



# City of Kansas City, Missouri

## Docket Memo

Ordinance/Resolution #: 240348

Submitted Department/Preparer: General Services

Revised 11/01/23

Docket memos are required on all ordinances initiated by a Department Director. More information can be found in [Administrative Regulation \(AR\) 4-1](#).

### Executive Summary

Authorizing the Manager of Procurement Services to amend contracts with **Heartland Center for Jobs and Freedom**, **Legal Aid of Western Missouri**, and **First Call Technologies, LLC** for tenant right to counsel services; authorizing the Manager of Procurement Services to execute a contract with **The Curators of the University of Missouri (UMKC)** for tenant right to counsel legal services; authorizing the Director of Housing to fund all previously mentioned contracts from previously appropriated funds; and authorizing three one-year renewal options in the aforementioned contracts without further Council approval subject to appropriation.

### Discussion

Committee Substitute for Ordinance No. 211067 codified the Tenants' Right to Counsel program to increase tenant access to legal representation in eviction and other proceedings related to rental housing; and

The Housing and Community Development Department has been administering the successful program; and

The City has utilized, and desires to continue utilizing, the services of Heartland Center for Jobs and Freedom, Legal Aid of Western Missouri, UMKC and First Call Technologies, LLC for legal representation and related services; and

Current Housing and Community Development staff have discovered contract process deficiencies that necessitate contract amendments, one new contract, lump sum "settlement" payments and a continuation of scopes of service to avoid a break in services for this important program; NOW, THEREFORE,

BE IT ORDAINED BY THE COUNCIL OF KANSAS CITY:

**Section 1.** That the Manager of Procurement Services is hereby authorized to amend a contract with **Heartland Center for Jobs and Freedom** for the contract period ending May 31, 2024, with a maximum compensation of **\$324,000**.

**Section 2.** That the Manager of Procurement Services is hereby authorized to amend a contract with **Legal Aid of Western Missouri** for the contract period ending May 31, 2024, with a maximum compensation of **\$540,000**.

**Section 3.** That the Manager of Procurement Services is hereby authorized to amend a contract with **First Call Technologies, LLC** for the contract period ending May 31, 2024, with a maximum compensation of **\$115,000**.

**Section 4.** That the Manager of Procurement Services is hereby authorized to execute a contract with **The Curators of the University of Missouri on the behalf of the University of Missouri – Kansas City (UMKC)**, for the contract period ending May 31, 2024, with a maximum compensation of **\$756,000**.

**Section 5.** That the Director of Housing is authorized to fund all previously mentioned contracts from previously appropriated funds.

**Section 6.** That the Manager of Procurement Services is hereby authorized to include **three one-year renewal options** in the aforementioned contracts without further Council approval subject to appropriation

## Fiscal Impact

1. Is this legislation included in the adopted budget? ☒ Yes ☐ No
2. What is the funding source?  
General Fund  
1000-552515-B Tenant Advocacy Funds
3. How does the legislation affect the current fiscal year?  
It does not. The funds were already budgeted for this project.
4. Does the legislation have a fiscal impact in future fiscal years? Please notate the difference between one-time and recurring costs.  
It is our hope to continue providing the service of legal aid to underserved populations. These contracts, with the 4 current suppliers is a little over \$1.7M. Should these contracts be renewed, the cost may escalate depending on the CPI at the time of renewal. We anticipate a 3 to 5% incremental increase. The total value of these contracts could increase from \$1.78M to \$1.82M for the first year.
5. Does the legislation generate revenue, leverage outside funding, or deliver a return on investment?  
No

**Office of Management and Budget Review**

(OMB Staff will complete this section.)

1. This legislation is supported by the general fund. ☒ Yes ☐ No
2. This fund has a structural imbalance. ☒ Yes ☐ No
3. Account string has been verified/confirmed. ☒ Yes ☐ No

**Additional Discussion (if needed)**

This ordinance seeks to utilize existing appropriations for the Right to Counsel program for the purposes of fulfilling amended contracts with service providers.

### Citywide Business Plan (CWBP) Impact

1. View the [FY23 Citywide Business Plan](#)
2. Which CWBP goal is most impacted by this legislation?  
Housing and Healthy Communities (Press tab after selecting.)
3. Which objectives are impacted by this legislation (select all that apply):
  - ☒ Utilize planning approaches in neighborhoods to reduce blight, ensure sustainable housing, and improve resident wellbeing and cultural diversity.
  - ☒ Maintain and increase affordable housing supply to meet the demands of a diverse population.
  - ☒ Address the various needs of the City's most vulnerable population by working to reduce disparities.
  - ☒ Foster an inclusive environment and regional approach to spur innovative solutions to housing challenges.
  - ☒ Ensure all residents have safe, accessible, quality housing by reducing barriers.
  - ☒ Protect and promote healthy, active amenities such as parks and trails, play spaces, and green spaces.

### Prior Legislation

Click or tap here to list prior, related ordinances/resolutions.

### Service Level Impacts

Click or tap here to provide a description of how this ordinance will impact service levels. List any related key performance indicators and impact.

## Other Impacts

1. What will be the potential health impacts to any affected groups?  
NA
2. How have those groups been engaged and involved in the development of this ordinance?  
NA
3. How does this legislation contribute to a sustainable Kansas City?  
NA
4. Does this legislation create or preserve new housing units?  
Please Select (Press tab after selecting)

Click or tap here to enter text.

Click or tap here to enter text.

5. Department staff certifies the submission of any application Affirmative Action Plans or Certificates of Compliance, Contractor Utilization Plans (CUPs), and Letters of Intent to Subcontract (LOIs) to CREO prior to, or simultaneously with, the legislation entry request in Legistar.

Please Select (Press tab after selecting)

SLBE and M/WBE goals have been waived on the respective contracts.

6. Does this legislation seek to approve a contract resulting from an Invitation for Bid?

No(Press tab after selecting)

Click or tap here to enter text.

7. Does this legislation seek to approve a contract resulting from a Request for Proposal/Qualification (RFP/Q)?  
No(Press tab after selecting)