



# Agenda

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

### **Special Meeting**

Saturday, October 26, 2019  
9 a.m.

Country Club Bank  
11006 Parallel Pkwy.

- I. Roll Call
- II. Approval of the Minutes  
Regular Board Meeting September 19, 2019  
(Pages 1—7)
- III. Executive Director's Report  
(Pages 8—27)
- IV. Committee Reports
- V. New Business Consent Items:
  - A. 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  
(Pages 28—30)
  - B. Resolution No. 2019-19 Approve 2020 Fair Market Rents (FMRs) adjust Housing Choice Voucher Payment Standards and Public Housing Flat Rents  
(Pages 31—32)
  - C. Resolution No. 2019-20 Approving the Job Description for Executive Director/CEO  
(Pages 33—35)
- VI. New Business Discussion Items: None
- VII. Adjournment

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

Thursday, September 19, 2019  
12 noon

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

On the 19th day of September 2019 at 12 noon the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in regular session. The meeting was called to order by Chairman Watkins, and upon roll call, the following members of the body were present:

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

ABSENT: Alvin Sykes, Commissioner  
Cardelia Walker, Commissioner

ALSO PRESENT: Thomas M. Scott, Executive Director/CEO  
Cherrie Escobar, Director of Section 8  
Sharron Davis-Mays, Self-Sufficiency Coordinator  
Benice Meeks, Assistant Director of Finance  
Jacqueline D. Randle, Executive Services Manager  
Caroline Rogers, Director of Finance  
Anthony J. Shomin, Director of Facilities Management  
Holly Duff, Wyandotte Towers' resident  
Nick Davis, Wyandotte Towers' resident

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

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Commissioner Tomasic made a motion to approve the minutes of August 13, 2019. Vice-Chairman Banks seconded the motion and the following vote was recorded:

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

NAYS: None

ABSENT: Sykes, Walker

ABSTAIN: None

Motion carried.

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

- Mr. Scott noted that the attachments were included in the board packet and there were additional handouts provided today.
- We have received notification to move forward with the Meadowlark Lane property and HUD has forgiven the outstanding funds used for the property acquisition. The Declaration of Trust was recorded on September 11, 2019. The ACC is under review by HUD. We hope to meet with the general contractor and the sub-contractors next week. The anticipated start date is October 1, 2019. The property has not been worked on since November of 2018, so there will be modifications to the contract amount. The sub-contractors are being reasonable.
- The bus tour will take place at 9 a.m. on Monday, October 14, 2019. Mr. Scott asked for a headcount, as a special meeting may be needed. After the bus tour the commissioners will meet at the Housing Authority for lunch and a discussion of the tour. The headcount resulted in eight commissioners.
- The annual board retreat is scheduled for Saturday, October 26, 2019. The October board meeting will take place first and the retreat will follow. The retreat will not be strategic, but will consist of an update of where we are at the Housing Authority. Expect it to run past lunch into early afternoon, but end earlier than 4 p.m. This meeting replaces the regularly scheduled October board meeting.
- The auditors have rescheduled for sometime around the 30<sup>th</sup> of October.
- Commissioner Rhodes asked about the fraud recovery income of \$63,400 listed page 15, *Operating Receipts and Expenditures*, for the period ending July 31, 2019. Units are up slightly and we have a tremendous amount of revenue that we can provide for Section 8 vouchers. Ms. Escobar is working on outreach with private landlords and the VA for the VASH units. The problem is lack of available units in Wyandotte County for Section 8. Mr. Escobar added that we are not getting good



participation with lease-ups. Mr. Scott stated that the funding availability will be recaptured by HUD if the units are not leased; and we do not want this to happen and are working diligently to avoid this.

- Commissioner Jefferson questioned why there would not be a strategic planning session on the 26<sup>th</sup>. Chairman Watkins indicated there are critical items that need to be addressed that will lead up to a strategic plan that may be better executed down the road. He indicated that strategic planning would probably take place the first of next year. Mr. Scott added we do not have enough information to apply a strategic plan at this point.
- Commissioner McDonald thanked Mr. Scott for his dealings with HUD and the successful outcome. The Board shared in acknowledging Mr. Scott.

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## **Committee Reports**

Chairman Watkins called for committee reports.

### Bylaws

Commissioner Barber indicated there was no Bylaws report.

### Finance

Commissioner McDonald provided a written Finance report. Resolution No. 2019-17 is on the agenda today for a collection write-off. The amount is larger than usual as a result of having access to a clearing house which was not available previously. As a result, rents were re-calculated resulting in higher rents and larger write-offs. Mr. Scott noted this is unreported income which shows up on the EVI system. Some of this is innocent and some is not. Some tenants go into a repayment agreement and other tenants just abandon their units. Commissioner Barber questioned if there are reminders given to the residents of their income reporting requirements. Mr. Scott noted it was part of the initial orientation and at reexamination. Managers also reach out if there is a change in family status. Minimum rent was also changed from zero to \$50. In the past rent was never allowed to go past three months overdue. However, the previous administration changed this requirement to \$500 past due and it takes a while to get to \$500. We are converting back to the three month maximum. Commissioner McDonald indicated the next Finance committee meeting is scheduled for November 19, 2019; but there could be an earlier meeting held with the auditors.



### Inclusion and Public Information

Commissioner Warner indicated this committee did not meet.

### Personnel

Vice-Chairman Banks indicated a revised Executive Director's job description and employment ad was included in the handouts. We will eventually put an ad in the paper for this position and advertise it online. He asked if the Board would help expedite this matter as we need to have someone on board by the first of next year. This person will probably be at a higher level than the last person we hired. We will not put Mr. Scott in a situation where he is a journeyman trying to train an apprentice. He indicated that we do not want to use Mr. Scott up and create problems for him not just here, but at home. Commissioner McDonald noted we need to go beyond an ad in the newspaper. Vice-Chairman Banks noted we would be advertising as far as we can which would include NAHRO and other trade organizations. We do not want to make the mistake that we made last time.

The committee also looked at revising the appraisal report form and will have something more formal to present to the Board by the 26<sup>th</sup>. They want to see what makes sense in this current environment. The Personnel committee will meet again during the interim. Mr. Scott noted the Executive Director's job description would be on the October 26<sup>th</sup> agenda for approval. Chairman Watkins suggested providing comments prior to that date. Vice-Chairman Banks mentioned that we would like to include a peer review or 360° feedback in the evaluation process.

### Development and Improvement

Commissioner Rhodes reminded the Board of the bus tour planned for October 14, 2019 and added that the Development and Improvement committee would meet at this time, as well.

### Resident Participation

Commissioner Wilson asked if Commissioner Jefferson and Rhodes would be available for a meeting on the 24<sup>th</sup>. Neither was available for that day. They all agreed that they would figure it out and get back to the committee members. Mr. Scott asked to be included in the meeting.

### Executive

Chairman Watkins indicated they met to discuss the meeting coming up in October and some internal issues with the phone system, as well as other issues with the Housing Authority.

Community Housing Investment Group (CHIG)

Chairman Watkins noted that CHIG met earlier this week and went over the 2020 projected budget which will come before that board in October. They are increasing a line item to hire more nurses and a host of upgrades have taken place at the facility. A full-blown marketing effort is taking place through the Minister's Union and another local agency. Mr. Scott indicated occupancy is 116 and there are a total of 121 units. DHAL is facing competition from other providers in the area. Our waiting list was reduced due to difficulties with getting people Medicaid qualified. We are putting together a Medicaid Bridge account where we can pay the cost for their services. This will help at least 15 people. DHAL will be a model in the industry. (Commissioner McDonald leaves). Commissioner Barber suggested doing some lobbying in Topeka regarding the time lag for residents to receive Medicaid. Mr. Scott indicated that Jeremy Whitt already does this. Commissioner Jefferson asked would the expenses be recouped if they are approved for Medicaid. Mr. Scott noted we would absorb the costs, and he was not sure if the money could be recouped.

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Public Comments

There were no comments from the public.

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**New Business Consent Items: None**

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**New Business Discussion Item**

Resolution No. 2019-17, collection loss write-off, is introduced.

Chairman Watkins noted that Commissioner McDonald covered this in her Finance report. He indicated there are people in the system making more money and there is a potential that the write-off may be similar next quarter. Ms. Rogers added we could attempt to get the money back. Mr. Scott noted this would be done through the Kansas and Federal set aside programs. However, many of the tenants are not going to be getting anything back from their Kansas return, but would be getting something back from their federal return. The Finance staff is working on using the set aside programs. We have not had success with

collection agencies. There is more success when someone cannot move due to a debt at this agency. Staff will continue to look at this.

Commissioner Wilson asked about the property at Meadowlark Lane. When would the work start back up and when would staff be able to move. Mr. Scott noted the work is expected to begin October 1, 2019. We have requested project completion dates, but have not received them. We estimate that the work will be completed by March or April.

Vice-Chairman Banks made a motion to approve Resolution No. 2019-17. Commissioner Rhodes seconded the motion and the following vote was recorded:

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

NAYS: None

ABSENT: McDonald, Sykes, Walker

ABSTAIN: None

Motion carried.

RESOLUTION NO. 2019-17—COLLECTION LOSS WRITE-OFF.

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With no further business, Chairman Watkins called for the meeting to be adjourned. Commissioner Tomasic made the motion to adjourn the meeting. Commissioner Rhodes seconded the motion and it pass unanimously.

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Matthew T. Watkins, Chairman

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Thomas M. Scott, Executive Director/CEO



## Executive Director's Report

October 26, 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 SEPTEMBER 30, 2019**

Description	Rate <sup>(a)</sup>	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$394,700.39	Liberty
Payroll Account	0.00%		\$3,716.35	Liberty
ACH Pymt Account	0.15%		\$1,852.68	Liberty
Rent Depository Account	0.00%		\$1,117,116.53	Bank of Labor
Rent Bank Deposit Accounts	0.55%		\$85,357.26	Various
Homeless Prevention Program	0.90%		\$5,618.02	Bank of Labor
Sponsorship Program	0.50%		\$19,906.53	Bank of Labor
Section 8 Checking	0.00%		\$167,260.63	Bank of Labor
EPC Replacement Reserve Acct	0.15%		\$38,721.64	Liberty
KCKHA Debt Service Account			\$292,333.58	Deutsche Bank
CD#120245349	1.80%	08/26/20	\$500,000.00	Bank of Labor

(a) Represents Rates as of October 18, 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 Sep 2019**

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	<b>Rent &amp; Other Charges</b>	<b>Repayment Agreements</b>	<b>Net Total</b>
Accounts Receivable (Amounts Delinquent)	\$231,230.61	(\$120,155.64)	\$111,074.97
Total Charges to Tenants for Month			\$456,550.77
Delinquency Ratio			24.33%
Petitioned to Court			<u>18</u>
Praecipes Issued			<u>16</u>
Evictions			<u>12</u>
Pending Evictions			<u>2</u>



Caroline Rogers  
Director of Finance



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

Payments Over \$1,000.00

For The Month of SEPTEMBER'19

**\*CONTRACT COSTS\***

TWIN CITY SECURITY, INC	\$1,204.00
TWIN CITY SECURITY, INC	\$1,204.00
TWIN CITY SECURITY, INC	\$1,204.00

**\*MAINTENANCE COSTS\***

All Makes Machine Inc.	\$2,323.00
American Water Treatment, Inc	\$1,322.89
BAILEY INDUSTRIAL CLEANING	\$5,505.00
Booney's Lawn Service	\$2,100.00
Carpet Corner Inc.	\$5,493.60
Carpet Corner Inc.	\$5,046.67
CUMMINS CENTRAL POWER, LLC.	\$2,568.84
Envirotech Heating and Cooling	\$2,049.00
Ferguson Enterprises Inc.	\$2,328.67
Fire & Security Solutions	\$1,568.00
First Call Restoration, Inc	\$1,880.02
Gold Star Flooring & More, Inc	\$1,417.00
Grainger	\$1,494.46
H.D. Supply	\$1,553.97
Home Depot Pro-SupplyWorks	\$4,747.90
Home Depot Pro-SupplyWorks	\$2,288.77
Johnson County Landfill	\$1,309.36
Johnstone Supply Co.	\$7,902.00
LAWRENCE PEST CONTROL COMPANY, INC	\$5,445.00
Liberty Compactors, Inc.	\$1,265.20
Martin Mechanical Corporation	\$6,994.12
Martin Mechanical Corporation	\$2,218.28
MINNESOTA ELEVATOR INC	\$5,368.50
MINNESOTA ELEVATOR INC	\$3,050.16
National Fire Suppression	\$1,680.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$2,155.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$1,950.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$1,905.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$1,650.00
Pcs	\$1,843.17
Personal Touch Lawn Service	\$18,390.00
Personal Touch Lawn Service	\$14,712.00
Precision Plumbing & Construct, Inc	\$2,759.50
QUINN CONCRETE	\$1,950.00

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

Payments Over \$1,000.00

For The Month of SEPTEMBER'19

Riback Supply Company	\$2,155.44
Riback Supply Company	\$1,886.01
Sherwin-Williams Co	\$2,742.27
Sherwin-Williams Co	\$2,450.68
Smallwood Locksmiths, Inc	\$1,072.78
SMITH SERVICE, LLC	\$1,050.00
Stanion Wholesale Elec. Co.	\$3,847.33
Stanion Wholesale Elec. Co.	\$1,649.39
Strasser Hardware	\$2,243.19
Ted Systems LLC	\$2,302.00
Three Sons Painting LLC	\$3,255.00
Trane U.S. INC.	\$1,311.36
Wartian Lock Sales Company	\$1,652.31
Waste Management	\$8,179.99
WHITE LAWN AND LANDSCAPE, LLC	\$2,940.00

**\*MISCELLANEOUS COSTS\***

American Express	\$3,556.87
AT&T	\$6,648.71
AT&T	\$1,207.39
CITRIN COOPERMAN & COMPANY	\$4,900.00
ENTERPRISE FM TRUST	\$12,280.27
Housing Authority Risk Retention Group	\$1,000.00
Lockton Companies	\$14,094.75
ONLINE INFORMATION SERVICES, INC	\$1,647.00
SCOTT & ASSOCIATES, LLC	\$9,900.00
SCOTT & ASSOCIATES, LLC	\$8,350.00
Time Warner Cable	\$1,417.57
U.S BANK EQUIPMENT FINANCE	\$2,439.32

**\*OTHER GRANT COSTS\***

Archetype Design Group Inc	\$1,596.30
H.D. Supply	\$1,388.22
SGI	\$150,674.27
Virginia Tile Company, LLC	\$1,342.56

**\*PAYROLL COSTS\***

AETNA	\$109,370.94
AFLAC PREMIUM HOLDING	\$2,869.70
AFLAC PREMIUM HOLDING	\$2,869.70
Colonial Life & Accident Ins	\$4,006.72

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

Payments Over \$1,000.00

For The Month of SEPTEMBER'19

Colonial Life & Accident Ins	\$4,006.72
Delta Dental	\$4,848.73
Kansas Payment Center	\$1,635.49
Kansas Payment Center	\$1,141.65
Kansas Public Employ Ret Syst	\$30,753.62
Kansas Public Employ Ret Syst	\$30,636.37
Nationwide Retirement Solution	\$2,754.08
Nationwide Retirement Solution	\$2,404.58
UMB HEALTH SAVINGS ACCT	\$3,979.13
UMB HEALTH SAVINGS ACCT	\$3,549.13
W.H. GRIFFIN, TRUSTEE	\$2,145.16
W.H. GRIFFIN, TRUSTEE	\$2,145.16
WILLIAM W. HUTTON ATTORNEY AT LAW	\$2,975.00

**\*INTERBANK TRANSFERS\***

Liberty Gen Fund to Payroll Transfers	\$172,200.00
Liberty Gen Fund to Payroll Transfers	\$171,500.00
Liberty Gen Fund to ACH Transfers	\$37,100.00
Liberty Gen Fund to ACH Transfers	\$37,000.00
Liberty Gen Fund to ACH Transfers	\$2,100.00
Liberty Gen Fund to ACH Transfers	\$1,647.00
Bank of Labor Gen Fund to Liberty Gen Fund	\$500,000.00
Bank of Labor Gen Fund to Liberty Gen Fund	\$300,000.00

**\*UTILITIES COSTS\***

Board Of Public Utilities	\$113,709.83
Board Of Public Utilities	\$68,708.73
Board Of Public Utilities	\$41,666.38
Board Of Public Utilities	\$35,499.50
Kansas Gas Service	\$7,588.18
Kansas Gas Service	\$4,184.71
Kansas Gas Service	\$1,068.37

\$2,097,092.64



Caroline M. Rogers  
Director of Finance



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

**Kansas City, Kansas Housing Authority**

Payments Over \$1,000.00

For The Month of SEPTEMBER'19

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

	CEN OFFICE YR TO DATE	% 8%	CEN OFFICE BUDGET	PUBLIC HSG YR TO DATE	% 8%	PUBLIC HSG BUDGET	SECTION 8 YR TO DATE	% 8%	SECTION 8 BUDGET
<b>OPERATING INCOME:</b>									
Dwelling Rent				\$2,111,719.21	42%	\$5,052,098.00			
Fraud Recovery Income							\$85,955.30		
Interest Income	\$2,705.83	195%	\$1,390.00	\$5,396.64	87%	\$6,200.00			\$20.00
Tenant Income				\$150,081.09	47%	\$318,090.00			
Other Income	\$379,108.97	81%	\$469,242.00	\$47,288.25	4%	\$1,056,053.00	\$1,159.78		
Fee for Services - COCC	\$516,193.69	22%	\$2,385,276.00						
Management Fees	\$760,032.33	41%	\$1,838,931.00						
Total Operating Income	\$1,658,040.82	35%	\$4,694,839.00	\$2,314,485.19	36%	\$6,432,441.00	\$87,115.08	#####	\$20.00
Operating Subsidy				\$3,566,016.00	48%	\$7,489,377.00			
Prior Year Subsidy									
Section 8 Admin Fees							\$304,504.00	35%	\$863,666.00
<b>Total Operating Receipts</b>	<b>\$1,658,040.82</b>	<b>35%</b>	<b>\$4,694,839.00</b>	<b>\$5,880,501.19</b>	<b>42%</b>	<b>\$13,921,818.00</b>	<b>\$391,619.08</b>	<b>45%</b>	<b>\$863,686.00</b>
<b>OPERATING EXPENSES:</b>									
Administrative Salaries	\$368,031.17	37%	\$984,158.00	\$404,965.71	44%	\$923,521.00	\$118,769.76	40%	\$296,750.00
Management Fees				\$636,870.33	43%	\$1,498,208.00	\$123,162.00	36%	\$340,724.00
Other Admin Expenses	\$104,873.84	38%	\$278,119.00	\$94,327.33	31%	\$302,576.00	\$15,108.25	37%	\$40,632.00
<b>Tenant Services</b>									
Resident Assoc Expenses				\$5,182.05	20%	\$25,457.00			
Other Expenses				\$4,446.35	26%	\$16,955.00			
<b>Total Utilities</b>	<b>\$17,257.80</b>	<b>34%</b>	<b>\$50,255.00</b>	<b>\$932,758.64</b>	<b>37%</b>	<b>\$2,551,312.00</b>			
Maintenance Salaries	\$624,853.83	37%	\$1,678,428.00	\$489,585.65	40%	\$1,213,293.00			
Maint Materials	\$247,066.54	48%	\$519,096.00	\$66,234.75	28%	\$237,928.00	\$623.10	32%	\$1,966.00
Fee for Services - COCC				\$516,193.69	22%	\$2,385,276.00			
Other Maint Contracts	\$132,623.77	79%	\$167,142.00	\$433,829.86	41%	\$1,069,411.00	\$3,711.29	83%	\$4,468.00
Security Salaries									
Other Security Expense	\$57,429.24	62%	\$93,379.00	\$2,408.00	1%	\$192,439.00			
Insurance	\$113,565.37	92%	\$123,400.00	\$230,275.46	44%	\$522,181.00	\$11,276.68	48%	\$23,259.00
Terminal Leave Payments									
Employee Benefit Contributions	\$370,459.29	38%	\$972,731.00	\$364,400.86	47%	\$780,649.00	\$43,932.28	41%	\$108,413.00
Collection Losses				(\$18,002.14)	-13%	\$138,440.00			
Interest Expense				\$255,325.42	43%	\$596,652.00			
Other General Expense	(\$8,498.58)			\$384.48	9%	\$4,142.00	\$5,543.11	32%	\$17,250.00
Total Routine Expenses	\$2,027,662.27	42%	\$4,866,708.00	\$4,419,186.44	35%	\$12,458,440.00	\$322,126.47	39%	\$833,462.00
Extraordinary Maintenance									
Depreciation Expense									
Contracts									
Casualty Losses - Net									
<b>Total Operating Expenses</b>	<b>\$2,027,662.27</b>	<b>42%</b>	<b>\$4,866,708.00</b>	<b>\$4,419,186.44</b>	<b>35%</b>	<b>\$12,458,440.00</b>	<b>\$322,126.47</b>	<b>39%</b>	<b>\$833,462.00</b>
Prior Year Adjustments									
<b>Total Operating Expenditures</b>	<b>\$2,027,662.27</b>	<b>42%</b>	<b>\$4,866,708.00</b>	<b>\$4,419,186.44</b>	<b>35%</b>	<b>\$12,458,440.00</b>	<b>\$322,126.47</b>	<b>39%</b>	<b>\$833,462.00</b>
Gain/(Loss) from Operations	(\$369,621.45)		(\$171,869.00)	\$1,461,314.75		\$1,463,378.00	\$69,492.61		\$30,224.00

\*\*\* August is the 5th month of the Fiscal Year Ending March 31st  
 \*\*\* Percentage 41.67% or 5/12th of the year



Caroline Rogers  
 Director of Finance

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

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

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
09/03/19	69	9	93	4	4	0	5
09/04/19	173	17	121	8	8	0	9
09/06/19	53	11	64	6	6	0	5
09/09/19	65	12	77	4	4	0	8
09/10/19	69	17	86	3	3	0	14
09/11/19	135	14	149	5	5	0	9
09/12/19	48	10	58	4	4	0	6
09/13/19	62	10	72	5	5	0	5
09/16/19	84	14	98	7	7	0	7
09/18/19	58	5	63	2	2	0	3
09/19/19	113	11	124	3	3	0	8
09/20/19	136	10	146	5	5	0	5
09/23/19	118	8	126	5	5	0	3
09/24/19	59	10	69	6	6	0	4
09/25/19	80	9	89	4	4	0	5
09/26/19	95	9	104	5	5	0	4
09/30/19	69	9	78	6	6	0	3
09/06/09	1,486	185	1,617	82	82	0	103
				(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 44% of the service work orders completed
- (b) No Response 56% 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	104	55	159
Units in Mod	13	21	34
Fire Units	4	0	4
Rentable Units	87	34	121
Move-Ins	14	26	40
Move-Outs	17	22	39
Units Available	0	1	1
Units Readied in SEP	13	22	35

## REPORT F

## September 2019 Occupancy Report

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 *M(6) D(12) JUNIPER GARDENS	265	173	92	65%	66%
K1-2 D(1) ST. MARGARETS PARK	100	97	3	97%	99%
K1-3 D(1) CYRUS K. HOLIDAY	60	58	2	97%	93%
K1-4*M(3) D(8) WYANDOTTE TOWERS	302	278	24	92%	92%
K1-5*M(2) D(1) BELROSE MANOR	90	85	5	94%	96%
K1-6 Elderly DOUGLAS HEIGHTS	101	98	3	97%	97%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	95	4	96%	97%
K1-7 D(1) SCATTERED SITES	24	22	2	92%	92%
K1-9 D(1) SCATTERED SITES	30	29	1	97%	97%
K1-10 *M(2) SCATTERED SITES	42	36	6	86%	90%
K1-11 M(1) D(1) GRANDVIEW PARK	40	36	4	90%	90%
K1-12 D(2) CHALET MANOR	66	63	3	95%	92%
K1-13 WELBORN VILLA	80	78	2	100%	100%
K1-14 BETHANY PARK TOWERS	153	147	6	96%	98%
K1-15 *M(6) SCATTERED SITES	20	14	6	70%	75%
K1-17*M(1) GLANVILLE TOWERS	108	107	1	99%	99%
K1-18 ROSEDALE TOWERS	122	121	1	99%	98%
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	20	-	100%	100%
K1-23 D(1) SCATTERED SITES	38	37	1	97%	97%
K1-24 M(17) PLAZA TOWERS	115	96	19	83%	84%
K1-25 D(1) SCATTERED SITES	12	11	1	92%	92%
Sub-Total before Adjustments	2,058	1,864	194	91%	91%
Less: # of Deprogrammed Units	35		35		
Less: # of Units Under Modernization	38		38		
Total Units Available for Occupancy	1,985	1,864	121	94%	94%

(\*) Modernization units

## **MODERNIZATION AND DEVELOPMENT REPORT OCTOBER 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, 9 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 progressing well.

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

Bids were due on January 9<sup>th</sup>, 2019 for this project. Only one bid was received for this project from McConnell and Associates, Inc., in the amount of \$64,640.00. The architect and staff reviewed this bid and determined that it is reasonable for this work and that a rebid of the project would not benefit the Housing Authority. Since this contract amount was below the \$75,000 threshold requiring Board approval, staff awarded a contract to McConnell and Associates, Inc. in the amount of \$64,640. A pre construction conference was held on February 13<sup>th</sup>, 2019. The building permit has been received from the Unified Government for this project. Notice to Proceed was issued on July 1<sup>st</sup>, 2019. Work is nearly complete. Demolition, drain installation, concrete and asphalt work, and striping are complete. Punch list items and final paperwork are 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 in



various stages of work: Sheetrock taping, painting, cabinet installation, door installation, finish electrical and plumbing, and tile installation is underway. Currently 2 homes are nearing completion.

#### **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 LLC. 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 deliver 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 work nearly completed. Erection of the personnel and material hoist is underway and should be completed by October 11, 2019.

#### **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

OCTOBER 2019

SUBMITTED BY SHARRON DAVIS-MAYS  
SELF-SUFFICIENCY COORDINATOR

On September 5, 2019 I met with the residents from Westgate Towers to give an overview of the duties of the resident council officers. The residents that have been nominated wanted to ensure that they have a clear understanding of what each officer's duties are. This group appears to have a great interest in having its resident council back online.

On September 10, 2019 I met with members of the U. S. Department of Housing and Urban Development (HUD), Region VII, regarding the EnVision Center. One member of the HUD staff was Enibyrd Wydham from headquarters in Washington D.C. Ms. Wydham was assigned to assist the housing authorities with ensuring that proper guidance is given to help with the success of the EnVision Centers. The Kansas City, Kansas Housing Authority has been asked to identify a site where the residents could have access by public transportation. The current site Miracle Temple is not conducive for our residents. Thomas Scott, Executive Director, plans to look at sites that could be a good fit for the EnVision Center. Once a site has been identified, our agency we will inform HUD and the nonprofit aSTEAM Village.

On September 19, 2019 Westgate Towers held its official nominations for resident council officers. Richard Mabion, President of the local NAACP, has been asked to serve as the independent third party for the election process.

On September 20, 2019 the Public Housing Resident Council met at Rosedale Towers. There were a total of 25 residents in attendance. This meeting was to obtain input from the residents for the Housing Authority's Five-Year Plan. Information on the Annual Plan was also presented to the residents. Present was Anthony Shomin, Director of Facilities Management; Sue Martin, Administrative Assistant; Kendra Tyler, Assistant Director of Housing Management and Thomas Scott, Executive Director, who was presented to the residents since coming back to the Housing Authority.

On September 26, 2019 our agency was notified that we were awarded the Family Self-Sufficiency grant. This program will help assist families that participate on our Housing Choice Voucher Program.

On September 30, 2019 I met with the American Indian Business Enterprise (AIBE) regarding the Section 3 program. Mr. John O'Brien is the Executive Director of the AIBE. We presented the Section 3 program to nine potential contractors. Three of the

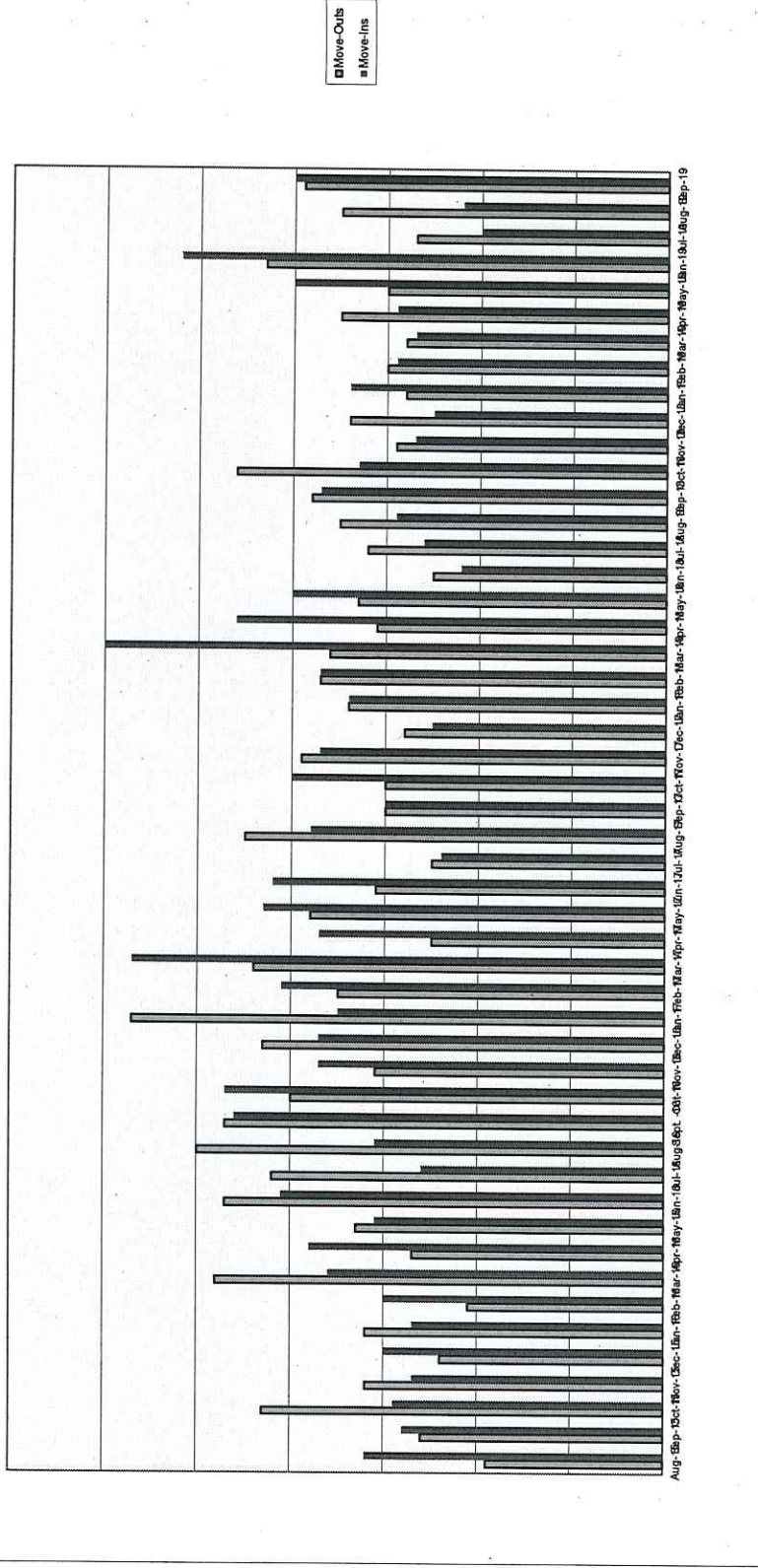
contractors seem to be interested in becoming Section 3 certified. I met with his staff to help explain, in further detail, their role with the Housing Authority. The AIBE provides the training for the residents that enroll in the Section 3 Program and manage their progress for a full year. Once the residents complete their year in the Section 3 Program, they will then obtain certification for the Section 3 Program from the Housing Authority.

Month	Year	Units	HAP
October	2016	1424	842,208
November	2016	1436	847,693
December	2016	1459	867,016
January	2017	1464	878,579
February	2017	1474	883,557
March	2017	1462	891,001
April	2017	1475	887,533
May	2017	1456	899,588
June	2017	1460	877,833
July	2017	1442	887,292
August	2017	1429	888,224
September	2017	1420	882,076
October	2017	1420	881,400
November	2017	1417	874,988
December	2017	1392	863,642
January	2018	1368	849,606
February	2018	1368	850,991
March	2018	1356	828,727
April	2018	1339	820,358
May	2018	1331	809,349
June	2018	1318	797,744
July	2018	1316	814,451
August	2018	1301	796,631
September	2018	1300	814,111
October	2018	1297	806,749
November	2018	1276	800,140
December	2018	1268	801,111
January	2019	1267	813,586
February	2019	1267	827,427
March	2019	1258	823,463
April	2019	1242	819,093
May	2019	1242	817,235
June	2019	1243	832,844
July	2019	1247	822,948
August	2019	1246	828,420
September	2019	1247	835,832
October	2019	1254	835,713

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

Chart Title





KANSAS CITY KANSAS HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
October 26, 2019

New Business Consent Item: Authority to Accept the Bid and Award the Contract to BC Hardscapes, LLC for Slope Stabilization at Chalet Manor family development located at Birch Street and Ruby Avenue in Kansas City, Kansas

Resolution Number No. 2019-18

**BACKGROUND:**

The earth has shifted and moved at the Chalet Manor family development causing severe sidewalk and parking lot shifting, settling, and instability requiring excavation, construction of retaining walls, re-grading, and landscaping of the site.

**CURRENT ISSUE:**

Staff following our procurement policy hired an architect to prepare plans. The plans require excavation, construction of retaining walls, re-grading and landscaping of the site.

The Invitation to Bid was advertised in the Kansas City Star, The Call, and Dos Mundos. The Invitation to Bid was posted on the Housing Authority's website and mailed to contractor reporting services. Also, the Invitation to Bid was mailed directly to 169 general contractors, 22 landscaping companies, and 51 - Section 3 contractors. Nine contractors picked up plans for this project.

A pre-bid conference was held on September 25, 2019 to answer questions and give contractors an opportunity to visit Chalet Manor family development to view the existing slope conditions.

Bids were opened on October 2, 2019 at 2:00 p.m. One contractor bid on this project:

BC Hardscapes, LLC	Claycomo, Missouri
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BC Hardscapes, LLC submitted a bid of \$320,992. (see attached bid tab sheet).

BC Hardscapes, LLC has been in business for 30 years. The Housing Authority has previous experience with this contractor working as a subcontractor for a general contractor with satisfactory results. There is \$321,251 budgeted for site improvements in the 2017 and 2018 Capital Fund Program for this project. The architect's estimate for this work is \$449,996.

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

Travis Althoff	President / General Partner
Doug Grego	General Partner
Gayle Grego	General Partner
Randy Grego	General Partner

This project was previously bid June 27, 2019. One bid was received from ESI Contracting Corp, in the amount of \$760,390.72. This bid was rejected by the Board of Commissioners at its July 18, 2019 board meeting and it was recommended to rebid this project in the fall of 2019.

KANSAS CITY KANSAS HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
October 26, 2019

The staff and the architect are recommending acceptance of the bid submitted by BC Hardscapes, LLC and recommend award of a contract in the amount of \$320,992 for slope stabilization at Chalet Manor Family Development.

Attached is a resolution that will authorize acceptance of the bid from BC Hardscapes, LLC and award them a contract for slope stabilization at Chalet Manor family development in the amount of \$320,992

Staff recommends approval of this resolution.

**BOARD ACTION:**

Approve Resolution No. 2019-18, if Appropriate.

**RESOLUTION NUMBER 2019-18**

**AUTHORITY TO ACCEPT THE BID AND AWARD THE CONTRACT TO BC HARDSCAPES, LLC FOR SLOPE STABILIZATION AT CHALET MANOR FAMILY DEVELOPMENT LOCATED AT BIRCH STREET AND RUBY AVENUE IN KANSAS CITY, KANSAS**

**WHEREAS**, slope stabilization is needed at Chalet Manor family development; and

**WHEREAS**, bids for slope stabilization at Chalet Manor family development were solicited and received on October 2, 2019; and

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

BC Hardscapes, LLC                      Claycomo, Missouri

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

**WHEREAS**, the staff and architect are recommending acceptance of the bid submitted by BC Hardscapes, LLC and award of a contract in the amount of \$320,992 for slope stabilization at Chalet Manor family development; and

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) has reviewed and approved this single bid received for slope stabilization at Chalet Manor Family Development.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of Kansas City, Kansas authorizes acceptance of the bid submitted by BC Hardscapes, LLC and award a contract in the amount of \$320,992 for slope stabilization at Chalet Manor family development.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Commissioners does hereby approve Resolution Number 2019-18.



KANSAS CITY KANSAS HOUSING AUTHORITY  
BOARD OF COMMISSIONER'S MEETING  
OCTOBER 26, 2019

**New Business – Consent Item** Approve 2020 Fair Market Rents (FMRs)  
Adjust Housing Choice Voucher Payment Standards and Public Housing Flat Rents

Resolution No. 2019-19

**Background:**

The Housing Act of 1937 requires HUD to establish and publish Fair Market Rents (FMRs) annually to be effective on October 1 of each year. Housing Authorities operating Tenant-Based Rental Assistance (TBRA) programs must adopt the FMRs by Board resolution. This Housing Choice Voucher (HCV) program payment standards which can be set at the discretion of the local housing authority, are a function of the FMRs, with the requirement that they be set between 90% and 110% of the FMR for each bedroom size.

**CURRENT ISSUE:**

The Proposed Rule on FY 2020 FMRs has been published in the Federal Register to become effective October 1, 2019. At this time the final notice of the FY 2020 FMRs has not been published in the Federal Register. Should the final notice contain any changes to the FMRs for Wyandotte County, staff will bring this item back to the Board for consideration of the revised amounts. (Wyandotte County, Kansas is part of the Kansas City, MO-KS HUD Metro FMR Area, which consists of the following counties: Johnson County, KS; Leavenworth County, KS; Linn County, KS; Miami County, KS; Wyandotte County, KS; Caldwell County, MO; Cass County, MO; Clay County, MO; Clinton County, MO; Jackson County, MO; Lafayette County, MO; Platte County, MO; and Ray County, MO. All information here applies to the entirety of the Kansas City, MO-KS HUD Metro FMR Area.)

Staff recommends that the FMRs, the Housing Choice Voucher (HCV) program payment standards and Public Housing Flat Rents to be applied on January 1, 2020. KCKHA will begin using the new data for rent calculations for new leases, new HAP contracts, and for annual renewals effective January 1, 2020.

The increased FY 2020 payment standard will have the effect of lowering tenant rent and raising subsidy.

**Flat Rent**

PHAs are required to set flat rents at not less than 80% of the applicable FMR. The Flat Rents will need to be adjusted due to the significant increase in the FMRs, taking into consideration the utility allowance, as appropriate. These flat rents will be offered as an option to existing public housing residents.

The attached sheet outlines the Housing Choice Voucher (HCV) program payment standards and Public Housing Flat Rents to be applied on January 1, 2020.

**BOARD ACTION:**

Approve Resolution No. 2019-19, if appropriate.



## RESOLUTION NUMBER 2019-19

### APPROVE 2020 FAIR MARKET RENTS (FMRs) ADJUST HOUSING CHOICE VOUCHER PAYMENT STANDARDS AND PUBLIC HOUSING FLAT RENTS

WHEREAS, the Housing Authority must annually adopt revised federal Fair Market Rents for the Housing Choice Voucher program as a result of regulatory changes by HUD; and

WHEREAS, the Housing Authority has been notified by HUD of a Proposed Rule establishing the FY 2020 Fair Market Rents to be effective January 1, 2020; and

WHEREAS, the Housing Authority has set the Housing Choice Voucher Program Payment Standards at the current Fair Market Rents.

BE IT RESOLVED by the Board of Commissioners of the Kansas City, Kansas Housing Authority that the Flat Rent for Family Public Housing units is established at not less than 80% of the applicable FMR for 2020 as follows:

NOW THEREFORE BE IT FURTHER RESOLVED by the Board of Commissioners of the Kansas City, Kansas Housing Authority does hereby approve Resolution No. 2019-19, the Fair Market Rents which adjusts the Payment Standards for use by the Housing Choice Voucher and Flat Rents for Public Housing programs as follows:

## Kansas City KS Housing Authority

2020 Fair Market Rent		2020 Flat Rent	
0 Bedrooms	\$678	0 Bedrooms	\$542
1 Bedrooms	\$813	1 Bedrooms	\$650
2 Bedrooms	\$978	2 Bedrooms	\$782
3 Bedrooms	\$1,314	3 Bedrooms	\$1,051
4 Bedrooms	\$1,490	4 Bedrooms	\$1,192
5 Bedrooms	\$1,713	5 Bedrooms	\$1,370
6 Bedrooms	\$1,937	6 Bedrooms	\$1,549

FMR's Effective 01/01/2020  
Section 8 Payment Standards

Flat Rent Effective 01/01/2020  
Public Housing Program



## Title: Executive Director

FLSA Status: Exempt

### BRIEF DESCRIPTION:

The purpose of this position is to serve as the Executive Director/CEO of the Kansas City Kansas Housing Authority (KCKHA) and as the Secretary of the Board of Commissioners. This is accomplished by reporting to and working closely with the Board of Commissioners, leading the strategic management and development of the organization within budget constraints, creating and implementing a vision for development and ensuring all programs in the organization are compliant with federal, state and local housing requirements; directing the strategy and capital funding of current assets for full utilization in service to the community. Other duties include supervising four Directors, and the Executive Services Manager; participating in community representation of the KCKHA in local government and with other community leaders; will maintain a cohesive and respectful relationship with the Department of Housing and Urban Development (HUD) staff and all community organizations; will be visible in the community and promote goodwill within the organization while maintaining a commitment to diversity and inclusion.

**Leadership:** Provides daily leadership to Directors and senior staff. Promotes the KCKHA Mission and Vision and expectations to fulfill these goals. Provides clear communication in both word and deed of what the values of the agency are and gives clear direction in upholding these values.

**Program Compliance:** meet with Directors and senior staff as needed to ensure program compliance with established standards is maintained and government regulations have full compliance

**Evaluation and Program Development:** discuss operational concerns and identify remedies; Review statistical reports on operational productivity and standards. Recommend changes to improve productivity and processes.

**Human Resources:** review employee performance evaluations with Department Heads prior to final approval; and review employment grievances for policy compliance and solidity before assignment to the EEO officer; review employment actions to insure support of commitment to diversity and inclusion.

**Financial:** Manage fiscal responsibilities by reviewing processes and obligations for compliance to regulations. Plan, execute and review annual budget and budget YTD for each development and the Central Office Cost Center (COCC). Identify budget items needing corrective action. Review the monthly Section 8 Landlord payments and approve for disbursement. Plan, execute and review the Agency's capital budget and investments.





**Community Development and Strategic Planning:** Oversee development and redevelopment activities by maintaining a presence and outreach into the community to community leaders, Neighborhood Associations, CDC's and non-profits; meet regularly with local government and officials pursuant to redevelopment initiatives; attend UG Council and standing committee meetings as needed; advance redevelopment initiatives as directed by the KCKHA Board of Commissioners and its Redevelopment Committee; and ensure federal, state and local compliance with all redevelopment efforts. Inspect and monitor necessary renovation, upgrades and unit prep activities.

**Technology Planning:** Ensure the Agency's ability to perform per standards and be compliant with licensing by having a technology plan in place and in the capital budget; ensure the Agency can perform the required reporting for HUD and all needed regulatory requests.

**Operations:** Oversee routine administration by reviewing policy and procedures; review changes in policy with the Board of Commissioners; direct adjustments in operations as needed to address concerns or issues; and review proposed Congressional and HUD mandated operational changes, direct the implementation of operational changes to adhere to compliance.

**Communications:** Keep the Board of Commissioners apprised of developments or issues and provide them with the appropriate reports, knowledge, and information. Communicate clearly to employees the status of the agency, the agency goals, and the steps needed to accomplish the organization's vision. Establish excellent working relationships with HUD, the city government and community leaders and partner with them on project opportunities.

**Environmental Note:** Work is performed generally in a standard office environment; however, the ED must visit satellite offices, resident properties, and other sites as appropriate for oversight purposes. The work will employ frequent use of standard office applications and equipment. Work may involve decisions on competing demands, performing multiple tasks and working to deadlines.



**RESOLUTION NO. 2019-20**

**APPROVING THE JOB DESCRIPTION FOR  
EXECUTIVE DIRECTOR/CEO**

WHEREAS, it is necessary to revise the job description for the Executive Director/CEO of the Kansas City, Kansas Housing Authority; and

WHEREAS, the purpose of the position is to serve as the Executive Director/CEO of the agency, act as Secretary of the Board of Commissioners and direct the operations of the Housing Authority on a daily basis; and

WHEREAS, a thorough review of the duties of the Executive Director/CEO has been conducted by the Personnel Committee and the duties are stated in the revised job description; and

WHEREAS, members of the entire Housing Authority board were given an opportunity to review and comment on the contents of the revised job description.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Kansas City, Kansas that the revisions to the job description of the Executive Director/CEO be approved.