



Agenda

Housing Authority of the City of Kansas City, Kansas

Special Meeting

Thursday, August 20, 2020
12:30 pm.

Held Electronically
Via Zoom

- I. Roll Call
- II. Approval of the Minutes
Special Board Meeting July 16, 2020
(Pages 1—12)
- III. Executive Director's Report
(Pages 13—31)
- IV. Committee Reports
- V. New Business Consent Item:
 - A. Resolution No. 2020-17 Authority to Accept the Proposal and
Authorize a Contract for Relocation
Services with CVR Associates
(Pages 32—34)
- VI. Executive Session
- VII. Adjournment



Kansas City, Kansas Housing Authority

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NOTICE

Notice is hereby given that a special meeting of the Board of Commissioners of the Housing Authority of the City of Kansas City, Kansas will take place at 12:30 p.m. on Thursday, August 20, 2020 due to the pandemic. The meeting will be held via Zoom on your wireless device. Meeting ID is 955 0451 6054, Password 037129. If you do not have access to a wireless device, you can call in at 1(346) 248-7799 or 1(669) 900-6833.

The agenda will consist of the following:

- I. Roll Call
- II. Approval of the Minutes
- III. Executive Director's Report
- IV. Committee Reports
- V. New Business Consent Item:
 - A. Resolution No. 2020-17 Authority to Accept the Proposal and Authorize a Contract for Relocation Services with CVR Associates
- VI. Executive Session
- VII. Adjournment

Witness my hand this 14th day of August 2020.



Thomas M. Scott, Executive Director/CEO

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

Thursday, July 16, 2020
12:30 p.m.

Held Electronically
Via Zoom

On the 16th day of July 2020 at 12:30 p.m. the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in special session via Zoom due to the coronavirus pandemic. 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
Timothy J. Rhodes, Commissioner
Denise Tomasic, Commissioner
Cardelia Walker, Commissioner
Linda Warner, Commissioner
Charles Wilson, Commissioner

ABSENT: None

ALSO PRESENT: Thomas M. Scott, Executive Director/CEO
Cherrie Escobar, Director of Section 8
Sharron Davis-Mays, Self-Sufficiency Coordinator
Jacqueline D. Randle, Executive Services Manager
Caroline Rogers, Director of Finance
Anthony J. Shomin, Director of Facilities Management
Elaine Stroud, Assistant Director of Housing Management
Nebyu Tilahun, Assistant Director of Finance
John D. Rios, Prospective Board Appointee

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

Chairman Watkins introduced J.D. Rios to the Board. J.D. is a community advocate that is being appointed to the board next week by Christian Ramirez.

Mr. Rios was invited to observe today's board meeting and he provided the following background. Mr. Rios shared that he is a lifelong resident of Wyandotte County. He is a retired school administrator for the Kansas City, Kansas Public Schools after 34 years of service. His last position was Assistant Superintendent of Human and Community Resources. He recently completed his Chairmanship with the El Centro Board after 28 years. He is currently on the Vibrant Health Board and the Bethel Neighborhood Association Board. He is a Trustee for Emporia State University and UMKC, and on the Kansas Head Start Association Board.

Chairman Watkins called for the approval of the minutes. Vice-Chairman Banks made the motion to approve the minutes of June 18, 2020. Commissioner Barber seconded the motion and the following vote was recorded:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion carried.

Executive Director's Report

- Mr. Scott had the Board refer to page 17 which show move-ins and move-outs that are contrary to page 27. The information on page 17 includes modernization transfers due to work that is being done at Plaza Towers and K1-15 Scattered Sites. He then had the Board turn to page 15. The COCC year-to-date number shows (-\$12,032.93), he clarified that during the closeout of year-end there was a payroll period and accrual expenses that were paid in May which shows this deficit. Once this is cleared out, we will be in good shape.
- Mr. Scott recognized the New Bethel Church, Broderick Crawford and Patricia Allen Hogan in finding food products to distribute to the elderly during this pandemic. We were able to serve 350 elderly residents at Wyandotte Towers, Glanville Towers, Westgate Towers, Plaza Towers and Welborn Villa; as well as seniors at Juniper Gardens and St. Margaret's Park. This was a cooperative effort between Housing Authority staff and New Bethel volunteers. Mr. Scott expressed appreciation and thanks to Commissioner Crawford.

- Most of the Board received a letter from HUD dated July 16, 2020. This letter was sent out in error, as a result, a lengthy conversation was held with the HUD Region VII Director early this morning. The repositioning of Juniper Gardens cannot take place until the RFP for relocation services and counseling is in place, there is also an environmental that needs to take place which is still in process. Ms. Cleary asked that the letter be disregarded completely. There is a resolution and letter to be discussed later in today's board meeting. Vice-Chairman Banks noted that the agency is fortunate that Mr. Scott is still here and able to respond to HUD in such a way to bring about an understanding that may not have happened without his leadership. Commissioner McDonald echoed this sentiment.
- Regarding COVID updates, we have installed new flooring and created a handicap accessible meeting area for residents in the main office. We are still waiting on the ADA door and drop for the teller window to be installed.
- We have renovated the old maintenance office on the entry to Resident Selection and Section 8 and ordered the appropriate glassware for that location. This area will be an information center for residents to pick up paperwork, schedule appointments and get questions answered.
- Move-ins began last month in the Resident Selection Department and we have a benchmark of 10 move-ins per week. There are some concerns with BPU for the family developments and the lease signing process that we are trying to work through. We provide 100 percent of the utilities at the high-rises. There were a total of 26 move-ins last month. However, due to restrictions on lease violations unrelated to rent, we were unable to continue those until March 17, 2020 when the courts reopened. We had a total of 16 evictions.
- We are continuing to draw down the CARES Act funding. We recently drew down \$70,642.76 last month. We are preparing to draw down for the improvements discussed earlier which will be in the \$20,000 range. We have about \$1 Million in public housing and about \$150,000 in Section 8 to draw from. We are moving forward with Converge One for our IT support. The old servers and phone systems have been replaced. There are retroactive resolutions in the board packet to cover these expenditures. Once this work was completed, we found out that the CITRIX system has a 2008 server and has lost support from the manufacturer. We will leave CITRIX and go to the Horizon system. We provided laptops for Finance and Section 8 staff. We will replace the thin clients at 100 percent of our developments and go to the laptops to allow employees to be able to work remotely. This cost will be over \$100,000 and is covered in the CARES Act. There are about 45 end-users that will require laptops.
- Software will be discussed by Commissioner McDonald during her Finance report.
- The relocation RFP information came in, but we cannot take action on it today as it came in after the agenda had gone out. *The floor was turned over to Mr. Shomin for an update on the relocation plan.* Mr. Shomin noted that a draft was submitted to HUD. We will be coordinating our efforts with Savanna over

at HUD to move the relocation forward. We need to get the relocation counselor in place and have the meetings with the residents before we can submit a plan resolution to the Board. An application will need to be filled out which is currently being worked on. We are up-to-date on where we need to be until we get further down the road. Mr. Scott asked how long it would take to mobilize the relocation company once they are approved by the Board. Mr. Shomin responded that they could start within two to three weeks once they receive Board approval. Mr. Scott asked if the Board would consider having a special meeting in early August to approve the relocation resolution along with some personnel changes to job descriptions. Chairman Watkins noted this would be taken under advisement.

- Commissioner Crawford asked about the positivity rate for COVID among our residents and any action that has been taken post any positive results. Mr. Scott noted that to our knowledge there are two positive cases in high-rise locations and three employees out right now on emergency FMLA. He noted that he had to be careful about discussing this. One person is on dialysis and we transport them with our staff, taking the necessary precautions. We wipe down the facilities on a daily basis and staff wears PPE. We have been lucky with our staff who are first responders. The high-rises were closed on the 19th of March and we have restricted visitors. We have since opened the visitation up due to social incidences with our residents. This is being watched closely and monitored, and we are following state mandates. Commissioner Crawford asked about the communication that is going out to the residents. He noted that some residents of Wyandotte Towers visited the pantry, which he does not know the integrity of, but they indicated there was an outbreak of COVID at Wyandotte Towers. Mr. Scott noted he was not aware of that. However, one of our employees, currently out has tested positive from that building; as was the other one on dialysis. The employee was traced and picked up COVID from their church service. The person on dialysis was not originally complying, but has since done so. There are no new updates from the health department. However, he is not sure that is accurate, but cannot disclaim it. Commissioner Rhodes asked if the agency receives daily updates from the health department. Mr. Scott indicated we once did, but they are now inundated with this across the county. We get our updates from the KDHE website. Commissioner Crawford offered that there is a website specific to Wyandotte County: <http://alpha.wycokck.org/Coronavirus-COVID-19-information>. He expressed that positive tests are increasing in Wyandotte County and he is on a task force where he can help to facilitate what is being done in our nursing homes. He suggested speaking off-line with Mr. Scott and/or Chairman Watkins and Mr. Scott agreed.
- Commissioner Barber asked if Mr. Shomin was ready to give a recommendation for relocation services or would that come up with the resolution. Mr. Shomin explained we prepared an RFP that went out in June. A pre-proposal meeting was held on June 30, 2020. Six proposals were accepted July 8, 2020. A committee scored and evaluated the proposals and that is in the resolution. Mr. Scott explained this information was not in the

board packet, but was emailed this morning and is not up for a vote today. We will discuss the possibility of a special meeting later today. Commissioner Jefferson asked if the Board would be able to ask questions regarding the relocation in the meeting later today. Mr. Scott noted they would.

- Commissioner Wilson asked which high-rise has the two positive cases of COVID-19. Mr. Scott explained that he was referring to Wyandotte Towers and Douglas Heights.
- Commissioner Barber referred to the operating expenses and receipts, under maintenance expenses; we appear to be way ahead. He asked if this was in preparation for the new maintenance facility. Mr. Scott indicated it was not. The maintenance facility is resourced through the Capital Fund Program. We shut down on the 19th of March and the fee for service category is running a serious deficit because we stopped working in occupied units which impacts our expenses.
- Commissioner Barber asked about the vacancy rate, specifically K1-15 which has a 50 percent vacancy. Mr. Scott noted that K1-15 at 46th & Oak is going through modernization. Mr. Shomin explained that we have modernized five of those units and there are six vacancies. We have delayed modernization of those six units due to COVID. We also need to do lead and asbestos abatement before moving forward.
- Chairman Watkins asked for an update on the maintenance facility. Mr. Scott noted the timeline has been extended until August 17, 2020. The contractor had a COVID situation which reduced his staff from six to three which contributed to the delay. Everything else is continuing, but we will be into August.
- Commissioner Walker explained that she received a call from William Well of aSTEAM Village and the Kansas City, Kansas Envision Center. He is receiving a lot of correspondence from HUD asking him to inform residents of the CARES Act money that is available to them. He is also saying that no one from the Housing Authority is participating in the webinars. He needs a channel to get information to the residents about the services that are available to them. Commissioner Walker said that William Wells wanted her to mention this at the meeting. He told her that Douglas Heights would be an Envision Center location, but he did not hear anything from the Housing Authority, HUD informed him of this. She is relaying on what was told to her and she does not have any answers for him. Mr. Scott noted that the Envision Center process with Mr. Wells has been disappointing. Mr. Scott explained that he spoke at the Region VII office to all the Envision members. Sharron Davis-Mays, our Social Service Coordinator has been involved locally. This is a HUD mandated programming with no funding. We created an Envision Center at Douglas Heights as a result of the loss of the Head Start program. This was communicated to HUD through the contacts that Mr. Wells has. There was a request for us to distribute information from Mr. Wells that was extremely costly. We did, however, make accommodations to distribute information with Section 8 handouts. This is an operational issue and moving forward, Mr. Wells should contact Ms. Davis-Mays.

Commissioner Walker acknowledged there have been some communication issues and it has been disappointing on Mr. Wells' end also. Mr. Scott agreed and we have committed a facility that is ready for occupancy which the Housing Authority is providing on its dime. Commissioner Walker said that people call and ask questions, but she does not recall Envision Center being mentioned at the board meetings. She added the Mr. Wells has not had any communication from the Housing Authority for six months, but she will let him know that Douglas Heights is being used for the Envision Center as he was told by HUD. Mr. Scott said that Mr. Wells was very well informed that Douglas Heights would be used for the Envision Center and he knew from the beginning and he is not at an absence of knowledge on this. Mr. Wells has been in communication with HUD and they signed an agreement with him, not the Housing Authority. Vice-Chairman Banks, gave a word to the wise, that people will often call and try to get a Board member involved in something that needs to be discussed with the Housing Authority staff and should not come before the Board unless there has been an inaction on the part of staff. This puts a Board member in a precarious situation. Commissioner Walker suggested this was the first time she had bought something up and she would let Mr. Wells know.

Committee Reports

Bylaws

Commissioner Barber stated there was no report.

Finance

Commissioner McDonald noted the Finance Committee met by conference call at 11:30 a.m. today. She did not have an opportunity to provide a written report. They were introduced to the new Assistant Finance Director, Nebyu Tilahun, who is a CPA. He was been working with Ms. Rogers and Mr. Scott to increase the efficiency and effectiveness of the Finance Department. We are going to stay with Citrin Cooperman & Company LLP for our audit. They will be here in August and it is still being determined if they will be on site or virtual. We should have a preliminary report by October. The rest of the time was spent discussing technology improvements. Mr. Scott has already discussed the use of CARES Act funds for these expenses. We have introduced a new payroll system which will eliminate timecards and paper processes. The first payroll checks will come out next Friday. This will be a lot more efficient. After this, Finance staff plans to work with the banks to provide a pay card for Section 8 tenants, so checks will no longer need to be processed for rent and utilities. This will include direct deposit for vendors. This will not happen right away, but is on the list to get done. They also discussed HAB replacement which tracks information for the Housing

Authority, which has become incomplete and outdated. Discussions are taking place with vendors at this time and again this will not happen overnight.

Personnel

Vice-Chairman Banks noted that the Personnel Committee including Linda Warner, Jacques Barber, Matt Watkins and Tom Scott and he met on a couple of occasions. They are looking at the performance appraisal which was placed aside due to the coronavirus. The current emphasis is on staffing challenges and reorganizational planning. He noted we are blessed to have Mr. Scott during this process and that he does not know of anyone similarly situated who would do the same for us. He noted that Mr. Scott is doing this based on his personal commitment to this agency. He further noted the detail in Mr. Scott's reports, the pandemic response to both the Housing Authority and CHIG, renovations requirements, personal situations, and the management of day-to-day operations; and Mr. Scott needs the Board's unqualified support. He asked the Board to thank Mr. Scott as the day will come when he is not leading the agency. Vice-Chairman Banks then asked that Mr. Scott add to the Personnel Committee report.

Mr. Scott thanked the Vice-Chair and Board. He noted that a firm was hired to conduct the Executive Director search as there was a number of senior management positions open. We had to move away from the first two rounds of applicants and went to the final round. We began with six applicants. Two were eliminated prior to the interview. Four applicants were interviewed and two of those four were eliminated. We have two applicants right now and they will be interviewed next week with the consultant. We plan to interview with the Personnel Committee the last week of July. We are proposing a couple of days to bring them in from out of town, spend time in the field and have the Personnel Committee make a recommendation or have the entire Board do so. Mr. Scott discussed looking to the future with public housing and there needs to be leadership that will take this organization to the next level. Candidates with the qualities to lead the agency do not have the core public housing qualifications. This will lead to reorganization of senior staff and departments to provide this knowledge base which would allow the new leader the ability to prepare the agency for the future. The Executive Director is a servant position and the agency needs the right person to be a community partner.

Development Committee

Chairman Watkins noted this committee has not met. They will, however, be involved with what is occurring with Juniper Gardens.

Resident Participation

Chairman Wilson indicated this committee has not met.

Inclusion and Public Information

Commissioner Warner indicated there are no updates.

Community Housing Investment Group (CHIG)

The CHIG board has met monthly and will meet again next month. After which, they may go back to quarterly meetings. The census continues to be okay with 110 occupants at Delaware Highlands Assisted Living (DHAL) facility. We are maintaining the status quo with COVID-19 cases. We are going into our fifth week with no cases of the virus.

The Chair asked if there were any further questions concerning the board reports.

Commissioner Wilson asked were the residents being informed by letter regarding the Juniper Gardens' relocation. Mr. Scott noted that was correct. They initially received a letter due to the pandemic. We have been unable to meet in person. A letter went out to let the residents know about the process. Commissioner Wilson asked about the resident's reaction to the move. Mr. Scott stated he has not had any residents contact him directly. There are 265 units and about 138 units are occupied. That property was allowed to vacate in excess of 12 percent under the previous administration. Some of the elderly have been contacted to see if they are interested in moving into high-rises and/or DHAL. Once we have the relocation meetings, this will be opened up for comment. Otherwise, there has not been a lot of feedback from the residents.

Commissioner Jefferson asked about the option of having phases with the relocation of Juniper Gardens' residents and keeping some of the properties on the southern end. Is this still an option or is this up to the relocation company? Mr. Scott noted the role of the relocation consultant is to protect the interest of the residents. The required conversion from HUD is 100 percent. The process consists of getting the plan implemented and approved, and it may be amended. Nothing is cut in stone at this point. This part of the discussion concluded with Mr. Scott saying we want to keep YouthBuild and provide support to them.

New Business Consent Items

Commissioner Crawford made a motion to approve New Business Consent Items, Resolution Nos. 2020-13 to 2020-15. Vice-Chairman Banks seconded the motion and the following vote was recorded:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion carried.

Resolution No. 2020-13, authority to declare the elevator repair and modernization an emergency and authorizing the retroactive approval of a contract for the repair and modernization of elevator equipment at Douglas Heights High-Rise located at 1742 South 40th Street in Kansas City, Kansas with MEI Total Elevator Solutions.

This resolution authorizes the Housing Authority to retroactively approve a contract with MEI Total Elevator Solutions (MEI) for an emergency repair and modernization of elevator equipment at Douglas Heights High-Rise. We are currently under a service and maintenance agreement with MEI at our seven high-rises. The equipment at Douglas Heights has become obsolete which has created an emergency situation at the high-rise. Staff is requesting a variance to the Housing Authority's procurement policy to expedite the elevator repair process which would take five or six months to complete the work otherwise. The quote from MEI will repair and modernize the elevators and bring the equipment up to current code. Staff recommends retroactively declaring this an emergency and authorizing a contract with MEI in the amount of \$494,487. There is adequate funding available in the 2020 Capital Fund Program budget to complete this work.

RESOLUTION NO. 2020-13—AUTHORITY TO DECLARE THE ELEVATOR REPAIR AND MODERNIZATION AN EMERGENCY AND AUTHORIZING THE RETROACTIVE APPROVAL OF A CONTRACT FOR THE REPAIR AND MODERNIZATION OF ELEVATOR EQUIPMENT AT DOUGLAS HEIGHTS HIGH-RISE LOCATED AT 1742 SOUTH 40TH STREET IN KANSAS CITY, KANSAS WITH MEI TOTAL ELEVATOR SOLUTIONS

Resolution No. 2020-14, authority to declare the replacement of the computer system hardware and software an emergency and approve the authorization of a contract for the emergency repair and replacement of the computer system hardware and software in the Housing Authority's main office located at 1124 North 9th Street in Kansas City, Kansas with Converge One.

This resolution authorizes the Housing Authority to declare an emergency for the replacement of computer system hardware and software at the main office and entering into a contract with Converge One. The Housing Authority's computer hardware infrastructure is at its end-of-life and there is no means of technical or parts support through the manufacturer. This upgrade is critical to the integrity of the agency's system. It is more effective to perform a complete system overhaul and migrate to a new computer stack with modern backup infrastructure. The need for this new equipment is immediate and the time required to bid this work would take months to complete. Staff has consulted with Converge One, our previous IT provider formerly known as AOS, who is familiar with our equipment and asked for its recommendation. Converge One's quote for hardware is \$87,535.94; software and licensing is \$32,370.95; fixed fee services is \$26,300; Office 365's monthly fee is \$1,186.80 and any additional services will be billed at a rate of \$175 per hour. There is funding in the 2018 Capital Fund Program for these upgrades. These computer upgrades will allow key staff to be able to work remotely. Future scheduled enhancements and laptops can be funded through the CARES Act. Staff recommends approval of this work to require a variance to the procurement policy by declaring this work an emergency and authorizing the retroactive approval of the contract with Converge One for the replacement of computer hardware and software in the amount of \$146,236.80; a monthly recurring fee of \$1,186.80 and additional services billed at the rate of \$175 per hour.

RESOLUTION NO. 2020-14—AUTHORITY TO DECLARE THE REPLACEMENT OF THE COMPUTER SYSTEM HARDWARE AND SOFTWARE AN EMERGENCY AND APPROVE THE AUTHORIZATION OF A CONTRACT FOR THE EMERGENCY REPAIR AND REPLACEMENT OF THE COMPUTER SYSTEM HARDWARE IN THE HOUSING AUTHORITY'S MAIN OFFICE LOCATED AT 1124 NORTH 9TH STREET IN KANSAS CITY, KANSAS WITH CONVERGE ONE

Resolution No. 2020-15, authority to declare the phone hardware and software system replacement an emergency and authorizing the retroactive approval of the contract located at 1124 North 9th Street in Kansas City, Kansas with Converge One.

This resolution authorizes the Housing Authority to declare an emergency to replace the phone system hardware and software at the main office with Converge One. The agency's communication infrastructure was implemented in March 2012. The current version was no longer supported in December 2017, the server hardware in May 2018 and the majority of phones in June 2018. Phones can be easily replaced, but software fixes for system issues and hardware has far surpassed its expected lifespan which poses a significant risk

to the agency in terms of our ability to communicate. There is an immediate need for new phone hardware and software and it would take months for the necessary approvals and installation per our procurement policy. Staff has consulted with Converge One, formerly AOS, our previous provider who is familiar with our phone system. Converge One has provided the following quote: hardware expense is \$39,829 (to include a 5-year manufacturer warranty on new components); installation expense of \$23,650 and cabling expense of \$5,000. There is funding in the Capital Fund Program for this project. Staff is recommending a variance to the procurement policy to declare an emergency for phone hardware and software system replacement and to authorize retroactive approval of the contract with Converge One in the amount of \$68,479.

RESOLUTION NO. 2020-15—AUTHORITY TO DECLARE THE PHONE HARDWARE AND SOFTWARE SYSTEM REPLACEMENT AN EMERGENCY AND AUTHORIZING THE RETROACTIVE APPROVAL OF THE CONTRACT LOCATED AT 1124 NORTH 9TH STREET IN KANSAS CITY, KANSAS WITH CONVERGE ONE

New Business Discussion Item:

Resolution No. 2020-16, authorizing the Board commitment for the disposition of Juniper Gardens, was introduced.

Mr. Scott noted that many were in attendance last month when HUD was present at the board meeting. There was a discussion regarding the decline of the occupancy rate at Juniper Gardens which leads us to dispose of the property. HUD is requesting a Board commitment for the disposition of Juniper Gardens. This resolution represents a broad commitment that the Board is making to move forward with the disposition of Juniper Gardens.

Commissioner Jefferson made a motion to approve Resolution No. 2020-16. Vice-Chairman Banks seconded the motion and the following vote was recorded:

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

NAYS: None

ABSENT: None

ABSTAIN: None

RESOLUTION NO. 2020-16—BOARD COMMITMENT FOR THE DISPOSITION OF JUNIPER GARDENS

Motion carried.

Mr. Scott noted we would send something out regarding the special meeting for the first week of August 2020.

Chairman Watkins then called for the meeting to adjourn and it passed unanimously.

Matthew T. Watkins, Chairman

Thomas M. Scott, Executive Director/CEO

Executive Director's Report

August 20, 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



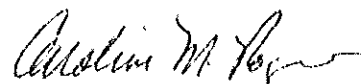
Thomas M. Scott
Executive Director/CEO

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

Description	Rate ^(a)	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$403,311.69	Liberty
Payroll Account	0.00%		\$36,271.41	Liberty
ACH Pymt Account	0.15%		\$2,703.74	Liberty
Rent Depository Account	0.00%		\$544,171.01	Bank of Labor
Rent Bank Deposit Accounts	0.70%		\$321,850.97	Various
Homeless Prevention Program	0.90%		\$5,612.88	Bank of Labor
Sponsorship Program	0.50%		\$19,726.94	Bank of Labor
Section 8 Checking	0.00%		\$272,908.26	Bank of Labor
EPC Replacement Reserve Acct	0.15%		\$38,770.21	Liberty
KCKHA Debt Service Account			\$98,434.58	Deutsche Bank
CD#120245349	1.80%	08/26/20	\$500,000.00	Bank of Labor

(a) Represents Rates as of August 13, 2020 provided by Banks.

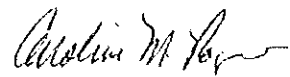
Note: Amounts reflect balances from month-end statements. Reconciliation of outstanding checks will adjust account balances, accordingly.



Caroline M. Rogers
 Director of Finance

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

	Rent & Other Charges	Repayment Agreements	Net Total
Accounts Receivable (Amounts Delinquent)	\$242,056.78	(\$82,784.50)	\$159,272.28
 Total Charges to Tenants for Month			 \$414,667.74
 Delinquency Ratio			 38.41%
 Petitioned to Court			 <u>11</u>
 Praecipies Issued			 <u>11</u>
 Evictions			 <u>10</u>
 Pending Evictions			 <u>0</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'20

CONTRACT COSTS

VETS Securing America	\$18,950.16
VETS Securing America	\$12,633.44

MAINTENANCE COSTS

All About Doors & Windows	\$3,315.05
American Indain Enterprise & Business	\$1,120.00
BAILEY INDUSTRIAL CLEANING	\$5,900.00
Best Plumbing Specialties Inc	\$1,665.18
Booney's Lawn Service	\$6,150.00
Booney's Lawn Service	\$2,050.00
Booney's Lawn Service	\$2,050.00
Commenco Inc.	\$3,325.00
DAVID ALLEN HENDERSON DBA	\$2,800.00
DAVID ALLEN HENDERSON DBA	\$2,570.00
DAVID ALLEN HENDERSON DBA	\$1,285.00
Delta Innovative Services	\$2,953.00
Ferguson Enterprises Inc.	\$2,293.25
Ferguson Enterprises Inc.	\$1,313.05
Gold Star Flooring & More, Inc	\$1,737.53
H.D. Supply	\$3,294.49
H.D. Supply	\$2,503.80
H.D. Supply	\$2,151.02
Home Depot Pro-SupplyWorks	\$5,450.31
Home Depot Pro-SupplyWorks	\$1,747.55
Home Depot Pro-SupplyWorks	\$1,014.96
Johnson Controls Inc.	\$1,361.20
Johnstone Supply Co.	\$1,702.17
Kansas City Winnelson Co.	\$1,755.39
KEMPKES CONTRACTORS, LLC	\$2,650.00
Lowes	\$1,385.32
Martin Mechanical Corporation	\$26,278.95
Martin Mechanical Corporation	\$2,042.76
MEI TOTAL ELEVATOR SOLUTIONS	\$2,935.50
OSCARS MAINTENANCE SERVICE CORP, LLC	\$4,700.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$2,400.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$1,050.00
Personal Touch Lawn Service	\$4,365.00
Personal Touch Lawn Service	\$1,455.00
Personal Touch Lawn Service	\$1,455.00

Plumb Supply Company, LNX	\$7,485.04
Plumb Supply Company, LNX	\$3,140.63
Predator Termite & Pest Contr	\$1,290.00
ROYAL TREE SERVICE	\$13,300.00
ROYAL TREE SERVICE	\$3,550.00
Sherwin-Williams Co	\$2,180.11
SMITH SERVICE, LLC	\$3,750.00
SMITH SERVICE, LLC	\$1,250.00
SMITH SERVICE, LLC	\$1,250.00
SMITH SERVICE, LLC	\$1,250.00
Stanion Wholesale Elec. Co.	\$2,230.60
Stanion Wholesale Elec. Co.	\$1,750.86
Stanion Wholesale Elec. Co.	\$1,280.00
Strasser Hardware	\$3,373.47
SUTTON REMODELING, LLC	\$2,300.00
Ted Systems LLC	\$1,260.00
Three Sons Painting LLC	\$5,865.00
Three Sons Painting LLC	\$5,285.00
Trane U.S. INC.	\$2,217.00
UP & UP CONCRETE	\$9,195.00
W CARTER & ASSOCIATES GLAZING, LLC	\$2,388.00
WESTPORT GLASS, INC	\$9,999.50
WESTPORT GLASS, INC	\$1,554.66
WM Corporate Services, Inc as Payment Ag	\$1,901.45
WM Corporate Services, Inc as Payment Ag	\$1,077.19
Worldwide Window Fashions	\$1,997.40

MISCELLANEOUS

American Express	\$1,956.73
American Water Treatment, Inc	\$2,100.00
AT&T	\$8,102.41
AT&T	\$3,410.38
AT&T	\$1,424.10
ConvergeOne, Inc	\$3,842.00
ConvergeOne, Inc	\$1,186.80
ENTERPRISE FM TRUST	\$5,261.77
Housing Insurance Serv. Inc.	\$6,485.00
Lockton Companies	\$14,174.00
OFFICE ESSENTIALS, INC	\$1,718.92
ONLINE INFORMATION SERVICES, INC	\$1,564.50
REGINA MUWWAKKIL	\$4,385.39
SCOTT & ASSOCIATES, LLC	\$13,700.00
SCOTT & ASSOCIATES, LLC	\$7,200.00
U.S BANK EQUIPMENT FINANCE	\$2,465.08
Verizon Wireless	\$2,502.94
WEX BANK DBA WRIGHT EXPRESS FSC	\$3,648.74

MODERNIZATION

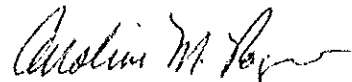
AAIM Services, LLC	\$180,785.12
ConvergeOne, Inc	\$21,137.50
WSKF ARCHITECTS, INC	\$5,536.25

PAYROLL COSTS

AFLAC PREMIUM HOLDING	\$3,355.38
Blue Cross Blue Shield Of KC	\$99,472.69
Colonial Life & Accident Ins	\$4,003.96
Delta Dental	\$5,090.48
Kansas Payment Center	\$1,109.57
Kansas Payment Center	\$1,109.57
Kansas Public Employ Ret Syst	\$31,193.39
Kansas Public Employ Ret Syst	\$30,161.29
Kansas Public Employ Ret Syst	\$1,895.80
Nationwide Retirement Solution	\$2,275.00
Nationwide Retirement Solution	\$2,275.00
UMB HEALTH SAVINGS ACCT	\$1,738.13
UMB HEALTH SAVINGS ACCT	\$1,738.13
W.H. GRIFFIN, TRUSTEE	\$3,810.00
W.H. GRIFFIN, TRUSTEE	\$3,810.00

***UTILITIES**

Board Of Public Utilities	\$74,424.44
Board Of Public Utilities	\$65,682.53
Board Of Public Utilities	\$50,399.11
Kansas Gas Service	\$1,188.60
Kansas Gas Service	\$1,113.95



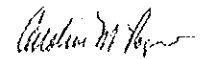
Caroline M. Rogers
Director of Finance

Kansas City, Kansas Housing Authority
Operating Receipts and Expenditures
For Period Ending June 30, 2020

	CEN OFFICE YR TO DATE	%	CEN OFFICE BUDGET	PUBLIC HSG YR TO DATE	%	PUBLIC HSG BUDGET	SECTION 8 YR TO DATE	%	SECTION 8 BUDGET
OPERATING INCOME:									
Dwelling Rent				\$1,179,740.36	23%	\$5,047,070.00			
Fraud Recovery Income							\$26,774.25		
Interest Income	\$281.35	19%	\$1,460.00			\$8,780.00			
Tenant Income				\$46,827.00	12%	\$390,712.00			
Other Income	\$223,192.83	46%	\$489,554.00	\$58,176.47	5%	\$1,113,005.00	\$1,853.84		
Fee for Services - COCC	\$160,918.91	11%	\$1,500,087.00						
Management Fees	\$452,265.21	25%	\$1,828,145.00						
Total Operating Income	\$836,658.30	22%	\$3,819,246.00	\$1,284,743.83	20%	\$6,559,567.00	\$28,628.09		
Operating Subsidy				\$1,733,543.75	22%	\$7,763,316.00			
Prior Year Subsidy									
Section 8 Admin Fees							\$167,664.00	22%	\$777,301.00
Total Operating Receipts	\$836,658.30	22%	\$3,819,246.00	\$3,018,287.58	21%	\$14,322,883.00	\$196,292.09	25%	\$777,301.00
OPERATING EXPENSES:									
Administrative Salaries	\$194,198.99	20%	\$959,077.00	\$271,186.78	25%	\$1,096,386.00	\$80,690.55	26%	\$309,206.00
Management Fees				\$375,142.71	25%	\$1,514,196.00	\$77,122.50	25%	\$313,950.00
Other Admin Expenses	\$43,026.09	21%	\$202,958.00	\$52,387.80	16%	\$324,678.00	\$9,674.73	23%	\$41,231.00
Tenant Services									
Resident Assoc Expenses				\$193.83	1%	\$26,046.00			
Other Expenses				\$3,500.00	20%	\$17,402.00			
Total Utilities	\$9,460.03	18%	\$51,658.00	\$552,879.90	20%	\$2,827,169.00			
Maintenance Salaries	\$90,526.97	7%	\$1,262,794.00	\$564,336.22	36%	\$1,580,154.00			
Maint Materials	\$87,858.14	61%	\$143,450.00	\$21,542.36	3%	\$683,095.00	\$31.57	2%	\$1,737.00
Fee for Services - COCC				\$160,918.91	11%	\$1,500,087.00			
Other Maint Contracts	\$76,446.06	34%	\$224,744.00	\$266,191.29	22%	\$1,214,085.00	\$5,139.60	48%	\$10,687.00
Security Salaries									
Other Security Expense	\$656.29	26%	\$2,500.00	\$29,075.38	18%	\$164,235.00			
Insurance	\$29,355.21	27%	\$108,252.00	\$133,106.67	24%	\$555,162.00	\$5,781.78	24%	\$23,983.00
Terminal Leave Payments									
Employee Benefit Contributions	\$190,591.02	24%	\$798,175.00	\$280,285.01	29%	\$961,508.00	\$26,712.91	24%	\$111,078.00
Collection Losses				(\$12,431.13)	-3%	\$425,500.00			
Interest Expense				\$149,162.91	25%	\$596,652.00			
Other General Expense	\$757.30			\$27.37	2%	\$1,198.00	\$2,924.94	27%	\$11,000.00
Total Routine Expenses	\$722,876.10	19%	\$3,753,608.00	\$2,847,506.01	21%	\$13,487,553.00	\$208,078.58	25%	\$822,872.00
Extraordinary Maintenance									
Depreciation Expense									
COVID	\$12,948.48			\$16,676.45					
Contracts									
Casualty Losses - Net									
Total Operating Expenses	\$735,824.58	20%	\$3,753,608.00	\$2,864,182.46	21%	\$13,487,553.00	\$208,078.58	25%	\$822,872.00
Prior Year Adjustments									
Total Operating Expenditures	\$735,824.58	20%	\$3,753,608.00	\$2,864,182.46	21%	\$13,487,553.00	\$208,078.58	25%	\$822,872.00
Gain/(Loss) from Operations	\$100,833.72		\$65,638.00	\$154,105.12		\$835,330.00	(\$11,786.49)		(\$45,571.00)

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

*** Percentage 25.00% or 3/12th of the year



Caroline Rogers
 Director of Finance

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

CUSTOMER SERVICE & SATISFACTION SURVEY - JULY 2020

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
07/01/20	36	9	45	1	1	0	8
07/06/20	25	12	37	4	4	0	8
07/08/20	20	11	31	2	2	0	9
07/09/20	74	15	89	6	6	0	9
07/10/20	88	16	104	8	8	0	8
07/13/20	40	7	47	3	3	0	4
07/14/20	60	16	76	8	8	0	8
07/15/20	67	15	82	6	6	0	9
07/16/20	53	10	63	5	5	0	5
07/20/20	54	21	75	6	6	0	15
07/21/20	45	12	57	4	4	0	8
07/22/20	53	14	106	2	2	0	7
07/23/20	50	12	62	3	3	0	9
07/27/20	46	18	64	5	5	0	13
07/28/20	99	27	126	4	4	0	23
07/29/20	77	16	93	2	2	0	14
07/30/20	53	18	71	3	3	0	15
TOTAL	926	219	1,127	68	68	0	144
				(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 31% of the service work orders completed
- (b) No Response 66% 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	169	72	241
Units in Mod	17	30	47
Fire Units	5	0	5
Rentable Units	147	42	189
Move-Ins	22	25	47
Move-Outs	14	15	29
Units Available	26	16	42
Units Readied in JUL	4	13	17

REPORT F

July 2020 Occupancy Report

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 *M(7) D(12) JUNIPER GARDENS	265	153	112	58%	60%
K1-2 D(1) ST. MARGARETS PARK	100	94	6	94%	91%
K1-3 D(1) CYRUS K. HOLIDAY	60	58	2	97%	92%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	290	12	96%	93%
K1-5*M(2) D(1) BELROSE MANOR	90	82	8	91%	89%
K1-6 Elderly DOUGLAS HEIGHTS	101	99	2	98%	97%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	89	10	90%	89%
K1-7 D(1) SCATTERED SITES	24	22	2	92%	92%
K1-9 D(1) SCATTERED SITES	30	30	-	100%	100%
K1-10 *M(2) SCATTERED SITES	42	35	7	83%	81%
K1-11 M(1) D(1) GRANDVIEW PARK	40	36	4	90%	88%
K1-12 D(2) CHALET MANOR	66	58	8	88%	88%
K1-13 WELBORN VILLA	80	80	-	100%	100%
K1-14 BETHANY PARK TOWERS	163	144	9	94%	96%
K1-15 *M(6) SCATTERED SITES	20	10	10	50%	50%
K1-17*M(1) GLANVILLE TOWERS	108	98	10	91%	93%
K1-18 ROSEDALE TOWERS	122	117	5	96%	97%
K1-20 D(1) WESTGATE TOWERS	163	157	6	96%	93%
K1-21 D(1) SCATTERED SITES	8	8	-	100%	100%
K1-22 WESTGATE VILLA	20	20	-	100%	95%
K1-23 D(1) SCATTERED SITES	38	38	-	100%	95%
K1-24 M(18) PLAZA TOWERS	115	87	28	76%	77%
K1-25 D(1) SCATTERED SITES	12	12	-	100%	100%
Sub-Total before Adjustments	2,058	1,817	241	88%	87%
Less: # of Deprogrammed Units	35				
Less: # of Units Under Modernization	44		40		
Total Units Available for Occupancy	1,979	1,778	201	90%	89%

(*) Modernization units

MODERNIZATION AND DEVELOPMENT REPORT August, 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 2nd, 2015. The Capital Fund Program 2016 was approved at the December 17th, 2015 Board meeting. Approval of the 2016 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. Architect and engineering firms have been selected to complete work under this program.

The following projects 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 29th, 2018 for this project. Only one bid was received and therefore a bid analysis is required and the bid must be approved by HUD. Staff has reviewed the bid. 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 7th, 2016. The Capital Fund

Program 2017 was approved at the December 15th, 2016 Board meeting. Approval of the 2017 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. Architect and engineering firms have been selected to complete work under this program.

The following projects are complete: K1-54 Scattered Sites (15) Interior Modernization Phase 1; K1-56 Rosedale Tower Air Handler Replacement; K1-55 Wyandotte Tower Elevator Modernization.

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

Bids were received on January 24, 2019, for the moving of residents from dwelling units on the 6th, 7th, and 8th floors of Plaza Tower. This is the first phase of interior modernization of Plaza Tower. Residents will be moved within Plaza Tower during this project. The apparent responsive low bidder is Coleman Worldwide Moving with a total bid of \$21,561.45. Five companies bid on this project. Bids ranged in price from \$21,561.45 to \$47,685.00. Since the contract amount is below the threshold 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 8th Floor. All residents on the 7th Floor were moved to the 8th Floor on 6/23 to 6/25.

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 9th & 10th and is now complete.

K1-53 DOUGLAS HEIGHTS HVAC REPLACEMENT

Bids were received on June 26th, 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 30th, 2019. Notice to Proceed was issued on October 29th, 2019. All installation work is completed. Project has been inspected by staff and the Architect. There has been a delay in the final UG Inspection of the 99 units due to the Covid19 guidelines.

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

Bids were received on July 15th, 2019 and revised bids were received on August 2nd, 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 23rd, 2019. Notice to proceed was issued on September 11th, 2019. Work on the 8th Floor is complete. Work began on the 7th floor on June 29th. Demolition is complete on the 7th floor. Framing is 90% complete. Rough Electrical 70% complete. Rough Plumbing is 45% complete.

K1-53 CHALET MANOR SLOPE STABILIZATION

Bids were received on October 2nd, 2019 for this project. The Board authorized the award of a contract at the October 2019 meeting to BC Hardscapes LLC, in the amount of \$320,992.00. Pre-construction meeting was held on November 5th, 2019. Notice to proceed was issued on March 2nd, 2020. All work is completed. Final paperwork is pending to close out this project. Due to ponding, an area drain is to be installed.

CAPITAL FUND PROGRAM 2018

The funding amount for this program is \$4,676,183.00. The public hearing and final budget were presented to the residents on December 6th, 2017. The Capital Fund Program 2018 was approved at the December 21st, 2017 Board meeting. HUD is in the process of reviewing the 2018 Capital Fund Plan. There is a new process regarding the ACC Amendment and currently the Housing Authority is working with HUD through the new process for its approval. Architectural and Engineering Services, for the preparation of building plans and specifications, for the 2018 improvement projects, have been awarded.

The following projects are complete: K1-55 Wyandotte Tower Underground Storage Tank Removal.

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

Bids were received on July 24th, 2019 for this project. Board authorized the award of a contract, at the August 2019 meeting, to American Digital Security, LLC, in the amount of \$202,823.74. Pre-construction meeting was held on September 13th, 2019. Notice to proceed was issued on December 16, 2019. Installation of new cameras and training are complete. Demolition of old cameras is completed. Project is substantially complete, with final inspection and acceptance pending, based on relaxing of Covid19 guidelines.

K1-54 SCATTERED SITE 7 HVAC IMPROVEMENTS

Bids were received on March 11th, 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. Preconstruction meeting was held via video platform on 5/12/2020. Notice To Proceed was issued on July 6th, 2020. Work is progressing well, and is approximately 35% complete.

K1-53 CHALET MANOR HVAC IMPROVEMENTS

Bids were received on March 25th, 2020 for this project. The Board authorized the award of a contract at the April 2020 meeting. Project was awarded to Tailor Made Exteriors in the amount of \$460,723.08. A virtual pre-construction meeting was held on 4/30/2020. Notice to Proceed was issued on June 29th, 2020. Work has begun. Project is approximately 20% complete, equipment shortages may delay the project due to a COVID-19 related plant closure.

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 1st, 2020 for this project. The Board authorized the award of a contract at the April 2020 meeting to Fire & Security Solutions Group, Inc. in the amount of \$145,566.00. A virtual pre-construction meeting was held on 5/6/2020. Notice To Proceed was issued on July 6th, 2020. Contractor has ordered equipment. Work to begin once equipment is delivered and programmed.

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 5th, 2018. The Capital Fund Program 2019 was approved at the December 20st, 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 6th, 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 13th, 2018. Notice to Proceed was issued on September 27th, 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 8th, 2019. Construction was restarted in November of 2019. Currently, the new building and the existing building are nearing completion. Rough plumbing, Mechanical and Electrical work is completed. Interior painting is underway. Rough grading for parking lots and driveway has been completed. Concrete curbs are complete. Paving is complete and finish grading is underway. Seeding to begin after final grading is completed. Equipment shed wall panel installation is complete, roof panels installation is underway. Completion is scheduled for the first week of September.

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 4th, 2019. The Capital Fund Program 2020 was approved at the December 19th, 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

AUGUST 2020

SUBMITTED BY SHARRON DAVIS-MAYS

SELF-SUFFICIENCY COORDINATOR

The Public Housing Resident Council (PHRC) meetings have been postponed until further notice. However, presidents of each resident council have been given the approval to resume their resident council meetings with the understanding that each resident must wear a mask to attend the meetings.

A survey was sent out to all the resident council officers. The survey was to find out what type of social services the residents want for the EnVision Center. Residents were given until August 3, 2020 to return the survey.

Catholic Charities is continuing to provide lunch to our youth during the pandemic who otherwise are too far away from their designated lunch sites. On July 7th 1,430 lunches were served, July 14th 1,405 lunches were served, July 21st 1,600 lunches were served, and July 28, 1,606 lunches were served. Catholic Charities continues to participate in the USDA Family Food Box Program where 560 boxes were distributed to all six of our family sites. Each week food boxes will be distributed during the time lunches are distributed.

On July 13th New Change for Kids held a five-day camp for our young people at St. Margaret's Park Development. One hundred and twenty eight youth participated. Each day the camp had a different workshop such as conflict resolution, community awareness, and health and wellness.

On July 15, 2020 I attended the HUD webinar regarding the Family Self-Sufficiency Program grant. This webinar provided instructions on how to apply for the FSS renewal grant. Each year the FSS grant must be renewed. The Kansas City, Kansas Housing Authority is approaching its second year in the FSS Program. The grant is to be submitted by August 20, 2020.

On July 17, 2020 I attended a webinar hosted by aSTEAM Village/ EnVision Center. This webinar was facilitated by FDIC to train young people on money management. A few staff members from HUD also participated.

On July 20, 2020 I participated in the Workforce Partnerships' partnership meeting. Workforce Partnership provided information on upcoming job fairs and how the job fairs are now virtual due to COVID-19. Keeley Schneider, Director of Workforce, stated that

their organization has some face-to-face engagement with clients, but they are by appointment only and masks must be worn by clients and staff.

On July 29, 2020 PC's for People, formerly Connecting for Good, toured the Belrose Manor community center. Our agency plans to provide this space to PC's for People to ensure that residents have access to computer training and the youth can participate in afterschool programs. Tom Esselman, Executive Director of PC' for People, was pleased with the location of their new site.

Month	Year	Units	HAP
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
May	2020	1324	897,186
June	2020	1311	887,334
July	2020	1298	860,706
August	2020	1284	852,643

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

Chart Title

Month	Move-Outs	Move-Ins
Aug-15	19	32
Sep-15	26	28
Oct-15	43	29
Nov-15	32	27
Dec-15	24	30
Jan-16	32	27
Feb-16	21	30
Mar-16	48	36
Apr-16	27	38
May-16	33	31
Jun-16	47	41
Jul-16	42	26
Aug-16	50	31
Sept.-16	47	46
Oct-16	40	47
Nov-16	31	37
Dec-16	43	37
Jan-17	57	35
Feb-17	35	41
Mar-17	44	57
Apr-17	25	37
May-17	38	43
Jun-17	31	42
Jul-17	25	24
Aug-17	45	38
Sep-17	30	30
Oct-17	30	40
Nov-17	39	37
Dec-17	28	25
Jan-18	34	34
Feb-18	37	37
Mar-18	36	60
Apr-18	31	46
May-18	33	40
Jun-18	25	22
Jul-18	32	26
Aug-18	35	29
Sep-18	38	37
Oct-18	46	33
Nov-18	29	27
Dec-18	34	25
Jan-19	28	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
Aug-19	35	22
Sep-19	39	40
Oct-19	34	35
Nov-19	31	31
Dec-19	43	26
Jan-20	41	32
Feb-20	32	25
Mar-20	33	22
Apr-20	25	1
May-20	18	0
Jun-20	32	43
Jul-20	29	47

KANSAS CITY KANSAS HOUSING AUTHORITY
BOARD OF COMMISSIONER'S MEETING
August 20, 2020

New Business Discussion Item: Authority to Accept the Proposal and Authorize a Contract for Relocation Services with CVR Associates

Resolution No. 2020-17

Background:

The Kansas City Kansas Housing Authority is investigating the possible disposition of the Juniper Gardens Public Housing Development. This disposition requires that all of the currently occupied units at Juniper Gardens must be relocated. Housing and Urban Development (HUD) regulations require that relocation technical assistance in the form of counseling, assistance in finding suitable decent, safe, and sanitary replacement housing options, and follow up are required for each occupied unit. At the current time there are 148 occupied dwelling units at Juniper Gardens.

Current Issue:

Staff following our procurement policy has prepared a Request for Proposals (RFP) for Relocation Services

The RFP was advertised in the Kansas City Star, The Call, and Dos Mundos newspapers. The RFP was posted on the Housing Authority's web site, and mailed directly to six relocation firms. Also, the RFP was posted, at the suggestion of the local HUD office, on the International Right of Way Association (IRWAonline.org) website, a website of relocation firms with 217 members.

Due to the corona virus, a pre-proposal conference was held digitally, via Zoom, at 10:00 a.m. on Tuesday, June 31st, 2020. Fourteen interested firms attended the digital meeting. An addendum was issued on July 2nd, 2020 with the minutes of the meeting and answering all questions received from interested firms.

Proposals were received until 4:00 p.m. on July 8th, 2020. Six firms submitted proposals:

CVR Associates	Tampa, FL.
HDC Consulting Group, INC	Kansas City, KS.
Housing Opportunities Unlimited	Dorchester, MA.
O.R. Colan Associates, LLC	Fairview Park, OH.
Overland Pacific & Cutler, LLC	Grapevine, TX.
Tierra Right of Way Services, LTD	Tucson, AZ

The RFP for Relocation Services was scored on the following criteria: Fixed price and per unit price to complete the project (40 points); Qualifications of the Firms Principals, Staff and Sub-contractors (40 points); Anticipated schedule to perform required services (10 points); and Experience and availability of services to affected residents (10 points).

The RFP was evaluated and scored by a committee made up of staff, consisting of Cherrie Escobar, Susan Martin, Tony Shomin, Elaine Stroud, and Nebyu Tilahun. The committee, after reviewing and scoring the proposals, met to discuss the results. The committee recommended unanimously the proposal submitted by CVR Associates for relocation services at Juniper Gardens.

CVR Associates has been in business for 25 years. The Housing Authority has no previous experience with this contractor. Staff has checked references with positive comments received. There is funding in various Capital Fund Programs budgeted for this project.

CVR Associates and its principals do not appear on the List of Parties Excluded from Federal Procurement or Nonprocurement Programs. The principals are:

Ana L. Vargas	Chief Executive Officer
Fradique A. Rocha	Co-Chief Executive Officer
Melanie (Villalobos) Campbell	Senior Vice President
Charmainne Johnson-Davis	Senior Vice President
Felicia Ramos	Senior Vice President
Michael Tonovitz	Senior Vice President
Kris Warren	Senior Vice President
Debbie Williams	Senior Vice President

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 evaluation committee is recommending acceptance of the proposal submitted by CVR Associates and authorize a contract in the amount of \$230,000; more or less. Actual cost to be determined by number of actual relocations per unit performed, at a cost of \$1,554.05 per unit, as established in their proposal, for relocation services at Juniper Gardens.

Attached is a resolution that will authorize the acceptance of the proposal and authorize a contract with CVR Associates in the amount of \$230,000; more or less. Actual cost to be determined by number of actual relocations per unit performed, at a cost of \$1,554.05 per unit, as established in their proposal, for relocation services at Juniper Gardens.

Staff recommends approval of this resolution.

Board Action:

Approve Resolution No. 2020-07, if Appropriate.

RESOLUTION NO. 2020-17

AUTHORITY TO ACCEPT THE PROPOSAL AND AUTHORIZE A CONTRACT FOR RELOCATION SERVICES WITH CVR ASSOCIATES

WHEREAS, THE Kansas City Kansas Housing Authority is investigating the possible disposition of Juniper Gardens; and

WHEREAS, HUD regulations requires relocation services be provided to any dwelling unit displaced by a disposition; and

WHEREAS, a Request for Proposal for Relocation Services was solicited, and proposals were received from:

CVR Associates	Tampa, FL.
HDC Consulting Group, INC	Kansas City, KS.
Housing Opportunities Unlimited	Dorchester, MA.
O.R. Colan Associates, LLC	Fairview Park, OH.
Overland Pacific & Cutler, LLC	Grapevine, TX.
Tierra Right of Way Services, LTD	Tucson, AZ; and

WHEREAS, the proposals were evaluated and scored by a committee consisting of Kansas City Kansas Housing Authority staff; and

WHEREAS, the committee is recommending acceptance of the proposal submitted by CVR Associates in the amount of \$230,000 more or less. Actual cost to be determined by number of actual relocations per unit performed, at a cost of \$1,554.05 per unit, as established in their proposal, for relocation services at Juniper Gardens.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the proposal submitted by CVR Associates in the amount of \$230,000; more or less, determined by number of actual relocations per unit performed, at a cost of \$1,554.05 per unit, as established in their proposal, for relocation services at Juniper Gardens is hereby accepted.

BE, IT FURTHER RESOLVED, that the Housing Authority of Kansas City, Kansas is authorized to enter into a contract with CVR Associates in the amount of \$230,000; more or less. Actual cost to be determined by number of actual relocations per unit performed, at a cost of \$1,554.05 per unit, as established in their proposal, for relocation services at Juniper Gardens.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Commissioners does hereby approve Resolution No. 2020-17.