NOTICE AND AGENDA

May 27, 2015

REGULAR MEETING OF THE MINNEAPOLIS PUBLIC HOUSING AUTHORITY IN AND FOR THE CITY OF MINNEAPOLIS WILL BE HELD AT 1:30 P.M. AT 1001 WASHINGTON AVENUE NORTH, MINNEAPOLIS, MINNESOTA

The Tenant Advisory Committee will meet at 12:00 Noon, same date and place

Commissioners:  F. Clayton Tyler, Chair
Charles T. Lutz, Vice Chair
Daisy Nguyen, Secretary
Tom DeAngelo, Commissioner
Cara Letofsky, Commissioner
Dorothy Robinson, Commissioner
Hon. James Rosenbaum, Commissioner
Berra Toka, Commissioner

GENERAL:

• Roll Call
• Approval of Agenda
• Minutes of Regular Meeting of April 22, 2015

TENANT ADVISORY COMMITTEE – TAC Chairperson Comments

DISCUSSION:

1. Heating System Upgrades at 1717 Washington Avenue N.E. (Emilio Bettaglio, DED / Director of F&D)

RECEIVE AND FILE:

• Monthly Performance Report for April 2015 (Cora McCorvey, Executive Director / CEO)

Next Regular Meeting:  Wednesday, June 24, 2015 - 1:30p.m.
1001 Washington Avenue North
Minneapolis, MN 55401

Notice: A portion of this meeting may be closed to the public pursuant to Minnesota Statutes Section 13D.03 or 13D.05.

MINNEAPOLIS PUBLIC HOUSING AUTHORITY
EQUAL HOUSING OPPORTUNITY – EQUAL EMPLOYMENT OPPORTUNITY
The Minneapolis Public Housing Authority in and for the City of Minneapolis met in a regularly scheduled meeting at 1:30 P.M. on April 22, 2015, at 1001 Washington Avenue North, Minneapolis, Minnesota, the date, time, and place established for the holding of such meeting.

Roll Call:

The Chair called the meeting to order, the following members of the Board being present:

F. Clayton Tyler        Chair
Charles T. Lutz         Vice Chair
Daisy Nguyen            Secretary
Tom DeAngelo            Commissioner
Cara Letofsky            Commissioner
Hon. James Rosenbaum    Commissioner
Berra Toka              Commissioner

The following member of the Board was absent:

Dorothy Robinson        Commissioner

The following others were also present:

Cora McCorvey           Executive Director / CEO

The Chair declared the presence of a quorum.

Approval of Agenda:

Commissioner Lutz moved approval of the proposed agenda. The motion was seconded by Commissioner Rosenbaum. Upon a voice vote, the Chair declared the motion carried.

Approval of Minutes:

The Minutes of the Annual Meeting of January 28, 2015, were presented for approval. Commissioner Lutz moved the minutes be accepted as presented. The motion was seconded by Commissioner Nguyen. Upon a voice vote, the Chair declared the motion carried.

Item No. 1: Affordable Housing Trust Request

After a brief discussion, Chairman Tyler suggested that this item be tabled to provide more
opportunity to review. Commissioner Lutz moved to table the item. Commissioner Rosenbaum seconded the motion. Upon a voice vote, the Chair declared the motion carried. [See Document No. 2015-08]

Item No. 2: Use of 2012 Operating Subsidy Settlement Funds

After a brief presentation by staff and discussion, Commissioner Lutz moved approval of the recommendation set forth in the Report. Commissioner Letofsky seconded the motion. Chairman Tyler requested a roll call vote. Upon a roll call vote, four Commissioners voted "aye" (Commissioners Letofsky, Lutz, Toka, and Tyler), and three Commissioners voted "nay" (DeAngelo, Nguyen and Rosenbaum). The Chair declared the motion carried. [See Document No. 2015-09]

Item No. 3: Planning for a New MPHA Administrative Office Building

After a brief presentation by staff and discussion, Commissioner Lutz moved approval of the recommendation set forth in the Report. Commissioner DeAngelo seconded the motion. Upon a voice vote, the Chair declared the motion carried. [See Document No. 2015-10]

Item No. 4: Approval and Execution of Rental Assistance Demonstration (RAD) Transaction Document

After a brief presentation by staff and discussion, Commissioner Rosenbaum moved approval of the recommendation set forth in the Report along with the corresponding Resolution which was attached thereto. Commissioner Letofsky seconded the motion. Upon a roll call vote, six Commissioners voted "aye" (Commissioners DeAngelo, Letofsky, Lutz, Nguyen, Rosenbaum, Toka, and Tyler), and no Commissioners voted "nay". The Chair declared the motion carried. [See Document No. 2015-11]

Receive and File Items:

The following items were received and filed by the Board:


Adjournment:

There being no further business to come before the meeting, and upon a motion duly made and seconded, the meeting was adjourned at 2:23 p.m.

_________________________________
Secretary of the Board of Commissioners

_________________________________
Date These Minutes Approved

MINNEAPOLIS PUBLIC HOUSING AUTHORITY
EQUAL HOUSING OPPORTUNITY – EQUAL EMPLOYMENT OPPORTUNITY
# REPORT TO THE COMMISSIONERS

**FROM:** Cora McCorvey, Executive Director / CEO  

**SUBJECT:** Heating System Upgrades at 1717 Washington Street NE

<table>
<thead>
<tr>
<th>Previous Directives:</th>
<th>The Board has previously approved Capital Fund Program (CFP) Plan for FY 2015 as part of the Agency’s 2015 Moving to Work (MTW) Plan.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resident Council Review/Recommendation:</strong></td>
<td>Building modernization committees involved in the planning process concur with the Agency’s assessment of current capital needs and understand the services necessary to implement the improvements. This project will also be discussed with the Tenant Advisory Committee (TAC) immediately prior to the Board’s May 27, 2015 meeting.</td>
</tr>
<tr>
<td><strong>Budget Impact:</strong></td>
<td>These expenditures will be charged to the Capital Fund Program.</td>
</tr>
<tr>
<td><strong>Affirmative Action Compliance:</strong></td>
<td>MPHA will work with the contractor to strategize on affirmative action and Section 3 opportunities and will monitor compliance.</td>
</tr>
<tr>
<td><strong>Procurement Review:</strong></td>
<td>This Report has been reviewed and approved by the Agency’s Contracting Officer.</td>
</tr>
</tbody>
</table>

**RECOMMENDATION:** It is recommended that the Board of Commissioners authorize the Executive Director or her designee to enter into a contract in the amount of $536,723 with Schadegg Mechanical for heating system upgrades at 1717 Washington Street NE.

1717 Washington Street NE is one of the few remaining highrise buildings with pneumatic (pressurized air) heating system controls. A key component in MPHA’s overall energy savings strategy in highrise buildings is converting pneumatic controls to Direct Digital Controls (DDCs). DDCs allow for remote monitoring, control, and diagnosis of HVAC system problems, as well as HVAC systems integration for operational efficiencies. DDC conversion also eliminates the costs associated with the maintenance and recalibration problems common with pneumatic controls and the need for (and operational costs of) air compressors.
On April 14, 2015, an invitation for bids was publicly advertised with a bid due date of May 15, 2015. Direct bid invitations were sent to the following firms:

- Associated Mechanical
- P&D Mechanical
- Cool Air Mechanical
- Master Mechanical
- Schadegg Mechanical
- Albers Mechanical
- NRG Mechanical (MBE, Section 3)
- American Contractors (MBE, Section 3)
- Sun Mechanical (WBE)
- Egan Companies
- Corval Group
- Nasseff Mechanical Contractors
- US Mechanical (WBE)
- Covenant Electric (WMBE, Section 3)
- Northern Air Corporation

The following bids were received:

- US Mechanical (WBE) $289,000 *(bid withdrawn)*
- Schadegg Mechanical $536,723
- Corval Group $568,539

The successful bidder, Schadegg Mechanical, a local firm, has successfully completed several mechanical projects in Minneapolis. Staff is confident that they will perform well for MPHA on this project.

This Report was prepared by Emilio Bettaglio, Deputy Executive Director, Facilities and Development. For further information, please contact Mr. Bettaglio at (612) 342-1419 or ebettaglio@mplspha.org
Cora McCorvey, Executive Director / CEO

Performance Report for April 2015

Board of Commissioners Meeting -
May 27, 2015
THIS MONTH’S REPORT

- Asset Management Project (AMP Reports)
- Procurement
- Rent Collections
- Facilities and Development
- Finance
- Housing Choice Voucher Program
- Policy & Special Initiatives
Glendale AMP 1 –
Total Units 184

- Units Leased: 2
- Average Turnover: 28
  - Down Time: 1
  - Days Make Ready: 13
  - Days for Re-rental: 15
- Total Work Orders
  - 1 emergency work order completed in 24 hours – 100%
  - 181 non emergency work orders completed – 99%

- Occupancy Level: 99%

Scattered Sites AMP 2 –
Total Units 736

- Units Leased: 7
- Average Turnover: 26
  - Down Time: 2
  - Days Make Ready: 16
  - Days for Re-rental: 9
- Total Work Orders
  - 2 emergency work orders completed in 24 hours – 100%
  - 652 non emergency work orders completed – 87%

- Occupancy Level: 99%
North AMP 3 – Headquarters: 315 Lowry Total Units 1296

Units Leased: 18
  - Average Turnover: 40
    - Days Down Time: 6
    - Days Make Ready: 18
    - Days for Re-rental: 16
  - Total Work Orders
    - 11 emergency work orders completed in 24 hours – 100%
    - 1538 non emergency work orders completed – 83%

- Occupancy Level: 98%

Northeast AMP 4 – Headquarters: 1815 Central – Total Units 944

Units Leased: 14
  - Average Turnover: 19
    - Days Down Time: 3
    - Days Make Ready: 4
    - Days for Re-rental: 12
  - Total Work Orders
    - 4 emergency work orders completed in 24 hours – 100%
    - 546 non emergency work orders completed – 85%

- Occupancy Level: 100%
Hiawatha AMP 5 –
Headquarters: 2123 – 16th – Total Units 886
- Units Leased: 10
- Average Turnover: 26
  - Days Down Time: 3
  - Days Make Ready: 11
  - Days for Re-rental: 12
- Total Work Orders
  - 12 emergency work orders completed in 24 hours – 100%
  - 361 non emergency 83%
- Occupancy Level: 98%

Cedar AMP 6 –
Headquarters: 1611 So. 6th – Total Units 895
- Units Leased: 5
- Average Turnover: 20
  - Days Down Time: 8
  - Days Make Ready: 4
  - Days for Re-rental: 9
- Total Work Orders
  - 12 emergency work orders completed in 24 hours – 100%
  - 428 non emergency 87%
- Occupancy Level: 100%
Horn AMP 7 –
Headquarters: 3121 Pillsbury – Total Units 937

- Units Leased: 8
- Average Turnover: 17
  - Days Down Time: 3
  - Days Make Ready: 6
  - Days for Re-rental: 9
- Total Work Orders
  - 10 emergency work orders completed in 24 hours – 100%
  - 496 non emergency work orders completed – 72%

- Occupancy Level: 100%
PROCUREMENT
MPHA CONTRACTING
ACTIVITY

April 2015

W/MBE & Section 3 Participation Report

Section 3 Goal = 10% of Construction Contract Dollars
Construction Contracts Payments = $1,542,394
Section 3 Contracts Payments = $98,203
Section 3 Contract Participation = 6%

Non W/MBE 82%

W/MBE 18%
Rent Collections

![Graph showing rent collections for Jan-15 to Dec-15 with percentages ranging from 85% to 130%]
Facilities & Development Capital Fund Program Obligation & Expenditure Report

April 2015 Performance Report

Funds Received 100%
$323,907,913

Funds Obligated 93%
$302,711,117

Funds Expended 92%
$298,356,757

This period through April 30, 2015
1710 Plymouth Avenue North
First Floor Common Area & Community Kitchen Improvements
PROJECT HIGHLIGHTS

- Reconfigured community kitchen to be more tenant-friendly & eliminated obsolete commercial kitchen equipment
- Replaced flooring in community room, entry, and lounge areas
- Updated finishes
- Replaced guard desk
Updated Community Kitchen

Obsolete commercial kitchen equipment

New, tenant friendly equipment & layout
Flooring Replacement

Worn & dated flooring

New floor finishes
GUARD DESK REPLACEMENT

Old desk was damaged and delaminating

New custom desk with solid surface top
Public Housing Operating and Central Office revenues and expenses are consistent with budgeted levels through April.
## MPHA Housing Choice Voucher Program Report to Board of Commissioners

### April 2015

<table>
<thead>
<tr>
<th>MTW Funded Units (Excludes VASH, FUP, &amp; Mod Rehab)</th>
<th>MTW Units Leased (Excludes VASH FUP &amp; Mod) In April</th>
<th>Average Number of Vouchers Leased to Year to Date</th>
<th>% Variance of units Leased to Funded</th>
<th># of Participants Moving and Searching in April</th>
<th># of New Applicants Issued and Searching in April</th>
<th># of New Admissions in April</th>
<th># of Participant Move Lease ups in April</th>
</tr>
</thead>
<tbody>
<tr>
<td>4,407</td>
<td>4,587</td>
<td>4,572</td>
<td>104%</td>
<td>89</td>
<td>14</td>
<td>19</td>
<td>37</td>
</tr>
</tbody>
</table>

### # of Applicant Annual Reexams Completed In April

- **2014 Fiscal Year (Jan - Dec)**
  - HAP Budget Authority (12 months): $36,913,032
  - 2015 FY Funding
- **HAP funded to date**: $12,304,344
- **4th month of 2015 (PUC)**
- **HAP spent to date**: $11,954,385

### # of Variance

- 407
- 97% of HAP spent to funded: $698
- Actual Per Unit Cost (PUC) of Voucher In April: $651

### # of Owners at Owner Workshop Completed In April

- **N/A**
- 886 inspections completed In April
- 26%
- 11
- $2,208
- 0
- 39
- 33%

### # of Mobility Voucher Families Out Searching

- **4**
- 20
- 168
- 363
- $6,638
- $27,369
- *5309
- 12

4407 is MPHA's MTW Authorized HCV Unit Baseline for FY 2015. Units leased will fluctuate each month but by close of Fiscal Year, the average number of families served for year should be 4407.

NOTE: VASH (225 Vouchers for Homeless Veterans) FUP (100 Family Unification Vouchers) and Moderate Rehabilitation (274 units) are not included in the 4407 baseline; they are ineligible for MTW.

EOPs exclude Project Based Voucher Participants.

*Beginning 2015, Waitlist is being periodically purged.*
**POLICY & SPECIAL INITIATIVES**

**Policy**
- Coordinated with Executive Administration on Agenda and Materials for MPHA Board Retreat/Working Session
- Moving To Work (MTW)
  - MTW Conference Calls with Other MTW Agencies on MTW Extension and Other Related Matters
  - MTW Conference Call with MTW Executive Directors on MTW Extension Negotiations with HUD
  - Conference Calls with HUD on MTW Extension Requirements
    - Clarification of Serving Substantially the Same Number of Families
    - HUD 90% of Housing Assistance Payment (HAP) Requirement
    - Body of Agreement Language for MTW Extension Agreement
    - Revisions to MTW Agreement Attachments A, C and D
- Held First Resident Advisory Board (RAB) for Developing MPHA’s 2016 MTW Plan
POLICY & SPECIAL INITIATIVES

Special Initiatives Development:

- Heritage Park
  - Developed Implementation Steps for MPHA’s RAD Conversion for Heritage Park
    - Created Board Report and Resolution for Fast Track Actions Related to Conversion of Heritage Park Public Housing Units to Project Based Rental Assistance
    - Began Communications with McCormack Baron Salazar on Implementation of RAD
    - Developed Framework for Request for Quote for Legal Services Related to RAD Conversion
Special Initiatives
Development:
- Glendale
  - Worked with Executive Administration and Facilities and Development to Identify Next Steps and Timeline for Submission of RAD Application for Glendale Family Development
Special Initiatives

Development:

- Lease To Own (LTO):
  - Waiting List for Lease To Own Remains Open
  - 18 Total Leased Up Participants as of April 30, 2015
  - 6 LTO Pre-Applications Reviewed – 3 Rejected as Not Eligible
    - 3 Referred to Leasing Department for Public Housing Eligibility Review

- MHOP
  - PSI Staff Continues to Work with Management Companies Providing Training, and Working to Get All Re-exams Up to Date
  - Continuing to Work with MHOP Partner Resolving Management Challenges
Policy & Special Initiatives

Website Contacts

- MPHA Received and Responded to 67 Website Contacts Requesting Assistance with Housing in April
Policy & Special Initiatives

Other

- Continued Implementation Activities for Comprehensive Marketing Plan for Increasing Participation and Access to Heritage Park Senior Services Center (HPSSC)
- MPHA Website: Continued Working with IT on Redesign of Agency Website and HPSSC Web Page – New Website Inaugurated on March 27, 2015
- MPHA Assigned 16 Youth Summer Interns Under STEP Initiative Developed by PSI Staff
- Finalized Annual Submissions to Minnesota Housing Finance Agency (MHFA) for MPHA Owned POTH Developments
MPHA’S WEBSITE

You can now view information about the Minneapolis Public Housing Authority on our Website.

www.mphaonline.org