



# Agenda

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

### Regular Meeting

Thursday, March 21, 2019  
12 noon

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

- I. Roll Call
- II. Approval of the Minutes  
Regular Board Meeting February 21, 2019  
(Pages 1—6)
- III. Executive Director's Report  
(Pages 7—23)
- 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 Item:
  - A. Resolution No. 2019-02      Collection Loss Write-Offs  
(Pages 24—26)
- VII. New Business Discussion Items:
  - A. Resolution No. 2019-03      Authorize a Contract for Common Area  
HVAC Improvements at Glanville Tower  
Located at 730 Nebraska Avenue in  
Kansas City, Kansas with Envirotech  
Heating and Cooling  
(Pages 27—30)
  - B. Resolution No. 2019-04      PHA Board Resolution Annual Operating  
Budget  
(Pages 31—32)
- VIII. Adjournment

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

Thursday, February 21, 2019  
12 noon

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

On the 21st day of February 2019 at 12 noon the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in regular session. The meeting was called to order by Chairman Watkins, and upon roll call, the following members of the body were present:

Matt Watkins, Chairman  
Rev. Jimmie L. Banks, Vice-Chairman  
Jacques Barber, Commissioner  
Rachel Jefferson, Commissioner  
Don Jolley, Commissioner  
P. Anne McDonald, Commissioner  
Timothy J. Rhodes, Commissioner  
Alvin Sykes, Commissioner  
Denise Tomasic, Commissioner  
Linda Warner, Commissioner  
Charles Wilson, Commissioner

ABSENT: Cardelia Walker, Commissioner

ALSO PRESENT: Milton Scott, Executive Director  
Cherrie Escobar, Director of Section 8  
Gerald Glavin, Asst. Director of Facilities 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  
Brenda J. Mosley, Welborn Villa President  
Loretta Heath, St. Margaret's Park President  
Kim L. Williams, Cyrus K. Holliday President  
Sharon Robinson, Douglas Height President  
Frances Sharon, Rosedale Towers President  
Oliver Singleton, Plaza Towers President  
Holly Duff, Wyandotte Towers President  
John Hopkins, Glanville Towers President

Donald Johnson, Bethany Park Towers President  
John Hopkins, resident

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

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Chairman Watkins asked for a motion to approve the minutes. Vice-Chairman Banks made a motion to approve the minutes of January 17, 2019. Commissioner Rhodes seconded the motion and the following vote was recorded:

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

NAYS: None

ABSENT: Walker

ABSTAIN: None

Motion carried.

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

- Mr. Scott noted that pages 8—24 of the board packet contain his written report.
- Mr. Scott then provided a review of the Board handouts as listed by the Table of Contents which consisted of the following: Black History Bookmark, New Year Staff Celebration January 2019, FY 2019 THUD Appropriation Bill In-Depth and Public Housing Occupancy Report.
- Mr. Scott noted that President's Day was on Monday so he invited all the Presidents from the Resident Association Councils to show appreciation to them for all they do for the residents. The Presidents then introduced themselves and stated which building they represented.
- Mr. Scott welcomed Caroline Rogers as the new Director of Finance. Ms. Rogers noted that she previously worked for Xerox, a Fortune 500 company. She supported a division that billed over \$100 Million annually. Her division employed about 350 employees in a 13 state region. Her key strengths are improving financial processes, tightening up internal controls and working with operations and delivery teams to improve key business matrix. Ms. Rogers has an accounting degree, a MBA in finance and a CPA certificate. This is her second week on the job. She has a list of goals and is learning processes to get familiar with what everyone does in

her department. Ms. Scott added that Ms. Rogers has a banking background of 10-15 years.

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## **Committee Reports**

Chairman Watkins called for committee reports.

### Bylaws

Commissioner Barber advised there was no report.

### Finance

Commissioner McDonald noted there was no report. They will meet on February 27, 2019 at 4 p.m.

### Inclusion and Public Information

Commissioner Warner's noted they will meet again in April.

### Personnel

Vice-Chairman Banks noted they did not meet.

### Development

Commissioner Rhodes indicated there was no report. They will have a joint meeting with CHIG next Wednesday, February 27, 2019 at 3 p.m.

### Resident Participation

Commissioner Wilson indicated there was no report. They will meet on February 26, 2019.

### Executive

Chairman Watkins noted this committee did not meet.

### Community Housing Investment Group (CHIG)

Chairman Watkins noted that CHIG meet last month and there is a report within Mr. Scott's written report.

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### Public Comments

Chairman Watkins asked for comments from the public. Mr. John Hopkins, a disabled veteran, was present because he needs a service dog. He explained that he needs the service dog due to his disability and is requesting authorization to have the pet in housing. He previously had a service dog. However, this animal threw him down and he can no longer be used. He was hoping to get a baby dog under the emotional assistance act of HUD. Mr. Hopkins explained that he suffers from epilepsy and a dog will help with his daily living. The dog will not be aggressive, because of concerns for his neighbors. He will submit letters from his physician. He is currently paying for the dog to be boarded while it is being trained. The money comes from his veteran's pension and social security which is expensive on his income. Mr. Hopkins noted that Commissioner Wilson asked him to attend the meeting to explain his situation and need for a service animal. He is also in touch with Senator David Haley. Mr. Hopkins asked that the Board have compassion for him. Chairman Watkins asked that Ms. Linnell work with Mr. Hopkins and report back to the Board. Commissioner Wilson added that he spoke with Mr. Hopkins and has received the pet policy which states that pets are banned from the high-rises. He is concerned about Mr. Hopkins as he was told that Mr. Hopkins would need to be relocated to a place more suitable for a dog. He hopes a resolution can be worked out. Chairman Watkins indicated this situation would be tracked and the Board will see where this needs to go.

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### **New Business Discussion Item**

Resolution No. 2019-01, authorizing the Acceptance of the Bid and Authorizing a Contract for the Extension of Fire Sprinkler Protection into the Dwelling Units at Rosedale Towers located at 2314 West 39<sup>th</sup> Avenue in Kansas City, Kansas with Southtown Glass, Inc., dba SGI.

Mr. Shomin noted this resolution will authorize a contract for the extension of fire sprinkler protection into the dwelling units at Rosedale Towers. The building code requires that buildings with more than three floors have fire sprinkler protection. There is currently fire sprinkler protection in the common areas and the acceptance of this resolution will extend that protection to the dwelling units. The Procurement Policy was followed and an Invitation to Bid was mailed out to vendors on our mailing list. Five contractors picked up plans and three contractors bid this work. The apparent responsive low bidder is Southtown Glass, Inc., dba SGI with a bid of \$289,175. Bids ranged from \$289,175 to

\$425,217. References were checked and positive comments were received. The architect and staff are recommending the acceptance of this bid with SGI in the amount of \$289,175 for the extension of fire sprinkler protection into the dwelling units at Rosedale Towers. Commissioner Jolley questioned why there was a wide range in the bids. Mr. Shomin noted they all received the same plans and specifications. Commissioner Warner wanted to know if we have done this before, as it sounds like they will be working in individual units. Mr. Shomin noted that a Fire Marshall has made this a requirement and this will be a first for us. Staff will meet with Rosedale Tower residents to make them aware of what will be happening in their units. Commissioner Barber questioned if there would be assistance in moving furniture. Mr. Shomin noted the contractor is aware of this and their concern is for damages. This will all be discussed with the tenants to minimize the disruptions. Fire protection will be placed in every room. Chairman Watkins noted the bids of this sort can be all over the board, as different contractors have different pools that they pull from. Commissioner Rhodes noted that contractors sometimes bid high, as they may not necessarily need the work. Mr. Shomin noted there was also some concern about the units being occupied and having to move furniture which may have added to the cost. Commissioner McDonald noted that the winning bidder was not that far off from the architect's estimate.

Commissioner Rhodes made a motion to approve Resolution No. 2019-01. Vice-Chairman Banks seconded the motion and the following vote was recorded:

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

NAYS: None

ABSENT: Walker

ABSTAIN: None

Motion carried.

RESOLUTION NO. 2019-01—AUTHORITY TO ACCEPT THE BID AND AUTHORIZE A CONTRACT FOR THE EXTENSION OF FIRE SPRINKLER PROTECTION INTO THE DWELLING UNITS AT ROSEDALE TOWERS LOCATED AT 2314 WEST 39<sup>TH</sup> AVENUE IN KANSAS CITY, KANSAS WITH SOUTHTOWN GLASS, INC., DBA SGI

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Chairman Watkins noted that he wanted to make sure Mr. Hopkins' request was followed up on and he would like to make sure we are tracking these types of accommodations that were made in the past.

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Commissioner Sykes asked about an update on the Envision project. Mr. Scott indicated there will be a meeting on tomorrow to discuss the Envision Center. A calendar invitation was sent out. They want to open a center in April and are looking at using the maintenance facility in the future.

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With no further business, Chairman Watkins asked that the meeting be adjourned. Commissioner Tomasic made the motion to adjourn the meeting. Commissioner McDonald seconded the motion and the following motion was recorded:

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

NAYS: None

ABSENT: Walker

ABSTAIN: None

Motion carried.

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Matt Watkins, Chairman

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Milton Scott, Executive Director

## Executive Director's Report

March 21, 2019

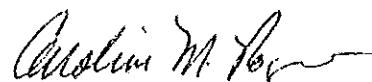
1. **February 5, 2019** Melinda Linnell and I attended the Public Housing Resident Council (PHRC) meeting. In addition to mentioning the Neighborhood Watch Program, Ms. Linnell discussed having firearms in/on KCKHA's property given the new state law and how to address the current building signage.
2. **February 14, 2019** Tony Shomin, Melinda Linnell, Cherrie Escobar, Caroline Rogers, Chairman Matt Watkins and I held a telephone conference with representatives of the HUD Field Office in regard to financing the maintenance facility and the administrative office space. Our discussion centered on the possibility of using the Public Housing Mortgage Program (PHMP)—Section 30 for financing the two facilities. The local HUD Field Office referred us to the HUD DC Office and indicated they would contact the DC Office staff to assist us in getting a response.
3. **February 22, 2019** Melinda Linnell, Sharron Davis-Mays, Commissioners Rachel Jefferson, Alvin Sykes and Cardelia Walker and I met at HUD's Field Office to discuss the EnVision Center Initiative. aSTEAM announced it plans to offer a children's initiative program that will permit the launching in April 2019 of the EnVision center at the Kansas East Jurisdiction Church of God in Christ (COGIC) Urban Initiatives, 2106 Quindaro Blvd., Kansas City, Kansas.
4. **February 27, 2019** KCKHA staff and I met with John O'Brien and Chenaye Sutton of the American Indian Enterprise Business Council (AIEBC); and Christal Watson, Jennifer Schmitendorf, and Joe Monslow of the Unified Government (UG) regarding the establishment of a Memorandum of Understanding (MOU) to work together on Section 3 opportunities. Also, the group worked on a potential community collaborative training and resource center. This concept proposal is to turn KCKHA's current maintenance facility at 624 State Ave., into a Job Link Center.
5. The following monthly reports:
  - A. Statement of Funds
  - B. Delinquency Report
  - C. Disbursements over \$1,000
  - D. Operating Receipts and Expenditures
  - E. Maintenance Report
  - F. Occupancy Report
  - G. Modernization Report
  - H. Resident Initiative Report
  - I. Section 8 Utilization Report
  - J. Monthly Move-in and Move-outs

**Kansas City, Kansas Housing Authority**  
**Statement of Funds Available**  
**For the Period Ended February 28, 2019**

Description	Rate <sup>(a)</sup>	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$1,442,377.51	Liberty
Payroll Account	0.00%		\$8,738.35	Liberty
ACH Pymt Account	0.15%		\$3,679.30	Liberty
Rent Depository Account	0.00%		\$1,304,865.68	Brotherhood
Rent Bank Deposit Accounts	0.75%		\$124,385.79	Various
Homeless Prevention Program	0.75%		\$5,588.49	Brotherhood
Sponsorship Program	0.75%		\$20,358.39	Brotherhood
Section 8 Checking	0.00%		\$179,350.32	Brotherhood
EPC Replacement Reserve Acct	0.15%		\$38,687.61	Liberty
Community Hsg Inv Group			\$618,575.90	Liberty
KCKHA Debt Service Account			\$757,205.15	Deutsche Bank
CD#120245349	1.49%	08/26/19	\$500,000.00	Brotherhood

(a) Represents Rates as of March 14, 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 February 2019**

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	<b>Rent &amp; Other Charges</b>	<b>Repayment Agreements</b>	<b>Net Total</b>
Accounts Receivable (Amounts Delinquent)	\$258,160.17	(\$113,231.27)	\$144,928.90
 Total Charges to Tenants for Month			 \$457,042.75
 Delinquency Ratio			 31.71%
 Petitioned to Court			 <u>25</u>
 Praecipes Issued			 <u>18</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 FEBRUARY'19

**\*CONTRACT COSTS\***

**\*MAINTENANCE COSTS\***

Carpet Corner Inc	\$2,812.50
Cintas Fire	\$5,018.12
Ferguson Enterprises Inc	\$1,103.92
General Electric Co.	\$3,669.84
Home Depot Supply	\$1,960.32
Keith Transmission	\$1,850.00
Klemp Electric Mach Co., Inc	\$1,994.99
Martin Mechanical Corporation	\$1,797.68
Martin Mechanical Corporation	\$1,370.87
Midwest Supply Inc	\$2,336.88
Minnesota Elevator Inc	\$4,606.85
Oscar's Maintenance Service Corp., LLC	\$6,415.00
Oscar's Maintenance Service Corp., LLC	\$2,550.00
Oscar's Maintenance Service Corp., LLC	\$1,665.00
Oscar's Maintenance Service Corp., LLC	\$1,650.00
Plumbmaster	\$1,370.39
R.F. Fisher Electric Co	\$2,809.19
R.F. Fisher Electric Co	\$1,352.42
Sherwin Williams Co	\$2,179.96
Sherwin Williams Co	\$1,649.94
SOS Pest Control	\$1,350.00
Stanion Wholesale Electric Co	\$5,647.80
Stanion Wholesale Electric Co	\$1,074.60
Strasser Hardware	\$2,980.60
Supplyworks	\$2,227.34
Sutton Remodeling LLC	\$1,850.00
Three Sons Painting LLC	\$9,460.00
Three Sons Painting LLC	\$9,460.00
Waste Management	\$5,873.82

**\*MISCELLANEOUS COSTS\***

American Express	\$4,887.61
AT&T	\$6,612.72
AT&T	\$1,480.32

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

**Kansas City, Kansas Housing Authority**

Payments Over \$1,000.00

For The Month of FEBRUARY'19

Cypress Media LLC	\$1,279.98
Enterprise FM Trust	\$1,480.11
Evans & Mullinix, PA	\$6,504.00
GFI Digital	\$5,355.00
Kinkos Fedex	\$4,824.52
MRI Software LLC	\$2,270.34
MRI Software LLC	\$2,085.93
Online Information Service	\$1,162.50
PayLease, LLC	\$1,237.05
PayLease, LLC	\$1,044.04
Postmaster	\$5,000.00
Staples Advantage	\$1,493.60
Time Warner Cable	\$1,393.71
U.S Bank Equipment Finance	\$2,419.32
Urban Works LLC	\$3,000.00
WEX Bank	\$4,848.57

**\*OTHER GRANT COSTS\***

Davidson & Associates Inc	\$3,191.98
GSI Engineering, LLC	\$2,222.50
Minnesota Elevator Inc	\$136,265.00
Williams Spurgeon Kuhl & Freshnock	\$5,300.00

**\*PAYROLL COSTS\***

Aetna	\$100,529.07
AFLAC Premium Holding	\$2,848.46
Delta Dental	\$4,635.18
Kansas Payment Center	\$1,191.65
Kansas Payment Center	\$1,191.65
KPERS Retirement System	\$30,973.28
KPERS Retirement System	\$30,391.74
Nationwide Retirement	\$2,661.08
Nationwide Retirement	\$2,636.08
UMB Health Savings Acct.	\$3,737.13
UMB Health Savings Acct.	\$3,737.13
W.H. Griffin, Trustee	\$2,835.16

**\*INTERBANK TRANSFERS\***

Liberty Gen Fund to Payroll Transfers	\$171,900.00
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*Schedule C - Expenses Over \$1,000*

**Kansas City, Kansas Housing Authority**

Payments Over \$1,000.00

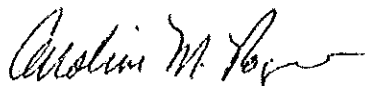
For The Month of FEBRUARY'19

Liberty Gen Fund to Payroll Transfers	\$175,000.00
Liberty Gen Fund to ACH Transfers	\$36,800.00
Liberty Gen Fund to ACH Transfers	\$37,500.00
Liberty Gen Fund to ACH Transfers	\$5,000.00
Bank of Labor Gen Fund to Liberty Gen Fund	\$500,000.00

**\*UTILITIES COSTS\***

Atmos Energy	\$3,878.53
Board of Public Utilities	\$88,502.95
Board of Public Utilities	\$55,388.89
Board of Public Utilities	\$47,589.03
Constellation New Energy-Gas	\$21,363.35
Kansas Gas Service	\$27,154.85
Kansas Gas Service	\$15,902.28
Kansas Gas Service	\$8,401.15
Kansas Gas Service	\$1,658.09

\$1,678,853.56



Caroline M. Rogers  
Director of Finance

**Kansas City, Kansas Housing Authority**  
**Operating Receipts and Expenditures**  
**For Period Ending January 31, 2019**

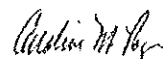
	CEN OFFICE YR TO DATE	% 83%	CEN OFFICE BUDGET	PUBLIC HSG YR TO DATE	% 83%	PUBLIC HSG BUDGET	SECTION 8 YR TO DATE	% 83%	SECTION 8 BUDGET
<b>OPERATING INCOME:</b>									
Dwelling Rent				\$3,967,185.07	79%	\$5,022,844.00			
Fraud Recovery Income									
Interest Income	\$3,599.02	467%	\$770.00	\$4,783.96	206%	\$2,320.00			
Tenant Income				\$283,879.65	85%	\$334,049.00			
Other Income	\$377,986.89	152%	\$249,029.00	\$130,060.08	28%	\$467,384.00	\$5,367.58	895%	\$600.00
Fee for Services - COCC	\$1,656,441.08	79%	\$2,089,036.00						
Management Fees	\$1,487,917.56	67%	\$2,206,500.00						
Total Operating Income	\$3,525,944.55	78%	\$4,545,335.00	\$4,385,908.76	75%	\$5,826,597.00	\$5,367.58	895%	\$600.00
Operating Subsidy				\$6,541,542.00	89%	\$7,322,102.00			
Prior Year Subsidy									
Section 8 Admin Fees							\$554,592.00	70%	\$787,038.00
<b>Total Operating Receipts</b>	<b>\$3,525,944.55</b>	<b>78%</b>	<b>\$4,545,335.00</b>	<b>\$10,927,450.76</b>	<b>83%</b>	<b>\$13,148,699.00</b>	<b>\$559,959.58</b>	<b>71%</b>	<b>\$787,638.00</b>
<b>OPERATING EXPENSES:</b>									
Administrative Salaries	\$694,382.35	76%	\$908,176.00	\$821,941.03	85%	\$967,908.00	\$221,588.75	77%	\$289,045.00
Management Fees				\$1,234,164.06	77%	\$1,596,006.00	\$253,753.50	77%	\$330,467.00
Other Admin Expenses	\$160,398.30	102%	\$156,584.00	\$201,718.60	108%	\$186,481.00	\$28,555.63	117%	\$24,440.00
<b>Tenant Services</b>									
Resident Assoc Expenses				\$12,337.03	50%	\$24,904.00			
Other Expenses				\$10,645.00	64%	\$16,588.00			
<b>Total Utilities</b>	<b>\$35,890.07</b>	<b>105%</b>	<b>\$34,237.00</b>	<b>\$2,052,611.09</b>	<b>83%</b>	<b>\$2,470,406.00</b>			
Maintenance Salaries	\$1,330,109.91	80%	\$1,661,874.00	\$993,663.50	82%	\$1,216,267.00			
Maint Materials	\$460,169.89	75%	\$609,529.00	\$142,305.91	62%	\$229,320.00	\$1,523.70	63%	\$2,433.00
Fee for Services - COCC				\$1,656,441.08	79%	\$2,089,036.00			
Other Maint Contracts	\$356,970.35	289%	\$123,601.00	\$977,209.70	105%	\$928,800.00	\$3,866.76	399%	\$968.00
<b>Security Salaries</b>									
Other Security Expense	\$60,153.25	79%	\$75,800.00	\$151,190.54	58%	\$262,131.00			
Insurance	\$164,036.12	147%	\$111,648.00	\$398,607.17	87%	\$458,474.00	\$17,598.44	84%	\$20,845.00
Terminal Leave Payments									
Employee Benefit Contributions	\$749,241.40	85%	\$884,327.00	\$752,460.04	102%	\$735,469.00	\$102,948.05	106%	\$97,329.00
Collection Losses				\$60,562.46	32%	\$187,980.00			
Interest Expense				\$561,182.20	90%	\$623,534.00			
Other General Expense	\$32,504.50	1625%	\$2,000.00	\$1,644.76	26%	\$6,322.00	\$14,100.00	73%	\$19,290.00
<b>Total Routine Expenses</b>	<b>\$4,043,856.14</b>	<b>89%</b>	<b>\$4,567,776.00</b>	<b>\$10,028,684.17</b>	<b>84%</b>	<b>\$11,999,626.00</b>	<b>\$643,934.83</b>	<b>82%</b>	<b>\$784,817.00</b>
<b>Extraordinary Maintenance</b>									
Depreciation Expense									
Contracts									
Casualty Losses - Net									
<b>Total Operating Expenses</b>	<b>\$4,043,856.14</b>	<b>89%</b>	<b>\$4,567,776.00</b>	<b>\$10,028,684.17</b>	<b>84%</b>	<b>\$11,999,626.00</b>	<b>\$643,934.83</b>	<b>82%</b>	<b>\$784,817.00</b>
Prior Year Adjustments									
<b>Total Operating Expenditures</b>	<b>\$4,043,856.14</b>	<b>89%</b>	<b>\$4,567,776.00</b>	<b>\$10,028,684.17</b>	<b>84%</b>	<b>\$11,999,626.00</b>	<b>\$643,934.83</b>	<b>82%</b>	<b>\$784,817.00</b>
<b>Gain/(Loss) from Operations</b>	<b>(\$517,911.59)</b>		<b>(\$22,441.00)</b>	<b>\$898,766.59</b>		<b>\$1,149,073.00</b>	<b>(\$83,975.25)</b>		<b>\$2,821.00</b>

\*\*\* January is the 10th month of the Fiscal Year Ending to March 31st

\*\*\* Percentage 83.33% or 10/12s of the year

\*\*\* COCC New Facility Purchase &amp; Reno Expenses

\*\*\* Section 8 Wait List Implementation



Caroline Roger  
 Director of Fin

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

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

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents	Favorable	Unfavorable	No Response
02/04/19	19	17	36	8	8	0	9
02/05/19	69	18	87	8	8	0	10
02/06/19	54	8	62	4	4	0	4
02/07/19	40	12	52	4	4	0	8
02/08/19	112	9	121	5	5	0	4
02/12/19	45	13	58	7	7	0	6
02/13/19	59	14	73	6	6	0	8
02/19/19	38	13	51	5	5	0	8
02/20/19	54	9	63	4	4	0	5
02/21/19	52	10	62	4	4	0	6
02/22/19	38	4	42	2	2	0	2
02/25/19	68	10	78	2	2	0	8
02/26/19	48	15	63	6	6	0	9
02/27/19	39	6	45	3	3	0	3
02/28/19	34	9	43	3	3	0	6
<b>TOTAL</b>	<b>769</b>	<b>167</b>	<b>936</b>	<b>71</b>	<b>71</b>	<b>0</b>	<b>96</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 43% of the service work orders completed
- (b) No Response 57% 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	89	61	150
Units in Mod	11	28	39
Fire Units	4	0	4
Rentable Units	74	31	105
Move-Ins	17	12	29
Move-Outs	10	20	30
Units Available	0	0	0
Units Readied in FEB	17	14	31

REPORT F

February 2019 Occupancy Report

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 *(6) (13) JUNIPER GARDENS	265	176	88	66%	63%
K1-2 (1) ST. MARGARETS PARK	100	98	2	98%	98%
K1-3(1) CYRUS K. HOLIDAY	60	58	2	97%	98%
K1-4*(26) (6) WYANDOTTE TOWERS	302	255	47	84%	85%
K1-5*(2) (1) BELROSE MANOR	90	86	4	96%	97%
K1-6 Elderly DOUGLAS HEIGHTS	101	89	3	88%	98%
K1-6 (3) Family DOUGLAS HEIGHTS	99	96	3	97%	97%
K1-7 (1) SCATTERED SITES	24	23	1	96%	96%
K1-9 (1) SCATTERED SITES	30	29	1	97%	97%
K1-10 *(2) SCATTERED SITES	42	39	3	93%	95%
K1-11 (2) GRANDVIEW PARK	40	38	2	95%	93%
K1-12 (2) CHALET MANOR	66	63	3	95%	97%
K1-13 WELBORN VILLA	80	79	1	100%	100%
K1-14 BETHANY PARK TOWERS	153	151	1	99%	98%
K1-15 *(6) SCATTERED SITES	20	15	5	75%	75%
K1-17*(1) GLANVILLE TOWERS	108	104	4	96%	98%
K1-18 ROSEDALE TOWERS	122	120	2	98%	98%
K1-20 WESTGATE TOWERS	163	158	5	97%	99%
K1-21 SCATTERED SITES	8	8	-	100%	100%
K1-22 WESTGATE VILLA	20	20	-	100%	100%
K1-23 SCATTERED SITES	38	38	-	100%	100%
K1-24 (1) PLAZA TOWERS	115	112	3	97%	97%
K1-25 SCATTERED SITES	12	12	-	100%	100%
Sub-Total before Adjustments	2,058	1,878	180	91%	91%
Less: # of Deprogrammed Units	31		31		
Less: # of Units Under Modernization	43		43		
Total Units Available for Occupancy	1,984	1,878	106	95%	95%

(\*) Modernization units

## **MODERNIZATION AND DEVELOPMENT REPORT MARCH 2019**

### **CAPITAL FUND PROGRAM 2013**

The funding amount for this program is \$2,404,182.00. The public hearing and final budget were presented to the residents on December 5, 2012. The Capital Fund Program 2013 was approved at the December 20, 2012 Board Meeting. Approval of the 2013 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. Architect and engineering firms have been selected to complete work under this program. All work has been completed.

The following projects are completed: K1-7 Scattered Sites Exterior Repair, Painting, and Gutter Replacement (3 Buildings), K1-21 Scattered Sites HVAC Replacement, K1-14 Bethany Park Tower Retaining Wall Replacement, K1-6HR Douglas Heights High Rise, K1-24 Bethany Park Tower, K1-18 Rosedale Tower, K1-24 Plaza Tower Surge Suppression, K1-14 Bethany Park Tower Domestic Water Pump Booster. K1-9 Scattered sites parking lot improvements. K1-23 Scattered Sites exterior repair, painting and lighting. K1-20 Westgate Tower Interior Modernization (Phase III, Floors 4, 5 and 6).

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

### **CAPITAL FUND PROGRAM 2014**

The funding amount for this program is \$2,735,146.00. The public hearing and final budget were presented to the residents on December 4, 2013. The Capital Fund Program 2014 was approved at the December 19, 2013 Board Meeting. Approval of the 2014 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. A/E firms have been selected. Construction plan preparation is complete and all work has been completed.

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

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

## **CAPITAL FUND PROGRAM 2015**

The funding amount for this program is \$2,783,028.00. The public hearing and final budget were presented to the residents on December 3, 2014. The Capital Fund Program 2015 was approved at the December 18, 2014 Board Meeting. Approval of the 2015 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. A/E firms have been selected. Construction plan preparation is underway.

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

## **2015 EMERGENCY SAFETY AND SECURITY GRANT**

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

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

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

## **CAPITAL FUND PROGRAM 2016**

The funding amount for this program is \$2,910,265.00. The public hearing and final budget were presented to the residents on December 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, and the bid and our analysis has been submitted to

HUD for consideration. HUD has reviewed and approved the single bid. The Board authorized the contract for this project at its October 2018 meeting to Minnesota Elevator Inc. A pre-construction meeting was held on October 19, 2018. Minnesota Elevator Inc. will make an assessment of the equipment needed and place on order for the equipment. Work will begin when the equipment is available and the start of the work at these towers is pending on the progress of the work at Wyandotte Tower.

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

Bids were due on January 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, the contract was awarded to McConnell and Associates, Inc. A pre construction conference was held on February 13<sup>th</sup>, 2019. McConnell and Associates Inc. is preparing the documents require for Notice to Proceed. Notice to Proceed will be issued to McConnell and Associates when all documents are in, ordered materials are available and weather permitting.

#### **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. Preconstruction meeting was held on March 1<sup>st</sup>, 2019. Notice to Proceed is pending on receipt of all required documents.

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

Bids were received on February 27<sup>th</sup>, 2019 for this project. This is on the Board agenda for March 2019 for consideration.

#### **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. 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 put into service on March 4, 2019. The work on the second elevator began on March 5, 2019 and is scheduled to be completed in May of 2019.

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

Bids were received on January 24, 2019, for the moving of residents from dwelling units on the 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 requiring Board of Commissioners approval. The contract was awarded to Coleman Worldwide Moving. One resident has been moved off of the 8<sup>th</sup> Floor.

### **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. Proposals are being reviewed and scored.

RESIDENT INITIATIVE REPORT

MARCH 2019

SUBMITTED BY SHARRON DAVIS-MAYS

SELF-SUFFICIENCY COORDINATOR

February 5, 2019 the Public Housing Resident Council met at Glanville Towers. A representative from Credit Shield spoke to the residents regarding identity theft. Milton Scott, Executive Director and Melinda Linnell, Director of Housing Management attended the meeting. Ms. Linnell presented information on the Kansas Law of Conceal and Carry. In addition, resident leaders were asked to vote on the new logo to be placed on each site regarding this law.

Training for the Resident Association Presidents and Treasurers was rescheduled for March 8, 2019. A professional accountant from Kansas City, Power and Light provided training to the residents.

On February 21, 2019 all the Presidents of the Residents Associations were invited to lunch by Milton Scott, Executive Director. They also attended the monthly board meeting and were introduced to the Board of Directors. The Resident Association Presidents were invited in celebration of President's Day which was February 18, 2019.

On February 22, 2019 I attended an EnVision Center meeting at the local HUD field office. A presentation was given by William Wells, the Executive Director of aSTEAM Village, which is the non-profit partner for the EnVision Center. Also, in attendance was Milton Scott, Executive Director; Melinda Linnell Director of Housing Management, and Commissioners Rachel Jefferson, Alvin Sykes and Cordelia Walker.

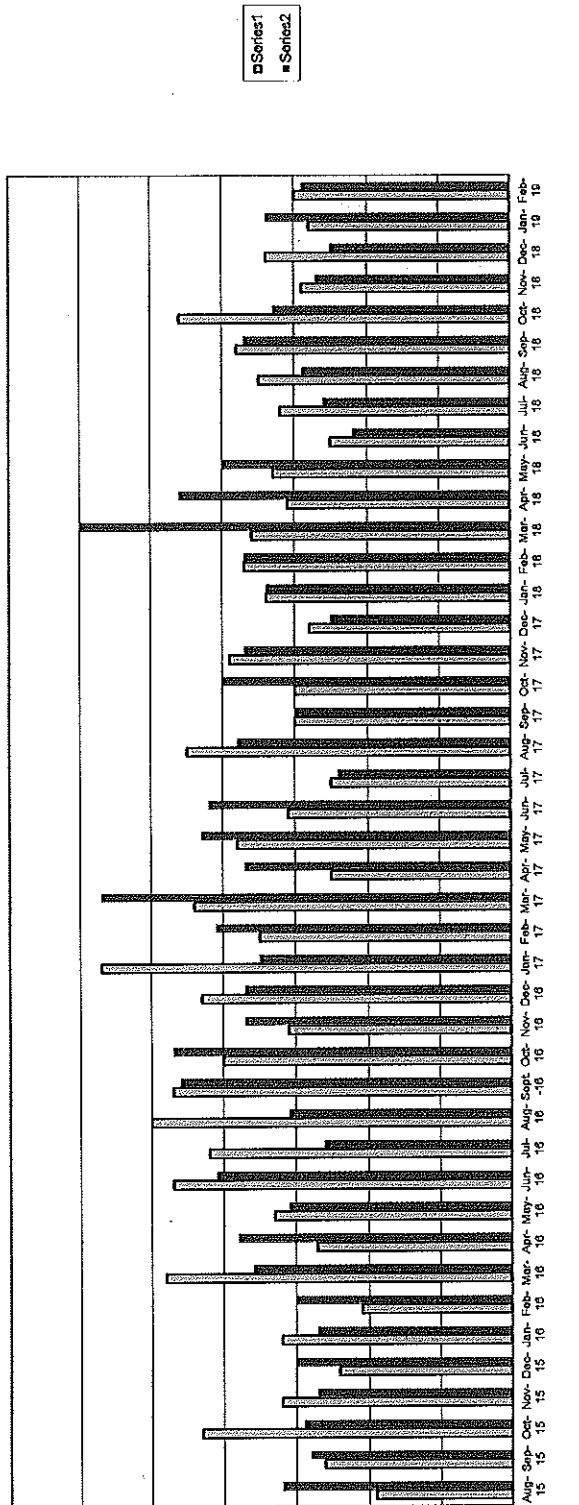
February 27, 2019 I attended the Section 3 collaborative meeting. The meeting was held to review a Memorandum of Understanding and to discuss the Community Collaborative Resource Training Center Concept Proposal. Those in attendance were Milton Scott, Executive Director; Tony Shomin, Director of Facilities Management; Jerry Glavin, Assistant Director of Facilities Management; Therese Linman, Purchasing Agent; Joe Monslow and Jennifer Schmitendorf from the Unified Government Community Development Department, and Christal Watson from the Mayor's Office.

Month	Year	Units	HAP
January	2016	1443	795,396
February	2016	1423	794,625
March	2016	1425	797,410
April	2016	1427	796,418
May	2016	1424	806,373
June	2016	1432	816,641
July	2016	1423	817,456
August	2016	1428	842,513
September	2016	1425	835,530
October	2016	1424	842,208
November	2016	1436	847,693
December	2016	1459	867,016
January	2017	1464	878,579
February	2017	1474	883,557
March	2017	1462	891,001
April	2017	1475	887,533
May	2017	1456	899,588
June	2017	1460	877,833
July	2017	1442	887,292
August	2017	1429	888,224
September	2017	1420	882,076
October	2017	1420	881,400
November	2017	1417	874,988
December	2017	1392	863,642
January	2018	1368	849,606
February	2018	1368	850,991
March	2018	1356	828,727
April	2018	1339	820,358
May	2018	1331	809,349
June	2018	1318	797,744
July	2018	1316	814,451
August	2018	1301	796,631
September	2018	1300	814,111
October	2018	1297	806,749
November	2018	1276	800,140
December	2018	1268	801,111
January	2019	1267	813,586
February	2019	1267	827,427
March	2019	1258	823,463

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	29	43
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

Chart Title



Kansas City, Kansas Housing Authority  
Board of Commissioner's Meeting  
March 21, 2019

New Business Consent Item: Authorizing Collection Loss Write-Offs

Resolution No. 2019-02

**Background:**

The Kansas City Kansas Housing Authority (KCKHA) Finance Department submits for Board approval collection loss write-offs twice a year, in March and September on uncollectible dwelling rent and other charges. Other charges include maintenance charges, retroactive rent charges (due to unreported income) and court fees assessed during the current fiscal year. The U.S. Department of Housing and Urban Development (HUD) allows for the write-off of uncollected tenant receivables only when the tenant has vacated the premises.

**Current Issue:**

Staff has reviewed and prepared the list of aged vacated tenants' account balances that are eligible to be written-off. These balances have been determined to be uncollectible in accordance with HUD regulations and can be included as part of the write-offs which requires Board of Commissioner's approval by resolution.

**Board Action:**

Approve Resolution No. 2019-02, if appropriate.

**RESOLUTION NUMBER 2019-02**

**COLLECTION LOSS WRITE-OFFS**

**WHEREAS**, the aged vacated tenants' account balances have been reviewed and certain balances have been determined to be uncollectible; and

**BE IT RESOLVED**, HUD requires that all write-offs be approved by the Board of Commissioners by resolution.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the total amount of \$87,142.25 be written off as collection loss as summarized by project on the attached schedule. The Board of Commissioners of the Housing Authority of Kansas City, Kansas does hereby approve Resolution No. 2019-02.

**Kansas City, Kansas Housing Authority**  
**Collection Loss Recap - March 2019**  
**Resolution No. 2019-02**

<b>Project</b>			<b>Rent</b>	<b>Other</b>	<b>Total</b>
K1-01	51	Juniper Gardens	\$1,595.40	\$9,753.45	\$11,348.85
K1-02	52	St. Margaret's	\$0.00	\$349.86	\$349.86
K1-03	53	Cyrus K. Holliday	\$2,358.00	\$2,326.17	\$4,684.17
K1-04	55	Wyandotte Towers	\$6,395.46	\$4,270.55	\$10,666.01
K1-05	52	Belrose Manor	\$35.00	\$409.57	\$444.57
K1-06E	53	Douglas Heights	\$1,135.50	\$5,645.77	\$6,781.27
K1-06F	56	Douglas Heights	\$1,224.00	\$1,045.79	\$2,269.79
K1-07	54	Scattered Site	\$1,808.00	\$2,224.53	\$4,032.53
K1-10	54	Scattered Site	\$3,881.00	\$1,226.01	\$5,107.01
K1-11	52	Grandview Park	\$20.00	\$454.12	\$474.12
K1-12	53	Chalet Manor	\$2,194.00	\$2,160.98	\$4,354.98
K1-13	57	Welborn Villa	\$190.75	\$1,156.51	\$1,347.26
K1-14	56	Bethany Park Towers	\$5,169.70	\$3,479.64	\$8,649.34
K1-15	54	Scattered Site	\$323.00	\$356.37	\$679.37
K1-17	56	Glanville Towers	\$1,598.54	\$1,229.18	\$2,827.72
K1-18	56	Rosedale Towers	\$2,689.00	\$4,648.03	\$7,337.03
K1-20	57	Westgate Towers	\$4,653.05	\$7,345.70	\$11,998.75
K1-21	54	Scattered Site	\$0.00	\$3,541.22	\$3,541.22
K1-24	57	Plaza Towers	\$125.01	\$53.67	\$178.68
K1-25	54	Scattered Site	\$8.00	\$61.72	\$69.72
<b>Total</b>			<b>\$35,403.41</b>	<b>\$51,738.84</b>	<b>\$87,142.25</b>

**AMP**

51	Juniper Gardens	\$1,595.40	\$9,753.45	\$11,348.85
52	Family North	\$55.00	\$1,213.55	\$1,268.55
53	Family South	\$5,687.50	\$10,132.92	\$15,820.42
54	Scattered Sites	\$6,020.00	\$7,409.85	\$13,429.85
55	Wyandotte Towers	\$6,395.46	\$4,270.55	\$10,666.01
56	Elderly East	\$10,681.24	\$10,402.64	\$21,083.88
57	Elderly West	\$4,968.81	\$8,555.88	\$13,524.69
<b>Total</b>		<b>\$35,403.41</b>	<b>\$51,738.84</b>	<b>\$87,142.25</b>

Kansas City, Kansas Housing Authority  
Board of Commissioner's Meeting  
March 21, 2019

New Business Discussion Item: Authorize a Contract for Common Area HVAC Improvements at Glanville Towers located at 730 Nebraska Avenue in Kansas City, Kansas with Envirotech Heating and Cooling.

Resolution No. 2019-03

**Background:**

The air handler equipment that supplies conditioned air (both heating and cooling) for the common areas in Glanville Towers is in need of replacement. This air handler takes outside air and heats and cools this air to ventilate the elevator lobby on each floor and the ground floor of the tower. The heating coils in this air handler have been changed in the past. However, the air handler is now corroding and rusting. This equipment is original to the building and has reached the end of its life expectancy.

**Current Issue:**

Following the agency's procurement policy, staff hired an architect and the architect prepared plans. The plans would demolish and remove the existing equipment and replace it with new equipment.

Staff followed the Invitation to Bid process which encompassed the sealed bid process. The work was advertised in the Kansas City Star, The Call, and Hispanic News. The Invitation to Bid was posted on the Housing Authority's website and mailed to contractor reporting services. Also, the Invitation to Bid was mailed directly to 166 general contractors, 64 HVAC companies and 51 Section 3 contractors. Five contractors picked up plans for this project.

A Pre-Bid Conference was held on February 13, 2019 to answer questions and give contractors an opportunity to visit Glanville Towers to view the existing air handler equipment.

Bids were opened on February 27, 2019 at 2:00 pm. Three contractors bid on this project:

Envirotech Heating and Cooling	Shawnee, Kansas
Fagan Company	Kansas City, Kansas
Southtown Glass, Inc., dba SGI	Greenwood, Missouri

Envirotech Heating and Cooling is the apparent responsive low bidder with a bid of \$98,100. Bids ranged in price from \$98,100 to \$165,450 as identified in the attached bid tab sheet.

Envirotech Heating and Cooling has been in business for 18 years. The Housing Authority has previous experience with this contractor and had good results. The architect

and staff have checked references with positive comments received. There is \$140,000 in the 2016 Capital Fund Program budgeted for this project. The architect's estimate for this work is \$121,557.

Envirotech Heating and Cooling and its principal do not appear on the List of Parties Excluded from Federal Procurement or Nonprocurement Programs. The principals are:

Terri S. Gallet  
James L. Gallet

President  
Vice President and Secretary

The Kansas City Kansas Housing Authority's procurement policy requires that all contracts in excess of \$75,000 must be approved by the Board of Commissioners of the Housing Authority. Therefore, the staff and architect are recommending acceptance of the responsive low bid submitted by Envirotech Heating and Cooling and authorize a contract in the amount of \$98,100 for common area HVAC Improvements at Glanville Towers as outlined in the board resolution.

**Board Action:**

Approve Resolution No. 2019-03, if Appropriate.

## **RESOLUTION NUMBER 2019-03**

**AUTHORITY TO ACCEPT THE BID AND AUTHORIZE A CONTRACT FOR COMMON AREA HVAC IMPROVEMENTS AT GLANVILLE TOWERS LOCATED AT 730 NEBRASKA AVENUE IN KANSAS CITY, KANSAS WITH ENVIROTECH HEATING AND COOLING**

**WHEREAS**, common area HVAC improvements are needed at Glanville Towers; and

**WHEREAS**, bids for common area HVAC improvements were solicited and received on February 27, 2019; and

**WHEREAS**, bids were received from:

Envirotech Heating and Cooling  
Fagan Company  
Southtown Glass, Inc., dba SGI

Shawnee, Kansas  
Kansas City, Kansas  
Greenwood, Missouri

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

**WHEREAS**, the staff and architect are recommending acceptance of the responsive low bid submitted by Envirotech Heating and Cooling and authorize a contract in the amount of \$98,100 for common area HVAC improvements at Glanville Towers.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the bid submitted by Envirotech Heating and Cooling in the amount of \$98,100 for common area HVAC improvements at Glanville Towers is hereby accepted.

**BE IT FURTHER RESOLVED**, that the Housing Authority of Kansas City, Kansas is authorized to enter into a contract with Envirotech Heating and Cooling in the amount of \$98,100 for common areas HVAC improvements at Glanville Towers.

**NOW, THEREFORE BE IT FURTHER RESOLVED** that the Board of Commissioners does hereby approve Resolution No. 2019-03.

Kansas City, Kansas Housing Authority  
Board of Commissioner's Meeting  
March 21, 2019



Posted on February 27, 2019; Glanville Towers HVAC 19-05-56 (17) / Bid Tab Sheet

BIDDER	Bid Form	Bid Bond	UG Occupational License	HUD 5369-A	Sec 3	Add #1	Base Bid
Envirotech-Shawnee, KS	Yes	Yes	Yes	Yes	No	Yes	\$98,100.00
SGI- Greenwood, MO	Yes	Yes	Yes	Yes	No	Yes	\$104,675.00
Fagan- Kansas City, KS	Yes	Yes	Yes	Yes	No	Yes	\$165,450.00

KANSAS CITY, KANSAS HOUSING AUTHORITY  
BOARD OF COMMISSIONER'S MEETING  
March 21, 2019

New Business Discussion Item: PHA Board Resolution Approving the Annual Operating Budget

Resolution Number 2019-04

**Background:**

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provided summary of the proposed/budget receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD requires PHAs to submit the PHA Board Resolution Approving Operating Budget - HUD form 52574 as certification.

**Current Issue:**

The Kansas City Kansas Housing Authority (KCKHA) Finance Department prepares the Annual Operating Budget. Based on past revenue and expenditures the agency put forth the budget to the Finance Committee to review and make recommendations. Once it has been received by the Finance Committee, staff prepares the final Operating Budget for the Board of Commissioners. CY 2019 budget was based on 90% of proration level estimate and final funding is expected to be at 96% proration. HUD is preliminarily funding PHAs based on interim estimates levels. January and February 2019 proration estimate is at 90%. Funding for March, April and May 2019 is expected to be at 88.7%. The CY 2020 Operating budget was prepared using a 92% proration level estimate.

This requires Board Approval by resolution, certified by the Board Chair by signing and submittal of the PHA Board Resolution Approving Operating Budget - HUD form 52574.

**Board Action:**

Approve Resolution No. 2019-04, if Appropriate.

**PHA Board Resolution**  
Approving Operating Budget

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026  
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Kansas City, Kansas Housing Authority      PHA Code: KS001

PHA Fiscal Year Beginning: 04/01/2019      Board Resolution Number: 2019-04

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on: 03/21/2019
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: <b>Matt Watkins</b>	Signature:	Date: <b>03/21/2019</b>
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