They drove by the Leavenworth Road properties and scattered sites which are under renovation. A walk-through took place at the maintenance facility located at 624 State Avenue. Ms. Cleary was shown a video of the water intrusion in the maintenance facility as well. The local HUD office and Regional Director out of Wichita are both of supportive of what we are trying to do with the new maintenance facility. We hope to hear back from Washington, D.C. relatively quickly and believe there will be a favorable response.
- The sales contract on the purchase of the office facility on Meadowlark Lane has been terminated and the deposit has been refunded to the agency.
- Vapor testing at Juniper Gardens, which was holding up the environmental audit and Capital Funds, has been completed and that information has been provided to HUD. There are two environmental issues remaining open, one at Wyandotte Towers for soil testing and the other at Bethany Towers with Kansas Department of Health and Environment (KDHE).
- Audit findings from the May 31, 2019 letter from HUD were responded to on June 27, 2019 and we are continuing to work with HUD to address this matter.
- District 500 took over the EOF early education services for Douglas Height and Belrose Manor some time ago, but was unsuccessful in obtaining full

funding for the upcoming year according to a recent letter provided to the Housing Authority. Ms. Linnell is reaching out to District 500 to decrease the rent if they would consider coming back and working with us for free. Mr. Scott explained this will not happen right away and we will continue to monitor this situation closely. *In the bullet point, Mr. Scott was referring the Headstart program which is different from the Learning Club.*

- Mr. Scott acknowledged Ms. Escobar for her time as Deputy Director.
- The Housing Authority is working on developing an RFP for consulting services to reposition Juniper Gardens. Along with Mr. Shomin, Mr. Scott spent an hour at HUD discussing RAD. Bonners Springs Housing Authority approached us about six years ago about absorbing its housing stock; we will look at this again. This could help us with the disposition of residents from Juniper Gardens.
- Mr. Scott and Ms. Escobar met with Christy McMurphy of Kim Wilson Housing to partner on a 2019 Mainstream Voucher NOFA. We are currently working with Kim Wilson Housing on a small project base that could be expanded.
- On page 9 of the board packet, we have removed Community Housing Investment Group (CHIG) funds from the available funds for the Housing Authority.
- Mr. White was introduced as General Foreman for the Housing Authority. He has been an employee for a number of years. Mr. Scott received a call on Wednesday about Mr. White who was observed pulling his truck over and getting out helping someone in a wheelchair to maneuver across the street and over a curb. This occurred in the Argentine area of Kansas City, Kansas. Mr. White was acknowledged and thanked for his kind act.
- Mr. Scott then went on to recognize senior staff for their hard work in moving the agency forward.

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## **Committee Reports**

Chairman Watkins called for committee reports.

### Bylaws

Commissioner Barber noted there was no report from the Bylaws Committee.

### Development and Improvement

Commissioner Rhodes indicated that the Development and Improvement Committee has not met, but plan to meet within the next couple of weeks.

Finance

In Commissioner McDonald's absence, Commissioner Rhodes noted the Finance Committee did not meet.

Inclusion and Public Information

Commissioner Warner noted that they are scheduled to meet on June 29, 2019 and she is determining if this meeting will take place.

Personnel

Vice-Chairman Banks was not present and it was believed that the Personnel Committee has not met.

Resident Participation

Commissioner Wilson was not present and it was believed that the Resident Participation Committee did not meet.

Executive

Chairman Watkins noted the Executive Committee did not meet.

Community Housing Investment Group (CHIG)

Chairman Watkins noted the next quarterly CHIG board meeting will take place at the end of July.

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Public Comments

There were no comments from the public.

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**New Business Consent Items**

Commissioner Rhodes made a motion to approve Resolution Nos. 2019-11 and 2019-12. Commissioner Tomasic seconded the motion and the following vote was recorded:

AYES: Barber, Jefferson, Jolley, Rhodes, Tomasic, Warner, Watkins

NAYS: None  
ABSENT: Banks, McDonald, Sykes, Walker, Wilson  
ABSTAIN: None

Motion carried.

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Resolution No. 2019-11—authority to accept the bid and authorize a contract for HVAC improvements at Douglas Heights family developments located at 42<sup>nd</sup> Street and Lawrence Drive in Kansas City, Kansas with AAIM Services, LLC.

This resolution authorizes a contract with AAIM Services, LLC for HVAC improvements for 99 units at Douglas Heights family development. The R-22 Freon system is being replaced with the newer R-410 coolant system. The work was advertised in the usual publications and mailed directly to contractors on our bid list. Four contractors bid the work on June 26, 2019. AAIM Services, LLC was the apparent responsive low bidder with a bid of \$284,000. The range of bids was \$284,000—\$682,000. The architect's estimate for the work is \$529,920. There is \$325,000 in the 2019 Capital Fund Program budgeted for this project. The staff and architect are recommending acceptance of the bid in the amount of \$284,000 and authorizing AAIM Service, LLC to do the work.

RESOLUTION NO. 2019-11—AUTHORITY TO ACCEPT THE BID AND AUTHORIZED A CONTRACT FOR HVAC IMPROVEMENTS AT DOUGLAS HEIGHTS FAMILY DEVELOPMENTS LOCATED AT 42<sup>ND</sup> STREET AND LAWRENCE DRIVE IN KANSAS CITY, KANSAS WITH AAIM SERVICES, LLC.

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Resolution No. 2019-12—authority to reject the bid for slope stabilization at Chalet Manor family development located at Birch Street and Ruby Avenue in Kansas City, Kansas submitted by ESI Contracting Corporation.

This resolution authorizes the Board to reject the bid by ESI Contracting Corporation for slope stabilization at Chalet Manor family development in Kansas City, Kansas. A shift in the ground has caused severe sidewalk and parking lot instability and requires excavation, construction of retaining walls, regarding and landscaping at Chalet Manor. The Invitation to bid was advertised in the usual publications and mailed directly to contractors. On July 27, 2019 ESI Contracting Corporation was the only contractor to bid this work. ESI's estimate for the work is \$760,390. The architect's estimate is \$358,031. The agency's procurement policy requires that bids in excess of 110% be rejected, re-evaluated, changed if necessary and rebid in hopes of bringing the cost within budget. Staff is recommending that this bid be rejected and rebid in the fall.

**RESOLUTION NO. 2019-12—AUTHORITY TO REJECT THE BID FOR SLOP STABILIZATION AT CHALET MANOR FAMILY DEVELOPMENT LOCATED AT BIRCH STREET AND RUBY AVENUE IN KANSAS CITY, KANSAS SUBMITTED BY ESI CONTRACTING CORPORATION.**

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Chairman Watkins explained that Resolution No. 2019-13 has been removed from the agenda and Resolution No. 2019-14 has moved up and replaces 2019-13 and will be renumbered. Mr. Shomin then began his explanation of why this resolution was removed. He noted the work is for Phase 1 (floors 6—8) of interior remodeling at Plaza Towers. Three bids were accepted on July 15, 2019. The low bid was almost \$2.9 Million which staff and the architect have determined is excessive for the work. Two of the bids were within \$30,000 of each other. Rebidding this work in the current climate would probably yield similar results. This resolution is being pulled because past history shows us that interior modernization generally runs \$34,000 per unit. This bid averages \$56,000 per unit. The architect's is \$2.2 Million for the project which represents a \$600,000 premium to get this work done now. Mr. Shomin requested more time to review this and see what other options are available. He is aware there are obligation deadlines for the funds. Mr. Scott was in agreement with Mr. Shomin's recommendation. He noted the appraised value of Plaza Towers is \$4 Million and total construction costs could bring the project to \$8-9 Million. Commissioner Barber asked about the condition of the building. Mr. Scott noted there are no health and safety issues with the building, it just needs updating. Commissioner Jefferson asked about obligation deadlines. Mr. Shomin explained that the funds have a two-year obligation deadline and up to four years to expend the funds. There must be a contract for 90 percent of the funds. Mr. Scott noted we can do a budget revision to obligate the funds and we will stay on top of the obligation dates. Mr. Shomin added that we are supplying some of the materials to complete this work and that should have brought the cost down somewhat. Mr. Scott cautioned that there could be a special meeting called to obligate these funds so they would not be lost.

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**New Business Discussion Item**

Resolution No. 2019-13, authorizing the disposal of Housing Authority property consisting of fleet vehicles and equipment, is introduced.

Mr. Scott noted that the disposition policy requires that the Board approve the disposal of Housing Authority property. Typically vehicles have been advertised in the Kansan and the KC Star. The Kansan is gone and the KC Star is too expensive. The BPU, Unified Government and Johnson County use an online

bidding process to dispose of vehicles. Mr. Glavin put together the handout showing the vehicles. The vehicles listed are obsolete and need to be disposed of. It was noted that previously two vehicles were replaced each year out of the Capital Fund. However, the previous administration has elected to lease the new vehicles through Enterprise. Mr. Scott asked for the Board's approval to dispose of the vehicles.

Commissioner Jolley made a motion to approve Resolution No. 2019-13. Commissioner Barber seconded the motion and the following vote was recorded:

AYES: Barber, Jefferson, Jolley, Rhodes, Tomasic, Warner, Watkins

NAYS: None

ABSENT: Banks, McDonald, Sykes, Walker, Wilson

ABSTAIN: None

Motion carried.

RESOLUTION NO. 2019-13—AUTHORIZE THE DISPOSAL OF HOUSING AUTHORITY PROPERTY CONSISTING OF FLEET VEHICLES AND EQUIPMENT.

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### **Executive Session**

Commissioner Jefferson made a motion to go into Executive Session for 15 minutes to discuss a personnel matter. Commissioner Barber seconded the motion and it passed unanimously.

Mr. Scott was present during Executive Session. *Executive Session took place from 1:01 p.m.—1:16 pm.*

Commissioner Rhodes made a motion to come out of Executive Session. Commissioner Tomasic seconded the motion and it passed unanimously.

With no further business, Chairman Watkins asked that the meeting be adjourned and it passed unanimously.

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Matthew T. Watkins, Chairman

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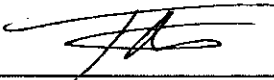
Thomas M. Scott, Executive Director/CEO



## Executive Director's Report

August 13, 2019

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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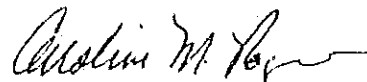
Thomas M. Scott  
Executive Director/CEO

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

Description	Rate <sup>(a)</sup>	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$319,448.72	Liberty
Payroll Account	0.00%		\$10,796.03	Liberty
ACH Pymt Account	0.15%		\$7,121.77	Liberty
Rent Depository Account	0.00%		\$1,470,738.90	Bank of Labor
Rent Bank Deposit Accounts	0.75%		\$134,839.84	Various
Homeless Prevention Program	0.75%		\$5,609.58	Bank of Labor
Sponsorship Program	0.75%		\$19,895.90	Bank of Labor
Section 8 Checking	0.00%		\$29,544.54	Bank of Labor
EPC Replacement Reserve Acct	0.15%		\$38,711.94	Liberty
KCKHA Debt Service Account			\$190,441.09	Deutsche Bank
CD#120245349	1.49%	08/26/19	\$500,000.00	Bank of Labor

(a) Represents Rates as of August 7, 2019 provided by Banks.

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

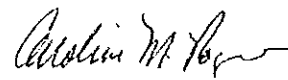


Caroline M. Rogers  
Director of Finance

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

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	<b>Rent &amp; Other Charges</b>	<b>Repayment Agreements</b>	<b>Net Total</b>
Accounts Receivable (Amounts Delinquent)	\$241,984.81	(\$122,946.31)	\$119,038.50
Total Charges to Tenants for Month			\$450,550.01
Delinquency Ratio			26.42%
Petitioned to Court			<u>23</u>
Praecipes Issued			<u>18</u>
Evictions			<u>7</u>
Pending Evictions			<u>2</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 JULY'19

**\*CONTRACT COSTS\***

VETS Securing America	\$18,950.16
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**\*MAINTENANCE COSTS\***

American Water Treatment Inc	\$1,050.00
Bailey Industrial Cleaning	\$5,505.00
Bailey Industrial Cleaning	\$5,400.00
Booneys Lawn Service	\$2,100.00
Carpet Corner Inc	\$2,494.19
Citrin Cooperman & Co	\$1,500.00
Coleman Equipment Inc	\$1,348.90
Donisha Henderson dba	\$3,280.00
Doug's Auto Repair	\$4,109.90
Ferguson Enterprises Inc	\$2,786.69
Ferguson Enterprises Inc	\$1,282.22
First Call Restoration Inc	\$28,657.45
General Electric Company	\$4,650.00
General Electric Company	\$3,720.00
General Electric Company	\$1,708.01
Gold Star Flooring & More, Inc	\$1,220.00
Grainger	\$1,734.38
H.D. Supply	\$2,463.37
H.D. Supply	\$2,420.61
H.D. Supply	\$1,420.14
Home Depot Pro-SupplyWorks	\$2,131.82
Home Depot Pro-SupplyWorks	\$1,425.12
Jim's Services	\$1,000.00
Johnson County Landfill	\$1,136.34
Johnstone Supply Co	\$6,753.34
Johnstone Supply Co	\$3,251.53
Kansas City Winnelson Co	\$1,500.90
Kempkes Contractors, LLC	\$3,995.00
Kempkes Contractors, LLC	\$1,310.00
Martin Mechanical Corporation	\$2,892.61
McCray Millwork	\$1,674.48
Midway Ford Truck Center Inc	\$7,677.89
Minnesota Elevator Inc	\$1,024.75

*Schedule C - Expenses Over \$1,000***Kansas City, Kansas Housing Authority**

Payments Over \$1,000.00

For The Month of JULY'19

Olney Sales, Inc	\$1,015.00
Oscar's Maintenance Service Corp., LLC	\$3,505.00
Oscar's Maintenance Service Corp., LLC	\$1,705.00
Oscar's Maintenance Service Corp., LLC	\$1,505.00
Oscar's Maintenance Service Corp., LLC	\$1,500.00
PCS	\$1,783.89
PCS	\$1,000.46
Personal Touch Lawn Service	\$15,172.00
Plumbmaster, Inc	\$2,036.40
Precision Plumbing & Construct, Inc	\$3,755.00
Precision Plumbing & Construct, Inc	\$2,174.00
Riback Supply Co	\$1,796.20
Sherwin-Williams Co	\$2,937.03
Sherwin-Williams Co	\$2,558.70
Smallwood Locksmiths, LLC	\$23,302.72
Smallwood Locksmiths, LLC	\$1,143.20
Smith Service, LLC	\$1,575.00
SOS Pest Control	\$2,250.00
SOS Pest Control	\$2,250.00
Stanion Wholesale Elec Co.	\$3,285.26
Stanion Wholesale Elec Co.	\$2,015.96
Stanion Wholesale Elec Co.	\$1,148.96
Strasser Hardware	\$3,285.11
Sutton Remodeling LLC	\$3,140.00
Sutton Remodeling LLC	\$1,650.00
Three Sons Painting LLC	\$6,200.00
Three Sons Painting LLC	\$4,640.00
Ultra-Chem Inc	\$1,030.31
Vestals Welding & Fabrication	\$1,080.00
Virginia Tile Company	\$1,149.00
Waste Management	\$7,728.78
White Lawn and Landscape, LLC	\$3,210.00
Worldwide Window Fashions	\$3,930.72
 <b>*MISCELLANEOUS COSTS*</b>	
American Express	\$4,184.79
AT&T	\$1,842.67
Enterprise FM Trust	\$18,911.31
Enterprise FM Trust	\$11,727.38

*Schedule C - Expenses Over \$1,000***Kansas City, Kansas Housing Authority**

Payments Over \$1,000.00

For The Month of JULY'19

Evans & Mullinix, PA	\$4,193.00
GFI Digital	\$5,355.00
GFI Digital	\$5,355.00
Housing Authority Risk Retention Group	\$43,507.00
Housing Insurance Serv Inc	\$82,760.00
Housing Insurance Serv Inc	\$3,750.00
Lockton Companies	\$14,094.75
Online Information Service	\$1,318.00
PayLease LLC	\$1,556.09
Sanders, Warren, Russel	\$1,575.00
Scott & Associates, LLC	\$19,300.00
Scott & Associates, LLC	\$6,900.00
Staples Advantage	\$2,885.98
Time Warner Cable	\$1,417.57
U.S Bank Equipment Finance	\$2,429.32
WEX Bank	\$4,226.85
WEX Bank	\$4,030.14

**\*OTHER GRANT COSTS\***

Coleman American Moving Serv	\$1,541.85
GSI Engineering, LLC	\$5,961.00
SGL	\$27,130.20
Urban Works, LLC	\$4,500.00
Occu-Tech	

**\*PAYROLL COSTS\***

Aetna	\$106,105.65
AFLAC	\$2,842.74
AFLAC	\$2,842.74
Butler & Associates P.A.	\$1,137.32
Colonial Life & Accident	\$8,422.16
Delta Dental	\$4,722.60
Kansas Payment Center	\$1,191.65
Kansas Payment Center	\$1,141.65
Kansas Payment Center	\$1,141.65
KPERS Retirement System	\$30,812.16
KPERS Retirement System	\$30,801.65
KPERS Retirement System	\$30,730.63
Nationwide Retirement	\$2,804.08

## Schedule C - Expenses Over \$1,000

**Kansas City, Kansas Housing Authority**

Payments Over \$1,000.00

For The Month of JULY'19

Nationwide Retirement	\$2,754.08
Nationwide Retirement	\$2,754.08
Nationwide Retirement	\$2,704.08
UMB Health Savings Acct	\$3,749.13
UMB Health Savings Acct	\$3,699.13
UMB Health Savings Acct	\$3,699.13
W.H. Griffin, Trustee	\$2,145.16

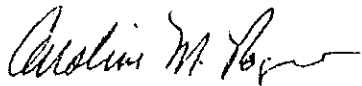
**\*INTERBANK TRANSFERS\***

Liberty Gen Fund to Payroll Transfers	\$174,500.00
Liberty Gen Fund to Payroll Transfers	\$174,400.00
Liberty Gen Fund to ACH Transfers	\$37,800.00
Liberty Gen Fund to ACH Transfers	\$37,300.00
Liberty Gen Fund to ACH Transfers	\$1,318.00
Liberty Gen Fund to ACH Transfers	\$1,556.09

**\*UTILITIES COSTS\***

Board of Public Utilities	\$94,916.53
Board of Public Utilities	\$68,117.20
Board of Public Utilities	\$65,560.71
Constellation New Energy-Gas	\$1,020.59
Kansas Gas Service	\$13,202.47
Kansas Gas Service	\$7,511.94
Kansas Gas Service	\$1,076.81

\$1,454,968.21



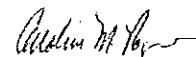
Caroline M. Rogers  
Director of Finance

**Kansas City, Kansas Housing Authority**  
**Operating Receipts and Expenditures**  
**For Period Ending June 30, 2019**

	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				\$1,263,705.72	25%	\$5,052,098.00			
Fraud Recovery Income							\$63,377.00		
Interest Income	\$376.50	27%	\$1,390.00			\$6,200.00			\$20.00
Tenant Income				\$89,821.14	28%	\$318,090.00			
Other Income	\$293,236.86	62%	\$469,242.00	\$28,693.23	3%	\$1,056,053.00	\$1,159.78		
Fee for Services - COCC	\$278,685.73	12%	\$2,385,276.00						
Management Fees	\$461,161.51	25%	\$1,838,931.00						
Total Operating Income	\$1,033,460.60	22%	\$4,694,839.00	\$1,382,220.09	21%	\$6,432,441.00	\$64,536.78	#####	\$20.00
Operating Subsidy				\$2,226,166.00	30%	\$7,489,377.00			
Prior Year Subsidy									
Section 8 Admin Fees							\$182,466.00	21%	\$863,666.00
<b>Total Operating Receipts</b>	<b>\$1,033,460.60</b>	<b>22%</b>	<b>\$4,694,839.00</b>	<b>\$3,608,386.09</b>	<b>26%</b>	<b>\$13,921,818.00</b>	<b>\$247,002.78</b>	<b>29%</b>	<b>\$863,686.00</b>
<b>OPERATING EXPENSES:</b>									
Administrative Salaries	\$236,512.80	24%	\$984,158.00	\$245,285.73	27%	\$923,521.00	\$73,195.36	25%	\$296,750.00
Management Fees				\$386,613.01	26%	\$1,498,208.00	\$74,548.50	22%	\$340,724.00
Other Admin Expenses	\$47,264.11	17%	\$278,119.00	\$56,506.63	19%	\$302,576.00	\$6,769.02	17%	\$40,632.00
<b>Tenant Services</b>									
Resident Assoc Expenses				\$3,789.00	15%	\$25,457.00			
Other Expenses				\$1,114.44	7%	\$16,955.00			
<b>Total Utilities</b>	<b>\$10,942.79</b>	<b>22%</b>	<b>\$50,255.00</b>	<b>\$524,019.30</b>	<b>21%</b>	<b>\$2,551,312.00</b>			
Maintenance Salaries	\$374,892.72	22%	\$1,678,428.00	\$294,603.08	24%	\$1,213,293.00			
Maint Materials	\$108,519.31	21%	\$519,096.00	\$33,787.26	14%	\$237,928.00	\$371.10	19%	\$1,966.00
Fee for Services - COCC				\$278,685.73	12%	\$2,385,276.00			
Other Maint Contracts	\$33,798.44	20%	\$167,142.00	\$216,443.88	20%	\$1,069,411.00	\$1,770.74	40%	\$4,468.00
Security Salaries									
Other Security Expense	\$25,266.88	27%	\$93,379.00			\$192,439.00			
Insurance	\$93,546.01	76%	\$123,400.00	\$142,206.28	27%	\$522,181.00	\$7,500.16	32%	\$23,259.00
Terminal Leave Payments									
Employee Benefit Contributions	\$219,071.19	23%	\$972,731.00	\$214,636.53	27%	\$780,649.00	\$25,922.30	24%	\$108,413.00
Collection Losses				(\$6,540.31)	-5%	\$138,440.00			
Interest Expense				\$155,883.48	26%	\$596,652.00			
Other General Expense	\$340.22			\$214.29	5%	\$4,142.00	\$3,373.01	20%	\$17,250.00
Total Routine Expenses	\$1,150,154.47	24%	\$4,866,708.00	\$2,547,248.33	20%	\$12,458,440.00	\$193,450.19	23%	\$833,462.00
Extraordinary Maintenance									
Depreciation Expense									
Contracts									
Casualty Losses - Net									
<b>Total Operating Expenses</b>	<b>\$1,150,154.47</b>	<b>24%</b>	<b>\$4,866,708.00</b>	<b>\$2,547,248.33</b>	<b>20%</b>	<b>\$12,458,440.00</b>	<b>\$193,450.19</b>	<b>23%</b>	<b>\$833,462.00</b>
Prior Year Adjustments									
<b>Total Operating Expenditures</b>	<b>\$1,150,154.47</b>	<b>24%</b>	<b>\$4,866,708.00</b>	<b>\$2,547,248.33</b>	<b>20%</b>	<b>\$12,458,440.00</b>	<b>\$193,450.19</b>	<b>23%</b>	<b>\$833,462.00</b>
<b>Gain/(Loss) from Operations</b>	<b>(\$116,693.87)</b>		<b>(\$171,869.00)</b>	<b>\$1,061,137.76</b>		<b>\$1,463,378.00</b>	<b>\$53,552.59</b>		<b>\$30,224.00</b>

\*\*\* June is the 3rd month of the Fiscal Year Ending March 31st

\*\*\* Percentage 25.0% or 3/12th of the year



Caroline Rogers  
 Director of Finance



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

**CUSTOMER SERVICE & SATISFACTION SURVEY - JULY 2019**

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
07/01/19	83	11	94	5	5	0	6
07/02/19	60	8	68	3	3	0	5
07/08/19	102	20	122	9	9	0	11
07/10/19	53	15	68	5	5	0	10
07/15/19	60	18	78	3	3	0	15
07/16/19	46	16	62	8	8	0	8
07/17/19	51	11	62	5	5	0	6
07/18/19	130	13	143	4	4	0	9
07/19/19	77	16	93	8	8	0	8
07/22/19	50	11	61	2	2	0	9
07/23/19	53	20	73	7	7	0	13
07/24/19	51	10	61	4	4	0	6
07/25/19	69	13	82	4	4	0	9
07/29/19	68	13	81	5	5	0	8
07/30/19	40	18	58	7	7	0	11
07/31/19	85	13	98	7	7	0	6
<b>TOTAL</b>	<b>1,078</b>	<b>226</b>	<b>1,304</b>	<b>86</b>	<b>86</b>	<b>0</b>	<b>140</b>

(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 38% of the service work orders completed
- (b) No Response 62% 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	46	141
Units in Mod	12	21	33
Fire Units	4	0	4
Rentable Units	79	25	104
Move-Ins	9	11	20
Move-Outs	12	15	27
Units Available	0	1	1
Units Readied in JUL	9	5	14

## REPORT F

## July 2019 Occupancy Report

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 *(6) (13) JUNIPER GARDENS	265	177	88	67%	68%
K1-2 (1) ST. MARGARETS PARK	100	99	1	99%	97%
K1-3(1) CYRUS K. HOLIDAY	60	57	3	95%	95%
K1-4*(6) (6) WYANDOTTE TOWERS	302	275	27	91%	89%
K1-5*(2) (1) BELROSE MANOR	90	83	7	92%	93%
K1-6 Elderly DOUGLAS HEIGHTS	101	100	1	99%	100%
K1-6 (3) Family DOUGLAS HEIGHTS	99	95	4	96%	96%
K1-7 (1) SCATTERED SITES	24	24	-	100%	96%
K1-9 (1) SCATTERED SITES	30	30	-	100%	97%
K1-10 *(2) SCATTERED SITES	42	39	3	93%	93%
K1-11 (1) (1) GRANDVIEW PARK	40	37	3	93%	93%
K1-12 (2) CHALET MANOR	66	62	4	94%	94%
K1-13 WELBORN VILLA	80	80	-	100%	100%
K1-14 BETHANY PARK TOWERS	153	151	2	99%	99%
K1-15 *(5) SCATTERED SITES	20	15	5	75%	75%
K1-17*(1) GLANVILLE TOWERS	108	107	1	99%	99%
K1-18 ROSEDALE TOWERS	122	120	2	98%	100%
K1-20 WESTGATE TOWERS	163	157	6	96%	99%
K1-21(1) SCATTERED SITES	8	7	1	88%	100%
K1-22 WESTGATE VILLA	20	20	-	100%	100%
K1-23(1) SCATTERED SITES	38	37	1	97%	97%
K1-24 (14) PLAZA TOWERS	115	100	15	87%	89%
K1-25 SCATTERED SITES	12	11	1	92%	100%
Sub-Total before Adjustments	2,058	1,883	175	91%	92%
Less: # of Deprogrammed Units	34		34		
Less: # of Units Under Modernization	37		37		
Total Units Available for Occupancy	1,987	1,883	104	95%	95%

(\*) Modernization units

## **MODERNIZATION AND DEVELOPMENT REPORT AUGUST 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.

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

### **K1-57 WESTGATE VILLA CENTRAL AIR CONDITIONER HVAC REPLACEMENT**

Bids were due on June 12<sup>th</sup>, 2019 for this project. Five contractors bid on this project. Bids ranged in price from \$59,695.00 to \$109,877. The low bid of \$59,695.00 was submitted by Southtown Glass, Inc. dba SGI. Since this amount is below the threshold of \$75,000 requiring Board approval, staff has awarded a contract for HVAC Improvement at Westgate Villa to SGI, in the amount of \$59,695.00. A pre-construction meeting was held on July 16, 2019. Notice to Proceed will be issued when all required paperwork is received and the equipment is ready to be installed.

## **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.

#### **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 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. 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. Elevator equipment has been delivered and work on the Plaza Tower passenger elevator is now complete and has been accepted. Work has begun on the freight elevator at Plaza Tower and is progressing well. Minnesota Elevator Inc., having an extra crew available began elevator work at Westgate Tower on June 17<sup>th</sup>, 2019. Work at Westgate Tower is progressing well with one elevator nearly completed.

#### **K1-57 WESTGATE TOWER PARKING LOT IMPROVEMENT**

Bids were due on January 9<sup>th</sup>, 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, staff awarded a contract to McConnell and Associates, Inc. in the amount of \$64,640. A pre construction conference was held on February 13<sup>th</sup>, 2019. The building permit has been received from the Unified Government for this project. Notice to Proceed was issued on July 1<sup>st</sup>, 2019. Work has begun and is progressing well. Demolition is complete, the drain has been installed, concrete has been placed, and the parking lot is being prepared for asphalt.

#### **K1-56 ROSEDALE TOWER FIRE SPRINKLER IMPROVEMENT**

Bids closed on January 23<sup>rd</sup>, 2019. The Board authorized the award of a contract at the February 21<sup>st</sup>, 2019 meeting to Southtown Glass Inc. DBA SGI, in the amount of \$298,175.00. Preconstruction meeting was held on March 1<sup>st</sup>, 2019. Notice to Proceed was issued on March 19, 2019. Contractor was delayed due to an asbestos problem. However, that problem has been resolved and the project is now moving forward. The contractor has prepared his design,

submitted it, and it has been approved. Work has begun and is complete on the 5<sup>th</sup> through the 12<sup>th</sup> floors. Work is progressing well.

#### **K1-56 GLANVILLE TOWER – COMMON AREA HVAC IMPROVEMENTS**

Bids were received on February 27<sup>th</sup>, 2019 for this project. The Board authorized the award of a contract at the March 2019 to Envirotech Heating and Cooling, in the amount of \$98,100.00. Preconstruction meeting was held on March 2<sup>nd</sup>, 2019. Notice to Proceed was issued on May 6, 2019. New equipment has been delivered. Installation is complete. Punch list items and final paperwork are pending.

#### **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.

#### **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. The first elevator was received and accepted. The work on the second elevator began on March 5, 2019 and is now complete and has been accepted. This project is being prepared for close out.

#### **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. 15 residents have been moved off of the 8<sup>th</sup> Floor. The remaining two resident's moves for the eight floor are being scheduled.

#### **K1-54 SCATTERED SITES (15) INTERIOR MODERNIZATION**

Bids were received on April 24, 2019, for the interior modernization of 5 houses in this development. This is the first phase of interior modernization at this development. Upon completion residents from other houses will be relocated to these units and then these houses will be scheduled for interior modernization. The Board authorized the award of a contract at the May 2019 meeting to Frye Construction Co., Inc., in the amount of \$229,900.00. Pre-construction meeting was held on May 23<sup>rd</sup>, 2019. Notice to proceed was issued on June 20<sup>th</sup>, 2019. Work has begun and is progressing well. In the 5 houses, demolition, rough-in wiring and plumbing are complete, sheet rock installation is underway.

#### **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 LLCI. 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. The Notice to Proceed will be issued when all required paperwork is received and the equipment is ready to be installed.

#### **K1-57 PLAZA TOWER INTERIOR MODERNIZATION PHASE 1 (Floors 6, 7, and 8)**

Bids were received on July 15<sup>th</sup>, 2019 for this project. The Board considered the bids received at the meeting on July 18<sup>th</sup>, 2019. Due to the bids being over budget, the Board held over acceptance and award of a contract for staff's further review. Staff notified each bidder and informed them that their bids were over budget for this project, and gave each an opportunity to revise their bids, if they choose too. August 2<sup>nd</sup>, 2019 at 2:00 pm was the deadline establish, if bidders wanted to revise their bids. All three bidders revised their bids. This will be on the agenda for the August Board meeting.

#### **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. 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. Proposals were received on February 13, 2019. Architectural proposals are being reviewed for projects in this program.

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

Bids were received on July 24<sup>th</sup>, 2019 for this project. This will be on the Board agenda for August, 2019 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.

## RESIDENT INITIATIVE REPORT

AUGUST 2019

SUBMITTED BY SHARRON DAVIS-MAYS

SELF-SUFFICIENCY COORDINATOR

The Public Housing Resident Council does not meet during the month of July. The PHRC will resume its meetings in August.

The Girls Scouts held its summer program for the following family sites: Juniper Gardens, St. Margaret's Park and Cyrus K. Holiday. The program ended July 26, 2019. St. Margaret's Park and Cyrus K. Holiday had nine girls participating in their troops. The girls ranged from Kindergarten through 8<sup>th</sup> grade. Juniper Gardens did not have any participation and closed after the third week.

Connecting for Good attempted to have a summer program for the youth at Juniper Gardens. The program closed after the third week due to lack of participation.

The Kansas City, Kansas Public School's Nutritional Services Program held its summer food program. The following sites served breakfast and lunch for June and July:

Site	Breakfast Meals	Lunch Meals
Belrose Manor	90	195
Chalet Manor	88	155
Cyrus K. Holiday	0	409
Douglas Heights	110	237
Juniper Gardens	189	435
St. Margaret's Park	160	253

The school district served meals Monday—Thursday and Catholic Charities provided lunch on Friday. Three hundred youth were fed during the months of June and July. In June there were 168 lunches served and in July there were 132 lunches served. The breakdown for each site is listed below:

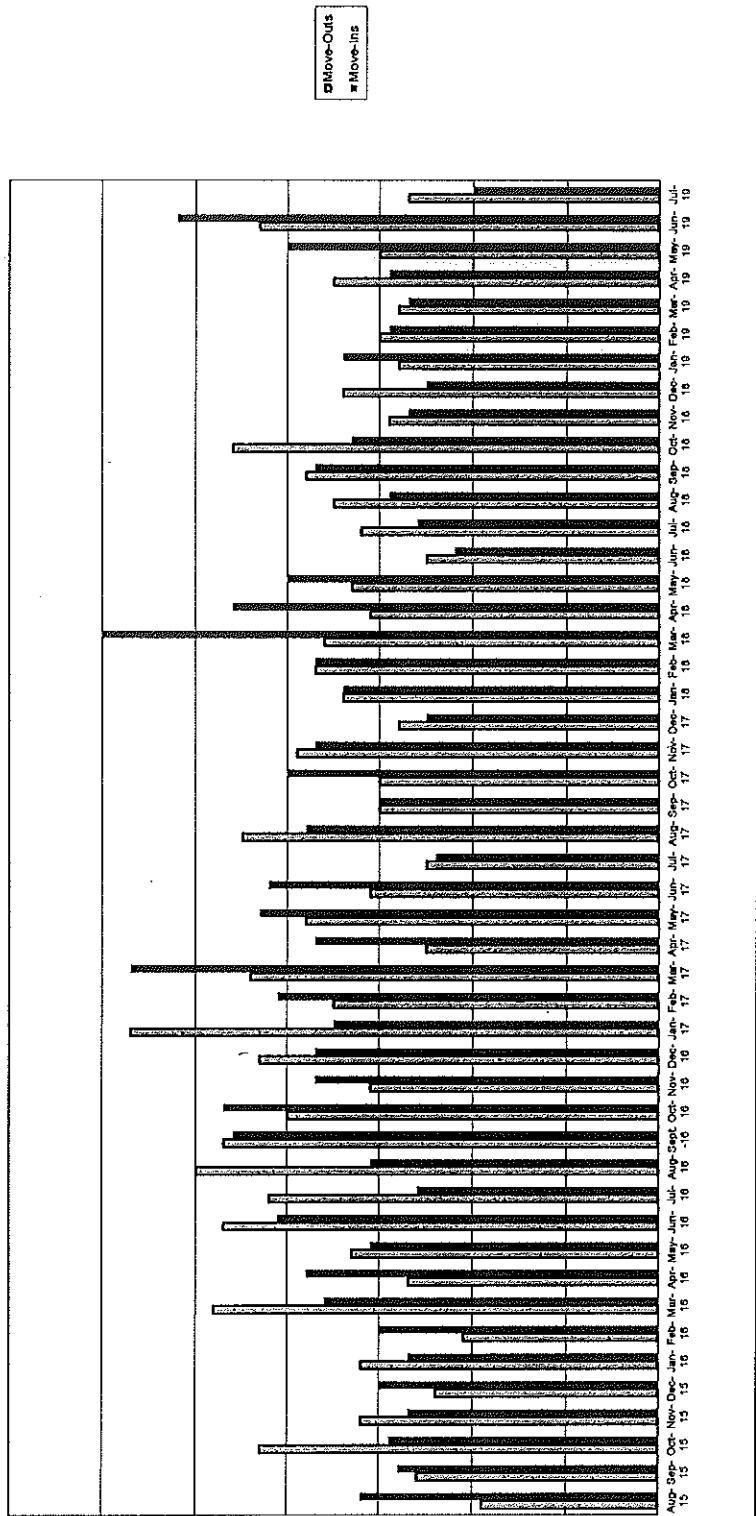
- Belrose Manor—50 lunches
- Chalet Manor—13 lunches
- Cyrus K. Holiday—84 lunches
- Douglas Heights—48 lunches
- Juniper Gardens—59 lunches
- St. Margaret's Park—46 lunches

Month	Year	Units	HAP
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
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

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

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	29	29
Sep-18	38	37
Oct-18	46	33
Nov-18	29	27
Dec-18	34	25
Jan-19	28	34
Feb-19	30	29
Mar-19	28	27
Apr-19	35	29
May-19	30	40
Jun-19	43	52
Jul-19	27	20

Chart Title



KANSAS CITY KANSAS HOUSING AUTHORITY  
BOARD OF COMMISSIONER'S MEETING  
August 13, 2019

New Business Consent Item: Authority to Dispose of Scrap Metal  
Resolution No. 2019-14

**Background:**

From time to time the Housing Authority identifies appliances that are inoperative and should be sold for scrap metal in accordance with the agency's procedure for the disposal of personal property. The amount to be received for such disposal will be determined by scrap metal weight.

**Current Issue:**

The Board of Commissioners of the Housing Authority of Kansas City, Kansas in accordance with the Housing Authority's procedure on disposal of personal property, hereby gives approval for the disposal of 18 refrigerators and 12 ranges as listed and identified by Manufacturer Serial Numbers and PHA Decal Numbers. The amount to be received for such disposal will be determined by scrap metal weight.

Refrigerators

PHA#	Serial #
303442	DA768074
304860	VD740415
303487	GD817293
305113	GG841991
302212	HM758326
303832	FM812165
305107	GG842049
303539	UA601443
N/A	FT920636
305809	N/A
N/A	DD900284V
305468	HH703454
304248	VS920092
N/A	MD905523V
305124	AG731375
306986	SH792856
305230	SG787989
305237	SG802210

Ranges

PHA#	Serial #
15722	AF119541
13901	FD196459Q
8080	AZ161282Q
302871	GM176067P
300967	FD198593
301951	AF118960P
300490	300490
13920	DD1950049
N/A	SL144812R
300471	LZ398359
N/A	VT144458N
13738	FD741742

**Board Action:**

Approve Resolution No. 2019-14, if Appropriate.

## **RESOLUTION NO. 2019-14**

### **AUTHORITY TO DISPOSE OF SCRAP METAL**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that in accordance with the Housing Authority's procedure on disposal of personal property, approval is hereby given for the disposal of (12) ranges and (18) refrigerators identified on the attached list by Manufacturer Serial Numbers and PHA Decal Numbers. The amount to be received for such disposal will be determined by scrap metal weight.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Commissioners of the Housing Authority of Kansas City, Kansas does hereby approve Resolution No. 2019-14 for the disposal of personal property.

KANSAS CITY KANSAS HOUSING AUTHORITY  
BOARD OF COMMISSIONER'S MEETING  
August 13<sup>th</sup>, 2019

**New Business Consent Item:** Authorize a Contract with American Digital Security, LLC for Security Camera Improvements at Glanville Towers, Rosedale Towers and Plaza Towers

Resolution No. 2019-15

**Background:**

Existing security cameras at Glanville Towers, 730 Nebraska Avenue; Rosedale Towers, 2314 W. 39<sup>th</sup> Avenue and Plaza Tower, 1200 N. 75<sup>th</sup> Place monitor only the entry door locations at each tower. The security camera improvement at these towers will replace these cameras and add additional cameras on each floor in the elevator lobby and additional cameras on the roof to monitor parking lots and outside areas around the building.

**Current Issue:**

Staff following our procurement policy has hired an architect, and the architect has prepared plans. The plans would remove the existing security camera equipment and replace it with new equipment and add new cameras in elevator lobbies on each floor and on the roof to monitor parking areas and outside areas around the building.

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, 49 electrical companies, and 51 Section 3 contractors. Eleven (11) contractors picked up plans for this project.

A pre-bid conference was held on July 10<sup>th</sup>, 2019, to answer questions and give contractors an opportunity to visit Glanville, Rosedale and Plaza Towers to view existing cameras and other locations where new cameras were to be installed. The pre-bid conference was attended by six contractors.

Bids were opened on July 24<sup>th</sup>, 2019 at 2:00 pm. One contractor bid on this project:

American Digital Security LLC    Liberty, MO.

American Digital Security is the only bidder with a bid of \$202,823.74. (see attached bid tab sheet). Since only one bid was received it requires a cost analysis. The staff and the architect reviewed the bid submitted by American Digital Security and compared it to the architect's estimate of \$748,735.42 and declared this bid as reasonable. The architect's estimate was based on the R.S. Means estimating manual and the security camera work that was completed previously on the other Housing Authority towers. The architect has had conversations with the contractor and the contractor is comfortable with their bid for this project.

KANSAS CITY KANSAS HOUSING AUTHORITY  
BOARD OF COMMISSIONER'S MEETING  
August 13<sup>th</sup>, 2019

Since only one bid was received, this bid was submitted to the local HUD office for approval to award a contract. Staff was informed that HUD approval is not needed on any single bid procurement that is under the federal small purchase threshold, also known as the Simplified Acquisition Threshold. The threshold is currently \$250,000.

American Digital Security, LLC has been in business for 17 years. The Housing Authority has no previous experience with this contractor. The architect & staff have checked references with positive comments received. There is \$310,000 in the 2018 Capital Fund Program budgeted for this project.

American Digital Security, LLC and its principal do not appear on the List of Parties Excluded from Federal Procurement or Nonprocurement Programs. The principals are:

Scott Kincaid	President
William Mason	Vice President
Tabitha Logan	Secretary
Ron Cox	Chief Operations Officer

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, staff and architect are recommending acceptance of the responsive bid submitted by American Digital Security, LLC and authorize a contract in the amount of the bid of \$202,823.74 for Security Camera Improvements at Glanville, Rosedale and Plaza Towers.

Attached is a resolution that will authorize the acceptance of the bid and authorize a contract with American Digital Security, LLC for Security Camera Improvements at Glanville, Rosedale and Plaza Towers in the amount of \$202,823.74.

Staff recommends approval of this resolution.

**Board Action:**

Approve Resolution # 2019-15, if Appropriate.



KANSAS CITY KANSAS HOUSING AUTHORITY  
BOARD OF COMMISSIONER'S MEETING  
August 13<sup>th</sup>, 2019

**RESOLUTION NO. 2019-15**

**AUTHORIZE A CONTRACT WITH AMERICAN DIGITAL SECURITY, LLC  
FOR SECURITY CAMERA IMPROVEMENTS AT  
GLANVILLE TOWERS, ROSEDALE TOWERS AND PLAZA TOWERS**

**WHEREAS**, Security Camera improvements are needed at Glanville Towers, Rosedale Towers and Plaza Towers; and

**WHEREAS**, bids for Security Camera improvements at Glanville Towers, Rosedale Towers and Plaza Towers were solicited and received on July 24<sup>th</sup>, 2019; and

**WHEREAS**, one bid was received; and

American Digital Security, LLC    Liberty, Missouri

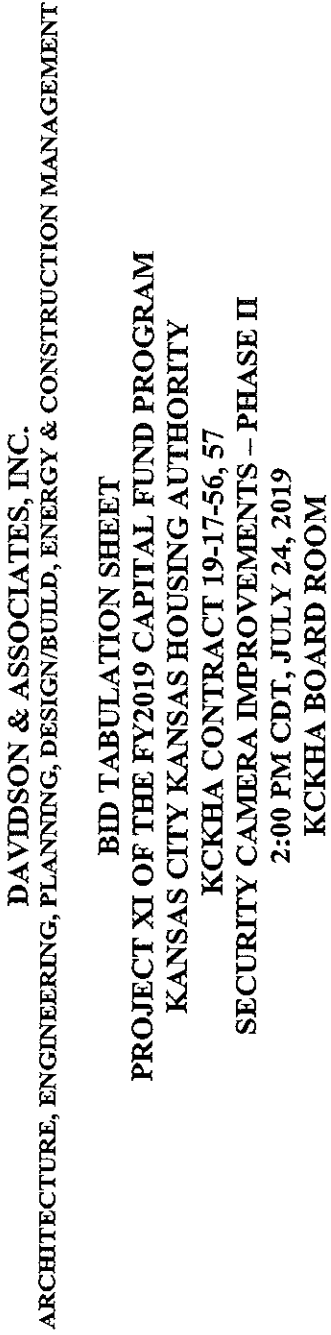
**WHEREAS**, the bid was opened and tabulated by the architect and Kansas City Kansas Housing Authority staff; and

**WHEREAS**, the staff and the architect are recommending acceptance of the responsive bid submitted by American Digital Security, LLC and authorize a contract in the amount \$202,823.74 for security camera improvements at Glanville Towers, Rosedale Towers and Plaza Towers.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the bid submitted by American Digital Security, LLC in the amount of \$202,823.74 for Security Camera improvements at Glanville, Rosedale and Plaza Towers are hereby accepted.

**BE IT FURTHER RESOLVED**, that the Housing Authority of Kansas City, Kansas is authorized to enter into a contract with American Digital Security, LLC in the amount of \$202,823.74 for security camera improvements at Glanville Towers, Rosedale Towers and Plaza Towers.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Commissioners does hereby approve Resolution Number 2019-15.



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

COMPANY NAME (Column 1)	ACKNOWLEDGE DGE 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)	REPRESENTATIVES ON CERTIFICATION & OTHER STATEMENTS, CONTRACTOR'S QUALIFICATION STATEMENT (Column 6)	GLANVILLE TOWER (Column 7)	ROSEDALE TOWER (Column 8)	ELDERLY PLAZA TOWER (Column 9)	TOTAL BASE BID (\$) (Column 10)
1) American Digital Security	Yes	Yes	Yes	Yes	Yes	\$60,129.59	\$74,946.58	\$67,747.57	\$202,823.74

Engineer's Estimate was	Glenville Tower	\$ 173,435.69
	Rosedale Tower	\$ 316,193.81
	Elderly Plaza Tower	\$ 259,106.02
	<u>Total</u>	<u>\$ 748,735.42</u>

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KANSAS CITY KANSAS HOUSING AUTHORITY  
BOARD OF COMMISSIONER'S MEETING  
August 13<sup>th</sup>, 2019

New Business Consent Item: Authorize a Contract with Construction Management Services, Inc. for Phase I Interior Modernization at Plaza Towers

Resolution No. 2019-16

**Background:**

The interiors of the dwelling units at K1-57 Plaza Towers are in need of modernization. The interior surfaces and equipment are original since these units were built, except for minor unit turnover and repairs. The interior modernization work consists of plumbing updates (new faucets, sinks, stops, garbage disposals), electrical updates (include new breaker panels, plugs, switches, lighting) new kitchen cabinets and bath vanities, new countertops, new interior door replacement, new floor coverings, new windows, ceiling and wall repair and painting, and new hardware.

**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 fixtures, finishes and equipment and replace it with new fixtures, finishes and 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 website, and mailed to contractor reporting services. Also, the Invitation to Bid was mailed directly to 168 general contractors, and 73 Section 3 contractors. Six contractors picked up plans for this project.

A pre-bid conference was held on June 26<sup>th</sup>, 2019, to answer questions and give contractors an opportunity to visit Plaza Towers to view the available vacant dwelling units, for existing conditions.

Bids were opened on July 15<sup>th</sup>, 2019 at 2:00 pm. Three contractors bid on this project:

Construction Management Services, Inc.	Olathe, Kansas
Gibraltar Construction Company, Inc.	Annapolis, Maryland
JR & Co., Inc.	Kansas City, Missouri

Bids ranged in price from \$2,857,158 to \$4,409,069 (see attached bid tab sheet). These bids were submitted to the Housing Authority Board of Commissioners at its July 18<sup>th</sup>, 2019 meeting. The bids received were over the budget for this project. Staff requested that the Board give them additional time to review these bids and come up with options before any action by the Board was taken regarding this project.

Staff notified the three bidders on this project that their bids were over the allocated budget for this project, and if they wanted, they could reduce their original bids by sub-

KANSAS CITY KANSAS HOUSING AUTHORITY  
BOARD OF COMMISSIONER'S MEETING  
August 13<sup>th</sup>, 2019

mitting another bid form with revised pricing by August 2<sup>nd</sup>, 2019 at 2:00 pm. Bids were opened on August 2<sup>nd</sup>, 2019 at 2:00 pm. All three contractors submitted revised bids.

Construction Management Services, Inc. is the apparent responsive low bidder with a revised bid of \$2,670,055.10. The low bidder is determined by the sum of the base bid plus aggregate price #1, price to change 10 HVAC Fans; aggregate price #2, the price to add 4 additional electrical outlets; aggregate price #3, one year rental and maintenance for the material hoist; aggregate price #4 cost to replace 2", 3" and 4" sanitary waste and vent pipe; plus add alternate #1 personnel/material hoist start up and assembly; add alternate #2 personnel/material hoist disassembly; and add alternate #3 price to replace all windows in Phase I. Aggregate prices will be used to establish a unit price to complete this work if needed. Revised bids ranged in price from \$2,670,055.10 to \$3,916,820.00 (see attached bid tab sheet).

Since the revised low bid is above the budget for this project, staff asked the apparent low bidder, Construction Management Services, Inc. if they would agree to sign a contract to complete two floors (floors 7 and 8) of interior modernization instead of three floors (floors 6, 7, and 8) to bring the work for this project within budget. This would be accomplished by taking the base bid and the alternate pricing for the windows installation and dividing that amount by three to establish a per floor price and then take that per floor price times two for floors 7 and 8. Construction Management Services, Inc. has reviewed the revised numbers and is in agreement to sign a contract for floors 7 and 8. The revised numbers for floors 7 and 8 are base bid of \$1,577,333.30 and add alternate for window installation of \$141,518.

Construction Management Services, Inc. has been in business for ten years. The Housing Authority has no previous experience with this contractor. The architect and staff have checked references with positive comments received. There is \$3,418,777 in the 2016, 2017, 2018, and 2019 Capital Fund Programs budgeted for this project. The architect estimate for this project for all three floors is \$2,229,147.

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

Michael Brock

Owner/President

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

Therefore, the staff and the architect are recommending acceptance of the responsive, low bid submitted by Construction Management Services, Inc. and to authorize a contract in the amount of the revised base bid of \$1,577,333.30 plus unit price #3 of \$63,792 plus add alternate #1 of \$16,483, plus add alternate #2 of \$8,250, plus revised add alternate #3 of \$141,518 for a total of \$1,807,376.30 for Interior Modernization Phase I (floors 7 and 8) at K1-57 Plaza Towers.

KANSAS CITY KANSAS HOUSING AUTHORITY  
BOARD OF COMMISSIONER'S MEETING  
August 13<sup>th</sup>, 2019

Attached is a resolution that will authorize the acceptance of the bid and authorize a contract with Construction Management Services, Inc., for Interior Modernization Phase I (floors 7 and 8) at K1-57 Plaza Towers in the amount of the revised base bid of \$1,577,333.30 plus unit price #3 of \$63,792 plus add alternate #1 of \$16,483, plus add alternate #2 of \$8,250, plus revised add alternate #3 of \$141,518 for a total of \$1,807,376.30 plus any additional amounts for HVAC fan replacement, additional electrical outlets, and replacement of sanitary waste and vent pipe per the unit prices established in the bid documents.

Staff recommends approval of this resolution.

**Board Action:**

Approve Resolution No. 2019-16 if Appropriate.

**RESOLUTION NO. 2019-16**

**AUTHORIZE A CONTRACT WITH  
CONSTRUCTION MANAGEMENT SERVICES, INC.  
FOR PHASE I INTERIOR MODERNIZATION AT PLAZA TOWERS**

**WHEREAS**, Plaza Towers requires interior modernization; and

**WHEREAS**, bids for interior modernization Phase I (floors 6, 7, and 8) at Plaza Towers were solicited and received on July 15<sup>th</sup>, 2019 and revised bids were received on August 2<sup>nd</sup>, 2019; and

**WHEREAS**, bids were received from:

Construction Management Services, Inc.  
Gibraltar Construction Company, Inc.  
JR & Co., Inc.

Olathe, Kansas  
Annapolis, Maryland  
Kansas City, Missouri; and

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

**WHEREAS**, since bids were above the allocated budget, staff requested of the low bidder the ability to subtract floor 6 from the proposed contract by dividing the bid amounts by three to establish a per floor price and apply this price to floors 7 and 8. The low bidder was in agreement to this and is willing to reduce his bid and work to floors 7 and 8; and

**WHEREAS**, the staff and the architect are recommending acceptance of the responsive low bid submitted by Construction Management Services, Inc. and authorize a contract for interior modernization Phase I (floors 7 and 8) at Plaza Towers, in the amount of the revised base bid of \$1,577,333.30 plus unit price #3 of \$63,792 plus add alternate #1 of \$16,483, plus add alternate #2 of \$8,250, plus revised add alternate #3 of \$141,518 for a total of \$1,807,376.30 plus any additional amounts for HVAC fan replacement, additional electrical outlets, and replacement of sanitary waste and vent pipe per the unit prices established in the bid documents.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the revised bid submitted by Construction Management Services, Inc. for interior modernization Phase 1 (floors 7 and 8) at Plaza Towers in the amount of \$1,807,376.30 plus any additional amounts for HVAC fan replacement, additional electrical outlets, and replacement of sanitary waste and vent pipe per the unit prices established in the bid documents is hereby accepted.

KANSAS CITY KANSAS HOUSING AUTHORITY  
BOARD OF COMMISSIONER'S MEETING  
August 13<sup>th</sup>, 2019

**BE IT FURTHER RESOLVED**, that the Housing Authority of Kansas City, Kansas is authorized to enter into a contract with Construction Management Services, Inc. for interior modernization Phase I (floors 7 and 8) at Plaza Towers, in the amount of \$1,807,376.30 plus any additional amounts for HVAC fan replacement, additional electrical outlets, and replacement of sanitary waste and vent pipe per the unit prices established in the bid documents.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Commissioners does hereby approve Resolution Number 2019-16.

*Andeltype*  
DESIGN  
GROUP  
INC.

Bidder	Bid Security (Bond)	HUD Form 3509A	Occupational License	Addendum 1	Addendum 2	Addendum 3	Base Bid	Unit Price #1 - HVAC - Fan Replacement in dwelling unit/fancoil unit	Unit Price #2 - Electrical - Additional receptacles in dwelling unit	Unit Price #3 - Material Hoist - Cost for monthly maintenance & rental fees from hoist contractor	Unit Price #4 - Replacing damaged sanitary waste & vent pipe	Total Aggregate Price	Alternate #1 - Personnel/Material Hoist Start-Up & Assembly	Alternate #2 - Personnel/Material Hoist Disassembly	Alternate #3 - Window Replacement of Windows in Phase I Construction	Total (Base Bid + Unit Price Aggregate + Alternates)
Construction Management Services, Inc.	X	X	X	X	X	X	\$2,520,000.00	\$720.00	\$60.00	\$7,500.00	2" - \$12.60, 3" - \$17.20, 4" - \$23.30	\$97,493.10	\$21,254.00	\$13,663.00	\$212,277.00	\$2,864,687.10
JR & CO, Inc.	X	X	X	X	X	X	\$2,506,958.00	\$125.00	\$50.00	\$7,550.00	2" - \$30.00, 3" - \$40.00, 4" - \$50.00	\$92,050.00	\$13,468.00	\$6,193.00	\$238,369.00	\$2,857,158.00
Gibraltar, Inc.	X	X	X	X	X	X	\$3,972,299.00	\$1,350.00	\$140.00	\$8,000.00	\$120.00	\$138,420.00	\$60,750.00	\$54,000.00	\$183,600.00	\$4,409,069.00
Construction Management Services, Inc. (Revised August 2, 2019)							\$2,366,000.00	\$300.00	\$50.00	\$5,316.00	2" 12.60, 3" 17.20, and 4" 23.30	\$67,045.10	\$16,483.00	\$8,250.00	\$212,277.00	\$2,670,055.10
JR & CO, Inc. (Revised August 2, 2019)							\$2,380,777.00	\$125.00	\$50.00	\$7,550.00	2" 20, 3" 25, and 4" 30	\$92,125.00	\$11,712.00	\$5,386.00	\$200,000.00	\$2,690,000.00
Gibraltar, Inc. (Revised August 2, 2019)							\$3,600,000.00	\$450.00	\$50.00	\$8,000.00	\$120.00	\$100,820.00	\$34,000.00	\$20,000.00	\$162,000.00	\$3,916,820.00