



STPAUL.GOV

**CITY OF SAINT PAUL**

**TENANT PROTECTIONS – UPDATE January 28, 2026**



## Presentation Overview

- **Brief history**
- **Response to HRA MEMO**
- **Next Steps**
- **Q&A & Discussion**

\*DSI – Department of Safety and Inspection

\*OFE – Office of Financial Empowerment

\*HRA – Housing and Redevelopment Authority



## Brief History

- Tenant Protections Ordinance was passed on May 7, 2025
- DSI and OFE were given the roles to organize the planning
- DSI will be the Administrator of the Tenant Protections Ordinance
- Funding for DSI staff positions was put into contingency
- City had experienced a security incident
- HRA has asked for an update
- Today: Significant update to HRA



# Timeline

- Phase 1 – Pre-implementation (May 2025 – April 2026)
  - Content development
  - Translations according to LEP compliance
  - Hiring and Onboarding for DSI staff
  - Communications and website development
- Phase 2 – Implementation (March 2026 – May 2026)
  - Staff training and system readiness
  - Prepare for ordinance launch and communications
- Phase 3 – Post-implementation (June 2026 – ongoing)
  - Ongoing engagement with stakeholders
  - Annual maintenance of website and outreach



## Department of Safety & Inspections (DSI)

- **Job Audit for Tenant Protections Positions**

- **Customer Service Representative (2.0 FTE)**

Provide customer service support for the new City of Saint Paul Tenant Protections Ordinance and other City programs. In this capacity, the employee will exercise independent judgement and specialized knowledge, while working with tenants, landlords, property owners and others. This employee will serve as the Tenant Protections expert on the Customer Service team.

- **Management Assistant III (1.0 FTE)**

Provide administrative support for the new City of Saint Paul Tenant Protections Ordinance. In this capacity, the employee will have a depth of knowledge in the program to make investigative determinations. This employee will also connect people to resources elsewhere in the City and with other providers (e.g., HOME Line, Ramsey County, SMRLS, etc.).



# Department of Safety & Inspections (DSI)

- **Tentative Timeline for Tenant Protections Positions**
  - **01/14/2026:** Talent and Equity Resources (TEER) approves position titles.
  - **01/14/2026:** DSI requests accounting codes for budget resolution.
  - **01/16/2026:** DSI requests waiver to hiring freeze.
  - **01/27/2026:** DSI receives waiver to hiring freeze.
  - **01/28/2026:** City Council approves budget for positions during City Council Meeting.
  - **01/29/2026:** DSI submits requisition to Office of Financial Services (OFS) and TER.
  - **02/05/2026:** OFS and TER approve requisition during hiring meeting.
  - **02/12/2026:** DSI and TER accelerate planning / posting meetings.
  - **02/17/2026:** Earliest possible posting date for Tenant Protections positions.



# Department of Safety & Inspections (DSI)

- **Estimated Cost for Tenant Protections Positions**

- **Salaries:** \$182,303
- **Social Security:** \$ 11,303
- **Medicare:** \$ 2,643
- **Pension:** \$ 13,673
- **Indirect Fringes:** \$ 7,019
- **MN Paid Leave:** \$ 802
- **Health Insurance:** \$ 35,024
- **Professional Services:** \$ 65,616
- **Computer Supplies:** \$ 20,000
- **Travel, Training and Dues:** \$ 6,000
- **Other Services:** \$ 35,617

---

- **Total:** \$380,000

---



## Department of Safety & Inspections (DSI)

- **Plan for Continuation of Tenant Protections in FY2027**
  - The FY2026 budget was approved by the Housing and Redevelopment Authority (HRA).
  - DSI is still interested in how Tenant Protections is funded on a routine basis, including in FY2027.



## Department of Safety & Inspections (DSI)

- **Plan to Amend SPAC 13**

Administrative Code change (affects City departments and employees)

*Proposed by DSI* – Delete both references to “rent stabilization” and insert “tenant protections” contained in Sec. 13.02, paragraph (i).

- **Plan to Repeal SPLC 54**

Legislative Code repeal of chapter regarding Rental Application Fees

*Proposed by DSI* – Because of enactment and effective date of tenant protections in Chapter 193A, chapter 54 is now in conflict.



## Department of Safety & Inspections (DSI)

- **Plan and Timeline for Creation of Tenant Protections Website**
  - Website creation will be a combined effort between DSI, OFE and the Office of Technology and Communications (OTC).
  - Website content will be consistent with OFE content. Additionally, content will be easy to navigate and written in plain language, accessible and multi-lingual (English, Spanish, Oromo, Karen and Hmong).
  - The initial meeting between DSI, OFE and OTC is scheduled for 01/27/2026.



## **Department of Safety & Inspections (DSI)**

- **Website Information to Include Ordinance Focus Areas**
  - Tenant and Landlord facing sections
  - Legal, Housing Support, Emergency Assistance Resources
  - Know Your Rights information



## Department of Safety & Inspections (DSI)

### • Plan and Timeline for Tenant Protections Complaint Process

- DSI recently launched a new tool for permits, licenses and inspections. Dubbed “PAULIE” (a. k. a., “Permitting and Utility, Licensing, Inspection Engine”), the tool represents a significant investment in the City’s commitment to efficiency and innovation.
- PAULIE is set up to take complaints for Rent Stabilization and other Tenant Protections issues. The existing framework will be fine-tuned based on customer and staff feedback to support Tenant Protections complaints.
- The intent is to complete development of the Tenant Protections complaint option in PAULIE before the Tenant Protections Ordinance takes effect in 05/2026. This would involve adding the right Tenant Protections questions to PAULIE. If there is an issue completing this development work prior to the Ordinance effective date, the contingency is to modify the current Rent Stabilization complaint process to capture Tenant Protections complaints in a SharePoint list.



# Office of Financial Empowerment (OFE)

## Content Development

- Content revised based on previous tenant protections (S.A.F.E. 2020) content
  - First draft was updated by OFE
  - DSI had reviewed and updated their content
  - OFE will pass to CAO for legal review
  - Once finalized, vendor will be secured and translations will begin



# Office of Financial Empowerment (OFE)

## Information for Tenant & Landlord Rights, Responsibilities, Resources

**Goal:** Provide clear, easy-to-access information on **tenant and landlord rights & responsibilities** under city and state law

- **Rights and responsibilities** will be on the website
- Information will be translated
- **Resources** will also be listed
- **Partner with organizations** for outreach & information distribution

### Keep in Mind:

- Per 2025 State Law, Landlords are required to provide the Attorney General's **Landlord/Tenant Handbook**
- Keeping resources **updated** will require ongoing maintenance



## NEXT STEPS

- **Staffing**
  - Budget resolution passage
  - Post DSI positions and recruitment
- **Content**
  - Review and send to the City Attorney's Office (CAO) for comment
  - Finalize English language version and order translations
- **Website planning**
  - Collaborate with the Office of Technology and Communications (OTC)



## Housing & Redevelopment Authority Updates

- The Housing Trust Fund is in the HRA Development Capital Fund
- This fund requires HRA Board approval for transferring budget amounts between projects in excess of \$100,000 (RES 17-89)
- Today's resolution and BOD action includes all items greater than \$100,000 as well as Tenant Protections of \$380,000.
- **Quarterly Reporting**
  - Budget to Actuals reporting from DSI to the HRA will occur throughout 2026



# Questions