

On January 25, 2017, the Saint Paul Public Housing Agency (PHA) Board of Commissioners approved the following actions:

- Federal Home Loan Bank of Des Moines Competitive Affordable Housing Program Grant Approved for Valley Hi-Rise Plumbing Replacement
- Transfer Administration of Continuum of Care Grant for a Shelter Plus Care (S+C) Project, Fort Road Flats, to the Project Sponsor, Project for Pride in Living (PPL)
- Annual Executive Director Salary Increase January 1, 2017
- 2017 Healthy Eating and Activity Across the Lifespan (HEAL) Grant Opportunity with the University of Minnesota Extension
- 2017 Allina Neighborhood Health Connection Grant Application by the Presidents Council, City Wide Residents Council and PHA
- Assistant Rental Administrator; Reclassification
- Hearing Officers for Public Housing Tenant Grievance Hearings and Section 8 Voucher Informal Hearings
- Life Safety Equipment Monitoring, Testing and Maintenance Contract No. 17-069
- Pest Control Services at 16 PHA Hi-Rise Buildings and W. Andrew Boss Building Contract No. 17-078
- Pest Control Services at PHA Family Developments and Scattered Sites Homes Contract No. 17-079
- Employee Handbook Policy Amendments: Employee Career Development Plan
- Employee Handbook Policy Amendments: Equal Opportunity/Affirmative Action/Fair Housing Policy; Discrimination and Harassment Prevention Policy; Disability Accommodation Policy; Domestic Violence Prevention Policy; and Workplace Violence Prevention Policy
- Employee Handbook Policy Amendments: Donation of Annual Vacation Leave
- Employee Handbook Policy Amendments: Personnel Policy For All Employees
- Resolution In Recognition of Dedicated Service by Patrick Connolly

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Federal Home Loan Bank of Des Moines
Competitive Affordable Housing
Program Grant Approved for Valley Hi-Rise
Plumbing Replacement

DATE January 25, 2017

Staff requests approval of Resolution No. 17-1/25-01 to accept a \$500,000 grant from the Federal Home Loan Bank of Des Moines, under the 2016 Competitive Round of their Affordable Housing Program (AHP), for Valley Hi-Rise Plumbing Replacement. Staff received the attached grant award notification (email) from the Federal Home Loan Bank of Des Moines (FHLBDM) on December 15, 2016.

At the same time the FHLBDM notified the PHA that our other two applications, which requested \$500,000 for the Mt. Airy Exterior Modernization and \$480,000 for the Dunedin Terrace Modernization, were not selected for funding in this grant cycle (emails attached). However, the FHLBDM messages encouraged the PHA to apply for grants again next year, when “The amount offered through AHP will more than double.”

PHA Board Chair Tom Reding and the Executive Director sent the attached thank-you letters to the three community banks that partnered with the PHA to submit the grant applications, informing them of the FHLBDM decisions:

- Sunrise Bank for the Valley Hi-Rise Plumbing Replacement application (approved);
- Bank Cherokee for the Dunedin Terrace Modernization application (not selected);
- Bremer Bank for the Mt. Airy Family Exterior Modernization application (not selected).

Staff will send a letter to the Federal Home Loan Bank of Des Moines thanking them for considering the PHA's applications and for awarding the grant for the Valley Hi-Rise Plumbing Replacement.

The Board authorized staff to prepare and submit the FHLBDM grant applications on October 28, 2015 and March, 23, 2016, and the applications were submitted on June 30, 2016.

Staff will contact the FHLBDM to discuss the scoring for the Mt. Airy and Dunedin Modernization applications and possible 2017 FHLBDM Competitive Round AHP re-submittals. Staff will also discuss other potential 2017 AHP applications including an application for \$500,000 of AHP funding for the upcoming Montreal Hi-Rise Plumbing Replacement. Staff will seek Board approval before drafting and submitting new grant applications to the FHLBDM.

The FHLBDM AHP refers to these grants as subsidies, with no repayment required.

DAL/VA

Attachments: Resolution No. 17-1/25-01
FHLBDM AHP Emails Dated December 15, 2016 (3)
PHA Thank-You Letters to Banks (3)

SAINT PAUL PUBLIC HOUSING AGENCY

RESOLUTION NO. 17-1/25-01

**AUTHORIZATION TO ACCEPT GRANT FROM
FEDERAL HOME LOAN BANK OF DES MOINES
FOR VALLEY HI-RISE PLUMBING REPLACEMENT**

WHEREAS, the Public Housing Agency of the City of Saint Paul (PHA) administers a Public Housing Program under an Annual Contributions Contract with the U.S. Department of Housing and Urban Development (HUD), that currently includes 4,274 units; and

WHEREAS, there is a large unfunded need to make improvements to PHA affordable housing for very-low income families in Saint Paul, especially for replacement of hi-rise plumbing systems; and

WHEREAS, Federal Home Loan Bank of Des Moines, FHLBDM issued a 2016 Competitive Affordable Housing Program (AHP) Request For Proposals; and

WHEREAS, the Board of Commissioners on October 25, 2015 and March 23, 2016 authorized staff to submit applications for FHLBDM AHP grants; and

WHEREAS, the PHA submitted three grant applications, for Valley Hi-Rise Plumbing Replacement (\$500,000), Mt. Airy Exterior Modernization (\$500,000) and Dunedin Terrace Modernization (\$480,000); and

WHEREAS, FHLBDM approved the PHA's application for \$500,000 of AHP funding for the Replacement of the Valley Hi-Rise Plumbing, in the form of a subsidy which is not required to be repaid; and

WHEREAS, staff have hired Steen Engineering to prepare construction documents for the planned replacement of the Valley Hi-Rise Plumbing; and

WHEREAS, the FHLBDM grant is needed to supplement available HUD Capital Fund Program funds to accomplish the work in 2017;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Public Housing Agency of the City of St. Paul, that the Executive Director, or his duly authorized agent, is authorized to execute all documents required to accept the Federal Home Loan Bank of Des Moines (FHLBDM) Assisted Housing Program subsidy (grant) for Replacement of the Valley Hi-Rise Plumbing, and to execute any other documents and provide information that the FHLBDM may require to expend the grant.

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Transfer Administration of
Continuum of Care Grant for a
Shelter Plus Care (S+C) Project,
Fort Road Flats, to the Project Sponsor,
Project for Pride in Living (PPL)

DATE January 25, 2017

Staff requests Board approval to transfer the administration of a small HUD homeless assistance grant for eight units at Fort Road Flats (2242 West Seventh Street) to Project for Pride in Living (PPL) as the project sponsor, subject to HUD approval. The grant was originally awarded under HUD's "Shelter Plus Care" (S+C) program, which has since been merged into the "Continuum of Care" along with other homeless assistance programs. A letter from PPL requesting the transfer is attached.

When this project began HUD rules required a government agency to be the grant applicant, so PPL asked the PHA to participate and the Board approved the application on September 24, 2008. (A copy of that Board report is attached.) Since then the rules have changed, so a private non-profit entity can apply directly for the funding and may take over the administration of a grant that was previously awarded to a PHA. Staff in the Minneapolis HUD Field Office have confirmed that such transfers can be routinely approved upon request of the PHA and the project sponsor.

The Shelter Plus Care program was created to provide permanent housing assistance to homeless people with disabilities such as severe mental illness and chemical dependency. The project-based rent subsidy covers the operating costs, while the project sponsor (PPL here) uses other funding to provide supportive services. This S+C grant was one of the financing tools that

enabled PPL to construct “Fort Road Flats”, a 44-unit apartment building dedicated to serving very low income families. (The original plan was to construct 48 units, with the working name of “West Seventh Housing”.) The attached Board reports detail some of the barriers PPL overcame to secure all of the needed funding and approvals. The PHA supported the project with these 8 S+C subsidies, and by awarding another 8 project-based vouchers for it (approved by the Board on November 26, 2008). PHA staff also supported PPL in some of the hearings. Some Housing Choice Voucher participants have also rented apartments in Ft. Road Flats with their tenant-based vouchers.

Transferring the administration of this small project to PPL will relieve the PHA of several recurring activities including the following:

- Tracking salaries & benefits relating to the Shelter Plus Care program (for drawing down grant funds for the allowable administrative expense)
- Drawing down grant funds from HUD and disbursing the rent subsidy to the project
- Submitting quarterly financial reports to the Board
- Annual maintenance of each program’s budget within the PHA’s financial software
- Annual financial reporting to HUD on each program via the Financial Data Schedule and other reports
- Annual auditing, both compliance and financial, of the programs
- Annual review of performance reports drafted by each project for submission to HUD
- Assisting the project sponsor with grant renewal requests (now an annual process)
- Application process including briefing
- Inspections
- Annual income reexamination and rent determinations
- Interim rent determinations
- Assistance in lease enforcement and terminations
- Creating invoices to receive payment
- Annual contract creation/drafting/execution and rent setting
- Maintaining knowledge of a specialized and separate program from the main portfolio.

Staff believes it is in the PHA's best interest to transfer the administration of this grant to PPL.

We estimate that eliminating the activities listed above will save approximately 22 person-hours of staff time per year, primarily for the financial and grant management tasks. (With so few S+C units at Fort Road Flats and minimal tenant turnover after the initial lease-ups, PHA staff has not had to spend substantial time on lease enforcement issues or determining eligibility for new applicants.) Despite having little direct involvement in the S+C grant-funded activities, the PHA as the official "grantee" is accountable for the project's financial and programmatic performance. If HUD approves the transfer the PHA would have no responsibility for the program's operations going forward.

With the Board's approval, staff will work with PPL and HUD Minneapolis staff to complete the transfers.

FAH/RPM/DJM

Attachments:

- November 15, 2016 Letter from Barbara McCormick, Senior Vice President of Housing with Services, Project for Pride in Living
- PHA Board Reports: September 24, 2008, March 24, 2010, November 28, 2012

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Annual Executive Director Salary Increase
January 1, 2017

DATE January 25, 2017

Staff recommends Board approval to increase the Executive Director's salary by 1.8% effective retroactively to January 1, 2017 (from \$165,003 to \$167,978 per year). This increase complies with the Minnesota Local Government Salary Cap and it is less than what the Board has approved for the three Agency employee groups, as explained below.

The Board approved a 3.0% increase for the AFSCME represented employees effective June 1, 2016 and a 3.0% increase for the Supervisory and Confidential employee group effective December 1, 2016. The Board also approved a 3.0% increase effective January 1, 2017 for the City Employees' Local 363 (formerly Local 132 Construction and General Laborers), consisting of cash plus a contribution to the Laborers' International Union of North America pension plan.

The Board last approved an increase to the salary of the Executive Director in the amount of 1.7% (\$2,758 annually) almost two years ago, on March 25, 2015 retroactive to January 1, 2015. The Executive Director declined the opportunity to have his salary adjusted in 2016. With the recommended increase, the Executive Director's salary would equal the Minnesota Local Government Salary Cap for 2017, as shown on an attachment.

Since Federal Fiscal Year 2012 Congress has inserted provisions in HUD Appropriations Acts that limit the amount of federal funding for Public Housing and Housing Choice Vouchers that can be used for PHA salaries. The limit is the annual pay rate for a position at Level IV of the Federal

Executive Schedule which is \$161,900 for calendar year 2017 (see attachment). The recommended Executive Director salary of \$167,978 (effective January 1, 2017) would be \$6,708 over this maximum. This amount will be paid from non-federal funds.

Under the FY 2017 Operating Budget approved by the Board, the Executive Director's salary is paid from the Building Fund and the Central Operating Cost Center. There are sufficient funds in the Building Fund and Central Operating Cost Center to pay the Executive Director's salary.

Salary Comparability Study. As required by HUD, staff conducted a salary survey of local Minnesota agencies, with the following results:

Agency	Position	Annual Salary	Effective Date
Minneapolis Public Housing Agency	Executive Director	\$167,978	1/1/2017
Dakota County Community Development Agency	Executive Director	\$149,247	1/1/2017
Washington County Housing and Redevelopment Authority	Executive Director	\$139,513	1/1/2017

In previous years Human Resources has reviewed salaries paid to other housing authority Executive Directors and has verified that the salary paid by this Agency is competitive with the salary paid by other similarly sized housing authorities.

Human Resources believes the recommended salary increase is in line with these salaries, considering this agency's size, the scope and complexity of its programs, its record of high performance, and the Executive Director's experience, expertise, and tenure at the PHA.

DMM/ MGB/RPM/FAH

Attachment: History of the Minnesota Local Government Salary Cap amounts

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING 2017 Healthy Eating and Activity
Across the Lifespan (HEAL) Grant
Opportunity with the University of Minnesota Extension

DATE January 25, 2017

Staff requests retroactive Board approval to apply for a grant of up to \$20,000 from the University of Minnesota's Department of Family Medicine and Community Health, under their "Healthy Eating and Activity Across the Lifespan" (HEAL) initiative. As explained below, staff sent a Letter of Intent (copy attached) in partnership with the University of Minnesota Extension's Center for Family Development before the January 13, 2017 deadline. Staff received the attached notice of this funding opportunity from U of MN Extension on November 30, 2016. Normally, staff would have sought Board approval at the December 2016 meeting. However, the cancellation of that meeting necessitated staff's seeking retroactive Board approval for this opportunity.

If the grant application is approved, the PHA would use the funds to further develop a current "SNAP-Ed" pilot project at Dunedin Homes and Hi-Rise, coordinated by the PHA and U of MN Extension. The SNAP-Ed project is designed to develop and support healthful eating behaviors and increase access to healthful foods and physical activity opportunities for Dunedin residents who are eligible for SNAP (the federal "Supplemental Nutrition Assistance Program", formerly "Food Stamps"). These activities are currently being supported through a U of MN Extension SNAP-Ed grant that will end on March 21, 2017.

With the requested HEAL grant, the project partners intend to create and evaluate a scalable, sustainable program with policies and processes, developed in partnership with the community to

address barriers related to food access and intake and physical activity. The HEAL grant would support this work through August 2018 as follows:

1. Cover a portion of salary and benefits (up to 14 hours/week) for a PHA staff member to coordinate and manage the pilot project;
2. Provide stipends for residents participating on the Dunedin Health Action Team;
3. Cover mileage for travel; and
4. Provide supplies and refreshments for resident-focused activities related to the pilot project.

Staff from U of MN Extension have prior experience applying for these funds, and volunteered to take the lead in drafting the Letter of Intent. As explained in the grant announcement,

We seek to support creative pilot projects that are broadly focused on healthy eating and physical activity and that have the long-term potential for meaningful and measureable impact on local community health. We seek proposals that demonstrate the use of an "integrated approach," to connect: (a) community resources, (b) research, (c) clinical practice, and (d) policy ... to improve community health and eliminate health disparities.

PHA and U of MN Extension staff believe that we are in good position to submit a competitive application thanks to the work that is already in progress under the SNAP-Ed pilot project.

Project funding will be dispersed in two phases during an 18 month period. Phase I includes a 6 month planning phase, and Phase II includes a 12 month project implementation phase. Included in the joint application from the PHA and U of MN Extension will be a funding request of \$5,000 for Phase I and \$15,000 for Phase II, which are the maximum requests allowable under each phase. This opportunity is highly competitive in that only 1 – 2 pilot projects will be selected to receive up to \$20,000 in grant funds. Staff anticipates that Phase I grant awards will be announced by January 31, 2017. Phase II grant awards will be announced in August 2017.

ANH

Attachments: 2017 HEAL Grant Announcement
Letter of Intent Submitted by PHA and University of Minnesota Extension

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING 2017 Allina Neighborhood Health
Connection Grant Application by the
Presidents Council, City Wide Residents
Council and PHA

DATE January 25, 2017

Staff requests Board approval to apply for a grant of up to \$5,000 through the 2017 Allina Neighborhood Health Connection Grant 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. In partnership with Allina Health, continue the “Walk with a Doc” Program and extend it to all PHA sites. Walk with a Doc is a national program that encourages community walking programs that include presentations by a health care practitioner.
2. Implement “Physical Activity Challenge” events at each PHA site to encourage increased physical activity and community engagement among residents. This would include purchasing necessary supplies to support these events.

If awarded, this 2017 Allina grant would supplement the current \$70,000 grant from the Minnesota Health Department to the PHA and St. Paul-Ramsey County Public Health under the Statewide Health Improvement Program (SHIP 4, Year 2) to continue implementing health-related activities.

Staff received the attached notice about this opportunity in November 2016, with applications accepted from January 2, 2017 – February 1, 2017. 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 approved the proposed application by electronic vote on January 6, 2017. Staff expects that the Presidents Council will approve the application at their January 23,

2017 meeting. If the Presidents Council does not vote to support the application, staff will not submit the request to Allina Health.

Although the PHA's application for a 2016 Neighborhood Health Connection Grant was denied, the PHA (on behalf of the City Wide Residents Council and the Presidents Council) applied for and received a \$5,000 Community Connection Grant from Allina for similar activities. The Board approved that application on May 25, 2016.

The Presidents Council, City Wide Residents Council and the PHA have received a total of \$19,050 in Allina Health Neighborhood Health Connections Grants since 2012. Staff anticipates that grant awards for the upcoming round of funding will be announced sometime in February 2017.

ANH

Attachments: 2017 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 Assistant Rental Administrator;
Reclassification

DATE January 25, 2017

Staff recommends Board approval to reclassify the Assistant Rental Administrator position from the current band/grade/sub-grade of C41 to C42. This job classification is in the Supervisory and Confidential group (S&C). This position (with two incumbents) assists the Rental Administrator with managing the admissions process for the Public Housing program.

Staff updated the position's job classification to reflect the current duties and submitted it with supporting documentation to Fox Lawson & Associates (a Division of Gallagher Benefit Services). Fox Lawson is the consulting firm used by the Agency to evaluate, for pay purposes, new positions and those where duties have substantially changed.

Fox Lawson rated the position in the band/grade/subgrade of C42 based on the following:

1. Increased variety and complexity of job duties and increased supervision and data management.
2. Increased supervision of Rental Technicians, Waiting List Technicians, Office Clerks, Front Desk Staff, and Administrative Support Technicians.
3. A higher level of process decision-making, interpreting, evaluating, and enforcing rules.
4. More in-depth review of files (applications for public housing) processed by Technicians, initiating corrective actions, and developing and maintaining tracking methods for data and procedural compliance.
5. Similar responsibilities to the Section 8 Assistant Programs Manager position that is rated at C42, and other positions with similar ratings.

If the Board approves this reclassification, the two employees in this position will receive a 10% increase or be moved to the minimum salary in the new band/grade, whichever is greater, under Article 8.4 of the Personnel Policies for Supervisory & Confidential Employees (S&C policies). The total annualized cost of the increase will be approximately \$15,000.

DMM/AG

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Hearing Officers for Public Housing
Tenant Grievance Hearings and
Section 8 Voucher Informal Hearings

DATE January 25, 2017

Staff requests Board approval to execute contracts with five new hearing officers and to enter into new five-year contracts with four existing hearing officers, to conduct hearings requested by public housing residents and Housing Choice Voucher (Section 8) program participants. Federal regulations require the PHA to provide a hearing for public housing residents or voucher participants who disagree with PHA decisions on program eligibility, rent calculations and other issues affecting their tenancy. The recommended hearing officers are as follows:

NEW HEARING OFFICERS

- Ellen Baudler
- Naomi Garfinkel
- Melissa Houghtaling
- Munazza Humayun
- Daniel Sagstetter

NEW CONTRACTS WITH CURRENT HEARING OFFICERS

- Nick Manthey
- Brian Shirley
- Christine Steffen
- James Watchke-Koranne

There were 52 hearings scheduled for Housing Choice Voucher (HCV) participants in 2016, down from 90 in 2015. (The actual number of hearings held was somewhat smaller due to reschedulings and last-minute settlements.) In each case that went to a hearing the PHA was represented by Section 8 management and legal counsel. Many of the cases are either factually or legally complex; and attorneys from SMRLS (Southern Minnesota Regional Legal Services) frequently represent HCV participants. Fewer public housing grievance hearings are held each year, with only three in 2015 and one in 2016, but the greater complexity of public housing hearings generally makes them lengthier and more resource intensive. Staff believes that the

proposed panel is large enough to allow the PHA to offer timely hearings and provide coverage if one or more hearing officers are not available.

PHA staff and legal counsel drafted the attached Request for Proposals (RFP) and posted it online through the career services offices of the three area law schools. Seven individuals submitted application letters or resumes. Staff and legal counsel interviewed seven candidates and are recommending the five individuals named above as additions to the panel. All of them, like the current panel of hearing officers, are attorneys with at least three years of experience.

The Admission & Occupancy Policies for the Public Housing Program explain the selection of the hearing officer as follows:

4. B. Selection of Hearing Officer. Grievance Hearings shall be conducted by an impartial person appointed by the PHA, other than a person who made or approved the PHA action under review or a subordinate of such person. The Hearing Officer selected for a specific hearing shall be a person from a list of Hearing Officers appointed by the PHA after consultation with the City-Wide Resident Council and the Presidents Council.

Staff sent the names of the recommended hearing officers to the two Resident Councils and did not receive any comments back.

The procedures for the two types of hearings are spelled out in Board-approved policies that are appendices to the Admission and Occupancy Policies for the Public Housing and Section 8 HCV programs (copies attached). To withstand court reviews it is important for each hearing decision to be written clearly and to cover the legal requirements set forth in federal and state statutes and regulations. Decisions from voucher hearings, if appealed, are reviewed by the Minnesota Court of Appeals; and appeals of public housing grievance hearing decisions are reviewed by Ramsey County District Court. Furthermore, applicants or voucher holders may seek review in Federal

District Court of various hearing outcomes that affect federally protected rights^[SL(1)]. With the Board's approval, legal counsel and staff will conduct a training session for the hearing officers.

Staff will include sufficient funding for the hearing officer contracts in the Operating Budgets for Fiscal Year 2018 to be presented for Board approval in February or March 2017. The current year's Operating Budget included \$12,750 for hearing officers for Section 8 and \$8,200 for public housing.

FAH

Attachments: Request for Proposals
Admission and Occupancy Policies for the Public Housing Program, Appendix B,
Grievance Hearings.
Admission and Occupancy Policies for the Section 8 Voucher Program,
Appendix G, Informal Review and Hearing Procedures

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Life Safety Equipment Monitoring,
Testing and Maintenance
Contract No. 17-069

DATE January 25, 2017

Staff requests Board approval to award a one-year contract for life safety equipment monitoring, testing, and maintenance at PHA properties to Electronic Communication Systems Integrators, LLC (ECSI) of Saint Paul, Minnesota, at the unit prices stated in their proposal.

A Request for Proposals (RFP) for these services was advertised in newspapers and sent to several firms that had expressed an interest in working for the PHA. Two proposals were received. The proposals, from ECSI and Simplex-Grinnell, were evaluated by a committee of PHA staff using criteria (stated in the RFP) that included point values for experience/technical competence, licenses and certifications, references, affirmative action efforts (MBE/WBE/DBE) and cost. The evaluation scores were very close, so the evaluation committee interviewed both proposers. Following proposal evaluation and interviews, the evaluation committee selected ECSI as the contractor best able to meet the PHA's life safety equipment service and testing needs. The post-interview evaluation score sheet is attached.

This contract includes the following services in PHA hi-rises, offices, community buildings, and recently constructed congregate housing units at Roosevelt, Mt Airy, and McDonough:

- Monitoring fire alarms, security alarms, and nurse call alarms;
- Code-required semi-annual and annual testing of fire alarm systems, including carbon monoxide detectors, and nurse call systems;
- On-call maintenance and repair of fire alarm systems, nurse call systems, and security systems.

While this contract will remain in effect for one year, there is a contract provision allowing the PHA to extend it in one-year increments, up to a total of five years, if mutually agreeable to both the PHA and ECSI. ECSI's unit prices are within staff estimates for the work.

ECSI has performed satisfactorily under the current PHA contract for similar work. Copies of the Employer Information Reports for ECSI and Simplex-Grinell are attached. Section 3 requirements are not included in this contract because it is a unit price contract with an unspecified dollar amount.

Staff expects to spend approximately \$85,000 per year under this contract. Sufficient funds are available for the contract in the current Operating Budget and will be recommended in next year's budget.

JTL/vma

Attachments

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Pest Control Services at
16 PHA Hi-Rise Buildings and
W. Andrew Boss Building
Contract No. 17-078

DATE January 25, 2017

Staff recommends Board approval to award a contract to Bug Busters, Inc. of Apple Valley, Minnesota to provide pest control services at the PHA's 16 hi-rise apartment buildings and the W. Andrew Boss Building (Central Administrative Office/CAO) at the rates stated in their January 9, 2017 proposal. The contract will run for an initial period of two years with optional third and fourth year extensions.

The work of the contract includes insect, rodent and pigeon control at all specified locations as well as placement and analysis of insect monitoring devices in hi-rise dwelling units when requested by PHA staff.

Staff advertised the Request for Proposals (RFP) for these services in newspapers and sent copies of the RFP to local pest control firms that have expressed an interest in working for the PHA. The two firms that responded to the RFP were independently rated by PHA staff on the five criteria stated in the RFP: Professional competence, ability to provide services in a timely manner, M/W/DBE participation, Section 3 status and cost. As shown on the attached rating sheet, Bug Busters received the higher average score. Staff contacted three other firms that received the RFPs but did not submit proposals. Two of these firms indicated they preferred treatment methods different from what the PHA was requesting, while one firm indicated they were not interested in providing a proposal.

Bug Busters is the PHA's current provider for pest control services at the PHA's family units and scattered site homes, and their performance has been satisfactory. Copies of the Employer Information Reports for Bug Busters and for B&E Pest Control, Inc, the other respondent, 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.

Staff estimates that approximately \$100,000 will be spent each year under this contract.

Sufficient funds are available in the current Operating Budget and will be budgeted in future years to pay the costs of this contract.

KY

Attachments: Summary of Ratings
Employer Information Reports (EEO-1)

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Pest Control Services at PHA
Family Developments and
Scattered Site Homes
Contract No. 17-079

DATE January 25, 2017

Staff recommends Board approval to award a contract to Bug Busters, Inc. of Apple Valley, Minnesota to provide pest control services at the PHA's family housing developments and scattered site homes at the rates stated in their January 9, 2017 proposal. The contract will run for an initial period of two years with optional third and fourth year extensions.

The work of the contract includes insect, rodent and pigeon control at all specified dwelling units as well as placement and analysis of insect monitoring devices in all units when requested by PHA staff.

Staff advertised the Request for Proposals (RFP) for these services in newspapers and sent copies of the RFP to local pest control firms that have expressed an interest in working for the PHA. The two firms that responded to the RFP were independently rated by PHA staff on the five criteria stated in the RFP: Professional competence, ability to provide services in a timely manner, M/W/DBE participation, Section 3 status and cost. As shown on the attached rating sheet, Bug Busters received the higher average score. Staff contacted three other firms that received the RFPs but did not submit proposals. Two of these firms indicated they preferred treatment methods different from what the PHA was requesting, while one firm indicated they were not interested in providing a proposal.

Bug Busters is the PHA's current provider for these services and their performance has been satisfactory. Copies of the Employer Information Reports for Bug Busters and for B&E Pest Control, Inc, the other respondent, 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.

Staff estimates that approximately \$100,000 will be spent each year under this contract.

Sufficient funds are available in the current Operating Budget and will be budgeted in future years to pay the costs of this contract.

KY

Attachments: Summary of Ratings
Employer Information Reports (EEO-1)

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Employee Handbook Policy Amendments: DATE January 25, 2017
Employee Career Development Plan

Staff requests Board approval to revise the Agency's Employee Career Development Plan, which is a Board-approved policy contained in the PHA's Employee Handbook. The Employee Career Development Plan was approved on August 16, 1989 and amended on October 20, 1993. Staff is recommending revisions to reflect changes that have been made to the PHA's employee training, career counseling, and outside course/program attendance programs since the Plan was last amended. The proposed Plan also eliminates language regarding the PHA's Employee Recognition Program, since that program was approved by the Board as a separate policy on February 24, 2016. The recommended revisions are shown on the attachment, with deletions ~~interlined~~ and new language double-underlined.

These revisions are part of a series of staff recommendations related to a comprehensive review and update of all the policies in the PHA's Employee Handbook. Many of the 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 aligned with the PHA's business practices. Staff has worked closely with the PHA's Legal team on all of the recommended policy revisions.

LTS/DMM/ANH/FAH

Attachments: Employee Career Development Plan

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Employee Handbook Policy Amendments:
Equal Opportunity/Affirmative Action/
Fair Housing Policy; Discrimination and
Harassment Prevention Policy;
Disability Accommodation Policy;
Domestic Violence Prevention Policy; and
Workplace Violence Prevention Policy

DATE January 25, 2017

Staff requests approval to amend the Agency's Equal Employment Opportunity (EEO) policies, which include the following five individual policies:

- Equal Opportunity/Affirmative Action/Fair Housing Policy;
- Discrimination and Harassment Prevention Policy;
- Disability Accommodation Policy;
- Domestic Violence Prevention Policy; and
- Workplace Violence Prevention Policy.

These policies were last approved by the Board on January 25, 2006, except for the Workplace Violence Prevention Policy which was approved by the Board on November 22, 2000. The recommended revisions are summarized below and the complete text of each policy is attached, with deletions ~~interlined~~ and new language double-underlined.

These revisions are part of a series of staff recommendations related to a comprehensive review and update of all the policies in the PHA's Employee Handbook. Many of the 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 aligned with the PHA's business practices. Staff has worked closely with the PHA's Legal team on all of the recommended policy revisions.

Equal Opportunity/Affirmative Action/Fair Housing Policy: Staff is recommending amendments that include grammatical corrections; updating PHA staff positions and department contact information for reporting potential policy violations; and removing language that is redundant or covered in separate policies and/or procedures.

Discrimination and Harassment Prevention Policy: Staff is recommending amendments that include grammatical corrections; updating PHA staff positions and department contact information for reporting potential policy violations; and removing language that is redundant or covered in separate policies and/or procedures.

Disability Accommodation Policy: Staff is recommending removing language under the “Definitions” and “Governing Principles” sections, and placing it in the PHA’s Disability Accommodation Procedures instead of the policy document. Staff is also recommending clarifying PHA department contact information for requesting a disability accommodation, or for reporting potential policy violations.

Domestic Violence Prevention Policy: Staff is recommending changes to the PHA department contact information for employees requesting assistance and/or support.

Workplace Violence Prevention Policy: Staff is recommending changes to the PHA department contact information for reporting concerns and/or incidents of workplace violence.

LTS/DMM/ANH/FAH

Attachments: Draft Equal Opportunity/Affirmative Action/Fair Housing Policy
Draft Discrimination and Harassment Prevention Policy
Draft Disability Accommodation Policy
Draft Domestic Violence Prevention Policy
Draft Workplace Violence Prevention Policy

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Employee Handbook Policy Amendments: DATE January 25, 2017
Donation of Annual Vacation Leave

Staff requests Board approval to amend the Board Approved Policy: Donation of Annual Vacation Leave (Vacation Donation Policy) contained in the PHA's Employee Handbook. The PHA's Vacation Donation Policy was originally approved on July 16, 1997. Staff is recommending minimal amendments that include removing the word "Annual" from the policy, providing additional clarification on the current process for requesting and submitting vacation donations, and specifying how donated vacation time is currently applied to a recipient's sick leave balance. The exact text of each recommended policy revision is attached, with deletions ~~interlined~~ and new language double-underlined.

This is one of several staff recommendations related to a comprehensive review and update of all 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.

LTS/DMM/ANH/FAH

Attachments: Draft Donation of Annual Vacation Leave Policy

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING Employee Handbook Policy Amendments:
Personnel Policy for All Employees

DATE January 25, 2017

Staff requests Board approval to revise the Agency's Personnel Policy for All Employees (Personnel Policy), which is a Board-approved policy contained in the PHA's Employee Handbook. The Personnel Policy dates back to the Agency's creation in 1977 and it has been amended frequently, most recently in 2011. Staff is recommending further amendments to include updating language to reflect current processes; removing information that is no longer relevant, unnecessary, or already referenced in other policies; and adding a provision in Section F. Compensation, stating the PHA's process for approving an employee's request to voluntarily demote, and establishing the employee's pay rate after the demotion. This language was formerly included in the PHA's Guide to Conduct Policy, and staff believes that the Personnel Policy is the appropriate vehicle for this process. The recommended revisions are shown on the attachment, with deletions ~~interlined~~ and new language double-underlined.

This revision is part of a series of staff recommendations related to a comprehensive review and update of all 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 aligned with the PHA's business practices. Staff has worked closely with the PHA's Legal team on all of the recommended policy revisions.

LTS/DMM/ANH/FAH

Attachments: Draft Personnel Policy for All Employees

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

RESOLUTION NUMBER 17-1/25-02

RESOLUTION IN RECOGNITION OF DEDICATED SERVICE

By

PATRICK CONNOLLY

Whereas, Patrick Connolly served the Saint Paul Public Housing Agency and its residents for over 42 years, from July 10, 1974 until his retirement on December 23, 2016; and

Whereas, he provided distinguished service in many ways, including the following:

- Pat began working for the Agency in 1974 as a Maintenance Tenant Aide.
- Based on his solid performance and strong work ethic, Pat was hired as a regular employee and quickly rose through the ranks of the Maintenance Department as a Laborer, Work Order Mechanic and Lead Worker. In 1988 Pat was promoted to Supervising Foreman/Maintenance Manager, a position he held until 2003.
- From 2003 through 2016 Pat served as a Housing Inspector for the Section 8 Housing Choice Voucher Program, where he helped voucher participants and rental property owners understand how to maintain their properties up to HUD standards, to receive the housing subsidies that enabled the tenants to live in safe, affordable housing.
- As a Housing Inspector Pat often volunteered to work overtime and weekends to complete Section 8 inspections on time, to avoid delaying or disrupting tenants' rent assistance.
- Pat demonstrated his commitment to the Agency's mission, residents and community by serving with professionalism and a consistent pursuit of quality in all aspects of his work, which made him an valued member of the Maintenance Department and Section 8 Team;

In all these ways, he contributed to the Agency's exemplary record that includes ongoing High Performer ratings from HUD, which has added to the PHA's national reputation for outstanding administration of the Public Housing and Housing Choice Voucher programs.

NOW THEREFORE BE IT RESOLVED, that we, the Board of Commissioners of the Public Housing Agency of the City of Saint Paul, on behalf of the Board, the staff, and residents, do recognize and hereby acknowledge with deep appreciation, respect, and admiration for the services provided to the Agency and community by Patrick Connolly.

January 25, 2017