



# Agenda

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

### **Special Meeting**

Thursday, November 21, 2019  
11:30 a.m. Chili/1:00 p.m. Board Meeting

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

- I. Roll Call
- II. Oath of Office: Broderick Crawford, Dist. 2-at-Large  
Appt. 10/31/2019—01/31/2022
- III. Approval of the Minutes  
Special Board Meeting October 26, 2019  
(Pages 1—6)
- IV. Executive Director's Report  
(Pages 7—26)
- V. Committee Reports
- VI. New Discussion Item:
  - A. Resolution No. 2019-21  
Recognizing Alvin Sykes for his Valuable  
Service to the Housing Authority of the  
City of Kansas City, Kansas  
(Pages 27)
- VII. New Business Discussion Items: None
- VIII. Executive Session
- IX. Adjournment

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

Saturday, October 26, 2019  
9:00 a.m.

Country Club Bank  
11006 Parallel Ave.

On the 26th day of October 2019 at 9:00 a.m. the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in special 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  
Rachel Jefferson, Commissioner  
Don Jolley, Commissioner  
P. Anne McDonald, Commissioner  
Timothy J. Rhodes, Commissioner  
Linda Warner, Commissioner

**ABSENT:**

Jacques Barber, Commissioner  
Alvin Sykes, Commissioner  
Denise Tomasic, Commissioner  
Cardelia Walker, Commissioner  
Charles Wilson, Commissioner

**ALSO PRESENT:**

Thomas M. Scott, Executive Director/CEO  
Jacqueline D. Randle, Executive Services Manager

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

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Commissioner Warner made a motion to approve the minutes of September 19, 2019. Commissioner Jolley seconded the motion and the following vote was recorded:

AYES: Banks, Jefferson, Jolley, McDonald, Rhodes, Watkins, Warner

NAYS: None

ABSENT: Barber, Sykes, Tomasic, Walker, Wilson

ABSTAIN: None

Motion carried.

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Commissioner Rhodes made a motion to approve the minutes of October 14, 2019. Commissioner Jefferson seconded the motion and the following vote was recorded:

AYES: Banks, Jefferson, Jolley, McDonald, Rhodes, Watkins, Warner

NAYS: None

ABSENT: Barber, Sykes, Tomasic, Walker, Wilson

ABSTAIN: None

Motion carried.

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

- Mr. Scott indicated there was no written report and that he would entertain questions during the board retreat.
- Chairman Watkins advised there was an agenda for the board retreat and that it would be followed for the day.

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### **Committee Reports**

Chairman Watkins called for committee reports.

#### **Finance**

Commissioner McDonald indicated that the Finance Committee did not meet. She learned from Ms. Rogers that the auditors were here last month and is requesting additional information which is being providing to them. We are expecting a preliminary report from the auditors. Mr. Scott advised that he spoke with the auditors by phone last Friday. Commissioner McDonald will get with Ms. Rogers to schedule the next Finance Committee meeting.

#### **Bylaws**

Commissioner Barber was not present and the Bylaws Committee did not meet.



#### Inclusion and Public Information

Commissioner Warner indicated this committee did not meet. They are scheduled to meet on Monday, but do not have an agenda. She noted that she would get with Mr. Scott and the rest of the committee members to hash this out.

#### Development and Improvement

Commissioner Rhodes noted the bus tour took place on October 14, 2019 and gave board members an opportunity to visualize some of the projects they have been discussing.

#### Resident Participation

Commissioner Wilson was not present.

#### Executive Committee

Chairman Watkins noted the Executive Committee has not met.

#### CHIG

Chairman Watkins noted that CHIG held its annual meeting two weeks ago and approved the 2020 budget for the facility. A Medicaid bridge was approved. Mr. Scott further explained that the Medicaid bridge was approved to assist applicants that are on the waiting list for DHAL, so they will not fall off the waiting list. He followed up on Commissioner Jefferson's question from last month regarding if we could be reimbursed for the Medicaid and the answer is no. CHIG's occupancy is in good shape.

#### Personnel

Vice-Chairman Banks noted the Executive Director's job description is included in the board packet. It was also provided to the Board last month for review. The final job description is submitted today. The range of recruitment area was discussed and will include NAHRO and other media. The Vice-Chairman expressed that we hope to have someone in the Executive Director position who is not an apprentice in need of having Mr. Scott serve as the journeyman. He noted we want to increase our success in selecting someone of a high caliber. The committee is also looking at the performance appraisal form. There will be one for the Executive Director, one for the managers and one for general employees. He asked that the Board act on today's resolution. Commissioner Jolley questioned if the Executive Director had to be a resident of Wyandotte County and it was noted that there is a residency requirement as it stands right now for executive level positions. The Board then discussed the residency requirement in greater detail.

Vice-Chairman Banks also wants to look at a 360° peer group evaluation as part of the appraisal process. Chairman Watkins asked if they discussed using a search firm. It was noted that a search firm would encompass a national search. The Personnel committee discussed looking at using NAHRO and PHADA to advertise.

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### **New Business Consent Items**

Chairman Watkins noted there are three items on the consent agenda. Commissioner Rhodes asked to pull Resolution No. 2019-20 for discussion. Mr. Scott noted he would like to pull Resolution No. 2019-19 to further clarify the flat rents. The Chairman then suggested discussing all three resolutions.

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### **New Business Consent Items moved to Discussion Items:**

Resolution No. 2019-18, authority to accept the bid and award a contract to BC Hardscapes, LLC for slope stabilization at Chalet Manor family development, is introduced.

Chairman Watkins noted that we saw that this work would need to be done from the bus tour.

Commissioner Jefferson made a motion to approve Resolution No. 2019-18. Commissioner McDonald seconded the motion and the following vote was recorded:

AYES: Banks, Jefferson, Jolley, McDonald, Rhodes, Watkins, Warner

NAYS: None

ABSENT: Barber, Sykes, Tomasic, Walker, Wilson

ABSTAIN: None

Motion carried.

**RESOLUTION NO. 2019-18—AUTHORITY TO ACCEPT THE BID AND AWARD THE CONTRACT TO BC HARDSCAPES, LLC FOR SLOPE STABILIZATION TO CHALET MANOR FAMILY DEVELOPMENT LOCATED AT BIRCH STREET AND RUBY AVENUE IN KANSAS CITY, KANSAS.**

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Resolution No. 2019-19, Approve 2020 Fair Market Rents (FMRs) adjust Housing Choice Voucher Payment Standards and Public Housing Flat Rents, is introduced.

Mr. Scott noted that Fair Market rents are reviewed on an annual basis for the Housing Choice Voucher program. He provided the difference from last year to this year and stated the increase in rent goes to the subsidy side and not to the resident. Residents are not impacted unless their income changes. He noted that the flat rent side gives working families a choice to select between 30% of their adjusted gross or pay the flat rent amount.

Commissioner Rhodes made a motion to approve Resolution No. 2019-19. Vice-Chairman Banks seconded the motion and the following vote was recorded:

AYES: Banks, Jefferson, Jolley, McDonald, Rhodes, Watkins, Warner

NAYS: None

ABSENT: Barber, Sykes, Tomasic, Walker, Wilson

ABSTAIN: None

Motion carried.

RESOLUTION NO. 2019-19—APPROVE 2020 FAIR MARKET RENTS (FMRs) ADJUST HOUSING CHOICE VOUCHER PAYMENT STANDARDS AND PUBLIC HOUSING FLAT RENTS.

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Resolution No. 2019-20, approving the Job Description for Executive Director/CEO, is introduced.

Commissioner Rhodes noted that the Board could make an exception to its policy on the residency requirement for the Executive Director or amend the policy altogether. Commissioner Warner noted that an exception has already been made for employees. Mr. Scott noted it was difficult to get qualified help when he left in 2016 and lifting the residency requirement has made a tremendous difference in hiring. We have had some maintenance staff to retire and about 10 employees were recently hired. Staff has moved up, but we have saturated that pool. We are now looking at individuals that are outside of the agency. He noted that even if we go outside of the community, we must find people who will engage with the community. The Board discussed perception issues with people living in Wyandotte County. Commissioner Jefferson expressed that living in the county tends to make you more vested in the community. She noted we could make an exception if we do not find someone in the county. Commissioner McDonald voiced that she was in favor of removing the residency requirement for all staff. Vice-Chairman Banks noted we should

not restrict ourselves as we could be settling for less than the best. Commissioner Jefferson asked that we have another conversation when the full Board is present. Commissioner Warner noted this hire needs to be the right person and we may need to allow this person some time to flex and we should be willing to negotiate. She does not think this will be an issue when we find the right person. Vice-Chairman Banks noted we need to have this clear at the beginning as someone needs to be in place by the first quarter. Chairman Watkins expressed that we are voting on the job description and not the policy. The Board was in agreement. Mr. Scott noted the Executive Director position would have to include a residency requirement at this time, but could be looked at again later.

Commissioner Rhodes made a motion to approve Resolution No. 2019-20. Vice-Chairman Banks seconded the motion and the following vote was recorded:

AYES: Banks, Jefferson, Jolley, McDonald, Rhodes, Watkins, Warner

NAYS: None

ABSENT: Barber, Sykes, Tomasic, Walker, Wilson

ABSTAIN: None

Motion carried.

RESOLUTION NO. 2019-20—APPROVING THE JOB DESCRIPTION FOR EXECUTIVE DIRECTOR/CEO.

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Chairman Watkins expressed that Commissioner Sykes will be replaced on the Board with Broderick Crawford. Commissioner Jefferson noted the Mr. Crawford is the Executive Director of NBC Community Development Corporation and very involved in the community. Chairman Watkins asked that something be sent to Commissioner Sykes.

With no further business, Chairman Watkins called for the meeting to be adjourned.

The Board then transitioned to its annual Board retreat.

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Matthew T. Watkins, Chairman

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Thomas M. Scott, Executive Director/CEO

## Executive Director's Report

November 21, 2019

1. The following monthly reports:
  - A. Statement of Funds
  - B. Delinquency Report
  - C. Disbursements over \$1,000
  - D. Operating Receipts and Expenditures
  - E. Maintenance Report
  - F. Occupancy Report
  - G. Modernization Report
  - H. Resident Initiative Report
  - I. Section 8 Utilization Report
  - J. Monthly Move-in and Move-outs

/s/ Thomas M. Scott

Thomas M. Scott

Executive Director/CEO



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

Description	Rate <sup>(a)</sup>	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$334,414.05	Liberty
Payroll Account	0.00%		\$4,060.03	Liberty
ACH Pymt Account	0.15%		\$43,697.08	Liberty
Rent Depository Account	0.00%		\$1,455,170.24	Bank of Labor
Rent Bank Deposit Accounts	0.55%		\$136,648.76	Various
Homeless Prevention Program	0.90%		\$5,622.31	Bank of Labor
Sponsorship Program	0.50%		\$19,911.98	Bank of Labor
Section 8 Checking	0.00%		\$45,580.94	Bank of Labor
EPC Replacement Reserve Acct	0.15%		\$38,726.57	Liberty
KCKHA Debt Service Account			\$389,778.08	Deutsche Bank
CD#120245349	1.80%	08/26/20	\$500,000.00	Bank of Labor

(a) Represents Rates as of November 15, 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 Oct 2019**

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	<b>Rent &amp; Other Charges</b>	<b>Repayment Agreements</b>	<b>Net Total</b>
Accounts Receivable (Amounts Delinquent)	\$248,983.64	(\$114,407.57)	\$134,576.07
 Total Charges to Tenants for Month			 \$471,314.44
 Delinquency Ratio			 28.55%
 Petitioned to Court			 <u>20</u>
 Praecipies Issued			 <u>17</u>
 Evictions			 <u>12</u>
 Pending Evictions			 <u>1</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 OCTOBER'19

**\*CONTRACT COSTS\***

TWIN CITY SECURITY, INC	\$2,408.00
TWIN CITY SECURITY, INC	\$1,204.00
VETS Securing America	\$12,633.44

**\*MAINTENANCE COSTS\***

BAILEY INDUSTRIAL CLEANING	\$5,970.00
Booney's Lawn Service	\$2,100.00
Carpet Corner Inc.	\$4,827.06
Crime Scene Cleaners, Inc	\$3,808.00
Crime Scene Cleaners, Inc	\$3,023.00
CUMMINS CENTRAL POWER, LLC.	\$1,920.64
Donisha Henderson dba	\$1,170.00
Ferguson Enterprises Inc.	\$1,037.90
Fire & Security Solutions	\$1,079.40
General Electric Company	\$8,952.00
H.D. Supply	\$3,737.67
KEMPKE CONTRACTORS, LLC	\$1,880.00
Martin Mechanical Corporation	\$8,443.00
Mccray Millwork	\$2,324.83
Mccray Millwork	\$1,301.64
MIDWEST BED BUG SERVICES	\$1,500.00
Olney Sales Inc.	\$2,820.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$2,865.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$1,750.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$1,650.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$1,505.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$1,350.00
Personal Touch Lawn Service	\$14,712.00
Plumb Supply Company, LNX	\$6,949.60
PRESTO-X	\$1,350.00
Reeves-Wiedeman Company	\$2,176.00
Riback Supply Company	\$4,268.01
Riback Supply Company	\$1,077.72
Sherwin-Williams Co	\$3,046.23
Sherwin-Williams Co	\$3,008.58
Sherwin-Williams Co	\$1,789.20
SOS Pest Control	\$1,800.00



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

Payments Over \$1,000.00

For The Month of OCTOBER'19

SOS Pest Control	\$1,350.00
Stanion Wholesale Elec. Co.	\$4,869.86
Stanion Wholesale Elec. Co.	\$1,161.04
Strasser Hardware	\$1,762.85
SUTTON REMODELING, LLC	\$1,900.00
Three Sons Painting LLC	\$5,525.00
Ultra-Chem Inc.	\$1,167.22
Wartian Lock Sales Company	\$1,513.01
Waste Management	\$7,915.21
WESTPORT GLASS, INC	\$1,210.00
WHITE LAWN AND LANDSCAPE, LLC	\$3,675.00
Wurth Supply Co.	\$1,014.87
Zep Manufacturing Company	\$1,127.93

**\*MISCELLANEOUS COSTS\***

American Express	\$4,800.93
AT&T	\$6,528.14
AT&T	\$1,612.67
AT&T	\$1,413.90
CITRIN COOPERMAN & COMPANY	\$1,900.00
ENTERPRISE FM TRUST	\$4,265.59
Envirotech Heating and Cooling	\$6,098.00
Evans & Mullinix, P.A.	\$11,168.50
GFI DIGITAL	\$5,355.00
Housing Insurance Serv. Inc.	\$3,242.00
Lockton Companies	\$14,094.75
MRI Software LLC (HAB, INC)	\$5,145.00
Office of the Fire Marshal	\$2,130.00
ONLINE INFORMATION SERVICES, INC	\$1,419.00
PayLease, LLC	\$2,063.81
PayLease, LLC	\$1,691.90
Postmaster	\$5,000.00
SCOTT & ASSOCIATES, LLC	\$14,000.00
SCOTT & ASSOCIATES, LLC	\$6,700.00
Staples Advantage	\$1,208.83
U.S BANK EQUIPMENT FINANCE	\$2,215.01
U.S BANK EQUIPMENT FINANCE	\$2,005.20
Unified Government Treasury	\$22,434.09
UPCS Engineering Services	\$3,832.50

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

Payments Over \$1,000.00

For The Month of OCTOBER'19

Urban Works, LLC	\$3,000.00
WEX BANK DBA WRIGHT EXPRESS FSC	\$4,138.35

**\*OTHER GRANT COSTS\***

Coleman American Moving Serv	\$1,241.85
Davidson & Associates Inc.	\$12,512.00
Davidson & Associates Inc.	\$4,892.88
H.D. Supply	\$1,439.44
Home Depot Pro-SupplyWorks	\$4,446.48
Home Depot Pro-SupplyWorks	\$2,495.00
Johnson Controls Inc.	\$1,600.00
Johnson Controls Inc.	\$1,582.00
Kansas City Winnelson Co.	\$1,909.58
Martin Mechanical Corporation	\$7,963.00
McConnell & Associates	\$58,176.00
Mcqueeney Group Inc	\$9,750.00
MINNESOTA ELEVATOR INC	\$228,032.16
SGI	\$8,244.00

**\*PAYROLL COSTS\***

AETNA	\$106,001.29
AFLAC PREMIUM HOLDING	\$2,441.06
Colonial Life & Accident Ins	\$4,006.72
Delta Dental	\$4,848.72
Kansas Payment Center	\$1,388.57
Kansas Payment Center	\$1,388.57
Kansas Public Employ Ret Syst	\$30,412.69
Kansas Public Employ Ret Syst	\$29,852.46
Nationwide Retirement Solution	\$2,404.08
Nationwide Retirement Solution	\$2,354.08
UMB HEALTH SAVINGS ACCT	\$3,979.13
UMB HEALTH SAVINGS ACCT	\$3,429.13
WILLIAM W. HUTTON ATTORNEY AT LAW	\$2,275.00

**\*INTERBANK TRANSFERS\***

Liberty Gen Fund to Payroll Transfers	\$174,300.00
Liberty Gen Fund to Payroll Transfers	\$168,700.00
Liberty Gen Fund to Payroll Transfers	\$174,200.00
Liberty Gen Fund to ACH Transfers	\$1,419.00
Liberty Gen Fund to ACH Transfers	\$1,691.90

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

**Kansas City, Kansas Housing Authority**

Payments Over \$1,000.00

For The Month of OCTOBER'19

Liberty Gen Fund to ACH Transfers	\$36,800.00
Liberty Gen Fund to ACH Transfers	\$1,388.57
Liberty Gen Fund to ACH Transfers	\$2,063.81
Liberty Gen Fund to ACH Transfers	\$35,700.00
Liberty Gen Fund to ACH Transfers	\$5,000.00
Liberty Gen Fund to ACH Transfers	\$3,450.00
Liberty Gen Fund to ACH Transfers	\$7,000.00
Liberty Gen Fund to ACH Transfers	\$30,670.00
Bank of Labor Gen Fund to Liberty Gen Fund	\$300,000.00

**\*UTILITIES COSTS\***

Board Of Public Utilities	\$75,197.29
Board Of Public Utilities	\$48,264.66
Board Of Public Utilities	\$35,702.75
Board Of Public Utilities	\$31,754.20
Board Of Public Utilities	\$28,011.24
Kansas Gas Service	\$11,179.86
Kansas Gas Service	\$7,488.03
Kansas Gas Service	\$1,051.70

\$2,013,191.98



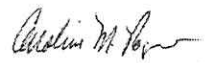
Caroline M. Rogers  
Director of Finance



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

	CEN OFFICE YR TO DATE	% 8%	CEN OFFICE BUDGET	PUBLIC HSG YR TO DATE	% 8%	PUBLIC HSG BUDGET	SECTION 8 YR TO DATE	% 8%	SECTION 8 BUDGET
<b>OPERATING INCOME:</b>									
Dwelling Rent				\$2,533,101.00	50%	\$5,052,098.00			
Fraud Recovery Income							\$87,731.30		
Interest Income	\$2,802.36	202%	\$1,390.00	\$5,396.64	87%	\$6,200.00			\$20.00
Tenant Income				\$185,200.07	58%	\$318,090.00			
Other Income	\$398,883.85	85%	\$469,242.00	\$48,400.55	5%	\$1,056,053.00	\$1,159.78		
Fee for Services - COCC	\$613,885.97	26%	\$2,385,276.00						
Management Fees	\$908,451.67	49%	\$1,838,931.00						
Total Operating Income	\$1,924,023.85	41%	\$4,694,839.00	\$2,772,098.26	43%	\$6,432,441.00	\$88,891.08	#####	\$20.00
Operating Subsidy				\$4,252,636.00	57%	\$7,489,377.00			
Prior Year Subsidy									
Section 8 Admin Fees							\$365,547.00	42%	\$863,666.00
<b>Total Operating Receipts</b>	<b>\$1,924,023.85</b>	<b>41%</b>	<b>\$4,694,839.00</b>	<b>\$7,024,734.26</b>	<b>50%</b>	<b>\$13,921,818.00</b>	<b>\$454,438.08</b>	<b>53%</b>	<b>\$863,686.00</b>
<b>OPERATING EXPENSES:</b>									
Administrative Salaries	\$430,359.17	44%	\$984,158.00	\$485,223.68	53%	\$923,521.00	\$141,556.96	48%	\$296,750.00
Management Fees				\$760,973.17	51%	\$1,498,208.00	\$147,478.50	43%	\$340,724.00
Other Admin Expenses	\$118,226.10	43%	\$278,119.00	\$110,402.17	36%	\$302,576.00	\$18,719.71	46%	\$40,632.00
<b>Tenant Services</b>									
Resident Assoc Expenses				\$6,917.05	27%	\$25,457.00			
Other Expenses				\$4,836.15	29%	\$16,955.00			
<b>Total Utilities</b>	<b>\$20,843.71</b>	<b>41%</b>	<b>\$50,255.00</b>	<b>\$1,201,456.21</b>	<b>47%</b>	<b>\$2,551,312.00</b>			
Maintenance Salaries	\$751,006.22	45%	\$1,678,428.00	\$582,093.41	48%	\$1,213,293.00			
Maint Materials	\$293,529.92	57%	\$519,096.00	\$83,995.88	35%	\$237,928.00	\$896.29	46%	\$1,966.00
Fee for Services - COCC				\$613,885.97	26%	\$2,385,276.00			
Other Maint Contracts	\$162,622.09	97%	\$167,142.00	\$559,248.40	52%	\$1,069,411.00	\$4,596.66	103%	\$4,468.00
Security Salaries									
Other Security Expense	\$57,429.24	62%	\$93,379.00	\$6,020.00	3%	\$192,439.00			
Insurance	\$114,901.25	93%	\$123,400.00	\$265,685.64	51%	\$522,181.00	\$11,999.15	52%	\$23,259.00
Terminal Leave Payments									
Employee Benefit Contributions	\$444,027.53	46%	\$972,731.00	\$436,074.61	56%	\$780,649.00	\$52,505.33	48%	\$108,413.00
Collection Losses				\$155,775.34	113%	\$138,440.00			
Interest Expense				\$305,046.39	51%	\$596,652.00			
Other General Expense	(\$14,535.43)			\$396.15	10%	\$4,142.00	\$6,678.91	39%	\$17,250.00
Total Routine Expenses	\$2,378,409.80	49%	\$4,866,708.00	\$5,578,030.22	45%	\$12,458,440.00	\$384,431.51	46%	\$833,462.00
Extraordinary Maintenance									
Depreciation Expense									
Contracts									
Casualty Losses - Net									
<b>Total Operating Expenses</b>	<b>\$2,378,409.80</b>	<b>49%</b>	<b>\$4,866,708.00</b>	<b>\$5,578,030.22</b>	<b>45%</b>	<b>\$12,458,440.00</b>	<b>\$384,431.51</b>	<b>46%</b>	<b>\$833,462.00</b>
Prior Year Adjustments									
<b>Total Operating Expenditures</b>	<b>\$2,378,409.80</b>	<b>49%</b>	<b>\$4,866,708.00</b>	<b>\$5,578,030.22</b>	<b>45%</b>	<b>\$12,458,440.00</b>	<b>\$384,431.51</b>	<b>46%</b>	<b>\$833,462.00</b>
Gain/(Loss) from Operations	(\$454,385.95)		(\$171,869.00)	\$1,446,704.04		\$1,463,378.00	\$70,006.57		\$30,224.00

\*\*\* September is the 6th month of the Fiscal Year Ending March 31st  
 \*\*\* Percentage 50.00% or 6/12th of the year



Caroline Rogers  
 Director of Finance

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

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

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
10/01/19	108	15	124	7	7	0	8
10/02/19	166	4	62	1	1	0	3
10/03/19	84	12	96	5	5	0	7
10/04/19	84	14	98	7	7	0	7
10/07/19	108	12	120	5	5	0	7
10/08/19	85	19	104	10	10	0	9
10/09/19	79	13	92	6	6	0	7
10/14/19	52	10	62	6	6	0	4
10/15/19	66	15	81	7	7	0	8
10/16/19	55	7	62	4	4	0	3
10/21/19	36	10	46	6	6	0	4
10/22/19	75	12	87	4	4	0	8
10/24/19	57	5	62	3	3	0	2
10/25/19	104	12	116	6	6	0	6
10/28/19	116	14	130	6	6	0	8
09/26/19	113	18	131	8	8	0	10
09/06/09	1,388	192	1,473	91	91	0	101
				(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 47% of the service work orders completed
- (b) No Response 53% 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	109	52	161
Units in Mod	13	20	33
Fire Units	5	0	5
Rentable Units	91	32	123
Move-Ins	13	22	35
Move-Outs	16	18	34
Units Available	0	1	1
Units Readied in OCT	14	17	31



## REPORT F

## October 2019 Occupancy Report

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 *M(7) D(12) JUNIPER GARDENS	265	183	82	69%	65%
K1-2 D(1) ST. MARGARETS PARK	100	99	1	99%	97%
K1-3 D(1) CYRUS K. HOLIDAY	60	60	-	100%	97%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	292	10	97%	92%
K1-5*M(2) D(1) BELROSE MANOR	90	87	3	97%	94%
K1-6 Elderly DOUGLAS HEIGHTS	101	96	5	95%	97%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	96	3	97%	96%
K1-7 D(1) SCATTERED SITES	24	24	-	100%	92%
K1-9 D(1) SCATTERED SITES	30	28	2	93%	97%
K1-10 *M(2) SCATTERED SITES	42	38	4	90%	86%
K1-11 M(1) D(1) GRANDVIEW PARK	40	37	3	93%	90%
K1-12 D(2) CHALET MANOR	66	63	3	95%	95%
K1-13 WELBORN VILLA	80	80	-	100%	100%
K1-14 BETHANY PARK TOWERS	153	147	6	96%	96%
K1-15 *M(6) SCATTERED SITES	20	14	6	70%	70%
K1-17*M(1) GLANVILLE TOWERS	108	103	5	95%	99%
K1-18 ROSEDALE TOWERS	122	122	-	100%	99%
K1-20 D(1) WESTGATE TOWERS	163	156	7	96%	96%
K1-21 D(1) SCATTERED SITES	8	7	1	88%	88%
K1-22 WESTGATE VILLA	20	19	1	95%	100%
K1-23 D(1) SCATTERED SITES	38	37	1	97%	97%
K1-24 M(18) PLAZA TOWERS	115	96	19	83%	83%
K1-25 D(1) SCATTERED SITES	12	12	-	100%	92%
Sub-Total before Adjustments	2,058	1,896	162	92%	91%
Less: # of Deprogrammed Units	35				
Less: # of Units Under Modernization	38		38		
Total Units Available for Occupancy	1,985	1,861	124	94%	94%

(\*) Modernization units

## **MODERNIZATION AND DEVELOPMENT REPORT NOVEMBER 2019**

### **CAPITAL FUND PROGRAM 2013**

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

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

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

### **CAPITAL FUND PROGRAM 2014**

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

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

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



## **CAPITAL FUND PROGRAM 2015**

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

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

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

Bids were due on June 12<sup>th</sup>, 2019 for this project. Five contractors bid on this project. Bids ranged in price from \$59,695.00 to \$109,877. The low bid of \$59,695.00 was submitted by Southtown Glass, Inc. dba SGI. Since this amount is below the threshold of \$75,000 requiring Board approval, staff has awarded a contract for HVAC Improvement at Westgate Villa to SGI, in the amount of \$59,695.00. A pre-construction meeting was held on July 16, 2019. Notice to Proceed was issued on September 6<sup>th</sup>, 2019. Work has begun and is progressing well, 12 units are completed.

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

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

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

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

## **CAPITAL FUND PROGRAM 2016**

The funding amount for this program is \$2,910,265.00. The public hearing and final budget were presented to the residents on December 2<sup>nd</sup>, 2015. The

Capital Fund Program 2016 was approved at the December 17<sup>th</sup>, 2015 Board meeting. Approval of the 2016 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. Architect and engineering firms have been selected to complete work under this program.

The following project is complete: K1-56 Rosedale Tower Fire Sprinkler Improvement.

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

Bids were due on August 29<sup>th</sup>, 2018 for this project. Only one bid was received and therefore a bid analysis is required and the bid must be approved by HUD. Staff has reviewed the bid. The bid and our analysis has been submitted to HUD for consideration. HUD has reviewed and approved the single bid. The Board authorized the contract for this project at its October 2018 meeting to Minnesota Elevator Inc. in the amount of \$962,322.00. A pre-construction meeting was held on October 19, 2018. Notice to Proceed was issued on May 1, 2019. Plaza Tower passenger elevator is now complete and has been accepted. Work on the freight elevator at Plaza Tower is complete. Punch list inspection and close out of project at Plaza Tower pending.

Minnesota Elevator Inc., work at Westgate Tower is progressing well with the freight elevator completed. Work on the passenger elevator is complete. Punch list inspection and close out of project at Westgate Tower pending.

#### **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 is nearly complete. Demolition, drain installation, concrete and asphalt work, and striping are complete. Punch list items are complete. Final paperwork is pending.

#### **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 installation is complete. Punch list items and final paperwork are pending.

## **CAPITAL FUND PROGRAM 2017**

The funding amount for this program is \$3,024,938.00. The public hearing and final budget were presented to the residents on December 7<sup>th</sup>, 2016. The Capital Fund Program 2017 was approved at the December 15<sup>th</sup>, 2016 Board meeting. Approval of the 2017 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. Architect and engineering firms have been selected to complete work under this program.

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

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

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

wiring, plumbing and, sheet rock installation are complete. These 5 houses are nearing completion. A few items need to be addressed. Final inspection and final paperwork are pending.

#### **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. Equipment has been ordered and is expected on to be delivered on November 26, 2019. Installation will begin upon arrival.

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

Bids were received on July 15<sup>th</sup>, 2019 and revised bids were received on August 2<sup>nd</sup>, 2019 for this project. The Board authorized the award of a contract at the August 2019 meeting to Construction Management Service, Inc., in the amount of \$1,807,376.30. Pre-construction meeting was held on August 23<sup>rd</sup>, 2019. Notice to proceed was issued on September 11<sup>th</sup>, 2019. Work has begun with the 8<sup>th</sup> floor demolition completed. Erection of the personnel and material hoist is complete. Framing is underway. Rough in electrical has begun. Rough in plumbing will start soon.

#### **CAPITAL FUND PROGRAM 2018**

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

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



Bids were received on July 24<sup>th</sup>, 2019 for this project. The Board authorized the award of a contract at the August 2019 meeting to American Digital Security, LLC, in the amount of \$202,823.74. Pre-construction meeting was held on September 13<sup>th</sup>, 2019. Notice to proceed will be issued when all required documents are submitted and equipment is ready for installation.

### **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

NOVEMBER 2019

SUBMITTED BY SHARRON DAVIS-MAYS

SELF-SUFFICIENCY COORDINATOR

On October 2, 2019 the Public Housing Resident Council met at Plaza Towers. The residents were presented with information on the regulations for calculating rent and how the Kansas City, Kansas Housing Authority (KCKHA) makes decisions on evictions. The residents were not aware of the amount of knowledge property managers are required to know to manage their sites. There were a total of 25 residents in attendance.

On October 8, 2019 our agency submitted the ROSS Grant to HUD. This grant will bring onboard case managers to help with client issues on the family sites as well as in our high-rises. We are hopeful that this year's grant submission will be successful.

On October 16, 2019 Westgate Towers held elections for its resident council officers. Westgate Towers has not had a resident council for over two years. Congratulations to C. J. Chappell, new president, at Westgate Towers.

On October 18, 2019 a special Public Housing Resident Council meeting was held at Wyandotte Towers. There were 22 residents in attendance. Residents were provided information on the agency's Annual Plan. Tony Shomin, Director of Facilities Management, was the presenter; Sue Martin, Administrative Assistant and Kendra Tyler, Assistant Director of Housing Management were also present.

On October 28, 2019 I met with HUD staff along with William Wells from aSTEAM Village to discuss issues with the EnVision Center. The KCKHA provided information on our community partners and our housing developments. In addition, the KCKHA is in the process of identifying an onsite location for an EnVision Center that is easily accessible to its residents.

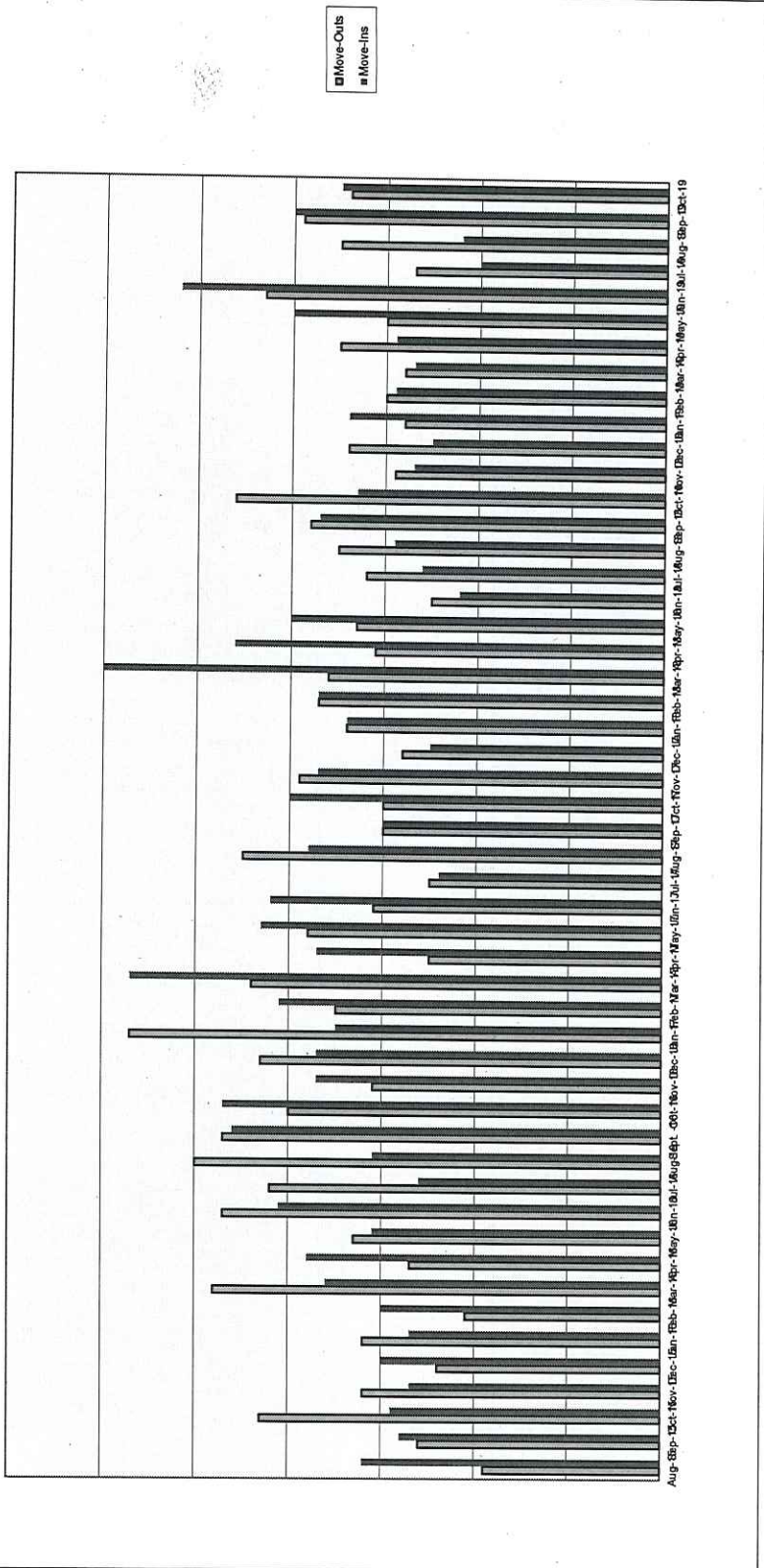


Month	Year	Units	HAP
November	2016	1436	847,693
December	2016	1459	867,016
January	2017	1464	878,579
February	2017	1474	883,557
March	2017	1462	891,001
April	2017	1475	887,533
May	2017	1456	899,588
June	2017	1460	877,833
July	2017	1442	887,292
August	2017	1429	888,224
September	2017	1420	882,076
October	2017	1420	881,400
November	2017	1417	874,988
December	2017	1392	863,642
January	2018	1368	849,606
February	2018	1368	850,991
March	2018	1356	828,727
April	2018	1339	820,358
May	2018	1331	809,349
June	2018	1318	797,744
July	2018	1316	814,451
August	2018	1301	796,631
September	2018	1300	814,111
October	2018	1297	806,749
November	2018	1276	800,140
December	2018	1268	801,111
January	2019	1267	813,586
February	2019	1267	827,427
March	2019	1258	823,463
April	2019	1242	819,093
May	2019	1242	817,235
June	2019	1243	832,844
July	2019	1247	822,948
August	2019	1246	828,420
September	2019	1247	835,832
October	2019	1254	835,543
November	2019	1260	831,453

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	30	40
Jun-19	43	52
Jul-19	27	20
Aug-19	35	22
Sep-19	39	40
Oct-19	34	35

Chart Title



**Resolution No. 2019-21**

**RECOGNIZING ALVIN SYKES FOR HIS VALUABLE SERVICE  
TO THE HOUSING AUTHORITY OF THE CITY OF KANSAS CITY, KANSAS**

**WHEREAS**, Alvin Sykes was appointed by the Unified Government Board of Commissioners on August 18, 2016 to serve as a Commissioner for the Housing Authority of the City of Kansas City, Kansas; and

**WHEREAS**, he served faithfully during his tenure on the Board; and

**WHEREAS**, he notified the Board of his intent to step down on April 18, 2019 due to health reasons; and

**WHEREAS**, this Housing Authority Board would like to recognize Alvin Sykes for his commitment, dedication, service and good counsel.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Kansas City, Kansas that we to officially recognize and thank Alvin Sykes for his valuable contributions to the staff, residents and citizens of this community.



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

Notice is hereby given that a special meeting of the Board of Commissioners of the Housing Authority of the City of Kansas City, Kansas will be held at 11:30 a.m. on Thursday, November 21, 2019 at Wyandotte Towers, 915 Washington, Blvd., in Kansas City, Kansas.

Chili dinner begins at 11:30 a.m.

Business meeting begins at 1:00 p.m. at 1124 N. 9<sup>th</sup> Street, Kansas City, Kansas to present and/or discuss the following:

Oath of Office

Broderick Crawford

Resolution No. 2019-21

Recognizing Alvin Sykes for his Valuable Service to the Housing Authority of the City of Kansas City, Kansas

Witness my hand this 15th day of November 2019.

\_\_\_\_\_  
Matthew T. Watkins, Chairman

**CERTIFICATE OF SERVICE OF NOTICE**

I, Thomas M. Scott, the duly appointed, qualified interim Secretary of the Housing Authority of the City of Kansas City, Kansas, DO HEREBY CERTIFY that on the 15th day of November 2019. I served a true copy of the foregoing Notice of Special Meeting on each and every Commissioner of the Housing Authority of the City of Kansas City, Kansas.

Witness my hand this 15<sup>th</sup> day of November 2019.

\_\_\_\_\_  
Thomas M. Scott, Executive Director/CEO

**WAIVER OF REGULAR NOTICE OF AND CONSENT TO SPECIAL MEETING**

We, the undersigned Commissioners of the Housing Authority of the City of Kansas City, Kansas do hereby accept service of the NOTICE OF SPECIAL MEETING waiving any and all irregularities in such service and in such Notice and consent and agree that said



Board of Commissioners of said Housing Authority shall meet at the time and place named in such Notice and for the purpose stated therein.

\_\_\_\_\_  
Matthew T. Watkins, Chair

\_\_\_\_\_  
Rev. Jimmie L. Banks

\_\_\_\_\_  
Jacques Barber

\_\_\_\_\_  
Rachel Jefferson

\_\_\_\_\_  
Don Jolley

\_\_\_\_\_  
Anne P. McDonald

\_\_\_\_\_  
Timothy J. Rhodes

\_\_\_\_\_  
Vacant

\_\_\_\_\_  
Denise Tomasic

\_\_\_\_\_  
Cardelia Walker

\_\_\_\_\_  
Linda Warner

\_\_\_\_\_  
Charles Wilson