



PERSONNEL COMMITTEE AND BOARD MEETING PACKET

November 19, 2019

2:00 pm Personnel Committee

3:00 pm CDA Board of Commissioners Meeting

CDA Office, 7645 Currell Blvd.,

Woodbury, Minnesota

**BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA**

**CDA PERSONNEL COMMITTEE MEETING
November 19, 2019**

**Washington County CDA Office
7645 Currell Blvd.
Woodbury, Minnesota
Room 107**

<u>Item No.</u>			<u>Page No.</u>
1	2:00 p.m.	<u>CALL PERSONNEL COMMITTEE MEETING TO ORDER</u>	
2		<u>ROLL CALL</u>	
3		<u>NEW BUSINESS</u>	
		<ul style="list-style-type: none">• Performance Review System	3
4		<u>ADJOURN</u>	



To: Personnel Committee
Commissioner Fran Miron
Commissioner Dan Dingle
Commissioner Roger Green
From: Barbara Dacy, Executive Director
Ryan Gruber, Human Resources and Communications Coordinator
Re: Changes to Performance Review System for CDA Employees
Date: November 12, 2019

Background

In 2012, the Agency implemented a new system for managing and reviewing employee performance as part of an update to the Agency's compensation plan. Both items were developed in conjunction with Springsted (now Baker Tilly).

Baker Tilly's system is centered around annual reviews for employees that occur on the anniversary date of their hire. Employees are reviewed primarily on the essential functions and competencies listed in their job descriptions, as well as goals for each year that are mutually agreed upon by the supervisor and the employee. Compensation adjustments are awarded based on a weighted average of these three scores, with weights varying based on the type of work the employee performs (managerial, professional, or administrative).

While the system has served the Agency reasonably well, some concerns with the system have arisen over time. In particular, the amount of time and effort it takes supervisors to complete annual reviews, and whether annual reviews provide meaningful feedback in a manner that is both timely and motivating to employees. The Agency engaged Kelly Weiley of CoAct Consulting, a long-time Agency partner, earlier this year to conduct surveys of employees and staff, compile feedback anonymously, and work with us to address concerns and implement current best practices in the area of performance management.

Purpose

The purpose of the Committee's review and discussion is to provide feedback on the proposed changes, to answer questions, and to identify concerns that may need to be addressed before bringing an item to the full Board for approval as part of the December 17th regular agenda. This meeting will include a review of the PerformYard software that supervisors and employees will use to establish goals and track performance.

The Agency executed a three-year contract with PerformYard in August, which covers up to 50 seat licenses (the minimum available) at a discounted price of \$3,600 per year. Assuming an average of 25 employees over that period of time, cost per employee, per month will be \$12. This is roughly in-line with other SAAS (software as a service) products the Agency uses, like Office 365.

No changes are proposed to those items that were approved by the Board in the 2017 Classification and Compensation study. The proposed system will not change job descriptions or duties, it will not modify the Agency's step-plus-performance pay system, and it will not include any items that would have to be bargained under Article X of the Labor Agreement, which covers compensation.

Printed materials which outline the new performance review system are being finalized this week and will be handed out at the committee meeting.

Recommendation

After considering questions, comments, and concerns expressed today, we would intend to move a resolution to the full CDA Board for consideration and approval at the December meeting.

**BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA**

**CDA BOARD AGENDA
November 19, 2019**

**Washington County CDA Office
7645 Currell Blvd.
Woodbury, Minnesota**

<u>Item No.</u>			<u>Page No.</u>
1	3:00 p.m.	<u>CALL REGULAR MEETING TO ORDER</u>	
2		<u>ROLL CALL</u>	
3		<u>OPEN FORUM</u>	
4		<u>CONSENT CALENDAR</u>	
		Minutes of Regular Meeting October 15, 2019	9
		Minutes of Finance Committee Meeting October 15, 2019	14
		Abstract of Bills October 2019 Total: \$ 1,620,483.41	16
	A-1	Resolution No. 19-50: Resolution Amending the Washington County CDA Flexible Work Arrangement Policy (Ryan Gruber, Human Resources and Communication Coordinator)	27
5		<u>PRESENTATION</u>	
	P-1	Washington County Transit Update (Sheila Holbrook-White, Washington County Mobility Manager)	37
	P-2	City of Landfall Update (Ed Shukle, City Administrator, City of Landfall)	40
6		<u>PUBLIC HEARING</u>	

7		<u>NEW BUSINESS</u>	
	A-2	<u>Resolution No. 19-51: Resolution Authorizing One Year Extension of the Management Agreement with Shelter Corporation</u> (Aaron Christianson, Finance Director)	46
	A-3	<u>Resolution No. 19-52: Resolution Adopting the Debt Management Policy</u> (Aaron Christianson, Finance Director)	54
8		<u>DISCUSSION</u>	
	D-1	2020-2024 Consolidated Plan Priorities (Angie Shuppert, Community Development Programs Manager)	62
	D-2	Strategies for Preserving Affordable Housing (Melissa Taphorn, Deputy Executive Director)	65
	D-3	State Tax Credit Legislation for Affordable Housing Developments (Ryan Gruber, Human Resource and Communications Coordinator)	70
	D-4	2020 Strategic Initiatives and Goals (Barbara Dacy, Executive Director)	79
9		<u>REPORTS</u>	
		<u>COMMUNITY DEVELOPMENT</u> October 2019 Report Melissa Taphorn, Deputy Executive Director	90
		<u>ECONOMIC DEVELOPMENT</u> October 2019 Report Chris Eng, Economic Development Director	95
		<u>FINANCE & PROPERTY MANAGEMENT</u> October 2019 Report Aaron Christianson, Finance Director	98
		<u>RENTAL ASSISTANCE</u> October 2019 Report Ann Hoechst, Director of Housing and Administrative Services	127

		<u>EXECUTIVE DIRECTOR</u> October 2019 Report Barbara Dacy, Executive Director	131
10		<u>BOARD MEMBER COMMENTS</u>	
11		<u>EXECUTIVE CLOSED SESSION</u>	
		2019 Performance Criteria for Executive Director	
		<i>A portion of this meeting may be closed to the public pursuant to Minnesota Statutes Section 13D.03 or 13D.05.</i>	
12		<u>ADJOURN</u>	

CONSENT CALENDAR

BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA

The Washington County Community Development Agency Board of Commissioners convened in Regular Session at Washington County CDA, 7645 Currell Blvd., Woodbury, MN on October 15, 2019 at 3:00 p.m. Staff present: Barbara Dacy, Executive Director; Melissa Taphorn, Deputy Executive Director; Chris Eng, Economic Development Director; Aaron Christianson, Finance Director; Ann Hoechst, Housing Assistance and Administrative Services Director; Ashley Engh, Finance Assistant Director; Becky Nelson, Senior Accountant; Kristen Scobie, Project Manager II; Bill Lightner, Project Manager II; Kathryn Paulson, Project Manager II and Lori Creamer, Administrative Specialist. Guests present Keely Perrizo, Regional Director, Shelter Corporation

ROLL CALL

Commissioners Present: Dingle, Miron, Ryan, Belisle, Zeller, Widen and Green.

Commissioner Absent: None

OPEN FORUM

None

CONSENT CALENDAR

Consent Calendar agenda items are generally defined as items of routine business, not requiring discussion, and approved in one vote. Commissioners may elect to pull a Consent Calendar item(s) for discussion and/or separate action.

Minutes of Regular Meeting
September 17, 2019

Abstract of Bills August 2019
Total \$ 1,449,560.43

- A-1 Resolution No.19-44: Resolution Authorizing Execution of the Home Investment Partnerships Program Development Agreement for the Habitat for Humanity Generation Acres Project
- A-2 Resolution No.19-45: Resolution Authorizing Execution of the Community development Block Grant Development Agreement and the Home Investment Partnerships Program Agreement for the Two Rivers Community Land Trust Green House II Project
- A-3 Resolution No.19-46: Resolution Authorizing 2020 Contribution Amounts for Flexible Spending Accounts, Health Savings Accounts and Insurance Plans for Management and Non-Union Employees
- A-4 Resolution No. 19-47: Resolution Authorizing the Adoption of the Revised Utility Allowance Schedule for Federal Assistance Programs Effective January 1, 2020

Commissioner Zeller moved to approve the Consent Calendar, seconded by Commissioner Widen. Motion carried 7-0.

PRESENTATION

P-1 Subsurface Sewage Treatment System Repair and Replacement Program

Kristen Scobie, Project Manager II presented the Subsurface Sewage Treatment System Repair and Replacement Program.

Since 2014, the CDA has collaborated with Washington County through a Joint Powers Agreement to administer financial assistance programs that help property owners with the cost of replacing failing subsurface sewage treatment systems (SSTS).

Rural property owners in Washington County can access low-interest loans with repayment terms up to 10 years for the replacement of failing septic systems. Loans are secured by a lien against the property and repaid through property tax special assessments. A limited amount of grant funding is also available to low-income households below 80% of area median income. Qualified households can receive a 30% cost-share (up to \$9,000) through the state's Clean Water Legacy program.

P-2 Recognition of Melissa Taphorn, Deputy Executive Director, for the Minnesota National Association of Housing and Redevelopment Officials (NAHRO) Outstanding Achievement Award

Barbara Dacy, Executive Director presented the Outstanding Achievement Award to Melissa Taphorn, Deputy Executive Director on behalf of the MN NAHRO.

Melissa is responsible for administering the Agency's housing finance programs including Low Income Housing Tax Credit program as a sub-allocator, the Community Development Block Grant Program and Home Investment Partnerships program, and the Agency's gap financing program called the GROW program.

The application was supported by her colleagues in other jurisdictions as well as nonprofit and private partners, and Melissa's staff. As Executive Director, Ms. Dacy stated that she relies on her expertise on a host of issues from development financing, to grant administration and compliance, and homeownership issues. She is passionate and devoted to the industry and has a commitment to self-improvement as a leader.

PUBLIC HEARING

A-5 Resolution No. 19-48. Resolution Approving the Annual Statement for the Capital Fund Program and Five-Year Plan 2020-2024

Commissioner Zeller moved to open both public hearings, seconded by Commissioner Green. Motion carried 7-0.

Aaron Christianson, Director of Finance, presented the Annual Statement for the Capital Fund Program and Five-Year Plan 2020-2024.

The Public Housing Agency Plan and Capital Fund Program provide a framework for local accountability and an easily identifiable source by participants and the public to locate basic policies, rules and requirements concerning its operations, programs and services for the five-year period beginning January 1, 2020 and ending December 31, 2024. In addition, federal law requires that the Agency review and develop an Annual Plan for each program. Under the November 2013 Capital Fund Program (CFP) Final Rule, the CFP Five-Year Action Plan and CFP Annual Plan were “decoupled” from the PHA plan. The Plans are now required to submit documents separately to HUD which outline each of the program’s activities. However, HUD strongly encourages PHA’s to present the plans together for approval as the two program plans are developed under a concurrent preparation schedule, which meets current HUD requirements. A public hearing and resolution approving the CDA’s 2020-2024 PHA Plan was completed at the September 17, 2019 board meeting. A public hearing and resolution are also required in order to approve the CDA’s CFP Annual Statement and Five-year Action Plan for the five-year period beginning January 1, 2020 and ending December 31, 2024.

Commissioner Zeller moved to close the public hearings, seconded by Commissioner Dingle. Motion carried 7-0.

Commissioner Green moved to approve Resolution 19-48, seconded by Commissioner Widen. Motion carried 7-0.

NEW BUSINESS

A-6 Resolution No.19-49. Resolution Approving Reservation of 2020 Low-Income Housing Tax Credits to Norman Woods, Limited Partnership or its Affiliate for a Low-Income Housing Project in the City of Hugo, MN

Bill Lightner, Project Manager II presented the Reservation of 2020 Low-Income Housing Tax Credits to Norman Woods, Limited Partnership or its Affiliate for a Low-Income Housing Project in the City of Hugo, MN.

The Federal Tax Reform Act of 1986 created the Low-Income Housing Tax Credit Program (LIHTC) for qualified residential rental properties. The LIHTC program is the principal federal subsidy contained with the tax law for the acquisition, substantial rehabilitation and/or new construction and the preservation of affordable rental housing. In accordance with the Act and Section 42 of the Internal Revenue Code, a Qualified Allocation Plan (QAP) was established setting forth the selection priorities and process for the distribution of 2020 Tax Credits. The amount of 2020 LIHTC available for Washington County and allocable by the CDA is \$595,159.

Commissioner Miron moved to approve Resolution 19-49, seconded by Commissioner Ryan. Motion carried 7-0.

DISCUSSION

D-1 2019 Economic Development Survey

Barbara Dacy, Executive Director, presented the 2019 Economic Development Survey results to the board.

In general, the results in this year's survey mirror the positive ratings from the 2018 survey. In addition, this year's survey has excellent ratings for CDA programming including Open to Business and the Predevelopment Finance Fund. She stated that we are also attempting to measure how the CDA assistance helps communities move closer to their economic development goals. Four jurisdictions indicated positive results as a result of direct consultation from the CDA. Finally, the open-ended comments and feedback provided valuable information about potential new initiatives, especially as we draft the next iteration of the economic development strategic plan. Finally, the CDA intends to continue the survey on an annual basis and will modify questions as issues evolve.

REPORTS

COMMUNITY DEVELOPMENT DEPARTMENT

Melissa Taphorn, Deputy Executive Director presented the Community Development Report Public housing conversion on hold. Update on the Natural Occurring Affordable Housing (NOAH) pilot program, there are cities interested but not ready in 2019. The Glen at Valley Creek will open November 1.

ECONOMIC DEVELOPMENT

Chris Eng, Director of Economic Development stated there was nothing to add to the written report.

FINANCE AND PROPERTY MANAGEMENT

Aaron Christianson, Director of Finance pointed out the CDA is working on renewing the HUD contract for Raymie Johnson Estates. The term of the new contract is up to 20 years. Staff has selected the renewal option that would increase rents to market based on a rent market study completed earlier this year. There are, however, up to five current residents who are currently paying flat rent and who would see a substantial increase in their rental rate under the new contract because 30% of their income exceeds the new market rate rents. Staff is researching the issue with property management and will update the board later this year with a recommendation on how to move forward with these individuals.

Property Management Report includes the policies at the properties related to pets/marijuana use/firearms.

RENTAL ASSISTANCE

Ann Hoechst, Director of Housing and Administrative Services stated due to work loads of existing staff, starting January 1st for March re-certifications, inspections will be completed every other year. Letters will be sent out to the residents regarding the change.

EXECUTIVE DIRECTOR

Barbara Dacy, Executive Director, reported the City of Cottage Grove held a ribbon cutting ceremony today for the circulator bus. DARTS is the service provider and can address the immediate need for transportation. The service is available to everyone but aimed primarily to seniors.

There will be a Personnel Committee meeting at 2 pm prior to the board meeting on November 19, 2019.

A consultant will talk with the board in November on how to use a new tool to evaluate the Executive Director. A presentation from Sheila Holbrook-White is scheduled regarding transportation issues.

Renewal rates for the health insurance rates came in very low.

BOARD COMMENTS

Commissioner Zeller attended a meeting of the Washington County Board. He appreciated the support shown for the CDA. Commissioner Green commented on what a great job the staff does.

ADJOURNMENT

**Commissioner Dingle moved to adjourn; seconded by Commissioner Miron.
Motion carried 7-0.**

Meeting adjourned at 4:31 p.m.

Chair/Vice Chair Commissioner

**BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA**

The Finance Committee Meeting was held Tuesday, October 15, 2019 at the Washington County Community Development Agency, 7645 Currell Blvd., Woodbury, MN 55125. Staff present were Barbara Dacy, Executive Director; Melissa Taphorn, Deputy Executive Director; Aaron Christianson, Finance Director, Ashley Engh, Assistant Director of Finance Lori Creamer, Administrative Specialist.

Guests present David Mol, Partner, Government Team Lead, Redpath CPA's; Rebecca Peterson, Manager, Redpath CPA's

Meeting called to order at 2:00 pm by Commissioner Zeller.

ROLL CALL

Commissioner Zeller, Commissioner Belisle, Commissioner Widen and Commissioner Ryan were present.

DISCUSSION

2019 Auditor Evaluation and Discussion

Mr. Christianson, Finance Director introduced Mr. David Mol, Partner, Government Team Lead for Redpath CPA's.

Mr. Christianson asked if there were any questions on the 2018 audit. If none, Mr. Mol will move into the 2019 process.

Mr. Mol discussed the upcoming 2019 engagement, specifically the engagement letter, the staffing, and the preliminary scheduling plan for the 2019 audit cycle. Discussion also included an overview of new accounting standards that have been issued and which may have an impact on the CDA in the upcoming year(s).

Consensus was a resolution authorizing execution of the 2019 audit engagement letter be included on the consent agenda at the November 19 Board meeting.

The next Finance Committee meeting will be January 2020. The purpose of the meeting would be for the Auditors to present their progress on interim procedures performed for the 2019 audit.

Draft Debt Management Policy

Mr. Christianson took the committee through the Draft Debt Management Policy. He stated it was broken down into six categories.

1. Statement of Policy – This section outlines the purpose and the need of the policy.
2. Conditions for the Issuance of Debt – This section outlines the when, why and how debt financing should be used.
3. Financing Limitations – This section discusses capacity limits, maximum terms and refunding options.
4. Debt Issuance Practices – This section defines the different types of professional service providers the CDA may utilize when issuing debt.
5. Debt Management Practices – This section outlines the CDA's responsibilities after debt is issued.
6. Review – It is the intent of the Agency that the policy be reviewed and revised as necessary.

Mr. Christianson stated the next steps would be to incorporate any comments from the Finance Committee into a final draft policy. This final draft policy will be presented to the full Board in November for approval.

Consensus was the Commissioners would like a shorter presentation on the Debt Management Policy at the full board meeting in November.

ADJOURN

**Commissioner Widen moved to adjourn; seconded by Commissioner Ryan.
Motion carried 4-0.**

Meeting adjourned at 2:38 p.m.

Washington County CDA
Checks Issued
General Checking
October 1 - 31, 2019

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
87493	SHELTER CORPORATION	10/1/2019	\$ 1,906.46
87494	QWEST CORPORATION	10/1/2019	3,243.31
87495	10 POINTE LLC	10/1/2019	1,327.00
87496	LOGAN BRANJORD	10/1/2019	613.00
87497	GENTRY PLACE	10/1/2019	605.00
87498	GIRARD MANAGEMENT INC	10/1/2019	483.00
87499	GREEN TWIG VILLAS LLP	10/1/2019	601.00
87500	956 ASSOCIATES LLP	10/1/2019	594.00
87501	CANVAS HEALTH INC	10/1/2019	7,159.00
87502	COMMON BOND CITY WALK LP	10/1/2019	826.00
87503	COTTAGES OF STILLWATER	10/1/2019	495.00
87504	CURVE CREST VILLAS LP	10/1/2019	1,325.00
87505	FOREST OAK APARTMENTS LP	10/1/2019	712.00
87506	FOREST RIDGE TOWNHOMES	10/1/2019	5,197.00
87507	TED BIGOS INVESTMENT COMPANY	10/1/2019	947.00
87508	OAKDALE VILLAGE	10/1/2019	2,323.00
87509	OOLMAN PROPERTY OF 255 DEJON CT	10/1/2019	1,118.00
87510	ORLEANS HOMES	10/1/2019	4,799.00
87511	STEVE JOHNSON COMPANY	10/1/2019	492.00
87512	VILLAGE APARTMENTS	10/1/2019	1,004.00
87513	WOODLAND PARK APARTMENTS	10/1/2019	1,129.00
87514	XCEL ENERGY	10/1/2019	591.00
87515	HURON GROUP LLC	10/1/2019	822.00
87516	Brick Pond Apartments	10/1/2019	864.00
87517	Briar Pond Apartments	10/1/2019	1,146.00
87518	Cypress Senior Living, Red Oak Preserve Senior Housing	10/1/2019	2,120.00
87519	The Groves Apartment LLC	10/1/2019	801.00
87520	RIDGECREST APARTMENTS LLC	10/1/2019	569.00
87521	STILLWATER GREELEY LLC	10/1/2019	1,160.00
87522	ALL INC	10/4/2019	2,798.60
87523	ALLIED WASTE SERVICES OF NORTH AMERICA LLC	10/4/2019	13,132.34
87524	SECURITY REPOSE SERVICES INC	10/4/2019	496.00
87525	BFT LP	10/4/2019	132.00
87526	HANBERY & TURNER PA	10/4/2019	2,195.00
87527	J.D. WINDOWS & DOORS INC	10/4/2019	3,346.20
87528	RENOVATION SYSTEMS INC.	10/4/2019	386.75
87529	ROBERT B HILL COMPANY	10/4/2019	136.54
87530	SHELTER CORPORATION	10/4/2019	54,374.81
87531	TIME COMMUNICATION	10/4/2019	875.85
87532	XCEL ENERGY	10/4/2019	5,927.10
87533	MAINTENANCE SERVICE SOLUTIONS LLC	10/4/2019	985.55
87534	CHRISTOPHER J ZWEBER	10/4/2019	500.00
87535	WASHINGTON COUNTY DEPARTMENT OF	10/4/2019	163,275.62
87536	Paul C Hokr Painting Company, Inc	10/4/2019	1,840.00
87537	COLLINS ELECTRICAL CONSTRUCTION CO.	10/4/2019	3,975.46
87538	CITY OF OAKDALE	10/4/2019	2,943.60
87539	RELIAKOR SERVICES INC	10/4/2019	325.00

Washington County CDA
Checks Issued
General Checking
October 1 - 31, 2019

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
87540	COMMERCIAL PARTNERS TITLE LLC	10/4/2019	4,916.00
87541	DEY DISTRIBUTING	10/4/2019	498.95
87542	BDH & YOUNG INC	10/4/2019	532.20
87543	ERICKSON PLUMBING HEATING COOLING	10/4/2019	65,950.91
87544	CENTRAIRE HEATING AND	10/4/2019	4,995.00
87545	PAFFY'S PEST CONTROL INC	10/4/2019	217.75
87546	PREMIER FURNACE, DUCT & A/C	10/4/2019	675.00
87547	TURNOVER APARTMENT PAINTING INC.	10/4/2019	2,380.00
87548	NATUS CORPORATION	10/4/2019	3,876.22
87549	HD SUPPLY	10/4/2019	419.84
87550	MY COACH LLC	10/4/2019	465.00
87551	VISUAL ARTS LLC	10/4/2019	5,000.00
87552	TECHNOLOGY SERVICE SOLUTIONS LLC	10/4/2019	2,574.41
87553	MOVE SALES INC.	10/4/2019	97.00
87554	NATURE'S TREES INC	10/4/2019	1,012.00
87555	SCUTTLEBUTT SOCIAL MARKETING LLC	10/4/2019	522.16
87556	SM ENGINEERING CO.	10/4/2019	949.49
87557	P. Q. L., INC.	10/4/2019	116.20
87558	WASHINGTON COUNTY	10/4/2019	12,384.66
87559	KELLY COLETTA WEILEY	10/4/2019	3,760.00
87560	KRISTINE F STAHL	10/4/2019	1,160.00
87561	INNOVATIVE OFFICE SOLUTIONS LLC	10/4/2019	92.31
87562	REAL ESTATE PUBLISHING CORP	10/4/2019	5,000.00
87563	RUMPCA SERVICES INC	10/4/2019	175.00
87564	ACE HARDWARE STILLWATER	10/4/2019	41.35
87565	AFLAC	10/4/2019	174.12
87566	ALLEGRA MIDWAY	10/4/2019	114.41
87567	BOARD OF WATER COMMISSIONERS	10/4/2019	360.00
87568	CITY OF COTTAGE GROVE	10/4/2019	5,467.01
87569	CITY OF WOODBURY	10/4/2019	438.75
87570	CITY WIDE MAINTENANCE OF MN	10/4/2019	1,182.22
87571	GOVERNMENT FINANCE OFFICE ASSOCIATION	10/4/2019	150.00
87572	LINDSEY SOFTWARE SYSTEMS INC	10/4/2019	692.16
87573	MCGRANN SHEA CARNIVAL STRAUGHN & LAMB CHART	10/4/2019	7,483.70
87574	MENARDS OAKDALE	10/4/2019	196.65
87575	MENARDS COTTAGE GROVE	10/4/2019	1,409.41
87576	MENARDS FOREST LAKE	10/4/2019	91.69
87577	MENARDS STILLWATER	10/4/2019	346.83
87578	SHERWIN WILLIAMS	10/4/2019	713.97
87579	T ERICKSON LLC	10/4/2019	6,500.00
87580	COMCAST	10/4/2019	50.36
87581	COMCAST	10/4/2019	108.06
87582	NATIONAL WINDOW ASSOCIATES, INC.	10/4/2019	38,178.37
87583	GREATER STILLWATER CHAMBER OF COMMERCE	10/4/2019	320.00
87584	HOME DEPOT U.S.A	10/4/2019	237.80
87585	C. MOGREN INC	10/4/2019	1,498.15
87586	PROGRAM PARTICIPANT	10/4/2019	112.50

Washington County CDA
Checks Issued
General Checking
October 1 - 31, 2019

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
87587	PROGRAM PARTICIPANT	10/4/2019	300.93
87588	BELINDA REAVES	10/4/2019	45.26
87589	PROGRAM PARTICIPANT	10/4/2019	303.19
87590	PROGRAM PARTICIPANT	10/4/2019	517.85
87591	PROGRAM PARTICIPANT	10/4/2019	546.28
87592	PROGRAM PARTICIPANT	10/4/2019	710.82
87593	ALL INC	10/11/2019	495.00
87594	AUTOMATIC GD & FIREPLACES INC	10/11/2019	189.00
87595	ALLIED WASTE SERVICES OF NORTH AMERICA LLC	10/11/2019	1,618.46
87596	CULLIGAN - INVER GROVE HTS	10/11/2019	41.50
87597	HANBERY & TURNER PA	10/11/2019	6,287.00
87598	J.D. WINDOWS & DOORS INC	10/11/2019	1,376.50
87599	PARK SUPPLY, INC.	10/11/2019	77.51
87600	RENOVATION SYSTEMS INC.	10/11/2019	239.97
87601	ROBERT B HILL COMPANY	10/11/2019	57.48
87602	STATE OF MINNESOTA	10/11/2019	55.00
87603	THYSSENKRUPP ELEVATOR CORPORATION	10/11/2019	1,508.18
87604	XCEL ENERGY	10/11/2019	6,550.27
87605	MAINTENANCE SERVICE SOLUTIONS LLC	10/11/2019	160.00
87606	PITNEY BOWES CREDIT CORPORATION	10/11/2019	601.83
87607	CHRISTOPHER J ZWEBER	10/11/2019	575.00
87608	SUMMIT FIRE PROTECTION COMPANY	10/11/2019	150.00
87609	US BANK	10/11/2019	2,000.00
87610	QWEST CORPORATION	10/11/2019	227.56
87611	CLASSIFIED VENTURES LLC	10/11/2019	1,983.00
87612	SCREENING REPORTS INC	10/11/2019	785.00
87613	SPOK INC.	10/11/2019	27.23
87614	JONATHAN RICHARD PULLIS	10/11/2019	350.00
87615	RELIAKOR SERVICES INC	10/11/2019	325.00
87616	AMERICAN ENGINEERING TESTING, INC	10/11/2019	490.39
87617	DEY DISTRIBUTING	10/11/2019	64.51
87618	PITNEY BOWES PURCHASE POWER	10/11/2019	1,000.00
87619	WASTE MANAGEMENT OF WI-MN	10/11/2019	1,024.26
87620	ERICKSON PLUMBING HEATING COOLING	10/11/2019	9,702.76
87621	CANVAS HEALTH INC	10/11/2019	3,952.29
87622	PAFFY'S PEST CONTROL INC	10/11/2019	60.00
87623	KONE INC	10/11/2019	175.27
87624	ABBOTT PAINT & CARPET INC.	10/11/2019	764.94
87625	TURNOVER APARTMENT PAINTING INC.	10/11/2019	1,565.00
87626	NAN MCKAY & ASSOCIATES INC	10/11/2019	478.00
87627	HD SUPPLY	10/11/2019	64.49
87628	CINTAS CORPORATION NO. 2	10/11/2019	18.64
87629	ECM PUBLISHERS INC.	10/11/2019	55.30
87630	MANAGERS CHOICE	10/11/2019	195.00
87631	MWSTAR WASTE HOLDINGS CORP	10/11/2019	4,021.21
87632	US BANK CORPORATE TRUST SERVICES	10/11/2019	8,982.58
87633	SCUTTLEBUTT SOCIAL MARKETING LLC	10/11/2019	149.60

Washington County CDA
Checks Issued
General Checking
October 1 - 31, 2019

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
87634	FERGUSON ENTERPRISES, LLC	10/11/2019	681.79
87635	ADVANCED COMMUNICATIONS (AC3), LLC	10/11/2019	141.99
87636	CHRISTENSEN GROUP, INC	10/11/2019	3,299.00
87637	ALLSTREAM BUSINESS US, INC	10/11/2019	179.30
87638	8BITSTUDIO DESIGN LLC	10/11/2019	200.00
87639	BRANUM LANDSCAPING & LAWN CARE INC	10/11/2019	405.00
87640	NANCY DOYLE BROWN	10/11/2019	3,300.00
87641	KRISTINE F STAHL	10/11/2019	990.00
87642	INNOVATIVE OFFICE SOLUTIONS LLC	10/11/2019	90.59
87643	REDPATH AND COMPANY	10/11/2019	1,000.00
87644	RUMPCA SERVICES INC	10/11/2019	15,596.00
87645	ST CROIX VALLEY LANDSCAPING LLC	10/11/2019	2,085.00
87646	ACE HARDWARE STILLWATER	10/11/2019	38.73
87647	CANVAS HEALTH INC	10/11/2019	930.00
87648	CITY OF COTTAGE GROVE	10/11/2019	575.53
87649	CITY OF ST PAUL PARK	10/11/2019	5,638.26
87650	COTTAGES PHASE III	10/11/2019	593.00
87651	DIALOG ONE LLC	10/11/2019	150.00
87652	HIGHLAND TOWNHOME ASSOCIATION	10/11/2019	200.00
87653	LINDSEY SOFTWARE SYSTEMS INC	10/11/2019	373.00
87654	MEI MINNESOTA ELEVATOR INC	10/11/2019	795.00
87655	MENARDS OAKDALE	10/11/2019	38.73
87656	MENARDS COTTAGE GROVE	10/11/2019	398.51
87657	MENARDS FOREST LAKE	10/11/2019	374.02
87658	MENARDS STILLWATER	10/11/2019	429.35
87659	METRO-WIDE ENGAGEMENT ON SHELTER HOUSING	10/11/2019	8,119.86
87660	MIDCONTINENT COMMUNICATIONS	10/11/2019	35.54
87661	MJ'S CONTRACT APPLIANCE INC	10/11/2019	813.00
87662	SHERWIN WILLIAMS	10/11/2019	227.68
87663	SRC INC	10/11/2019	464.30
87664	TR COMPUTER SALES	10/11/2019	1,081.25
87665	XCEL ENERGY	10/11/2019	13.00
87666	COMCAST	10/11/2019	1,650.79
87667	COMCAST	10/11/2019	88.11
87668	NEWTRAX, INC	10/11/2019	1,080.00
87669	Historic Legion Villas LLC	10/11/2019	1,575.00
87670	PUBLIC HOUSING AGENCY OF THE CITY OF ST. PAUL, I	10/11/2019	364.50
87671	FLYTE HCM LLC	10/11/2019	100.00
87672	GREATER STILLWATER CHAMBER OF COMMERCE	10/11/2019	500.00
87673	EDS TROPHIES, INC	10/11/2019	10.00
87674	MEDSYNERGIES LLC	10/11/2019	60.00
87675	C. MOGREN INC	10/11/2019	3,997.85
87676	STATE OF MINNESOTA	10/11/2019	1,190.00
87677	ATRIUM FINANCE TUCSON LLC	10/11/2019	332.95
87677	ATRIUM FINANCE TUCSON LLC	10/28/2019	(332.95)
87678	PROGRAM PARTICIPANT	10/11/2019	420.15
87679	PROGRAM PARTICIPANT	10/11/2019	437.10

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Checks Issued
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<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
87680	PROGRAM PARTICIPANT	10/11/2019	504.83
87681	PROGRAM PARTICIPANT	10/11/2019	96.00
87682	PROGRAM PARTICIPANT	10/11/2019	355.84
87683	ALL INC	10/18/2019	2,603.00
87684	RENOVATION SYSTEMS INC.	10/18/2019	3,782.65
87685	ROBERT B HILL COMPANY	10/18/2019	383.79
87686	SHELTER CORPORATION	10/18/2019	1,784.66
87687	XCEL ENERGY	10/18/2019	75.13
87688	VERIZON WIRELESS	10/18/2019	619.63
87689	PROFESSIONAL ASPHALT SERVICES INC.	10/18/2019	18,483.00
87690	BRIAN STEVENS	10/18/2019	5,825.00
87691	SCREENING REPORTS INC	10/18/2019	25.00
87692	CITY OF OAKDALE	10/18/2019	7,426.54
87693	DEY DISTRIBUTING	10/18/2019	70.23
87694	PAFFY'S PEST CONTROL INC	10/18/2019	210.00
87695	TURNOVER APARTMENT PAINTING INC.	10/18/2019	265.00
87696	COMCAST	10/18/2019	408.94
87697	NATUS CORPORATION	10/18/2019	3,503.45
87698	HD SUPPLY	10/18/2019	1,661.44
87699	DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENC	10/18/2019	10,000.00
87700	FORUM COMMUNICATIONS COMPANY	10/18/2019	775.60
87701	CINTAS CORPORATION NO. 2	10/18/2019	26.16
87702	ELIZABETH WOLFF	10/18/2019	400.00
87703	KELLY COLETTA WEILEY	10/18/2019	1,875.00
87704	INNOVATIVE OFFICE SOLUTIONS LLC	10/18/2019	572.71
87705	LAKESIDE TOWNHOMES LIMITED PARTNERSHIP	10/18/2019	1,101.30
87706	PONDVIEW TOWNHOMES OF WOODBURY LIMITED PAF	10/18/2019	1,376.63
87707	WOOD CREST BUILDERS	10/18/2019	8,360.00
87708	AMAZON ENVIRONMENTAL INC	10/18/2019	329.40
87709	ACE HARDWARE STILLWATER	10/18/2019	32.38
87710	AMTRUST NORTH AMERICA	10/18/2019	2,342.00
87711	AARON CHRISTIANSON	10/18/2019	63.22
87712	CITY OF COTTAGE GROVE	10/18/2019	908.90
87713	CHRISTOPHER ENG	10/18/2019	75.40
87714	HABITAT FOR HUMANITY	10/18/2019	295,732.05
87715	BLIA HER	10/18/2019	33.06
87716	ANN LINDQUIST	10/18/2019	157.44
87717	MENARDS COTTAGE GROVE	10/18/2019	842.38
87718	MENARDS FOREST LAKE	10/18/2019	176.41
87719	MENARDS STILLWATER	10/18/2019	362.54
87720	MN MANAGEMENT & BUDGET	10/18/2019	14,294.22
87721	BECKY NELSON	10/18/2019	170.75
87722	SHERWIN WILLIAMS	10/18/2019	1,090.98
87723	ANGIE SHUPPERT	10/18/2019	48.14
87724	TALL TREES TOWNHOME ASSOCIATION	10/18/2019	28.00
87725	MELISSA TAPHORN	10/18/2019	515.75
87726	WASHINGTON COUNTY ACCOUNTING & FINANCE	10/18/2019	29.00

Washington County CDA
Checks Issued
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<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
87727	XCEL ENERGY	10/18/2019	43.00
87728	NEWTRAX, INC	10/18/2019	1,280.00
87729	FRATTALONE'S/WOODBURY ACE	10/18/2019	49.26
87730	DANIEL JOSEPH DINGLE	10/18/2019	64.28
87731	STEVEN JOHN RYAN	10/18/2019	60.22
87732	JAMES W. WIDEN	10/18/2019	116.38
87733	ROGER EUGENE GREEN	10/18/2019	57.32
87734	GLOBAL RETIREMENT PARTNERS, LLC	10/18/2019	196.50
87735	GLOBAL RETIREMENT PARTNERS, LLC	10/18/2019	447.30
87736	LAWREMAR INC.	10/18/2019	1,215.00
87737	FRAN MIRON	10/18/2019	55.00
87738	JOHN BELISLE	10/18/2019	134.36
87739	DANA SLIMMER	10/18/2019	112.88
87740	PROGRAM PARTICIPANT	10/21/2019	120.00
87741	PROGRAM PARTICIPANT	10/21/2019	120.00
87742	PROGRAM PARTICIPANT	10/21/2019	295.00
87743	PROGRAM PARTICIPANT	10/21/2019	120.00
87744	PROGRAM PARTICIPANT	10/21/2019	95.00
87745	PROGRAM PARTICIPANT	10/21/2019	72.00
87746	ALL INC	10/21/2019	2,475.00
87747	RENOVATION SYSTEMS INC.	10/21/2019	994.80
87748	XCEL ENERGY	10/21/2019	198.34
87749	COLLINS ELECTRICAL CONSTRUCTION CO.	10/21/2019	129.50
87750	DEY DISTRIBUTING	10/21/2019	63.77
87751	PAFFY'S PEST CONTROL INC	10/21/2019	157.50
87752	TURNOVER APARTMENT PAINTING INC.	10/21/2019	3,315.00
87753	EXPRESS SERVICES INC	10/21/2019	325.32
87754	HD SUPPLY	10/21/2019	1,552.34
87755	INNOVATIVE OFFICE SOLUTIONS LLC	10/21/2019	270.06
87756	RUMPCA SERVICES INC	10/21/2019	175.00
87757	BOARD OF WATER COMMISSIONERS	10/21/2019	425.60
87758	MENARDS COTTAGE GROVE	10/21/2019	109.46
87759	MENARDS STILLWATER	10/21/2019	397.28
87760	SHERWIN WILLIAMS	10/21/2019	26.36
87761	COMCAST	10/21/2019	108.06
87762	COMCAST	10/21/2019	399.39
87763	STEVEN JOHN RYAN	10/21/2019	55.00
87764	ALL INC	10/28/2019	1,263.00
87765	J.D. WINDOWS & DOORS INC	10/28/2019	95.00
87766	PARK SUPPLY, INC.	10/28/2019	77.47
87767	RENOVATION SYSTEMS INC.	10/28/2019	888.73
87768	TIME COMMUNICATION	10/28/2019	853.59
87769	XCEL ENERGY	10/28/2019	7,607.24
87770	Paul C Hokr Painting Company, Inc	10/28/2019	2,945.00
87771	DEY DISTRIBUTING	10/28/2019	41.85
87772	PAFFY'S PEST CONTROL INC	10/28/2019	381.00
87773	ABBOTT PAINT & CARPET INC.	10/28/2019	11.49

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Checks Issued
General Checking
October 1 - 31, 2019

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
87774	NATUS CORPORATION	10/28/2019	438.31
87775	HD SUPPLY	10/28/2019	1,218.14
87776	MOVE SALES INC.	10/28/2019	97.00
87777	US BANK EQUIPMENT FINANCE	10/28/2019	3,521.71
87778	WHITE BEAR AREA CHAMBER OF COMMERCE	10/28/2019	275.00
87779	RUMPCA SERVICES INC	10/28/2019	3,394.00
87780	AMAZON ENVIRONMENTAL INC	10/28/2019	513.04
87781	AFLAC	10/28/2019	174.12
87782	AFSCME COUNCIL 5	10/28/2019	707.42
87783	CITY OF COTTAGE GROVE	10/28/2019	6,149.97
87784	CITY OF OAK PARK HEIGHTS	10/28/2019	6,978.64
87785	CITY OF WOODBURY	10/28/2019	895.28
87786	CORELOGIC CREDCO LLC	10/28/2019	183.57
87787	HEALTH PARTNERS	10/28/2019	1,858.62
87788	MENARDS FOREST LAKE	10/28/2019	9.85
87789	MENARDS STILLWATER	10/28/2019	12.29
87790	MN DEPARTMENT OF COMMERCE	10/28/2019	1,245.97
87791	COMCAST	10/28/2019	53.77
87792	COMCAST	10/28/2019	108.06
87793	BELINDA REAVES	10/28/2019	70.39

TOTAL CHECKS: \$ 1,055,560.14

Washington County CDA
Checks Voided and Electronic Payments
General Checking
October 1 - 31, 2019

VOIDED Check Number	<u>Vendor Check Name</u>	<u>Date Voided</u>	<u>Amount</u>
87453	PROGRAM PARTICIPANT	10/17/2019	300.93

<u>Type</u>	<u>Vendor</u>	<u>Electronic Payment Date</u>	<u>ACH Amount</u>
ACH	Dougherty Mortgage	10/1/2019	\$78,096.20
ACH	First State Bank Wyoming	10/1/2019	12,552.29
ACH	Automatic Data Processing	10/8/2019	120.46
ACH	Automatic Data Processing	10/10/2019	2,188.52
ACH	Automatic Data Processing	10/10/2019	49,190.88
ACH	Automatic Data Processing	10/11/2019	11,179.15
ACH	State of Minnesota	10/11/2019	870.00
ACH	Cash Management Services	10/15/2019	496.60
ACH	Great-West Trust (Empower)	10/15/2019	7,153.23
ACH	Great-West Trust (Empower)	10/15/2019	10,075.17
ACH	Optum Bank	10/15/2019	702.29
ACH	Optum Bank	10/16/2019	37.50
ACH	Automatic Data Processing	10/22/2019	438.69
ACH	Automatic Data Processing	10/24/2019	11,145.69
ACH	Automatic Data Processing	10/24/2019	49,696.84
ACH	Automatic Data Processing	10/25/2019	2.76
ACH	Great-West Trust (Empower)	10/28/2019	7,153.23
ACH	Great-West Trust (Empower)	10/28/2019	10,104.54
ACH	Optum Bank	10/28/2019	702.29
ACH	State of Minnesota	10/28/2019	870.00

TOTAL ELECTRONIC PAYMENTS: \$ 252,776.33

Washington County CDA
Checks Issued
Section 8
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<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
61436	BUTCHKO, MICHAEL	10/1/2019	\$ 978.00
61437	COTTAGES PHASE III	10/1/2019	313.00
61438	GENEVA VILLAGE LTD. PARTNERS	10/1/2019	972.00
61439	GENTRY PLACE APARTMENTS	10/1/2019	2,465.00
61440	EAST GROVE ESTATES	10/1/2019	1,429.00
61441	MINNEHAHA MANOR	10/1/2019	1,264.00
61442	RIDGECREST APARTMENTS LLC	10/1/2019	489.00
61443	ORLEANS HOMES LIMITED PARTNER	10/1/2019	8,633.00
61444	ORLEANS HOMES II	10/1/2019	672.00
61445	PIONEER APARTMENTS	10/1/2019	404.00
61446	JOHN JERGENS ESTATES	10/1/2019	524.00
61447	WOODLAND PARK APARTMENTS	10/1/2019	14,689.00
61448	ANN BODLOVICK APTS.	10/1/2019	97.00
61449	STOBBE, ALVIN	10/1/2019	616.00
61450	COTTAGES OF COTTAGE GROVE	10/1/2019	2,338.00
61451	PATTEN, LINDA	10/1/2019	1,225.00
61452	BRIAR POND	10/1/2019	19,147.00
61453	BRICK POND APARTMENTS	10/1/2019	378.00
61454	COBBLEHILL APTS.	10/1/2019	2,482.00
61455	SHIH, AMY	10/1/2019	538.00
61456	RSRC Ashwood LLC	10/1/2019	7,139.00
61457	BRIARCLIFF MANOR	10/1/2019	1,833.00
61458	EASTWOOD INVESTMENTS LLC	10/1/2019	2,035.00
61459	BARBARA GAUGHAN FAMILY LTD PAR	10/1/2019	1,278.00
61460	GENEVA VILLAGE L.P.	10/1/2019	1,346.00
61461	MULLER MANOR	10/1/2019	394.00
61462	ECHO RIDGE APARTMENTS - PHM	10/1/2019	582.00
61463	WOODLAND TOWNHOMES	10/1/2019	9,991.00
61464	COREY, SHELDON	10/1/2019	293.00
61465	PHM/WOODBURY INC.	10/1/2019	1,918.00
61466	LAKESIDE TOWNHOMES	10/1/2019	12,464.00
61467	LONG LAKE VILLAS	10/1/2019	3,523.00
61468	CASELLS, CRANSTON	10/1/2019	1,081.00
61469	LARKIN, STACY	10/1/2019	262.00
61470	NORTH SHORE ASSOCIATES LLC	10/1/2019	649.00
61471	MC CUNE,SHELLY	10/1/2019	452.00
61472	VIGG CO. LLC	10/1/2019	669.00
61473	CURVE CREST VILLAS	10/1/2019	3,308.00
61474	PONDVIEW TOWNHOMES	10/1/2019	13,708.00
61475	NOVAK, GREG	10/1/2019	607.00
61476	LONG, THOMAS	10/1/2019	763.00
61477	BENASSI, CAROL	10/1/2019	662.00
61478	DESHLER, DAVID	10/1/2019	677.00
61479	WEBER, MARTY	10/1/2019	837.00
61480	FAROOQ, REHAN	10/1/2019	1,220.00
61481	FOREST RIDGE TOWNHOMES	10/1/2019	4,391.00
61482	CHHEN, STEVEN	10/1/2019	798.00
61483	LEE, BLONG	10/1/2019	578.00
61484	SIENNA RIDGE TOWNHOMES	10/1/2019	7,599.00
61485	COTTAGES OF ASPEN LP	10/1/2019	1,637.00
61486	COTTAGES OF STILLWATER	10/1/2019	718.00
61487	JD PONDVIEW LLC	10/1/2019	8,669.00
61488	BLEW HOLDINGS, LLC	10/1/2019	1,055.00

Washington County CDA
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<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
61489	MARK VIEROW	10/1/2019	1,350.00
61490	RED OAK PRESERVE FAMILY LP	10/1/2019	5,798.00
61491	PETERSON, TONIA C.	10/1/2019	497.00
61492	OSBORN, ROBERT	10/1/2019	902.00
61493	OAKDALE-GRANADA LAKES LTD. PAR	10/1/2019	10,763.00
61494	GOLDEN STONE LLC	10/1/2019	676.00
61495	SETAC PROPERTIES	10/1/2019	554.00
61496	JACOBSEN, ELENA	10/1/2019	272.00
61497	EAST GATE APARTMENTS LP	10/1/2019	194.00
61498	VILLAGE APARTMENTS	10/1/2019	2,718.00
61499	CYPRESS SR. LIVING	10/1/2019	4,955.00
61500	NEW CHALLENGES, INC	10/1/2019	1,849.00
61501	ZHANG, HAIYAN	10/1/2019	659.00
61502	TOY, DAVID LLC	10/1/2019	1,101.00
61503	Century Oaks, LLC	10/1/2019	27,774.00
61504	COMMON BOND CITY WALK LIMITED	10/1/2019	2,277.00
61505	RSRC ASHWOOD LLC	10/1/2019	1,373.00
61506	TSEGAI, DANIEL	10/1/2019	1,460.00
61507	FRANK, ANTHONY	10/1/2019	264.00
61508	GRIFFIN COURT C LLC	10/1/2019	788.00
61509	NUR, MOHAMED	10/1/2019	1,165.00
61510	ST CROIX VILLAGE LLC	10/1/2019	5,831.00
61511	THE GROVES APARTMENTS LLC	10/1/2019	4,106.00
61512	Jodi Baggenstoss	10/1/2019	1,308.00
61513	INVITATION HOMES	10/1/2019	2,670.00
61514	PETERSEN, ALLAN	10/1/2019	282.00
61515	BOYUM C/O APPLGATE PROP MGMT.	10/1/2019	584.00
61516	FOREST OAK APTS	10/1/2019	1,586.00
61517	SEVEN PINES INVESTMENTS II	10/1/2019	887.00
61518	BIRCHWOOD TOWNHOMES	10/1/2019	1,674.00
61519	LILY LAKE TERRACE APTS	10/1/2019	2,175.00
61520	FOREST OAK APTS II LTP PAR	10/1/2019	1,096.00
61521	STILLWATER GREELEY	10/1/2019	1,742.00
61522	EVERSON, RANDY	10/1/2019	1,197.00
61523	PICCADILLY SQUARE OF MAHTOMEDI	10/1/2019	2,677.00
61524	TEASDALE PINES TLC LLC	10/1/2019	580.00
61525	ATIA MBAH	10/1/2019	670.00
61526	Sumner, Jacqueline	10/1/2019	1,072.00
61527	CARSON, STEVEN	10/1/2019	471.00
61528	OAKDALE TERRACE LLC	10/1/2019	6,047.00
61529	COURTLY COMMERCIALS LLC	10/1/2019	3,493.00
61530	TRAILSIDE SENIOR LIVING	10/1/2019	659.00
61531	IH3 Property MN L.P.	10/1/2019	2,922.00
61532	FLEMING, DEBRA	10/1/2019	810.00
61533	RED ROCK SQUARE	10/1/2019	3,208.00
61534	BEUKE, JAMESON	10/1/2019	573.00
61535	CLEVELAND, NANCY	10/1/2019	1,101.00
61536	SINGHAL, NISHANT	10/1/2019	1,438.00
61537	GREEN TWIG LLP	10/1/2019	596.00
61538	THE LEGENDS OF CG/DOMINIUM	10/1/2019	1,249.00
61539	BUTT, MANAN	10/1/2019	691.00
61540	WOODBURY UNITED METHODIST	10/1/2019	1,719.00
61541	KATHY MADORE	10/1/2019	916.00

Washington County CDA
Checks Issued
Section 8
October 1 - 31, 2019

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
61542	MURR, VICKY	10/1/2019	1,382.00
61543	COMMUNITY ACTION PARTNERSHIP	10/1/2019	669.00
61544	GIRARD MANAGEMENT, INC.	10/1/2019	548.00
61545	BRANJORD PROPERTIES, LLC	10/1/2019	310.00
61546	FRESNO MANAGEMENT SERVICE LLC	10/1/2019	1,008.00
61547	SCHUETTE DONALD	10/1/2019	924.00
61548	MORA HRA	10/1/2019	867.97
61549	PEDERSEN, DOUG	10/1/2019	1,600.00
61550	VOLOVIK, ANNA	10/1/2019	1,786.00
61551	HALL, MATT & KRISTIN	10/1/2019	1,247.00
61552	THE LEGENDS OF WOODBURY	10/1/2019	1,035.00
61553	HEGNA, ROBERT	10/1/2019	683.00
61554	LOCKNER, TINA	10/1/2019	691.00
61555	B & E REAL ESTATE, LLC	10/1/2019	232.00
61556	TESSA P. MONSEN	10/1/2019	995.00
61557	NEWPORT X, LLC	10/1/2019	2,466.00
61558	BAKEWELL, MARY	10/1/2019	1,379.00
61559	HO, TRUNGKIEN	10/1/2019	1,451.00
61560	(SOUTHERN NEVADA REGIONAL HA	10/1/2019	958.97
61561	REMACKEL, TRISHA	10/1/2019	911.00
61562	KHAN, ZAHEER	10/1/2019	781.00
61563	SHIH, AMY	10/18/2019	509.00
61564	RSRC Ashwood LLC	10/18/2019	734.00
61565	LAKESIDE TOWNHOMES	10/18/2019	5,365.00
61566	TOY, DAVID LLC	10/18/2019	982.00
61567	COMMON BOND CITY WALK LIMITED	10/18/2019	374.00
61568	ST CROIX VILLAGE LLC	10/18/2019	1,857.00
61569	LILY LAKE TERRACE APTS	10/18/2019	953.00
61570	COURTLY COMMERCIALS LLC	10/18/2019	580.00
61571	RED ROCK SQUARE	10/18/2019	895.00
61572	THE LEGENDS OF WOODBURY	10/18/2019	1,765.00

TOTAL SECTION 8 CHECKS: \$ 312,146.94

VOIDED

NONE

Total General Checking, Electronic Payments and Section 8 Checks: \$ 1,620,483.41

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

November 19, 2019
BOARD MEETING DATE

AGENDA ITEM A-1

Administration
ORIGINATING DEPARTMENT/SERVICE

Barbara Dacy/November 5, 2019
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

RESOLUTION AMENDING THE WASHINGTON
COUNTY CDA FLEXIBLE WORK ARRANGEMENT
POLICY

BACKGROUND/JUSTIFICATION

At its August 20, 2019 meeting, the Board of Commissioners adopted Resolution 19-34, which updated several CDA policies related to employment. Among them was a Flexible Work Arrangement policy. That policy requires that any arrangement involving an employee governed by the Labor Agreement be sent to the union's business representative for review and approval. This language was part of the telework language in the old Personnel Policies and Procedures document that was replaced as part of Resolution 19-34.

The CDA was informed on October 11, 2019 by AFSCME Council 5 that the union will not sign individual agreements outside of the Labor Agreement. The union has requested that we remove them from the process, and simply notify them when an arrangement is established, modified, or terminated.

The CDA is agreeable to this change and anticipates no adverse impact from making it.

Approval is recommended.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 11/12/19

ATTACHMENT LIST:

FINANCIAL IMPLICATIONS: \$ _____

BUDGETED: ☐ YES ☐ NO

FUNDING: _____

COMMENTS

**BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA**

DATE November 19, 2019

RESOLUTION NO. 19-50

MOTION BY COMMISSIONER _____ SECOND BY COMMISSIONER _____
=====

RESOLUTION AMENDING THE WASHINGTON COUNTY CDA
FLEXIBLE WORK ARRANGEMENT POLICY

	YES		NO
BELISLE _____	<input type="checkbox"/>	BELISLE _____	<input type="checkbox"/>
GREEN _____	<input type="checkbox"/>	GREEN _____	<input type="checkbox"/>
ZELLER _____	<input type="checkbox"/>	ZELLER _____	<input type="checkbox"/>
DINGLE _____	<input type="checkbox"/>	DINGLE _____	<input type="checkbox"/>
WIDEN _____	<input type="checkbox"/>	WIDEN _____	<input type="checkbox"/>
RYAN _____	<input type="checkbox"/>	RYAN _____	<input type="checkbox"/>
MIRON/KARWOSKI _____	<input type="checkbox"/>	MIRON/KARWOSKI _____	<input type="checkbox"/>

=====

STATE OF MINNESOTA)
 SS
COUNTY OF WASHINGTON)

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 19TH day of November, 2019, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 19th day of November 2019.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 19-50

RESOLUTION AMENDING THE WASHINGTON COUNTY CDA FLEXIBLE WORK
ARRANGEMENT POLICY

WHEREAS, the Washington County Community Development Agency (the "Agency") has a Flexible Work Arrangement Policy (the "Policy") passed by its Board of Commissioners in Resolution 19-34; and

WHEREAS, this resolution requires the business representative from AFSCME Council 5 (the "Union") to review and approve all arrangements made with employees whose employment is governed by the Agency's Labor Agreement; and

WHEREAS, the Agency was informed on October 11, 2019, by the Union's business representative that the Union will not sign individual agreements outside of the Labor Agreement, but that the Union wishes to be informed when such arrangements with members of the bargaining unit are made, modified, or terminated; and

WHEREAS, the Agency has considered the Union's argument and accepts the Union's request.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY, AS FOLLOWS:

1. That the Flexible Work Arrangement Policy shall be amended as reflected in Exhibit A.
2. That the Policy shall be effective, as amended, upon passage of this resolution by the Board of Commissioners.

Adopted this 19th day of November 2019.

Chair

ATTEST:

Secretary



7645 Currell Boulevard, Woodbury, MN 55125
office: 651-458-0936 fax: 651-458-1696

Flexible Work Arrangement Policy

Scope

All CDA employees (union or non-union, full-time or part-time) may be considered for a flexible work arrangement.

Rationale

The CDA's goal is to maintain or improve employee productivity while giving employees scheduling options that can enhance their overall well-being and improve job satisfaction.

A flexible work arrangement is a business and workplace strategy, not an employee benefit or employee right, and approval or denial is at the sole discretion of the CDA.

Types of Flexible Work Options

Flextime: An arrangement in which an employee's total number of hours worked over the course of a workweek (non-exempt employees) or a two-week pay period (exempt employees) does not change, but there is flexibility in an employee's scheduled starting and ending times.

Flextime options can include:

- Fixed starting/ending times that change periodically;
- Starting/ending times that vary by day; and
- Variations in the length of days worked (e.g. a six-hour day followed by a ten-hour day)

Remote work arrangement: A regular, routine arrangement that allows the employee to perform a portion of their job outside of the CDA office. This type of arrangement specifies the number of hours to be worked outside of the office and the specific days on which the work will occur. Employees must be self-disciplined, self-motivated, and comfortable working away from the office and without direct oversight. Positions suited for remote work arrangements are those that can be performed successfully with minimal supervision and limited face-to-face contact.

Process for Requesting a Flexible Work Arrangement

1. An employee must complete a flexible work arrangement request form and submit the form to their supervisor. In order to ensure a smooth transition and continuity of operations, an employee's initial request for a remote work arrangement may not exceed more than 20% of their workweek.
2. The supervisor will arrange a time with the employee to discuss the flexible work arrangement request.
3. Both the supervisor and the employee should use the meeting as an opportunity to ask clarifying questions and ensure that both the supervisor and the employee have the same mutual understanding about how the arrangement may work.
4. The request should be modified as necessary based on the discussion.
5. The supervisor makes a determination as to whether the request is approved.
6. If approved, the request will be submitted to the Executive Director for final approval. The determination of the Executive Director is final. For ~~flexible remote~~ work arrangements involving employees governed by the Labor Agreement, ~~a copy of the request will be sent to the union's business representative for review and approval.~~
7. The request will be submitted to the Human Resources and Communications Coordinator to be filed with other employment-related documents.

Guidance for All Flexible Work Arrangements

1. A flexible work arrangement is intended to formalize an arrangement that is expected to last longer than two months. This policy does not apply to employees who work remotely on an occasional or short-term basis, or on an ad hoc basis because of extenuating circumstances.
2. Flexible work arrangements must comply with State and Federal employment laws that apply to all CDA employees. This includes, but is not limited to, the Fair Labor Standards Act (FLSA) which regulates payment of overtime for exempt and non-exempt employees, and which, for non-exempt employees, governs matters such as required breaks.
3. Flexible work arrangements must comply with all applicable CDA rules and regulations as well as any applicable departmental rules, policies and procedures.
4. The job duties, responsibilities and obligations of the position are not affected by a flexible work arrangement.

5. All employees with a flexible work arrangement must comply with overtime procedures as outlined in the Employee Handbook (non-union employees) or Labor Agreement (union employees).
6. Those with flexible work arrangements will be held to the same performance standards as they would if they did not have a flexible work arrangement.
7. Department heads are responsible for determining the job-related criteria that will be used to evaluate and approve employee requests for flexible work arrangements. Not all positions may be appropriate for flexible work arrangements. Seniority is not a basis for selecting employees for a flexible work arrangement.
8. Supervisors may need to temporarily adjust work schedules to meet the operational needs of the division. Employees must be able to report to work accordingly with little or no notice.
9. If an employee needs to temporarily deviate from their flexible work arrangement, the employee should seek and receive prior approval from their supervisor. Any changes to work hours should be reviewed and approved by the supervisor in advance, just as they would be absent a flexible work arrangement.
10. If a holiday falls on a day when an employee is generally scheduled to work more than eight hours, the employee may either make those additional hours up elsewhere in the week (non-exempt employees) or pay period (exempt employees) or use PTO to supplement the rest of the scheduled workday.
11. Flexible work arrangements are not guaranteed or permanent. If the needs of the employer or the employee change, either party can request adjustments. The CDA may always cancel the arrangement by providing notice one week in advance. **For flexible work arrangements involving employees governed by the Labor Agreement, a copy of any changes will be sent to the union's business representative.**

Remote Work Arrangement – IT Equipment and Work Supplies

1. Supervisors are responsible for determining the type of equipment and supplies needed to support a remote worker. The CDA will neither provide nor pay for remote connectivity, whether in whole or in part.
2. The CDA assumes responsibility for the maintenance and repair of all CDA-owned equipment, except in cases where damage occurs through an employee's gross negligence.
3. Departments may authorize remote workers to use personal equipment if the employee requests to do so. When such authorization is given, the department, at its discretion, may elect to provide maintenance and repair for employee-owned equipment, hardware and software.

4. Equipment, hardware and software furnished by the CDA remains the property of the CDA and is subject to the same business use restrictions as if the equipment were located in the main business office. CDA-owned software should not be installed on employee hardware unless authorized by the CDA. Employee-owned software should not be installed on CDA-owned equipment.
5. All CDA-owned hardware, software, supplies, documents and other information or property remains the property of the CDA no matter where it is located, and shall be returned prior to termination of employment or at the request of the CDA.
6. Remote workers will be responsible for promptly notifying their manager of an equipment malfunction, failure, theft or damage of CDA-owned equipment. If the equipment malfunction prevents the remote worker from performing assigned tasks, they must notify their supervisor immediately. They may be assigned to perform different tasks or to return to the CDA office depending on their particular circumstance.
7. CDA-provided equipment, software, data, and supplies and other equipment are solely for the purposes of conducting CDA business.
8. Office supplies needed for remote work will be obtained from the CDA office or through the normal supply procurement process. Reimbursement for supplies purchased outside of this process will not normally be allowed unless there has been prior agreement between the employee and their supervisor regarding the necessity for purchase outside the CDA process.

Remote Work Arrangement – Data Privacy/Information Security

1. Provisions of the Minnesota Government Data Practices Act and program data privacy policies must be followed when performing work away from the CDA office.
2. Physical files and/or documents with private data (e.g. client files) may not leave the CDA office.
3. Remote workers must provide security for the data and information that is used outside the CDA office.
4. Access to shared drives may only be done on CDA-owned hardware via a Virtual Private Network (VPN) connection.
5. Data created and maintained on a remote worker's personal device, if generated for the purpose of conducting CDA business, is subject to the CDA's record management and data privacy rules and regulations. This means that proper retention and disposal procedures as well as data privacy protections are required. Such data remains the property of the CDA.

Remote Work Arrangement – Communication and Travel

1. Remote workers are responsible for having a designated work area that allows them to report to the office with one hour's notice or within the employee's normal commute, in the event an employee's commute is longer than one hour.
2. Travel to and from the main business office for purposes of meetings or other work requirements shall not be considered compensable hours and mileage will not be reimbursed.
3. A remote worker who is scheduled to work at home on a day that is declared to be a weather emergency is expected to work at home as scheduled.
4. Remote workers are expected to develop an effective communication strategy with their supervisor and other team members. It is expected that remote workers will be reachable by telephone or electronic communication during agreed-upon work hours and that messages will be returned promptly, just as they would be if the employee were working at the CDA office. Additionally, employees and supervisors should participate in check-in meetings to ensure that the supervisor is fully apprised of the work that employee is performing, and to give the employee appropriate opportunities to seek guidance on their work.
5. Remote workers are expected to attend all assigned office meetings related to the performance of their job, including those scheduled on a day otherwise assigned for remote work. Reasonable attempts will be made to accommodate the remote worker's schedule and to allow them to participate virtually when possible (e.g. by phone or video conferencing).

Remote Work Arrangement – Work Environment, Tax and Insurance Considerations

1. Remote workers are responsible for providing a work area suitable to completing the work assigned. The area should be ergonomically appropriate, safe, free from distraction, and provide sufficient discretion and privacy to carry out necessary tasks. Remote workers are solely responsible for the costs associated with making any designated work space compliant.
2. A remote worker's existing insurance policy may not include coverage for liability arising out of the use of a residence for a business purpose. Remote workers are solely responsible for determining an appropriate level of coverage based on their own circumstances.
3. Federal and State tax implications of remote work and the potential use of a home office are the responsibility of the employee.

4. An employee is covered by all benefits and laws pertinent to the course and scope of employment while working remotely. Any injury that occurs within the course and scope of employment must be immediately reported to the employee's supervisor. If an employee has a designated home work space, that space is considered an extension of the CDA's work space during scheduled remote work hours for purposes of worker's compensation.
5. A remote work arrangement is not a substitute for dependent or child care. Time spent working cannot also be used for the care of dependents.

PRESENTATION



Memo To: CDA Board of Commissioners
From: Barbara Dacy, Executive Director
Date: November 12, 2019
RE: Washington County Transit Update; Sheila Holbrook-White, Mobility Manager

Background

Washington County received a grant from the Minnesota Department of Transportation to hire a Mobility Manager beginning in 2019. This position was tasked to advance the recommendations of the 2018 "Transit Needs Study".

You may also recall that CDA staff were involved in the county's recent transportation planning process to determine strategies to better serve the following populations:

- Older adults
- Veterans
- Persons with disabilities,
- Low-income families, and/or
- Other transit dependent populations

Ms. Holbrook-White will present the current status of several initiatives that she has been coordinating, one of which is a pilot program with Fairview Lakes Medical Center that may serve CDA tenants in the senior properties in Hugo and Forest Lake. The handout attached to this memo provides the highlights.

There is no action by the Board at this time.



General Information on Transit Link

Transit Link Eligibility, Hours, and Service

- Any Washington County resident may reserve a ride for any purpose, based on availability
- Operates Monday- Friday, 6 a.m. – 7 p.m.
- All vehicles are ADA-accessible
- Provides curb-to-curb service

Making Reservations:

- Advance reservations are required
- Reservations must be made 1 – 5 business days in advance
- To make reservations, contact Transit Link Reservation Line at 651 602 5465
- The Reservation Line is open Monday- Friday, from 7 a.m. – 3:30 p.m.

Paying for Transit Link:

- Fares vary by the time of the ride
- Peak trips: Monday- Friday, 6 – 9 a.m. and/or 3 – 6:30 p.m.: \$4.50/one way
- Off-peak trips: All other times: \$3.50/one-way
- Trips of more than 15 miles: \$.75/mileage fee

Riding Transit Link:

- Transit Link uses a 30-minute pick-up window
- Transit Link will pick up and drop off at the curb.
- Fares may be paid with exact change in cash or with a stored-value Go-To card
- All vehicles are ADA-accessible.

Fairview Lakes Medical Center Pilot

Objective: To increase access to care for Washington County patients traveling to Fairview Lakes

- Patients from Forest Lake
- Wednesdays, Thursdays
- Appointments between 10:30 – 1:30
- Fare: \$3.50/one-way

Need More Information?

Contact: Sheila Holbrook-White, Mobility Coordinator - Washington County 651 430 6609

Transit Link Reservations

To schedule a ride, call Transit Link at 651 602 5465, Monday- Friday, between 7 a.m. and 3:30 p.m.

Transit Link reservationists will ask you a series of questions to schedule your trip.

This sheet may help you prepare to make reservations.

In what County will your trip begin?

On what date is your trip?

What time is your appointment?

What is your pick-up address?

What is the address of your destination?

Will any companions accompany you on the trip? If so, how many?

Need More Information?

Contact: Sheila Holbrook-White, Mobility Coordinator - Washington County 651 430 6609

Memo To: CDA Board of Commissioners
From: Barbara Dacy, Executive Director
Date: November 12, 2019
RE: Update on Landfall Terrace Manufactured Home Park

Background

In June 2015 the Washington County CDA voted to return management of Landfall Terrace Manufactured Home Park to the City of Landfall HRA. The City HRA and CDA entered into a three-year operating agreement outlining the terms and conditions of management operations. The Operating Agreement between the Washington County CDA (Owner), the Landfall Village HRA (Tenant), and the City of Landfall Village (City) allows for one-year renewals to the agreement in the sole discretion of the Owner in Section 1.2. At its May 21, 2019 meeting, the Washington County CDA Board of Commissioners approved a resolution to renew the Operating Agreement for one year to June 15, 2020.

The Board has requested that the City attend a CDA meeting on an annual basis to provide a report to the CDA Board. I have invited Ed Shukle, City Administrator and Mayor Stan Suedkamp to provide an update of the status of the community. His memorandum is attached.

Report Highlights

The Park has continued to rent at full capacity of 300 lots. Vacancy has remained very low throughout the year and is currently at .67%, or two vacancies. Delinquencies over 30 days were at an all-time low of \$24.01 in September. Park Management is currently contracted through BG Multi-staffing following Ms. Wytaske, Park Manager's resignation in September 2019. Staff inspects for code violations regularly, following up with residents for compliance. Each spring and fall the City hosts a community clean-up so help rid the community of unwanted items.

CDA staff continue to provide monthly oversight of City and HRA financials. Annual financial audits are also reviewed by the CDA along with the City's annual capital improvement budget and staff meets quarterly with the City Administrator to review Park management. The City is meeting its obligations in various agreements with the CDA by continuing to provide public services or retaining qualified external professional services for the proper operation of the community. The City maintains its membership in professional organizations including the League of MN Cities, Manufactured & Modular Home Assoc. of MN, and Minnesota Housing Association (MHA), attending conferences and training programs. Mayor Suedkamp is representative to the Metro Gold Line BRT Corridor Management Committee, City Administrator Shukle is the alternate.

The City Administrator's memorandum clearly demonstrates the significant commitment of the City Council/HRA Board and staff for the ongoing success of the Park and community. The Operating Agreement is due for renewal in June of 2020.

No action is required at this time.

MEMORANDUM

TO: Washington County Community Development Agency (WCCDA) Board
Barbara Dacy, Executive Director, WCCDA
Kathryn Paulson, Project Manager, WCCDA

FROM: Ed Shukle, City Administrator/HRA Executive Director, City of Landfall

SUBJECT: Landfall Terrace Update

DATE: November 19, 2019

Thank you for the opportunity to present an update on the management of Landfall Terrace contained within the City of Landfall.

Before I begin, I wish to express my sincere thanks to Barbara Dacy, Kathryn Paulson and Aaron Christianson. They are a great staff and are always helpful to us. We have an excellent working relationship and we are sincerely grateful for the assistance they provide.

Landfall Terrace is completely occupied with 300 homes. We also have 14 Recreational Vehicle lots which were full during the spring and summer months. There seems to be a constant demand for these RV spots as we even have persons who wish to stay year-round.

Delinquencies continue to decrease. Residents have become more attentive to paying their rents and staff has become more aggressive in enforcement and collection. Staff is very cognizant of how important rent collection is. We make it clear to residents that rents must be paid monthly and on time, to avoid late fees. We haven't had to pursue very many evictions but it is certainly an available tool should we need to take that route.

During 2019, city staff changed slightly. The park manager resigned in February 2019 and was replaced. After 6 months in the job, that person resigned. We are now using a temporary employment agency to supply an interim park manager. In the coming weeks and months, we will be evaluating whether the interim park manager should become the permanent replacement or if we need to conduct another employment search.

The Washington County Sheriff's Office continues to handle our police services while the City of Oakdale provides fire and emergency services. We receive regular reports from the Sheriff's Office on criminal activity and meet with them to address issues and concerns. The Sheriff's Office also sponsors a Cops n' Kids fishing event each summer which provides an opportunity for kids to interact with law enforcement but also allows them to have fun in learning how to fish with the deputies serving as fishing instructors. The Oakdale Fire Department is always in communication with us regarding issues that they may encounter regarding fire and emergency services.

The HRA has remained a member of the Minnesota Manufactured and Modular Home Association (MMHA) and sends staff to 2 conferences each year which cover legislative issues and other topics of interest to manufactured home parks across the state of Minnesota. The city is also a member of the Minnesota Housing Association (MHA) which advises multi-family housing projects on legislative matters.

The City continues to participate in the Metro Gold Line Bus Rapid Transit (BRT) project. Although service isn't scheduled to begin until 2024, there is an incredible amount of planning and engineering that is required. HRA Chair/Mayor Stan Suedkamp sits on the Corridor Management Committee. I serve on an advisory committee with a representative from the City of Oakdale in planning the area around the Greenway Avenue Transit Station. I also serve on the Technical Advisory Committee (TAC) which is made up of all the communities on the Gold Line corridor. Public transit is extremely important to the east metro area. The city of Landfall experience direct benefit from this project.

The City and its HRA continue to receive commercial insurance coverage through the League of Minnesota Cities Insurance Trust (LMCIT). The LMCIT is a self-insured organization which provides exceptional insurance coverage to its member cities. We are one of 855 cities that participate in the LMCIT. Our coverage includes property and casualty, errors and omissions and workers compensation.

The city recently purchased computers which provide the newest technology for staff to use in carrying out duties and responsibilities. Computer Integration Technologies (CIT), is the information technology firm that provides, supports and meets the city's information technology needs.

The city continues to sponsor spring and fall cleanup days so that residents can get rid of unnecessary materials at a reasonable cost. Each spring and fall, residents have the opportunity to place unwanted items at the curb for pickup. Most of the material picked up is done so at no charge but certain items require a fee.

We also hold an annual holiday party in December that provides a delicious meal for residents. We also work with FamilyMeans, a social services agency, who coordinates a "toys for tots" program. The dinner includes entertainment performed by children who participate in FamilyMeans' after school programs. A visit from Santa Claus is also part of the event.

In the past, the city has been fortunate to obtain Community Development Block Grant (CDBG) funds to undertake capital improvement projects. In 2018, we completed the final mill/overlay street project utilizing those funds. To preserve and protect these improvements, the city has now begun a sealcoating program. This activity will assure that our streets will continue to be in good condition. Again, with the assistance of Kathryn Paulson, we have been given approval for additional CDBG funding to conduct a replacement of 56 electric pedestals that supply electric power to our lots. CDBG monies will also be spent on repairing and replacing 3 major retaining walls.

We continue to approve an annual HRA Budget and 5-year Capital Improvement Plan (CIP) for submittal to the WCCDA by July 1 of each year. Recently, we met with Barbara Dacy and Roger Green about other long-term issues that will affect the operations and management of Landfall Terrace between now and the end of the debt term. These include such things as retirements of key personnel and our plan to manage these staffing changes. In addition, the city has been asked by the WCCDA to develop a plan to restructure lot rents. The city is going to work on a plan that addresses lot rent based upon square footage.

In summary, I believe the city of Landfall has come a long way in becoming more professional, addressing maintenance and overall infrastructure improvements, managing its budget to assure adequate funding for operating and capital improvement projects and, in general, stabilizing and reinforcing its commitment to operate and maintain Landfall Terrace as affordable housing for its residents.

Thank you for this opportunity to provide this informational update to you today. If you have any questions, I'd be happy to address those questions at this time.

NEW BUSINESS

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

November 19, 2019
BOARD MEETING DATE

AGENDA ITEM A-2

Finance

ORIGINATING DEPARTMENT/SERVICE

Aaron Christianson 11/7/2019

REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

RESOLUTION AUTHORIZING ONE YEAR EXTENSION
OF THE MANAGEMENT AGREEMENT WITH SHELTER
CORPORATION

BACKGROUND/JUSTIFICATION

Staff has presented a summary of the annual review of Shelter Corporation's performance under the Management Agreement (Attachment A and B). In general, a high level of financial performance has been maintained over the last three years, and current occupancy is approximately 99%, above typical occupancy expectations of 95% (family) to 97% (senior). There have been no audit findings in the last three years and the tenant satisfaction survey results have been positive.

December 31, 2019 marks the end of the previous year's contract extension. There are two remaining extensions, one for each 2020 and 2021. Executing the 2020 extension would allow the Agency to extend the Management contract to 12/31/2020. Based on the Shelter's past performance the attached resolution recommends extension of the contract.

Staff recommends the Board approve the attached resolution as presented.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

October 21, 2014, resolution 14-49 passed awarding 2015 to 2019 property management services to Shelter.

July 31, 2018, the Finance Committee met and discussed extending the Shelter contract two additional years.

August 21, 2018, resolution 18-33 passed extending the Shelter contract to include years 2020 and 2021.

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 11/13/19

ATTACHMENT LIST:

Attachment A: Memo on Performance
Evaluation
Attachment B: Summary Matrix

FINANCIAL IMPLICATIONS: Fees included in 2020
budget

BUDGETED: X YES ☐ NO

FUNDING: Property Rents

COMMENTS

November 8, 2019

Memo To: CDA Commissioners

From: Barbara Dacy, Executive Director
Aaron Christianson, Finance Director

Re: Shelter Corporation 2018 Performance Evaluation

Purpose

Article 6 of the Management Agreement (the "Agreement") requires that the Executive Director conduct a performance evaluation of the Manager's performance under the Agreement. The criteria includes but is not limited to the financial performance, physical condition, Manager's responsiveness and ability to resolve complaints, Manager's cooperation in resolving audit findings, the results of the Public Housing Assessment Subsystem score (which is the federal scoring system for the Public Housing units), other customary and reasonable indicia of operation and management, Manager's manner of discharge of any of the manager's responsibilities, Manager's calculation of subsidized rents, Manager's regular update of their operations manual, Manager providing timely and accurate financial data and other reporting detail, Manager and owner holding quarterly meetings to discuss Manager's ideas to improve operating efficiencies; and Manager's ensuring contract staff are properly trained. The Minnesota Data Privacy Act considers performance evaluation information as private data (even for independent contractors), but a summary of the issues for the Board's review at its regular meeting is appropriate. The last review was completed in August 2018.

Summary Matrix (Attachment B)

The attached matrix contains the key results of the performance evaluation according to the management agreement. Overall, results are very positive. The properties had an increase in rent revenues for each year presented. This was expected as the Agency raised rents each year. In general, properties have experienced high occupancy rates averaging of 99% for each year presented. This exceeded budgeted expectations of 97% for senior properties and 95% for family housing. In addition, high occupancy resulted in Management earning a portion of the agreed upon management bonus for meeting incentive goals based on gross rents collected. The properties experienced a slight increase in operating costs for each year presented. The increase was always less than 5%, which is the budgeted target each year. Finally, management continues to score well on physical inspections conducted by federal agencies.

Financial Performance

1. Occupancy has remained relatively consistent the past three years, remaining in the 99% range. Rents have increased slightly due to the Agency increasing rents each of the three years presented.
2. Operating expenses increased less than 5% for each year presented. For two of the three years, the increase was less than 1%.
3. Net operating income before depreciation expense was flat in 2018 when compared to 2017 with a slight decrease of \$20,000.
4. Delinquent accounts receivable is less than seven hundredths of a percent when compared to rental income.
5. Staff has regular monthly meetings with Manager's operation staff. Locations alternate each month between the CDA office and CDA properties. Staff also meets with Manager's corporate staff on a monthly basis to discuss big picture ideas to improve operating performance.

Physical Condition

1. Scattered Site physical inspection was scored at 86c/100 in 2018. There will be another inspection fall of 2020.
2. Whispering Pines physical inspection was scored at 98b/100 in 2018. There will be another inspection fall of 2021.
3. Raymie Johnson Estates physical inspection was scored at 80c/100 in 2019. There will be another inspection fall of 2021.
4. Briar Pond physical inspection was scored at 87b/100 in 2017 and 91C/100 in 2019. There is another inspection scheduled for Summer 2022.
5. CDA tenant satisfaction surveys have shown satisfaction of maintenance to range between 80% - 87% from 2012 to 2019. At the last survey, 80% of the respondents were satisfied with maintenance.

Responsiveness and Ability to Resolve Complaints

1. The Vice President of Operations and Asset Management, Regional Manager, Area Manager and Director of Compliance, (public housing program and Raymie Johnson Estates), and other Management staff have been consistently available to CDA staff for routine and emergency issues.
2. The CDA policy has been to refer any complaints to the affected property manager for action. A tracking system for tenant contact with CDA staff was initiated in early 2013. To date, all issues have been addressed satisfactorily. The criteria to evaluate this issue include the turnaround time to address the complaint and an ongoing evaluation of the nature of the complaint and the response. In other words, if similar complaints arise about the same topic, then CDA staff will initiate further analysis with Management's staff to determine if there needs to be a systems or a policy change.

The process laid out for handling complaints received by this office affords representatives of Management 14 days in which to address complaints received and to respond to this office with an indication of how the matter was handled.

Results of the implementation of the tracking system are as follows:

2016

Complaints received: 11

Legal costs incurred: \$45,000

2017

Complaints received: 22

Legal costs incurred: \$48,000

2018

Complaints received: 22

Legal costs incurred: \$38,000

All responses were made in a timely fashion and within the spirit of the outlined timeframe. Most complaints related to weather issues, such as snow removal.

Cooperation with Audit Findings

Management has made significant contributions to the audits, especially in the area of compliance. There have been no audit findings in any of the past three years. In any given year, our auditor tests the tenant files for Briar Pond (HUD mortgage), Raymie Johnson Estates (Project Based Section 8), and public housing on a random basis.

Staffing

There has been low to no turnover in operations management staff. Their staff is responsive, courteous and eager to go the extra step for the Agency.

As an employer, Shelter Corporation was named "Top Workplaces 2016" by the Star Tribune Top 150 Workplaces 2016 survey. The award is based upon feedback from an employee survey. Over 1,555 organizations were invited to participate in the survey, and over 73,870 employees shared their views.

Capital Improvements

Over the last three years, Management maintenance staff has assisted CDA staff with over \$5.7 million of improvements. The projects include a exterior rehabilitation at Woodland Park, parking lot and foundation work at Oakhill, fire panel upgrades at Briar Pond and Woodland Park, and exterior painting at Ann Bodlovick and Briar Pond.

Management's Regional Maintenance Manager and staff have been outstanding to work with on both large and small projects.

Conclusion

If the above information could be summarized and condensed into three main points, they would be that Shelter has maintained occupancy levels at 99%, the properties look nice and are clean, and there are low complaints from residents. Based on these facts, staff recommends approving the contract extension.

Summary Matrix

Evaluation Factor	2018	2017	2016
Occupancy Rates	99%	99%	99%
Rent Revenues	\$9,040,171	\$8,866,698	\$8,812,378
Inc <dec> over PY	1.96%	0.62%	0.98%
Operating Expenses	\$4,816,845	\$4,617,740	\$4,603,454
Inc <dec> over PY	4.31%	0.31%	0.45%
Net Operating Income (before depreciation and debt service)	\$4,223,326	\$4,248,958	\$4,208,924
Audit Findings	None	None	None
Delinquent Accounts Receivable	\$6,917*	\$4,081**	\$964
Capital Improvement Projects	\$3.2 million (Includes \$2,100,000 Woodland Park exterior \$432,000 painting at Ann Bodlovick and Briar Pond \$143,000 Roof Replacement at Trailside \$57,000 Well upgrades at Oakhill)	\$1.5 million (Includes \$527,000 Woodland park exterior \$524,000 Parking Lot and Foundation work at Oakhill \$236,000 fire panel upgrades at Briar Pond and Woodland Park)	\$1.0 million (Includes \$500,000 Whispering Pines mechanical work)
Minnesota Housing Finance Agency Management & Occupancy Review	To Complete July 2019	Raymie Johnson Satisfactory	Raymie Johnson Satisfactory
Public Housing Assessment Score	High Performer (physical inspection score 36/40)	High Performer (physical inspection score 36/40)	High Performer (physical inspection score 38/40)
Real Estate Assessment Center (REAC) Inspections	Briar Pond 91c/100 Scattered Site 86c/100 Whispering Pines 98b/100	Briar Pond 87b/100	None
Tenant Satisfaction Survey Results	Overall Management Score was 83%***	NA Survey done every other year	Overall Management Score was 83%***

*Ninety-two percent of this balance is attributed the public housing program.

** Forty-eight percent of this balance is attributed the public housing program.

*** The combined data for all properties was 82% in 2014 and 84% in 2012.

**BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA**

DATE November 19, 2019

RESOLUTION NO. 19-51

MOTION BY COMMISSIONER _____ SECOND BY COMMISSIONER _____
=====

**RESOLUTION AUTHORIZING ONE YEAR EXTENSION OF THE
MANAGEMENT AGREEMENT WITH SHELTER CORPORATION**

	YES
BELISLE _____	<input type="checkbox"/>
GREEN _____	<input type="checkbox"/>
ZELLER _____	<input type="checkbox"/>
DINGLE _____	<input type="checkbox"/>
WIDEN _____	<input type="checkbox"/>
RYAN _____	<input type="checkbox"/>
MIRON/KARWOSKI _____	<input type="checkbox"/>

	NO
BELISLE _____	<input type="checkbox"/>
GREEN _____	<input type="checkbox"/>
ZELLER _____	<input type="checkbox"/>
DINGLE _____	<input type="checkbox"/>
WIDEN _____	<input type="checkbox"/>
RYAN _____	<input type="checkbox"/>
MIRON/KARWOSKI _____	<input type="checkbox"/>

=====

STATE OF MINNESOTA)
 SS
COUNTY OF WASHINGTON)

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 19TH day of November, 2019, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 19th day of November 2019.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 19-51

RESOLUTION AUTHORIZING ONE YEAR EXTENSION OF
THE MANAGEMENT AGREEMENT WITH SHELTER
CORPORATION

WHEREAS, the Washington County Community Development Agency (the "Agency") owns a diverse portfolio of affordable senior and family properties including a scattered site public housing program (the "Projects"); and

WHEREAS, efficient property management services with respect to these properties are important to the occupants of the properties and for the financial stability of the Agency; and

WHEREAS, the Agency, in 2014, as a result of carefully considering the information presented in written proposals, and oral interviews with Agency staff, determined that Shelter Corporation (the "Management Company") provided the necessary experience, certification, training, and system capacity to meet the future property management needs of the Agency; and

WHEREAS, the Agency, on October 21, 2014 approved a Management Agreement (the "Agreement") containing the terms and provisions for management services for a time frame commencing on December 28, 2014 and continuing until December 31, 2017 (subject to two one-year extensions as set forth therein); and

WHEREAS, the Agency has determined that the overall performance by Shelter Corporation has been excellent; and

WHEREAS, Shelter Corporation has indicated that no changes in their lead personnel are anticipated over the next year; and

WHEREAS, the Agency has determined that current and on-going property operations, require continuity of services; and

WHEREAS, the Agency has determined that, based on its continuing needs, mission and vision, Shelter Corporation is the best fit to complete the property management activities in the near future; and

WHEREAS, the Agency has determined that the performance of the Management Company has resulted in high occupancy rates, no audit findings, and improving satisfaction surveys; and

WHEREAS, the Agency has determined that Shelter Corporation has the capacity and expertise to accomplish the duties identified by the Agency; and

WHEREAS, in 2018 the Agency, based on the excellent performance of Shelter Corporation, added the option to extend the 2014 contract period two additional years, including 2020 and 2021; and

WHEREAS, the Agency has determined it is appropriate to exercise the option provided by the action taken in 2018 to extend the term of the contract to December 31, 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY, AS FOLLOWS:

1. That the Board of Commissioners hereby finds that the one-year extension is allowed by the current agreement.
2. That the Executive Director is hereby authorized, empowered, and directed to execute and deliver in the name and on behalf of the Agency any other documents and instruments in such form and on such terms and conditions as she deems necessary or appropriate in connection with the extension of the management agreement to December 31, 2020, as contemplated above.
3. That the Executive Director is hereby authorized, empowered, and directed to do all other acts and things as she deems necessary or desirable in her discretion to effectuate the purposes of the foregoing Resolutions.

Adopted this 19th day of November 2019.

Chair

ATTEST:

Secretary

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

November 19, 2019
BOARD MEETING DATE

AGENDA ITEM A-3

Finance

ORIGINATING DEPARTMENT/SERVICE

Aaron Christianson

11/6/2019

REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

RESOLUTION ADOPTING THE DEBT MANAGEMENT
POLICY

BACKGROUND/JUSTIFICATION

The purpose of the Washington County Community Development Agency's debt management policy is to provide written guidelines, allowances, and restrictions that guide the debt issuance practices of the Agency, including the issuance process, management of the debt portfolio, and adherence to various laws and regulations. A policy improves the quality of decisions, articulates policy goals, provides guidelines for the structure of debt issuance, and demonstrates a commitment to long-term capital and financial planning. In addition, adherence to a debt management policy signals to the rating agencies and the capital markets that the Agency is well managed and therefore will meet its debt obligations in a timely manner.

This policy establishes credibility and provides transparency to ensure that there is a common understanding among commissioners and staff regarding the Agency's approach to debt financing.

The Agency recognizes that the foundation of any well-managed program of capital financing is a comprehensive debt management policy. The debt policy sets forth the parameters of issuing debt, managing outstanding debt and provides guidance to decision makers regarding the timing and purposes for which debt may be issued, types and amount of permissible debt, method of sale that may be used and structural features that may be incorporated.

Approval of the attached resolution is recommended.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

The policy was presented and discussed with the Finance Committee on October 15, 2019. The Committee recommended the policy be presented to the full Board at the November 19, 2019 meeting for discussion and approval.

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 11/13/19

ATTACHMENT LIST:

None

FINANCIAL IMPLICATIONS: \$ N/A

BUDGETED: ☐ YES ☐ NO

FUNDING: _____

COMMENTS

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 19-52

RESOLUTION ADOPTING THE DEBT MANAGEMENT
POLICY

WHEREAS, the Washington County Community Development Agency (the "Agency") is authorized to issue bonds or other obligations under Minnesota Statutes, Chapter 469, Sections 469.001 to 469.047 (Housing and Redevelopment Authorities) and Sections 469.090 to 469.1082 (Economic Development Authorities); and

WHEREAS, the Agency issues debt and the issuance of debt provides low cost capital to meet established housing and economic development goals; and

WHEREAS, the Agency considers it best practice to create a debt management policy designed to provide parameters and guidance to decision makers; and

WHEREAS, the Agency has created a debt management policy tailored to the specific needs of the Agency.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY, AS FOLLOWS:

1. That the written Debt Management Policy attached as Exhibit A be adopted.
2. That the Executive Director is hereby authorized, empowered, and directed to do all other acts and things as she deems necessary or desirable in her discretion to effectuate the purposes of the foregoing Resolutions.

Adopted this 19th day of November 2019.

Chair

ATTEST:

Secretary

Washington County Community Development Agency

Debt Management Policy

Originally Dated as of November 19, 2019

1. Statement of Policy

The purpose of the Washington County Community Development Agency's (hereafter "the Agency"), debt management policy is to provide written guidelines, allowances, and restrictions that guide the debt issuance practices of the Agency, including the issuance process, management of the debt portfolio, and adherence to various laws and regulations. A policy improves the quality of decisions, articulates policy goals, provides guidelines for the structure of debt issuance, and demonstrates a commitment to long-term capital and financial planning. In addition, adherence to a debt management policy signals to the rating agencies and the capital markets that the Agency is well managed and therefore will meet its debt obligations in a timely manner.

This policy establishes credibility and provides transparency to ensure that there is a common understanding among commissioners and staff regarding the Agency's approach to debt financing.

The Agency recognizes that the foundation of any well-managed program of capital financing is a comprehensive debt management policy. The debt policy sets forth the parameters of issuing debt, managing outstanding debt and provides guidance to decision makers regarding the timing and purposes for which debt may be issued, types and amount of permissible debt, method of sale that may be used and structural features that may be incorporated.

2. Conditions for the Issuance of Debt

- a. Short-Term Debt. The Agency will not issue long-term debt obligations to provide funds for operating purposes. Issuance of short-term debt obligations (3 years or less) to finance operating expenses will only be considered in the event of an extreme financial emergency.
- b. Type of Sale. The Agency shall use a competitive bid for the issuance of bonds backed by a general obligation pledge of Washington County. The Agency's Municipal Advisor will represent the Agency and coordinate the bond sale. The Agency will award competitively issued debt on a true interest cost (TIC) basis. For non-general obligation bonds, the Agency shall work with the Municipal Advisor, or a designee of the Agency's choice, to structure the debt and to select an underwriter on a negotiated bond sale.

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- c. Market Considerations. The Agency should strongly consider market conditions when planning for the issuance of debt. The Agency should consider issuing debt, rather than paying cash, when interest rates are lower.
 - d. Cost Distribution. Debt should be structured in a manner that distributes costs and benefits appropriately. The debt payments should be distributed over the useful life of the asset.
 - e. Financial Feasibility. The Agency will develop a financial forecast illustrating the feasibility of the proposed project. The amount of revenue-secured debt obligations will be limited by the feasibility of the financing plan as well as any existing covenants related to debt obligations with a claim to the same revenue source.
 - f. County General Obligation Pledge. The Agency will work with its Municipal Advisor and with Washington County regarding the cost and benefit of enhancing an Agency bond issue with a general obligation pledge from the County. General Obligation Housing Revenue Bonds and Housing Revenue Bonds issued to finance an Agency project are based on and subject to statutory restrictions.
 - g. Local Financing. The Agency and its Municipal Advisor, or a designee of the Agency's choice, will review the feasibility of financing a project with direct debt through a community bank on a project by project basis.
 - h. Conduit Debt. The Agency may sponsor conduit financings for those activities that have a general public purpose and are consistent with the Agency's existing conduit debt policy. All conduit financings must be non-recourse to the Agency.
 - i. Use of Derivatives. The Agency will, as a general practice, not enter into contracts and financing agreements involving interest rate swaps, floating/fixed rate auction or set securities or other forms of debt bearing synthetically determined interest rates.

3. Financial Limitations

- a. Debt Capacity. The total annual debt service of direct debt issued to finance Agency-owned projects, (adjusted by direct payments paid by third parties to the Agency for the sole intent of reducing the Agency's annual debt service liability), should not exceed 75% of the total levy received from Washington County. Conduit debt is excluded from this limitation.
- b. Levy Capacity. The Agency may levy up to the allowable limit as defined in the Agency's enabling law.

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- c. Maximum Term. The Agency will strive to keep the total maturity length of general obligation bonds and revenue bonds to finance elderly housing projects to 35 years or shorter and 40 years for affordable housing projects.
 - d. Refunding. When feasible, the Agency will use refunding tools to reduce interest costs and evaluate the use of debt reserves to lower overall annual debt service.
 - i. Advance Refunding. Currently, Federal tax law does not allow advance refunding of debt. If legally permissible, the Agency may consider the issuance of advance refunding bonds when the present value savings is equal to or exceeds 3.00%.
 - ii. Current Refunding. Current refunding bonds may be issued to refinance existing debt obligations no earlier than ninety days prior to the obligation's earliest pre-payment date (call date). The Agency may issue current refunding bonds when present value savings of at least 3.00% of the principal amount of the refunded bonds are produced.
 - iii. Restructuring of Debt. Independent of potential savings, the Agency may choose to refund debt obligations when necessary to provide for an alternative debt structure, to address upcoming balloon payments and to recast bond covenants.

4. Debt Issuance Practices

- a. Professional Service Providers. The Agency may utilize the following professional service providers when considering the issuance of debt.
 - i. Municipal Advisor. The Agency's Municipal Advisor assists in determining the method of sale, the structure, the timing and markets the financing. The Agency will follow its request for proposal policy for professional services when selecting a Municipal Advisor. Selection will be based on, but not limited to, experience with the type, size, and structure of the Agency's typical projects and the firm's ability to commit sufficient time to accomplish necessary tasks, and lack of potential conflicts of interest.
 - ii. Bond Counsel. The bond counsel provides an opinion whether the financing is a legal and binding obligation of the Agency and also provides an opinion on nature of the taxability of the issue. Proposals for bond counsel will be solicited and considered on an occasional or as-needed basis. The Agency will follow its request for proposal policy for professional services when selecting bond counsel. Consideration should be given to experience with the type, size, and structure of the Agency's typical projects and the firm's ability to commit sufficient time to accomplish necessary tasks, and lack of potential conflicts of interest.
 - iii. Purchaser / Underwriter. Purchaser of the bonds. The Agency's Municipal Advisor, or a designee of the Agency's choice, will assist the Agency select an underwriter on a project by project basis. The underwriter will be selected on factors including but not limited to, experience underwriting

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- similar projects, the estimated underwriter's compensation and the estimated interest rates.
- iv. Disclosure Counsel. Represents the underwriter in the purchase of bonds. Duties include drafting bond purchase agreements and bond official statements. The Agency's Municipal Advisor, or a designee of the Agency's choice, along with the underwriter will assist the Agency select disclosure counsel on a project by project basis.
 - v. Rating Agency. Aid the investor to determine the level of repayment risk. Rating agencies include Fitch, Moody's and Standard and Poor's. The Agency will defer to Washington County's recommendation.
 - vi. Bond Registrar or Paying Agent. Receive debt service payments and distribute to investors. The Agency's Municipal Advisor, or a designee of the Agency's choice, will review the bond registrar or paying agent and recommend the firm to select on a project by project basis.
 - vii. Trustee. Similar to a Paying Agent the Trustee receives and distributes bond payments. The Trustee also holds reserve funds and other funds as determined in the offering documents. The Agency's Municipal Advisor, or a designee of the Agency's choice, will review the trustees and recommend the firm to select on a project by project basis.
- b. Credit Rating.
- i. Rating Agency Relationships. The Agency will provide information to or take direction from Washington County in an effort to support the County's relationships with any rating agency that currently assigns ratings to the County's debt obligations.
 - ii. Use of Rating Services. The Agency, in consultation with the County and the Agency's Municipal Advisor, or a designee of the Agency's choice, will determine whether or not a rating shall be requested on a particular financing and which rating agency will be asked to provide a rating.

5. Debt Management Practices

- a. Managing and Investing Bond Proceeds. The Agency will invest the proceeds of a debt obligation in accordance with its investment policy.
- b. Continuing Disclosure. The Agency is committed to continuing disclosure of financial and credit information relevant to its outstanding credit obligation and will abide by the provisions of the Securities and Exchange Commission (SEC) Rule 15c2-12 concerning primary and secondary market disclosure. The Agency may be assisted by its Municipal Advisor, or a designee of the Agency's choice, on this annual requirement.
- c. Arbitrage and Yield Restrictions. The Agency will establish and maintain a system of record keeping and reporting to meet arbitrage rebate compliance requirements of the federal tax code. This effort will include tracking investment earnings on proceeds of debt obligations, calculating rebate payments in

compliance with tax law, and remitting any rebatable earnings to the federal government in a timely manner in order to preserve the tax-exempt status of the Agency's outstanding debt obligations. Additionally, general financial reporting and certification requirements embodied in bond covenants shall be monitored to ensure that all covenants are complied with. The Agency's Municipal Advisor, or a designee of the Agency's choice, may assist with this requirement or recommend a service provider based upon experience.

- d. Use of Fund Balance. The Agency will refer to its existing Fund Balance Policy which provides guidance regarding the level of reserves that should be maintained in order to sustain the overall financial health of the Agency.

6. Review

- a. It is the intent of the Agency that the Debt Management Policy will be reviewed and revised as necessary.

DISCUSSION



Memo To: CDA Board of Commissioners

From: Barbara Dacy, Executive Director
Melissa Taphorn, Deputy Executive Director
Angie Shuppert, Community Development Programs Manager

Date: November 6, 2019

RE: Consolidated Plan Process

The Consolidated Plan is a five-year plan which describes the community needs, resources, and priorities to be undertaken with Community Development (CDBG) and Home Investment Partnerships (HOME) program funds.

In June, the CDA conducted the first phase to completing the 2020-2024 Consolidated Plan. The first phase was to gather data about community conditions and needs. Staff conducted a citizen participation process, in compliance with HUD regulations and the CDA's Citizen Participation Plan, which included a survey to gather input from residents, county, city and township staff, organizations serving low income and homeless households, and the CDBG Citizen Advisory Committee. The first phase also included reviewing and analyzing data from the Washington County Comprehensive Plan and a needs assessment and market study commissioned by the CDA.

The results of that process were communicated to the CDBG Citizen Advisory Committee. The committee discussed in detail the overarching funding priorities and what activities within those categories would be established as funding priority recommendations for the Plan. The high and low funding priority recommendations can be found in Attachment A. The activities identified as high funding priorities can be funded in the five-year Consolidated Plan and funds made available through annual requests for proposals.

Staff will then pull these elements together into the Consolidated Plan and the 2020 Annual Action Plan. Staff will present the Consolidated Plan to the CDA Board and Washington County Board for final submission to the U.S. Department of Housing and Urban Development (HUD) in May 2020.

Washington County 2020-2024 Consolidated Plan Funding Priorities Recommendations

Overall Priority Category Weight	Score
Transitional and Permanent Supportive Housing	3.07
Home Ownership/Rental Housing	2.51
Public Services	2.27
Services and Housing Serving Special Populations	3.06
Economic Development	2.12
Public Improvements	1.98

High Priority Recommendations

Activity	Weighted Average	Priority
Affordable Rental Housing	3.48	Home Ownership/Rental
Permanent Housing for Homeless	3.12	Transitional and Permanent Supportive Housing
Emergency Homeless Shelters	3.12	Transitional and Permanent Supportive Housing
Housing for Persons with Mental Health Disabilities	3.10	Services and Housing Serving Special Populations
Transitional Housing Facilities	2.98	Transitional and Permanent Supportive Housing
Housing for Persons with Developmental Disabilities	2.97	Services and Housing Serving Special Populations
Facilities for Abused & Neglected Children	2.92	Public Improvements
Homelessness Prevention Services	2.91	Public Services
Tenant Based Rental Assistance	2.76	Home Ownership/Rental
Youth Centers	2.72	Public Improvements
Rental Housing Rehabilitation	2.67	Home Ownership/Rental
Mental Health Care Facilities	2.67	Public Improvements
Food Shelf	2.65	Public Improvements
Homeownership Assistance	2.64	Home Ownership/Rental
Housing Accessibility Improvements	2.52	Home Ownership/Rental
Energy Efficiency & Sustainability Improvements	2.31	Home Ownership/Rental
Acquisition and Clearance of Vacant Lots	2.30	Public Improvements
Senior Centers	2.28	Public Improvements
Cleanup of Contaminated Sites	2.25	Public Improvements
Centers for the Disabled	2.25	Public Improvements
ADA Accessibility to Public Facilities	2.20	Public Improvements
Fair Housing Outreach & Testing	2.19	Home Ownership/Rental
Owner-Occupied Housing Rehabilitation	2.16	Home Ownership/Rental
Water/Sewer Improvements	2.05	Public Improvements
Child Care Centers	2.02	Public Improvements
Sidewalk Improvements	1.94	Public Improvements
Street Improvements	1.94	Public Improvements
Park & Recreational Facilities	1.90	Public Improvements
New or Renovated Playgrounds	1.88	Public Improvements

Washington County 2020-2024 Consolidated Plan Funding Priorities Recommendations

Low Priority Recommendations

Activity	Weighted Average	Priority
Transportation Services	2.58	Public Services
Senior Services	2.53	Public Services
Disability Services	2.47	Public Services
Food Banks	2.45	Public Services
Financial Assistance for Business Expansion and Job Creation	2.42	Economic Development
Youth Services	2.42	Public Services
Substance Abuse Services	2.40	Public Services
Acquisition of Land or Buildings	2.30	Economic Development
Child Care Services	2.23	Public Services
Health Services	2.23	Public Services
Housing Counseling	2.23	Public Services
Microenterprise Assistance for Business Expansion	2.17	Economic Development
Tenant/Landlord Counseling Services	2.13	Public Services
Employment Training Services	2.11	Public Services
Non-profit Organization Capacity Building	2.02	Economic Development
Rehabilitation of Commercial/Industrial Properties	2.00	Economic Development
Flood & Drainage Improvements	1.88	Public Improvements
Legal Services	1.85	Public Services
Code Enforcement Activities	1.84	Home Ownership/Rental
Public Improvements to Commercial/Industrial Sites	1.83	Economic Development
Crime Awareness/Prevention Services	1.77	Public Services
Services for Persons with HIV/AIDS	1.72	Public Services
Facilities for Persons with HIV/AIDS	1.67	Public Improvements
Health Care Facilities	1.67	Public Improvements
Historic Preservation	1.66	Public Improvements
Educational Facilities	1.62	Public Improvements
Libraries	1.58	Public Improvements
Lighting Improvements	1.55	Public Improvements
Police Stations	1.40	Public Improvements
Fire Stations	1.30	Public Improvements
Parking Facilities	1.12	Public Improvements



Memo To: CDA Board of Commissioners

From: Barbara Dacy, Executive Director
Melissa Taphorn, Deputy Executive Director
Bill Lightner, Project Manager II

Date: November 12, 2019

RE: Strategies for Preserving Affordable Housing

In September, the CDA Board discussed piloting a program that would preserve apartments with affordable rents. At that time, the Board of Commissioners directed staff to explore other options for preserving affordable rental housing. An analysis of the options, potential impacts and identifiable costs to preserve both subsidized and affordable market rent rental housing can be found in Attachment A.

Our initial findings are as follows:

- There is a perception that naturally occurring affordable housing in Washington County is not at risk. There are no reports which document the scope of unsubsidized rents or the future risk of losing affordable units to refute this perception. It is recommended a rental study be budgeted and commissioned in 2020.
- The CDA's housing finance programs have successfully increased the supply of affordable housing by 898 units and preserved 311 units, since 2010. The CDA's financing strategy needs to balance new production with preservation in order to meet the growing needs of the community.
- Existing acquisition, rehabilitation, and preservation of affordable housing programs are not being utilized in Washington County. Marketing of the NOAH Impact Fund and the GROW Fund should be performed.
- Any acquisition for preservation considered by the CDA should be done carefully and fulfill a public purpose (e.g. establishing extreme affordability at 30 percent of the area median income, providing supportive housing, or serving special populations). Acquisition of existing properties could be perceived as interference in or competition with the private sector.

Background

Currently, there are 15,170 residential rental units in Washington County, excluding those in buildings with less than four units. This includes 2,507 units assisted living, residential treatment centers, nursing care, and memory care facilities. Of the remaining 12,663 units, 74 percent are market rate and 26 percent are subsidized. For the purposes of this discussion, subsidized housing is defined as rental units with rent and income restrictions connected to capital or operational funds.

Market rate: Washington County has higher than average rents in the metro area; however, rents vary quite a bit across the different markets. At this time, we do not have a solid handle on the volume of market rate units that are affordable to households earning 60 percent of the area median income, referred to as naturally occurring affordable housing (NOAH). Metro-wide studies suggest that 74 percent of all affordable housing is NOAH; however, staff research suggests that NOAH makes up a much smaller portion (55 percent) of the Washington County affordable rental market. NOAH units do not have occupancy restrictions which means that while the rents may be affordable, they may be occupied by higher income renters.

Subsidized: There are a variety of programs which contribute to subsidized rental housing; including both income-based rents and restricted rents. Most programs also have occupancy restrictions based on income eligibility. Federal Public Housing and Section 8 Project Based Rental Assistance programs required residents to pay a rent customized to their individual incomes. The rent and income restrictions only terminate if the payments contract is terminated. While Low Income Housing Tax Credits, tax exempt private activity bonds, housing revenue bonds, and tax increment financing programs restrict rents to amounts affordable to households earning between 20 and 80 percent of the area median, depending on the program and agreement. The rent and income restrictions terminate after an established time period ranging from 15 to 40 years.

Need for Preservation/Scope of Issue

Two main contributors to the loss of affordable housing are: 1) deteriorating physical conditions due to age or neglect and 2) significant rent increases after owner renovations. Adding to the problem is that new construction of affordable apartments has not kept pace with the need as the volume of additional units is limited by the availability of funding. The result is that fewer homes are affordable for low-income renters. Any solution to addressing the county's affordability challenges must involve increasing supply through both new construction and preserving existing affordable homes. The Metropolitan Council projects that an additional 4,315 affordable units are needed in Washington County by 2030; approximately 1,800 will be rental units.

In regard to NOAH units, there are factors to consider which can indicate the risk of affordability loss. These factors include vacancy and rental rates, property values, access to quality schools, employment, and fixed transit. Based on these factors, the markets at greatest risk of losing NOAH units are Woodbury and Oakdale. Without a full picture of the rents, it is difficult to predict the number of units that are currently NOAH and that could be lost. Based on Minnesota Housing's 2018 report *The Loss of Naturally Occurring Affordable Housing*, it is known that of the 15 apartment properties sold in Woodbury and Oakdale between 2010 and 2017; three of the properties (all located in

Woodbury) lost affordability after the sale, five maintained affordability and four were not affordable before or after sale, and three did not have rental rates data available.

In regard to subsidized units, the risk of affordability loss is directly related to the termination of rent assistance contracts and affordability covenants. There are 673 units in 8 properties with federal rental assistance contracts, many will be up for renewal in the next ten years and 136 tax credit units in 5 properties at the end of their affordability period by 2030. In addition, the sustainability of the Public Housing units is at risk due to underfunding.

Preservation Options

- **Pilot program with property tax incentive**
This is the program that was discussed at the September Board meeting. The CDA would provide a small grant to a landlord in exchange for agreeing to maintain affordable rents for 10 years and initial income eligible occupancy. The grant and rent restrictions qualify the units for the 4d low income rental classification tax class, reducing annual tax payments by up to 40 percent. CDA staff approached the cities of Woodbury, Oakdale, Cottage Grove, Stillwater, and Forest Lake. Ultimately, the cities did not see the issue as critical enough to participate in the pilot program. The pilot program proposed to impact 300 units with an annual cost of \$60,000.
- **NOAH Impact Fund investor**
The Greater Minnesota Housing Fund just finished up Phase I of its NOAH Impact Fund. The Fund was created to finance the acquisition and preserve NOAH properties at risk of conversion and threat of resident displacement in partnership with high performing owner-operators with the shared social goal of preserving affordability for the long term. The Fund provides 90 percent of the equity required to acquire the property, and the operating partner invests 10 percent of the equity. The balance of the up-to 80 percent of the loan-to-value acquisition will come from conventional lenders. In exchange, the owner-operator commits to 15 years of rent and income restrictions and full repayment of investor principal in 10 years. It is important to note that while affordable rents are established that could have been converted to a much higher rate, rents can increase during this process. One case study showed a 14-20 percent rent increase (from \$830-\$870 to \$950-\$1,050). Phase I preserved 701 units with \$23.4 million (\$33,380 per unit) but no units in Washington County. Total development costs averaged \$119,400 per unit. This per unit cost may be higher in Washington County due to higher sales prices. The sales price of class B/C apartments over the past five years has averaged \$134,554 per unit. They are currently seeking investors for Phase II. Hennepin and Ramsey counties have committed to investing. Investing would guarantee at least one acquisition in Washington County between 2020 and 2023. The proposed investment is \$300,000; commitments are being requested by December 2019.
- **Low Income Housing Tax Credits**
The CDA is a suballocator of low income housing tax credits. As a suballocator, the CDA sets the criteria by which applications are selected through its Qualified Allocation Plan (QAP). The 2019 and 2020 QAPs favor preservation of existing subsidized housing over new construction by awarding 20 points; whereas new

construction applications can earn 10 points if all land use approvals are in place and if no utility extensions are required. In the past five years, 176 units with Section 8 and Section 236 project-based rental assistance subsidies were preserved using tax exempt bonds and 4 percent tax credits. The current QAPs do not provide the same benefit to preserve NOAH housing. Competitive tax credits may not be a good fit for NOAH preservation as the credits are only available once a year and have a long lead time whereas NOAH preservation requires a quick (45-60 day) turnaround from purchase agreement to closing.

- **CDA GROW Fund**
The CDA's GROW Fund can be used to acquire, rehabilitate and preserve affordable rental housing. GROW provides up to \$10,000 per unit in exchange for rents restricted to a 50 percent area median income affordability level and up to \$15,000 per unit for units with rents restricted to 30 percent of the area median income. Occupancy is restricted to residents with incomes at or below 60 percent of the area median income. Rent and income restrictions must be in place for at least 15 years. GROW Funds could be combined with the NOAH Impact Fund resources. Since 2005, GROW has been used once for preservation upon the acquisition, rehabilitation and preservation of The Groves apartments by the CDA. The loan was \$75,000 for 67 units. Funds are available on a pipeline basis. The GROW Fund is capitalized at \$500,000 per year.
- **CDA Acquisition**
The CDA has the statutory authority to acquire, rehabilitate, own and operate rental housing. Of the 1,146 units currently owned in whole or in part by the CDA, 368 units were acquired for the purpose of preserving affordable housing or converting to affordable housing. In 2014, the CDA recapitalized The Groves at a cost of \$160,611 per unit. The Groves was originally purchased in 1990 by the CDA at the request of the City of Cottage Grove to intervene with a troubled property. The 2014 project was financed using \$195,576 of its competitive 9 percent tax credits. Rent and income are restricted to 60 percent of area median income for a period of 30 years. It is important to note that 4 units were demolished, and rents were increased less than 5 percent. The CDA provided \$500,622 of equity, a \$1.15 million seller's note, and \$75,000 GROW loan; a \$25,755 per unit investment. The amount of per unit investment can vary, depending on the condition of the property acquired and financing structure used. As a governmental entity which acts as a long-term owner, the CDA would be eligible to access the NOAH Impact Fund to acquire, rehabilitate and preserve NOAH units.
- **Right of First Refusal or First Offer**
One tool to preserve units after an initial term of affordability is agreeing to a right of first refusal or right of first offer. The right of first refusal allows the CDA to match an existing offer to buy an affordable rental property. The right of first offer allows the CDA to have first opportunity to purchase an affordable rental property. The CDA has used these tools where it has made more significant investments. Currently, the CDA has rights of first refusal in funding agreements with Pondview Townhomes, Lake Side Townhomes, Cypress Senior Living, and The Arbors. The right does not have an initial cost, beyond the CDA's investment which led to the agreement.

- **Public Housing Repositioning**
As previously discussed, the capital funds and operating subsidies for Public Housing have been woefully underfunded. This has led to unsustainable levels of investment by the CDA. The CDA has explored the options for converting the Public Housing units to a different rental assistance funding stream and will be applying under those options in the coming months.



Memo To: CDA Board of Commissioners

From: Barbara Dacy, Executive Director
Ryan Gruber, Human Resources and Communications Coordinator

Date: November 12, 2019

Re: 2020 Washington County Legislative Agenda

Each year, the Washington County Board approves a legislative agenda to guide the work of those that lobby on behalf of the county at the state and federal level. The Agency is invited to submit agenda items, which are reviewed by board members and staff along with other requests before the board makes its final determinations. In recent years, our efforts have been focused primarily on the creation of dedicated funding sources for affordable senior housing.

This year, the Agency has requested that the county lobby in support of legislation that would create a fund within the Minnesota Housing Finance Agency allowing individuals and companies with Minnesota tax liabilities to direct their payments into a fund that supports the creation of affordable housing. These contributions would be subject to a \$5 million cap as well as an overall limit set by the State of Minnesota (as drafted, \$25 million annually). Those with projects approved by MHFA for funding can also solicit individuals and companies directly for contributions to those projects. This allows interested parties to make direct investments in affordable housing in their own communities.

The program is modeled after a similar effort in North Dakota that, since 2011, has generated \$90 million in contributions and helped to create over 1,900 units of affordable housing. More detail about the legislation and the request can be found in Attachment A.

This program would enable community individuals and companies to contribute in a meaningful way to local affordable workforce and senior housing developments. Unless otherwise directed, staff will present this item to the county legislative committee meeting, when scheduled.

Attachment A: Proposed Draft of County Legislative Item Request

Attachment B: Proposed Bill H.F. 1156

MINNESOTA TAX CREDIT CONTRIBUTION FUND FOR AFFORDABLE HOUSING

Position:

Washington County supports efforts by the State of Minnesota to incentivize private investment in affordable housing by providing tax credits to individuals and businesses with Minnesota tax liabilities that wish to directly invest in eligible affordable housing developments.

Issue:

Counties across Minnesota continue to struggle to align housing costs with the wages earned by workers. In an analysis by Sperling's BestPlaces, Washington County's cost of living is the 2nd highest in Minnesota – just behind Carver County. The biggest driver is housing costs, which are 29 percent higher in Washington County than in Minnesota as a whole.

Yet Washington County's average weekly wage, as reflected in first quarter 2019 numbers from the Bureau of Labor Statistics, is just \$953 – 39 percent behind Hennepin County, and 30 percent behind Ramsey County.

Housing values are driven predominantly by individuals who commute in towards the metro for work, and then return to Washington County to enjoy its high quality of life. According to 2017 numbers from Minnesota's Department of Employment and Economic Development, over 100,000 Washington County residents commute out of the county for work, with 62 percent of those doing so for jobs paying in excess of \$40,000 annually. Conversely, 52 percent of those commuting into Washington County are doing so for jobs that pay less than \$40,000 annually. Of those, nearly half are earning less than \$1,250 a month from their employment.

This creates a troublesome dynamic for businesses here in Washington County – namely, that the housing which would be most convenient for their workforce is often financially unattainable for their workers.

A variety of state-level policies have been implemented in an attempt to increase funding for affordable housing throughout Minnesota. Legislation is now being advanced to create a tax credit fund at the state level that mirrors North Dakota's highly successful Housing Incentive Fund. This program would allow taxpayers in Minnesota to specifically earmark some or all of their state tax liability for the purpose of supporting affordable housing. From 2011-18, North Dakota taxpayers contributed \$90 million to the Housing Incentive Fund, which helped to support \$443 million in development that created over 1,900 units of affordable housing.

Individuals and businesses contribute by earmarking tax liability for a state-level fund, OR towards a specific proposed development in their community (up to an amount approved by the state). In effect, it gives organizations like the Washington County CDA the ability to partner directly with individuals and organizations in Washington County who are interested in directing their Minnesota tax dollars towards the development of affordable housing in their own communities. Because these funds do not require syndication, every dollar invested goes directly to project costs.

Support and Opposition:

Legislation has been introduced in the 2019 legislative session (House File 1156 / Senate File 404) to create the Minnesota Housing Tax Credit Contribution Fund, accomplishing the purpose set forth in the position statement. The proposed legislation caps the amount of allowable credits at \$25 million annually. Both bills have bipartisan support, including within the Washington County legislative delegation. As of 10/25/19, Reps. Dettmer, Christensen, Xiong, and Sandell are all authors of the House bill.

The proposal has also been adopted as a part of the Homes for All 2019-20 legislative agenda. Homes for All is a statewide coalition of over 240 public, private, and non-profit organizations to advance a shared agenda that promotes housing stability for all Minnesotans. As an endorsing organization, the Washington County CDA supports the Homes for All agenda.

As the proposal effectively allows taxpayers to affirmatively direct funds to a specific program, these funds could not be used to support other state-level spending that relies on general fund appropriations. Opposition may come from those who either do not support this level of additional spending on affordable housing, or who would generally oppose this type of taxpayer-directed spending.

Previous Consideration:

Similar legislation was introduced late in the 2017-18 legislative session (House File 4072 / Senate File 3301). Because of the late introduction, neither bill completed the committee process in time for consideration by the House or Senate.

No Action:

If no action is taken, the Washington County CDA and other non-profit entities will continue to meet Washington County's affordable housing needs as best as possible, but only at the pace that existing funding sources allow them to support.

Financial Implications:

There are no direct financial implications for Washington County in supporting the legislation, nor does the legislation impact the aggregate tax burden of individuals or businesses in Washington County that wish to direct tax obligations into the fund.

Contact Person:

Barbara Dacy, Executive Director
Washington County Community Development Agency
651-458-6556
BarbaraD@washingtoncountycda.org

Attachment B - Proposed Bill H.F. 1156

A bill for an act

relating to taxation; income; insurance; establishing a Minnesota housing tax credit contribution fund; providing a tax credit for certain contributions; requiring a report; appropriating money; amending Minnesota Statutes 2018, section 297I.20, by adding a subdivision; proposing coding for new law in Minnesota Statutes, chapters 290; 462A.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. [290.0683] MINNESOTA HOUSING TAX CREDIT.

Subdivision 1. Definitions. (a) For purposes of this section, the following terms have the meanings given.

(b) "Agency" means the Minnesota Housing Finance Agency.

(c) "Minnesota housing tax credit contribution fund" means the fund established in section 462A.40.

(d) "Qualified project" means a project that qualifies for a grant or loan under section 462A.40.

(e) "Taxpayer" means a taxpayer as defined in section 290.01, subdivision 6, or a taxpayer as defined in section 297I.01, subdivision 16.

Subd. 2. Credit allowed. (a) A taxpayer is allowed a credit against the tax imposed under this chapter and the premiums tax under chapter 297I for contributions of no less than \$100 and no more than \$5,000,000 to the Minnesota housing tax credit contribution fund under section 462A.40. The credit equals the amount the taxpayer contributed to the fund

2.3 (c) To receive the credit, a taxpayer must claim the credit on the taxpayer's state income
2.4 tax return in the manner prescribed by the commissioner and file with the return a copy of
2.5 the credit certificate issued by the agency under subdivision 3, paragraph (b).

2.6 (d) The taxpayer must claim the credit for the taxable year in which the contribution is
2.7 made.

2.8 (e) If the amount of the credit under this section exceeds the taxpayer's liability for tax
2.9 under this chapter, the excess is a credit carryover to each of the ten succeeding taxable
2.10 years. The entire amount of the excess unused credit for the taxable year must be carried
2.11 first to the earliest of the taxable years to which the credit may be carried and then to each
2.12 successive year to which the credit may be carried.

2.13 (f) The contribution amount used to calculate the credit under this section may not be
2.14 used to calculate any other state income tax deduction or credit allowed by law.

2.15 (g) For nonresidents and part-year residents, the credit must be allocated based on the
2.16 percentage calculated under section 290.06, subdivision 2c, paragraph (e).

2.17 Subd. 3. **Allocation.** (a) To qualify for the credit, a taxpayer must contribute to the
2.18 Minnesota housing tax credit contribution fund. A taxpayer may indicate that a contribution
2.19 is intended for a specific qualified project. If a taxpayer is also an eligible recipient of a
2.20 grant or loan under section 462A.40, the taxpayer may indicate that a contribution is intended
2.21 for the taxpayer's project, but may not do so for more than \$..... of total contributions each
2.22 taxable year.

2.23 (b) Within 30 days after a taxpayer contributes to the fund, the agency must file with
2.24 the contributing taxpayer a credit certificate statement. The agency must send a copy of the
2.25 credit certificate to the commissioner of revenue. If there are insufficient credits to match
2.26 the contribution, the agency must return contributions to taxpayers within a timely manner.

2.27 (c) The credit certificate must state the dollar amount of the contribution made by the
2.28 taxpayer, the date the payment was received by the fund, and indicate if the contribution
2.29 was intended for a specific qualified project.

2.30 (d) The aggregate amount of tax credits allowed to all eligible contributors is limited to
2.31 \$25,000,000 annually.

as specially allocated in their organizational documents or any other executed, as of the last day of the taxable year.

Subd. 5. Recapture. (a) Credits claimed under this section are not subject to recapture.

(b) If a grant or loan made under section 462A.40 is canceled or recaptured, the grant or loan is returned to the housing tax credit contribution fund. The agency is not required to return contributions to taxpayers who indicated that a contribution was intended for a project for which the loan or grant is recaptured or canceled.

EFFECTIVE DATE. This section is effective for taxable years beginning after December 31, 2019.

Sec. 2. Minnesota Statutes 2018, section 297I.20, is amended by adding a subdivision to read:

Subd. 4. Minnesota housing tax credit. An insurance company may claim a credit against the premiums tax imposed under this chapter equal to the amount indicated on the credit certificate statement issued to the company under section 290.0683. If the amount of the credit exceeds the liability for tax under this chapter, the excess is a credit carryover to each of the ten succeeding taxable years. The entire amount of the excess unused credit for the taxable year must be carried first to the earliest of the taxable years to which the credit may be carried and then to each successive year to which the credit may be carried. This credit does not affect the calculation of police and fire aid under section 69.021.

EFFECTIVE DATE. This section is effective for taxable years beginning after December 31, 2019.

Sec. 3. [462A.40] MINNESOTA HOUSING TAX CREDIT CONTRIBUTION FUND.

Subdivision 1. Fund created. The Minnesota housing tax credit contribution fund is created to be a revolving fund at the agency and administered by the commissioner. Amounts contributed to the fund are appropriated to the commissioner. The commissioner may use the amounts appropriated to direct disbursements from the fund as loans or grants to eligible recipients.

Subd. 2. Use of funds; grant and loan program. (a) The commissioner may award

4.3 interest rate reduction, and refinancing.

4.4 (b) The commissioner may give preference for grants and loans to comparable proposals
4.5 that include regulatory changes or waivers that result in identifiable cost avoidance or cost
4.6 reductions, including but not limited to increased density, flexibility in site development
4.7 standards, or zoning code requirements.

4.8 (c) To the extent practicable, grants and loans shall be made so that an approximately
4.9 equal number of housing units are financed in the metropolitan area, as defined in section
4.10 473.121, subdivision 2, and in greater Minnesota.

4.11 (d) The commissioner shall set aside 35 percent of the financing under this section for
4.12 single-family homes and 20 percent for cities with a population under 10,000. A project
4.13 that meets both set asides may count toward both requirements. If by June 1 each year, the
4.14 commissioner does not receive requests to use all of the financing set aside under this
4.15 paragraph, the commissioner may use any remaining financing for other projects eligible
4.16 under this section.

4.17 Subd. 3. **Eligible recipients.** (a) The commissioner may award grants or loans to a city,
4.18 a federally recognized American Indian tribe or subdivision located in Minnesota, a tribal
4.19 housing corporation, a private developer, a nonprofit organization, a housing and
4.20 redevelopment authority under sections 469.001 to 469.047, a public housing authority or
4.21 agency authorized by law to exercise any of the powers granted by sections 469.001 to
4.22 469.047, or the owner of the housing, excluding individuals who own the housing and are
4.23 using it as their domicile.

4.24 (b) Eligible recipients must use the funds to serve households that meet the income limits
4.25 as provided in section 462A.33, subdivision 5.

4.26 (c) For the purpose of this subdivision, "city" has the meaning given it in section 462A.03,
4.27 subdivision 21.

4.28 Subd. 4. **Recapture.** A loan or grant awarded under this section is subject to repayment
4.29 or recapture under the guidelines adopted by the commissioner. Any loan or grant that is
4.30 repaid or recaptured must be redeposited in the fund.

4.31 Subd. 5. **Appropriation.** \$..... each year is appropriated to the commissioner from the
4.32 general fund to administer the program in this section.

5.3 jurisdiction over housing on the tax credits and financing provided in the previous fiscal
5.4 year. The report shall provide a breakdown of the tax credits, grants, and loans by region
5.5 of the state. The report shall also include information on planned financing in the current
5.6 fiscal year.

5.7 **EFFECTIVE DATE.** This section is effective for taxable years beginning after December
5.8 31, 2019.

5.9 **Sec. 4. PURPOSE STATEMENT; TAX EXPENDITURES.**

5.10 Subdivision 1. **Authority.** This section is intended to fulfill the requirement under
5.11 Minnesota Statutes, section 3.192, that a bill creating, renewing, or continuing a tax
5.12 expenditure must include a statement of intent that clearly provides the purpose for the tax
5.13 expenditure and a standard or goal against which its effectiveness may be measured.

5.14 Subd. 2. **Minnesota housing tax credit.** The provisions of sections 1 to 3 allowing a
5.15 Minnesota housing tax credit are intended to increase development and availability of
5.16 affordable housing to persons and families of low and moderate incomes in Minnesota.

Memo To: CDA Board of Commissioners

From: Barbara Dacy, Executive Director

Date: November 13, 2019

RE: Draft 2020 Strategic Initiatives

Background

The Board previously considered the draft 2020 strategic initiatives and core services when it discussed the draft 2020 budget. The final budget and initiatives will be on the December Board agenda.

Purpose

The purpose of this item is to provide a brief summary of 2019 activities and to agree on 2020 activities in advance of Board approval in December. Attachments A and B provide a status report on core services and strategic initiatives. Attachment C is the draft 2020 strategic initiatives and activities for core services.

It is also requested that the Board identify its top three priorities for the Executive Director to accomplish in 2020. My recommendations are the following:

1. Supportive Housing: Determine partnership with Washington County regarding the creation of an adult emergency shelter and strategies to create supportive housing for those coming out of the shelter.
2. CDA Board of Commissioners: Partner with county administration to develop recruitment strategies for the Citizen Advisory Committee and the CDA Board.
3. Creating Affordable Units: Evaluate spectrum of options regarding Naturally Occurring Affordable Housing (NOAH) and recommend strategies for implementation.

Summary

The Board is requested to offer feedback on recommended 2020 activities and the three priorities for the Executive Director.

2019 CORE SERVICES YEAR END UPDATE

COMMUNITY DEVELOPMENT	STATUS
1. Prepare and adopt a five-year capital improvement plan to complete various improvements to CDA owned properties.	COMPLETED. Five year public housing capital fund plan prepared in May, presented to CDA Board October 15, 2019 and submitted to HUD. Five year capital improvement plan prepared in October and submitted to Finance department for inclusion in 2020 Budget.
2. Research and recommend options to refinance the public housing units.	COMPLETED. Research completed in May. Plan prepared with intent to apply to HUD Special Application Center. Awaiting direction on mixed-finance public housing units before processing with next steps.
3. Initiate the process with relevant stakeholders to obtain input on the Five-Year Consolidated Plan for Federal Funding including the Community Development Block Grant Program and HOME Investment Partnership Program to prepare for plan adoption in 2020.	COMPLETED. Survey conducted with 64 participants. Priorities presented to CAC on October 23, 2019, to CDA Board on November 19, 2019.
4. Initiate the Analysis of Impediments Process in cooperation with Fair Housing Implementation Council for plan adoption in 2020.	COMPLETED. Process initiated in 2019 to hire the Lawyer's Committee for Civil Rights. Lawyer's Committee for Civil Rights began community engagement sessions in November 2019.
5. Engage lending and real estate partners regarding the benefits of pre-purchase education to increase Home Stretch attendance by 20%.	COMPLETED. Prepared and launched digital media campaign. Working with Minnesota Homeownership Center to show WCCDA as first in list of class options, based on distance to Woodbury zip codes.
6. Research and recommend options for potential expansion of rehabilitation loan and grant programs for future implementation.	COMPLETED. Federal Home Loan Bank's Affordable Housing Program identified as potential source to expand program. Utilizing MHFA's loan programs to assist extremely low income homeowners and manufactured home owners.

7. Research and recommend affordable housing preservation strategies for future implementation.	COMPLETED. Pilot presented to CDA Board for discussion September 17, 2019; five communities contacted. Other options to be presented to CDA Board for discussion on November 19, 2019.
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ECONOMIC DEVELOPMENT	STATUS
1. Complete annual program evaluation surveys for the agency economic development initiatives with the Economic Development workgroup and program participants of the Open To Business program.	COMPLETED. Open To Business is completing metro service area survey and will distribute results when available in early 2020.
2. Evaluate the Predevelopment Finance Fund programs and amend policy as necessary.	COMPLETED. Amendment approved by Board on September 17, 2019. Feedback received from communities via survey above.
3. Participate in the Minnesota Technology Corridor effort to promote county communities for future business development.	COMPLETED. Corridor and website launched in August, 2019. Presentation to County Board on October 1, 2019.

FINANCE DEPARTMENT	STATUS
1. Research and recommend an Agency Debt Management Policy.	COMPLETED. Board adopted on November 19, 2019.
2. Implement a paperless accounts payable system for agency billings.	COMPLETED. Implemented in January 2019.

HOUSING ASSISTANCE AND ADMINISTRATIVE SERVICES	STATUS
1. Complete file assessments in preparation for the SEMAP evaluation and scoring process (Section 8 Management Assessment Program).	COMPLETED. File reviews completed first quarter of 2019 for 2018 files. 2019 work will be completed first quarter of 2020.
2. Evaluate software options for electronic submission of inspections for implementation in 2020.	Process to evaluate software for broader program needs to be scheduled in 2020.

ADMINISTRATION	STATUS
1. Research and adopt an updated Employee Handbook and associated human resource policies.	COMPLETED. Presented to Personnel Committee November 18, 2018 and approved by Board on August 20, 2019.

2. Monitor legislative impacts on external funding resources and when appropriate, recommend alternative implementation options.	COMPLETED. Conducted meetings with delegation members on preserving the first time homebuyer program. Recommending county support for state tax credit program on November 26, 2019.
3. Research and recommend additional staffing needs in comparison to volume and nature of agency services.	COMPLETED. Presented to Personnel Committee March 12, 2019 and included in pending 2020 Draft Budget.
4. Complete a benchmarking system for community development programs based on the Results Based Accountability model.	IN PROCESS. Meetings scheduled with Community Development November and December 2019.
5. Conduct a Request for Qualification process for document management technology services for implementation in 2020.	POSTPONED TO 2020. Determined that new software was needed for recommended performance review system.

2019 STRATEGIC INITIATIVES YEAR END UPDATE

BUILDING OUR FUTURE	STATUS
<u>Workforce Housing</u> – Create 40 units of workforce housing in 2019 and identify strategic sites for future development.	COMPLETED. Headwaters Landing (45 units) under construction now to be open in 2020.
1. Create additional workforce housing through 100% allocation of the 9% Low Income Housing Tax Credit program allocation for 2019.	Allocated sufficient credits for Rosemary Apartments (45 units) to begin construction in 2020.
2. Engage communities and developers regarding the unique financing resources administered by the Agency to identify site for future developments to create a waiting list for allocation of the Low Income Housing Tax Credit program.	On-going periodic conversations have occurred with cities. Developer referrals made. Potential sites identified. One development on LIHTC waiting list.
3. Explore financing policies, including income averaging in the tax credit program, to incent the creation of 30% Area Median Income level rental units.	Income Averaging policy adopted by Board on March 21, 2019. 2016-2019 QAPs amended and approved. One development selected for income averaging at 8609. New applicants did not. No 30% units to date.
<u>Homeownership</u> – Increase the number of households served by homeownership programs by 70% from 190 to 325.	Counseling and education goal statistics pending.
1. Implement down payment assistance pilot program and assess feasibility for future programming (7 households).	Two of seven loans closed. MHFA approved extension to July 2020.
2. Implement Rehabilitation and Emergency and Accessibility loan programs to serve 25 households.	Two loans issued. Outreach completed to Landfall manufactured home owners.
3. Implement Home Equity Conversion Mortgage counseling program to serve 100 households.	HECM program approved February 2019 and implemented early April. Counseled 65 clients through October.
<u>Supportive Housing</u> – Create 14 units of new supportive housing units and identify a landlord engagement strategy to create more access for those needing supportive services.	13 units under construction or authorized, including 7 at Headwaters Landing, 2 VASH units at The Glen, and 4 units authorized at Rosemary Apartments.

1. Participate in Suburban Metropolitan Area Continuum of Care Communication Committee to identify a landlord engagement strategy to house households who need supportive services.	COMPLETED. Promoting the "Beyond Backgrounds" program by Housing Link (7 households in county), recruited landlord participation in SMAC Board. Committee responsibilities reassigned to other groups. Committee no longer active.
2. Explore options with Washington County Community Services to develop strategies to address supportive housing and homelessness needs.	IN PROCESS. Staff participating in planning sessions with county staff regarding metro effort to create shelter. Will continue to 2020.

SERVING OUR SENIORS	STATUS
<u>Affordable Senior Housing</u> - Identify sites for future senior housing developments and work toward creating 80 units by 2023.	
1. Engage communities and developers regarding the unique financing resources administered by the Agency and Minnesota Housing's Housing Infrastructure Bond program to identify sites for future senior housing developments.	On-going periodic conversations have occurred with cities. Developer referrals made. Potential sites identified.
2. Complete construction of The Glen at Valley Creek in Woodbury, and complete lease up by December, 2019.	Certificate of Occupancy obtained October, 2019. Final occupancy pending. 35 units leased and moving in. Remaining units are VASH and PBVs.
3. Prepare and recommend adoption of a Resident Services Plan for The Glen at Valley Creek.	COMPLETED. The resident services plan was approved by Minnesota Housing. New residents are completing survey on service needs upon move in. Meeting with Canvas Health o to determine amount of time Senior Services Coordinator will be on site.
4. Identify strategic sites for future CDA development.	Conversations has occurred with various cities. No specific sites proposed by communities to date.

ECONOMIC DEVELOPMET	STATUS
<u>Economic Development</u> – Implement programs to create 50 acres of developable commercial and industrial land in 2019.	COMPLETED.

1. Promote and increase participation in the Predevelopment Finance Fund.	COMPLETED. 7 applications received, 3 completed and 3 are pending completion, 3 new communities. Over 600 acres affected by analyses.
2. Conduct the third annual East Metro Economic Development Summit in collaboration with community partners.	COMPLETED.
3. Implement new website platform to promote the assets and opportunities for businesses in Washington County.	COMPLETED.
4. Conduct a joint meeting with the City of Newport to determine next steps for Red Rock Crossing.	Scheduled for 2020.
5. Continue marketing for Outlot A in Red Rock Crossing Redevelopment Area in partnership with the Washington County Regional Rail Authority.	IN PROCESS.
6. Research and adopt an Economic Development Strategic Plan for 2020 – 2022.	IN PROCESS. Draft to be reviewed by Work Group in December, submit to Board early 2020.
7. Submit application for brownfield clean up grant program in collaboration with community partners.	IN PROCESS.

HOUSING CHOICES	STATUS
<u>Housing Assistance</u> – To initiate new rental assistance programs for 10 veterans and 15 families.	
1. Amend the Housing Choice Voucher Administrative Plan to create procedures for new rental assistance programs (including the Family Unification Program (FUP) and the Veterans Administration Supportive Housing Program (VASH) as well as to keep current with federal regulations.	COMPLETED.
2. Achieve 100% utilization in the FUP and VASH programs by year end 2019.	IN PROCESS. Programs based on referrals from VA and County. 4/10 VASH and 9/15 FUP.

<p style="text-align: center;">BUILDING OUR FUTURE</p> <p style="text-align: center;">Communities truly prosper only when people of all income levels have stable housing.</p>
<p><u>Workforce Housing</u> – Create 40 units of workforce housing in 2020.</p>
<ol style="list-style-type: none"> 1. Create additional workforce housing through 100% allocation of the 9% Low Income Housing Tax Credit program allocation for 2020. 2. Evaluate spectrum of options regarding Naturally Occurring Affordable Housing (NOAH) and recommend strategies for implementation. 3. Apply to HUD Special Application Center to reposition public housing units and implement a new assistance platform.
<p><u>Homeownership</u> – Increase the number of households served by homeownership programs by 70% from 190 to 295.</p>
<ol style="list-style-type: none"> 1. Evaluate down payment assistance pilot program and if warranted, pursue potential funding sources for expansion. 2. Implement Rehabilitation and Emergency and Accessibility loan programs to serve 5 households. 3. Implement Home Equity Conversion Mortgage counseling program to serve 100 households.
<p><u>Supportive Housing</u> – Create 5 units of new supportive housing units.</p>
<ol style="list-style-type: none"> 1. Determine partnership with Washington County regarding the creation of an adult emergency shelter and strategies to create supportive housing for those transitioning out of homelessness.
<p style="text-align: center;">SERVING OUR SENIORS</p> <p style="text-align: center;">A place to call home offers seniors an opportunity to live and grow with independence and dignity.</p>
<p><u>Affordable Senior Housing</u>- Identify sites for future senior housing developments and work toward creating 80 units by 2023.</p>
<ol style="list-style-type: none"> 1. Engage communities and developers regarding the unique financing resources administered by the Agency and Minnesota Housing's Housing Infrastructure Bond program to identify sites for future senior housing developments. 2. Prepare and recommend financing and acquisition plan for future CDA development.
<p style="text-align: center;">ECONOMIC DEVELOPMENT</p> <p style="text-align: center;">A thriving and competitive local economy provides family-supporting jobs, employment opportunities for our young people, and a tax base that supports critical public investments in our safety, schools, and quality of life.</p>
<p><u>Economic Development</u> – Implement programs to create 50 acres of developable commercial and industrial land in 2020.</p>

1. Prepare and request approval of proposed economic development strategic plan for 2020 to 2023.
2. Develop a policy and funding plan for a revolving loan program.
3. Submit application for brownfield clean up grant program in collaboration with community partners.

HOUSING CHOICES

Children deserve the chance to succeed in school and life, which is tied to having a stable home.

Housing Assistance – To initiate new rental assistance programs non-elderly, disabled persons.

1. Partner with Washington County Community Services to submit a joint application to HUD for appropriate rental assistance programs to address the needs of low-income households.
2. Open waiting list for voucher programs to create a current list of potential recipients.
3. Implement voucher program for scattered site housing units, upon approval by HUD.
4. If approved by HUD, research and engage community to determine recommendations under the “Moving To Work” program.

CORE SERVICE ACTIVITIES

Each year, the CDA undertakes a variety of activities to ensure existing programs are aligned with community needs, compliant with various federal, state, and local regulations, and evaluated for program improvements.

Community Development Department

1. Complete the Analysis of Impediments process in cooperation with Fair Housing Implementation Council for plan adoption in 2020.
2. Complete the 2020 – 2024 Consolidated Plan process.
3. Evaluate social media campaign to increase Home Stretch attendance.
4. Review and recommend changes to rehabilitation loan program policies.
5. Apply for additional rehabilitation loan resources from the Federal Home Loan Bank Board.

Economic Development Department

1. Complete annual program evaluation survey for the agency economic development initiatives with the Economic Development workgroup.
2. Evaluate the Predevelopment Finance Fund programs and amend policy as necessary.
3. Participate in the Minnesota Technology Corridor effort to promote county communities for future business development.
4. Conduct the fourth annual East Metro Economic Development Summit in collaboration with community partners.

5. Continue marketing for Outlot A in Red Rock Crossing Redevelopment Area in partnership with the Washington County Regional Rail Authority.

Finance Department

1. Conduct RFP for audit services.
2. Evaluate and recommend refinancing of properties in the portfolio as necessary, and financing of capital improvements, if necessary.
3. Add "housing assistance program" payment module to Yardi financial software.

Housing Assistance and Administrative Services Department

1. Complete file assessments in preparation for the SEMAP evaluation and scoring process (Section 8 Management Assessment Program).
2. Evaluate and recommend software application for housing assistance programs.

Administration Department

1. Monitor legislative impacts on external funding resources and when appropriate, recommend alternative implementation options.
2. Research and recommend additional staffing needs in comparison to volume and nature of agency services.
3. Assess information technology needs and prepare a three-year plan to recommend implementation steps.
4. Prepare recommendations for employer and employee contributions to the retirement plan.
5. Adopt revised performance evaluation policy and implement recommended program.
6. Complete collective bargaining process with AFSCME union.
7. Partner with county administration to develop recruitment strategies for the Citizen Advisory Committee and the CDA Board.

REPORTS

Community Development Department Report November 19, 2019

Deputy Executive Director

On October 22nd, Angie Shuppert and I presented St. Andrew's Community Resource Center and Washington County with the 2019 NACCED Award of Excellence for Homeless Coordination and Assistance. Attached is an article from the White Bear Press covering the presentation.

Homeownership Division

Homebuyer Counseling and Education

The CDA Down Payment Assistance program received an extension through the end of July 2020 to use up the remaining \$52,500 in available funds. CDA staff feels confident the funds will be distributed by this time.

October first marked the start of the new fiscal year for the Homeownership programs. The CDA has started a new marketing and outreach plan, which should help increase counseling and education numbers. Additionally, the plan will help increase the CDA's community visibility as a one stop shop for homeownership needs.

Homeownership Program	Grant Year to date Oct 1 – Sep 30	Grant Year Goal	Progress toward Goal
Homebuyer Education	4	90	4%
Homebuyer/Financial Wellness Counseling	2	55	3%
Foreclosure Mitigation Counseling	3	50	6%
Reverse Mortgage Counseling	18	100	18%

Home Improvement Loan Program

The Home Improvement Loan Program has 13 households on the waitlist. Currently, there are four applications in the underwriting and environmental review process, and two applications in scope of work and bidding process. In addition to this CDBG-funded program, the CDA has completed one project, has one project in the pre-closing review stage, and has three applications in the underwriting process for a Minnesota Housing Rehabilitation Loan.

Home Improvement Loan	Program Year to date Jul 1 – Oct 31	Program Year Goal	Progress toward Goal
Total funds spent	\$26,865.39	\$278,944.28	9%
Number of loans closed	7	17	41%

Development Division

CDBG/HOME Administration

In October, Staff reviewed the weighted results from the 2020-2024 Consolidated Plan priorities survey with the CDBG Citizen Advisory Committee. Staff will present the recommendations of high and low priorities to the CDA Board in November. Once priorities are established, staff will issue a request for 2020 project proposals to assist in meeting the Consolidated Plan priority goals.

Subsurface Sewage Treatment System (SSTS) Financial Assistance Programs

Staff have issued recommendations totaling \$340,600 in loans and \$27,246 in grants to property owners in Afton, Cottage Grove, Forest Lake, Grant, Grey Cloud Island Township, Hugo, Lake Elmo, Lakeland, May Township, Scandia, and Stillwater Township.

The Glen at Valley Creek

Woodbury issued a Certificate of Occupancy for the Glen on October 29 and the first residents moved in on October 31. By the following Monday, 31 of 42 total apartments were occupied. Interior punchlist work is expected to be complete by the end of November; however, due to weather, exterior corrections and landscaping will be postponed until spring. The architect and engineer will establish separate Substantial Completion dates for the interior, hardscape, and exterior/site items. CDA staff hosted a tour for members of LISC's Housing Collaborative Institute (Local Initiatives Support Corporation) on November 4. The design features, overall aesthetic, and ability to provide deeper affordability via multiple financing layers were well received by the group. A copy of the development handout is attached. A Grand Opening event is being planned with more information to be shared soon.



Front Entrance



Reading Room



Seating Area at 2nd Floor Stairway

Low Income Housing Tax Credit Suballocation

The chart below provides the status of recent LIHTC allocations by the CDA.

Development Name (City)	LIHTC Type	LIHTC Units	Development Status
Legends of Woodbury	4%	216	Leasing
Glen at Valley Creek (Woodbury)	4%	42	Leasing
Green Twig II (Oak Park Heights)	4%	72	Under Construction
Headwaters Landing (Forest Lake)	9%	45	Under Construction
Rosemary Apartments (Hugo)	9%	45	2020 Reservation Letter executed 10/22; 2019 Reservation

2019 Capital Improvements in Process

Property Name (City)	Improvement Project	Status and Tentative Schedule
Briar Pond (Oakdale)	Boiler pump motor	Pumps installed in apartment buildings 11/7. Townhomes delayed due to need to replace riser valves.
John Jergens (Forest Lake)	Sidewalk replacement	Work complete.
Muller Manor (Hugo)	Window replacement.	Work Complete.
Oakhill (Scandia)	Well replacement & well house improvement	Well #2 plumbing work to be completed by 11/15. All other well work complete.
Pioneer (Oakdale)	Furnace and AC replacement	Installation complete.
Scattered Site PH 27	Kitchen & Bath Remodel	Contract awarded. Work to be complete in January.
Scattered Site PH 34	Exterior Improvements	Construction delayed by window order. Expected to be complete by 11/22.
Whispering Pines (Forest Lake)	Parking lot expansion study	Construction plans to be ready for watershed review application in December. City to consider variance application in January. Expect to put the project out to bid in February or March.
Woodland Park (Cottage Grove)	Boiler pump motor	Project completed 10/22.

John Jergens Sidewalk Replacement Project



Before



After

St. Andrew's Family Shelter recognized with award of excellence

Oct 30, 2019



Staff and volunteers from St. Andrew's Community Resource Center shared their 2019 Award of Excellence in Homeless Coordination/Assistance with the Washington County Board of Commissioners Oct. 22.

Submitted

The Washington County Board of Commissioners recognized St. Andrew's Family Shelter as the recipient of the National Association of County Community and Economic Development Association's 2019 Award of Excellence in Homeless Coordination/Assistance at its Oct. 22 meeting.

St. Andrew's Community Resource Center in Mahtomedi plays a vital role in ending homelessness in Washington County, noted the recognition. Its objective is to provide a comprehensive approach to meet individuals' and families' basic needs, health and wellness, affordable housing and gainful employment.

Representatives from St. Andrew's who attended the county board meeting are Jenny Mason, St. Andrew's Community Resource Center executive director; Harvey Taipale, St. Andrew's volunteer grant writer; Dave Engh, St. Andrew's Habitat crew leader; Debbie Larson, the resource center volunteer coordinator; Sandy Zarembinski, from Faith Lutheran in Forest Lake and president of the former Forest Lake Area Mission for Families; and Sarah Breckenridge, St. Andrew's senior executive pastor.

The award recognizes St. Andrew's Community Resource Center's efforts to provide emergency shelter and assist families experiencing homelessness. Between 2015 and 2017, the resource center received 588 calls for assistance and was able to shelter only 115 families at Guardian Angels church in Oakdale. St. Andrew's worked with other area faith communities to find a location to serve the northern part of Washington County. The Church of St. Genevieve in Hugo offered its vacant rectory. Washington County provided \$240,000 in Community Development Block Grant funds, leveraged with private donations, to renovate the rectory into a homeless shelter, which serves three to five families, or approximately 15 people at a time.

THE GLEN AT VALLEY CREEK

Affordable Rents

1 BR, 715 sq. ft. \$455 & \$809
 2 BR, 1090 sq. ft. \$536 & \$961
 4 Project Based Vouchers
 2 VASH (Veterans Vouchers)
 Tenant pays electric and heat

Project Team

Washington County CDA
 Cermak Rhoades Architects
 (LHB Inc.)
 Project One Construction
 Dougherty & Company
 McGrann Shea Carnival
 Straughn & Lamb, Chtr.
 Winthrop & Weinstine, P.A.
 US Bank Trust
 Kutak Rock LLP
 Shelter Corporation
 Canvas Health

Opening in November 2019, The Glen at Valley Creek is Washington County CDA's latest housing option for independent seniors 62 years and older. The Glen is located in the heart of Woodbury, across from the Tamarack Nature Preserve and a short drive (or walk!) to the YMCA, Central Park, the public library, and all the shopping and dining that makes Woodbury a destination of choice.

The Glen is designed for individuals who can live independently. However, The Glen at Valley Creek is unique among other independent senior communities in that service coordinators are available on-site to help residents with a variety of matters. For those considering signing up for home-based services like house-keeping or in-home health care, need help arranging a ride to a doctor's appointment, or just want to see what kinds of community resources are available for tax preparation, service coordinators will help make the connections. The goal is to support seniors in aging well and maintain their independence in whatever ways are practical.

The Glen has been thoughtfully designed to meet the needs of independent seniors as those needs evolve over time. The Glen offers:

- Design features like in-home laundry, walk-in closets, and wide hallways and doorways which accommodate mobility assistance devices (walkers/wheelchairs)
- Bathrooms that include grab bars and showers with handheld faucets and seats
- A separate room with a walk-in soaking tub that can be reserved for both relaxation and for therapeutic use
- An elevator serving all floors and underground parking so residents don't have to get snow and ice off their cars in winter



SOURCES OF FUNDS

Private Activity Tax Exempt Bonds (Dakota County CDA)	\$ 5,000,000
Enterprise Community Investments Tax Credit Equity	\$ 3,139,374
Washington County CDA GROW Loan and Cash	\$ 1,233,383
Bridgewater Bank/FHLB Affordable Housing Program	\$ 500,000
Minnesota Housing Senior Housing PILOT Program	\$ 500,000
Senior Care Communities	\$ 500,000
Metropolitan Council LHIA Funds	\$ 400,000
Woodbury HOME and CDBG Funds	\$ 286,514
Minnesota DEED Clean Up Funds	\$ 13,052
Minnesota State Sales Tax and Energy Rebates	\$ 246,906
Sponsor Loan and Deferred Developer Fee	\$ 994,430
TOTAL	\$12,813,659

USES OF FUNDS

Land & Demolition	\$ 408,126
Construction	\$ 8,531,720
Professional Fees	\$ 3,024,094
Financing Costs	\$ 806,776
Reserves	\$ 319,011
TOTAL	\$ 12,813,659

Total Development Cost of \$305,000/unit



WASHINGTON
COUNTY
Community
Development
Agency

7645 Currell Boulevard, Woodbury, MN 55125
office: 651-458-0936 fax: 651-458-1696

Memo To: CDA Board of Commissioners

From: Chris Eng, Economic Development Director

Date: November 12, 2019

RE: Economic Development Report

Marketing Initiatives

- CDA staff and other Washington County Cities attended the MNCAR Expo on October 30, 2019 in Minneapolis. Over 500 site selectors, developers and businesses were in attendance.



- CDA Economic Development Website launched on October 30, 2019.
www.EastMetroMSP.org

- Economic Development Director attended the MN Real Estate Journal Date Center Summit on October 16, 2019. There were over 100 in attendance at the event and the Economic Development Director presented on a panel along with Xcel Energy, Connexus Energy and Anoka County staff.



Technical Assistance

- ED Staff have been working with Forest Lake and Hugo on the MN Tech Corridor. Forest Lake is doing more analytical studies on their 123-acre city owned site and have recently had a drone engineering company fly the site to provide 6-inch accuracy on the contours, wetlands and buildable land. Hugo is looking to add an additional privately-owned parcel as a featured site just north on 165th on Highway 61.
- ED staff have been working closely with Washington County Public Health and Public Works on a potential new recycling center for the northern part of the county. The focus has been on a site in Hugo and there have been meetings with the City of Hugo to discuss options. Washington County Public Health staff has also consulted

about a potential new county-wide contamination clean=up program and we have discussed identifying possible resources.

- The Scandia EDA held its semiannual business breakfast on November 7th. Tyler Hilsabeck and I provided an updated on the Open to Business Program.
- ED staff have been working with the Washington County Workforce Development Manager, Rick Roy and DEED staff on developing health care and round table meetings to identify challenges and opportunities to help the small and medium sized health care businesses in Washington County address talent shortages.
- ED staff have been asked and have provided economic development information to Woodbury, Cottage Grove, Forest Lake and Stillwater city staff.
- The application development stages are here to reapply to the EPA Brownfields Grant. The \$600,000 grant application will be submitted in partnership with Stantec at the end of 2019.
- ED staff have been working with Marine on St. Croix providing technical assistance on a potential grant application to the Pre-Development Finance Fund for a downtown master plan and infrastructure improvement program to enhance economic development opportunities in the downtown area. An application is likely to be submitted for the CDA Board's consideration in December.
- ED staff attended a two-day Business Retention and Expansion (B, R&E) Program certification training at the U of M. This training provided the background knowledge and technical resources to help individual Washington County communities implement their own local B, R&E Programs.
- Met with Woodbury Community Development staff and the Washington County Mobility Coordinator (Sheila Holbrook-White) to begin discussions about helping Woodbury employers with transit challenges.

Site Selector and Business Inquiries

- Provided technical and promotional resources to a several business and site selector inquiries including 2 for Newport Outlot A and a developer from St. Cloud looking for land for multiple retail sites within the county.

Finance Department Report November 19, 2019

Financial Analysis – Year-To-Date September 30, 2019 Financials

Total Agency –Total Agency income before depreciation and transfers had a positive variance to budget of \$1,031,458. Revenues and expenses were under by \$170,945 and \$1,202,403, respectively.

Total Agency budget to actual revenues were under budget by \$170,945. Property revenues, including rents, were over budget by \$125,000 while the governmental funds were under budget by \$286,000. This is primarily due to timing differences in the Multi-Family LIHTC fund, the HOME fund and the CDBG fund. These funds combined revenues were under budget by \$379,000. The CDA is only allowed to recognize revenues when they are earned. Program income and grant revenues are earned at the completion of a project. Since projects do not occur evenly over a twelve-month period, unlike a budget which is allocated evenly, timing differences occur. This is offset by interest earnings in excess of the budget of \$136,000.

Total Agency expenses were under budget by \$1,202,403. Expenses under budget relate to various governmental programs being under budget, the largest being payroll, legal, consulting, professional fees and dues and subscriptions which were under budget by \$165,000, \$47,000, \$141,000, \$120,000 and \$27,000 respectively.

In addition, total property expense was under budget by \$438,594. Administrative expense was under budget by \$246,000, maintenance was under budget by \$119,000 and finally utilities were under budget by \$74,000.

2018 GFOA Submission

The 2018 audited financial statements have been submitted to the GFOA for continued participation in the Certificate of Achievement for Excellence in Financial Reporting Program.

2019 Audit

The Finance Committee met in October to discuss the 2019 financial statement audit. The CDA's auditors, Redpath and Company, presented an outline of the upcoming audit services and schedule. A recommendation was made by the Committee to approve the 2019 engagement letter at the November Board meeting. However, the Board has already approved the engagement for the 2019 audited and another resolution is not required.

Raymie Johnson Estates HUD Contract Renewal – The CDA is working on renewing the HUD contract for Raymie Johnson Estates. The term of the new contract is up to 20 years. The contract is under review and there is not additional information to report at this time.

2020 Budget Schedule

- December 3rd – Truth in Taxation hearing.
- December 10th – Final property tax levy approved by the County Board.
- December 17th – Final budget presented and approved by the CDA Board.

**Finance Report
November 19, 2019**

The financial results for September 30, 2019 are as follows:

Total Agency Year-To-Date

	2018 Actual	2019 Actual	2019 Budget	Variance
Revenues	\$18,868,328	\$16,716,954	\$16,887,899	(\$170,945)
Expenses	13,029,813	11,440,641	12,643,044	(1,202,403)
Income (Loss)	\$5,838,515	\$5,276,313	\$4,244,855	\$1,031,458

(Prior To Depreciation and Transfers)

Total Properties Year-To-Date

	2018 Actual	2019 Actual	2019 Budget	Variance
Operating Revenues	\$9,513,021	\$9,366,196	\$9,240,771	\$125,425
Operating Expenses	3,723,370	3,722,427	4,161,021	(438,594)
Operating Income (Loss)	\$5,789,651	\$5,643,769	\$5,079,750	\$564,019

Individual Properties Operating Income (Loss) Year-To-Date

	2018 Actual	2019 Actual	2019 Budget	Variance
Family Properties				
Brick Pond	\$184,675	\$178,745	\$139,881	\$38,864
Woodland Park	1,070,216	1,294,807	1,136,344	158,463
Briar Pond	1,019,136	1,107,012	905,587	201,425
Park Place I	162,969	174,219	97,634	76,585
Park Place II	11,935	19,994	9,560	10,434
Scattered Site	163,080	287,943	289,925	(1,982)
Whispering Pines	41,619	69,915	184,358	(114,443)
Transitional Housing	8,773	14,169	10,254	3,915
Senior Properties				
Trailside	833,789	422,317	367,441	54,876
Oakhill Cottages	184,071	193,145	172,718	20,427
Muller Manor	120,681	132,678	106,120	26,558
Ann Bodlovick	189,021	217,005	168,967	48,038
John Jergens	120,948	132,733	116,934	15,799
Pioneer	25,055	315,314	299,408	15,906
Cobble Hill	212,825	219,872	187,495	32,377
Raymie Johnson	547,826	530,695	512,785	17,910
Joint Ventures				
WCD - Series 2013	27,445	20,640	26,788	(6,148)
Landfall - Series 2010C	50,888	45,989	29,225	16,764
Groves Managing Member	26,388	23,913	27,375	(3,462)
Piccadilly - Lender	188,587	188,620	144,701	43,919
The Glen - Owner	84,443	48,917	146,250	(97,333)
The Glen - Lender	515,281	5,127	0	5,127
Operting Income (Loss)	\$5,789,651	\$5,643,769	\$5,079,750	\$564,019

Vacancy Rates - 2016-2019

	# of Units	2016 Annual	2017 Annual	2018 Annual	2019 Annual	2019 Annual
Family Properties						
Brick Pond	40	0.6%	1.3%	0.0%	1.0%	5%
Woodland Park	180	1.2%	1.1%	0.7%	0.6%	5%
Briar Pond	196	0.3%	0.9%	0.6%	0.1%	5%
Park Place I	36	0.2%	1.2%	0.9%	0.6%	5%
Park Place II	6	4.2%	1.4%	1.4%	0.0%	5%
Scattered Site	56	1.5%	0.4%	0.9%	1.6%	5%
Whispering Pines	40	1.7%	0.4%	0.0%	0.0%	3%
Senior Properties						
Oakhill Cottages	40	0.0%	0.0%	0.2%	0.0%	3%
Muller Manor	28	0.0%	0.0%	0.0%	0.0%	3%
Ann Bodlovick	50	0.0%	0.0%	0.2%	0.6%	3%
John Jergens	30	0.0%	0.0%	0.3%	0.3%	3%
Pioneer	18	0.0%	2.8%	1.4%	0.0%	3%
Cobble Hill	45	0.2%	0.0%	0.0%	1.1%	3%
Raymie Johnson	120	1.2%	0.5%	1.3%	2.2%	3%
Trailside	70	0.1%	0.0%	0.2%	0.7%	3%
Seniors	401	0.4%	0.3%	0.5%	0.9%	3%
Overall	955	0.7%	0.6%	0.6%	0.7%	5%
Joint Ventures						
Piccadilly Square	79	59.1%	11.4%	0.6%	0.5%	5%
The Groves	67	1.1%	0.7%	0.1%	0.4%	5%

Total Agency
Balance Sheet
September 30, 2019

	2019	2018	Net
	YTD	YTD	Change
ASSETS			
CURRENT ASSETS			
CASH			
Cash - Lockbox	1,702,813	889,128	813,685
Cash - Operating Checking	8,915,002	11,077,022	-2,162,020
Cash - Operating Savings	0	35,433	-35,433
Cash - Section 8 Checking Disbursement	263,487	175,859	87,628
WCCDA FSS - Public Housing Escrow	45,201	0	45,201
Cash - Temporary Investments	1,431,611	2,290,216	-858,604
WCCDA Funds Held In Trust	1,060,635	0	1,060,635
Security Deposit Checking	169,929	153,707	16,223
Cash - Swap Account	306,942	289,564	17,379
TOTAL CASH	13,895,621	14,910,929	-1,015,308
ACCOUNTS RECEIVABLE			
Accounts Receivable	16,934	16,143	791
Accounts Receivable - Other	41,187	946	40,241
Accounts Receivable - Hud	5,523	0	5,523
Accounts Receivable - Tenant Based Subsidy	2,273	0	2,273
Accounts Receivable - Repayments	45	0	45
Accounts Receivable - Resident Reimbursements	1,090	0	1,090
Allowance For Doubtful Accounts	-6,917	-4,081	-2,836
Accounts Receivable - Property Tax Levy	2,060,405	2,264,200	-203,794
Accounts Receivable - Delinquent Property Tax	28,454	31,985	-3,531
Developer Fee Receivable	1,126,287	925,000	201,287
Developer Fee Interest Receivable	127,188	80,292	46,896
Capital Lease Receivable	2,862,107	3,324,732	-462,625
Due From Other Governments - Federal	88,174	73,013	15,161
Due From Other Governments - County	1,390	50,271	-48,882
TOTAL ACCOUNTS RECEIVABLE	6,354,140	6,762,500	-408,360
PREPAID EXPENSES			
Prepaid Expenses	201,889	163,568	38,322
TOTAL PREPAID EXPENSES	201,889	163,568	38,322
TOTAL CURRENT ASSETS	20,451,651	21,836,997	-1,385,346
RESTRICTED CASH/ESCROWS			
Insurance Escrow	221,577	175,878	45,699
WCCDA FSS Escrow - Section 8	8,071	0	8,071
Real Estate Tax Escrow	216,730	284,791	-68,060

Total Agency
Balance Sheet
September 30, 2019

	2019	2018	Net
	YTD	YTD	Change
Real Estate Tax Escrow - Qecb Bonds	81,004	77,251	3,753
Escrow Deposit Account	622	7,822	-7,200
Debt Service Fund	1,634,026	1,412,700	221,327
Debt Service Fund - Qecb Bonds	0	12	-12
Debt Service Reserve Fund	2,416,475	2,626,109	-209,635
Debt Service Reserve Fund - Qecb Bonds	12	1	12
Fund-Operating Deficit R	0	12,215	-12,215
Issuer Reserve Fund	1,219,154	682,013	537,141
Repair Fund	0	40,375	-40,375
Operating Fund	584,800	734,125	-149,325
Restoration Fund	1	1	0
Operating Reserve	2,224,995	2,162,090	62,905
WCCDA Operating Reserve	12,525	0	12,525
Fee Escrow	53,531	42,228	11,303
Replacement Reserve Fund	2,407,591	2,348,624	58,967
WCCDA Transitional Housing Repl Res	41,399	0	41,399
Surplus Fund	284,024	252,588	31,436
Other Escrow	8,280	8,114	166
TOTAL RESTRICTED CASH/ESCROWS	11,414,817	10,866,935	547,882
FIXED ASSETS AND ACCUMULATED DEPRECIATION			
FIXED ASSETS			
Land	4,559,054	4,559,054	0
Land Improvements	2,375,549	2,275,040	100,509
Building	68,866,423	68,277,046	589,377
Appliances	1,104	0	1,104
Office Furniture And Equipment	515,702	515,702	0
Property For Resale	483,233	483,233	0
TOTAL FIXED ASSETS	76,801,065	76,110,075	690,990
ACCUMULATED DEPRECIATION			
Accum Depreciation - Land Improvements	-523,066	-439,793	-83,272
Accum Depreciation - Building And Fixtures	-31,482,123	-29,826,432	-1,655,692
Accum Depreciation - Furniture And Equipment	-520,770	-509,162	-11,608
TOTAL ACCUMULATED DEPRECIATION	-32,525,959	-30,775,387	-1,750,572
NET FIXED ASSETS AND ACCUMULATED DEPRECIATION	44,275,106	45,334,689	-1,059,582
INVESTMENTS			
Other Investments	1,857,704	1,857,732	-28
TOTAL INVESTMENTS	1,857,704	1,857,732	-28

Total Agency
Balance Sheet
September 30, 2019

	2019	2018	Net
	YTD	YTD	Change
NOTES RECEIVABLE			
Installment Note Receivable	18,698,895	15,027,002	3,671,893
Loan Receivable Lhia On Cda Company	400,000	0	400,000
Note Receivable	352,709	352,709	0
Forgivable Long Term Loan	1,000,000	1,000,000	0
Due From Other Fund	3,697,512	3,821,760	-124,247
TOTAL NOTES RECEIVABLE	24,149,116	20,201,470	3,947,645
OTHER ASSETS			
Interest Receivable	31,879	33,357	-1,478
Tax Increment Funding Receivable	663,617	490,643	172,974
Construction In Progress	757,281	-154,552	911,833
TOTAL OTHER ASSETS	1,452,777	369,449	1,083,328
TOTAL ASSETS	103,601,171	100,467,273	3,133,899
LIABILITIES & CAPITAL			
LIABILITIES			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			
Accounts Payable	17,130	130,117	-112,987
Accounts Payable - Other	0	607	-607
Retainage Payable	24,287	128,774	-104,487
TOTAL ACCOUNTS PAYABLE	41,417	259,498	-218,080
OTHER CURRENT LIABILITIES			
Prepaid Tenant Rent	688	0	688
Hap Repayment	1,161	0	1,161
Security Deposit Liability	383,489	381,027	2,462
Security Deposit Interest Liability	22,624	21,337	1,287
Due To Other Governments - County	531,106	488,288	42,818
Due To Other Governments - Other	40,000	40,000	0
Tenant Based Subsidy Suspense	-1,182	0	-1,182
Escrow Deposits Payable - Fss	53,272	43,256	10,016
TOTAL OTHER CURRENT LIABILITIES	1,031,159	973,908	57,251
ACCRUED EXPENSES			
Accrued Payroll Expense	54,319	48,302	6,017
Accrued Interest	28,415	29,051	-637
Accrued Interest Senior Bonds	241,389	146,332	95,057

Total Agency
Balance Sheet
September 30, 2019

	2019	2018	Net
	YTD	YTD	Change
Accrued Interest Series D Bonds	6,773	3,410	3,363
Accrued Interest	370,524	317,964	52,560
TOTAL ACCRUED EXPENSES	701,420	545,060	156,360
TOTAL CURRENT LIABILITIES	1,773,996	1,778,465	-4,469
LONG-TERM LIABILITIES			
DEFERRED REVENUE			
Unearned Revenue	6,472,366	6,613,866	-141,500
TOTAL DEFERRED REVENUE	6,472,366	6,613,866	-141,500
INTERCOMPANY LIABILITIES			
Due To Others	3,695,792	3,821,760	-125,967
Health Care Plan Liability	4,182	1,069	3,114
TOTAL INTERCOMPANY LIABILITIES	3,699,975	3,822,828	-122,854
LONG-TERM DEBT			
Mortgage Payable	9,606,819	9,808,941	-202,122
Note Payable	1,389,793	1,389,793	0
Bonds Payable	32,705,000	34,940,000	-2,235,000
Series D Bond Payable	1,395,000	1,535,000	-140,000
Unamortized Premium	731,031	797,685	-66,655
Deferred Refunding Costs	-547,155	-644,570	97,415
Deferred Gain On Sale Of Property	260,256	321,711	-61,455
Deferred Gain On Refunding	68,381	195,326	-126,945
Unamortized Discount	-222,419	-242,541	20,122
TOTAL LONG-TERM DEBT	45,386,707	48,101,346	-2,714,639
TOTAL LONG-TERM LIABILITIES	55,559,048	58,538,041	-2,978,993
TOTAL LIABILITIES	57,333,043	60,316,506	-2,983,462
CAPITAL			
Retained Earnings	46,268,128	40,150,767	6,117,361
TOTAL CAPITAL	46,268,128	40,150,767	6,117,361
TOTAL LIABILITIES & CAPITAL	103,601,171	100,467,273	3,133,898

Total Agency
Income Statement
For the Nine Months Ending September 30, 2019

	9/30/2019	9/30/2019			9/30/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
OTHER RENTAL INCOME							
Rent Income - Residents	5,862,244	5,788,575	73,669	1	5,699,812	162,432	3
County Assistance Rent	428,384	485,475	-57,091	-12	970,883	-542,499	-56
Hap Income - Section 8	503,104	503,850	-746	0	0	503,104	N/A
Bad Debt Rent	-8,760	-28,050	19,290	69	-18,435	9,675	52
Bad Debt Other	-25,625	17,850	-43,475	-244	16,485	-42,110	-255
Employee Concessions	-3,831	-6,450	2,619	41	-7,695	3,864	50
Vacancy	-16,123	-269,625	253,502	94	-37,914	21,791	57
Application Fees	5,812	6,450	-637	-10	6,325	-512	-8
Electric Reimbursement	7,623	0	7,623	N/A	0	7,623	N/A
Water & Sewer Reimbursement	63	0	63	N/A	0	63	N/A
Heat Reimbursement	28	0	28	N/A	0	28	N/A
Cable Reimbursement	14,384	12,900	1,484	12	14,492	-108	-1
Trash Reimbursement	105	0	105	N/A	0	105	N/A
Utility Reimbursement Recovery	-5,940	21,600	-27,540	-127	-31,247	25,307	81
Guest Suite Income	3,300	1,800	1,500	83	2,450	850	35
Late Fees	19,017	14,850	4,167	28	16,212	2,805	17
Laundry Income	20,817	22,050	-1,233	-6	22,312	-1,495	-7
Clubhouse Rental	500	0	500	N/A	0	500	N/A
Nsf Fees	750	0	750	N/A	0	750	N/A
Cleaning & Damages Income	20,109	0	20,109	N/A	0	20,109	N/A
Damage Fees - Carpet Replace	862	0	862	N/A	0	862	N/A
Damage Fees - Other	2,177	0	2,177	N/A	0	2,177	N/A
Parking / Garage Income	64,901	65,775	-874	-1	65,185	-284	0
Emergency Pendant Reimbursement	522	525	-3	-1	385	136	35
TOTAL OTHER RENTAL INCOME	6,894,422	6,637,575	256,848	4	6,719,249	175,174	3
NET RENTAL INCOME	6,894,422	6,637,575	256,848	4	6,719,249	175,174	3
OTHER INCOME							
Interest Income	265,415	82,275	183,141	223	242,405	23,010	9
Restricted Interest Income	163,104	45,600	117,504	258	94,559	68,544	72
Interest Income - Loans	182,639	148,718	33,921	23	132,269	50,370	38
Interest Income - Capital Leases	55,327	54,213	1,114	2	64,880	-9,553	-15
Other Income	19,296	189,675	-170,379	-90	1,589,180	-1,569,885	-99
Other Income - Non Operating	57,084	0	57,084	N/A	0	57,084	N/A
Intergovernmental Revenue	156,033	0	156,033	N/A	0	156,033	N/A
Property Tax Revenue	3,925,411	3,925,670	-259	0	3,790,669	134,742	4
Tif Revenue	114,975	114,975	0	0	104,111	10,864	10
Administration Fee Revenue	242,112	270,675	-28,563	-11	292,445	-50,333	-17
Program Income	2,328,591	2,459,100	-130,509	-5	2,478,363	-149,772	-6
Grant Revenue - Federal	1,170,446	1,182,525	-12,079	-1	1,098,860	71,586	7
Grant Revenue - State	245,067	183,375	61,692	34	294,535	-49,468	-17
Grant Revenue - County	75,966	64,650	11,316	18	65,773	10,193	15
Grant Revenue - Cfp Operating	1,645	0	1,645	N/A	0	1,645	N/A
Grant Revenue - Cfp Capital	31,430	281,600	-250,170	-89	0	31,430	N/A
Grant Revenue - Cdbg	410,016	746,050	-336,034	-45	404,298	5,718	1
Contra Grant Revenue - Cdbg	-95,602	0	-95,602	N/A	0	-95,602	N/A
Issuer Fee Income	26,459	19,275	7,184	37	59,462	-33,003	-56
Transfer From Other Funds	0	22,500	-22,500	-100	1,014,021	-1,014,021	-100
Charge For Service	459,858	445,200	14,658	3	436,057	23,801	5
Hud Pass Through	-12,739	14,250	-26,989	-189	-12,809	70	1
TOTAL OTHER INCOME	9,822,532	10,250,325	-427,793	-4	12,149,079	-2,326,547	-19
TOTAL REVENUE	16,716,954	16,887,899	-170,945	-1	18,868,328	-2,151,373	-11
OPERATING EXPENSES							
ADMINISTRATIVE EXPENSES							
PAYROLL EXPENSE							

Total Agency
Income Statement
For the Nine Months Ending September 30, 2019

	9/30/2019	9/30/2019			9/30/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
Payroll - Office	1,456,573	1,681,924	225,351	13	1,455,240	-1,334	0
Payroll Taxes - Office	15,756	16,988	1,231	7	14,555	-1,202	-8
Payroll - Cdbg Coc Program	20,903	0	-20,903	N/A	18,889	-2,014	-11
Payroll Taxes - Cdbg Coc Program	302	0	-302	N/A	274	-28	-10
Payroll - Cdbg Loan Program	8,769	0	-8,769	N/A	9,049	280	3
Payroll Taxes Cdbg Loan Program	126	0	-126	N/A	131	5	4
Payroll - Maintenance	325,791	437,901	112,109	26	378,589	52,798	14
Payroll - Grounds	117,923	153,707	35,783	23	118,663	739	1
Payroll - Other	1,927	150	-1,777	-1,185	14,039	12,112	86
Payroll Benefits - Other	115,921	102,075	-13,846	-14	90,966	-24,955	-27
Insurance Benefits	136,731	177,675	40,943	23	151,657	14,926	10
Payroll Benefits - Cdbg Coc Program	2,315	0	-2,315	N/A	1,700	-615	-36
Payroll Benefits - Cdbg Loan Program	965	0	-965	N/A	814	-150	-18
Pension Contribution - Executive	3,796	3,150	-646	-21	3,268	-528	-16
Pension Contribution - Administration	13,052	13,650	598	4	11,396	-1,656	-15
Pension Contribution - Finance Admin	7,396	4,950	-2,446	-49	2,264	-5,133	-227
Insurance - Acct	12,313	9,750	-2,563	-26	5,500	-6,813	-124
Insurance - Executive	3,801	3,450	-351	-10	5,986	2,185	37
Salary Expense - Accounting	73,431	61,125	-12,306	-20	27,627	-45,804	-166
Salary Expense - Executive	34,436	34,500	64	0	36,309	1,873	5
Payroll Taxes - Property Accounting	1,437	1,275	-162	-13	491	-946	-193
Payroll Taxes - Executive	475	525	50	9	418	-57	-14
Workers Compensation Insurance	0	4,425	4,425	100	0	0	N/A
Business Ops - Salary Payroll	118,917	151,500	32,583	22	126,627	7,711	6
Business Ops - Benefits & Insurance	16,507	24,750	8,244	33	19,028	2,521	13
Business Ops - Pr Tax	1,772	2,175	403	19	1,734	-38	-2
Business Ops - Work Comp	0	525	525	100	0	0	N/A
Active Life - Salary Wages	55	375	320	85	0	-55	N/A
Active Life - Payroll Taxes	0	75	75	100	0	0	N/A
Payroll - Property Management - Cda	453,588	442,950	-10,638	-2	431,745	-21,843	-5
Payroll - Board Of Commissioners	0	3,600	3,600	100	3,410	3,410	100
Payroll Tax - Board Of Commissioners	0	75	75	100	210	210	100
Workers Comp - Board Of Commissioners	0	300	300	100	0	0	N/A
Workers Comp - Exec Dir	0	150	150	100	0	0	N/A
TOTAL PAYROLL	2,944,982	3,333,694	388,712	12	2,930,580	-14,402	0
GENERAL & ADMINISTRATIVE							
Auto Lease & License	2,272	0	-2,272	N/A	284	-1,988	-700
Consulting	193,744	281,400	87,656	31	214,129	20,385	10
Consulting - Exec	0	5,325	5,325	100	2,505	2,505	100
Consulting - Finance/It	14,689	10,500	-4,189	-40	2,822	-11,867	-421
Consulting - It	19,511	0	-19,511	N/A	0	-19,511	N/A
Dues & Subscriptions - Business Office	33,100	57,525	24,425	42	218,842	185,742	85
Dues & Subscriptions - Exec	2,048	3,750	1,702	45	3,502	1,454	42
Delivery Expenses	42	750	708	94	349	307	88
Postage & Delivery - Ops	8,314	11,700	3,386	29	8,986	672	7
Office/Equipment Rental	32,060	14,925	-17,135	-115	12,911	-19,149	-148
Advertising/Marketing	68,551	73,912	5,362	7	35,422	-33,128	-94
Advertising - Board Of Commissioners	0	450	450	100	221	221	100
Advertising/Marketing - Fin Admin	0	225	225	100	1,944	1,944	100
Contributions - Operating	97,500	0	-97,500	N/A	0	-97,500	N/A
Audit/Tax Return Preparation Fee	64,600	52,275	-12,325	-24	63,200	-1,400	-2
Credit Reports / Background Checks	7,157	10,425	3,269	31	7,808	651	8
Data Processing Fees	33,236	73,950	40,714	55	11,932	-21,304	-179
Data Processing Fees - Exec Dir	0	225	225	100	0	0	N/A
Data Processing Fees - Fin Admin	0	2,250	2,250	100	0	0	N/A
Data Processing Fees - It	13,181	0	-13,181	N/A	0	-13,181	N/A
Payroll Processing Fees	17,767	18,000	233	1	19,129	1,362	7
Legal Fees	98,396	157,275	58,879	37	141,357	42,961	30
License Fees	13,365	11,475	-1,890	-16	11,985	-1,380	-12

Total Agency
Income Statement
For the Nine Months Ending September 30, 2019

	9/30/2019	9/30/2019			9/30/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
License Fees - General Building	92	0	-92	N/A	100	8	8
Mileage Reimbursement	9,221	14,550	5,329	37	7,773	-1,448	-19
Mileage Reimbursement - Environmental Services	0	150	150	100	312	312	100
Administrative Services	1,008	2,100	1,092	52	1,661	653	39
Property Program Expenses	19,550	20,925	1,375	7	18,145	-1,405	-8
Misc Expense - Business Office	1,604	4,950	3,346	68	259,104	257,500	99
Postage - Business Office	-100	1,500	1,600	107	1,371	1,471	107
Travel - Exec	3,228	3,750	522	14	2,948	-279	-9
Travel - Finance/It	55	1,500	1,445	96	132	77	58
Travel - Board Of Commissioners	1,753	750	-1,003	-134	886	-867	-98
Travel - Cda Car	1,650	0	-1,650	N/A	333	-1,316	-395
Travel	11,765	12,450	685	6	9,672	-2,092	-22
Travel - Business Office	364	1,875	1,511	81	2,020	1,656	82
Travel - Active Life	111	75	-36	-49	255	144	56
Education And Training	12,871	34,950	22,079	63	22,873	10,001	44
Training/Ed - Business Office	1,017	5,250	4,233	81	3,756	2,738	73
Training/Ed - Active Life	1,005	450	-555	-123	535	-470	-88
Bank Fees	42,571	50,250	7,679	15	54,488	11,917	22
Training/Ed - Exec	1,470	1,950	480	25	4,854	3,384	70
Training/Ed - Finance/It	1,233	7,275	6,042	83	245	-988	-403
Bank Fees - Financial Admin	119	0	-119	N/A	0	-119	N/A
Training/Ed - Board Of Commissioners	3,890	375	-3,515	-937	314	-3,576	-1,140
Professional Fees	12,514	131,700	119,186	90	120,941	108,427	90
Professional Services - Environmental Services	1,222	4,875	3,653	75	1,376	154	11
Office Contracts	1,550	1,275	-275	-22	1,550	0	0
Maintenance Supplies	15	0	-15	N/A	0	-15	N/A
Office Supplies And Equipment	13,988	21,759	7,771	36	14,878	890	6
Office Supplies - Exec	0	150	150	100	331	331	100
Office Supplies - Finance/It	346	825	479	58	654	308	47
Office Supplies - Board Of Commissioners	61	150	89	60	63	2	3
Telephone - Office Use	53,770	66,750	12,980	19	58,387	4,616	8
Telephone - Exec Dir	595	750	155	21	433	-162	-37
Telephone - Financial Admin	499	525	26	5	573	74	13
Resident Retention	3,547	12,075	8,528	71	7,156	3,609	50
Project Assistance	674,457	487,500	-186,957	-38	509,711	-164,746	-32
Contra Project Assistance	-95,602	0	95,602	N/A	0	95,602	N/A
Housing Assistance Payments	3,136,581	3,119,250	-17,331	-1	3,159,411	22,830	1
Monthly Cleaning	22,081	40,050	17,969	45	42,332	20,251	48
Repairs & Maintenance	41,841	106,875	65,034	61	70,384	28,544	41
Repairs & Maintenance - General Building	860	4,875	4,015	82	120	-740	-617
Fiscal Agency Administration	3,233	0	-3,233	N/A	0	-3,233	N/A
Uniforms - Business Office	9,536	6,225	-3,311	-53	6,940	-2,596	-37
TOTAL G & A EXPENSE	4,715,104	4,957,021	241,917	5	5,144,347	429,243	8
MANAGEMENT FEE							
Management Fee	352,386	368,266	15,880	4	356,721	4,335	1
TOTAL MANAGEMENT FEE	352,386	368,266	15,880	4	356,721	4,335	1
TOTAL ADMINISTRATIVE EXPENSES	8,012,472	8,658,980	646,508	7	8,431,648	419,177	5
MAINTENANCE EXPENSES							
REPAIRS & MAINTENANCE EXPENSES							
Service Contract/Repairs - Appliance	778	3,825	3,047	80	2,336	1,558	67
Service Contract/Repairs - Contract Maintenance	0	2,700	2,700	100	1,348	1,348	100
Service Contract/Repairs - Electrical	28,302	46,500	18,198	39	42,838	14,536	34
Service Contract/Repairs - Floors	77,099	110,100	33,001	30	54,357	-22,742	-42
Service Contract/Repairs - General Building	45	1,500	1,455	97	60	15	25
Service Contract/Repairs - Hvac	17,497	48,450	30,953	64	37,574	20,077	53
Service Contract/Repairs - Janitorial	3,417	9,600	6,183	64	0	-3,417	N/A
Service Contract/Repairs - Plumbing	43,508	46,125	2,617	6	49,506	5,997	12

Total Agency
Income Statement
For the Nine Months Ending September 30, 2019

	9/30/2019	9/30/2019			9/30/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
Service Contract/Repairs - Miscellaneous	116	0	-116	N/A	0	-116	N/A
Supplies - Appliance	42,691	77,850	35,159	45	48,773	6,082	12
Supplies - Electrical	20,005	23,550	3,545	15	18,429	-1,575	-9
Supplies - Floors	4,169	0	-4,169	N/A	0	-4,169	N/A
Supplies - General Building	136	225	89	40	35	-101	-287
Supplies - Hvac	41,182	38,025	-3,157	-8	33,760	-7,422	-22
Supplies - Janitorial	10,601	13,425	2,824	21	9,148	-1,453	-16
Supplies - Plumbing	45,830	38,625	-7,205	-19	40,771	-5,059	-12
Equipment Rental - Business Office	1,204	20,550	19,346	94	19,705	18,502	94
Supplies - Miscellaneous	26,476	25,200	-1,276	-5	15,499	-10,978	-71
Repairs - Business Office	301	2,100	1,799	86	1,804	1,503	83
TOTAL REPAIRS & MAINTENANCE EXPENSES	363,356	508,350	144,994	29	375,943	12,587	3
CONTRACT SERVICE							
Extermination	21,049	15,225	-5,824	-38	12,821	-8,228	-64
Service Contract/Repairs - Elevators	27,694	32,475	4,781	15	28,233	539	2
Service Contract - Grounds	92,771	143,250	50,479	35	98,955	6,184	6
Service Contract - Snow	93,690	48,525	-45,165	-93	85,458	-8,232	-10
Supplies - Grounds	18	75	57	76	0	-18	N/A
TOTAL CONTRACT SERVICE	235,221	239,550	4,329	2	225,468	-9,753	-4
TURNOVER EXPENSE							
Service Contract - Painting	44,854	50,925	6,071	12	32,178	-12,676	-39
Service Contract - Carpet Shampoo	90	0	-90	N/A	0	-90	N/A
Supplies - Painting	14,769	18,450	3,681	20	12,991	-1,778	-14
TOTAL TURNOVER EXPENSE	59,713	69,375	9,662	14	45,169	-14,544	-32
TOTAL MAINTENANCE EXPENSES	658,290	817,275	158,985	19	646,579	-11,711	-2
UTILITIES							
Electricity	130,227	168,600	38,373	23	167,652	37,426	22
Heat / Gas	111,436	160,575	49,139	31	131,514	20,078	15
Water And Sewer	174,814	192,750	17,936	9	177,030	2,216	1
Trash Removal	116,655	102,375	-14,280	-14	107,802	-8,853	-8
Trash Removal - Admin Services	146	375	229	61	291	146	50
Cable Tv	17,540	17,025	-515	-3	16,926	-614	-4
Tenant Utility Allowance	20,415	0	-20,415	N/A	0	-20,415	N/A
TOTAL UTILITIES	571,232	641,700	70,468	11	601,216	29,984	5
TOTAL OPERATING EXPENSES	9,241,995	10,117,955	875,960	9	9,679,444	437,450	5
NET OPERATING INCOME (LOSS)	7,474,960	6,769,944	705,015	10	9,188,884	-1,713,924	-19
NON-OPERATING EXPENSES							
Property And Liability Insurance	296,816	302,475	5,659	2	289,170	-7,646	-3
Real Estate Taxes	322,588	319,500	-3,088	-1	319,982	-2,606	-1
Association Assessment	42,603	92,475	49,872	54	92,118	49,514	54
TOTAL NON-OPERATING EXPENSES	662,008	714,450	52,442	7	701,269	39,261	6
TOTAL NON-OPERATING EXPENSES	662,008	714,450	52,442	7	701,269	39,261	6
NET INCOME (LOSS) BEFORE NON-OPERATING	6,812,952	6,055,494	757,458	13	8,487,614	-1,674,663	-20
FINANCING EXPENSE							
Sec Dep Interest	2,488	0	-2,488	N/A	0	-2,488	N/A
Mortgage Interest	276,768	299,318	22,550	8	307,780	31,012	10
Debt Service - Principal	311,471	329,971	18,500	6	401,524	90,054	22
Debt Service - Interest	121,207	0	-121,207	N/A	0	-121,207	N/A
Interest - Senior Bonds	915,624	1,080,977	165,354	15	966,055	50,431	5
Interest - Series A Bonds	30,713	31,531	818	3	32,580	1,867	6
Gain On Investment	-27,209	0	27,209	N/A	5,461	32,670	598

Total Agency
Income Statement
For the Nine Months Ending September 30, 2019

	9/30/2019	9/30/2019			9/30/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
Financing Fee	0	1,050	1,050	100	1,625	1,625	100
Monitoring Fee	0	2,250	2,250	100	0	0	N/A
Fss Escrow Payment	5,819	2,250	-3,569	-159	2,137	-3,682	-172
Bond Premium	-46,305	-33,445	12,860	38	-46,487	-182	0
Bond Discount	14,352	14,833	480	3	14,832	480	3
Gain/Loss On Sale	-42,761	42,914	85,675	200	-41,439	1,322	3
Capital Outlay	0	0	0	N/A	23	23	100
Capital Outlay - Gen Building	0	25,500	25,500	100	0	0	N/A
Deferred Refunding	62,358	78,876	16,518	21	78,873	16,516	21
Deferred Gain On Refunding	-87,885	-87,885	0	0	-87,885	0	0
Transfer To Other Funds	0	22,500	22,500	100	1,014,021	1,014,021	100
TOTAL FINANCING EXPENSE	1,536,638	1,810,639	274,001	15	2,649,100	1,112,462	42
NET INCOME (LOSS) BEFORE DEPR AND AMORT	5,276,313	4,244,855	1,031,459	24	5,838,514	-562,201	-10
DEPRECIATION EXPENSE							
Depreciation	43,540	36,931	-6,609	-18	40,565	-2,975	-7
Depreciation - Building	1,344,777	1,332,042	-12,735	-1	1,308,985	-35,792	-3
Depreciation - Furniture And Equipment	5,701	475	-5,226	-1,101	13,291	7,590	57
TOTAL DEPRECIATION & AMORTIZATION EXPENSE	-1,394,017	-1,369,448	-24,569	-2	-1,362,841	-31,177	-2
NET INCOME (LOSS)	3,882,296	2,875,407	1,006,889	35	4,475,674	-593,378	-13

General Fund
Balance Sheet
September 30, 2019

	2019	2018	Net
	YTD	YTD	Change
ASSETS			
CURRENT ASSETS			
CASH			
Cash - Operating Checking	4,525,030	5,396,236	-871,206
Cash - Temporary Investments	0	3,818	-3,818
WCCDA Funds Held In Trust	4,850	0	4,850
TOTAL CASH	4,529,880	5,400,054	-870,174
ACCOUNTS RECEIVABLE			
Accounts Receivable - Property Tax Levy	732,335	576,524	155,811
Accounts Receivable - Delinquent Property Tax	28,454	31,985	-3,531
Due From Other Governments - County	0	22,421	-22,421
TOTAL ACCOUNTS RECEIVABLE	760,789	630,930	129,860
PREPAID EXPENSES			
Prepaid Expenses	24,744	1,450	23,295
TOTAL PREPAID EXPENSES	24,744	1,450	23,295
TOTAL CURRENT ASSETS	5,315,414	6,032,433	-717,019
RESTRICTED CASH/ESCROWS			
Escrow Deposit Account	622	0	622
Operating Reserve	1,383,816	1,345,389	38,426
TOTAL RESTRICTED CASH/ESCROWS	1,384,438	1,345,389	39,048
NOTES RECEIVABLE			
Installment Note Receivable	2,000,000	0	2,000,000
TOTAL NOTES RECEIVABLE	2,000,000	0	2,000,000
TOTAL ASSETS	8,699,851	7,377,822	1,322,029
LIABILITIES & CAPITAL			
LIABILITIES			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			
Accounts Payable	-271	2,236	-2,507
Accounts Payable - Other	0	218	-218
TOTAL ACCOUNTS PAYABLE	-271	2,454	-2,725
ACCRUED EXPENSES			
Accrued Payroll Expense	12,455	18,775	-6,320

General Fund
Balance Sheet
September 30, 2019

	2019	2018	Net
	YTD	YTD	Change
TOTAL ACCRUED EXPENSES	12,455	18,775	-6,320
TOTAL CURRENT LIABILITIES	12,184	21,228	-9,044
LONG-TERM LIABILITIES			
DEFERRED REVENUE			
Unearned Revenue	474,710	601,423	-126,713
TOTAL DEFERRED REVENUE	474,710	601,423	-126,713
INTERCOMPANY LIABILITIES			
Health Care Plan Liability	4,182	1,069	3,114
TOTAL INTERCOMPANY LIABILITIES	4,182	1,069	3,114
TOTAL LONG-TERM LIABILITIES	478,892	602,491	-123,599
TOTAL LIABILITIES	491,077	623,720	-132,643
CAPITAL			
Retained Earnings	8,208,775	6,754,102	1,454,672
TOTAL CAPITAL	8,208,775	6,754,102	1,454,672
TOTAL LIABILITIES & CAPITAL	8,699,851	7,377,822	1,322,029

General Fund
Income Statement
For the Nine Months Ending September 30, 2019

	9/30/2019	9/30/2019			9/30/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
OTHER INCOME							
Interest Income	95,802	16,500	79,302	481	74,548	21,254	29
Restricted Interest Income	1,011	0	1,011	N/A	0	1,011	N/A
Other Income	146	0	146	N/A	4,581	-4,435	-97
Other Income - Non Operating	488	0	488	N/A	0	488	N/A
Property Tax Revenue	1,292,161	1,292,161	0	0	1,259,156	33,005	3
Transfer From Other Funds	0	0	0	N/A	0	0	N/A
Charge For Service	3,270	0	3,270	N/A	536	2,734	510
TOTAL OTHER INCOME	1,392,877	1,308,661	84,216	6	1,338,821	54,055	4
TOTAL REVENUE	1,392,877	1,308,661	84,216	6	1,338,821	54,055	4
OPERATING EXPENSES							
ADMINISTRATIVE EXPENSES							
PAYROLL EXPENSE							
Pension Contribution - Executive	3,796	3,150	-646	-21	3,268	-528	-16
Pension Contribution - Administration	13,052	13,650	598	4	11,396	-1,656	-15
Pension Contribution - Finance Admin	7,396	4,950	-2,446	-49	2,264	-5,133	-227
Insurance - Acct	12,313	9,750	-2,563	-26	5,500	-6,813	-124
Insurance - Executive	3,801	3,450	-351	-10	5,986	2,185	37
Salary Expense - Accounting	73,431	61,125	-12,306	-20	27,627	-45,804	-166
Salary Expense - Executive	34,436	34,500	64	0	36,309	1,873	5
Payroll Taxes - Property Accounting	1,437	1,275	-162	-13	491	-946	-193
Payroll Taxes - Executive	475	525	50	9	418	-57	-14
Workers Compensation Insurance	0	225	225	100	0	0	N/A
Business Ops - Salary Payroll	118,917	151,500	32,583	22	126,627	7,711	6
Business Ops - Benefits & Insurance	16,507	24,750	8,244	33	19,028	2,521	13
Business Ops - Pr Tax	1,772	2,175	403	19	1,734	-38	-2
Business Ops - Work Comp	0	525	525	100	0	0	N/A
Active Life - Salary Wages	55	375	320	85	0	-55	N/A
Active Life - Payroll Taxes	0	75	75	100	0	0	N/A
Payroll - Board Of Commissioners	0	3,600	3,600	100	3,410	3,410	100
Payroll Tax - Board Of Commissioners	0	75	75	100	210	210	100
Workers Comp - Board Of Commissioners	0	300	300	100	0	0	N/A
Workers Comp - Exec Dir	0	150	150	100	0	0	N/A
TOTAL PAYROLL	287,389	316,125	28,736	9	244,269	-43,120	-18
GENERAL & ADMINISTRATIVE							
Auto Lease & License	2,272	0	-2,272	N/A	284	-1,988	-700
Consulting	54,436	75,000	20,564	27	59,223	4,787	8
Consulting - Exec	0	5,325	5,325	100	2,505	2,505	100
Consulting - Finance/It	8,189	10,500	2,311	22	2,822	-5,367	-190
Consulting - It	19,511	0	-19,511	N/A	0	-19,511	N/A
Dues & Subscriptions - Business Office	10,074	4,875	-5,199	-107	3,650	-6,424	-176
Dues & Subscriptions - Exec	2,048	3,750	1,702	45	3,502	1,454	42
Delivery Expenses	0	150	150	100	0	0	N/A
Postage & Delivery - Ops	17	0	-17	N/A	0	-17	N/A
Office/Equipment Rental	17,238	0	-17,238	N/A	0	-17,238	N/A
Advertising/Marketing	3,112	3,750	638	17	111	-3,001	-2,714
Advertising - Board Of Commissioners	0	450	450	100	221	221	100
Advertising/Marketing - Fin Admin	0	225	225	100	1,944	1,944	100
Audit/Tax Return Preparation Fee	51,900	39,000	-12,900	-33	44,500	-7,400	-17
Credit Reports / Background Checks	29	0	-29	N/A	0	-29	N/A
Data Processing Fees	11,574	67,500	55,926	83	8,921	-2,654	-30
Data Processing Fees - Exec Dir	0	225	225	100	0	0	N/A
Data Processing Fees - Fin Admin	0	2,250	2,250	100	0	0	N/A
Data Processing Fees - It	13,181	0	-13,181	N/A	0	-13,181	N/A
Payroll Processing Fees	17,767	18,000	233	1	19,129	1,362	7
Legal Fees	18,695	45,000	26,305	58	28,810	10,115	35

General Fund
Income Statement
For the Nine Months Ending September 30, 2019

	9/30/2019	9/30/2019			9/30/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
License Fees	100	0	-100	N/A	200	100	50
License Fees - General Building	0	0	0	N/A	100	100	100
Mileage Reimbursement	124	0	-124	N/A	0	-124	N/A
Mileage Reimbursement - Environmental Services	0	150	150	100	312	312	100
Postage - Business Office	-100	1,500	1,600	107	1,371	1,471	107
Travel - Exec	3,228	3,750	522	14	2,948	-279	-9
Travel - Finance/It	55	1,500	1,445	96	132	77	58
Travel - Board Of Commissioners	1,753	750	-1,003	-134	886	-867	-98
Travel - Cda Car	1,650	0	-1,650	N/A	333	-1,316	-395
Travel	1,022	0	-1,022	N/A	0	-1,022	N/A
Travel - Business Office	364	1,875	1,511	81	2,020	1,656	82
Travel - Active Life	111	75	-36	-49	255	144	56
Education And Training	1,607	0	-1,607	N/A	0	-1,607	N/A
Training/Ed - Business Office	1,017	5,250	4,233	81	3,756	2,738	73
Training/Ed - Active Life	1,005	450	-555	-123	535	-470	-88
Bank Fees	4,144	4,125	-19	0	4,232	87	2
Training/Ed - Exec	1,470	1,950	480	25	4,854	3,384	70
Training/Ed - Finance/It	1,233	7,275	6,042	83	245	-988	-403
Bank Fees - Financial Admin	119	0	-119	N/A	0	-119	N/A
Training/Ed - Board Of Commissioners	3,890	375	-3,515	-937	314	-3,576	-1,140
Professional Fees	2,202	8,250	6,048	73	1,911	-292	-15
Professional Services - Environmental Services	0	3,300	3,300	100	0	0	N/A
Office Supplies And Equipment	9,093	10,425	1,332	13	8,381	-712	-9
Office Supplies - Exec	0	150	150	100	331	331	100
Office Supplies - Finance/It	346	825	479	58	654	308	47
Office Supplies - Board Of Commissioners	61	150	89	60	63	2	3
Telephone - Office Use	8,670	8,625	-45	-1	8,171	-499	-6
Telephone - Exec Dir	595	750	155	21	433	-162	-37
Telephone - Financial Admin	499	525	26	5	573	74	13
Monthly Cleaning	11,631	11,850	219	2	14,740	3,110	21
Repairs & Maintenance	889	0	-889	N/A	2,255	1,366	61
Repairs & Maintenance - General Building	860	4,875	4,015	82	120	-740	-617
TOTAL G & A EXPENSE	287,683	354,750	67,068	19	235,746	-51,936	-22
TOTAL ADMINISTRATIVE EXPENSES	575,072	670,875	95,803	14	480,015	-95,056	-20
MAINTENANCE EXPENSES							
REPAIRS & MAINTENANCE EXPENSES							
Service Contract/Repairs - Contract Maintenance	0	2,700	2,700	100	1,348	1,348	100
Service Contract/Repairs - Electrical	4,032	4,050	18	0	2,958	-1,075	-36
Service Contract/Repairs - General Building	0	1,500	1,500	100	0	0	N/A
Service Contract/Repairs - Hvac	0	5,175	5,175	100	926	926	100
Service Contract/Repairs - Plumbing	1,008	1,575	568	36	0	-1,008	N/A
Supplies - Electrical	101	975	874	90	104	3	3
Supplies - General Building	12	225	213	95	35	23	65
Supplies - Hvac	54	150	96	64	339	285	84
Supplies - Janitorial	718	1,125	407	36	207	-510	-246
Supplies - Plumbing	366	450	84	19	318	-47	-15
Equipment Rental - Business Office	1,204	20,550	19,346	94	19,705	18,502	94
Supplies - Miscellaneous	132	900	768	85	54	-78	-145
Repairs - Business Office	301	2,100	1,799	86	1,804	1,503	83
TOTAL REPAIRS & MAINTENANCE EXPENSES	7,926	41,475	33,549	81	27,798	19,871	71
CONTRACT SERVICE							
Extermination	352	600	248	41	280	-72	-26
Service Contract/Repairs - Elevators	1,429	3,750	2,321	62	1,677	248	15
Service Contract - Grounds	3,310	6,125	2,814	46	2,439	-871	-36
Service Contract - Snow	1,800	1,350	-450	-33	2,064	264	13
Supplies - Grounds	0	75	75	100	0	0	N/A
TOTAL CONTRACT SERVICE	6,892	11,900	5,008	42	6,460	-432	-7

General Fund
Income Statement
For the Nine Months Ending September 30, 2019

	9/30/2019	9/30/2019			9/30/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
TURNOVER EXPENSE							
Service Contract - Painting	0	2,250	2,250	100	0	0	N/A
Supplies - Painting	0	75	75	100	78	78	100
TOTAL TURNOVER EXPENSE	0	2,325	2,325	100	78	78	100
 TOTAL MAINTENANCE EXPENSES	 14,818	 55,700	 40,882	 73	 34,335	 19,517	 57
UTILITIES							
Electricity	7,967	9,300	1,333	14	9,101	1,134	12
Heat / Gas	1,325	3,000	1,675	56	1,182	-143	-12
Water And Sewer	1,321	2,175	854	39	912	-409	-45
Trash Removal	788	1,500	712	47	795	7	1
Trash Removal - Admin Services	146	375	229	61	291	146	50
TOTAL UTILITIES	11,547	16,350	4,803	29	12,282	735	6
 TOTAL OPERATING EXPENSES	 601,437	 742,925	 141,489	 19	 526,632	 -74,804	 -14
 NET OPERATING INCOME (LOSS)	 791,440	 565,736	 225,705	 40	 812,189	 -20,749	 -3
NON-OPERATING EXPENSES							
Property And Liability Insurance	5,709	5,175	-534	-10	5,218	-491	-9
TOTAL NON-OPERATING EXPENSES	5,709	5,175	-534	-10	5,218	-491	-9
TOTAL NON-OPERATING EXPENSES	5,709	5,175	-534	-10	5,218	-491	-9
 NET INCOME (LOSS) BEFORE NON-OPERATING	 785,731	 560,561	 225,170	 40	 806,971	 -21,240	 -3
FINANCING EXPENSE							
Mortgage Interest	0	22,781	22,781	100	25,784	25,784	100
Debt Service - Principal	89,833	90,191	357	0	87,186	-2,647	-3
Debt Service - Interest	23,137	0	-23,137	N/A	0	-23,137	N/A
Gain On Investment	-10,822	0	10,822	N/A	2,385	13,207	554
Financing Fee	0	975	975	100	0	0	N/A
Capital Outlay	0	0	0	N/A	23	23	100
Capital Outlay - Gen Building	0	25,500	25,500	100	0	0	N/A
Transfer To Other Funds	0	0	0	N/A	0	0	N/A
TOTAL FINANCING EXPENSE	102,149	139,446	37,297	27	115,379	13,230	11
 NET INCOME (LOSS) BEFORE DEPR AND AMORT	 683,582	 421,115	 262,468	 62	 691,592	 -8,010	 -1
 NET INCOME (LOSS)	 683,582	 421,115	 262,468	 62	 691,592	 -8,010	 -1

Total Properties
Balance Sheet
September 30, 2019

	2019	2018	Net
	YTD	YTD	Change
ASSETS			
CURRENT ASSETS			
CASH			
Cash - Lockbox	1,702,813	889,128	813,685
Cash - Operating Checking	982,354	347,703	634,651
Cash - Operating Savings	0	35,433	-35,433
WCCDA FSS - Public Housing Escrow	45,201	0	45,201
Cash - Temporary Investments	1,431,611	2,286,398	-854,787
WCCDA Funds Held In Trust	1,055,785	0	1,055,785
Security Deposit Checking	169,929	153,707	16,223
Cash - Swap Account	306,942	289,564	17,379
TOTAL CASH	5,694,637	4,001,933	1,692,704
ACCOUNTS RECEIVABLE			
Accounts Receivable	16,934	16,143	791
Accounts Receivable - Other	41,187	946	40,241
Accounts Receivable - Hud	5,523	0	5,523
Accounts Receivable - Tenant Based Subsidy	2,273	0	2,273
Accounts Receivable - Repayments	45	0	45
Accounts Receivable - Resident Reimbursements	1,090	0	1,090
Allowance For Doubtful Accounts	-6,917	-4,081	-2,836
Accounts Receivable - Property Tax Levy	416,841	663,903	-247,062
Developer Fee Receivable	1,126,287	925,000	201,287
Developer Fee Interest Receivable	127,188	80,292	46,896
Capital Lease Receivable	2,862,107	3,324,732	-462,625
Due From Other Governments - Federal	54,055	36,625	17,430
TOTAL ACCOUNTS RECEIVABLE	4,646,613	5,043,560	-396,947
PREPAID EXPENSES			
Prepaid Expenses	176,747	161,579	15,169
TOTAL PREPAID EXPENSES	176,747	161,579	15,169
TOTAL CURRENT ASSETS	10,517,997	9,207,072	1,310,926
RESTRICTED CASH/ESCROWS			
Insurance Escrow	221,577	175,878	45,699
Real Estate Tax Escrow	216,730	284,791	-68,060
Real Estate Tax Escrow - Qecb Bonds	81,004	77,251	3,753
Debt Service Fund	1,634,026	1,412,700	221,327
Debt Service Fund - Qecb Bonds	0	12	-12
Debt Service Reserve Fund	2,416,475	2,626,109	-209,635

Total Properties
Balance Sheet
September 30, 2019

	2019	2018	Net
	YTD	YTD	Change
Debt Service Reserve Fund - Qecb Bonds	12	1	12
Fund-Operating Deficit R	0	12,215	-12,215
Issuer Reserve Fund	1,219,154	682,013	537,141
Repair Fund	0	40,375	-40,375
Operating Fund	584,800	734,125	-149,325
Restoration Fund	1	1	0
Operating Reserve	841,179	816,700	24,479
WCCDA Operating Reserve	12,525	0	12,525
Fee Escrow	53,531	42,228	11,303
Replacement Reserve Fund	182,953	179,276	3,677
WCCDA Transitional Housing Repl Res	41,399	0	41,399
Surplus Fund	284,024	252,588	31,436
Other Escrow	8,280	8,114	166
TOTAL RESTRICTED CASH/ESCROWS	7,797,671	7,344,377	453,294
FIXED ASSETS AND ACCUMULATED DEPRECIATION			
FIXED ASSETS			
Land	4,559,054	4,559,054	0
Land Improvements	2,375,549	2,275,040	100,509
Building	68,866,423	68,277,046	589,377
Appliances	1,104	0	1,104
Office Furniture And Equipment	515,702	515,702	0
TOTAL FIXED ASSETS	76,317,832	75,626,842	690,990
ACCUMULATED DEPRECIATION			
Accum Depreciation - Land Improvements	-523,066	-439,793	-83,272
Accum Depreciation - Building And Fixtures	-31,482,123	-29,826,432	-1,655,692
Accum Depreciation - Furniture And Equipment	-520,770	-509,162	-11,608
TOTAL ACCUMULATED DEPRECIATION	-32,525,959	-30,775,387	-1,750,572
NET FIXED ASSETS AND ACCUMULATED DEPRECIATION	43,791,873	44,851,456	-1,059,582
INVESTMENTS			
Other Investments	1,857,704	1,857,732	-28
TOTAL INVESTMENTS	1,857,704	1,857,732	-28
NOTES RECEIVABLE			
Installment Note Receivable	8,616,334	8,912,838	-296,505
Loan Receivable Lhia On Cda Company	400,000	0	400,000
Forgivable Long Term Loan	1,000,000	1,000,000	0
TOTAL NOTES RECEIVABLE	10,016,334	9,912,838	103,495

Total Properties
Balance Sheet
September 30, 2019

	2019	2018	Net
	YTD	YTD	Change
OTHER ASSETS			
Interest Receivable	31,879	33,357	-1,478
Construction In Progress	757,281	-154,552	911,833
TOTAL OTHER ASSETS	789,160	-121,195	910,355
TOTAL ASSETS	74,770,740	73,052,280	1,718,460
LIABILITIES & CAPITAL			
LIABILITIES			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			
Accounts Payable	7,159	102,966	-95,806
Accounts Payable - Other	0	37	-37
Retainage Payable	24,287	128,774	-104,487
TOTAL ACCOUNTS PAYABLE	31,446	231,777	-200,331
OTHER CURRENT LIABILITIES			
Prepaid Tenant Rent	688	0	688
Hap Repayment	1,161	0	1,161
Security Deposit Liability	383,489	381,027	2,462
Security Deposit Interest Liability	22,624	21,337	1,287
Due To Other Governments - County	531,106	488,288	42,818
Tenant Based Subsidy Suspense	-1,182	0	-1,182
Escrow Deposits Payable - Fss	45,201	35,433	9,768
TOTAL OTHER CURRENT LIABILITIES	983,088	926,086	57,002
ACCRUED EXPENSES			
Accrued Payroll Expense	25,364	17,481	7,883
Accrued Interest	28,415	29,051	-637
Accrued Interest Senior Bonds	241,389	146,332	95,057
Accrued Interest Series D Bonds	6,773	3,410	3,363
TOTAL ACCRUED EXPENSES	301,941	196,274	105,667
TOTAL CURRENT LIABILITIES	1,316,475	1,354,137	-37,662
LONG-TERM LIABILITIES			
DEFERRED REVENUE			
Unearned Revenue	380,534	442,602	-62,068
TOTAL DEFERRED REVENUE	380,534	442,602	-62,068

Total Properties
Balance Sheet
September 30, 2019

	2019	2018	Net
	YTD	YTD	Change
INTERCOMPANY LIABILITIES			
Due To Others	500,000	500,000	0
TOTAL INTERCOMPANY LIABILITIES	500,000	500,000	0
LONG-TERM DEBT			
Mortgage Payable	9,606,819	9,808,941	-202,122
Note Payable	1,389,793	1,389,793	0
Bonds Payable	32,705,000	34,940,000	-2,235,000
Series D Bond Payable	1,395,000	1,535,000	-140,000
Unamortized Premium	731,031	797,685	-66,655
Deferred Refunding Costs	-547,155	-644,570	97,415
Deferred Gain On Sale Of Property	260,256	321,711	-61,455
Deferred Gain On Refunding	68,381	195,326	-126,945
Unamortized Discount	-222,419	-242,541	20,122
TOTAL LONG-TERM DEBT	45,386,707	48,101,346	-2,714,639
TOTAL LONG-TERM LIABILITIES	46,267,240	49,043,948	-2,776,708
TOTAL LIABILITIES	47,583,715	50,398,085	-2,814,370
CAPITAL			
Retained Earnings	27,187,024	22,654,195	4,532,830
TOTAL CAPITAL	27,187,024	22,654,195	4,532,830
TOTAL LIABILITIES & CAPITAL	74,770,740	73,052,280	1,718,460

Total Properties
Income Statement
For the Nine Months Ending September 30, 2019

	9/30/2019	9/30/2019			9/30/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
OTHER RENTAL INCOME							
Rent Income - Residents	5,862,244	5,788,575	73,669	1	5,699,812	162,432	3
County Assistance Rent	428,384	485,475	-57,091	-12	970,883	-542,499	-56
Hap Income - Section 8	503,104	503,850	-746	0	0	503,104	N/A
Bad Debt Rent	-8,760	-28,050	19,290	69	-18,435	9,675	52
Bad Debt Other	-25,625	17,850	-43,475	-244	16,485	-42,110	-255
Employee Concessions	-3,831	-6,450	2,619	41	-7,695	3,864	50
Vacancy	-16,123	-269,625	253,502	94	-37,914	21,791	57
Application Fees	4,425	5,700	-1,275	-22	4,275	150	4
Electric Reimbursement	7,623	0	7,623	N/A	0	7,623	N/A
Water & Sewer Reimbursement	63	0	63	N/A	0	63	N/A
Heat Reimbursement	28	0	28	N/A	0	28	N/A
Cable Reimbursement	14,384	12,900	1,484	12	14,492	-108	-1
Trash Reimbursement	105	0	105	N/A	0	105	N/A
Utility Reimbursement Recovery	-5,940	13,575	-19,515	-144	-17,433	11,493	66
Guest Suite Income	3,300	1,800	1,500	83	2,450	850	35
Late Fees	19,017	14,850	4,167	28	16,212	2,805	17
Laundry Income	20,817	22,050	-1,233	-6	22,312	-1,495	-7
Clubhouse Rental	500	0	500	N/A	0	500	N/A
Nsf Fees	750	0	750	N/A	0	750	N/A
Cleaning & Damages Income	20,109	0	20,109	N/A	0	20,109	N/A
Damage Fees - Carpet Replace	862	0	862	N/A	0	862	N/A
Damage Fees - Other	2,177	0	2,177	N/A	0	2,177	N/A
Parking / Garage Income	64,901	65,775	-874	-1	65,185	-284	0
Emergency Pendant Reimbursement	522	525	-3	-1	385	136	35
TOTAL OTHER RENTAL INCOME	6,893,035	6,628,800	264,235	4	6,731,013	162,022	2
NET RENTAL INCOME	6,893,035	6,628,800	264,235	4	6,731,013	162,022	2
OTHER INCOME							
Interest Income	77,969	30,975	46,995	152	82,856	-4,887	-6
Restricted Interest Income	162,093	45,600	116,493	255	94,559	67,534	71
Interest Income - Loans	107,109	109,519	-2,410	-2	113,019	-5,911	-5
Interest Income - Capital Leases	55,327	54,213	1,114	2	64,880	-9,553	-15
Other Income	17,646	189,675	-172,029	-91	484,021	-466,375	-96
Other Income - Non Operating	50,341	0	50,341	N/A	0	50,341	N/A
Intergovernmental Revenue	156,033	0	156,033	N/A	0	156,033	N/A
Property Tax Revenue	1,140,566	1,140,825	-259	0	995,854	144,712	15
Grant Revenue - Federal	136,551	120,000	16,551	14	131,878	4,673	4
Grant Revenue - Cfp Operating	1,645	0	1,645	N/A	0	1,645	N/A
Grant Revenue - Cfp Capital	31,430	281,600	-250,170	-89	0	31,430	N/A
Grant Revenue - Cdbg	95,602	182,365	-86,763	-48	0	95,602	N/A
Transfer From Other Funds	0	0	0	N/A	395,228	-395,228	-100
Charge For Service	453,588	442,950	10,638	2	432,521	21,067	5
Hud Pass Through	-12,739	14,250	-26,989	-189	-12,809	70	1
TOTAL OTHER INCOME	2,473,161	2,611,971	-138,810	-5	2,782,008	-308,847	-11
TOTAL REVENUE	9,366,196	9,240,771	125,425	1	9,513,021	-146,825	-2
OPERATING EXPENSES							
ADMINISTRATIVE EXPENSES							
PAYROLL EXPENSE							
Payroll - Office	769,490	832,774	63,284	8	787,056	17,567	2
Payroll Taxes - Office	5,540	5,475	-65	-1	4,929	-611	-12
Payroll - Maintenance	325,791	437,901	112,109	26	378,589	52,798	14
Payroll - Grounds	117,923	153,707	35,783	23	118,663	739	1
Payroll Benefits - Other	40,137	30,750	-9,387	-31	29,600	-10,537	-36
Insurance Benefits	35,483	52,650	17,167	33	33,933	-1,550	-5
Workers Compensation Insurance	0	1,725	1,725	100	0	0	N/A
Payroll - Property Management - Cda	453,588	442,950	-10,638	-2	431,745	-21,843	-5
TOTAL PAYROLL	1,747,953	1,957,932	209,978	11	1,784,515	36,562	2

Total Properties
Income Statement
For the Nine Months Ending September 30, 2019

	9/30/2019	9/30/2019			9/30/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
GENERAL & ADMINISTRATIVE							
Consulting	17,754	14,100	-3,654	-26	41,832	24,078	58
Consulting - Finance/It	6,500	0	-6,500	N/A	0	-6,500	N/A
Dues & Subscriptions - Business Office	964	150	-814	-543	216	-748	-345
Postage & Delivery - Ops	3,031	6,000	2,969	49	3,928	897	23
Office/Equipment Rental	14,821	14,925	104	1	12,911	-1,911	-15
Advertising/Marketing	20,638	29,550	8,912	30	21,513	876	4
Contributions - Operating	97,500	0	-97,500	N/A	0	-97,500	N/A
Audit/Tax Return Preparation Fee	12,700	12,525	-175	-1	16,700	4,000	24
Credit Reports / Background Checks	5,860	8,325	2,465	30	6,454	594	9
Data Processing Fees	21,562	825	-20,737	-2,513	2,111	-19,451	-921
Legal Fees	27,603	39,525	11,922	30	17,329	-10,274	-59
License Fees	13,265	11,475	-1,790	-16	11,785	-1,480	-13
Mileage Reimbursement	8,805	14,550	5,745	39	7,773	-1,032	-13
Property Program Expenses	19,550	20,925	1,375	7	18,145	-1,405	-8
Misc Expense - Business Office	124	3,150	3,026	96	1,628	1,504	92
Travel	1,862	2,400	538	22	1,868	5	0
Education And Training	3,497	5,700	2,203	39	6,158	2,661	43
Bank Fees	38,427	45,825	7,398	16	50,256	11,829	24
Professional Fees	3,965	3,000	-965	-32	329	-3,636	-1,105
Professional Services - Environmental Services	1,222	1,575	352	22	1,314	91	7
Office Contracts	1,550	1,200	-350	-29	1,550	0	0
Maintenance Supplies	15	0	-15	N/A	0	-15	N/A
Office Supplies And Equipment	4,249	8,400	4,151	49	4,619	370	8
Telephone - Office Use	40,080	52,425	12,345	24	45,448	5,368	12
Resident Retention	3,547	12,075	8,528	71	7,156	3,609	50
Monthly Cleaning	10,450	28,200	17,749	63	27,592	17,141	62
Repairs & Maintenance	40,053	106,425	66,372	62	68,129	28,076	41
Uniforms - Business Office	9,536	6,225	-3,311	-53	6,940	-2,596	-37
TOTAL G & A EXPENSE	429,130	449,474	20,344	5	383,684	-45,447	-12
MANAGEMENT FEE							
Management Fee	352,386	368,266	15,880	4	356,721	4,335	1
TOTAL MANAGEMENT FEE	352,386	368,266	15,880	4	356,721	4,335	1
TOTAL ADMINISTRATIVE EXPENSES	2,529,469	2,775,671	246,202	9	2,524,920	-4,549	0
MAINTENANCE EXPENSES							
REPAIRS & MAINTENANCE EXPENSES							
Service Contract/Repairs - Appliance	778	3,825	3,047	80	2,336	1,558	67
Service Contract/Repairs - Electrical	24,270	42,450	18,180	43	39,881	15,611	39
Service Contract/Repairs - Floors	77,099	110,100	33,001	30	54,357	-22,742	-42
Service Contract/Repairs - General Building	45	0	-45	N/A	60	15	25
Service Contract/Repairs - Hvac	17,497	43,275	25,778	60	36,648	19,151	52
Service Contract/Repairs - Janitorial	3,417	9,600	6,183	64	0	-3,417	N/A
Service Contract/Repairs - Plumbing	42,501	44,550	2,049	5	49,506	7,005	14
Service Contract/Repairs - Miscellaneous	116	0	-116	N/A	0	-116	N/A
Supplies - Appliance	42,691	77,850	35,159	45	48,773	6,082	12
Supplies - Electrical	19,904	22,575	2,671	12	18,326	-1,578	-9
Supplies - Floors	4,169	0	-4,169	N/A	0	-4,169	N/A
Supplies - General Building	124	0	-124	N/A	0	-124	N/A
Supplies - Hvac	41,128	37,875	-3,253	-9	33,421	-7,707	-23
Supplies - Janitorial	9,883	12,300	2,417	20	8,941	-943	-11
Supplies - Plumbing	45,464	38,175	-7,290	-19	40,453	-5,012	-12
Supplies - Miscellaneous	26,344	24,300	-2,044	-8	15,381	-10,963	-71
TOTAL REPAIRS & MAINTENANCE EXPENSES	355,430	466,875	111,445	24	348,082	-7,348	-2
CONTRACT SERVICE							
Extermination	20,697	14,625	-6,072	-42	12,541	-8,156	-65
Service Contract/Repairs - Elevators	26,265	28,725	2,461	9	26,556	292	1
Service Contract - Grounds	87,268	135,625	48,357	36	93,916	6,648	7
Service Contract - Snow	91,890	47,175	-44,715	-95	83,395	-8,495	-10
Supplies - Grounds	18	0	-18	N/A	0	-18	N/A

Total Properties
Income Statement
For the Nine Months Ending September 30, 2019

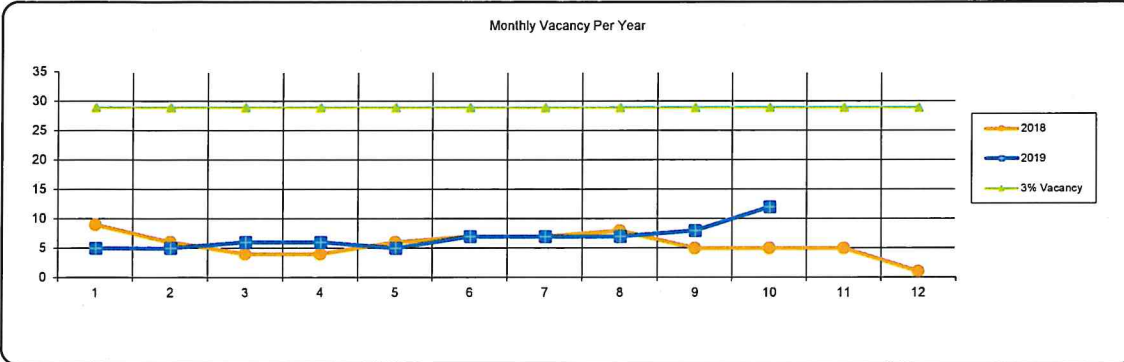
	9/30/2019	9/30/2019			9/30/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
TOTAL CONTRACT SERVICE	226,137	226,150	13	0	216,408	-9,729	-4
TURNOVER EXPENSE							
Service Contract - Painting	44,854	48,675	3,821	8	32,178	-12,676	-39
Service Contract - Carpet Shampoo	90	0	-90	N/A	0	-90	N/A
Supplies - Painting	14,769	18,375	3,606	20	12,914	-1,856	-14
TOTAL TURNOVER EXPENSE	59,713	67,050	7,337	11	45,091	-14,622	-32
TOTAL MAINTENANCE EXPENSES	641,280	760,075	118,795	16	609,581	-31,699	-5
UTILITIES							
Electricity	122,259	159,225	36,966	23	158,485	36,226	23
Heat / Gas	110,111	157,575	47,464	30	130,331	20,221	16
Water And Sewer	173,494	190,575	17,081	9	176,118	2,624	1
Trash Removal	115,866	100,875	-14,991	-15	107,007	-8,859	-8
Cable Tv	17,540	17,025	-515	-3	16,926	-614	-4
Tenant Utility Allowance	12,407	0	-12,407	N/A	0	-12,407	N/A
TOTAL UTILITIES	551,677	625,275	73,598	12	588,869	37,191	6
TOTAL OPERATING EXPENSES	3,722,427	4,161,021	438,594	11	3,723,370	943	0
NET OPERATING INCOME (LOSS)	5,643,769	5,079,750	564,020	11	5,789,651	-145,882	-3
NON-OPERATING EXPENSES							
Property And Liability Insurance	288,724	294,525	5,801	2	281,436	-7,288	-3
Real Estate Taxes	322,228	316,200	-6,028	-2	319,532	-2,696	-1
Association Assessment	42,603	92,475	49,872	54	92,118	49,514	54
TOTAL NON-OPERATING EXPENSES	653,556	703,200	49,644	7	693,086	39,530	6
TOTAL NON-OPERATING EXPENSES	653,556	703,200	49,644	7	693,086	39,530	6
NET INCOME (LOSS) BEFORE NON-OPERATING	4,990,213	4,376,550	613,664	14	5,096,566	-106,352	-2
FINANCING EXPENSE							
Sec Dep Interest	2,488	0	-2,488	N/A	0	-2,488	N/A
Mortgage Interest	257,515	257,289	-226	0	262,747	5,232	2
Interest - Senior Bonds	915,624	1,080,977	165,354	15	966,055	50,431	5
Interest - Series A Bonds	30,713	31,531	818	3	32,580	1,867	6
Gain On Investment	-106	0	106	N/A	-667	-561	-84
Bond Premium	-46,305	-33,445	12,860	38	-46,487	-182	0
Bond Discount	14,352	14,833	480	3	14,832	480	3
Gain/Loss On Sale	-42,761	42,914	85,675	200	-41,439	1,322	3
Deferred Refunding	62,358	78,876	16,518	21	78,873	16,516	21
Deferred Gain On Refunding	-87,885	-87,885	0	0	-87,885	0	0
Transfer To Other Funds	0	0	0	N/A	118,793	118,793	100
TOTAL FINANCING EXPENSE	1,105,993	1,385,090	279,097	20	1,297,401	191,408	15
NET INCOME (LOSS) BEFORE DEPR AND AMORT	3,884,221	2,991,460	892,760	30	3,799,165	85,056	2
DEPRECIATION EXPENSE							
Depreciation	43,540	36,931	-6,609	-18	40,565	-2,975	-7
Depreciation - Building	1,344,777	1,332,042	-12,735	-1	1,308,985	-35,792	-3
Depreciation - Furniture And Equipment	5,701	475	-5,226	-1,101	13,291	7,590	57
TOTAL DEPRECIATION & AMORTIZATION EXPENSE	-1,394,017	-1,369,448	-24,569	-2	-1,362,841	-31,177	-2
NET INCOME (LOSS)	2,490,203	1,622,012	868,191	54	2,436,324	53,879	2

Property Summary - June 2019

CDA Owned Properties	Location	# of Units	# of Vacant Units	October	Projected Occupancy		Month End Delinquency
					November	December	
Ann Bodlovick	Stillwater	50	2	96.00%	100.00%	98.00%	\$930
Briar Pond	Oakdale	196	0	100.00%	100.00%	100.00%	\$129
Brick Pond	Stillwater	40	0	100.00%	100.00%	100.00%	\$0
Cobble Hill	Woodbury	45	0	100.00%	100.00%	98.00%	\$97
Poth	Oakdale	3	0	100.00%	100.00%	100.00%	\$0
John Jergens	Forest Lake	30	0	100.00%	100.00%	100.00%	\$0
Scattered Site	Scattered	56	2	96.43%	98.00%	98.00%	\$9,996
Muller Manor	Hugo	28	0	100.00%	100.00%	100.00%	\$0
Oakhill Cottages	Scandia	40	0	100.00%	100.00%	100.00%	\$0
Park Place I	St. Paul Park	36	0	100.00%	100.00%	100.00%	\$0
Park Place II	St. Paul Park	6	0	100.00%	100.00%	100.00%	\$865
Pioneer	St. Paul Park	18	0	100.00%	100.00%	100.00%	\$39
Raymie Johnson	Stillwater	120	2	98.33%	97.50%	97.50%	\$1,083
TrailSide	Forest Lake	70	1	98.57%	100.00%	100.00%	\$0
Whispering Pines	Forest Lake	40	0	100.00%	100.00%	100.00%	\$1
Woodland Park	Cottage Grove	180	5	97.22%	98.50%	98.50%	\$3,557
TOTALS:		958	12	98.75%	99.63%	99.38%	\$16,697
Joint Ventures	Location	# of Units	# of Vacant Units	October	Projected Occupancy		Month End Delinquency
					November	December	
Piccadilly Square	Mahtomedi	79	2	97.47%	100.00%	100.00%	\$0
The Groves	Cottage Grove	67	0	100.00%	100.00%	98.50%	\$2,318

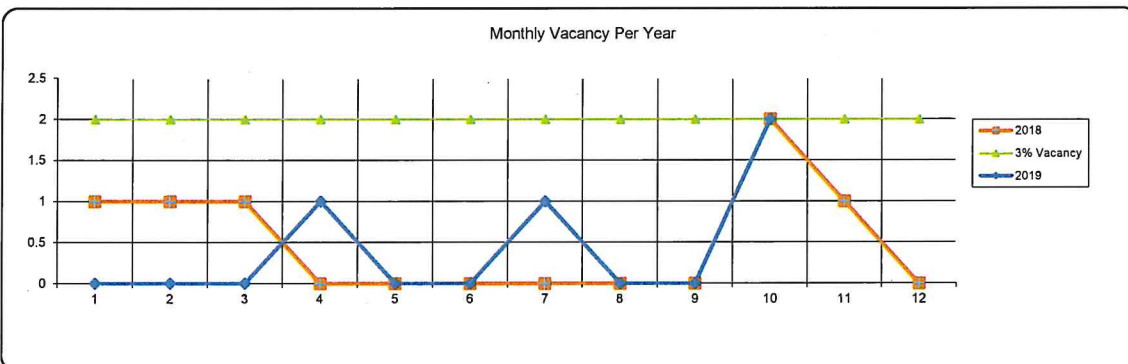
Washington County CDA Current Annual Vacancy as of October 2019

	January	February	March	April	May	June	July	August	September	October	November	December
2018	9	6	4	4	6	7	7	8	5	5	5	1
2019	5	5	6	6	5	7	7	7	8	12		
3% Vacancy	29	29	29	29	29	29	29	29	29	29	29	29



Joint Venture - Piccadilly Square Current Annual Vacancy as of October 2019

	January	February	March	April	May	June	July	August	September	October	November	December
2018	1	1	1	0	0	0	0	0	0	2	1	0
2019	0	0	0	1	0	0	1	0	0	2	2	
3% Vacancy	2	2	2	2	2	2	2	2	2	2	2	2



Joint Venture - The Groves Current Annual Vacancy as of October 2019

	January	February	March	April	May	June	July	August	September	October	November	December
2018	0	0	0	0	0	0	0	0	0	1	0	0
2019	0	0	0	0	0	0	1	1	1	0		
3% Vacancy	2	2	2	2	2	2	2	2	2	2	2	2



Building Type for Washington County CDA and Joint Ventures

	Development	Type	Number of Units	Number of Units by Building				City	Income Restrictions**				
				Apt	TH	SF	EF		< 110% AMI	< 80% AMI	< 60% AMI	< 50% AMI	< 30% AMI
CDA	Oakhill Cottages	Senior	40		40			Scandia		40			
	Muller Manor	Senior	28	28				Hugo		28			
	Woodland Park	Family	180	116	64			Cottage Grove		180			
	Briar Pond	Family	196	164	32			Oakdale		196			
	Brick Pond	Family	40	30			10	Stillwater		40			
	Park Place	Family	42	42				St. Paul Park		42			
	Ann Bodolvick	Senior	50	50				Stillwater		50			
	John Jergens	Senior	30		30			Forest Lake		30			
	Pioneer Apartments	Senior	18	18				St. Paul Park		18			
	TrailSide	Senior	70	70				Forest Lake			14	42	14
	Cobble Hill	Senior	45	45				Woodbury		45			
	Transitional Housing	Family	3			3		Oakdale					3
	Raymie Johnson Sr	Sen/Dis	96	96				Oak Park Hts		96			
	Raymie Johnson TH	Family	24		24			Oak Park Hts		24			
	Whispering Pines	Sen/Dis	40					Forest Lake		20			20
	Scattered Site	Family	56		56			Varies		34			22
Joint Ventures													
	Piccadilly Square	62+ Senior	79	79				Mahtomedi			63	16	
	The Groves	Family	67	67				Cottage Grove				67	

***Scattered Site Units:** Numbers do not reflect actual incomes of households but only the maximum number of units permitted under income category. HUD requires that at least 40% of the units have incomes at or below 30% AMI. A majority of tenants have incomes at 30% AMI or lower.

****Income Restrictions:** Numbers do not reflect actual incomes of households but only the maximum number of units permitted under the tax exempt bond requirements regulated by the IRS. Actual incomes average lower than the maximum income limits permitted by the IRS.

Waiting and Interest Lists for Washington County CDA Properties and Joint Ventures

Interest Lists - Senior	
Property	# on List
Ann Bodlovick	37
John Jergens	120
Muller Manor	108
Oakhill Cottages	120
Pioneer	35
Cobble Hill	59

Interest Lists - Multi-Family	
Property	# on List
Park Place I	12
Park Place II	0
Briar Pond	98
Brick Pond	301
Woodland Park	33
Piccadilly Square - JV	251
The Groves - JV	15

Waiting Lists	
Property	# on List
Raymie Johnson	38
Scattered Site	373
Whispering Pines	352
TrailSide	329

Interested Party Lists:

The properties maintain an Interested Party List for those prospects interested in renting from one of our communities. Lists are maintained for each individual property and for each size of unit that property provides. An Interested Party List differs from a waiting list, as a waiting list requires that we contact prospects in the order they were placed on the list, whereas an Interested Party List allows us to contact all person interested simultaneously. When we receive notice for a unit, we refer to the Interested Party List and make every effort to contact all persons interested in that type of unit at the same time, by phone and by mail. The first person to respond and place a deposit on the available unit will have that unit reserved for them. We make three attempts to contact someone on the Interested Party List. If they do not respond after three attempts have been made, we remove their name. They can be placed back on the list if they contact us again and request it.

*Continued on next page

Waiting List - Project Based Section 8 (Raymie Johnson):

Names are added to the Project Based Section 8 waiting list for Raymie Johnson based on the date and time the prospective resident applies. The waiting list is monitored by HUD and the property is required to follow the HUD regulations for rules on the waiting list. As units become available, those residents on the list are contacted, in the order they were placed on the list. Only one resident is contacted at a time and only one application can be processed at a time. Considering that the length of time to process an application is between 30-45 days, there are times where a unit is vacant for a period of time during this process. The timeline for filling a vacant unit is also subject to the amount of vacate notice the new resident will need to give to their current housing provider. There are instances in which a manager will process and approve an application for a person on the waiting list, but the applicant backs out of accepting the unit. In that case, the manager will go back to the waiting list and start the full process again.

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Waiting List - Public Housing Scattered Site

Names for this program are required to be drawn both from the WCCDA and MPHA waiting lists, according to the Hollman Consent Decree. The request for the number of names will be equal between the two lists. Applicants from both lists will have 14 days to respond. Responses from the MPHA list will take priority over the WCCDA list. If there are no responses from the MPHA list, staff will move forward with processing applications for the responses from the WCCDA list. WCCDA will continue with this process until the unit is filled. This list is also monitored by HUD and the property is required to follow the HUD regulations for rules on the waiting list. As with the Project Based Section 8 waiting list, the time to process an application is around 30-45 days and a unit may remain vacant for a period of time due to that timeline. Additionally, the timeline for filling a vacant unit is also subject to the amount of vacate notice the new resident will need to give their current housing provider. Similar to the Project Based Section 8 waiting list, there are instances in which a manager will process and approve an application for a person on the waiting list, but the applicant backs out of accepting the unit. In that case, the manager will go back to the waiting list and start the full process again.

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Memo To: CDA Board of Commissioners

From: Ann Hoechst, Housing and Administrative Services Director

Date: November 12, 2019

RE: Housing and Administrative Services Director Report

Housing Choice Voucher Programs

- Currently administering: 464 voucher participants
- Portability into the County: 13 families ported in

Family Self Sufficiency/Earning Power

- 21 people are enrolled in Family Self Sufficiency. We are currently marketing to all participants.

Bridges

- Bridges I is an MHFA funded program for households, with at least one adult member who has a serious and persistent mental illness. There are preferences for those individuals who are homeless. Currently there are 24 households leased on this program. 4 households are looking for new units.
- Bridges II is funded by Washington County. It operates exactly like Bridges I and currently has 16 participants.
- Bridges Regional Treatment Center is an MHFA funded program specifically for persons ready to exit the Anoka Regional Treatment Center who are homeless. Currently 1 person has leased up.

Shelter Plus Care/Continuum of Care

- Currently there are 26 households. Shelter Plus Care is still currently operating in the black and thus no tenants have been transferred to the CDA HCV waiting list.

Homeless Update

- Washington County Community Services has taken over the liaison position between Suburban Metro Continuum of Care and Heading Home Washington (Local).

Inspections

- 27 inspections were completed

PIC Count

- Public and Indian Housing Information Center (PIC) is a tracking system that updates HUD on the monthly activities of the housing programs. It is used specifically for Section 8/Housing Choice Voucher and for the Public Housing programs. After every tenant recertification, the Housing Authority is required to upload related data files to HUD. This allows HUD to determine that housing activities are happening on a timely basis and allows HUD to extrapolate the costs of the housing programs.
- Currently it is required to have at minimum a 98% reporting rate. At the Washington County CDA, administrative staff upload the data files to PIC and monitor PIC to assure that all HCV tenant files have been accepted and are properly attributed to the CDA. Shelter staff upload the Public Housing files. HUD provides the reporting rate monthly. It is possible to report more than 100% because of port-ins and new issues for that month.
- Housing Choice Voucher Reporting Rate: 101.13%
- Public Housing Reporting Rate: 98.02%

Program Statistics

- Unit Months Leased (UML) refers to the number of CDA owned vouchers under lease each month. In the HCV program there are 90, the VASH program has a potential for 10 and the Family Unification Program (FUP) has a potential for 15. The CDA must use 98% of the available annual UMLs or 98% of its annual budget authority (HAP) in order to be a high performer. VASH usage does not count in this equation since it depends on referrals and HUD is evaluating FUP for the same reason.

Housing Assistance Payments (HAP)

Program	Actual HAP Paid	98% of monthly HAP Budget	Monthly HAP sent by HUD
HCV-Total 90	\$56,321	\$58,415	\$59,607
VASH total 10	Included in HCV HAP	Included in HCV HAP	Included in HCV HAP
FUP-total 15	\$8,370	\$9,475	\$9,668

Unit Months Leased (UML)

Program	UML	Issued/not leased	UML YTD	98% of UML YTD	Total UML YTD
HCV- Total 90	89	1	889	882	900
VASH total 10	4	Requested additional referrals from VA	36	98	100
FUP Total 15	9	Additional referrals requested from Washington County Child Protection	39	118	120

**NUMBER OF FAMILIES RECEIVING RENTAL ASSISTANCE
BY PROGRAM AND LOCALITY
October 2019**

CITY	HOUSING CHOICE VOUCHERS (SECTION 8)	SHELTER PLUS CARE	BRIDGES	BRTC	VASH	FUP	TOTAL
Afton	1						1
Bayport	1		2				3
Cottage Grove	45	3	2				50
Forest Lake	22	7	5			2	36
Hugo	4	1					5
Lake Elmo			1				1
Lakeland							0
Landfall							0
Mahtomedi	24	1					25
Marine on St. Croix							0
Newport	19		4		1		24
Oakdale	160	5	10	1	1	3	180
Oak Park Heights	2	1	1				4
Scandia							0
St. Croix Beach	1						1
St. Mary's Point	0		1				1
St. Paul Park	8						8
Stillwater	57	7	11		1	2	78
Willernie							0
Woodbury	116	1	3			2	122
Other	4						4
TOTAL	464	26	40	1	3	9	543



Memo To: CDA Board of Commissioners

From: Barbara Dacy, Executive Director

Date: November 12, 2019

RE: Executive Director and Human Resource and Communications Coordinator Report

Administrative Items

- The CDA partnered with the Public Health Department with their health behavior survey process. The County is completing the next iteration of the County Health Improvement Plan. Shelter Corporation distributed the surveys about health behavior and health outcomes to tenants. A total of 213 responses was received, and in addition 17 surveys were collected from program participants who were in the CDA office during the survey time frame. The 230 surveys were crucial to exceeding a county goal of 500 surveys from folks that may be considered an at-risk population. The County received a total of 640 surveys. Once the survey analysis is completed and the draft plan released, county public health officials will present the reports to the CDA.
- Commissioner Green, Kathryn Paulsen, and I met with Landfall officials on Monday, October 21 regarding the potential for a long-term financial plan process well in advance of the expiration of the bond financing in 2025. The City will complete a financial analysis over the course of the next year. Mr. Shukle is scheduled earlier in the agenda for a presentation.
- A closed executive session on the performance review for the Executive Director is scheduled next on the agenda for the entire Board. The purpose of the discussion is to discuss the benchmarks for the 2019 review and to set potential goals for 2020. Kelly Weiley of CoAct Consulting will assist the Board in the discussion since she has been working with staff to evolve a new performance review system.