



# Agenda

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

### **Regular Meeting**

Thursday, July 18, 2019  
12 noon

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

- I. Roll Call
- II. Approval of the Minutes  
Regular Board Meeting June 20, 2019  
(Pages 1—6)
- III. Executive Director's Report  
(Pages 7—25)
- 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. 2019-11  
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  
(Pages 26—29)
  - B. 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  
(Pages 30—32)

*The agenda consists of two pages. This is page one.*

VII. New Business Discussion Items:

- A. Resolution No. 2019-13      Authorize Acceptance of Bid and  
enter into a Contract for Interior  
Modernization for Phase 1 (floors 6, 7  
and 8) Plaza Towers  
(To be handed out.)
- B. Resolution No. 2019-14      Authorize the Disposal of Housing  
Authority Property consisting of Fleet  
Vehicles and Equipment  
(To be handed out.)

VIII. Executive Session

IX. Adjournment

*This is page two of the agenda.*

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

Thursday, June 20, 2019  
12 noon

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

On the 20th day of June 2019 at 12 noon the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in annual 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  
Rev. Jimmie L. Banks, Vice-Chairman  
Jacques Barber, Commissioner  
Rachel Jefferson, Commissioner  
Don Jolley, Commissioner  
P. Anne McDonald, Commissioner  
Timothy J. Rhodes, Commissioner  
Denise Tomasic, Commissioner  
Cardelia Walker, Commissioner  
Linda Warner, Commissioner

ABSENT: Alvin Sykes, Commissioner  
Charles Wilson, Commissioner

ALSO PRESENT: Thomas M. Scott, Executive Director/CEO  
Cherrie Escobar, Acting Deputy Director  
Gerald Glavin, Asst. Director of Housing Management  
Melinda Linnell, Director of Housing Management  
Julio Marino, Jr., User Support/Inventory Clerk  
Sharron Davis-Mays, Self-Sufficiency Coordinator  
Benice Meeks, Assistant Director of Finance  
Jacqueline D. Randle, Executive Services Manager  
Caroline Rogers, Director of Finance  
Veronica Sanders, Financial Analyst  
Anthony J. Shomin, Director of Facilities Management  
Kendra Tyler, Asst. Director of Housing Management

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

\*\*\*\*\*

Vice-Chairman Banks made a motion to approve the minutes of May 16, 2019. Commissioner Rhodes seconded the motion and the following vote was recorded:

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

NAYS: None

ABSENT: Sykes, Wilson

ABSTAIN: None

Motion carried.

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Vice-Chairman Banks made a motion to approve the minutes of June 3, 2019. Commissioner Warner seconded the motion and the following vote was recorded:

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

NAYS: None

ABSENT: Sykes, Wilson

ABSTAIN: None

Motion carried.

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

- Mr. Scott introduced himself as the Executive Director. He noted that he previously worked at this agency for 26 years.
- Due to time constraints, no written Executive Director's report was prepared. The monthly reports begin on page 9 of the board packet. Mr. Scott welcomed questions from the Board, but there were none.
- Mr. Scott noted that in 2011 the Board gave the Executive Director the authority to close the agency. He recommended that the agency close on July 5, 2019 to give staff an extended weekend. He suggested that closing the office was warranted at this time to boost morale.

\*\*\*\*\*

Commissioner Tomasic made a motion to accept the Executive Director's request to close the office on Friday, July 5, 2019 to give staff an extended weekend. Commissioner Warner seconded the motion and the following vote was recorded:

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

NAYS: None

ABSENT: Sykes, Wilson

ABSTAIN: None

Motion carried.

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### **Committee Reports**

Chairman Watkins called for committee reports.

#### Bylaws

No report.

#### Finance

Commissioner McDonald provided a written report. She noted the Finance Committee met on June 17, 2019 at which time Ms. Rogers reported on the FDS submission and she is working on streamlining procedures in the Finance Department. It was noted that we either have or are about to hire new auditors. It was learned that Mr. Scott will meet with HUD officials on Monday to address items listed in its letters dated May 30<sup>th</sup> and 31<sup>st</sup>. More HUD training was discussed for the finance staff. It was noted that Mr. Scott observed Ms. Rogers' hard work on the agency's financing. There was discussion on having to repay HUD for money spent out of the wrong bucket.

Mr. Scott noted his meeting with HUD went well. He learned that the unofficial result of the FDS was that our score was low, but it should not be substandard.

#### Inclusion and Public Information

Commissioner Warner noted the Inclusion and Public Information committee has not met.

#### Personnel

Vice-Chairman Banks noted the Personnel committee has not met.

Development and Improvement

Commissioner Rhodes noted the Development and Improvement committee did not meet.

Resident Participation

Commissioner Wilson was not present.

Executive

Chairman Watkins noted the Executive Committee has met on multiple occasions; however, his report will be saved for Executive Session.

Community Housing Investment Group (CHIG)

Chairman Watkins noted the next quarterly CHIG board meeting will take place in July. However, a special meeting will take place tomorrow at 10 a.m.

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Public Comments

There were no comments from the public.

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**New Business Discussion Item**

Resolution No. 2019-09—adopting the 61<sup>st</sup> Annual Report, was introduced.

Ms. Rogers presented an unaudited copy of the FDS that was submitted to HUD. The report was broken down by AMPs, Public Housing, Section 8, CHIG, and COCC. Operational and Capital Fund activity was included. Ms. Rogers highlighted a few line items on the report. Our total assets are \$71.2 Million. Our outstanding debt is \$11.8 Million. Pension liability is \$3.9 Million. Our equity position is \$48.6 Million. The COCC has a negative position of \$2.5 Million and has been negative for the past three years. In 2017 it was -\$343,000; in 2018 it was -782,000. She noted there was a typo and we are not recommending a salary freeze. Mr. Scott noted the numbers were based on six months. Commissioner Tomasic questioned why CHIG funds were listed on the balance sheet. Ms. Rogers noted that while CHIG funds are listed, these funds are not available. Mr. Scott explained that the CHIG funds will be removed and not

shown on the Housing Authority spreadsheet. However, CHIG will have to ask that this be removed and it should be resolved in the July CHIG meeting.

Commissioners Barber and Jefferson discussed meeting to learn more about the agency's finances. Chairman Watkins suggested coordinating a meeting with the Finance Chair and added that Board members are always welcome at the Finance Committee meetings. Additionally Vice-Chairman Banks indicated there should be updates from those in various areas of expertise. Mr. Scott mentioned having staff participate in an upcoming webinar which will be at noon CST on July 2, 2019 which will help the Board with understanding the agency's finances. Commissioner Rhodes will provide sign-up information to Ms. Randle to disseminate to the Board via email.

Commissioner McDonald made a motion to approve Resolution No. 2019—09. Commissioner Rhodes seconded the motion and the following vote was recorded:

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

NAYS: None

ABSENT: Sykes, Wilson

ABSTAIN: None

Motion carried.

RESOLUTION NO. 2019-09—ADOPTING 61<sup>ST</sup> ANNUAL REPORT.

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### **Executive Session**

Vice-Chairman Banks made a motion to go into Executive Session for about 30 minutes to allow the Commission to discuss the job performance of the Executive Director of the Housing Authority, which is a private personnel matter related to a specific non-elected employee, as permitted by the Kansas Open Meetings Act; and to reconvene in open session at 1:30 p.m. in the boardroom at the KCKHA, 1124 N. 9<sup>th</sup> Street; Kansas City, Kansas. Commissioner McDonald seconded the motion and it passed unanimously.

Commissioner Walker left the meeting prior to the start of Executive Session. Mr. Scott was present during Executive Session. *Executive Session took place from 12:56 p.m.—1:30 pm.*

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

Vice-Chairman Banks made a motion to return to Executive Session for 10 minutes to discuss a real estate matter. Commissioner Rhodes seconded the motion and it passed unanimously.

Mr. Scott was present during Executive Session. *Executive session took place from 1:32 p.m.—1:42 p.m.*

Commissioner McDonald made a motion to come out of Executive Session and it was seconded by Commissioner Tomasic. The motion passed unanimously.

Commissioner Rhodes made a motion to approve Resolution No. 2019—10. Vice-Chairman Banks 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

July 18, 2019

1. On Monday, July 1, 2019 Frances M. Cleary, Director of the Office of Public Housing and Field Operations met with Tony Shomin, Jerry Glavin and myself to tour the proposed site of the new maintenance building on Meadowlark Lane. As you know, construction at Meadowlark Lane was suspended November 11, 2018 for multiple reasons. Following the site visit, Ms. Cleary and I drove by several PHA sites on Leavenworth Road including the scattered site homes near 46<sup>th</sup> and Oak which are currently under modernization. We also toured the maintenance facility at 624 State Avenue, so Ms. Cleary would have first hand knowledge of the condition of the building. We met numerous times over the last several weeks in an attempt to amicably resolve the issues facing this project.
2. The sales contract for the purchase of 1223 Meadowlark Lane has been terminated. The deposit check was received by the Housing Authority on July 12, 2019.
3. In the May 30, 2019 letter from HUD it was noted that the soil vapor testing was holding up the closure of the Office of the Inspector General (OIG) environmental audit. As of July 3, 2019 this testing was completed. It states, *"All oxygen data collected during this assessment exceeded 4%, indicating the presence of a sufficient bioattenuation zone to preclude petroleum vapors from adversely impacting indoor air quality."* The test results have been forwarded to HUD for review.
4. The audit findings noted in the May 31, 2019 letter from HUD were responded to on June 27, 2019 and Caroline Rogers continues to work with Pete Reeves from HUD addressing any concerns.
5. We received notice in a letter dated June 20, 2019 that our partnership with Kansas City, Kansas Public Schools USD 500 to provide early childhood education services to Douglas Heights and Belrose residents ended May 31, 2019 due to funding. This was a long standing partnership that we had hoped to continue. We will look for other ways to engage our youth in early childhood development.
6. We would like to acknowledge and thank Cherrie Escobar for her time as Deputy Director. She served well and her contribution was appreciated.
7. The Housing Authority is currently developing an RFP for consulting services to address repositioning options of PHA owned properties.

8. On July 11, 2019 Cherrie Escobar and I met with Christy McMurphy from Kim Wilson Housing to explore the possibility of partnering on a 2019 Mainstream Voucher NOFA. The NOFA would assist disabled non-elderly persons.
9. 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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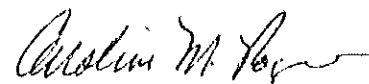
Thomas M. Scott  
Executive Director/CEO

**Kansas City, Kansas Housing Authority  
Statement of Funds Available  
For the Period Ended June 30, 2019**

Description	Rate <sup>(a)</sup>	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$732,861.87	Liberty
Payroll Account	0.00%		\$8,509.76	Liberty
ACH Pymt Account	0.15%		\$3,020.36	Liberty
Rent Depository Account	0.00%		\$1,427,930.10	Bank of Labor
Rent Bank Deposit Accounts	0.75%		\$89,109.51	Various
Homeless Prevention Program	0.75%		\$5,605.30	Bank of Labor
Sponsorship Program	0.75%		\$20,380.35	Bank of Labor
Section 8 Checking	0.00%		\$82,712.09	Bank of Labor
EPC Replacement Reserve Acct	0.15%		\$38,706.69	Liberty
KCKHA Debt Service Account			\$1,135,047.83	Deutsche Bank
CD#120245349	1.49%	08/26/19	\$500,000.00	Bank of Labor

(a) Represents Rates as of July 10, 2019 provided by Banks.

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

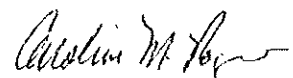


Caroline M. Rogers  
Director of Finance

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

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	<u>Rent &amp; Other Charges</u>	<u>Repayment Agreements</u>	<u>Net Total</u>
Accounts Receivable (Amounts Delinquent)	\$242,676.95	(\$144,608.62)	\$98,068.33
 Total Charges to Tenants for Month			 \$464,491.19
 Delinquency Ratio			 21.11%
 Petitioned to Court			 <u>16</u>
 Praecipies Issued			 <u>12</u>
 Evictions			 <u>9</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 JUNE'19

**\*CONTRACT COSTS\***

VETS Securing America	\$12,633.44
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**\*MAINTENANCE COSTS\***

Bailey Industrial Cleaning	\$2,700.00
Bluelinx Corporation	\$1,053.67
Booneys Lawn Service	\$3,150.00
Carpet Corner Inc	\$3,773.61
Carpet Corner Inc	\$1,406.25
Crime Scene Cleaners Inc	\$1,569.00
Ferguson Enterprises Inc	\$4,718.33
Ferguson Enterprises Inc	\$2,101.63
General Electric Company	\$4,133.95
Gold Star Flooring & More, Inc	\$1,760.00
H.D. Supply	\$1,712.96
H.D. Supply	\$1,387.70
Home Depot Pro-SupplyWorks	\$4,179.66
Johnstone Supply Co	\$13,785.74
Johnstone Supply Co	\$1,012.99
Klempkes Contractors, LLC	\$1,630.00
Martin Mechanical Corporation	\$25,391.60
Martin Mechanical Corporation	\$8,871.00
Minnesota Elevator Inc	\$4,385.46
Olney Sales, Inc	\$4,124.00
Oscar's Maintenance Service Corp., LLC	\$2,550.00
Oscar's Maintenance Service Corp., LLC	\$2,400.00
Oscar's Maintenance Service Corp., LLC	\$2,005.00
Oscar's Maintenance Service Corp., LLC	\$1,950.00
PCS	\$1,316.05
Personal Touch Lawn Service	\$17,930.00
Plumbmaster, Inc	\$3,334.08
Plumbmaster, Inc	\$1,393.20
Precision Plumbing & Construct, Inc	\$3,006.00
R.F. Fisher Electric Co.	\$1,413.43
Sherwin-Williams Co	\$2,068.75
Sherwin-Williams Co	\$1,793.59
Smallwood Locksmiths, LLC	\$1,581.83
Smallwood Locksmiths, LLC	\$1,243.53

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

**Kansas City, Kansas Housing Authority**

Payments Over \$1,000.00

For The Month of JUNE'19

Smith Service, LLC	\$1,575.00
Stanion Wholesale Elec Co.	\$5,366.07
Strasser Hardware	\$2,003.73
Sutton Remodeling LLC	\$1,040.00
Three Sons Painting LLC	\$6,385.00
UPCS Engineering Services	\$4,147.50
Waste Management	\$7,175.77
White Lawn and Landscape, LLC	\$2,475.00

**\*MISCELLANEOUS COSTS\***

All Makes Machine Inc	\$2,323.00
Allison & Alexander, Inc	\$250,000.00
American Express	\$3,223.09
AT&T	\$13,076.33
AT&T	\$2,051.65
AT&T	\$6,430.35
Evans & Mullinix, PA	\$6,147.00
GFI Digital	\$5,355.00
Housing Authority Risk Retention Group	\$9,622.00
Housing Insurance Serv Inc	\$35,606.00
Lockton Companies	\$30,562.50
Mastercard	\$1,950.95
Online Information Service	\$1,403.00
PayLease LLC	\$1,846.05
PayLease LLC	\$1,760.79
Postmaster	\$5,000.00
Scott & Associates, LLC	\$8,690.31
Scott & Associates, LLC	\$1,700.00
Time Warner Cable	\$1,417.57
T-Mobile USA	\$59,482.84
U.S Bank Equipment Finance	\$2,429.32
WEX Bank	\$4,142.91

**\*OTHER GRANT COSTS\***

Asbestos Consulting & Testing	\$3,600.00
Cypress Media LLC	\$4,036.86
Minnesota Elevator Inc	\$181,530.00
Occu-Tech	\$3,600.00

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

**Kansas City, Kansas Housing Authority**

Payments Over \$1,000.00

For The Month of JUNE'19

**\*PAYROLL COSTS\***

Aetna	\$106,088.40
Delta Dental	\$4,722.60
Kansas Payment Center	\$1,191.65
KPERS Retirement System	\$31,197.42
Nationwide Retirement	\$2,314.08
UMB Health Savings Acct.	\$3,749.13

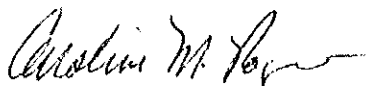
**\*INTERBANK TRANSFERS\***

Liberty Gen Fund to Payroll Transfers	\$174,700.00
Liberty Gen Fund to Payroll Transfers	\$178,500.00
Liberty Gen Fund to ACH Transfers	\$1,403.00
Liberty Gen Fund to ACH Transfers	\$1,846.05
Liberty Gen Fund to ACH Transfers	\$5,000.00
Liberty Gen Fund to ACH Transfers	\$37,300.00
Liberty Gen Fund to ACH Transfers	\$37,900.00

**\*UTILITIES COSTS\***

Board of Public Utilities	\$102,361.23
Board of Public Utilities	\$58,633.84
Board of Public Utilities	\$30,308.80
Board of Public Utilities	\$28,521.12
Constellation New Energy-Gas	\$1,387.92
Kansas Gas Service	\$10,309.70
Kansas Gas Service	\$5,335.07
Kansas Gas Service	\$1,249.37

\$1,650,641.42



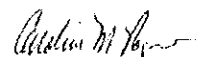
Caroline M. Rogers  
Director of Finance

**Kansas City, Kansas Housing Authority**  
**Operating Receipts and Expenditures**  
**For Period Ending May 31, 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				\$828,349.97	16%	\$5,052,098.00			
Fraud Recovery Income							\$54,047.00		
Interest Income	\$238.77	17%	\$1,390.00			\$6,200.00			\$20.00
Tenant Income				\$61,023.70	19%	\$318,090.00			
Other Income	\$14,786.13	3%	\$469,242.00	\$17,964.46	2%	\$1,056,053.00			
Fee for Services - COCC	\$184,179.71	8%	\$2,385,276.00						
Management Fees	\$302,855.59	16%	\$1,838,931.00						
Total Operating Income	\$502,060.20	11%	\$4,694,839.00	\$907,338.13	14%	\$6,432,441.00	\$54,047.00	#####	\$20.00
Operating Subsidy				\$1,182,764.00	16%	\$7,489,377.00			
Prior Year Subsidy									
Section 8 Admin Fees							\$123,152.00	14%	\$863,666.00
<b>Total Operating Receipts</b>	<b>\$502,060.20</b>	<b>11%</b>	<b>\$4,694,839.00</b>	<b>\$2,090,102.13</b>	<b>15%</b>	<b>\$13,921,818.00</b>	<b>\$177,199.00</b>	<b>21%</b>	<b>\$863,686.00</b>
<b>OPERATING EXPENSES:</b>									
Administrative Salaries	\$158,870.25	16%	\$984,158.00	\$166,139.04	18%	\$923,521.00	\$49,727.68	17%	\$296,750.00
Management Fees				\$254,417.59	17%	\$1,498,208.00	\$48,438.00	14%	\$340,724.00
Other Admin Expenses	\$29,738.20	11%	\$278,119.00	\$27,060.50	9%	\$302,576.00	\$4,306.61	11%	\$40,632.00
<b>Tenant Services</b>									
Resident Assoc Expenses				\$2,824.00	11%	\$25,457.00			
Other Expenses				\$358.55	2%	\$16,955.00			
<b>Total Utilities</b>	<b>\$7,115.04</b>	<b>14%</b>	<b>\$50,255.00</b>	<b>\$290,292.62</b>	<b>11%</b>	<b>\$2,551,312.00</b>			
Maintenance Salaries	\$256,191.06	15%	\$1,678,428.00	\$201,787.86	17%	\$1,213,293.00			
Maint Materials	\$50,888.57	10%	\$519,096.00	\$9,839.17	4%	\$237,928.00	\$62.51	3%	\$1,966.00
Fee for Services - COCC				\$184,179.71	8%	\$2,385,276.00			
Other Maint Contracts	\$13,888.60	8%	\$167,142.00	\$95,851.56	9%	\$1,069,411.00	\$885.37	20%	\$4,468.00
<b>Security Salaries</b>									
Other Security Expense	\$12,633.44	14%	\$93,379.00			\$192,439.00			
Insurance	\$22,339.40	18%	\$123,400.00	\$85,356.86	16%	\$522,181.00	\$3,833.16	16%	\$23,259.00
Terminal Leave Payments									
Employee Benefit Contributions	\$156,185.42	16%	\$972,731.00	\$151,959.64	19%	\$780,649.00	\$18,431.34	17%	\$108,413.00
Collection Losses				(\$5,506.12)	-4%	\$138,440.00			
Interest Expense				\$103,922.32	17%	\$596,652.00			
Other General Expense	\$235.07			\$150.62	4%	\$4,142.00	\$2,107.79	12%	\$17,250.00
<b>Total Routine Expenses</b>	<b>\$708,085.05</b>	<b>15%</b>	<b>\$4,866,708.00</b>	<b>\$1,568,633.92</b>	<b>13%</b>	<b>\$12,458,440.00</b>	<b>\$127,792.46</b>	<b>15%</b>	<b>\$833,462.00</b>
<b>Extraordinary Maintenance</b>									
Depreciation Expense									
Contracts									
Casualty Losses - Net									
<b>Total Operating Expenses</b>	<b>\$708,085.05</b>	<b>15%</b>	<b>\$4,866,708.00</b>	<b>\$1,568,633.92</b>	<b>13%</b>	<b>\$12,458,440.00</b>	<b>\$127,792.46</b>	<b>15%</b>	<b>\$833,462.00</b>
Prior Year Adjustments									
<b>Total Operating Expenditures</b>	<b>\$708,085.05</b>	<b>15%</b>	<b>\$4,866,708.00</b>	<b>\$1,568,633.92</b>	<b>13%</b>	<b>\$12,458,440.00</b>	<b>\$127,792.46</b>	<b>15%</b>	<b>\$833,462.00</b>
<b>Gain/(Loss) from Operations</b>	<b>(\$206,024.85)</b>		<b>(\$171,869.00)</b>	<b>\$521,468.21</b>		<b>\$1,463,378.00</b>	<b>\$49,406.54</b>		<b>\$30,224.00</b>

\*\*\* May is the 2nd month of the Fiscal Year Ending March 31st

\*\*\* Percentage 16.67% or 2/12th of the year



Caroline Rogers  
 Director of Finance



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

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

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
06/03/19	107	14	121	8	8	0	6
06/04/19	132	20	152	9	9	0	11
06/05/19	61	8	69	3	3	0	5
06/06/19	74	9	83	5	5	0	4
06/10/19	63	9	72	3	3	0	6
06/12/19	62	16	78	7	7	0	9
06/13/19	42	10	52	4	4	0	6
06/14/19	45	8	53	3	3	0	5
06/20/19	119	13	132	8	8	0	5
06/25/19	72	14	86	6	6	0	8
06/27/19	80	12	92	8	8	0	4
<b>TOTAL</b>	<b>857</b>	<b>133</b>	<b>990</b>	<b>64</b>	<b>64</b>	<b>0</b>	<b>69</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 48% of the service work orders completed
- (b) No Response 52% 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	42	137
Units in Mod	12	28	40
Fire Units	4	0	4
Rentable Units	79	14	93
Move-Ins	21	32	53
Move-Outs	23	16	39
Units Available	2	0	2
Units Readied in JUN	17	23	40

## REPORT F

## June 2019 Occupancy Report

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 *(6) (13) JUNIPER GARDENS	265	180	85	68%	67%
K1-2 (1) ST. MARGARETS PARK	100	97	3	97%	98%
K1-3(1) CYRUS K. HOLIDAY	60	57	3	95%	98%
K1-4*(15) (6) WYANDOTTE TOWERS	302	270	32	89%	85%
K1-5*(2) (1) BELROSE MANOR	90	84	6	93%	97%
K1-6 Elderly DOUGLAS HEIGHTS	101	101	-	100%	98%
K1-6 (3) Family DOUGLAS HEIGHTS	99	95	4	96%	95%
K1-7 (1) SCATTERED SITES	24	23	1	96%	92%
K1-9 (1) SCATTERED SITES	30	29	1	97%	97%
K1-10 *(2) SCATTERED SITES	42	39	3	93%	93%
K1-11 (1) (1) GRANDVIEW PARK	40	37	3	93%	90%
K1-12 (2) CHALET MANOR	66	62	4	94%	95%
K1-13 WELBORN VILLA	80	80	-	100%	100%
K1-14 BETHANY PARK TOWERS	153	152	1	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	122	-	100%	98%
K1-20 WESTGATE TOWERS	163	162	1	99%	99%
K1-21 SCATTERED SITES	8	8	-	100%	100%
K1-22 WESTGATE VILLA	20	20	-	100%	100%
K1-23 SCATTERED SITES	38	37	1	97%	100%
K1-24 (12) PLAZA TOWERS	116	102	13	89%	90%
K1-25 SCATTERED SITES	12	12	-	100%	100%
Sub-Total before Adjustments	2,058	1,891	167	92%	91%
Less: # of Deprogrammed Units	30		30		
Less: # of Units Under Modernization	44		44		
Total Units Available for Occupancy	1,984	1,891	93	95%	95%

(\*) Modernization units

## **MODERNIZATION AND DEVELOPMENT REPORT JULY 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 is 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 have 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.

#### **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.

#### **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 11<sup>th</sup> and 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 nearly complete.

## **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. 13 residents have been moved off of the 8<sup>th</sup> Floor. The remaining 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.

#### **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. 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 are due on July 15<sup>th</sup>, 2019 for this project. This will be on the Board agenda for the meeting on July 18<sup>th</sup>, 2019 for consideration.

### **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 contracts have been issued for projects in this program.

### **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

JULY 2019

SUBMITTED BY SHARRON DAVIS-MAYS

SELF-SUFFICIENCY COORDINATOR

On July 3, 2019 the summer nutrition program sponsored by the USD 500 opened at all our family sites and will provide breakfast and lunch Monday—Thursday. Catholic Charities has offered to provide lunch at all our family sites on Fridays.

On June 4, 2019 EnVision Center held its grand opening. The Kansas City, Kansas EnVision Center district headquarters is located inside Miracle Temple's Church of God in Christ, 2106 Quindaro Blvd.

On June 5, 2019 the Public Housing Resident Council met at Douglas Heights. There were a total of 25 residents in attendance. The topic was "Why We Have MOU's."

On June 11, 2019 the Girl Scouts launched its summer program at Juniper Gardens for girls K-8. The goal of the program is to help young girls with self-esteem, community service and working with the STEM Program.

On June 12, 2019 the Kansas City, Kansas Housing Authority applied for the Family Self-Sufficiency Grant. This grant will help participants on the road to self-sufficiency by setting goals to help with education, training and employment. Financial literacy will also be a tool used in this program. This grant will be used to hire a coordinator to provide case management to the Housing Choice Voucher participants.

On June 13, 2019 the Girl Scouts launched its summer program at St. Margaret's Park and Cyrus K. Holiday family developments. The goal of the program is to help young girls with self-esteem, community service and working with the STEM Program.

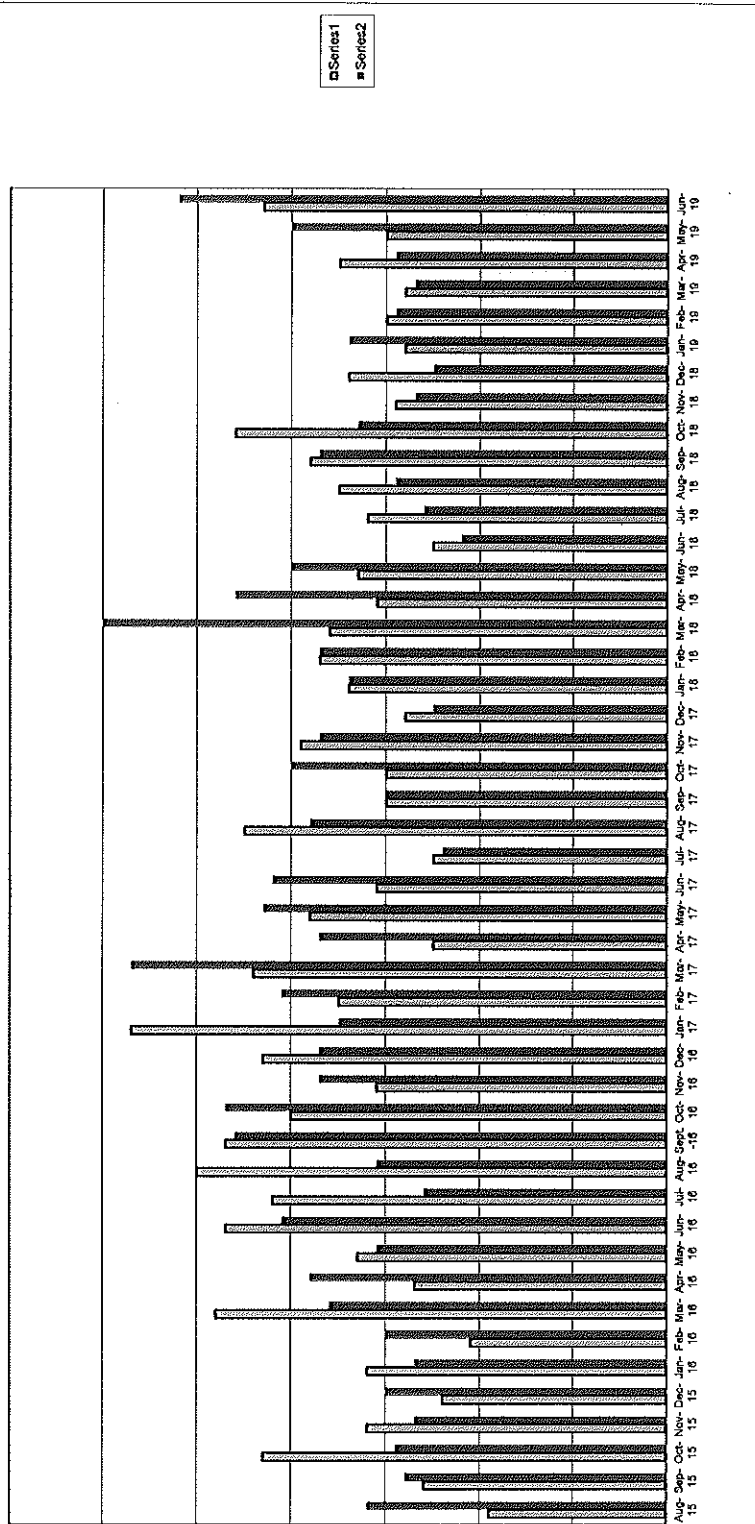
On June 19, 2019 I met with representatives from Family Conservancy regarding the Clean and Clutter Program. This program teaches basic housekeeping to residents who are having housekeeping issues. We also work with K-State Extension program to assist with training residents to have good housekeeping skills.

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

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	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	40	40
Jun-19	43	52

Chart Title



KANSAS CITY KANSAS HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
July 18, 2019

New Business Consent Item: Authorize a Contract for HVAC Improvements at K1-53 Douglas Heights Family Development located at 42<sup>nd</sup> Street and Lawrence Drive, in Kansas City, Kansas with AAIM Services LLC

Resolution Number No. 2019-11

**BACKGROUND:**

The individual heating and air conditioning equipment for each of the 99 dwelling units at Douglas Heights Family development are reaching the end of its expected life and are in need of replacement. The air conditioning equipment is the R-22 Freon coolant system which is no longer being manufactured and is difficult to obtain to maintain this equipment. Therefore, replacement to the newer R-410 coolant system is proposed.

**CURRENT ISSUE:**

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

The Invitation to Bid was advertised in the Kansas City Star, The Call, and Dos Mundos. The Invitation to Bid was posted on the Housing Authority's website and mailed to contractors reporting services. Also, the Invitation to Bid was mailed directly to 166 general contractors, 75 HVAC companies, and 51 Section 3 contractors. Six contractors picked up plans for this project.

A Pre-Bid Conference was held on June 18, 2019 to answer questions and give contractors an opportunity to visit Douglas Heights family development to view the existing furnace and air conditioning equipment.

Bids were opened on June 26, 2019 at 2:00 pm. Four contractors bid on this project:

AAIM Services, LLC	Cummings, Kansas
Envirotech Heating and Cooling	Shawnee, Kansas
Metro Heating and A/C	Liberty, Missouri
Southtown Glass, Inc., dba SGI	Greenwood, Missouri

AAIM Services, LLC is the apparent responsive low bidder with a bid of \$284,000. Bids ranged in price from \$284,000 to \$682,000 (see attached bid tab sheet).

AAIM Services, LLC has been in business four years. The Housing Authority has no previous experience with this contractor. The architect and staff have checked references with positive comments received. There is \$325,000 in the 2017 Capital Fund Program budgeted for this project. The architect estimate for this work is \$529,920.

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

Morgan Kane

Owner

KANSAS CITY KANSAS HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING

July 18, 2019

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

Therefore, the staff and the architect are recommending acceptance of the responsive low bid submitted by AAIM Services, LLC and authorize a contract in the amount of the bid of \$284,000 for HVAC Improvements at Douglas Heights Family Development.

Attached is a resolution that will authorize the acceptance of the bid and authorize a contract with AAIM Services, LLC for HVAC Improvements at Douglas Heights Family Development in the amount of \$284,000.

Staff recommends approval of this resolution.

**BOARD ACTION:**

Approve Resolution No. 2019-11, if Appropriate.



**Kansas City, Kansas  
Housing Authority**

1124 North Ninth Street  
Kansas City, KS 66101-2197  
(913) 281-3300 FAX (913) 279-3439

June 26, 2019 Douglas Heights Family 19-12-53 (6F) Bid Opening

BIDDER	Bid Form	Bid Bond	Add #1	Base Bid
Metro Heating & Cooling	X	X	X	\$682,000.00
SGI	X	X	X	\$410,345.00
Envirotech	X	X	X	\$390,600.00
AAIM Services	X	X	X	\$284,000.00

## **RESOLUTION NUMBER 2019-11**

**AUTHORITY TO ACCEPT THE BID AND AUTHORIZE A CONTRACT FOR HVAC  
IMPROVEMENTS AT DOUGLAS HEIGHTS FAMILY DEVELOPMENT  
LOCATED AT 42<sup>ND</sup> STREET AND LAWRENCE DRIVE IN  
KANSAS CITY, KANSAS WITH AAIM SERVICES, LLC**

**WHEREAS**, HVAC improvements are needed at Douglas Heights Family Development; and

**WHEREAS**, bids for HVAC improvements at Douglas Heights Family Development were solicited and received on June 26, 2019; and

**WHEREAS**, bids were received from:

AAIM Services LLC	Cummings, Kansas
Envirotech Heating and Cooling	Shawnee, Kansas
Metro Heating and A/C	Liberty, Missouri.
Southtown Glass, Inc., dba SGI	Greenwood, Missouri

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

**WHEREAS**, the staff and the architect are recommending acceptance of the responsive low bid submitted by, AAIM Services, LLC.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the bid submitted by AAIM Services, LLC in the amount of \$284,000 for HVAC improvements at Douglas Heights Family Development is hereby accepted.

**BE IT FURTHER RESOLVED**, that the Housing Authority of Kansas City, Kansas is authorized to enter into a contract with AAIM Services, LLC in the amount of \$284,000 for HVAC improvements at Douglas Heights Family Development.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Commissioners does hereby approve Resolution No. 2019-11.

KANSAS CITY KANSAS HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
July 18, 2019

New Business Consent Item: Reject the bid submitted for slope stabilization at K1-53 Chalet Manor Family Development located at Birch Street and Ruby Avenue in Kansas City, Kansas from ESI Contracting Corp.

Resolution No. 2019-12

**BACKGROUND:**

The earth has shifted and moved at the Chalet Manor Family Development causing severe sidewalk and parking lot shifting, settling, and instability requiring excavation, construction of retaining walls, regrading, and landscaping of the site.

**CURRENT ISSUE:**

Staff following our procurement policy has hired an architect who has prepared plans. The plans would require excavation, construction of retaining walls, regrading and landscaping of the site.

The Invitation to Bid was advertised in the Kansas City Star, The Call, and Dos Mundos. The Invitation to Bid was posted on the Housing Authority's web site, and mailed to contractors reporting services. Also, the Invitation to Bid was mailed directly to 168 general contractors, 20 landscaping companies, and 51 Section 3 contractors. Five contractors picked up plans for this project.

A Pre-Bid Conference was held on June 19, 2019 to answer questions and give contractors an opportunity to visit Chalet Manor Family Development to view the existing slope conditions.

Bids were opened on June 27, 2019 at 2:00 pm. One contractor bid on this project:

ESI Contracting Corporation Kansas City, Missouri

ESI Contracting Corporation submitted a bid of \$760,390.72 (see attached bid tab sheet).

ESI Contracting Corporation has been in business for 29 years. The Housing Authority has no previous experience with this contractor. There is \$316,536 budgeted for site improvements in the 2017 and 2018 Capital Fund Program budgeted for this project. The architect estimate for this work is \$358,031.

ESI Contracting Corporation and its principal do not appear on the List of Parties Excluded from Federal Procurement or Nonprocurement Programs. The principals are:

Alan E. Wolfe  
Norma Wolfe

Owner/President  
Secretary/Treasurer

The Kansas City Kansas Housing Authority's procurement policy requires that bids in excess for 110% of the budget be rejected, reevaluated, changed if necessary, and rebid to bring it within the proposed budget.



KANSAS CITY KANSAS HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING

July 18, 2019

Therefore, staff and architect are recommending rejection of the bid submitted by ESI Contracting Corporation in the amount of \$760,390.72 for slope stabilization at Chalet Manor Family Development. It was determined that due to the lack of competition, and after evaluation and comparison of this bid with the architect's estimate, that this bid is excessive for the work proposed and should be rejected. We are recommending that the work be rebid this fall when more contractors are not backlogged due to the rains and flooding of 2019; this should generate more competition for this proposed project.

Attached is a resolution that will reject the bid submitted by ESI Contracting Corporation for slope stabilization at Chalet Manor Family Development in the amount of \$760,390.72.

Staff recommends approval of this resolution.

**BOARD ACTION:**

Approve Resolution No. 2019-12, if Appropriate.

## **RESOLUTION NUMBER 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**

**WHEREAS**, slope stabilization is needed at Chalet Manor Family Development; and

**WHEREAS**, bids for slope stabilization at Chalet Manor Family Development were solicited and received on June 27, 2019; and

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

ESI Contracting Corporation                      Kansas City, 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 rejection of the bid submitted by ESI Contracting Corporation in the amount of \$760,390.72 for slope stabilization at Chalet Manor Family Development as it is more than 110% of the proposed budget and has been determined to be excessive when compared to the architect's estimate.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the bid submitted by ESI Contracting Corporation in the amount of \$760,390.72 for slope stabilization at Chalet Manor Family Development is hereby rejected.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Commissioners does hereby approve Resolution No. 2019-12.