



To: Brainerd HRA Board Members
From: Karen Young, Finance Director
Date: August 19, 2023
Re: August Financial Report

Please find attached the financial information for August 2023.

Banking RFP

In 2018 we issued a Request for Proposals (RFP) for banking services and awarded our banking services contract to Bremer Bank. We are in the process of creating an updated RFP for banking services to be published this fall. With our last RFP, we had a board member appointed to the evaluation committee to assist in scoring the submitted proposals. It would be timely to have a board member appointed to the committee, if the board would like to proceed with that same process.

Public Housing Insurance Claim Payment

In August we received the first loss payment of \$234,832.78 from Housing Authority Insurance for the property damage to the roofs at our Public Housing Scattered Site and Valley Trail properties.

Mainstreet Revitalization Program Payment

In August we processed the \$20,000 payment out of the General Fund to Lakes Area Habitat for Humanity for the DEED Mainstreet Revitalization Program. These funds will be used towards the construction of an affordable home to be located at 1108 Oak Street.

Action Requested: Motion for approval of payments as presented.

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Brainerd Housing & Redevelopment Authority

2023 Ratios

(and December, 2022)

FASS Ratios	Max Pts	Scoring	Dec 2022								
			After YE JE, B4 audit	Jan	Feb	Mar	Apr	May	June	July	Aug
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
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
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
Total Points	25		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
Tenant Accounts Receivable	5	TAR <1.5%=5, TAR >2.5% =0	5.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	2.00
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
Total Points	25		25.00	20.00	20.00	20.00	20.00	20.00	20.00	22.00	22.00
Total of Above Ratios	50		50.00	45	45	45	45	45	45	47	47

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

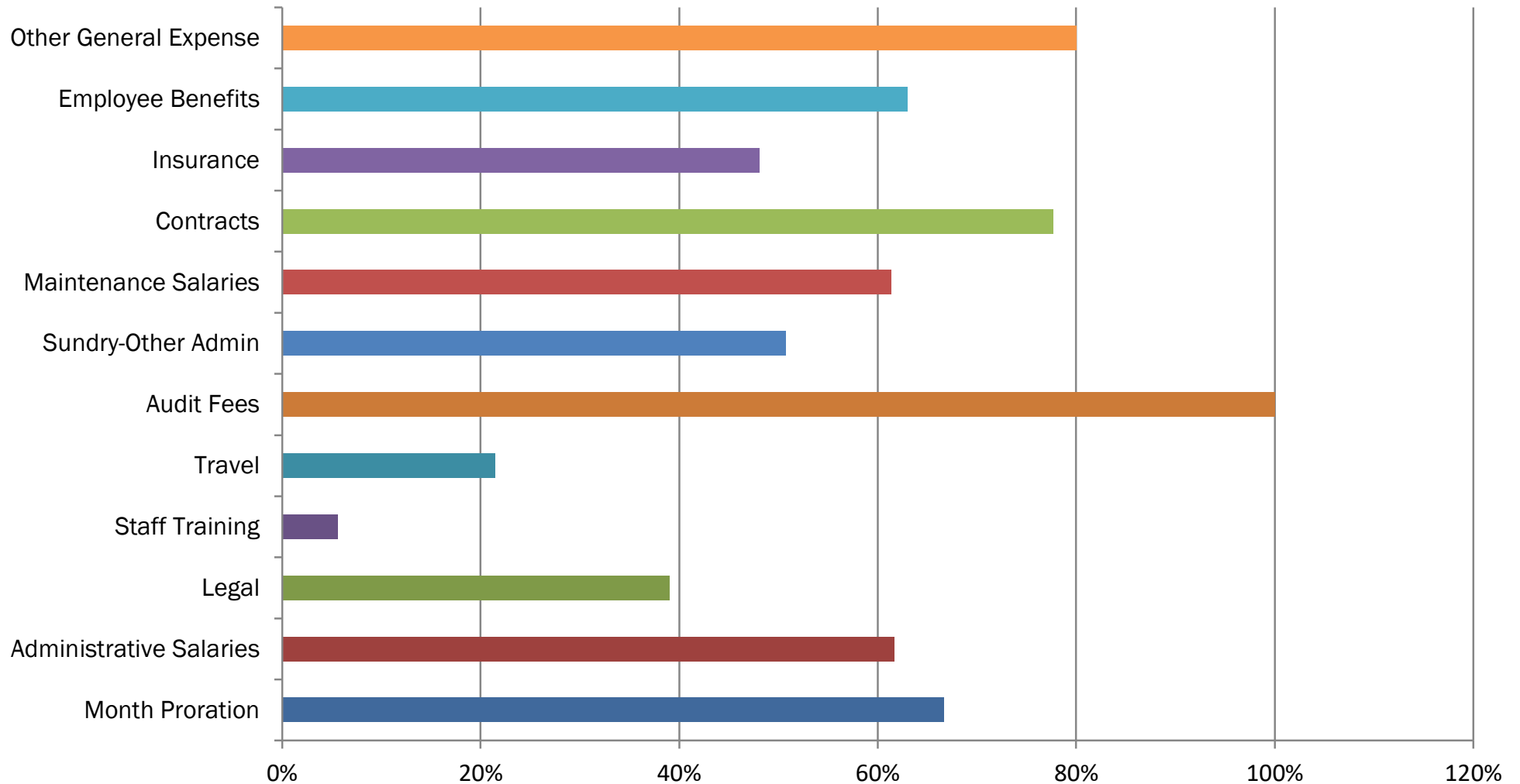
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August 2023 Operating Account Balances

Property/Program	August 2022	July 2023	August 2023
General Fund	\$460,938.21	\$529,749.40	\$511,244.55
Housing Rehab Program	\$170,142.65	\$209,578.63	\$193,368.73
Bridges	\$4,417.72	\$4,863.69	-\$1,593.31
Crow Wing County HRA	\$1,772,315.32	\$2,030,501.41	\$1,996,423.95
Public Housing	\$782,434.69	\$745,212.72	\$1,016,018.75
Brainerd South	\$71,145.62	\$62,607.81	\$37,425.97
Housing Choice Voucher	\$92,324.42	\$18,038.98	\$38,818.31
Total	\$3,353,718.63	\$3,600,552.64	\$3,791,706.95

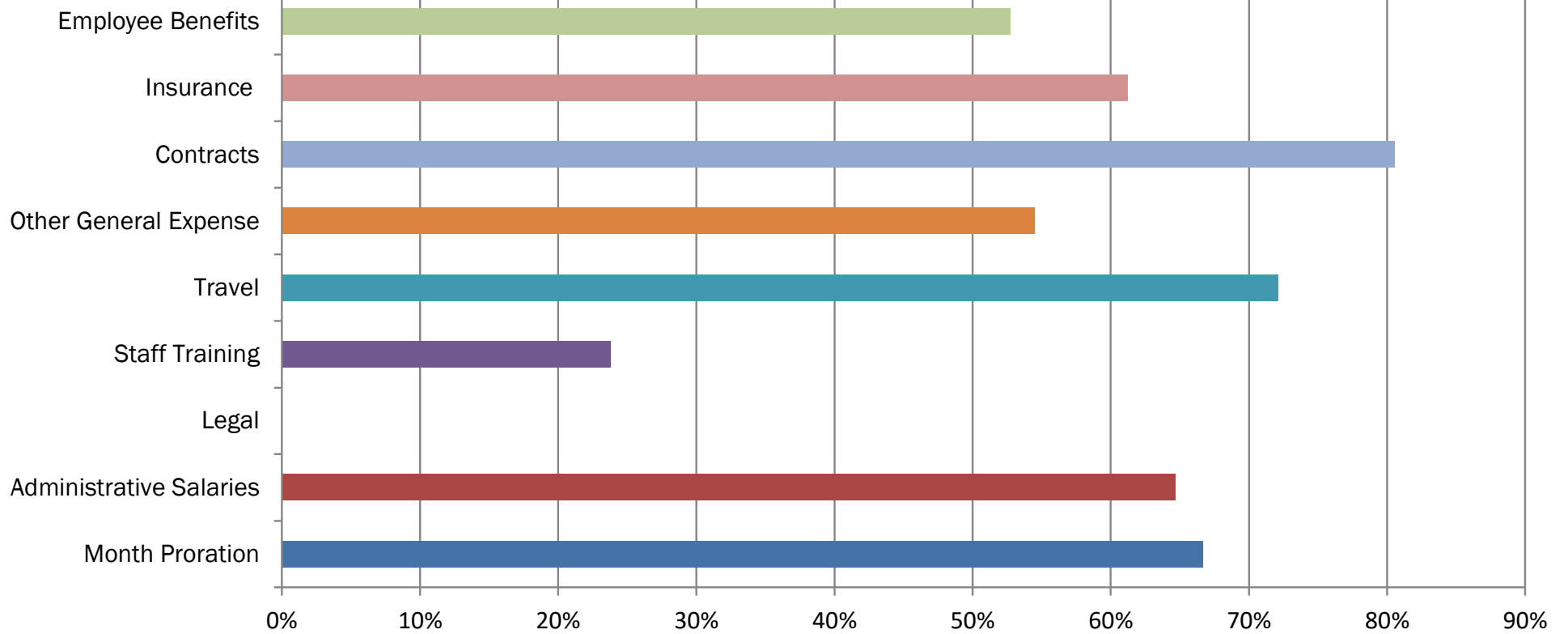
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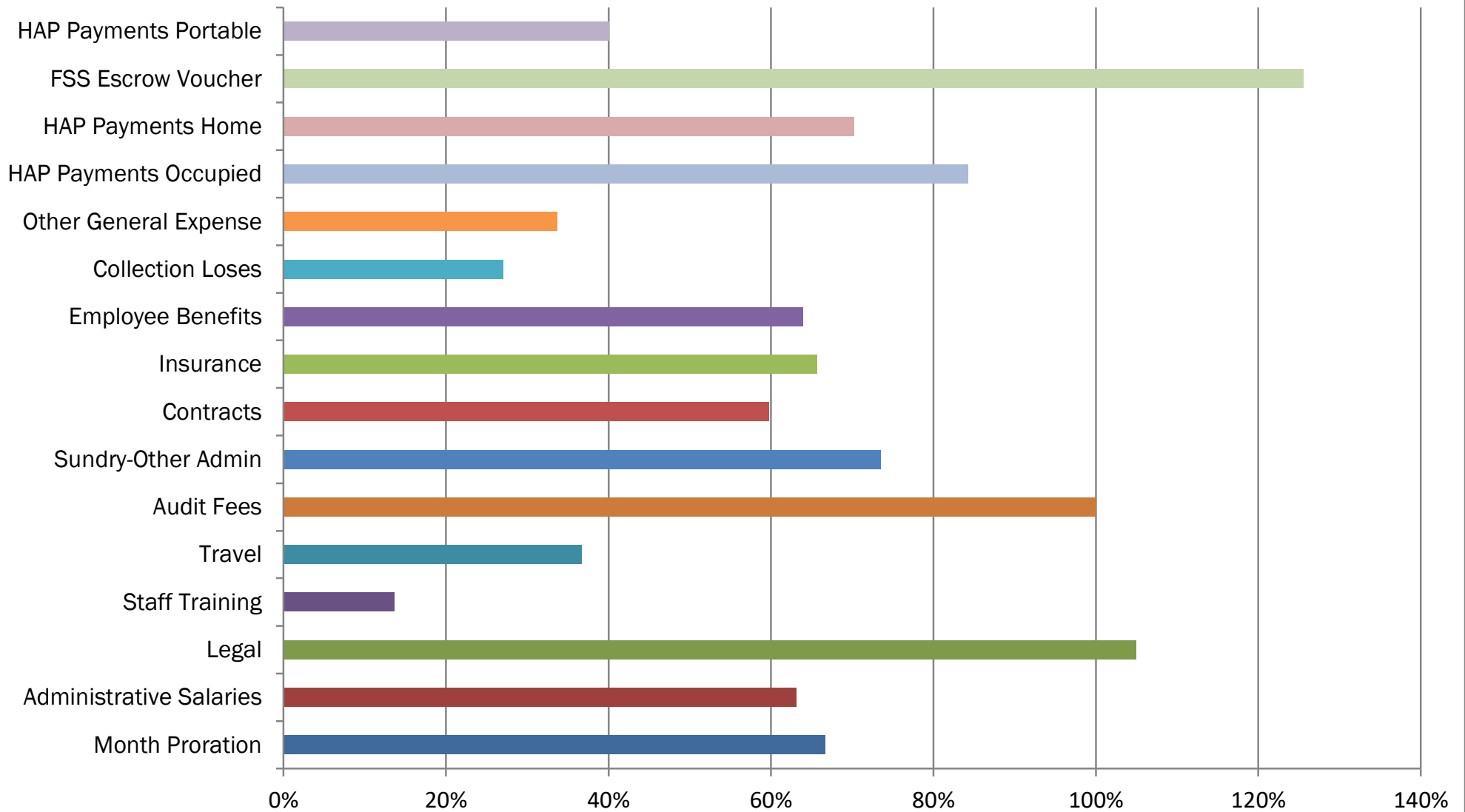
August 2023 YTD General Fund Expense/Annual Budget Comparison



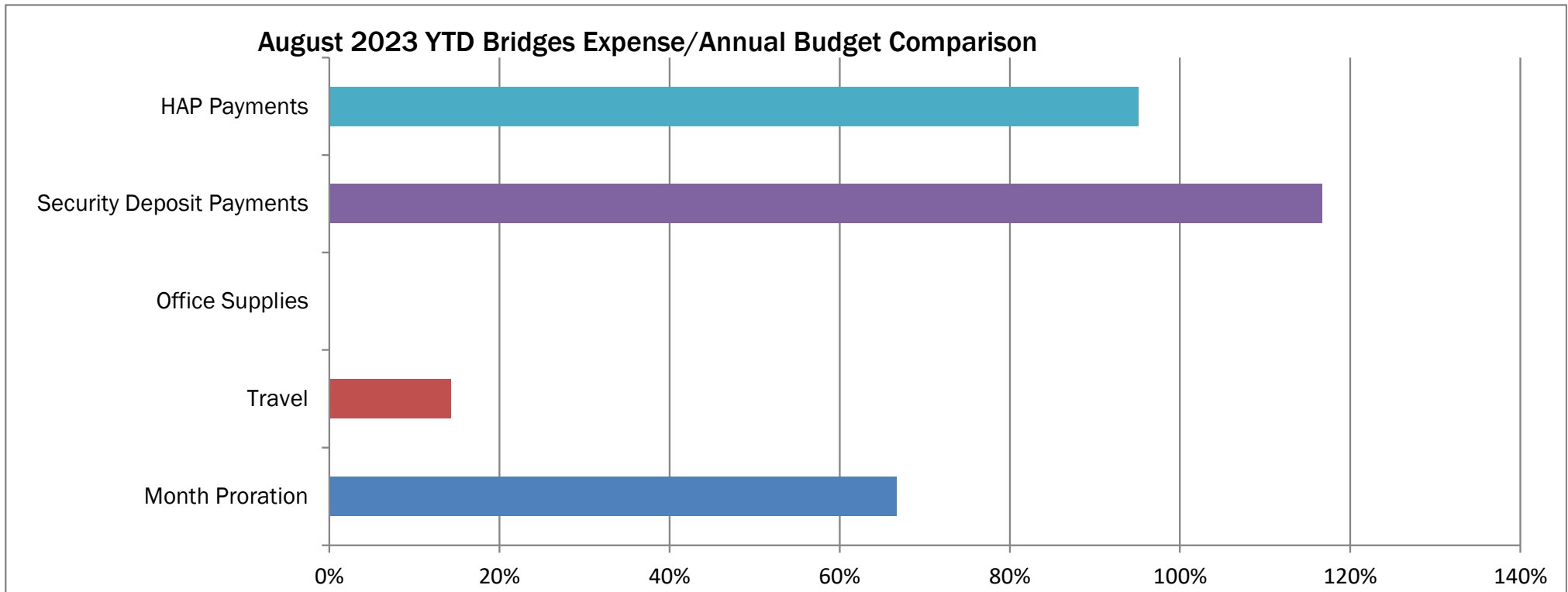
Audit Fees: Audit was completed.

Contracts: Quarterly HR Fees to the City of Brainerd.

August 2023 YTD Housing Rehab Expense/Annual Budget Comparison

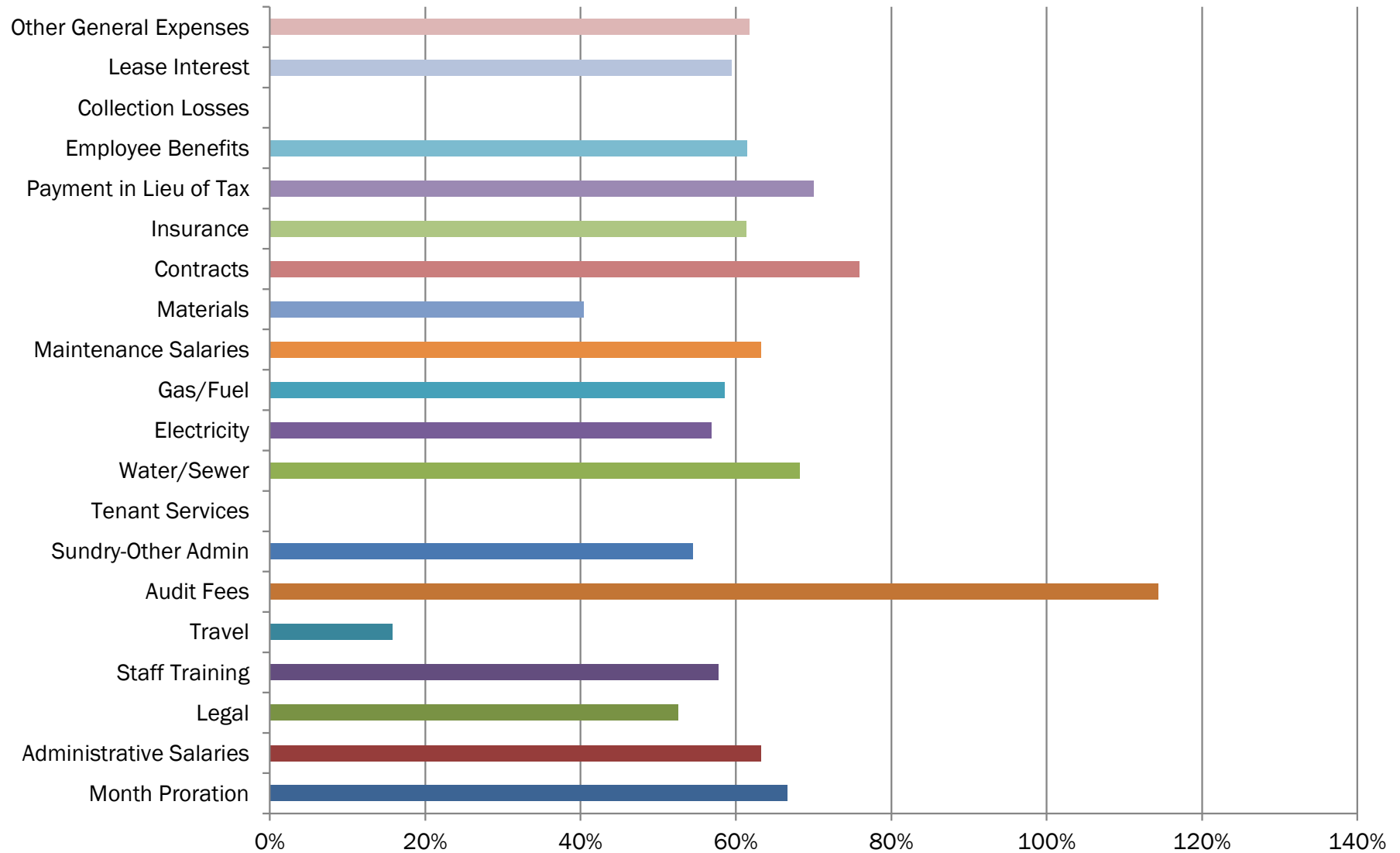
August 2023 YTD Housing Choice Voucher Expense/Annual Budget Comparison

Audit Fees: Audit was completed.



Security Deposit Payments: Paid four security deposits.

August 2023 YTD Public Housing Expense/Annual Budget Comparison

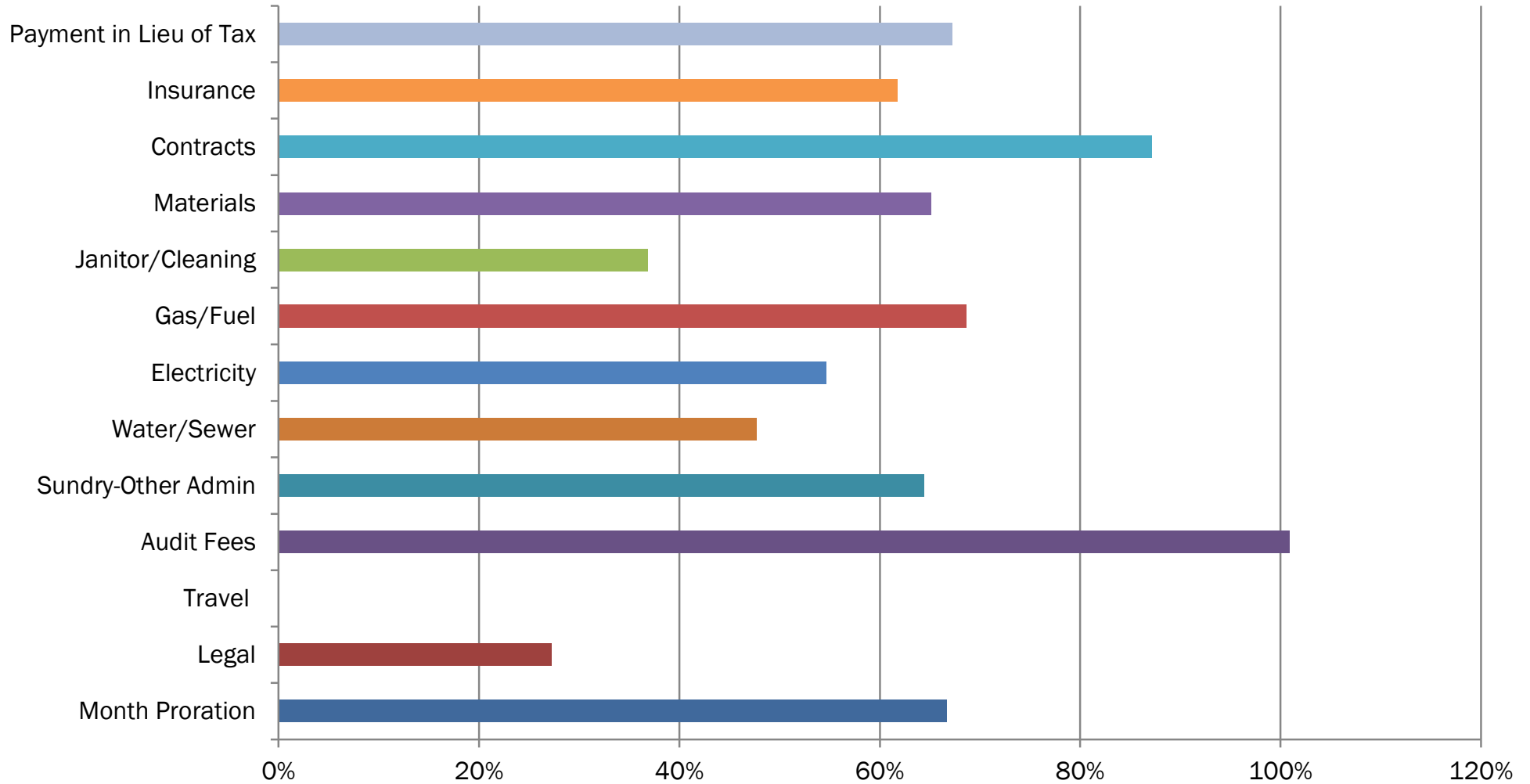


Audit Fees: Audit completed to date.

Contract Costs: Quarterly billing for HR services from the City of Brainerd. Snow Removal. Exterminating. Boiler Repairs

Other General Expenses: 1 Liability Insurance Claim

August 2023 YTD Brainerd South Expense/Annual Budget Comparison



Audit Fees: Audit completed to date.

Contract Costs: Snow Removal and Unit Turn Flooring Costs. Laundry Room Repairs.

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**Brainerd HRA
General Fund Operating Statement
August, 2023**

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	Current Period	Current Year	Year To Date Budget	Variance
General Fund Operating INCOME				
Management Fees	-16,507.10	-130,185.30	-123,180.00	-7,005.30
Interest Income	-1,169.20	-5,101.11	-200.00	-4,901.11
Other Income	-1,901.49	-90,881.36	-103,623.36	12,742.00
TOTAL INCOME	-19,577.79	-226,167.77	-227,003.36	835.59
EXPENSE				
Administrative				
Administrative Salaries	16,962.08	136,013.59	147,030.00	-11,016.41
Legal	555.50	1,677.50	2,866.64	-1,189.14
Staff Training	0.00	279.50	3,333.36	-3,053.86
Travel	0.66	107.20	333.36	-226.16
Auditing Fees	0.00	7,950.00	7,950.00	0.00
Sundry-Other Admin	62.24	4,361.55	5,783.28	-1,421.73
Total Administration	17,580.48	150,389.34	167,296.64	-16,907.30
Maintenance				
Maintenance Salaries	1,131.62	9,022.89	9,800.00	-777.11
Contracts	256.31	7,196.33	6,173.36	1,022.97
Total Maintenance	1,387.93	16,219.22	15,973.36	245.86
General				
TIF Expense	36.50	36.50	86.64	-50.14
Insurance	411.65	3,293.20	4,566.64	-1,273.44
Employee Benefits	7,620.39	62,100.12	65,750.00	-3,649.88
Other General Expense	20,000.00	20,011.68	16,666.64	3,345.04
Total General	28,068.54	85,441.50	87,069.92	-1,628.42
TOTAL EXPENSE	47,036.95	252,050.06	270,339.92	-18,289.86
Net Income/Loss	27,459.16	25,882.29	43,336.56	-17,454.27

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Housing Rehab Operating Statement
August, 2023

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Rehab Operating INCOME				
Other Income	-10,168.18	-188,252.36	-216,333.36	28,081.00
Grant Admin Revenue	-3,779.45	-5,686.23	-9,375.00	3,688.77
TOTAL INCOME	-13,947.63	-193,938.59	-225,708.36	31,769.77
EXPENSE				
Administrative				
Administrative Salaries	7,327.21	61,599.15	63,506.64	-1,907.49
Legal	0.00	0.00	133.36	-133.36
Staff Training	1,190.00	1,190.00	3,333.36	-2,143.36
Travel	243.67	865.34	800.00	65.34
Other Admin Exp	518.55	3,200.21	3,955.00	-754.79
Total Administration	9,279.43	66,854.70	71,728.36	-4,873.66
Maintenance				
Contracts	18,208.00	144,998.80	120,000.00	24,998.80
Total Maintenance	18,208.00	144,998.80	120,000.00	24,998.80
General				
Insurance	0.00	367.49	400.00	-32.51
Employee Benefits	2,651.98	21,997.81	27,813.36	-5,815.55
Total General	2,651.98	22,365.30	28,213.36	-5,848.06
TOTAL EXPENSE	30,139.41	234,218.80	219,941.72	14,277.08
Net Income/Loss	16,191.78	40,280.21	-5,766.64	46,046.85

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**Brainerd HRA
HCV Operating Statement
August, 2023**

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	Current Period	Current Year	Year To Date Budget	Variance
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-171,884.00	-1,312,057.00	-1,000,000.00	-312,057.00
Admin Fees Earned	-43,577.25	-255,757.94	-221,489.36	-34,268.58
Interest Income	-28.34	-234.28	0.00	-234.28
Other Income	-3,115.99	-18,376.32	-19,700.00	1,323.68
TOTAL INCOME	-218,605.58	-1,586,425.54	-1,241,189.36	-345,236.18
EXPENSE				
Administrative				
Administrative Salaries	16,709.99	137,028.17	144,820.00	-7,791.83
Legal	1,867.22	2,832.32	1,800.00	1,032.32
Staff Training	345.00	682.00	3,333.36	-2,651.36
Travel	64.46	550.87	1,000.00	-449.13
Accounting & Audit Fees	0.00	5,300.00	5,300.00	0.00
Sundry-Other Admin	634.19	4,187.77	4,112.42	75.35
Total Administration	19,620.86	150,581.13	160,365.78	-9,784.65
Maintenance				
Contracts	269.29	12,933.14	14,426.64	-1,493.50
Total Maintenance	269.29	12,933.14	14,426.64	-1,493.50
General				
Insurance	519.94	4,159.52	4,223.36	-63.84
Employee Benefits	8,878.10	73,709.15	76,903.36	-3,194.21
Collection Losses	0.00	676.00	700.00	-24.00
Other General Expense	0.00	568.50	1,126.64	-558.14
Total General	9,398.04	79,113.17	82,953.36	-3,840.19
HAP Payments				
HAP Payments Occupied	135,745.00	1,163,179.00	920,000.00	243,179.00
HAP Payments - Port In	1,540.00	1,540.00	0.00	1,540.00
HAP Payments Home	2,823.00	21,060.00	20,000.00	1,060.00
FSS Escrow Voucher	10,764.00	75,327.00	40,000.00	35,327.00
HAP Payments Portable	0.00	12,015.00	20,000.00	-7,985.00
Total HAP	150,872.00	1,273,121.00	1,000,000.00	273,121.00
TOTAL EXPENSE	180,160.19	1,515,748.44	1,257,745.78	258,002.66
Net Income/Loss	-38,445.39	-70,677.10	16,556.42	-87,233.52

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**Bridges Program
 Bridges Operating Statement
 August, 2023**

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	Current Period	Current Year	Year To Date Budget	Variance
Bridges Operating INCOME				
HAP Received MHFA	0.00	-47,237.00	-37,200.00	-10,037.00
Admin Revenue	0.00	-4,883.00	-4,800.00	-83.00
Operating Transfer	0.00	0.00	4,500.00	-4,500.00
Total Income	0.00	-52,120.00	-37,500.00	-14,620.00
EXPENSE				
Administrative				
Travel	0.00	57.01	266.64	-209.63
Office Supplies	0.00	0.00	33.36	-33.36
Total Administration	0.00	57.01	300.00	-242.99
General				
Security Deposit Pmts	0.00	3,500.00	2,000.00	1,500.00
HAP Payment to Landlords	6,457.00	50,194.00	35,200.00	14,994.00
Total General	6,457.00	53,694.00	37,200.00	16,494.00
TOTAL EXPENSE	6,457.00	53,751.01	37,500.00	16,251.01
Net Income/Loss	6,457.00	1,631.01	0.00	1,631.01

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**Brainerd HRA
Public Housing Operating Statement
August, 2023**

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	Current Period	Current Year	Year To Date Budget	Variance
Public Housing Operating INCOME				
Dwelling Rental	-72,041.00	-549,400.00	-558,253.36	8,853.36
Excess Utilities	-752.00	-2,950.00	-3,120.00	170.00
Operating Subsidy	-32,385.00	-250,427.00	-216,200.00	-34,227.00
Investment Interest	-1,279.02	-5,407.27	0.00	-5,407.27
Lease Interest	-3,550.83	-25,275.97	-28,483.36	3,207.39
Other Income	-256,399.03	-398,832.66	-102,050.00	-296,782.66
Other Income Tenants	-1,684.50	-19,808.58	-15,833.36	-3,975.22
Capital Fund Income	0.00	-66,000.00	-44,000.00	-22,000.00
Laundry Income	-1,863.75	-13,748.00	-13,186.64	-561.36
TOTAL INCOME	-369,955.13	-1,331,849.48	-981,126.72	-350,722.76
EXPENSE				
Administrative				
Administrative Salaries	25,471.74	207,568.80	218,680.00	-11,111.20
Legal	175.00	6,835.20	8,666.64	-1,831.44
Staff Training	753.00	8,090.90	9,333.36	-1,242.46
Travel	19.25	157.72	666.64	-508.92
Accounting & Audit Fees	0.00	15,152.50	13,250.00	1,902.50
Sundry-Other Admin	988.14	12,220.16	15,530.00	-3,309.84
Total Administration	27,407.13	250,025.28	266,126.64	-16,101.36
Tenant Services				
Rec Public and Other	0.00	0.00	3,300.00	-3,300.00
Total Tenant Services	0.00	0.00	3,300.00	-3,300.00
Utilities				
Water/Sewer	4,419.37	57,406.82	56,109.92	1,296.90
Electricity	16.49	48,738.90	57,100.00	-8,361.10
Gas/Fuel	0.00	35,402.81	40,300.00	-4,897.19
Total Utilities	4,435.86	141,548.53	153,509.92	-11,961.39
Maintenance				
Labor	13,187.63	107,145.60	112,906.64	-5,761.04
Materials	1,274.05	12,132.80	20,000.00	-7,867.20
Contracts	20,790.33	163,268.95	143,460.08	19,808.87
Casualty Loss	0.00	18,384.63	0.00	18,384.63
Total Maintenance	35,252.01	300,931.98	276,366.72	24,565.26
General				
Insurance	8,456.58	67,652.64	73,500.00	-5,847.36
Payment in Lieu of Tax	3,275.28	20,289.83	19,333.36	956.47
Employee Benefits	17,076.43	139,097.51	150,836.64	-11,739.13
Lease Interest	29.49	217.00	243.36	-26.36
Other General Expense	133.95	3,464.77	3,740.00	-275.23
Total General	28,971.73	230,721.75	247,653.36	-16,931.61
TOTAL EXPENSE	96,066.73	923,227.54	946,956.64	-23,729.10
Net Income/Loss	-273,888.40	-408,621.94	-34,170.08	-374,451.86

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Brainerd South Operating Statement
August, 2023

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	Current Period	Current Year	Year To Date Budget	Variance
Brainerd South Operating				
INCOME				
Dwelling Rental	-24,240.00	-183,101.00	-182,200.00	-901.00
Rental Supplement	-4,532.00	-35,753.60	-38,000.00	2,246.40
Investment Interest	-1,720.55	-7,774.93	-500.00	-7,274.93
Other Income	-471.67	-9,932.56	-7,146.64	-2,785.92
Laundry Income	-686.75	-5,448.85	-5,333.36	-115.49
TOTAL INCOME	-31,650.97	-242,010.94	-233,180.00	-8,830.94
EXPENSE				
Administrative				
Legal	0.00	1,361.32	3,333.36	-1,972.04
Travel	0.00	0.00	66.64	-66.64
Accounting & Audit Fees	0.00	6,142.00	6,090.00	52.00
Sundry-Other Admin	3,754.74	32,323.65	32,499.92	-176.27
Total Administration	3,754.74	39,826.97	41,989.92	-2,162.95
Utilities				
Water	1,464.20	9,209.43	12,880.00	-3,670.57
Electricity	322.55	2,952.34	3,600.00	-647.66
Gas/Fuel	0.00	17,305.40	16,820.00	485.40
Total Utilities	1,786.75	29,467.17	33,300.00	-3,832.83
Maintenance				
Labor	2,142.00	10,509.75	19,000.00	-8,490.25
Materials	1,501.93	18,731.81	19,166.72	-434.91
Contracts	1,971.24	55,510.94	42,466.72	13,044.22
Total Maintenance	5,615.17	84,752.50	80,633.44	4,119.06
General				
Insurance	2,896.74	23,165.01	25,000.00	-1,834.99
Payment in Lieu of Tax	1,098.25	7,393.88	7,333.36	60.52
Total General	3,994.99	30,558.89	32,333.36	-1,774.47
TOTAL EXPENSE	15,151.65	184,605.53	188,256.72	-3,651.19
Net Income/Loss	-16,499.32	-57,405.41	-44,923.28	-12,482.13



August 2023 Prior Year Comparative Operating Statements

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**Brainerd HRA
General Fund Operating Statement
August, 2023**

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
General Fund Operating INCOME				
Management Fees	-130,185.30	-123,180.00	-116,756.91	-115,548.49
Interest Income	-5,101.11	-200.00	-111.49	-32.32
Other Income	-90,881.36	-103,623.36	-103,742.81	-107,008.84
TOTAL INCOME	-226,167.77	-227,003.36	-220,611.21	-225,818.65
EXPENSE				
Administrative				
Administrative Salaries	136,013.59	147,030.00	99,580.78	100,292.44
Legal	1,677.50	2,866.64	491.05	0.00
Staff Training	279.50	3,333.36	887.07	96.25
Travel	107.20	333.36	62.04	14.56
Auditing Fees	7,950.00	7,950.00	6,900.00	6,900.00
Sundry-Other Admin	4,361.55	5,783.28	5,569.39	4,147.36
Total Administration	150,389.34	167,296.64	113,490.33	111,450.61
Maintenance				
Maintenance Salaries	9,022.89	9,800.00	2,092.65	3,448.73
Contracts	7,196.33	6,173.36	5,423.76	1,461.42
Total Maintenance	16,219.22	15,973.36	7,516.41	4,910.15
General				
TIF Expense	36.50	86.64	85.60	88.40
Insurance	3,293.20	4,566.64	2,852.88	4,108.67
Employee Benefits	62,100.12	65,750.00	45,028.23	46,960.00
Other General Expense	20,011.68	16,666.64	3,949.60	3,750.00
Total General	85,441.50	87,069.92	51,916.31	54,907.07
TOTAL EXPENSE	252,050.06	270,339.92	172,923.05	171,267.83
Net Income/Loss	25,882.29	43,336.56	-47,688.16	-54,550.82

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Housing Rehab Proj Operating PY
Housing Rehab Operating Statement
August, 2023

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Housing Rehab Operating INCOME				
Other Income	-188,252.36	-216,333.36	-195,380.82	-111,037.50
Grant Admin Revenue	-5,686.23	-9,375.00	0.00	0.00
TOTAL INCOME	-193,938.59	-225,708.36	-195,380.82	-111,037.50
EXPENSE				
Administrative				
Administrative Salaries	61,599.15	63,506.64	56,070.68	54,954.23
Legal	0.00	133.36	200.00	105.00
Staff Training	1,190.00	3,333.36	5.27	0.00
Travel	865.34	800.00	569.86	432.32
Other Admin Exp	3,200.21	3,955.00	2,647.07	3,836.99
Total Administration	66,854.70	71,728.36	59,492.88	59,328.54
Maintenance				
Contracts	144,998.80	120,000.00	111,335.00	47,289.88
Total Maintenance	144,998.80	120,000.00	111,335.00	47,289.88
General				
Insurance	367.49	400.00	552.29	507.32
Employee Benefits	21,997.81	27,813.36	25,411.43	21,253.46
Total General	22,365.30	28,213.36	25,963.72	21,760.78
TOTAL EXPENSE	234,218.80	219,941.72	196,791.60	128,379.20
Net Income/Loss	40,280.21	-5,766.64	1,410.78	17,341.70

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**Brainerd HRA
HCV Operating Statement
August, 2023**

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Housing Choice Voucher Operating INCOME				
HUD HAP Received	-1,312,057.00	-1,000,000.00	-902,119.00	-1,005,662.00
Admin Fees Earned	-255,757.94	-221,489.36	-205,638.04	-181,664.69
Interest Income	-234.28	0.00	-11.07	-1.35
Other Income	-18,376.32	-19,700.00	-17,663.93	-29,667.52
TOTAL INCOME	-1,586,425.54	-1,241,189.36	-1,125,432.04	-1,216,995.56
EXPENSE				
Administrative				
Administrative Salaries	137,028.17	144,820.00	124,532.18	108,840.10
Legal	2,832.32	1,800.00	0.00	0.00
Staff Training	682.00	3,333.36	1,349.71	404.00
Travel	550.87	1,000.00	563.54	127.68
Accounting & Audit Fees	5,300.00	5,300.00	3,650.00	3,650.00
Sundry-Other Admin	4,187.77	4,112.42	3,820.30	2,432.19
Total Administration	150,581.13	160,365.78	133,915.73	115,453.97
Maintenance				
Contracts	12,933.14	14,426.64	7,126.07	4,193.62
Total Maintenance	12,933.14	14,426.64	7,126.07	4,193.62
General				
Insurance	4,159.52	4,223.36	4,072.24	4,157.84
Employee Benefits	73,709.15	76,903.36	66,844.44	60,672.95
Collection Losses	676.00	700.00	1,973.00	2,174.00
Other General Expense	568.50	1,126.64	1,020.76	819.66
Total General	79,113.17	82,953.36	73,910.44	67,824.45
HAP Payments				
HAP Payments Occupied	1,163,179.00	920,000.00	876,933.00	910,527.00
HAP Payments - Port In	1,540.00	0.00	0.00	0.00
HAP Payments Home	21,060.00	20,000.00	22,837.00	24,419.00
FSS Escrow Voucher	75,327.00	40,000.00	32,439.99	16,705.00
HAP Payments Portable	12,015.00	20,000.00	18,640.00	21,542.00
Total HAP	1,273,121.00	1,000,000.00	950,849.99	973,193.00
TOTAL EXPENSE	1,515,748.44	1,257,745.78	1,165,802.23	1,160,665.04
Net Income/Loss	-70,677.10	16,556.42	40,370.19	-56,330.52

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Bridges Program PY
Bridges Operating Statement
August, 2023

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Bridges Operating INCOME				
HAP Received MHFA	-47,237.00	-37,200.00	-31,338.00	-31,850.00
Admin Revenue	-4,883.00	-4,800.00	-4,440.00	-3,510.00
Operating Transfer	0.00	4,500.00	0.00	3,229.00
Total Income	-52,120.00	-37,500.00	-35,778.00	-32,131.00
EXPENSE				
Administrative				
Travel	57.01	266.64	35.80	42.56
Office Supplies	0.00	33.36	16.80	0.00
Total Administration	57.01	300.00	52.60	42.56
General				
Security Deposit Pmts	3,500.00	2,000.00	1,530.00	500.00
HAP Payment to Landlords	50,194.00	35,200.00	29,808.00	31,350.00
Total General	53,694.00	37,200.00	31,338.00	31,850.00
TOTAL EXPENSE	53,751.01	37,500.00	31,390.60	31,892.56
Net Income/Loss	1,631.01	0.00	-4,387.40	-238.44

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**Brainerd HRA
Public Housing Operating Statement
August, 2023**

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Public Housing Operating INCOME				
Dwelling Rental	-549,400.00	-558,253.36	-533,877.00	-505,774.00
Excess Utilities	-2,950.00	-3,120.00	-3,094.99	-2,944.00
Operating Subsidy	-250,427.00	-216,200.00	-215,366.00	-248,862.00
Investment Interest	-5,407.27	0.00	193.64	387.36
Lease Interest	-25,275.97	-28,483.36	0.00	0.00
Other Income	-398,832.66	-102,050.00	-103,397.77	-97,459.91
Other Income Tenants	-19,808.58	-15,833.36	-19,212.55	-10,265.75
Capital Fund Income	-66,000.00	-44,000.00	-74,082.03	-102,920.80
Laundry Income	-13,748.00	-13,186.64	-14,588.57	-13,033.75
TOTAL INCOME	-1,331,849.48	-981,126.72	-963,425.27	-980,872.85
EXPENSE				
Administrative				
Administrative Salaries	207,568.80	218,680.00	180,116.57	188,234.93
Legal	6,835.20	8,666.64	10,313.95	3,303.49
Staff Training	8,090.90	9,333.36	2,889.04	1,086.75
Travel	157.72	666.64	29.25	8.40
Accounting & Audit Fees	15,152.50	13,250.00	11,541.51	9,212.50
Sundry-Other Admin	12,220.16	15,530.00	15,372.68	12,677.63
Total Administration	250,025.28	266,126.64	220,263.00	214,523.70
Tenant Services				
Rec Public and Other	0.00	3,300.00	0.00	0.00
Total Tenant Services	0.00	3,300.00	0.00	0.00
Utilities				
Water/Sewer	57,406.82	56,109.92	52,296.03	46,284.49
Electricity	48,738.90	57,100.00	45,820.17	43,400.67
Gas/Fuel	35,402.81	40,300.00	41,220.34	25,677.36
Total Utilities	141,548.53	153,509.92	139,336.54	115,362.52
Maintenance				
Labor	107,145.60	112,906.64	123,177.92	112,033.43
Materials	12,132.80	20,000.00	30,993.20	9,704.04
Contracts	163,268.95	143,460.08	153,842.67	106,403.81
Casualty Loss	18,384.63	0.00	0.00	0.00
Total Maintenance	300,931.98	276,366.72	308,013.79	228,141.28
General				
Insurance	67,652.64	73,500.00	66,342.32	68,966.67
Payment in Lieu of Tax	20,289.83	19,333.36	19,632.31	19,142.68
Employee Benefits	139,097.51	150,836.64	133,718.94	144,768.12
Lease Interest	217.00	243.36	0.00	0.00
Other General Expense	3,464.77	3,740.00	1,000.00	1,000.00
Total General	230,721.75	247,653.36	220,693.57	233,877.47
TOTAL EXPENSE	923,227.54	946,956.64	888,306.90	791,904.97
Net Income/Loss	-408,621.94	-34,170.08	-75,118.37	-188,967.88

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**Brainerd South Operating Statement
August, 2023**

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	YTD 2023	YTD 2023 Budget	YTD 2022	YTD 2021
Brainerd South Operating				
INCOME				
Dwelling Rental	-183,101.00	-182,200.00	-171,835.00	-168,543.00
Rental Supplement	-35,753.60	-38,000.00	-37,374.00	-33,829.00
Investment Interest	-7,774.93	-500.00	-177.25	77.11
Other Income	-9,932.56	-7,146.64	-17,108.54	-16,992.07
Laundry Income	-5,448.85	-5,333.36	-5,053.50	-4,746.00
TOTAL INCOME	-242,010.94	-233,180.00	-231,548.29	-224,032.96
EXPENSE				
Administrative				
Legal	1,361.32	3,333.36	8,792.45	8,600.99
Travel	0.00	66.64	0.00	0.00
Accounting & Audit Fees	6,142.00	6,090.00	5,512.50	5,250.00
Sundry-Other Admin	32,323.65	32,499.92	30,703.44	33,343.87
Total Administration	39,826.97	41,989.92	45,008.39	47,194.86
Utilities				
Water	9,209.43	12,880.00	8,454.71	9,840.77
Electricity	2,952.34	3,600.00	2,751.79	2,959.50
Gas/Fuel	17,305.40	16,820.00	18,900.47	10,991.64
Total Utilities	29,467.17	33,300.00	30,106.97	23,791.91
Maintenance				
Labor	10,509.75	19,000.00	3,894.13	10,082.80
Materials	18,731.81	19,166.72	14,415.20	14,289.96
Contracts	55,510.94	42,466.72	38,458.88	31,537.64
Total Maintenance	84,752.50	80,633.44	56,768.21	55,910.40
General				
Insurance	23,165.01	25,000.00	23,532.59	22,719.01
Payment in Lieu of Tax	7,393.88	7,333.36	6,796.71	6,969.12
Total General	30,558.89	32,333.36	30,388.93	30,690.09
TOTAL EXPENSE	184,605.53	188,256.72	162,272.50	157,587.26
Net Income/Loss	-57,405.41	-44,923.28	-69,275.79	-66,445.70

Brainerd Housing and Redevelopment Authority
Payment Summary Report
August 2023

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
8/10/2023	1005	Creo Block	\$115.61
8/10/2023	1006	Eric Charpentier	\$38.51
8/10/2023	1007	John Schommer	\$252.19
8/10/2023	1008	Ryan Barnett	\$41.92
8/10/2023	1009	Taylor Crocker	\$20.96
8/24/2023	1010	Carrie Burrell	\$3.28
8/10/2023	2188	Health Savings Accounts	\$3,389.19
8/10/2023	2189	Harpers Payroll Service	\$10,646.83
8/10/2023	2190	Harpers Payroll Service	\$109.12
8/10/2023	2191	Security Benefit	\$5,211.95
8/10/2023	2192	Minnesota State Retirement System	\$1,897.09
8/7/2023	2193	Payroc LLC	\$244.49
8/2/2023	2194	90 Degree Benefits Inc.	\$22,857.66
8/24/2023	2195	Health Savings Accounts	\$823.35
8/24/2023	2196	Harpers Payroll Service	\$10,511.08
8/24/2023	2197	Harpers Payroll Service	\$87.06
8/24/2023	2198	Security Benefit	\$5,211.95
8/24/2023	2199	Minnesota State Retirement System	\$1,897.10
8/10/2023	25618	Ace Hardware	\$121.50
8/10/2023	25619	Borden Steinbauer Krueger & Knudson, PA	\$100.00
8/10/2023	25620	Brainerd Public Utilities	\$3,044.21
8/10/2023	25621	Capital One Commercial	\$259.54
8/10/2023	25622	Cintas	\$271.52
8/10/2023	25623	City of Brainerd	\$384.27
8/10/2023	25624	City of Brainerd	\$396.00
8/10/2023	25625	Crow Wing County Landfill	\$5.00
8/10/2023	25626	Crow Wing Cty Recorder's Office	\$46.00
8/10/2023	25627	Culligan	\$103.00
8/10/2023	25628	Cuyuna Range Economic Development Inc.	\$12,875.00
8/10/2023	25629	Forum Communications Company	\$73.00
8/10/2023	25630	Granite Pest Control, LLC	\$149.00
8/10/2023	25631	Hagman Inc.	\$2,142.00
8/10/2023	25632	Harpers Time & Attendance Division	\$58.50
8/10/2023	25633	Hirshfield's Inc.	\$191.94
8/10/2023	25634	Holden Electric Company Inc	\$241.50
8/10/2023	25635	Home Depot Credit Services	\$402.50
8/10/2023	25636	Horizon Plumbing & Heating	\$262.00
8/10/2023	25637	Integrity Woodwork LLC	\$1,893.87
8/10/2023	25638	Jen-Tor Construction LLC	\$24,000.00
8/10/2023	25639	Kennedy & Graven, Chartered	\$6,385.75
8/10/2023	25640	Kristin Miller	\$23.60
8/10/2023	25641	Lakes Area Habitat for Humanity	\$20,000.00
8/10/2023	25642	MN Dept of Labor and Industry	\$50.00
8/10/2023	25643	MN Elevator, Inc.	\$876.24
8/10/2023	25644	MRI Software LLC	\$250.00
8/10/2023	25645	Mike Jones	\$71.40
8/10/2023	25646	Morrison County Records Office	\$92.00
8/10/2023	25647	Office Shop	\$1,820.95
8/10/2023	25648	Paper Storm	\$52.00
8/10/2023	25649	Ratwik, Roszak & Maloney, P.A.	\$1,636.22
8/10/2023	25650	Strike Painting & Finishing	\$450.00
8/10/2023	25651	Synchrony Bank (Mills Fleet Farm)	\$70.19
8/10/2023	25652	T-Mobile	\$157.35
8/10/2023	25653	Turf & More	\$525.00
8/10/2023	25654	VSP	\$42.70
8/10/2023	25655	Waste Partners, Inc.	\$3,334.91
8/10/2023	25656	West Central Flooring	\$2,388.82
8/10/2023	25657	Wex Health	\$8.50
8/10/2023	25658	Xtona	\$1,130.00
8/10/2023	25659	Yde's Major Appliance	\$49.95
8/17/2023	25660	Tenant Refund	\$201.50
8/17/2023	25661	Tenant Refund	\$213.33
8/17/2023	25662	Tenant Refund	\$202.00
8/17/2023	25663	Tenant Refund	\$645.00

Brainerd Housing and Redevelopment Authority
Payment Summary Report
August 2023

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
8/24/2023	25664	Brainerd Public Utilities	\$3,256.40
8/24/2023	25665	Bremer Bank Credit Card	\$2,872.33
8/24/2023	25666	CIGNA Health & Life Insurance Company	\$807.95
8/24/2023	25667	CTC	\$881.88
8/24/2023	25668	CenturyLink	\$110.56
8/24/2023	25669	Crow Wing County Sheriff's Office	\$75.00
8/24/2023	25670	Dearborn National	\$194.98
8/24/2023	25671	Granite Pest Control, LLC	\$1,071.50
8/24/2023	25672	Handyman's, Inc.	\$313.58
8/24/2023	25673	Hillyard / Hutchinson	\$402.53
8/24/2023	25674	Holden Electric Company Inc	\$263.35
8/24/2023	25675	Home Depot Supply	\$397.52
8/24/2023	25676	Housing Insurance Services Inc.	\$36,083.46
8/24/2023	25677	Housing Insurance Svc Inc.	\$2,401.00
8/24/2023	25678	Kennedy & Graven, Chartered	\$2,349.00
8/24/2023	25679	Life Insurance Company of North America	\$41.35
8/24/2023	25680	Midwest Machinery Co	\$8.98
8/24/2023	25681	Quick Construction, Inc	\$18,619.73
8/24/2023	25682	Sherwin Williams	\$47.36
8/24/2023	25683	The Hartford	\$338.09
8/24/2023	25684	Thelen Heating and Roofing, Inc.	\$186.00
		Report Total	\$221,779.65



To: Brainerd HRA Board Members
 From: Shannon Fortune, Housing Manager
 Date: Sep-20-2023
 Re: Housing Choice Voucher Report

HCV Report

- Through August, our Unit Months Leased (UML) is 106% and HAP utilization is 59%.
- Ryan Barnett attended the NAHRO conference on behalf of the HCV department and participated in sessions on NSPIRE (changes to inspections), HOTMA (changes to income, assets, and program operation), and the HCV Roundtable with HUD staff.
- Please see attached report.

Bridges Report

- We have 11 families on the program with a monthly HAP payment of \$6,457.00
- Please see attached report.

Family Self-Sufficiency (FSS) Report

- We have 50 families on the program and 30 families currently escrowing a total of \$10,446.00 per month.
- Please see attached report.

“Bring It Home” State Rental Assistance Vouchers

Staff attended NAHRO conference sessions related to the “Bring it Home” state rental assistance vouchers, which are anticipated to be available to PHA’s with HCV programs sometime in 2024. This is just one of the 16 new programs that are rolling out for MN Housing, which is currently focusing on hiring new staff, developing policies, and determining the exact budgets. Early estimates appear to show an 18% increase in admin fees per voucher.

No Action Requested; Discussion Items

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June Housing Choice Voucher Programs (HCV)

Attachment 7a

<u>Voucher Allocation</u>	325
August Move-ins	0
August Move-outs	5
August Vouchers - looking for housing	0
August Vouchers - first day of month	316
Average Vouchers to date	338
Unit Months Leased	106%
HAP Utilization through 8/31/2023	59%
HAP Payments	\$150,007

Reasons For Leaving Program

Voluntarily Left	2
Terminated	3
Port	0

Revenue

Housing Assistance Payment (HAP)	\$171,884
August HUD Administrative Fee	\$36,547

<u>Port Out Vouchers</u>	0
St. Cloud HRA, Mpls HRA	\$0

<u>Homeownership</u>	7
Homeownership HAP	\$2,823

<u>FYI Vouchers</u>	1
FYI Vouchers HAP	\$127

Length of Time on Program

< 1 year	20%
< 2 years	18%
< 3 years	8%
< 4 years	9%
< 5 years	6%
> 5 years	39%

Demographics

Elderly Households	107
Disabled/Handicapped Households	162
Families with Children	109
Average Annual Income	\$16,240
Average HAP	\$442

Waiting List Total

Crow Wing County Preference	238
Non Preference	64

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Bridges Program

August 2023

Summary

- Tenants leased up in units: 11
- Participants issued a Voucher & searching for a unit: 0
- Notified: 0
- Participants receiving HCV voucher: 0
- Participants giving up Bridges voucher: 0
- Tenants Residing Counties:
 - Cass County: 1
 - Morrison: 0
 - Aitkin: 0
 - Crow Wing: 10
 - Todd:
 - Wadena:

Total HAP Payment: \$6,457.00



Family Self-Sufficiency Program

August 2023

Summary

- Active FSS participants: 50
- Tenants going OFF for month: 1
- Tenants going ON for month: 1
- New tenants ESCROWING: 3
- Total number of FSS participants escrowing monthly: 30
- Total amount of escrow: \$10,446.00
- Total combined amount of monthly escrow: \$147,092.82
-

Update: no updates

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To: Brainerd HRA Board Members
 From: Shannon Fortune, Housing Manager
 Date: Sep-20-2023
 Re: Housing Management Report

Vacancy Report for August 2023

Please see attachment.

Monthly Property Performance Report for August 2023

Please see attachment.

Pest Management Update

So far this year we have completed 138 inspections and 90 treatments for pest infestations in tenant units. Only a small number (5) have been re-treated for the same type of infestation. Following the recommendations of our pest control vendor, we do not spray without first conducting an inspection of the unit. This not only minimizes unnecessary chemical exposure to our tenants and staff but also is helpful in slowing down how quickly insects adapt to or become immune to a specific treatment solution. According to our vendor, having approximately 30% of units with an active infestation could indicate that we have a systemic infestation. During a recent training session, staff learned that the most effective tools in the fight against infestations are education, sanitation, and physical exclusion and that the use of over-the-counter sprays should be discouraged as they can interfere with the effectiveness of professional treatments. Staff are working on additional awareness/education materials, including a hosted Q&A session with Public Health and our pest control vendor.

ROSS Program Updates

- 17 active participants in the ROSS program; 2 newly enrolled participants; 0 exited participants.
- 6 new contacts with non-enrolled residents for more limited resource/referral work.
- Food Program Participation
 - SNAP Food Boxes: 25 residents; shelf-stable box; elderly tenants only.
 - Catholic Charities: 12 residents; 210 frozen meals (10 - 30 each); elderly tenants only
- Activities Recap:
 - Humana-hosted health seminar "Train Your Brain" (4); ROSS-hosted "New Recreational Marijuana Use Laws & How They Affect You" (11); PH-Team hosted "Ask Me Anything!" (10).
- Facebook Stats:
 - 6 new posts on the ROSS Facebook page this past month (including information related to the boil water order) which reached 20 individuals, with no likes or comments, but there were 3 viewers clicking through for more information and 1 person sharing a post.

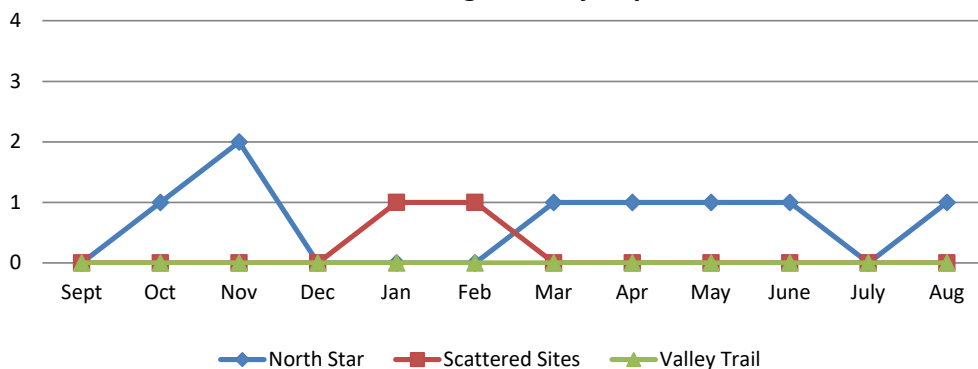
No Action Requested; Discussion Items

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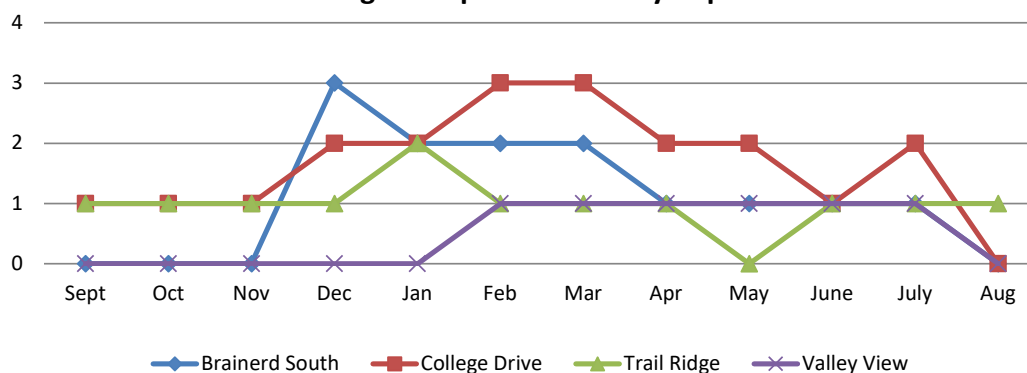
Brainerd HRA 2023 Vacancy Report

	Public Housing				Section 236 Brainerd South	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	1	0	1	2	2	2	0
Jan %	0.00%	6.25%	0.00%	0.49%	3.33%	8.33%	11.11%	0.00%
Feb 28	0	1	0	1	2	3	1	1
Feb %	0.00%	6.25%	0.00%	0.49%	3.33%	12.50%	5.56%	5.00%
March 31	1	0	0	1	2	3	1	1
March %	0.62%	0.00%	0.00%	0.49%	3.33%	12.50%	5.56%	5.00%
April 30	1	0	0	1	1	2	1	1
April %	0.62%	0.00%	0.00%	0.49%	1.67%	8.33%	5.56%	5.00%
May 31	1	0	0	1	1	2	0	1
May %	0.62%	0.00%	0.00%	0.49%	1.67%	8.33%	0.00%	5.00%
June 30	1	0	0	1	1	1	1	1
June %	0.62%	0.00%	0.00%	0.49%	1.67%	4.17%	5.56%	5.00%
July 31	0	0	0	0	1	2	1	1
July %	0.00%	0.00%	0.00%	0.00%	1.67%	8.33%	5.56%	5.00%
Aug 31	1	0	0	1	0	0	1	0
Aug %	0.62%	0.00%	0.00%	0.49%	0.00%	0.00%	5.56%	0.00%
Sept 30								
Sept %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Oct 31								
Oct %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Nov 30								
Nov %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dec 31								
Dec %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total	5	2	0	7	10	15	8	6
%	0.39%	1.56%	0.00%	0.43%	2.08%	7.81%	5.56%	3.75%

Public Housing Vacancy Report



Managed Properties Vacancy Report



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Brainerd Housing and Redevelopment Authority

Monthly Property Performance Report August 2023

1. Property Narrative

2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
North Star	162	161	n/a	n/a	1	99%
Valley Trail	25	25	n/a	n/a	0	100%
Scattered Sites	16	16	n/a	n/a	0	100%
TOTAL	203	202	0	0	1	100%

3. Customer Traffic

Applications Requested	29
Applications Placed on PH Wait List	25
Applications Denied on PH Wait List	16

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	160	110	0	0	0
2 bdrm	14	38	0	0	0
3 bdrm	24	26	0	0	0
4 bdrm	5	4	2	1	0
TOTAL	203	178	2	1	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	3	17
Move-Outs	2	17

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
NS#804	1BR	9/11/2023	Yes

7. Recertifications

Interim Recertifications	6
Annual Recertifications	7
Completed for this month	13

8. Annual Unit Inspections

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

9. Lease Enforcements

Lease warnings/violations issued	6
30-day lease terminations	5

10. Evictions

Resident	Reason	Summons Date	Judgment Action
NS#904	Crim.Behav/Non-Pay	8/23/2023	Settled/Vacated 9/6

11. Non-Emergency Work Orders

Beginning Balance	16
Received	84
Closed	92
Ending Balance	8
Total Completed Work Orders for Year	675

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	4	17
Completed within 24 hours	4	17
Percent completed within 24 hours	100%	100%

13. Rent Collection

	This Month
Rent Charges	72,655
Other Charges	2,664
Total New Charges	75,319
Arrears, tenants in possession	819

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	535
Current Rent Charges	72,655
Current Rent Collections	72,120
Accounts Receivable Rate	1%
Collection Rate	99%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	3,037
Prior Rent Charges	830,272
Collection Rate	100%

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To: Brainerd HRA Board Members
 From: John Schommer, Rehab & Maintenance Director
 Date: September 19, 2023
 Re: Rehab Programs and Maintenance Report

SE Brainerd SCDP Application

We received notice from DEED on September 1st that our Small Cities Development Program application for SE Brainerd was successful. The application was for 8 units of Owner Occupied and 12 units of single-family Rental Rehab with a total investment of approximately \$745,000.

Brainerd Oaks/Serene Pines/Dalmar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	80*	66	65	0	1
Serene Pines	24	21	19	0	2
Dalmar Estates	7	4	3	0	1

**Originally 83 lots ,3 have been merged/combined into a single parcel*

Camera System Replacement

We are currently working on issuing an IFB (Invitation For Bid) to replace our existing camera system for public housing. The current system we have is beyond the end of its useful life and the manufacturer of the NVR's went out of business many years ago. Staff applied for a grant through our insurer's Loss Prevention Fund and we were awarded \$200,000 toward the project. This project was included in the approved 5-Year Action Plan for the years 2022 to 2026. The balance of the funds to complete the project will come from our 2022 Capital Fund Program (CFP) dollars.

Action Requested: None, discussion items.

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September 21st, 2023

1.CURRENT PROJECTS IN PROCESS

	HTF	MHFA-RLP/ELP	SCDP	Total
City of Brainerd	2	1/0	*	5
Morrison County	*	3/1	*	4

**City of Brainerd SE SCDP Grant was applied for May 1st, 2023 asking:
8 Owner-Occupied & 12 Single Family Rental Rehab Projects*

2.BRAINERD - CROW WING COUNTY HRA HOUSING TRUST FUND LOANS

	App. Request	App. Review	Inspection Scheduled	Work Writeup/ Review	Prebid Mtg.	Out for Bid	Closing Loan Scheduled	Under Constr.	Complete
Down Payment Assistance									7
Owner Occupied Rehab								2	4

3.BRAINERD - MINNESOTA HOUSING LOANS - Rehab Loan Program (RLP)/Emergency Loan Program (ELP)

	App. Request	App. Review	Inspection Scheduled	Work Writeup/ Review	Prebid Mtg.	Out for Bid	Closing Loan Scheduled	Under Constr.	Complete
Owner Occupied Rehab	3	3						1	2

4.MORRISON COUNTY – MN HOUSING LOANS - Rehab Loan Program (RLP)/Emergency Loan Program (ELP)

	App. Request	App. Review	Inspection Scheduled	Work Writeup/ Review	Prebid Mtg.	Out for Bid	Closing Loan Scheduled	Under Constr.	Complete
Owner Occupied Rehab				2		1	1	1	1

5. BRAINERD COMPLETED PROJECTS

	HTF (DP/OO)	MHFA	SCDP	Total
January-December 2022	3/2	1	-----	7
January-December 2023	4/3	2	-----	9
Total				16

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To: Brainerd HRA Board Members
From: Eric Charpentier, Executive Director
Date: September 27th, 2023
Re: Executive Director Report

MN NAHRO Fall Conference Recap

We had 5 staff members attend all or portions of the MN NAHRO fall conference in Duluth from September 12th – 14th. There were several trainings surrounding the new HUD initiatives for HOTMA and NSPIRE as well as updates surrounding the new state programs being created by MN Housing for the Bring It Home MN housing bill that was passed. This was a very well attended conference, and we are thankful that staff was able to attend.

Operational Update

As staff continue to refine our processes and procedures and our roles continue to evolve, I have asked Karen to take on an operational oversight role for our staff supervisors. This is a formalized extension of what is already occurring internally with our department head staff. Karen will still have oversight of the finance department and will be adding operational supervision of our department heads. This shift will continue to allow me to focus on housing development and redevelopment initiatives for Brainerd and our agency while also continuing to build and maintain strong relationships throughout the community to advance our strategic initiatives. I have attached an updated organizational chart reflecting this change.

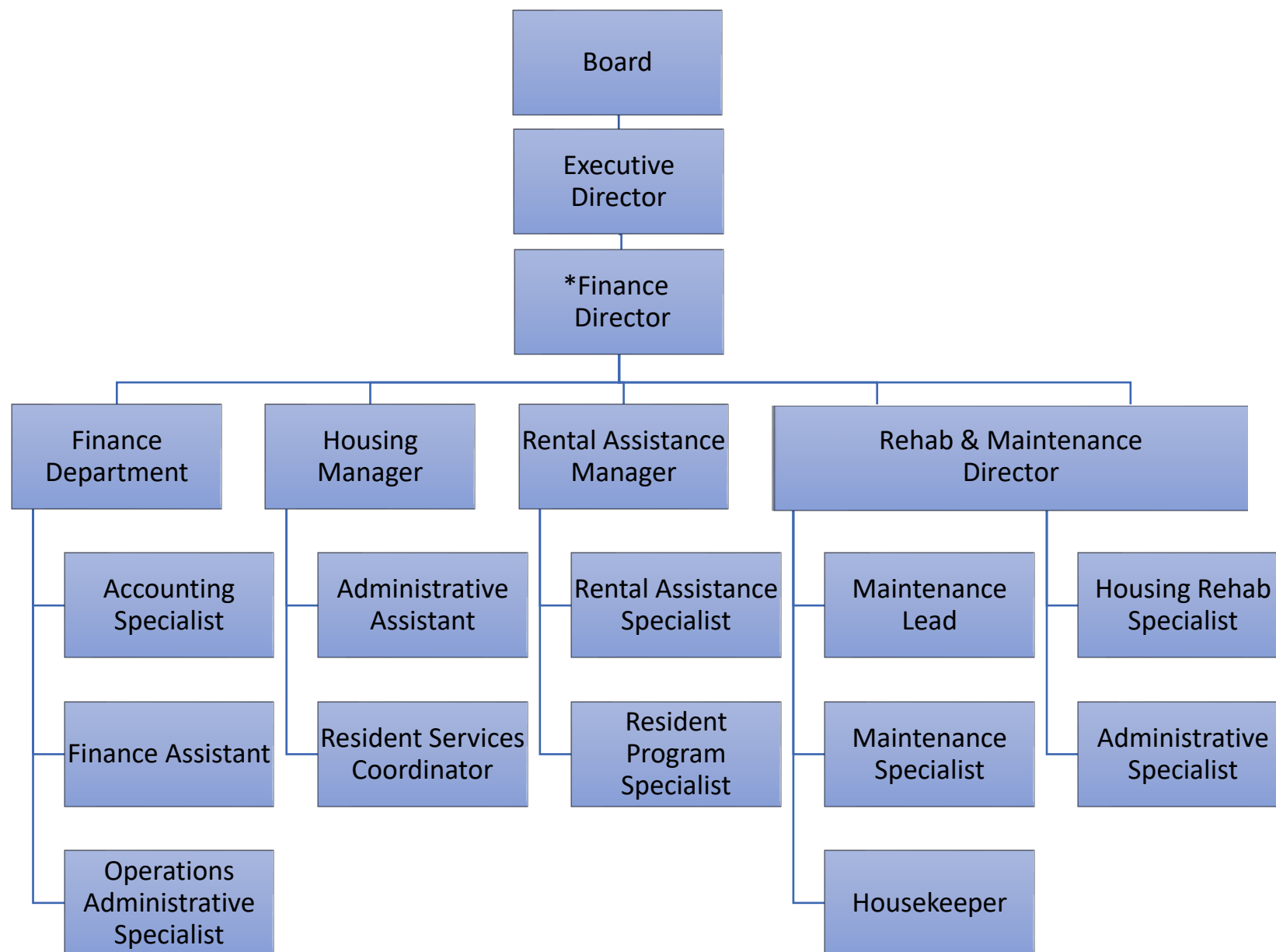
Brainerd HRA Levy Request

We submitted our budget and letter of request to the Brainerd City Council for our 2024 levy which was reviewed by the Council at their regular meeting on September 18th. The preliminary levy amount that was adopted by the City Council for the HRA was in the amount of \$173,960 which represents a difference of \$16,665 less than was requested to the Council. A copy of the letter and budget that was sent to the city as well as the preliminary levy resolution is attached to this memo for your information.

No Action Requested; Discussion Items

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Organizational Chart - Brainerd HRA



* Acting Director in the absence of the Executive Director

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General Fund Comparative Budget

Brainerd Housing Authority
324 E River Rd
Brainerd, MN 56401

Fiscal Year 12/31/2024

Account Title	2023 Budget	2024 Budget	Difference
Revenues:			
City Tax Levy	155,981	190,625	34,644
Investment Interest	300	5,000	4,700
Management Fees	304,770	339,610	34,840
TIF Revenue	47,375	12,500	(34,875)
Operating Transfer	6,750	7,000	250
SCDP Admin Fee	25,000	6,000	(19,000)
Other Income	230,000	215,000	(15,000)
Interfund Loan Revenue	9,660	9,900	240
Total Revenues	779,836	785,635	5,799

Expenditures:

Administrative			
Salaries	330,505	347,785	17,280
Employee Benefits	140,345	137,430	(2,915)
Travel	1,700	1,900	200
Staff Training	10,000	10,000	0
Audit Cost	7,950	8,500	550
Legal	9,000	7,500	(1,500)
Other Administrative Costs	14,470	15,520	1,050
Contract Costs	189,260	199,330	10,070
Total Administrative	703,230	727,965	24,735

General Expenditures

TIF Expense	255	255	0
Insurance	7,450	5,350	(2,100)
Debt Service	0	0	0
Other Programs	25,500	25,500	0
Interfund Loan Interest	9,660	9,900	240
Total General Expenditures	42,865	41,005	(1,860)

Total Expenditures	746,095	768,970	22,875
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Designated Fund Balance	0	0	0
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Cash Flow from Operations	33,741	16,665	(17,076)
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324 East River Road
Brainerd, MN 56401
PH (218) 828-3705
FAX (218) 828-8817
www.brainerdhra.org

September 1st, 2023

Mayor Badeaux and City Council Members
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Dear Honorable Mayor Badeaux and City Council Members:

The purpose of this letter is to request the 2024 Brainerd Housing and Redevelopment Authority (HRA) operating levy. The Brainerd HRA has three funds: General Fund, Public Housing, and Housing Choice Voucher. Our levy dollars go into the General Fund and support our rehab and redevelopment initiatives. Attached is a copy of the preliminary General Fund budget.

General Fund

The levy dollars allow us the opportunity to administer other programs that benefit Brainerd residents, to increase the value of the property in the City of Brainerd and assist in redevelopment projects. To address these needs, the HRA created or participated in several programs:

Brainerd Oaks/Serene Pines/Dal Mar Estates

The development of these three subdivisions is continuing on schedule and we anticipate the developer to be wrapping up the builds for these previously tax forfeited properties within the next 3-4 years. To date, the developer has purchased 66 lots in Brainerd Oaks (64 homes completed and sold and 2 homes in construction) and 21 lots in Serene Pines (19 homes completed and sold), and 4 lots in Dal Mar Estates (3 homes completed and sold). The estimated market value of the homes that have been built out through the end of 2022 was approximately \$27.5 million dollars, a significant increase in the value of these properties since the beginning of this joint project which was just over \$1 million in value.

Tax Forfeit Property Policy

As a result of the success of the Brainerd Oaks project, the Brainerd HRA created a Tax Forfeit Property Policy where we can purchase tax forfeited properties from the County for \$1.00. The Brainerd HRA Board amended their policy in 2020 to offer tax forfeited properties to developers at a discounted rate of zero percent of assessed value plus costs. This is a result of the Crow Wing County HRA's Workforce Housing Study recommendation to support the sale of properties to developers to promote the construction of housing units. The Brainerd HRA continues to actively market this policy to developers to

promote the return of tax forfeited lots to the tax roll. There is currently one new infill project being completed in Southeast Brainerd on former tax forfeited property.

Rehab Programs

The Brainerd HRA, on behalf of the City of Brainerd, has administered multiple Small Cities Development Program grants through the Department of Employment and Economic Development (DEED) for owner-occupied and renter-occupied rehab in targeted areas throughout Brainerd. Our staff has applied for funding in 2024 for a new grant to target Southeast Brainerd and we are currently awaiting word from DEED if we will be funded for the 8 units of owner-occupied rehab and 12 units of single-family rental rehab. This application was submitted on May 1st and the awards were scheduled to be announced in August of 2023. Our goal with these SCDP grants is to improve the properties that receive the funds but also to aid in increasing the overall value of the properties within the City for its tax base. With the reconstruction of Washington street on the schedule for the Minnesota Department of Transportation, we will be applying for additional funding for rehab projects to coincide with that project in 2026.

Federal Funds: Public Housing and Housing Choice Voucher

The Brainerd HRA operates two federal programs that are funded by the Department of Housing and Urban Development (HUD). The HRA owns and/or manages 325 units of affordable housing in the City of Brainerd and we provide approximately 326 Housing Choice Vouchers (HCV) to our residents.

Every three years, the Brainerd HRA is scored by HUD on how we manage our programs. I am proud to report that the Brainerd HRA received 100 out of 100 on our public housing (PHAS) score for 2022! The national average PHAS score is 90 and the regional average is 92. HUD also scored us on the management of the HCV program, and we received 100%. These scores reflect the hard work and dedication of our board and staff and benefit our community and our residents.

TIF Redevelopment District – Downtown Brainerd

In July of 2023 the City Council authorized the Brainerd HRA to create a redevelopment TIF district to support a mixed-use redevelopment project in Downtown Brainerd that will bring an anticipated 5 new commercial spaces and 78 apartments to the city. We are working with the developer to secure additional grants and low interest loans in support of this project, and we are excited for the opportunity to help provide support to this project that is scheduled to begin in mid to late 2024.

Although the levy funds are less than five percent of our overall budget, these funds are critical. They allow us to continue to provide affordable housing for approximately 900 Brainerd residents and assist in the rehab and redevelopment needs in the City of Brainerd. The Brainerd HRA is requesting the City Council approve the full HRA levy, which is .0185% of the estimated market value, which will be approximately \$190,625 for 2024.

Thank you for your continued support of the Brainerd HRA and considering our request for the 2024 levy.

Sincerely,

Eric Charpentier Executive Director

RESOLUTION

NO. 35:23

RESOLUTION SETTING THE 2024 PRELIMINARY LEVY FOR THE CITY OF BRAINERD AND THE BRAINERD HRA

WHEREAS, the Brainerd City Council is required to set a Preliminary Levy by September 30, 2023; and


WHEREAS, the Brainerd City Council held a Budget Workshops on August 28, 2023 and September 13, 2023; Park Board Budget discussed on July 31, 2023 and August 21, 2023; and discussed the 2024 capital budget on May 1, 2023; and debt levy on August 7, 2023; and

WHEREAS, the Brainerd City Council, during the Council Meetings and Special Meetings, discussed the overall budget process, and the overall expenditures of the City;

NOW, THEREFORE BE IT RESOLVED by the City of Brainerd, County of Crow Wing, State of Minnesota that the following sums are the preliminary levy for the taxes payable in the year 2024:

\$7,121,720 plus \$173,960 for the HRA.

Adopted this 18th day of September 2023


KELLY BEVANS
President of the Council

Approved this 19th day of September 2023


DAVE BADEAUX
Mayor

ATTEST:


JENNIFER BERGMAN
City Administrator

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