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Housing Authority of Kansas City (HAKC) – Kansas City, Missouri **May 1, 2017 to May 31, 2021**

Position: **Choice Neighborhoods Grant Manager**

Department: **Planning and Development - I report directly to the Planning and Development Director**

Summary: Coordinate implementation of the Paseo Gateway Choice Neighborhoods Initiative (CNI) Grant with HUD, the City of Kansas City, Missouri as co-grantee and multiple community partners. The purpose of the \$30 million grant is the replacement of the Chouteau Courts public housing site and implementation of the Paseo Gateway Transformation Plan in the areas of Housing, People, and Neighborhood.

Duties:

1. Work closely with the lead CNI Partners including the City of KCMO, Brinshore Development, and United Way of Greater Kansas City to implement the Paseo Gateway Transformation Plan and achieve the goals of the HUD Choice Neighborhoods Implementation Grant.
2. Coordinate with fellow professionals in the HAKC Planning and Development and other departments who are responsible for supporting the implementation of the Chouteau Courts Replacement Housing Plan.
3. Work with Local Initiative Support Corporation (LISC) and the Paseo Gateway community organizer to facilitate community input and participation of Chouteau Courts and neighborhood residents in grant activities.
4. Coordinate with HAKC legal counsel to develop memoranda of agreement with community partners and support, monitor, and document their commitments including leveraged programs and resources.
5. Work with the KU Urban Planning Department and the HUD Choice Neighborhood Implementation (CNI) team to establish and monitor a Paseo Gateway data baseline and metrics to document grant performance on a quarterly and annual basis in the HUD CNInform online system.
6. Work with the HAKC Finance Department to oversee the CNI grant budget and manage expenditures by HAKC departments and community partners.

7. Facilitate Implementation Team meetings (HAKC, City of KCMO, United Way, Master Developer), committee meetings, and communication with all partners.
8. Work with the CNI Partners to develop and maintain grant information materials, the Paseo Gateway website and social media presence.
10. Prepare reports for the HAKC Executive Director and presentations to the HAKC Board of Commissioners.

Accomplishments:

- The CNI Grant is being implemented on time and on budget.
- The developer and contractor have developed and constructed new housing for Chouteau Courts' residents as well as others who want to live in market rate housing
- The people portion of the grant is being actualized through our residents participating in supportive services such as education, counseling, health care, crime awareness and reduction and moving to new and/or renovated housing.
- Produced Quarterly Newsletter to formally communicate project status to the CNI community stakeholders and others.
- Directly address the concerns and challenges facing the Paseo Gateway Area via the Critical Community Improvements (CCI) projects which the overall goal is to create conditions that will encourage further public and private investment in the Paseo Gateway Area. Examples of expected improvements are:
 - Redevelopment of Independence Plaza Park
 - Targeted Property Acquisition (Independence and Brooklyn) for Redevelopment
 - Storefront Façade Improvements
 - Homeowner Façade Program
 - Placemaking through Public Improvements

City of Kansas City, Missouri – Kansas City, Missouri

December 2011 to March 2017

City had a population of 461,988 in 2011 and 488,943 in 2017

The adopted FY2011-2012 budget was \$1,245,267,574 and FY2017- FY2018 was \$1.59 Billion

Position: Legal Investigator/Neighborhood Prosecution Program

Department: Law Department, Prosecutor's Office

Summary: Work with multiple parties (i.e. police, religious, education, neighborhood, business, health, government and community organizations) to improve public safety, reduce

criminal activity, and improve the quality of life in the East, Metro, Central and Southern Police Zones in Kansas City, MO.

Duties:

- Present information to Council Committees and Council as appropriate
- Staffs and participates on boards, task force, community, and neighborhood meetings
- Research and proffer paradigms and methods in which to enhance the ability to reduce crime
- Engages residents in using City and community services to improve quality of life and safety
- Communicates with the general public, business leaders, neighborhood residents, and city government to understand community problems and search for solutions
- Collaborates with City agencies (i.e. police, neighborhood & community service, public works, and parks etc.) to seek ways to eliminate blight and criminal activity
- Advocates for new City ordinances to reduce low-level crime
- Facilitates communication between city departments to identify opportunities for combining resources and efforts and eliminating duplication of resources and efforts in solving problems
- Supports a criminal prosecution model that holds perpetrators accountable by asking for restitution (in the form of service) to the community which was harmed
- Prepares reports regarding status towards goals and objectives

Accomplishments

- Developed, introduced, and implemented a comprehensive plan to help reduce crime in Kansas City
- Produced and disseminated a comprehensive report regarding crime based on a community discourse with all representative leadership from government, faith-based, neighborhood associations, community organizations, educational institutions, health entities and businesses in the community
- Contributed to the development of a Restorative Justice/Neighborhood Accountability Board program
- Proffered notions on suggestions to help solve issues for various organizations
- Developed relationships across all sectors to help reduce crime

CITY OF ABILENE, TEXAS – Abilene, Texas

October 2007 to March 2010

City has a population of 117,000 and a fiscal year budget of \$156 M

Position: Assistant City Manager

Department: City Manager – I reported directly to the City Manager

Summary: Oversaw the processes of and personnel in the following areas: Planning and Development Services Department, Finance Department, and Administrative Service Department. The directors of Planning and Development Services, Finance and Administrative Services each reported to me. Furthermore, I managed multiple economic and infrastructure development initiatives, beautification, and special projects. Represented the City on committees and boards; presented and participated in City Council meetings and made presentations. Moreover, I served on the City Manager's Executive Leadership Team.

Duties: Responsible for managing the following direct reports:

- The Planning and Development Services Department contains the areas of Community Development, Planning Services, Community Enhancement, Environmental Health, Animal Services, Building Inspection, Transportation Planning, and Housing divisions. I directed the Planning and Development Service Department, which was responsible for the annexation process, Community Development which included the Community Development Block Grant program, Housing rehabilitation, and neighborhood revitalization. In addition, I provided leadership to staff with regard to grant administration, strategic planning, performance management, commitment to teamwork, and partnership with internal and external constituents to ensure effective and efficient operation of the organization.
- The Finance Department consists of Finance Administration, Accounting, Purchasing, Municipal Court, General Special Services, Utility Special Services, Facilities Maintenance, Custodial Services, Fleet Maintenance, and Fleet Management divisions.
- The Administrative Service Department which includes the Human Resources, Organizational Development, Volunteer Services, Information Technology, Communications and Risk Management divisions.

Additional responsibilities include but not limited are:

- Assist the City Manager in overseeing the creation, development, and administration of the annual operating budget of \$156,000,000.
- Manage multiple economic and infrastructure development initiatives, beautification, and special projects.
- Involved in labor negotiations between city management, police, and fire personnel.
- Introduced and Managed the State Legislative Program Process which ensured that issues benefiting Abilene were addressed at the State level.
- Introduced, managed, and reported out results of the citywide survey data, coordinated with appropriate department staff, developed process improvement recommendations and implementation plans to improve efficiency and effectiveness.

- Managed the City's performance measurement system. Developed performance standards, met with department directors quarterly to review results, advise of industry best practices, and make changes, as necessary. Managed and reported out results of the citywide survey data, coordinated with appropriate department staff, developed process improvement recommendations and implementation plans to improve efficiency and effectiveness.
- Served as City Manager Representative and liaison to the Public Works, Planning and Development, Police, Fire, Parks and Recreation, and Finance departments. Also, staffed committee meetings which the Mayor and Council members were a part of the committees.
- Managed the City's state and national legislative program in partnership with the City lobbyist.
- Managed City's leadership program which was designed to develop leaders at all levels of the organization.

Accomplishments

- Directed the neighborhood Service division within the Planning and Development Department which consisted of meeting with neighborhood groups, developing and implementing programs, plans, and policies to ensure effective and efficient operations. I directed the development and implementation of annual work plans for federal grants to ensure compliance with grantor's guidelines as well as to build capacity to access and leverage funds.
- Managed the City's remodel project to renovate the Justice Centers, Community Center, and swimming pool on time and under budget. \$10M project. Included environmental sustainability.
- Managed the City's performance measurement system. Developed performance standards, met with department directors quarterly to review results, and make necessary changes.
- Managed and reported results of the citywide survey data, coordinated with appropriate department staff, developed process improvement recommendations and implementation plans to improve efficiency and effectiveness.
- Led and managed the development of the Annual National legislative program to present to Federal Senators and Congressman in Washington, DC.
- Managed the development of the State Legislative program with the lobbyist and made presentations as required.
- Served on a re-engineering committee that restructured several departmental functions to reduce cost and improve customer service.

Position: Assistant to the City Manager, City of Overland Park – November 2000 to March 2004.

Department: City Manager – I reported directly to the City Manager

Duties:

- Served on the Downtown Overland Park Partnership Board and Northeast Johnson County Chamber of Commerce to help ensure economic development activity in the downtown area of

Overland Park and Northeast Johnson County. Business development and redevelopment occurred in the Downtown area.

- Managed the redevelopment of police department building, community center and swimming pool which included environment sustainability. \$10M project.
- Served as manager of the City's Environmental Compliance program. Implemented City Environmental initiatives to help ensure environmental sustainability.
- Act on behalf of the City Manager in matters related to the City Council and departmental operations.
- Delivered presentations to Mayor, Council, boards, committees, citizens, staff, and stakeholders
- Managed the City's performance measurement system. Developed performance standards, met with department directors quarterly to review results, and make changes as necessary to improve organizational performance.
- Served on the City Manager Executive Management team.
- Assisted the City Manager in the coordination, preparation and implementation of the annual operating and capital budgets.
- Directed the neighborhood Service division within the Planning and Development Department. This entailed meeting with neighborhood groups, developing and implementing programs, plans, and policies to ensure effective and efficient operations. I directed the development and implementation of annual work plans for federal grants to ensure compliance with grantor's guidelines as well as to build capacity to access and leverage funds.
- Served as Hearing Officer, where I judged and decided upon situations regarding citizen's concerns. I worked closely with the Legal and Finance departments.
- Managed City's leadership program which was designed to develop leaders at all levels of the organization \$1M project.
- Worked with neighborhoods to improve the conditions as well as their knowledge and ability to work with the City.
- Developed, managed, and coordinated a Citizen's Academy to enhance citizens' awareness of City services and processes.

Accomplishments

- Enhanced Downtown Overland Park through Business development and redevelopment activity in the downtown area of Overland Park and Northeast Johnson County.
- Managed the redevelopment of police department building, community center and swimming pool \$10 M project. Green standards were included in the buildings.
- Served as manager of the City's Environmental Compliance program. Implemented City Environmental initiatives to help ensure environmental sustainability.

- Managed the City's performance measurement system. Developed performance standards, met with department directors quarterly to review results, and make changes as necessary to improve organizational performance.
- Developed and managed the City's environmental compliance program. Conducted investigations and prepared written reports regarding environmental issues. Directed city-wide environmental compliance reviews. Implemented City environmental initiatives.
- Led and managed the City's Leadership Development Forum which was designed to develop leaders at all levels of the organization.
- Developed, provided leadership, and managed the City's first Citizens Academy.

Position: Auditor, City of Kansas City, Missouri – July 1999 to November 2000

Department: City Auditor - I reported to the Audit Supervisor

Duties:

- Audited City Programs to evaluate the faithfulness, efficiency, and effectiveness with which city departments carry out their financial, management, and program responsibilities.
- Presented recommendations to city manager and department directors to improve operational efficiency and effectiveness.

Accomplishments

- Served on Audit teams that developed numerous audit reports to help ensure the proper utilization of city funds.
- Presented Audit results to City Manager and Department Directors and made recommendations for improvements.

EDUCATION / TRAINING

Completed coursework towards a Ph.D. in Public Administration
 Master of Public Administration (MPA) , University of Missouri – Kansas City
 Master of Science in Urban Studies & Bachelor of Science in Communications, University of Nebraska – Omaha

ACCOLADES

Pi Alpha Alpha – National Honor Society for Public Administration
 Phi Kappa Phi – Honor Society for Academic Excellence
 Leadership Academy for Local Government Executives
 MidAmerica Regional Council Leadership Graduate
 City of Overland Park, Kansas Leadership Graduate

PAST PROFESSIONAL AFFILIATIONS

International City/County Managers Association
 American Society for Public Administration

ICLEI – International Council for Local Environment Initiatives
Kansas Municipal League
Kansas City Manager Association
Shawnee Mission Kansas Rotary
Downtown Overland Park Kansas Partnership
Council of Mayors, Johnson County Kansas
Northeast Johnson County Kansas Chamber of Commerce
Federal Reserve Bank Community Advisory Council Kansas City, Missouri

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