



PHA Operatings Report to the Board

From the Executive Director's Office

April 17, 2020

Executive Director Jon Gutzmann

Dear Board Members,

We are sending you this report to keep you informed of the hard work of the dedicated PHA staff during the COVID-19 pandemic.

We have taken the following actions:

- 3/10/20 – Published the first PHA statement;
- 3/11/20 – Directed HR department to order hand sanitizer wall station dispensers; Maintenance staff assisted with site distribution;
- 3/11/20 – RI staff posted Coronavirus posters at W.A. Boss Building and PHA sites;
- 3/12/20 – Maintenance staff ordered 10,000 bars of anti-bacterial soap;
- 3/12-13/20- PHA staff distributed care packages to all hi-rise residents. Care package include three bars of soap and two-sided flyer on COVID-19;
- 3/16/20 – Published PHA COVID-19 Action Plan
- 3/18-20 – Translated in 4 different languages; posted notice for door entry - “Do not enter if you are sick or have flu-like symptoms, call our office”;
- 3/20/20 – Published PHA COVID-19 Action Plan 2.0
- 3/26/20 – Published PHA “Essential” Travel letter; sent to all employees.
- 4/2/20 – Published PHA Operations Report to the Board

The PHA remains open for business. I am pleased to report a few headlines:

1. On March 25, 2020, the PHA received 5 new VASH Vouchers, bringing the PHA's total of VASH vouchers to 236. On April 1, 2020, the PHA was awarded 75 new FUP vouchers, bringing the total of FUP vouchers to 175.
2. The PHA is still leasing apartments: For the month ending 3/31/2020, the PHA leased 93 voucher units for a utilization rate of 96.4% for the 4,809 Housing Choice Vouchers (HCV) participants rent in privately-owned housing. For the month ending 3/31/2020, the PHA leased 68 public housing units for a total occupancy rate of 98.5% for the 4,251 PHA-owned and managed units. Together both programs provide affordable housing to over 21,000 people in the city of St. Paul.
3. On 4/8/2020 the PHA conducted a special remote Board meeting to hear details of the Ford site redevelopment plan. Representatives from Ryan Corporation, Common Bond

and PPL presented details on affordable housing production goals and timelines. The PHA was asked to contribute 80 HVC for PBV, which the Board took under advisement.

4. On 4/9/2020 Ramsey County Sheriff Bob Fletcher presented the PHA with the opportunity to utilize approximately ten Sheriff's Deputies at various PHA-owned hires to assist our efforts to prevent the spread of the Coronavirus. As of this writing, staff are working with Sheriff Fletcher to implement this plan. Thank you Sheriff Fletcher; the PHA is grateful for your generosity and compassion for the residents.

Additional details from Deputy Executive Director/General Counsel Louise Seeba and the Department Directors follows. We are working hard to keep our residents safe while continuing to provide affordable and quality housing. Thanks to the PHA staff for their continued outstanding performance and dedication especially during this critical time.

Whether working from home or on-site, all PHA staff are performing critical and essential duties for our clients. We will continue to pay all staff during this global health crisis. Leave usage will be voluntary and employee-driven. We are a PHA family and will get through this crisis together.

Jon Gutzmann 4/17/20

Deputy Executive Director/General Counsel's Report

Louise Seeba

Deputy Executive Director/General Counsel Louise Seeba continued coordinating the weekly phone conference with Department Directors to discuss what they are expecting of other departments, and what they can offer to other departments during this pandemic. Below is a summary of the April 13, 2020 COVID-19 call with the Directors.

Alicia Huckleby reported that in Resident Initiatives, food from Twin Cities Mobile Market is being provided to Dunedin, Edgerton, and Iowa this Friday (17th). On April 24, food is being provided to Front, Seal and Valley. Ann Tranvik (Saint Paul-Ramsey County Public Health Nurse) is sharing resource information (financial assistance, food, housing, and mental health assistance) by links to our website and sharing with residents.

In Human Resources, HR staff remind sick employees to stay home. Neogov has allowed new employee onboarding process to go online for no cost. It is working well. We have created COVID sick leave policy to comply with the Family's First Coronavirus Response Act.

Ron Moen reported that Accounting is operating at about 20% hours in the office. Most of those hours are for processing accounts receivable. Lock boxes for rent payments are working well. Although most things have switched to online, it has not increased those making rent payments online. IT- is working remotely and was well situated for the change to work from home. We are having issues with Tenmast bandwidth capacity. It is on Tenmast's side and not the PHA side. We will make notes of all Tenmast bandwidth speed limitations and follow up with Tenmast. Trying to use Tenmast off hours has allowed staff a better experience some times.

Kim Nguyen reported that there have been more requests to work from home. RS is determining the total number of additional phones and computers that will be needed. This will be for the ASTs and Rental Techs and will be approximately 15 desk tops, and 21 cell phones. There are five desk tops available at Valley. Kim will report final request to Jon. It would be helpful if staff could turn a picture to a PDF for remote working purposes. IT will assist in this request. RS will order "COVID-19 Extenuating Circumstances" stamps. Forms and documents stamped with this message are for RAD PBRA MOR purposes.

The PHA is working on our partnership with Ramsey County Sheriff's Office. Kim Nguyen and Beth Forest met with Sheriff Fletcher and his team on April 14. More details are forthcoming.

Tim Angaran reported that Maintenance staff are getting PPE supplies out to front line staff, including the recently purchased distillery made sanitizer. We are looking for more sources for masks and hand sanitizer. In the construction arena, everything is continuing. See below for more updates from Tim for the Maintenance department.

Dominic Mitchell reported that the PIH notice 2020-05 offers a number of waivers from HUD requirements that we should consider. For example, a new SEMAP certification will not be required unless an Agency requests an updated score, HQS inspections can be delayed in certain circumstances, 3rd party income verification for annual recertifications can be temporarily waived. We will explore taking advantage of waivers that will assist the PHA during this time.

Al Hester reported that he is reviewing the HUD notice again for specifics that may apply to the PHA, and will prepare a Board Report notifying Commissioners of the possibility of waivers.

Maintenance Department

Maintenance Director Tim Angaran

- COVID-19 Action Plan Activities: Additional cleaning measures continue. Available family area maintenance staff continue to assist their hi-rise colleagues where needed to sustain the additional cleaning work. Our staffing level remains good and we are working on the preparation of vacant units, albeit a little slower at this time. We currently have 363 non-emergency work orders awaiting repair in the future. Our Administrative Support team continues to arrive every day to work and are keeping all of our administrative tasks moving efficiently, especially fiscal year-end invoices. Maintenance Managers and Supervisors continue to stagger their time in the office when able to do so. Maintenance Contracts staff are working in the office when necessary, performing field inspections and working from home on bid documents. We are working to acquire more masks of any type as our current stock of masks is dwindling. To help boost the quantity of masks on order, both RS and Maintenance staff have placed separate orders through Walmart. These masks may arrive next week, but shipping dates have been fluid. We also placed an order for industrial hood/mask combinations. Today, staff obtained five gallons of hand sanitizer made at a local distillery. We also have a new lead on 40 gallons of hand sanitizer that we are attempting to acquire now. We recently received a 20-gallon drum of concentrated disinfectant that will aid in our additional cleaning measures. We have received a few resident 504 accommodation requests. I have asked my team to consider these as essential health and welfare items that should be addressed without lengthy delay.
- Mt. Airy Homes Modernization, Phase 5: Work continues to proceed well on the townhomes at the northeast corner of the Mt. Airy Homes site. Several buildings are beginning to receive new rigid wall insulation, trim and siding. Roofing and window installation continues and new A/C sleeves are being installed along with the necessary electrical provisions. See attached progress photos.
- Mt. Airy Homes: City of Saint Paul crews removed the boulevard ash trees along Arch Street.
- Roof Replacement at Central Hi-Rise: The main roof is nearly complete with the exception of some flashing, electrical and cellular equipment pad installation. Today, the majority of the contractor's team are on the upper penthouse roof installing new materials. The weather has been favorable for this work. See attached photos.
- Roof Replacement at Exchange Hi-Rise: The Exchange Street pedestrian protections are in-place for the crane coming next week to remove the abandoned cellular equipment and begin the roof demolition and installation of the new roofing materials.
- Elevator Modernizations at Four Hi-Rises: This work continues to proceed well. At Exchange Hi-Rise, the contractor awaits the elevator cab materials needed to complete the work. If all continues to go well and without further delay the remaining elevator cab at Exchange will be completed in early-May. Central Hi-Rise may be completed soon

after Exchange followed by Dunedin and Neill Hi-Rises. The new elevators look great and provide a very smooth, quick ride.

- FHLBDM: A draft Board Report has been prepared seeking Board approval to apply for the 2020 FHLBDM Competitive Affordable Housing Program funds. We will be seeking up to \$3M for elevator and mechanical modernizations and Iowa, Edgerton and Ravoux Hi-Rises. The FHLBDM application period opens May 1, 2020.
- Hot Water Storage Tank Replacement at Four Hi-Rises: A Board report has been prepared seeking Board approval to award a contract to Kraft Mechanical in an amount of \$578,000 to replace the hot water storage tanks at four hi-rise buildings. This work is part of our RAD RCC Exhibit D project list. The separate asbestos abatement work at the existing tanks is in progress at Wilson and Dunedin Hi-Rises.
- CAO: Staff received two proposals for the janitorial services at CAO. Both proposers have performed successfully in the past. A Board report will be drafted early next week for review. Staff continue to seek bids for the installation of flowers in the planter boxes and other miscellaneous grounds work.
- Elevator Modernization at Cleveland Hi-Rise: Staff received two consultant proposals to design the upcoming elevator modernization.
- Front Hi-Rise Plumbing and Boiler Modernization: Staff anticipate receipt of a schematic design and initial construction cost estimate on 4/15 for the plumbing and boiler modernization.
- Hamline Hi-Rise: Repair of the roof decking and surface materials has been completed.
- Wabasha Hi-Rise: New exterior LED lighting was installed at the garage canopy and main entry canopy. The electrician will soon return to install new photocells to control the daytime/nighttime function. See attached before and after photos at the garage canopy. The new LED's make a significant improvement in the area lighting.
- FY21 Non-Capital Operating and Building Fund Projects: Next week, Maintenance Contracts staff will receive their assignments of non-capital items in RAD Projects 1 thru 8 and approved work for our CAO building.
- Emergency Generator at Edgerton Hi-Rise: Our service contractor identified a slow leak in the radiator. The existing radiator is original to this equipment and staff have chosen to install a new radiator in lieu of a much longer downtime to send the existing radiator to a shop for repairs. The installation of a new radiator will take one workday to complete.
- Semi-Annual Life-Safety Equipment Inspections: Our semi-annual life-safety equipment inspection will be delayed until May 4 to coincide with the extended shelter-in-place order by Governor Walz. Staff are looking into the possibility of performing the fire sprinkler portion of this semi-annual inspection that does not interact with our residents in their home.
- Drop Boxes at PHA Sites: Seven wall-mounted drop-boxes have been received. Staff are selecting the exterior locations for their installation next week.

Mt. Airy Homes Modernization, Phase 5: Progress photos



Roof Replacement at Central Hi-Rise – progress photos





Wabasha Hi-Rise: before and after photos of new exterior LED lighting at the garage canopy.