



Brainerd Board of Commissioners Meeting
Wednesday, November 17th, 2021 @ 1:00pm
Brainerd City Hall Council Chambers & Via WebEx Conference
501 Laurel Street, Brainerd, MN 56401

Commissioner Marlee Larson attending via WebEx at 252 N Camino del Vate, Green Valley, AZ 85614

Join from browser:

<https://brainerdhra.my.webex.com/brainerdhra.my/j.php?MTID=m6d09f45146f09b4d36c8ffd64717e9b8>

Join by phone: 415-655-0001 / Meeting number (access code): 2558 553 7562 / Meeting password: raXMEa73qX5

*“Our mission is to provide affordable housing and redevelopment opportunities
to strengthen our neighborhoods and community.”*

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. READING AND APPROVAL OF MINUTES (Attachment 1)..... Pg. 3
 a. Approval of Minutes from Regular Board Meeting on October 27th, 2021

4. UNFINISHED BUSINESS

5. NEW BUSINESS

- a. Review and Adoption of 2022 Budgets (Attachment 2)..... Pg. 7**
 2021/22 General Fund Comparative Budget (Attachment 2a)..... Pg. 11
 2022 General Fund Consolidated Budget Detail (Attachment 2b)..... Pg. 12
 2021/22 HCV Comparative Operating Budget (Attachment 2c)..... Pg. 13
 2021/22 PH Comparative Operating Budget (Attachment 2d)..... Pg. 15
 2021/22 Bridges Comparative Operating Budget (Attachment 2e)..... Pg. 17

 PHA Board Resolution No. 2021-05 (Attachment 2f)..... Pg. 19

 b. Voluntary Emergency Paid Sick Leave Policy (Attachment 3)..... Pg. 21
 Brainerd HRA Voluntary Emergency Paid Sick Leave Policy Draft (Attachment 3a)..... Pg. 23
 VEPS Leave Request Form Draft (Attachment 3b)..... Pg. 27

6. BILLS & COMMUNICATIONS

- a. Financial Report (Attachment 4)..... Pg. 29**
 Brainerd HRA 2021 Ratios (Attachment 4a)..... Pg. 31
 Oct. 2021 Operating Account Balances (Attachment 4b)..... Pg. 33
 Oct. 2021 YTD GF Expense/Annual Budget Comparison (Attachment 4c)..... Pg. 35

Oct. 2021 YTD HR Expense/Annual Budget Comparison (<i>Attachment 4d</i>).....	Pg. 36
Oct. 2021 YTD HCV Expense/Annual Budget Comparison (<i>Attachment 4e</i>).....	Pg. 37
Oct. 2021 YTD Bridges Expense/Annual Budget Comparison (<i>Attachment 4f</i>).....	Pg. 38
Oct. 2021 YTD PH Expense/Annual Budget Comparison (<i>Attachment 4g</i>).....	Pg. 39
Oct. 2021 YTD BS Expense/Annual Budget Comparison (<i>Attachment 4h</i>).....	Pg. 40
Brainerd HRA GF Operating Statement Oct. 2021 (<i>Attachment 4i</i>).....	Pg. 41
Brainerd HRA HR Operating Statement Oct. 2021 (<i>Attachment 4j</i>).....	Pg. 42
Brainerd HRA HCV Operating Statement Oct. 2021 (<i>Attachment 4k</i>).....	Pg. 43
Brainerd HRA Bridges Operating Statement Oct. 2021 (<i>Attachment 4l</i>).....	Pg. 44
Brainerd HRA PH Operating Statement Oct. 2021 (<i>Attachment 4m</i>).....	Pg. 45
Brainerd HRA BS Operating Statement Oct. 2021 (<i>Attachment 4n</i>).....	Pg. 46
October 2021 Prior Year Comparative Operating Statements:	
PY Brainerd HRA GF Operating Statement Oct. 2021/20/19 (<i>Attachment 4o</i>).....	Pg. 49
PY Brainerd HRA HR Operating Statement Oct. 2021/20/19 (<i>Attachment 4p</i>).....	Pg. 50
PY Brainerd HRA HCV Operating Statement Oct. 2021/20/19 (<i>Attachment 4q</i>).....	Pg. 51
PY Brainerd HRA Bridges Operating Statement Oct. 2021/20/19 (<i>Attachment 4r</i>).....	Pg. 52
PY Brainerd HRA PH Operating Statement Oct. 2021/20/19 (<i>Attachment 4s</i>).....	Pg. 53
PY Brainerd HRA BS Operating Statement Oct. 2021/20/19 (<i>Attachment 4t</i>).....	Pg. 54
Brainerd HRA Payment Summary Report October 2021 (<i>Attachment 4u</i>).....	Pg. 55
 b. HCV/Section 8 Report (<i>Attachment 5</i>).....	 Pg. 57
HCV Report (<i>Attachment 5a</i>).....	Pg. 59
Bridges/FSS Reports (<i>Attachment 5b</i>).....	Pg. 61
FYI Report (<i>Attachment 5c</i>).....	Pg. 62
 c. Housing Management Report (<i>Attachment 6</i>).....	 Pg. 63
Monthly Property Performance Report Oct. 2021 (<i>Attachment 6a</i>).....	Pg. 65
Vacancy Report Oct. 2021 (<i>Attachment 6b</i>).....	Pg. 69
 d. Rehab Programs Report (<i>Attachment 7</i>).....	 Pg. 71
 e. Executive Director Report (<i>Attachment 8</i>).....	 Pg. 73

7. COMMISSIONER COMMENTS

8. ADJOURN



Brainerd HRA BOARD MEETING MINUTES

Wednesday, October 27th, 2021 @ 1:00pm

A regular meeting of the Board of Commissioners of the Housing and Redevelopment Authority (HRA) in and for the City of Brainerd, Minnesota, was held in person at City Hall Council Chambers and via Webex video/teleconference at 1:00 p.m., Wednesday, October 27th, 2021.

1. **CALL TO ORDER:** Chair Johnson called the meeting to order at 1:02 p.m.
2. **ROLL CALL:** Present: Commissioners Gabe Johnson, Michael Duval, Marlee Larson, and Wayne Erickson. Absent: Rebekah Kent-Ehlebracht

Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Rental Assistant Manager Tania Eller, Housing Manager Shannon Fortune, Rehab Coordinator John Schommer, Rehab Administrative Specialist Kristin Miller and Janet Decker (webex).

3. **READING AND APPROVAL OF MINUTES:**

Moved and seconded by Commissioners Larson and Erickson to approve the minutes from the September 22nd, 2021, board meeting. Through a roll call vote, all commissioners were in favor, and none were opposed. The minutes were approved.

4. **UNFINISHED BUSINESS:** Nothing at this time

5. **NEW BUSINESS:** Nothing at this time

6. **BILLS & COMMUNICATIONS:**

- a. **Financial Report:**
Young presented the Financial Reports and supporting information.

NAC Mechanical and Electrical Services Payment

In September, we processed the second Application for Payment from NAC in the amount of \$260,775 for the North Star boiler project. This brings payments to date through September of \$290,225 of the total contract award of \$839,315. The funds were drawn out of the 2019 and 2020 Capital Fund Program (CFP) grants.

2022 Budget Preparation

Staff are working on the 2022 budgets, which will be presented at the November board meeting.

Commissioner Erickson moved to approve the payments as presented. Commissioner Duval seconded the motion. Upon roll call, all commissioners voted in favor of the motion, and none were opposed. The motion carried.

- b. **HCV/Section 8 Report:**
Eller presented her reports and supporting information.

HCV Report

Our Unit Months Leased (UML) through September is 99%, and HAP utilization through September is 72%.

Bridges Report

We have 9 families on our program with a monthly HAP payment of \$6,610.

Family Self-Sufficiency (FSS) Report

We have 27 families on our program. We have 11 families currently escrowing a total of \$3,220 per month.

Foster Youth Initiative (FYI) Report

We have 3 families leased up with a total HAP payment of \$1,099 per month.

- c. **Housing Management Report:**
Fortune presented her reports and supporting documents.

Vacancy Report for September 2021

Attachment was presented.

Monthly Property Performance Report for September 2021

Attachment was presented.

Eviction Moratorium Off-Ramp Update

Per HUD guidance letters were sent to all Public Housing tenants informing them of the extended 30-day notice requirement for nonpayment lease terminations and providing contact information for local community resources that offer rental assistance. The only remaining protections are limited to tenants facing termination for nonpayment that have a verifiable application pending for rental assistance.

Resident Commissioner Election

Memos announcing the beginning of the election process for the Resident Commissioner position have been sent to all Public Housing tenants as well as all Housing Choice Voucher participants. Self-nominations are due back in the office mid-October. Completed candidate interviews will be due in early November. The interview responses from all candidates will be compiled into one document which will be available for review on our website, on the ROSS Service Coordinator's bulletin board, or can be mailed or emailed to tenants and program participants as requested. Postcards announcing the availability of the compiled candidate statements and the election date will be sent out mid-November. Election day is scheduled for Dec-1st. We will be continuing with the hybrid voting model that was developed last year which means votes will be accepted in-person, via email, over the phone, or in the drop box. Even though we are only in the early stages of the process we are on track to exceed our record-breaking participation from the last election.

ROSS Program Updates

- 16 active participants in the ROSS program; 6 newly enrolled participant; 6 exited participant.
- No new contacts with non-enrolled resident for more limited resource/referral work
- Food Program Participation
 - o SNAP Food Boxes: 27 residents; shelf-stable box; elderly tenants only.
 - o Catholic Charities: 14 residents; 320 frozen meals (10-30 each); elderly tenants only.
- Facebook Stats:
 - o 10 new posts on the ROSS Facebook page this past month which reached 14 individuals, with 0 additional likes/shares and 1 viewer clicking through posts for more information.
- Sep-30th marked the year end of the current program period. All participant data has been

entered into the HUD online data collection portal in preparation for submitting the annual report, which is due Oct-31st.

- **FY21 Grant Application**

- o No update at this time. New grant cycle is estimated to start 3/18/2022.

d. Rehab Programs Report:

Schommer presented his reports and supporting information.

Emily SCDD

8 Owner occupied projects complete

1 Project is in work write-up

MHFA

1 Project in bidding

3 Project in construction

4 Projects are in work write-up

FHLB AHP

We submitted additional information Federal Home Loan Bank of Des Moines requested regarding the application and, provided they don't need any additional information, will find out in December if the application is funded.

Brainerd Oaks/Serene Pines/Dalmar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	59	47	0	7
Serene Pines	23	16	14	0	2
Dalmar Estates	7	3	1	0	1

**Originally 83 lots, 2 have been merged/combined into a single parcel*

e. Executive Director Report:

Charpentier presented his reports and supporting information.

Downtown Redevelopment Project (805 Laurel)

The developer is still interested in the downtown redevelopment project even though they were not chosen to receive low-income housing task credits. The developer sat down with the City and the HRA to discuss next steps and they are looking at a market rate project now. They will likely apply for workforce housing development program grant in January and are looking for additional funding streams. We are continuing to work with the developer and do have some funds available through our CWC Housing Trust Fund if they are needed. The developer is currently working on updated plans for the site as the underground parking will likely be eliminated and there may be additional units added to the plan. They are going to focus primarily on 1 and 2 bedroom units.

Continued Developer Interest

We continue to get interest from developers in both multi-family and single-family home projects. I will be meeting with a developer based out of the twin cities that is interested in a multi-family redevelopment in Brainerd for a 70-unit building. This will be the first meeting with this development group, but they are interested in putting in an offer on a building site as they look towards building in 2023.

COVID-19 Cases

We have recently had an uptick in COVID cases within the agency. We have had some staff out, working from home as a precaution due to potential close contact exposure. We are continuing to monitor the situation and continue to utilize the MN Department of Health decision tree to help guide us through these situations.

Emergency Paid Sick Leave & Emergency Family Medical Leave

With the uptick in COVID-19 Cases in our agency I wanted to have a discussion regarding the possibility of adding emergency medical leave for our staff. At the onset of the pandemic there was a Federal program that was enacted for emergency paid sick leave and emergency family medical leave. We were mandated to participate in this program where the federal government allowed up to 80 hours of emergency sick leave for those that may need to be under quarantine or had a confirmed case of COVID-19. That program lapsed in 2021. Some agencies have taken it upon themselves to extend this benefit knowing that they still may have employees that need to utilize the time. Seeing as we have some newer staff members without much accrued sick or vacation time and understanding that we are still working through this pandemic, I wanted to ask for the board's input on if we should reinstate some form of the sick leave that we had in 2020 to encourage staff compliance on staying away from the office if they are feeling ill or showing symptoms of COVID-19. We did not implement a policy for the mandated sick leave, so this is something that we would craft ourselves, but likely mimic the guidelines from the 2020 mandate.

Non-Depreciable Assets Inventory

We recently had an anonymous letter mailed to both the Mayor and our Board Chair regarding the location and whereabouts of a trailer that our maintenance staff uses for hauling and transporting larger items. This letter had stated that the trailer in question had been stored in a garage on the property of the Crosby HRA for some time in 2020. The letter also made an inference that the trailer might have been sold or stolen. This trailer is still in the possession of the Brainerd HRA and is currently being stored in one of our garage facilities at our scattered sites. Through my research and tracking of these claims it did bring up a good question as to how we keep track of our assets that do not meet the depreciation schedule threshold and as such are not typically listed on any inventory list. Karen, Mike, and I will be working to create an inventory list for both agencies for those lower dollar equipment assets so that if someone is questioning why or where a particular piece of equipment is, we will be able to track it down a little easier.

7. Commissioner Comments:

Commissioner Johnson spoke of the City owned parking lots being available for purchase in the hopes of possible redevelopment options.

8. ADJOURN:

Commissioner Erickson made a motion to adjourn the meeting. Commissioner Larson seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved, and meeting was adjourned at 1:38 p.m.



To: Brainerd HRA Board Members

From: Karen Young, Finance Director

Date: November 10, 2021

Re: 2022 Budget Approval

The 2022 budgets are attached for the General Fund, Housing Choice Voucher, Public Housing and Bridges.

Overview

- Federal program funding for Housing Choice Voucher and Public Housing are not known at this time and are based on estimates.
- Health insurance rates increased by 3.7%.
- A 3% annual adjustment to wages is included for all permanent positions.
- Worker's Compensation Insurance increase due to modification rate increase.
- Expenses are generally based on three-year averages.

General Fund

- City Tax Levy - .0185% of estimated taxable market value.
- Management Fees – Management Fees for Crosby HRA \$90,000, CWC HRA \$150,000 and Brainerd South \$52,000.
- TIF Revenue – TIF Increment for Downtown District.
- Operating Transfer – Transfer from Bridges Program.
- SCDP Admin Fee - Anticipated admin for SCDP reimbursements for Garrison and Jenkins grants.
- Other Income:
 - \$10,000 Distribution for College Drive and Trail Ridge
 - \$154,250 Five MHFA Loans for Housing Rehab (2021 budgeted four loans for \$123,400)
 - \$5,000 Tax Forfeit Property Sale of one lot
 - \$500 Miscellaneous Income
- Loan Interest Revenue – Interest Accrued for DT TIF Interfund Loan. (Offsets expense).

Operating Expenses:

- Salaries – Variance due to employee turnover and payroll adjustments.
- Employee Benefits – Variance due to employee turnover and payroll adjustments.
- Other Administrative – Three-year average for Sundry, Publications, Membership, Advertising, Office Supplies, Telephone and Postage.
- Contract Costs – Includes technology contracts for General Fund. Includes five MHFA Loans of \$135,000 for Housing Rehab (Four loans in 2021). Increased contract with City of Brainerd for expanded HR services and contracted with third-party payroll service provider.

General Expenses:

- TIF Expense – Downtown TIF District reporting to CWC.
- Debt Service – Downtown TIF District debt service.
- Other Programs - Other initiatives as directed by the Board \$25,000. \$500 TFP closing costs.
- Interfund Loan Interest – Interest Expense for Downtown TIF Interfund Loan (Offsets Revenue).

Budget Stabilization:

- No designated fund balance is needed in 2022. The budgeted revenues in 2022 are sufficient to cover the budgeted expenses.

Housing Choice Voucher

Income:

- Housing Assistance Payments (HAP) based on estimated expenditures.
- Administrative Fees estimated at 80% of eligibility.
- HCV Unit Months Leased (UML) is estimated at 98%.
- Fraud Recovery based on a three-year average repayments from tenants.
- Other Income includes FSS forfeitures and miscellaneous revenue.

Operating Expenses:

- Salaries – Variance due to employee turnover and payroll adjustments.
- Employee Benefits – Variance due to employee turnover and payroll adjustments.
- Other Administrative – Three-year average for Sundry, Publications, Membership, Advertising, Office Supplies, Telephone and Postage.
- Contract Costs – Includes annual utility study. Increased contract with City of Brainerd for expanded HR services and contracted with third-party payroll service provider.
- Other General Expense – Admin Fee paid to receiving agency for Port-Out Vouchers.

Other Financial Items:

- Housing Assistance Payments – Estimated HAP expense to lease at 98% UML.

Net Cash Flow:

- Net Cash Flow – Operating deficit of (\$19,255) due to increased contract costs and salary/benefit allocation changes to spend down administrative reserves.

Public Housing

Income:

- A 2% Dwelling Rent vacancy loss is projected.
- Operating Subsidy funding is estimated at 95% eligibility.
- Other Tenant Charges – Based on three-year average.
- Other Income:
 - \$80,084 ROSS Grant (2021 Grant budgeted at \$63,850).
 - \$0 Interest Revenue (2021 budgeted at \$2,000).
 - \$98,200 Antenna Revenue.
 - \$19,100 Laundry Revenue.
 - \$0 Conservation Improvement Program (CIP) Revenue (2021 budgeted at \$25,000).
 - \$6,300 Misc. Revenue.

Operating Expenses:

- Salaries – Variance due to employee turnover and payroll adjustments.
- Benefits – Variance due to employee turnover and payroll adjustments.
- Legal – Three-year average.
- Other Administrative – Three-year average for Sundry, Publications, Membership, Advertising and Postage.
- Maintenance Materials – Increased \$5,000 for supply/availability concerns.
- Elevator – Increase due to annual contract increase.
- Decorating – Increased \$4,000 for supply/availability concerns.
- Exterminating – Increased due to infestations treatments.
- Other Contract Costs – Three-year average for Contract Costs (increased by \$5,000), Snow Removal and Janitor/Cleaning. Increased contract with City of Brainerd for expanded HR services and contracted with third-party payroll service provider.
- Water - average budgeted with 5% rate increase for half the year.
- Electric – average budgeted with 2% rate increase for half the year.
- Gas - average with 10% rate increase.
- Sewer – average with 1% rate increase.

Other Financial Items:

- Capital Expenditures - based on two-year average CFP funding.

Net Cash Flow:

Net Cash Flow – Deficit of (\$20,050) due to payroll allocation changes and increased contract costs. We currently have about 7.5 months of reserves for PH. Historically we have tried to maintain approximately 6 months of reserves. We have changed payroll allocations as allowed by guidance to spend down some of the reserves.

Bridges

- Bridges Grant Revenue – Bridges MHFA HAP \$58,850 and Admin Fee \$7,200. Based on 10 Unit Months Leased in 2022.
- Operating Transfer Out to General Fund.

Action Requested: Adopt a motion approving the 2022 General Fund, Housing Choice Voucher and Bridges budgets. Adopt Resolution No. 2021-05 PHA Board Resolution Approving the 2022 Public Housing Operating Budget.

General Fund Comparative Budget

Brainerd Housing Authority
 324 E River Rd
 Brainerd, MN 56401

Fiscal Year 12/31/2022

Account Title	2021 Budget	2022 Budget	Difference	% Difference
Revenues:				
City Tax Levy	136,520	147,996	11,476	8%
Investment Interest	1,000	50	(950)	-95%
Management Fees	289,000	292,000	3,000	1%
TIF Revenue	43,930	44,160	230	1%
Operating Transfer	5,550	6,750	1,200	22%
SCDP Admin Fee	40,000	8,000	(32,000)	-80%
Other Income	138,900	169,750	30,850	22%
Interfund Loan Revenue	5,000	5,000	0	0%
Total Revenues	659,900	673,706	13,806	2%
Expenditures:				
Administrative				
Salaries	274,250	266,800	(7,450)	-3%
Employee Benefits	115,460	121,840	6,380	6%
Travel	1,600	1,600	0	0%
Staff Training	10,000	10,000	0	0%
Audit Cost	6,900	6,900	0	0%
Legal	6,900	7,000	100	1%
Other Administrative Costs	8,910	10,720	1,810	20%
Contract Costs	110,100	143,570	33,470	30%
Total Administrative	534,120	568,430	34,310	6%
General Expenditures				
TIF Expense	230	230	0	0%
Insurance	6,250	6,655	405	6%
Debt Service	53,440	55,140	1,700	3%
Other Programs	25,500	25,500	0	0%
Interfund Loan Interest	5,000	5,000	0	0%
Total General Expenditures	90,420	92,525	2,105	2%
Total Expenditures	624,540	660,955	36,415	6%
Cash Flow	35,360	12,751	(22,609)	
Designated Fund Balance	0	0	0	
Cash Flow from Operations	35,360	12,751	(22,609)	

Brainerd HRA
General Fund Consolidated Budget Detail
2022

	General Fund	TFP	Downtown TIF	Housing Rehab	Total General Fund
Revenue	210	670	620	660	Accounts
Operating Transfer In/Out	6,750	0	0	0	6,750
Other Income	158,496	5,000	0	154,250	317,746
Investment Interest	50	0	0	0	50
Management Fees	172,000	0	0	120,000	292,000
Grant Revenue	3,200	0	0	4,800	8,000
Loan Interest Revenue	5,000	0	0	0	5,000
TIF Revenue	0	0	44,160	0	44,160
Total Revenue	345,496	5,000	44,160	279,050	673,706
Expenses					
Administrative					
Administration Salaries	185,765	0	0	81,035	266,800
Employee Benefits	84,315	0	0	37,525	121,840
Legal	2,500	4,500	0	0	7,000
Staff Training	5,000	0	0	5,000	10,000
Travel	600	0	0	1,000	1,600
Auditing Fees	6,900	0	0	0	6,900
Other Administrative Exp	7,050	0	0	3,670	10,720
Contracts Costs	8,570	0	0	135,000	143,570
Total Administration	300,700	4,500	0	263,230	568,430
General					
TIF Expense	130	0	100	0	230
Insurance	6,155	0	0	500	6,655
Principal / Int Expense	0	0	55,140	0	55,140
IF Loan Interest Exp	0	0	5,000	0	5,000
Other General Expense	25,000	500	0	0	25,500
Total General	31,285	500	60,240	500	92,525
Total Expenses	331,985	5,000	60,240	263,730	660,955
Cash Flow from Operations	13,511	0	(16,080)	15,320	12,751

Housing Choice Voucher Comparative Operating Budget

Brainerd Housing Authority
324 E River Rd
Brainerd, MN 56401

Fiscal Year 12/31/2022

Account Title	2021 Budget	2022 Budget	Difference	% Difference
Operating Income:				
Housing Assistance Payments	1,448,510	1,481,900	33,390	2%
Administrative Fees	243,340	258,964	15,624	6%
Less: Non-leased Vouchers	(4,870)	(5,179)	(309)	-6%
Less: Pro-ration	(47,690)	(50,757)	(3,068)	-6%
Total Administrative Fees	190,780	203,026	12,246	6%
FSS Coordinator Grant	61,000	80,254	19,254	32%
Fraud Recovery	13,500	28,000	14,500	107%
Investment Interest	150	0	(150)	0%
Other Income	500	2,000	1,500	300%
Total Operating Income	1,714,440	1,795,180	80,740	5%
Operating Expenditures:				
Administrative				
Salaries	170,810	195,780	24,970	15%
Employee Benefits	92,320	102,110	9,790	11%
Travel	2,500	2,500	0	0%
Staff Training	6,300	5,000	(1,300)	-21%
Audit Cost	3,650	3,650	0	0%
Legal	500	500	0	0%
Other Administrative Costs	5,350	5,450	100	2%
Contract Costs	3,900	9,360	5,460	140%
Total Administrative	285,330	324,350	39,020	14%
General Expenses				
Insurance				
Property	830	700	(130)	-16%
General Liability	2,460	2,770	310	13%
Worker's Comp	1,200	1,660	460	38%
Directors & Officials Liability	1,380	1,455	75	5%
Other General Expense	2,700	1,600	(1,100)	-41%
Total General Expenses	8,570	8,185	(385)	-4%
Total Operating Expenditures	293,900	332,535	38,635	13%
Cash Flow from Operations	1,420,540	1,462,645	42,105	3%
Other Financial Items				
Housing Assistance Payments	1,480,170	1,481,900	1,730	0%
Total Other Financial Items	1,480,170	1,481,900	1,730	0%
Net Cash Flow	(59,630)	(19,255)	40,375	

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Public Housing Comparative Operating Budget

PHA Name	Brainerd Housing Authority	Project Name	North Star Apartments
Address	324 E River Rd Brainerd, MN 56401		Scattered Sites Townhomes Valley Trail Townhomes
Fiscal Year	12/31/2022		
ACC Units	203	Recently Renovated	2009
Built Date	North Star Apartments - 1969	Estimated Occupancy Rate:	98.00%
	Scattered Sites Townhomes - 1987	Average Bedroom Size	1
	Valley Trail Townhomes - 1995	Anticipated Number of Turnovers	45
Type of Site (eld., family, etc.)	Mixed	Estimated Unit Months Leased	2387

FDS Line #	Account Title	2021 Budget	2022 Budget	Difference	% Difference
Operating Income:					
703	Gross Potential Rent	764,000	804,480	40,480	5%
	Less: Vacancy Loss	(15,280)	(16,090)	(810)	-5%
	Net Dwelling Rent	748,720	788,390	39,670	5%
706	HUD Operating Grant Income	278,950	347,370	68,420	25%
	Less: Proration Amount	(13,950)	(17,370)	(3,420)	-25%
	Net Operating Grant Income	265,000	330,000	65,000	25%
704	Other Tenant Charges	25,000	19,550	(5,450)	-22%
704	Excess Utilities	3,600	3,600	0	0%
715	Other Income	206,270	203,680	(2,590)	-1%
Total Operating Income		1,248,590	1,345,220	96,630	8%

Operating Expenditures:

Administrative

911	Salaries	304,910	334,910	30,000	10%
915	Employee Benefits	136,685	148,075	11,390	8%
916	Travel	1,000	1,000	0	0%
916	Staff Training	14,000	14,000	0	0%
912	Audit Cost	11,050	11,575	525	5%
916	Legal	3,500	4,000	500	14%
916	Telephone	5,470	5,470	0	0%
916	Office Supplies	7,725	8,100	375	5%
916	Other Administrative Costs	5,560	7,000	1,440	26%
Total Administrative		489,900	534,130	44,230	9%

Maintenance

941	Labor	207,370	225,740	18,370	9%
945	Employee Benefits	94,195	112,995	18,800	20%
942	Maintenance Materials	25,000	30,000	5,000	20%
943	Maintenance Contract:				
943	Garbage	24,250	24,250	0	0%
943	Grounds	5,000	5,000	0	0%
943	Plumbing	10,000	10,000	0	0%
943	Elevator	11,710	12,920	1,210	10%
943	Decorating	21,000	25,000	4,000	19%
943	Exterminating	1,600	4,000	2,400	150%
943	Other Contract Costs	88,850	100,980	12,130	14%
Total Maintenance		488,975	550,884	61,909	13%

FDS Line #	Account Title	2021 Budget	2022 Budget	Difference	% Difference
Utilities					
931	Water	30,640	33,790	3,150	10%
932	Electricity	79,480	80,360	880	1%
933	Gas	41,800	42,465	665	2%
936	Sewer	40,755	42,150	1,395	3%
	Total Utilities	192,675	198,765	6,090	3%
Tenant Services					
924	Tenant Services-Other	4,950	4,950	0	0%
	Total Protective Services	4,950	4,950	0	0%
General Expenses					
961	Insurance				
961.1	Property	59,330	65,250	5,920	10%
961.2	General Liability	11,990	13,290	1,300	11%
961.3	Boiler	3,100	3,100	0	0%
961.4	Fidelity Bond	600	600	0	0%
961.5	Worker's Comp	19,260	25,190	5,930	31%
961.6	Directors & Officials Liability	2,760	2,910	150	5%
963	Payments in Lieu of Taxes	27,000	28,000	1,000	4%
962	Other General Expense	0	0	0	0%
966	Collection Losses	8,000	4,200	(3,800)	-48%
	Total General Expenses	132,040	142,540	10,500	8%
	Total Operating Expenditures	1,308,540	1,431,270	122,729	9%
	Cash Flow from Operations	(59,950)	(86,050)	(26,099)	
Other Financial Items					
	Transfer of Operations (BLI Acct. 1406)	66,000	66,000	0	0%
706.1	HUD Grants-Capital Contributions	280,000	280,000	0	0%
	Capital Expenditures	(280,000)	(280,000)	0	0%
	Total Other Financial Items	66,000	66,000	0	0%
	Net Cash Flow	6,050	(20,050)	(26,099)	

Bridges Comparative Operating Budget

Brainerd Housing Authority
324 E River Rd
Brainerd, MN 56401

Fiscal Year 12/31/2022

Account Title	2021 Budget	2022 Budget	Difference	% Difference
Operating Income:				
HAP Revenue	54,000	58,850	4,850	9%
Admin Fee Revenue	6,000	7,200	1,200	20%
Other Income	0	0	0	0%
Operating Transfer In/Out	(5,550)	(6,750)	(1,200)	22%
Total Operating Income	54,450	59,300	4,850	9%
Operating Expenditures:				
Administrative				
Travel	450	400	(50)	-11%
Office Supplies	0	50	50	0%
Contract Costs	0	0	0	0%
Total Administrative	450	450	0	0%
General Expenses				
HAP Payments to Landlords	51,000	56,280	5,280	10%
Security Deposit Payments	3,000	2,570	(430)	-14%
Other General Expense	0	0	0	0%
Total General Expenses	54,000	58,850	4,850	9%
Total Expenditures	54,450	59,300	4,850	9%
Net Cash Flow	0	0	0	

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Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Brainerd Housing and Redevelopment Authority PHA Code: MN032

PHA Fiscal Year Beginning: January 1, 2022 Board Resolution Number: 2021-05

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on: 11/17/2021
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Gabe Johnson	Signature:	Date: 11/17/2021
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To: Brainerd HRA Board Members

From: Eric Charpentier, Executive Director

Date: November 17th, 2021

Re: Voluntary Emergency Paid Sick Leave

In October the board and staff had discussion about voluntary emergency paid sick leave (VEPS) and directed staff to bring forward a policy for review in November. This policy is meant to supplement our current sick leave accruals specifically in response to the ongoing COVID-19 pandemic. This policy is intended to allow all employees to have access to this voluntary paid leave if certain criteria is met, as laid out in the proposed policy. This policy, if adopted, is set to expire at the end of 2021, at which time the board could choose to extend it if they see fit. This is a voluntary policy that would be adopted by the agency which is different than the previous FFCRA that was mandated by the Federal government in 2020. The proposed policy would allow up to 80 hours of paid sick leave to a full-time employee or a prorated amount of sick leave for a part-time employee as defined in the attached proposal. As discussed in October, the proposed policy will allow for reimbursement of previously used accruals in 2021 if the employee met the criteria for the use of this VEPS at that time.

Recommended Action Item: Approve and adopt the Voluntary Emergency Paid Sick Leave (VEPS) policy .

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**Brainerd Housing and Redevelopment Authority
Voluntary Emergency Paid Sick Leave Policy**

Purpose/Scope

- A. It is the policy of the HRA to create a voluntary emergency paid sick leave policy that will be effective from January 1, 2021 through December 31, 2021 to provide additional leave to employees who require leave because of the COVID-19 pandemic. In the interest of encouraging employees to take leave as needed to avoid negative impacts on themselves and other employees, the HRA has voluntarily decided to create a leave policy to provide additional emergency leave to employees. This policy will automatically expire on December 31, 2021, unless otherwise extended. This policy will be retroactive to allow employees to refill their used sick and vacation leave for leave taken earlier in 2021 that would have been eligible under this policy.

Voluntary Emergency Paid Sick Leave (VEPS)

- B. Voluntary emergency paid sick leave will be available for an employee who is unable to work, remotely or in person, for the following reasons:
1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 2. The employee has been advised by a health care provider to self- quarantine due to concerns related to COVID-19;
 3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
 4. The employee is caring for a child, spouse, or parent (as those terms are defined under the Family and Medical Leave Act) who is subject to a Federal, State, or local quarantine or isolation order, or who is or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or
 5. The employee is caring for a child or children whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 precautions.

C. Eligibility

1. All employees, regardless of their tenure with the HRA, with full-time or part-time status are eligible to receive this benefit.
2. Eligible employees may receive leave under this policy according to the following:
 - i. Full-time employees (meaning employees normally scheduled to work at least 80 hours over two work weeks at the time of the leave) may use up to 80 hours of leave under this policy.
 - ii. Part-time employees (meaning an employee normally scheduled to work at least 30 hours per week but less than 40 hours per work week at the

time of the leave) may use up to the number of hours that the employee works, on average, over a two-week period at the time of the leave.

3. No employees may use more than 80 hours of total VEPS leave under this policy for the reasons, individually or together, set out as the basis for the leave under this policy.
4. Employees will be allowed to take intermittent leave under this policy, not to exceed a total of 80 hours, if approved by their supervisor.

D. Paid Benefits for VEPS Leave

1. Payments:

- i. Employees who take leave for reasons 1, 2, and 3 (as set out in Part B of this Policy) will be paid their normal rate of pay for sick leave at the time of the leave, except that no employee shall be compensated more than \$511 per 8 hours of VEPS leave (a maximum of \$5,110 in total), even if the employee would have been paid more if they had used a different type of leave.
- ii. Employees who take leave for reasons 4 and 5 (as set out in Part B of this Policy) will be paid at two-thirds of their normal rate of pay for sick leave at the time of the leave, except that no employee shall be compensated more than \$200 per 8 hours of VEPS leave (a maximum of \$2,000 in total), even if the employee would have been paid more if they had used a different type of leave.
 - a. Employees who take leave for reasons 4 or 5 may choose to supplement their leave with other leave to receive their full pay. An employee choosing to supplement their pay in this manner must choose to supplement and identify the type of leave used to supplement at the time the request for leave is submitted. The supplemental leave will be used on a per-day basis, such that, for each day on which VEPS leave pay will be supplemented in this manner, one-third of the amount of that day's VEPS leave will be deducted from the balance of the type of leave used to supplement the VEPS leave pay

2. Reimbursement of Leave for Retroactive VEPS Leave

- i. Eligible employees requesting the use of emergency paid leave retroactively for qualifying previous absences for reasons 1 through 3 under this policy will be given back any paid leave used by the employee for the time for which the retroactive leave is granted. No other retroactive changes shall be permitted on the basis of this policy, including in connection with unpaid leave related to the time for which the retroactive leave is granted, paid or unpaid leave since the time for which the retroactive leave is granted, unexcused absences and related discipline, or any other reason or issue.

- ii. Eligible employees requesting the use of emergency paid leave retroactively for qualifying previous absences under reasons 4 or 5 will be given back two-thirds of any paid leave used by the employee for the time for which the retroactive leave is granted.
 - iii. In no event shall any employee be credited back with an amount of already-used leave that would result in them being overpaid. The amount of leave credited back to the employee for retroactive VEPS leave may be reduced to correlate to the actual pay received or to be received by the employee in connection with the leave under this policy.
- 3. The employee assumes all responsibility for tax, insurance, benefit, and related issues that may result from the use of leave under this policy.
- 4. Employees are not entitled to a payout for unused leave under this policy. Leave under this policy may not be carried beyond the end of the term of the policy.
- 5. No employee may be paid more than their usual rate, or paid for two types of leave for the same time, or receive any other undue enrichment through the use of VEPS leave. With the exception of the leave reimbursement for retroactive leave under this policy, no employee may be paid for VEPS leave if the employee was or will be paid for the same time through the use of other paid leave. Leave under this policy may be used for time for which an employee previously took unpaid leave of any type for a reason qualifying for leave under this policy.

E. Return to Work Following VEPS Leave

- 1. Employees are required to follow guidelines established by the Centers for Disease Control and Prevention as it relates to ceasing home isolation practices.
- 2. Employees should update their supervisor on the return status as their condition allows.

Notifying the HRA of the Need for VEPS Leave

- F. Employees should request VEPS leave as soon as possible, by notifying their supervisor and submitting the VEPS Leave Request Form. If an employee is incapacitated, the employee's representative should give verbal notice as soon as possible. Calling in "sick" does not qualify as adequate notice of the intent to use VEPS leave. An employee must provide sufficient information, as determined by the HRA, regarding the reason for an absence for the company to know that protection and benefits may exist under this policy.
- G. Employees requesting to use emergency paid leave retroactively for previous absences that qualify for VEPS Leave, should submit the VEPS Leave Request Form and note on the form that request is concerning a previous absence. Employees may only make a request to use leave under this policy retroactively for time between January 1, 2021, and **[DATE THIS POLICY GOES INTO EFFECT]**.

Certification for VEPS Leave

- H. Generally, the HRA may require certification to verify the qualifying reason for the leave. Employees should be prepared to provide documentation such as a copy of any quarantine or isolation order, or written note by a health care provider directing or advising quarantine or self-quarantine, or a notice of closure of school or childcare provider (i.e. email, notification on website, or news article) if requested.
- I. If an employee is unable or unwilling to provide appropriate documentation, an amount of leave equivalent to that used under this policy may be deducted from the employee's other leave balances.

Intermittent Leave

- J. Intermittent VEPS leave may be permitted for reasons 4 and 5 under this policy, if the employee is unable to work his or her normal schedule of hours. The employee and employer will come to an agreement on a schedule that provides for the least amount of disruption to an employee's job.

Additional Limitations on VEPS Leave

- K. Employees are not entitled to a payout of any unused VEPS leave upon termination of their employment or upon leaving their position for any reason.
- L. Former employees who may have had qualifying previous absences under this policy before their departure from the HRA are not entitled to the benefits of this policy and may not request retroactive leave be granted. This policy only applies to current employees.
- M. This policy is not intended to create any contractual rights or duties and will be applied at Brainerd HRA's discretion. This policy does not create any future rights to VEPS leave or rights to have this leave paid out in the future.
- N. This policy is for the term stated herein, and may or may not be reinstituted, reenacted, or extended beyond the stated term at the sole discretion of the Brainerd HRA.

RRM: 433117

VEPS Leave Request Form

Voluntary Emergency Paid Sick Leave



Name _____

Date _____

Y N

☐ Have you taken Voluntary Emergency paid sick leave since January 1, 2021?

☐ Is this request for Voluntary Emergency paid sick leave retroactive to leave taken between January 1, 2021 and [date policy went into effect]?

Anticipated start date of leave _____ Expected end date of leave _____

Eligibility for Voluntary Emergency Paid Sick leave (VEPS)

I am/was unable to work (or telework) and need(ed) leave for one or more of the reasons below:

If unable to telework please indicate why you cannot/could not do so.

☐ 1 I am/was subject to a Federal, State or local quarantine or isolation order related to COVID-19.

Please provide the name of the government agency that issued the order, the date of the order and its duration:

☐ 2 I have been/ was advised by health care provider to quarantine or isolate due to COVID-19.

Please provide the name, address and title of the health care provider that made the recommendation, the date of the recommendation and the recommended length of the self-quarantine:

☐ 3 I am/was experiencing COVID-19 symptoms and I am/was seeking a medical diagnosis.

Please state when the symptoms commenced, a general description of the symptoms leading you to believe it is COVID-19, and the name and address of the health care provider you are/were seeking a diagnosis from:

☐ 4 I am/will be/was taking care of a child, spouse, or parent (as those terms are defined under the Family and Medical Leave Act) who is/was subject to an order described in #1 or self-quarantine as described in #2 above.

Name of individual for whom I am/was providing care: _____

Relationship of individual to me: _____

Please provide the name of the government agency that issued the order or the health care provider who made the recommendation, the date of the order or recommendation and the duration:

☐ 5 I am/will be/was caring for my child/children whose school or place of care is closed, or whose childcare provider is unavailable due to COVID-19 reasons.

Paid Leave Entitlements

Options #1, #2 and #3 - Full Pay (max \$511/day) up to 2 weeks, not to exceed \$5110

Options #4 & #5 - 2/3rds Pay (max \$200/day) up to 2 weeks, not to exceed \$2000

If requesting VEPS leave under option 4 or 5, above, please select one of the following in relation to the remaining 1/3rd of your pay. This is not applicable for retroactive leave requests.

- ☐ Use other leave. List Type: _____
- ☐ Leave without pay (I do not wish to supplement my pay)

Schedule for Leave

Time off work is expected to be for (select the most appropriate box)

- ☐ Continuous block of time
- ☐ Reduced work schedule or intermittent leave (fewer hours per day or days per week)
** Intermittent time off will be approved only if mutually agreed upon **

Please provide your anticipated schedule - Note ** schedule needs supervisor approval **

	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.
Indicate H (home) or O (office)							
Anticipated work hours							
Anticipated leave							
Total							

**** Approved by ****

Supervisor

Date

Agreement to Terms

By signing below, I state that I understand and agree to the following:

- 1 VEPS leave is being voluntarily provided by Brainerd HRA, and I have no entitlement or right to leave other than as explicitly set forth in the policy related to VEPS leave.
- 2 I have read and agree to the VEPS leave policy, and I qualify for VEPS leave as indicated on this form.
- 3 VEPS leave is available only if an employee is unable to work (including telework) because of a qualifying need for leave as described in the VEPS leave policy.
- 4 I understand that my schedule must be approved by my supervisor and that a schedule must be set so that staffing needs can be covered.
- 5 Everything I have stated on this form is true and accurate, and I understand that I may be subject to employment discipline for providing information that I know or should know is false or misleading.

I certify that the above information is accurate and complete. I understand that if I fail to report for work on or before the scheduled return date indicated above or fail to contact my supervisor regarding my absence from work beyond the above-scheduled return date, I may be subject to disciplinary action.

Employee Signature

Date