

On January 27, 2016, the Saint Paul Public Housing Agency (PHA) Board of Commissioners approved the following actions:

- Agency Goals for FY 2016 and 2017
- Concept Approval: Office Consolidation and Corresponding Public Housing Dwelling Unit Production
- Revision to the Purchasing Policy; Increase Formal Purchasing Threshold and Adopt HUD Procurement Standards
- Fiscal Year 2016 Low Rent Public Housing Operating Budget: Proposed Revision NO. 2
- Time Limits for Over-Income Households in Public Housing; Triennial Recertifications; Admission and Occupancy Policies
- Resolution in Recognition of Dedicated Service by Maxine Donovan
- Star Grant Application; Saint Paul Neighborhood Sales Tax Revitalization Program; PHA and McDonough Homes Resident Council
- 2016 Allina Neighborhood Health Connection Grant Application by the President Council, City Wide Residents Council and PHA
- Air Filter Replacement; Contract NO. 16-097
- Computerized Energy Management and Access Control System Monitoring and Maintenance; Contract NO. 16-098
- Daily Courier Services; Contract NO. 16-101
- Employee Handbook Policy Amendment: Driver Performance Standards Policy

Copies of these Board reports are available here.....

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Agency Goals for FY 2016 and 2017

DATE January 27, 2016

Staff recommends Board approval of the proposed Agency Goals for Fiscal Years 2016 and 2017 (April 1, 2015 - March 31, 2017). Two copies of the proposed goals are attached, one showing the editing changes and one as a finished copy. A copy of the current Agency Goals is also attached.

Staff is recommending only minor updates to the Agency Goals last approved by the Board on October 22, 2014. Goals #1 and 2 again include statements that possible radical cuts in federal funding for public housing and Section 8 vouchers may require contingency planning.

As in previous years, the proposed goals continue to emphasize the core work of the PHA including public housing property management, maintenance and modernization, and Section 8 Housing Choice Voucher administration. Staff believes that the PHA's success in administering its programs is the product of constant attention to the "basics", combined with the willingness and ability to adapt to new challenges, and the diligent efforts of an experienced, talented staff and a dedicated and supportive Board of Commissioners. The goals also reflect the Agency's continued efforts to promote fair housing, employee and organizational development, safety and security and sound housing policy at the state and national levels.

JMG/FAH

Attachments: Proposed FY 2016 Goals, with changes interlined and underlined
Proposed FY 2016 Goals, finished copy
Approved FY 2015 Goals

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Concept Approval:
Office Consolidation and Corresponding
Public Housing Dwelling Unit Production

DATE January 27, 2016

Staff recommends the Board grant concept approval to proceed with office consolidations and corresponding production of new public housing dwelling units, as detailed in Scenario 1B of the attached. This approval will allow staff to refine the idea, obtain feedback from stakeholders and ultimately make it part of a more specific FY 2017 budget recommendation.

Background:

On October 2, 2015 the Executive Director emailed Senior Staff of his intention to hold a “mini-retreat” to refine the pros and cons of several ideas regarding public housing facility best use and possible realignment (email attached). In preparation for the mini-retreat, staff was directed to prepare story boards on the ideas advanced in the email. The first set of ideas included variations on what to do with existing PHA office space at the Mt. Airy Hi-Rise, the Valley Hi-Rise, and the Mt. Airy Community Center. The story boards in this category are labeled as Scenarios 1A – 1D in the attached. A separate topic was discussing how to better utilize office and community center space at the McDonough Community Center, the Roosevelt Community Center, and the Dunedin Family Community Room. These story boards are labeled as Scenarios 2, 3, and 4 respectively in the attached. The goals for Scenarios 1-4 included reducing ongoing operating costs (by closing satellite offices and eliminating staff positions by more fully utilizing space in PHA-owned community centers), and where possible constructing new public housing units utilizing some of the remaining “shelved” public housing subsidies.

On October 29, the Senior Staff mini-retreat was held at the Mt. Airy Community Center. Of the scenarios related to PHA office space at Mt. Airy Hi-Rise, Valley Hi-Rise, and the Mt. Airy Community Center, Scenario 1B emerged as the optimal proposal. Under this plan, the Resident Services Management office now at the Mt. Airy Hi-Rise, approximately eight staff members would move to underutilized office space at the Mt. Airy Community Center. The Maintenance Contracting office now located at the Valley Hi-Rise, consisting of about ten staff members, would relocate to the vacated offices at the Mt. Airy Hi-Rise. The closed Maintenance Contracting offices at Valley Hi-Rise would be converted into four to six public housing dwelling units, utilizing more of the “shelved” public housing subsidies. The preliminary cost estimate for work under Scenario 1B is \$650,000. (The cost estimates for Scenarios 1A through 1D ranged from \$575,000 to \$2,450,500.)

Also at the October 29 mini-retreat, the Executive Director challenged staff to take the Scenario 2, 3, and 4 story boards to their respective field staff for more input. The goal is to identify the “highest and best use” of spaces at the McDonough Community Center, the Roosevelt Community, and the Dunedin Family Community Room and propose specific recommendations for change, if warranted, as part of the FY 2017 and FY 2018 budget process. This process will also include reviewing contracts with existing Community Center service providers to determine if opportunities exist for cost savings/revenue generation.

Finally, at the October 29 mini-retreat staff advanced a completely new idea; creating seven new housing units at Seal Hi-rise utilizing all the remaining “shelved” public housing subsidies. This idea (Scenario 5 in the attached story boards) has great promise and needs refinement before it is ready to be presented for concept approval by the Board. However an early thought is if the PHA advanced this plan, it might be an ideal candidate for outside funding (i.e., MN Housing and/or the Federal Home Loan Bank of Des Moines).

There was insufficient time to discuss the pros and cons of Scenario 6 (possible scattered site disposition) at this mini-retreat. This important topic has been discussed at previous strategic planning retreats and most recently previewed in the Executive Director's "Looking Forward" document. It will be considered at a later date as part of ongoing Board level discussions about asset preservation/repositioning.

JMG/

Attachments: October 2, 2015 email from the Executive Director to Staff
Scenarios 1-6 (Story boards)

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS
DIRECTOR

FROM JON M. GUTZMANN
EXECUTIVE

REGARDING Revision to the Purchasing Policy;
Increase Formal Purchasing
Threshold and Adopt New HUD
Procurement Standards

DATE January 27, 2016

Staff recommends Board approval to amend the Purchasing Policy to increase the formal purchasing threshold from \$50,000 to \$100,000 and to adopt new HUD procurement standards which replaced the previous standards. (The new federal regulations on procurement are at 24 CFR Sec. 200.317 - 200.326, replacing previous regulations at 24 CFR Sec. 85.36.) As required by the new federal procurement standards, the PHA's thresholds for making small purchases without seeking competitive quotes ("micro purchasing") will go down from the current \$5,000 to \$2,000 on purchases requiring Davis-Bacon wage determinations and to \$3,000 on all other supplies and services.

The \$100,000 threshold for formal contracting is allowed by both HUD and Minnesota statutes and regulations, and it has already been adopted by other local public housing agencies including the Minneapolis Public Housing Agency (MPHA), the Dakota County Community Development Agency (CDA) and the Washington County Housing & Redevelopment Authority (HRA). The higher threshold will allow the Agency to award contracts up to \$100,000 more quickly, after informal solicitation of three quotations or proposals. All such contracts are still subject to safeguards including the following:

- 1.) All contracts between \$2,000 (Davis Bacon) or \$3,000 (all other purchases) and the formal contract threshold are reviewed by Construction Program Manager Dave Lang (for Capital Fund contracts) and Contracting Officer Tim Braun (for all other purchases) to ensure that they comply with all PHA purchasing policies and procedures, as well as laws and regulations. Compliance review includes a cost analysis and/or price reasonableness determination, checking HUD's list of debarred contractors, and confirming that all other required steps have been completed.
- 2.) For all contractors that have not performed similar work for the PHA, staff carefully checks references before awarding a contract.
- 3.) Staff provides extra training and monitoring for all contractors who are not familiar with the PHA's procedures and paperwork.
- 4.) For informal contracts, staff can target solicitations of bids or proposals, sending them to firms that have performed satisfactorily and those that help achieve the PHA's goals for Section 3 and MWDBE contracting.
- 5.) Purchases under service contracts are tracked on spreadsheets by each contract administrator, recording each work authorization received from the field and final invoices.
- 6.) The list of service contracts is maintained by the Maintenance Contracts staff and is accessible on the PHA's Intranet. On a monthly basis staff are informed of contracts that are close to the expiration date, generally two months ahead.
- 7.) Jordan Lasota, Interim Construction Program Manager/Project Leader, reviews the service contracts list and follows up with staff concerning expiration dates and staying within the contract limits.
- 8.) Contracting Officer Tim Braun provides annual training for all staff members who have purchasing authority. He also answers staff's questions about contracts throughout the year.

For purchases and other contracts for \$100,000 or more, the Purchasing Policy will still require public bidding, submission of sealed bids and Board approval. The threshold for formal purchasing was last increased (from \$35,000 to \$50,000) in February 2000.

Staff believes that scattered site repairs and renovation can be accomplished more quickly under service contracts with higher limits. This was a recommendation from the recent Maintenance Department “Rethinking” exercise. Staff also believes the higher threshold for formal contracts will serve the interests of the Agency and bidders and contractors, as well as the public and taxpayers, by streamlining the contracting process and reducing barriers to participation by minority- and women-owned businesses and businesses owned by persons with disabilities (MWDBE), Section 3 businesses and other small businesses. The PHA’s requirement that a contractor obtain performance and payment bonds for formal contracts has been a barrier cited by many new and small business owners who declined to bid on PHA work.

Over the last two years the Board has approved 52 formal contracts. Of those, nine contracts were for amounts between \$50,000 and \$100,000, for the following types of products and work:

- Three architectural/engineering consulting contracts;
- Four refuse hauling contracts;
- Refrigerator replacement at Valley Hi-Rise;
- Corridor carpet replacement at Mt. Airy Hi-Rise.

The remaining 43 formal contracts from the last two years would still have required Board approval under the proposed policy. Those contracts have included the following:

- Exterior wall repair at Montreal Hi-Rise;
- Modernization at Dunedin Terrace family units;
- HVAC (heating, ventilating and air conditioning) service at PHA properties;
- Printing services;
- Construction of McDonough Homes 12-plex.

With HUD's new micro purchasing threshold of \$2,000 (reduced from \$5,000), the PHA will now have to solicit at least three bids for goods and services that used to be purchased with a single bid. To help speed the process, Maintenance Department staff will be writing additional service contracts for painting, plumbing, kitchen cabinet installation, ceramic tile installation, etc.

The full Purchasing Policy is attached, with proposed new language double-underlined and deletions ~~interlined~~. It was last amended on February 24, 2010 to incorporate provisions required for activities funded under the American Recovery and Reinvestment Act (ARRA).

Those special provision related to ARRA are no longer needed so staff is recommending deleting them in this revision. Staff is also recommending deleting the provision on petty cash because the use of petty cash accounts is procedural and is best addressed in the purchasing manual.

TDB/RPM/FAH

Attachment: Purchasing Policy with Proposed Revisions Highlighted

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Fiscal Year 2016 Low Rent Public Housing
Operating Budget: Proposed Revision No. 2

DATE January 27, 2016

Staff requests Board approval to revise the Fiscal Year 2016 Low Rent Public Housing (LRPH) Operating Budget by canceling a previously-approved transfer of \$500,000 from the Capital Fund to the Operating Budget in this fiscal year, which would increase the anticipated draw on reserves from \$2,538,582 to \$3,038,582. As explained below, the anticipated year-end reserves would still be adequate despite this action.

The total contribution from the Capital Fund approved in the original FY 2016 Operating Budget included both a \$500,000 transfer for operations and \$446,050 for management fees. Staff is proposing eliminating the transfer to operations, allowing those funds to be used for various capital improvement projects including architectural/engineering services for adding dwelling units, elevator modernization and parking lot improvements/expansions. By not transferring that \$500,000 to the Operating Budget, the budgeted revenue in the Other Income category would be reduced from \$5,815,080 to \$5,315,080 (line item #120 on the attached HUD form 52564).

To draw down some of the reserves that had been increasing in recent years, both the original Fiscal Year 2016 LRPB Operating Budget (approved on March 25, 2015) and Budget Revision #1 (approved on May 27, 2015) showed expenses higher than revenues. The amounts are shown on the table below. Budget Revision #1 decreased revenue by \$248,958 (including a \$200,000 reduction in the original CFP transfer to operations) and increased expenses for various items by \$80,160.

**REPORT TO COMMISSIONERS – JANUARY 27, 2016
OVER-INCOME FAMILIES; TRIENNIAL RECERTIFICATIONS
PAGE 11 OF 3**

	Revenue	Expenses	Draw on Reserves (Projected)	Year-End Reserves (Estimated)
Original Budget 3/25/2015	\$31,484,386	\$33,693,850	\$2,209,464	\$15,817,957
Budget Revn #1 5/27/2015	\$31,235,428	\$33,774,010	\$2,538,582	\$15,488,839
Budget Revn #2 Proposed 1/27/2016	\$30,735,428	\$33,774,010	\$3,038,582	\$15,637,787

In this recommended Budget Revision #2 staff is able to include the actual FY 2015 year-end reserve contribution and reserves balance, figures that were not available when the original Operating Budget and Revision #1 were approved. The FY 2015 contribution to reserves was more than anticipated in Revision #1. Even with canceling the transfer to Operating Budget as proposed in this report, the projected Fiscal Year End 2016 operating reserve would increase from \$15,488,839 (or 5.6 months of operating expenses as projected in revision #1) to \$15,637,787 (5.7 months of operating expenses). This is close to the PHA’s target reserve level of six months of routine operating expenses.

Staff believes this budget revision is prudent and allows maximum use of the Capital Fund for capital improvements while maintaining the financial integrity of the LRPB program.

JMG/RPM

Attachments: HUD 52564 and FY 2016 Low Rent Public Housing Operating Budget, Rev #2
HUD 52564 and FY 2016 Low Rent Public Housing Operating Budget, Rev #1
HUD 52564 and Original FY 2016 Low Rent Public Housing Operating Budget

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN

EXECUTIVE DIRECTOR

REGARDING Time Limits for Over-Income Households
In Public Housing; Triennial Recertifications;
Admission and Occupancy Policies

DATE January 27, 2016

Staff recommends approval of Resolution No. 16-01/27-01 to amend the Public Housing Admission and Occupancy Policies to formally adopt a time limit for an “over-income” family or an individual to remain in public housing, effective April 1, 2016. The Board gave preliminary approval to this policy on October 28, 2015 without setting an effective date, to allow time for discussion and comments. As suggested by Commissioners, staff has added proposed language to clarify the “hardship” exception. The recommended policy language is shown below and on the attachments, with deleted text ~~interlined~~ and new wording double-underlined. Staff also recommends adopting a policy for both Public Housing and the Housing Choice Voucher Program to allow triennial recertifications (at least once every three years) for elderly and disabled families with 90% of their income coming from fixed sources. Congress approved this option and other non-controversial housing law changes as the part of the Surface Transportation Act (Fixing America’s Surface Transportation; “FAST”) that passed on December 3, 2015.

Over-Income Families: Annual Reexaminations; Time Limits

1. A family may not remain in public housing if their annual income as verified at two consecutive annual reexaminations exceeds the income limit for admission to public housing (HUD’s “Low Income” limit for the Twin Cities metropolitan area; approximately 80% of the Area Median Income).

2. If the family's annual income exceeds the Low Income limit at the second annual reexamination, the PHA will extend the lease for not more than 90 days, at the family's request, and there will be no further lease renewals, except as stated below.
3. Exemptions: The following families are exempt from the time limit stated above:
 - a. Families in which one or more members are receiving the Earned Income Disregard (EID) on the effective date of the second annual recertification;
 - b. Families in which one or more members are participating in the Family Self-Sufficiency (FSS) program on the effective date of the second annual recertification;
 - c. A family whose head or spouse is a veteran or a member of the active armed services; and
 - d. A family whose only income is from Social Security.
4. Hardship exceptions: The PHA may extend or waive the time limit stated in this policy if enforcing it would impose an extreme hardship on one or more family members, for reasons such as the following:
 - a. A change in household composition or a drop in income due to factors outside of the resident's control (such as place of employment going out of business);
 - b. Disability;
 - c. Serious illness or death of a household member.
5. Local Preference for Returning Families: A family or individual will receive preference on the public housing waiting list, if they reapply after having to move out of public housing due to being over-income for two consecutive annual reexaminations. To be eligible for re-admission, the family will have to meet the same economic and non-economic eligibility requirements as other applicants.
6. Annual Reexaminations for Families on Flat Rent: An annual reexamination will be required for families who have chosen to pay the flat rent, to identify any flat rent payer whose annual income crosses the Low Income threshold.

If approved, these policies would become revisions to the Public Housing Admission & Occupancy Policies (AOP; Parts 2 and 6) and noted in the next Agency Plan.

Staff sent a notice about the over-income policy (copy attached) to all households with their rent statements at the end of November, asking for comments to be submitted by the end of December. No written comments were received. Staff discussed the issue in meetings with the

Resident Advisory Board (RAB), the Hi-Rise Presidents Council and the City-Wide Residents Council, and also explained it at the November 24, 2015 public hearing on the Agency Plan.

As stated in previous Board reports, the recommended policy would affect very few current residents. As of December 31, 2015, only 29 households had annual incomes above the Low Income limit and were not on Earned Income Disregard (EID) or Family Self-Sufficiency (FSS) (18 family and 11 hi-rise).

Triennial Recertifications. Staff is also recommending that the PHA adopt a policy revision for both Public Housing and the Housing Choice Voucher/Section 8 program allowing triennial (at least once every three years) recertifications of eligibility, income and rent amounts, for elderly and disabled families with 90% of their income coming from fixed sources. As stated above, Congress approved this option in legislation that passed on December 3, 2015. Staff believes that such a policy would reduce the inconvenience to elderly and disabled public housing residents and Section 8 participants who have to undergo such recertifications, and reduce the administrative burden on staff who conduct the recertifications, without significantly reducing the accuracy of income and rent determinations. HUD may issue guidance on this issue later but staff recommends changing the policy now, to begin considering the implementation process.

JMG/FAH/MW

**Attachment: Income Limits
Resolution No. 16-01/27-1
Notice to Residents
Public Housing AOP Part 6 Excerpts
Public Housing AOP Part 2 Excerpts
Section 8 AOP Part 6 Excerpt**

2015 INCOME LIMITS

Household Size	TWIN CITIES AREA MEDIAN INCOME (AMI)	LOW INCOME (~80% OF MEDIAN)	Very Low (50%) Income	Extremely Low (30%) Income
1	\$60,700	\$46,100	\$30,350	\$18,200
2	\$69,300	\$52,650	\$34,650	\$20,800
3	\$78,000	\$59,250	\$39,000	\$23,400
4	\$86,600	\$65,800	\$43,300	\$26,000
5	\$93,600	\$71,100	\$46,800	\$28,410
6	\$100,500	\$76,350	\$50,250	\$32,570
7	\$107,400	\$81,600	\$53,700	\$36,730
8	\$114,400	\$86,900	\$57,200	\$40,890
9	\$123,552	\$93,852	\$61,776	\$44,161
10	\$133,436	\$101,360	\$66,718	\$47,694
11	\$144,111	\$109,469	\$72,056	\$51,510
12	\$155,640	\$118,226	\$77,820	\$55,630

**PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL
RESOLUTION NO. 16-01/27-01**

**ADMISSIONS & OCCUPANCY POLICIES FOR PUBLIC HOUSING AND FOR THE HOUSING
CHOICE VOUCHER/SECTION 8 PROGRAMS;
LIMITING LENGTH OF STAY FOR OVER-INCOME FAMILIES IN
PUBLIC HOUSING; TRIENNIAL RECERTIFICATIONS
FOR ELDERLY AND DISABLED FAMILIES ON FIXED INCOMES IN
PUBLIC HOUSING AND SECTION 8;
AMENDMENTS TO AGENCY PLAN**

WHEREAS, the Public Housing Agency of the City of Saint Paul (PHA) has in effect Admission and Occupancy Policies for the Public Housing Program and Admission and Occupancy Policies for the Housing Choice Voucher/Section 8 Programs, both dated February 23, 2000 as amended; and

WHEREAS, as required by federal statute and regulations of the U.S. Department of Housing & Urban Development (HUD), the policies include provisions on initial and ongoing eligibility, including annual recertifications of eligibility and income, which has been a requirement; and

WHEREAS, HUD has encouraged local housing agencies to adopt policies limiting the length of stay in public housing for families whose incomes exceed the statutory limits for admission to public housing, which are HUD's "Low Income" limits set at approximately 80% of Area Median Income; and

WHEREAS, the Board finds that such a policy would further the PHA's mission by making more units available to families on the waiting list who have lower incomes and greater need for housing assistance; without imposing a hardship on the few "over-income" families who would be required to move out of public housing; and

WHEREAS, as the part of the Transportation Act ("Fixing America's Surface Transportation"/ "FAST"; P.L. 114-87) that passed on December 3, 2015 Congress granted housing agencies the option to conduct triennial recertifications (at least once every three years), instead of annual, for elderly and disabled families with 90% of their income coming from fixed sources; and

WHEREAS, staff believes that adopting such a policy would reduce the inconvenience to elderly and disabled public housing residents and Section 8 participants who have to undergo such recertifications, and reduce administrative burden on staff who must conduct the recertifications, without significantly reducing the accuracy of income and rent determinations; and

WHEREAS, staff has now recommended adopting a policy allowing such triennial recertifications; and

WHEREAS, the over-income policy change has been discussed with the Resident Advisory Board, the City Wide Resident Council and the Hi-Rise Residents Council and the required notices have been provided to all residents; and

WHEREAS, the Board of Commissioners finds that the proposed revisions are necessary and appropriate to the administration of the Public Housing and Section 8 programs;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioner of the PHA that the Admission and Occupancy Policies for the Public Housing Program and the Admission and Occupancy Policies for the Housing Choice Voucher/Section 8 Programs, both dated February 23, 2000 as amended, be further amended as follows:

1. The attached revisions to the policies on continued eligibility and recertifications are hereby approved, effective April 1, 2016; and
2. The PHA Agency Plan is hereby amended accordingly.

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

RESOLUTION NUMBER 16-01/27-02

RESOLUTION IN RECOGNITION OF DEDICATED SERVICE

By

Maxine Donovan

WHEREAS, Maxine Donovan has served the people of Saint Paul as an employee of the Saint Paul Public Housing Agency (PHA) since August 14, 1991; and

WHEREAS, she has provided distinguished service in many ways including the following:

- Maxine began working for the Agency in 1990 as temporary employee and hired a year and a half later as a permanent employee, after displaying an aptitude for high performance and a great work ethic.
- She has proven over her 26 years of employment to be a dedicated employee, always striving for excellence in her work;
- Prior to the PHA changing to a lockbox and online payment system last year, Maxine processed approximately 1,224,000 tenant rent payments totaling \$230 Million.
- She has been an exceptional co-worker, working diligently and offering assistance whenever it may be needed;
- She has demonstrated her commitment to the Agency's mission, residents and community by serving with professionalism and a consistent pursuit of quality in all aspects of her work, which has made her an invaluable member of the Accounting team and the Finance Department;
- In all these ways, she contributed to the Agency's exemplary record that includes ongoing High Performer ratings from HUD, repeated awards for excellence in financial reporting from the Government Finance Officers Association and an unprecedented string of "zero-finding" audits, all of which have added to the PHA's national reputation for outstanding administration of Public Housing.

NOW THEREFORE BE IT RESOLVED, that we, the Board of Commissioners of the Saint Paul Public

Housing Agency, on behalf of the Board, the staff, and residents, do recognize and hereby acknowledge with deep appreciation, respect and admiration the service provided to the Agency and the community by Maxine Donovan and we wish her well in her retirement.

January 27, 2016

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING STAR Grant Application; Saint Paul
Neighborhood Sales Tax Revitalization
Program; PHA and McDonough Homes
Resident Council

DATE January 27, 2016

Staff requests Board approval to apply for a grant through the City of Saint Paul's Neighborhood Sales Tax Revitalization (STAR) Program, in partnership with the McDonough Homes Resident Council (Resident Council). The PHA and the Resident Council will use these funds to purchase and install fencing for resident gardens at McDonough Homes.

In November 2015, Councilmember Amy Brendmoen (Ward 5) contacted the PHA about the Neighborhood STAR Program as a potential grant opportunity for fencing for the McDonough gardens. Funds are awarded through a competitive process, and are disbursed through loans and grants for physical (capital) improvement projects in Saint Paul neighborhoods. Eligible applicants include any public, private, non-profit or for profit entity located in or doing business in Saint Paul. STAR funds must be matched on at least a 1:1 basis with non-city resources, and are provided on a reimbursement basis. Volunteer labor and in-kind contributions may count toward the match. On December 9, 2015, the Resident Council approved submitting a joint application pending PHA Board approval. With the Board's approval, staff will work with the Resident Council to identify potential fencing options and estimate costs. The City will publish a program schedule for the grant application process in January 2016.

ANH

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING 2016 Allina Neighborhood Health
Connection Grant Application by the
Presidents Council, City Wide Residents
Council and PHA

DATE January 27, 2016

Staff requests Board approval to apply for a grant of up to \$10,000 through the 2016 Allina Neighborhood Health Connection program, in partnership with the Presidents Council of PHA Hi-Rises and the City Wide Residents Council. The Resident Councils will use these funds to work with staff to develop the following partnership activities:

1. COMPAS (Community Programs in the Arts) “Artful Aging” program, to provide an art class series for seniors;
2. University of Minnesota (U of MN) Extension’s “SNAP-Ed” program and Metro State’s Nursing Program, to implement a “Living with Diabetes” educational series for adults;
3. Twin Cities YMCA, to provide dance and exercise classes for adults;
4. U of MN Extension, to implement resident-led community meals that include a nutrition education component;
5. U of MN Extension and COMPAS Creative Community program, to work with resident gardeners on garden signage; and
6. Cycles for Change, to provide a “Learn to Ride” bike class series for adults.

Staff received the attached notice about this Allina grant opportunity on December 14, 2015, with applications due by February 1, 2016. Staff presented the proposed list of activities to the Resident Council leadership groups to seek their official support to apply for funding. The City Wide Resident Council gave its approval on December 22, 2015, and the Presidents Council gave its approval on December 28, 2015.

Last year, on behalf of the City Wide Residents Council and the Presidents Council, the PHA applied for and received a \$5,300 Neighborhood Health Connection grant from Allina for similar activities, as retroactively approved by the Board on May 27, 2015. The 2016 Allina grant would supplement the current \$60,000 grant from the Minnesota Health Department to the PHA and the St. Paul-Ramsey County Public Health Department under the Statewide Health Improvement Program (SHIP) to continue implementing health-related activities.

The Presidents Council served as the lead applicant for the last grant and has agreed to do so on this application because of Allina's preference for community organizations with 501(c)(3) tax-exempt status. Staff anticipates that grant awards will be announced by February 19, 2016.

ANH

Attachments: 2016 Allina Neighborhood Health Connection Funding Notification

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Air Filter Replacements
Contract No. 16-097

DATE January 27, 2016

Staff requests Board approval to award a contract for air filter replacements to G & B Environmental Inc., Lakeville, Minnesota at the unit prices shown on the attached January 14, 2016 bid tabulation.

This contract will provide quarterly filter replacements on all air handling units in all high rise buildings and community centers, monthly replacements of all elevator machine room air filters and yearly replacements of the larger cartridge air filters at the W. Andrew Boss Building.

The low bid was determined by a formula stated in the bid specifications which weighs the various bid items on anticipated monthly, quarterly and yearly filter change outs for a three year period. Using the formula, the low bid was \$131,625.66 and the second low bid, from KVA Engineering, was \$238,442.34. The contract will run for an initial three-year period with options to extend for a fourth and fifth year at the same bid prices.

G & B Environmental has previously performed satisfactorily on PHA contracts. Copies of the bid tab and the Employer Information Reports for both G & B Environmental and KVA Engineering are attached. Because this is a unit-price contract, it is not subject to the Section 3 Policy's requirement for contributing to the PHA's Section 3 Training Fund. The PHA includes all such contracts in reporting the total of contracting activity that is subject to Section 3. Approximately \$43,880 will be spent during the first year of this contract. There are sufficient funds available in the Operating Budget for this contract.

SEA

Attachments: Bid Tabulation

Employer Information Report

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Computerized Energy Management and
Access Control System Monitoring and
Maintenance; Contract No. 16-098

DATE January 27, 2016

Staff requests Board approval to award a contract for monitoring and maintaining the computerized Energy Management System (EMS) and Access Control System to the sole bidder, Egan Company of Brooklyn Park, Minnesota at the unit prices shown on the attached January 14, 2016 bid tabulation.

This contract will provide 24-hour monitoring and as-needed maintenance and repair of the EMS and Access Control Systems at PHA buildings. The EMS enables staff to remotely monitor and adjust temperatures, airflows and other heating, ventilating and air conditioning (HVAC) functions in PHA buildings. The EMS conserves energy and reduces the need for maintenance staff or operating engineers to travel to each building to monitor and adjust equipment. The Access Control System provides security at the primary entrances at all PHA hi-rise buildings and at the exterior entrances and interior secured areas at the W. Andrew Boss Office Building. The contract includes monitoring, inspections, modifications, programming and as-needed training services for PHA staff.

The contract will be in effect for an initial three-year period with options to extend for a fourth and fifth year at the bid prices submitted.

Staff solicited for bids by advertising in local papers and trade publications and sending bid documents directly to eleven local and regional companies that have expertise in monitoring and maintaining EMS equipment and who have expressed an interest in contracting with the PHA. Staff also met with two local contractors (other than Egan) to encourage them to bid on this work. Despite these efforts, only Egan submitted a bid.

Contractors who received the bid documents but declined to bid informed staff that they are not licensed by Control Systems International to install and service the PHA's EMS equipment.

Egan Company has previously worked for the PHA and their performance has been satisfactory. A copy of the Employer Information Report for Egan Company is attached. Because this is a unit-price contract, it is not subject to the Section 3 Policy's requirement for contributing to the PHA's Section 3 Training Fund. The PHA includes all such contracts in reporting the total of contracting activity that is subject to Section 3.

Staff expects that approximately \$70,000 will be spent during each year of this contract, based on past EMS maintenance and repair costs. There are sufficient funds available in the Operating Budget for this contract.

SEA

Attachments: Bid Tabulation

Employer Information Report

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Daily Courier Services
Contract No. 16-101

DATE January 27, 2016

Staff requests approval to award a contract for furnishing daily courier services to multiple PHA sites to On Trac Delivery Service of Roseville, Minnesota for the unit bid prices of \$114 per day for the daily route deliveries and \$45 per delivery for dock truck deliveries. A copy of the January 14, 2016 bid tabulation is attached.

The contract includes daily route deliveries of PHA inter-department mail and miscellaneous building maintenance supplies to 20 PHA sites as well as dock truck deliveries of miscellaneous building maintenance equipment to the PHA's four maintenance shops and 16 hi-rises on an as-needed basis. On Trac's bid prices represent approximately a 7% decrease from their current contract for this work.

The contract will remain in effect for one year with options for four additional one-year extensions if agreeable to both the PHA and the contract vendor. The total contract time shall not exceed five years. The Employer Information Reports for On Trac and the second low bidder, Street Fleet Courier are attached.

Because this is a unit-price contract, it is not subject to the Section 3 Policy's requirement for contributing to the PHA's Section 3 Training Fund. The PHA includes all such contracts in reporting the total of contracting activity that is subject to Section 3.

Staff anticipates spending approximately \$28,500 per year on this contract. Sufficient Operating Budget funds are budgeted for expenditures under this contract.

JTL

**Attachments: Bid Tabulation
EEO Employer Information**

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Employee Handbook Policy Amendment: DATE January 27, 2016
Driver Performance Standards Policy

Staff requests Board approval to amend the following Agency policy contained in the PHA's Employee Handbook: Driver Performance Standards Policy.

This is the second of several staff recommendations related to a comprehensive review and update of all of the policies in the PHA's Employee Handbook. Many of these policies were originally created and approved by the Board between 1980 and 2000. In the past, policy amendments have been brought to the Board for approval when federal and/or local laws changed, or when the policy was no longer in alignment with how the PHA conducts business. Staff has worked closely with the PHA's Legal department on all recommended policy revisions. The exact text of the recommended policy revision is attached, with deletions ~~interlined~~ and new language double-underlined.

Driver Performance Standards Policy: The PHA's Driver Performance Standards Policy was approved in July 1991, with an effective date of October 1, 1991. Staff is recommending revisions to the policy to include distinguishing the difference between driver's license requirements (for employees who are required to have a valid driver's license and personal vehicle) and driver performance standards (for employees who are also required to drive a PHA-owned vehicle), as well as specifying reporting requirements. An employee whose position requires a valid driver's license is responsible for maintaining one. The proposed revisions note that the PHA may verify through Motor Vehicle Records that the employee's license is valid. The proposed revisions also include the requirement that employees report any revocation, suspension, cancellation,

restriction, or any other official action that affects the employee's driver's license to his/her supervisor within 5 business days.

For employees who drive PHA-owned vehicles, the PHA requires that an employee immediately notify the appropriate supervisor of any on-the job vehicle citations and accidents involving a PHA owned vehicle. The proposed revisions also highlight that the PHA's use of the State Department of Public Safety's point system for driving violations that occur either on or off the job are applicable to employees who drive PHA-owned vehicles.

LTS/DMM/ANH/FAH

Attachments: Driver Performance Standards Policy