

On October 26, 2016, the Saint Paul Public Housing Agency (PHA) Board of Commissioners approved the following actions:

- Resolution In Recognition Of Dedicated Service By Marty Strub
- Property Insurance Policy Renewal
- Public Housing Agency Plan For PHA Fiscal Year 2018; Public Hearing; Deconcentration Of Property Analysis Fiscal
- Resolution In Recognition Of Dedicated Service By Georgie Kadir Kabeto
- Cancel December Board Meeting
- 2016 Every Body Walk! Micro Grant Program
- Vinyl Flooring Installation At PHA Properties; Contract No. 17-052

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

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

RESOLUTION NUMBER 16-10/26-01

**RESOLUTION IN RECOGNITION OF
DEDICATED SERVICE**

By

Marty Strub

WHEREAS, Marty Strub has served the people of Saint Paul as a Commissioner of the Saint Paul Public Housing Agency (PHA) from January 26, 2005 until August 24, 2016; and

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

- For more than eleven years he has provided both leadership and steady support for the PHA Board of Commissioners, the staff and the Agency;
- He brought to the PHA Board the essential perspective of organized labor, combined with sensitivity to City needs and neighborhood concerns, and a strong personal commitment to the PHA's mission of serving low-income people;
- He has contributed financially to the PHA and its staff, donating his Commissioner stipends to an employee scholarship fund established by his predecessors, Commissioners Richard Willits and John Wilking; and
- He has demonstrated his personal concern for PHA staff and for the families and individuals who rely on public housing and Housing Choice Vouchers for safe, affordable, quality housing; thereby earning the respect of the other Commissioners, staff members, and residents.

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 and respect the service provided to the Agency and the community by Marty Strub and we wish him well in his retirement.

October 26, 2016

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Property Insurance Policy Renewal

DATE October 26, 2016

Staff requests Board approval to renew the PHA's property insurance for one year effective December 1, 2016 with the Housing Authority Insurance Group (HAI) at an estimated annual premium of \$520,019 on an insurable property value of \$613,699,925. The estimated premium is slightly higher than last year's actual premium of \$504,094 (up \$15,925 or 3.16%) due to the property rate increases with HAI.

HAI insures the PHA's property through its subsidiary company, Housing Authority Property Insurance. Important factors in the coverage remain the same, including:

- A \$25,000 deductible;
- No blanket coverage, replacement cost will be subject to values on file with HAI;
- Exclusion for mold and fungi;
- Exclusion for any Acts of Terrorism.

As a capital member of the Housing Authority Risk Retention Group (HARRG) and Housing Authority Property Insurance the PHA receives dividend distributions, as shown below:

PHA FISCAL YEAR	HARRG DIVIDEND
FY 2007	\$68,882
FY 2008	\$164,479
FY 2009	\$43,758
FY 2010	\$172,011
FY 2011	\$136,216
FY 2012	\$151,863
FY 2013	\$114,932
FY 2014	\$102,765
FY 2015	\$88,062
FY 2016	\$60,584
FY 2017 YTD	\$29,051
TOTAL	\$1,132,603

Sufficient funds for this expense are in the FY 2017 Operating Budget and will be included in the FY 2018 Operating Budget.

RPM/HMG

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Public Housing Agency Plan for
PHA Fiscal Year 2018;
Public Hearing; Deconcentration of
Poverty Analysis

DATE October 26, 2016

Staff recommends Board approval for the two attached documents:

1. The draft Agency Plan for the next fiscal year (beginning April 1, 2017) and
2. The required “deconcentration of poverty” analysis, comparing average incomes at each of the four family housing developments.

The PHA will hold a public hearing on the Agency Plan on Tuesday, November 15, 2016 from 4:00 – 5:30 PM at the Neill Hi-Rise, 325 Laurel Avenue. At the hearing staff will summarize the proposed updates to the Annual and 5-Year Agency Plans for the PHA’s next fiscal year (FY 2018). Staff will request final Board approval of the Agency Plan at the November 23, 2016 business meeting.

The Agency Plan no longer serves as the PHA’s application to HUD for the next Capital Fund Program (CFP) grant (for Federal Fiscal Year 2017). Since Congress has not approved the HUD Appropriations bill for next year yet, the amount the PHA will receive from the Capital Fund is unknown.

On September 30, 2016 the St. Paul Pioneer Press published the PHA’s notice announcing the date of the public hearing and stating that a draft Plan was available for review and comment (copy attached). The draft Plan is substantially the same as last year’s. Members of the Resident Advisory Board (RAB) discussed the Plan updates in three meetings in August and September. Agendas and announcements of RAB meetings were mailed to the Hi-Rise Presidents Council, the

City-Wide Residents Council, Section 8 representatives and Southern Minnesota Regional Legal Services (SMRLS).

The PHA's current approved Agency Plan is posted on the PHA's website, www.stpaulpha.org, and on HUD's website: <http://www.hud.gov/offices/pih/pha/approved/index.cfm>.

“Deconcentration of poverty.” Federal law requires each public housing agency to annually examine the average household incomes (adjusted for unit sizes) at each family housing development and across all family developments, to determine if there are “concentrations of poverty” which should be addressed. A summary of staff's latest deconcentration analysis is attached. As in previous years, our analysis of average incomes showed relatively consistent incomes across developments, so there is no need for further analysis or corrective action.

FAH

Attachment: Public Hearing Notice
Deconcentration of Poverty Analysis
Family Income Trends
Draft Agency Plan for PHA FY 2018
“Deconcentration of Poverty” Analysis

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

RESOLUTION NUMBER 16-10/26-2

**RESOLUTION IN RECOGNITION OF
DEDICATED SERVICE**

By

Georgie Kadir Kabeto

WHEREAS, Georgie Kadir Kabeto served the people of Saint Paul as a Commissioner of the Saint Paul Public Housing Agency (PHA) from June 26, 2013 until September 21, 2016; and

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

- As a resident of Dunedin Terrace, he brought a first-hand familiarity with resident issues and concerns to the Board's deliberations.
- He advised the Commissioners on issues that were important to family residents and to the Resident Councils, drawing on his leadership in the Dunedin Terrace Resident Council and the City-Wide Resident Council.
- He recommended that the PHA institute a system to allow residents to submit their monthly rent payments online, which the Agency was able to accomplish during his tenure on the Board, thereby providing greater customer service to residents.
- He faithfully attended Board meetings, respected and supported staff and his fellow Commissioners, and gave full and fair consideration to all matters brought before the Board.
- During his service as a Commissioner, he demonstrated his commitment both to the PHA's mission and the Agency's Commissioners, staff and residents.

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 and respect the service provided to the Agency and the community by Georgie Kadir Kabeto.

October 26, 2016

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Cancel December Board Meeting

DATE October 26, 2016

Staff recommends Board approval to cancel the December regular business meeting because it appears there will be no business items for consideration. The fourth Wednesday falls on the December 28 this year. In previous years the Board has approved canceling the December regular business meeting, or holding it a week early if needed to approve necessary business items. It does not appear to be necessary for the Board to meet in December this year.

The Agency By-Laws state that “A scheduled regular or special meeting may be rescheduled or canceled only with the concurrence of four commissioners obtained at least three days prior to the scheduled regular or special meeting.” (Article I, Section 3.)

The November regular business meeting will be held on November 23, 2016.

MLM

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING 2016 Every Body Walk!
Micro Grant Program

DATE October 26, 2016

Staff requests Board approval to submit an application to the “America Walks and Every Body Walk! Collaborative”, requesting a grant of up to \$1,500 under their 2016 Micro Grant Funding program. If awarded, the grant would help the PHA meet its goals for the FY 2018 Statewide Health Improvement Program (SHIP), continuing the PHA’s partnership with Allina Health United Hospital for the “Walk with a Doc” community walking initiative. Grant applications are due on November 18, 2016.

The grant funds would be used to do the following:

- Purchase materials and create event signage;
- Provide language translation for materials;
- Create walking route maps; and
- Purchase walking supplies and incentives.

The America Walks and the Every Body Walk! Collaborative began the Micro Grant Funding program in 2015. As explained on the organization’s website,

Funded projects will increase walking and the benefits of walkability in communities, work to develop the walking movement by growing the number and diversity of people and organizations pushing for more walkability, and they should make walking safe, easy and enjoyable for all community members.

In 2015, Every Body Walk! Micro Grants supported projects providing signage for recreation trails, community walking routes, and community walking programs.

“Walk with a Doc” is a partnership between PHA and Allina Health United Hospital that began in 2015 to improve community health and social wellbeing by inviting PHA residents to come together for monthly group walks. A guest healthcare provider joins each month to lead a discussion about a current health topic and walk with the group. Seven walking events have taken place at various PHA hi-rise and family sites locations since October 2015 with a total of 109 participants joining in for the community walks.

ANH/BC

Attachment: 2016 Every Body Walk! Micro Grant Program Details

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING Vinyl Flooring Installation
At PHA Properties;
Contract No. 17-052

DATE October 26, 2016

Staff requests approval to award a two-year contract for vinyl flooring installation at all Agency sites to the sole bidder, Natus Corporation dba Hamernick Decorating, of St. Paul, Minnesota, for the unit bid prices indicated on the attached October 14, 2016 bid tabulation. Staff expects that approximately \$125,000 will be spent on this contract each year. This contract award is contingent on HUD approval since it exceeds \$100,000 and only one bid was received.

This is a service contract for replacing vinyl tile and accessories on an as-needed basis at all PHA locations. Natus/Hamernick has performed satisfactorily on the previous contract (Contract No.15-035). Based on anticipated quantities for each type of work, the bid prices represent an increase of 8.7% over the previous contract. This is illustrated on the attached bid tabulation and price comparison. The weighting formula is stated in the bid specifications and is used to determine the low bidder when more than one bid is received.

Staff solicited bids by advertising in local newspapers and trade publications and making the bid documents available via file download through our document services vendor, Northstar Imaging. To encourage contractors to bid on this work, PHA staff contacted six local flooring contractors directly to explain the scope of work and contract details. Despite these efforts, only Natus/Hamernick submitted a bid. Two of the contractors who declined to bid informed staff they

were currently too busy to take on the additional work, two informed staff they were too busy to complete the bid in time and one did not respond to repeated attempts at contact.

A copy of the Employer Information Report for Natus/Hamernick is attached. Since this is a unit-price contract, the contractor is not required to contribute to the Section 3 Training Fund or submit a Section 3 Action Plan.

There are sufficient funds in the Operating and Capital Fund Budget for this work.

MIS/vma

Attachments: EEO-1
Unit Bid Tabulation and Cost Comparison Calculations