



To: Brainerd HRA Board Members

From: Karen Young, Finance Director

Date: November 9, 2021

Re: November Financial Report

Please find attached the financial information for October 2021.

NAC Mechanical and Electrical Services Payment

In October, we processed the third Application for Payment from NAC in the amount of \$256,975 for the North Star boiler project. This brings payments to date through October of \$547,200 of the total contract award of \$839,315. The funds were drawn out of the 2019, 2020 and 2021 Capital Fund Program (CFP) grants.

Action Requested: Motion for approval of payments as presented.

This page intentionally left blank.

Brainerd Housing & Redevelopment Authority

2021 Ratios (and December, 2020)

FASS Ratios	Max Pts	Scoring	Dec 2020 After YE JE, B4 audit	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Months Expended Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00

MASS Ratios	Max Pts	Scoring											
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <1.5%=5, TAR >2.5% =0	5.00	0.00	0.00	0.00	2.00	2.00	5.00	2.00	2.00	2.00	5.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Total Points	25		25.00	20.00	20.00	20.00	22.00	22.00	25.00	22.00	22.00	22.00	25.00
Total of Above Ratios	50		50	45	45	45	47	47	50	47	47	47	50

MASS Ratios	Max Pts	Scoring											
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0

This page intentionally left blank.

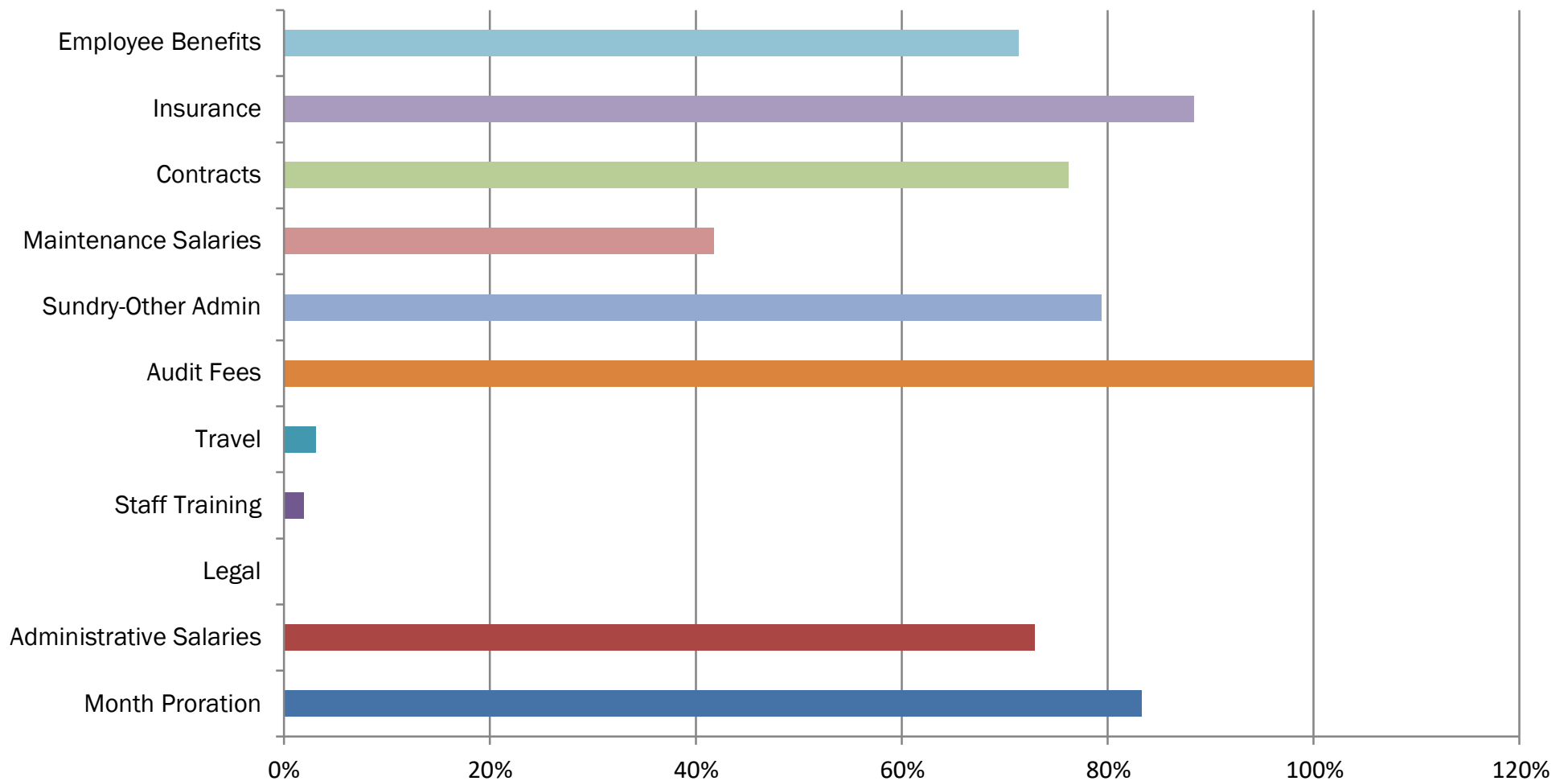
October 2021 Operating Account Balances

Property/Program	October 2020	September 2021	October 2021
General Fund	\$287,423.47	\$363,548.36	\$367,894.25
Housing Rehab Program	\$40,449.28	\$94,699.63	\$132,845.66
Bridges	\$5,510.16	-\$806.60	-\$2,673.20*
Crow Wing County HRA	\$840,816.02	\$1,312,543.58	\$1,316,819.36
Public Housing	\$744,133.91	\$781,153.19	\$792,181.77
Brainerd South	\$35,834.59	\$43,389.21	\$42,774.98
Housing Choice Voucher	\$25,004.70	\$45,247.78	\$17,099.95
Total	\$1,979,172.13	\$2,639,775.15	\$2,666,942.77

*Negative balance due to state being slow on sending out HAP. October HAP received in November

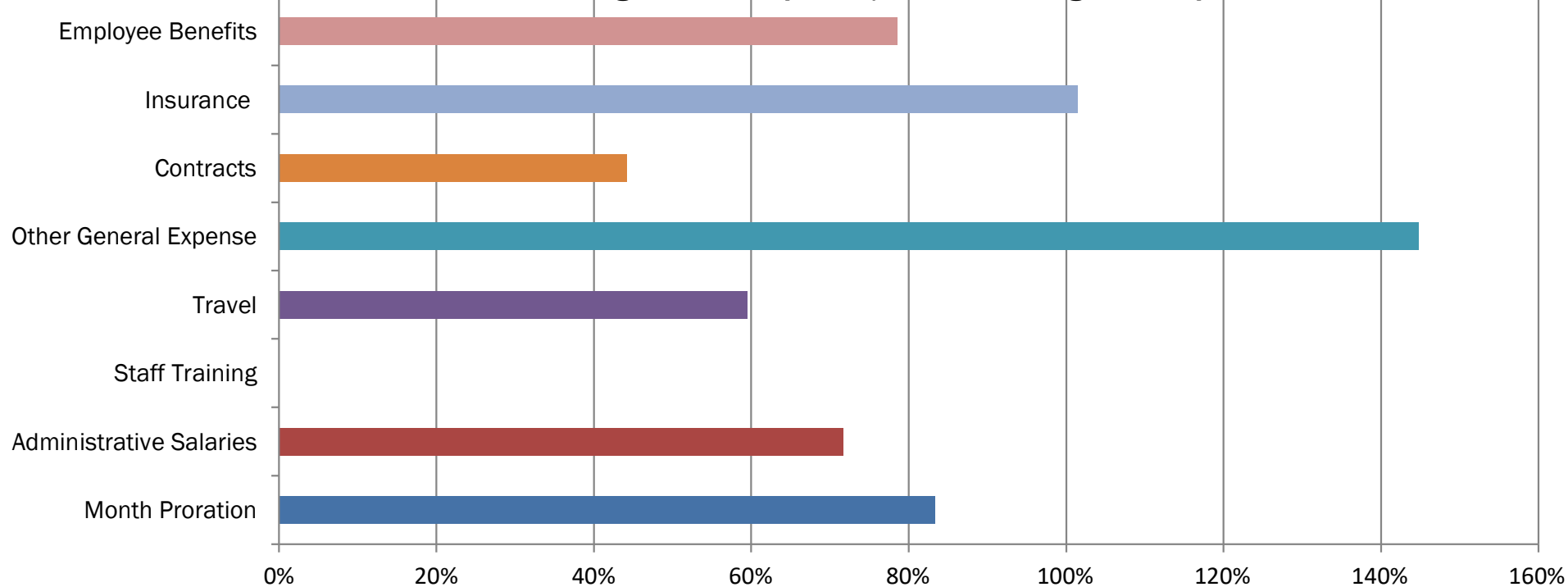
This page intentionally left blank.

October 2021 YTD General Fund Expense/Annual Budget Comparison



Audit Fees: Incurred early in the year for the entire year's budget.

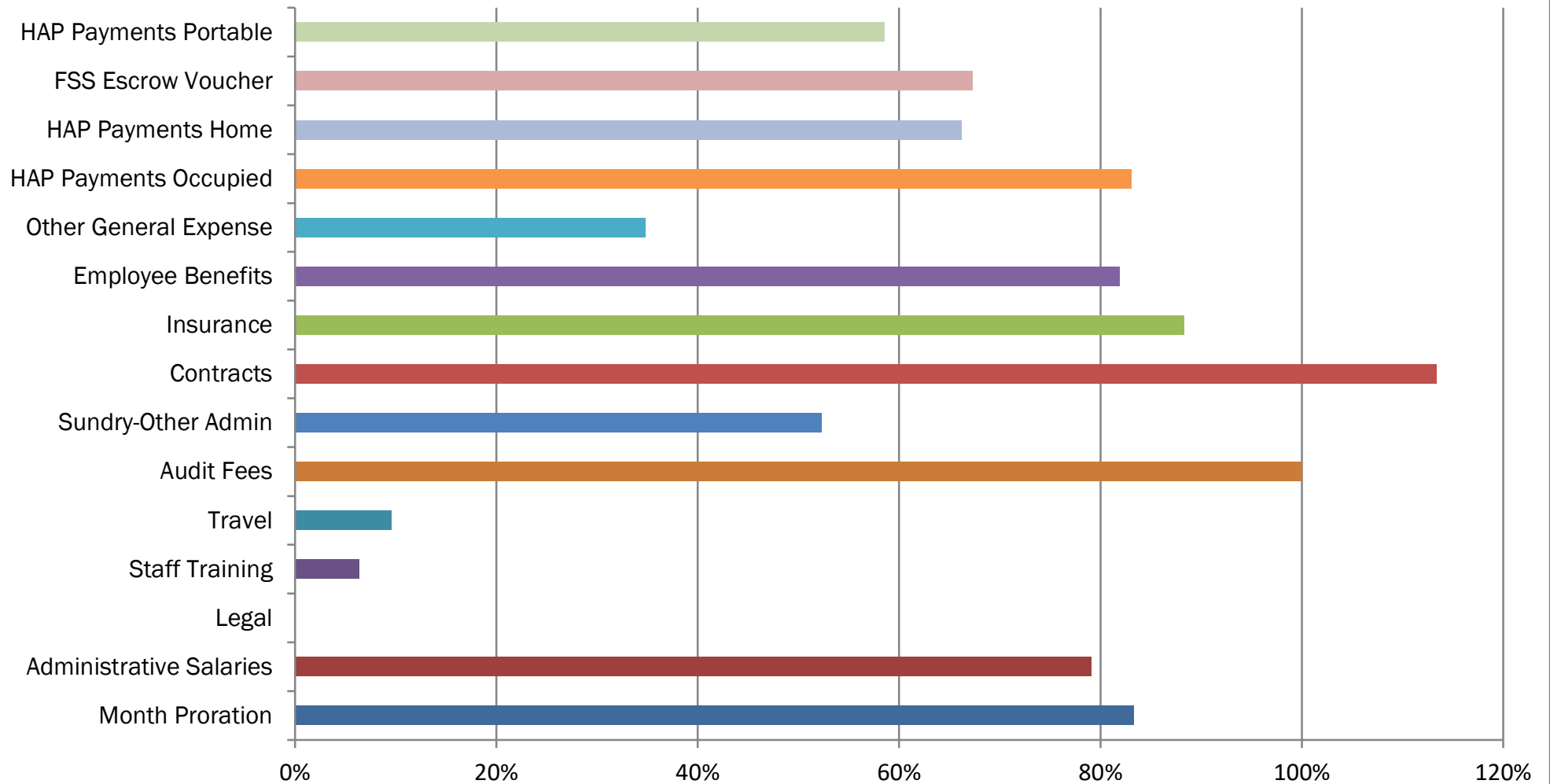
October 2021 YTD Housing Rehab Expense/Annual Budget Comparison



Insurance: Worker's Comp insurance is incurred in January for the entire year.

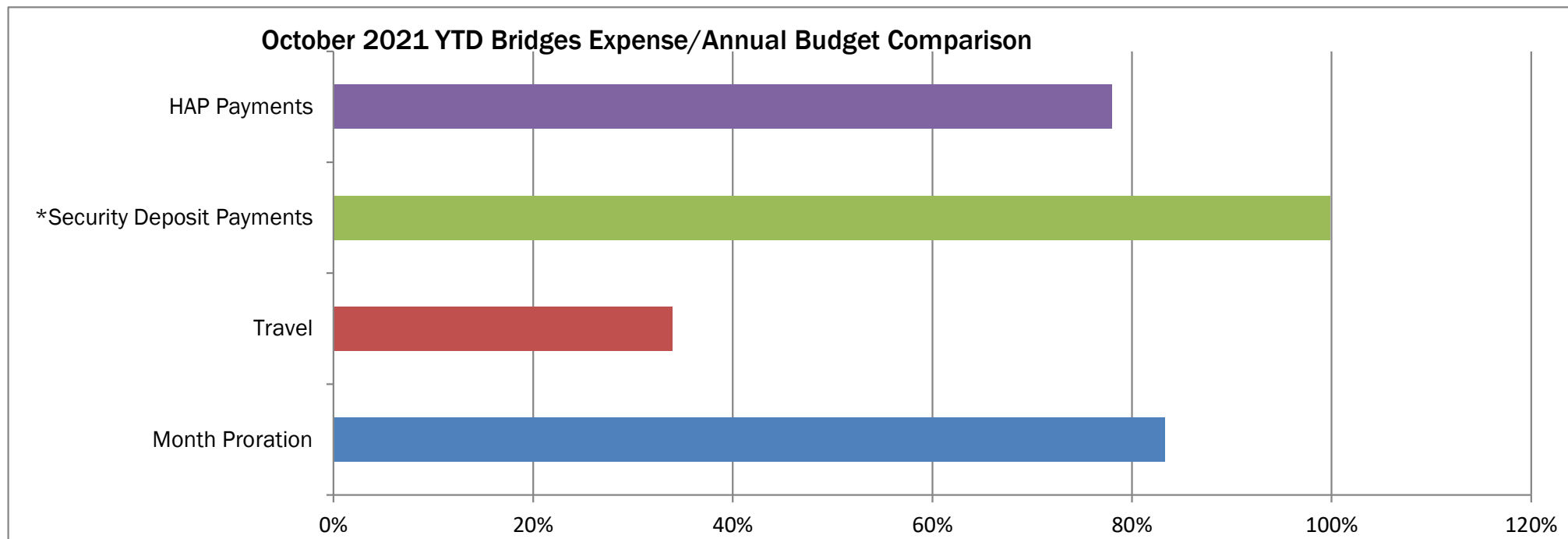
Other General Expense: Happy software purchased for rehab department needs. Advertising for rehab admin specialist.

October 2021 YTD Housing Choice Voucher Expense/Annual Budget Comparison



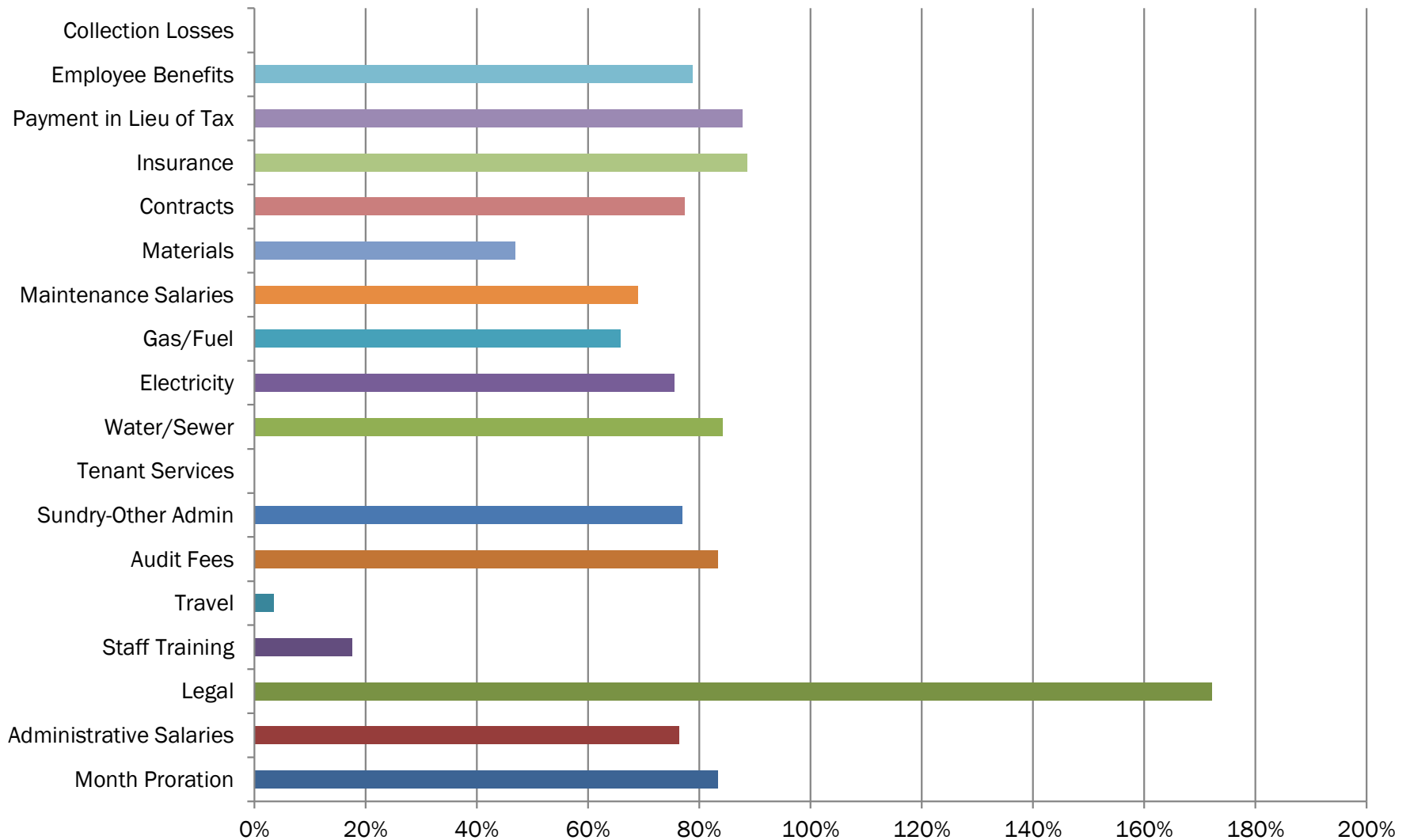
Audit Fees: Incurred early in the year for the entire year budget.

Contract Costs: Yearly utility study paid for in June.



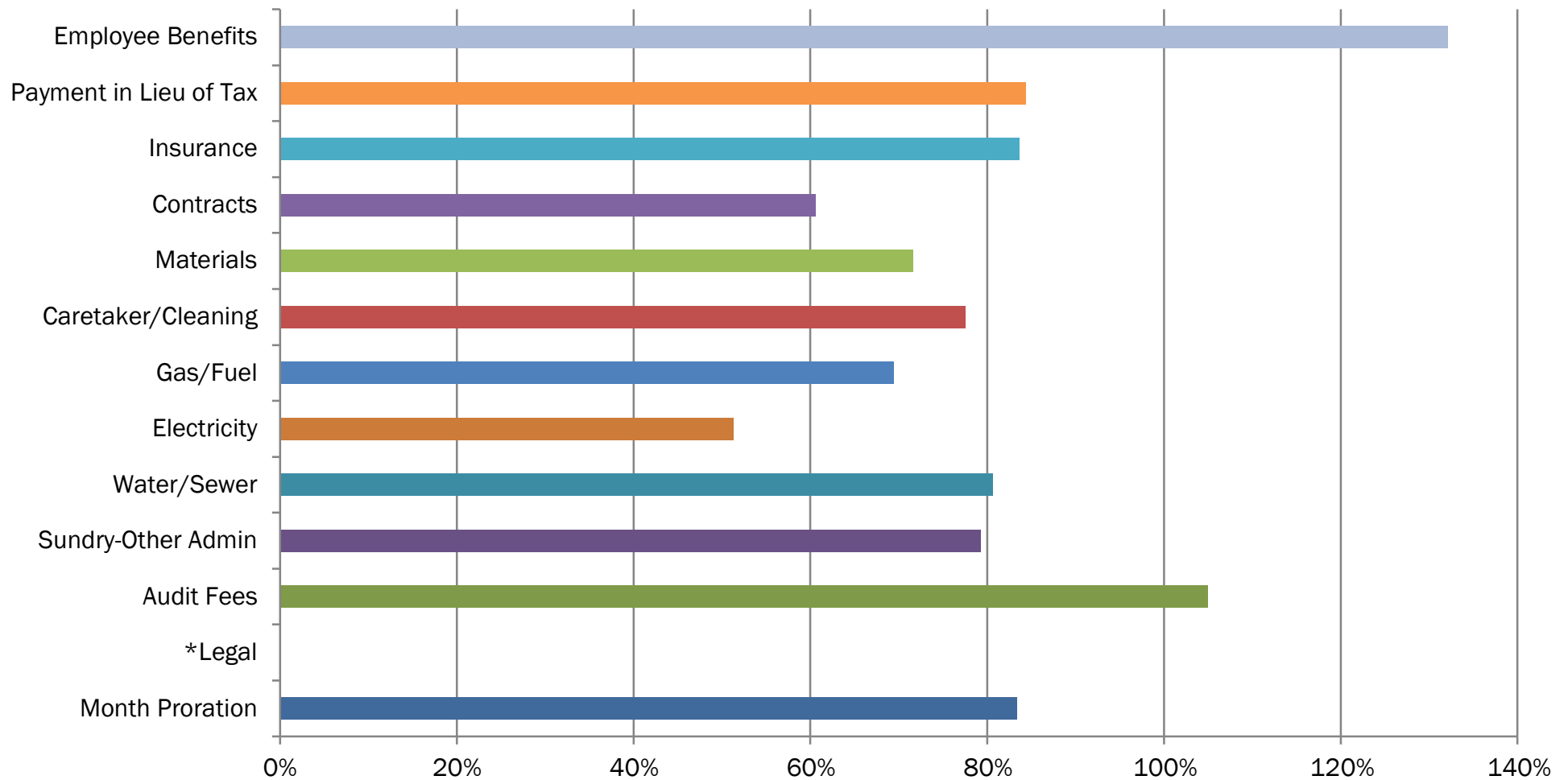
* Security Deposit Pmts: Reclassed HAP for 1,800 for prior months in Oct. Expected to climb for rest of the year.

October 2021 YTD Public Housing Expense/Annual Budget Comparison



Audit Fees: Incurred early in year for entire annual budget. Legal: Assistance with Human Resource Issues.

October 2021 YTD Brainerd South Expense/Annual Budget Comparison



Employee Benefits: FICA not budgeted for caretaker non-cash compensation.

Audit Fees: Incurred early in budget year for entire year.

*Legal: Assistance with human resources issues. Current costs \$14,518.49 with budget of \$500.

Date: 11/10/2021
Time: 12:14:33 PM
joe

**Brainerd HRA
General Fund Operating Statement
October, 2021**

Page: 1
Rpt File: F:\HMS\REP

	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-14,546.50	-144,540.99	-140,833.30	-3,707.69
Interest Income	-8.50	-49.00	-833.30	784.30
Operating Transfer In	0.00	-3,229.00	0.00	-3,229.00
Other Income	0.00	-107,577.64	-93,840.00	-13,737.64
TOTAL INCOME	-14,555.00	-255,396.63	-235,506.60	-19,890.03
EXPENSE				
Administrative				
Administrative Salaries	11,526.59	123,345.62	140,983.30	-17,637.68
Legal	0.00	0.00	2,000.00	-2,000.00
Staff Training	0.00	96.25	4,166.70	-4,070.45
Travel	3.70	18.26	500.00	-481.74
Auditing Fees	0.00	6,900.00	6,900.00	0.00
Sundry-Other Admin	398.66	4,809.83	5,049.90	-240.07
Total Administration	11,928.95	135,169.96	159,599.90	-24,429.94
Maintenance				
Maintenance Salaries	891.00	5,037.41	10,050.00	-5,012.59
Contracts	118.39	1,600.44	1,750.00	-149.56
Total Maintenance	1,009.39	6,637.85	11,800.00	-5,162.15
General				
TIF Expense	0.00	88.40	108.30	-19.90
Insurance	485.41	5,079.49	4,791.70	287.79
Employee Benefits	6,213.12	58,149.84	67,879.10	-9,729.26
Other General Expense	0.00	3,750.00	20,833.30	-17,083.30
Total General	6,698.53	67,067.73	93,612.40	-26,544.67
TOTAL EXPENSE	19,636.87	208,875.54	265,012.30	-56,136.76
Net Income/Loss	5,081.87	-46,521.09	29,505.70	-76,026.79

Date: 11/10/2021

Time: 12:11:35 PM

joe

Housing Rehab Operating Statement October, 2021

Page: 1

Rpt File: F:\HMS\REP

	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-49,021.10	-170,058.60	-202,833.30	32,774.70
Grant Admin Revenue	0.00	-5,172.01	-23,333.30	18,161.29
TOTAL INCOME	-49,021.10	-175,230.61	-226,166.60	50,935.99
EXPENSE				
Administrative				
Administrative Salaries	6,603.20	66,654.63	77,508.30	-10,853.67
Legal	0.00	105.00	0.00	105.00
Staff Training	0.00	0.00	4,166.70	-4,166.70
Travel	112.00	594.72	833.30	-238.58
Other Admin Exp	263.42	4,126.66	2,375.10	1,751.56
Total Administration	6,978.62	71,481.01	84,883.40	-13,402.39
Maintenance				
Contracts	258.39	47,702.79	90,000.00	-42,297.21
Total Maintenance	258.39	47,702.79	90,000.00	-42,297.21
General				
Insurance	0.00	507.32	416.70	90.62
Employee Benefits	3,638.06	26,729.03	28,337.40	-1,608.37
Total General	3,638.06	27,236.35	28,754.10	-1,517.75
TOTAL EXPENSE	10,875.07	146,420.15	203,637.50	-57,217.35
Net Income/Loss	-38,146.03	-28,810.46	-22,529.10	-6,281.36

Date: 11/10/2021
Time: 12:15:23 PM
joe

**Brainerd HRA
HCV Operating Statement
October, 2021**

Page: 1
Rpt File: F:\HMS\REP

	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-122,389.00	-1,250,440.00	-1,207,091.70	-43,348.30
Admin Fees Earned	-22,236.67	-227,783.03	-209,816.70	-17,966.33
Interest Income	-0.14	-1.63	-125.00	123.37
Other Income	-4,430.00	-36,515.86	-11,666.70	-24,849.16
TOTAL INCOME	-149,055.81	-1,514,740.52	-1,428,700.10	-86,040.42
EXPENSE				
Administrative				
Administrative Salaries	13,322.83	135,154.99	142,341.70	-7,186.71
Legal	0.00	0.00	416.70	-416.70
Staff Training	0.00	404.00	5,250.00	-4,846.00
Travel	45.36	239.68	2,083.30	-1,843.62
Accounting & Audit Fees	0.00	3,650.00	3,041.70	608.30
Sundry-Other Admin	216.90	2,798.97	4,458.20	-1,659.23
Total Administration	13,585.09	142,247.64	157,591.60	-15,343.96
Maintenance				
Contracts	118.38	4,422.37	3,250.00	1,172.37
Total Maintenance	118.38	4,422.37	3,250.00	1,172.37
General				
Insurance	513.14	5,184.12	4,900.00	284.12
Employee Benefits	8,525.67	75,594.55	76,933.40	-1,338.85
Collection Losses	0.00	2,174.00	0.00	2,174.00
Other General Expense	39.98	939.60	2,250.00	-1,310.40
Total General	9,078.79	83,892.27	84,083.40	-191.13
HAP Payments				
HAP Payments Occupied	108,050.00	1,131,588.00	1,134,800.00	-3,212.00
HAP Payments Home	2,660.00	29,396.00	37,004.20	-7,608.20
FSS Escrow Voucher	0.00	19,925.00	24,666.70	-4,741.70
HAP Payments Portable	1,567.00	25,992.00	37,004.20	-11,012.20
Total HAP	112,277.00	1,206,901.00	1,233,475.10	-26,574.10
TOTAL EXPENSE	135,059.26	1,437,463.28	1,478,400.10	-40,936.82
Net Income/Loss	-13,996.55	-77,277.24	49,700.00	-126,977.24

Date: 11/10/2021
 Time: 12:11:44 PM
 joe

Bridges Program
Bridges Operating Statement
October, 2021

Page: 1
 Rpt File: F:\HMS\REP

	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	-4,293.00	-36,143.00	-45,000.00	8,857.00
Admin Revenue	-540.00	-4,050.00	-5,000.00	950.00
Operating Transfer	0.00	3,229.00	4,625.00	-1,396.00
Total Income	-4,833.00	-36,964.00	-45,375.00	8,411.00
EXPENSE				
Administrative				
Travel	89.60	152.88	375.00	-222.12
Office Supplies	0.00	13.00	0.00	13.00
Total Administration	89.60	165.88	375.00	-209.12
General				
Security Deposit Pmts	2,495.00	2,995.00	2,500.00	495.00
HAP Payment to Landlords	4,115.00	39,758.00	42,500.00	-2,742.00
Total General	6,610.00	42,753.00	45,000.00	-2,247.00
TOTAL EXPENSE	6,699.60	42,918.88	45,375.00	-2,456.12

Date: 11/10/2021
Time: 12:16:34 PM
joe

**Brainerd HRA
Public Housing Operating Statement
October, 2021**

Page: 4
Rpt File: F:\HMS\REP

	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-63,776.00	-632,910.00	-623,933.30	-8,976.70
Excess Utilities	0.00	-3,680.00	-3,000.00	-680.00
Operating Subsidy	-31,350.00	-310,993.00	-220,833.30	-90,159.70
Investment Interest	41.94	467.54	-1,666.70	2,134.24
Other Income	-13,247.43	-123,815.17	-153,391.70	29,576.53
Other Income Tenants	-1,002.00	-13,472.65	-20,833.30	7,360.65
Capital Fund Income	-259,967.50	-624,860.30	-55,000.00	-569,860.30
Laundry Income	-1,635.00	-16,342.75	-16,833.30	490.55
TOTAL INCOME	-370,935.99	-1,725,606.33	-1,095,491.60	-630,114.73
EXPENSE				
Administrative				
Administrative Salaries	22,461.43	232,827.04	254,091.70	-21,264.66
Legal	956.25	6,025.99	2,916.70	3,109.29
Staff Training	674.20	2,460.95	11,666.70	-9,205.75
Travel	26.88	35.28	833.30	-798.02
Accounting & Audit Fees	0.00	9,212.50	11,050.00	-1,837.50
Sundry-Other Admin	1,077.93	14,428.67	15,629.20	-1,200.53
Total Administration	25,196.69	264,990.43	296,187.60	-31,197.17
 Rec Public and Other	 0.00	 0.00	 4,125.00	 -4,125.00
Utilities				
Water/Sewer	6,844.93	60,162.99	59,495.90	667.09
Electricity	7,826.20	60,014.13	66,233.30	-6,219.17
Gas/Fuel	1,089.48	27,531.76	34,833.30	-7,301.54
Total Utilities	15,760.61	147,708.88	160,562.50	-12,853.62
Maintenance				
Labor	15,895.61	142,938.89	172,808.30	-29,869.41
Materials	965.23	11,725.58	20,833.30	-9,107.72
Contracts	8,578.94	125,714.21	135,341.60	-9,627.39
Total Maintenance	25,439.78	280,378.68	328,983.20	-48,604.52
General				
Insurance	8,489.89	85,946.45	80,866.70	5,079.75
Payment in Lieu of Tax	2,194.46	23,712.65	22,500.00	1,212.65
Employee Benefits	20,999.68	182,072.78	192,399.90	-10,327.12
Collection Losses	0.00	0.00	6,666.70	-6,666.70
Other General Expense	0.00	1,000.00	0.00	1,000.00
Total General	31,684.03	292,731.88	302,433.30	-9,701.42
TOTAL EXPENSE	98,081.11	985,809.87	1,092,291.60	-106,481.73
 Net Income/Loss	 -272,854.88	 -739,796.46	 -3,200.00	 -736,596.46

Date: 11/10/2021

Time: 12:11:52 PM

joe

**Brainerd South Operating Statement
October, 2021**

Page: 1

Rpt File: F:\HMS\REP

	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-21,303.00	-210,980.00	-206,308.30	-4,671.70
Rental Supplement	-4,180.00	-42,194.00	-33,725.00	-8,469.00
Investment Interest	11.73	97.68	-416.70	514.38
Other Income	-2,335.00	-21,219.57	-26,041.70	4,822.13
Laundry Income	-634.25	-6,154.00	-7,183.30	1,029.30
TOTAL INCOME	-28,440.52	-280,449.89	-273,675.00	-6,774.89
EXPENSE				
Administrative				
Legal	1,893.75	14,518.49	416.70	14,101.79
Accounting & Audit Fees	0.00	5,250.00	5,000.00	250.00
Sundry-Other Admin	3,969.73	41,221.31	43,333.30	-2,111.99
Total Administration	5,863.48	60,989.80	48,750.00	12,239.80
Utilities				
Water	2,253.51	12,094.28	12,500.00	-405.72
Electricity	352.93	3,335.45	5,416.70	-2,081.25
Gas/Fuel	674.12	12,161.91	14,595.80	-2,433.89
Total Utilities	3,280.56	27,591.64	32,512.50	-4,920.86
Maintenance				
Labor	1,123.70	12,373.05	13,300.00	-926.95
Materials	1,250.00	16,831.58	19,583.30	-2,751.72
Contracts	8,018.72	41,757.22	57,458.40	-15,701.18
Total Maintenance	10,392.42	70,961.85	90,341.70	-19,379.85
General				
Insurance	2,911.64	28,542.29	28,458.30	83.99
Payment in Lieu of Tax	879.24	8,856.72	8,750.00	106.72
Employee Benefits	119.95	1,241.87	783.30	458.57
Total General	3,910.83	38,640.88	37,991.60	649.28
TOTAL EXPENSE	23,447.29	198,184.17	209,595.80	-11,411.63
Net Income/Loss	-4,993.23	-82,265.72	-64,079.20	-18,186.52

October 2021
Prior Year Comparative Operating
Statements

This page intentionally left blank.

Date: 11/10/2021
Time: 12:17:43 PM
joe

**Brainerd HRA
General Fund Operating Statement
October, 2021**

Page: 1
Rpt File: F:\HMS\REPORTS\GLSTOSP

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
General Fund Operating INCOME				
Management Fees	-144,540.99	-140,833.30	-144,102.05	-142,059.85
Interest Income	-49.00	-833.30	-1,199.79	0.00
Operating Transfer In	-3,229.00	0.00	0.00	0.00
Other Income	-107,577.64	-93,840.00	-101,987.58	-72,613.26
TOTAL INCOME	-255,396.63	-235,506.60	-247,289.42	-214,673.11
EXPENSE				
Administrative				
Administrative Salaries	123,345.62	140,983.30	140,448.62	125,349.55
Legal	0.00	2,000.00	8,608.50	0.00
Staff Training	96.25	4,166.70	238.63	4,196.54
Travel	18.26	500.00	1.15	307.15
Auditing Fees	6,900.00	6,900.00	6,700.00	6,700.00
Sundry-Other Admin	4,809.83	5,049.90	5,291.43	5,102.73
Total Administration	135,169.96	159,599.90	161,288.33	141,655.97
Maintenance				
Maintenance Salaries	5,037.41	10,050.00	9,265.82	9,062.70
Contracts	1,600.44	1,750.00	1,529.56	1,184.52
Total Maintenance	6,637.85	11,800.00	10,795.38	10,247.22
General				
TIF Expense	88.40	108.30	54.75	173.80
Insurance	5,079.49	4,791.70	4,630.47	3,482.70
Employee Benefits	58,149.84	67,879.10	71,244.42	63,830.98
Other General Expense	3,750.00	20,833.30	24,650.00	2,500.00
Total General	67,067.73	93,612.40	100,579.64	69,987.48
TOTAL EXPENSE	208,875.54	265,012.30	272,663.35	221,890.67
Net Income/Loss	-46,521.09	29,505.70	25,373.93	7,217.56

Date: 11/10/2021

Time: 12:17:46 PM

joe

Housing Rehab Proj Operating PY
Housing Rehab Operating Statement
October, 2021

Page: 1

Rpt File: F:\HMS\REPORTS\GLSTOSP

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Housing Rehab Operating INCOME				
Other Income	-170,058.60	-202,833.30	-137,110.49	-154,993.60
Grant Admin Revenue	-5,172.01	-23,333.30	-4,707.34	-1,034.96
TOTAL INCOME	-175,230.61	-226,166.60	-141,817.83	-156,028.56
EXPENSE				
Administrative				
Administrative Salaries	66,654.63	77,508.30	73,076.46	39,900.66
Legal	105.00	0.00	0.00	0.00
Staff Training	0.00	4,166.70	154.80	2,404.07
Travel	594.72	833.30	753.90	558.54
Other Admin Exp	4,126.66	2,375.10	4,334.46	4,895.75
Total Administration	71,481.01	84,883.40	78,319.62	47,759.02
Maintenance				
Contracts	47,702.79	90,000.00	115,843.55	50,765.28
Total Maintenance	47,702.79	90,000.00	115,843.55	50,765.28
General				
Insurance	507.32	416.70	496.47	257.47
Employee Benefits	26,729.03	28,337.40	26,471.06	18,878.51
Total General	27,236.35	28,754.10	26,967.53	19,135.98
TOTAL EXPENSE	146,420.15	203,637.50	221,130.70	117,660.28
Net Income/Loss	-28,810.46	-22,529.10	79,312.87	-38,368.28

Date: 11/10/2021

Time: 12:17:48 PM

joe

**Brainerd HRA
HCV Operating Statement
October, 2021**

Page: 1

Rpt File: F:\HMS\REPORTS\GLSTOSP

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-1,250,440.00	-1,207,091.70	-1,223,123.00	-1,195,061.00
Admin Fees Earned	-227,783.03	-209,816.70	-307,479.70	-219,625.00
Interest Income	-1.63	-125.00	-95.92	-168.02
Other Income	-36,515.86	-11,666.70	-14,089.55	-10,000.75
TOTAL INCOME	-1,514,740.52	-1,428,700.10	-1,544,788.17	-1,424,854.77
EXPENSE				
Administrative				
Administrative Salaries	135,154.99	142,341.70	111,223.69	118,622.18
Legal	0.00	416.70	366.00	0.00
Staff Training	404.00	5,250.00	674.00	7,543.99
Travel	239.68	2,083.30	437.01	1,804.57
Accounting & Audit Fees	3,650.00	3,041.70	3,500.00	3,500.00
Sundry-Other Admin	2,798.97	4,458.20	4,913.70	3,535.40
Total Administration	142,247.64	157,591.60	121,114.40	135,006.14
Maintenance				
Contracts	4,422.37	3,250.00	3,645.02	3,453.26
Total Maintenance	4,422.37	3,250.00	3,645.02	3,453.26
General				
Insurance	5,184.12	4,900.00	5,129.45	4,204.84
Employee Benefits	75,594.55	76,933.40	70,188.48	68,582.44
Collection Losses	2,174.00	0.00	2,302.00	0.00
Other General Expense	939.60	2,250.00	963.47	2,049.61
Total General	83,892.27	84,083.40	78,583.40	74,836.89
HAP Payments				
HAP Payments Occupied	1,131,588.00	1,134,800.00	1,117,300.00	1,084,609.00
HAP Payments Home	29,396.00	37,004.20	36,403.00	36,652.00
FSS Escrow Voucher	19,925.00	24,666.70	16,422.00	19,212.00
HAP Payments Portable	25,992.00	37,004.20	17,793.00	36,109.00
Total HAP	1,206,901.00	1,233,475.10	1,187,918.00	1,176,582.00
TOTAL EXPENSE	1,437,463.28	1,478,400.10	1,391,260.82	1,389,878.29
Net Income/Loss	-77,277.24	49,700.00	-153,527.35	-34,976.48

Date: 11/10/2021
 Time: 12:17:54 PM
 joe

Bridges Program PY
Bridges Operating Statement
October, 2021

Page: 1
 Rpt File: F:\HMS\REPORTS\GLSTOSP

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Bridges Operating INCOME				
HAP Received MHFA	-36,143.00	-45,000.00	-44,285.00	-65,735.00
Admin Revenue	-4,050.00	-5,000.00	-5,100.00	-7,600.00
Operating Transfer	3,229.00	4,625.00	0.00	0.00
Total Income	-36,964.00	-45,375.00	-49,385.00	-73,335.00
EXPENSE				
Administrative				
Travel	152.88	375.00	96.03	251.14
Office Supplies	13.00	0.00	0.00	0.00
Total Administration	165.88	375.00	96.03	251.14
General				
Security Deposit Pmts	2,995.00	2,500.00	750.00	6,443.00
HAP Payment to Landlords	39,758.00	42,500.00	42,820.00	59,292.00
Total General	42,753.00	45,000.00	43,570.00	65,735.00
TOTAL EXPENSE	42,918.88	45,375.00	43,666.03	65,986.14
Net Income/Loss	5,954.88	0.00	-5,718.97	-7,348.86

Date: 11/10/2021

Time: 12:17:59 PM

joe

**Brainerd HRA
Public Housing Operating Statement
October, 2021**

Page: 4

Rpt File: F:\HMS\REPORTS\GLSTOSP

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Public Housing Operating INCOME				
Dwelling Rental	-632,910.00	-623,933.30	-619,389.00	-608,883.00
Excess Utilities	-3,680.00	-3,000.00	-3,645.48	-3,365.58
Operating Subsidy	-310,993.00	-220,833.30	-261,190.00	-217,709.00
Investment Interest	467.54	-1,666.70	-1,457.48	264.88
Other Income	-123,815.17	-153,391.70	-153,981.82	-142,720.30
Other Income Tenants	-13,472.65	-20,833.30	-13,665.57	-22,044.44
Capital Fund Income	-624,860.30	-55,000.00	-239,490.92	-122,348.00
Laundry Income	-16,342.75	-16,833.30	-14,790.25	-16,640.25
TOTAL INCOME	-1,725,606.33	-1,095,491.60	-1,307,610.52	-1,133,445.69
EXPENSE				
Administrative				
Administrative Salaries	232,827.04	254,091.70	232,501.53	240,859.92
Legal	6,025.99	2,916.70	915.50	2,300.00
Staff Training	2,460.95	11,666.70	1,373.32	14,244.91
Travel	35.28	833.30	217.71	716.10
Accounting & Audit Fees	9,212.50	11,050.00	8,700.00	8,300.00
Sundry-Other Admin	14,428.67	15,629.20	17,419.59	15,385.42
Total Administration	264,990.43	296,187.60	261,127.65	281,806.35
 Rec Public and Other	 0.00	 4,125.00	 0.00	 0.00
Total Tenant Services	0.00	4,125.00	0.00	0.00
Utilities				
Water/Sewer	60,162.99	59,495.90	54,414.43	52,211.45
Electricity	60,014.13	66,233.30	62,176.08	60,326.33
Gas/Fuel	27,531.76	34,833.30	23,178.90	29,238.42
Total Utilities	147,708.88	160,562.50	139,769.41	141,776.20
Maintenance				
Labor	142,938.89	172,808.30	164,071.18	153,762.74
Materials	11,725.58	20,833.30	10,562.43	21,360.66
Contracts	125,714.21	135,341.60	115,929.42	95,694.89
Total Maintenance	280,378.68	328,983.20	290,563.03	270,818.29
General				
Insurance	85,946.45	80,866.70	75,879.23	66,090.39
Payment in Lieu of Tax	23,712.65	22,500.00	23,563.42	22,821.10
Employee Benefits	182,072.78	192,399.90	187,282.79	179,846.90
Collection Losses	0.00	6,666.70	0.00	0.00
Other General Expense	1,000.00	0.00	2,000.00	0.00
Total General	292,731.88	302,433.30	288,725.44	268,758.39
TOTAL EXPENSE	985,809.87	1,092,291.60	980,185.53	963,159.23
 Net Income/Loss	 -739,796.46	 -3,200.00	 -327,424.99	 -170,286.46

Date: 11/10/2021

Time: 12:18:04 PM

joe

**Brainerd South Operating Statement
October, 2021**

Page: 1

Rpt File: F:\HMS\REPORTS\GLSTOSP

	YTD 2021	YTD 2021 Budget	YTD 2020	YTD 2019
Brainerd South Operating				
INCOME				
Dwelling Rental	-210,980.00	-206,308.30	-204,979.00	-199,933.00
Rental Supplement	-42,194.00	-33,725.00	-42,434.00	-33,986.00
Investment Interest	97.68	-416.70	-2,178.82	-1,052.71
Other Income	-21,219.57	-26,041.70	-19,965.83	-26,414.28
Laundry Income	-6,154.00	-7,183.30	-7,262.00	-6,673.55
TOTAL INCOME	-280,449.89	-273,675.00	-276,819.65	-268,059.54
EXPENSE				
Administrative				
Legal	14,518.49	416.70	0.00	43.00
Accounting & Audit Fees	5,250.00	5,000.00	4,961.25	4,950.00
Sundry-Other Admin	41,221.31	43,333.30	40,334.04	38,645.88
Total Administration	60,989.80	48,750.00	45,295.29	43,638.88
Utilities				
Water	12,094.28	12,500.00	12,108.24	8,691.10
Electricity	3,335.45	5,416.70	3,752.73	3,850.02
Gas/Fuel	12,161.91	14,595.80	10,387.06	12,121.37
Total Utilities	27,591.64	32,512.50	26,248.03	24,662.49
Maintenance				
Labor	12,373.05	13,300.00	14,359.52	8,811.22
Materials	16,831.58	19,583.30	23,926.56	15,897.56
Contracts	41,757.22	57,458.40	41,303.01	45,113.25
Total Maintenance	70,961.85	90,341.70	79,589.09	69,822.03
General				
Insurance	28,542.29	28,458.30	27,500.98	26,725.71
Payment in Lieu of Tax	8,856.72	8,750.00	8,652.88	8,450.98
Employee Benefits	1,241.87	783.30	895.22	1,016.70
Total General	38,640.88	37,991.60	37,049.08	36,193.39
TOTAL EXPENSE	198,184.17	209,595.80	188,181.49	174,316.79
Net Income/Loss	-82,265.72	-64,079.20	-88,638.16	-93,742.75

Brainerd Housing and Redevelopment Authority
Payment Summary Report
October 2021

Attachment 4u

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
10/7/2021	846	Carrie Burrell	\$100.80
10/7/2021	847	Eric Charpentier	\$28.12
10/7/2021	848	Erik Warner	\$26.88
10/7/2021	849	John Schommer	\$126.56
10/7/2021	850	Keri Woitalla	\$28.00
10/7/2021	851	Michael Foote	\$11.20
10/7/2021	852	Ryan Barnett	\$36.40
10/7/2021	1899	Minnesota State Retirement System	\$1,205.00
10/7/2021	1900	Electronic Federal Tax Payment System	\$7,760.66
10/7/2021	1901	Health Savings Accounts	\$1,073.60
10/7/2021	1902	MN Dept of Revenue	\$1,369.47
10/7/2021	1903	Security Benefit	\$3,668.97
10/1/2021	1904	Health Savings Accounts	\$8,500.00
10/2/2021	1905	EBSO	\$24,878.79
10/21/2021	1906	Minnesota State Retirement System	\$1,212.50
10/21/2021	1907	Electronic Federal Tax Payment System	\$7,690.50
10/21/2021	1908	MN Dept of Revenue	\$1,365.86
10/21/2021	1909	Health Savings Accounts	\$1,073.60
10/21/2021	1910	Security Benefit	\$3,659.23
10/7/2021	24192	Ace Hardware	\$83.41
10/7/2021	24193	Aramark Uniform Services	\$336.68
10/7/2021	24194	Atlas Abstract & Title	\$180.00
10/7/2021	24195	Avesis Third Party Admininstrators	\$26.15
10/7/2021	24196	Brainerd Public Utilities	\$16,813.08
10/7/2021	24197	Bremer Bank Credit Card	\$1,727.59
10/7/2021	24198	Capital One Commercial	\$782.81
10/7/2021	24199	CenterPoint Energy	\$1,765.08
10/7/2021	24200	Crow Wing County Treasurer	\$18,714.61
10/7/2021	24201	Culligan	\$97.70
10/7/2021	24202	Dacotah Paper Co	\$640.65
10/7/2021	24203	Home Depot Credit Services	\$256.97
10/7/2021	24204	Jacobson Excavating & Landscaping LLC	\$5,715.00
10/7/2021	24205	Kennedy & Graven, Chartered	\$175.00
10/7/2021	24206	MN Elevator, Inc.	\$794.84
10/7/2021	24207	Mike Jones	\$47.04
10/7/2021	24208	NAC Mechanical and Electrical Services	\$256,975.00
10/7/2021	24209	Office Shop	\$671.04
10/7/2021	24210	Paper Storm	\$25.50
10/7/2021	24211	Park Supply, Inc.	\$107.12
10/7/2021	24212	Ratwik, Roszak & Maloney, P.A.	\$2,850.00
10/7/2021	24213	Rental History Reports	\$100.00
10/7/2021	24214	Synchrony Bank (Mills Fleet Farm)	\$82.59
10/7/2021	24215	TKDA	\$598.50
10/7/2021	24216	Yde's Major Appliance	\$255.95
10/21/2021	24217	Atlas Abstract & Title	\$90.00
10/21/2021	24218	Brainerd Public Utilities	\$658.49
10/21/2021	24219	CTCIT	\$650.00
10/21/2021	24220	CTC	\$2,541.53
10/21/2021	24221	City of Brainerd	\$391.51
10/21/2021	24222	Dearborn National	\$187.02
10/21/2021	24223	Delta Dental	\$651.76
10/21/2021	24224	Tenant Refund	\$27.29
10/21/2021	24225	Tenant Refund	\$473.63
10/21/2021	24226	Granite Pest Control, LLC	\$659.00
10/21/2021	24227	Holden Electric Company Inc	\$987.75
10/21/2021	24228	Lakes Printing Inc.	\$83.10
10/21/2021	24229	Life Insurance Company of North America	\$56.35
10/21/2021	24230	Nisswa Sanitation	\$2,644.58
10/21/2021	24231	North Central Lawn Care & Irrigation	\$120.00
10/21/2021	24232	Pike Plumbing & Heating, Inc	\$324.99

Brainerd Housing and Redevelopment Authority
Payment Summary Report
October 2021

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
10/21/2021	24233	Strike Painting & Finishing	\$500.00
10/21/2021	24234	Sun Life Financial	\$319.16
10/21/2021	24235	TKDA	\$2,394.00
10/21/2021	24236	Verizon Wireless	\$345.81
10/21/2021	24237	Wex Health	\$8.50
		Report Total	\$387,752.92



To: Brainerd HRA Board Members
From: Tania Eller, Rental Assistance Manager
Date: November 10, 2021
RE: Housing Choice Voucher Programs Report

HCV Report

Please see the attached report.

Our Unit Months Leased (UML) through October is 99%, and HAP utilization through October is 80%.

Bridges Report

Please see the attached report.

We have 11 families on our program with a monthly HAP payment of \$5,870.

Family Self-Sufficiency (FSS) Report

Please see the attached report.

We have 26 families on our program. We have 12 families currently escrowing a total of \$3,338 per month.

Foster Youth Initiative (FYI) Report

Please see the attached report.

We have 2 families leased up with a total HAP payment of \$536 per month.

No Action Requested; Discussion Items

This page intentionally left blank.

October Housing Choice Voucher Programs (HCV)**Attachment 5a**

<u>Voucher Allocation</u>	325
October Move-ins	4
October Move-outs	5
October Vouchers - looking for housing	26
October Vouchers - first day of month	313
Average Vouchers to date	321
Unit Months Leased	99%
HAP Utilization through 10/31/2021	80%

Reasons For Leaving Program

Voluntarily Left	4
Port-out	0
Terminated	1

Payments

Housing Assistance Payment (HAP)	\$115,342
October HUD Administrative Fee	\$16,628

Port Out Vouchers

MPLS PHA (1)	1
	\$1,567

Homeownership

Homeownership HAP	8
	\$2,660

FYI Vouchers

FYI Vouchers HAP	2
	\$536

Annual Average Income

\$14,452

Length of Time on Program

< 1 year	16%
< 2 years	16%
< 3 years	14%
< 4 years	7%
< 5 years	10%
> 5 years	37%

Demographics

Elderly Households	94
Disabled/Handicapped Households	160
Families with Children	115

Waiting List Total

Crow Wing County Preference	119
Non Preference	17
	102

Average HAP Payment

\$353

This page intentionally left blank.

Bridges Program October 2021

Summary

- Tenants leased up in units: 11
- Participants issued a Voucher & searching for a unit: 3
- Notified: 2
- Participants receiving HCV voucher: 0
- Participants giving up Bridges voucher: 0
- Tenants' Residing Counties:
 - Cass County: 0
 - Morrison: 2
 - Aitkin: 1
 - Crow Wing: 8
 - Todd:
 - Wadena:

Total HAP Payment: \$5,870

Additional Info

Assisted in paying for a new participant security deposit.

Family Self-Sufficiency Program October 2021

Summary

- Active FSS participants: 26
- Tenants going OFF for month: 0
- Tenants going ON for month: 0
- Tenants start ESCROWING: 1
- Total number of FSS participants escrowing monthly: 12
- Total amount of escrow: \$3,338.00
- Total combined amount of monthly escrow: \$ 37,039.22

Update: No updates

Foster Youth to Independence Program October 2021

Summary

- Active FSS participants: 2
- Searching for a unit: 0
- Working on getting a voucher: 0
- Declined voucher: 0
- Gave up voucher: 0

Additional Info



To: Brainerd HRA Board Members
 From: Shannon Fortune, Housing Manager
 Date: Nov-09-2021
 Re: Housing Management Report

Monthly Property Performance Report for October 2021

Please see attachment.

Vacancy Report for October 2021

Please see attachment.

Resident Commissioner Election

There were 12 tenants/participants that initially responded to the nomination request for the Resident Commissioner position, 6 from Public Housing and 6 from Housing Choice Voucher program. The second step in the process was for the candidates to complete a brief written interview to help voters choose between candidates. The combined statements will be available at the office, on the website, in the community room at North Star, or can be provided via mail or email prior to the election. Although there were 8 individuals that submitted their completed questionnaires, 1 has since withdrawn their nomination, so 7 candidates will appear on the ballot. A postcard mailer is being sent to all program participants and tenants that will provide details for the remainder of the election process including how to review the candidate statements. Election day is Dec-1st, with several ways to participate.

ROSS Program Updates

- 19 active participants in the ROSS program; 3 newly enrolled participant; 0 exited participant.
- 0 new contacts with non-enrolled residents for more limited resource/referral work
- Food Program Participation
 - SNAP Food Boxes: 26 residents; shelf-stable box; elderly tenants only.
 - Catholic Charities: 14 residents; 250 frozen meals (10 - 20 each); elderly tenants only.
- Facebook Stats:
 - 2 new posts on the ROSS Facebook page this past month which reached 6 individuals, with 0 additional likes/shares and 0 viewers clicking through posts for more information.
- FY21 Grant Application
 - No update at this time. New grant cycle is estimated to start 3/18/2022.
- New Initiative: On-Site Pantry: Erik is in the process of creating a small on-site food pantry for North Star residents in need. This would be accessible to all residents, regardless of ROSS program enrollment. It is expected that this resource will bridge a gap for residents that may not qualify for other food programs.

No Action Requested; Discussion Items

This page intentionally left blank.

Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report
October 2021

1. Property Narrative

2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
North Star	162	162	n/a	n/a	0	100%
Valley Trail	25	24	n/a	n/a	1	96%
Scattered Sites	16	16	n/a	n/a	0	100%
TOTAL	203	202	0	0	1	99%

3. Customer Traffic

Applications Requested	43
Applications Placed on PH Wait List	10
Applications Denied on PH Wait List	7

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	106	0	0	0
2 bdrm	14	31	2	1	0
3 bdrm	24	21	0	0	0
4 bdrm	5	3	0	0	0
TOTAL	203	161	2	1	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	21
Move-Outs	1	19

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
VT#621	2BR	11/08/2021	Move In Complete

7. Recertifications

Interim Recertifications	11
Annual Recertifications	7
Completed for this month	18

8. Annual Unit Inspections

Total units to be inspected this year	203
Number completed start of month	203
Number inspected for the month	0
Number completed year-to-date	203
Total left to be inspected this year	0
Have all building system inspections been completed?	In Process
If yes, please enter date	n/a

9. Lease Enforcements

Lease warnings/violations issued	3
30-day lease terminations	0

10. Evictions

Resident	Reason	Summons Date	Judgment Action
NS#306	Material Lease Violation	TBD	

11. Non-Emergency Work Orders

Beginning Balance	2
Received	71
Closed	70
Ending Balance	3
Total Completed Work Orders for Year	875

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	4	4
Completed within 24 hours	4	4
Percent completed within 24 hours	100%	100%

13. Rent Collection

	This Month
Rent Charges	60,251
Other Charges	595
Total New Charges	60,846
Arrears, tenants in possession	527

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	464
Current Rent Charges	60,251
Current Rent Collections	59,787
Accounts Receivable Rate	1%
Collection Rate	99%

Collections - Prior 12 Month Period

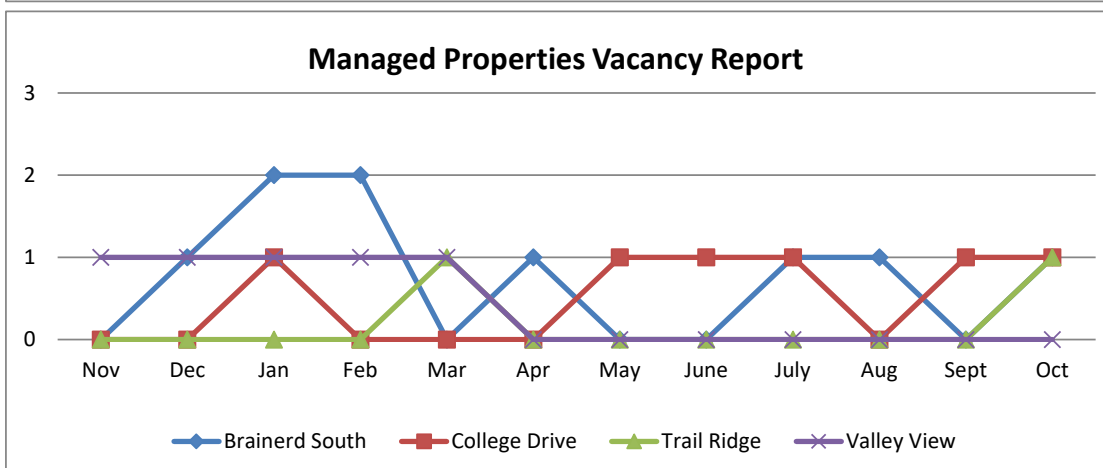
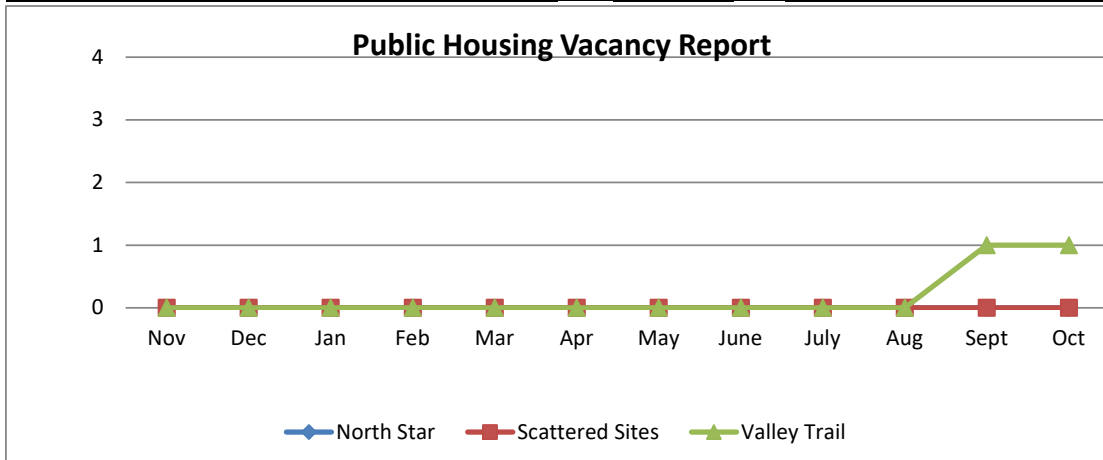
Prior Tenants Accounts Receivable (Rent)	3,385
Prior Rent Charges	756,826
Collection Rate	100%

This page intentionally left blank.

Brainerd HRA 2021 Vacancy Report

Attachment 6b

	Public Housing				Section 236	Tax Credit - DW Jones		
	North Star	Scattered Sites	Valley Trail	Total PH Vac/%		College Drive	Trail Ridge	Valley View
# units	162	16	25	203	60	24	18	20
Jan 31	0	0	0	0	2	1	0	1
Jan %	0.00%	0.00%	0.00%	0.00%	3.33%	4.17%	0.00%	5.00%
Feb 28	0	0	0	0	2	0	0	1
Feb %	0.00%	0.00%	0.00%	0.00%	3.33%	0.00%	0.00%	5.00%
March 31	0	0	0	0	0	0	1	1
March %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.56%	5.00%
April 30	0	0	0	0	1	0	0	0
April %	0.00%	0.00%	0.00%	0.00%	1.67%	0.00%	0.00%	0.00%
May 31	0	0	0	0	0	1	0	0
May %	0.00%	0.00%	0.00%	0.00%	0.00%	4.17%	0.00%	0.00%
June 30	0	0	0	0	0	1	0	0
June %	0.00%	0.00%	0.00%	0.00%	0.00%	4.17%	0.00%	0.00%
July 31	0	0	0	0	1	1	0	0
July %	0.00%	0.00%	0.00%	0.00%	1.67%	4.17%	0.00%	0.00%
Aug 31	0	0	0	0	1	0	0	0
Aug %	0.00%	0.00%	0.00%	0.00%	1.67%	0.00%	0.00%	0.00%
Sept 30	0	0	1	1	0	1	0	0
Sept %	0.00%	0.00%	4.00%	0.49%	0.00%	4.17%	0.00%	0.00%
Oct 31	0	0	1	1	1	1	1	0
Oct %	0.00%	0.00%	4.00%	0.49%	1.67%	4.17%	5.56%	0.00%
Nov 30				0				
Nov %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dec 31				0				
Dec %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total	0	0	2	2	8	6	2	3
%	0.00%	0.00%	0.80%	0.10%	1.33%	2.78%	1.23%	1.67%



This page intentionally left blank.



To: Brainerd HRA Board Members
 From: John Schommer, Rehab Coordinator
 Date: November 9, 2021
 Re: Rehab Programs Report

Emily SCDP

8 Owner occupied projects are complete
 1 Project is in write-up review

MHFA

3 Projects are in construction
 1 Project is in the contract phase
 2 Projects are bidding
 2 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*

This page intentionally left blank.



To: Brainerd HRA Board Members

From: Eric Charpentier, Executive Director

Date: November 17th, 2021

Re: Executive Director Report

Continued Developer Interest

I sat in on a meeting with a developer on 11/2 on a workforce housing project that they are interested in somewhere in Brainerd. The developer group would be interested in applying for MN Housing's LIHTC program in June of 2022 for a project to start sometime in 2023. The initial size estimate would be for a 60-70 unit multi-family complex. While the developer has reached out to one property owner, they were not able to come to an agreement at this time on a purchase agreement. They will continue to pursue that opportunity as well as other sites with the hope that they can secure a site by April of 2022 to start the application process. The developer did ask for our assistance in helping them identify possible build sites and/or connect them with landowners that might be interested in selling property that would be suitable for this type of development. We will continue to work with the city on this aspect and we plan on having a follow up meeting with the development group in December.

Warming Shelter Update

The warming shelter group continues to work through the process with the City of Brainerd on an ordinance amendment and to then apply for an interim use permit for an overnight warming shelter in the city limits. The Council is set to hold a public hearing regarding the proposed shelter on Monday November 15th along with a 2nd reading of the proposed ordinance update. If the Council approves this ordinance amendment the interim use permit request will go in front of the Planning Commission on November 17th for review.

Housing Trust Fund Update

John has had the opportunity to do a site visit on our first potential owner-occupied rehab loan through the Housing Trust Fund. He is currently working on a scope of work that will replace the roof on a home and garage in Brainerd. After the scope is finalized, this will go out for bid to see if the borrower will need to bring any funds to the project. We also have another potential rehab applicant that is working with Kristin to get all of the proper documents to us so we can move to the site visit phase. We are excited to have these projects moving forward.

Northstar Boiler Project

Work is nearing completion on this project. Most of the new mechanical equipment has been installed and the old domestic water heating system has been removed. There are some smaller items that we continue to wait for due to the supply chain issues, but those are scheduled to ship in late November. The intention is to have substantial completion by early December. The new boilers are functioning and heating the building along with the domestic water supply.

No Action Requested; Discussion Items