



# Agenda

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

## Special Meeting

Thursday, November 19, 2020  
12:00 p.m.

Thomas M. Scott Maintenance Facility  
1300 Meadowlark Lane

- I. Roll Call
- II. Approval of the Minutes  
Special Board Meeting October 15, 2020  
(Pages 1—7)
- III. Approval of the Minutes  
Special Board Meeting November 5, 2020  
(Pages 8—11)
- IV. Executive Director's Report  
(Pages 12—28)
- V. Committee Reports
- VI. New Business Consent Items:
  - A. Resolution No. 2020-25      Authorizing the Acceptance of the Proposal Submitted and Authorize a Contract for Security Services at Wyandotte Towers with Vets Securing America, Inc.  
(Pages 29—32)
  - B. Resolution No. 2020-26      Authority to Accept the Proposal and Authorize a Contract for Performance of a Physical Needs Assessment and an Energy Audit of Housing Authority Developments with The Nelrod Company  
(Pages 33—35)
- VII. New Business Discussion Item:
  - A. Resolution No. 2020-27      Resolution Authorizing the Acceptance

of the Bid and Authorizing a Contract  
for the Interior Modernization of Plaza  
Towers Phase II  
(To be handed out.)

- VIII. Tour of Facility
- IX. Ribbon Cutting Ceremony
- X. Adjournment

*Lunch will be served at noon.*



# Kansas City, Kansas Housing Authority

1124 North Ninth Street  
Kansas City, Kansas 66101-2197  
(913) 281-3300 FAX (913) 279-3428  
[www.kckha.org](http://www.kckha.org)

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## NOTICE

Notice is hereby given that a special meeting of the Board of Commissioners of the Housing Authority of the City of Kansas City, Kansas will take place at 12:00 p.m. (noon) on Thursday, November 19, 2020 at the Thomas M. Scott Maintenance Facility, 1300 Meadowlark Lane, Kansas City, Kansas.

The agenda will consist of the following:

- I. Roll Call
- II. Approval of the Minutes  
Special Board Meeting October 15, 2020
- III. Approval of the Minutes  
Special Board Meeting November 5, 2020
- IV. Executive Director's Report
- V. Committee Reports
- VI. New Business Consent Items:
  - A. Resolution No. 2020-25 Authorizing the Acceptance of the Proposal Submitted and Authorize a Contract for Security Services at Wyandotte Towers with Vets Securing America, Inc.
  - B. Resolution No. 2020-26 Authority to Accept the Proposal and Authorize a Contract for Performance of a Physical Needs Assessment and an Energy Audit of Housing Authority Developments with The Nelrod Company
- VII. New Business Discussion Item:
  - A. Resolution No. 2020-27 Resolution Authorizing the Acceptance of the Bid and Authorizing a Contract for the Interior Modernization of Plaza Towers Phase II
- VIII. Tour of Facility
- IX. Ribbon Cutting Ceremony
- X. Adjournment

Witness my hand this 13th day of November 2020.

/s/ Thomas M. Scott

Thomas M. Scott, Executive Director/CEO

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

Thursday, October 15, 2020  
12:30 p.m.

Held Electronically  
Via Zoom

On the 15th day of October 2020 at 12:30 p.m. the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in special session via Zoom due to the coronavirus pandemic. The meeting was called to order by Chairman Watkins, and upon roll call, the following members of the body were present:

Matthew T. Watkins, Chairman  
Jacques Barber, Commissioner  
Broderick Crawford, Commissioner  
Rachel Jefferson, Commissioner  
P. Anne McDonald, Commissioner  
Denise Tomasic, Commissioner  
Linda Warner, Commissioner

**ABSENT:**

Rev. Jimmie L. Banks, Vice-Chairman  
John D. Rios, Commissioner  
Timothy J. Rhodes, Commissioner  
Cardelia Walker, Commissioner  
Charles Wilson, Commissioner

**ALSO, PRESENT:**

Thomas M. Scott, Executive Director/CEO  
Cherrie Escobar, Director of Section 8  
Jacqueline D. Randle, Executive Services Manager  
Caroline Rogers, Director of Finance  
Anthony J. Shomin, Director of Contract Administration  
Elaine Stroud, Assistant Director of Housing Management  
Nebyu Tilahun, Assistant Director of Finance

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

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Chairman Watkins called for approval of the minutes. Commissioner Warner made the motion to approve the minutes of September 17, 2020. Commissioner Crawford seconded the motion and the following vote was recorded:

AYES: Barber, Crawford, Jefferson, McDonald, Tomasic, Warner, Watkins

NAYS: None

ABSENT: Banks, Rhodes, Rios, Walker, Wilson  
ABSTAIN: None

Motion carried.

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Mr. Scott suggested moving the consent items up on the agenda to ensure there was a quorum as Commissioner McDonald would need to leave the meeting early. Commissioner Crawford made the motion to move the consent items up on the agenda. Commissioner McDonald seconded the motion and the following vote was recorded:

AYES: Barber, Crawford, Jefferson, McDonald, Tomasic, Warner, Watkins  
NAYS: None  
ABSENT: Banks, Rhodes, Rios, Walker, Wilson  
ABSTAIN: None

Motion carried.

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Commissioner McDonald made the motion to approve Resolution Nos. 2020-21 and 2020-22. Commissioner Crawford seconded the motion and the following vote was recorded:

AYES: Barber, Crawford, Jefferson, McDonald, Tomasic, Warner, Watkins  
NAYS: None  
ABSENT: Banks, Rhodes, Rios Walker, Wilson  
ABSTAIN: None

Motion carried.

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### **New Business Consent Items**

Resolution No. 2020-21, approving 2021 Fair Market Rents (FMRs) adjust Housing Choice Voucher Payment Standards and Public Housing Flat Rents.

This resolution authorizes the Board to adopt the revised federal Fair Market Rents (FMRs) for the Housing Choice Voucher program as a result of regulatory changes by HUD. The FMRs will go into effect January 1, 2021. The FMRs adjust the payment standards for the Housing Choice Voucher program and the Flat Rents for Public Housing programs.

RESOLUTION NO. 2020-21—APPROVE 2021 FAIR MARKET RENTS (FMRS)  
ADJUST HOUSING CHOICE VOUCHER PAYMENT STANDARDS AND PUBLIC  
HOUSING FLAT RENTS.

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Resolution No. 2020-22, amending the scheduled list of Maintenance Charges.

This resolution amends the scheduled list of Maintenance Charges which requires periodic updates. There was a 30-day comment period prior to amending the maintenance charges. No comments were received.

RESOLUTION NO. 2020-22—RESOLUTION AMENDING THE SCHEDULED  
LIST OF MAINTENANCE CHARGES.

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**Executive Director's Report**

- Mr. Scott asked the Board to replace page 25 of the board packet with the Section 8 report that was emailed. Our conversion from Citrix to Horizon did not carry over and distorted the report.
- Mr. Scott then introduced Michael Stephens with Citrin Cooperman, our auditors for fiscal year April 1, 2019 to March 31, 2020. Citrin Cooperman also audited the agency during the previous fiscal year.
- Mr. Stephens provided the Board with a PowerPoint presentation. Key points of the presentation were: Engagement Scope, Audit Status, Review of Financial Statements and Reports, Required Communications to the Board and Open Items and Comments. While the report was presented in draft form, Mr. Stephens did not foresee any changes to the report before its submission December 31, 2020 and expects to submit the report well ahead of the due date. The Board was advised that the report represents an unmodified opinion on the financial statements which is the best you can have.
- Commissioner McDonald indicated it was a good audit which was largely due to Tom Scott and Caroline Rogers. She thanked them for their good work represented in the audit report. Mr. Stephens echoed Commissioner McDonald's statement and added that Ms. Rogers was new to the agency during the first audit and is an excellent accountant. There were not findings this fiscal year and prior year findings were cleared. He noted that working with Ms. Rogers has been a smooth process. *Commissioner McDonald then left the meeting.* Chairman Watkins thanked Mr. Stephens and Citrin Cooperman for their work. Mr. Stephens indicated they would follow-up with the submission in the next couple of weeks.
- Mr. Scott noted at the last board meeting, Commissioner Rios asked about payments received from residents on outstanding debts. We went back to 2009 and it would be difficult and time consuming, without doing a complete audit, to

provide more detailed reporting. We were able to determine that we have collected \$316,602.77 in write-offs reversals. Retro-rent calculations will be provided later in the report, but there is a lot to go over before then.

- Mr. Scott then discussed the relocation plan that was submitted to HUD. We are now ready to move forward with relocation. This is a forced process with HUD. The plan will be shared with residents and people in the community. This should stop rumors and misinformation that has been circulating in the community. Chairman Watkins asked the Board to route question from the community back to Mr. Shomin or Mr. Scott.
- Commissioner Tomasic noted she did not see any commentary about students and help with their schooling. Mr. Shomin noted they are in contact with the school district to try and keep the students in their current schools. Mr. Scott noted that he had a phone call this week with the Kansas City, Kansas Public School system to discuss the students in Juniper Gardens and the process to relocate them. The first of November is the target date for the consultant to reach out to the community and to employ some of the community partners to help communicate this process. There are options for vouchers, and for those wanting to continue to reside with us in public housing. The school district is going to work with us to keep the students in their home schools and this will be watched closely. Chairman Watkins noted that Eileen's Place will come online the first of January and will provide more options to families with children.
- Commissioner Jefferson had the following questions three question: 1) We will be contacting with local business and what does that look like in this process. Mr. Shomin noted we do not know yet. This should be put together in mid-November. We will know more once the application is submitted. A lot will hinge on when the application is submitted. Mr. Scott advised we were hoping to have meetings in October, but meetings are scheduled for late November. However, we are pushing them to follow our timeline and not their own. 2) There are two times selected, October 28 at 1 p.m. and 5:30 p.m., for the resident meetings. Commissioner Jefferson wondered would that be enough. Mr. Scott noted this is a draft copy. There are also two sessions on October 29 as well. If this is not enough, they will continue with more sessions. This will be enough for us to do final plan submittals to the SAC office before the end of the year. Commissioner Jefferson noted that the letter was well done and offers more clarity than the previous letter. Mr. Scott noted the initial letter was just to get information out to the community and then COVID-19 hit. 3) Is this the relocation for all the units? Would the people living to the south of YouthBuild be considered for relocation? Mr. Scott noted that the relocation encompasses 100 percent of the property and it will not happen overnight. There is a five-year window on moves. We will protect the residents and provide an adequate choice for where they want to move. Mr. Scott advised that this would be a work in progress. He noted that YouthBuild did not get its funding from the DOL grant last year and he is not sure where they will be located. We have space for them at the new maintenance facility. Commissioner Jefferson asked if the apartments on the south side would be in the first phase. Mr. Shomin noted they would be in the last phase. Mr. Scott



advised that he would like to re-engage committees when we get to the point in the process.

- Mr. Scott noted the Board would have to approve the relocation plan that goes to the SAC office in Washington, D.C. He asked the Board to consider a special meeting prior to the November 19, 2020 meeting. This meeting would be to authorize a templated plan that will not require much discussion. He asked the Board to consider a special meeting on November 5, 2020 to get the plan approved. The plan cannot be submitted until after the meetings with residents on October 28<sup>th</sup> and 29<sup>th</sup>, 2020. This will give us time to make corrections before year-end. Chairman Watkins noted that Mr. Scott and Mr. Shomin could schedule a meeting with some of the Board members prior to November 5, 2020 to answer questions in greater detail.
- Mr. Shomin noted the maintenance facility is coming along well and there are only a few punch list items to be completed. We are looking to see if there are any leftover funds. The electrician needs to finish up some work. We are expecting completion by the end of the month. Chairman Watkins asked about a move-in date. Mr. Scott noted that once we receive the occupancy permit, we could move in. There is still some cabling and IT work that needs to be done and we may have to work between two locations for 60 days.
- Mr. Scott added that HUD has allowed us to take some of the vacant units at Juniper Gardens and put them into the modernization program enabling us to improve the occupancy rate and decrease the sub-standard issues with our REAC and PHAS scores. We took 114 units out and HUD did not have to do this. We are 97 percent occupied agency wide, which is a good thing.
- Mr. Scott noted the Personnel Committee met this week. Interviews are starting back next week with three candidates before going before the Personnel Committee.
- Mr. Scott advised that staff has been working diligently and we are using CARES Act funding for critical issues. Finance and Purchasing staff are documenting these purchases, but we have not provided any hazard pay for staff. Mr. Scott noted that he has provided hazard pay because everyone is not serving in the same capacity. Also, it will become expected and we do not have an endless stream of revenue. Mr. Scott proposed giving staff an extra day off for Christmas Eve and New Year's Eve which will give staff two, four-day weekends, back to back. The second thing would be to allow staff to carry over accrued vacation time from 2020 into 2021 as a one-time exception to the Personnel Policy. The pandemic has caused staff to be reluctant to take time off this year. Typically, staff would not be able to carry more time than they earn in a year. Mr. Scott suggested allowing this one-time exception so everyone would not be taking time off at the end of the year and cause the agency to be short-staffed and unable to provide services to our residents. He noted the Personnel Committee is in support of this. We would not need a resolution for the extra vacation days but would need one to make an exception to the Personnel Policy and extend vacation (annual) leave. Chairman Watkins asked for clarification on hazard pay and Mr. Scott stated there would be no hazard pay. The Board agreed to allow the recommendation for an extra day



off for Christmas and New Year's Eve and to extend vacation (annual) leave from 2020 into 2021.

- Mr. Scott noted that a special meeting would be set for noon on November 5, 2020.
- Mr. Scott advised the Board that he participated on a COVID-19 panel for Friends of Yates. He suggested that our staff needs to be trained to recognize domestic violence that goes on in housing.
- Commissioner Barber noted that with relocation and the loss of the property, what is the demand for public housing, given COVID-19 and what is our ability to provide public housing. He further stated, what is the demand and our ability to meet it? Mr. Scott noted there are 14 people waiting to move in next week. There are not a lot of people on the waiting list, but there is a demand in the community. The issue may be that we will run out of units eventually. He shared that we have re-staffed Resident Selection. We are more open and less restrictive with applicants. Ms. Stroud noted there are 184 applicants on the waiting list. Mr. Scott explained that we should be able to pull 35-40 from this group. The loss of Juniper Gardens will cause a loss in subsidy for those units and a reduction in Capital Funds. However, there is a phased in subsidy that we will receive. We have not run the numbers of what the losses from Juniper will look like, because we just finished the audit. We should have some numbers before year-end. There may be some special considerations due to COVID-19. Ms. Stroud further stated that we are adding about 75-100 to the wait list from the back log.

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## **Committee Reports**

### **Bylaws**

Commissioner Barber stated there was nothing to report this month.

### **Finance**

Chairman Watkins advised that the audit has taken place and the auditor provided information earlier in the meeting.

### **Inclusion and Public Information**

Chairman Watkins commented that he does not believe this committee has met.

### **Personnel**

Chairman Banks Watkins noted that Mr. Scott has already provided information earlier in the meeting. The Chairman asked would there need to be a resolution in November on one of the personnel items. Mr. Scott noted that was correct, we

would do a one-time revision to the Personnel Policy to allow annual leave from 2020 to roll over to 2021.

### **Development Committee**

Chairman Watkins noted this committee has not met. Commissioner Jefferson noted she was on the Development committee and asked who else was on this committee. Chairman Watkins indicated that Commissioners Rios and Wilson are on this committee. The Chairman noted he has been moving commissioners around and may have taken Commissioner Jefferson off this committee as she is on another committee. Chairman Watkins indicated he has been negligent in reworking the committees but will do so this month to get Board members on the right committee.

### **Resident Participation**

Chairman Watkins noted this committee has not met.

### **Executive Committee**

This committee has not meet.

### **Community Housing Investment Group (CHIG)**

Chairman Watkins noted that the CHIG board met last month. The census is about 100. The yearly budget will be approved next week. Next year will be exciting an exciting year for CHIG as we will move away from supervision by the Midwest Housing Equity Group.

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

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Matthew T. Watkins, Chairman

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Thomas M. Scott, Executive Director/CEO

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

Thursday, November 5, 2020  
12:00 p.m.

Held Electronically  
Via Zoom

On the 5th day of November 2020 at 12:00 p.m. the Board of Commissioners of the Housing Authority of Kansas City, Kansas met in special session via Zoom due to the coronavirus pandemic. The meeting was called to order by Chairman Watkins, and upon roll call, the following members of the body were present:

Matthew T. Watkins, Chairman  
Rev. Jimmie L. Banks, Vice-Chairman  
Jacques Barber, Commissioner  
Broderick Crawford, Commissioner  
Rachel Jefferson, Commissioner  
P. Anne McDonald, Commissioner  
Timothy J. Rhodes, Commissioner  
John D. Rios, Commissioner  
Denise Tomasic, Commissioner  
Linda Warner, Commissioner

ABSENT: Cardelia Walker, Commissioner  
Charles Wilson, Commissioner

ALSO, PRESENT: Thomas M. Scott, Executive Director/CEO  
Jacqueline D. Randle, Executive Services Manager  
Caroline Rogers, Director of Finance  
Anthony J. Shomin, Director of Contract Administration  
Nebyu Tilahun, Assistant Director of Finance

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

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New Business Consent Item

Resolution No. 2020-23, authorizing a one-time exception to the Personnel Policy to extend annual leave from 2020 into 2021.

The resolution authorizes a one-time exception to the Personnel Policy which extends annual leave from 2020 into 2021 due to the COVID-19 pandemic which has made employees reluctant to schedule time off. This resolution will allow

employees to carry a total of two years of accrued annual leave into the next calendar year.

Commissioner Rios made the motion to approve Resolution No. 2020-23. Commissioner McDonald seconded the motion and the following vote was recorded:

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

NAYS: None

ABSENT: Walker, Wilson

ABSTAIN: None

Motion carried.

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Resolution No. 2020-24, Authorizing the disposition plan of the Juniper Gardens Public Housing Development and its removal from the Public Housing inventory and authorizing the submission of the disposition application for Juniper Gardens to HUD's Special Application Center (SAC), was introduced.

Chairman Watkins noted that Ms. Randle emailed three documents to Board members last week. Commissioner Rios asked that Mr. Shomin provide an overview. Mr. Shomin advised that this resolution authorizes the disposition plan for Juniper Gardens and the submission of an application to HUD's Special Application Center under the direction of HUD. He further explained that HUD has determined Juniper Gardens is distressed and should be removed from our inventory. The process requires Board approval and authorization of its submission to SAC. The application is a form that we complete and submit with attachments.

Commissioner Jefferson noted that she had three questions. She asked for discussion on the six units that are going to be taken offline in partnership with Friends of Yates. Mr. Scott noted the agency provides supportive housing to Friends of Yates, but there are no units at Juniper Gardens. Mr. Shomin added that what Commissioner Jefferson is referring to is part of the five-year plan, and not part of the relocation plan. Mr. Scott advised that there are units scattered throughout the community that must be certified through the Violence Against Women Act (VAWA) for the five-year plan. We have had supportive housing since 2013 or 2014 with Friends of Yates where we provide units for folks transiting out of the shelter.

Commissioner McDonald advised that she has noticed that Commissioner Wilson has not been present for the last two or three Zoom meetings. Since he is the Resident Commissioner, she hopes that staff is keeping him updated regarding

the relocation process. Mr. Scott noted resident council meetings shut down in March, but that Commissioner Wilson does call the office and he attended the council meeting on September 24, 2020. Commissioner Wilson is being kept up to date on what is happening with the relocation plans at Juniper Gardens. He also knows that he is welcome to call at any time. Mr. Shomin added that Commissioner Wilson is concerned and keeping abreast of what is happening with the residents.

Commissioner Jefferson's second question referred to the sale and demolition of Juniper Gardens. She noted that we have talked about the demolition, but not the sale of Juniper Gardens. Mr. Scott advised that we are not looking to expand Juniper Gardens, but we want to be careful not to close any doors. We are in the process of a technical review of our portfolio to see with is available for Section 8 conversion and which properties would stay public housing.

Commissioner Jefferson's third question referred to the appraisers requesting more details. She questioned would we get dinged. Mr. Shomin noted the relocation company originally thought they were being hired to work with a Section 8 property, but they were mistaken.

Commissioner Rios made the motion to approve Resolution No. 2020-24. Vice-Chairman Banks seconded the motion and the following vote was recorded:

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

NAYS: None

ABSENT: Walker, Wilson

ABSTAIN: None

Motion carried.

RESOLUTION NO. 2020-24—AUTHORIZE THE DISPOSTION PLAN OF THE JUNIPER GARDENS PUBLIC HOUSING DEVELOPMENT, AND IT REMOVAL FROM THE PUBLIC HOUSING INVENTORY, AND AUTHORIZE THE SUBMISSION OF THE DISPOSITION APPLICATION FOR JUNIPER GARDENS TO HUD'S SPECIAL APPLICATION CENTER (SAC).

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Commissioner McDonald asked was the Board still meeting on the third Thursday. Chairman Watkins advised that the regularly scheduled November board meeting would take place on November 19, 2020 and would be held at the new maintenance facility on Meadowlark Lane. A ribbon cutting ceremony will be held at 2 p.m.

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

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Matthew T. Watkins, Chairman

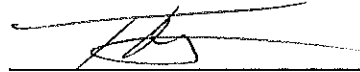
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Thomas M. Scott, Executive Director/CEO

## Executive Director's Report

November 19, 2020

1. The following monthly reports:
  - A. Statement of Funds
  - B. Delinquency Report
  - C. Disbursements over \$1,000
  - D. Operating Receipts and Expenditures
  - E. Maintenance Report
  - F. Occupancy Report
  - G. Modernization Report
  - H. Resident Initiative Report (*not provided*)
  - I. Section 8 Utilization Report
  - J. Monthly Move-in and Move-outs



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Thomas M. Scott  
Executive Director/CEO

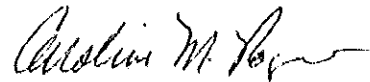


**Kansas City, Kansas Housing Authority**  
**Statement of Funds Available**  
**For the Period Ended October 31, 2020**

Description	Rate <sup>(a)</sup>	Maturity Date	Amount	Bank
General Fund Account	0.15%		\$920,430.73	Liberty
Payroll Account	0.00%		\$41,315.34	Liberty
ACH Pymt Account	0.15%		\$6,287.07	Liberty
Rent Depository Account	0.00%		\$863,453.06	Bank of Labor
Rent Bank Deposit Accounts	0.70%		\$214,094.75	Various
Homeless Prevention Program	0.90%		\$5,613.57	Bank of Labor
Sponsorship Program	0.50%		\$19,743.71	Bank of Labor
Section 8 Checking	0.00%		\$734,828.96	Bank of Labor
EPC Replacement Reserve Acct	0.15%		\$38,784.71	Liberty
KCKHA Debt Service Account			\$393,738.08	Deutsche Bank
CD#120245349	0.15%	02/26/21	\$500,000.00	Bank of Labor

(a) Represents Rates as of November 12, 2020 provided by Banks.

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

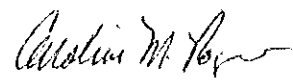


Caroline M. Rogers  
Director of Finance

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

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	<u>Rent &amp; Other Charges</u>	<u>Repayment Agreements</u>	<u>Net Total</u>
Accounts Receivable (Amounts Delinquent)	\$256,455.09	(\$144,526.52)	\$111,928.57
 Total Charges to Tenants for Month			 \$413,224.63
 Delinquency Ratio			 27.09%
 Petitioned to Court			 <u>0</u>
 Praecipies Issued			 <u>0</u>
 Evictions			 <u>0</u>
 Pending Evictions			 <u>0</u>



Caroline Rogers  
Director of Finance

*Schedule C - Expenses Over \$1,000*  
**Kansas City, Kansas Housing Authority**  
 Payments Over \$1,000.00  
 For The Month of OCTOBER '20

**\*CONTRACT COSTS\***

VETS Securing America	\$25,266.88
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**\*MAINTENANCE COSTS\***

Automatic Door Systems	\$1,265.00
BAILEY INDUSTRIAL CLEANING	\$5,005.00
Booney's Lawn Service	\$2,050.00
Booney's Lawn Service	\$2,050.00
Booney's Lawn Service	\$2,050.00
Carpet Corner Inc.	\$2,812.50
CINTAS CORPORATION No. 2	\$1,473.12
CUMMINS CENTRAL POWER, LLC.	\$2,652.06
DAVID ALLEN HENDERSON DBA	\$5,140.00
DAVID ALLEN HENDERSON DBA	\$1,285.00
DAVID ALLEN HENDERSON DBA	\$1,285.00
Design Mechanical, Inc.	\$2,628.43
Ferguson Enterprises Inc.	\$4,185.30
First Call Restoration, Inc	\$2,793.00
First Call Restoration, Inc	\$1,966.80
Grainger	\$1,533.86
H.D. Supply	\$4,791.33
H.D. Supply	\$4,578.50
Home Depot Pro-SupplyWorks	\$6,447.09
Home Depot Pro-SupplyWorks	\$1,462.83
Home Depot Pro-SupplyWorks	\$1,006.16
Lowe's	\$1,006.59
Martin Mechanical Corporation	\$1,270.00
MEI TOTAL ELEVATOR SOLUTIONS	\$4,272.23
Midway Ford Truck Center Inc.	\$1,264.20
OSCARS MAINTENANCE SERVICE CORP, LLC	\$4,410.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$2,340.00
OSCARS MAINTENANCE SERVICE CORP, LLC	\$1,470.00
Personal Touch Lawn Service	\$7,275.00
Precision Plumbing & Construct, Inc	\$10,048.00
Precision Plumbing & Construct, Inc	\$8,965.00
PRESTO-X	\$1,800.00
ROYAL TREE SERVICE	\$2,750.00
Sherwin-Williams Co	\$7,508.47
SMITH SERVICE, LLC	\$3,750.00
SMITH SERVICE, LLC	\$1,250.00
STACO ELECTRIC CONSTRUCTION CO	\$1,382.00
STACO ELECTRIC CONSTRUCTION CO	\$1,014.03
Stanion Wholesale Elec. Co.	\$3,336.79
Stanion Wholesale Elec. Co.	\$1,500.00

Strasser Hardware	\$5,993.70
SUTTON REMODELING, LLC	\$2,040.00
SUTTON REMODELING, LLC	\$1,300.00
SUTTON REMODELING, LLC	\$1,300.00
Ussery Body Shop	\$3,108.60
Warehouse One, Inc	\$5,987.21
Waste Management	\$9,962.76
WM Corporate Services, Inc as Payment Ag	\$1,355.92
WM Corporate Services, Inc as Payment Ag	\$1,031.97
Zep Manufacturing Company	\$1,026.22

**\*MISCELLANEOUS\***

American Express	\$9,920.53
AT&T	\$8,398.05
AT&T	\$2,099.44
CITRIN COOPERMAN & COMPANY	\$20,750.00
ConvergeOne, Inc	\$37,151.66
ConvergeOne, Inc	\$14,124.30
Cypress Media LLC	\$1,519.60
Cypress Media LLC	\$1,020.80
ENTERPRISE FM TRUST	\$10,523.54
Evans & Mullinix, P.A.	\$5,874.00
Housing Insurance Serv. Inc.	\$3,242.00
Lockton Companies	\$14,174.00
MRI Software LLC (HAB, INC)	\$1,549.68
New Village Printing & Promotional, LLC	\$1,079.15
ONLINE INFORMATION SERVICES, INC	\$1,025.00
Postmaster	\$5,000.00
SCOTT & ASSOCIATES, LLC	\$10,900.00
SCOTT & ASSOCIATES, LLC	\$7,600.00
Talx Corporation	\$4,668.83
Time Warner Cable	\$1,448.32
U.S BANK EQUIPMENT FINANCE	\$2,544.01
Verizon Wireless	\$2,195.81
WEX BANK DBA WRIGHT EXPRESS FSC	\$4,066.22

**\*MODERNIZATION\***

Allison & Alexander, Inc	\$301,441.88
BC Hardscapes, LLC	\$32,099.20
Construction Managment Services, Inc	\$183,503.56
CVR Associates, Inc	\$4,818.75
Fire & Security Solutions	\$95,009.40
Fire & Security Solutions	\$1,150.00
Sherwin-Williams Co	\$4,904.31
Smallwood Locksmiths, Inc	\$5,311.50
Tailor Made Exteriors, LLC	\$137,174.04

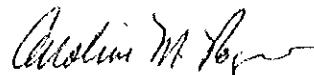
**\*PAYROLL COSTS\***

AFLAC PREMIUM HOLDING	\$6,498.04
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AFLAC PREMIUM HOLDING	\$3,249.02
Blue Cross Blue Shield Of KC	\$93,147.83
Colonial Life & Accident Ins	\$4,098.38
Colonial Life & Accident Ins	\$4,098.38
Delta Dental	\$5,035.95
Kansas Payment Center	\$1,109.57
Kansas Payment Center	\$1,109.57
Kansas Payment Center	\$1,109.57
Kansas Public Employ Ret Syst	\$31,490.53
Kansas Public Employ Ret Syst	\$31,050.70
Kansas Public Employ Ret Syst	\$1,365.00
Nationwide Retirement Solution	\$2,205.00
Nationwide Retirement Solution	\$2,205.00
Nationwide Retirement Solution	\$2,105.00
UMB HEALTH SAVINGS ACCT	\$1,738.13
UMB HEALTH SAVINGS ACCT	\$1,738.13

**\*UTILITIES**

Board Of Public Utilities	\$83,521.75
Board Of Public Utilities	\$68,589.29
Board Of Public Utilities	\$36,549.20
Constellation New Energy-Gas	\$1,118.89
Kansas Gas Service	\$9,234.42
Kansas Gas Service	\$8,161.07
Kansas Gas Service	\$3,884.42
Kansas Gas Service	\$1,219.84



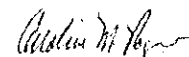
Caroline M. Rogers  
Director of Finance

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

	CEN OFFICE YR TO DATE	%	CEN OFFICE BUDGET	PUBLIC HSG YR TO DATE	%	PUBLIC HSG BUDGET	SECTION 8 YR TO DATE	%	SECTION 8 BUDGET
<b>OPERATING INCOME:</b>									
Dwelling Rent				\$2,382,075.97	47%	\$5,047,070.00			
Fraud Recovery Income							\$46,598.45		
Interest Income	\$3,074.45	211%	\$1,460.00	\$6,528.52	74%	\$8,780.00			
Tenant Income				\$117,142.67	30%	\$390,712.00			
Other Income	\$377,475.19	77%	\$489,554.00	\$72,549.57	7%	\$1,113,005.00	\$1,772.79		
Fee for Services - COCC	\$305,496.18	20%	\$1,500,087.00						
Management Fees	\$968,859.42	53%	\$1,828,145.00						
Total Operating Income	\$1,654,905.24	43%	\$3,819,246.00	\$2,578,296.73	39%	\$6,559,567.00	\$48,371.24		
Operating Subsidy				\$3,506,561.42	45%	\$7,763,316.00			
Section 8 Admin Fees							\$409,488.28	53%	\$777,301.00
<b>Total Operating Receipts</b>	<b>\$1,654,905.24</b>	<b>43%</b>	<b>\$3,819,246.00</b>	<b>\$6,084,858.15</b>	<b>42%</b>	<b>\$14,322,883.00</b>	<b>\$457,859.52</b>	<b>59%</b>	<b>\$777,301.00</b>
<b>OPERATING EXPENSES:</b>									
Administrative Salaries	\$410,196.36	43%	\$959,077.00	\$506,126.80	46%	\$1,096,386.00	\$158,592.79	51%	\$309,206.00
Management Fees				\$816,603.42	54%	\$1,514,196.00	\$152,256.00	48%	\$313,950.00
Other Admin Expenses	\$80,238.52	40%	\$202,958.00	\$125,277.17	39%	\$324,678.00	\$18,419.63	45%	\$41,231.00
<b>Tenant Services</b>									
Tenant Services Salaries				\$1,122.64					
Resident Assoc Expenses				\$433.83	2%	\$26,046.00			
Other Expenses				\$4,193.53	24%	\$17,402.00			
<b>Total Utilities</b>	<b>\$20,171.05</b>	<b>39%</b>	<b>\$51,658.00</b>	<b>\$1,264,537.03</b>	<b>45%</b>	<b>\$2,827,169.00</b>			
Maintenance Salaries	\$192,651.17	15%	\$1,262,794.00	\$1,103,323.06	70%	\$1,580,154.00			
Maint Materials	\$243,049.78	169%	\$143,450.00	\$56,235.45	8%	\$683,095.00	\$104.74	6%	\$1,737.00
Fee for Services - COCC				\$305,496.18	20%	\$1,500,087.00			
Other Maint Contracts	\$157,605.79	70%	\$224,744.00	\$650,095.52	54%	\$1,214,085.00	\$12,732.01	119%	\$10,687.00
Security Salaries									
Other Security Expense	\$666.29	27%	\$2,500.00	\$60,658.98	37%	\$164,235.00			
Insurance	\$63,434.97	59%	\$108,252.00	\$269,496.84	49%	\$555,162.00	\$11,446.56	48%	\$23,983.00
Terminal Leave Payments									
Employee Benefit Contributions	\$365,612.43	46%	\$798,175.00	\$497,931.26	52%	\$961,508.00	\$49,370.06	44%	\$111,078.00
Collection Losses				\$232,703.25	55%	\$425,500.00			
Interest Expense				\$298,325.82	50%	\$596,652.00			
Other General Expense	\$1,534.20			\$202.29	17%	\$1,198.00	\$5,272.26	48%	\$11,000.00
Total Routine Expenses	\$1,535,160.56	41%	\$3,753,608.00	\$6,192,763.07	46%	\$13,487,553.00	\$408,194.05	50%	\$822,872.00
Extraordinary Maintenance									
Depreciation Expense									
COVID	\$92,892.05			\$51,271.14			\$27,289.09		
Casualty Losses - Net				(\$27,765.23)					
<b>Total Operating Expenses</b>	<b>\$1,628,052.61</b>	<b>43%</b>	<b>\$3,753,608.00</b>	<b>\$6,216,268.98</b>	<b>46%</b>	<b>\$13,487,553.00</b>	<b>\$435,483.14</b>	<b>53%</b>	<b>\$822,872.00</b>
Prior Year Adjustments									
<b>Total Operating Expenditures</b>	<b>\$1,628,052.61</b>	<b>43%</b>	<b>\$3,753,608.00</b>	<b>\$6,216,268.98</b>	<b>46%</b>	<b>\$13,487,553.00</b>	<b>\$435,483.14</b>	<b>53%</b>	<b>\$822,872.00</b>
Gain/(Loss) from Operations	\$26,852.63		\$65,638.00	(\$131,410.83)		\$835,330.00	\$22,376.38		(\$45,571.00)

\*\*\* September is the 6th month of the Fiscal Year Ending March 31st

\*\*\* Percentage 50.0% or 6/12th of the year



Caroline Rogers  
 Director of Finance

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

**CUSTOMER SERVICE & SATISFACTION SURVEY - OCTOBER 2020**

Date	Vacant Unit Work Orders	Service Work Orders	Work Orders Closed	Residents Contacted	Favorable	Unfavorable	No Response
10/01/20	91	13	104	3	3	0	10
10/06/20	105	18	123	4	4	0	14
10/07/20	36	16	52	4	4	0	12
10/12/20	122	21	143	6	6	0	15
10/13/20	120	22	142	5	5	0	17
10/15/20	82	15	97	4	4	0	11
10/16/20	84	12	96	3	3	0	9
10/20/20	121	28	149	6	6	0	22
10/21/20	137	15	152	6	6	0	9
10/22/20	76	20	96	4	4	0	16
10/23/20	47	25	72	5	5	0	20
10/26/20	105	19	124	3	3	0	16
10/27/20	136	26	162	8	8	0	18
10/28/20	104	17	121	5	5	0	12
10/29/20	52	12	64	2	2	0	10
<b>TOTAL</b>	<b>1,418</b>	<b>279</b>	<b>1,697</b>	<b>68</b>	<b>68</b>	<b>0</b>	<b>211</b>
			(a)	(c)	(d)	(b)	

These percentages are based on work orders completed in occupied units only and does not include work orders for vacant unit preparation.

- (a) Residents Contacted 24% of the service work orders completed
- (b) No Response 76% 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	161	79	240
Units in Mod	15	21	36
Fire Units	4	0	4
Defer Maint	4	2	6
Rentable Units	138	56	194
Move-Ins	9	20	29
Move-Outs	11	16	27
Units Available	3	15	18
Units Readied in OCT	11	17	28

REPORT F

October 2020 Occupancy Report

PROJECT	TOTAL UNITS	OCCUPIED UNITS	VACANT UNITS	% OCCUPIED CURRENT	% OCCUPIED PRIOR
K1-1 *M(7) D(12) JUNIPER GARDENS	265	265	-	100%	55%
K1-2 D(1) ST. MARGARETS PARK	100	97	3	97%	95%
K1-3 D(1) CYRUS K. HOLIDAY	60	56	4	93%	97%
K1-4*M(1) D(8) WYANDOTTE TOWERS	302	281	21	93%	93%
K1-5*M(2) D(1) BELROSE MANOR	90	84	6	93%	93%
K1-6 Elderly DOUGLAS HEIGHTS	101	97	4	96%	96%
K1-6 D(3) Family DOUGLAS HEIGHTS	99	97	2	98%	95%
K1-7 D(1) SCATTERED SITES	24	22	2	92%	96%
K1-9 D(1) SCATTERED SITES	30	28	2	93%	97%
K1-10 *M(2) SCATTERED SITES	42	40	2	95%	95%
K1-11 M(1) D(1) GRANDVIEW PARK	40	39	1	98%	98%
K1-12 D(2) CHALET MANOR	66	64	2	97%	94%
K1-13 WELBORN VILLA	80	76	4	100%	100%
K1-14 BETHANY PARK TOWERS	153	151	2	99%	95%
K1-15 *M(6) SCATTERED SITES	20	20	-	100%	55%
K1-17*M(1) GLANVILLE TOWERS	108	105	3	97%	91%
K1-18 ROSEDALE TOWERS	122	116	6	95%	94%
K1-20 D(1) WESTGATE TOWERS	163	157	6	96%	96%
K1-21 D(1) SCATTERED SITES	8	8	-	100%	88%
K1-22 WESTGATE VILLA	20	20	-	100%	100%
K1-23 D(1) SCATTERED SITES	38	37	1	97%	100%
K1-24 M(18) PLAZA TOWERS	115	88	27	77%	77%
K1-25 D(1) SCATTERED SITES	12	11	1	92%	92%
Sub-Total before Adjustments	2,058	1,959	99	95%	88%
Less: # of Deprogrammed Units	35				
Less: # of Units Under Modernization	44		40		
Total Units Available for Occupancy	1,979	1,920	59	97%	90%

(\*) Modernization units

## **MODERNIZATION AND DEVELOPMENT REPORT** **November 2020**

### **CAPITAL FUND PROGRAM 2013**

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

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

All funds in the 2013 Capital Fund Program have been obligated and expended. The Actual Modernization Cost Certificate has been submitted to HUD. Approval of this certificate will close out this grant.

### **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. The Actual Modernization Cost Certificate has been submitted to HUD. Approval of this certificate will close out this grant.

### **CAPITAL FUND PROGRAM 2015**

The funding amount for this program is \$2,783,028.00. The public hearing and final budget were presented to the residents on December 3, 2014. The Capital Fund

Program 2015 was approved at the December 18, 2014 Board Meeting. Approval of the 2015 Capital Fund Program Plan by HUD was received. The ACC Amendment was received from HUD and executed by the Housing Authority and submitted to HUD. A/E firms have been selected.

The following projects are complete: K1-57 Westgate Tower (20), Window Improvement; K1-54 Scattered Sites (23), HVAC Improvements; K1-57 Westgate Villa HVAC Central Air Conditioning Replacement.

All funds in the 2015 Capital Fund Program Grant have been obligated and nearly expended. This program is being prepared for close-out.

#### **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. The Actual Modernization Cost Certificate has been submitted to HUD. Approval of this certificate will close out this grant.

#### **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 are complete: K1-56 Rosedale Tower Fire Sprinkler Improvement, K1-57 Westgate Tower Parking Lot Improvement, and K1-56 Glanville Tower Common Area HVAC Improvement.

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

Bids were due on August 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 with our analysis has been submitted to HUD for

consideration. HUD has reviewed and approved the single bid. The Board authorized the contract for this project at its October 2018 meeting to Minnesota Elevator Inc. in the amount of \$962,322.00. A pre-construction meeting was held on October 19, 2018. Notice to Proceed was issued on May 1, 2019. Plaza Tower and Westgate Tower elevators are complete. Final paperwork, and close out documents are pending to close out this project.

#### **CAPITAL FUND PROGRAM 2017**

The funding amount for this program is \$3,024,938.00. The public hearing and final budget were presented to the residents on December 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.

The following projects are complete: K1-54 Scattered Sites (15) Interior Modernization Phase 1; K1-56 Rosedale Tower Air Handler Replacement; K1-55 Wyandotte Tower Elevator Modernization; K1-53 Chalet Manor Slope Stabilization.

#### **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. All residents on the 7<sup>th</sup> Floor were moved to the 8<sup>th</sup> Floor on 6/23 to 6/25.

#### **K1-54 SCATTERED SITES (15) RELOCATION**

Bids have been received for the relocation of the residents of 6 houses in preparation for Phase 2, of Interior Modernization. The low bidder, a Friend with a Truck, has entered into a contract in the amount of \$5,700.00 to move these 6 residents. Boxes have been delivered in preparation for moving of these 6 residents. Relocation of these 6 residents occurred March 9<sup>th</sup> & 10<sup>th</sup> and is now complete.

#### **K1-53 DOUGLAS HEIGHTS HVAC REPLACEMENT**

Bids were received on June 26<sup>th</sup>, 2019 for this project. The Board authorized the award of a contract at the July 2019 meeting to AAIM Services, LLC, in the amount of \$284,000.00. Pre-construction meeting was held on July 30<sup>th</sup>, 2019. Notice to Proceed was issued on October 29<sup>th</sup>, 2019. All work is completed and accepted. Submission of close-out paperwork is pending

### **K1-57 PLAZA TOWER INTERIOR MODERNIZATION PHASE 1 (Floors 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 on the 8<sup>th</sup> Floor is complete. Work began on the 7<sup>th</sup> floor on June 29<sup>th</sup>. Demolition, Framing, Rough Electrical, Rough Plumbing and drywall are complete on the 7<sup>th</sup> floor. Painting and cabinets installation are underway.

### **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.

The following projects are complete: K1-55 Wyandotte Tower Underground Storage Tank Removal and K1-56 and K1-57 Glanville, Rosedale, and Plaza Towers Security Camera Improvements.

### **K1-54 SCATTERED SITE 7 HVAC IMPROVEMENTS**

Bids were received on March 11<sup>th</sup>, 2020 for this project. The Board authorized the award of a contract at the March 2020 meeting to AAIM Services, LLC, in the amount of \$95,760.00. Preconstruction meeting was held via video platform on 5/12/2020. Notice to Proceed was issued on July 6<sup>th</sup>, 2020. All work is complete. Unified Government inspections and final paperwork are pending.

### **K1-53 CHALET MANOR HVAC IMPROVEMENTS**

Bids were received on March 25<sup>th</sup>, 2020 for this project. The Board authorized the award of a contract at the April 2020 meeting. Project was awarded to Tailor Made Exteriors in the amount of \$460,723.08. A virtual pre-construction meeting was held on 4/30/2020. Notice to Proceed was issued on June 29<sup>th</sup>, 2020. All work is complete and accepted. Final paperwork is pending.

### **K1-56 DOUGLAS HEIGHTS HIGH-RISE, BETHANY TOWER AND GLANVILLE TOWER AND K1-57 WESTAGTE TOWER FIRE ALARM PANEL REPLACEMENT**

Bids were received on April 1<sup>st</sup>, 2020 for this project. The Board authorized the award of a contract at the April 2020 meeting to Fire & Security Solutions Group, Inc. in the amount of \$145,566.00. A virtual pre-construction meeting was held on 5/6/2020. Notice to Proceed was issued on July 6<sup>th</sup>, 2020. Fire panel installation is completed at Douglas

Heights, Westgate Tower, Bethany and Glanville Tower. Punchlist items and final paperwork are pending.

**K1-55, K1-56, AND K1-57 WYANDOTTE, BETHANY PARK, DOUGLAS HEIGHTS, GLANVILLE, ROSEDALE, WESTGATE, AND PLAZA TOWERS - SECURITY ENTRY ACCESS EQUIPMENT IMPROVEMENT**

Bids were received on September 16, 2020 for this project. Three bids were received. The apparent low bidder is Kenton Brothers, Inc. with a bid of \$43,834.33. Since the low bid amount is below the threshold of \$75,000 requiring Board of Commissioners approval. Staff awarded a contract to Kenton Brothers Inc., in the amount of \$43,834.33. Awaiting the submission of required paperwork to issue the Notice to Proceed.

**K1-54 SCATTERED SITES (15) INTERIOR MODERNIZATION PHASE 2**

Bids for asbestos abatement on Phase 2 of interior modernization were received on October 14<sup>th</sup>, 2020. Five bids were received. The low bidder was Jacobson Asbestos Company with a bid of \$17,865.00. Since the contract amount is below the threshold of \$75,000 requiring Board of Commissioners approval. Staff awarded a contract to Jacobson Asbestos Company, in the amount of \$17,865.00. Asbestos abatement is underway. Once asbestos abatement is completed, Phase 2 of interior modernization will be bid. The architect is preparing plans and specifications for Phase 2.

**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>th</sup>, 2018 Board meeting. Staff has submitted all required documents to HUD for acceptance of this funding. Architectural and Engineering Services, for the preparation of building plans and specifications, for the 2019 improvement projects, have been awarded.

**KCKHA MAINTENANCE FACILITY - 1300 MEADOWLARK LANE**

Bids were received on June 6<sup>th</sup>, 2018 for this project. The Board authorized the award of a contract at the June 2018 meeting to Allison and Alexander, Inc., in the amount of \$2,814,730.00. Pre-construction meeting was held on July 13<sup>th</sup>, 2018. Notice to Proceed was issued on September 27<sup>th</sup>, 2018. Construction on this facility began with all major site work and preparation of the pad site for the new addition, footings were poured, and the pad was formed to be poured. Construction was suspended on January 8<sup>th</sup>, 2019. Construction was restarted in November of 2019. Currently, the new building and the existing building are nearing substantial completion. All major work items are complete with a few minor items to be completed. Substantial completion is scheduled for the week of November 16<sup>th</sup>, 2020.

**K1-57 PLAZA TOWER INTERIOR MODERNIZATION PHASE 2 (Floors 4, 5 and 6)**



Bids for Phase 2 are scheduled to be received on November 10<sup>th</sup>, 2020. This will be on the November 19<sup>th</sup>, 2020 Board Agenda for consideration.

#### **CAPITAL FUND PROGRAM 2020**

The funding amount for this program is \$5,259,500.00. The public hearing and final budget were presented to the residents on December 4<sup>th</sup>, 2019. The Capital Fund Program 2020 was approved at the December 19<sup>th</sup>, 2019 Board meeting. Staff has submitted all required documents to HUD for acceptance of this funding. The Capital Fund Program 2020 has been submitted to the Unified Government, the Housing Authority's responsible entity, for environmental review clearance prior to obligation and expenditure of funding. Request for Release of Funds will be submitted to HUD after the environmental review public comment period is completed.

#### **K1-56 DOUGLAS HEIGHTS ELEVATOR MODERNIZATION**

The Board authorized this as an emergency repair at the July 2020 Board Meeting and awarded a modernization contract to Minnesota Elevator Inc., in the amount of \$494,487.00. Minnesota Elevator Inc. has completed an assessment of the equipment needed and has ordered the equipment. Work began on September 1st, 2020 and is progressing well.

#### **K1-51 JUNIPER GARDENS DISPOSITION**

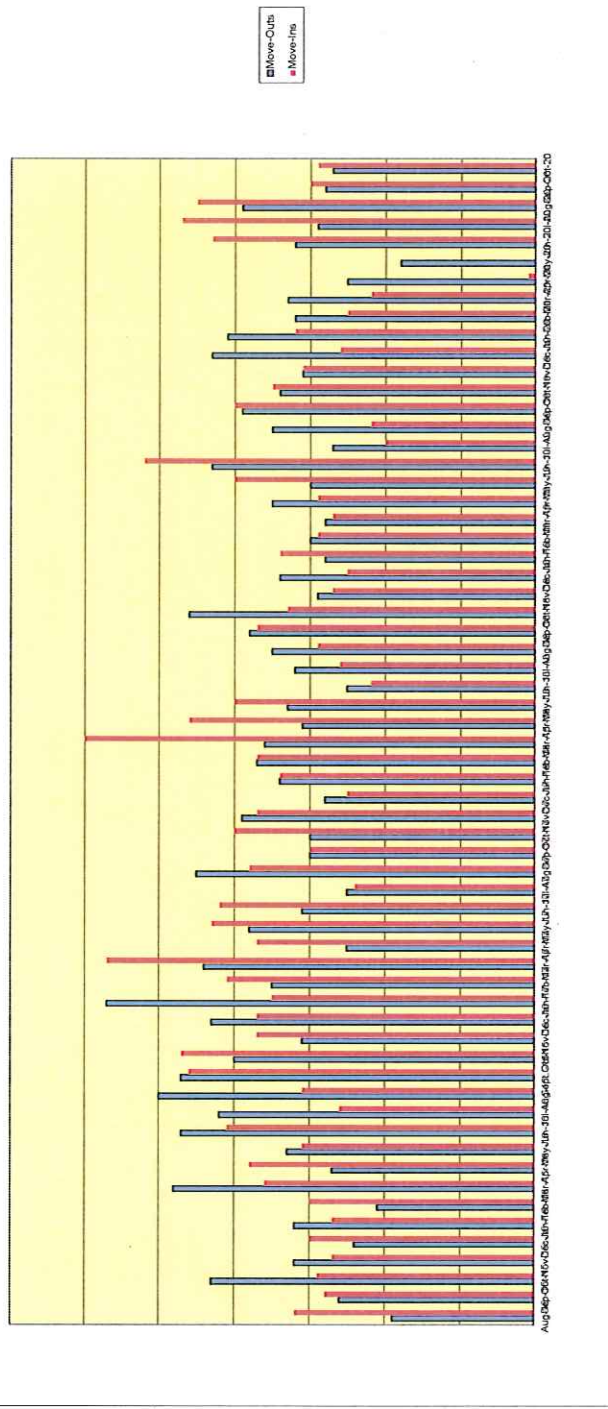
HUD has made the determination that the Juniper Gardens meets the requirements for required conversion and therefore has requested that Juniper Gardens public housing development be removed from the public housing inventory. The Housing Authority has requested, and HUD has approved for the disposition of Juniper Gardens. The Housing Authority, following its procurement policy, has advertised, received and scored proposals for Relocation Services. The Board of Commissioners, on August 20<sup>th</sup>, 2020, awarded a contract to CVR Associates, Inc., in the amount of \$230,000.00 for relocation services. The Board of Commissioners, on November 5<sup>th</sup>, 2020 authorized the disposition of Juniper Gardens and the submission of a disposition application to HUD. The disposition application is scheduled to be submitted to HUD the week of November 9<sup>th</sup>, 2020. Relocation Services have begun, the initial meeting with residents was held on October 28<sup>th</sup> and 29<sup>th</sup>, 2020. Individual resident assessments are underway.

Month	Year	Units	HAP
November	2018	1276	800,140
December	2018	1268	801,111
January	2019	1267	813,586
February	2019	1267	827,427
March	2019	1258	823,463
April	2019	1242	819,093
May	2019	1242	817,235
June	2019	1243	832,844
July	2019	1247	822,948
August	2019	1246	828,420
September	2019	1247	835,832
October	2019	1254	835,543
November	2019	1260	831,453
December	2019	1291	851,950
January	2020	1303	861,759
February	2020	1315	879,867
March	2020	1312	890,644
April	2020	1320	885,542
May	2020	1324	897,186
June	2020	1311	887,334
July	2020	1298	860,706
August	2020	1284	852,643
September	2020	1271	854,329
October	2020	1258	835,809
November	2020	1253	845,197

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

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	37
Feb-18	37	37
Mar-18	36	60
Apr-18	31	46
May-18	33	40
Jun-18	25	22
Jul-18	32	26
Aug-18	35	29
Sep-18	38	37
Oct-18	46	33
Nov-18	29	27
Dec-18	34	25
Jan-19	28	34
Feb-19	30	29
Mar-19	28	27
Apr-19	35	29
May-19	30	40
Jun-19	43	52
Jul-19	27	20
Aug-19	35	22
Sep-19	39	40
Oct-19	34	35
Nov-19	31	31
Dec-19	43	26
Jan-20	41	32
Feb-20	32	25
Mar-20	33	22
Apr-20	25	1
May-20	18	0
Jun-20	32	43
Jul-20	29	47
Aug-20	39	45
Sep-20	28	30
Oct-20	27	29

Chart Title



KANSAS CITY KANSAS HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
November 19, 2020

**New Business Discussion Item:** Accept the proposal received and authorize a contract for Security Services at K1-55 Wyandotte Towers with Vets Securing America, Inc.

Resolution No. 2020-25

**Background:**

The Housing Authority's current security contract with Vets Securing America, Inc. will expire on January 31, 2021. Therefore, a new security contract is needed. Per our procurement policy, a Request for Proposal (RFP) was prepared and advertised.

On the 20<sup>th</sup> day of October 2020 proposals were opened for the security services at K1-55 Wyandotte Towers. The work consists of: monitoring the security monitor's desk at K1-55 Wyandotte Towers and its software systems that monitor all high-rise locations for fire and emergency notification systems; receiving after-hour calls for service consisting of lockouts, maintenance and emergency services for all public housing sites; screen visitors at Wyandotte Towers; observe behavior in common area of Wyandotte Towers; and maintain a daily log of activities. Security services are to be provided 24 hours a day, 7 days a week, and 365 days a year. The proposal also requested an add alternate price to provide a roving security guard assigned to Wyandotte Towers from 4 PM to 12 AM nightly.

The Request for Proposal was advertised in The Kansas City Star, The Call, and Dos Mundos local publications, and was posted on the Housing Authority's website, and mailed directly to 42 security firms. One security firm, our current security provider, submitted a proposal:

Vets Securing America, Inc.

Kansas City, Mo

A committee was formed that evaluated and scored the proposal. The proposal was scored per the criteria in the request for proposal.

Since only one proposal was received in response to our RFP, the KCK Housing Authority's procurement policy and HUD requirements require that a cost analysis be conducted on the proposal received. Staff has evaluated the proposal received and has compared this proposal's price to our current contract for like security services and have determined that this proposal is reasonable.

**Current Issue:**

The current contract with Vets Securing America, Inc. will expire on January 31, 2021. The review committee evaluated and scored the proposal from Vets Securing America. In the one proposal received, the price to provide services is competitive (\$169,200.48 annually) to the existing contract (\$166,533.92 annually). It is our current security provider at Wyandotte Towers, a veteran owned business that has experience with housing authorities, and several nationwide companies and has received very favorable recommendations from references.

Staff is recommending acceptance of the proposal submitted by Vet's Securing America, Inc. and entering into a contract for basic security services at Wyandotte Towers and exclude the add alternate option to provide a roving security guard assigned to Wyandotte Towers from 4 PM to 12 AM nightly, in the amount of \$169,200.48 for one year effective February 1, 2021; with the option to extend these services for another year at a cost of \$174,107.29.

KCK Housing Authority Procurement Policy requires all contracts in excess of \$75,000 be approved by the Board of Commissioners. Staff recommends approval of this resolution.

**Board Action:**

Approve Resolution No. 2020-25, if Appropriate.

## **RESOLUTION NO. 2020-25**

**AUTHORIZE THE ACCEPTANCE OF THE PROPOSAL SUBMITTED AND AUTHORIZE A CONTRACT FOR SECURITY SERVICES AT WYANDOTTE TOWERS WITH VETS SECURING AMERICA, INC.**

**WHEREAS**, the Housing Authority's current security contract will expire on January 31, 2021; and therefore, a new security contract is needed; and

**WHEREAS**, the Housing Authority prepared a Request for Proposal for Security Services and solicited proposals from security companies; and

**WHEREAS**, on October 20, 2020 one proposal was received for security services in response to the Request for Proposal. A proposal was received from:

Vets Securing America, Inc.                      Kansas City, MO

**WHEREAS**, a review committee was established to evaluate and score the proposal; and

**WHEREAS**, since only one proposal was received, the Housing Authority procurement policy requires a cost analysis be completed to determine if the price is reasonable. Staff compared the services and price from the proposal received to our current contract, and determined that the price was reasonable; and

**WHEREAS**, the review committee has evaluated and scored the proposal and is recommending acceptance of the proposal from Vets Securing America, Inc.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the City of Kansas City, Kansas that the proposal submitted for basic security services as delineated in the Request for Proposal by Vets Securing America, Inc. for security services at K1-55 Wyandotte Towers is hereby accepted.

**BE IT FURTHER RESOLVED**, that the Housing Authority of Kansas City, Kansas is authorized to enter into a one-year contract with Vets Securing America, Inc, for basic security services as delineated in the Request for Proposal for security services at K1-55 Wyandotte Towers in the amount of \$169,200.48 beginning on February 1, 2021; and at the Housing Authority's discretion, the right to extend the security services contract for a second year at a price of \$174,107.29.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Commissioners does hereby approve Resolution No. 2020-25.

## RFP Security Services Scores

Vets Securing America					Points Allowed	Lisa	Tony	Elaine	Sue
1. Experience at:									
Monitoring of security systems and software				40 Points	40	35	40	40	40
Personnel contact and/or interaction									
Answering services for:									
1. Lockouts.									
2. Maintenance/Service Calls									
3. Emergency Calls.									
2. Security plan									
1. Preventing criminal and drug activities				30 points	30	20	28	25	20
3. Logs and incident reports				15 points	15	10	12	15	15
4. Security staff				15 points	15	10	15	13	13
5. References (minimum of three)				15 points	15	15	15	15	15
6. Housing Authority experience				5 points	5	5	5	5	5
7. Location of firm				5 points	5	5	5	5	4
8. Price				10 points	10	10	10	10	10
9. Manual on policies, procedures, etc.				5 points	5	5	5	5	5
10. Employment and training opportunity				10 points	10	10	10	10	10
					150	125	145	143	137

KANSAS CITY KANSAS HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
November 19, 2020

**New Business Consent Item:** Authorize the acceptance of a proposal and a contract for the performance of a Physical Needs Assessment and Energy Audit on all Housing Authority developments with The Nelrod Company

Resolution No. 2020-26

**Background:**

HUD regulations require that Housing Authorities must perform a Physical Needs Assessment (PNA) and an energy audit (EA) on all housing authority developments.

A PNA is a systematic review of all of the major physical components of a property, used to develop a long-term plan for addressing the costs of replacement of the components as they wear out. Such a plan can help property owners prioritize work to be done using limited resources with the confidence that they are making spending decisions with as complete a picture as possible.

Energy audits identify opportunities for savings in operating costs through reduced energy and water consumption and contribute to operating property in a more environmentally conscious manner. There is ample evidence supporting the fact that energy consumption in public housing exceeds average energy consumption of housing in general and that the costs of this consumption are a burden to PHAs and their residents that reduces availability and affordability of housing for the neediest people. When integrated with a PNA, the savings opportunities identified can be placed in the context of the routine replacement needs to be better anticipated and more consistently considered for implementation.

Also, PNA's and EA's provide valuable real estate information for Housing Authorities that are considering repositioning developments in its portfolio.

**Current Issue:**

Staff following our procurement policy prepared a Request for Proposal (RFP) to perform the PNA and EA. The RFP was prepared using HUD's guidelines and regulations. The RFP requested pricing to complete the physical needs assessment, the energy audit, a price to complete a blower door and duct leakage test, and a carbon monoxide and gas leak detection test on all units inspected that have natural gas appliances.

The RFP was advertised in the Kansas City Star, The Call, and Dos Mundos. The RFP was posted on the Housing Authority's web site and mailed to 32 firms.

An addendum was issued on September 25, 2020 answering all questions received from interested firms.

RFP's were received until 4:00 p.m. on September 30, 2020. Five firms submitted proposals on this project:

Ameresco  
Bureau Veritas  
Davidson & Associates, Inc.

Framingham, MA  
Owings Mills, MD  
Leawood, KS



ECO Centrix  
Nelrod Company

St. Louis, MO  
Fort Worth, TX

The RFP for Physical Needs Assessment and Energy Audit was scored on the following criteria: Fixed price to complete the project (20 points); Experience (30 points); Qualifications of the Firms (20 points); Approach/Work Plan, (20 points); and Section 3 MBE (10 points) for a total of 100 possible points.

The proposals were evaluated and scored by a committee made of up staff which consisted of Susan Martin, Tony Shomin, and Maria Arriaga. The committee, after reviewing and scoring the proposals, recommended the proposal submitted by The Nelrod Company to perform the Physical Needs Assessment and Energy Audit and associated tests.

The Nelrod Company has been in business for 35 years. The Housing Authority has no previous experience with this contractor. Staff has checked references with positive comments received.

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

Joshua Rodriguez	President CEO
James Rodriguez	Executive Vice President

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

Therefore, the evaluation committee is recommending acceptance of the proposal submitted by The Nelrod Company and authorize a contract in the amount of \$92,599 to perform the Physical Needs Assessment and Energy Audit of the Housing Authority's developments and associated tests.

Attached is a resolution that will authorize the acceptance of the proposal and authorize a contract with The Nelrod Company in the amount of \$92,599 to perform the Physical Needs Assessment and Energy Audit of the Housing Authority's developments and associated tests.

Staff recommends approval of this resolution.

Board Action:

Approve Resolution No. 2020-26, if Appropriate.

## RESOLUTION NO. 2020-26

### AUTHORITY TO ACCEPT THE PROPOSAL AND AUTHORIZE A CONTRACT FOR PERFORMANCE OF A PHYSICAL NEEDS ASSESSMENT AND AN ENERGY AUDIT OF HOUSING AUTHORITY DEVELOPMENTS WITH THE NELROD COMPANY

**WHEREAS**, HUD requires that all Housing Authorities perform a Physical Needs Assessment and Energy Audit on all its developments; and

**WHEREAS**, a Request for Proposal for Physical Needs Assessment and Energy Audit was solicited, and proposal were received from:

Ameresco  
Bureau Veritas  
Davidson & Associates, Inc.  
ECO Centrix  
Nelrod Company

Framingham, MA  
Owings Mills, MD  
Leawood, KS  
St. Louis, MO  
Fort Worth, TX

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

**WHEREAS**, the evaluation committee is recommending acceptance of the proposal submitted by The Nelrod Company and authorize a contract in the amount of \$92,599 to perform the Physical Needs Assessment and Energy Audit of the Housing Authority's developments and associated tests.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Kansas City, Kansas that the proposal submitted by The Nelrod Company in the amount of \$92,599 to perform the Physical Needs Assessment and Energy Audit of the Housing Authority's developments and associated tests is hereby accepted.

**BE IT FURTHER RESOLVED**, that the Housing Authority of Kansas City, Kansas is authorized to enter into a contract with The Nelrod Company and authorize a contract in the amount of \$92,599 to perform the Physical Needs Assessment and Energy Audit of the Housing Authority's developments and associated tests.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Commissioners does hereby approve Resolution No. 2020-26.

20-12-All PNA Score Card	Nelrod Company, Fort Worth, TX										
	Framingham, MA			Davidson & Associate, Leawood, KS			Bureau Veritas, MD			ECO Centrx, St. Louis, MO	
	Tony	30	19	14	17	16					
	Sue	30	30	20	20	30					
	Maria	25	23	24	26	25					
Experience	Tony	30	17	17	16	16					
	Sue	20	20	20	20	20					
	Maria	14	18	15	14	14					
Qualifications	Tony	20	16	15	16	16					
	Sue	20	20	15	15	20					
	Maria	19	15	16	15	19					
Approach/Work Plan	Tony	10	0	0	0	0					
	Sue	5	0	0	0	0					
	Maria	9	7	6	10	9					
Section 3/MBE	Tony	20	18	15	16	0					
	Sue	20	20	15	20	5					
	Maria	18	20	14	15	10					
Pricing		290	243	206	220	200					