



July 18, 2025

To: Angie Wiese, Director, Department of Safety and Inspections  
Nicolle Newton, Director, Department of Planning and Economic Development  
Ikram Koliso, Director, Department of Office of Financial Empowerment

CC: Mayor Melvin Carter  
Deputy Mayor Jamie Tincher  
Laura Logsdon, Director, Office of Financial Services  
Nicole Green, Deputy Director, Department of Planning and Economic Development  
Toni Newborn, Director, Office of Human Resources

Subject: Request for plan and progress of implementation plan of Ordinance 25-31, Chapter 193 of the Legislative Code (Title XIX) pertaining to Tenant Protections in order to address Housing Trust Fund Contingencies

On behalf of the City Council and the Saint Paul Housing & Redevelopment Authority, and pursuant to in response to the adoption of Chapter 193 of the Legislative Code Tenant Protections effective 1 year post passage, we are requesting an update on the plan and implementation progress by Monday, August 4, 2025.

### **Background**

The ordinance and the 2025 budget included key components regarding enforcement, public education and staffing. The Housing Trust Fund provided \$380,000 for the purpose of providing 3 FTE positions for Tenant Protections implementation and program execution work. This work was held contingently based on two primary things – the passing of the ordinance and a clear plan for implementation, hiring staff, and education preparation to ensure a successful May 14, 2026, effective date for Tenant Protections.

As such, the Saint Paul Housing & Redevelopment Authority formally requests the information below in order to review each Housing Trust Fund budget item contingency from the following departments:

### **Department of Safety and Inspection (DSI)**

- a. A plan and timeline for Tenant Protection Inspector hires including
  - i. A copy of the position requisition submitted to the City's HR Department
  - ii. A timeline as to when HR and DSI anticipates having the requisition approved, positions posted, and anticipated goal timeframe for hiring of staff
  - iii. OFS/HR's estimated line item or estimated cost for each position

- iv. A plan for FY2026 continuation of these positions in order to ensure continuity vs. Temporary hires due to one-time funding limitation
- b. A plan and timeline for the Tenant Protections complaint process and supports needed in order to ensure that DSI has the capacity and is equipped to implement Ordinance 25-31, Chapter 193 of the Legislative Code
  - i. This may also include the integration of the tenant protections process within PAULIE
- c. A plan and timeline for when and how DSI will fulfill their ordinance obligations to create a website information page with resources, rules, and enforcement tools necessary for full implementation of this chapter.
- d. Timeline to address the following: Incorporate Admin Code Chapter 13 amendment for Department of Safety & Inspections authority, budget amendment for staffing and associated implementation funding, repealing of Chapter 54.

### **Office of Financial Empowerment (OFE)**

- a. A plan and timeline for addressing to ordinance obligation of providing public education to community members and preparation of necessary educational materials in order to ensure Saint Paul residents, landlords, etc. have the information needed to appropriately adjust and implement Ordinance 25-31, Chapter 193 of the Legislative Code. The plan and timeline should touch on each obligation:
  - i. Annually published relocation assistance numbers
  - ii. Published “know your rights” materials for tenants, translated into any language identified in the City’s most current Limited English Proficiency Plan.
  - iii. Published model notices for Landlords to provide to Tenants
- b. If upon drafting of this plan, OFE discovers staffing needs are necessary, the Saint Paul Housing & Redevelopment Authority is interested in hearing the following:
  - i. A copy of the position requisition submitted/to be submitted to the City’s HR Department
  - ii. A timeline as to when HR and DSI anticipates having the requisition approved, positions posted, and anticipated goal timeframe for hiring of staff
  - iii. A plan for FY2026 continuation of these positions in order to ensure continuity vs. Temporary hires due to one-time funding limitation
  - iv. OFS/HR’s estimated line item or projected cost for each position for FY2025 and subsequent budget years.

This information will assist the Saint Paul Housing & Redevelopment Authority in assessing whether some or all of the \$380,000 budgeted for 2025 should be released. If funding is no longer needed or we do not receive a response from both respective departments by Monday, August 4, 2025, the Housing & Redevelopment Authority will presume funding is no longer needed and the funds will be returned to the Housing & Redevelopment Authority’s Housing Trust Fund for reallocation at the Wednesday, August 13, 2025 at the Saint Paul Housing & Redevelopment Authority’s Board Meeting by way of resolution.

Please send your presentation, an attached detailed budget memo, and any other materials by **Monday, August 4, 2025**.

Thank you for your partnership and please let us know if you'd like to discuss this request.

Sincerely,

Councilmember/HRA Chair Cheniqua Johnson  
Council President Rebecca Noecker  
Vice Chair Saura Jost  
City Council Director Jay Willms