

**HOUSING AUTHORITY OF THE CITY OF PITTSBURGH
BOARD MEETING
MARCH 26, 2020
AGENDA**

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1. **Roll Call.**
 2. **Motion to Approve the February 27, 2020, the Housing Authority of The City of Pittsburgh (HACP) Board of Commissioners Meeting Minutes.**
 3. **Motion to Approve the Previously Received Activity Reports for FEBRUARY 2020.**
 4. **Tenant Council Presidents, HCV/Section 8 Representatives and Public Comments. Comments are Limited to Three (3) Minutes per Individual.**
 5. **A Resolution – Authorizing the Executive Director or his Designee to approve the Utility Allowance Schedule for 2020.**
 6. **A Resolution – Authorizing the Executive Director or his Designee to Enter into a General Construction Contract with TBI Contracting Corporation for Building #74 Upgrades at Northview Heights Building AMP-09.**
 7. **Resolution – Authorizing the Executive Director or his Designee to execute an Addendum to an Existing Contract Awarded to The Housing Authority Insurance Group (HAIG) and Arthur J. Gallagher Risk Management Services for Insurance and to Pay Insurance Premiums and Deductibles.**
 8. **A Resolution – Ratifying the Executive Director’s decision to write-off Collection Losses in the amount of \$72,067.60 from Tenant Accounts Receivable for the months of October 2019 through December 2019.**
 9. **New Business.**
 10. **Executive Report.**
 11. **Adjournment.**

**Board Meeting
March 26, 2020
Agenda Item No. 5**

RESOLUTION No. 12 of 2020

A Resolution – Authorizing the Executive Director to approve the Utility Allowance Schedule for 2020

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that public housing authorities maintain up-to-date Utility Allowance schedules in accordance to 24 CFR 965.507; and

WHEREAS, public housing authorities must establish Utility Allowance schedules based upon the typical cost of utilities and services paid by energy conservative households that occupy housing of similar size and type in the same locality; and

WHEREAS, public housing authorities must appropriately classify utilities and services into categories defined by HUD; and

WHEREAS, public housing authorities must review their Utility Allowance schedule each year; and

WHEREAS, public housing authorities must revise any allowance for a utility category if there has been a change of ten percent (10%) or more in the utility rate since the last time the utility allowance schedule was revised; and

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP), Low Income Public Housing Program (LIPH) to meet federal guidelines and requirements, contracts with a utility consultant and revises its allowances each year to reflect the most up to date cost; and

WHEREAS, staff recommends the adoption of proposed Utility Allowance schedule, attached hereto as Exhibits A.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Pittsburgh as follows:

Section 1. The proposed Utility Allowance schedule is hereby adopted, subject to HUD approval, if required; and

Section 2. The Executive Director of the Housing Authority of the City of Pittsburgh is hereby authorized to update Utility Allowance schedule effective May 1, 2020; and

Section 3. The amount designated shall be paid from program income and/or Moving To Work (MTW) funds.

**Board Meeting
March 26, 2020
Agenda Item No. 6**

RESOLUTION No. 13 of 2020

**A Resolution – Authorizing the Executive Director or his Designee to Enter into an
General Construction Contract with TBI Contracting, Inc. for Building #74
Upgrades at Northview Heights, AMP-09**

WHEREAS, The Housing Authority City of Pittsburgh (HACP) has determined that that the exterior stairwell doors as well as the unit doors and associated windows at Northview Heights Building #74 are in need of replacement to bring the doors to appropriate fire-rating and to modernize the building (Project); and

WHEREAS, the HACP has retained D&D Engineering to define the appropriate Project scope; and

WHEREAS, on February 9, 2020, the HACP advertised Invitation for Bids (IFB) #600-42-19 REBID seeking qualified firms to perform the necessary upgrades, and on March 9, 2020, the HACP received two (2) bids for general construction work in response to the IFB; and

WHEREAS, TBI Contracting Inc., is the lowest responsive and responsible general construction bidder with a bid amount stat of \$448,000.00 and will be subject to the completion of the HACP's due diligence and the Pittsburgh Equal Opportunity Review Commission's (EORC) approval; and

WHEREAS, this procurement was conducted in accordance with applicable federal, state and local procurement rules and regulations, and the HACP's procurement policies and procedures.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Pittsburgh that:

Section 1. The Executive Director or his Designee is hereby authorized to enter into contracts in an amount not to exceed \$448,000.00 with TBI Contracting Inc. for the Northview Heights Building #74; and

Section 2. The total amount of the contracts shall be paid from program income and/or Moving To Work (MTW) funds.

**Board Meeting
March 26, 2020
Agenda Item No. 7**

RESOLUTION No. 14 of 2020

A Resolution – Authorizing the Executive Director or his Designee to execute an Addendum to an Existing Contract Awarded to The Housing Authority Insurance Group (HAIG) and Arthur J. Gallagher Risk Management Services for Insurance and to Pay Insurance Premiums and Deductibles

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is required by both 24 C.F.R./2 CFR 200 Section 965.201 et seq. and its Annual Contributions Contract with the United States Department of Housing and Urban Development (HUD) to have insurance coverage; and

WHEREAS, on December 19, 2019, the HACP approved Resolution 52 of 2019 (attached) to obtain said insurance coverage for calendar year 2020 with a one year extension through calendar year 2021;

WHEREAS, HACP has been informed by The Gleason Agency, a division of Arthur J. Gallagher Risk Management Services, Inc. (Gallagher) that the premium for calendar year 2020 for Directors and Officers/Employment Practices Insurance will increase to \$79,960.00 with a deductible of \$75,000 per year from the original amount included in Resolution 52 of 2019.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

Section 1. That the Executive Director or his Designee is hereby authorized to pay Gallagher \$79,960.00 for the insurance coverage for the Directors and Officers/Employment Practices Insurance with a deductible increase from \$50,000 to \$75,000 per year for coverage from January 1, 2020 through January 1, 2021; and

Section 2. The premiums for these coverages shall be payable from program income and/or Moving to Work (MTW) funds; and

Section 2. Exhibit A of the Board Resolution 52 of 2019 shall be replaced with Exhibit A below.

Exhibit A

Applicable premiums for January 1, 2020 through January 1, 2021

Auto Physical Damage Insurance: \$25,001.00 to HAIG

Auto Liability Insurance: \$63,840.00 to HAIG

Boiler and Machinery Insurance: \$15,998.00 to HAIG

Directors and Officers/ Employment Practices Insurance: **\$79,960.00** to Gallagher

Fiduciary Liability Insurance: \$6,464.00 to Gallagher

General Liability Insurance: \$239,848.00 to HAIG

Property Insurance: \$485,827.00 to HAIG

Mold, Other Fungus or Bacteria: \$22,285.00 to HAIG

Employee Benefits Admin. Liability: \$1,500.00 to HAIG

Environmental (Pollution) Liability Insurance: \$110,020.00 to Gallagher (2-Year Policy)

**Board Meeting
March 26, 2020
Agenda Item No. 8**

RESOLUTION No. 15 of 2020

A Resolution – Ratifying the Executive Director’s decision to write-off Collection Losses in the amount of \$72,067.60 from Tenant Accounts Receivable for the months of October 2019 through December 2019

WHEREAS, the net amount of past-due accounts of tenants who are no longer occupying a dwelling unit and who have not responded to collection notices from the Housing Authority of the City of Pittsburgh (HACP) during the months of October 1, 2019 through December 31, 2019 was \$72,067.60; and

WHEREAS, reasonable means of collection have been exhausted against these accounts; and

WHEREAS, the total collection losses written off from the Tenant Accounts Receivables (TARs) balance is \$72,067.60 which is 3.47% of the total rent and associated charges of \$2,079,539.81 for the 4th quarter of 2019.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

Section 1. The Executive Director’s decision to write off collection losses of \$72,067.60 from the tenant accounts receivable balance for October 1, 2019 through December 31, 2019 is hereby ratified.