

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING High-Efficiency Toilet Installations
At Seal Hi-Rise, AMP 2;
Contract No. 14-045

DATE September 25, 2013

Staff requests Board approval to award a contract to install 150 new high-efficiency toilets at Seal Hi-Rise (AMP 2) to the lowest responsible bidder, Erickson PHC, of Blaine, Minnesota for the base bid amount of \$91,451 and the unit price shown on the August 22, 2013 bid tabulation.

This contract will remove all toilets in the apartments and public restrooms and replace them with new high-efficiency (1.00 gpf) toilets. Based on EPA estimates the new fixtures are projected to lower the water consumption at this building by up to 20%, saving 313,170 gallons annually, a cost savings of about \$3,433 at current rates for water and sewer service. The savings to the PHA would decline to zero over the next three years, due to HUD's "rolling base" utility cost factor in the operating subsidy formula. Replacing the toilets also saves Maintenance staff time that is now spent replacing parts in old fixtures, both during preventive maintenance inspections and on work order calls when the parts fail.

Erickson PHC has previously performed satisfactory work for the PHA. Copies of the Employer Information Reports for Erickson PHC and the second low bidder, Jim Murr Plumbing, are attached. Erickson PHC is a Section 3 women-owned business enterprise (WBE.) Erickson's bid is equal to staff's estimate for the work, and there are sufficient funds available in the Capital Fund Program budget for this contract.

TDA

Attachments: Bid Tabulation, EEO-1 Forms

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Roof Replacement
At Dunedin Hi-Rise (AMP 8)
Contract No. 14-052

DATE September 24, 2013

Staff requests Board approval to award a contract for roof replacement at the Dunedin Hi-Rise (AMP 8) to the lowest responsible bidder, Palmer West Construction Company Inc. of Rogers, Minnesota for the total bid amount of \$274,900. A copy of the September 12, 2013 bid tabulation is attached.

The contract includes removal of the existing roofing materials and installation of an insulated four-ply built-up roofing system.

Palmer West has previously performed roof replacement work for the PHA and their performance has been satisfactory. Copies of the Employer Information Reports for Palmer West and the second low bidder, Central Roofing Company, are attached.

Palmer West will do most of the contract work with their own workforce rather than subcontract. They have committed to hire at least 30% of new employees for this contract from qualified Section 3 residents. They plan to subcontract approximately 1% of the total contract amount to minority-owned business enterprises (MBEs) and approximately 9% to women-owned business enterprises (WBEs).

The bid amount is within the engineer's estimate and there are sufficient 2012 Capital Fund Program funds to accomplish this work.

TDB/mlp

Attachments

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Executive Director Consulting:
NAHRO Faculty Member/Consultant

DATE September 25, 2013

Staff recommends that the Board authorize the Executive Director to perform limited training and/or consulting activity on his own time for the National Association of Housing and Redevelopment Officials (NAHRO). If approved, Mr. Gutzmann would join NAHRO's faculty and offer training and technical assistance as part of NAHRO's Professional Development System (NPDS). A letter from NAHRO's Director of Professional Development, Sharon Sherrill, is attached confirming that NAHRO would accept Mr. Gutzmann as a faculty member/consultant if approved by the St. Paul PHA Board of Commissioners. A sample Faculty Agreement is also attached for reference.

NAHRO offers training for PHA staff in a variety of formats and settings. These include on-site education seminars and e-Learnings. NAHRO would compensate Mr. Gutzmann \$750 per session for Executive Director and Management training he performed on site or in an e-Learning setting. Another sample document is attached showing how NAHRO markets these seminars to prospective participants.

If the Board approves this limited consulting role, Mr. Gutzmann would ask the PHA's Finance Director to establish a fee that Mr. Gutzmann would pay to the PHA if he used the personal computer assigned to him by the Agency to conduct e-Learnings.

The following is a tentative course outline Mr. Gutzmann proposed to NAHRO:

Jon Gutzmann, Executive Director of the St. Paul Public Housing Agency for 26 years, recently updated a seminar he created and taught on his own a few years back. NAHRO is pleased to work with Jon and offer it as part of NAHRO's NPDS program.

The training is available as a one-day live seminar and also in five e-Learning segments of 1.5 hours each. The e-learning sessions are as follows:

1. Leadership Essentials: Executive Directors as Authentic, Trustworthy and Effective Leaders - Culled from Jon's own experience as well as a quick review of some of the best topical literature.
2. Strategic Planning, Effective Annual Business Plans, Goal Setting: Simplified process for creating Agency-wide performance goals, departmental goals, and if desired - individual performance standards; internal reporting processes for measuring and attaining results.
3. Board/Staff Roles: Governing Well in Trying Times: The PHA Board of Commissioners: Roles, Responsibilities and the Public Trust; Effective Board Meetings (from Staff reports to easy Board meeting minutes); Adopting a written Policy on Board/Staff Roles.
4. Day-to Day Managing for Improved Work Performance (Learn "The most important question a manager can ask" and other essentials for getting results over activity).
5. Rethinking the Organization: Strategies for Continuous Improvement of your PHA's Products and Services, your organizational structure, your business systems, and yourselves as employees and managers.

Mr. Gutzmann would perform the services entirely on his own time, using vacation time, evenings or weekends. Mr. Gutzmann last performed consulting work in 2012 for the Fargo Housing and Redevelopment Authority, approved by the Board on September 26, 2012 (Board Report attached). As with all previous outside consulting or training activities, the work of the PHA always comes first and remains Mr. Gutzmann's top priority.

Attachments

JMG/

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Section 8 Project-Based Vouchers;
Martin Luther King Court;
Assign HAP Contract to MLK Court
Supportive Housing, LLC

DATE September 25, 2013

Staff requests approval of Resolution No. 13-9/25-1 to transfer a Housing Assistance Payments contract for eight units of Section 8 Project-Based Voucher (PBV) assistance from Minnesota Housing (formerly the Minnesota Housing Finance Agency or MHFA) to MLK Court Supportive Housing, LLC, a Minnesota limited liability company with the St. Paul YWCA as its sole member. Minnesota Housing has asked the PHA to approve this assignment of the contract (August 27, 2013 letter attached).

Under the contract the PHA pays rent subsidies for this scattered site supportive housing project called Martin Luther King Court, consisting of four duplexes located at 838-840 Marshall Avenue, 713-715 Hague Avenue, 670-672 Iglehart Avenue, and 1009-1011 Carroll Avenue. Two units have two bedrooms each and the other six units each have three bedrooms. The original contract was for ten years beginning November 1, 2004.

As explained in the attached Board report from March 23, 2011, the St. Paul Urban League (SPUL) originally constructed the four duplexes (in December 2001) and operated them until 2011, when title was transferred to Minnesota Housing. The program serves homeless and near-homeless families with children, with one or more family members who have been diagnosed with HIV/AIDS.

The HAP contract, which is in the form prescribed by HUD, allows the contract to be transferred with the PHA's written consent and the transferee's written acceptance of all of the terms and obligations.

The PHA's Legal Counsel has approved staff's recommendation to approve the transfer.

FAH/JMG

Attachment: Resolution
August 27, 2013 Letter from Minnesota Housing to PHA
July 10, 2013 HUD Approval Letter
Assignment and Assumption Agreement
March 23, 2011 Board Report

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

RESOLUTION NO. 13-9/25-1

**TRANSFER OF HOUSING ASSISTANCE PAYMENTS CONTRACT FOR
SECTION 8 PROJECT-BASED VOUCHER ASSISTANCE
FROM MINNESOTA HOUSING
TO MLK COURT SUPPORTIVE HOUSING, LLC**

WHEREAS, the Public Housing Agency of the City of Saint Paul (PHA) has previously approved the establishment of a Section 8 Project-Based Voucher Assistance Program according to the regulations contained in Title 24 Part 983 of the Code of Federal Regulations; and

WHEREAS, on March 26, 2003 the Board approved an application from the St. Paul Urban League (SPUL) for eight units of Section 8 Project-Based Voucher (PBV) Assistance for the scattered site supportive housing development known as Martin Luther King Court, located at 838-840 Marshall Avenue, 713-715 Hague Avenue, 670-672 Iglehart Avenue, and 1009-1011 Carroll Avenue; and the PHA signed a Housing Assistance Payments (HAP) contract with SPUL for the project effective November 1, 2004 and

WHEREAS, SPUL transferred title to the project to the Minnesota Housing Finance Agency (MHFA) on March 2, 2011; and

WHEREAS, MLK Court Supportive Housing, LLC has agreed in writing to accept all of the terms and obligations of the HAP contract and it will continue the same use of the project and it will manage the housing and provide the needed services to residents, so the project will continue to serve the purposes for which the PHA originally approved PBV assistance; and

WHEREAS, the U.S. Department of Housing & Urban Development (HUD) approved the transfer of title to MHFA and HUD supports the PHA transferring the HAP contract as well;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Saint Paul Public Housing Agency as follows:

1. The transfer of title to Martin Luther King Court from the Minnesota Housing Finance Agency (MHFA) to MLK Court Supportive Housing, LLC is hereby approved; and
2. The transfer of the Housing Assistance Payments Contract for eight units of Section 8 Project-Based Voucher Assistance at Martin Luther King Court from the Minnesota Housing Finance Agency (MHFA) to MLK Court Supportive Housing, LLC is hereby approved; and
3. The Executive Director or his designee is hereby authorized to execute all documents that may be necessary to carry out this action.