



## **BOARD MEETING PACKET**

**December 17, 2019**

**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 BOARD AGENDA  
December 17, 2019**

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

<u>Item No.</u>			<u>Page No.</u>
1	3:00 p.m.	<b><u>CALL REGULAR MEETING TO ORDER</u></b>	
2		<b><u>ROLL CALL</u></b>	
3		<b><u>OPEN FORUM</u></b>	
4		<b><u>CONSENT CALENDAR</u></b>	
		Minutes of Regular Meeting November 19, 2019	6
		Minutes of Personnel Committee Meeting November 19, 2019	13
		Abstract of Bills November 2019 Total: \$ 1,368,216.95	15
	A-1	<u>Resolution No. 19-53:</u> Resolution Authorizing Depository Services for Governmental Entities (Aaron Christianson, Finance Director)	26
	A-2	<u>Resolution No. 19-54:</u> Resolution Approving the 2020 Operating Budget for Public Housing (Aaron Christianson, Finance Director)	30
	A-3	<u>Resolution No. 19-55:</u> Resolution Amending the 2020 Low Income Housing Tax Credit Program Procedural Manual	39
5		<b><u>PRESENTATION</u></b>	
	P-1	Recognition Plaque for Elmer Morris, Former Washington County HRA Commissioner (Barbara Dacy, Executive Director)	43

6		<b><u>PUBLIC HEARING</u></b>	
7		<b><u>NEW BUSINESS</u></b>	
	A-4	<u>Resolution No. 19-56:</u> Resolution Approving and Adopting the 2020 Budget (Aaron Christianson, Finance Director)	45
	A-5	<u>Resolution No. 19-57:</u> Resolution Authorizing Execution of 2020 Contract for Open to Business Program (Chris Eng, Economic Development Director)	273
	A-6	<u>Resolution No. 19-58:</u> Resolution Approving Pre-Development Fund Grant Agreement for City of Marine on St. Croix (Chris Eng, Economic Development Director)	283
8		<b><u>DISCUSSION</u></b>	
	D-1	Changes to the Admissions and Continued Occupancy Plan (ACOP) (Ann Hoechst, Housing and Administrative Services Director)	311
9		<b><u>REPORTS</u></b>	
		<u>COMMUNITY DEVELOPMENT</u> November 2019 Report Melissa Taphorn, Deputy Executive Director	327
		<u>ECONOMIC DEVELOPMENT</u> November 2019 Report Chris Eng, Economic Development Director	330
		<u>FINANCE &amp; PROPERTY MANAGEMENT</u> November 2019 Report Aaron Christianson, Finance Director	333
		<u>RENTAL ASSISTANCE</u> November 2019 Report Ann Hoechst, Director of Housing and Administrative Services	363
		<u>EXECUTIVE DIRECTOR</u> November 2019 Report Barbara Dacy, Executive Director	367

10		<b><u>BOARD MEMBER COMMENTS</u></b> Sharon Klumpp, Baker Tilly	
11		<b><u>ADJOURN</u></b>	



# 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 November 19, 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; Angie Shuppert, Community Development Programs Manager; Bill Lightner, Project Manager II; Kathryn Paulson, Project Manager II and Lori Creamer, Administrative Specialist.

Guests present Kelly Weiley, Co-Act Consulting Services; Sheila Holbrook-White, Mobility Coordinator, Washington County; Rick Ray, Workforce Development Manager & Veterans Services, Washington County; Keely Perrizo, Regional Director, Shelter Corporation; Ed Shukle, City Administrator, City of Landfall

**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  
October 15, 2019

Minutes of Finance Committee Meeting  
October 15, 2019

Abstract of Bills October 2019  
Total \$ 1,620,483.41

A-1 Resolution No.19-50: Resolution Amending the Washington County CDA Flexible Work Arrangement Policy

**Commissioner Miron moved to approve the Consent Calendar, seconded by Commissioner Ryan. Motion carried 7-0.**

**PRESENTATION**

P-1 Washington County Transit Update

Sheila Holbrook-White, Mobility Manager for Washington County, presented updates on the mobility initiatives she leads including weekly circulator routes in Stillwater/Oak Park Heights, Forest Lake, and Cottage Grove. The CDA staff have been involved in the circulator planning processes to determine strategies to better serve older adults, veterans, persons with

disabilities, low-income families and other transit dependent population. Ms. Holbrook-White also provided information on future efforts, dependent on funding from the Minnesota Department of Transportation. Future work includes developing the framework for transportation communications and marketing; developing a transportation-focused website; hiring a transportation case aide; increasing training of individuals and organizations; convening a Washington County Transportation Academy and continuing to pursue partnerships.

## P-2 City of Landfall Update

Ed Shukle, Landfall City Administrator, provided an update on the operations of Landfall Terrace as they relate to the Operating Agreement between the Agency and the Landfall Village HRA. Landfall Terrace is completely occupied with 300 homes and delinquencies continue to decrease. Mr. Shukle expressed appreciation for the Community Development Block Grant (CDBG) funds to undertake capital improvement projects. He also expressed his and the City's gratitude for the assistance of Executive Director Dacy, Ms. Paulson, Ms. Shuppert, and Director Christianson related to operations, financial reporting, and CDBG funding. Mr. Shukle summarized the city's progress over the past five years of 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.

Commissioner Miron stated Commissioner Karwoski is pleased to represent the City of Landfall in District 2. Commissioner Miron also asked how the residents access the library. Mr. Shukle stated there is a Little Library at City Hall, otherwise the residents go to the Oakdale Library or access it on-line. Commissioner Miron asked about youth services and programming. Mr. Shukle responded that they have a variety of programs for youth. Commissioner Miron recommended the University Extension Services and 4-H Organization if the City wanted to expand services. Mr. Shukle stated there is a need for English as a Second Language (ESL) programming but there is not room in the budget. Currently all lot applications and community correspondence are in English and the City is looking into having the handbook translated into Spanish.

Commissioner Green stated he was happy with the City's response to the issues brought up in a recent meeting regarding the lot rent and the city's long-term financial sustainability.

Commissioner Green asked about the current bus service in the city. Mr. Shukle responded Metro Transit and Metro Mobility are the main modes of transportation and the school district has bus service to get the children to and from school.

Commissioner Zeller asked if there is any room for expansion of Landfall Terrace. Mr. Shukle responded no because the homes are already very close together, to the North is Oakdale and, to the west and south are the interstates. Redevelopment would be an option only if one of the businesses would leave. The City hopes that does not happen as they pay significant taxes and have good operations.

Commissioner Belisle asked what the vacancy rate is at Landfall Terrace. Mr. Shukle stated occupancy is at 100 percent.

## **NEW BUSINESS**

A-2 Resolution No. 19-51: Resolution Authorizing One Year Extension of the Management Agreement with Shelter Corporation

Aaron Christianson, Finance Director, presented the performance evaluation results to support extending the Management Agreement with Shelter Corporation for one year.

The report 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.

Commissioner Belisle stated his concern about expenses exceeding the revenue increases. Director Christianson replied some of the increased costs in 2018 were due to heating and snow removal.

Overall, the commissioners were pleased with the performance and results of the evaluation. No further discussion.

**Commissioner Zeller moved to approve Resolution 19-51, seconded by Commissioner Dingle. Motion carried 7-0.**

A-3 Resolution No. 19-52: Resolution Adopting the Debt Management Policy

Aaron Christianson, Finance Director, proposed a debt management policy. The purpose of the Agency's debt management policy is to provide written guidelines, allowances, and restrictions that guide the debt issuance practices. The policy articulates financial management 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.

Director Christianson described the parameters 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.

Commissioner Ryan asked if the Agency borrows from private outside lenders as well as those described in the plan. Director Christianson responded yes, the Agency has borrowed from private lenders in the past in addition to issuing bonds, sometimes with the general obligation of Washington County, and has borrowed from Minnesota Housing and the United States Department of Housing and Urban Development.

Commissioner Belisle asked about the current rate for general obligation bonds. Director Christianson responded it was 2% for 10 years.

Commissioner Miron stated Washington County's bond rating is Aaa and AAA, the highest rating available from Moody's and Standard and Poor.

**Commissioner Zeller moved to approve Resolution 19-52, seconded by Commissioner Miron. Motion carried 7-0.**

## **DISCUSSION**

### **D-1 2020-2040 Consolidated Plan Priorities**

Angie Shuppert, Community Development Programs Manager, presented the proposed funding priorities for the 2020-2040 Consolidated Plan, a plan to guide the use of Community Development (CDBG) and Home Investment Partnerships (HOME) program funds. In June, the CDA conducted the first phase to completing the Plan. Staff conducted a survey to gather input from residents, governing bodies, organizations serving low income and homeless households, and employers. The first phase also included reviewing and analyzing data from the Washington County Comprehensive Plan and a community needs assessment. Ms. Shuppert presented the funding priorities recommended by the CDBG Citizens Advisory Committee.

Ms. Shuppert sought the Board's consensus with a series of eligible activities to be deemed high funding priorities over the next five years and to be included in the Plan. The highest funding priorities were creating and rehabilitating affordable housing, both rental and owner occupied, and addressing homelessness. Other high priorities were infrastructure improvements and community facilities, like playgrounds. The commissioners agreed with the funding priorities. Commissioners Belisle and Ryan commented, as committee members, about the CDBG Citizens Advisory Committee discussion and recommendations.

Ms. Shuppert indicated the next steps would be to develop goals around the highest priorities and solicit applications for the first year of the Plan. These elements will be detailed in the Consolidated Plan and the 2020 Annual Action Plan. Staff will present the plans to the Agency Board and Washington County Board for final submission to the U.S. Department of Housing and Urban Development in May 2020.

### **D-2 Strategies for Preserving Affordable Housing**

Melissa Taphorn, Deputy Executive Director, presented information on subsidized and market rate affordable rental housing as a follow up to the Board discussion on naturally occurring affordable housing (NOAH) on September 17, 2019. Ms. Taphorn informed the Board that implementation of the NOAH preservation pilot program will be delayed a year to secure a municipal partner. Information on the demand for affordable housing, inventory of subsidized affordable housing, inventory of NOAH housing, and a comparison of building and acquisition/rehabilitation costs were presented.

Ms. Taphorn recommended a study be commissioned to quantify the risk of losing NOAH units; staff promote the NOAH Impact Fund and GROW Fund to preservation developers; and staff continue to talk with cities about the NOAH pilot. It was recommended that any Agency acquisition of NOAH properties should have a strong public purpose of deepening affordability or serving a vulnerable population. It was further recommended that any preservation initiative be balanced with new production.

Commissioner Ryan asked how NOAH felt about subsidized housing. Ms. Taphorn responded, if one currently owns the property, and if one receives fair market value the seller doesn't care. The City collects taxes and if the Agency owned the property, that would be \$90,000 in taxes the City would not receive.

Commissioner Belisle comment the information in the packet was very helpful. He thinks this is an economic development issue. If the agency wants the businesses, then housing is needed to support the workers. Would the Minnesota Fair Housing Act (MFHA) work with the agency on housing projects. Ms. Taphorn stated the presentation just referenced the funding sources the Agency has, access the gap funding and scores well. Commissioner Belisle asked on the Economic Development issue, how many new unites need to be in place to support the workforce the County is looking for.

Commissioners agreed with the recommendations presented.

Commissioner Zeller departed the meeting at 5:05 p.m.

#### D-3 State Tax Credit Legislation for Affordable Housing Developments

Barbara Dacy, Executive Director, requested the Board recommend support of legislation that would create a state housing tax credit to be included in the Washington County legislative agenda for 2020. 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 levels. The Agency is invited to submit agenda items, which are reviewed by commissioners and staff 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 Minnesota Housing 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.

Commissioners agreed that staff move forward presenting this item to the Washington County legislative committee.

#### D-4 2020 Strategic Initiatives and Goals

Barbara Dacy, Executive Director, presented 2020 strategic initiatives and goals and status of the progress made on the 2019 strategic initiatives and goals. Executive Director. Dacy stated the Board previously considered the draft 2020 strategic initiatives and core services when it discussed the draft 2020 budget. Executive Director sought agreement on the initiative and service goals. The final budget and initiatives will be on the December Board agenda.

Executive Director Dacy also requested the Board identify its top three priorities for the Executive Director to accomplish in 2020. Executive Director Dacy recommended 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.

Commissioners agreed staff should move forward with the recommended initiatives and priorities and will look for the action item on the December 17, 2019 agenda.

## **REPORTS**

### **COMMUNITY DEVELOPMENT DEPARTMENT**

Melissa Taphorn, Deputy Executive Director, reported the Glen at Valley Creek opened November 1. The building is almost at full capacity.

### **ECONOMIC DEVELOPMENT**

Chris Eng, Economic Development Director, shared the new Economic Development website with the commissioners and played the recently created promotional video of Washington County.

### **FINANCE AND PROPERTY MANAGEMENT**

Aaron Christianson, Finance Director, stated he did not have anything additional to add but would be happy to answer any questions.

### **RENTAL ASSISTANCE**

Ann Hoechst, Housing and Administrative Services Director, reported the Agency was awarded 30 Mainstream Vouchers, rental assistance for persons with disabilities, with a plan to start issuing vouchers on June 1, 2020.

Commissioner Belisle asked about the status of the public housing conversion. Melissa Taphorn responded that staff is in the process of revising the plan to address additional funding requirements from Minnesota Housing. A two-phase conversion will be required and will result in different rental assistance programs.

### **EXECUTIVE DIRECTOR**

Barbara Dacy, Executive Director, reported the County is completing the next iteration of the County Health Improvement Plan. The Agency partnered with the Public Health department on the health behavior survey process. Shelter Corporation distributed the surveys to tenants; 213 responses were received. 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 Agency.

A closed executive session on the performance review process 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 Co-Act Consulting will assist the Board in the discussion since she has been working with staff to evolve a new performance review system.

## **BOARD COMMENTS**

None.

**Commissioner Ryan moved to move into closed executive session for the purposes of reviewing the 2019 Performance Criteria for the Executive Director, seconded by Commissioner Dingle. Motion carried 6-0.**

**Commissioner Miron moved to move into regular session, seconded by Commissioner Widen. Motion carried 6-0.**

**ADJOURNMENT**

**Commissioner Miron moved to adjourn; seconded by Commissioner Dingle. Motion carried 6-0.**

Meeting adjourned at 5:58 p.m.

---

Chair/Vice Chair Commissioner



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

---

The Personnel Committee Meeting was held Tuesday, November 19, 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; Ryan Gruber, Human Resources and Communications Coordinator; Lori Creamer, Administrative Specialist

Guest Presenter: Kelly Weiley, CoAct Consulting

**Meeting called to order at 2:05 pm by Commissioner Dingle.**

**ROLL CALL**

Commissioner Dingle, and Commissioner Green were present. Commissioner Miron arrived at 2:07.

**NEW BUSINESS**

**Changes to Performance Review System for CDA Employees**

Barbara Dacy, Executive Director provided the background, purpose and recommendations for the changes to the Performance Review System. Ms. Dacy introduced Kelly Weiley with CoAct Consulting who presented the plan to the committee.

Ms. Weiley reviewed the existing performance review system, completed on an annual basis, and presented the reasons change was desired. The new system is based on employee and manager survey results.

The new model proposes a quarterly performance process using PerformYard as the platform. The process includes a one-on-one meeting with the supervisor and three SMART goals focused on improvement and performance, based on the agency's core values. Employees are given clear guidance on what a good job looks like and have increased opportunities to both give and receive feedback.

Next steps for 2020 include PerformYard training for managers and employees, adding project pipelines/workflows, and considering changes to compensation model. In 2021 the goal will be to incorporate peer feedback into the reviews.

Commissioner Miron commented the survey stated the annual review was taking too much time; considering a quarterly review, would that in fact reduce the amount of time or increase it. How important is pay for performance?

Executive Director Dacy stated the first six years of employment with the CDA will remain a step increase, or until the employee reaches 100% of the market rate for their position. Increases beyond market rate are percentage-based.

Ms. Weiley responded with this new model there would be a collaboration on goals and talking about what's in the workflow pipeline for an individual. The review process may take a bit longer in the beginning; however, the benefits will outweigh this in a short time.

Commission Dingle stated he likes the quarterly review idea. It is good to have the conversations as things come up.

Commissioner Green stated doing quarterly reviews makes it more of a dialogue and creates positive interaction because the 2% wage increase really isn't motivating to employees.

Executive Director Dacy wants to look at the weights for not only the Executive Director but for the other Director positions as well.

Commissioner Green asked if PerformYard is used by other smaller businesses or agencies in the twin cities. Quick feedback is important. Different people like to be acknowledged in different ways.

**Commissioner Miron moved and Commissioner Green seconded to move forward with this performance review system. Motion carried 3-0**

**ADJOURNMENT** Meeting adjourned at 2:43 p.m.

---

Chair/Vice Chair Commissioner

**Washington County CDA  
Checks Issued  
General Checking  
November 1 - 30, 2019**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
87794	ALL INC	11/1/2019	\$ 364.00
87795	HANBERY & TURNER PA	11/1/2019	2,306.00
87796	PARK SUPPLY, INC.	11/1/2019	148.65
87797	RENOVATION SYSTEMS INC.	11/1/2019	808.30
87798	ROBERT B HILL COMPANY	11/1/2019	414.56
87799	SHELTER CORPORATION	11/1/2019	101,691.65
87800	XCEL ENERGY	11/1/2019	12,145.67
87801	MAINTENANCE SERVICE SOLUTIONS LLC	11/1/2019	6,545.32
87802	FIRENET SYSTEMS, INC.	11/1/2019	420.00
87803	GREAT GARAGE INC	11/1/2019	129.00
87804	QWEST CORPORATION	11/1/2019	3,513.27
87805	WASTE MANAGEMENT	11/1/2019	297.91
87806	AMERICAN ENGINEERING TESTING, INC	11/1/2019	430.80
87807	PAFFY'S PEST CONTROL INC	11/1/2019	50.00
87808	JOE'S WINDOW CLEANING	11/1/2019	1,170.00
87809	WATSON APPLIANCE, INC.	11/1/2019	305.02
87810	NATUS CORPORATION	11/1/2019	1,419.82
87811	HD SUPPLY	11/1/2019	1,866.87
87812	NATURE'S TREES INC	11/1/2019	362.00
87813	MWSTAR WASTE HOLDINGS CORP	11/1/2019	1,543.21
87814	CENTURYLINK COMMUNICATIONS LLC	11/1/2019	92.87
87815	10 POINTE LLC	11/1/2019	1,327.00
87816	LOGAN BRANJORD	11/1/2019	613.00
87817	GENTRY PLACE	11/1/2019	605.00
87818	GIRARD MANAGEMENT INC	11/1/2019	529.00
87819	GREEN TWIG VILLAS LLP	11/1/2019	601.00
87820	INNOVATIVE OFFICE SOLUTIONS LLC	11/1/2019	31.58
87821	RUMPCA SERVICES INC	11/1/2019	278.00
87822	STANTEC CONSULTING SERVICES INC	11/1/2019	3,921.13
87823	956 ASSOCIATES LLP	11/1/2019	594.00
87824	ACE HARDWARE STILLWATER	11/1/2019	127.56
87825	ALLEGRA MIDWAY	11/1/2019	214.14
87826	CANVAS HEALTH INC	11/1/2019	6,969.00
87827	CHAMBERLAIN HOA	11/1/2019	596.00
87828	CHARTER OAKS HOMEOWNERS ASSOCIATION	11/1/2019	759.00
87829	CITY OF COTTAGE GROVE	11/1/2019	269.73
87830	CITY OF HUGO	11/1/2019	2,261.14
87831	CITY OF WOODBURY	11/1/2019	1,241.03
87832	COMMON BOND CITY WALK LP	11/1/2019	826.00
87833	COTTAGES OF STILLWATER	11/1/2019	495.00
87834	COTTAGES PHASE III	11/1/2019	593.00
87835	CURVE CREST VILLAS LP	11/1/2019	1,325.00
87836	FOREST OAK APARTMENTS LP	11/1/2019	712.00
87837	FOREST RIDGE TOWNHOMES	11/1/2019	5,979.00
87838	GRAINGER	11/1/2019	17.73
87839	HABITAT FOR HUMANITY	11/1/2019	4,000.00
87840	MENARDS OAKDALE	11/1/2019	16.46

**Washington County CDA  
Checks Issued  
General Checking  
November 1 - 30, 2019**

<b><u>Check Number</u></b>	<b><u>Vendor Check Name</u></b>	<b><u>Check Date</u></b>	<b><u>Amount</u></b>
87841	MENARDS COTTAGE GROVE	11/1/2019	378.87
87842	MENARDS FOREST LAKE	11/1/2019	112.74
87843	MENARDS STILLWATER	11/1/2019	204.71
87844	TED BIGOS INVESTMENT COMPANY	11/1/2019	984.00
87845	MJ'S CONTRACT APPLIANCE INC	11/1/2019	49.00
87846	OAKDALE VILLAGE	11/1/2019	2,323.00
87847	OOLMAN PROPERTY OF 255 DEJON CT	11/1/2019	1,118.00
87848	ORLEANS HOMES	11/1/2019	1,171.00
87849	SHERWIN WILLIAMS	11/1/2019	285.91
87850	STEVE JOHNSON COMPANY	11/1/2019	492.00
87851	VILLAGE APARTMENTS	11/1/2019	1,004.00
87852	WASHINGTON COUNTY ACCOUNTING & FINANCE	11/1/2019	46.00
87853	WOODLAND PARK APARTMENTS	11/1/2019	1,129.00
87854	XCEL ENERGY	11/1/2019	590.00
87855	HURON GROUP LLC	11/1/2019	822.00
87856	COMCAST	11/1/2019	50.36
87857	FRATTALONE'S/WOODBURY ACE	11/1/2019	46.48
87858	Brick Pond Apartments	11/1/2019	864.00
87859	Briar Pond Apartments	11/1/2019	1,166.00
87860	Cypress Senior Living, Red Oak Preserve Senior Housing	11/1/2019	2,158.00
87861	The Groves Apartment LLC	11/1/2019	801.00
87862	Historic Legion Villas LLC	11/1/2019	1,575.00
87863	THOMAS J TRIPLET	11/1/2019	52.34
87864	CLARE DUANE LILLIS	11/1/2019	62.26
87865	ELIZABETH ANN WOLF	11/1/2019	400.00
87866	PROGRAM PARTICIPANT	11/1/2019	993.16
87867	PROGRAM PARTICIPANT	11/1/2019	9.05
87868	RIDGECREST APARTMENTS LLC	11/1/2019	569.00
87869	STILLWATER GREELEY LLC	11/1/2019	1,160.00
87870	JOHN BELISLE	11/1/2019	59.36
87871	METROPOLITAN LIFE INSURANCE COMPANY	11/1/2019	5,002.24
87872	MINNESOTA HOUSING FINANCE AGENCY	11/1/2019	3,000.00
87873	QWEST CORPORATION	11/1/2019	227.43
87874	PITNEY BOWES PURCHASE POWER	11/1/2019	21.11
87875	WASHINGTON COUNTY	11/1/2019	12,674.15
87876	US BANK	11/1/2019	4,793.48
87877	MCGRANN SHEA CARNIVAL STRAUGHN & LAMB CHART	11/1/2019	7,519.90
87878	TR COMPUTER SALES	11/1/2019	2,986.50
87879	Eugene Michael Olsen	11/1/2019	9,371.15
87880	SARAH CADE	11/1/2019	1,510.00
87881	GLEN AT VALLEY CREEK LLC	11/5/2019	12,400.00
87882	CITY OF COTTAGE GROVE	11/5/2019	139.46
87883	ALL INC	11/8/2019	2,097.60
87884	ALLIED WASTE SERVICES OF NORTH AMERICA LLC	11/8/2019	13,239.80
87885	HANBERY & TURNER PA	11/8/2019	423.00
87886	RENOVATION SYSTEMS INC.	11/8/2019	233.99
87887	SCHINDLER ELEVATOR CORPORATION	11/8/2019	2,079.18

**Washington County CDA  
Checks Issued  
General Checking  
November 1 - 30, 2019**

<b><u>Check Number</u></b>	<b><u>Vendor Check Name</u></b>	<b><u>Check Date</u></b>	<b><u>Amount</u></b>
87888	SHELTER CORPORATION	11/8/2019	53,499.98
87889	MAINTENANCE SERVICE SOLUTIONS LLC	11/8/2019	1,254.10
87890	ALLSTREAM BUSINESS US, INC.	11/8/2019	179.30
87891	CLASSIFIED VENTURES LLC	11/8/2019	290.00
87892	SCREENING REPORTS INC	11/8/2019	325.00
87893	Paul C Hokr Painting Company, Inc	11/8/2019	1,240.00
87894	DEY DISTRIBUTING	11/8/2019	56.99
87895	PITNEY BOWES INC	11/8/2019	118.99
87896	ERICKSON PLUMBING HEATING COOLING	11/8/2019	405.50
87897	JOHNSTONE SUPPLY	11/8/2019	333.91
87898	PAFFY'S PEST CONTROL INC	11/8/2019	270.90
87899	TURNOVER APARTMENT PAINTING INC.	11/8/2019	1,690.00
87900	HD SUPPLY	11/8/2019	477.39
87901	TECHNOLOGY SERVICE SOLUTIONS LLC	11/8/2019	2,574.41
87902	MANAGERS CHOICE	11/8/2019	2,040.00
87903	US BANK CORPORATE TRUST SERVICES	11/8/2019	7,612.58
87904	SCUTTLEBUTT SOCIAL MARKETING LLC	11/8/2019	378.51
87905	8BITSTUDIO DESIGN LLC	11/8/2019	200.00
87906	FRANK ZAMORA'S CONCRETE LLC	11/8/2019	31,685.00
87907	INNOVATIVE OFFICE SOLUTIONS LLC	11/8/2019	263.86
87908	RUMPCA SERVICES INC	11/8/2019	3,205.50
87909	ST CROIX VALLEY LANDSCAPING LLC	11/8/2019	3,950.75
87910	BARTYLLA PLUMBING & HEATING INC	11/8/2019	2,170.00
87911	ACE HARDWARE STILLWATER	11/8/2019	36.64
87912	ALLEGRA MIDWAY	11/8/2019	140.00
87913	CITY OF FOREST LAKE	11/8/2019	7,120.00
87914	CITY OF ST PAUL PARK	11/8/2019	50.00
87915	CITY OF STILLWATER	11/8/2019	238.25
87916	CITY WIDE MAINTENANCE OF MN	11/8/2019	1,182.22
87917	MEI MINNESOTA ELEVATOR INC	11/8/2019	795.00
87918	MENARDS OAKDALE	11/8/2019	176.35
87919	MENARDS COTTAGE GROVE	11/8/2019	313.08
87920	TR COMPUTER SALES	11/8/2019	24,529.48
87921	WASHINGTON COUNTY ACCOUNTING & FINANCE	11/8/2019	46.00
87922	COMCAST	11/8/2019	88.11
87923	FRATTALONE'S/WOODBURY ACE	11/8/2019	32.20
87924	DOMINIC MITCHELL	11/8/2019	881.25
87925	HOMEPLACE FURNACE DUCT & FIREPLACE CLEANING	11/8/2019	11,280.00
87926	AMERICAN RECYCLED PRODUCTS, LLC	11/8/2019	4,282.42
87927	BELINDA REAVES	11/8/2019	33.74
87928	PROGRAM PARTICIPANT	11/8/2019	585.76
87929	PROGRAM PARTICIPANT	11/8/2019	511.85
87930	PROGRAM PARTICIPANT	11/8/2019	445.88
87931	PROGRAM PARTICIPANT	11/8/2019	732.39
87932	PROGRAM PARTICIPANT	11/8/2019	671.36
87933	PROGRAM PARTICIPANT	11/8/2019	307.49
87934	PROGRAM PARTICIPANT	11/8/2019	305.43

**Washington County CDA  
Checks Issued  
General Checking  
November 1 - 30, 2019**

<b><u>Check Number</u></b>	<b><u>Vendor Check Name</u></b>	<b><u>Check Date</u></b>	<b><u>Amount</u></b>
87935	PROGRAM PARTICIPANT	11/8/2019	407.02
87936	ALL INC	11/15/2019	533.00
87937	CULLIGAN - INVER GROVE HTS	11/15/2019	60.50
87938	J.D. WINDOWS & DOORS INC	11/15/2019	95.50
87939	NARDINI FIRE EQUIPMENT CO.,INC	11/15/2019	1,645.30
87940	J & R BUSINESS CONCEPTS INC.	11/15/2019	418.54
87941	RENOVATION SYSTEMS INC.	11/15/2019	9,311.74
87942	ROBERT B HILL COMPANY	11/15/2019	1,033.93
87943	VERSATILE VEHICLES INC	11/15/2019	162.50
87944	XCEL ENERGY	11/15/2019	4,027.75
87945	SUMMIT FIRE PROTECTION COMPANY	11/15/2019	1,095.00
87946	GREAT GARAGE INC	11/15/2019	140.43
87947	QWEST CORPORATION	11/15/2019	69.57
87948	BRIAN STEVENS	11/15/2019	11,400.00
87949	CLASSIFIED VENTURES LLC	11/15/2019	1,768.00
87950	SCREENING REPORTS INC	11/15/2019	775.00
87951	2nd Wind Exercise Equipment	11/15/2019	9,406.37
87952	DEY DISTRIBUTING	11/15/2019	178.05
87953	BDH & YOUNG INC	11/15/2019	8,760.01
87954	WASTE MANAGEMENT OF WI-MN	11/15/2019	1,044.92
87955	ERICKSON PLUMBING HEATING COOLING	11/15/2019	590.00
87956	CANVAS HEALTH INC	11/15/2019	3,952.29
87957	JOHNSTONE SUPPLY	11/15/2019	661.28
87958	PAFFY'S PEST CONTROL INC	11/15/2019	162.75
87959	ABBOTT PAINT & CARPET INC.	11/15/2019	1,273.79
87960	WATSON APPLIANCE, INC.	11/15/2019	194.60
87961	TURNOVER APARTMENT PAINTING INC.	11/15/2019	590.00
87962	HD SUPPLY	11/15/2019	520.48
87963	CINTAS CORPORATION NO. 2	11/15/2019	44.80
87964	SUNDBERG AMERICA LLC	11/15/2019	322.54
87965	ADVANCED COMMUNICATIONS (AC3), LLC	11/15/2019	141.99
87966	P. Q. L., INC.	11/15/2019	118.40
87967	WASHINGTON COUNTY	11/15/2019	26,145.95
87968	CLOG UN-BOGGLER INC	11/15/2019	225.00
87969	INNOVATIVE OFFICE SOLUTIONS LLC	11/15/2019	1,286.53
87970	RUMPCA SERVICES INC	11/15/2019	882.00
87971	ACE HARDWARE STILLWATER	11/15/2019	17.99
87972	AMERICAN PLANNING ASSOCIATION	11/15/2019	398.00
87973	BOARD OF WATER COMMISSIONERS	11/15/2019	616.80
87974	CITY OF FOREST LAKE	11/15/2019	3,856.75
87975	CITY OF LANDFALL	11/15/2019	21,134.00
87976	CITY OF STILLWATER	11/15/2019	4,857.10
87977	CHRISTOPHER ENG	11/15/2019	70.76
87978	HABITAT FOR HUMANITY	11/15/2019	4,000.00
87979	LINDSEY SOFTWARE SYSTEMS INC	11/15/2019	389.00
87980	ANN LINDQUIST	11/15/2019	203.03
87981	MENARDS COTTAGE GROVE	11/15/2019	188.11

**Washington County CDA  
Checks Issued  
General Checking  
November 1 - 30, 2019**

<b><u>Check Number</u></b>	<b><u>Vendor Check Name</u></b>	<b><u>Check Date</u></b>	<b><u>Amount</u></b>
87982	MENARDS FOREST LAKE	11/15/2019	29.29
87983	MENARDS STILLWATER	11/15/2019	170.43
87984	MN MANAGEMENT & BUDGET	11/15/2019	14,294.22
87985	KATHRYN PAULSON	11/15/2019	78.30
87986	SHARRON PERRY	11/15/2019	27.84
87987	QUARRY RIDGE HOMEOWNERS ASSOCIATION	11/15/2019	25.00
87988	SHERWIN WILLIAMS	11/15/2019	9.37
87989	ANGIE SHUPPERT	11/15/2019	573.08
87990	SRC INC	11/15/2019	403.30
87991	TR COMPUTER SALES	11/15/2019	187.50
87992	MELISSA TAPHORN	11/15/2019	529.75
87993	WASHINGTON COUNTY ACCOUNTING & FINANCE	11/15/2019	46.00
87994	COMCAST	11/15/2019	1,650.79
87995	COMCAST	11/15/2019	108.06
87996	NEWTRAX, INC	11/15/2019	1,880.00
87997	FRATTALONE'S/WOODBURY ACE	11/15/2019	29.95
87998	MEDSYNERGIES LLC	11/15/2019	60.00
87999	HOME DEPOT U.S.A	11/15/2019	139.12
88000	STATE OF MINNESOTA	11/15/2019	210.00
88001	W.L. HALL COMPANY	11/15/2019	4,416.00
88002	IN-FOCUS SYSTEMS LLC	11/15/2019	2,575.16
88003	PROGRAM PARTICIPANT	11/15/2019	110.43
88004	PROGRAM PARTICIPANT	11/15/2019	287.72
88005	PROGRAM PARTICIPANT	11/15/2019	237.06
88006	PROGRAM PARTICIPANT	11/15/2019	395.85
88007	PROGRAM PARTICIPANT	11/15/2019	120.00
88008	PROGRAM PARTICIPANT	11/15/2019	59.00
88009	PROGRAM PARTICIPANT	11/15/2019	120.00
88010	PROGRAM PARTICIPANT	11/15/2019	600.00
88011	PROGRAM PARTICIPANT	11/15/2019	95.00
88012	PROGRAM PARTICIPANT	11/15/2019	36.00
88013	DANA SLIMMER	11/15/2019	14.73
88014	BFT LP	11/22/2019	362.38
88015	RENOVATION SYSTEMS INC.	11/22/2019	244.99
88016	SHELTER CORPORATION	11/22/2019	1,445.36
88017	TIME COMMUNICATION	11/22/2019	1,320.53
88018	XCEL ENERGY	11/22/2019	4,801.71
88019	VERIZON WIRELESS	11/22/2019	619.63
88020	GREAT GARAGE INC	11/22/2019	159.00
88021	BRIAN STEVENS	11/22/2019	500.00
88022	SPOK INC.	11/22/2019	62.39
88023	DEY DISTRIBUTING	11/22/2019	215.26
88024	TRUGREEN PROCESSING CENTER 5635	11/22/2019	1,350.00
88025	ERICKSON PLUMBING HEATING COOLING	11/22/2019	2,970.00
88026	CENTRAIRE HEATING AND	11/22/2019	1,650.00
88027	KONE INC	11/22/2019	175.27
88028	PREMIER FURNACE, DUCT & A/C	11/22/2019	440.00

**Washington County CDA  
Checks Issued  
General Checking  
November 1 - 30, 2019**

<b><u>Check Number</u></b>	<b><u>Vendor Check Name</u></b>	<b><u>Check Date</u></b>	<b><u>Amount</u></b>
88029	TURNOVER APARTMENT PAINTING INC.	11/22/2019	175.00
88030	COMCAST	11/22/2019	408.94
88031	NATUS CORPORATION	11/22/2019	775.32
88032	HD SUPPLY	11/22/2019	2,838.76
88033	MOVE SALES INC.	11/22/2019	97.00
88034	ECM PUBLISHERS INC.	11/22/2019	47.40
88035	MANAGERS CHOICE	11/22/2019	495.00
88036	FERGUSON ENTERPRISES, LLC	11/22/2019	198.43
88037	DRIVER AND VEHICLE SERVICES	11/22/2019	13.00
88038	P. Q. L., INC.	11/22/2019	197.48
88039	BRANUM LANDSCAPING & LAWN CARE INC	11/22/2019	2,390.00
88040	CHRIS AMDAHL LOCKSMITH INC	11/22/2019	164.00
88041	CLOG UN-BOGGLER INC	11/22/2019	275.00
88042	KRISTINE F STAHL	11/22/2019	580.00
88043	INNOVATIVE OFFICE SOLUTIONS LLC	11/22/2019	458.15
88044	LAKESIDE TOWNHOMES LIMITED PARTNERSHIP	11/22/2019	1,101.30
88045	PONDVIEW TOWNHOMES OF WOODBURY LIMITED PAF	11/22/2019	1,376.63
88046	RUMPCA SERVICES INC	11/22/2019	175.00
88047	ACE HARDWARE STILLWATER	11/22/2019	165.61
88048	AFLAC	11/22/2019	174.12
88049	AFSCME COUNCIL 5	11/22/2019	707.42
88050	CITY OF FOREST LAKE	11/22/2019	2,116.73
88051	CITY OF HUGO	11/22/2019	6,371.18
88052	CORELOGIC CREDCO LLC	11/22/2019	256.10
88053	HEALTH PARTNERS	11/22/2019	1,858.62
88054	MENARDS OAKDALE	11/22/2019	88.81
88055	MENARDS COTTAGE GROVE	11/22/2019	212.19
88056	MENARDS FOREST LAKE	11/22/2019	254.93
88057	MENARDS STILLWATER	11/22/2019	350.61
88058	MIDCONTINENT COMMUNICATIONS	11/22/2019	35.54
88059	NACCED	11/22/2019	217.43
88060	KRISTEN SCOBIE	11/22/2019	886.27
88061	SHERWIN WILLIAMS	11/22/2019	418.36
88062	ENTERPRISE COMMUNITY INVESTMENT INC	11/22/2019	2,500.00
88063	COMCAST	11/22/2019	399.39
88064	NEWTRAX, INC	11/22/2019	800.00
88065	HOME DEPOT U.S.A	11/22/2019	127.56
88066	NEIL TESSIER	11/22/2019	12,000.00
88067	Eugene Michael Olsen	11/22/2019	7,185.15
88068	Minneapolis St. Paul Regional Economic Dev Partnership	11/22/2019	50,000.00
88069	PROGRAM PARTICIPANT	11/22/2019	138.20
88070	LORI CREAMER	11/22/2019	18.00
88071	ALL INC	11/26/2019	3,173.00
88072	J.D. WINDOWS & DOORS INC	11/26/2019	846.00
88073	RENOVATION SYSTEMS INC.	11/26/2019	3,802.40
88074	XCEL ENERGY	11/26/2019	8,538.77
88075	NALHFA	11/26/2019	1,475.00



**Washington County CDA  
Checks Issued  
General Checking  
November 1 - 30, 2019**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
88076	SUMMIT FIRE PROTECTION COMPANY	11/26/2019	275.00
88077	QWEST CORPORATION	11/26/2019	3,509.96
88078	QWEST CORPORATION	11/26/2019	341.80
88079	CITY OF OAKDALE	11/26/2019	7,306.37
88080	PAFFY'S PEST CONTROL INC	11/26/2019	160.00
88081	ABBOTT PAINT & CARPET INC.	11/26/2019	207.17
88082	TURNOVER APARTMENT PAINTING INC.	11/26/2019	2,605.00
88083	NATUS CORPORATION	11/26/2019	2,092.45
88084	HD SUPPLY	11/26/2019	636.22
88085	FORUM COMMUNICATIONS COMPANY	11/26/2019	1,258.56
88086	US BANK EQUIPMENT FINANCE	11/26/2019	3,530.25
88087	CENTURYLINK COMMUNICATIONS LLC	11/26/2019	92.08
88088	BRANUM LANDSCAPING & LAWN CARE INC	11/26/2019	12,345.00
88089	RUMPCA SERVICES INC	11/26/2019	379.00
88090	CITY OF COTTAGE GROVE	11/26/2019	5,803.52
88091	CITY OF FOREST LAKE	11/26/2019	8,263.00
88092	CITY OF WOODBURY	11/26/2019	173.35
88093	CITY WIDE MAINTENANCE OF MN	11/26/2019	169.50
88094	MCGRANN SHEA CARNIVAL STRAUGHN & LAMB CHART	11/26/2019	16,410.10
88095	MENARDS COTTAGE GROVE	11/26/2019	324.11
88096	MENARDS FOREST LAKE	11/26/2019	17.94
88097	MENARDS STILLWATER	11/26/2019	60.90
88098	MN COMMERCIAL ASSOCIATION OF REAL ESTATE	11/26/2019	300.00
88099	NACCED	11/26/2019	1,155.00
88100	SHRED RIGHT	11/26/2019	62.40
88101	WASHINGTON COUNTY ACCOUNTING & FINANCE	11/26/2019	29.00
88102	COMCAST	11/26/2019	53.77
88103	COMCAST	11/26/2019	108.06
88104	PUBLIC HOUSING AGENCY OF THE CITY OF ST. PAUL, I	11/26/2019	709.16
88105	DANIEL JOSEPH DINGLE	11/26/2019	119.28
88106	STEVEN JOHN RYAN	11/26/2019	60.22
88107	JAMES W. WIDEN	11/26/2019	61.38
88108	ROGER EUGENE GREEN	11/26/2019	112.32
88109	FRAN MIRON	11/26/2019	110.00
88110	JOHN BELISLE	11/26/2019	79.36

**TOTAL CHECKS:    \$    795,146.79**

**Washington County CDA  
Checks Voided and Electronic Payments  
General Checking  
November 1 - 30, 2019**

<b>VOIDED Check Number</b>	<b><u>Vendor Check Name</u></b>	<b><u>Date Voided</u></b>	<b><u>Amount</u></b>
87648	CITY OF COTTAGE GROVE	11/5/2019	575.53

<b><u>Type</u></b>	<b><u>Vendor</u></b>	<b><u>Electronic Payment Date</u></b>	<b><u>ACH Amount</u></b>
ACH	Dougherty Mortgage	11/1/2019	\$78,096.20
ACH	Automatic Data Processing	11/4/2019	2.78
ACH	First State Bank Wyoming	11/4/2019	12,552.29
ACH	Automatic Data Processing	11/5/2019	1,179.33
ACH	Automatic Data Processing	11/7/2019	11,219.00
ACH	Automatic Data Processing	11/7/2019	49,517.66
ACH	Optum Bank	11/8/2019	702.29
ACH	State of Minnesota	11/8/2019	870.00
ACH	Automatic Data Processing	11/12/2019	2,188.52
ACH	Great-West Trust (Empower)	11/12/2019	7,154.63
ACH	Great-West Trust (Empower)	11/12/2019	10,134.35
ACH	Cash Management Services	11/15/2019	480.74
ACH	Optum Bank	11/18/2019	37.50
ACH	Automatic Data Processing	11/19/2019	234.11
ACH	Automatic Data Processing	11/21/2019	11,233.46
ACH	Automatic Data Processing	11/21/2019	49,670.41
ACH	Great-West Trust (Empower)	11/25/2019	7,183.60
ACH	Great-West Trust (Empower)	11/25/2019	10,166.98
ACH	Optum Bank	11/25/2019	702.29
ACH	State of Minnesota	11/25/2019	870.00
ACH	Automatic Data Processing	11/26/2019	354.25

**TOTAL ELECTRONIC PAYMENTS:    \$    254,550.39**

**Washington County CDA**  
**Checks Issued**  
**Section 8**  
**November 1 - 30, 2019**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
61573	COTTAGES PHASE III	11/1/2019	\$ 313.00
61574	GENEVA VILLAGE LTD. PARTNERS	11/1/2019	972.00
61575	GENTRY PLACE APARTMENTS	11/1/2019	2,465.00
61576	EAST GROVE ESTATES	11/1/2019	1,429.00
61577	MINNEHAHA MANOR	11/1/2019	1,264.00
61578	RIDGECREST APARTMENTS LLC	11/1/2019	489.00
61579	ORLEANS HOMES LIMITED PARTNER	11/1/2019	8,633.00
61580	ORLEANS HOMES II	11/1/2019	672.00
61581	PIONEER APARTMENTS	11/1/2019	404.00
61582	JOHN JERGENS ESTATES	11/1/2019	524.00
61583	WOODLAND PARK APARTMENTS	11/1/2019	12,267.00
61584	ANN BODLOVICK APTS.	11/1/2019	97.00
61585	STOBBE, ALVIN	11/1/2019	574.00
61586	COTTAGES OF COTTAGE GROVE	11/1/2019	2,338.00
61587	PATTEN, LINDA	11/1/2019	1,225.00
61588	BRIAR POND	11/1/2019	18,938.00
61589	BRICK POND APARTMENTS	11/1/2019	378.00
61590	COBBLEHILL APTS.	11/1/2019	2,482.00
61591	SHIH, AMY	11/1/2019	1,047.00
61592	RSRC Ashwood LLC	11/1/2019	7,424.00
61593	BRIARCLIFF MANOR	11/1/2019	1,833.00
61594	EASTWOOD INVESTMENTS LLC	11/1/2019	2,035.00
61595	BARBARA GAUGHAN FAMILY LTD PAR	11/1/2019	1,278.00
61596	GENEVA VILLAGE L.P.	11/1/2019	1,346.00
61597	MULLER MANOR	11/1/2019	394.00
61598	ECHO RIDGE APARTMENTS - PHM	11/1/2019	582.00
61599	WOODLAND TOWNHOMES	11/1/2019	9,526.00
61600	COREY, SHELDON	11/1/2019	293.00
61601	PHM/WOODBURY INC.	11/1/2019	1,918.00
61602	LAKESIDE TOWNHOMES	11/1/2019	14,831.00
61603	LONG LAKE VILLAS	11/1/2019	3,331.00
61604	CASSELLS, CRANSTON	11/1/2019	1,081.00
61605	LARKIN, STACY	11/1/2019	262.00
61606	NORTH SHORE ASSOCIATES LLC	11/1/2019	649.00
61607	MC CUNE,SHELLY	11/1/2019	663.00
61608	VIGG CO. LLC	11/1/2019	669.00
61609	CURVE CREST VILLAS	11/1/2019	1,984.00
61610	PONDVIEW TOWNHOMES	11/1/2019	12,512.00
61611	NOVAK, GREG	11/1/2019	607.00
61612	LONG, THOMAS	11/1/2019	763.00
61613	BENASSI, CAROL	11/1/2019	662.00
61614	DESHLER, DAVID	11/1/2019	677.00
61615	WEBER, MARTY	11/1/2019	837.00
61616	FAROOQ, REHAN	11/1/2019	1,220.00
61617	FOREST RIDGE TOWNHOMES	11/1/2019	5,012.00
61618	CHHEN, STEVEN	11/1/2019	886.00
61619	LEE, BLONG	11/1/2019	578.00
61620	SIENNA RIDGE TOWNHOMES	11/1/2019	6,663.00
61621	COTTAGES OF ASPEN LP	11/1/2019	1,637.00
61622	COTTAGES OF STILLWATER	11/1/2019	718.00
61623	JD PONDVIEW LLC	11/1/2019	8,669.00
61624	BLEW HOLDINGS, LLC	11/1/2019	1,055.00
61625	MARK VIEROW	11/1/2019	1,350.00
61626	RED OAK PRESERVE FAMILY LP	11/1/2019	6,248.00

**Washington County CDA**  
**Checks Issued**  
**Section 8**  
**November 1 - 30, 2019**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
61627	PETERSON, TONIA C.	11/1/2019	485.00
61628	OSBORN, ROBERT	11/1/2019	902.00
61629	OAKDALE-GRANADA LAKES LTD. PAR	11/1/2019	18,673.00
61630	GOLDEN STONE LLC	11/1/2019	676.00
61631	SETAC PROPERTIES	11/1/2019	481.00
61632	JACOBSEN, ELENA	11/1/2019	272.00
61633	EAST GATE APARTMENTS LP	11/1/2019	183.00
61634	VILLAGE APARTMENTS	11/1/2019	2,718.00
61635	CYPRESS SR. LIVING	11/1/2019	4,955.00
61636	NEW CHALLENGES, INC	11/1/2019	1,849.00
61637	ZHANG, HAIYAN	11/1/2019	659.00
61638	TOY, DAVID LLC	11/1/2019	1,101.00
61639	Century Oaks, LLC	11/1/2019	24,153.00
61640	COMMON BOND CITY WALK LIMITED	11/1/2019	2,518.00
61641	RSRC ASHWOOD LLC	11/1/2019	1,373.00
61642	TSEGA, DANIEL	11/1/2019	1,460.00
61643	FRANK, ANTHONY	11/1/2019	264.00
61644	GRIFFIN COURT C LLC	11/1/2019	788.00
61645	NUR, MOHAMED	11/1/2019	1,165.00
61646	ST CROIX VILLAGE LLC	11/1/2019	6,270.00
61647	THE GROVES APARTMENTS LLC	11/1/2019	5,048.00
61648	Jodi Baggenstoss	11/1/2019	1,308.00
61649	INVITATION HOMES	11/1/2019	2,670.00
61650	PETERSEN, ALLAN	11/1/2019	282.00
61651	BOYUM C/O APPLGATE PROP MGMT.	11/1/2019	565.00
61652	FOREST OAK APTS	11/1/2019	1,586.00
61653	SEVEN PINES INVESTMENTS II	11/1/2019	887.00
61654	BIRCHWOOD TOWNHOMES	11/1/2019	93.00
61655	LILY LAKE TERRACE APTS	11/1/2019	2,398.00
61656	FOREST OAK APTS II LTP PAR	11/1/2019	1,096.00
61657	STILLWATER GREELEY	11/1/2019	1,742.00
61658	EVERSON, RANDY	11/1/2019	909.00
61659	PICCADILLY SQUARE OF MAHTOMEDI	11/1/2019	2,677.00
61660	TEASDALE PINES TLC LLC	11/1/2019	580.00
61661	ATIA MBAH	11/1/2019	690.00
61662	Sumner, Jacqueline	11/1/2019	1,072.00
61663	CARSON, STEVEN	11/1/2019	471.00
61664	OAKDALE TERRACE LLC	11/1/2019	6,047.00
61665	COURTLY COMMERCIALS LLC	11/1/2019	3,783.00
61666	TRAILSIDE SENIOR LIVING	11/1/2019	659.00
61667	IH3 Property MN L.P.	11/1/2019	3,516.00
61668	FLEMING, DEBRA	11/1/2019	810.00
61669	RED ROCK SQUARE	11/1/2019	3,671.00
61670	BEUKE, JAMESON	11/1/2019	566.00
61671	DONG, XIAOMING	11/1/2019	3,402.00
61672	CLEVELAND, NANCY	11/1/2019	1,101.00
61673	SINGHAL, NISHANT	11/1/2019	1,438.00
61674	GREEN TWIG LLP	11/1/2019	596.00
61675	THE LEGENDS OF CG/DOMINIUM	11/1/2019	1,249.00
61676	BUTT, MANAN	11/1/2019	691.00
61677	WOODBURY UNITED METHODIST	11/1/2019	1,719.00
61678	KATHY MADORE	11/1/2019	916.00
61679	MURR, VICKY	11/1/2019	1,382.00
61680	COMMUNITY ACTION PARTNERSHIP	11/1/2019	669.00

**Washington County CDA**  
**Checks Issued**  
**Section 8**  
**November 1 - 30, 2019**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
61681	GIRARD MANAGEMENT, INC.	11/1/2019	548.00
61682	BRANJORD PROPERTIES, LLC	11/1/2019	310.00
61683	FRESNO MANAGEMENT SERVICE LLC	11/1/2019	1,121.00
61684	MORA HRA	11/1/2019	782.16
61685	PEDERSEN, DOUG	11/1/2019	1,600.00
61686	VOLOVIK, ANNA	11/1/2019	1,786.00
61687	HALL, MATT & KRISTIN	11/1/2019	1,247.00
61688	THE LEGENDS OF WOODBURY	11/1/2019	4,221.00
61689	HEGNA, ROBERT	11/1/2019	683.00
61690	LOCKNER, TINA	11/1/2019	691.00
61691	B & E REAL ESTATE, LLC	11/1/2019	232.00
61692	TESSA P. MONSEN	11/1/2019	995.00
61693	NEWPORT X, LLC	11/1/2019	2,466.00
61694	BAKEWELL, MARY	11/1/2019	1,575.00
61695	HO, TRUNGKIEN	11/1/2019	1,451.00
61696	(SOUTHERN NEVADA REGIONAL HA	11/1/2019	958.97
61697	REMACKEL, TRISHA	11/1/2019	911.00
61698	KHAN, ZAHEER	11/1/2019	781.00
61699	ARENDS, BETH	11/1/2019	410.00
61700	MAKI, JUDITH	11/1/2019	1,803.00
61701	ANN BODLOVICK APTS.	11/15/2019	646.00
61702	BRIAR POND	11/15/2019	512.00
61703	LAKESIDE TOWNHOMES	11/15/2019	1,070.00
61704	LONG LAKE VILLAS	11/15/2019	191.00
61705	PONDVIEW TOWNHOMES	11/15/2019	583.00
61706	SIENNA RIDGE TOWNHOMES	11/15/2019	377.00
61707	Century Oaks, LLC	11/15/2019	272.00
61708	TRAILSIDE SENIOR LIVING	11/15/2019	383.00
61709	SCHUETTE DONALD	11/15/2019	956.00
61710	MORA HRA	11/15/2019	4,518.64
61711	THE GLEN AT VALLEY CREEK	11/15/2019	501.00

**TOTAL SECTION 8 CHECKS:    \$    318,519.77**

**VOIDED**

NONE

**Total General Checking, Electronic Payments and Section 8 Checks:    \$    1,368,216.95**

# PRESENTATION



Memo To: CDA Board of Commissioners

From: Barbara Dacy, Executive Director

Date: December 11, 2019

RE: Recognition Plaque for Elmer Morris Family; Former Washington County  
HRA Commissioner

**Background**

Earlier this year I was contacted by family members of Elmer Morris, who was one of the five original HRA Commissioners when the HRA was established in 1981. Mr. Morris' grandchildren started asking several questions about their grandfather upon discovering pictures and recognition plaques during Mr. Morris' tenure as commissioner between 1981 and 1994.

**Presentation**

After speaking with family members, I thought this would be a good opportunity to connect the past with the present and speak to the benefits of our housing portfolio. During the 1980s and early 1990s, the HRA worked with several communities to acquire or build the affordable housing developments that continue to serve county residents today. Over the course of the last 19 years, the HRA/CDA has restructured the original debt financings to favorable terms and initiated a routine capital improvement program in order to provide quality affordable housing.

No action is required at this time.

# NEW BUSINESS



# WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

## REQUEST FOR BOARD ACTION

December 17, 2019  
BOARD MEETING DATE

AGENDA ITEM A-1

Finance

ORIGINATING DEPARTMENT/SERVICE

Aaron Christianson 12/5/2019

REQUESTOR'S NAME/DATE

### BOARD ACTION REQUESTED

RESOLUTION AUTHORIZING DEPOSITORY SERVICES  
FOR GOVERNMENTAL ENTITIES.

### BACKGROUND/JUSTIFICATION

The attached document designates U.S. Bank National Association as the Agency's official Depositor of its funds and identifies the "authorized signers". The authorized signers for calendar year 2020 will be the Executive Director Barbara Dacy and Board member Brian Zeller.

Approval of the attached resolution is recommended.

### PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 12/9/19

ATTACHMENT LIST:

FINANCIAL IMPLICATIONS: \$ N/A

BUDGETED: ☐ YES ☐ NO

FUNDING: N/A

### COMMENTS

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

DATE December 17, 2019

RESOLUTION NO. 19-53

MOTION BY COMMISSIONER \_\_\_\_\_ SECOND BY COMMISSIONER \_\_\_\_\_  
=====

RESOLUTION AUTHORIZING DEPOSITORY SERVICES FOR  
GOVERNMENTAL ENTITIES

YES

NO

BELISLE \_\_\_\_\_

BELISLE \_\_\_\_\_

GREEN \_\_\_\_\_

GREEN \_\_\_\_\_

ZELLER \_\_\_\_\_

ZELLER \_\_\_\_\_

DINGLE \_\_\_\_\_

DINGLE \_\_\_\_\_

WIDEN \_\_\_\_\_

WIDEN \_\_\_\_\_

RYAN \_\_\_\_\_

RYAN \_\_\_\_\_

MIRON/KARWOSKI \_\_\_\_\_

MIRON/KARWOSKI \_\_\_\_\_

=====

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 17<sup>TH</sup> day of December, 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 17<sup>th</sup> day of December 2019.

\_\_\_\_\_  
CDA Secretary

\_\_\_\_\_  
Barbara Dacy, Executive Director

**RESOLUTION AUTHORIZING DEPOSITORY SERVICES FOR GOVERNMENTAL ENTITIES**

DEPOSITOR NAME: Washington County CDA  
 CONTACT: Aaron Christianson, Finance Director  
 ADDRESS: 7645 Currell Boulevard  
Woodbury, MN 55125  
 TAX IDENTIFICATION NUMBER: 41-1408079

I, Barbara Dacy (name of certifying officer) do hereby certify that I am the  
Executive Director (title of certifying officer) of the above-named entity  
 (therein called the "Depositor") a corporation existing under the laws of the  
 State of Minnesota and that the following is a true, complete and correct copy of resolutions  
 adopted at a meeting of the Depositor duly and properly called and held on the 17th day of December, 2019;  
 that a quorum was present at said meeting; and that said resolutions are now in full force and effect.

**RESOLVED**, That U.S. Bank National Association is hereby designated as a depository of the Depositor with authority to accept or receive at any time for the credit of the Depositor deposits by whomsoever made of funds and other property in whatever form or manner transferred to endorsed; and that any officer of the Depositor is hereby authorized to open or cause to be opened one or more accounts with the bank on such terms, conditions and agreements as the Bank may acknowledge and agrees that the services contemplated by this resolution shall be governed by the U.S. Bank Customer Agreement for commercial deposit accounts, as amended from time to time.

**RESOLVED**, that checks, drafts or other orders for the payment, transfer or withdrawal of any of the funds or other property of the Depositor on deposit with the Bank shall be binding on the Depositor when signed, manually or by use of a facsimile or mechanical signature or otherwise authorized, by any one of the individuals listed in the section entitled "Authorized Signers", and the Bank is hereby authorized to pay and charge to the account of the Depositor any such checks, drafts or other orders so signed or otherwise authorized, including those payable to the individual order of the same person or persons signing or otherwise authorizing the same and including also those payable to the Bank or to any other person for application, or which are actually applied to the payment of any such indebtedness owing the Bank from the person or persons who signed such checks, drafts or other withdrawal orders or otherwise authorized such withdrawals. In particular, and not in limitation of foregoing, such persons may authorize payment, transfer or withdrawal by oral or telephonic directions to the Bank complying with such rules and regulations relating to such authorization as the Bank may communicate to the Depositor from time to time.

**RESOLVED**, that the Executive Director (identify certifying officer by title) hereby certifies to the Bank the names and Signatures (either actual or any form or forms of facsimile or mechanical signatures adopted by the person authorized to sign) of the Authorized Signers listed below and shall from time to time hereafter, upon a change in the facts so certified, immediately certify to the Bank the names and signatures (actual or facsimile) of the persons then authorized to sign or to act. The Bank shall be fully protected in relying on such certificates and on the obligation of the certifying officer (set forth above) to immediately certify to the Bank any change in any facts so certified, and the Bank shall be indemnified and saved harmless by the Depositor from any claims, demands, expenses, loss or damage resulting from or growing out of honoring or relying on the signature of other authority (whether or not properly used and, in the case of any facsimile signature, regardless of when or by whom or by what means such signature may have been made or affixed) of any officer or person whose name and signature was so certified, or refusing to honor any signature or authority not so certified.

**RESOLVED**, that these resolutions shall continue in force until express written notice of their rescission or modification has been furnished to and received by the Bank; and

**RESOLVED**, that any and all transactions by or on behalf of the Depositor with the Bank prior to the adoption of this resolution be, and the same hereby are, in all respects ratified, approved and confirmed.

I further certify that the officers of the Depositor signing the resolution, have, and at the time of adoption of said resolutions had, full power and lawful authority to adopt the foregoing resolutions and to confer the powers therein granted to the persons named, and that such persons have full power and authority to exercise the same.

I further certify that the names, titles (if any) and signatures (actual or facsimile) of the persons authorized to sign or act on behalf of the Depositor by its governing board identified above are as set forth below in the section of this Resolution entitled "Authorized Signers".

I further certify, under penalties of perjury, that the tax identification number shown above is correct and that the Depositor is not subject to backup withholding because (a) it is exempt, (b) has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of a failure to report all interest or dividends or (c) the IRS has notified the Depositor that it is no longer subject to backup withholding.

I further certify that the Authorized Signers below are also hereby authorized to transact any and all other business with and through the Bank regarding this account, including, without limitation, treasury management services offered by Bank.

Account Number Ending: XXXXXXXXX0692 and XXXXXXXXX0700

Authorized Signers

<u>Name</u>	<u>Title</u>	<u>Signature</u>
<u>Brian Zeller</u>	<u>Commissioner</u>	<u></u>
<u>Barbara Dacy</u>	<u>Executive Director</u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of the Depositor this 17th day of December 2019.

(Certifying Officer)

Executive Director  
(Title)

(Attest by one other officer)

Finance Director  
(Title)

**WASHINGTON COUNTY COMMUNITY  
DEVELOPMENT AGENCY**

**REQUEST FOR BOARD ACTION**

December 17, 2019  
**BOARD MEETING DATE**

**AGENDA ITEM A-2**

Finance  
**ORIGINATING DEPARTMENT/SERVICE**

Aaron Christianson 12/5/19  
**REQUESTOR'S NAME/DATE**

**BOARD ACTION REQUESTED**

RESOLUTION APPROVING THE 2020 OPERATING  
BUDGET FOR PUBLIC HOUSING

**BACKGROUND/JUSTIFICATION**

Annually, HUD requires a PHA to submit an Operating Budget for its Public Housing program and for the Board to pass a resolution. This is required to be submitted to HUD by December 31 for the upcoming year. The sources of income for the operating subsidy and the capital improvement amounts are received from HUD and are estimates for 2020 based on current information from HUD.

By approving this resolution, the Board is certifying that the Authority has met all statutory and regulatory requirements for operation of the Public Housing program and that there are enough funds to operate the Public Housing program in 2020.

Approval of the resolution is recommended.

**PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED**

**EXECUTIVE DIRECTOR/DATE:**

Barbara Dacy      12/9/19

**ATTACHMENT LIST:**

**FINANCIAL IMPLICATIONS: \$** N/A

**BUDGETED:** ☒ YES    ☐ NO

**FUNDING:** Enterprise Fund

**COMMENTS**

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

DATE December 17, 2019

RESOLUTION NO. 19-54

MOTION BY COMMISSIONER \_\_\_\_\_ SECOND BY COMMISSIONER \_\_\_\_\_  
=====

RESOLUTION APPROVING THE 2020 OPERATING BUDGET FOR  
PUBLIC HOUSING

YES

NO

BELISLE \_\_\_\_\_

BELISLE \_\_\_\_\_

GREEN \_\_\_\_\_

GREEN \_\_\_\_\_

ZELLER \_\_\_\_\_

ZELLER \_\_\_\_\_

DINGLE \_\_\_\_\_

DINGLE \_\_\_\_\_

WIDEN \_\_\_\_\_

WIDEN \_\_\_\_\_

RYAN \_\_\_\_\_

RYAN \_\_\_\_\_

MIRON/KARWOSKI \_\_\_\_\_

MIRON/KARWOSKI \_\_\_\_\_

=====

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 17<sup>TH</sup> day of December, 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 17<sup>th</sup> day of December 2019.

\_\_\_\_\_  
CDA Secretary

\_\_\_\_\_  
Barbara Dacy, Executive Director

PHA Board Resolution  
Approving Operating Budget

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026  
(exp. 06/30/2022)

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

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

PHA Name: \*\*\*\*\*PHA Code:

PHA Fiscal Year Beginning: \*\*\*\*\*Board Resolution Number:

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

DATE

- ☐ Operating Budget approved by Board resolution on:
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

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

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

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

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

Print Board Chairperson's Name:	Signature:	Date:
---------------------------------	------------	-------

**Washington County Community Development Agency**  
**Public Housing Fund - Scattered Site (635)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Rent income - residents	\$ 195,824	\$ 216,587	\$ 188,300	\$ 194,300
Bad debt rent	(1,992)	(11,061)	(3,000)	(3,100)
Bad debt other	2,495	8,464	3,000	3,700
Net rental revenue	\$ 196,327	\$ 213,990	\$ 188,300	\$ 194,900
Grant revenue - federal	120,925	140,792	118,000	143,400
Grant revenue - cfp operating	-	1,370	-	14,966
Laundry income	-	-	-	-
Late fees	1,314	1,688	1,200	1,200
Other income	5,028	5,514	4,100	5,000
Total Operating Revenues	\$ 323,594	\$ 363,354	\$ 311,600	\$ 359,466
Operating Expenses:				
Administration:				
Payroll - office	51,764	43,033	63,460	64,700
CDA administration charge	28,225	33,348	34,500	36,700
Management fee	28,224	28,224	28,224	28,224
Association assessment	113,298	119,287	120,600	120,600
Service contract/repairs - janitorial	1,707	3,540	1,500	2,000
Monthly cleaning	724	2,813	1,300	1,500
Supplies - janitorial	62	77	400	300
Extermination	930	166	1,600	1,400
Consulting	-	550	-	100
Legal fees	10,498	11,855	6,600	8,000
Audit/tax return preparation fee	3,000	3,000	3,000	3,000
Telephone - office use	2,173	1,796	2,200	2,100
Dues & subscriptions - business office	216	246	200	200
Postage & delivery - ops	914	1,265	1,200	1,200
Office/equipment rental	-	-	-	-
Advertising/marketing	822	63	100	100
Misc expense - business office	223	164	200	200
Office supplies and equipment	19	103	100	100
Resident retention	-	92	200	100
Travel	87	218	200	200
Education and training	1,418	332	600	600
Credit reports / background checks	200	1,188	700	700
Data processing fees	1,458	292	-	300
License fees	2,340	2,355	2,400	2,400
Bank fees	-	-	-	-
Total Administration Expenses	\$ 248,302	\$ 254,007	\$ 269,284	\$ 274,724
Maintenance:				
Payroll - maintenance	42,207	32,161	39,398	40,200
Payroll - grounds	-	-	-	-
Mileage reimbursement	6,983	6,360	6,100	6,100
Repairs & maintenance	15,393	15,470	23,100	18,600
Supplies - appliance	7,478	6,633	10,200	8,700
Supplies - electrical	963	1,157	3,300	2,200
Supplies - hvac	2,588	2,619	4,100	3,600
Supplies - plumbing	6,550	7,807	5,800	5,700
Supplies - miscellaneous	2,268	3,280	4,100	3,500
Supplies - painting	751	1,452	1,000	1,000
Service contract/repairs - floors	10,547	8,113	16,400	14,000
Service contract/repairs - appliance	714	854	1,600	1,300
Service contract/repairs - electrical	235	415	2,800	2,300



Service contract/repairs - hvac	4,114	2,221	4,400	4,000
Service contract/repairs - plumbing	10,094	7,898	6,100	6,500
Service contract/repairs - elevators	-	-	-	-
Service contract - grounds	4,329	2,688	5,400	4,200
Service contract - snow	4,950	4,950	5,200	5,100
Service contract - painting	9,516	12,360	8,000	9,000
Total Maintenance Expenses	\$ 129,680	\$ 116,438	\$ 146,998	\$ 136,000
Utilities:				
Electricity	77	760	300	300
Water and sewer	2,692	2,682	2,600	2,600
Heat / gas	79	706	500	400
Trash removal	1,214	864	1,200	1,200
Total Utilities Expenses	\$ 4,062	\$ 5,012	\$ 4,600	\$ 4,500
Property Taxes And Insurance:				
Real estate taxes	17,038	12,887	13,000	14,300
Property and liability insurance	26,587	28,951	30,700	32,200
Total Property Tax And Insurance Expenses	\$ 43,625	\$ 41,838	\$ 43,700	\$ 46,500
Total Operating Expenses	\$ 425,669	\$ 417,295	\$ 464,582	\$ 461,724
Operating Income (Loss)	\$ (102,075)	\$ (53,941)	\$ (152,982)	\$ (102,258)
Nonoperating Revenues:				
Property tax revenue	95,091	116,000	185,682	162,092
Interest income	1,371	2,284	1,000	1,200
Restricted interest income	1,590	2,570	1,500	1,200
Total Nonoperating Revenues	\$ 98,052	\$ 120,854	\$ 188,182	\$ 164,492
Nonoperating Expenses:				
Hud pass through	16,743	19,494	19,000	19,000
Utility reimbursement recovery	11,038	17,007	13,400	13,400
Total Nonoperating Expenses	\$ 27,781	\$ 36,501	\$ 32,400	\$ 32,400
Total Nonoperating Revenues And Expense	\$ 70,271	\$ 84,353	\$ 155,782	\$ 132,092
Income Before Debt Service - Cash:	\$ (31,804)	\$ 30,412	\$ 2,800	\$ 29,834
Debt Service-Cash:				
Principal - 2012B series bonds, QECB	-	-	-	-
Interest - 2012B series bonds, QECB	-	-	-	-
Total Debt Service-Cash	\$ -	\$ -	\$ -	\$ -
Income Before Capital Activity and Transfers	\$ (31,804)	\$ 30,412	\$ 2,800	\$ 29,834
Capital Activity:				
Grant revenue - cfp capital	22,528	94,803	115,000	64,687
Capital outlay	(22,528)	(94,803)	(115,000)	(64,687)
Total Capital Activity	\$ -	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	25,678	53,271	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ 25,678	\$ 53,271	\$ -
Total Cash Available For Operations	\$ (31,804)	\$ 56,090	\$ 56,071	\$ 29,834
Depreciation	44	533	44	500
Depreciation - building	228,021	230,228	228,150	230,200
Total Depreciation	\$ 228,065	\$ 230,761	\$ 228,194	\$ 230,700
Bond principal - offset	-	-	-	-

Total Debt Service Non-Cash	\$	-	\$	-	\$	-	\$	-
Net Income (Loss)	\$	(259,869)	\$	(174,671)	\$	(172,123)	\$	(200,866)

**Washington County Community Development Agency**  
**Public Housing Fund - Whispering Pines (636)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Rent income - residents	\$ 151,526	\$ 157,036	\$ 150,200	\$ 151,700
Bad debt rent	-	-	(1,000)	(500)
Bad debt other	80	102	500	300
Net rental revenue	\$ 151,606	\$ 157,138	\$ 149,700	\$ 151,500
Grant revenue - federal	44,249	59,901	42,000	65,800
Grant revenue - cfp operating	-	-	-	-
Laundry income	3,558	4,234	3,500	3,700
Late fees	425	464	100	200
Other income	916	176	600	500
Total Operating Revenues	\$ 200,754	\$ 221,913	\$ 195,900	\$ 221,700
Operating Expenses:				
Administration:				
Payroll - office	27,098	20,133	27,964	28,500
CDA administration charge	20,160	23,820	24,600	26,200
Management fee	20,179	20,160	20,160	20,160
Association assessment	-	-	-	-
Service contract/repairs - janitorial	1,707	-	-	-
Monthly cleaning	199	1,417	700	900
Supplies - janitorial	1,329	541	800	800
Extermination	605	660	600	700
Consulting	2,937	3,624	3,000	3,000
Legal fees	1,562	-	1,800	1,300
Audit/tax return preparation fee	1,000	1,000	1,000	1,000
Telephone - office use	5,936	5,295	5,900	5,800
Dues & subscriptions - business office	-	169	-	-
Postage & delivery - ops	161	50	500	300
Office/equipment rental	2,299	2,923	2,400	2,500
Advertising/marketing	-	-	-	-
Misc expense - business office	82	82	100	100
Office supplies and equipment	858	737	800	800
Resident retention	159	144	300	200
Travel	65	112	100	100
Education and training	512	517	500	500
Credit reports / background checks	250	575	500	400
Data processing fees	1,042	208	-	400
License fees	165	165	200	200
Bank fees	61	76	200	200
Total Administration Expenses	\$ 88,366	\$ 82,408	\$ 92,124	\$ 94,060
Maintenance:				
Payroll - maintenance	10,975	6,646	8,551	8,700
Payroll - grounds	6,169	5,696	8,173	8,300
Mileage reimbursement	943	675	900	800
Repairs & maintenance	1,438	4,837	7,200	7,000
Supplies - appliance	1,702	1,518	2,600	2,200
Supplies - electrical	888	733	1,100	1,000
Supplies - hvac	1,203	499	1,200	1,100
Supplies - plumbing	1,114	851	1,000	1,100
Supplies - miscellaneous	922	699	1,300	1,100
Supplies - painting	305	598	600	500
Service contract/repairs - floors	1,058	-	600	600
Service contract/repairs - appliance	-	-	100	100
Service contract/repairs - electrical	5,718	7,129	5,700	5,800

Service contract/repairs - hvac	449	1,113	1,500	1,300
Service contract/repairs - plumbing	1,672	1,225	1,800	1,700
Service contract/repairs - elevators	3,451	2,455	4,400	4,200
Service contract - grounds	8,388	3,850	7,200	6,100
Service contract - snow	1,066	5,224	2,100	2,300
Service contract - painting	1,626	1,110	2,200	2,100
Total Maintenance Expenses	\$ 49,087	\$ 44,858	\$ 58,224	\$ 56,000
Utilities:				
Electricity	22,019	22,829	23,900	24,100
Water and sewer	11,527	7,973	7,600	8,300
Heat / gas	6,732	7,923	12,000	10,000
Trash removal	2,992	4,196	3,200	3,400
Total Utilities Expenses	\$ 43,270	\$ 42,921	\$ 46,700	\$ 45,800
Property Taxes And Insurance:				
Real estate taxes	5,533	5,826	5,400	5,700
Property and liability insurance	10,164	11,407	11,700	12,600
Total Property Tax And Insurance Expenses	\$ 15,697	\$ 17,233	\$ 17,100	\$ 18,300
Total Operating Expenses	\$ 196,420	\$ 187,420	\$ 214,148	\$ 214,160
Operating Income (Loss)	\$ 4,334	\$ 34,493	\$ (18,248)	\$ 7,540
Nonoperating Revenues:				
Property tax revenue	454	454	20,825	453
Interest income	3,078	6,216	3,000	3,100
Restricted interest income	1,070	1,706	1,000	1,100
Total Nonoperating Revenues	\$ 4,602	\$ 8,376	\$ 24,825	\$ 4,653
Nonoperating Expenses:				
Hud pass through	-	-	-	-
Utility reimbursement recovery	-	-	-	-
Total Nonoperating Expenses	\$ -	\$ -	\$ -	\$ -
Total Nonoperating Revenues And Expense	\$ 4,602	\$ 8,376	\$ 24,825	\$ 4,653
Income Before Debt Service - Cash:	\$ 8,936	\$ 42,869	\$ 6,577	\$ 12,193
Debt Service-Cash:				
Principal - 2012B series bonds, QECB	444	444	444	444
Interest - series a bonds	146	139	133	124
Total Debt Service-Cash	\$ 590	\$ 583	\$ 577	\$ 568
Income Before Capital Activity and Transfers	\$ 8,346	\$ 42,286	\$ 6,000	\$ 11,625
Capital Activity:				
Grant revenue - cfp capital	9,717	237	166,600	70,000
Capital outlay	(9,717)	(237)	(166,600)	(70,000)
Total Capital Activity	\$ -	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	17,623	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ 17,623	\$ -
Total Cash Available For Operations	\$ 8,346	\$ 42,286	\$ 23,623	\$ 11,625
Depreciation	-	-	-	-
Depreciation - building	83,783	83,860	83,850	83,860
Total Depreciation	\$ 83,783	\$ 83,860	\$ 83,850	\$ 83,860

Bond principal - offset	(444)	(444)	(444)	(444)
Total Debt Service Non-Cash	\$ (444)	\$ (444)	\$ (444)	\$ (444)
Net Income (Loss)	\$ (74,993)	\$ (41,130)	\$ (59,783)	\$ (71,791)

# WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

## REQUEST FOR BOARD ACTION

December 17, 2019  
BOARD MEETING DATE

AGENDA ITEM A-3

Community Development  
ORIGINATING DEPARTMENT/SERVICE

Melissa Taphorn 12/11/19  
REQUESTOR'S SIGNATURE/DATE

### BOARD ACTION REQUESTED

RESOLUTION AMENDING THE 2020 LOW INCOME  
HOUSING TAX CREDIT PROGRAM PROCEDURAL  
MANUAL

### BACKGROUND/JUSTIFICATION

The Low-Income Tax Credit program requires the gross rent of an apartment be restricted to an affordable level. A recent trend has emerged of owners increasing rents in the middle of a 12-month lease as a result of a change in utility allowance and income/rent limits. This trend causes uncertainty, instability, and potential unaffordability for affected residents.

Following discussions with Minnesota Housing and other suballocators, staff recommends limiting rent increases for occupied units to once annually, beginning on January 1, 2020. This limit does not apply to the portion of tenant paid rent for residents with rental assistance, which is adjusted by the CDA or other provider as resident income changes. This limit applies regardless of the length of the lease term. Staff recommends the following paragraph be inserted in Chapter 4, section I – Affordable Rents of the 2020 Procedural Manual:

During the term of a tenant lease, the rental rate may be altered downward, but not upward, due to annual changes in the maximum income and rent limits or due to changes in the utility allowances. The Agency's Tax Credit Compliance Manual provides additional information and instructions.

Staff respectfully recommends adoption of the resolution amending the 2020 Procedural Manual.

### PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

Resolution 19-10 Adopting The 2020 Qualified Allocation Plan and Housing Tax Credit Program 2020 Procedural Manual For Housing Tax Credits, 3/19/2019

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 12/11/19

ATTACHMENT LIST:

None

FINANCIAL IMPLICATIONS: \$ N/A

BUDGETED: ☐ YES ☐ NO

FUNDING: \_\_\_\_\_

### COMMENTS

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

DATE December 17, 2019

RESOLUTION NO. 19-55

MOTION BY COMMISSIONER \_\_\_\_\_ SECOND BY COMMISSIONER \_\_\_\_\_  
=====

RESOLUTION AMENDING THE 2020 LOW-INCOME HOUSING TAX  
CREDIT PROGRAM PROCEDURAL MANUAL

YES

NO

BELISLE \_\_\_\_\_

BELISLE \_\_\_\_\_

GREEN \_\_\_\_\_

GREEN \_\_\_\_\_

ZELLER \_\_\_\_\_

ZELLER \_\_\_\_\_

DINGLE \_\_\_\_\_

DINGLE \_\_\_\_\_

WIDEN \_\_\_\_\_

WIDEN \_\_\_\_\_

RYAN \_\_\_\_\_

RYAN \_\_\_\_\_

MIRON/KARWOSKI \_\_\_\_\_

MIRON/KARWOSKI \_\_\_\_\_

=====

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 17<sup>TH</sup> day of December, 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 17<sup>th</sup> day of December 2019.

\_\_\_\_\_  
CDA Secretary

\_\_\_\_\_  
Barbara Dacy, Executive Director

WASHINGTON COUNTY  
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 19-55

RESOLUTION AMENDING THE 2020 LOW INCOME  
HOUSING TAX CREDIT PROGRAM PROCEDURAL  
MANUAL

WHEREAS, the Washington County Community Development Agency (the “Agency”) adopted Resolution No. 19-10 adopting the Low-Income Housing Tax Credit Program 2020 Procedural Manual (the “Manual”); and

WHEREAS, the Agency is interested in providing affected tenants with greater certainty in rental affordability; and

WHEREAS, the Agency desires to amend the Manual to limit rent increases to no more than annually.

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

1. The findings set forth above are hereby found to be true and correct and are incorporated herein in their entirety.
2. Chapter 4, section I – Affordable Rents of the 2020 Procedural Manual shall be amended to add the following paragraph:

During the term of a tenant lease, the rental rate may be altered downward, but not upward, due to annual changes in the maximum income and rent limits or due to changes in the utility allowances. The Agency’s Tax Credit Compliance Manual provides additional information and instructions.

3. 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 17<sup>th</sup> day of December 2019.

---

Chair

ATTEST:

---

Secretary



# WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

## REQUEST FOR BOARD ACTION

December 17, 2019  
BOARD MEETING DATE

AGENDA ITEM A-4

Finance  
ORIGINATING DEPARTMENT/SERVICE

Aaron Christianson 12/5/19  
REQUESTOR'S SIGNATURE/DATE

### BOARD ACTION REQUESTED

RESOLUTION APPROVING AND ADOPTING THE 2020  
BUDGET

### BACKGROUND/JUSTIFICATION

The proposed 2020 budget is now ready for approval by the Board. The County Board will meet to discuss the Agency's levy request on December 17, 2019 in the amount of \$5,419,977. See Attachment A for a summary of the levy request.

There were no budget or levy revisions from the draft budget presented to the Board back on June 18<sup>th</sup>. The only change that occurred was to the capital improvement schedule. The change to the capital improvement schedule only shifted projects around, there was no change to the overall amount budgeted.

Approval of the attached resolution is recommended.

### PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

The Agency's Board reviewed the budget assumptions on May 21; the Agency's Finance Committee reviewed the 2019 Draft Budget and Levy request on June 18; the Agency's Board reviewed a summary of the 2019 Draft Budget and Levy request on July 16; on August 20 the board passed resolution 19-32 approving the 2019 levy of \$5,419,977 collectible in 2020; and August 20 the board approved resolution 19-33 approving 2020 rent increases of 2.0% for all properties, with the exception of Woodland Park and Briar Pond, which will have a 3.0% increase. The increase does not apply to Agency properties receiving federal project-based rental assistance.

#### EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 12/10/19

#### ATTACHMENT LIST:

Attachment A – 2020 Budget Levy

FINANCIAL IMPLICATIONS: \$ NA

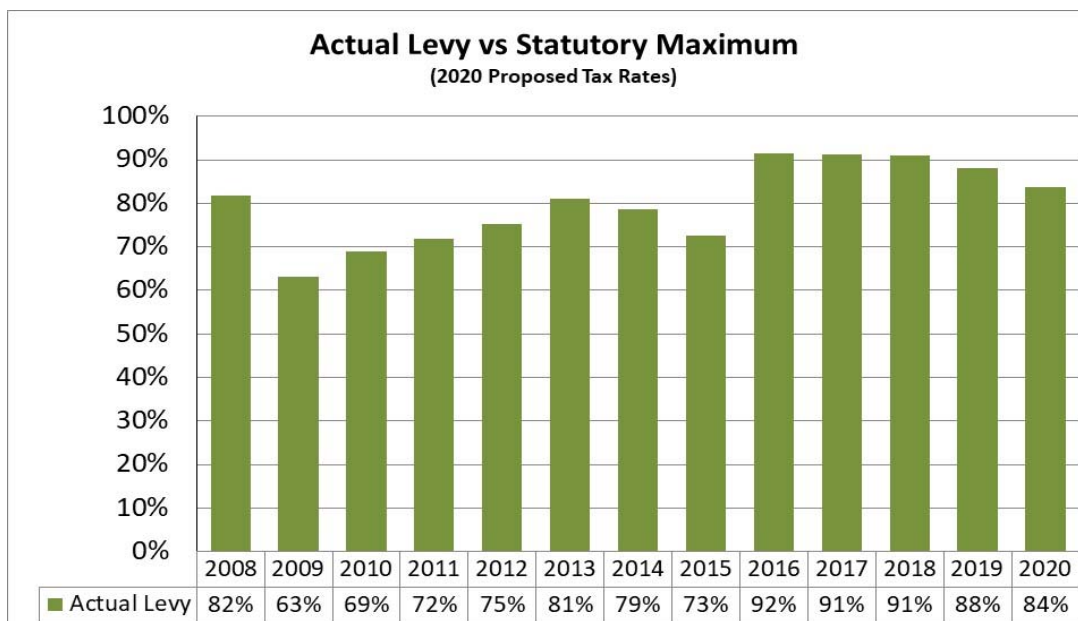
BUDGETED: ☐ YES ☐ NO

FUNDING: \_\_\_\_\_

### COMMENTS

## Washington County CDA 2020 Levy

	2020	2019
<b>Strategic Initiatives</b>		
<b>Economic Development</b>	\$ 274,762	\$ 274,762
Open to Business	150,000	150,000
Predevelopment Finance Fund	150,000	150,000
	<u>574,762</u>	<u>574,762</u>
<b>Building our Future</b>		
Red Oak Preserve - Debt service	111,784	174,000
Housing counseling and homeownership programs	104,800	81,500
Services and technical expertise provided to communities	464,635	375,186
GROW Program	500,000	500,000
	<u>1,181,219</u>	<u>1,130,686</u>
<b>Serving our Seniors</b>		
Senior Housing	<u>250,000</u>	<u>250,000</u>
<b>Housing Choices</b>		
Services and expertise provided to voucher programs	<u>126,900</u>	<u>76,741</u>
<b>Total Strategic Initiatives</b>	<u>\$ 2,132,881</u>	<u>\$ 2,032,189</u>
<b>Core Services</b>		
<b>Senior and Workforce Housing</b>		
Debt Service Coverage and Operational Support	1,523,046	1,521,100
Capital Improvement Program	1,397,000	1,397,000
	<u>2,920,046</u>	<u>2,918,100</u>
<b>CDA General Fund</b>		
Project support provided within the Agency	216,450	133,337
General - Debt Service	150,600	150,600
	<u>367,050</u>	<u>283,937</u>
<b>Total Core Services</b>	<u>\$ 3,287,096</u>	<u>\$ 3,202,037</u>
<b>Total Agency Levy</b>	<u>\$ 5,419,977</u>	<u>\$ 5,234,226</u>
Increase over prior year:	\$ 185,751	3.55%



WASHINGTON COUNTY  
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 19-56

RESOLUTION APPROVING AND ADOPTING THE 2020 BUDGET

WHEREAS, the Washington County Community Development Agency (the "Agency") is authorized by Minnesota Statutes, Section 469 to carry out a variety of programs; and

WHEREAS, Minnesota Statutes Section 469.033, Subd. 6 permits jurisdictions to adopt a levy on all taxable property within its area of operation (the "Special Benefit Levy"), which is the County of Washington, Minnesota (the "County"); and

WHEREAS, the Agency is authorized to use the amounts collected by the levy for the purposes of Minnesota Statutes Sections 469.001 to 469.047; and

WHEREAS, the Agency has prepared a proposed budget for fiscal year 2020 containing an estimated amount of the Special Benefit Levy (the "Levy"); and

WHEREAS, the Agency discussed budget assumptions and a draft of the budget with the Finance Committee on June 18, 2019 and the full Board at its regularly scheduled May 21, 2019 and July 16, 2019 meetings; and

WHEREAS, the Agency presented its draft budget and levy request at the August 13, 2019 County Board workshop; and

WHEREAS, the Agency's Board of Commissioners acted on August 20, 2019 to approve rent increases of 2.0% for all properties, except for Woodland Park and Briar Pond, which were raised 3.0%; and

WHEREAS, the Agency's Board of Commissioners acted on August 20, 2019 to approve the 2019 levy collectible in 2019 in the amount of \$5,419,977.

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

1. The findings set forth above are hereby found to be true and correct and are incorporated herein in their entirety.
2. That the 2020 Budget as presented to the Agency's Board of Commissioners at its December 17, 2019 regular meeting, as attached in Exhibit A, is hereby approved for 2020.
3. 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 2020 Budget as contemplated above.

4. 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 17<sup>th</sup> day of December 2019

---

Chair

ATTEST:

---

Secretary

# 2020 Budget



December 17, 2019

**- This page intentionally left blank -**

# TABLE OF CONTENTS

<u>TAB</u>	<u>PAGE NUMBER</u>
Overview	1-8
Organization Statements	9-14
Core Services	15-16
Cash Flow Summary	17-28
Rental Rates	29-32
Capital Improvements	33-34
General Fund	35-46
Housing Assistance Fund	47-64
Community Development Fund	65-86
Economic Development	87-90
Home Ownership Counseling Fund	91-96
Tax Increment Fund	97-100
Enterprise Fund-Total Properties	101-104
Public Housing Fund	105-116
Senior Housing Fund	117-150
Family Housing Fund	151-180
Briar Pond, LLC	181-188
Managing Member Partnership	189-214
Discrete Component Units	215-220

**- This page intentionally left blank -**





## A PARTNER TO COMMUNITIES

### 2020 Budget

CDA Board Meeting  
December 17, 2019

## Strategic Initiatives

Building strong communities where everyone has an opportunity to succeed.



### **BUILDING OUR FUTURE**

Communities prosper only when people of all income levels and life stages have a range of living options.



### **SERVING OUR SENIORS**

A place to call home offers seniors an opportunity to live and grow with independence and dignity.



### **HOUSING CHOICES**

People with unique challenges need stable housing to provide a secure and stable place for themselves and their children.



### **ECONOMIC DEVELOPMENT**

Creating jobs and business activity makes the pie larger and helps to hold the line on residential property taxes.



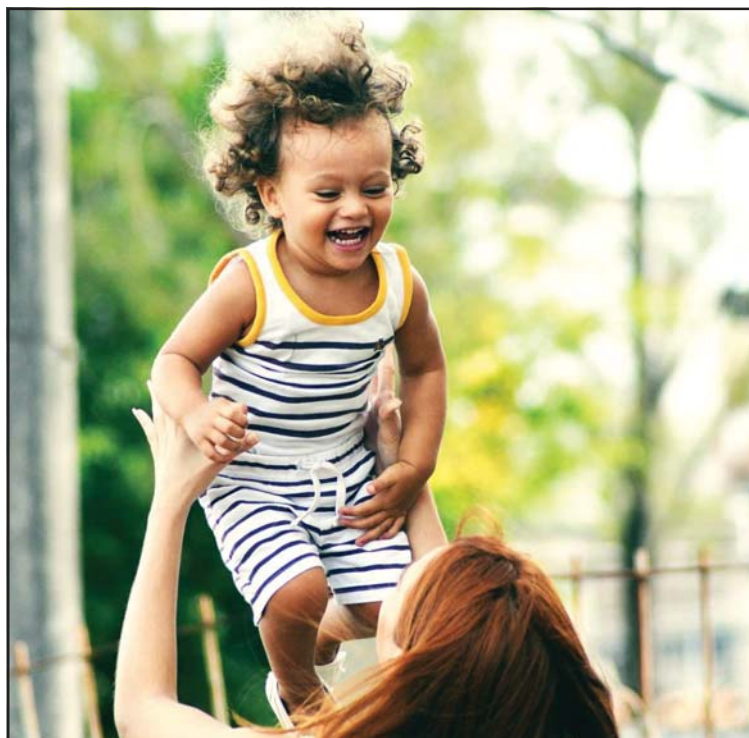
## Building Our Future

- Create 300+ new units of workforce housing
- Increase homeownership services
- Add 10 new Supportive Housing Units



## Serving Our Seniors

- Implement Resident Service Plan at The Glen at Valley Creek
- Engage developers and communities
- Strategic use of Housing Infrastructure Bonds and other resources



## Housing Choices

- Partner with Community Services Department on programs to house people with unique challenges
- Expand housing choices through landlord outreach and applying for new program funding
- Preserve existing affordable housing



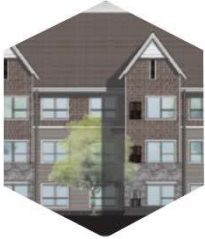
## Economic Development

- Promote development opportunities
- Create shovel-ready sites
- Leverage private investment through the Open to Business and the Predevelopment Finance Fund



## Programs by Initiative

### BUILDING OUR FUTURE



- Financing tools for affordable housing & redevelopment programs
- Homeownership programs
- GROW program

### SERVING OUR SENIORS



- “Age Friendly Housing” program to create new senior housing

### HOUSING CHOICES



- Rental assistance for families, veterans, seniors, and persons with disabilities

### ECONOMIC DEVELOPMENT



- Open to Business
- Pre-development finance fund
- Marketing and promotion

## Our Services and Expertise



### CDA Senior and Workforce Housing

- 538 affordable senior housing units
- 608 affordable workforce housing units



### Community Development Expertise

Match community needs with housing and economic development resources



### Technical Expertise

Assist communities with planning and problem solving



### Program Administration

Recognized for excellence in financial reporting and housing programs

## Where Funding Comes From

### CDA PROPERTIES

Rental revenues

### GRANT REVENUES

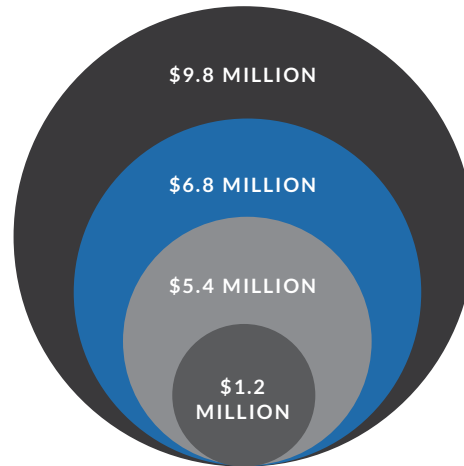
Housing assistance payments and funds from other outside sources

### PROPERTY TAX LEVY

Support for agency activities by Washington County taxpayers

### OTHER INCOME

Investment income, TIF revenue, etc.



## 2020 Budget Changes

Impact of...	2020 Budget	% Change from 2019
Increase in Operating Revenues	\$ 179,486	1.14%
Increase in Levy	\$ 185,751	3.6%
Reduction in Debt Service	\$ 213,951	-4.6%
Additional Inflows	\$ 579,188	
Increase in Operating Expenses	\$ 364,821	2.4%
Capital Reserve Contribution	\$ 214,367	562.6%
Additional Outflows	\$ 579,188	



## Proposed 2020 Levy Summary

	2020 Levy	Change from 2019
Building Our Future	\$1,181,219	\$50,533
Serving Our Seniors	\$250,000	\$0
Housing Choices	\$126,900	\$50,159
Economic Development	\$574,762	\$0
CDA Properties	\$2,920,046	\$1,946
General Fund	\$367,050	\$83,113
Total	\$ 5,419,977	\$185,751

Proposed increase \$185,751 (3.6% over prior year)

## Levy Funds – Strategic Initiatives

### BUILDING OUR FUTURE

Create new workforce and supportive housing units, sustain homeownership programs

### ECONOMIC DEVELOPMENT

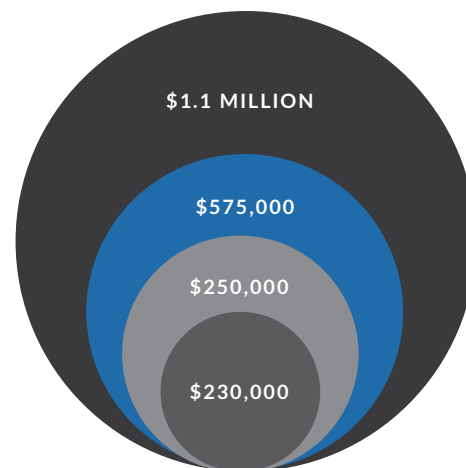
Marketing/promotion, Open to Business, Predevelopment Finance Fund

### SERVING OUR SENIORS

Create additional CDA owned affordable housing for seniors

### HOUSING CHOICES

Seek grant funding to serve households with unique challenges, engage landlords





# 90 PERCENT

.....

of the CDA's all-sources budget is invested directly back into Washington County communities – \$23 million.

## Our Impact

### Creating Tax Value

- 911 rental homes built or pending construction through 2021
- Estimated +\$100 million tax value
- Home improvement loans keep homes up to code and sustains home values
- Leverage \$25 million of annual private investment for new home buyers

### Creating Housing Stability

- Serving more veterans, families, and individuals with disabilities





## Our Impact

### Growing Businesses

- “Open To Business” success
- 247 client engagements
- 19 loans; \$5,000,000 private investment
- \$1 public to \$17 private leverage ratio

### Creating Shovel Ready Sites

- Predevelopment Finance Fund
- Working with cities to create 340 developable acres



## **Mission Statement**

Through innovation, the Washington County Community Development Agency promotes community and economic development, and provides and maintains affordable, decent and safe housing opportunities in Washington County.

## **The CDA Brand Promise**

Adopting a brand promise of “Helping Communities Prosper” in 2017, the CDA has aligned its initiatives to fulfill this promise and its mission. Our goal is to build strong communities where everyone has an opportunity to succeed.

## **Guiding Principles**

The following principles will guide the Agency’s deliberations.

1. It is important to be a value added partner responsive to the unique opportunities in county communities.
2. Prosperous communities require a healthy mix of jobs at a variety of wage rates and a balanced, well maintained housing supply.
3. Fostering an understanding of the essential connections between housing and economic development with public, non-profit and private sector leaders shapes effective policy and investment decisions.
4. Community engagement is vital to insuring that policies and programs promote fair and equitable access to safe, quality, stable housing.
5. The conventional housing market cannot effectively serve the low end of the income spectrum; effective partnerships are needed to create a full spectrum of housing choices and services.
6. The opportunity for homeownership is strengthened with ongoing education and counseling programs and access to a variety of mortgage products.

## **Strategic Vision**

Through 2023, the Agency will act as a strategic partner alongside communities in order to accomplish four strategic initiatives:

1. Building Our Future – A community truly prospers when people of all income levels and life stages have a range of living options.
2. Serving Our Seniors - A place to call home offers seniors an opportunity to live and grow with independence and dignity.
3. Housing Choices - People with unique challenges need stable housing to provide a secure and stable place for themselves and their children.
4. Economic Development - 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 style="text-align: center;"><b>BUILDING OUR FUTURE</b></p> <p style="text-align: center;"><b>Communities truly prosper only when people of all income levels have stable housing.</b></p>
<p><u>Workforce Housing</u> – Create 40 units of workforce housing in 2020.</p>
<ol style="list-style-type: none"> <li>1. Create additional workforce housing through 100% allocation of the 9% Low Income Housing Tax Credit program allocation for 2020.</li> <li>2. Evaluate spectrum of options regarding Naturally Occurring Affordable Housing (NOAH) and recommend strategies for implementation.</li> <li>3. Apply to HUD Special Application Center to reposition public housing units and implement a new assistance platform.</li> </ol>
<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"> <li>1. Evaluate down payment assistance pilot program and if warranted, pursue potential funding sources for expansion.</li> <li>2. Implement Rehabilitation and Emergency and Accessibility loan programs to serve 5 households.</li> <li>3. Implement Home Equity Conversion Mortgage counseling program to serve 100 households.</li> </ol>
<p><u>Supportive Housing</u> – Create 5 units of new supportive housing units.</p>
<ol style="list-style-type: none"> <li>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.</li> </ol>
<p style="text-align: center;"><b>SERVING OUR SENIORS</b></p> <p style="text-align: center;"><b>A place to call home offers seniors an opportunity to live and grow with independence and dignity.</b></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"> <li>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.</li> <li>2. Prepare and recommend financing and acquisition plan for future CDA development.</li> </ol>
<p style="text-align: center;"><b>ECONOMIC DEVELOPMENT</b></p> <p style="text-align: center;"><b>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.</b></p>
<p><u>Economic Development</u> – Implement programs to help community partners retain existing businesses and to create developable properties for new businesses.</p>

1. Prepare and request approval of proposed economic development strategic plan for 2020 to 2022.
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 for 25 households.

1. Implement the Mainstream Voucher program for 30 participants.
2. 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.
3. Open targeted waiting list for specialized voucher programs to create a current list of potential recipients.
4. Implement voucher program for scattered site housing units, upon approval by HUD.
5. If approved by HUD, research and engage the 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.

## Washington County CDA Core Values

Value	
1. Serves with integrity	<ol style="list-style-type: none"> <li>1. Is honest and candid, even when respectfully disagreeing.</li> <li>2. Creates trust with the Board and the public.</li> <li>3. Recognizes the difference between being efficient and cutting corners.</li> <li>4. Follows through with the commitments and avoids conflicts of interest.</li> <li>5. Understands the rules and is accountable in the following and upholding them.</li> <li>6. Completes work with transparency but holds information in trust as confidential.</li> </ol>
2. Sees the bigger picture	<ol style="list-style-type: none"> <li>1. Understands how one's actions impact the community as a whole.</li> <li>2. Considers the mission of the organization in determining the true benefit of a program/project.</li> <li>3. Seeks out and understands the larger context of agency initiatives.</li> <li>4. Is creative thinking through situations and includes solutions beyond the CDA's realm.</li> <li>5. Is an advocate and promotes CDA services that benefit individuals and communities.</li> </ol>
3. Treats others with dignity	<ol style="list-style-type: none"> <li>1. Listens first, asks questions, and checks assumptions.</li> <li>2. Seeks to understand others' perspectives.</li> <li>3. Understands the needs of others and is responsive, respectful, compassionate and inclusive.</li> <li>4. Builds cultural competency skills and calls out inequities.</li> <li>5. Is equitable and fair in all interactions.</li> </ol>
4. Grows as a leader	<ol style="list-style-type: none"> <li>1. is open and receptive to new ideas.</li> <li>2. Seeks continuous improvement and stretches oneself to learn new skills.</li> <li>3. Offers assistance in areas of expertise.</li> <li>4. Pursues development opportunities outside of the workplace.</li> <li>5. Takes advantage of training and challenging work assignments.</li> </ol>
5. Is a good Steward	<ol style="list-style-type: none"> <li>1. Honors our commitments and uses resources responsibly.</li> <li>2. Designs for sustainability and makes data-driven decisions.</li> <li>3. Prioritizes resources and finds ways to provide services more efficiently and effectively.</li> <li>4. Budgets accurately and operates within defined budgets.</li> </ol>
6. Takes the extra step; goes the extra mile	<ol style="list-style-type: none"> <li>1. Proactively offers assistance to colleagues and empowers others to make decisions.</li> <li>2. Solves problems and seeks to leave individuals in a better place than when they came to them.</li> <li>3. Inspires public confidence and strives for excellence in performance.</li> <li>4. Exceeds the minimum requirements and then exceeds expectations.</li> </ol>
7. Cultivates community	<ol style="list-style-type: none"> <li>1. Brings people together to solve problems and build stronger communities.</li> <li>2. Builds and nurtures relationships, dispels myths, informs and educates.</li> <li>3. Starts from common ground and fulfills community needs.</li> <li>4. Understands that people have the ability to improve their own lives and supports their journeys.</li> <li>5. Provides stable housing and actively works to redevelop areas of the community that need investment.</li> </ol>
8. Leverages Collective wisdom	<ol style="list-style-type: none"> <li>1. Seeks input from colleagues or outside resources on key decisions.</li> <li>2. Considers the perspective and things through alternatives.</li> <li>3. Seeks out opportunities to collaborate.</li> <li>4. Finds devil's advocate to help anticipate problems and proactively implement solutions.</li> </ol>

Washington County Community Development Agency Values, est. 2018, 2019 update

**- This page intentionally left blank -**

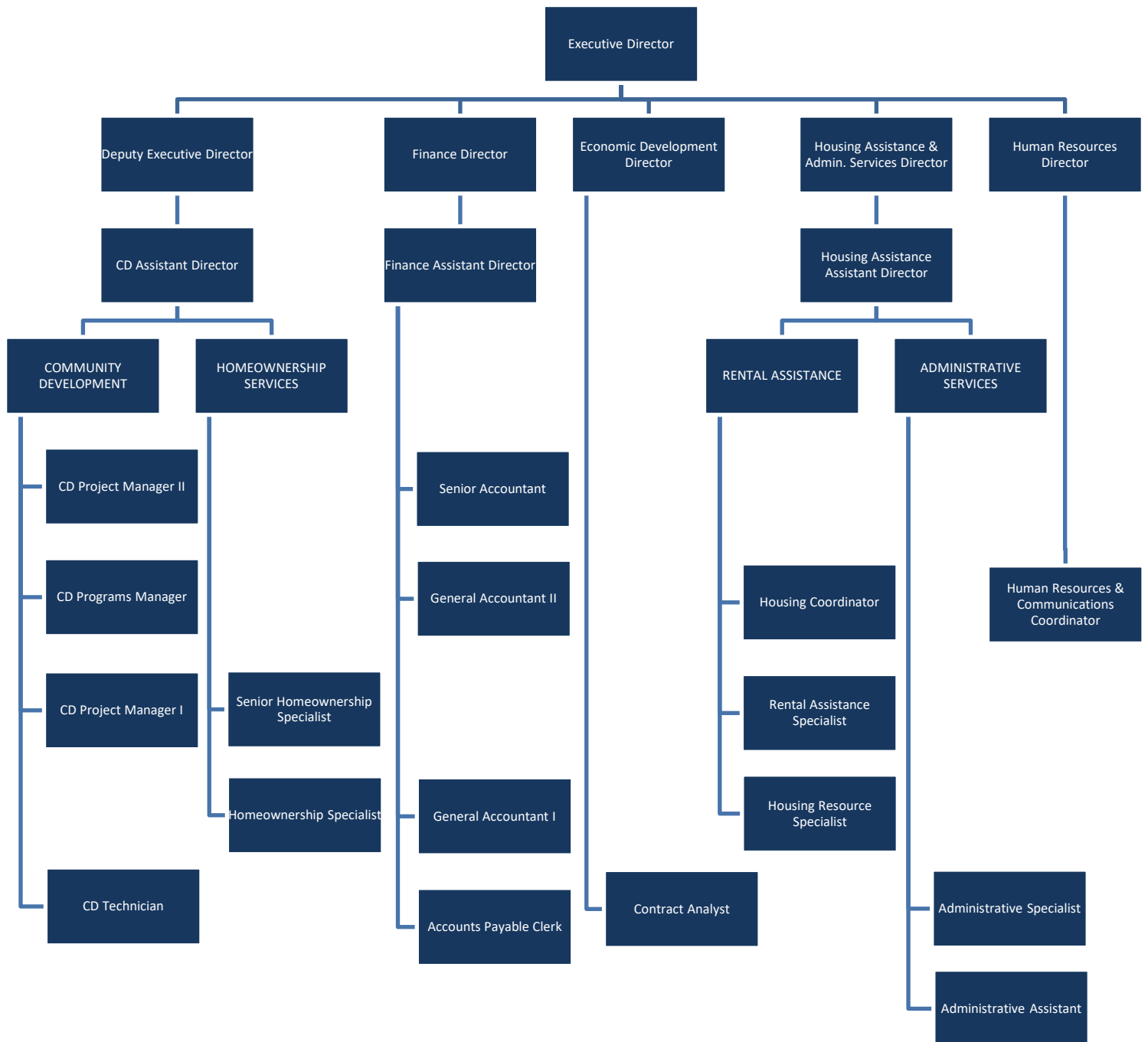
## Core Services

### Program Evaluation and Audit Results

Type of Program	Who Evaluates CDA	Evaluation Method	Recent Scores/Status
Housing Choice Voucher / Section 8 Program including Family Self Sufficiency	HUD	SEMAP; PIC; Electronic form submissions; Reviewed every other year for High Performer	<b>2018:</b> “High Performer” PTS: 100% Reviewed every other year Due later in 2020
Bridges / Bridges RTC	MHFA / State of MN	Annual MHFA audit	<b>2015:</b> File audit: Satisfactory
Bridges II	Washington County Community Services	File Review	No audit to date
Shelter Plus Care	HUD	File Review	<b>2016:</b> File Audit: Satisfactory
Briar Pond (196 units) HUD insured property	HUD	HUD and REAC electronic submissions	<b>2019:</b> 91c/100 Real Estate Assessment Center (REAC)
Raymie Johnson Estate (120 units) Project based Section 8	MHFA and REAC	REAC and MHFA annual inspections	<b>2017:</b> MHFA annual review – Satisfactory <b>2019:</b> REAC – 80c/100
Public Housing – Scattered Sites (65 units) Whispering Pines (40 units)	HUD and REAC	Public Housing Assessment System: <ul style="list-style-type: none"> <li>REAC inspections</li> <li>Electronic form submissions on financial and management performance</li> <li>HUD customer satisfaction survey</li> </ul>	Reviewed every other year <b>2018:</b> High Performer 94/100 <b>2018:</b> Scattered Site REAC – 86c/100 Whispering Pines REAC – 98b/100
Tax Exempt Bond Financed projects	IRS Rating Agencies	HRA Auditors	No audit to date
Tax Credit Financing	MHFA and IRS	Random audit; IRS reporting forms	No audit to date
Tax Increment Financing	Office of State Auditor	State audit HRA Auditors	No audit to date on current districts
Financial Reporting	Government Finance Officers Association	Evaluation of Annual Financial Report	GFOA Financial Reporting Award <b>2004 – 2017 (Applied for 2018)</b>

**- This page intentionally left blank -**

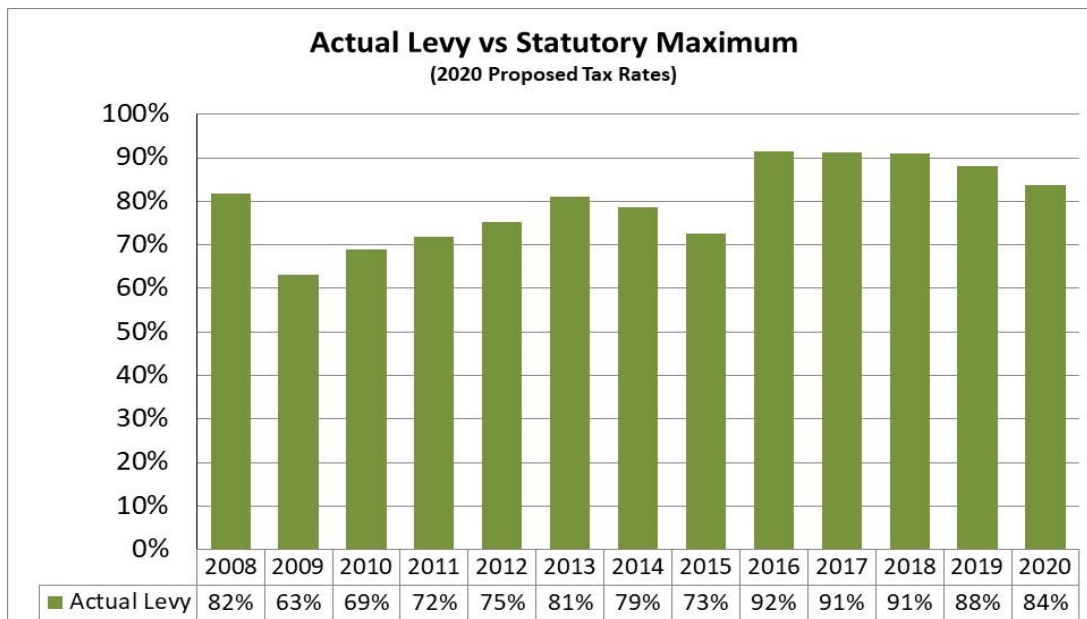




**- This page intentionally left blank -**

## Washington County CDA 2020 Levy

	2020	2019
<b>Strategic Initiatives</b>		
<b>Economic Development</b>	\$ 274,762	\$ 274,762
Open to Business	150,000	150,000
Predevelopment Finance Fund	150,000	150,000
	<u>574,762</u>	<u>574,762</u>
<b>Building our Future</b>		
Red Oak Preserve - Debt service	111,784	174,000
Housing counseling and homeownership programs	104,800	81,500
Services and technical expertise provided to communities	464,635	375,186
GROW Program	500,000	500,000
	<u>1,181,219</u>	<u>1,130,686</u>
<b>Serving our Seniors</b>		
Senior Housing	<u>250,000</u>	<u>250,000</u>
<b>Housing Choices</b>		
Services and expertise provided to voucher programs	<u>126,900</u>	<u>76,741</u>
<b>Total Strategic Initiatives</b>	<u>\$ 2,132,881</u>	<u>\$ 2,032,189</u>
<b>Core Services</b>		
<b>Senior and Workforce Housing</b>		
Debt Service Coverage and Operational Support	1,523,046	1,521,100
Capital Improvement Program	1,397,000	1,397,000
	<u>2,920,046</u>	<u>2,918,100</u>
<b>CDA General Fund</b>		
Project support provided within the Agency	216,450	133,337
General - Debt Service	150,600	150,600
	<u>367,050</u>	<u>283,937</u>
<b>Total Core Services</b>	<u>\$ 3,287,096</u>	<u>\$ 3,202,037</u>
<b>Total Agency Levy</b>	<u>\$ 5,419,977</u>	<u>\$ 5,234,226</u>
Increase over prior year:	\$ 185,751	3.55%



**- This page intentionally left blank -**

## **COMBINED AGENCY BUDGET**

**- This page intentionally left blank -**

			Total		
	Governmental Activities	Business-Type Activities	2020	2019	Percentage Change
Operating Revenues:					
Net rental revenues	\$ -	\$ 8,874,600	\$ 8,874,600	\$ 8,650,800	2.59%
Grant revenue - operating	5,992,100	224,166	6,216,266	6,298,680	-1.31%
Other - operating	658,100	224,000	882,100	844,000	4.51%
Total Operating Revenues <sup>1</sup>	\$ 6,650,200	\$ 9,322,766	\$ 15,972,966	\$ 15,793,480	1.14%
Operating Expenses:					
Salary and benefits	2,621,900	-	2,621,900	2,419,350	8.37%
Administration	7,058,900	2,375,209	9,434,109	9,353,429	0.86%
Maintenance	78,300	1,916,100	1,994,400	2,010,409	-0.80%
Utilities	21,500	854,800	876,300	832,800	5.22%
Property Taxes And Insurance	11,800	867,200	879,000	824,900	6.56%
Total Operating Expenses	\$ 9,792,400	\$ 6,013,309	\$ 15,805,709	\$ 15,440,888	2.36%
Operating Income (Loss)	\$ (3,142,200)	\$ 3,309,457	\$ 167,257	\$ 352,592	
Nonoperating Revenues:					
Property tax revenue <sup>1</sup>	3,896,931	1,523,046	5,419,977	5,234,226	3.55%
Investment income	277,365	365,725	643,090	368,790	74.38%
Other income	160,800	392,803	553,603	476,803	16.11%
Total Nonoperating Revenues	\$ 4,335,096	\$ 2,281,574	\$ 6,616,670	\$ 6,079,819	8.83%
Nonoperating Expenses	-	227,400	227,400	227,400	0.00%
Total Nonoperating Revenues And Expense	\$ 4,335,096	\$ 2,054,174	\$ 6,389,270	\$ 5,852,419	
Income Before Debt Service - Cash:	\$ 1,192,896	\$ 5,363,631	\$ 6,556,527	\$ 6,205,011	
Debt service - interest	141,700	1,558,307	1,700,007	1,785,815	-4.80%
Debt service - principal	316,503	2,460,573	2,777,076	2,905,219	-4.41%
Total Debt Service-Cash	\$ 458,203	\$ 4,018,880	\$ 4,477,083	\$ 4,691,034	-4.56%
Income Before Capital Activity and Transfers	\$ 734,693	\$ 1,344,751	\$ 2,079,444	\$ 1,513,977	
Grant revenue - capital	-	538,216	538,216	524,753	2.57%
Capital outlay	-	(1,598,782)	(1,598,782)	(2,160,335)	-25.99%
Total Capital Activity	\$ -	\$ (1,060,566)	\$ (1,060,566)	\$ (1,635,582)	
Transfer from other funds	794,400	1,031,544	1,825,944	2,800,775	-34.81%
Transfer to other funds	(1,031,544)	(794,400)	(1,825,944)	(2,800,775)	-34.81%
Net Operating Transfers	\$ (237,144)	\$ 237,144	\$ -	\$ -	
Total Cash Available For Operations <sup>2</sup>	\$ 497,549	\$ 521,329	\$ 1,018,878	\$ (121,605)	
Estimated cash 12/31/19	13,975,058	12,690,628	26,665,686	26,787,291	
Estimated cash 12/31/20	\$ 14,472,607	\$ 13,211,957	\$ 27,684,564	\$ 26,665,686	
Operating reserves <sup>3, 4</sup>	6,701,183	755,241	7,456,424	7,237,918	
Operating reserves - Trust <sup>4</sup>	-	804,464	804,464	799,097	
Long-term capital reserves <sup>3</sup>	3,812,502	1,860,436	5,672,938	4,900,669	
Restricted reserves	329,293	9,461,876	9,791,169	9,827,433	
Committed reserves <sup>4</sup>	3,629,629	329,940	3,959,569	3,900,569	
Estimated cash 12/31/20	\$ 14,472,607	\$ 13,211,957	\$ 27,684,564	\$ 26,665,686	

<sup>1</sup> Levy is leveraged 1:4.

<sup>2</sup> Increase due to contribution to long-term capital reserve and interest earned in restricted deposits.

<sup>3</sup> Minimum balance of \$2,400,200 and \$3,298,600 required for operating and long-term capital reserves, respectively.

<sup>4</sup> Per the fund balance policy, unrestricted reserves should be within the range of \$14.2 million to \$20.8 million.

**Washington County Community Development Agency**  
**Governmental Activities**  
**For the Year-Ended December 31, 2020**  
**With Comparative Totals for the Year-Ended December 31, 2019**

	General Fund	Housing Assistance Fund	Community Development Fund	Economic Development Fund
Operating Revenues:				
Net rental revenues	\$ -	\$ -	\$ -	\$ -
Grant revenue - operating	-	4,676,400	1,212,800	-
Other - operating	628,600	-	29,500	-
Total Operating Revenues	\$ 628,600	\$ 4,676,400	\$ 1,242,300	\$ -
Operating Expenses:				
Salary and benefits	1,039,800	489,900	697,400	193,500
Administration	495,600	4,315,300	1,794,500	445,000
Maintenance	78,300	-	-	-
Utilities	21,500	-	-	-
Property Taxes And Insurance	7,900	2,900	1,000	-
Total Operating Expenses	\$ 1,643,100	\$ 4,808,100	\$ 2,492,900	\$ 638,500
Operating Income (Loss)	\$ (1,014,500)	\$ (131,700)	\$ (1,250,600)	\$ (638,500)
Nonoperating Revenues:				
Property tax revenue	1,764,050	126,900	1,326,419	574,762
Investment income	175,000	3,800	96,565	2,000
Other income	-	1,000	-	-
Total Nonoperating Revenues	\$ 1,939,050	\$ 131,700	\$ 1,422,984	\$ 576,762
Nonoperating Expenses	-	-	-	-
Total Nonoperating Revenues And Expense	\$ 1,939,050	\$ 131,700	\$ 1,422,984	\$ 576,762
Income Before Debt Service - Cash:	\$ 924,550	\$ -	\$ 172,384	\$ (61,738)
Debt service - interest	26,800	-	19,498	-
Debt service - principal	123,800	-	130,630	-
Total Debt Service-Cash	\$ 150,600	\$ -	\$ 150,128	\$ -
Income Before Capital Activity and Transfers	\$ 773,950	\$ -	\$ 22,256	\$ (61,738)
Grant revenue - capital	-	-	-	-
Capital outlay	-	-	-	-
Total Capital Activity	\$ -	\$ -	\$ -	\$ -
Transfer from other funds	794,400	-	-	-
Transfer to other funds	(1,031,544)	-	-	-
Net Operating Transfers	\$ (237,144)	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ 536,806	\$ -	\$ 22,256	\$ (61,738)
Estimated cash 12/31/19	10,951,365	177,609	2,576,739	218,096
Estimated cash 12/31/20	\$ 11,488,171	\$ 177,609	\$ 2,598,995	\$ 156,358
Operating reserves	5,675,669	-	869,156	156,358
Operating reserves - Trust	-	-	-	-
Long-term capital reserves	3,812,502	-	-	-
Restricted reserves	-	177,609	100,210	-
Committed reserves	2,000,000	-	1,629,629	-
Estimated cash 12/31/20	\$ 11,488,171	\$ 177,609	\$ 2,598,995	\$ 156,358



Home Ownership Fund	Tax Increment Fund	2020 Governmental Total	2019 Governmental Total
\$ -	\$ -	\$ -	\$ -
102,900	-	5,992,100	6,138,680
-	-	658,100	620,300
<u>\$ 102,900</u>	<u>\$ -</u>	<u>\$ 6,650,200</u>	<u>\$ 6,758,980</u>
201,300	-	2,621,900	2,419,350
6,400	2,100	7,058,900	7,006,842
-	-	78,300	79,800
-	-	21,500	21,800
-	-	11,800	10,600
<u>\$ 207,700</u>	<u>\$ 2,100</u>	<u>\$ 9,792,400</u>	<u>\$ 9,538,392</u>
<u>\$ (104,800)</u>	<u>\$ (2,100)</u>	<u>\$ (3,142,200)</u>	<u>\$ (2,779,412)</u>
104,800	-	3,896,931	3,713,126
-	-	277,365	120,665
-	159,800	160,800	153,300
<u>\$ 104,800</u>	<u>\$ 159,800</u>	<u>\$ 4,335,096</u>	<u>\$ 3,987,091</u>
-	-	-	-
<u>\$ 104,800</u>	<u>\$ 159,800</u>	<u>\$ 4,335,096</u>	<u>\$ 3,987,091</u>
\$ -	\$ 157,700	\$ 1,192,896	\$ 1,207,679
-	95,402	141,700	154,108
-	62,073	316,503	341,892
<u>\$ -</u>	<u>\$ 157,475</u>	<u>\$ 458,203</u>	<u>\$ 496,000</u>
<u>\$ -</u>	<u>\$ 225</u>	<u>\$ 734,693</u>	<u>\$ 711,679</u>
-	-	-	-
-	-	-	(34,000)
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (34,000)</u>
-	-	794,400	1,130,000
-	-	(1,031,544)	(1,585,775)
<u>\$ -</u>	<u>\$ -</u>	<u>\$ (237,144)</u>	<u>\$ (455,775)</u>
<u>\$ -</u>	<u>\$ 225</u>	<u>\$ 497,549</u>	<u>\$ 221,904</u>
27,272	23,977	13,975,058	13,753,154
<u>\$ 27,272</u>	<u>\$ 24,202</u>	<u>\$ 14,472,607</u>	<u>\$ 13,975,058</u>
-	-	6,701,183	6,657,371
-	-	-	-
-	-	3,812,502	3,381,246
27,272	24,202	329,293	365,812
-	-	3,629,629	3,570,629
<u>\$ 27,272</u>	<u>\$ 24,202</u>	<u>\$ 14,472,607</u>	<u>\$ 13,975,058</u>

**Washington County Community Development Agency**  
**Business-Type Activities**  
**For the Year-Ended December 31, 2020**  
**With Comparative Totals for the Year-Ended December 31, 2019**

	Public Housing Fund	Senior Housing Fund	Family Housing Fund
Operating Revenues:			
Net rental revenues	\$ 346,400	\$ 3,600,800	\$ 2,686,900
Grant revenue - operating	224,166	-	-
Other - operating	10,600	126,200	68,900
Total Operating Revenues	\$ 581,166	\$ 3,727,000	\$ 2,755,800
Operating Expenses:			
Salary and benefits	-	-	-
Administration	368,784	915,616	595,761
Maintenance	192,000	729,600	657,800
Utilities	50,300	295,500	302,700
Property Taxes And Insurance	64,800	355,700	264,500
Total Operating Expenses	\$ 675,884	\$ 2,296,416	\$ 1,820,761
Operating Income (Loss)	\$ (94,718)	\$ 1,430,584	\$ 935,039
Nonoperating Revenues:			
Property tax revenue	162,545	607,544	485,326
Investment income	6,600	61,900	50,600
Other income	-	189,300	119,658
Total Nonoperating Revenues	\$ 169,145	\$ 858,744	\$ 655,584
Nonoperating Expenses	32,400	-	-
Total Nonoperating Revenues And Expense	\$ 136,745	\$ 858,744	\$ 655,584
Income Before Debt Service - Cash:	\$ 42,027	\$ 2,289,328	\$ 1,590,623
Debt service - interest	444	549,012	391,688
Debt service - principal	124	979,860	1,088,076
Total Debt Service-Cash	\$ 568	\$ 1,528,872	\$ 1,479,764
Income Before Capital Activity and Transfers	\$ 41,459	\$ 760,456	\$ 110,859
Grant revenue - capital	134,687	403,529	-
Capital outlay	(134,687)	(1,189,093)	(245,980)
Total Capital Activity	\$ -	\$ (785,564)	\$ (245,980)
Transfer from other funds	-	785,564	245,980
Transfer to other funds	-	(389,900)	(169,500)
Net Operating Transfers	\$ -	\$ 395,664	\$ 76,480
Total Cash Available For Operations	\$ 41,459	\$ 370,556	\$ (58,641)
Estimated cash 12/31/19	950,664	4,754,057	4,061,823
Estimated cash 12/31/20	\$ 992,123	\$ 5,124,613	\$ 4,003,182
Operating reserves	-	192,531	25,000
Operating reserves - Trust	-	273,711	530,753
Long-term capital reserves	29,088	246,389	69,559
Restricted reserves	963,035	4,411,982	3,377,870
Committed reserves	-	-	-
Estimated cash 12/31/20	\$ 992,123	\$ 5,124,613	\$ 4,003,182

Briar Pond	Managing Member Partnership	2020 Business- Type Total	2019 Business- Type Total
\$ 2,240,500	\$ -	\$ 8,874,600	\$ 8,650,800
-	-	224,166	160,000
18,300	-	224,000	223,700
<u>\$ 2,258,800</u>	<u>\$ -</u>	<u>\$ 9,322,766</u>	<u>\$ 9,034,500</u>
-	-	-	-
492,548	2,500	2,375,209	2,346,587
336,700	-	1,916,100	1,930,609
206,300	-	854,800	811,000
182,200	-	867,200	814,300
<u>\$ 1,217,748</u>	<u>\$ 2,500</u>	<u>\$ 6,013,309</u>	<u>\$ 5,902,496</u>
<u>\$ 1,041,052</u>	<u>\$ (2,500)</u>	<u>\$ 3,309,457</u>	<u>\$ 3,132,004</u>
26,621	241,010	1,523,046	1,521,100
20,800	225,825	365,725	248,125
-	83,845	392,803	323,503
<u>\$ 47,421</u>	<u>\$ 550,680</u>	<u>\$ 2,281,574</u>	<u>\$ 2,092,728</u>
-	195,000	227,400	227,400
<u>\$ 47,421</u>	<u>\$ 355,680</u>	<u>\$ 2,054,174</u>	<u>\$ 1,865,328</u>
<u>\$ 1,088,473</u>	<u>\$ 353,180</u>	<u>\$ 5,363,631</u>	<u>\$ 4,997,332</u>
343,225	273,938	1,558,307	1,631,707
222,513	170,000	2,460,573	2,563,327
<u>\$ 565,738</u>	<u>\$ 443,938</u>	<u>\$ 4,018,880</u>	<u>\$ 4,195,034</u>
<u>\$ 522,735</u>	<u>\$ (90,758)</u>	<u>\$ 1,344,751</u>	<u>\$ 802,298</u>
-	-	538,216	524,753
(29,022)	-	(1,598,782)	(2,126,335)
<u>\$ (29,022)</u>	<u>\$ -</u>	<u>\$ (1,060,566)</u>	<u>\$ (1,601,582)</u>
-	-	1,031,544	1,670,775
(189,000)	(46,000)	(794,400)	(1,215,000)
<u>\$ (189,000)</u>	<u>\$ (46,000)</u>	<u>\$ 237,144</u>	<u>\$ 455,775</u>
<u>\$ 304,713</u>	<u>\$ (136,758)</u>	<u>\$ 521,329</u>	<u>\$ (343,509)</u>
1,960,897	963,187	12,690,628	13,034,137
<u>\$ 2,265,610</u>	<u>\$ 826,429</u>	<u>\$ 13,211,957</u>	<u>\$ 12,690,628</u>
537,710	-	755,241	580,547
-	-	804,464	799,097
1,515,400	-	1,860,436	1,519,423
212,500	496,489	9,461,876	9,461,621
-	329,940	329,940	329,940
<u>\$ 2,265,610</u>	<u>\$ 826,429</u>	<u>\$ 13,211,957</u>	<u>\$ 12,690,628</u>

**- This page intentionally left blank -**

## Vacancy Rate and Rent Increase 2020

	Vacancy Rate	Rent Increase
<b>Senior Housing</b>		
Ann Bodlovick	3%	2.0%
Cobble Hill	3%	2.0%
John Jergens Estates	3%	2.0%
Muller Manor	3%	2.0%
Oakhill Cottages	3%	2.0%
Pioneer Elderly	3%	2.0%
Raymie Johnson Estates	3%	N/A
Trailside	3%	2.0%
<b>Family Housing</b>		
Brick Pond	5%	2.0%
Briar Pond	5%	3.0%
Park Place I	5%	2.0%
Park Place II	5%	2.0%
Woodland Park	5%	3.0%
<b>Tax Credit Projects</b>		
Groves Apartments	5%	2.0%
Piccadilly Square of Mahtomedi	5%	2.0%
<b>Average</b>	4%	2.1%

**"Market" Rental Rates for WCCDA Properties  
2020 Marketing Rents**

	Units	Effic	1 BR-A	2 BR-A	2 BR-TH	3 BR-TH	Garages
Ann Bodlovick	50	n/a	\$740-\$778	\$890-\$899	n/a	n/a	\$35
Briar Pond	196	n/a	\$919	\$1,030-\$1,123	\$1,154	\$1,318	included
Brick Pond	40	\$637	\$760	\$880	n/a	n/a	\$25
Cobble Hill	45	n/a	\$790	\$911	n/a	n/a	\$35
Groves	68	n/a	n/a	n/a	n/a	\$922-\$937	included
John Jergens	30	n/a	\$741	\$856	n/a	n/a	\$35
Muller Manor	28	n/a	\$671	\$721	n/a	n/a	\$35
Oakhill Cottages	40	n/a	\$689	\$788	n/a	n/a	\$35
Park Place	42	n/a	\$660	\$728	n/a	n/a	n/a
Piccadilly Square	79	n/a	\$792-\$875	\$1,017-\$1,192	n/a	n/a	included
Pioneer	18	n/a	\$663	\$683	n/a	n/a	n/a
Raymie Johnson	120	n/a	\$875	\$1025-\$1050	\$1,125	\$1,250	\$35
Trailside	70	n/a	\$440,\$740,\$824	\$567,\$938,\$1,025	n/a	n/a	n/a
Woodland Park	180	n/a	\$853	\$992	\$1,035	\$1,256	included
<b>HUD FMR 2019</b>		<b>\$763</b>	<b>\$915</b>	<b>\$1,151</b>		<b>\$1,636</b>	
<b>30% AMI Met Council 2018</b>		<b>\$495</b>	<b>\$531</b>	<b>\$636</b>		<b>\$735</b>	
<b>50% AMI Met Council 2018</b>		<b>\$826</b>	<b>\$885</b>	<b>\$1,061</b>		<b>\$1,226</b>	
<b>60% AMI Met Council 2018</b>		<b>\$991</b>	<b>\$1,062</b>	<b>\$1,273</b>		<b>\$1,471</b>	
<b>80% AMI Met Council 2018</b>		<b>\$1,321</b>	<b>\$1,416</b>	<b>\$1,697</b>		<b>\$1,961</b>	

**2020 dollar per unit type increase amounts**

	Units	Effic	1 BR-A	2 BR-A	2 BR-TH	3 BR-TH	Garages
Ann Bodlovick	50	n/a	\$14-\$15	\$17-\$18	n/a	n/a	n/a
Briar Pond	196	n/a	\$27	\$30-\$33	\$34	\$38	n/a
Brick Pond	40	\$12	\$15	\$17	n/a	n/a	n/a
Cobble Hill	45	n/a	\$15	\$18	n/a	n/a	n/a
Groves	68	n/a	n/a	n/a	n/a	\$18-\$18	n/a
John Jergens	30	n/a	\$15	\$17	n/a	n/a	n/a
Muller Manor	28	n/a	\$13	\$14	n/a	n/a	n/a
Oakhill Cottages	40	n/a	\$13	\$15	n/a	n/a	n/a
Park Place	42	n/a	\$13	\$14	n/a	n/a	n/a
Piccadilly Square	79	n/a	\$16-\$17	\$20-\$23	n/a	n/a	n/a
Pioneer	18	n/a	\$13	\$13	n/a	n/a	n/a
Raymie Johnson	120	n/a	HUD	HUD	HUD	HUD	n/a
Trailside	70	n/a	\$9,\$14,\$16	\$11,\$18,\$20	n/a	n/a	n/a
Woodland Park	180	n/a	\$25	\$29	\$30	\$37	n/a

## **RENT DETERMINATION POLICY**

<b>Property/Tenants</b>	<b>Existing Tenants</b>	<b>New Tenants</b>
<u>Moderate Income Properties</u> <ul style="list-style-type: none"> <li>• Woodland Park</li> <li>• Briar Pond</li> </ul>	Dollar amount increase equals the product of multiplying the % increase times the current asking rent.	% rent increase applied to current asking rent.
<u>Low to Moderate Income Properties</u> <ul style="list-style-type: none"> <li>• Oakhill Cottages (senior)</li> <li>• Muller Manor (senior)</li> <li>• John Jergens (senior)</li> <li>• Cobble Hill (senior)</li> <li>• Ann Bodlovick (senior)</li> <li>• Pioneer (senior)</li> <li>• Brick Pond</li> <li>• Park Place</li> <li>•</li> </ul>	Same as above	Same as above.
<u>Properties with Additional Financial Assistance</u> <ul style="list-style-type: none"> <li>• Raymie Johnson Estates (senior and family)</li> <li>• Transitional Homes</li> <li>• Scattered Site and Whispering Pines (public housing)</li> </ul>	Rent increases determined by factoring in savings from other funding sources and when applicable, other rent controlling agencies.	Rent increases determined by factoring in savings from other funding sources and when applicable, other rent controlling agencies.

1. On an annual basis, the CDA should evaluate the dynamics of the rental marketplace including completing the following:
  - a. Evaluate CDA properties versus “private market” (privately owned) properties.
  - b. Evaluate the rate of rent increase in the private sector.
  - c. Evaluate the recommendation by the property management team.
  - d. Determine HUD’s Fair Market Rent amounts/bedroom size and use the “110%” payment standard.
  - e. Determine the current Met Council standard for rent affordability (which is the Low Income Housing Tax Credit rent limits for the households below 50% of median income).
  - f. Percentage increase of various price indexes, e.g., cost of living adjustment for social security benefits.

2. Prepare the annual operating budget with a 5% vacancy rate (previously used 3%), unless it is determined that certain properties have consistently operated at a lower vacancy rate.
3. Prepare the annual operating budget with a 3% cost of living increase for expenses, or a three year average of expenses.
4. Determine changes in utility expenses or other routine operating costs and budget an expense based on a three year average. Determine if there were certain expense items that were overlooked/missed.
5. Identify and include any revenues or savings from other programs.
6. Factor in the levy to meet required debt service amounts and other housing and development programs.
7. Compare the 0% increase option versus a 1% increase for all properties, and determine if a higher rent increase for moderate income properties is appropriate (this does not include those properties that rents are governed by another agency). The 0% rent increase is to be used as a baseline approach to determine the “gap” between expenses and revenues.
8. The percentage rent increase is applied to the “current asking rent” for vacant units for new tenants. The dollar amount of that percentage increase is added to existing tenants rent payments. For example, if it is determined that the rents should increase 2%, the 2% is applied to the asking rent for each property. If that equals for example \$12, that amount is added to each existing tenant rent.
9. Prepare budget based on outcome of analysis of above.
10. At minimum, there should be a 1% increase in rents each year.



### **Capital Improvement Plan Description**

The 2020 budget includes capital projects for the upcoming year. The 2020 projects are fully funded through grants and annual levy and do not require financing considerations.

The Long-Term Capital Improvement Plan (projects that may occur in the next five years), is currently under review. The updated plan will build off of the existing plan by continuing to identify all physical needs of the properties, assign cost estimates and create a replacement reserve schedule. The replacement reserve schedule will consider grants, existing levy, and reserves as funding sources for the projects. In addition, financing will be considered for larger projects. The financing process will require the replacement reserve schedule to be synchronized with the debt management policy (pending). This ensures a funding source will be available by one of the four methods listed above at the time of the projects inception.

## 2019 Capital Improvement Plan

### Sources of Funds

2019 Carry over	\$0
2020 Levy	\$1,397,000
Total	<u>\$1,397,000</u>

<u>Property</u>	<u>Project</u>	<u>Project Cost</u>	<u>Property Reserves/Loan/ Insurance</u>	<u>Grant Funding</u>	<u>CIP Budget Request</u>
Ann Bodlovick	Total Projects	\$ 43,116	\$ -	\$ -	\$ 43,116
Briar Pond	Total Projects	50,347	50,347	-	-
Brick Pond	Total Projects	9,315	-	-	9,315
Cobble Hill	Total Projects	318,808	-	251,688	67,120
Groves	Total Projects	124,700	124,700	-	-
John Jergens	Total Projects	11,454	-	-	11,454
Muller Manor	Total Projects	160,173	-	-	160,173
Oakhill	Total Projects	120,308	-	-	120,308
Office	Total Projects	51,400	-	-	51,400
Park Place I & II	Total Projects	-	-	-	-
Pioneer	Total Projects	-	-	-	-
Raymie Johnson	Total Projects	528,890	-	151,841	377,049
Scattered Site PH	Total Projects	69,253	-	31,753	37,500
TrailSide	Total Projects	-	-	-	-
Transitional Housing	Total Projects	-	-	-	-
Whispering Pines	Total Projects	276,750	-	146,250	130,500
Woodland Park	Total Projects	601,900	573,000	-	28,900
Contingency		75,000	-	-	75,000
<b>Total</b>		<b>\$ 2,441,414</b>	<b>\$ 748,047</b>	<b>\$ 581,532</b>	<b>\$ 1,111,835</b>

### Long Term Capital Reserve Contribution

Ending Balance (+ add to reserve; - draw from reserve)	260,000
	<u>\$ 25,165</u>

<b>Project Activity</b>	
Beginning Balance	\$ -
Levy Income*	1,397,000
Property Reserves	748,047
Grant Funding	581,532
Capital Reserve (Contribution)/Draw	(260,000)
Annual CIP Grand Total	(2,441,414)
Ending Balance	<u>\$ 25,165</u>

<b>Capital Reserve Activity</b>	
Beginning Balance	\$ 3,275,790
Interest Income	65,800
Reserve In/(Out)	260,000
Net Long Term Capital Reserve	<u>\$ 3,601,590</u>

\*\$1,397,000 levy allocation: \$1,137,000 for annual CIP budget and \$260,000 for Long Term Cap Reserve Contribution

Fund balance to be 10-25% of prior year's business activities accumulated depreciation. Calculated to be = \$3,106,000 - \$7,764,000

## **General Fund**

The General Fund provides for the general administration costs of the agency, including the expenses for the Board of Commissioners, Resident Advisory Board, the Executive Director, the Deputy Director, the Finance Department, and expenses related to the office building in Woodbury. Fund 275 – Long Term Capital Reserve, and Fund 742 – Property Management, are all included within the General Fund for financial statement purposes.

### **Revenue Highlights**

- The portion of the annual tax levy that is allocated to the General Fund is for Capital Improvements and technical and project support provided within the Agency. Levy funds are transferred to properties at year end for capital expenditures made during the year. Excess cash flow at the properties support General Fund activities.

### **Expenditure Highlights**

- A portion of the following employee's salaries and benefits are charged to the General Fund:
 

Executive Director – 30%	Finance Director – 25%
Office Manager – 15%	Finance Assistant Director – 50%
Administrative Assistant – 100%	Accounts Payable Clerk – 50%
General Accountant II – 25%	Administrative Specialist – 25%
Director of Housing Assistance and Administrative Services – 25%	
Human Resources & Communications Coordinator – 80%	
- “Supply”, “Maintenance” and “Service” line items pertain to the expenses for maintaining the office building and use of general office supplies.

- Consulting fees line items includes consulting fees for the Authority not related to Development. They include services for Financial Advisor, IT consulting and tenant satisfaction survey.

#### 742 - Property Management

This fund's activity is included within the General Fund for reporting purposes. The CDA Property Management fund tracks the salaries and benefits expenses related to the CDA staff that oversees the various activities pertaining to the properties. The property management fees for the management company are not in this fund but are included in the Enterprise Fund. Each month, these expenses are charged back to the appropriate properties.

Expenditure Highlights - The following proportions of employee's salaries and benefits are charged to Property Management:

- Executive Director - 40%
- Finance Director - 75%
- Housing Assistance and Administrative Services Director – 25%
- Finance Assistant Director – 50%
- Housing Resource Specialist – 29%
- Project Manager II – 55%
- Two Project Manager II – 5%
- Project Manager I – 15%
- Senior Accountant - 100%
- General Accountant I – 44%
- Accounts Payable Clerk – 50%
- Human Resources & Communications Coordinator – 20%

**Washington County Community Development Agency**  
**General Fund - Combined**  
**For the Year-Ended December 31, 2020**  
**With Comparative Totals for the Year-Ended December 31, 2019**

	101 - General Fund	275 - Long-Term Capital Reserve	742 - Property Management	2020 Budget General Fund	2019 Budget General Fund
Operating Revenues:					
Grant revenue - federal	\$ -	\$ -	\$ -	\$ -	\$ -
Charge for service	-	-	628,600	628,600	590,600
Other income	-	-	-	-	-
Total Operating Revenues	\$ -	\$ -	\$ 628,600	\$ 628,600	\$ 590,600
Operating Expenses:					
Administration:					
Salary and benefits	424,900	-	614,900	1,039,800	1,006,500
Consulting	160,500	-	8,300	168,800	145,100
Legal fees	51,700	-	-	51,700	60,000
Dues & subscriptions	20,600	3,200	-	23,800	26,500
Office expenses	39,100	-	3,800	42,900	45,000
Audit/tax return preparation fee	52,000	-	-	52,000	52,000
Information technology fees	93,300	-	-	93,300	93,300
Travel and training	36,400	-	1,600	38,000	32,900
Janitorial and extermination	16,700	-	-	16,700	16,600
Fees	8,400	-	-	8,400	6,800
Total Administration Expenses	\$ 903,600	\$ 3,200	\$ 628,600	\$ 1,535,400	\$ 1,484,700
Maintenance:					
Repairs and maintenance	9,800	-	-	9,800	9,300
Service Contracts	31,400	-	-	31,400	34,800
Supplies and equipment	37,100	-	-	37,100	35,700
Total Maintenance Expenses	\$ 78,300	\$ -	\$ -	\$ 78,300	\$ 79,800
Utilities:					
Electricity	12,600	-	-	12,600	12,400
Heat / gas	4,000	-	-	4,000	4,000
Water and sewer	2,900	-	-	2,900	2,900
Trash removal	2,000	-	-	2,000	2,500
Total Utilities Expenses	\$ 21,500	\$ -	\$ -	\$ 21,500	\$ 21,800
Property and liability insurance	7,900	-	-	7,900	6,900
Total Property Insurance Expenses	\$ 7,900	\$ -	\$ -	\$ 7,900	\$ 6,900
Total Operating Expenses	\$ 1,011,300	\$ 3,200	\$ 628,600	\$ 1,643,100	\$ 1,593,200
Operating Income (Loss)	\$ (1,011,300)	\$ (3,200)	\$ -	\$ (1,014,500)	\$ (1,002,600)
Nonoperating Revenues:					
Property tax revenue	367,050	1,397,000	-	1,764,050	1,722,881
Interest income	106,000	69,000	-	175,000	57,000
Other income	-	-	-	-	-
Miscellaneous income	-	-	-	-	-
Total Nonoperating Revenues	\$ 473,050	\$ 1,466,000	\$ -	\$ 1,939,050	\$ 1,779,881
Income Before Debt Service - Cash:	\$ (538,250)	\$ 1,462,800	\$ -	\$ 924,550	\$ 777,281
Debt Service-Cash:					
Mortgage interest	26,800	-	-	26,800	30,374
Debt service - principal	123,800	-	-	123,800	120,254
Total Debt Service-Cash	\$ 150,600	\$ -	\$ -	\$ 150,600	\$ 150,628
Income Before Capital Activity and Transfers	\$ (688,850)	\$ 1,462,800	\$ -	\$ 773,950	\$ 626,653
Capital Activity:					
Grant revenue - cfp capital	-	-	-	-	-
Capital outlay	-	-	-	-	(34,000)
Total Capital Activity	\$ -	\$ -	\$ -	\$ -	\$ (34,000)
Operating Transfers:					
Transfer from other funds	794,400	-	-	794,400	1,100,000

Transfer to other funds	-	(1,031,544)	-	(1,031,544)	(1,555,775)
Net Operating Transfers	\$ 794,400	\$ (1,031,544)	\$ -	\$ (237,144)	\$ (455,775)
Total Cash Available For Operations	\$ 105,550	\$ 431,256	\$ -	\$ 536,806	\$ 136,878
Bond principal - offset	(123,800)	-	-	(123,800)	(120,254)
Total Debt Service Non-Cash	\$ (123,800)	\$ -	\$ -	\$ (123,800)	\$ (120,254)
Net Income (Loss)	\$ 229,350	\$ 431,256	\$ -	\$ 660,606	\$ 257,132

## **Detailed Budgets of the General Fund – 101, 275 and 742**

**Washington County Community Development Agency**  
**General Fund - (101)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Grant revenue - federal	\$ -	\$ -	\$ -	\$ -
Charge for service	-	1,542	-	-
Total Operating Revenues	\$ -	\$ 1,542	\$ -	\$ -
Operating Expenses:				
Administration:				
Salary expense - accounting	71,424	33,522	81,500	106,000
Salary expense - executive	43,713	46,616	46,000	47,000
Business ops - salary payroll	157,237	158,846	202,000	162,300
Active life - salary wages	55	-	500	-
Payroll - board of commissioners	3,960	4,070	4,800	-
Pension contribution - executive	3,934	4,233	4,200	6,100
Pension contribution - administration	14,151	14,414	18,200	21,100
Pension contribution - finance admin	6,524	2,638	6,600	12,500
Insurance - acct	15,594	7,342	13,000	13,600
Insurance - executive	6,659	7,559	4,600	3,100
Payroll taxes - property accounting	947	717	1,700	2,200
Payroll taxes - executive	514	554	700	600
Workers compensation insurance	94	100	300	300
Business ops - benefits & insurance	24,359	22,743	33,000	46,900
Business ops - pr tax	2,210	2,446	2,900	2,400
Business ops - work comp	224	237	700	700
Active life - payroll taxes	4	-	100	-
Payroll tax - board of commissioners	303	210	100	-
Workers comp - board of commissioners	-	-	400	-
Workers comp - exec dir	52	55	200	100
Consulting	49,394	96,132	100,000	115,000
Consulting - exec	3,577	4,393	7,100	7,500
Consulting - finance/it	8,674	3,548	14,000	14,000
Payroll processing fees	10,559	23,816	24,000	24,000
Legal fees	35,493	37,886	60,000	51,700
Dues & subscriptions - business office	6,344	5,798	6,500	6,500
Dues & subscriptions - exec	2,350	3,835	5,000	5,300
Professional fees	4,802	2,339	11,000	8,800
Delivery expenses	-	-	200	200
Advertising/marketing	2,285	158	5,000	4,000
Advertising - board of commissioners	822	221	600	500
Advertising/marketing - fin admin	150	1,944	300	600
Advertising/marketing - general building	205	-	-	-
Misc expense - business office	-	-	-	1,600
Postage - business office	1,990	2,064	2,000	2,100
License fees	-	200	-	-
License fees - general building	-	100	-	-
Professional services - environmental services	250	170	4,400	2,500
Office supplies and equipment	12,210	13,983	13,900	14,000
Office supplies - exec	203	331	200	200
Office supplies - finance/it	-	682	1,100	700
Office supplies - board of commissioners	-	63	200	100
Telephone - office use	11,055	10,558	11,500	11,300
Telephone - exec dir	-	596	1,000	600
Telephone - financial admin	703	735	700	700
Audit/tax return preparation fee	49,400	50,000	52,000	52,000
Data processing fees	49,622	9,646	90,000	90,000
Data processing fees - exec dir	-	-	300	-
Data processing fees - fin admin	7,276	3,288	3,000	3,300



Mileage reimbursement - environmental services	177	461	200	200
Travel - exec	6,112	4,702	5,000	3,500
Travel - finance/it	84	317	2,000	1,100
Travel - board of commissioners	840	1,030	1,000	900
Travel - cda car	-	713	-	700
Travel - business office	1,835	2,088	2,500	2,500
Travel - active life	40	475	100	200
Education and training	253	-	-	-
Training/ed - business office	1,970	3,892	7,000	7,800
Training/ed - active life	568	871	600	700
Training/ed - exec	11,402	6,385	2,600	3,500
Training/ed - finance/it	85	655	9,700	9,700
Training/ed - board of commissioners	-	314	500	5,600
Monthly cleaning	14,707	17,091	15,800	16,000
Extermination	427	385	800	700
Bank fees	5,886	5,592	5,500	5,600
Financing fee	-	-	1,300	800
Gain on investment	88	2,300	-	2,000
Total Administration Expenses	\$ 653,796	\$ 626,059	\$ 890,100	\$ 903,600
Maintenance:				
Repairs & maintenance	624	2,255	-	500
Repairs & maintenance - general building	495	546	6,500	6,500
Repairs - business office	1,918	1,804	2,800	2,800
Service contract/repairs - contract maintenance	4,420	1,540	3,600	3,600
Service contract/repairs - electrical	11,277	4,043	5,400	5,900
Service contract/repairs - general building	200	-	2,000	1,000
Service contract/repairs - hvac	1,867	926	6,900	4,000
Service contract/repairs - plumbing	-	-	2,100	2,000
Service contract/repairs - elevators	2,165	2,147	5,000	4,900
Service contract - grounds	3,732	3,175	7,100	6,800
Service contract - snow	2,400	2,964	2,700	3,200
Auto lease & license	-	1,136	-	3,600
Supplies - electrical	-	104	1,300	700
Supplies - general building	217	50	300	200
Supplies - hvac	753	370	200	400
Supplies - janitorial	380	429	1,500	1,200
Supplies - plumbing	439	436	600	600
Equipment rental - business office	27,414	26,226	27,400	27,600
Supplies - miscellaneous	161	132	1,200	800
Supplies - grounds	30	-	100	100
Service contract - painting	-	-	3,000	1,800
Supplies - painting	46	78	100	100
Total Maintenance Expenses	\$ 58,538	\$ 48,361	\$ 79,800	\$ 78,300
Utilities:				
Electricity	12,173	11,690	12,400	12,600
Heat / gas	2,041	3,199	4,000	4,000
Water and sewer	2,736	1,535	2,900	2,900
Trash removal	902	955	2,000	1,600
Trash removal - admin services	454	354	500	400
Total Utilities Expenses	\$ 18,306	\$ 17,733	\$ 21,800	\$ 21,500
Property and liability insurance	6,737	7,040	6,900	7,900
Total Property Insurance Expenses	\$ 6,737	\$ 7,040	\$ 6,900	\$ 7,900
Total Operating Expenses	\$ 737,377	\$ 699,193	\$ 998,600	\$ 1,011,300
Operating Income (Loss)	\$ (737,377)	\$ (697,651)	\$ (998,600)	\$ (1,011,300)
Nonoperating Revenues:				
Property tax revenue	1,681,139	1,675,944	1,722,881	367,050
Interest income	33,165	106,124	22,000	106,000

Other income	1,873	9,641	-	-
Miscellaneous income	4,500	-	-	-
Total Nonoperating Revenues	\$ 1,720,677	\$ 1,791,709	\$ 1,744,881	\$ 473,050
Income Before Debt Service - Cash:	\$ 983,300	\$ 1,094,058	\$ 746,281	\$ (538,250)
Debt Service-Cash:				
Mortgage interest	37,773	33,913	30,374	26,800
Debt service - principal	112,854	116,714	120,254	123,800
Total Debt Service-Cash	\$ 150,627	\$ 150,627	\$ 150,628	\$ 150,600
Income Before Capital Activity and Transfers	\$ 832,673	\$ 943,431	\$ 595,653	\$ (688,850)
Capital Activity:				
Grant revenue - cfp capital	-			
Capital outlay	-	23	-	-
Capital outlay - gen building	(68,624)	-	(34,000)	-
Total Capital Activity	\$ (68,624)	\$ 23	\$ (34,000)	\$ -
Operating Transfers:				
Transfer from other funds	3,019,000	3,287,323	840,000	794,400
Transfer to other funds	(1,355,544)	(2,852,823)	(1,555,775)	-
Net Operating Transfers	\$ 1,663,456	\$ 434,500	\$ (715,775)	\$ 794,400
Total Cash Available For Operations	\$ 2,427,505	\$ 1,377,954	\$ (154,122)	\$ 105,550
Bond principal - offset	(112,854)	(116,714)	(120,254)	(123,800)
Total Debt Service Non-Cash	\$ (112,854)	\$ (116,714)	\$ (120,254)	\$ (123,800)
Net Income (Loss)	\$ 2,540,359	\$ 1,494,668	\$ (33,868)	\$ 229,350

**Washington County Community Development Agency**  
**General Fund - Long-Term Capital Reserve (275)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Grant revenue - federal	\$ -	\$ -	\$ -	\$ -
Total Operating Revenues	\$ -	\$ -	\$ -	\$ -
Operating Expenses:				
Administration:				
Professional fees	3,019	3,780	4,000	3,200
Gain on investment	4,982	3,202	-	-
Total Administration Expenses	\$ 8,001	\$ 6,982	\$ 4,000	\$ 3,200
Maintenance:				
Repairs & maintenance	-	-	-	-
Total Maintenance Expenses	\$ -	\$ -	\$ -	\$ -
Utilities:				
Total Utilities Expenses	\$ -	\$ -	\$ -	\$ -
Property and liability insurance	-	-	-	-
Total Property Insurance Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 8,001	\$ 6,982	\$ 4,000	\$ 3,200
Operating Income (Loss)	\$ (8,001)	\$ (6,982)	\$ (4,000)	\$ (3,200)
Nonoperating Revenues:				
Property tax revenue	-	-	-	1,397,000
Interest income	35,181	69,576	35,000	69,000
Total Nonoperating Revenues	\$ 35,181	\$ 69,576	\$ 35,000	\$ 1,466,000
Income Before Debt Service - Cash:	\$ 27,180	\$ 62,594	\$ 31,000	\$ 1,462,800
Debt Service-Cash:				
Mortgage interest	-	-	-	-
Debt service - principal	-	-	-	-
Total Debt Service-Cash	\$ -	\$ -	\$ -	\$ -
Income Before Capital Activity and Transfers	\$ 27,180	\$ 62,594	\$ 31,000	\$ 1,462,800
Capital Activity:				
Total Capital Activity	\$ -	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	238,982	726,000	260,000	-
Transfer to other funds	-	(1,410,823)	-	(1,031,544)
Net Operating Transfers	\$ 238,982	\$ (684,823)	\$ 260,000	\$ (1,031,544)
Total Cash Available For Operations	\$ 266,162	\$ (622,229)	\$ 291,000	\$ 431,256
Bond principal - offset	-	-	-	-
Total Debt Service Non-Cash	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ 266,162	\$ (622,229)	\$ 291,000	\$ 431,256

**Washington County Community Development Agency**  
**General Fund - Property Management (742)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Grant revenue - federal	\$ -	\$ -	\$ -	\$ -
Charge for service	482,844	571,263	590,600	628,600
Other income	-	-	-	-
Total Operating Revenues	\$ 482,844	\$ 571,263	\$ 590,600	\$ 628,600
Operating Expenses:				
Administration:				
Payroll - office	380,360	446,761	464,200	478,500
Payroll taxes - office	6,576	6,691	7,300	7,600
Payroll - other	370	-	-	-
Payroll benefits - other	32,648	40,217	41,000	60,800
Insurance benefits	36,634	43,426	70,200	66,600
Workers compensation insurance	539	570	2,300	1,400
Consulting	20,224	29,286	-	8,300
Postage & delivery - ops	3,237	3,041	3,500	3,300
Advertising/marketing	63	-	100	100
Office supplies and equipment	297	389	300	400
Travel	1,691	851	1,700	1,600
Education and training	205	32	-	-
Total Administration Expenses	\$ 482,844	\$ 571,264	\$ 590,600	\$ 628,600
Maintenance:				
Repairs & maintenance	-	-	-	-
Total Maintenance Expenses	\$ -	\$ -	\$ -	\$ -
Utilities:				
Total Utilities Expenses	\$ -	\$ -	\$ -	\$ -
Property and liability insurance	-	-	-	-
Total Property Insurance Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 482,844	\$ 571,264	\$ 590,600	\$ 628,600
Operating Income (Loss)	\$ -	\$ (1)	\$ -	\$ -
Nonoperating Revenues:				
Property tax revenue	-	-	-	-
Interest income	-	-	-	-
Total Nonoperating Revenues	\$ -	\$ -	\$ -	\$ -
Income Before Debt Service - Cash:	\$ -	\$ (1)	\$ -	\$ -
Debt Service-Cash:				
Mortgage interest	-	-	-	-
Debt service - principal	-	-	-	-
Total Debt Service-Cash	\$ -	\$ -	\$ -	\$ -
Income Before Capital Activity and Transfers	\$ -	\$ (1)	\$ -	\$ -
Capital Activity:				
Total Capital Activity	\$ -	\$ -	\$ -	\$ -

Operating Transfers:							
Transfer from other funds	-		-		-		-
Transfer to other funds	-		-		-		-
Net Operating Transfers	\$	-	\$	-	\$	-	\$
Total Cash Available For Operations	\$	-	\$	(1)	\$	-	\$
Bond principal - offset	-		-		-		-
Total Debt Service Non-Cash	\$	-	\$	-	\$	-	\$
Net Income (Loss)	\$	-	\$	(1)	\$	-	\$

**- This page intentionally left blank -**

### **Housing Assistance Fund**

The Housing Assistance Fund provides for the transactions pertaining to the five (5) tenant based voucher programs administered by the Housing Assistance and Administrative Services Department. In general, these programs provide assistance with rent payments for low and moderate income households. The tenants pay a portion of monthly rent according to a calculation based on gross income. The CDA pays the remainder of the rent monthly under a housing assistance payment contract signed with the owner. The CDA is then reimbursed from U.S. Department of Housing and Urban Development (HUD), Minnesota Housing or other program funders depending upon the program.

The Bridges program and the Bridges RTC program are intended to assist households where the Head of Household is a person with serious mental illness. There is a preference for those persons who are homeless or will be homeless upon discharge. Bridges is funded by Minnesota Housing and the Department of Human Services.

Bridges II is funded by Washington County Community Service/Adult Mental Health. This program is for households where the Head of Household is a person with serious mental illness. There is a preference for those persons who are homeless or will be homeless upon discharge and have a connection to Washington County.

The Shelter Plus Care program is funded by the Office of Community Planning and Development/HUD. In Washington County, this program is designed for individuals that are

homeless and have a chemical dependence or mental health disability. Shelter Plus Care is the local extension of the Suburban Metro Area Counties (SMAC) continuum of care.

The Housing Choice Voucher (HCV)/Section 8 program is funded by Office of Public and Indian Housing/HUD. Participants in this program are income eligible according to HUD regulations. The Family Self Sufficiency (FSS) program is funded by the Office of Public and Indian Housing/HUD. Participants in this program include households assisted by the Housing Choice Voucher/Section 8 program or the Public Housing program. Participants work through self-sufficiency plans to increase their earned income and reduce their dependency on welfare assistance and rental subsidies. Under the FSS program, participants are assisted with goal setting, resource referral, counseling and problem solving so that they can obtain skills necessary to achieve self-sufficiency.



**Washington County Community Development Agency**  
**Housing Assistance Fund - Combined**  
**For the Year-Ended December 31, 2020**  
**With Comparative Totals for the Year-Ended December 31, 2019**

	208 - Housing Assistance Support	209 - Bridges RTC	210 - Section 8 Portability	212 - Section 8 HCV
Operating Revenues:				
Administration fee revenue	\$ -	\$ 700	\$ 237,600	\$ 92,600
Program income	-	-	3,000,000	-
Grant revenue - federal	-	-	-	702,000
Grant revenue - state	-	7,500	-	-
Grant revenue - county	-	-	-	-
Total Operating Revenues	\$ -	\$ 8,200	\$ 3,237,600	\$ 794,600
Operating Expenses:				
Administration:				
Salary and benefits	126,900	700	195,400	71,700
Consulting	-	-	2,200	300
Legal fees	-	-	3,300	800
Dues & subscriptions	-	-	11,500	1,200
Office expenses	-	-	8,300	3,100
Audit/tax return preparation fee	-	-	-	1,000
Travel and training	-	-	5,500	9,000
Data processing fees	-	-	500	-
Bank fees	-	-	-	-
Housing assistance payments	-	7,500	3,000,000	702,000
Utility reimbursement recovery	-	-	12,000	1,300
FSS escrow payment	-	-	-	4,000
Total Administration Expenses	\$ 126,900	\$ 8,200	\$ 3,238,700	\$ 794,400
Property and liability insurance	-	-	2,200	700
Total Property Insurance Expenses	\$ -	\$ -	\$ 2,200	\$ 700
Total Operating Expenses	\$ 126,900	\$ 8,200	\$ 3,240,900	\$ 795,100
Operating Income (Loss)	\$ (126,900)	\$ -	\$ (3,300)	\$ (500)
Nonoperating Revenues:				
Property tax revenue	126,900	-	-	-
Interest income	-	-	2,300	500
Other income	-	-	1,000	-
Total Nonoperating Revenues	\$ 126,900	\$ -	\$ 3,300	\$ 500
Income Before Transfers:	\$ -	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ -	\$ -	\$ -	\$ -

**Washington County Community Development  
Housing Assistance Fund - Combined  
For the Year-Ended December 31, 2022  
With Comparative Totals for the Year-**

	213 - Bridges I	215 - Bridges II	218 - Shelter Plus Care	263 - FSS - Public Housing
Operating Revenues:				
Administration fee revenue	\$ 14,600	\$ 10,200	\$ -	\$ -
Program income	-	-	-	-
Grant revenue - federal	-	-	254,400	48,700
Grant revenue - state	172,600	-	-	-
Grant revenue - county	-	99,600	-	-
Total Operating Revenues	\$ 187,200	\$ 109,800	\$ 254,400	\$ 48,700
Operating Expenses:				
Administration:				
Salary and benefits	13,600	10,500	21,800	48,400
Consulting	900	600	1,000	-
Legal fees	-	-	-	-
Dues & subscriptions	-	-	-	-
Office expenses	100	100	300	200
Audit/tax return preparation fee	-	-	-	-
Travel and training	-	-	-	100
Data processing fees	-	-	-	-
Bank fees	-	-	-	-
Housing assistance payments	172,600	99,600	227,300	-
Utility reimbursement recovery	-	-	4,000	-
FSS escrow payment	-	-	-	-
Total Administration Expenses	\$ 187,200	\$ 110,800	\$ 254,400	\$ 48,700
Property and liability insurance	-	-	-	-
Total Property Insurance Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 187,200	\$ 110,800	\$ 254,400	\$ 48,700
Operating Income (Loss)	\$ -	\$ (1,000)	\$ -	\$ -
Nonoperating Revenues:				
Property tax revenue	-	-	-	-
Interest income	-	1,000	-	-
Other income	-	-	-	-
Total Nonoperating Revenues	\$ -	\$ 1,000	\$ -	\$ -
Income Before Transfers:	\$ -	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ -	\$ -	\$ -	\$ -

**Washington County Community Development  
Housing Assistance Fund - Combined  
For the Year-Ended December 31, 2020  
With Comparative Totals for the Year-Ended 2019**

	268 - Raymie Service Coordinator	411 - SMAC Planning Grant	2020 Budget Total Housing Assistance Fund	2019 Budget Total Housing Assistance Fund
Operating Revenues:				
Administration fee revenue	\$ -	\$ -	\$ 355,700	\$ 360,900
Program income	-	-	3,000,000	3,000,000
Grant revenue - federal	35,900	-	1,041,000	1,102,700
Grant revenue - state	-	-	180,100	185,400
Grant revenue - county	-	-	99,600	86,200
Total Operating Revenues	\$ 35,900	\$ -	\$ 4,676,400	\$ 4,735,200
Operating Expenses:				
Administration:				
Salary and benefits	900	-	489,900	377,900
Consulting	32,700	-	37,700	134,800
Legal fees	-	-	4,100	5,400
Dues & subscriptions	-	-	12,700	13,100
Office expenses	1,100	-	13,200	14,800
Audit/tax return preparation fee	-	-	1,000	1,000
Travel and training	-	-	14,600	13,800
Data processing fees	1,200	-	1,700	1,700
Bank fees	-	-	-	400
Housing assistance payments	-	-	4,209,000	4,159,000
Utility reimbursement recovery	-	-	17,300	10,700
FSS escrow payment	-	-	4,000	3,000
Total Administration Expenses	\$ 35,900	\$ -	\$ 4,805,200	\$ 4,735,600
Property and liability insurance	-	-	2,900	2,700
Total Property Insurance Expenses	\$ -	\$ -	\$ 2,900	\$ 2,700
Total Operating Expenses	\$ 35,900	\$ -	\$ 4,808,100	\$ 4,738,300
Operating Income (Loss)	\$ -	\$ -	\$ (131,700)	\$ (3,100)
Nonoperating Revenues:				
Property tax revenue	-	-	126,900	-
Interest income	-	-	3,800	3,100
Other income	-	-	1,000	-
Total Nonoperating Revenues	\$ -	\$ -	\$ 131,700	\$ 3,100
Income Before Transfers:	\$ -	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ -	\$ -	\$ -	\$ -

**- This page intentionally left blank -**

## **Detailed Budgets of the Housing Assistance Fund**

**Washington County Community Development Agency**  
**Housing Assistance Fund - Housing Assistance Support (208)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Administration fee revenue	\$ -	\$ -	\$ -	\$ -
Program income	-	-	-	-
Grant revenue - federal	-	-	-	-
Grant revenue - state	-	-	-	-
Grant revenue - county	-	-	-	-
Total Operating Revenues	\$ -	\$ -	\$ -	\$ -
Operating Expenses:				
Administration:				
Payroll - office	-	-	-	103,700
Payroll taxes - office	-	-	-	1,500
Payroll - other	-	-	-	-
Payroll benefits - other	-	-	-	18,900
Insurance benefits	-	-	-	2,700
Workers compensation insurance	-	-	-	100
Total Administration Expenses	\$ -	\$ -	\$ -	\$ 126,900
Property and liability insurance	-	-	-	-
Total Property Insurance Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ -	\$ -	\$ -	\$ 126,900
Operating Income (Loss)	\$ -	\$ -	\$ -	\$ (126,900)
Nonoperating Revenues:				
Property tax revenue	-	-	-	126,900
Interest income	-	-	-	-
Total Nonoperating Revenues	\$ -	\$ -	\$ -	\$ 126,900
Income Before Transfers:	\$ -	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ -	\$ -	\$ -	\$ -

**Washington County Community Development Agency**  
**Housing Assistance Fund - Bridges RTC (209)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Administration fee revenue	\$ 480	\$ 704	\$ 500	\$ 700
Program income	-	-	-	-
Grant revenue - federal	-	-	-	-
Grant revenue - state	4,984	7,460	7,500	7,500
Grant revenue - county	-	-	-	-
Total Operating Revenues	\$ 5,464	\$ 8,164	\$ 8,000	\$ 8,200
Operating Expenses:				
Administration:				
Payroll - office	480	688	500	600
Payroll taxes - office	-	2	-	-
Payroll benefits - other	-	14	-	100
Housing assistance payments	4,984	7,460	7,500	7,500
Total Administration Expenses	\$ 5,464	\$ 8,164	\$ 8,000	\$ 8,200
Property and liability insurance	-	-	-	-
Total Property Insurance Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 5,464	\$ 8,164	\$ 8,000	\$ 8,200
Operating Income (Loss)	\$ -	\$ -	\$ -	\$ -
Nonoperating Revenues:				
Property tax revenue	-	-	-	-
Interest income	-	-	-	-
Total Nonoperating Revenues	\$ -	\$ -	\$ -	\$ -
Income Before Transfers:	\$ -	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ -	\$ -	\$ -	\$ -

**Washington County Community Development Agency**  
**Housing Assistance Fund - Section 8 Portability (210)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Administration fee revenue	\$ 212,497	\$ 275,267	\$ 240,000	\$ 237,600
Program income	3,158,081	3,039,128	3,000,000	3,000,000
Grant revenue - federal	-	-	-	-
Grant revenue - state	-	-	-	-
Grant revenue - county	-	-	-	-
Total Operating Revenues	\$ 3,370,578	\$ 3,314,395	\$ 3,240,000	\$ 3,237,600
Operating Expenses:				
Administration:				
Payroll - office	180,467	144,581	160,000	148,500
Payroll taxes - office	1,773	1,882	2,300	2,200
Payroll benefits - other	14,895	12,857	14,400	16,400
Insurance benefits	34,510	36,152	30,100	27,800
Workers compensation insurance	274	290	500	500
Consulting	1,557	4,516	2,000	2,200
Legal fees	2,775	6,648	3,100	3,300
Dues & subscriptions - business office	5,266	6,390	6,000	6,200
Professional fees	4,480	4,239	5,500	5,300
Delivery expenses	24	-	-	-
Postage & delivery - ops	5,299	3,826	4,700	4,700
Advertising/marketing	-	-	200	200
Misc expense - business office	-	-	900	-
Office supplies and equipment	1,299	1,108	1,300	1,400
Telephone - office use	2,104	1,970	2,000	2,000
Travel	1,714	2,097	200	1,000
Education and training	2,431	4,409	-	4,500
Data processing fees	236	-	500	500
Bank fees	-	-	300	-
Housing assistance payments	3,147,295	3,026,714	3,000,000	3,000,000
Utility reimbursement recovery	10,786	12,414	6,300	12,000
Total Administration Expenses	\$ 3,417,185	\$ 3,270,093	\$ 3,240,300	\$ 3,238,700
Property and liability insurance	2,202	2,582	2,100	2,200
Total Property Insurance Expenses	\$ 2,202	\$ 2,582	\$ 2,100	\$ 2,200
Total Operating Expenses	\$ 3,419,387	\$ 3,272,675	\$ 3,242,400	\$ 3,240,900
Operating Income (Loss)	\$ (48,809)	\$ 41,720	\$ (2,400)	\$ (3,300)
Nonoperating Revenues:				
Property tax revenue	-	-	-	-
Interest income	2,020	3,566	2,400	2,300
Other income	2,317	2,146	-	1,000
Total Nonoperating Revenues	\$ 4,337	\$ 5,712	\$ 2,400	\$ 3,300
Income Before Transfers:	\$ (44,472)	\$ 47,432	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ (44,472)	\$ 47,432	\$ -	\$ -
Net Income (Loss)	\$ (44,472)	\$ 47,432	\$ -	\$ -



**Washington County Community Development Agency**  
**Housing Assistance Fund - Section 8 HCV (212)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Administration fee revenue	\$ 89,425	\$ 75,211	\$ 96,600	\$ 92,600
Program income	-	-	-	-
Grant revenue - federal	679,063	663,901	671,900	702,000
Total Operating Revenues	\$ 768,488	\$ 739,112	\$ 768,500	\$ 794,600
Operating Expenses:				
Administration:				
Payroll - office	71,859	54,421	50,200	48,500
Payroll taxes - office	1,233	1,067	500	700
Payroll - other	-	16,589	-	-
Payroll benefits - other	6,049	6,762	3,300	5,300
Insurance benefits	8,809	16,146	16,800	16,900
Workers compensation insurance	-	-	300	300
Consulting	-	850	300	300
Legal fees	-	2,557	800	800
Dues & subscriptions - business office	1,071	1,102	1,000	1,100
Professional fees	-	158	100	100
Postage & delivery - ops	1,214	957	1,200	1,000
Advertising/marketing	796	-	300	300
Administrative services	1,115	1,123	2,300	1,600
Office supplies and equipment	-	42	100	100
Telephone - office use	-	-	100	100
Audit/tax return preparation fee	-	2,000	1,000	1,000
Travel	951	2,847	4,000	3,000
Education and training	111	63	9,500	6,000
Data processing fees	2,265	-	-	-
Bank fees	-	-	100	-
Housing assistance payments	662,004	659,154	671,900	702,000
Utility reimbursement recovery	1,254	956	1,400	1,300
Fss escrow payment	5,278	3,981	3,000	4,000
Total Administration Expenses	\$ 764,009	\$ 770,775	\$ 768,200	\$ 794,400
Property and liability insurance	576	644	600	700
Total Property Insurance Expenses	\$ 576	\$ 644	\$ 600	\$ 700
Total Operating Expenses	\$ 764,585	\$ 771,419	\$ 768,800	\$ 795,100
Operating Income (Loss)	\$ 3,903	\$ (32,307)	\$ (300)	\$ (500)
Nonoperating Revenues:				
Property tax revenue	-	-	-	-
Interest income	882	1,235	300	500
Other income	-	2,481	-	-
Total Nonoperating Revenues	\$ 882	\$ 3,716	\$ 300	\$ 500
Income Before Transfers:	\$ 4,785	\$ (28,591)	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ 4,785	\$ (28,591)	\$ -	\$ -
Net Income (Loss)	\$ 4,785	\$ (28,591)	\$ -	\$ -

**Washington County Community Development Agency**  
**Housing Assistance Fund - Bridges I (213)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Administration fee revenue	\$ 10,530	\$ 14,805	\$ 15,700	\$ 14,600
Program income	-	-	-	-
Grant revenue - federal	-	-	-	-
Grant revenue - state	120,219	188,859	177,900	172,600
Grant revenue - county	-	-	-	-
Total Operating Revenues	\$ 130,749	\$ 203,664	\$ 193,600	\$ 187,200
Operating Expenses:				
Administration:				
Payroll - office	6,724	11,201	12,000	11,900
Payroll taxes - office	259	316	200	200
Payroll benefits - other	1,608	1,985	1,100	1,300
Insurance benefits	-	-	200	200
Consulting	1,763	1,240	300	900
Legal fees	-	-	1,500	-
Professional fees	-	-	300	-
Postage & delivery - ops	76	63	100	100
Office supplies and equipment	59	-	-	-
Travel	41	-	-	-
Housing assistance payments	120,219	188,859	177,900	172,600
Total Administration Expenses	\$ 130,749	\$ 203,664	\$ 193,600	\$ 187,200
Property and liability insurance	-	-	-	-
Total Property Insurance Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 130,749	\$ 203,664	\$ 193,600	\$ 187,200
Operating Income (Loss)	\$ -	\$ -	\$ -	\$ -
Nonoperating Revenues:				
Property tax revenue	-	-	-	-
Interest income	-	-	-	-
Total Nonoperating Revenues	\$ -	\$ -	\$ -	\$ -
Income Before Transfers:	\$ -	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ -	\$ -	\$ -	\$ -

**Washington County Community Development Agency**  
**Housing Assistance Fund - Bridges II (215)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Administration fee revenue	7,695	7,515	8,100	10,200
Program income	-	-	-	-
Grant revenue - federal	-	-	-	-
Grant revenue - state	-	-	-	-
Grant revenue - county	85,224	88,187	86,200	99,600
Total Operating Revenues	\$ 92,919	\$ 95,702	\$ 94,300	\$ 109,800
Operating Expenses:				
Administration:				
Payroll - office	5,970	7,013	7,000	9,200
Payroll taxes - office	108	112	100	100
Payroll benefits - other	671	712	600	1,000
Insurance benefits	-	-	100	200
Consulting	1,283	562	600	600
Postage & delivery - ops	65	76	100	100
Housing assistance payments	85,224	88,187	86,200	99,600
Total Administration Expenses	\$ 93,321	\$ 96,662	\$ 94,700	\$ 110,800
Property and liability insurance	-	-	-	-
Total Property Insurance Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 93,321	\$ 96,662	\$ 94,700	\$ 110,800
Operating Income (Loss)	\$ (402)	\$ (960)	\$ (400)	\$ (1,000)
Nonoperating Revenues:				
Property tax revenue	-	-	-	-
Interest income	402	960	400	1,000
Total Nonoperating Revenues	\$ 402	\$ 960	\$ 400	\$ 1,000
Income Before Transfers:	\$ -	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ -	\$ -	\$ -	\$ -

**Washington County Community Development Agency**  
**Housing Assistance Fund - Shelter Plus Care (218)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Administration fee revenue	\$ -	\$ -	\$ -	\$ -
Program income	-	-	-	-
Grant revenue - federal	225,786	240,622	239,500	254,400
Grant revenue - state	-	-	-	-
Grant revenue - county	-	-	-	-
Total Operating Revenues	\$ 225,786	\$ 240,622	\$ 239,500	\$ 254,400
Operating Expenses:				
Administration:				
Payroll - office	14,119	19,461	17,200	18,500
Payroll taxes - office	22	152	200	300
Payroll benefits - other	1,175	974	1,500	2,000
Insurance benefits	-	-	700	1,000
Consulting	1,000	1,000	1,000	1,000
Professional fees	-	-	200	100
Postage & delivery - ops	126	119	200	200
Office supplies and equipment	144	-	-	-
Housing assistance payments	207,323	214,865	215,500	227,300
Utility reimbursement recovery	1,876	4,051	3,000	4,000
Total Administration Expenses	\$ 225,785	\$ 240,622	\$ 239,500	\$ 254,400
Property and liability insurance	-	-	-	-
Total Property Insurance Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 225,785	\$ 240,622	\$ 239,500	\$ 254,400
Operating Income (Loss)	\$ 1	\$ -	\$ -	\$ -
Nonoperating Revenues:				
Property tax revenue	-	-	-	-
Interest income	-	-	-	-
Total Nonoperating Revenues	\$ -	\$ -	\$ -	\$ -
Income Before Transfers:	\$ 1	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ 1	\$ -	\$ -	\$ -
Net Income (Loss)	\$ 1	\$ -	\$ -	\$ -

**Washington County Community Development Agency**  
**Housing Assistance Fund - FSS Public Housing (263)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Administration fee revenue	\$ -	\$ -	\$ -	\$ -
Program income	-	-	-	-
Grant revenue - federal	46,917	48,726	46,500	48,700
Grant revenue - state	-	-	-	-
Grant revenue - county	-	-	-	-
Total Operating Revenues	\$ 46,917	\$ 48,726	\$ 46,500	\$ 48,700
Operating Expenses:				
Administration:				
Payroll - office	40,705	33,713	28,700	32,600
Payroll taxes - office	2,577	442	400	500
Payroll benefits - other	886	2,808	2,600	3,600
Insurance benefits	2,040	11,600	14,400	11,500
Workers compensation insurance	-	-	100	200
Postage & delivery - ops	47	162	100	100
Office supplies and equipment	134	-	100	100
Travel	92	-	100	100
Data processing fees	435	-	-	-
Total Administration Expenses	\$ 46,916	\$ 48,725	\$ 46,500	\$ 48,700
Property and liability insurance	-	-	-	-
Total Property Insurance Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 46,916	\$ 48,725	\$ 46,500	\$ 48,700
Operating Income (Loss)	\$ 1	\$ 1	\$ -	\$ -
Nonoperating Revenues:				
Property tax revenue	-	-	-	-
Interest income	-	-	-	-
Total Nonoperating Revenues	\$ -	\$ -	\$ -	\$ -
Income Before Transfers:	\$ 1	\$ 1	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ 1	\$ 1	\$ -	\$ -
Net Income (Loss)	\$ 1	\$ 1	\$ -	\$ -

**Washington County Community Development Agency**  
**Housing Assistance Fund - Raymie Service Coordinator (268)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Administration fee revenue	\$ -	\$ -	\$ -	\$ -
Program income	-	-	-	-
Grant revenue - federal	34,967	34,082	34,900	35,900
Grant revenue - state	-	-	-	-
Grant revenue - county	-	-	-	-
Total Operating Revenues	\$ 34,967	\$ 34,082	\$ 34,900	\$ 35,900
Operating Expenses:				
Administration:				
Payroll - office	510	499	800	800
Payroll taxes - office	5	7	-	-
Payroll benefits - other	33	44	100	100
Consulting	32,427	31,689	31,700	32,700
Office supplies and equipment	-	-	200	200
Telephone - office use	792	643	900	900
Data processing fees	1,200	1,200	1,200	1,200
Total Administration Expenses	\$ 34,967	\$ 34,082	\$ 34,900	\$ 35,900
Property and liability insurance	-	-	-	-
Total Property Insurance Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 34,967	\$ 34,082	\$ 34,900	\$ 35,900
Operating Income (Loss)	\$ -	\$ -	\$ -	\$ -
Nonoperating Revenues:				
Property tax revenue	-	-	-	-
Interest income	-	-	-	-
Total Nonoperating Revenues	\$ -	\$ -	\$ -	\$ -
Income Before Transfers:	\$ -	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ -	\$ -	\$ -	\$ -

**Washington County Community Development Agency**  
**Housing Assistance Fund - SMAC Planning Grant (411)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Administration fee revenue	\$ -	\$ -	\$ -	\$ -
Program income	-	-	-	-
Grant revenue - federal	101,541	111,098	109,900	-
Grant revenue - state	-	-	-	-
Grant revenue - county	-	-	-	-
Total Operating Revenues	\$ 101,541	\$ 111,098	\$ 109,900	\$ -
Operating Expenses:				
Administration:				
Payroll - office	4,189	6,950	9,900	-
Payroll taxes - office	66	101	200	-
Payroll - other	(16)	-	-	-
Payroll benefits - other	376	632	900	-
Insurance benefits	250	-	-	-
Consulting	96,654	103,415	98,900	-
Travel	22	-	-	-
Total Administration Expenses	\$ 101,541	\$ 111,098	\$ 109,900	\$ -
Property and liability insurance	-	-	-	-
Total Property Insurance Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 101,541	\$ 111,098	\$ 109,900	\$ -
Operating Income (Loss)	\$ -	\$ -	\$ -	\$ -
Nonoperating Revenues:				
Property tax revenue	-	-	-	-
Interest income	-	-	-	-
Total Nonoperating Revenues	\$ -	\$ -	\$ -	\$ -
Income Before Transfers:	\$ -	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ -	\$ -	\$ -	\$ -

**- This page intentionally left blank -**



### **Community Development Fund**

The Community Development Fund tracks expenses related to the Community Development Department activities and expenses including but not limited to affordable housing projects, the redevelopment activities and providing technical assistance to cities. Revenues for this fund will be transfers from the General Fund, CDA Levy and other grants.

#### **Expenditure Highlights**

- 100% of the Deputy Executive Director and Community Development Programs Manager salaries, 95% of the Project Manager I, 45%, 85% and 95% of the three Project Manager II's salary, respectively, and 30% of the Executive Director is charged to the Community Development Fund.
- The "Gap Financing" Fund is used to assist private developments with financing to construct affordable housing and is known as the "GROW" program. The Authority may also use this fund for its housing projects and housing programs.
- Redevelopment project funds for Red Rock Crossing in Newport account for pre-development and redevelopment expenses for CDA responsibilities. Revenues for the activities are from State and regional grants and levy funds.

**Washington County Community Development Agency**  
**Community Development - Combined**  
**For the Year-Ended December 31, 2020**  
**With Comparative Totals for the Year-Ended December 31, 2019**

	201 - MN Housing Rehab / Emergency Fund	230 - Multi Family Projects - LIHTC	232 - TCAP Granada	243 - Red Oak Preserve - Oakdale
Operating Revenues:				
Program income	\$ -	\$ 108,000	\$ -	\$ -
Grant revenue - federal	-	-	-	-
Grant revenue - state	56,000	-	-	-
Grant revenue - cdbg	-	-	-	-
Contra grant revenue - cdbg	-	-	-	-
Issuer fee income	-	23,400	-	-
Charge for service	-	-	3,000	-
Application fees	-	-	-	-
Total Operating Revenues	\$ 56,000	\$ 131,400	\$ 3,000	\$ -
Operating Expenses:				
Administration:				
Salary and benefits	6,000	90,400	-	-
Consulting	-	7,000	-	-
Legal fees	-	40,000	-	-
Dues & subscriptions	-	100	-	-
Office expenses	-	400	-	-
Data processing fees	-	-	-	-
Travel and training	-	300	-	-
Project assistance	50,000	200	-	-
Land acquisition expense	-	-	-	-
Fees	-	-	3,000	-
Total Administration Expenses	\$ 56,000	\$ 138,400	\$ 3,000	\$ -
Property and liability insurance	-	-	-	-
Total Property Insurance Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 56,000	\$ 138,400	\$ 3,000	\$ -
Operating Income (Loss)	\$ -	\$ (7,000)	\$ -	\$ -
Nonoperating Revenues:				
Property tax revenue	-	-	-	111,784
Interest income	-	7,000	-	1,200
Interest income - loans	-	-	-	-
Total Nonoperating Revenues	\$ -	\$ 7,000	\$ -	\$ 112,984
Income Before Debt Service - Cash:	\$ -	\$ -	\$ -	\$ 112,984
Debt Service-Cash:				
Debt service - interest	-	-	-	19,498
Debt service - principal	-	-	-	130,630
Total Debt Service-Cash	\$ -	\$ -	\$ -	\$ 150,128
Income Before Transfers	\$ -	\$ -	\$ -	\$ (37,144)
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ -	\$ -	\$ -	\$ (37,144)
Bond principal - offset	-	-	-	(130,630)
Total Debt Service Non-Cash	\$ -	\$ -	\$ -	\$ (130,630)
Net Income (Loss)	\$ -	\$ -	\$ -	\$ 93,486

**Washington County Community Development - Combined  
For the Year-Ended December 31, 2022  
With Comparative Totals for the Year-**

	255 - Red Rock Crossing	256 - Age Friendly Housing Initiative	270 - Development Fund	271 - GAP Financing Fund
Operating Revenues:				
Program income	\$ -	\$ -	\$ 5,000	\$ -
Grant revenue - federal	-	-	-	-
Grant revenue - state	-	-	-	-
Grant revenue - cdbg	-	-	-	-
Contra grant revenue - cdbg	-	-	-	-
Issuer fee income	-	-	-	-
Charge for service	-	-	-	-
Application fees	-	-	100	3,000
Total Operating Revenues	\$ -	\$ -	\$ 5,100	\$ 3,000
Operating Expenses:				
Administration:				
Salary and benefits	-	26,800	451,000	-
Consulting	-	7,200	15,000	-
Legal fees	-	20,000	3,000	-
Dues & subscriptions	-	-	5,500	-
Office expenses	-	9,000	5,300	-
Data processing fees	-	-	-	-
Travel and training	400	-	15,000	-
Project assistance	2,500	-	300	500,000
Land acquisition expense	-	189,400	-	-
Fees	-	-	300	-
Total Administration Expenses	\$ 2,900	\$ 252,400	\$ 495,400	\$ 500,000
Property and liability insurance	1,000	-	-	-
Total Property Insurance Expenses	\$ 1,000	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 3,900	\$ 252,400	\$ 495,400	\$ 500,000
Operating Income (Loss)	\$ (3,900)	\$ (252,400)	\$ (490,300)	\$ (497,000)
Nonoperating Revenues:				
Property tax revenue	4,000	250,000	460,635	500,000
Interest income	10,000	2,400	4,000	21,000
Interest income - loans	24,900	-	25,665	-
Total Nonoperating Revenues	\$ 38,900	\$ 252,400	\$ 490,300	\$ 521,000
Income Before Debt Service - Cash:	\$ 35,000	\$ -	\$ -	\$ 24,000
Debt Service-Cash:				
Debt service - interest	-	-	-	-
Debt service - principal	-	-	-	-
Total Debt Service-Cash	\$ -	\$ -	\$ -	\$ -
Income Before Transfers	\$ 35,000	\$ -	\$ -	\$ 24,000
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ 35,000	\$ -	\$ -	\$ 24,000
Bond principal - offset	-	-	-	-
Total Debt Service Non-Cash	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ 35,000	\$ -	\$ -	\$ 24,000

**Washington County Community Development - Combined  
For the Year-Ended December 31, 2022  
With Comparative Totals for the Year-**

	277 - LAAND Initiative	280 - HOME	407 - CDBG	412 - Red Rock TIF
Operating Revenues:				
Program income	\$ -	\$ 30,000	\$ 33,900	\$ -
Grant revenue - federal	-	259,500	-	-
Grant revenue - state	-	-	-	-
Grant revenue - cdbg	-	-	720,400	-
Contra grant revenue - cdbg	-	-	-	-
Issuer fee income	-	-	-	-
Charge for service	-	-	-	-
Application fees	-	-	-	-
Total Operating Revenues	\$ -	\$ 289,500	\$ 754,300	\$ -
Operating Expenses:				
Administration:				
Salary and benefits	-	33,500	89,700	-
Consulting	-	400	8,000	-
Legal fees	-	2,000	6,000	-
Dues & subscriptions	-	-	100	-
Office expenses	-	700	1,500	-
Data processing fees	-	-	-	-
Travel and training	-	2,200	6,000	-
Project assistance	-	250,700	643,000	-
Land acquisition expense	-	-	-	-
Fees	-	-	-	-
Total Administration Expenses	\$ -	\$ 289,500	\$ 754,300	\$ -
Property and liability insurance	-	-	-	-
Total Property Insurance Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ -	\$ 289,500	\$ 754,300	\$ -
Operating Income (Loss)	\$ -	\$ -	\$ -	\$ -
Nonoperating Revenues:				
Property tax revenue	-	-	-	-
Interest income	400	-	-	-
Interest income - loans	-	-	-	-
Total Nonoperating Revenues	\$ 400	\$ -	\$ -	\$ -
Income Before Debt Service - Cash:	\$ 400	\$ -	\$ -	\$ -
Debt Service-Cash:				
Debt service - interest	-	-	-	-
Debt service - principal	-	-	-	-
Total Debt Service-Cash	\$ -	\$ -	\$ -	\$ -
Income Before Transfers	\$ 400	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ 400	\$ -	\$ -	\$ -
Bond principal - offset	-	-	-	-
Total Debt Service Non-Cash	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ 400	\$ -	\$ -	\$ -

**Washington County Community Development - Combined  
For the Year-Ended December 31, 202  
With Comparative Totals for the Year-**

	2020 Budget Total Community Development Fund	2019 Budget Total Community Development Fund
Operating Revenues:		
Program income	\$ 176,900	\$ 275,800
Grant revenue - federal	259,500	273,800
Grant revenue - state	56,000	-
Grant revenue - cdbg	720,400	751,580
Contra grant revenue - cdbg	-	-
Issuer fee income	23,400	25,700
Charge for service	3,000	3,000
Application fees	3,100	1,000
Total Operating Revenues	\$ 1,242,300	\$ 1,330,880
Operating Expenses:		
Administration:		
Salary and benefits	697,400	653,950
Consulting	37,600	45,500
Legal fees	71,000	81,600
Dues & subscriptions	5,700	7,400
Office expenses	16,900	10,600
Data processing fees	-	3,800
Travel and training	23,900	23,400
Project assistance	1,446,700	1,479,280
Land acquisition expense	189,400	-
Fees	3,300	3,100
Total Administration Expenses	\$ 2,491,900	\$ 2,308,630
Property and liability insurance	1,000	1,000
Total Property Insurance Expenses	\$ 1,000	\$ 1,000
Total Operating Expenses	\$ 2,492,900	\$ 2,309,630
Operating Income (Loss)	\$ (1,250,600)	\$ (978,750)
Nonoperating Revenues:		
Property tax revenue	1,326,419	1,333,983
Interest income	46,000	8,300
Interest income - loans	50,565	52,265
Total Nonoperating Revenues	\$ 1,422,984	\$ 1,394,548
Income Before Debt Service - Cash:	\$ 172,384	\$ 415,798
Debt Service-Cash:		
Debt service - interest	19,498	25,353
Debt service - principal	130,630	163,028
Total Debt Service-Cash	\$ 150,128	\$ 188,381
Income Before Transfers	\$ 22,256	\$ 227,417
Operating Transfers:		
Transfer from other funds	-	30,000
Transfer to other funds	-	(30,000)
Net Operating Transfers	\$ -	\$ -
Total Cash Available For Operations	\$ 22,256	\$ 227,417
Bond principal - offset	(130,630)	(163,028)
Total Debt Service Non-Cash	\$ (130,630)	\$ (163,028)
Net Income (Loss)	\$ 152,886	\$ 390,445

**- This page intentionally left blank -**

## **Detailed Budgets of the Community Development Fund**

**Washington County Community Development Agency**  
**Community Development Fund - MN Housing Rehab/Emergency Fund (201)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Program income	\$ -	\$ -	\$ -	\$ -
Grant revenue - federal	-	-	-	-
Grant revenue - state	-	-	-	56,000
Charge for service	-	-	-	-
Application fees	-	-	-	-
Total Operating Revenues	\$ -	\$ -	\$ -	\$ 56,000
Operating Expenses:				
Administration:				
Payroll - office	-	-	-	5,300
Payroll taxes - office	-	-	-	100
Payroll benefits - other	-	-	-	600
Project assistance	-	-	-	50,000
Total Administration Expenses	\$ -	\$ -	\$ -	\$ 56,000
Property and liability insurance	-	-	-	-
Total Property Insurance Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ -	\$ -	\$ -	\$ 56,000
Operating Income (Loss)	\$ -	\$ -	\$ -	\$ -
Nonoperating Revenues:				
Property tax revenue	-	-	-	-
Interest income	-	-	-	-
Total Nonoperating Revenues	\$ -	\$ -	\$ -	\$ -
Income Before Debt Service - Cash:	\$ -	\$ -	\$ -	\$ -
Debt Service-Cash:				
Debt service - interest	-	-	-	-
Debt service - principal	-	-	-	-
Total Debt Service-Cash	\$ -	\$ -	\$ -	\$ -
Income Before Transfers	\$ -	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ -	\$ -	\$ -	\$ -
Bond principal - offset	-	-	-	-
Total Debt Service Non-Cash	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ -	\$ -	\$ -	\$ -



**Washington County Community Development Agency**  
**Community Development Fund - Multi Family Projects LIHTC (230)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Program income	\$ 116,512	\$ 172,210	\$ 139,300	\$ 108,000
Grant revenue - federal	-	-	-	-
Grant revenue - state	-	111,111	-	-
Issuer fee income	14,192	70,903	25,700	23,400
Charge for service	-	-	-	-
Total Operating Revenues	\$ 130,704	\$ 354,224	\$ 165,000	\$ 131,400
Operating Expenses:				
Administration:				
Payroll - office	55,373	69,636	107,100	80,500
Payroll taxes - office	740	927	1,600	1,100
Payroll benefits - other	4,984	6,318	9,600	8,800
Consulting	172	360	5,600	7,000
Legal fees	59,224	96,422	41,500	40,000
Dues & subscriptions - business office	-	-	300	100
Professional fees	-	111,111	-	-
Delivery expenses	46	195	100	200
Advertising/marketing	63	63	200	200
Travel	225	158	100	200
Education and training	138	-	700	100
Real estate taxes	162	168	200	200
Total Administration Expenses	\$ 121,127	\$ 285,358	\$ 167,000	\$ 138,400
Property and liability insurance	-	-	-	-
Total Property Insurance Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 121,127	\$ 285,358	\$ 167,000	\$ 138,400
Operating Income (Loss)	\$ 9,577	\$ 68,866	\$ (2,000)	\$ (7,000)
Nonoperating Revenues:				
Property tax revenue	-	-	-	-
Interest income	2,738	6,226	2,000	7,000
Total Nonoperating Revenues	\$ 2,738	\$ 6,226	\$ 2,000	\$ 7,000
Income Before Debt Service - Cash:	\$ 12,315	\$ 75,092	\$ -	\$ -
Debt Service-Cash:				
Debt service - interest	-	-	-	-
Debt service - principal	-	-	-	-
Total Debt Service-Cash	\$ -	\$ -	\$ -	\$ -
Income Before Transfers	\$ 12,315	\$ 75,092	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	(5,000)	-	-
Net Operating Transfers	\$ -	\$ (5,000)	\$ -	\$ -
Total Cash Available For Operations	\$ 12,315	\$ 70,092	\$ -	\$ -
Bond principal - offset	-	-	-	-
Total Debt Service Non-Cash	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ 12,315	\$ 70,092	\$ -	\$ -

**Washington County Community Development Agency**  
**Community Development Fund - TCAP Granada (232)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Program income	\$ -	\$ -	\$ -	\$ -
Grant revenue - federal	-	-	-	-
Grant revenue - state	-	-	-	-
Charge for service	3,000	3,000	3,000	3,000
Total Operating Revenues	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Operating Expenses:				
Administration:				
Monitoring fee	3,000	3,000	3,000	3,000
Total Administration Expenses	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Property and liability insurance	-	-	-	-
Total Property Insurance Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Operating Income (Loss)	\$ -	\$ -	\$ -	\$ -
Nonoperating Revenues:				
Property tax revenue	-	-	-	-
Interest income	-	-	-	-
Total Nonoperating Revenues	\$ -	\$ -	\$ -	\$ -
Income Before Debt Service - Cash:	\$ -	\$ -	\$ -	\$ -
Debt Service-Cash:				
Debt service - interest	-	-	-	-
Debt service - principal	-	-	-	-
Total Debt Service-Cash	\$ -	\$ -	\$ -	\$ -
Income Before Transfers	\$ -	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ -	\$ -	\$ -	\$ -
Bond principal - offset	-	-	-	-
Total Debt Service Non-Cash	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ -	\$ -	\$ -	\$ -

**Washington County Community Development Agency**  
**Community Development Fund - Red Oak Preserve Oakdale (243)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Program income	\$ -	\$ -	\$ -	\$ -
Grant revenue - federal	-	-	-	-
Grant revenue - state	-	-	-	-
Grant revenue - cdbg	-	-	-	-
Total Operating Revenues	\$ -	\$ -	\$ -	\$ -
Operating Expenses:				
Administration:				
Total Administration Expenses	\$ -	\$ -	\$ -	\$ -
Property and liability insurance	-	-	-	-
Total Property Insurance Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ -	\$ -	\$ -	\$ -
Operating Income (Loss)	\$ -	\$ -	\$ -	\$ -
Nonoperating Revenues:				
Property tax revenue	174,000	174,000	174,000	111,784
Interest income	415	770	800	1,200
Total Nonoperating Revenues	\$ 174,415	\$ 174,770	\$ 174,800	\$ 112,984
Income Before Debt Service - Cash:	\$ 174,415	\$ 174,770	\$ 174,800	\$ 112,984
Debt Service-Cash:				
Debt service - interest	36,249	30,897	25,353	19,498
Debt service - principal	146,464	153,443	163,028	130,630
Total Debt Service-Cash	\$ 182,713	\$ 184,340	\$ 188,381	\$ 150,128
Income Before Transfers	\$ (8,298)	\$ (9,570)	\$ (13,581)	\$ (37,144)
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ (8,298)	\$ (9,570)	\$ (13,581)	\$ (37,144)
Bond principal - offset	(146,464)	(153,443)	(163,028)	(130,630)
Total Debt Service Non-Cash	\$ (146,464)	\$ (153,443)	\$ (163,028)	\$ (130,630)
Net Income (Loss)	\$ 138,166	\$ 143,873	\$ 149,447	\$ 93,486

**Washington County Community Development Agency**  
**Community Development Fund -Red Rock Crossing (255)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Program income	\$ -	\$ -	\$ -	\$ -
Grant revenue - federal	-	-	-	-
Total Operating Revenues	\$ -	\$ -	\$ -	\$ -
Operating Expenses:				
Administration:				
Payroll - office	62,475	13,580	-	-
Payroll taxes - office	880	185	-	-
Payroll benefits - other	5,623	1,222	-	-
Consulting	16,519	-	15,000	-
Legal fees	155,521	19,879	15,000	-
Professional fees	4,397	-	-	-
Advertising/marketing	-	550	-	-
Supplies - miscellaneous	33	63	-	-
Travel	394	18	400	400
Repairs & maintenance	578	-	500	500
Service contract - grounds	1,600	2,800	2,000	2,000
Real estate taxes	3,674	240	4,000	-
Total Administration Expenses	\$ 251,694	\$ 38,537	\$ 36,900	\$ 2,900
Property and liability insurance	-	-	1,000	1,000
Total Property Insurance Expenses	\$ -	\$ -	\$ 1,000	\$ 1,000
Total Operating Expenses	\$ 251,694	\$ 38,537	\$ 37,900	\$ 3,900
Operating Income (Loss)	\$ (251,694)	\$ (38,537)	\$ (37,900)	\$ (3,900)
Nonoperating Revenues:				
Property tax revenue	397,000	297,000	8,000	4,000
Interest income	3,007	8,968	-	10,000
Interest income - loans	22,871	24,752	26,600	24,900
Other income	-	62,757	-	-
Total Nonoperating Revenues	\$ 422,878	\$ 393,477	\$ 34,600	\$ 38,900
Income Before Debt Service - Cash:	\$ 171,184	\$ 354,940	\$ (3,300)	\$ 35,000
Debt Service-Cash:				
Debt service - interest	-	-	-	-
Debt service - principal	-	-	-	-
Total Debt Service-Cash	\$ -	\$ -	\$ -	\$ -
Income Before Transfers	\$ 171,184	\$ 354,940	\$ (3,300)	\$ 35,000
Operating Transfers:				
Transfer from other funds	-	-	30,000	-
Transfer to other funds	-	(466,000)	-	-
Net Operating Transfers	\$ -	\$ (466,000)	\$ 30,000	\$ -
Total Cash Available For Operations	\$ 171,184	\$ (111,060)	\$ 26,700	\$ 35,000
Bond principal - offset	-	-	-	-
Total Debt Service Non-Cash	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ 171,184	\$ (111,060)	\$ 26,700	\$ 35,000

**Washington County Community Development Agency**  
**Community Development Fund - Age Friendly Housing Initiative (256)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Program income	\$ -	\$ -	\$ -	\$ -
Total Operating Revenues	\$ -	\$ -	\$ -	\$ -
Operating Expenses:				
Administration:				
Payroll - office	20,043	417	38,000	23,900
Payroll taxes - office	285	5	550	300
Payroll benefits - other	1,804	37	3,400	2,600
Consulting	21,364	5,400	-	7,200
Legal fees	42,452	12,951	1,500	20,000
Professional fees	236,085	1,123	-	-
Professional services - environmental services	20,534	62	-	8,000
Advertising/marketing	6,000	-	-	1,000
Misc expense - business office	-	256,022	-	-
Repairs & maintenance	83	-	-	-
Service contract - grounds	400	200	-	-
Electricity	12	-	-	-
Real estate taxes	2,568	41	-	-
Land acquisition expense	-	-	-	189,400
Financing fee	1,000	-	-	-
License fees	1,438	-	-	-
Total Administration Expenses	\$ 354,068	\$ 276,258	\$ 43,450	\$ 252,400
Property and liability insurance	326	10	-	-
Total Property Insurance Expenses	\$ 326	\$ 10	\$ -	\$ -
Total Operating Expenses	\$ 354,394	\$ 276,268	\$ 43,450	\$ 252,400
Operating Income (Loss)	\$ (354,394)	\$ (276,268)	\$ (43,450)	\$ (252,400)
Nonoperating Revenues:				
Property tax revenue	250,000	250,000	250,000	250,000
Interest income	331	604	2,500	2,400
Total Nonoperating Revenues	\$ 250,331	\$ 1,283,197	\$ 252,500	\$ 252,400
Income Before Debt Service - Cash:	\$ (104,063)	\$ 1,006,929	\$ 209,050	\$ -
Debt Service-Cash:				
Debt service - interest	-	-	-	-
Debt service - principal	-	-	-	-
Total Debt Service-Cash	\$ -	\$ -	\$ -	\$ -
Income Before Transfers	\$ (104,063)	\$ 1,006,929	\$ 209,050	\$ -
Operating Transfers:				
Transfer from other funds	-	118,793	-	-
Transfer to other funds	-	(895,228)	-	-
Net Operating Transfers	\$ -	\$ (776,435)	\$ -	\$ -
Total Cash Available For Operations	\$ (104,063)	\$ 230,494	\$ 209,050	\$ -
Bond principal - offset	-	-	-	-
Total Debt Service Non-Cash	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ (104,063)	\$ 230,494	\$ 209,050	\$ -

**Washington County Community Development Agency**  
**Community Development Fund - Development (270)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Program income	\$ 6,921	\$ 3,375	\$ 5,000	\$ 5,000
Application fees	250	50	1,000	100
Total Operating Revenues	\$ 7,171	\$ 3,425	\$ 6,000	\$ 5,100
Operating Expenses:				
Administration:				
Payroll - office	209,272	247,501	266,300	337,800
Payroll taxes - office	3,095	3,562	3,900	4,900
Payroll - other	4,825	1,975	-	1,500
Payroll benefits - other	19,269	22,651	23,900	48,000
Insurance benefits	57,169	63,132	53,800	57,400
Workers compensation insurance	643	680	1,300	1,400
Consulting	40,090	1,780	10,000	15,000
Legal fees	710	171	13,000	3,000
Dues & subscriptions - business office	5,110	4,459	6,000	5,200
Professional fees	-	-	500	300
Delivery expenses	67	178	500	300
Postage & delivery - ops	133	139	200	200
Advertising/marketing	270	356	1,600	400
Office supplies and equipment	172	313	900	900
Telephone - office use	3,619	3,227	3,500	3,500
Data processing fees	-	-	2,600	-
Travel	5,140	1,799	2,500	3,000
Education and training	9,389	6,381	10,500	12,000
Electricity	75	66	100	100
Real estate taxes	138	-	200	200
Financing fee	-	1,625	100	300
Total Administration Expenses	\$ 359,186	\$ 359,995	\$ 401,400	\$ 495,400
Property and liability insurance	-	-	-	-
Total Property Insurance Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 359,186	\$ 359,995	\$ 401,400	\$ 495,400
Operating Income (Loss)	\$ (352,015)	\$ (356,570)	\$ (395,400)	\$ (490,300)
Nonoperating Revenues:				
Property tax revenue	323,690	331,783	401,983	460,635
Interest income	1,870	3,733	2,600	4,000
Interest income - loans	25,665	25,665	25,665	25,665
Total Nonoperating Revenues	\$ 351,225	\$ 361,181	\$ 430,248	\$ 490,300
Income Before Debt Service - Cash:	\$ (790)	\$ 4,611	\$ 34,848	\$ -
Debt Service-Cash:				
Debt service - interest	-	-	-	-
Debt service - principal	-	-	-	-
Total Debt Service-Cash	\$ -	\$ -	\$ -	\$ -
Income Before Transfers	\$ (790)	\$ 4,611	\$ 34,848	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	(30,000)	-
Net Operating Transfers	\$ -	\$ -	\$ (30,000)	\$ -

Total Cash Available For Operations	\$	(790)	\$	4,611	\$	4,848	\$	-
Bond principal - offset		-		-		-		-
Total Debt Service Non-Cash	\$	-	\$	-	\$	-	\$	-
Net Income (Loss)	\$	(790)	\$	4,611	\$	4,848	\$	-

**Washington County Community Development Agency  
Community Development Fund - GROW Program (271)  
Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Program income	\$ -	\$ -	\$ -	\$ -
Application fees	-	2,000	-	3,000
Total Operating Revenues	\$ -	\$ 2,000	\$ -	\$ 3,000
Operating Expenses:				
Administration:				
Delivery expenses	-	34	-	-
Project assistance	-	-	500,000	500,000
Total Administration Expenses	\$ -	\$ 34	\$ 500,000	\$ 500,000
Property and liability insurance	-	-	-	-
Total Property Insurance Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ -	\$ 34	\$ 500,000	\$ 500,000
Operating Income (Loss)	\$ -	\$ 1,966	\$ (500,000)	\$ (497,000)
Nonoperating Revenues:				
Property tax revenue	424,000	420,000	500,000	500,000
Interest income	7,320	21,091	-	21,000
Other income	1,500	-	-	-
Total Nonoperating Revenues	\$ 432,820	\$ 441,091	\$ 500,000	\$ 521,000
Income Before Debt Service - Cash:	\$ 432,820	\$ 443,057	\$ -	\$ 24,000
Debt Service-Cash:				
Debt service - interest	-	-	-	-
Debt service - principal	-	-	-	-
Total Debt Service-Cash	\$ -	\$ -	\$ -	\$ -
Income Before Transfers	\$ 432,820	\$ 443,057	\$ -	\$ 24,000
Operating Transfers:				
Transfer from other funds	-	500,000	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ 500,000	\$ -	\$ -
Total Cash Available For Operations	\$ 432,820	\$ 943,057	\$ -	\$ 24,000
Bond principal - offset	-	-	-	-
Total Debt Service Non-Cash	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ 432,820	\$ 943,057	\$ -	\$ 24,000



**Washington County Community Development Agency  
Community Development Fund - LAAND Initiative (277)  
Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Program income	\$ -	\$ -	\$ -	\$ -
Total Operating Revenues	\$ -	\$ -	\$ -	\$ -
Operating Expenses:				
Administration:				
Total Administration Expenses	\$ -	\$ -	\$ -	\$ -
Property and liability insurance	-	-	-	-
Total Property Insurance Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ -	\$ -	\$ -	\$ -
Operating Income (Loss)	\$ -	\$ -	\$ -	\$ -
Nonoperating Revenues:				
Property tax revenue	-	-	-	-
Interest income	335	627	400	400
Total Nonoperating Revenues	\$ 335	\$ 627	\$ 400	\$ 400
Income Before Debt Service - Cash:	\$ 335	\$ 627	\$ 400	\$ 400
Debt Service-Cash:				
Debt service - interest	-	-	-	-
Debt service - principal	-	-	-	-
Total Debt Service-Cash	\$ -	\$ -	\$ -	\$ -
Income Before Transfers	\$ 335	\$ 627	\$ 400	\$ 400
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ 335	\$ 627	\$ 400	\$ 400
Bond principal - offset	-	-	-	-
Total Debt Service Non-Cash	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ 335	\$ 627	\$ 400	\$ 400

**Washington County Community Development Agency**  
**Community Development Fund - HOME Grant (280)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Program income	\$ 13,263	\$ 18,624	\$ 13,500	\$ 30,000
Grant revenue - federal	510,874	133,927	273,800	259,500
Total Operating Revenues	\$ 524,137	\$ 152,551	\$ 287,300	\$ 289,500
Operating Expenses:				
Administration:				
Payroll - office	11,624	15,098	9,600	29,700
Payroll taxes - office	79	153	100	500
Payroll benefits - other	1,046	1,374	900	3,300
Consulting	-	-	400	400
Legal fees	-	-	4,000	2,000
Postage & delivery - ops	56	38	100	100
Advertising/marketing	308	198	500	300
Office contracts	-	-	100	100
Office supplies and equipment	-	-	100	100
Telephone - office use	-	-	100	100
Data processing fees	-	-	500	-
Travel	149	268	200	200
Education and training	-	1,495	3,000	2,000
Project assistance	510,874	133,927	267,700	250,700
Total Administration Expenses	\$ 524,136	\$ 152,551	\$ 287,300	\$ 289,500
Property and liability insurance	-	-	-	-
Total Property Insurance Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 524,136	\$ 152,551	\$ 287,300	\$ 289,500
Operating Income (Loss)	\$ 1	\$ -	\$ -	\$ -
Nonoperating Revenues:				
Property tax revenue	-	-	-	-
Interest income	-	-	-	-
Total Nonoperating Revenues	\$ -	\$ -	\$ -	\$ -
Income Before Debt Service - Cash:	\$ 1	\$ -	\$ -	\$ -
Debt Service-Cash:				
Debt service - interest	-	-	-	-
Debt service - principal	-	-	-	-
Total Debt Service-Cash	\$ -	\$ -	\$ -	\$ -
Income Before Transfers	\$ 1	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ 1	\$ -	\$ -	\$ -
Bond principal - offset	-	-	-	-
Total Debt Service Non-Cash	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ 1	\$ -	\$ -	\$ -

**Washington County Community Development Agency**  
**Community Development Fund - CDBG (407)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Program income	\$ 133,565	\$ 73,295	\$ 118,000	\$ 33,900
Grant revenue - cdbg	457,925	845,440	751,580	720,400
Contra grant revenue - cdbg	(48,194)	-	-	-
Total Operating Revenues	\$ 543,296	\$ 918,735	\$ 869,580	\$ 754,300
Operating Expenses:				
Administration:				
Payroll - office	61,401	57,050	112,400	63,600
Payroll taxes - office	903	821	1,700	900
Payroll - cdbg coc program	25,200	27,572	-	-
Payroll taxes - cdbg coc program	365	400	-	-
Payroll - cdbg loan program	-	12,234	-	13,200
Payroll taxes cdbg loan program	-	177	-	200
Payroll - other	210	455	200	-
Payroll benefits - other	5,526	5,191	10,100	7,000
Insurance benefits	968	1,052	9,300	3,100
Payroll benefits - cdbg coc program	2,268	2,506	-	-
Payroll benefits - cdbg loan program	-	1,111	-	1,500
Workers compensation insurance	-	-	200	200
Consulting	7,295	8,000	14,500	8,000
Legal fees	10,111	1,008	6,600	6,000
Dues & subscriptions - business office	-	-	600	100
Delivery expenses	-	-	100	100
Postage & delivery - ops	113	113	200	100
Advertising/marketing	411	648	1,500	1,000
Office supplies and equipment	604	-	400	300
Telephone - office use	-	-	500	-
Data processing fees	-	-	700	-
Travel	3,522	1,678	2,000	2,000
Education and training	1,916	1,484	4,000	4,000
Project assistance	470,678	797,834	704,580	643,000
Contra project assistance	(48,194)	-	-	-
Total Administration Expenses	\$ 543,297	\$ 919,334	\$ 869,580	\$ 754,300
Property and liability insurance	-	-	-	-
Total Property Insurance Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 543,297	\$ 919,334	\$ 869,580	\$ 754,300
Operating Income (Loss)	\$ (1)	\$ (599)	\$ -	\$ -
Nonoperating Revenues:				
Property tax revenue	-	-	-	-
Interest income	-	-	-	-
Other income	-	601	-	-
Total Nonoperating Revenues	\$ -	\$ 601	\$ -	\$ -
Income Before Debt Service - Cash:	\$ (1)	\$ 2	\$ -	\$ -
Debt Service-Cash:				
Debt service - interest	-	-	-	-
Debt service - principal	-	-	-	-
Total Debt Service-Cash	\$ -	\$ -	\$ -	\$ -
Income Before Transfers	\$ (1)	\$ 2	\$ -	\$ -

## Operating Transfers:

Transfer from other funds

Transfer to other funds

Net Operating Transfers

-	-	-	-
-	-	-	-
\$ -	\$ -	\$ -	\$ -

Total Cash Available For Operations

\$ (1)	\$ 2	\$ -	\$ -
--------	------	------	------

Bond principal - offset

Total Debt Service Non-Cash

-	-	-	-
\$ -	\$ -	\$ -	\$ -

Net Income (Loss)

\$ (1)	\$ 2	\$ -	\$ -
--------	------	------	------

**Washington County Community Development Agency**  
**Community Development Fund - Red Rock TIF (412)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Program income	\$ -	\$ -	\$ -	\$ -
Total Operating Revenues	\$ -	\$ -	\$ -	\$ -
Operating Expenses:				
Administration:				
Consulting	2,431	-	-	-
Legal fees	18,725	-	-	-
Professional fees	51,176	-	-	-
Professional services - environmental services	3,650	-	-	-
Advertising/marketing	-	63	-	-
Administrative services	-	900	-	-
Land acquisition expense	129,576	-	-	-
Total Administration Expenses	\$ 205,558	\$ 963	\$ -	\$ -
Property and liability insurance	-	-	-	-
Total Property Insurance Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 205,558	\$ 963	\$ -	\$ -
Operating Income (Loss)	\$ (205,558)	\$ (963)	\$ -	\$ -
Nonoperating Revenues:				
Property tax revenue	-	-	-	-
Interest income	-	-	-	-
Interest income - loans	-	-	-	-
Total Nonoperating Revenues	\$ -	\$ -	\$ -	\$ -
Income Before Debt Service - Cash:	\$ (205,558)	\$ (963)	\$ -	\$ -
Debt Service-Cash:				
Debt service - interest	22,871	24,752	-	-
Debt service - principal	-	-	-	-
Total Debt Service-Cash	\$ 22,871	\$ 24,752	\$ -	\$ -
Income Before Transfers	\$ (228,429)	\$ (25,715)	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ (228,429)	\$ (25,715)	\$ -	\$ -
Bond principal - offset	-	-	-	-
Total Debt Service Non-Cash	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ (228,429)	\$ (25,715)	\$ -	\$ -

**- This page intentionally left blank -**

### **Economic Development Fund**

The Economic Development Fund tracks expenses related to the Economic Development Department activities and expenses that promote economic development in Washington County.

#### **Expenditure Highlights**

- 100% of the Economic Development Director is charged to the Economic Development Fund.

**Washington County Community Development Agency**  
**Economic Development**  
**For the Year-Ended December 31, 2020**  
**With Comparative Totals for the Year-Ended December 31, 2019**

	2020 Budget Economic Development Fund	2019 Budget Economic Development Fund
Operating Revenues:		
Grant revenue - county	\$ -	\$ -
Total Operating Revenues	\$ -	\$ -
Operating Expenses:		
Administration:		
Salary and benefits	193,500	204,300
Consulting	15,000	76,000
Dues & subscriptions - business office	6,000	56,000
Legal fees	10,000	10,000
Advertising/marketing	54,600	49,150
Data processing fees	-	2,000
Office expense	900	1,312
Travel and training	8,500	13,000
Professional fees	200,000	150,000
Project assistance	150,000	150,000
Total Administration Expenses	\$ 638,500	\$ 711,762
Total Operating Expenses	\$ 638,500	\$ 711,762
Operating Income (Loss)	\$ (638,500)	\$ (711,762)
Nonoperating Revenues:		
Property tax revenue	574,762	574,762
Interest income	2,000	-
Other income	-	-
Total Nonoperating Revenues	\$ 576,762	\$ 574,762
Income Before Transfers:	\$ (61,738)	\$ (137,000)
Operating Transfers:		
Transfer from other funds	-	-
Transfer to other funds	-	-
Net Operating Transfers	\$ -	\$ -
Total Cash Available For Operations	\$ (61,738)	\$ (137,000)
Net Income (Loss)	\$ (61,738)	\$ (137,000)



## **Detailed Budgets of the Economic Development Fund**

**Washington County Community Development Agency  
Economic Development (300)  
Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Grant revenue - county	\$ 75,000	\$ -	\$ -	\$ -
Total Operating Revenues	\$ 75,000	\$ -	\$ -	\$ -
Operating Expenses:				
Administration:				
Payroll - office	105,897	111,908	179,500	161,200
Payroll taxes - office	1,520	1,607	1,700	2,300
Payroll benefits - other	9,531	10,168	10,600	21,000
Insurance benefits	1,504	1,648	12,100	8,500
Workers compensation insurance	132	139	400	500
Consulting	47,393	7,070	76,000	15,000
Dues & subscriptions - business office	105,917	214,474	56,000	6,000
Legal fees	-	12,640	10,000	10,000
Advertising/marketing	19,500	19,500	49,150	54,600
Data processing fees	-	-	2,000	-
Delivery expenses	-	-	100	-
Postage & delivery - ops	6	4	200	-
Office supplies and equipment	-	-	512	400
Telephone - office use	-	673	500	500
Travel	2,534	1,645	3,500	3,000
Education and training	1,456	2,337	9,500	5,500
Professional fees	-	-	150,000	200,000
Project assistance	-	-	150,000	150,000
Total Administration Expenses	\$ 295,390	\$ 383,813	\$ 711,762	\$ 638,500
Total Operating Expenses	\$ 295,390	\$ 383,813	\$ 711,762	\$ 638,500
Operating Income (Loss)	\$ (220,390)	\$ (383,813)	\$ (711,762)	\$ (638,500)
Nonoperating Revenues:				
Property tax revenue	269,280	574,762	574,762	574,762
Interest income	257	1,335	-	2,000
Other income	500	-	-	-
Total Nonoperating Revenues	\$ 270,037	\$ 576,097	\$ 574,762	\$ 576,762
Income Before Transfers:	\$ 49,647	\$ 192,284	\$ (137,000)	\$ (61,738)
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ 49,647	\$ 192,284	\$ (137,000)	\$ (61,738)
Net Income (Loss)	\$ 49,647	\$ 192,284	\$ (137,000)	\$ (61,738)

### **Home Ownership Counseling Fund**

The purpose of this fund is to provide counseling to consumers on seeking, financing, maintaining, renting, or owning a home. The program also assists homeowners in need of foreclosure assistance. Funding is provided by grant received from other agencies or other sources. Revenues for this fund will be transferred from the General Fund, and include CDA Levy, fees for services, grant programs, and other agency or program funds.

#### **Expenditure Highlights**

- 100% of the Homeownership Specialists (2), are charged to Home Ownership Counseling Fund.
- Homeownership services include expenses related to implementation of the homebuyer education and counseling and foreclosure prevention counseling and foreclosure prevention counseling programs. Revenues for this fund are provided by HUD, Minnesota Housing, FNMA, Private Grants, Minnesota Homeownership Center and Authority Resources.
- Matching requirements are not specifically required. However, HUD and other financing agencies consider how much the Agency contributes to the program when determining award amounts.

**Washington County Community Development Agency**  
**Home Ownership Counseling - Combined**  
**For the Year-Ended December 31, 2020**  
**With Comparative Totals for the Year-Ended December 31, 2019**

	273 - HECAT Homebuyer Education	276 - Foreclosure Counseling and Grant	294 - HUD Comprehensive Counseling	2020 Budget Total Home Ownership Counseling Fund	2019 Budget Total Home Ownership Counseling Fund
Operating Revenues:					
Program income	\$ 2,400	\$ -	\$ -	\$ 2,400	\$ 3,000
Grant revenue - federal	-	1,700	45,000	46,700	40,200
Grant revenue - state	53,000	800	-	53,800	59,100
Total Operating Revenues	\$ 55,400	\$ 2,500	\$ 45,000	\$ 102,900	\$ 102,300
Operating Expenses:					
Administration:					
Salary and benefits	53,000	103,300	45,000	201,300	176,700
Consulting	-	100	-	100	100
Dues & subscriptions - business office	500	200	-	700	100
Office expense	300	1,100	-	1,400	1,500
Credit reports / background checks	800	1,600	-	2,400	2,800
Travel and training	800	1,000	-	1,800	2,200
Total Administration Expenses	\$ 55,400	\$ 107,300	\$ 45,000	\$ 207,700	\$ 183,400
Property and liability insurance	-	-	-	-	-
Total Property Insurance Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 55,400	\$ 107,300	\$ 45,000	\$ 207,700	\$ 183,400
Operating Income (Loss)	\$ -	\$ (104,800)	\$ -	\$ (104,800)	\$ (81,100)
Nonoperating Revenues:					
Property tax revenue	-	104,800	-	104,800	81,500
Total Nonoperating Revenues	\$ -	\$ 104,800	\$ -	\$ 104,800	\$ 81,500
Income Before Transfers:	\$ -	\$ -	\$ -	\$ -	\$ 400
Operating Transfers:					
Transfer from other funds	-	-	-	-	-
Transfer to other funds	-	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ -	\$ -	\$ -	\$ -	\$ 400
Net Income (Loss)	\$ -	\$ -	\$ -	\$ -	\$ 400

## **Detailed Budgets of the Home Ownership Counseling Fund**

**Washington County Community Development Agency**  
**Home Ownership Counseling - HECAT - Homebuyer Education (273)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Program income	\$ 2,487	\$ 965	\$ 3,000	\$ 2,400
Grant revenue - federal	-	-	-	-
Grant revenue - state	32,219	35,925	57,700	53,000
Total Operating Revenues	\$ 34,706	\$ 36,890	\$ 60,700	\$ 55,400
Operating Expenses:				
Administration:				
Payroll - office	21,043	25,562	44,100	40,500
Payroll taxes - office	228	143	600	600
Payroll benefits - other	1,667	1,239	4,000	4,500
Insurance benefits	9,798	6,640	10,000	7,300
Workers compensation insurance	-	-	200	100
Consulting	-	-	-	-
Dues & subscriptions - business office	-	495	-	500
Postage & delivery - ops	30	14	100	100
Advertising/marketing	300	-	-	100
Office supplies and equipment	57	343	100	100
Repairs & maintenance	-	-	-	-
Credit reports / background checks	835	1,326	800	800
Travel	12	7	-	-
Education and training	736	1,121	800	800
Total Administration Expenses	\$ 34,706	\$ 36,890	\$ 60,700	\$ 55,400
Property and liability insurance	-	-	-	-
Total Property Insurance Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 34,706	\$ 36,890	\$ 60,700	\$ 55,400
Operating Income (Loss)	\$ -	\$ -	\$ -	\$ -
Nonoperating Revenues:				
Property tax revenue	-	-	-	-
Total Nonoperating Revenues	\$ -	\$ -	\$ -	\$ -
Income Before Transfers:	\$ -	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ -	\$ -	\$ -	\$ -

**Washington County Community Development Agency**  
**Home Ownership Counseling - Foreclosure Counseling and Grant (276)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Program income	\$ 240	\$ -	\$ -	\$ -
Grant revenue - federal	2,780	140	2,200	1,700
Grant revenue - state	280	1,400	1,400	800
Total Operating Revenues	\$ 3,300	\$ 1,540	\$ 3,600	\$ 2,500
Operating Expenses:				
Administration:				
Payroll - office	67,864	25,006	60,600	77,000
Payroll taxes - office	1,055	827	900	1,100
Payroll benefits - other	5,752	3,355	5,500	12,700
Insurance benefits	10,140	12,881	12,600	12,300
Workers compensation insurance	231	245	200	200
Consulting	-	-	100	100
Dues & subscriptions - business office	336	250	100	200
Postage & delivery - ops	390	313	400	400
Advertising/marketing	260	-	600	500
Office supplies and equipment	120	705	200	200
Repairs & maintenance	-	-	100	-
Credit reports / background checks	1,645	-	2,000	1,600
Travel	1,667	64	400	500
Education and training	2,930	86	1,000	500
Total Administration Expenses	\$ 92,390	\$ 43,732	\$ 84,700	\$ 107,300
Property and liability insurance	-	-	-	-
Total Property Insurance Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 92,390	\$ 43,732	\$ 84,700	\$ 107,300
Operating Income (Loss)	\$ (89,090)	\$ (42,192)	\$ (81,100)	\$ (104,800)
Nonoperating Revenues:				
Property tax revenue	53,500	-	81,500	104,800
Total Nonoperating Revenues	\$ 53,500	\$ -	\$ 81,500	\$ 104,800
Income Before Transfers:	\$ (35,590)	\$ (42,192)	\$ 400	\$ -
Operating Transfers:				
Transfer from other funds	26,100	45,000	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ 26,100	\$ 45,000	\$ -	\$ -
Total Cash Available For Operations	\$ (9,490)	\$ 2,808	\$ 400	\$ -
Net Income (Loss)	\$ (9,490)	\$ 2,808	\$ 400	\$ -

**Washington County Community Development Agency**  
**Home Ownership Counseling - HUD Comprehensive Counseling (294)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Program income	\$ -	\$ -	\$ -	\$ -
Grant revenue - federal	47,687	29,513	38,000	45,000
Grant revenue - state	-	-	-	-
Total Operating Revenues	\$ 47,687	\$ 29,513	\$ 38,000	\$ 45,000
Operating Expenses:				
Administration:				
Payroll - office	38,608	26,744	28,300	34,300
Payroll taxes - office	180	344	400	500
Payroll benefits - other	3,475	2,412	2,600	3,800
Insurance benefits	5,424	-	6,600	6,300
Workers compensation insurance	-	-	100	100
Consulting	-	-	-	-
Dues & subscriptions - business office	-	-	-	-
Postage & delivery - ops	-	-	-	-
Advertising/marketing	-	-	-	-
Office supplies and equipment	-	-	-	-
Repairs & maintenance	-	-	-	-
Credit reports / background checks	-	-	-	-
Travel	-	14	-	-
Education and training	-	-	-	-
Total Administration Expenses	\$ 47,687	\$ 29,514	\$ 38,000	\$ 45,000
Property and liability insurance	-	-	-	-
Total Property Insurance Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 47,687	\$ 29,514	\$ 38,000	\$ 45,000
Operating Income (Loss)	\$ -	\$ (1)	\$ -	\$ -
Nonoperating Revenues:				
Property tax revenue	-	-	-	-
Total Nonoperating Revenues	\$ -	\$ -	\$ -	\$ -
Income Before Transfers:	\$ -	\$ (1)	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ -	\$ (1)	\$ -	\$ -
Net Income (Loss)	\$ -	\$ (1)	\$ -	\$ -



### **Tax Increment Fund Description**

The Tax Increment Fund currently includes the Whispering Oaks TIF District, which is a redevelopment district. Whispering Oaks is the name of the once CDA-owned manufactured home park. The City of Oakdale approved a redevelopment plan in 2006 for the property to become a mixed housing type, mixed income development known as Red Oak Preserve.

**Washington County Community Development Agency**  
**Tax Increment Financing**  
**For the Year-Ended December 31, 2020**  
**With Comparative Totals for the Year-Ended December 31, 2019**

	2020 Budget Tax Increment Fund	2019 Budget Tax Increment Fund
Operating Revenues:		
Grant revenue - county	\$ -	\$ -
Total Operating Revenues	\$ -	\$ -
Operating Expenses:		
Administration:		
Advertising/marketing	100	100
Legal fees	300	-
Administrative services	200	500
Misc expense - business office	1,500	1,500
Total Administration Expenses	\$ 2,100	\$ 2,100
Total Operating Expenses	\$ 2,100	\$ 2,100
Operating Income (Loss)	\$ (2,100)	\$ (2,100)
Nonoperating Revenues:		
TIF revenue	159,800	153,300
Total Nonoperating Revenues	\$ 159,800	\$ 153,300
Income Before Debt Service - Cash:	\$ 157,700	\$ 151,200
Debt Service-Cash:		
Mortgage interest	25,665	25,665
Debt service - interest	69,737	72,716
Debt service - principal	62,073	58,610
Total Debt Service-Cash	\$ 157,475	\$ 156,991
Income Before Transfers:	\$ 225	\$ (5,791)
Operating Transfers:		
Transfer from other funds	-	-
Transfer to other funds	-	-
Net Operating Transfers	\$ -	\$ -
Total Cash Available For Operations	\$ 225	\$ (5,791)
Bond principal - offset	(62,073)	(58,610)
Total Debt Service Non-Cash	\$ (62,073)	\$ (58,610)
Net Income (Loss)	\$ (61,848)	\$ (64,401)

## **Detailed Budgets of the Tax Increment Fund**

**Washington County Community Development Agency**  
**Tax Increment Financing (242)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Grant revenue - county	\$ -	\$ -	\$ -	\$ -
Total Operating Revenues	\$ -	\$ -	\$ -	\$ -
Operating Expenses:				
Administration:				
Advertising/marketing	-	-	100	100
Legal fees	-	300	-	300
Administrative services	-	-	500	200
Misc expense - business office	1,388	1,454	1,500	1,500
Total Administration Expenses	\$ 1,388	\$ 1,754	\$ 2,100	\$ 2,100
Total Operating Expenses	\$ 1,388	\$ 1,754	\$ 2,100	\$ 2,100
Operating Income (Loss)	\$ (1,388)	\$ (1,754)	\$ (2,100)	\$ (2,100)
Nonoperating Revenues:				
Tif revenue	138,315	144,867	153,300	159,800
Total Nonoperating Revenues	\$ 138,315	\$ 144,867	\$ 153,300	\$ 159,800
Income Before Debt Service - Cash:	\$ 136,927	\$ 143,113	\$ 151,200	\$ 157,700
Debt Service-Cash:				
Mortgage interest	25,665	25,665	25,665	25,665
Debt service - interest	78,062	75,497	72,716	69,737
Debt service - principal	50,269	54,500	58,610	62,073
Total Debt Service-Cash	\$ 153,996	\$ 155,662	\$ 156,991	\$ 157,475
Income Before Transfers:	\$ (17,069)	\$ (12,549)	\$ (5,791)	\$ 225
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ (17,069)	\$ (12,549)	\$ (5,791)	\$ 225
Bond principal - offset	(50,269)	(54,500)	(58,610)	(62,073)
Total Debt Service Non-Cash	\$ (50,269)	\$ (54,500)	\$ (58,610)	\$ (62,073)
Net Income (Loss)	\$ (67,338)	\$ (67,049)	\$ (64,401)	\$ (61,848)

## **Enterprise Fund – Combined Funds**

The Enterprise Fund tracks revenues and expenses related to each of the properties owned by the Authority. The Enterprise Fund is comprised of five major fund categories including:

- 1) Public Housing Fund; 2) Senior Housing Fund; 3) Family Housing Fund; 4) Briar Pond, LLC; 5) Managing Member Partnership

The Agency created the Managing Member Partnership Fund in order to capture activity related to the Agency's ownership interest in various tax credit projects.

### **Revenue Highlights:**

Rent increase assumptions are typically based on a market analysis, the recommendation by the property management team, and the percentage increase of various price indexes, especially the cost of living adjustment for social security benefits. This budget includes a 3% rent increase for Woodland Park and Briar Pond and a 2% increase for the remaining properties.

The Agency receives annual Federal support for Public Housing and Project Based Section 8 programs.

### **Expenditure Highlights:**

The property management fees charged to manage and operate the properties is established by a Management Agreement with Shelter Corporation.

For 2020, the vacancy assumptions for budgeting purposes are as follows, with an overall rate of 4%:

- Public Housing Fund – 3%
- Senior Housing Fund – 3%
- Family Housing Fund – 5%
- Briar Pond LLC – 5%

**Washington County Community Development Agency**  
**Business-Type Activities**  
**For the Year-Ended December 31, 2020**  
**With Comparative Totals for the Year-Ended December 31, 2019**

	Public Housing Fund	Senior Housing Fund	Family Housing Fund
Operating Revenues:			
Net rental revenues	\$ 346,400	\$ 3,600,800	\$ 2,686,900
Grant revenue - operating	224,166	-	-
Other - operating	10,600	126,200	68,900
Total Operating Revenues	\$ 581,166	\$ 3,727,000	\$ 2,755,800
Operating Expenses:			
Salary and benefits	-	-	-
Administration	368,784	915,616	595,761
Maintenance	192,000	729,600	657,800
Utilities	50,300	295,500	302,700
Property Taxes And Insurance	64,800	355,700	264,500
Total Operating Expenses	\$ 675,884	\$ 2,296,416	\$ 1,820,761
Operating Income (Loss)	\$ (94,718)	\$ 1,430,584	\$ 935,039
Nonoperating Revenues:			
Property tax revenue	162,545	607,544	485,326
Investment income	6,600	61,900	50,600
Other income	-	189,300	119,658
Total Nonoperating Revenues	\$ 169,145	\$ 858,744	\$ 655,584
Nonoperating Expenses	32,400	-	-
Total Nonoperating Revenues And Expense	\$ 136,745	\$ 858,744	\$ 655,584
Income Before Debt Service - Cash:	\$ 42,027	\$ 2,289,328	\$ 1,590,623
Debt service - interest	444	549,012	391,688
Debt service - principal	124	979,860	1,088,076
Total Debt Service-Cash	\$ 568	\$ 1,528,872	\$ 1,479,764
Income Before Capital Activity and Transfers	\$ 41,459	\$ 760,456	\$ 110,859
Grant revenue - capital	134,687	403,529	-
Capital outlay	(134,687)	(1,189,093)	(245,980)
Total Capital Activity	\$ -	\$ (785,564)	\$ (245,980)
Transfer from other funds	-	785,564	245,980
Transfer to other funds	-	(389,900)	(169,500)
Net Operating Transfers	\$ -	\$ 395,664	\$ 76,480
Total Cash Available For Operations	\$ 41,459	\$ 370,556	\$ (58,641)
Estimated cash 12/31/19	950,664	4,754,057	4,061,823
Estimated cash 12/31/20	\$ 992,123	\$ 5,124,613	\$ 4,003,182
Operating reserves	-	192,531	25,000
Operating reserves - Trust	-	273,711	530,753
Long-term capital reserves	29,088	246,389	69,559
Restricted reserves	963,035	4,411,982	3,377,870
Committed reserves	-	-	-
Estimated cash 12/31/20	\$ 992,123	\$ 5,124,613	\$ 4,003,182

Briar Pond	Managing Member Partnership	2020 Business- Type Total	2019 Business- Type Total
\$ 2,240,500	\$ -	\$ 8,874,600	\$ 8,650,800
-	-	224,166	160,000
18,300	-	224,000	223,700
<u>\$ 2,258,800</u>	<u>\$ -</u>	<u>\$ 9,322,766</u>	<u>\$ 9,034,500</u>
-	-	-	-
492,548	2,500	2,375,209	2,346,587
336,700	-	1,916,100	1,930,609
206,300	-	854,800	811,000
182,200	-	867,200	814,300
<u>\$ 1,217,748</u>	<u>\$ 2,500</u>	<u>\$ 6,013,309</u>	<u>\$ 5,902,496</u>
<u>\$ 1,041,052</u>	<u>\$ (2,500)</u>	<u>\$ 3,309,457</u>	<u>\$ 3,132,004</u>
26,621	241,010	1,523,046	1,521,100
20,800	225,825	365,725	248,125
-	83,845	392,803	323,503
<u>\$ 47,421</u>	<u>\$ 550,680</u>	<u>\$ 2,281,574</u>	<u>\$ 2,092,728</u>
-	195,000	227,400	227,400
<u>\$ 47,421</u>	<u>\$ 355,680</u>	<u>\$ 2,054,174</u>	<u>\$ 1,865,328</u>
<u>\$ 1,088,473</u>	<u>\$ 353,180</u>	<u>\$ 5,363,631</u>	<u>\$ 4,997,332</u>
343,225	273,938	1,558,307	1,631,707
222,513	170,000	2,460,573	2,563,327
<u>\$ 565,738</u>	<u>\$ 443,938</u>	<u>\$ 4,018,880</u>	<u>\$ 4,195,034</u>
<u>\$ 522,735</u>	<u>\$ (90,758)</u>	<u>\$ 1,344,751</u>	<u>\$ 802,298</u>
-	-	538,216	524,753
(29,022)	-	(1,598,782)	(2,126,335)
<u>\$ (29,022)</u>	<u>\$ -</u>	<u>\$ (1,060,566)</u>	<u>\$ (1,601,582)</u>
-	-	1,031,544	1,670,775
(189,000)	(46,000)	(794,400)	(1,215,000)
<u>\$ (189,000)</u>	<u>\$ (46,000)</u>	<u>\$ 237,144</u>	<u>\$ 455,775</u>
<u>\$ 304,713</u>	<u>\$ (136,758)</u>	<u>\$ 521,329</u>	<u>\$ (343,509)</u>
1,960,897	963,187	12,690,628	13,034,137
<u>\$ 2,265,610</u>	<u>\$ 826,429</u>	<u>\$ 13,211,957</u>	<u>\$ 12,690,628</u>
537,710	-	755,241	580,547
-	-	804,464	799,097
1,515,400	-	1,860,436	1,519,423
212,500	496,489	9,461,876	9,461,621
-	329,940	329,940	329,940
<u>\$ 2,265,610</u>	<u>\$ 826,429</u>	<u>\$ 13,211,957</u>	<u>\$ 12,690,628</u>

**- This page intentionally left blank -**



**Public Housing Fund**

This fund was established to account for the operation of 96 units of rental housing within Washington County through the HUD funded Low-Rent Housing Program and Capital Fund Program. These units are owned and operated by the CDA but are subject to HUD's program rules and regulations. HUD provides subsidies for the operation, maintenance and improvement of these units.

**Washington County Community Development Agency**  
**Public Housing Fund - Combined**  
**For the Year-Ended December 31, 2020**  
**With Comparative Totals for the Year-Ended December 31, 2019**

	635 - Scattered Sites	636 - Whispering Pines	2020 Budget Total Public Housing Fund	2019 Budget Total Public Housing Fund
Operating Revenues:				
Rent income - residents	\$ 194,300	\$ 151,700	\$ 346,000	\$ 338,500
Bad debt rent	(3,100)	(500)	(3,600)	(4,000)
Bad debt other	3,700	300	4,000	3,500
Net rental revenue	\$ 194,900	\$ 151,500	\$ 346,400	\$ 338,000
Grant revenue - federal	143,400	65,800	209,200	160,000
Grant revenue - cfp operating	14,966	-	14,966	-
Laundry income	-	3,700	3,700	3,500
Late fees	1,200	200	1,400	1,300
Other income	5,000	500	5,500	4,700
Total Operating Revenues	\$ 359,466	\$ 221,700	\$ 581,166	\$ 507,500
Operating Expenses:				
Administration:				
Payroll - office	64,700	28,500	93,200	91,424
CDA administration charge	36,700	26,200	62,900	59,100
Management fee	28,224	20,160	48,384	48,384
Association assessment	120,600	-	120,600	120,600
Janitorial and extermination	5,200	2,400	7,600	6,900
Consulting	100	3,000	3,100	3,000
Legal fees	8,000	1,300	9,300	8,400
Audit/tax return preparation fee	3,000	1,000	4,000	4,000
Telephone - office use	2,100	5,800	7,900	8,100
Office expenses	1,900	3,900	5,800	6,100
Travel and training	800	600	1,400	1,400
Fees	3,400	1,200	4,600	4,000
Total Administration Expenses	\$ 274,724	\$ 94,060	\$ 368,784	\$ 361,408
Maintenance:				
Payroll - maintenance	40,200	8,700	48,900	47,949
Payroll - grounds	-	8,300	8,300	8,173
Mileage reimbursement	6,100	800	6,900	7,000
Repairs & maintenance	18,600	7,000	25,600	30,300
Supplies - appliance	8,700	2,200	10,900	12,800
Supplies - electrical	2,200	1,000	3,200	4,400
Supplies - hvac	3,600	1,100	4,700	5,300
Supplies - plumbing	5,700	1,100	6,800	6,800
Supplies - miscellaneous	3,500	1,100	4,600	5,400
Supplies - painting	1,000	500	1,500	1,600
Service contract/repairs - floors	14,000	600	14,600	17,000
Service contract/repairs - appliance	1,300	100	1,400	1,700
Service contract/repairs - electrical	2,300	5,800	8,100	8,500
Service contract/repairs - hvac	4,000	1,300	5,300	5,900
Service contract/repairs - plumbing	6,500	1,700	8,200	7,900
Service contract/repairs - elevators	-	4,200	4,200	4,400
Service contract - grounds	4,200	6,100	10,300	12,600
Service contract - snow	5,100	2,300	7,400	7,300
Service contract - painting	9,000	2,100	11,100	10,200
Total Maintenance Expenses	\$ 136,000	\$ 56,000	\$ 192,000	\$ 205,222

Utilities:				
Electricity	300	24,100	24,400	24,200
Water and sewer	2,600	8,300	10,900	10,200
Heat / gas	400	10,000	10,400	12,500
Trash removal	1,200	3,400	4,600	4,400
Total Utilities Expenses	<u>\$ 4,500</u>	<u>\$ 45,800</u>	<u>\$ 50,300</u>	<u>\$ 51,300</u>
Property Taxes And Insurance:				
Real estate taxes	14,300	5,700	20,000	18,400
Property and liability insurance	32,200	12,600	44,800	42,400
Total Property Tax And Insurance Expenses	<u>\$ 46,500</u>	<u>\$ 18,300</u>	<u>\$ 64,800</u>	<u>\$ 60,800</u>
Total Operating Expenses	<u>\$ 461,724</u>	<u>\$ 214,160</u>	<u>\$ 675,884</u>	<u>\$ 678,730</u>
Operating Income (Loss)	<u>\$ (102,258)</u>	<u>\$ 7,540</u>	<u>\$ (94,718)</u>	<u>\$ (171,230)</u>
Nonoperating Revenues:				
Property tax revenue	162,092	453	162,545	206,507
Interest income	1,200	3,100	4,300	4,000
Restricted interest income	1,200	1,100	2,300	2,500
Total Nonoperating Revenues	<u>\$ 164,492</u>	<u>\$ 4,653</u>	<u>\$ 169,145</u>	<u>\$ 213,007</u>
Nonoperating Expenses:				
Hud pass through	19,000	-	19,000	19,000
Utility reimbursement recovery	13,400	-	13,400	13,400
Total Nonoperating Expenses	<u>\$ 32,400</u>	<u>\$ -</u>	<u>\$ 32,400</u>	<u>\$ 32,400</u>
Total Nonoperating Revenues And Expense	<u>\$ 132,092</u>	<u>\$ 4,653</u>	<u>\$ 136,745</u>	<u>\$ 180,607</u>
Income Before Debt Service - Cash:	<u>\$ 29,834</u>	<u>\$ 12,193</u>	<u>\$ 42,027</u>	<u>\$ 9,377</u>
Debt Service-Cash:				
Principal - 2012B series bonds, QECB	-	444	444	444
Interest - 2012B series bonds, QECB	-	124	124	133
Total Debt Service-Cash	<u>\$ -</u>	<u>\$ 568</u>	<u>\$ 568</u>	<u>\$ 577</u>
Income Before Capital Activity and Transfers	<u>\$ 29,834</u>	<u>\$ 11,625</u>	<u>\$ 41,459</u>	<u>\$ 8,800</u>
Capital Activity:				
Grant revenue - cfp capital	64,687	70,000	134,687	281,600
Capital outlay	(64,687)	(70,000)	(134,687)	(281,600)
Total Capital Activity	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Transfers:				
Transfer from other funds	-	-	-	70,894
Transfer to other funds	-	-	-	-
Net Operating Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 70,894</u>
Total Cash Available For Operations	<u>\$ 29,834</u>	<u>\$ 11,625</u>	<u>\$ 41,459</u>	<u>\$ 79,694</u>
Depreciation	500	-	500	44
Depreciation - building	230,200	83,860	314,060	312,000
Total Depreciation	<u>\$ 230,700</u>	<u>\$ 83,860</u>	<u>\$ 314,560</u>	<u>\$ 312,044</u>
Bond principal - offset	-	(444)	(444)	(444)
Total Debt Service Non-Cash	<u>\$ -</u>	<u>\$ (444)</u>	<u>\$ (444)</u>	<u>\$ (444)</u>
Net Income (Loss)	<u><u>\$ (200,866)</u></u>	<u><u>\$ (71,791)</u></u>	<u><u>\$ (272,657)</u></u>	<u><u>\$ (231,906)</u></u>

**- This page intentionally left blank -**

## **Detailed Budgets of the Public Housing Fund**

**Washington County Community Development Agency**  
**Public Housing Fund - Scattered Site (635)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Rent income - residents	\$ 195,824	\$ 216,587	\$ 188,300	\$ 194,300
Bad debt rent	(1,992)	(11,061)	(3,000)	(3,100)
Bad debt other	2,495	8,464	3,000	3,700
Net rental revenue	\$ 196,327	\$ 213,990	\$ 188,300	\$ 194,900
Grant revenue - federal	120,925	140,792	118,000	143,400
Grant revenue - cfp operating	-	1,370	-	14,966
Laundry income	-	-	-	-
Late fees	1,314	1,688	1,200	1,200
Other income	5,028	5,514	4,100	5,000
Total Operating Revenues	\$ 323,594	\$ 363,354	\$ 311,600	\$ 359,466
Operating Expenses:				
Administration:				
Payroll - office	51,764	43,033	63,460	64,700
CDA administration charge	28,225	33,348	34,500	36,700
Management fee	28,224	28,224	28,224	28,224
Association assessment	113,298	119,287	120,600	120,600
Service contract/repairs - janitorial	1,707	3,540	1,500	2,000
Monthly cleaning	724	2,813	1,300	1,500
Supplies - janitorial	62	77	400	300
Extermination	930	166	1,600	1,400
Consulting	-	550	-	100
Legal fees	10,498	11,855	6,600	8,000
Audit/tax return preparation fee	3,000	3,000	3,000	3,000
Telephone - office use	2,173	1,796	2,200	2,100
Dues & subscriptions - business office	216	246	200	200
Postage & delivery - ops	914	1,265	1,200	1,200
Office/equipment rental	-	-	-	-
Advertising/marketing	822	63	100	100
Misc expense - business office	223	164	200	200
Office supplies and equipment	19	103	100	100
Resident retention	-	92	200	100
Travel	87	218	200	200
Education and training	1,418	332	600	600
Credit reports / background checks	200	1,188	700	700
Data processing fees	1,458	292	-	300
License fees	2,340	2,355	2,400	2,400
Bank fees	-	-	-	-
Total Administration Expenses	\$ 248,302	\$ 254,007	\$ 269,284	\$ 274,724
Maintenance:				
Payroll - maintenance	42,207	32,161	39,398	40,200
Payroll - grounds	-	-	-	-
Mileage reimbursement	6,983	6,360	6,100	6,100
Repairs & maintenance	15,393	15,470	23,100	18,600
Supplies - appliance	7,478	6,633	10,200	8,700
Supplies - electrical	963	1,157	3,300	2,200
Supplies - hvac	2,588	2,619	4,100	3,600
Supplies - plumbing	6,550	7,807	5,800	5,700
Supplies - miscellaneous	2,268	3,280	4,100	3,500
Supplies - painting	751	1,452	1,000	1,000
Service contract/repairs - floors	10,547	8,113	16,400	14,000
Service contract/repairs - appliance	714	854	1,600	1,300
Service contract/repairs - electrical	235	415	2,800	2,300

Service contract/repairs - hvac	4,114	2,221	4,400	4,000
Service contract/repairs - plumbing	10,094	7,898	6,100	6,500
Service contract/repairs - elevators	-	-	-	-
Service contract - grounds	4,329	2,688	5,400	4,200
Service contract - snow	4,950	4,950	5,200	5,100
Service contract - painting	9,516	12,360	8,000	9,000
Total Maintenance Expenses	\$ 129,680	\$ 116,438	\$ 146,998	\$ 136,000
Utilities:				
Electricity	77	760	300	300
Water and sewer	2,692	2,682	2,600	2,600
Heat / gas	79	706	500	400
Trash removal	1,214	864	1,200	1,200
Total Utilities Expenses	\$ 4,062	\$ 5,012	\$ 4,600	\$ 4,500
Property Taxes And Insurance:				
Real estate taxes	17,038	12,887	13,000	14,300
Property and liability insurance	26,587	28,951	30,700	32,200
Total Property Tax And Insurance Expenses	\$ 43,625	\$ 41,838	\$ 43,700	\$ 46,500
Total Operating Expenses	\$ 425,669	\$ 417,295	\$ 464,582	\$ 461,724
Operating Income (Loss)	\$ (102,075)	\$ (53,941)	\$ (152,982)	\$ (102,258)
Nonoperating Revenues:				
Property tax revenue	95,091	116,000	185,682	162,092
Interest income	1,371	2,284	1,000	1,200
Restricted interest income	1,590	2,570	1,500	1,200
Total Nonoperating Revenues	\$ 98,052	\$ 120,854	\$ 188,182	\$ 164,492
Nonoperating Expenses:				
Hud pass through	16,743	19,494	19,000	19,000
Utility reimbursement recovery	11,038	17,007	13,400	13,400
Total Nonoperating Expenses	\$ 27,781	\$ 36,501	\$ 32,400	\$ 32,400
Total Nonoperating Revenues And Expense	\$ 70,271	\$ 84,353	\$ 155,782	\$ 132,092
Income Before Debt Service - Cash:	\$ (31,804)	\$ 30,412	\$ 2,800	\$ 29,834
Debt Service-Cash:				
Principal - 2012B series bonds, QECB	-	-	-	-
Interest - 2012B series bonds, QECB	-	-	-	-
Total Debt Service-Cash	\$ -	\$ -	\$ -	\$ -
Income Before Capital Activity and Transfers	\$ (31,804)	\$ 30,412	\$ 2,800	\$ 29,834
Capital Activity:				
Grant revenue - cfp capital	22,528	94,803	115,000	64,687
Capital outlay	(22,528)	(94,803)	(115,000)	(64,687)
Total Capital Activity	\$ -	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	25,678	53,271	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ 25,678	\$ 53,271	\$ -
Total Cash Available For Operations	\$ (31,804)	\$ 56,090	\$ 56,071	\$ 29,834
Depreciation	44	533	44	500
Depreciation - building	228,021	230,228	228,150	230,200
Total Depreciation	\$ 228,065	\$ 230,761	\$ 228,194	\$ 230,700
Bond principal - offset	-	-	-	-

Total Debt Service Non-Cash	\$	-	\$	-	\$	-	\$	-
Net Income (Loss)	\$	(259,869)	\$	(174,671)	\$	(172,123)	\$	(200,866)



**Washington County Community Development Agency**  
**Public Housing Fund - Whispering Pines (636)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Rent income - residents	\$ 151,526	\$ 157,036	\$ 150,200	\$ 151,700
Bad debt rent	-	-	(1,000)	(500)
Bad debt other	80	102	500	300
Net rental revenue	\$ 151,606	\$ 157,138	\$ 149,700	\$ 151,500
Grant revenue - federal	44,249	59,901	42,000	65,800
Grant revenue - cfp operating	-	-	-	-
Laundry income	3,558	4,234	3,500	3,700
Late fees	425	464	100	200
Other income	916	176	600	500
Total Operating Revenues	\$ 200,754	\$ 221,913	\$ 195,900	\$ 221,700
Operating Expenses:				
Administration:				
Payroll - office	27,098	20,133	27,964	28,500
CDA administration charge	20,160	23,820	24,600	26,200
Management fee	20,179	20,160	20,160	20,160
Association assessment	-	-	-	-
Service contract/repairs - janitorial	1,707	-	-	-
Monthly cleaning	199	1,417	700	900
Supplies - janitorial	1,329	541	800	800
Extermination	605	660	600	700
Consulting	2,937	3,624	3,000	3,000
Legal fees	1,562	-	1,800	1,300
Audit/tax return preparation fee	1,000	1,000	1,000	1,000
Telephone - office use	5,936	5,295	5,900	5,800
Dues & subscriptions - business office	-	169	-	-
Postage & delivery - ops	161	50	500	300
Office/equipment rental	2,299	2,923	2,400	2,500
Advertising/marketing	-	-	-	-
Misc expense - business office	82	82	100	100
Office supplies and equipment	858	737	800	800
Resident retention	159	144	300	200
Travel	65	112	100	100
Education and training	512	517	500	500
Credit reports / background checks	250	575	500	400
Data processing fees	1,042	208	-	400
License fees	165	165	200	200
Bank fees	61	76	200	200
Total Administration Expenses	\$ 88,366	\$ 82,408	\$ 92,124	\$ 94,060
Maintenance:				
Payroll - maintenance	10,975	6,646	8,551	8,700
Payroll - grounds	6,169	5,696	8,173	8,300
Mileage reimbursement	943	675	900	800
Repairs & maintenance	1,438	4,837	7,200	7,000
Supplies - appliance	1,702	1,518	2,600	2,200
Supplies - electrical	888	733	1,100	1,000
Supplies - hvac	1,203	499	1,200	1,100
Supplies - plumbing	1,114	851	1,000	1,100
Supplies - miscellaneous	922	699	1,300	1,100
Supplies - painting	305	598	600	500
Service contract/repairs - floors	1,058	-	600	600
Service contract/repairs - appliance	-	-	100	100
Service contract/repairs - electrical	5,718	7,129	5,700	5,800

Service contract/repairs - hvac	449	1,113	1,500	1,300
Service contract/repairs - plumbing	1,672	1,225	1,800	1,700
Service contract/repairs - elevators	3,451	2,455	4,400	4,200
Service contract - grounds	8,388	3,850	7,200	6,100
Service contract - snow	1,066	5,224	2,100	2,300
Service contract - painting	1,626	1,110	2,200	2,100
Total Maintenance Expenses	\$ 49,087	\$ 44,858	\$ 58,224	\$ 56,000
Utilities:				
Electricity	22,019	22,829	23,900	24,100
Water and sewer	11,527	7,973	7,600	8,300
Heat / gas	6,732	7,923	12,000	10,000
Trash removal	2,992	4,196	3,200	3,400
Total Utilities Expenses	\$ 43,270	\$ 42,921	\$ 46,700	\$ 45,800
Property Taxes And Insurance:				
Real estate taxes	5,533	5,826	5,400	5,700
Property and liability insurance	10,164	11,407	11,700	12,600
Total Property Tax And Insurance Expenses	\$ 15,697	\$ 17,233	\$ 17,100	\$ 18,300
Total Operating Expenses	\$ 196,420	\$ 187,420	\$ 214,148	\$ 214,160
Operating Income (Loss)	\$ 4,334	\$ 34,493	\$ (18,248)	\$ 7,540
Nonoperating Revenues:				
Property tax revenue	454	454	20,825	453
Interest income	3,078	6,216	3,000	3,100
Restricted interest income	1,070	1,706	1,000	1,100
Total Nonoperating Revenues	\$ 4,602	\$ 8,376	\$ 24,825	\$ 4,653
Nonoperating Expenses:				
Hud pass through	-	-	-	-
Utility reimbursement recovery	-	-	-	-
Total Nonoperating Expenses	\$ -	\$ -	\$ -	\$ -
Total Nonoperating Revenues And Expense	\$ 4,602	\$ 8,376	\$ 24,825	\$ 4,653
Income Before Debt Service - Cash:	\$ 8,936	\$ 42,869	\$ 6,577	\$ 12,193
Debt Service-Cash:				
Principal - 2012B series bonds, QECB	444	444	444	444
Interest - series a bonds	146	139	133	124
Total Debt Service-Cash	\$ 590	\$ 583	\$ 577	\$ 568
Income Before Capital Activity and Transfers	\$ 8,346	\$ 42,286	\$ 6,000	\$ 11,625
Capital Activity:				
Grant revenue - cfp capital	9,717	237	166,600	70,000
Capital outlay	(9,717)	(237)	(166,600)	(70,000)
Total Capital Activity	\$ -	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	17,623	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ 17,623	\$ -
Total Cash Available For Operations	\$ 8,346	\$ 42,286	\$ 23,623	\$ 11,625
Depreciation	-	-	-	-
Depreciation - building	83,783	83,860	83,850	83,860
Total Depreciation	\$ 83,783	\$ 83,860	\$ 83,850	\$ 83,860

Bond principal - offset	(444)	(444)	(444)	(444)
Total Debt Service Non-Cash	\$ (444)	\$ (444)	\$ (444)	\$ (444)
Net Income (Loss)	\$ (74,993)	\$ (41,130)	\$ (59,783)	\$ (71,791)

**- This page intentionally left blank -**

**Senior Housing Fund**

This fund was established to account for the resources accumulated and payments made for the acquisition, construction, improvement and operation of 401 units of bond-financed senior housing intended for seniors 55 years of age or older within the County.

**- This page intentionally left blank -**

**Washington County Community Development Agency**  
**Senior Housing Fund - Combined**  
**For the Year-Ended December 31, 2020**  
**With Comparative Totals for the Year-Ended December 31, 2019**

	609 - Ann Bodlovick	614 - Cobble Hill	612 - John Jergens Estates	602 - Muller Manor	601 - Oakhill Cottages	613 - Pioneer Elderly	610 - Trailside	617 - Raymie Johnson Estates	2020 Budget Total Senior Housing Fund	2019 Budget Total Senior Housing Fund
Operating Revenues:										
Rental Income:										
Rent income - residents	\$ 469,800	\$ 404,500	\$ 266,500	\$ 223,000	\$ 360,700	\$ 127,600	\$ 646,900	\$ 458,900	\$ 2,957,900	\$ 2,873,900
County assistance rent	5,700	36,000	17,900	7,400	4,200	14,400	5,800	669,700	761,100	766,500
Bad debt rent	-	-	(400)	-	-	(400)	(300)	(3,300)	(4,400)	(6,700)
Bad debt other	300	400	100	100	100	100	500	2,100	3,700	4,200
Employee concessions	-	-	-	-	-	-	-	(1,400)	(1,400)	(1,400)
Vacancy	(14,300)	(13,200)	(8,600)	(6,900)	(10,900)	(4,300)	(19,500)	(33,900)	(111,600)	(108,900)
Utility reimbursement recovery	-	-	-	-	-	-	-	(4,500)	(4,500)	(4,700)
Net rental revenue	\$ 461,500	\$ 427,700	\$ 275,500	\$ 223,600	\$ 354,100	\$ 137,400	\$ 633,400	\$ 1,087,600	\$ 3,600,800	\$ 3,522,900
Cable reimbursement	17,600	-	-	-	-	-	-	-	17,600	17,200
Laundry income	5,800	5,200	-	-	-	-	-	9,500	20,500	20,900
Parking / garage income	19,900	14,400	12,500	8,300	16,600	-	-	9,200	80,900	81,400
Rental fee revenue	400	500	600	400	600	200	700	700	4,100	4,300
Other income	600	-	-	-	-	-	2,500	-	3,100	3,100
Total Operating Revenues	\$ 505,800	\$ 447,800	\$ 288,600	\$ 232,300	\$ 371,300	\$ 137,600	\$ 636,600	\$ 1,107,000	\$ 3,727,000	\$ 3,649,800
Operating Expenses:										
Administration:										
Payroll - office	36,900	33,200	21,100	19,700	28,100	8,200	49,300	81,900	278,400	272,850
CDA administration charge	32,800	29,500	19,700	18,400	26,300	11,800	46,000	78,800	263,300	247,300
Consulting	3,600	3,900	100	2,900	200	1,500	3,500	-	15,700	15,800
Advertising/marketing	600	1,800	2,300	3,100	3,000	600	-	100	11,500	12,700
Legal fees	400	300	1,600	500	200	300	3,200	4,900	11,400	11,200
Property program expenses	7,800	3,900	-	-	-	-	9,200	7,700	28,600	27,900
Travel and training	600	600	400	400	600	400	800	1,500	5,300	4,600
Telephone - office use	3,100	4,700	1,600	2,600	2,100	2,900	4,600	8,000	29,600	30,500
Resident retention	1,400	1,400	900	1,000	900	200	2,000	1,400	9,200	9,900
Management fee	22,368	20,916	13,236	10,752	16,992	6,672	30,600	60,480	182,016	186,228
Cable tv	20,000	-	-	600	-	-	400	1,600	22,600	22,300
Office expenses	4,400	1,600	1,000	1,100	1,300	700	2,500	6,800	19,400	21,300
Janitorial and extermination	2,900	1,700	1,100	2,300	1,200	1,300	4,200	6,500	21,200	22,800
Fees	1,100	2,000	700	1,500	3,300	900	4,300	3,600	17,400	19,500
Total Administration Expenses	\$ 137,968	\$ 105,516	\$ 63,736	\$ 64,852	\$ 84,192	\$ 35,472	\$ 160,600	\$ 263,280	\$ 915,616	\$ 904,878
Maintenance:										
Payroll - maintenance	28,400	25,600	12,000	12,000	19,200	11,200	41,900	72,000	222,300	218,033
Payroll - grounds	11,100	4,100	2,100	8,200	8,600	4,400	9,100	26,200	73,800	72,374
Mileage reimbursement	1,000	1,000	1,000	900	1,400	500	2,000	900	8,700	7,800
Repairs & maintenance	6,700	4,100	2,000	1,500	2,200	1,300	4,700	9,600	32,100	31,300
Uniforms - business office	1,200	1,000	300	300	500	200	800	-	4,300	3,900
Service contract/repairs - appliance	300	1,000	-	-	100	-	-	500	1,900	2,000
Service contract/repairs - electrical	4,300	2,800	400	1,200	1,000	2,000	3,200	6,300	21,200	22,200

**- This page intentionally left blank -**



	609 - Ann Bodlovick	614 - Cobble Hill	612 - John Jergens Estates	602 - Muller Manor	601 - Oakhill Cottages	613 - Pioneer Elderly	610 - Trailside	617 - Raymie Johnson Estates	2020 Budget Total Senior Housing Fund	2019 Budget Total Senior Housing Fund
Service contract/repairs - floors	4,600	3,200	1,900	2,600	4,700	2,000	3,500	13,100	35,600	36,300
Service contract/repairs - hvac	8,100	7,800	1,500	600	2,500	3,300	5,400	1,600	30,800	32,200
Service contract/repairs - plumbing	1,500	1,800	500	600	4,500	3,200	2,100	2,400	16,600	15,400
Supplies - appliance	4,500	4,700	4,000	3,000	4,000	2,700	2,500	7,100	32,500	35,200
Supplies - electrical	1,500	1,000	700	500	800	300	4,300	1,900	11,000	11,100
Supplies - hvac	6,300	4,400	700	1,500	800	2,900	4,200	3,100	23,900	26,800
Supplies - plumbing	1,100	1,100	3,900	1,600	3,600	1,000	1,800	5,300	19,400	19,400
Supplies - miscellaneous	1,900	600	500	800	1,000	200	1,500	3,600	10,100	11,800
Supplies - painting	1,300	700	700	400	900	500	1,300	1,500	7,300	8,300
Service contract/repairs - elevators	2,300	2,100	-	-	-	4,200	3,900	6,500	19,000	18,800
Service contract - grounds	17,100	8,700	12,900	9,500	13,600	3,600	9,400	14,500	89,300	87,900
Service contract - snow	7,600	2,600	9,000	7,000	11,800	2,300	6,000	9,700	56,000	53,800
Service contract - painting	1,800	1,100	1,000	700	1,700	1,100	2,000	4,400	13,800	15,400
Total Maintenance Expenses	\$ 112,600	\$ 79,400	\$ 55,100	\$ 52,900	\$ 82,900	\$ 46,900	\$ 109,600	\$ 190,200	\$ 729,600	\$ 730,007
Utilities:										
Electricity	12,300	14,000	2,700	4,700	4,300	13,000	24,600	25,700	101,300	97,900
Heat / gas	7,100	8,000	14,500	7,900	100	10,400	6,800	4,300	59,100	57,400
Water and sewer	11,000	4,500	14,500	8,600	-	5,700	13,400	26,700	84,400	75,600
Trash removal	8,400	3,800	4,100	3,700	5,200	3,100	4,400	18,000	50,700	49,200
Total Utilities Expenses	\$ 38,800	\$ 30,300	\$ 35,800	\$ 24,900	\$ 9,600	\$ 32,200	\$ 49,200	\$ 74,700	\$ 295,500	\$ 280,100
Property Taxes And Insurance:										
Property and liability insurance	22,300	23,500	16,000	10,600	14,500	7,400	30,200	60,700	185,200	174,500
Real estate taxes	21,200	20,400	12,400	10,200	17,600	5,400	29,900	53,400	170,500	164,200
Total Tax and Insurance	\$ 43,500	\$ 43,900	\$ 28,400	\$ 20,800	\$ 32,100	\$ 12,800	\$ 60,100	\$ 114,100	\$ 355,700	\$ 338,700
Total Operating Expenses	\$ 332,868	\$ 259,116	\$ 183,036	\$ 163,452	\$ 208,792	\$ 127,372	\$ 379,500	\$ 642,280	\$ 2,296,416	2,253,685
Operating Income (Loss)	\$ 172,932	\$ 188,684	\$ 105,564	\$ 68,848	\$ 162,508	\$ 10,228	\$ 257,100	\$ 464,720	\$ 1,430,584	1,396,115
Nonoperating Revenues:										
Interest income	900	700	800	1,200	900	-	1,200	500	6,200	500
Restricted interest income	6,000	4,800	3,900	3,600	4,400	1,000	19,100	12,900	55,700	29,800
Other income	500	600	-	200	-	200	165,500	22,300	189,300	194,000
Property tax revenue	12,500	25,400	20,300	50,300	35,500	544	375,800	87,200	607,544	603,345
Total Nonoperating Revenues	\$ 19,900	\$ 31,500	\$ 25,000	\$ 55,300	\$ 40,800	\$ 1,744	\$ 561,600	\$ 122,900	\$ 858,744	\$ 827,645
Income Before Debt Service	\$ 192,832	\$ 220,184	\$ 130,564	\$ 124,148	\$ 203,308	\$ 11,972	\$ 818,700	\$ 587,620	\$ 2,289,328	2,223,760
Debt Service-Cash:										
Interest - 2012A series bonds	34,732	39,544	20,581	21,413	6,450	-	-	18,013	140,733	155,582
Interest - 2010B series bonds	-	-	-	-	-	-	390,179	-	390,179	400,185
Interest - 2012B series bonds, QECB	282	429	-	129	-	94	-	17,166	18,100	19,477
Bond principal - all series	111,009	111,537	60,000	60,460	90,000	337	245,000	301,517	979,860	1,119,860
Total Debt Service-Cash	\$ 146,023	\$ 151,510	\$ 80,581	\$ 82,002	\$ 96,450	\$ 431	\$ 635,179	\$ 336,696	\$ 1,528,872	\$ 1,695,104
Income Before Capital Activity and Transfers	\$ 46,809	\$ 68,674	\$ 49,983	\$ 42,146	\$ 106,858	\$ 11,541	\$ 183,521	\$ 250,924	\$ 760,456	528,656

**- This page intentionally left blank -**

	609 - Ann Bodlovick	614 - Cobble Hill	612 - John Jergens Estates	602 - Muller Manor	601 - Oakhill Cottages	613 - Pioneer Elderly	610 - Trailside	617 - Raymie Johnson Estates	2020 Budget Total Senior Housing Fund	2019 Budget Total Senior Housing Fund
Capital Activity:										
Grant revenue - CDBG	-	251,688	-	-	-	-	-	151,841	403,529	-
Capital outlay	(24,000)	(300,688)	-	(51,602)	(155,470)	(68,997)	(35,000)	(553,336)	(1,189,093)	(1,155,358)
Total Capital Activity	\$ (24,000)	\$ (49,000)	\$ -	\$ (51,602)	\$ (155,470)	\$ (68,997)	\$ (35,000)	\$ (401,495)	\$ (785,564)	\$ (1,155,358)
Operating Transfers:										
Transfer from other funds	24,000	49,000	-	51,602	155,470	68,997	35,000	401,495	785,564	1,155,358
Transfer to other funds	(22,000)	(47,000)	(33,000)	(26,000)	(87,000)	-	(88,900)	(86,000)	(389,900)	(758,900)
Net Operating Transfers	\$ 2,000	\$ 2,000	\$ (33,000)	\$ 25,602	\$ 68,470	\$ 68,997	\$ (53,900)	\$ 315,495	\$ 395,664	\$ 396,458
Total Cash Available For Operations	\$ 24,809	\$ 21,674	\$ 16,983	\$ 16,146	\$ 19,858	\$ 11,541	\$ 94,621	\$ 164,924	\$ 370,556	(230,244)
Depreciation	5,600	1,300	10,700	1,000	9,600	1,300	332	8,600	38,432	35,223
Depreciation - building	76,000	62,800	54,600	45,600	77,100	26,100	204,900	157,400	704,500	703,960
Depreciation - furniture and equipment	-	-	-	-	-	-	600	-	600	633
Total Depreciation	\$ 81,600	\$ 64,100	\$ 65,300	\$ 46,600	\$ 86,700	\$ 27,400	\$ 205,832	\$ 166,000	\$ 743,532	\$ 739,816
Bond premium	(1,658)	(1,585)	(829)	(873)	(2,662)	-	(312)	(7,454)	(15,373)	(15,373)
Bond discount	1,237	1,332	694	724	1,084	-	4,643	3,546	13,260	13,260
Deferred refunding	3,320	4,441	2,297	2,409	9,755	-	-	53,602	75,824	75,824
Bond principal - offset	(111,009)	(111,537)	(60,000)	(60,460)	(90,000)	(337)	(245,000)	(301,517)	(979,860)	(1,119,860)
Total Debt Service Non-Cash	\$ (108,110)	\$ (107,349)	\$ (57,838)	\$ (58,200)	\$ (81,823)	\$ (337)	\$ (240,669)	\$ (251,823)	\$ (906,149)	\$ (1,046,149)
Net Income (Loss)	<u>\$ 51,319</u>	<u>\$ 64,923</u>	<u>\$ 9,521</u>	<u>\$ 27,746</u>	<u>\$ 14,981</u>	<u>\$ (15,522)</u>	<u>\$ 129,458</u>	<u>\$ 250,747</u>	<u>\$ 533,173</u>	<u>\$ 76,089</u>

**- This page intentionally left blank -**

## **Detailed Budgets of the Senior Housing Fund**

**Washington County Community Development Agency**  
**Senior Housing Fund - Ann Bodlovick (609)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Rental Income:				
Rent income - residents	\$ 452,000	\$ 454,541	\$ 460,500	\$ 469,800
County assistance rent	5,448	818	5,500	5,700
Bad debt rent	-	-	-	-
Bad debt other	10	70	300	300
Employee concessions	-	-	-	-
Vacancy	(7,827)	(799)	(13,900)	(14,300)
Utility reimbursement recovery	-	-	-	-
Net rental revenue	\$ 449,631	\$ 454,630	\$ 452,400	\$ 461,500
Cable reimbursement	17,942	19,412	17,200	17,600
Laundry income	5,542	6,601	5,700	5,800
Parking / garage income	19,872	19,600	19,900	19,900
Application fees	150	200	300	300
Late fees	150	275	100	100
Guest suite income	-	-	-	-
Emergency pendant reimbursement	568	525	700	600
Total Operating Revenues	\$ 493,855	\$ 501,243	\$ 496,300	\$ 505,800
Operating Expenses:				
Administration:				
Payroll - office	28,806	34,487	36,139	36,900
CDA administration charge	25,201	29,775	30,800	32,800
Consulting	3,343	3,062	3,700	3,600
Advertising/marketing	-	221	1,100	600
Legal fees	1,190	-	400	400
Property program expenses	7,725	7,955	7,800	7,800
Travel	74	299	100	100
Education and training	548	561	400	500
Telephone - office use	3,308	2,474	3,300	3,100
Resident retention	1,302	1,278	1,400	1,400
Management fee	22,368	22,368	22,368	22,368
Cable tv	19,945	19,996	19,900	20,000
Postage & delivery - ops	56	19	200	100
Office/equipment rental	1,764	1,787	1,800	1,900
Misc expense - business office	220	261	300	300
Office contracts	1,550	1,550	1,600	1,600
Office supplies and equipment	419	238	600	500
Monthly cleaning	529	884	2,200	1,600
Service contract/repairs - janitorial	-	-	-	-
Supplies - janitorial	1,070	871	900	900
Extermination	360	300	400	400
Professional services - environmental services	-	-	-	-
Credit reports / background checks	175	250	300	300
Data processing fees	-	-	-	-
License fees	100	111	100	100
Bank fees	724	355	900	700
Professional fees	-	-	-	-
Total Administration Expenses	\$ 120,777	\$ 129,102	\$ 136,707	\$ 137,968
Maintenance:				
Payroll - maintenance	26,895	25,838	27,864	28,400
Payroll - grounds	10,239	9,825	10,873	11,100
Mileage reimbursement	850	762	1,200	1,000
Repairs & maintenance	4,189	10,890	5,800	6,700

Uniforms - business office	1,433	1,313	1,100	1,200
Service contract/repairs - appliance	420	180	400	300
Service contract/repairs - electrical	3,070	1,456	5,000	4,300
Service contract/repairs - floors	2,246	4,444	4,200	4,600
Service contract/repairs - hvac	9,148	2,930	9,400	8,100
Service contract/repairs - plumbing	953	3,437	1,300	1,500
Supplies - appliance	2,336	3,348	5,800	4,500
Supplies - electrical	1,040	1,381	1,500	1,500
Supplies - hvac	1,626	17,957	5,600	6,300
Supplies - plumbing	1,002	996	1,300	1,100
Supplies - miscellaneous	2,178	1,444	2,200	1,900
Supplies - painting	17	820	1,600	1,300
Service contract/repairs - elevators	1,958	2,026	2,400	2,300
Service contract - grounds	11,792	14,337	15,400	17,100
Service contract - snow	7,500	7,500	7,600	7,600
Service contract - painting	365	2,050	2,100	1,800
Total Maintenance Expenses	\$ 89,257	\$ 112,934	\$ 112,637	\$ 112,600
Utilities:				
Electricity	9,738	12,207	11,200	12,300
Heat / gas	5,085	7,085	8,000	7,100
Water and sewer	10,840	10,552	11,300	11,000
Trash removal	7,434	6,629	9,200	8,400
Total Utilities Expenses	\$ 33,097	\$ 36,473	\$ 39,700	\$ 38,800
Property Taxes And Insurance:				
Property and liability insurance	16,594	18,711	19,200	22,300
Real estate taxes	20,976	21,054	20,800	21,200
Total Tax and Insurance	\$ 37,570	\$ 39,765	\$ 40,000	\$ 43,500
Total Operating Expenses	\$ 280,701	\$ 318,274	\$ 329,044	\$ 332,868
Operating Income (Loss)	\$ 213,154	\$ 182,969	\$ 167,256	\$ 172,932
Nonoperating Revenues:				
Interest income	238	2,104	100	900
Restricted interest income	2,185	6,299	4,200	6,000
Other income	1,197	318	400	500
Property tax revenue	12,033	12,000	12,000	12,500
Total Nonoperating Revenues	\$ 15,653	\$ 20,721	\$ 16,700	\$ 19,900
Income Before Debt Service	\$ 228,807	\$ 203,690	\$ 183,956	\$ 192,832
Debt Service-Cash:				
Interest - 2012A series bonds	40,306	38,206	36,931	34,732
Interest - 2010B series bonds	-	-	-	-
Interest - 2012B series bonds, QECB	332	314	303	282
Bond principal - all series	106,009	106,009	111,009	111,009
Total Debt Service-Cash	\$ 146,647	\$ 144,529	\$ 148,243	\$ 146,023
Income Before Capital Activity and Transfers	\$ 82,160	\$ 59,161	\$ 35,713	\$ 46,809
Capital Activity:				
Grant revenue - cdbg	-	-	-	-
Capital outlay	(26,909)	(81,912)	(28,000)	(24,000)
Total Capital Activity	\$ (26,909)	\$ (81,912)	\$ (28,000)	\$ (24,000)
Operating Transfers:				
Transfer from other funds	33,917	99,661	28,000	24,000
Transfer to other funds	(187,000)	(200,854)	(24,000)	(22,000)
Net Operating Transfers	\$ (153,083)	\$ (101,193)	\$ 4,000	\$ 2,000
Total Cash Available For Operations	\$ (97,832)	\$ (123,944)	\$ 11,713	\$ 24,809

Depreciation	5,517	5,517	5,600	5,600
Depreciation - building	75,267	75,396	76,000	76,000
Depreciation - furniture and equipment	-	-	-	-
Total Depreciation	\$ 80,784	\$ 80,913	\$ 81,600	\$ 81,600
Bond premium	(1,658)	(1,658)	(1,658)	(1,658)
Bond discount	1,237	1,237	1,237	1,237
Deferred refunding	3,320	3,320	3,320	3,320
Bond principal - offset	(106,009)	(106,009)	(111,009)	(111,009)
Total Debt Service Non-Cash	\$ (103,110)	\$ (103,110)	\$ (108,110)	\$ (108,110)
Net Income (Loss)	\$ (75,506)	\$ (101,747)	\$ 38,223	\$ 51,319



**Washington County Community Development Agency**  
**Senior Housing Fund - Cobble Hill (614)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Rental Income:				
Rent income - residents	\$ 387,313	\$ 391,315	\$ 395,000	\$ 404,500
County assistance rent	36,167	34,093	36,400	36,000
Bad debt rent	-	-	-	-
Bad debt other	10	-	400	400
Employee concessions	-	-	-	-
Vacancy	(3,260)	(1,136)	(12,900)	(13,200)
Utility reimbursement recovery	-	-	-	-
Net rental revenue	\$ 420,230	\$ 424,272	\$ 418,900	\$ 427,700
Cable reimbursement	-	-	-	-
Laundry income	4,495	5,137	5,800	5,200
Parking / garage income	14,910	14,280	14,500	14,400
Application fees	75	75	300	200
Late fees	150	50	400	300
Guest suite income	-	-	-	-
Emergency pendant reimbursement	-	-	-	-
Total Operating Revenues	\$ 439,860	\$ 443,814	\$ 439,900	\$ 447,800
Operating Expenses:				
Administration:				
Payroll - office	24,246	26,930	32,519	33,200
CDA administration charge	22,681	26,797	27,700	29,500
Consulting	3,936	4,342	3,800	3,900
Advertising/marketing	-	-	2,000	1,800
Legal fees	-	-	300	300
Property program expenses	3,825	4,104	3,900	3,900
Travel	38	146	100	100
Education and training	412	490	400	500
Telephone - office use	4,601	4,155	4,800	4,700
Resident retention	1,317	1,264	1,500	1,400
Management fee	20,916	20,916	23,698	20,916
Cable tv	-	-	-	-
Postage & delivery - ops	50	17	200	100
Office/equipment rental	467	421	1,000	800
Misc expense - business office	218	219	300	300
Office contracts	-	-	-	-
Office supplies and equipment	306	164	500	400
Monthly cleaning	774	468	1,400	1,000
Service contract/repairs - janitorial	-	-	-	-
Supplies - janitorial	199	210	300	300
Extermination	435	355	400	400
Professional services - environmental services	-	-	-	-
Credit reports / background checks	75	100	300	200
Data processing fees	-	-	-	-
License fees	910	930	1,000	1,000
Bank fees	765	374	900	800
Professional fees	-	-	-	-
Total Administration Expenses	\$ 86,171	\$ 92,402	\$ 107,017	\$ 105,516
Maintenance:				
Payroll - maintenance	25,135	24,308	25,127	25,600
Payroll - grounds	3,676	3,545	4,030	4,100
Mileage reimbursement	753	831	1,000	1,000
Repairs & maintenance	3,746	1,893	4,300	4,100

Uniforms - business office	1,290	1,181	900	1,000
Service contract/repairs - appliance	1,155	770	1,000	1,000
Service contract/repairs - electrical	2,469	1,723	3,000	2,800
Service contract/repairs - floors	2,098	2,720	3,500	3,200
Service contract/repairs - hvac	8,620	3,588	7,800	7,800
Service contract/repairs - plumbing	990	741	2,100	1,800
Supplies - appliance	1,369	5,311	4,700	4,700
Supplies - electrical	907	958	1,000	1,000
Supplies - hvac	704	8,139	5,700	4,400
Supplies - plumbing	844	802	1,200	1,100
Supplies - miscellaneous	153	362	800	600
Supplies - painting	20	402	1,000	700
Service contract/repairs - elevators	1,744	2,595	2,100	2,100
Service contract - grounds	4,514	6,662	9,000	8,700
Service contract - snow	2,400	2,500	2,600	2,600
Service contract - painting	545	580	1,500	1,100
Total Maintenance Expenses	\$ 63,132	\$ 69,611	\$ 82,357	\$ 79,400
Utilities:				
Electricity	13,800	13,154	14,400	14,000
Heat / gas	6,720	7,625	7,800	8,000
Water and sewer	3,772	4,229	3,900	4,500
Trash removal	3,257	3,572	3,500	3,800
Total Utilities Expenses	\$ 27,549	\$ 28,580	\$ 29,600	\$ 30,300
Property Taxes And Insurance:				
Property and liability insurance	18,461	21,276	21,300	23,500
Real estate taxes	19,769	19,920	19,500	20,400
Total Tax and Insurance	\$ 38,230	\$ 41,196	\$ 40,800	\$ 43,900
Total Operating Expenses	\$ 215,082	\$ 231,789	\$ 259,774	\$ 259,116
Operating Income (Loss)	\$ 224,778	\$ 212,025	\$ 180,126	\$ 188,684
Nonoperating Revenues:				
Interest income	357	1,651	100	700
Restricted interest income	1,807	5,100	3,700	4,800
Other income	495	446	600	600
Property tax revenue	27,573	25,000	25,000	25,400
Total Nonoperating Revenues	\$ 30,232	\$ 32,197	\$ 29,400	\$ 31,500
Income Before Debt Service	\$ 255,010	\$ 244,222	\$ 209,526	\$ 220,184
Debt Service-Cash:				
Interest - 2012A series bonds	45,019	42,919	41,694	39,544
Interest - 2010B series bonds	-	-	-	-
Interest - 2012B series bonds, QECB	506	479	462	429
Bond principal - all series	106,537	106,537	106,537	111,537
Total Debt Service-Cash	\$ 152,062	\$ 149,935	\$ 148,693	\$ 151,510
Income Before Capital Activity and Transfers	\$ 102,948	\$ 94,287	\$ 60,833	\$ 68,674
Capital Activity:				
Grant revenue - cdbg	-	-	-	251,688
Capital outlay	(5,727)	-	(201,538)	(300,688)
Total Capital Activity	\$ (5,727)	\$ -	\$ (201,538)	\$ (49,000)
Operating Transfers:				
Transfer from other funds	17,325	114,685	201,538	49,000
Transfer to other funds	(164,000)	(184,790)	(49,000)	(47,000)
Net Operating Transfers	\$ (146,675)	\$ (70,105)	\$ 152,538	\$ 2,000
Total Cash Available For Operations	\$ (49,454)	\$ 24,182	\$ 11,833	\$ 21,674

Depreciation	279	1,255	279	1,300
Depreciation - building	62,315	62,836	62,500	62,800
Depreciation - furniture and equipment	-			
Total Depreciation	\$ 62,594	\$ 64,091	\$ 62,779	\$ 64,100
Bond premium	(1,585)	(1,585)	(1,585)	(1,585)
Bond discount	1,332	1,332	1,332	1,332
Deferred refunding	4,441	4,441	4,441	4,441
Bond principal - offset	(106,537)	(106,537)	(106,537)	(111,537)
Total Debt Service Non-Cash	\$ (102,349)	\$ (102,349)	\$ (102,349)	\$ (107,349)
Net Income (Loss)	\$ (9,699)	\$ 62,440	\$ 51,403	\$ 64,923

**Washington County Community Development Agency**  
**Senior Housing Fund - John Jergens (612)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Rental Income:				
Rent income - residents	\$ 254,794	\$ 259,258	\$ 260,500	\$ 266,500
County assistance rent	18,806	15,591	18,300	17,900
Bad debt rent	-	(604)	(500)	(400)
Bad debt other	-	50	100	100
Employee concessions	-	-	-	-
Vacancy	(2,150)	(171)	(8,300)	(8,600)
Utility reimbursement recovery	-	-	-	-
Net rental revenue	\$ 271,450	\$ 274,124	\$ 270,100	\$ 275,500
Cable reimbursement	-	-	-	-
Laundry income	-	-	-	-
Parking / garage income	12,575	12,598	12,600	12,500
Application fees	50	100	200	100
Late fees	392	575	500	500
Guest suite income	-	-	-	-
Emergency pendant reimbursement	-	-	-	-
Total Operating Revenues	\$ 284,467	\$ 287,397	\$ 283,400	\$ 288,600
Operating Expenses:				
Administration:				
Payroll - office	16,069	18,217	20,707	21,100
CDA administration charge	15,120	17,865	18,500	19,700
Consulting	-	-	100	100
Advertising/marketing	1,942	1,093	2,500	2,300
Legal fees	448	660	1,600	1,600
Property program expenses	-	-	-	-
Travel	-	5	-	-
Education and training	257	426	300	400
Telephone - office use	1,583	1,364	1,700	1,600
Resident retention	708	652	1,000	900
Management fee	14,996	13,236	13,236	13,236
Cable tv	-	-	-	-
Postage & delivery - ops	26	63	200	100
Office/equipment rental	332	467	500	400
Misc expense - business office	145	145	200	200
Office contracts	-	-	-	-
Office supplies and equipment	147	123	400	300
Monthly cleaning	279	1,484	500	600
Service contract/repairs - janitorial	-	-	-	-
Supplies - janitorial	12	171	100	100
Extermination	195	614	400	400
Professional services - environmental services	-	-	-	-
Credit reports / background checks	50	100	200	100
Data processing fees	-	-	-	-
License fees	-	5	100	100
Bank fees	387	193	300	300
Professional fees	-	-	400	200
Total Administration Expenses	\$ 52,696	\$ 56,883	\$ 62,943	\$ 63,736
Maintenance:				
Payroll - maintenance	9,225	11,329	11,744	12,000
Payroll - grounds	978	1,078	2,068	2,100
Mileage reimbursement	840	989	900	1,000
Repairs & maintenance	1,085	4,225	1,700	2,000

Uniforms - business office	312	326	300	300
Service contract/repairs - appliance	-	-	-	-
Service contract/repairs - electrical	226	319	600	400
Service contract/repairs - floors	1,576	3,413	1,800	1,900
Service contract/repairs - hvac	75	4,507	1,100	1,500
Service contract/repairs - plumbing	-	-	800	500
Supplies - appliance	774	2,061	4,300	4,000
Supplies - electrical	862	496	700	700
Supplies - hvac	418	656	800	700
Supplies - plumbing	3,340	6,735	3,200	3,900
Supplies - miscellaneous	371	491	600	500
Supplies - painting	133	638	800	700
Service contract/repairs - elevators	-	-	-	-
Service contract - grounds	13,025	9,745	12,900	12,900
Service contract - snow	5,302	15,709	8,600	9,000
Service contract - painting	220	1,180	1,000	1,000
Total Maintenance Expenses	\$ 38,762	\$ 63,897	\$ 53,912	\$ 55,100
Utilities:				
Electricity	2,409	2,425	2,900	2,700
Heat / gas	13,598	14,208	13,900	14,500
Water and sewer	14,242	14,229	13,200	14,500
Trash removal	3,136	3,648	4,100	4,100
Total Utilities Expenses	\$ 33,385	\$ 34,510	\$ 34,100	\$ 35,800
Property Taxes And Insurance:				
Property and liability insurance	12,279	13,445	14,200	16,000
Real estate taxes	11,993	12,098	11,900	12,400
Total Tax and Insurance	\$ 24,272	\$ 25,543	\$ 26,100	\$ 28,400
Total Operating Expenses	\$ 149,115	\$ 180,833	\$ 177,055	\$ 183,036
Operating Income (Loss)	\$ 135,352	\$ 106,564	\$ 106,345	\$ 105,564
Nonoperating Revenues:				
Interest income	240	1,306	100	800
Restricted interest income	1,407	3,996	1,800	3,900
Other income	-	50	-	-
Property tax revenue	12,571	20,000	20,000	20,300
Total Nonoperating Revenues	\$ 14,218	\$ 25,352	\$ 21,900	\$ 25,000
Income Before Debt Service	\$ 149,570	\$ 131,916	\$ 128,245	\$ 130,564
Debt Service-Cash:				
Interest - 2012A series bonds	23,473	22,373	21,731	20,581
Interest - 2010B series bonds	-	-	-	-
Interest - 2012B series bonds, QECB	-	-	-	-
Bond principal - all series	55,000	55,000	55,000	60,000
Total Debt Service-Cash	\$ 78,473	\$ 77,373	\$ 76,731	\$ 80,581
Income Before Capital Activity and Transfers	\$ 71,097	\$ 54,543	\$ 51,514	\$ 49,983
Capital Activity:				
Grant revenue - cdbg	-	-	-	-
Capital outlay	(55,114)	-	(75,982)	-
Total Capital Activity	\$ (55,114)	\$ -	\$ (75,982)	\$ -
Operating Transfers:				
Transfer from other funds	55,722	2,767	75,982	-
Transfer to other funds	(126,000)	(105,127)	(43,000)	(33,000)
Net Operating Transfers	\$ (70,278)	\$ (102,360)	\$ 32,982	\$ (33,000)
Total Cash Available For Operations	\$ (54,295)	\$ (47,817)	\$ 8,514	\$ 16,983

Depreciation	9,749	10,653	9,700	10,700
Depreciation - building	54,603	54,603	54,600	54,600
Depreciation - furniture and equipment	-	-	-	-
Total Depreciation	\$ 64,352	\$ 65,256	\$ 64,300	\$ 65,300
Bond premium	(829)	(829)	(829)	(829)
Bond discount	694	694	694	694
Deferred refunding	2,297	2,297	2,297	2,297
Bond principal - offset	(55,000)	(55,000)	(55,000)	(60,000)
Total Debt Service Non-Cash	\$ (52,838)	\$ (52,838)	\$ (52,838)	\$ (57,838)
Net Income (Loss)	\$ (65,809)	\$ (60,235)	\$ (2,948)	\$ 9,521

**Washington County Community Development Agency**  
**Senior Housing Fund - Muller Manor (602)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Rental Income:				
Rent income - residents	\$ 213,584	\$ 214,891	\$ 218,400	\$ 223,000
County assistance rent	7,888	7,079	7,600	7,400
Bad debt rent	-	-	-	-
Bad debt other	-	2	100	100
Employee concessions	-	-	-	-
Vacancy	(2,226)	(166)	(6,800)	(6,900)
Utility reimbursement recovery	-	-	-	-
Net rental revenue	\$ 219,246	\$ 221,806	\$ 219,300	\$ 223,600
Cable reimbursement	-	-	-	-
Laundry income	-	-	-	-
Parking / garage income	8,387	8,400	8,300	8,300
Application fees	125	25	200	200
Late fees	150	200	200	200
Guest suite income	-	-	-	-
Emergency pendant reimbursement	-	-	-	-
Total Operating Revenues	\$ 227,908	\$ 230,431	\$ 228,000	\$ 232,300
Operating Expenses:				
Administration:				
Payroll - office	16,118	17,925	19,328	19,700
CDA administration charge	14,112	16,674	17,300	18,400
Consulting	3,124	2,879	2,800	2,900
Advertising/marketing	2,911	2,234	3,300	3,100
Legal fees	-	-	500	500
Property program expenses	-	-	-	-
Travel	2	-	100	100
Education and training	240	396	200	300
Telephone - office use	2,327	2,298	2,700	2,600
Resident retention	759	916	1,100	1,000
Management fee	10,752	10,752	12,182	10,752
Cable tv	428	607	400	600
Postage & delivery - ops	24	59	100	100
Office/equipment rental	310	436	500	500
Misc expense - business office	141	141	200	200
Office contracts	-	-	-	-
Office supplies and equipment	137	115	400	300
Monthly cleaning	509	388	900	800
Service contract/repairs - janitorial	-	-	300	200
Supplies - janitorial	696	655	700	700
Extermination	135	292	600	600
Professional services - environmental services	-	-	-	-
Credit reports / background checks	100	25	200	200
Data processing fees	-	-	-	-
License fees	-	5	100	100
Bank fees	1,105	204	1,200	1,100
Professional fees	-	-	200	100
Total Administration Expenses	\$ 53,930	\$ 57,001	\$ 65,310	\$ 64,852
Maintenance:				
Payroll - maintenance	10,962	11,177	11,719	12,000
Payroll - grounds	7,768	8,636	8,045	8,200
Mileage reimbursement	806	912	800	900
Repairs & maintenance	2,413	879	1,500	1,500

Uniforms - business office	291	304	300	300
Service contract/repairs - appliance	-	-	-	-
Service contract/repairs - electrical	103	2,084	1,100	1,200
Service contract/repairs - floors	694	145	2,800	2,600
Service contract/repairs - hvac	-	1,065	600	600
Service contract/repairs - plumbing	-	-	400	600
Supplies - appliance	1,622	1,794	3,300	3,000
Supplies - electrical	338	793	500	500
Supplies - hvac	44	959	2,100	1,500
Supplies - plumbing	1,131	1,079	1,800	1,600
Supplies - miscellaneous	406	364	1,200	800
Supplies - painting	208	373	500	400
Service contract/repairs - elevators	-	-	-	-
Service contract - grounds	4,673	4,915	9,700	9,500
Service contract - snow	2,457	8,021	6,000	7,000
Service contract - painting	590	205	900	700
Total Maintenance Expenses	\$ 34,506	\$ 43,705	\$ 53,264	\$ 52,900
Utilities:				
Electricity	4,581	4,460	4,600	4,700
Heat / gas	5,042	7,743	6,900	7,900
Water and sewer	7,805	8,494	7,800	8,600
Trash removal	3,399	3,607	3,600	3,700
Total Utilities Expenses	\$ 20,827	\$ 24,304	\$ 22,900	\$ 24,900
Property Taxes And Insurance:				
Property and liability insurance	8,427	9,565	9,700	10,600
Real estate taxes	10,005	9,959	10,000	10,200
Total Tax and Insurance	\$ 18,432	\$ 19,524	\$ 19,700	\$ 20,800
Total Operating Expenses	\$ 127,695	\$ 144,534	\$ 161,174	\$ 163,452
Operating Income (Loss)	\$ 100,213	\$ 85,897	\$ 66,826	\$ 68,848
Nonoperating Revenues:				
Interest income	599	1,764	-	1,200
Restricted interest income	1,309	3,411	4,000	3,600
Other income	942	134	200	200
Property tax revenue	41,471	50,000	50,000	50,300
Total Nonoperating Revenues	\$ 44,321	\$ 55,309	\$ 54,200	\$ 55,300
Income Before Debt Service	\$ 144,534	\$ 141,206	\$ 121,026	\$ 124,148
Debt Service-Cash:				
Interest - 2012A series bonds	24,504	23,312	22,613	21,413
Interest - 2010B series bonds	-	-	-	-
Interest - 2012B series bonds, QECB	152	143	138	129
Bond principal - all series	55,460	60,460	60,460	60,460
Total Debt Service-Cash	\$ 80,116	\$ 83,915	\$ 83,211	\$ 82,002
Income Before Capital Activity and Transfers	\$ 64,418	\$ 57,291	\$ 37,815	\$ 42,146
Capital Activity:				
Grant revenue - cdbg	-	-	-	-
Capital outlay	68	-	(155,670)	(51,602)
Total Capital Activity	\$ 68	\$ -	\$ (155,670)	\$ (51,602)
Operating Transfers:				
Transfer from other funds	68	-	155,670	51,602
Transfer to other funds	(213,000)	(203,846)	(29,000)	(26,000)
Net Operating Transfers	\$ (212,932)	\$ (203,846)	\$ 126,670	\$ 25,602
Total Cash Available For Operations	\$ (148,446)	\$ (146,555)	\$ 8,815	\$ 16,146



Depreciation	984	984	984	1,000
Depreciation - building	44,773	44,861	45,575	45,600
Depreciation - furniture and equipment	-	-	-	-
Total Depreciation	\$ 45,757	\$ 45,845	\$ 46,559	\$ 46,600
Bond premium	(873)	(873)	(873)	(873)
Bond discount	724	724	724	724
Deferred refunding	2,409	2,409	2,409	2,409
Bond principal - offset	(55,460)	(60,460)	(60,460)	(60,460)
Total Debt Service Non-Cash	\$ (53,200)	\$ (58,200)	\$ (58,200)	\$ (58,200)
Net Income (Loss)	\$ (141,003)	\$ (134,200)	\$ 20,456	\$ 27,746

**Washington County Community Development Agency**  
**Senior Housing Fund - Oakhill (601)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Rental Income:				
Rent income - residents	\$ 344,281	\$ 348,948	\$ 353,900	\$ 360,700
County assistance rent	6,431	1,302	4,000	4,200
Bad debt rent	-	-	-	-
Bad debt other	30	-	300	100
Employee concessions	-	-	-	-
Vacancy	(3,405)	66	(10,700)	(10,900)
Utility reimbursement recovery	-	-	-	-
Net rental revenue	\$ 347,337	\$ 350,316	\$ 347,500	\$ 354,100
Cable reimbursement	-	-	-	-
Laundry income	-	-	-	-
Parking / garage income	15,398	16,788	16,800	16,600
Application fees	225	225	200	200
Late fees	475	325	400	400
Grant revenue - county	5,000	-	-	-
Guest suite income	-	-	-	-
Emergency pendant reimbursement	-	-	-	-
Total Operating Revenues	\$ 368,435	\$ 367,654	\$ 364,900	\$ 371,300
Operating Expenses:				
Administration:				
Payroll - office	20,970	22,209	27,593	28,100
CDA administration charge	20,160	23,820	24,700	26,300
Consulting	-	-	300	200
Advertising/marketing	3,102	1,204	3,100	3,000
Legal fees	-	-	400	200
Property program expenses	-	-	-	-
Travel	2	136	100	100
Education and training	343	568	400	500
Telephone - office use	2,108	1,813	2,300	2,100
Resident retention	711	854	1,000	900
Management fee	16,992	16,992	16,992	16,992
Cable tv	-	-	-	-
Postage & delivery - ops	35	84	100	100
Office/equipment rental	443	622	600	700
Misc expense - business office	194	193	-	200
Office contracts	-	-	-	-
Office supplies and equipment	195	179	500	300
Monthly cleaning	365	541	500	600
Service contract/repairs - janitorial	-	-	-	-
Supplies - janitorial	63	181	100	100
Extermination	360	461	400	500
Professional services - environmental services	2,645	2,149	2,100	2,200
Credit reports / background checks	225	225	200	200
Data processing fees	-	-	-	-
License fees	-	7	200	200
Bank fees	1,543	220	500	500
Professional fees	-	-	400	200
Total Administration Expenses	\$ 70,456	\$ 72,458	\$ 82,485	\$ 84,192
Maintenance:				
Payroll - maintenance	16,618	16,509	18,789	19,200
Payroll - grounds	8,778	5,829	8,402	8,600
Mileage reimbursement	1,233	1,412	1,200	1,400

Repairs & maintenance	1,941	1,256	2,400	2,200
Uniforms - business office	416	435	400	500
Service contract/repairs - appliance	-	-	100	100
Service contract/repairs - electrical	882	253	1,200	1,000
Service contract/repairs - floors	2,062	577	5,000	4,700
Service contract/repairs - hvac	2,608	2,950	2,800	2,500
Service contract/repairs - plumbing	5,640	3,097	4,500	4,500
Supplies - appliance	523	3,656	4,100	4,000
Supplies - electrical	1,063	524	800	800
Supplies - hvac	546	1,717	800	800
Supplies - plumbing	3,721	4,339	3,400	3,600
Supplies - miscellaneous	770	874	1,100	1,000
Supplies - painting	852	784	800	900
Service contract/repairs - elevators	-	-	-	-
Service contract - grounds	10,920	15,966	13,200	13,600
Service contract - snow	6,352	18,098	11,000	11,800
Service contract - painting	1,940	1,395	1,800	1,700
Total Maintenance Expenses	\$ 66,865	\$ 79,671	\$ 81,791	\$ 82,900
Utilities:				
Electricity	3,126	4,082	4,000	4,300
Heat / gas	4	13	100	100
Water and sewer	-	-	-	-
Trash removal	4,324	4,942	4,700	5,200
Total Utilities Expenses	\$ 7,454	\$ 9,037	\$ 8,800	\$ 9,600
Property Taxes And Insurance:				
Property and liability insurance	11,622	13,176	13,400	14,500
Real estate taxes	17,113	17,184	17,100	17,600
Total Tax and Insurance	\$ 28,735	\$ 30,360	\$ 30,500	\$ 32,100
Total Operating Expenses	\$ 173,510	\$ 191,526	\$ 203,576	\$ 208,792
Operating Income (Loss)	\$ 194,925	\$ 176,128	\$ 161,324	\$ 162,508
Nonoperating Revenues:				
Interest income	-	1,637	-	900
Restricted interest income	1,563	4,392	3,000	4,400
Other income	527	-	-	-
Property tax revenue	40,000	40,000	35,000	35,500
Total Nonoperating Revenues	\$ 42,090	\$ 46,029	\$ 38,000	\$ 40,800
Income Before Debt Service	\$ 237,015	\$ 222,157	\$ 199,324	\$ 203,308
Debt Service-Cash:				
Interest - 2012A series bonds	12,667	10,067	8,600	6,450
Interest - 2010B series bonds	-	-	-	-
Interest - 2012B series bonds, QECB	-	-	-	-
Bond principal - all series	130,000	130,000	125,000	90,000
Total Debt Service-Cash	\$ 142,667	\$ 140,067	\$ 133,600	\$ 96,450
Income Before Capital Activity and Transfers	\$ 94,348	\$ 82,090	\$ 65,724	\$ 106,858
Capital Activity:				
Grant revenue - cdbg	-	-	-	-
Capital outlay	(382,431)	(56,596)	(219,313)	(155,470)
Total Capital Activity	\$ (382,431)	\$ (56,596)	\$ (219,313)	\$ (155,470)
Operating Transfers:				
Transfer from other funds	377,404	56,596	219,313	155,470
Transfer to other funds	(220,486)	(159,323)	(57,000)	(87,000)
Net Operating Transfers	\$ 156,918	\$ (102,727)	\$ 162,313	\$ 68,470

Total Cash Available For Operations	\$	(131,165)	\$	(77,233)	\$	8,724	\$	19,858
Depreciation		8,016		8,630		9,596		9,600
Depreciation - building		71,700		73,314		77,069		77,100
Depreciation - furniture and equipment		-		-		-		-
Total Depreciation	\$	79,716	\$	81,944	\$	86,665	\$	86,700
Bond premium		(2,662)		(2,662)		(2,662)		(2,662)
Bond discount		1,084		1,084		1,084		1,084
Deferred refunding		9,754		9,754		9,755		9,755
Bond principal - offset		(130,000)		(130,000)		(125,000)		(90,000)
Total Debt Service Non-Cash	\$	(121,824)	\$	(121,824)	\$	(116,823)	\$	(81,823)
Net Income (Loss)	\$	(89,057)	\$	(37,353)	\$	38,882	\$	14,981

**Washington County Community Development Agency**  
**Senior Housing Fund - Pioneer (613)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Rental Income:				
Rent income - residents	\$ 121,147	\$ 126,736	\$ 124,300	\$ 127,600
County assistance rent	15,377	10,499	15,100	14,400
Bad debt rent	(761)	(19)	(500)	(400)
Bad debt other	-	500	100	100
Employee concessions	-	-	-	-
Vacancy	(4,888)	(2,352)	(4,200)	(4,300)
Utility reimbursement recovery	-	-	-	-
Net rental revenue	\$ 130,875	\$ 135,364	\$ 134,800	\$ 137,400
Cable reimbursement	-	-	-	-
Laundry income	-	-	-	-
Parking / garage income	-	-	-	-
Application fees	225	150	100	100
Late fees	125	175	100	100
Guest suite income	-	-	-	-
Emergency pendant reimbursement	-	-	-	-
Total Operating Revenues	\$ 131,225	\$ 135,689	\$ 135,000	\$ 137,600
Operating Expenses:				
Administration:				
Payroll - office	8,016	9,405	7,992	8,200
CDA administration charge	9,072	10,719	11,100	11,800
Consulting	1,281	701	1,700	1,500
Advertising/marketing	606	752	600	600
Legal fees	355	-	400	300
Property program expenses	-	-	-	-
Travel	-	8	-	-
Education and training	346	497	400	400
Telephone - office use	2,703	2,781	3,000	2,900
Resident retention	170	8	300	200
Management fee	6,672	6,672	6,672	6,672
Cable tv	-	-	-	-
Postage & delivery - ops	13	8	100	100
Office/equipment rental	218	187	300	300
Misc expense - business office	30	122	100	100
Office contracts	-	-	-	-
Office supplies and equipment	90	167	200	200
Monthly cleaning	502	485	600	500
Service contract/repairs - janitorial	-	-	-	-
Supplies - janitorial	-	303	300	200
Extermination	191	2,191	300	600
Professional services - environmental services	-	-	-	-
Credit reports / background checks	25	100	100	100
Data processing fees	-	-	100	-
License fees	924	150	1,000	700
Bank fees	31	36	100	100
Professional fees	-	-	-	-
Total Administration Expenses	\$ 31,245	\$ 35,292	\$ 35,364	\$ 35,472
Maintenance:				
Payroll - maintenance	3,120	1,876	11,027	11,200
Payroll - grounds	2,032	5,142	4,342	4,400
Mileage reimbursement	484	1,569	200	500
Repairs & maintenance	1,057	1,130	1,500	1,300

Uniforms - business office	160	204	200	200
Service contract/repairs - appliance	-	-	-	-
Service contract/repairs - electrical	420	2,663	2,200	2,000
Service contract/repairs - floors	-	7,086	1,700	2,000
Service contract/repairs - hvac	600	3,806	3,100	3,300
Service contract/repairs - plumbing	1,107	7,849	2,500	3,200
Supplies - appliance	1,022	4,558	2,700	2,700
Supplies - electrical	70	365	300	300
Supplies - hvac	497	5,297	3,600	2,900
Supplies - plumbing	597	807	1,100	1,000
Supplies - miscellaneous	18	319	200	200
Supplies - painting	640	499	500	500
Service contract/repairs - elevators	3,974	4,103	4,100	4,200
Service contract - grounds	3,376	3,172	3,800	3,600
Service contract - snow	2,250	2,300	2,300	2,300
Service contract - painting	1,065	1,090	1,100	1,100
Total Maintenance Expenses	\$ 22,489	\$ 53,835	\$ 46,469	\$ 46,900
Utilities:				
Electricity	10,453	12,356	12,200	13,000
Heat / gas	8,138	9,875	9,600	10,400
Water and sewer	4,208	5,414	4,400	5,700
Trash removal	2,762	2,921	3,300	3,100
Total Utilities Expenses	\$ 25,561	\$ 30,566	\$ 29,500	\$ 32,200
Property Taxes And Insurance:				
Property and liability insurance	5,985	6,733	6,900	7,400
Real estate taxes	5,358	5,270	5,400	5,400
Total Tax and Insurance	\$ 11,343	\$ 12,003	\$ 12,300	\$ 12,800
Total Operating Expenses	\$ 90,638	\$ 131,696	\$ 123,633	\$ 127,372
Operating Income (Loss)	\$ 40,587	\$ 3,993	\$ 11,367	\$ 10,228
Nonoperating Revenues:				
Interest income	-	-	-	-
Restricted interest income	476	966	100	1,000
Other income	129	125	200	200
Property tax revenue	345	345	375,345	544
Total Nonoperating Revenues	\$ 950	\$ 1,436	\$ 375,645	\$ 1,744
Income Before Debt Service	\$ 41,537	\$ 5,429	\$ 387,012	\$ 11,972
Debt Service-Cash:				
Interest - 2012A series bonds	-	-	-	-
Interest - 2010B series bonds	-	-	-	-
Interest - 2012B series bonds, QECB	111	105	101	94
Bond principal - all series	337	337	337	337
Total Debt Service-Cash	\$ 448	\$ 442	\$ 438	\$ 431
Income Before Capital Activity and Transfers	\$ 41,089	\$ 4,987	\$ 386,574	\$ 11,541
Capital Activity:				
Grant revenue - cdbg	-	-	-	-
Capital outlay	(2,130)	(5,900)	-	(68,997)
Total Capital Activity	\$ (2,130)	\$ (5,900)	\$ -	\$ (68,997)
Operating Transfers:				
Transfer from other funds	2,130	5,900	-	68,997
Transfer to other funds	(37,000)	-	(382,000)	-
Net Operating Transfers	\$ (34,870)	\$ 5,900	\$ (382,000)	\$ 68,997
Total Cash Available For Operations	\$ 4,089	\$ 4,987	\$ 4,574	\$ 11,541

Depreciation	349	1,319	349	1,300
Depreciation - building	26,059	26,059	26,059	26,100
Depreciation - furniture and equipment	-	-	-	-
Total Depreciation	\$ 26,408	\$ 27,378	\$ 26,408	\$ 27,400
Bond premium	-	-	-	-
Bond discount	-	-	-	-
Deferred refunding	-	-	-	-
Bond principal - offset	(337)	(337)	(337)	(337)
Total Debt Service Non-Cash	\$ (337)	\$ (337)	\$ (337)	\$ (337)
Net Income (Loss)	\$ (21,982)	\$ (22,054)	\$ (21,497)	\$ (15,522)

**Washington County Community Development Agency**  
**Senior Housing Fund - TrailSide Senior Living (610)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Rental Income:				
Rent income - residents	\$ 624,987	\$ 622,780	\$ 632,300	\$ 646,900
County assistance rent	3,765	7,716	7,800	5,800
Bad debt rent	-	-	(500)	(300)
Bad debt other	735	100	700	500
Employee concessions	-	-	-	-
Vacancy	(5,377)	(3,517)	(19,100)	(19,500)
Utility reimbursement recovery	-	-	-	-
Net rental revenue	\$ 624,110	\$ 627,079	\$ 621,200	\$ 633,400
Cable reimbursement	-	-	-	-
Laundry income	-	-	-	-
Parking / garage income	-	-	-	-
Application fees	400	175	400	400
Late fees	275	500	300	300
Guest suite income	2,750	2,750	2,400	2,500
Emergency pendant reimbursement	-	-	-	-
Total Operating Revenues	\$ 627,535	\$ 630,504	\$ 624,300	\$ 636,600
Operating Expenses:				
Administration:				
Payroll - office	36,626	43,063	48,312	49,300
CDA administration charge	35,281	41,685	43,200	46,000
Consulting	3,374	3,468	3,400	3,500
Advertising/marketing	-	-	100	-
Legal fees	-	-	3,800	3,200
Property program expenses	8,880	9,222	8,600	9,200
Travel	2	167	100	100
Education and training	690	994	600	700
Telephone - office use	4,559	4,303	4,700	4,600
Resident retention	1,549	1,890	2,100	2,000
Management fee	30,600	30,600	30,600	30,600
Cable tv	389	382	400	400
Postage & delivery - ops	61	147	300	200
Office/equipment rental	775	1,089	1,000	1,100
Misc expense - business office	352	322	400	400
Office contracts	-	-	-	-
Office supplies and equipment	1,420	321	900	800
Monthly cleaning	1,172	1,024	1,800	1,400
Service contract/repairs - janitorial	-	-	900	900
Supplies - janitorial	564	1,011	800	900
Extermination	250	385	1,200	1,000
Professional services - environmental services	-	-	-	-
Credit reports / background checks	425	175	500	400
Data processing fees	-	100	-	100
License fees	-	212	200	200
Bank fees	2,436	7,348	3,600	3,600
Professional fees	-	-	-	-
Total Administration Expenses	\$ 129,405	\$ 147,908	\$ 157,512	\$ 160,600
Maintenance:				
Payroll - maintenance	38,413	41,621	41,127	41,900
Payroll - grounds	8,685	8,664	8,939	9,100
Mileage reimbursement	2,073	2,471	1,900	2,000
Repairs & maintenance	4,697	4,626	4,400	4,700



Uniforms - business office	727	760	700	800
Service contract/repairs - appliance	-	-	-	-
Service contract/repairs - electrical	2,046	3,174	3,100	3,200
Service contract/repairs - floors	3,676	412	3,700	3,500
Service contract/repairs - hvac	7,332	2,028	6,000	5,400
Service contract/repairs - plumbing	2,999	5,660	1,200	2,100
Supplies - appliance	2,118	2,361	2,900	2,500
Supplies - electrical	4,296	4,940	4,300	4,300
Supplies - hvac	3,225	3,004	4,700	4,200
Supplies - plumbing	1,958	1,388	1,900	1,800
Supplies - miscellaneous	1,298	778	1,800	1,500
Supplies - painting	1,762	370	1,300	1,300
Service contract/repairs - elevators	3,875	3,825	3,600	3,900
Service contract - grounds	8,727	10,848	9,200	9,400
Service contract - snow	4,593	9,530	6,000	6,000
Service contract - painting	3,415	715	2,100	2,000
Total Maintenance Expenses	\$ 105,915	\$ 107,175	\$ 108,866	\$ 109,600
Utilities:				
Electricity	23,656	22,963	24,600	24,600
Heat / gas	3,814	5,857	6,800	6,800
Water and sewer	8,183	12,774	10,000	13,400
Trash removal	3,840	4,233	3,600	4,400
Total Utilities Expenses	\$ 39,493	\$ 45,827	\$ 45,000	\$ 49,200
Property Taxes And Insurance:				
Property and liability insurance	27,227	25,378	32,600	30,200
Real estate taxes	29,404	29,253	29,000	29,900
Total Tax and Insurance	\$ 56,631	\$ 54,631	\$ 61,600	\$ 60,100
Total Operating Expenses	\$ 331,444	\$ 355,541	\$ 372,978	\$ 379,500
Operating Income (Loss)	\$ 296,091	\$ 274,963	\$ 251,322	\$ 257,100
Nonoperating Revenues:				
Interest income	271	3,056	100	1,200
Restricted interest income	4,795	19,062	7,000	19,100
Other income	171,838	328,232	170,300	165,500
Property tax revenue	390,000	370,000	-	375,800
Total Nonoperating Revenues	\$ 566,904	\$ 720,350	\$ 177,400	\$ 561,600
Income Before Debt Service	\$ 862,995	\$ 995,313	\$ 428,722	\$ 818,700
Debt Service-Cash:				
Interest - 2012A series bonds	-	-	-	-
Interest - 2010B series bonds	412,598	404,985	400,185	390,179
Interest - 2012B series bonds, QECB	-	-	-	-
Bond principal - all series	230,000	235,000	240,000	245,000
Total Debt Service-Cash	\$ 642,598	\$ 639,985	\$ 640,185	\$ 635,179
Income Before Capital Activity and Transfers	\$ 220,397	\$ 355,328	\$ (211,463)	\$ 183,521
Capital Activity:				
Grant revenue - cdbg	-	-	-	-
Capital outlay	(4,479)	(183,432)	(379,000)	(35,000)
Total Capital Activity	\$ (4,479)	\$ (183,432)	\$ (379,000)	\$ (35,000)
Operating Transfers:				
Transfer from other funds	4,479	55,711	379,000	35,000
Transfer to other funds	(62,000)	(174,754)	(88,900)	(88,900)
Net Operating Transfers	\$ (57,521)	\$ (119,043)	\$ 290,100	\$ (53,900)
Total Cash Available For Operations	\$ 158,397	\$ 52,853	\$ (300,363)	\$ 94,621

Depreciation	62	332	100	332
Depreciation - building	204,857	204,857	204,857	204,900
Depreciation - furniture and equipment	17,721	17,721	633	600
Total Depreciation	\$ 222,640	\$ 222,910	\$ 205,590	\$ 205,832
Bond premium	(312)	-	(312)	(312)
Bond discount	4,643	3,821	4,643	4,643
Deferred refunding	-	-	-	-
Bond principal - offset	(230,000)	(235,000)	(240,000)	(245,000)
Total Debt Service Non-Cash	\$ (225,669)	\$ (231,179)	\$ (235,669)	\$ (240,669)
Net Income (Loss)	\$ 161,426	\$ 61,122	\$ (270,284)	\$ 129,458

**Washington County Community Development Agency**  
**Senior Housing Fund - Raymie Johnson Estates (617)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Rental Income:				
Rent income - residents	\$ 409,834	\$ 411,752	\$ 429,000	\$ 458,900
County assistance rent	666,581	683,986	671,800	669,700
Bad debt rent	(1,274)	1,028	(5,200)	(3,300)
Bad debt other	1,561	460	2,200	2,100
Employee concessions	(1,332)	(1,395)	(1,400)	(1,400)
Vacancy	(8,762)	13,585	(33,000)	(33,900)
Utility reimbursement recovery	(3,294)	(6,048)	(4,700)	(4,500)
Net rental revenue	\$ 1,063,314	\$ 1,103,368	\$ 1,058,700	\$ 1,087,600
Cable reimbursement	-	-	-	-
Laundry income	8,941	9,861	9,400	9,500
Parking / garage income	8,805	9,240	9,300	9,200
Application fees	-	-	-	-
Late fees	799	1,238	600	700
Guest suite income	-	-	-	-
Emergency pendant reimbursement	-	-	-	-
Total Operating Revenues	\$ 1,081,859	\$ 1,123,707	\$ 1,078,000	\$ 1,107,000
Operating Expenses:				
Administration:				
Payroll - office	72,585	87,231	80,260	81,900
CDA administration charge	60,481	71,460	74,000	78,800
Consulting	-	-	-	-
Advertising/marketing	-	96	-	100
Legal fees	5,478	7,163	3,800	4,900
Property program expenses	8,100	7,089	7,600	7,700
Travel	197	293	300	300
Education and training	1,126	1,382	1,100	1,200
Telephone - office use	8,499	7,559	8,000	8,000
Resident retention	1,000	1,223	1,500	1,400
Management fee	60,480	60,480	60,480	60,480
Cable tv	1,516	1,573	1,600	1,600
Postage & delivery - ops	149	203	500	400
Office/equipment rental	2,894	3,440	4,600	3,900
Misc expense - business office	358	320	300	400
Office contracts	-	-	-	-
Office supplies and equipment	818	996	2,400	2,100
Monthly cleaning	2,046	1,359	2,400	2,200
Service contract/repairs - janitorial	19	-	100	100
Supplies - janitorial	3,769	2,705	2,700	2,800
Extermination	393	721	1,600	1,400
Professional services - environmental services	-	-	-	-
Credit reports / background checks	325	675	900	700
Data processing fees	-	-	500	300
License fees	200	200	500	400
Bank fees	7,190	1,652	1,800	1,800
Professional fees	-	-	600	400
Total Administration Expenses	\$ 237,623	\$ 257,820	\$ 257,540	\$ 263,280
Maintenance:				
Payroll - maintenance	80,435	92,085	70,636	72,000
Payroll - grounds	22,479	24,279	25,675	26,200
Mileage reimbursement	757	812	600	900
Repairs & maintenance	5,374	9,329	9,700	9,600

Uniforms - business office	-	-	-	-
Service contract/repairs - appliance	-	-	500	500
Service contract/repairs - electrical	5,622	9,100	6,000	6,300
Service contract/repairs - floors	9,190	6,986	13,600	13,100
Service contract/repairs - hvac	678	3,148	1,400	1,600
Service contract/repairs - plumbing	2,844	2,661	2,600	2,400
Supplies - appliance	6,820	3,026	7,400	7,100
Supplies - electrical	1,743	1,492	2,000	1,900
Supplies - hvac	1,660	640	3,500	3,100
Supplies - plumbing	7,801	3,268	5,500	5,300
Supplies - miscellaneous	1,283	2,068	3,900	3,600
Supplies - painting	1,231	578	1,800	1,500
Service contract/repairs - elevators	6,286	5,990	6,600	6,500
Service contract - grounds	13,666	13,178	14,700	14,500
Service contract - snow	9,600	9,600	9,700	9,700
Service contract - painting	3,485	2,590	4,900	4,400
Total Maintenance Expenses	\$ 180,954	\$ 190,830	\$ 190,711	\$ 190,200
Utilities:				
Electricity	19,648	24,477	24,000	25,700
Heat / gas	3,472	4,009	4,300	4,300
Water and sewer	24,424	25,362	25,000	26,700
Trash removal	15,347	17,283	17,200	18,000
Total Utilities Expenses	\$ 62,891	\$ 71,131	\$ 70,500	\$ 74,700
Property Taxes And Insurance:				
Property and liability insurance	49,577	55,186	57,200	60,700
Real estate taxes	50,539	52,344	50,500	53,400
Total Tax and Insurance	\$ 100,116	\$ 107,530	\$ 107,700	\$ 114,100
Total Operating Expenses	\$ 581,584	\$ 627,311	\$ 626,451	\$ 642,280
Operating Income (Loss)	\$ 500,275	\$ 496,396	\$ 451,549	\$ 464,720
Nonoperating Revenues:				
Interest income	459	1,776	100	500
Restricted interest income	4,480	12,918	6,000	12,900
Other income	22,071	22,210	22,300	22,300
Property tax revenue	71,961	86,000	86,000	87,200
Total Nonoperating Revenues	\$ 98,971	\$ 122,904	\$ 114,400	\$ 122,900
Income Before Debt Service	\$ 599,246	\$ 619,300	\$ 565,949	\$ 587,620
Debt Service-Cash:				
Interest - 2012A series bonds	35,521	28,221	24,013	18,013
Interest - 2010B series bonds	-	-	-	-
Interest - 2012B series bonds, QECB	20,267	19,180	18,473	17,166
Bond principal - all series	426,517	426,517	421,517	301,517
Total Debt Service-Cash	\$ 482,305	\$ 473,918	\$ 464,003	\$ 336,696
Income Before Capital Activity and Transfers	\$ 116,941	\$ 145,382	\$ 101,946	\$ 250,924
Capital Activity:				
Grant revenue - cdbg	-	-	-	151,841
Capital outlay	-	(16,744)	(95,855)	(553,336)
Total Capital Activity	\$ -	\$ (16,744)	\$ (95,855)	\$ (401,495)
Operating Transfers:				
Transfer from other funds	11,329	6,600	95,855	401,495
Transfer to other funds	(317,000)	(82,322)	(86,000)	(86,000)
Net Operating Transfers	\$ (305,671)	\$ (75,722)	\$ 9,855	\$ 315,495
Total Cash Available For Operations	\$ (188,730)	\$ 52,916	\$ 15,946	\$ 164,924

Depreciation	8,615	8,615	8,615	8,600
Depreciation - building	157,117	157,353	157,300	157,400
Depreciation - furniture and equipment	-	-	-	-
Total Depreciation	\$ 165,732	\$ 165,968	\$ 165,915	\$ 166,000
Bond premium	(7,454)	(7,454)	(7,454)	(7,454)
Bond discount	3,546	3,546	3,546	3,546
Deferred refunding	53,602	53,602	53,602	53,602
Bond principal - offset	(426,517)	(426,517)	(421,517)	(301,517)
Total Debt Service Non-Cash	\$ (376,823)	\$ (376,823)	\$ (371,823)	\$ (251,823)
Net Income (Loss)	\$ 22,361	\$ 263,771	\$ 221,854	\$ 250,747

**- This page intentionally left blank -**

### **Family Housing Fund**

This fund was established to account for the resources accumulated and payments made for the acquisition, construction, improvement and operation of 337 units of bond-financed, or other, family housing within the County.

**- This page intentionally left blank -**



**Washington County Community Development Agency**  
**Family Housing Fund - Combined**  
**For the Year-Ended December 31, 2020**  
**With Comparative Totals for the Year-Ended December 31, 2019**

	604 - Woodland Park	607 - Park Place I	616 - Transitional Housing	618 - Washington Conversation District	619 - Landfall	620 - Park Place II	626 - Brick Pond	2020 Budget Total Family Housing Fund	2019 Budget Total Family Housing Fund
Operating Revenues:									
Rental Income:									
Rent income - residents	\$ 1,804,100	\$ 296,600	\$ 15,900	\$ -	\$ -	\$ 44,100	\$ 355,800	\$ 2,516,500	\$ 2,438,300
County assistance rent	278,600	9,800	-	-	-	7,200	28,100	323,700	326,800
Bad debt rent	(11,900)	(2,400)	-	-	-	(1,000)	(2,100)	(17,400)	(20,700)
Bad debt other	7,800	1,000	-	-	-	600	1,500	10,900	9,900
Employee concessions	(5,500)	-	-	-	-	-	-	(5,500)	(5,700)
Vacancy	(104,200)	(15,300)	-	-	-	(2,600)	(19,200)	(141,300)	(136,900)
Net rental revenue	1,968,900	289,700	15,900	-	-	48,300	364,100	2,686,900	2,611,700
Rental fee revenue	9,300	2,900	-	-	-	500	2,500	15,200	15,600
Service revenue	-	-	-	-	-	-	11,200	11,200	11,300
Other income	28,100	3,500	-	-	7,500	100	3,300	42,500	42,200
Total Operating Revenues	\$ 2,006,300	\$ 296,100	\$ 15,900	\$ -	\$ 7,500	\$ 48,900	\$ 381,100	\$ 2,755,800	\$ 2,680,800
Operating Expenses:									
Administration:									
Payroll - office	105,400	15,800	-	-	-	2,600	29,500	153,300	150,332
CDA administration charge	118,100	23,600	1,900	-	-	3,900	26,300	173,800	163,400
Management fee	107,966	16,112	1,512	-	-	2,376	20,395	148,361	148,361
Janitorial and extermination	29,100	3,400	800	-	-	400	4,000	37,700	37,900
Legal fees	10,600	3,900	200	-	-	500	3,400	18,600	27,900
Consulting and professional fees	1,200	-	-	-	-	-	-	1,200	2,400
Telephone - office use	10,400	2,100	100	-	-	1,300	4,000	17,900	18,100
Office expenses	14,800	3,100	-	-	-	800	7,500	26,200	28,500
Travel and training	1,200	300	-	-	-	100	500	2,100	2,000
Fees	9,400	2,300	3,500	-	-	400	1,000	16,600	16,800
Total Administration Expenses	\$ 408,166	\$ 70,612	\$ 8,012	\$ -	\$ -	\$ 12,376	\$ 96,595	\$ 595,761	\$ 595,693
Maintenance:									
Payroll - maintenance	122,300	61,200	1,400	-	-	3,500	22,600	211,000	206,941
Payroll - grounds	70,100	9,600	-	-	-	3,400	4,400	87,500	85,708
Mileage reimbursement	1,600	500	100	-	-	100	800	3,100	3,200
Repairs & maintenance	35,300	4,800	100	-	-	800	5,100	46,100	46,700
Uniforms - business office	1,500	300	-	-	-	100	1,000	2,900	2,800
Service contract/repairs - appliance	200	-	100	-	-	-	200	500	400
Service contract/repairs - electrical	14,200	500	300	-	-	500	2,700	18,200	18,100
Service contract/repairs - floors	46,200	3,000	700	-	-	1,400	6,400	57,700	57,700
Service contract/repairs - hvac	14,700	600	200	-	-	700	800	17,000	13,800
Service contract/repairs - plumbing	17,500	3,900	100	-	-	700	5,000	27,200	25,900
Service contract/repairs - elevators	5,500	100	-	-	-	-	2,100	7,700	7,500
Supplies - appliance	34,600	1,500	500	-	-	1,000	4,000	41,600	43,300
Supplies - electrical	6,600	900	200	-	-	300	1,100	9,100	9,800
Supplies - hvac	7,900	1,600	100	-	-	500	1,500	11,600	13,000
Supplies - plumbing	12,600	2,200	100	-	-	100	1,700	16,700	16,200
Supplies - miscellaneous	5,100	800	200	-	-	100	1,500	7,700	8,300

**- This page intentionally left blank -**

	604 - Woodland Park	607 - Park Place I	616 - Transitional Housing	618 - Washington Conversation District	619 - Landfall	620 - Park Place II	626 - Brick Pond	2020 Budget Total Family Housing Fund	2019 Budget Total Family Housing Fund
Supplies - painting	5,100	500	100	-	-	100	1,500	7,300	7,800
Service contract - grounds	22,200	2,600	1,200	-	-	1,200	7,600	34,800	33,700
Service contract - snow	15,700	2,200	500	-	-	1,000	6,100	25,500	22,600
Service contract - painting	17,100	3,200	500	-	-	600	3,200	24,600	26,300
Total Maintenance Expenses	\$ 456,000	\$ 100,000	\$ 6,400	\$ -	\$ -	\$ 16,100	\$ 79,300	\$ 657,800	\$ 649,749
Utilities:									
Electricity	50,000	6,000	-	-	-	800	9,000	65,800	57,000
Water and sewer	65,000	15,000	800	-	-	2,600	12,800	96,200	79,200
Heat / gas	55,000	10,300	-	-	-	2,100	8,100	75,500	89,200
Trash removal	40,000	10,000	2,000	-	-	2,200	11,000	65,200	55,900
Total Utilities Expenses	\$ 210,000	\$ 41,300	\$ 2,800	\$ -	\$ -	\$ 7,700	\$ 40,900	\$ 302,700	\$ 281,300
Property Taxes And Insurance:									
Property and liability insurance	77,000	12,200	1,500	-	-	2,200	24,400	117,300	105,000
Real estate taxes	92,600	13,500	700	-	-	2,200	38,200	147,200	140,100
Total Property Tax/Insurance Expense	\$ 169,600	\$ 25,700	\$ 2,200	\$ -	\$ -	\$ 4,400	\$ 62,600	\$ 264,500	\$ 245,100
Total Operating Expenses	\$ 1,243,766	\$ 237,612	\$ 19,412	\$ -	\$ -	\$ 40,576	\$ 279,395	\$ 1,820,761	\$ 1,771,842
Operating Income (Loss)	\$ 762,534	\$ 58,488	\$ (3,512)	\$ -	\$ 7,500	\$ 8,324	\$ 101,705	\$ 935,039	\$ 908,958
Nonoperating Revenues:									
Property tax revenue	405,800	50,300	11,926	-	-	-	17,300	485,326	443,617
Interest income	900	1,600	700	400	-	-	700	4,300	300
Restricted interest income	28,000	6,000	100	-	7,000	200	5,000	46,300	14,600
Interest income - capital leases	-	-	-	35,088	25,792	-	-	60,880	72,284
Gain/loss on sale	-	-	-	-	58,778	-	-	58,778	57,219
Total Nonoperating Revenues	\$ 434,700	\$ 57,900	\$ 12,726	\$ 35,488	\$ 91,570	\$ 200	\$ 23,000	\$ 655,584	\$ 588,020
Income Before Debt Service	\$ 1,197,234	\$ 116,388	\$ 9,214	\$ 35,488	\$ 99,070	\$ 8,524	\$ 124,705	\$ 1,590,623	\$ 1,496,978
Debt Service-Cash:									
Interest - 2010C series bonds	-	-	-	-	56,535	-	-	56,535	64,730
Interest - 2013 series bonds	-	-	-	35,088	-	-	-	35,088	35,718
Interest - 2012A series bonds	-	16,100	-	-	-	-	-	16,100	17,000
Interest - 2012B series bonds, QECB	13,415	-	-	-	-	-	-	13,415	14,437
Interest - 2012C series bonds	259,750	-	-	-	-	-	10,800	270,550	295,750
Bond principal	628,076	45,000	-	35,000	320,000	-	60,000	1,088,076	1,058,076
Total Debt Service-Cash	\$ 901,241	\$ 61,100	\$ -	\$ 70,088	\$ 376,535	\$ -	\$ 70,800	\$ 1,479,764	\$ 1,485,711
Income Before Capital Activity and Transfers	\$ 295,993	\$ 55,288	\$ 9,214	\$ (34,600)	\$ (277,465)	\$ 8,524	\$ 53,905	\$ 110,859	\$ 11,267
Capital Activity:									
Grant revenue - cdbg	-	-	-	-	-	-	-	-	243,153
Capital outlay	(233,980)	(12,000)	-	-	-	-	-	(245,980)	(602,677)
Total Capital Activity	\$ (233,980)	\$ (12,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (245,980)	\$ (359,524)
Operating Transfers:									
Transfer from other funds	233,980	12,000	-	-	-	-	-	245,980	434,523
Transfer to other funds	(93,000)	(35,000)	-	-	(7,500)	(1,000)	(33,000)	(169,500)	(137,000)

**- This page intentionally left blank -**

	604 - Woodland Park	607 - Park Place I	616 - Transitional Housing	618 - Washington Conversation District	619 - Landfall	620 - Park Place II	626 - Brick Pond	2020 Budget Total Family Housing Fund	2019 Budget Total Family Housing Fund
Net Operating Transfers	\$ 140,980	\$ (23,000)	\$ -	\$ -	\$ (7,500)	\$ (1,000)	\$ (33,000)	\$ 76,480	\$ 297,523
Total Cash Available For Operations	\$ 202,993	\$ 20,288	\$ 9,214	\$ (34,600)	\$ (284,965)	\$ 7,524	\$ 20,905	\$ (58,641)	\$ (50,734)
Depreciation	7,600	2,400	-	-	-	200	1,200	11,400	10,689
Depreciation - building	352,800	45,200	11,300	-	-	6,800	35,100	451,200	448,588
Total Depreciation	\$ 360,400	\$ 47,600	\$ 11,300	\$ -	\$ -	\$ 7,000	\$ 36,300	\$ 462,600	\$ 459,277
Bond premium	(31,234)	(652)	-	-	(265)	-	(5,765)	(37,916)	(37,916)
Bond discount	5,289	546	-	-	-	-	461	6,296	6,296
Deferred refunding	2,825	1,811	-	-	8,172	-	7,865	20,673	20,673
Deferred gain on refunding	(117,180)	-	-	-	-	-	-	(117,180)	(117,180)
Bond principal - offset	(628,076)	(45,000)	-	(35,000)	(320,000)	-	(60,000)	(1,088,076)	(1,058,076)
Total Debt Service Non-Cash	\$ (768,376)	\$ (43,295)	\$ -	\$ (35,000)	\$ (312,093)	\$ -	\$ (57,439)	\$ (1,216,203)	\$ (1,186,203)
Net Income (Loss)	<u>\$ 610,969</u>	<u>\$ 15,983</u>	<u>\$ (2,086)</u>	<u>\$ 400</u>	<u>\$ 27,128</u>	<u>\$ 524</u>	<u>\$ 42,044</u>	<u>\$ 694,962</u>	<u>\$ 676,192</u>

**- This page intentionally left blank -**

## **Detailed Budgets of the Family Housing Fund**

**Washington County Community Development Agency  
Family Housing Fund - Woodland Park (604)  
Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Rental Income:				
Rent income - residents	\$ 1,669,899	\$ 1,724,733	\$ 1,742,600	\$ 1,804,100
County assistance rent	293,909	257,704	280,000	278,600
Bad debt rent	(9,159)	(12,632)	(14,000)	(11,900)
Bad debt other	9,765	7,918	6,800	7,800
Employee concessions	(5,683)	(5,039)	(5,700)	(5,500)
Vacancy	(34,211)	(22,805)	(100,600)	(104,200)
Net rental revenue	\$ 1,924,520	\$ 1,949,879	\$ 1,909,100	\$ 1,968,900
Application fees	2,250	2,125	2,900	2,500
Late fees	6,576	7,275	6,800	6,800
Laundry income	-	-	-	-
Parking / garage income	-	-	-	-
Other income	23,867	32,078	27,400	28,100
Total Operating Revenues	\$ 1,957,213	\$ 1,991,357	\$ 1,946,200	\$ 2,006,300
Operating Expenses:				
Administration:				
Payroll - office	\$ 101,927	\$ 108,265	\$ 103,309	\$ 105,400
CDA administration charge	90,722	107,190	111,000	118,100
Management fee	107,966	107,966	107,966	107,966
Monthly cleaning	6,327	10,949	10,000	10,100
Service contract/repairs - janitorial	-	-	9,800	9,900
Supplies - janitorial	3,029	1,730	3,600	3,000
Extermination	4,622	9,574	5,200	6,100
Legal fees	12,351	11,453	9,600	10,600
Professional fees	-	-	2,400	1,200
Consulting	-	3,518	-	-
Telephone - office use	10,925	9,772	10,500	10,400
Postage & delivery - ops	-	-	300	200
Cable tv	-	-	400	200
Office/equipment rental	2,804	3,116	2,900	3,000
Advertising/marketing	6,125	6,308	6,800	6,600
Misc expense - business office	620	602	700	700
Office supplies and equipment	1,418	1,531	2,000	1,700
Resident retention	2,409	2,640	2,400	2,400
Travel	11	185	100	100
Education and training	1,069	1,701	1,000	1,100
Credit reports / background checks	2,370	2,375	2,900	2,600
Association assessment	-	-	-	-
Data processing fees	-	1,347	-	-
License fees	2,706	2,690	2,800	2,800
Bank fees	5,342	2,923	4,100	4,000
Total Administration Expenses	\$ 362,743	\$ 395,835	\$ 399,775	\$ 408,166
Maintenance:				
Payroll - maintenance	120,288	115,077	119,909	122,300
Payroll - grounds	30,399	40,408	68,711	70,100
Mileage reimbursement	1,619	983	1,800	1,600
Repairs & maintenance	19,151	15,093	35,800	35,300
Uniforms - business office	1,316	1,307	1,600	1,500
Service contract/repairs - appliance	60	1,194	-	200
Service contract/repairs - electrical	8,358	18,788	14,200	14,200
Service contract/repairs - floors	25,128	33,013	46,100	46,200
Service contract/repairs - hvac	10,814	19,292	11,200	14,700
Service contract/repairs - plumbing	14,665	20,752	16,400	17,500



Service contract/repairs - elevators	7,980	4,129	5,400	5,500
Supplies - appliance	31,778	19,814	34,600	34,600
Supplies - electrical	5,945	5,127	7,200	6,600
Supplies - hvac	7,779	8,743	8,400	7,900
Supplies - plumbing	16,434	10,479	12,300	12,600
Supplies - miscellaneous	4,144	5,676	5,200	5,100
Supplies - painting	4,849	5,721	5,200	5,100
Service contract - grounds	30,560	21,541	21,200	22,200
Service contract - snow	12,600	12,800	12,700	15,700
Service contract - painting	14,580	19,365	18,700	17,100
Total Maintenance Expenses	\$ 368,447	\$ 379,302	\$ 446,620	\$ 456,000
Utilities:				
Electricity	35,824	46,337	42,500	50,000
Heat / gas	42,217	51,885	58,000	55,000
Water and sewer	61,598	67,501	59,500	65,000
Trash removal	29,910	36,314	30,500	40,000
Total Utilities Expenses	\$ 169,549	\$ 202,037	\$ 190,500	\$ 210,000
Property Taxes And Insurance:				
Property and liability insurance	62,524	70,006	68,800	77,000
Real estate taxes	89,989	89,920	90,700	92,600
Total Property Tax/Insurance Expense	\$ 152,513	\$ 159,926	\$ 159,500	\$ 169,600
Total Operating Expenses	\$ 1,053,252	\$ 1,137,100	\$ 1,196,395	\$ 1,243,766
Operating Income (Loss)	\$ 903,961	\$ 854,257	\$ 749,805	\$ 762,534
Nonoperating Revenues:				
Property tax revenue	344,204	352,000	352,000	405,800
Interest income	391	251	-	900
Restricted interest income	7,237	27,352	9,500	28,000
Interest income - capital leases	-	-	-	-
Gain/loss on sale	-	-	-	-
Total Nonoperating Revenues	\$ 351,832	\$ 379,603	\$ 361,500	\$ 434,700
Income Before Debt Service	\$ 1,255,793	\$ 1,233,860	\$ 1,111,305	\$ 1,197,234
Debt Service-Cash:				
Interest - 2010C series bonds	-	-	-	-
Interest - 2013 series bonds	-	-	-	-
Interest - 2012A series bonds	-	-	-	-
Interest - 2012B series bonds, QECB	15,839	14,989	14,437	13,415
Interest - 2012C series bonds	316,438	295,533	282,550	259,750
Bond principal	563,076	583,076	608,076	628,076
Total Debt Service-Cash	\$ 895,353	\$ 893,598	\$ 905,063	\$ 901,241
Income Before Capital Activity and Transfers	\$ 360,440	\$ 340,262	\$ 206,242	\$ 295,993
Capital Activity:				
Grant revenue - cdbg	48,194	-	243,153	-
Capital outlay	(672,198)	(2,106,494)	(403,654)	(233,980)
Total Capital Activity	\$ (624,004)	\$ (2,106,494)	\$ (160,501)	\$ (233,980)
Operating Transfers:				
Transfer from other funds	614,747	2,165,281	235,500	233,980
Transfer to other funds	(93,000)	(328,405)	(93,000)	(93,000)
Net Operating Transfers	\$ 521,747	\$ 1,836,876	\$ 142,500	\$ 140,980
Total Cash Available For Operations	\$ 258,183	\$ 70,644	\$ 188,241	\$ 202,993
Depreciation	6,949	7,635	7,447	7,600
Depreciation - building	323,281	352,794	350,262	352,800

Total Depreciation	\$	330,230	\$	360,429	\$	357,709	\$	360,400
Bond premium		(31,234)		(31,234)		(31,234)		(31,234)
Bond discount		5,289		5,289		5,289		5,289
Deferred refunding		2,825		2,825		2,825		2,825
Deferred gain on refunding		(117,180)		(117,180)		(117,180)		(117,180)
Bond principal - offset		(563,076)		(583,076)		(608,076)		(628,076)
Total Debt Service Non-Cash	\$	(703,376)	\$	(723,376)	\$	(748,376)	\$	(768,376)
Net Income (Loss)	\$	631,329	\$	433,591	\$	578,908	\$	610,969

**Washington County Community Development Agency**  
**Family Housing Fund - Park Place I (607)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Rental Income:				
Rent income - residents	\$ 281,136	\$ 287,647	\$ 290,700	\$ 296,600
County assistance rent	10,563	7,369	9,800	9,800
Bad debt rent	(2,308)	(2,554)	(3,200)	(2,400)
Bad debt other	1,333	1,912	900	1,000
Employee concessions	-	-	-	-
Vacancy	(4,649)	(3,299)	(15,000)	(15,300)
Net rental revenue	\$ 286,075	\$ 291,075	\$ 283,200	\$ 289,700
Application fees	200	425	400	400
Late fees	2,500	3,050	2,400	2,500
Laundry income	-	-	-	-
Parking / garage income	-	-	-	-
Other income	3,084	4,370	3,500	3,500
Total Operating Revenues	\$ 291,859	\$ 298,920	\$ 289,500	\$ 296,100
Operating Expenses:				
Administration:				
Payroll - office	19,690	22,117	15,526	15,800
CDA administration charge	18,144	21,438	22,200	23,600
Management fee	16,112	16,112	16,112	16,112
Monthly cleaning	995	630	1,600	1,300
Service contract/repairs - janitorial	-	-	-	-
Supplies - janitorial	572	223	900	600
Extermination	1,483	83	1,500	1,500
Legal fees	1,238	1,184	6,500	3,900
Professional fees	-	-	-	-
Consulting	-	122	-	-
Telephone - office use	2,116	1,626	2,200	2,100
Postage & delivery - ops	-	-	100	100
Cable tv	-	-	-	-
Office/equipment rental	561	623	700	700
Advertising/marketing	1,225	1,267	1,600	1,400
Misc expense - business office	153	111	100	100
Office supplies and equipment	246	229	300	300
Resident retention	364	410	500	500
Travel	-	21	100	100
Education and training	196	340	200	200
Credit reports / background checks	200	400	400	400
Association assessment	-	-	-	-
Data processing fees	-	-	-	-
License fees	1,594	-	1,600	1,600
Bank fees	323	173	300	300
Total Administration Expenses	\$ 65,212	\$ 67,109	\$ 72,438	\$ 70,612
Maintenance:				
Payroll - maintenance	18,415	5,386	59,987	61,200
Payroll - grounds	7,093	11,381	9,363	9,600
Mileage reimbursement	546	548	400	500
Repairs & maintenance	2,982	2,220	4,800	4,800
Uniforms - business office	263	261	300	300
Service contract/repairs - appliance	-	-	-	-
Service contract/repairs - electrical	158	1,104	600	500
Service contract/repairs - floors	2,400	3,473	2,900	3,000
Service contract/repairs - hvac	746	284	800	600

Service contract/repairs - plumbing	1,344	1,579	4,000	3,900
Service contract/repairs - elevators	303	-	-	100
Supplies - appliance	1,400	128	1,700	1,500
Supplies - electrical	1,046	913	900	900
Supplies - hvac	437	2,686	1,600	1,600
Supplies - plumbing	3,225	858	2,200	2,200
Supplies - miscellaneous	918	716	800	800
Supplies - painting	51	411	600	500
Service contract - grounds	2,295	2,808	2,600	2,600
Service contract - snow	2,100	2,200	2,200	2,200
Service contract - painting	1,440	3,735	3,100	3,200
Total Maintenance Expenses	\$ 47,162	\$ 40,691	\$ 98,850	\$ 100,000
Utilities:				
Electricity	3,970	5,954	4,600	6,000
Heat / gas	9,930	9,360	11,000	10,300
Water and sewer	13,955	14,502	14,100	15,000
Trash removal	9,576	8,398	10,600	10,000
Total Utilities Expenses	\$ 37,431	\$ 38,214	\$ 40,300	\$ 41,300
Property Taxes And Insurance:				
Property and liability insurance	9,880	11,075	11,400	12,200
Real estate taxes	12,589	12,801	12,400	13,500
Total Property Tax/Insurance Expense	\$ 22,469	\$ 23,876	\$ 23,800	\$ 25,700
Total Operating Expenses	\$ 172,274	\$ 169,890	\$ 235,388	\$ 237,612
Operating Income (Loss)	\$ 119,585	\$ 129,030	\$ 54,112	\$ 58,488
Nonoperating Revenues:				
Property tax revenue	45,000	50,000	50,000	50,300
Interest income	404	1,594	100	1,600
Restricted interest income	2,131	6,016	2,000	6,000
Interest income - capital leases	-	-	-	-
Gain/loss on sale	-	-	-	-
Total Nonoperating Revenues	\$ 47,535	\$ 57,610	\$ 52,100	\$ 57,900
Income Before Debt Service	\$ 167,120	\$ 186,640	\$ 106,212	\$ 116,388
Debt Service-Cash:				
Interest - 2010C series bonds	-	-	-	-
Interest - 2013 series bonds	-	-	-	-
Interest - 2012A series bonds	-	-	-	-
Interest - 2012B series bonds, QECB	18,425	17,525	17,000	16,100
Interest - 2012C series bonds	-	-	-	-
Bond principal	45,000	45,000	45,000	45,000
Total Debt Service-Cash	\$ 63,425	\$ 62,525	\$ 62,000	\$ 61,100
Income Before Capital Activity and Transfers	\$ 103,695	\$ 124,115	\$ 44,212	\$ 55,288
Capital Activity:				
Grant revenue - cdbg	-	-	-	-
Capital outlay	(7,253)	(5,850)	-	(12,000)
Total Capital Activity	\$ (7,253)	\$ (5,850)	\$ -	\$ (12,000)
Operating Transfers:				
Transfer from other funds	3,653	5,850	-	12,000
Transfer to other funds	(174,000)	(150,078)	(38,000)	(35,000)
Net Operating Transfers	\$ (170,347)	\$ (144,228)	\$ (38,000)	\$ (23,000)
Total Cash Available For Operations	\$ (73,905)	\$ (25,963)	\$ 6,212	\$ 20,288
Depreciation	2,323	2,356	2,323	2,400

Depreciation - building	45,230	45,230	45,230	45,200
Total Depreciation	<u>\$ 47,553</u>	<u>\$ 47,586</u>	<u>\$ 47,553</u>	<u>\$ 47,600</u>
Bond premium	(652)	(652)	(652)	(652)
Bond discount	546	546	546	546
Deferred refunding	1,811	1,811	1,811	1,811
Deferred gain on refunding	-	-	-	-
Bond principal - offset	<u>(45,000)</u>	<u>(45,000)</u>	<u>(45,000)</u>	<u>(45,000)</u>
Total Debt Service Non-Cash	<u>\$ (43,295)</u>	<u>\$ (43,295)</u>	<u>\$ (43,295)</u>	<u>\$ (43,295)</u>
Net Income (Loss)	<u><u>\$ (78,163)</u></u>	<u><u>\$ (30,254)</u></u>	<u><u>\$ 1,954</u></u>	<u><u>\$ 15,983</u></u>

**Washington County Community Development Agency**  
**Family Housing Fund - Transitional Housing (616)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Rental Income:				
Rent income - residents	\$ 15,864	\$ 15,864	\$ 15,900	\$ 15,900
County assistance rent	-	-	-	-
Bad debt rent	-	-	-	-
Bad debt other	-	-	-	-
Employee concessions	-	-	-	-
Vacancy	-	-	-	-
Net rental revenue	\$ 15,864	\$ 15,864	\$ 15,900	\$ 15,900
Application fees	-	-	-	-
Late fees	-	-	-	-
Laundry income	-	-	-	-
Parking / garage income	-	-	-	-
Other income	-	670	-	-
Total Operating Revenues	\$ 15,864	\$ 16,534	\$ 15,900	\$ 15,900
Operating Expenses:				
Administration:				
Payroll - office	-	-	-	-
CDA administration charge	1,512	1,786	1,800	1,900
Management fee	1,512	1,512	1,512	1,512
Monthly cleaning	-	438	300	400
Service contract/repairs - janitorial	-	570	200	300
Supplies - janitorial	-	-	-	-
Extermination	-	-	100	100
Legal fees	90	(45)	300	200
Professional fees	-	-	-	-
Consulting	-	-	-	-
Telephone - office use	52	50	-	100
Postage & delivery - ops	-	-	-	-
Cable tv	-	-	-	-
Office/equipment rental	-	-	-	-
Advertising/marketing	-	-	-	-
Misc expense - business office	3	3	-	-
Office supplies and equipment	-	-	-	-
Resident retention	-	-	-	-
Travel	-	-	-	-
Education and training	10	12	-	-
Credit reports / background checks	175	188	200	200
Association assessment	2,710	2,782	2,700	2,800
Data processing fees	-	-	-	-
License fees	405	405	500	500
Bank fees	-	-	-	-
Total Administration Expenses	\$ 6,469	\$ 7,701	\$ 7,612	\$ 8,012
Maintenance:				
Payroll - maintenance	1,022	2,322	1,400	1,400
Payroll - grounds	-	-	-	-
Mileage reimbursement	96	339	-	100
Repairs & maintenance	-	146	100	100
Uniforms - business office	-	-	-	-
Service contract/repairs - appliance	-	13	200	100
Service contract/repairs - electrical	230	261	200	300
Service contract/repairs - floors	700	381	500	700
Service contract/repairs - hvac	195	177	200	200

Service contract/repairs - plumbing	75	-	200	100
Service contract/repairs - elevators	-	-	-	-
Supplies - appliance	-	138	700	500
Supplies - electrical	285	182	200	200
Supplies - hvac	-	28	100	100
Supplies - plumbing	-	-	100	100
Supplies - miscellaneous	10	367	200	200
Supplies - painting	-	106	100	100
Service contract - grounds	1,235	1,236	1,200	1,200
Service contract - snow	450	450	500	500
Service contract - painting	380	1,040	400	500
Total Maintenance Expenses	\$ 4,678	\$ 7,186	\$ 6,300	\$ 6,400
Utilities:				
Electricity	-	90	-	-
Heat / gas	-	178	-	-
Water and sewer	711	802	800	800
Trash removal	1,866	2,087	1,800	2,000
Total Utilities Expenses	\$ 2,577	\$ 3,157	\$ 2,600	\$ 2,800
Property Taxes And Insurance:				
Property and liability insurance	1,173	1,348	1,400	1,500
Real estate taxes	664	635	700	700
Total Property Tax/Insurance Expense	\$ 1,837	\$ 1,983	\$ 2,100	\$ 2,200
Total Operating Expenses	\$ 15,561	\$ 20,027	\$ 18,612	\$ 19,412
Operating Income (Loss)	\$ 303	\$ (3,493)	\$ (2,712)	\$ (3,512)
Nonoperating Revenues:				
Property tax revenue	1,676	8,376	11,617	11,926
Interest income	383	757	100	700
Restricted interest income	76	120	100	100
Interest income - capital leases	-	-	-	-
Gain/loss on sale	-	-	-	-
Total Nonoperating Revenues	\$ 2,135	\$ 9,253	\$ 11,817	\$ 12,726
Income Before Debt Service	\$ 2,438	\$ 5,760	\$ 9,105	\$ 9,214
Debt Service-Cash:				
Interest - 2010C series bonds	-	-	-	-
Interest - 2013 series bonds	-	-	-	-
Interest - 2012A series bonds	-	-	-	-
Interest - 2012B series bonds, QECB	-	-	-	-
Interest - 2012C series bonds	-	-	-	-
Bond principal	-	-	-	-
Total Debt Service-Cash	\$ -	\$ -	\$ -	\$ -
Income Before Capital Activity and Transfers	\$ 2,438	\$ 5,760	\$ 9,105	\$ 9,214
Capital Activity:				
Grant revenue - cdbg	-	-	-	-
Capital outlay	-	-	-	-
Total Capital Activity	\$ -	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ 2,438	\$ 5,760	\$ 9,105	\$ 9,214
Depreciation	-	-	-	-

Depreciation - building	11,296		11,296		11,296		11,300
Total Depreciation	\$ 11,296	\$	11,296	\$	11,296	\$	11,300
Bond premium	-		-		-		-
Bond discount	-		-		-		-
Deferred refunding	-		-		-		-
Deferred gain on refunding	-		-		-		-
Bond principal - offset	-		-		-		-
Total Debt Service Non-Cash	\$ -	\$	-	\$	-	\$	-
Net Income (Loss)	\$ (8,858)	\$	(5,536)	\$	(2,191)	\$	(2,086)



**Washington County Community Development Agency**  
**Family Housing Fund - Washington Conservation District (618)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Rental Income:				
Rent income - residents	\$ -	\$ -	\$ -	\$ -
County assistance rent	-	-	-	-
Bad debt rent	-	-	-	-
Bad debt other	-	-	-	-
Employee concessions	-	-	-	-
Vacancy	-	-	-	-
Net rental revenue	\$ -	\$ -	\$ -	\$ -
Application fees	-	-	-	-
Late fees	-	-	-	-
Laundry income	-	-	-	-
Parking / garage income	-	-	-	-
Other income	-	-	-	-
Total Operating Revenues	\$ -	\$ -	\$ -	\$ -
Operating Expenses:				
Administration:				
Payroll - office	-	-	-	-
CDA administration charge	-	-	-	-
Management fee	-	-	-	-
Monthly cleaning	-	-	-	-
Service contract/repairs - janitorial	-	-	-	-
Supplies - janitorial	-	-	-	-
Extermination	-	-	-	-
Legal fees	-	-	-	-
Professional fees	-	-	-	-
Consulting	-	-	-	-
Telephone - office use	-	-	-	-
Postage & delivery - ops	-	-	-	-
Cable tv	-	-	-	-
Office/equipment rental	-	-	-	-
Advertising/marketing	-	-	-	-
Misc expense - business office	-	-	-	-
Office supplies and equipment	-	-	-	-
Resident retention	-	-	-	-
Travel	-	-	-	-
Education and training	-	-	-	-
Credit reports / background checks	-	-	-	-
Association assessment	-	-	-	-
Data processing fees	-	-	-	-
License fees	-	-	-	-
Bank fees	-	-	-	-
Total Administration Expenses	\$ -	\$ -	\$ -	\$ -
Maintenance:				
Payroll - maintenance	-	-	-	-
Payroll - grounds	-	-	-	-
Mileage reimbursement	-	-	-	-
Repairs & maintenance	-	-	-	-
Uniforms - business office	-	-	-	-
Service contract/repairs - appliance	-	-	-	-
Service contract/repairs - electrical	-	-	-	-
Service contract/repairs - floors	-	-	-	-
Service contract/repairs - hvac	-	-	-	-

Service contract/repairs - plumbing	-	-	-	-
Service contract/repairs - elevators	-	-	-	-
Supplies - appliance	-	-	-	-
Supplies - electrical	-	-	-	-
Supplies - hvac	-	-	-	-
Supplies - plumbing	-	-	-	-
Supplies - miscellaneous	-	-	-	-
Supplies - painting	-	-	-	-
Service contract - grounds	-	-	-	-
Service contract - snow	-	-	-	-
Service contract - painting	-	-	-	-
Total Maintenance Expenses	\$ -	\$ -	\$ -	\$ -
Utilities:				
Electricity	-	-	-	-
Heat / gas	-	-	-	-
Water and sewer	-	-	-	-
Trash removal	-	-	-	-
Total Utilities Expenses	\$ -	\$ -	\$ -	\$ -
Property Taxes And Insurance:				
Property and liability insurance	-	-	-	-
Real estate taxes	-	-	-	-
Total Property Tax/Insurance Expense	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ -	\$ -	\$ -	\$ -
Operating Income (Loss)	\$ -	\$ -	\$ -	\$ -
Nonoperating Revenues:				
Property tax revenue	-	-	-	-
Interest income	-	-	-	-
Restricted interest income	87	363	-	400
Interest income - capital leases	36,691	36,295	35,718	35,088
Gain/loss on sale	-	-	-	-
Total Nonoperating Revenues	\$ 36,778	\$ 36,658	\$ 35,718	\$ 35,488
Income Before Debt Service	\$ 36,778	\$ 36,658	\$ 35,718	\$ 35,488
Debt Service-Cash:				
Interest - 2010C series bonds	-	-	-	-
Interest - 2013 series bonds	36,691	36,295	35,718	35,088
Interest - 2012A series bonds	-	-	-	-
Interest - 2012B series bonds, QECB	-	-	-	-
Interest - 2012C series bonds	-	-	-	-
Bond principal	30,000	35,000	35,000	35,000
Total Debt Service-Cash	\$ 66,691	\$ 71,295	\$ 70,718	\$ 70,088
Income Before Capital Activity and Transfers	\$ (29,913)	\$ (34,637)	\$ (35,000)	\$ (34,600)
Capital Activity:				
Grant revenue - cdbg	-	-	-	-
Capital outlay	-	-	-	-
Total Capital Activity	\$ -	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	-	-	-	-
Net Operating Transfers	\$ -	\$ -	\$ -	\$ -
Total Cash Available For Operations	\$ (29,913)	\$ (34,637)	\$ (35,000)	\$ (34,600)
Depreciation	-	-	-	-

Depreciation - building	-	-	-	-
Total Depreciation	\$ -	\$ -	\$ -	\$ -
Bond premium	-	-	-	-
Bond discount	-	-	-	-
Deferred refunding	-	-	-	-
Deferred gain on refunding	-	-	-	-
Bond principal - offset	(30,000)	(35,000)	(35,000)	(35,000)
Total Debt Service Non-Cash	\$ (30,000)	\$ (35,000)	\$ (35,000)	\$ (35,000)
Net Income (Loss)	\$ 87	\$ 363	\$ -	\$ 400

**Washington County Community Development Agency**  
**Family Housing Fund - Landfall (619)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Rental Income:				
Rent income - residents	\$ -	\$ -	\$ -	\$ -
County assistance rent	-	-	-	-
Bad debt rent	-	-	-	-
Bad debt other	-	-	-	-
Employee concessions	-	-	-	-
Vacancy	-	-	-	-
Net rental revenue	\$ -	\$ -	\$ -	\$ -
Application fees	-	-	-	-
Late fees	-	-	-	-
Laundry income	-	-	-	-
Parking / garage income	-	-	-	-
Other income	7,500	7,500	7,500	7,500
Total Operating Revenues	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
Operating Expenses:				
Administration:				
Payroll - office	-	-	-	-
CDA administration charge	-	-	-	-
Management fee	-	-	-	-
Monthly cleaning	-	-	-	-
Service contract/repairs - janitorial	-	-	-	-
Supplies - janitorial	-	-	-	-
Extermination	-	-	-	-
Legal fees	-	-	7,500	-
Professional fees	-	-	-	-
Consulting	-	-	-	-
Telephone - office use	-	-	-	-
Postage & delivery - ops	-	-	-	-
Cable tv	-	-	-	-
Office/equipment rental	-	-	-	-
Advertising/marketing	-	-	-	-
Misc expense - business office	-	-	-	-
Office supplies and equipment	-	-	-	-
Resident retention	-	-	-	-
Travel	-	-	-	-
Education and training	-	-	-	-
Credit reports / background checks	-	-	-	-
Association assessment	-	-	-	-
Data processing fees	-	-	-	-
License fees	-	-	-	-
Bank fees	-	-	-	-
Total Administration Expenses	\$ -	\$ -	\$ 7,500	\$ -
Maintenance:				
Payroll - maintenance	-	-	-	-
Payroll - grounds	-	-	-	-
Mileage reimbursement	-	-	-	-
Repairs & maintenance	-	-	-	-
Uniforms - business office	-	-	-	-
Service contract/repairs - appliance	-	-	-	-
Service contract/repairs - electrical	-	-	-	-
Service contract/repairs - floors	-	-	-	-
Service contract/repairs - hvac	-	-	-	-

Service contract/repairs - plumbing	-	-	-	-
Service contract/repairs - elevators	-	-	-	-
Supplies - appliance	-	-	-	-
Supplies - electrical	-	-	-	-
Supplies - hvac	-	-	-	-
Supplies - plumbing	-	-	-	-
Supplies - miscellaneous	-	-	-	-
Supplies - painting	-	-	-	-
Service contract - grounds	-	-	-	-
Service contract - snow	-	-	-	-
Service contract - painting	-	-	-	-
Total Maintenance Expenses	\$ -	\$ -	\$ -	\$ -
Utilities:				
Electricity	-	-	-	-
Heat / gas	-	-	-	-
Water and sewer	-	-	-	-
Trash removal	-	-	-	-
Total Utilities Expenses	\$ -	\$ -	\$ -	\$ -
Property Taxes And Insurance:				
Property and liability insurance	-	-	-	-
Real estate taxes	-	-	-	-
Total Property Tax/Insurance Expense	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ -	\$ -	\$ 7,500	\$ -
Operating Income (Loss)	\$ 7,500	\$ 7,500	\$ -	\$ 7,500
Nonoperating Revenues:				
Property tax revenue	-	-	-	-
Interest income	-	-	-	-
Restricted interest income	2,393	8,950	2,400	7,000
Interest income - capital leases	61,709	48,595	36,566	25,792
Gain/loss on sale	53,581	55,479	57,219	58,778
Total Nonoperating Revenues	\$ 117,683	\$ 113,024	\$ 96,185	\$ 91,570
Income Before Debt Service	\$ 125,183	\$ 120,524	\$ 96,185	\$ 99,070
Debt Service-Cash:				
Interest - 2010C series bonds	76,005	69,180	64,730	56,535
Interest - 2013 series bonds	-	-	-	-
Interest - 2012A series bonds	-	-	-	-
Interest - 2012B series bonds, QECB	-	-	-	-
Interest - 2012C series bonds	-	-	-	-
Bond principal	300,000	300,000	310,000	320,000
Total Debt Service-Cash	\$ 376,005	\$ 369,180	\$ 374,730	\$ 376,535
Income Before Capital Activity and Transfers	\$ (250,822)	\$ (248,656)	\$ (278,545)	\$ (277,465)
Capital Activity:				
Grant revenue - cdbg	-	-	-	-
Capital outlay	-	-	-	-
Total Capital Activity	\$ -	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	(9,000)	(107,871)	-	(7,500)
Net Operating Transfers	\$ (9,000)	\$ (107,871)	\$ -	\$ (7,500)
Total Cash Available For Operations	\$ (259,822)	\$ (356,527)	\$ (278,545)	\$ (284,965)
Depreciation	-	-	-	-

Depreciation - building	-	-	-	-
Total Depreciation	\$ -	\$ -	\$ -	\$ -
Bond premium	(265)	(265)	(265)	(265)
Bond discount	-	-	-	-
Deferred refunding	8,172	8,172	8,172	8,172
Deferred gain on refunding	-	-	-	-
Bond principal - offset	(300,000)	(300,000)	(310,000)	(320,000)
Total Debt Service Non-Cash	\$ (292,093)	\$ (292,093)	\$ (302,093)	\$ (312,093)
Net Income (Loss)	\$ 32,271	\$ (64,434)	\$ 23,548	\$ 27,128

**Washington County Community Development Agency**  
**Family Housing Fund - Park Place II (620)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Rental Income:				
Rent income - residents	\$ 42,466	\$ 47,408	\$ 41,000	\$ 44,100
County assistance rent	6,158	1,700	9,200	7,200
Bad debt rent	(2,644)	(1,393)	(600)	(1,000)
Bad debt other	610	1,603	200	600
Employee concessions	-	-	-	-
Vacancy	(747)	(994)	(2,500)	(2,600)
Net rental revenue	\$ 45,843	\$ 48,324	\$ 47,300	\$ 48,300
Application fees	-	100	100	100
Late fees	375	225	500	400
Laundry income	190	-	-	-
Parking / garage income	-	-	-	-
Other income	2,000	62	500	100
Total Operating Revenues	\$ 48,408	\$ 48,711	\$ 48,400	\$ 48,900
Operating Expenses:				
Administration:				
Payroll - office	4,402	6,064	2,588	2,600
CDA administration charge	3,024	3,573	3,700	3,900
Management fee	2,376	2,376	2,376	2,376
Monthly cleaning	172	204	200	200
Service contract/repairs - janitorial	-	-	-	-
Supplies - janitorial	168	15	200	200
Extermination	-	-	-	-
Legal fees	3,723	-	500	500
Professional fees	-	-	-	-
Consulting	-	116	-	-
Telephone - office use	1,633	1,173	1,200	1,300
Postage & delivery - ops	-	-	100	100
Cable tv	-	-	-	-
Office/equipment rental	93	104	100	100
Advertising/marketing	204	194	300	300
Misc expense - business office	(11)	18	100	100
Office supplies and equipment	39	36	100	100
Resident retention	61	62	200	100
Travel	3	-	-	-
Education and training	33	57	100	100
Credit reports / background checks	-	109	100	100
Association assessment	-	-	-	-
Data processing fees	-	-	-	-
License fees	259	-	300	300
Bank fees	-	-	-	-
Total Administration Expenses	\$ 16,179	\$ 14,101	\$ 12,164	\$ 12,376
Maintenance:				
Payroll - maintenance	2,722	437	3,455	3,500
Payroll - grounds	4,621	1,900	3,369	3,400
Mileage reimbursement	109	49	100	100
Repairs & maintenance	531	817	800	800
Uniforms - business office	44	44	100	100
Service contract/repairs - appliance	-	-	-	-
Service contract/repairs - electrical	476	-	500	500
Service contract/repairs - floors	1,297	-	1,500	1,400
Service contract/repairs - hvac	1,515	-	700	700

Service contract/repairs - plumbing	794	1,821	500	700
Service contract/repairs - elevators	51	-	-	-
Supplies - appliance	7	-	1,300	1,000
Supplies - electrical	537	93	300	300
Supplies - hvac	24	423	700	500
Supplies - plumbing	111	27	100	100
Supplies - miscellaneous	122	52	100	100
Supplies - painting	4	24	200	100
Service contract - grounds	909	986	1,100	1,200
Service contract - snow	900	750	1,000	1,000
Service contract - painting	725	890	500	600
Total Maintenance Expenses	\$ 15,499	\$ 8,313	\$ 16,324	\$ 16,100
Utilities:				
Electricity	647	624	800	800
Heat / gas	1,895	1,708	2,100	2,100
Water and sewer	2,241	2,274	2,600	2,600
Trash removal	1,596	2,160	1,800	2,200
Total Utilities Expenses	\$ 6,379	\$ 6,766	\$ 7,300	\$ 7,700
Property Taxes And Insurance:				
Property and liability insurance	1,709	1,939	2,000	2,200
Real estate taxes	2,093	2,085	2,100	2,200
Total Property Tax/Insurance Expense	\$ 3,802	\$ 4,024	\$ 4,100	\$ 4,400
Total Operating Expenses	\$ 41,859	\$ 33,204	\$ 39,888	\$ 40,576
Operating Income (Loss)	\$ 6,549	\$ 15,507	\$ 8,512	\$ 8,324
Nonoperating Revenues:				
Property tax revenue	-	-	-	-
Interest income	-	-	-	-
Restricted interest income	158	312	100	200
Interest income - capital leases	-	-	-	-
Gain/loss on sale	-	-	-	-
Total Nonoperating Revenues	\$ 158	\$ 312	\$ 100	\$ 200
Income Before Debt Service	\$ 6,707	\$ 15,819	\$ 8,612	\$ 8,524
Debt Service-Cash:				
Interest - 2010C series bonds	-	-	-	-
Interest - 2013 series bonds	-	-	-	-
Interest - 2012A series bonds	-	-	-	-
Interest - 2012B series bonds, QECCB	-	-	-	-
Interest - 2012C series bonds	-	-	-	-
Bond principal	-	-	-	-
Total Debt Service-Cash	\$ -	\$ -	\$ -	\$ -
Income Before Capital Activity and Transfers	\$ 6,707	\$ 15,819	\$ 8,612	\$ 8,524
Capital Activity:				
Grant revenue - cdbg	-	-	-	-
Capital outlay	-	-	-	-
Total Capital Activity	\$ -	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	(4,000)	(9,000)	(6,000)	(1,000)
Net Operating Transfers	\$ (4,000)	\$ (9,000)	\$ (6,000)	\$ (1,000)
Total Cash Available For Operations	\$ 2,707	\$ 6,819	\$ 2,612	\$ 7,524
Depreciation	195	195	195	200



Depreciation - building	6,742	6,742	6,800	6,800
Total Depreciation	\$ 6,937	\$ 6,937	\$ 6,995	\$ 7,000
Bond premium	-	-	-	-
Bond discount	-	-	-	-
Deferred refunding	-	-	-	-
Deferred gain on refunding	-	-	-	-
Bond principal - offset	-	-	-	-
Total Debt Service Non-Cash	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ (4,230)	\$ (118)	\$ (4,383)	\$ 524

**Washington County Community Development Agency**  
**Family Housing Fund - Brick Pond (626)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Rental Income:				
Rent income - residents	\$ 336,917	\$ 342,204	\$ 348,100	\$ 355,800
County assistance rent	28,031	25,934	27,800	28,100
Bad debt rent	(3,120)	2,160	(2,900)	(2,100)
Bad debt other	745	552	2,000	1,500
Employee concessions	-	-	-	-
Vacancy	(5,491)	(576)	(18,800)	(19,200)
Net rental revenue	\$ 357,082	\$ 370,274	\$ 356,200	\$ 364,100
Application fees	475	350	600	600
Late fees	1,950	1,550	1,900	1,900
Laundry income	4,924	5,595	5,000	5,100
Parking / garage income	6,180	5,879	6,300	6,100
Other income	3,362	25	3,300	3,300
Total Operating Revenues	\$ 373,973	\$ 383,673	\$ 373,300	\$ 381,100
Operating Expenses:				
Administration:				
Payroll - office	20,188	22,894	28,909	29,500
CDA administration charge	20,160	23,820	24,700	26,300
Management fee	20,395	20,395	20,395	20,395
Monthly cleaning	1,277	1,696	2,200	2,000
Service contract/repairs - janitorial	-	-	-	-
Supplies - janitorial	526	521	700	600
Extermination	404	487	1,400	1,400
Legal fees	3,940	2,272	3,500	3,400
Professional fees	-	-	-	-
Consulting	-	-	-	-
Telephone - office use	4,057	3,518	4,200	4,000
Postage & delivery - ops	48	15	200	100
Cable tv	-	-	-	-
Office/equipment rental	415	374	900	700
Advertising/marketing	4,915	4,550	6,500	5,700
Misc expense - business office	111	108	200	200
Office supplies and equipment	274	120	500	400
Resident retention	375	407	500	400
Travel	59	164	100	100
Education and training	350	431	400	400
Credit reports / background checks	475	325	600	600
Association assessment	-	-	-	-
Data processing fees	-	-	-	-
License fees	100	109	100	100
Bank fees	283	233	200	300
Total Administration Expenses	\$ 78,352	\$ 82,439	\$ 96,204	\$ 96,595
Maintenance:				
Payroll - maintenance	22,647	22,007	22,190	22,600
Payroll - grounds	9,737	4,385	4,265	4,400
Mileage reimbursement	586	717	900	800
Repairs & maintenance	6,404	1,987	5,200	5,100
Uniforms - business office	1,147	1,050	800	1,000
Service contract/repairs - appliance	260	249	200	200
Service contract/repairs - electrical	2,251	2,841	2,600	2,700
Service contract/repairs - floors	6,411	4,843	6,700	6,400
Service contract/repairs - hvac	172	570	900	800

Service contract/repairs - plumbing	8,161	3,683	4,800	5,000
Service contract/repairs - elevators	1,711	1,732	2,100	2,100
Supplies - appliance	2,467	1,799	5,000	4,000
Supplies - electrical	1,322	541	1,200	1,100
Supplies - hvac	608	1,001	2,200	1,500
Supplies - plumbing	1,408	2,572	1,500	1,700
Supplies - miscellaneous	681	989	2,000	1,500
Supplies - painting	960	1,094	1,700	1,500
Service contract - grounds	7,377	7,601	7,600	7,600
Service contract - snow	6,000	6,000	6,200	6,100
Service contract - painting	2,700	1,875	3,600	3,200
Total Maintenance Expenses	\$ 83,010	\$ 67,536	\$ 81,655	\$ 79,300
Utilities:				
Electricity	6,749	7,376	9,100	9,000
Heat / gas	6,257	7,401	8,100	8,100
Water and sewer	12,162	12,299	12,200	12,800
Trash removal	8,787	7,821	11,200	11,000
Total Utilities Expenses	\$ 33,955	\$ 34,897	\$ 40,600	\$ 40,900
Property Taxes And Insurance:				
Property and liability insurance	18,564	20,557	21,400	24,400
Real estate taxes	35,616	37,378	34,200	38,200
Total Property Tax/Insurance Expense	\$ 54,180	\$ 57,935	\$ 55,600	\$ 62,600
Total Operating Expenses	\$ 249,497	\$ 242,807	\$ 274,059	\$ 279,395
Operating Income (Loss)	\$ 124,476	\$ 140,866	\$ 99,241	\$ 101,705
Nonoperating Revenues:				
Property tax revenue	-	30,000	30,000	17,300
Interest income	56	698	100	700
Restricted interest income	1,544	5,847	500	5,000
Interest income - capital leases	-	-	-	-
Gain/loss on sale	-	-	-	-
Total Nonoperating Revenues	\$ 1,600	\$ 36,545	\$ 30,600	\$ 23,000
Income Before Debt Service	\$ 126,076	\$ 177,411	\$ 129,841	\$ 124,705
Debt Service-Cash:				
Interest - 2010C series bonds	-	-	-	-
Interest - 2013 series bonds	-	-	-	-
Interest - 2012A series bonds	-	-	-	-
Interest - 2012B series bonds, QECB	-	-	-	-
Interest - 2012C series bonds	16,938	14,600	13,200	10,800
Bond principal	55,000	60,000	60,000	60,000
Total Debt Service-Cash	\$ 71,938	\$ 74,600	\$ 73,200	\$ 70,800
Income Before Capital Activity and Transfers	\$ 54,138	\$ 102,811	\$ 56,641	\$ 53,905
Capital Activity:				
Grant revenue - cdbg	-	-	-	-
Capital outlay	(42,101)	(9,094)	(199,023)	-
Total Capital Activity	\$ (42,101)	\$ (9,094)	\$ (199,023)	\$ -
Operating Transfers:				
Transfer from other funds	42,109	9,094	199,023	-
Transfer to other funds	(14,000)	(60,130)	-	(33,000)
Net Operating Transfers	\$ 28,109	\$ (51,036)	\$ 199,023	\$ (33,000)
Total Cash Available For Operations	\$ 40,146	\$ 42,681	\$ 56,641	\$ 20,905
Depreciation	724	1,214	724	1,200

Depreciation - building	34,861	35,139	35,000	35,100
Total Depreciation	\$ 35,585	\$ 36,353	\$ 35,724	\$ 36,300
Bond premium	(5,765)	(5,765)	(5,765)	(5,765)
Bond discount	461	461	461	461
Deferred refunding	7,865	7,865	7,865	7,865
Deferred gain on refunding	-	-	-	-
Bond principal - offset	(55,000)	(60,000)	(60,000)	(60,000)
Total Debt Service Non-Cash	\$ (52,439)	\$ (57,439)	\$ (57,439)	\$ (57,439)
Net Income (Loss)	\$ 57,000	\$ 63,767	\$ 78,356	\$ 42,044

**Briar Pond, LLC**

This fund was established to account for operations of Briar Pond LLC, a blended component unit, which is comprised of four buildings and a total of 196 units. Unit styles are available in 1 bedroom and 2 bedroom apartments and 2 bedroom and 3 bedroom townhomes.

**Washington County Community Development Agency**  
**Briar Pond - Combined**  
**For the Year-Ended December 31, 2020**  
**With Comparative Totals for the Year-Ended December 31, 2019**

	2020 Budget Total Briar Pond	2019 Budget Total Briar Pond
Operating Revenues:		
Rental Income:		
Rent income - residents	\$ 2,128,600	\$ 2,067,400
County assistance rent	232,900	225,800
Bad debt rent	(6,400)	(6,000)
Bad debt other	5,400	6,200
Vacancy	(118,100)	(113,700)
Employee concessions	(1,900)	(1,500)
Net rental revenue	\$ 2,240,500	\$ 2,178,200
Late fees	4,400	4,300
Rental fee revenue	6,300	6,200
Other income	12,000	12,000
Total Operating Revenues	\$ 2,258,800	\$ 2,196,400
Operating Expenses:		
Administration:		
Payroll - office	134,200	131,560
CDA administration charge	128,600	120,800
Management fee	108,048	108,048
Legal fees	5,000	5,200
Audit/tax return preparation fee	12,700	12,700
Telephone - office use	12,800	13,200
Janitorial and extermination	19,400	18,700
Office expenses	18,100	18,600
Consulting	-	-
Travel and training	1,200	1,100
Fees	52,500	52,700
Total Administration Expenses	\$ 492,548	\$ 482,608
Maintenance:		
Payroll - maintenance	113,200	110,943
Payroll - grounds	39,500	38,688
Insurance benefits	-	-
Mileage reimbursement	1,100	1,400
Repairs & maintenance	32,000	33,600
Uniforms - business office	2,000	1,600
Service contract/repairs - appliance	-	1,000
Service contract/repairs - electrical	8,100	7,800
Service contract/repairs - floors	33,400	35,800
Service contract/repairs - general building	-	-
Service contract/repairs - hvac	6,900	5,800
Service contract/repairs - plumbing	9,600	10,200
Supplies - appliance	11,000	12,500
Supplies - electrical	4,800	4,800
Supplies - hvac	4,900	5,400
Supplies - plumbing	8,000	8,500
Supplies - miscellaneous	5,300	6,900
Supplies - painting	6,100	6,800
Service contract/repairs - elevators	6,700	7,600
Service contract - grounds	22,500	23,700
Service contract - snow	9,600	9,600
Service contract - painting	12,000	13,000
Total Maintenance Expenses	\$ 336,700	\$ 345,631

Utilities:

Electricity	33,200	33,200
Heat / gas	89,100	79,100
Water and sewer	58,000	61,000
Trash removal	26,000	25,000
Total Utilities Expenses	<u>\$ 206,300</u>	<u>\$ 198,300</u>
Property Taxes And Insurance:		
Property and liability insurance	78,000	70,800
Real estate taxes	104,200	98,900
Total Property Tax/Insurance Expense	<u>\$ 182,200</u>	<u>\$ 169,700</u>
Total Operating Expenses	<u>\$ 1,217,748</u>	<u>\$ 1,196,239</u>
Operating Income (Loss)	<u>\$ 1,041,052</u>	<u>\$ 1,000,161</u>
Nonoperating Revenues:		
Interest income	200	-
Restricted interest income	20,600	11,000
Property tax revenue	26,621	26,621
Total Nonoperating Revenues	<u>\$ 47,421</u>	<u>\$ 37,621</u>
Income Before Debt Service - Cash	<u>\$ 1,088,473</u>	<u>\$ 1,037,782</u>
Debt Service-Cash:		
Interest - HUD mortgage	335,797	343,052
Interest - 2012B series bonds, QECB	7,428	7,994
Principal - HUD mortgage	195,892	188,637
Principal - 2012B series bonds, QECB	26,621	26,621
Total Debt Service-Cash	<u>\$ 565,738</u>	<u>\$ 566,304</u>
Income Before Capital Activity and Transfers	<u>\$ 522,735</u>	<u>\$ 471,478</u>
Capital Activity:		
Grant revenue - cdbg	-	-
Capital outlay	(29,022)	(86,700)
Total Capital Activity	<u>\$ (29,022)</u>	<u>\$ (86,700)</u>
Operating Transfers:		
Transfer from other funds	-	10,000
Transfer to other funds	(189,000)	(194,100)
Net Operating Transfers	<u>\$ (189,000)</u>	<u>\$ (184,100)</u>
Total Cash Available For Operations	<u>\$ 304,713</u>	<u>\$ 200,678</u>
Depreciation	7,700	3,286
Depreciation - building	314,800	311,508
Total Depreciation	<u>\$ 322,500</u>	<u>\$ 314,794</u>
Bond discount	221	221
Deferred refunding	8,671	8,671
Bond principal - offset	(222,513)	(215,258)
Total Debt Service Non-Cash	<u>\$ (213,621)</u>	<u>\$ (206,366)</u>
Net Income (Loss)	<u><u>\$ 195,834</u></u>	<u><u>\$ 92,250</u></u>

**- This page intentionally left blank -**



## **Detailed Budgets of the Briar Pond Fund**

**Washington County Community Development Agency**  
**Briar Pond (605)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Rental Income:				
Rent income - residents	\$ 1,955,721	\$ 2,003,258	\$ 2,067,400	\$ 2,128,600
County assistance rent	249,012	232,406	225,800	232,900
Bad debt rent	(2,789)	(1,893)	(6,000)	(6,400)
Bad debt other	2,640	903	6,200	5,400
Vacancy	(26,593)	(18,547)	(113,700)	(118,100)
Employee concessions	(1,708)	(3,663)	(1,500)	(1,900)
Net rental revenue	\$ 2,176,283	\$ 2,212,464	\$ 2,178,200	\$ 2,240,500
Application fees	1,850	1,475	1,900	1,900
Late fees	4,351	4,737	4,300	4,400
Other income	10,963	10,980	12,000	12,000
Total Operating Revenues	\$ 2,193,447	\$ 2,229,656	\$ 2,196,400	\$ 2,258,800
Operating Expenses:				
Administration:				
Payroll - office	107,810	115,224	131,560	134,200
CDA administration charge	98,786	116,717	120,800	128,600
Management fee	108,048	108,048	108,048	108,048
Legal fees	7,032	3,714	5,200	5,000
Audit/tax return preparation fee	11,800	12,700	12,700	12,700
Telephone - office use	13,408	11,047	13,200	12,800
Monthly cleaning	7,178	10,138	11,000	11,000
Service contract/repairs - janitorial	3,936	266	-	700
Supplies - janitorial	3,775	2,201	3,900	3,900
Extermination	3,104	1,987	3,800	3,800
Postage & delivery - ops	237	91	400	300
Office/equipment rental	2,509	2,150	2,600	2,600
Advertising/marketing	10,323	9,832	11,300	11,000
Misc expense - business office	863	887	1,000	1,000
Office supplies and equipment	900	927	1,200	1,200
Resident retention	1,400	1,847	2,100	2,000
Consulting	-	3,594	-	-
Travel	21	118	100	100
Education and training	1,170	1,896	1,000	1,100
Credit reports / background checks	2,220	1,575	3,000	2,500
Data processing fees	193	164	500	300
License fees	4,620	4,610	4,200	4,700
Bank fees	43,456	42,370	45,000	45,000
Total Administration Expenses	\$ 432,789	\$ 452,103	\$ 482,608	\$ 492,548
Maintenance:				
Payroll - maintenance	86,649	98,810	110,943	113,200
Payroll - grounds	35,863	34,486	38,688	39,500
Insurance benefits	-	2,363	-	-
Mileage reimbursement	999	736	1,400	1,100
Repairs & maintenance	23,984	22,929	33,600	32,000
Uniforms - business office	1,743	2,222	1,600	2,000
Service contract/repairs - appliance	-	-	1,000	-
Service contract/repairs - electrical	14,457	3,727	7,800	8,100
Service contract/repairs - floors	39,009	18,199	35,800	33,400
Service contract/repairs - general building	-	60	-	-
Service contract/repairs - hvac	5,786	13,400	5,800	6,900
Service contract/repairs - plumbing	11,465	6,569	10,200	9,600
Supplies - appliance	7,508	7,090	12,500	11,000

Supplies - electrical	4,473	3,354	4,800	4,800
Supplies - hvac	2,058	709	5,400	4,900
Supplies - plumbing	5,390	4,532	8,500	8,000
Supplies - miscellaneous	3,030	2,232	6,900	5,300
Supplies - painting	7,426	3,420	6,800	6,100
Service contract/repairs - elevators	7,551	6,156	7,600	6,700
Service contract - grounds	23,549	18,082	23,700	22,500
Service contract - snow	9,600	9,600	9,600	9,600
Service contract - painting	15,965	6,060	13,000	12,000
Total Maintenance Expenses	\$ 306,505	\$ 264,736	\$ 345,631	\$ 336,700
Utilities:				
Electricity	30,503	31,756	33,200	33,200
Heat / gas	40,779	46,561	61,000	58,000
Water and sewer	82,456	84,805	79,100	89,100
Trash removal	22,435	24,378	25,000	26,000
Total Utilities Expenses	\$ 176,173	\$ 187,500	\$ 198,300	\$ 206,300
Property Taxes And Insurance:				
Property and liability insurance	63,000	67,317	70,800	78,000
Real estate taxes	100,683	102,076	98,900	104,200
Total Property Tax/Insurance Expense	\$ 163,683	\$ 169,393	\$ 169,700	\$ 182,200
Total Operating Expenses	\$ 1,079,150	\$ 1,073,732	\$ 1,196,239	\$ 1,217,748
Operating Income (Loss)	\$ 1,114,297	\$ 1,155,924	\$ 1,000,161	\$ 1,041,052
Nonoperating Revenues:				
Interest income	293	214	-	200
Restricted interest income	17,946	20,631	11,000	20,600
Property tax revenue	26,621	26,621	26,621	26,621
Total Nonoperating Revenues	\$ 44,860	\$ 47,466	\$ 37,621	\$ 47,421
Income Before Debt Service - Cash	\$ 1,159,157	\$ 1,203,390	\$ 1,037,782	\$ 1,088,473
Debt Service-Cash:				
Interest - HUD mortgage	356,216	349,467	343,052	335,797
Interest - 2012B series bonds, QECB	8,770	8,300	7,994	7,428
Principal - HUD mortgage	174,923	181,650	188,637	195,892
Principal - 2012B series bonds, QECB	26,621	26,621	26,621	26,621
Total Debt Service-Cash	\$ 566,530	\$ 566,038	\$ 566,304	\$ 565,738
Income Before Capital Activity and Transfers	\$ 592,627	\$ 637,352	\$ 471,478	\$ 522,735
Capital Activity:				
Grant revenue - cdbg	-	-	-	-
Capital outlay	(200,938)	(452,219)	(86,700)	(29,022)
Total Capital Activity	\$ (200,938)	\$ (452,219)	\$ (86,700)	\$ (29,022)
Operating Transfers:				
Transfer from other funds	16,805	-	10,000	-
Transfer to other funds	(1,189,000)	-	(194,100)	(189,000)
Net Operating Transfers	\$ (1,172,195)	\$ -	\$ (184,100)	\$ (189,000)
Total Cash Available For Operations	\$ (780,506)	\$ 185,133	\$ 200,678	\$ 304,713
Depreciation	4,018	7,677	3,286	7,700
Depreciation - building	314,018	314,800	311,508	314,800
Total Depreciation	\$ 318,036	\$ 322,477	\$ 314,794	\$ 322,500
Bond discount	221	221	221	221
Deferred refunding	8,671	8,671	8,671	8,671
Bond principal - offset	(201,544)	(208,271)	(215,258)	(222,513)

Total Debt Service Non-Cash	\$	(192,652)	\$	(199,379)	\$	(206,366)	\$	(213,621)
Net Income (Loss)	\$	(905,890)	\$	62,035	\$	92,250	\$	195,834

**Managing Member Partnership**

This fund was established to account for the Authority's ownership interest in The Groves Apartments, LLC, Piccadilly Square of Mahtomedi, LLC and The Glen at Valley Creek, LLC, joint ventures, and any transactions related to performing the duties of general partner and managing member of the joint ventures.

**- This page intentionally left blank -**

**Washington County Community Development Agency**  
**Managing Member Partnership - Combined**  
**For the Year-Ended December 31, 2020**  
**With Comparative Totals for the Year-Ended December 31, 2019**

	850 - Groves Apts Managing Member	851 - WCHRA Piccadilly Square	852 - Piccadilly Square Lender	853 - WCCDA Glen	854 - Glen at Valley Creek Lender	2020 Total Managing Member Partnership	2019 Total Managing Member Partnership
Operating Revenues:							
Rental Income:							
Rent income - residents	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County assistance rent	-	-	-	-	-	-	-
Vacancy	-	-	-	-	-	-	-
Bad debt rent	-	-	-	-	-	-	-
Bad debt other	-	-	-	-	-	-	-
Employee concessions	-	-	-	-	-	-	-
Net rental revenue	-	-	-	-	-	-	-
Application fees	-	-	-	-	-	-	-
Late fees	-	-	-	-	-	-	-
Rental fee revenue	-	-	-	-	-	-	-
Laundry income	-	-	-	-	-	-	-
Parking / garage income	-	-	-	-	-	-	-
Service revenue	-	-	-	-	-	-	-
Other income	-	-	-	-	83,845	83,845	-
Total Operating Revenues	\$ -	\$ -	\$ -	\$ -	\$ 83,845	\$ 83,845	\$ -
Operating Expenses:							
Administration:							
Payroll - office	-	-	-	-	-	-	-
CDA administration charge	-	-	-	-	-	-	-
Management fee	-	-	-	-	-	-	-
Service contract/repairs - janitorial	-	-	-	-	-	-	-
Monthly cleaning	-	-	-	-	-	-	-
Supplies - janitorial	-	-	-	-	-	-	-
Extermination	-	-	-	-	-	-	-
Janitorial and extermination	-	-	-	-	-	-	-
Legal fees	-	-	-	-	-	-	-
Professional fees	-	-	500	-	-	500	-
Consulting	-	-	-	-	-	-	-
Consulting and professional fees	-	-	500	-	-	500	-
Telephone - office use	-	-	-	-	-	-	-
Postage & delivery - ops	-	-	-	-	-	-	-
Cable tv	-	-	-	-	-	-	-

**- This page intentionally left blank -**



	850 - Groves Apts Managing Member	851 - WCHRA Piccadilly Square	852 - Piccadilly Square Lender	853 - WCCDA Glen	854 - Glen at Valley Creek Lender	2020 Total Managing Member Partnership	2019 Total Managing Member Partnership
Office/equipment rental	-	-	-	-	-	-	-
Advertising/marketing	-	-	-	-	-	-	-
Misc expense - business office	-	-	-	-	-	-	-
Office supplies and equipment	-	-	-	-	-	-	-
Resident retention	-	-	-	-	-	-	-
Office expenses	-	-	-	-	-	-	-
Travel	-	-	-	-	-	-	-
Education and training	-	-	-	-	-	-	-
Travel and training	-	-	-	-	-	-	-
Credit reports / background checks	-	-	-	-	-	-	-
Association assessment	-	-	-	-	-	-	-
Data processing fees	-	-	-	-	-	-	-
License fees	-	-	-	-	-	-	-
Bank fees	-	-	2,000	-	-	2,000	2,000
Fees	-	-	2,000	-	-	2,000	2,000
Total Administration Expenses	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ 2,500	\$ 2,000
Maintenance:							
Payroll - maintenance	-	-	-	-	-	-	-
Payroll - grounds	-	-	-	-	-	-	-
Mileage reimbursement	-	-	-	-	-	-	-
Repairs & maintenance	-	-	-	-	-	-	-
Uniforms - business office	-	-	-	-	-	-	-
Service contract/repairs - appliance	-	-	-	-	-	-	-
Service contract/repairs - electrical	-	-	-	-	-	-	-
Service contract/repairs - floors	-	-	-	-	-	-	-
Service contract/repairs - hvac	-	-	-	-	-	-	-
Service contract/repairs - plumbing	-	-	-	-	-	-	-
Service contract/repairs - elevators	-	-	-	-	-	-	-
Supplies - appliance	-	-	-	-	-	-	-
Supplies - electrical	-	-	-	-	-	-	-
Supplies - hvac	-	-	-	-	-	-	-
Supplies - plumbing	-	-	-	-	-	-	-
Supplies - miscellaneous	-	-	-	-	-	-	-
Supplies - painting	-	-	-	-	-	-	-
Service contract - grounds	-	-	-	-	-	-	-
Service contract - snow	-	-	-	-	-	-	-
Service contract - painting	-	-	-	-	-	-	-
Total Maintenance Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities:							
Electricity	-	-	-	-	-	-	-

**- This page intentionally left blank -**

	850 - Groves Apts Managing Member	851 - WCHRA Piccadilly Square	852 - Piccadilly Square Lender	853 - WCCDA Glen	854 - Glen at Valley Creek Lender	2020 Total Managing Member Partnership	2019 Total Managing Member Partnership
Water and sewer	-	-	-	-	-	-	-
Heat / gas	-	-	-	-	-	-	-
Trash removal	-	-	-	-	-	-	-
Total Utilities Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property Taxes And Insurance:							
Property and liability insurance	-	-	-	-	-	-	-
Real estate taxes	-	-	-	-	-	-	-
Total Property Tax/Insurance Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ 2,500	\$ 2,000
Operating Income (Loss)	\$ -	\$ -	\$ (2,500)	\$ -	\$ 83,845	\$ 81,345	\$ (2,000)
Nonoperating Revenues:							
Property tax revenue	-	-	46,010	195,000	-	241,010	241,010
Interest income	25,000	-	41,200	-	6,000	72,200	36,500
Restricted interest income	-	-	11,600	-	-	11,600	2,900
Interest income - loans	-	-	142,025	-	-	142,025	146,025
Other income	-	-	-	-	-	-	-
Gain/loss on sale	-	-	-	-	-	-	-
Total Nonoperating Revenues	\$ 25,000	\$ -	\$ 240,835	\$ 195,000	\$ 6,000	\$ 466,835	\$ 426,435
Nonoperating Revenues:							
Credit enhancement fee	-	-	-	195,000	-	195,000	195,000
Total Nonoperating Expenses	\$ -	\$ -	\$ -	\$ 195,000	\$ -	\$ 195,000	\$ 195,000
Total Nonoperating Revenues and Expenses	\$ 25,000	\$ -	\$ 240,835	\$ -	\$ 6,000	\$ 271,835	\$ 231,435
Income Before Debt Service	\$ 25,000	\$ -	\$ 238,335	\$ -	\$ 89,845	\$ 353,180	\$ 229,435

**- This page intentionally left blank -**

	850 - Groves Apts Managing Member	851 - WCHRA Piccadilly Square	852 - Piccadilly Square Lender	853 - WCCDA Glen	854 - Glen at Valley Creek Lender	2020 Total Managing Member Partnership	2019 Total Managing Member Partnership
Debt Service-Cash:							
Interest - 2015A series bonds	-	-	273,938	-	-	273,938	277,338
Bond principal	-	-	170,000	-	-	170,000	170,000
Total Debt Service-Cash	\$ -	\$ -	\$ 443,938	\$ -	\$ -	\$ 443,938	\$ 447,338
Income Before Capital Activity and Transfers	\$ 25,000	\$ -	\$ (205,603)	\$ -	\$ 89,845	\$ (90,758)	\$ (217,903)
Capital Activity:							
Grant revenue - cdbg	-	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-	-
Total Capital Activity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Transfers:							
Transfer from other funds	-	-	-	-	-	-	-
Transfer to other funds	(46,000)	-	-	-	-	(46,000)	(125,000)
Net Operating Transfers	\$ (46,000)	\$ -	\$ -	\$ -	\$ -	\$ (46,000)	\$ (125,000)
Total Cash Available For Operations	\$ (21,000)	\$ -	\$ (205,603)	\$ -	\$ 89,845	\$ (136,758)	\$ (342,903)
Depreciation	-	-	-	-	-	-	-
Depreciation - building	-	-	-	-	-	-	-
Total Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond premium	-	-	(8,695)	-	-	(8,695)	(8,695)
Bond discount	-	-	-	-	-	-	-
Deferred refunding	-	-	-	-	-	-	-
Deferred gain on refunding	-	-	-	-	-	-	-
Bond principal - offset	-	-	(170,000)	-	-	(170,000)	(170,000)
Total Debt Service Non-Cash	\$ -	\$ -	\$ (178,695)	\$ -	\$ -	\$ (178,695)	\$ (178,695)
Net Income (Loss)	\$ (21,000)	\$ -	\$ (26,908)	\$ -	\$ 89,845	\$ 41,937	\$ (164,208)

**- This page intentionally left blank -**

## **Detailed Budgets of Managing Member Partnership**

**Washington County Community Development Agency**  
**Managing Member Partnership - Groves Apartments Managing Member (850)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Rental Income:				
Rent income - residents	\$ -	\$ -	\$ -	\$ -
County assistance rent	-	-	-	-
Vacancy	-	-	-	-
Bad debt rent	-	-	-	-
Bad debt other	-	-	-	-
Employee concessions	-	-	-	-
Net rental revenue	-	-	-	-
Application fees	-	-	-	-
Late fees	-	-	-	-
Laundry income	-	-	-	-
Parking / garage income	-	-	-	-
Other income	-	-	-	-
Total Operating Revenues	\$ -	\$ -	\$ -	\$ -
Operating Expenses:				
Administration:				
Payroll - office	-	-	-	-
CDA administration charge	-	-	-	-
Management fee	-	-	-	-
Service contract/repairs - janitorial	-	-	-	-
Monthly cleaning	-	-	-	-
Supplies - janitorial	-	-	-	-
Extermination	-	-	-	-
Legal fees	-	-	-	-
Professional fees	-	-	-	-
Consulting	-	-	-	-
Telephone - office use	-	-	-	-
Postage & delivery - ops	-	-	-	-
Cable tv	-	-	-	-
Office/equipment rental	-	-	-	-
Advertising/marketing	-	-	-	-
Misc expense - business office	-	-	-	-
Office supplies and equipment	-	-	-	-
Resident retention	-	-	-	-
Travel	-	-	-	-
Education and training	-	-	-	-
Credit reports / background checks	-	-	-	-
Association assessment	-	-	-	-
Data processing fees	-	-	-	-
License fees	-	-	-	-
Bank fees	-	-	-	-
Total Administration Expenses	\$ -	\$ -	\$ -	\$ -
Maintenance:				
Payroll - maintenance	-	-	-	-
Payroll - grounds	-	-	-	-
Mileage reimbursement	-	-	-	-
Repairs & maintenance	-	-	-	-
Uniforms - business office	-	-	-	-
Service contract/repairs - appliance	-	-	-	-
Service contract/repairs - electrical	-	-	-	-
Service contract/repairs - floors	-	-	-	-
Service contract/repairs - hvac	-	-	-	-



Service contract/repairs - plumbing	-	-	-	-
Service contract/repairs - elevators	-	-	-	-
Supplies - appliance	-	-	-	-
Supplies - electrical	-	-	-	-
Supplies - hvac	-	-	-	-
Supplies - plumbing	-	-	-	-
Supplies - miscellaneous	-	-	-	-
Supplies - painting	-	-	-	-
Service contract - grounds	-	-	-	-
Service contract - snow	-	-	-	-
Service contract - painting	-	-	-	-
Total Maintenance Expenses	\$ -	\$ -	\$ -	\$ -
Utilities:				
Electricity	-	-	-	-
Water and sewer	-	-	-	-
Heat / gas	-	-	-	-
Trash removal	-	-	-	-
Total Utilities Expenses	\$ -	\$ -	\$ -	\$ -
Property Taxes And Insurance:				
Property and liability insurance	-	-	-	-
Real estate taxes	-	-	-	-
Total Property Tax/Insurance Expense	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ -	\$ -	\$ -	\$ -
Operating Income (Loss)	\$ -	\$ -	\$ -	\$ -
Nonoperating Revenues:				
Property tax revenue	-	-	-	-
Interest income	40,449	35,720	36,500	25,000
Restricted interest income	-	-	-	-
Interest income - loans	-	-	-	-
Other income	-	-	-	-
Gain on investment	7	10	-	-
Total Nonoperating Revenues	\$ 40,456	\$ 35,730	\$ 36,500	\$ 25,000
Nonoperating Revenues:				
Credit enhancement fee	-	-	-	-
Total Nonoperating Expenses	\$ -	\$ -	\$ -	\$ -
Total Nonoperating Revenues and Expenses	\$ 40,456	\$ 35,730	\$ 36,500	\$ 25,000
Income Before Debt Service	\$ 40,456	\$ 35,730	\$ 36,500	\$ 25,000
Debt Service-Cash:				
Interest - 2015A series bonds	-	-	-	-
Bond principal	-	-	-	-
Total Debt Service-Cash	\$ -	\$ -	\$ -	\$ -
Income Before Capital Activity and Transfers	\$ 40,456	\$ 35,730	\$ 36,500	\$ 25,000
Capital Activity:				
Grant revenue - cdbg	-	-	-	-
Capital outlay	-	-	-	-
Total Capital Activity	\$ -	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer to other funds	(300,000)	(210,000)	(125,000)	(46,000)

Net Operating Transfers	\$	(300,000)	\$	(210,000)	\$	(125,000)	\$	(46,000)
Total Cash Available For Operations	\$	(259,544)	\$	(174,270)	\$	(88,500)	\$	(21,000)
Depreciation		-		-		-		-
Depreciation - building		-		-		-		-
Total Depreciation	\$	-	\$	-	\$	-	\$	-
Bond premium		-		-		-		-
Bond discount		-		-		-		-
Deferred refunding		-		-		-		-
Deferred gain on refunding		-		-		-		-
Bond principal - offset		-		-		-		-
Total Debt Service Non-Cash	\$	-	\$	-	\$	-	\$	-
Net Income (Loss)	\$	(259,544)	\$	(174,270)	\$	(88,500)	\$	(21,000)

**Washington County Community Development Agency**  
**Managing Member Partnership - WCCDA Piccadilly Square (851)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Rental Income:				
Rent income - residents	\$ -	\$ -	\$ -	\$ -
County assistance rent	-	-	-	-
Vacancy	-	-	-	-
Bad debt rent	-	-	-	-
Bad debt other	-	-	-	-
Employee concessions	-	-	-	-
Net rental revenue	-	-	-	-
Application fees	-	-	-	-
Late fees	-	-	-	-
Laundry income	-	-	-	-
Parking / garage income	-	-	-	-
Other income	-	-	-	-
Total Operating Revenues	\$ -	\$ -	\$ -	\$ -
Operating Expenses:				
Administration:				
Payroll - office	-	-	-	-
CDA administration charge	-	-	-	-
Management fee	-	-	-	-
Service contract/repairs - janitorial	-	-	-	-
Monthly cleaning	-	-	-	-
Supplies - janitorial	-	-	-	-
Extermination	-	-	-	-
Legal fees	-	-	-	-
Professional fees	-	-	-	-
Consulting	-	-	-	-
Telephone - office use	-	-	-	-
Postage & delivery - ops	-	-	-	-
Cable tv	-	-	-	-
Office/equipment rental	-	-	-	-
Advertising/marketing	-	-	-	-
Misc expense - business office	-	-	-	-
Office supplies and equipment	-	-	-	-
Resident retention	-	-	-	-
Travel	-	-	-	-
Education and training	-	-	-	-
Credit reports / background checks	-	-	-	-
Association assessment	-	-	-	-
Data processing fees	-	-	-	-
License fees	-	-	-	-
Bank fees	-	-	-	-
Total Administration Expenses	\$ -	\$ -	\$ -	\$ -
Maintenance:				
Payroll - maintenance	-	-	-	-
Payroll - grounds	-	-	-	-
Mileage reimbursement	-	-	-	-
Repairs & maintenance	-	-	-	-
Uniforms - business office	-	-	-	-
Service contract/repairs - appliance	-	-	-	-
Service contract/repairs - electrical	-	-	-	-
Service contract/repairs - floors	-	-	-	-
Service contract/repairs - hvac	-	-	-	-

Service contract/repairs - plumbing	-	-	-	-
Service contract/repairs - elevators	-	-	-	-
Supplies - appliance	-	-	-	-
Supplies - electrical	-	-	-	-
Supplies - hvac	-	-	-	-
Supplies - plumbing	-	-	-	-
Supplies - miscellaneous	-	-	-	-
Supplies - painting	-	-	-	-
Service contract - grounds	-	-	-	-
Service contract - snow	-	-	-	-
Service contract - painting	-	-	-	-
Total Maintenance Expenses	\$ -	\$ -	\$ -	\$ -
Utilities:				
Electricity	-	-	-	-
Water and sewer	-	-	-	-
Heat / gas	-	-	-	-
Trash removal	-	-	-	-
Total Utilities Expenses	\$ -	\$ -	\$ -	\$ -
Property Taxes And Insurance:				
Property and liability insurance	-	-	-	-
Real estate taxes	-	-	-	-
Total Property Tax/Insurance Expense	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ -	\$ -	\$ -	\$ -
Operating Income (Loss)	\$ -	\$ -	\$ -	\$ -
Nonoperating Revenues:				
Property tax revenue	-	-	-	-
Interest income	-	-	-	-
Restricted interest income	-	-	-	-
Interest income - loans	-	-	-	-
Other income	-	-	-	-
Gain on investment	(35)	(18)	-	-
Total Nonoperating Revenues	\$ (35)	\$ (18)	\$ -	\$ -
Nonoperating Revenues:				
Credit enhancement fee	-	-	-	-
Total Nonoperating Expenses	\$ -	\$ -	\$ -	\$ -
Total Nonoperating Revenues and Expenses	\$ (35)	\$ (18)	\$ -	\$ -
Income Before Debt Service	\$ (35)	\$ (18)	\$ -	\$ -
Debt Service-Cash:				
Interest - 2015A series bonds	-	-	-	-
Bond principal	-	-	-	-
Total Debt Service-Cash	\$ -	\$ -	\$ -	\$ -
Income Before Capital Activity and Transfers	\$ (35)	\$ (18)	\$ -	\$ -
Capital Activity:				
Grant revenue - cdbg	-	-	-	-
Capital outlay	-	-	-	-
Total Capital Activity	\$ -	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	-	-	-
Transfer from other funds	288	-	-	-

Net Operating Transfers	\$	288	\$	-	\$	-	\$	-
Total Cash Available For Operations	\$	253	\$	(18)	\$	-	\$	-
Depreciation		-		-		-		-
Depreciation - building		-		-		-		-
Total Depreciation	\$	-	\$	-	\$	-	\$	-
Bond premium		-		-		-		-
Bond discount		-		-		-		-
Deferred refunding		-		-		-		-
Deferred gain on refunding		-		-		-		-
Bond principal - offset		-		-		-		-
Total Debt Service Non-Cash	\$	-	\$	-	\$	-	\$	-
Net Income (Loss)	\$	253	\$	(18)	\$	-	\$	-

**Washington County Community Development Agency**  
**Managing Member Partnership - Piccadilly Square Lender (852)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Rental Income:				
Rent income - residents	\$ -	\$ -	\$ -	\$ -
County assistance rent	-	-	-	-
Vacancy	-	-	-	-
Bad debt rent	-	-	-	-
Bad debt other	-	-	-	-
Employee concessions	-	-	-	-
Net rental revenue	-	-	-	-
Application fees	-	-	-	-
Late fees	-	-	-	-
Laundry income	-	-	-	-
Parking / garage income	-	-	-	-
Other income	-	-	-	-
Total Operating Revenues	\$ -	\$ -	\$ -	\$ -
Operating Expenses:				
Administration:				
Payroll - office	-	-	-	-
CDA administration charge	-	-	-	-
Management fee	-	-	-	-
Service contract/repairs - janitorial	-	-	-	-
Monthly cleaning	-	-	-	-
Supplies - janitorial	-	-	-	-
Extermination	-	-	-	-
Legal fees	-	-	-	-
Professional fees	441	403	-	500
Consulting	-	-	-	-
Telephone - office use	-	-	-	-
Postage & delivery - ops	-	-	-	-
Cable tv	-	-	-	-
Office/equipment rental	-	-	-	-
Advertising/marketing	-	-	-	-
Misc expense - business office	-	-	-	-
Office supplies and equipment	-	-	-	-
Resident retention	-	-	-	-
Travel	-	-	-	-
Education and training	-	-	-	-
Credit reports / background checks	-	-	-	-
Association assessment	-	-	-	-
Data processing fees	-	-	-	-
License fees	-	-	-	-
Bank fees	2,000	5,000	2,000	2,000
Total Administration Expenses	\$ 2,441	\$ 5,403	\$ 2,000	\$ 2,500
Maintenance:				
Payroll - maintenance	-	-	-	-
Payroll - grounds	-	-	-	-
Mileage reimbursement	-	-	-	-
Repairs & maintenance	-	-	-	-
Uniforms - business office	-	-	-	-
Service contract/repairs - appliance	-	-	-	-
Service contract/repairs - electrical	-	-	-	-
Service contract/repairs - floors	-	-	-	-
Service contract/repairs - hvac	-	-	-	-

Service contract/repairs - plumbing	-	-	-	-
Service contract/repairs - elevators	-	-	-	-
Supplies - appliance	-	-	-	-
Supplies - electrical	-	-	-	-
Supplies - hvac	-	-	-	-
Supplies - plumbing	-	-	-	-
Supplies - miscellaneous	-	-	-	-
Supplies - painting	-	-	-	-
Service contract - grounds	-	-	-	-
Service contract - snow	-	-	-	-
Service contract - painting	-	-	-	-
Total Maintenance Expenses	\$ -	\$ -	\$ -	\$ -
Utilities:				
Electricity	-	-	-	-
Water and sewer	-	-	-	-
Heat / gas	-	-	-	-
Trash removal	-	-	-	-
Total Utilities Expenses	\$ -	\$ -	\$ -	\$ -
Property Taxes And Insurance:				
Property and liability insurance	-	-	-	-
Real estate taxes	-	-	-	-
Total Property Tax/Insurance Expense	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 2,441	\$ 5,403	\$ 2,000	\$ 2,500
Operating Income (Loss)	\$ (2,441)	\$ (5,403)	\$ (2,000)	\$ (2,500)
Nonoperating Revenues:				
Property tax revenue	46,010	46,010	46,010	46,010
Interest income	46,250	46,250	-	41,200
Restricted interest income	2,925	11,635	2,900	11,600
Interest income - loans	194,218	152,923	146,025	142,025
Other income	-	-	-	-
Gain on investment	(26)	1,021	-	-
Total Nonoperating Revenues	\$ 289,377	\$ 257,839	\$ 194,935	\$ 240,835
Nonoperating Revenues:				
Credit enhancement fee	-	-	-	-
Total Nonoperating Expenses	\$ -	\$ -	\$ -	\$ -
Total Nonoperating Revenues and Expenses	\$ 289,377	\$ 257,839	\$ 194,935	\$ 240,835
Income Before Debt Service	\$ 286,936	\$ 252,436	\$ 192,935	\$ 238,335
Debt Service-Cash:				
Interest - 2015A series bonds	321,237	282,362	277,338	273,938
Bond principal	1,380,000	1,995,000	170,000	170,000
Total Debt Service-Cash	\$ 1,701,237	\$ 2,277,362	\$ 447,338	\$ 443,938
Income Before Capital Activity and Transfers	\$ (1,414,301)	\$ (2,024,926)	\$ (254,403)	\$ (205,603)
Capital Activity:				
Grant revenue - cdbg	-	-	-	-
Capital outlay	-	-	-	-
Total Capital Activity	\$ -	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	972	5,000	-	-
Transfer to other funds	-	-	-	-

Net Operating Transfers	\$	972	\$	5,000	\$	-	\$	-
Total Cash Available For Operations	\$	(1,413,329)	\$	(2,019,926)	\$	(254,403)	\$	(205,603)
Depreciation		-		-		-		-
Depreciation - building		-		-		-		-
Total Depreciation	\$	-	\$	-	\$	-	\$	-
Bond premium		(8,695)		(8,695)		(8,695)		(8,695)
Bond discount		-		-		-		-
Deferred refunding		-		-		-		-
Deferred gain on refunding		-		-		-		-
Bond principal - offset		(1,380,000)		(1,995,000)		(170,000)		(170,000)
Total Debt Service Non-Cash	\$	(1,388,695)	\$	(2,003,695)	\$	(178,695)	\$	(178,695)
Net Income (Loss)	\$	(24,634)	\$	(16,231)	\$	(75,708)	\$	(26,908)



**Washington County Community Development Agency**  
**Managing Member Partnership - WCCDA Glen (853)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Rental Income:				
Rent income - residents	\$ -	\$ -	\$ -	\$ -
County assistance rent	-	-	-	-
Vacancy	-	-	-	-
Bad debt rent	-	-	-	-
Bad debt other	-	-	-	-
Employee concessions	-	-	-	-
Net rental revenue	-	-	-	-
Application fees	-	-	-	-
Late fees	-	-	-	-
Laundry income	-	-	-	-
Parking / garage income	-	-	-	-
Other income	-	-	-	-
Total Operating Revenues	\$ -	\$ -	\$ -	\$ -
Operating Expenses:				
Administration:				
Payroll - office	-	-	-	-
CDA administration charge	-	-	-	-
Management fee	-	-	-	-
Service contract/repairs - janitorial	-	-	-	-
Monthly cleaning	-	-	-	-
Supplies - janitorial	-	-	-	-
Extermination	-	-	-	-
Legal fees	-	-	-	-
Professional fees	-	-	-	-
Consulting	-	-	-	-
Telephone - office use	-	-	-	-
Postage & delivery - ops	-	-	-	-
Cable tv	-	-	-	-
Office/equipment rental	-	-	-	-
Advertising/marketing	-	-	-	-
Misc expense - business office	-	-	-	-
Office supplies and equipment	-	-	-	-
Resident retention	-	-	-	-
Travel	-	-	-	-
Education and training	-	-	-	-
Credit reports / background checks	-	-	-	-
Association assessment	-	-	-	-
Data processing fees	-	-	-	-
License fees	-	-	-	-
Bank fees	-	-	-	-
Total Administration Expenses	\$ -	\$ -	\$ -	\$ -
Maintenance:				
Payroll - maintenance	-	-	-	-
Payroll - grounds	-	-	-	-
Mileage reimbursement	-	-	-	-
Repairs & maintenance	-	-	-	-
Uniforms - business office	-	-	-	-
Service contract/repairs - appliance	-	-	-	-
Service contract/repairs - electrical	-	-	-	-
Service contract/repairs - floors	-	-	-	-
Service contract/repairs - hvac	-	-	-	-

Service contract/repairs - plumbing	-	-	-	-
Service contract/repairs - elevators	-	-	-	-
Supplies - appliance	-	-	-	-
Supplies - electrical	-	-	-	-
Supplies - hvac	-	-	-	-
Supplies - plumbing	-	-	-	-
Supplies - miscellaneous	-	-	-	-
Supplies - painting	-	-	-	-
Service contract - grounds	-	-	-	-
Service contract - snow	-	-	-	-
Service contract - painting	-	-	-	-
Total Maintenance Expenses	\$ -	\$ -	\$ -	\$ -
Utilities:				
Electricity	-	-	-	-
Water and sewer	-	-	-	-
Heat / gas	-	-	-	-
Trash removal	-	-	-	-
Total Utilities Expenses	\$ -	\$ -	\$ -	\$ -
Property Taxes And Insurance:				
Property and liability insurance	-	-	-	-
Real estate taxes	-	-	-	-
Total Property Tax/Insurance Expense	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ -	\$ -	\$ -	\$ -
Operating Income (Loss)	\$ -	\$ -	\$ -	\$ -
Nonoperating Revenues:				
Property tax revenue	-	95,000	195,000	195,000
Interest income	-	361	-	-
Restricted interest income	-	-	-	-
Interest income - loans	-	-	-	-
Other income	-	-	-	-
Gain on investment	-	-	-	-
Total Nonoperating Revenues	\$ -	\$ 95,361	\$ 195,000	\$ 195,000
Nonoperating Revenues:				
Credit enhancement fee	-	-	195,000	195,000
Total Nonoperating Expenses	\$ -	\$ -	\$ 195,000	\$ 195,000
Total Nonoperating Revenues and Expenses	\$ -	\$ 95,361	\$ -	\$ -
Income Before Debt Service	\$ -	\$ 95,361	\$ -	\$ -
Debt Service-Cash:				
Interest - 2015A series bonds	-	-	-	-
Bond principal	-	-	-	-
Total Debt Service-Cash	\$ -	\$ -	\$ -	\$ -
Income Before Capital Activity and Transfers	\$ -	\$ 95,361	\$ -	\$ -
Capital Activity:				
Grant revenue - cdbg	-	-	-	-
Capital outlay	-	-	-	-
Total Capital Activity	\$ -	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	13,052	-	-
Transfer to other funds	-	(95,361)	-	-

Net Operating Transfers	\$	-	\$	(82,309)	\$	-	\$	-
Total Cash Available For Operations	\$	-	\$	13,052	\$	-	\$	-
Depreciation		-		-		-		-
Depreciation - building		-		-		-		-
Total Depreciation	\$	-	\$	-	\$	-	\$	-
Bond premium		-		-		-		-
Bond discount		-		-		-		-
Deferred refunding		-		-		-		-
Deferred gain on refunding		-		-		-		-
Bond principal - offset		-		-		-		-
Total Debt Service Non-Cash	\$	-	\$	-	\$	-	\$	-
Net Income (Loss)	\$	-	\$	13,052	\$	-	\$	-

**Washington County Community Development Agency**  
**Managing Member Partnership - The Glen at Valley Creek Lender (854)**  
**Detail Budget for the Year-Ended December 31, 2020**

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Operating Revenues:				
Rental Income:				
Rent income - residents	\$ -	\$ -	\$ -	\$ -
County assistance rent	-	-	-	-
Vacancy	-	-	-	-
Bad debt rent	-	-	-	-
Bad debt other	-	-	-	-
Employee concessions	-	-	-	-
Net rental revenue	-	-	-	-
Application fees	-	-	-	-
Late fees	-	-	-	-
Laundry income	-	-	-	-
Parking / garage income	-	-	-	-
Other income	-	334,000	-	83,845
Total Operating Revenues	\$ -	\$ 334,000	\$ -	\$ 83,845
Operating Expenses:				
Administration:				
Payroll - office	-	-	-	-
CDA administration charge	-	-	-	-
Management fee	-	-	-	-
Service contract/repairs - janitorial	-	-	-	-
Monthly cleaning	-	-	-	-
Supplies - janitorial	-	-	-	-
Extermination	-	-	-	-
Legal fees	-	-	-	-
Professional fees	-	-	-	-
Consulting	-	-	-	-
Telephone - office use	-	-	-	-
Postage & delivery - ops	-	-	-	-
Cable tv	-	-	-	-
Office/equipment rental	-	-	-	-
Advertising/marketing	-	-	-	-
Misc expense - business office	-	-	-	-
Office supplies and equipment	-	-	-	-
Resident retention	-	-	-	-
Travel	-	-	-	-
Education and training	-	-	-	-
Credit reports / background checks	-	-	-	-
Association assessment	-	-	-	-
Data processing fees	-	-	-	-
License fees	-	-	-	-
Bank fees	-	-	-	-
Total Administration Expenses	\$ -	\$ -	\$ -	\$ -
Maintenance:				
Payroll - maintenance	-	-	-	-
Payroll - grounds	-	-	-	-
Mileage reimbursement	-	-	-	-
Repairs & maintenance	-	-	-	-
Uniforms - business office	-	-	-	-
Service contract/repairs - appliance	-	-	-	-
Service contract/repairs - electrical	-	-	-	-
Service contract/repairs - floors	-	-	-	-
Service contract/repairs - hvac	-	-	-	-

Service contract/repairs - plumbing	-	-	-	-
Service contract/repairs - elevators	-	-	-	-
Supplies - appliance	-	-	-	-
Supplies - electrical	-	-	-	-
Supplies - hvac	-	-	-	-
Supplies - plumbing	-	-	-	-
Supplies - miscellaneous	-	-	-	-
Supplies - painting	-	-	-	-
Service contract - grounds	-	-	-	-
Service contract - snow	-	-	-	-
Service contract - painting	-	-	-	-
Total Maintenance Expenses	\$ -	\$ -	\$ -	\$ -
Utilities:				
Electricity	-	-	-	-
Water and sewer	-	-	-	-
Heat / gas	-	-	-	-
Trash removal	-	-	-	-
Total Utilities Expenses	\$ -	\$ -	\$ -	\$ -
Property Taxes And Insurance:				
Property and liability insurance	-	-	-	-
Real estate taxes	-	-	-	-
Total Property Tax/Insurance Expense	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ -	\$ -	\$ -	\$ -
Operating Income (Loss)	\$ -	\$ 334,000	\$ -	\$ 83,845
Nonoperating Revenues:				
Property tax revenue	-	-	-	-
Interest income	-	1,866	-	6,000
Restricted interest income	-	-	-	-
Interest income - loans	-	-	-	-
Other income	-	-	-	-
Grant revenue - state	-	400,000	-	-
Gain on investment	-	-	-	-
Total Nonoperating Revenues	\$ -	\$ 401,866	\$ -	\$ 6,000
Nonoperating Revenues:				
Credit enhancement fee	-	-	-	-
Total Nonoperating Expenses	\$ -	\$ -	\$ -	\$ -
Total Nonoperating Revenues and Expenses	\$ -	\$ 401,866	\$ -	\$ 6,000
Income Before Debt Service	\$ -	\$ 735,866	\$ -	\$ 89,845
Debt Service-Cash:				
Interest - 2015A series bonds	-	-	-	-
Bond principal	-	-	-	-
Total Debt Service-Cash	\$ -	\$ -	\$ -	\$ -
Income Before Capital Activity and Transfers	\$ -	\$ 735,866	\$ -	\$ 89,845
Capital Activity:				
Grant revenue - cdbg	-	-	-	-
Capital outlay	-	-	-	-
Total Capital Activity	\$ -	\$ -	\$ -	\$ -
Operating Transfers:				
Transfer from other funds	-	577,537	-	-

Transfer to other funds	-	(118,793)	-	-
Net Operating Transfers	\$ -	\$ 458,744	\$ -	\$ -
Total Cash Available For Operations	\$ -	\$ 1,194,610	\$ -	\$ 89,845
Depreciation	-	-	-	-
Depreciation - building	-	-	-	-
Total Depreciation	\$ -	\$ -	\$ -	\$ -
Bond premium	-	-	-	-
Bond discount	-	-	-	-
Deferred refunding	-	-	-	-
Deferred gain on refunding	-	-	-	-
Bond principal - offset	-	-	-	-
Total Debt Service Non-Cash	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ -	\$ 1,194,610	\$ -	\$ 89,845

**THE GROVES APARTMENTS, LLC**  
**2020 Budget**

<b>Project Name:</b>			<b>USB Project ID:</b>			
The Groves Apartments, LLC						
For Period			For Period	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Beginning:</b>			<b>Ending:</b>	<b>12/31/2018</b>	<b>12/31/2019</b>	<b>12/31/2020</b>
	<b>USB Income Statement Format *</b>					
	<b>Description of Account</b>	<b>Acct No.</b>				
	Apartments of Member Carrying Charges	5120	\$ -	\$ -	\$ -	
	Tenants Assistance Payments	5121	\$ -	\$ -	\$ -	
<b>Rental</b>	Furniture and Equipment	5130	\$ -	\$ -	\$ -	
<b>Income</b>	Stores and Commercial	5140	\$ -	\$ -	\$ -	
<b>5100</b>	Garage and Parking Spaces	5170	\$ -	\$ -	\$ -	
	Flexible Subsidy Income	5180	\$ -	\$ -	\$ -	
	Miscellaneous <b>(Specify Below)</b>	5190				
	Excess Rent	5190-1	\$ -	\$ -	\$ -	
	Rent Revenue/Insurance	5190-2	\$ 725,000	\$ 741,500	\$ 755,800	
	Special Claims	5190-3	\$ -	\$ -	\$ -	
	Retained Excess Income	5190-4	\$ -	\$ -	\$ -	
	Application Fees	5190-	\$ 600	\$ 500	\$ 600	
		5190-	\$ -	\$ -	\$ -	
	Master Lease Income	5190-9	\$ -	\$ -	\$ -	
	Total Rent Potential at 100% Occupancy		\$ 725,600	\$ 742,000	\$ 756,400	
	Apartments	5220	\$ -	\$ -	\$ -	
	Furniture and Equipment	5230	\$ -	\$ -	\$ -	
<b>Vacancies</b>	Stores and Commercial	5240	\$ -	\$ -	\$ -	
<b>5200</b>	Rental Concessions	5250	\$ -	\$ -	\$ -	
	Garage and Parking Spaces	5270	\$ -	\$ -	\$ -	
	Miscellaneous <b>(Specify Below)</b>	5290				
	Gain / (Loss) to Lease <b>(See definition)</b>	5290-1	\$ -	\$ -	\$ -	
	Rental Housing Vacancy - 5%	5290-2	\$ 36,200	\$ 37,100	\$ 37,800	
		5290-	\$ -	\$ -	\$ -	
	Total Vacancies		\$ 36,200	\$ 37,100	\$ 37,800	
	Net Rental Revenue Less Vacancies		\$ 689,400	\$ 704,900	\$ 718,600	
<b>Income</b>	Elderly and Congregate Services Revenue	5300	\$ -	\$ -	\$ -	
<b>5300</b>	Total Service Income (Schedule Attached)		\$ -	\$ -	\$ -	
	Interest Income - Project Operations	5410	\$ -	\$ -	\$ -	
	Interest Reduction Payments (IRP)	5420	\$ -	\$ -	\$ -	
<b>Financial</b>	Income From Investments - Residual Receipts	5430	\$ -	\$ -	\$ -	
<b>Revenue</b>	Income from Investments - Reserve Replacements	5440	\$ 50	\$ 100	\$ 100	
<b>5400</b>	Income from Investments - Misc. <b>(Specify Below)</b>	5490				
	TIF Income	5490-1	\$ -	\$ -	\$ -	
	Interest Income - Bond Account or Sinking Fund	5490-2	\$ -	\$ -	\$ -	
		5490-	\$ -	\$ -	\$ -	
		5490-	\$ -	\$ -	\$ -	
	Total Financial Revenue		\$ 50	\$ 100	\$ 100	
	Laundry and Vending	5910	\$ -	\$ -	\$ -	
	NSF and Late Charges	5920	\$ 4,000	\$ 4,000	\$ 4,800	
<b>Other</b>	Damages and Cleaning Fees	5930	\$ 1,400	\$ 1,000	\$ 1,000	
<b>Revenue</b>	Forfeited Tenant Security Deposits	5940	\$ -	\$ -	\$ -	
<b>5900</b>	Other Revenue <b>(Specify Below)</b>	5990				
	Grant Income	5990-1	\$ -	\$ -	\$ -	
	Tenant Utility Reimbursement	5990-2	\$ 100	\$ 200	\$ 200	
	Recovery of Bad Debt	5990-3	\$ 3,000	\$ 700	\$ 2,200	

Beginning:		Ending:	12/31/2018	12/31/2019	12/31/2020
	Security deposits - Legal and Other misc rev	5990-	\$ 1,000	\$ 1,000	\$ 3,000
		5990-	\$ -	\$ -	\$ -
	Total Other Revenue		\$ 9,500	\$ 6,900	\$ 11,200
	Advertising	6210	\$ 3,500	\$ 2,700	\$ 2,600
	Other Renting Expenses	6250	\$ -	\$ -	\$ -
	Office Salaries (Contracted Employees)	6310	\$ 31,350	\$ 31,977	\$ 32,600
	Office Supplies	6311	\$ 1,100	\$ 800	\$ 700
Administrative	Office or Model Apartment Rent	6312	\$ -	\$ -	\$ -
Expenses	Management Fee	6320	\$ 35,300	\$ 35,600	\$ 35,900
6200/6300	Managing Member or Superintendent Salaries	6330	\$ -	\$ -	\$ -
	Managing Member or Superintendent Rent Free Unit	6331	\$ -	\$ -	\$ -
	Legal Expense (Project)	6340	\$ 5,500	\$ 5,500	\$ 5,100
	Auditing & Tax Expenses (Project)	6350	\$ 11,000	\$ 10,000	\$ 9,200
	Bookkeeping/Accounting	6351	\$ -	\$ -	\$ -
	Telephone and Answering Services	6360	\$ 3,800	\$ 3,100	\$ 3,200
	Bad Debt Expense	6370	\$ 6,000	\$ 4,000	\$ 2,000
	Misc. Administrative Expenses (Specify Below)	6390	\$ -	\$ -	\$ -
	Cable TV / Internet Expenses	6390-1	\$ -	\$ -	\$ -
	Meetings/Conferences/Trainings	6390-2	\$ 500	\$ 500	\$ 500
	Office Equipment Rental	6390-3	\$ 3,400	\$ 3,500	\$ 1,400
	Newsletters & Resident Retention	6390-4	\$ 700	\$ 700	\$ 700
	Other Contractual Services - Recreational Center	6390-5	\$ 19,800	\$ 15,000	\$ 14,800
	Postage	6390-6	\$ 300	\$ 300	\$ 200
	Travel Expense	6390-7	\$ 650	\$ 600	\$ 900
	Dues and Subscriptions	6390-8	\$ -	\$ -	\$ -
	Municipal Fees	6390-9	\$ 2,500	\$ 2,500	\$ 2,400
	Total Administrative Expenses		\$ 125,400	\$ 116,777	\$ 112,200
	Fuel Oil/Coal	6420	\$ -	\$ -	\$ -
	Electricity (Light and Misc Power)	6450	\$ 25,000	\$ 28,900	\$ 24,000
Utilities	Water and Sewer	6451	\$ 36,000	\$ 37,000	\$ 36,000
6400	Gas	6452	\$ 15,800	\$ 15,200	\$ 14,400
	Sewer	6453	\$ -	\$ -	\$ -
	Waste Water Treatment	6490-1	\$ -	\$ -	\$ -
	Total Utilities Expense		\$ 76,800	\$ 81,100	\$ 74,400
	Janitor and Cleaning Payroll	6510	\$ -	\$ -	\$ -
	Janitor and Cleaning Supplies	6515	\$ 600	\$ 500	\$ 500
	Janitor and Cleaning Contract	6517	\$ 4,500	\$ 4,500	\$ 4,400
	Exterminating Payroll	6519-1	\$ -	\$ -	\$ -
	Exterminating Contract	6519-2	\$ 3,900	\$ 3,900	\$ 3,400
	Exterminating Supplies	6520	\$ -	\$ -	\$ -
	Garbage and Trash Removal	6525	\$ 16,700	\$ 16,900	\$ 16,600
	Security Payroll	6530-1	\$ -	\$ -	\$ -
	Security Contract	6530-2	\$ -	\$ -	\$ -
Operating and	Grounds Payroll (Contracted Employees)	6535	\$ 16,400	\$ 25,700	\$ 26,200
Maintenance	Grounds Supplies	6536	\$ -	\$ -	\$ -
6500	Grounds contract	6537	\$ 10,000	\$ 10,500	\$ 10,500
	Repairs Payroll (Contracted Employees)	6540	\$ 66,300	\$ 58,654	\$ 59,800
	Repairs Material - Carpet & Flooring, Plumbing, Electrical, Ap	6541	\$ 14,000	\$ 16,000	\$ 16,400
	Repairs Contract - Carpentry, Plumbing, Electrical Services	6542	\$ 18,000	\$ 17,000	\$ 16,600
	Elevator Maintenance / Contract	6545	\$ -	\$ -	\$ -
	Heating / Cooling Repairs and Maintenance	6546	\$ 6,700	\$ 7,100	\$ 8,600
	Swimming Pool Maintenance / Contract	6547	\$ -	\$ -	\$ -
	Snow Removal	6548	\$ 13,200	\$ 13,200	\$ 12,900
	Decorating Payroll	6560-1	\$ -	\$ -	\$ -
	Decorating & Painting Contract	6560-2	\$ 4,800	\$ 4,400	\$ 4,800
	Decorating Supplies	6561	\$ 500	\$ 400	\$ 500



Beginning:		Ending:	12/31/2018	12/31/2019	12/31/2020
	Vehicle Maint., Equip Operations, Repairs	6570	\$ -	\$ -	\$ -
	Misc. Operating and Maint Expenses-lawn care/applicant scr	6590	\$ 9,300	\$ 9,300	\$ 9,100
	Total Operating and Maintenance Expenses		\$ 184,900	\$ 188,054	\$ 190,300
	Real Estate Taxes (PILOT)	6710	\$ 31,400	\$ 31,200	\$ 31,200
	Payroll Taxes (FICA)	6711	\$ -	\$ -	\$ -
<b>Taxes and</b>	Misc. Taxes, Licenses and Permits	6719	\$ -	\$ -	\$ -
<b>Insurance</b>	Property and Laibility Insurance	6720	\$ 52,800	\$ 55,600	\$ 53,800
<b>6700</b>	Fidelity Bond Insurance	6721	\$ -	\$ -	\$ -
	Workmens Compensation	6722	\$ -	\$ -	\$ -
	Health Insurance & Other Benefits	6723	\$ -	\$ -	\$ -
	Other Insurance	6729	\$ -	\$ -	\$ -
	Total Taxes and Insurance		\$ 84,200	\$ 86,800	\$ 85,000
	Total Operating Expenses				
	Operating Income				
	Interest on Bonds Payable	6810	\$ -	\$ -	\$ -
	Interest on Mortgage Payable	6820	\$ -	\$ -	\$ -
	Interest on Construction Loans	6821	\$ -	\$ -	\$ -
<b>Financial</b>	Interest on Accrued Expenses	6822	\$ -	\$ -	\$ -
<b>Expenses</b>	Interest on Developer Fees	6823	\$ -	\$ -	\$ -
<b>6800</b>	Interest on Notes Payable (Short Term)	6830-1	\$ -	\$ -	\$ -
	Interest on Notes Payable (Surplus Cash)	6835-1	\$ 33,000	\$ 31,200	\$ 22,572
	Interest on Notes Payable (Long Term)	6840-1	\$ 75,300	\$ 74,100	\$ 73,037
	Interest on Notes Payable # 1 (Surplus Cash)	6845-1	\$ -	\$ -	\$ -
	Interest on Notes Payable # 2 (Surplus Cash)	6845-2	\$ -	\$ -	\$ -
	Interest on Notes Payable # 3 (Surplus Cash)	6845-3	\$ -	\$ -	\$ -
	Interest on Notes Payable # 4 (Surplus Cash)	6845-4	\$ -	\$ -	\$ -
	Interest on Notes Payable # 5 (Surplus Cash)	6845-5	\$ -	\$ -	\$ -
	Mortgage Ins. Premium Service Charge	6850	\$ -	\$ -	\$ -
	Miscellaneous Financial Expenses - Bank Fees / Interest Exp	6890	\$ 900	\$ 900	\$ 900
	Total Financial Expenses		\$ 109,200	\$ 106,200	\$ 96,509
	Dietary Salaries	6930	\$ -	\$ -	\$ -
	Food	6932	\$ -	\$ -	\$ -
	Dietary Supplies	6933	\$ -	\$ -	\$ -
	Registered Nurses Payroll	6940	\$ -	\$ -	\$ -
<b>Elderly and</b>	Licensed Practical Nurses Payroll	6941	\$ -	\$ -	\$ -
<b>Congregate Service</b>	Other Nurses Salaries	6942	\$ -	\$ -	\$ -
<b>Expenses</b>	Housekeeping Salaries	6950	\$ -	\$ -	\$ -
<b>6900</b>	Housekeeping Supplies	6951	\$ -	\$ -	\$ -
	Other Housekeeping	6952	\$ -	\$ -	\$ -
	Drugs and Pharmaceuticals	6960	\$ -	\$ -	\$ -
	Medical Salaries	6961	\$ -	\$ -	\$ -
	Other Medical	6962	\$ -	\$ -	\$ -
	Laundry and Linen	6970	\$ -	\$ -	\$ -
	Recreation and Rehabilitation	6980	\$ -	\$ -	\$ -
	Other Services Expense	6990	\$ -	\$ -	\$ -
	Total Elderly & Congregate Service Expenses		\$ -	\$ -	\$ -
	Total Cost of Operations Before Depreciation and Amortization		\$ 580,500	\$ 578,931	\$ 558,409
	<b>Profit (Loss ) Before Depreciation &amp; Amortization</b>		\$ 118,450	\$ 132,969	\$ 171,491
	Depreciation	6600	\$ 264,000	\$ 264,000	\$ 264,600
	Amortization	6690	\$ 6,500	\$ 6,500	\$ 6,500
	<b>Operating Profit or (Loss) after Depreciation and Amortizatoin</b>		\$ (152,050)	\$ (137,531)	\$ (99,609)
	Officer Salaries (Entity)	7110	\$ -	\$ -	\$ -
	Legal Expense (Entity)	7120	\$ -	\$ -	\$ -
<b>Corporate or</b>	Taxes Federal-State-Other (Entity)	7130-7132	\$ 2,500	\$ 2,000	\$ 1,900
<b>Mortgage Entity</b>	Other Expenses (Entity) (Specify Below)	7190	\$ -	\$ -	\$ -
<b>Expenses</b>	Compliance Fees	7190-1	\$ 4,500	\$ 4,500	\$ 4,300
<b>7100</b>	Asset Management Fee	7190-2	\$ 5,000	\$ 5,000	\$ 5,500

Beginning:		Ending:	12/31/2018	12/31/2019	12/31/2020
		7190-	\$ -	\$ -	\$ -
		7190-	\$ -	\$ -	\$ -
	Other Expenses (Surplus Cash) <b>(Specify Below)</b>	7200	\$ -	\$ -	\$ -
	Company Management Fee	7200-1	\$ -	\$ -	\$ -
	Incentive Management Fee	7200-2	\$ -	\$ -	\$ -
		7200-	\$ -	\$ -	\$ -
		7200-	\$ -	\$ -	\$ -
	Total Corporate Expenses		\$ 12,000	\$ 11,500	\$ 11,700
	<b>Net Profit or (Loss)</b>		\$ (164,050)	\$ (149,031)	\$ (111,309)
*	Format based upon HUD Guidelines with modifications				
	Annual Principal Payments Requirement		20,325	21,600	22,600
	Annual Interest Payments Requirement		75,300	74,100	73,000
	Annual <b>Replacements Reserve Requirement</b> per Company Agreement		23,800	23,450	25,795
<b>Supplemental</b>	Actual Replacement Reserve Funded				
<b>Information</b>	Replacement Reserve <b>Releases</b> included as expenses on this Profit and				
	Loss Statement (i.e. Capital Expenditures)		-	121,000	121,000
	Non-Operating Income / (Expense) <b>(Specify Below)</b>				
	New, Restated, Or Refinanced Loan and/or Bond Documents				
<b>Required</b>	Notification of Real Estate Tax Abatement or most recent Paid Tax Receipt				
<b>Documents</b>	<b>Attach corresponding Balance Sheet for Period Ending</b>				
	<b>Attach corresponding Rent Roll for Period Ending</b>				

**PICCADILLY SQUARE OF MAHTOMEDI, LLC**  
**2020 Budget**

<i>Account #</i>	<i>Description</i>	<b>Budget 12/31/2018</b>	<b>Budget 12/31/2019</b>	<b>Budget 12/31/2020</b>
501-00000-30100	Levy	-	-	-
501-00000-35100	Rent Revenue	(818,200)	(846,100)	(863,000)
501-00000-35110	Vacancy Loss	40,900	42,300	43,100
501-00000-35161	Utility Reimbursement	-	-	-
501-00000-35240	Application Fee Revenue	(500)	(500)	(600)
501-00000-35300	Security Deposits-Legal	(300)	(300)	-
501-00000-35320	Security Deposit-Other	(300)	(300)	(2,000)
501-00000-35800	Penalty Charges / Late Fees	(300)	(300)	(500)
501-00000-35990	Misc. Revenue	(100)	(100)	(1,000)
501-00000-37100	Interest on Investments	-	-	-
501-00000-37102	Interest Income on Restricted Invest.	(400)	(200)	(400)
	<b>Total Operating Revenue</b>	<b>(779,200)</b>	<b>(805,500)</b>	<b>(824,400)</b>
501-45200-41010	Office Supplies	400	500	500
501-45200-43370	Maint-Office Equipment	-	2,500	3,100
501-45200-43650	Rentals-Office Equipment	2,000	2,000	2,000
501-45200-44010	Telephone	8,000	6,200	6,600
501-45200-44020	Cable & Satellite Communicate.	3,200	3,400	3,100
501-45200-44050	Postage	200	300	300
501-45200-44110	Travel	400	400	900
501-45200-44130	Transportation Charges	4,800	6,000	5,400
501-45200-44230	Newsletters	250	200	200
501-45200-44710	Meetings and Conferences	300	300	400
	<b>Total Administrative Expenses</b>	<b>19,550</b>	<b>21,800</b>	<b>22,500</b>
501-45200-42010	Auditing/Accounting Services/Tax Credit Audit (\$5000)	16,000	9,000	9,000
501-45200-42050	Legal Fees-Other	3,100	3,100	3,700
501-45200-42090	Consulting Fees	6,000	6,000	5,900
501-45200-42250	Marketing	2,600	2,000	2,700
501-45200-42290	Municipal Fees	1,000	1,000	1,000
501-45200-42400	Applicant Screening Fees	500	500	600
501-45200-44901	Resident Retention	100	200	200
	<b>Total Operating Expenses</b>	<b>29,300</b>	<b>21,800</b>	<b>23,100</b>
501-45200-43010	Electric Utilities	27,000	27,000	25,200
501-45200-43020	Water and Sewer Utilities	19,000	22,300	21,400
501-45200-43030	Natural Gas Utilities	18,500	18,500	18,000
501-45200-43040	Refuse and Disposal	5,500	6,000	5,800
	<b>Total Utilities</b>	<b>70,000</b>	<b>73,800</b>	<b>70,400</b>
501-45200-41110	Cleaning Supplies	800	800	800
501-45200-41210	Plumbing Supplies	900	1,200	1,200
501-45200-41220	Electrical Supplies	900	500	500
501-45200-41230	Carpentry Supplies	900	800	700
501-45200-41240	Painting Supplies	600	700	600
501-45200-41250	HVAC Supplies	1,000	500	500
501-45200-41260	Appliance Supplies	300	200	200
501-45200-43200	Cleaning and Decorating	300	1,000	900
501-45200-43205	Carpentry Services	1,000	1,100	3,000
501-45200-43210	Exterminating	300	500	400
501-45200-43220	Elevator Services	3,950	3,900	3,500
501-45200-43230	Plumbing Services	1,000	900	800
501-45200-43240	Electrical Services	1,500	3,800	3,800
501-45200-43250	Carpet/Flooring Services	-	1,200	1,000
501-45200-43260	Painting Services	1,000	1,000	900
501-45200-43270	HVAC Services	1,000	2,000	2,100
501-45200-43275	Appliance Services	200	200	200

<i>Account #</i>	<i>Description</i>	<b>Budget 12/31/2018</b>	<b>Budget 12/31/2019</b>	<b>Budget 12/31/2020</b>
501-45200-43280	Lawn Care Services	3,600	3,600	3,700
501-45200-43290	Snow Removal Services	6,200	6,200	5,900
501-45200-43310	Maint-Grounds & Improvements	1,200	1,200	1,200
501-45300-42100	PM- Property Management Fee	39,000	40,300	41,000
501-45300-43500	PM - Maintenance Fees	31,200	31,800	32,400
501-45300-43501	PM - On Site Staff-Caretaker	10,600	10,800	11,000
501-45300-43502	PM-Onsite Managers-On Site Staff-Property Manager	51,000	52,000	53,000
501-45200-44140	PM Uniforms--Uniforms	300	1,000	1,000
	<b>Total Maintenance Expenses</b>	<b>158,750</b>	<b>167,200</b>	<b>170,300</b>
501-45200-44320	Property Insurance	37,700	29,800	28,100
	<b>Total Property Insurance</b>	<b>37,700</b>	<b>29,800</b>	<b>28,100</b>
501-45200-44850	PILOT	34,700	35,600	35,500
501-45200-44860	Special Assessments	300	300	300
	<b>Total Property Taxes</b>	<b>35,000</b>	<b>35,900</b>	<b>35,800</b>
501-45200-44880	Bad Debts	2,000	2,000	1,300
	<b>Total Bad Debts</b>	<b>2,000</b>	<b>2,000</b>	<b>1,300</b>
	<b>Total Operating Expenses</b>	<b>352,300</b>	<b>352,300</b>	<b>351,500</b>
	<b>Operating Income</b>	<b>426,900</b>	<b>453,200</b>	<b>472,900</b>
501-45200-46500	Fiscal Agent Fees	-	-	-
501-45200-46504	Asset Management Fee	5,150	5,300	5,464
501-45200-46501	Cost Cert Expense	-	6,000	6,000
501-45200-46050	Mortgage and Interest Exp-Construction	168,300	146,100	142,025
501-45200-44800	MN Taxes	2,000	2,000	2,000
501-45200-44990	Interest Expense	100	100	
501-45200-42800	Bank Fees Charges	1,600	1,600	1,500
501-45200-44980	Interest Expense Developer Fees	29,250	49,900	37,700
	<b>Total Financial Expenses</b>	<b>206,400</b>	<b>211,000</b>	<b>194,689</b>
	<b>Net Income (Loss) before Depreciation/Amortization</b>	<b>220,500</b>	<b>242,200</b>	<b>278,211</b>
501-45200-44400	Depreciation-Buildings and Structures	343,740	343,740	343,700
501-45200-44410	Depreciation-Grounds and Improvements	33,000	33,000	33,000
501-45200-44440	Depreciation-Furniture and Fixtures	60,900	60,900	60,900
501-45200-44510	Amortization Expense	76,800	8,930	18,100
	<b>Total Depreciation/Amortization</b>	<b>514,440</b>	<b>446,570</b>	<b>455,700</b>
	<b>Net Income (Loss)</b>	<b>(293,940)</b>	<b>(204,370)</b>	<b>(177,489)</b>
	Annual Replacement Reserve	20,343	20,953	21,581
	Annual Principal Payments Requirement - Permanent	194,276	198,198	202,198
	Annual Principal Payments Requirement - Temporary	1,830,000	-	-
	Annual Interest Payments Requirement	168,300	196,000	142,025
	Capital Expenditures	-	-	-
	Deferred Developer Fee	5,850	23,049	54,432

# WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

## REQUEST FOR BOARD ACTION

December 17, 2019  
BOARD MEETING DATE

AGENDA ITEM A-4

Economic Development  
ORIGINATING DEPARTMENT/SERVICE

Chris Eng 12/11/19  
REQUESTOR'S SIGNATURE/DATE

### BOARD ACTION REQUESTED

RESOLUTION AUTHORIZING EXECUTION OF 2020  
CONTRACT FOR OPEN TO BUSINESS PROGRAM

### BACKGROUND/JUSTIFICATION

The purpose of the Open to Business Program is to allow small businesses located in all cities and townships within Washington County access to direct subordinated financing (business loans) and hands-on business technical assistance from a professional business advisor. The technical assistance provided will be at no cost to the individual business and may include: how to start-up a new business, financial packaging, business plan development, assistance developing and understanding financial proformas and cash flow management for entrepreneurs and existing small businesses that are looking to expand. Direct subordinated business loans offered through the Open to Business Program are intended to spur new commercial and industrial business development opportunities in Washington County. Financing packages are available to both start-up and existing businesses and are available for a variety of uses including; building improvements, acquisition of property, equipment, inventory and working capital.

Staff requests approval of the attached resolution authorizing the Executive Director to enter into a contract with MCCD in the amount of \$150,000 to continue operating the Open to Business in Washington County. The Open to Business Program is included in the Agency's budget under economic development core services for 2020.

### PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

The Open to Business Program is included as a goal and action step in the approved 2017-2019 Washington County Economic Development Plan update that was presented to and approved by the CDA Board on May 16, 2017. The Program has served over 250 Washington County businesses since beginning in 2017. This is the 3<sup>rd</sup> annual contract for the Washington County Open to Business Program.

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 12/11/19

ATTACHMENT LIST:

Attachment A – Contract for Services

FINANCIAL IMPLICATIONS: \$150,000

BUDGETED: ☒ YES ☐ NO

FUNDING: \_\_\_\_\_

### COMMENTS

**Contract for Services  
Between Washington County Community Development Authority  
and  
Metropolitan Consortium of Community Developers  
for the  
Washington County Open to Business Program**

**THIS AGREEMENT** is made and entered into as of the 17<sup>th</sup> day of December 2019, between **Washington County Community Development Authority** (herein called “Agency”) and **Metropolitan Consortium of Community Developers**, (herein called “MCCD”).

**WHEREAS**, Agency wishes to retain an entity with the capacity to provide small business technical assistance and access to capital to existing Washington County businesses, Washington County residents and those parties interested in opening, improving, or expanding a business in Washington County (the “Initiative”) and

**WHEREAS**, MCCD has represented itself as competent to provide the services required to administer and carry out the Initiative; and

**WHEREAS**, Agency wishes to engage MCCD to provide said services necessary to carry out the Initiative;

**NOW THEREFORE**, it is agreed between the parties hereto that;

**TIME OF PERFORMANCE**

The service to be provided by MCCD shall commence upon the first day of January 2020 and shall terminate 12 months from that date. All services, documents, and information to be furnished or performed by MCCD in order to carry out the Initiative shall be furnished or performed as promptly as possible, and with the fullest due diligence.

**COMPENSATION**

Agency shall provide MCCD \$150,000 for a one-year period (the Contract Amount) to manage the Washington County Open to Business program. The Contract Amount will be paid in equal installments: \$75,000 due and payable by the Agency upon execution of this Agreement, \$75,000 invoiced and dated on or about July 1, 2020.

**SCOPE OF SERVICES**

MCCD will use the Contract Amount to provide technical assistance and access to capital to existing Washington County businesses, Washington County residents and those parties interested in opening a business in Washington County. (See **Exhibit A** Scope of Services-Washington County Open to Business Program).

## REPORTING

MCCD will submit the required reports quarterly. Items to be reported on include, but are not limited to, the following:

- Number of inquiries, entrepreneurs and businesses served
- Hours of technical assistance provided
- City/Township of resident or business
- Types of businesses served or proposed
- Stage of Client Ventures (Pre-start Planning, Start-up, Existing-Opportunity, Existing-Challenged)
- Type, number and amount of direct and leveraged financing
- Jobs created and jobs retained as a result of assistance/financing
- MCCD can collect and report certain Aggregate Demographic information on entrepreneurs served- such as gender, ethnicity and household income- at the Agency's request.

Client confidentiality being a core component of the service model, MCCD will not typically report specific client/business information in its regular reporting. However, where approved by the client, will produce profiles of successful clients for publication dissemination and media release.

The reporting schedule is as follows:

January – March, report due April 30<sup>th</sup>

April – June, report due July 31<sup>st</sup>

July – September, report due October 31<sup>st</sup>

October – December, report due January 31<sup>st</sup>

## PERSONNEL

MCCD represents that it has, or will secure, at its own expense, all personnel required in performing the services to carry out the Initiative. Such personnel shall not be employees of or have any contractual relationship with the Washington County CDA. No tenure or any other rights or benefits, including worker's compensation, unemployment insurance, medical care, sick leave, vacation pay, severance pay, or any other benefits available to Washington County or Agency employees shall accrue to MCCD or employees of MCCD performing services under this agreement. MCCD is an independent contractor.

All the services required to carry out the Initiative will be performed by MCCD, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and local law to perform such work.

## **INTEREST OF MEMBERS OF THE COUNTY, CITIES, AND OTHERS**

No officer, member, or employee of Washington County, and no member of its governing body, and no other public official or governing body of the locality in which the Initiative is situated or being carried out, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the Initiative, shall participate in the decision relating to this Agreement which affects his/her personal interest or the interest of any corporation, partnership, or association in which he/she is, directly or indirectly, interested or has any personal or pecuniary interest, direct or indirect, in this Agreement or proceeds thereof.

## **ASSIGNABILITY**

MCCD shall not assign any interest in this Agreement and shall not transfer any interest in the same without the prior written approval of the CDA thereto.

## **COMPLIANCE WITH LOCAL LAWS**

MCCD agrees to comply with all federal laws, statutes and applicable regulations of the State of Minnesota and the ordinances of Washington County.

## **INSURANCE**

MCCD agrees to provide proof of workers' compensation and comprehensive general liability insurance. Comprehensive general liability insurance shall be in the minimum amount of \$1,000,000.

## **HOLD HARMLESS**

MCCD agrees to defend, protect, indemnify and hold harmless the Washington County CDA, its agents, officers and employees harmless from and against all liabilities, losses, damages, costs, and expenses, whether personal, property, or contractual, including reasonable attorney's fees, arising out of, or related to the administration and operation of the Initiative, and from any act of negligence of MCCD, its officers, employees, servants, agents, or contractors.

The Agency agrees to defend, protect, indemnify and hold harmless the MCCD, its agents, officers and employees harmless from and against all liabilities, losses, damages, costs, and expenses, whether personal, property, or contractual, including reasonable attorney's fees, arising out of, or related to the administration and operation of the Initiative, and from any act of negligence of Agency, its officers, employees, servants, agents, or contractors.

## **NOTICES**

A notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by mail, postage prepaid, return receipt requested, or delivered personally; and



- (a) In the case of MCCD, is addressed or delivered personally to:

Lee Hall, Chief Operating Officer  
Metropolitan Consortium of Community Developers  
3137 Chicago Avenue South  
Minneapolis, MN 55407

- (b) In the case of Washington County Community Development Agency:

Barbara Dacy, Executive Director  
Washington County CDA  
7645 Currell Blvd,  
Woodbury, MN 55125 Street

or at such other address with respect to any party as that party may designate in writing and forward to the other as provide in the Section.

**MODIFICATION**

This Agreement may not be modified, changed, or amended in any manner whatsoever without the prior written approval of all the parties hereto.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the day and year first written above.

**Washington County Community  
Development Agency**

**Metropolitan Consortium  
OF COMMUNITY DEVELOPERS**

By: \_\_\_\_\_  
Barbara Dacy, Its Executive Director

By: \_\_\_\_\_  
Lee Hall, Its COO

## **Exhibit A**

### **Scope of Services**

#### **Open for Business Technical Assistance Services**

MCCD will provide intensive one-on-one technical assistance to Washington County businesses, Washington County residents and aspiring entrepreneurs intending to establish, purchase, or improve a business in Washington County. Technical assistance includes, but is not limited to, the following:

- Business plan development
- Feasibility analysis
- Marketing,
- Cashflow and other financial projection development
- Operational analysis
- City and State licensing and regulatory assistance
- Loan packaging, and other assistance in obtaining financing
- Help in obtaining competent legal advice

#### **Open for Business Access to Capital**

Access to capital will be provided to qualifying businesses through MCCD's Emerging Small Business Loan Program (see **Exhibit B** Small Business Loan Program Guidelines below). MCCD also provides its financing in partnership other community lenders, banks or both.

**EXHIBIT B**  
**Small Business Loan Program Guidelines**

**Loan Amounts:**

- Direct loans of up to \$25,000 for start-up businesses
- Larger financing packages for Established businesses, Commercial real estate, Building Improvements, and certain high wage, job intensive industries such as manufacturing.
- Loan may be made in participation and/or in a subordinate position to leverage other financing programs as well as private financing provided by the commercial banking community.

**Eligible Projects:**

- Borrowers must be a “for-profit” business.
- Borrower must be operating a legal business, in an allowed setting/location.
- Borrowers must meet certain underwriting criteria as determined by fund management.

**Allowable Use of Proceeds:**

- Loan proceeds can be used for working capital, inventory, equipment and general business operations.

**Interest Rates:**

- Loan interest rate is dependent on use, term and other factors, but not to exceed 10%.

**Loan Term Length:**

- Direct Loan repayment terms will generally range from three to five years- with longer maturities to acquire long-term assets such as production equipment, leasehold improvements, and real property.

**Fees and Charges:**

- Borrowers are responsible for paying all customary legal and other loan closing costs.

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

DATE December 17, 2019

RESOLUTION NO. 19-57

MOTION BY COMMISSIONER \_\_\_\_\_ SECOND BY COMMISSIONER \_\_\_\_\_  
=====

RESOLUTION AUTHORIZING EXECUTION OF 2020 CONTRACT  
FOR OPEN TO BUSINESS PROGRAM

YES

NO

BELISLE \_\_\_\_\_

BELISLE \_\_\_\_\_

GREEN \_\_\_\_\_

GREEN \_\_\_\_\_

ZELLER \_\_\_\_\_

ZELLER \_\_\_\_\_

DINGLE \_\_\_\_\_

DINGLE \_\_\_\_\_

WIDEN \_\_\_\_\_

WIDEN \_\_\_\_\_

RYAN \_\_\_\_\_

RYAN \_\_\_\_\_

MIRON/KARWOSKI \_\_\_\_\_

MIRON/KARWOSKI \_\_\_\_\_

=====

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 17<sup>TH</sup> day of December, 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 17<sup>th</sup> day of December 2019.

\_\_\_\_\_  
CDA Secretary

\_\_\_\_\_  
Barbara Dacy, Executive Director

WASHINGTON COUNTY  
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 19-57

RESOLUTION AUTHORIZING EXECUTION OF 2020  
CONTRACT FOR OPEN TO BUSINESS PROGRAM

WHEREAS, the Washington County Community Development Agency ("Agency") has identified, as part of its 2017-2019 and its proposed 2020-2022 Economic Development Plan (the "Plans"), a need to assist small businesses; and

WHEREAS, the Agency wishes to continue working with a non-profit entity having the capacity to provide small business technical assistance and access to capital to existing Washington County businesses, Washington County residents and those parties interested in opening, improving, or expanding a business in Washington County; and

WHEREAS, the Metropolitan Consortium of Community Developers ("MCCD") is an experienced non-profit organization that can provide the services required to administer and carry out the Open to Business Program in Washington County (the "Open to Business Program"); and

WHEREAS, the Agency has determined that the Open to Business Program is consistent with its Plans; and

WHEREAS, MCCD has proposed a Contract for Services for a twelve (12) month period to carry out the Open to Business Program in Washington County, as represented in Exhibit A.

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

1. The findings set forth above are hereby found to be true and correct and are incorporated herein in their entirety.
2. The Executive Director is hereby authorized to execute the Open to Business contract with MCCD as presented, subject to (i) such changes that the Executive Director deems reasonable and necessary; (ii) the Open to Business contract with the Agency being executed by both parties; and (iii) the Executive Director verifying that all requirements for the Open to Business program are completed.
3. 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 Open to Business Program as contemplated above.

4. 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 17<sup>th</sup> day of December 2019.

---

Chair

ATTEST:

---

Secretary

# WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

## REQUEST FOR BOARD ACTION

December 17, 2019  
BOARD MEETING DATE

AGENDA ITEM A-6

Economic Development  
ORIGINATING DEPARTMENT/SERVICE

Chris Eng 11/22/2019  
REQUESTOR'S SIGNATURE/DATE

### Board action requested

RESOLUTION APPROVING PRE-DEVELOPMENT FUND  
GRANT AGREEMENT FOR CITY OF MARINE ON ST.  
CROIX

### BACKGROUND/JUSTIFICATION

CDA staff recommends approving a resolution authorizing the Executive Director to enter into a Predevelopment Finance Fund Program grant agreement with the City of Marine on St. Croix in an amount not to exceed \$40,000. The City is proposing to commit \$1.7 million in funds to match the requested \$40,000 in CDA dollars (\$42 to \$1) to spur and guide future commercial development and redevelopment opportunities in the Marine Village Center Revitalization Area. The grant application and resolution from the City of Marine on St. Croix are attached to the Exhibit A Grant Agreement.

The goal of these planning activities is to enhance potential for future commercial development and/or redevelopment that could bring both additional jobs and commercial tax base into the city and county.

### PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 12/11/2019

ATTACHMENT LIST

FINANCIAL IMPLICATIONS: \$40,000

BUDGETED: X YES     NO

FUNDING: Economic Development (Fund 300)

### COMMENTS

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

DATE December 17, 2019

RESOLUTION NO. 19-58

MOTION BY COMMISSIONER \_\_\_\_\_ SECOND BY COMMISSIONER \_\_\_\_\_  
=====

RESOLUTION APPROVING PRE-DEVELOPMENT FUND GRANT  
AGREEMENT FOR CITY OF MARINE ON ST. CROIX

YES

NO

BELISLE \_\_\_\_\_

BELISLE \_\_\_\_\_

GREEN \_\_\_\_\_

GREEN \_\_\_\_\_

ZELLER \_\_\_\_\_

ZELLER \_\_\_\_\_

DINGLE \_\_\_\_\_

DINGLE \_\_\_\_\_

WIDEN \_\_\_\_\_

WIDEN \_\_\_\_\_

RYAN \_\_\_\_\_

RYAN \_\_\_\_\_

MIRON/KARWOSKI \_\_\_\_\_

MIRON/KARWOSKI \_\_\_\_\_

=====

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 17<sup>TH</sup> day of December, 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 17<sup>th</sup> day of December 2019.

\_\_\_\_\_  
CDA Secretary

\_\_\_\_\_  
Barbara Dacy, Executive Director



WASHINGTON COUNTY  
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 19-58

RESOLUTION APPROVING PRE-DEVELOPMENT FUND  
GRANT AGREEMENT FOR CITY OF MARINE ON ST. CROIX

WHEREAS, the Washington County Community Development Agency (the "Agency") has identified, as part of its 2017-2019 Economic Development Plan Update (the "Plan"), a goal to provide predevelopment matching grants to cities, townships and local government economic development authorities to encourage new economic development and redevelopment opportunities in Washington County; and

WHEREAS, the City of Marine on St. Croix has submitted an application for funding from the Agency's Predevelopment Finance Fund (the "Fund") to develop plans and studies for commercial development/redevelopment in the Marine Village Center Revitalization Area; and

WHEREAS, the Agency has determined that the application is consistent with the Agency's policy; and

WHEREAS, the Agency wishes to enter into a grant agreement with the City of Marine on St. Croix in the amount not to exceed forty thousand dollars (\$40,000) from the Agency's Predevelopment Finance Fund to be matched by the City no less than dollar-for-dollar.

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

1. The findings set forth above are hereby found to be true and correct and are incorporated herein in their entirety.
2. That the Executive Director is hereby authorized to execute the grant agreement as presented in Exhibit A, subject to (i) such changes to the grant agreement the Executive Director deems reasonable and necessary.
3. 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 contract for services as contemplated above.
4. 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 17<sup>th</sup> day of December 2019.

ATTEST:

---

Chair

---

Secretary

**WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY**

**PREDEVELOPMENT FINANCE FUND  
GRANT AGREEMENT**

**THIS GRANT AGREEMENT** entered into this 17<sup>th</sup> day of December, 2019, by and between the Washington County Community Development Agency, a public body corporate and politic (the “Agency”), and the City of Marine on St. Croix, a political subdivision of the State of Minnesota (the “Grantee”).

**RECITALS**

**WHEREAS**, pursuant to Resolution No. 18-05 the Agency established the Predevelopment Finance Fund Grant Program (the “Program”) to improve the tax base and quality of life in Washington County by assisting municipal predevelopment efforts and promoting the development of commercial and industrial properties; and

**WHEREAS**, the activities to be undertaken under the Program are all activities that the Agency could undertake directly pursuant to *Minnesota Statutes*, §§469.001 to 469.047 and 469.090 to 469.1082; and

**WHEREAS**, this Agreement shall constitute a cooperation agreement between the parties, as contemplated by *Minnesota Statutes* §§ 469.012, subdivision 11 and 469.101, subdivisions 5 and 14; and

**WHEREAS**, the Grantee submitted an application for a Program grant (the “Application”) to help fund the project identified in Attachment A, attached hereto and incorporated herein (the “Project”); and

**WHEREAS**, the Agency has concluded that the Grantee has the necessary expertise, skill and ability to successfully complete the Project and that the Project is in the best interests of the Agency and will positively contribute to meeting the goals of the Program; and

**WHEREAS**, the Grantee is a municipality of Washington County that is supportive of the Agency’s mission and of the development of commercial and industrial properties; and

**WHEREAS**, the Agency agrees to provide grant funds to the Grantee pursuant to the Program and Resolution No. 18-05, subject to the terms, conditions, and clarifications hereof.

**NOW THEREFORE**, in consideration of the mutual covenants and agreement contained herein, the Agency and the Grantee agree as follows:

## ARTICLE 1: TERMS OF GRANT

1.01 Grant Amount: The Agency agrees to provide a grant to the Grantee in the amount of **Forty Thousand Dollars (\$40,000.00)** (the “Grant”) from the Program upon the terms and conditions and for the purposes set forth in this Agreement. The Grant constitutes a grant of funds and no portion of the Grant is to be repaid by the Grantee to the Agency unless mutually agreed to by all parties as part of this Agreement or an Event of Default (as defined below) occurs.

1.02 Match Requirement: The Grantee shall match the total Grant amount received from the Agency based upon the expenditure of one dollar (\$1.00) of Grantee funds for each one dollar (\$1.00) of Grant funding (“Matching Funds”). Such Matching Funds shall (a) constitute the actual expenditure of Grantee funds on the Project described in Attachment A and not “in kind” contributions; and (b) be in balance at the time of each Grant disbursement pursuant to Section 1.06 hereof (“Balanced Funds”). The source and amount of Matching Funds shall be identified by the Grantee in each Reimbursement Request, as defined in Section 1.06.

1.03 Use of Funds: The Grantee agrees to use the proceeds of the Grant solely for the purposes and activities described in Attachment A. A Project summary that identifies eligible uses of Grant proceeds, as approved by the Agency, is contained in Attachment A (“Eligible Uses”). Grant funds shall not be used for (a) construction costs, (b) costs not included in the Application, (c) residential housing or (d) administration expenses. In the event that Grant proceeds are disbursed in whole or in part to Grantee in connection with the Project and it is later determined that the development resulting from such Project will be funded by an assessment included under Chapter 429 of the Minnesota statutes, then Grantee shall immediately reimburse to the Agency all Grant proceeds received.

1.04 Grant Term: The Project shall be completed in a timely manner and all Grant funds will be expended no later than **December 31, 2020** (the “End Date”).

1.05 Term Extension: The End Date may be extended beyond the original End Date at the sole discretion of the Executive Director of the Agency. The Grantee must submit any extension request in writing at least thirty (30) calendar days prior to the End Date (a) stating the reason for the extension request, (b) providing a proposed new End Date and (c) describing in reasonable detail proposed changes to the Project activities and budget, if any. The End Date may be extended only once and the extension shall not exceed one (1) year beyond the original End Date.

1.06 Disbursement of Grant Funds: The Agency will disburse Grant funds in response to written reimbursement requests (“Reimbursement Requests”) submitted to the Agency by the Grantee upon forms provided by the Agency and accompanied by (a) copies of bills and invoices from third parties for which Grantee seeks reimbursement and (b) proof of expenditure of Matching Funds in the amount of Balanced Funds as of the date of the Reimbursement Request. Subject to verification of the facts contained each Reimbursement Request and a determination of compliance with the terms of this Agreement, the Agency will disburse the requested amount to the Grantee within fourteen (14) days after receipt of each Reimbursement Request.

1.07 Unused Grant Funds: Upon the earlier of (a) the completion of the Project; (b) the End Date; or (c) the termination of this Agreement pursuant to Section 4.02 (the "Grant Termination Date"), any Grant funds not previously disbursed to the Grantee for any reason, shall not be bound by the terms of this Agreement and may be retained by the Agency, at the Agency's sole discretion.

## **ARTICLE 2: ACCOUNTING, AUDIT AND REPORTING REQUIREMENTS**

2.01 Accounting and Records: The Grantee agrees to establish and maintain complete, accurate and detailed accounts and records relating to the receipt and expenditure of all Grant funds received under this Agreement. Such accounts and records shall be kept and maintained by the Grantee for a period of six (6) years following the Grant Termination Date. Such financial records shall sufficiently evidence the nature and expenditure of all Matching Funds required. Accounting methods shall be in accordance with generally accepted accounting principles.

2.02 Audits: The accounts and records of the Grantee described in Section 2.01 shall be audited in the same manner as all other accounts and records of the Grantee and may, for a period of six (6) years following the Grant Termination Date, be inspected on the Grantee's premises by the Agency or individuals or organizations designated by the Agency, upon reasonable notice thereof to the Grantee. The books, records, documents and accounting procedures relevant to this Agreement are subject to examination by the State Auditor in accordance with Minnesota law.

2.03 Report Requirements: The Grantee shall periodically report to the Agency regarding the status of Project activities and the expenditures of the Grant funds. Reports are **due on each May 31<sup>st</sup> and November 30<sup>th</sup> during the Grant term**, as defined in Section 1.04. A final report is due sixty (60) days following the Grant Termination Date. This reporting requirement and all others required in this Agreement shall survive the termination or expiration of this Agreement.

## **ARTICLE 3: GRANTEE REPRESENTATIONS AND WARRANTIES**

3.01 Authority: Grantee represents and warrants that it is duly organized in good standing under applicable laws of the State of Minnesota and that it has legal authority to execute, deliver, and perform its obligations under this Agreement. Grantee further represents and warrants that executing this Agreement will not violate any provisions of Grantee's organizational documents, the laws of the State of Minnesota or the United States of America, or cause a breach or default of any other agreement to which the Grantee is a party.

3.02 Use of Grant Funds: Grantee represents and warrants that it shall use the proceeds of the Grant solely for Eligible Uses in accordance with Section 1.03 hereof and that it has not made any materially false statements or misstatements of fact to the Agency in connection with this Agreement or its Application.

3.03 Project Site Acknowledgements: The Grantee represents and warrants that it shall acknowledge the assistance provided by the Agency and Washington County in promotional materials, press releases, reports and publications relating to the Project activities that are funded in whole or in part with the Grant funds. The acknowledgement should contain the following language: "Financing for this project was provided by the Washington County CDA

Predevelopment Finance Fund Grant Program and support from Washington County”. Until the Project is completed, the Grantee shall ensure the above acknowledgement language, or alternative language approved by the Executive Director of the Agency, is included on all signs located at Project or construction sites that identify Project funding partners or entities providing financial support for the Project.

3.04 Assignment: Grantee shall not cause or permit any voluntary transfer, assignment, or other conveyance of this Agreement without the written consent of the Agency, which said consent may be withheld in the Agency's sole discretion. Any non-approved transfer, assignment or conveyance shall be void.

3.05 Indemnification: Grantee shall defend, hold harmless and indemnify the Agency and its elected and appointed officials, officers, agents and employees from and against all claims, liability, costs expenses, loss or damages of any nature whatsoever, including reasonable attorney's fees, arising out of or in any way connected with its failure to perform its covenants and obligations under this Agreement and any of its operations or activities related thereto. The provisions of this paragraph shall survive the termination of this Agreement. This indemnification shall not be construed as a waiver on the part of either the Grantee or the Agency of any immunities or limits on liability provided by applicable Minnesota law.

#### **ARTICLE 4: DEFAULT AND REMEDIES**

4.01 Event of Default: Any and all of the following events shall constitute an “Event of Default” under this Agreement:

- (a) If, without the written consent of the Agency, Grantee's interest in the Project or this Agreement is sold, assigned, transferred, or otherwise conveyed, whether voluntary, involuntary or by operation of the law.
- (b) Grantee uses any portion of the Grant proceeds for purposes other than specified herein.
- (c) Grantee fails to comply with any of the terms, conditions, requirements, represents, warranties or provisions contained in its Application, this Agreement or any other Agency document.
- (d) Any of the information, documentation or representations that Grantee supplied to the Agency in its Application, this Agreement or any other Agency document to induce the Agency to make the Grant is determined to be false, untrue, or misleading in any material manner.

4.02 Remedies: Upon the occurrence of an Event of Default, the Agency may immediately, without notice to Grantee, suspend its performance under this Agreement. After providing thirty (30) days written notice to Grantee of an Event of Default, but only if the alleged Event of Default has not been fully cured within said thirty (30) days by Grantee, the Agency may (a) refrain from disbursing any further Grant proceeds; (b) demand that any amount of Grant proceeds already disbursed to Grantee be immediately returned to the Agency, and upon such demand, Grantee shall immediately return such proceeds to the Agency; (c) terminate this Agreement by written notice; and (d) pursue whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to collect all costs (including reasonable attorneys' fees) and any

amounts due under this Agreement or to enforce the performance and observance of any obligation, agreement, or covenant hereof.

4.03 No Remedy Exclusive: No remedy herein conferred upon or reserved to the Agency is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any Event of Default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the Agency to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as provided in Section 4.02.

4.04 No Additional Waiver Implied by One Waiver: In the event any agreement contained in this Agreement should be breached by the Grantee and thereafter waived by the Agency, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

## **ARTICLE 5: GENERAL PROVISIONS**

5.01 Amendments: This Agreement represents the entire agreement between the Agency and Grantee on the matters covered herein. No other agreement, statement, or promise made by any party, or by any employee, officer, or agent of any party that is not in writing and signed by all the parties to this Agreement shall be binding. The Agency and the Grantee may amend this Agreement by mutual agreement and shall be effective only on the execution of written amendments signed by authorized representatives of the Agency and the Grantee.

5.02 Equal Opportunity: The Grantee agrees it will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in local civil rights commission, disability, sexual orientation or age and will take affirmative action to insure applicants and employees are treated equally with respect to all aspects of employment, rates of pay and other forms of compensation, and selection for training.

5.03 Conflict of Interest: The members, officers and employees of the Grantee shall comply with all applicable state statutory and regulatory conflict of interest laws and provisions.

5.04 Severability: If one or more provisions of this Agreement are found invalid, illegal or unenforceable in any respect by a court of competent jurisdiction, the remaining provisions shall not in any way be affected, prejudiced, disturbed or impaired thereby, and all other provisions of this Agreement shall remain in full force.

5.05 Time: Time is of the essence in the performance of the terms and conditions of this Agreement.

5.06 Contacts: Reimbursement Requests, written reports and correspondence submitted to the Agency pursuant to this Agreement shall be directed to:

Washington County CDA  
Attn: Economic Development  
7645 Currell Boulevard  
Woodbury, MN 55125

Any notice, demand, or other communication under the Agreement to the Grantee shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally to Grantee at:

City of Marine on St. Croix  
Attn: City Clerk  
Address: 121 Judd Street, Mariner on St. Croix, MN 55047

or at such other address that Grantee may, from time to time, designate in writing. Mailed notices shall be deemed duly delivered two (2) business days after the date of mailing.

5.07 Warranty of Legal Capacity: The individuals signing this Agreement on behalf of the Grantee and on behalf of the Agency represent and warrant on the Grantee's and the Agency's behalf respectively that the individuals are duly authorized to execute this Agreement on the Grantee's and the Agency's behalf, respectively and that this Agreement constitutes the Grantee's and the Agency's valid, binding and enforceable agreements.

5.08 Counterparts: This Agreement may be executed in multiple counterparts, and all such executed counterparts shall constitute the same Agreement. It shall be necessary to account for only one (1) such counterpart executed by each party hereto in proving the existence, validity or content of this Agreement. A signature on a copy of this Agreement transmitted by facsimile or .pdf file shall be deemed to have the same force and effect as an original signature.

5.09 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota, without regard to choose of law principles.



**IN WITNESS WHEREOF**, the Grantee and the Agency have caused this Agreement to be executed by their duly authorized representatives. This Agreement is effective on the date of final execution by the Agency.

Agency: Washington County Community Development Agency

By: \_\_\_\_\_  
Barbara Dacy, Executive Director

Dated: \_\_\_\_\_

Grantee: The City of Marine on St. Croix

By: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_



## WASHINGTON COUNTY CDA PREDEVELOPMENT FINANCE FUND GRANT APPLICATION

### General Information

Date: 11/14/2019

Project Name: Village Center Revitalization

Applicant City/Township: City of Marine on St Croix

Applicant Address: 121 Judd Street, Marine on St Croix, MN 55045

Application/Project Contact: Lynette Peterson, City Clerk

Contact Email Address: [mosc@cityofmarine.org](mailto:mosc@cityofmarine.org)

Contact Phone Number: 651-433-3636

Authorized Official(s) for Execution of Contracts (name and title): Glen Mills, Mayor

How much grant funding are you requesting? \$40,000

Is the applicant an eligible public entity as defined in the program policy and guidelines? Yes x No   

### I. PREDEVELOPMENT FINANCE FUND PROPOSED PROJECT DESCRIPTION

1. Describe the city's/township's goals, objectives and need for the Predevelopment Finance Fund grant and anticipated future commercial and industrial opportunities and other proposed components. Please explain the public benefit of the proposed plan, report or study. Attach copy of proposed contract for services or scope of work for any activities to be funded by CDA grant funds.

The Marine on St. Croix Village Center is a regional tourist destination. The quaint and picturesque downtown overlooking the St. Croix River and in close proximity to William O'Brien State Park attracts thousands of tourists a year. Local businesses within the Village Center heavily rely on maintaining and growth of our tourism industry. The Village Center is home to the Annual Art Fair and a number of films have used the Marine General Store and the Village Center as filming locations.

The Village Center Revitalization project is a vital piece in past and ongoing efforts our community has invested in development of a downtown master plan that seeks to expand tourism opportunities and economic growth and development. This project will be a catalyst for new business development and implementation of new recreational amenities and attractions within or directly adjacent to the Village

Center and will create a welcoming sense of place for visitors that highlights our local businesses and tourist and recreational destinations resulting in the desire to make return visits to our community.

The expansion of parking facilities on Parker Street will provide an additional 25 parking spaces which will better serve local businesses by allowing access to more business patrons. Currently there are only 12 parking spaces in this area which severely limits the number of patrons being able to access businesses at any one time.

The closure of Judd Street between Linden Street and Oak Street will create and provide the opportunity for the creation of a new building site for a potential new business/store front within the Village Center. This will be in a prime location to attract a future developer because of its visibility from Highway 95 and location in the Village Center.

The block between Judd/Maple/3<sup>rd</sup>/Linden consists of existing business operating daily, however half of the businesses are currently vacant. With planning efforts and providing future accommodations within this project along with other activities the newly formed City Economic Development Authority (EDA) has in mind, the City is hopeful to attract new businesses to fill the buildings that don't have the direct visibility to Highway 95.

The current lack of compliance with Americans with Disabilities Act (ADA) standards does not provide reliable access to the Village Center businesses for all patrons. This project will construct accessible routes to businesses to allow all patrons the opportunity to access businesses.

The City is not assessing local businesses adjacent to the project site because we believe that they are already contributing through their tax dollars. As such, the City is seeking grant funding to help cover the costs of planning and design of this much needed project.

2. Has a developer or end user been identified or committed to the proposed site? \_\_\_\_\_

The end users of this project will be local businesses, patrons, tourists, as well as City residents. The opportunity for redevelopment of existing vacant businesses by developers will be more attractive once the project improvements are complete.

3. Provide a brief history of the site including any previous uses, activities, prior or existing contamination, and other previous attempts at selling, developing or redeveloping the site. (please identify any obstacles that may be preventing the city/township from accomplishing its goals for the site or area)?

Aged infrastructure and event traffic in the Village Center has deteriorated the roads, compromising functionality and deterring prospective new businesses and redevelopment in the area. Pedestrian facilities do not meet current ADA standards and must be upgraded to allow access to businesses by all patrons. Additionally, undetained stormwater in the Village Center flows down the city's streets during

heavy or prolonged rainstorms, resulting in flooding of some of the basements of adjacent businesses and must be controlled.

One obstacle that may prevent the City from accomplishing its goal of making the Village Center more attractive and accessible to new businesses or redevelopment is obtaining adequate funding. Grant funding from the Predevelopment Finance Fund would remove this obstacle.

4. Describe any studies or development activities at the proposed site or project area that have already been completed or are currently underway (if applicable).

The City has successfully acquired the necessary Right-Of-Way along MN Hwy 95 from the Minnesota Department of Transportation (MnDOT) in order to complete the proposed improvements.

The City has been awarded a Local Road Improvement Program grant for the project. The City is also working in conjunction with the Carnelian-Marine-St. Croix Watershed District on stormwater quality improvements for which the Watershed has secured Federal Section 319 Grants for the project.

A preliminary topographic survey for the project site has been completed, as well as a wetland delineation.

The City's Project Management Team has been meeting monthly since April of 2019 to refine the proposed site layout and identify redevelopment opportunities and have hosted two public open house meetings to discuss the project with City residents and local businesses.

A geotechnical exploration and engineering review including 18 soil borings has been completed for the project site. One area of potential soil contamination was encountered but was found to be below the limits required for remediation or removal.

The project has been submitted to the State Historic Preservation Office for historic/archaeological review and is currently proceeding to final engineering design.

5. Proposed Budget. Itemize all funding sources that have been or will be used to complete the proposed project goals and activities.

Source of Funds	Amount	Committed	Pending
Washington County CDA Funds	\$40,000	<input type="checkbox"/>	X
City Local CDA Matching Funds	\$40,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Local Road Improvement Program Grant	\$750,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other City Local Funds	\$560,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Section 319 Grant (Phase 3/4 incl. City/Watershed Matching funds)	\$386,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total:	\$1,776,000		

Itemize expenses for the completion of the proposed project goals or proposed activities.

Itemized Use of Funds/Expenses	Costs	Funding Source
Engineering design, planning, permitting, contract administration, surveying, materials testing	\$278,000	CDA, Other Local
Construction of Improvements	\$1,112,000	LRIP, Other Local
Stormwater Quality Improvements Engineering, outreach, education	\$126,000	Fed 319 Grant
Stormwater Quality Improvements Construction	\$260,000	Fed 319 Grant
Total:	\$1,776,000	

## II. DETAILED PROJECT AND ACTIVITY DESCRIPTION

1. Please provide location maps, photos, current and projected site plans (if available). (maps should include site or project area location, property boundaries, north arrow, and bar scale, etc.)
  - a. See attached.
2. Describe all of the proposed activities (i.e. studies) that are part of this grant funding request.
  - a. Wetland boundary and type determination.
  - b. Geotechnical exploration and engineering review.
  - c. Preliminary topographic survey work.
  - d. Site planning and engineering design.
3. Is demolition of blighted buildings or other structures part of the proposed project?
  - a. Yes, severely deteriorated and non-compliant pedestrian facilities will be demolished and replaced with new facilities.
  - b. The proposed project will also provide a more attractive opportunity for redevelopment of existing vacant buildings in the area.
4. What is the proposed future end use of the project site or area?
  - a. To continue to be a regional tourist and recreational destination that highlights our local businesses and provides economic development opportunities in and adjacent to the Village Center.
  - b. To provide adequate facilities adjacent to businesses to allow for new businesses and re-establishment or redevelopment of existing businesses.
5. Describe the site or project area (including): (*please attach current property tax statement(s)*):  
 Acreage of overall site: 3.5                      Number of parcels: N/A – ROW  
 (There are 12 parcels adjacent to the site that will benefit from the project improvements)

Parcel Identification/Description Number or Address	Owner Support Letter Attached	
	Yes	No
Judd Street ROW (Oak St to 800' South of Maple St)	N/A	
Maple Street ROW (MN Hwy 95 to Third St)	N/A	
Linden Street ROW (Judd St to Third St)	N/A	
Parker Street ROW (MN Hwy 95 to Judd St)	N/A	

Please identify all property owners and include a letter of support from each owner: N/A

Is the property currently listed or available for sale? No – ROW (Some adjacent parcels are)

After development or redevelopment is complete, what portion of the project site will be publicly and privately owned? Public: 100% Private: 0%

a. Adjacent parcels benefitting from the improvements: 25% Public, 75% Private

6. Identify any other partners and their roles such as land owners, realtors, developers, consultants, and regulating/permitting agencies, etc. (if applicable): \_\_\_\_\_
  - a. MnDOT State Aid (LRIP Grant), Washington County Public Works (LRIP Sponsor)
  - b. Carnelian-Marine-St. Croix Watershed District (Federal 319 Grant, Watershed Permitting)
  - c. Mn State Historic Preservation Office (Historical/archaeological review)
  - d. MnDOT (Work in Right-of-Way Permitting)
  - e. MPCA (NPDES Construction Stormwater Permitting)
  - f. Bolton & Menk (Engineering & Surveying Consultant)
  - g. Northern Technologies, LLC (Geotechnical Exploration Consultant)
7. How will the proposed project and/or activities promote or increase future commercial/industrial market values in the city/township/county (please identify your goals for increased commercial and industrial property tax base as a result of the proposed activities and describe how you will measure success)?
  - a. The proposed improvements will increase property values adjacent to the project site due to the improvements and will allow for easier and safer access to the area businesses. These new facilities will revitalize the Village Center by providing a more attractive opportunity for redevelopment and will potentially result in growth of businesses and tourist and recreational visitors to the area who will patronize local businesses, thus increasing business values.

- b. It is anticipated that the new infrastructure will be a catalyst for improvements to existing businesses and will potentially attract new businesses to the newly created prime building site on Judd Street. This project, along with other activities the newly formed City EDA has in mind, will also provide future accommodations in hopes of attracting new businesses to the vacant buildings in the Village Center. This will increase existing building values as well as the tax base.
  - c. Success will be measured by being able to serve more diverse populations, such as those with ADA issues, providing for a great experience for tourists in hopes of repeat trips, and the improvements will be an attraction for new business moving into abandoned buildings in the Village Center.
- 8. How will the proposed project and/or activities promote or increase future employment opportunities in the city/township/county (please identify your job and wage goals as a result of the proposed activities and describe how you will measure success)?
  - a. With the potential growth in visitors to the area, existing and new businesses will grow as well. This will result in increased future employment opportunities in the Village Center as businesses strive to meet the needs of their increased patrons.
  - b. Success will be measured as mentioned in 7c above.
- 9. Please provide detailed project timeline with all actions, phases, and anticipated dates for completion (when will the activities/studies be complete)?
  - a. Wetland boundary and type determination – August 2019.
  - b. Geotechnical exploration and engineering review – August to September 2019.
  - c. Preliminary topographic survey work – October 2019.
  - d. Site planning and engineering design – April to December 2019
  - e. State Historic Preservation Office Review – October to December 2019.
  - f. MnDOT State Aid Review – December 2019 to January 2020.
  - g. Advertise Plans/Specifications for Bidding – January 2020.
  - h. Bid Opening – February 2020.
- 10. Describe why the development or redevelopment study, report or plan is needed and why the property is not likely to develop through the normal private sector process?
  - a. The Village Center Revitalization plans/specifications are needed in order to publicly solicit bids for construction of this project, which as mentioned previously will construct new facilities in an effort to promote continued and expanded business opportunities, tourism, and economic development in the City.
  - b. The project site is not likely to redevelop through the normal private sector process due to the deficient facilities being a deterrent for new businesses coming to the area or



redevelopment of existing businesses in the area. Assessing existing or new businesses for the improvement costs would be a huge deterrent to doing business in the City.

11. Describe the level of commitment by the city/township to the development of the property or area (please identify how the proposed activities meet the city/township priorities, land use planning, economic development goals, etc...)? Why is this important to the city/township? Please attach a resolution requesting grant funding from the Predevelopment Finance Fund adopted by the city/township (sample resolution provided by the CDA).
  - a. The City has been and is very committed to the revitalization of the Village Center. The improvements are outlined in the City's Comprehensive Plan. This project very closely aligns with and addresses many of the goals presented in the Comprehensive Plan and aligns with the City's Land Use Plan. This project will also lay a solid framework for future projects focused on more of the aesthetic aspects of the City's vision of the future of the Village Center (as presented in the attached "Marine Concept Plan"). A revitalized Village Center will provide necessary growth in businesses and tourist and recreational visitors which is vital to the long-term success of the City.
  - b. See attached resolution.
12. Please submit this application and all necessary attachments electronically (.pdf file preferred) to Economic Development Director, Washington County CDA at:  
[ChrisE@washingtoncountycda.org](mailto:ChrisE@washingtoncountycda.org)



Real People. Real Solutions.

Attachment A  
2035 County Road D East  
Maplewood, MN 55109-5314

Ph: (651) 704-9970  
Fax: (651) 704-9971  
Bolton-Menk.com

October 25, 2019

Ms. Lynette Peterson, City Clerk  
City of Marine on St. Croix  
121 Judd Street  
Marine on St. Croix, MN 55045

RE: Village Center Revitalization Project Planning Scope

Dear Ms. Peterson:

In response to your request, we have prepared a scope and fees for the work to complete planning tasks for this project as related to the Washington County CDA Predevelopment Finance Fund grant application. As this is an ongoing project, fees are broken into two categories for work completed to date (within the past six months) and additional planned work.

Task – Description	Amount Completed to Date	Additional Amount Planned
<b>Preliminary Survey</b> – Complete a topographic survey of the existing conditions for the project site for use in design of new improvements.	\$17,030	\$0
<b>Wetland Delineation</b> – Complete an aerial review of the project area to analyze the existence of potential wetlands and complete a field review and formal delineation for wetlands encountered in the project area.	\$2,000	\$1,500
<b>Concept Development</b> – Prepare design options meeting funding agency standards and City priorities for City review and approval.	\$6,900	\$8,900
<b>Public Open Houses</b> – Prepare presentation materials and graphics, attend and present at up to two public meetings.	\$2,900	\$5,000
<b>Historic/Archaeologic Review Planning</b> – Conduct a structural field review of the existing Judd St Arch Culvert and submit project plans to the State Historic Preservation Office for review and consultation. Conduct an archaeologic field investigation if required by SHPO.	\$4,670	\$5,000
<b>Geotechnical Exploration</b> – Conduct 18 soil borings throughout the project site to determine subsurface conditions.	\$8,000	\$0
<b>Project Management Planning</b> – Prepare meeting materials, attend, and present at monthly design meetings. Coordinate project design with other agencies and private utility companies.	\$15,000	\$10,000
<b>Total - \$86,900</b>	<b>\$56,500</b>	<b>\$30,400</b>

Thank you for the opportunity to submit this scope, if you have any questions please feel free to contact me.

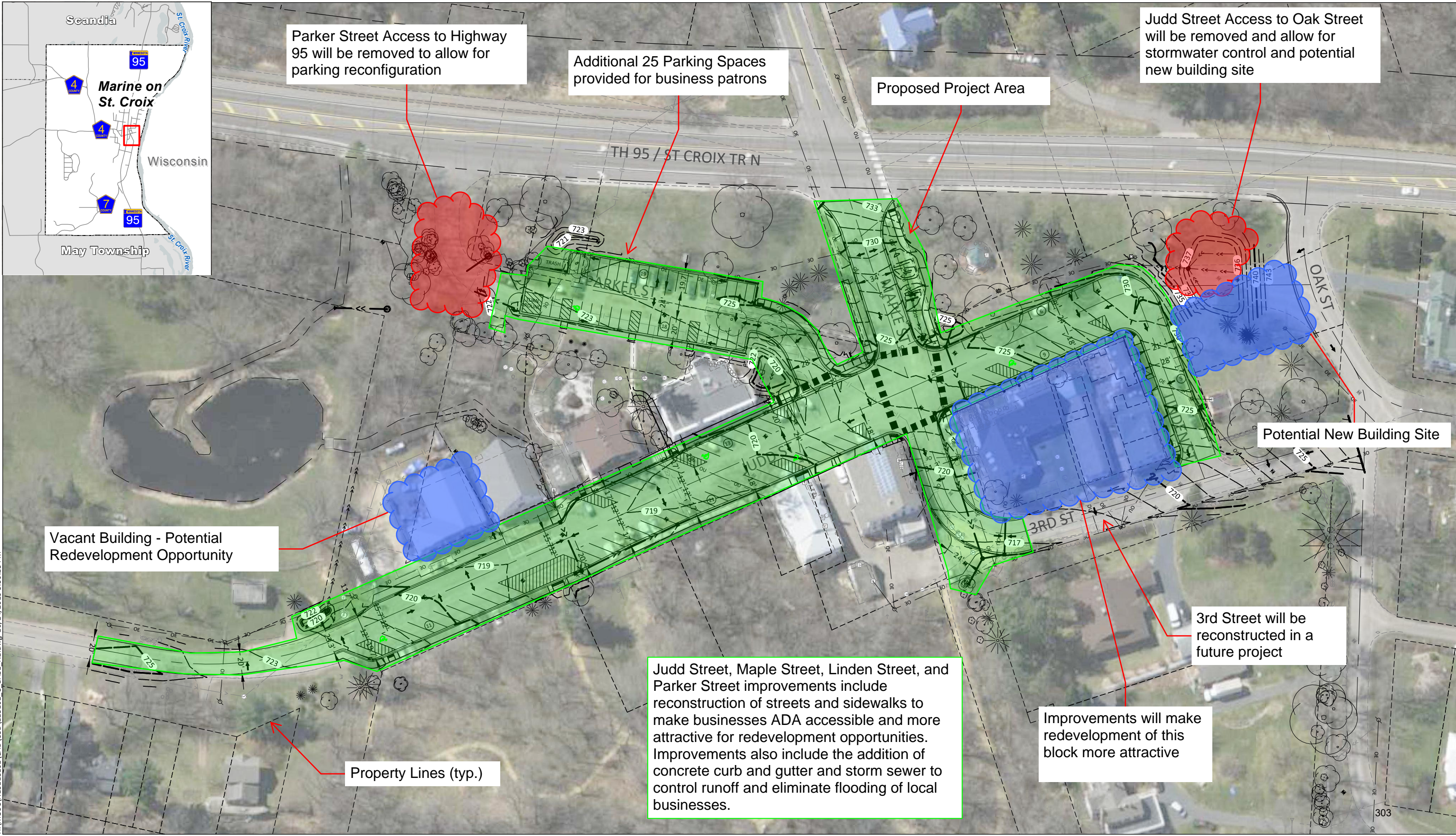
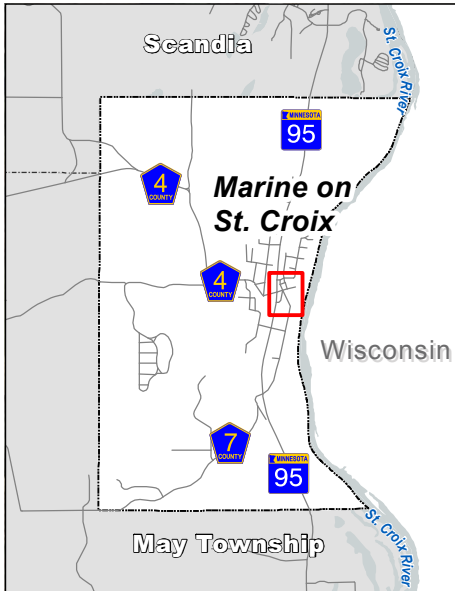
Sincerely,

Ryan J. Goodman  
City Engineer

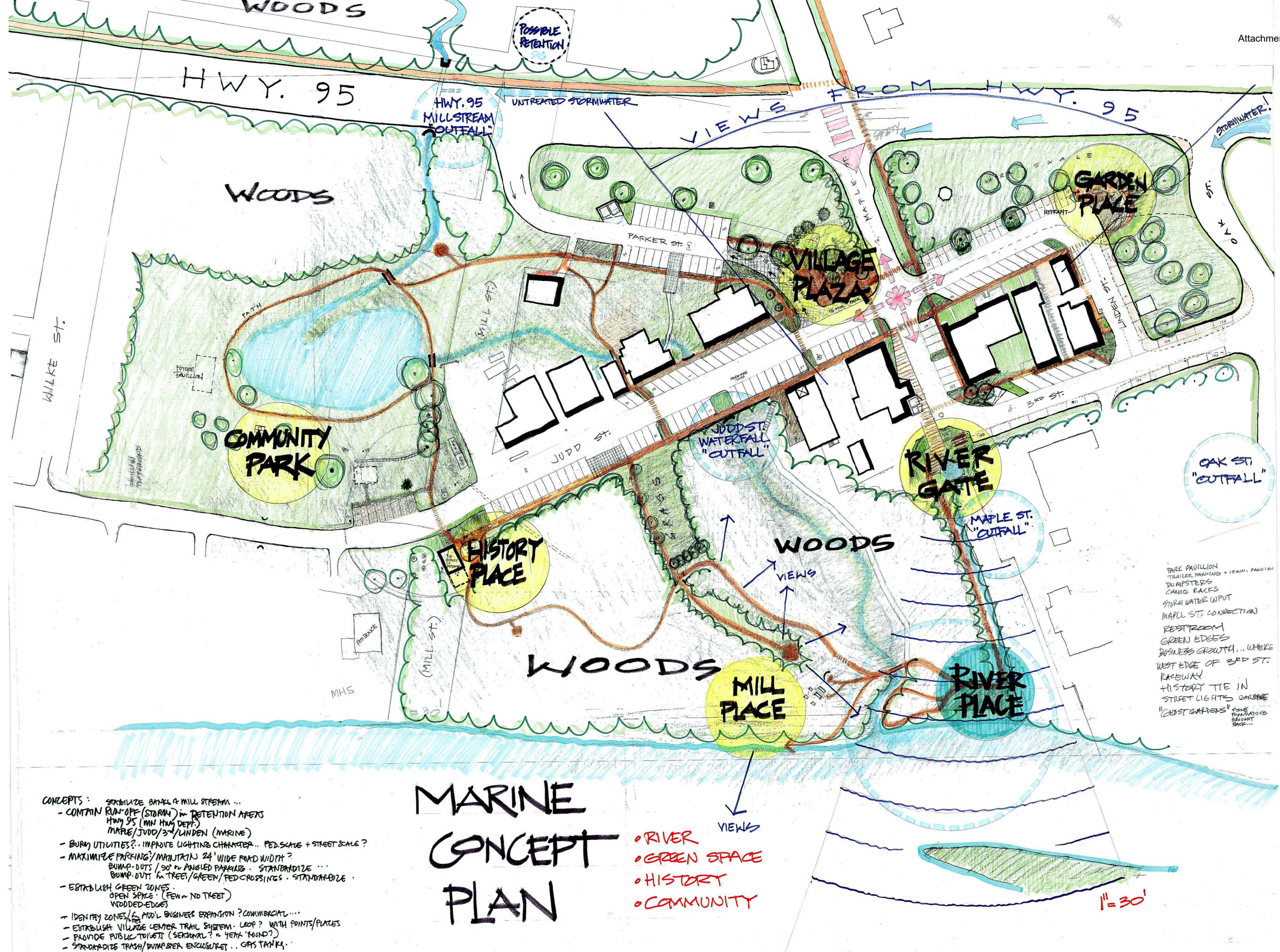




- >> — PROPOSED STORM SEWER PIPE
- ● ► PROPOSED STORM SEWER STRUCTURE
- ➡ PROPOSED DRAINAGE FLOW DIRECTION
- ♿ PROPOSED ADA PARKING SPACE









Existing Village Center conditions deterring new businesses and redevelopment



*View of Maple Street, looking east from MN Highway 95, the main access to the Village Center is not very inviting to potential new businesses or redevelopment opportunities.*



*View of Judd Street and Maple Street intersection, looking South.*



Existing Village Center conditions deterring new businesses and redevelopment



*View of Judd Street north of Maple Street, looking North. Removal of Judd St at the far end provides the opportunity for a new building site.*



*View of Judd Street at the South end of town, looking North. The first building on the left is now vacant and a potential redevelopment opportunity.*



Views of inadequate, non-ADA compliant pedestrian infrastructure



*Judd Street and Maple Street intersection, the main entrance into the Village Center, with no crosswalks and non-compliant pedestrian routes affecting access to businesses.*



*Judd Street, looking north. Sidewalks at-grade with the street often means parked cars block the narrow sidewalks and prevent pedestrians from accessing businesses.*



### Parker Street Parking Reconfiguration



*Existing, inadequate parking on Parker Street. Parker Street will serve the Village Center as a parking lot and provide 25 additional parking spaces for increased access to local businesses.*



**CITY OF MARINE ON ST. CROIX**

**RESOLUTION NO.111419-01**

**A RESOLUTION OF THE CITY OF MARINE ON ST. CROIX, WASHINGTON COUNTY, MINNESOTA,  
APPROVING THE APPLICATION FOR FUNDING FROM THE WASHINGTON COUNTY  
COMMUNITY DEVELOPMENT AGENCY (CDA) PREDEVELOPMENT FINANCE FUND FOR  
PLANNING AND DESIGN OF THE VILLAGE CENTER REVITALIZATION PROJECT**

WHEREAS, the City of Marine on St. Croix has identified the Village Center Revitalization project as a proposed project within the City that meets the Washington County Community Development Agency (CDA) Predevelopment Finance Fund's purposes and criteria; and

WHEREAS, the City has established that the property in consideration has been zoned and/or guided for future development accordingly and the proposed project is a high priority of the city; and

WHEREAS, the City supports the proposed project scope of work and hereby supports the application to the Predevelopment Finance Fund; and

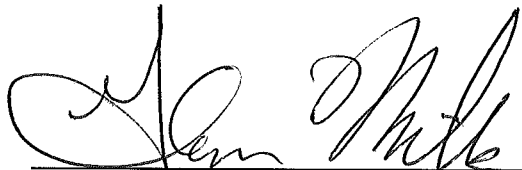
WHEREAS, the City has the legal authority to apply for financial assistance; and

WHEREAS, the City is supportive of enhancing economic development opportunities that will serve to create jobs, enhance the tax base and improve the lives of Washington County residents.


NOW THEREFORE BE IT RESOLVED that the City approves of the application for funding in the amount of \$40,000.00 from the Washington County CDA Predevelopment Finance Fund.

BE IT FURTHER RESOLVED that upon approval of its application by the Washington County CDA, Glen Mills, the Mayor, is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.

Dated this 14<sup>th</sup> day of November, 2019.

  
Glen Mills, Mayor

Attest:

  
Lynette Peterson, Clerk

# DISCUSSION

Memo To: CDA Board of Commissioners

From: Ann Hoechst, Housing Assistance and Administrative Services Director

Date: December 17, 2019

RE: Admission and Continued Occupancy Plan Changes

The Admissions and Continued Occupancy Plan (ACOP) contains the policies for the Washington County Community Development Agency ("Agency") Public Housing program.

The Department of Housing and Urban Development (HUD) requires that the Agency review and update, if necessary, the ACOP annually.

On this review, there were 5 chapters that needed an update to policy. Attached to this memo are the chapters with the changes tracked in the document. These chapters are reviewed in the Power Point presentation. See Attachments B-F.

On December 27, 2019, a public notice of the 45-day comment period and the Public Hearing will be published regarding the updates on the ACOP and on the Housing Choice Voucher Administrative Plan. A Public Hearing will be held at the February board meeting to approve the changes. See Attachment A.

At the January Board meeting, there will be a review of the Housing Choice Voucher Administrative Plan updates.



## -Public Notice Ad Proof-

This is the proof of your ad scheduled to run on the dates indicated below. Please proof read carefully if changes are needed, please contact us prior to deadline at Cambridge (763) 691-6000 or email at [publicnotice@ecm-inc.com](mailto:publicnotice@ecm-inc.com)

**Date:** 12/11/19

**Account #:** 427664

**Customer:** WASHINGTON COUNTY CDA

**Address:** 7645 CURRELL BLVD  
WOODBURY

**Telephone:** (651) 458-0936  
**Fax:**

**Publications:**

Stillwater Gazette

**Ad ID:** 1004311

**Copy Line:** February 18 PH

**PO Number:**

**Start:** 12/27/19

**Stop:** 12/27/2019

**Total Cost:** \$71.10

**# of Lines:** 37

**Total Depth:** 4.111

**# of Inserts:** 1

**Ad Class:** 150

**Phone #** (763) 691-6000

**Email:** [publicnotice@ecm-inc.com](mailto:publicnotice@ecm-inc.com)

**Rep No:** SS700

**WASHINGTON COUNTY COMMUNITY  
DEVELOPMENT AGENCY  
NOTICE OF PUBLIC HEARING AND  
PUBLIC COMMENT PERIOD  
FOR THE PUBLIC HOUSING ADMISSIONS AND  
CONTINUED OCCUPANCY PLAN AND THE HOUSING  
CHOICE VOUCHER ADMINISTRATIVE PLAN**

NOTICE IS HEREBY GIVEN that the Washington County Community Development Agency will be adopting a revised Public Housing Admissions and Continued Occupancy Plan and a revised Housing Choice Voucher Administrative Plan. A public hearing to review these items will be held on Tuesday, February 18, 2020 at 3:00 p.m. at the Washington County CDA offices at 7645 Currell Blvd., Woodbury, Minnesota. A draft of the revisions is available for review at the CDA's office located at 7645 Currell Blvd., Woodbury, MN and on the Authority's website at: <http://www.wchra.com/meeting.php>. A public comment period is hereby in effect through Tuesday, February 18, 2020 at 3:00 p.m. Anyone interested in commenting on this plan may do so in writing or by attending the public hearing. Written comments can be mailed to the Washington County CDA at 7645 Currell Blvd., Woodbury, MN 55125. Comments on these changes may also be emailed to: [publiccomment@wchra.com](mailto:publiccomment@wchra.com)

The Washington County CDA is subject to Title II of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability by public entities. Information regarding the provisions of the Americans with Disabilities Act is available from the CDA office at 651-458-0936. Auxiliary aids for disabled persons are available upon request at least 72 hours in advance of an event. Please call 651-458-0936 (MN Relay Service 1-800-627-3529) to make arrangements.

Date of Publication: December 27, 2019

BY ORDER OF THE BOARD OF COMMISSIONERS OF THE WASHINGTON COUNTY HOUSING AND REDEVELOPMENT AUTHORITY

/s/ Barbara Dacy  
Executive Director

Published in the  
Stillwater Gazette  
December 27, 2019  
1004311

## Chapter 4

### APPLICATIONS, WAITING LIST AND TENANT SELECTION

#### 4-I.B. APPLYING FOR ASSISTANCE

Any family that wishes to reside in public housing must apply for admission to the program [24 CFR 1.4(b)(2)(ii), 24 CFR 960.202(a)(2)(iv), and PH Occ GB, p. 68]. HUD permits the PHA to determine the format and content of its applications, as well how such applications will be made available to interested families and how applications will be accepted by the PHA. However, the PHA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of the PHA's application [Notice PIH 2009-36].

##### PHA Policy

Depending upon the length of time between the date of application and the availability of housing, the PHA may use a one- or two-step application process.

A one-step process will be used when it is expected that a family will be selected from the waiting list within 60 days of the date of application. At application, the family must provide all of the information necessary to establish family eligibility and the amount of rent the family will pay.

A two-step process will be used when it is expected that a family will not be selected from the waiting list for at least 60 days from the date of application. Under the two-step application process, the PHA initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all of the information necessary to establish family eligibility and the amount of rent the family will pay when selected from the waiting list.

When the waiting list has been opened for applications ~~families may obtain application forms from the PHA's office during normal business hours or (2) request by telephone or by mail that an application form be sent to the family via first class mail. Applicants can apply. The PHA may also take applications~~ through an internet-only application process. If applicants require assistance to complete on internet -only application, they may come to the CDA office to get either access to the internet or assistance in completing the on-line application. The PHA may limit the number of applications to be placed on the waiting list through a lottery system.

~~Completed applications must be returned to the PHA by mail, by fax, or submitted in person during normal business hours.~~ Applications taken through an internet-only application do not require the tenant to complete a hard copy. Applications must be filled out completely in order to be accepted by the PHA for processing. If an application is incomplete, the PHA will notify the family of the additional information required. Applicants who are placed on the Minneapolis PHA's waiting list must contact the Minneapolis PHA and follow their procedure.

Duplicate applications, including applications from a segment of an applicant family, will not be accepted.

## Chapter 7

### VERIFICATION

[24 CFR 960.259, 24 CFR 5.230, Notice PIH 2018-18]

#### 7-I.C. UP-FRONT INCOME VERIFICATION (UIV)

Up-front income verification (UIV) refers to the PHA's use of the verification tools available from independent sources that maintain computerized information about earnings and benefits. UIV will be used to the extent that these systems are available to the PHA.

There may be legitimate differences between the information provided by the family and UIV-generated information. If the family disputes the accuracy of UIV data, no adverse action can be taken until the PHA has independently verified the UIV information and the family has been granted the opportunity to contest any adverse findings through the PHA's informal review/hearing processes. (For more on UIV and income projection, see section 6-I.C.)

#### Upfront Income Verification Using HUD's Enterprise Income Verification (EIV) System (Mandatory)

PHAs must use HUD's EIV system in its entirety as a third-party source to verify tenant employment and income information during mandatory reexaminations or recertifications of family composition and income in accordance with 24 CFR 5.236 and administrative guidance issued by HUD. HUD's EIV system contains data showing earned income, unemployment benefits, social security benefits, and SSI benefits for participant families. The following policies apply to the use of HUD's EIV system.

#### *EIV Income and IVT Reports*

The data shown on income and income validation tool (IVT) reports is updated quarterly. Data may be between three and six months old at the time reports are generated.

##### PHA Policy

The PHA will obtain income and IVT reports for annual reexaminations on a monthly basis. Reports will be generated as part of the regular reexamination process.

Income and IVT reports will be compared to family-provided information as part of the annual reexamination process. Income reports may be used in the calculation of annual income, as described in Chapter 6.I.C. Income reports may also be used to meet the regulatory requirement for third party verification, as described above. Policies for resolving discrepancies between income and IVT reports and family-provided information will be resolved as described in Chapter 6.I.C. and in this chapter.

Income and IVT reports will be used in interim reexaminations to identify any discrepancies between reported income and income shown in the EIV system, and as necessary to verify earned income, and to verify and calculate unemployment benefits, Social Security and/or SSI benefits. EIV will also be used to verify that families claiming zero income are not receiving income from any of these sources.

Income and IVT reports will be retained in resident files with the applicable annual or interim reexamination documents.

When the PHA determines through EIV~~income~~ reports and third-party verification that a family has concealed or under-reported income, corrective action will be taken pursuant to the policies in Chapter 15, Program Integrity.



## Chapter 8

### LEASING AND INSPECTIONS

[24 CFR 5, Subpart G; 24 CFR 966, Subpart A]

#### **8.I.G. MINIMUM HEATING STANDARDS [Notice PIH 2018-19]**

Formatted: Font: Bold

PHAs in states, territories, or localities with existing minimum heating standards must use their respective local standards for public housing dwelling units. For PHAs where state or local minimum heating standards do not exist, PHAs must use the HUD -prescribed heating standards specified in Notice PIH 2018-19

#### PHA Policy

Formatted: Underline

The PHA is located in an area where state or local residential heating standards exist and will utilize those standards for public housing units. Therefore, the PHA's minimum heating standards are as follows:

#### Minimum temperature:

Formatted: Underline

If the PHA controls the temperature, the minimum temperature in each unit must be at least 68 degrees Fahrenheit when the outdoor temperature is 60 degrees Fahrenheit or below for more than 24 hours. If the resident controls the temperature, the heating equipment must have the capability of heating to at least 68 degrees Fahrenheit when the outdoor temperature is 60 degrees Fahrenheit or below for more than 24 hours.

## Chapter 13

### LEASE TERMINATIONS

#### **Over-Income Families [24 CFR 960.261 and FR 7/26/2018; Notice PIH 2019-11]**

The Housing Opportunity Through Modernization Act (HOTMA) of 2016 placed an income limitation on public housing tenancies. The over-income requirement states that after a family's adjusted income has exceeded 120 percent of the area median income (AMI) (or a different limitation established by the HUD Secretary) for two consecutive years, the PHA must either terminate the family's tenancy within six months of the determination or charge the family a monthly rent that is the higher of the applicable fair market rent (FMR) or the amount of the monthly subsidy for the unit, including amounts from the operating or capital funds, as determined by regulations.

Notice PIH 2019-11 also requires that PHAs publish over-income limits in their ACOP and update them no later than 60 days after HUD publishes new income limits each year. The over-income limit is calculated by multiplying the very low-income limit (VLI) by 2.4, as adjusted for family size.

PHAs also have discretion, under 24 CFR 960.261 to adopt policies allowing termination of tenancy for families whose income exceeds the limit for program eligibility. Such policies would exempt families participating in the Family Self Sufficiency (FSS) program or currently receiving the earned income disallowance.

#### PHA Policy

At annual or interim reexamination, if a family's adjusted income exceeds the applicable over-income limit, the PHA will document the family file and begin tracking the family's over-income status.

If one year after the applicable annual or interim reexamination the family's income continues to exceed the applicable over-income limit, the PHA will notify the family in writing that their income has exceeded the over-income limit for one year and that if the family continues to be over-income for 12 consecutive months, the family will be subject to the PHA's over-income policies.

If two years after the applicable annual or interim reexamination the family's income continues to exceed the applicable over-income limit, the PHA will notify the family to vacate the unit within 6 months.

If, at any time, an over-income family experiences a decrease in income, the family may request an interim redetermination of rent in accordance with PHA policy. If, as a result, the previously over-income family is now below the over-income limit, the family is no longer subject to over-income provisions as of the effective date of the recertification. The PHA will notify the family in writing that over-income policies no longer apply to them. If the family's income later exceeds the over-income limit again, the family is entitled to a new two-year grace period.

The PHA will begin tracking over-income families once these policies have been adopted, but no later than March 24, 2019.

The PHA will rely on the following over-income limits. These numbers will be updated within 60 days of HUD publishing new income limits each year and will be effective for all annual and interim reexaminations once these policies have been adopted.

<u>Family Size</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
<u>Over Income Limit</u>	<u>\$84,000</u>	<u>\$96,000</u>	<u>\$108,000</u>	<u>\$120,000</u>	<u>\$129,600</u>	<u>\$139,200</u>	<u>\$148,800</u>	<u>\$158,400</u>

For families larger than 8 persons, the over-income limit will be calculated by multiplying the applicable very-low income limit by 2.4.

## Chapter 14

### GRIEVANCES AND APPEALS

#### 14-III.F. SELECTION OF HEARING OFFICER [24 CFR 966.55(b)]

The grievance hearing must be conducted by an impartial person or persons appointed by the PHA, other than the person who made or approved the PHA action under review, or a subordinate of such person.

##### PHA Policy

PHA grievance hearings will be conducted by a single hearing officer

The PHA will appoint a staff member who was not involved in the decision under appeal. If a designated staff member (such as the program manager) was involved in the decision or is a subordinate of such person, an alternate hearing officer will be selected.

The PHA may select designated staff members who were not involved in the decision under appeal in certain circumstances, such as appeals involving discrimination claims or denials of requests for reasonable accommodations.

PHAs must describe their policies for selection of a hearing officer in their lease forms. Changes to the public housing lease are subject to a 30-day comment period [~~24~~ 24 CFR 966.4].

#### Final Decision [24 CFR 966.57(b)]

The decision of the hearing officer is binding on the PHA which must take the action, or refrain from taking the action cited in the decision unless the PHA Board of Commissioners determines within a reasonable time, and notifies the complainant that:

- The grievance does not concern PHA action or failure to act in accordance with or involving the complainant's lease on PHA policies which adversely affect the complainant's rights, duties, welfare, or status; or
- The decision of the hearing officer is contrary to federal, state, or local law, HUD regulations or requirements of the annual contributions contract between HUD and the PHA

##### PHA Policy

When the PHA considers the decision of the hearing officer to be invalid due to the reasons stated above, it will present the matter to the PHA Board of Commissioners at the next regular monthly meeting. The Board at the following regular monthly meeting will render the decision. If the Board decides to reverse the hearing officer's decision, it must notify the complainant within 10 business days of this decision.

A decision by the hearing officer, or Board of Commissioners in favor of the PHA or which denies the relief requested by the complainant in whole or in part must not constitute a waiver of

any rights, nor effect in any manner whatever, any rights the complainant may have to a subsequent trial or judicial review in court [24 CFR 966.57(c)].

### **EXHIBIT 14-1: GRIEVANCE PROCEDURE**

#### **I. Definitions applicable to the grievance procedure [24 CFR 966.53]**

- A. Grievance: Any dispute a tenant may have with respect to PHA action or failure to act in accordance with the individual tenant's lease or PHA regulations that adversely affects the individual tenant's rights, duties, welfare, or status.
- B. Complainant: Any tenant (as defined below) whose grievance is presented to the PHA or at the project management office in accordance with the requirements presented in this procedure.
- C. Elements of due process: An eviction action or a termination of tenancy in a state or local court in which the following procedural safeguards are required:
  - i. Adequate notice to the tenant of the grounds for terminating the tenancy and for eviction
  - ii. Right of the tenant to be represented by counsel
  - iii. Opportunity for the tenant to refute the evidence presented by the PHA, including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense that the tenant may have
  - iv. A decision on the merits of the case
- D. Hearing officer: An impartial person or persons selected by the PHA other than the person who made or approved the decision under review, or a subordinate of that person. Such individuals do not need legal training.
- E. Tenant: The adult person (or persons other than a live-in aide) who resides in the unit and who executed the lease with the PHA as lessee of the dwelling unit, or if no such person now resides in the unit, who resides in the unit and who is the remaining head of the household of the tenant family residing in the dwelling unit.
- F. Resident organization: An organization of residents, which also may include a resident management corporation.

## **II. Applicability of this grievance procedure [24 CFR 966.51]**

In accordance with the applicable federal regulations (24 CFR 966.50), this grievance procedure is applicable to all individual grievances (as defined in Section I above) between the tenant and the PHA with the following exception of disputes between tenants not involving the PHA or class grievances. The grievance procedure is not intended as a forum for initiating or negotiating policy changes between a group or groups of tenants and the PHA's Board of Commissioners [24 CFR 966.51(b)].

This grievance procedure is incorporated by reference in all tenant dwelling leases and will be furnished to each tenant and all resident organizations [24 CFR 966.52 (b) and (d)].

Any changes proposed in this grievance procedure must provide for at least 30 days' notice to tenants and resident organizations, setting forth the proposed changes and providing an opportunity to present written comments. Comments will be considered by the PHA before any revisions are made to the grievance procedure [24 CFR 966.52(c)].

## **III. Informal settlement of a grievance [24 CFR 966.54]**

Any grievance must be personally presented, either orally or in writing, to the PHA's central office or the management office of the development in which the complainant resides **within 10 days after the grievable event.**

Grievances related to complaints about operations matters that are received by the PHA's central office will be referred to the person responsible for the management of the development in which the complainant resides. Grievances involving complaints related to discrimination, harassment, or disability rights will be referred to the Civil Rights Administrator or Director of Operations.

As soon as the grievance is received, it will be reviewed by the management office of the development or the Civil Rights Administrator (if applicable) to be certain that neither of the exclusions in paragraphs II.A or II.B above applies to the grievance. Should one of the exclusions apply, the complainant will be notified in writing that the matter raised is not subject to the PHA's grievance procedure with the reason specified.

If neither of the exclusions cited above apply, the complainant will be contacted to arrange a mutually convenient time **within 10 business days** to meet so the grievance may be discussed informally and settled without a hearing. At the informal settlement, the complainant will present the grievance and the person in charge of the management office or the Civil Rights Administrator will attempt to settle the grievance to the satisfaction of both parties.

**Within ten business days** following the informal discussion, the PHA will prepare and either hand deliver, mail, or email to the tenant a summary of the discussion that must specify the names of the participants, the dates of meeting, the nature of the proposed disposition of the complaint, and the specific reasons therefore, and will specify the procedures by which a formal hearing under this procedure may be obtained if the complainant is not satisfied. A copy of this summary will also be placed in the tenant's file.

#### **IV. Formal grievance hearing**

If the complainant is not satisfied with the settlement arrived at in the informal settlement, the complainant must submit a written request for a hearing to the management office of the development where the tenant resides **no later than five business days after the summary of the informal hearing is received.**

The written request must specify:

- The reasons for the grievance; and
- The action of relief sought from the PHA

**Within 10 days of receiving the written request for a hearing, the hearing officer will schedule and sent written notice of hearing to both the complainant and the PHA.**

#### **V. Selecting the hearing officer**

A grievance hearing will be conducted by a single impartial person appointed by the PHA as described below:

- A. The hearing officer will be designated by the management company.
- B. The hearing officer will be a staff member who did not make or approve the decision under review and who is not a subordinate of such persons. If the designated staff member (such as the program manager) was involved in the decision or is a subordinate of such person, an alternate hearing officer will be selected.
- C. The PHA may select designated staff members who were not involved in the decision under review in certain circumstances, such as those involving discrimination claims or denials of requests for reasonable accommodations.
- D. The PHA's method for selecting a hearing officer will be inserted into the lease.

#### **VI. Scheduling hearings [24 CFR 966.56(a)]**

When a complainant submits a timely request for a grievance hearing, the PHA will immediately appoint an impartial hearing office to schedule the hearing within the following 10 business days.

Once the hearing officer has scheduled the hearing, the hearing officer will send written notice of the hearing to both the complainant and the PHA. Notice to the complainant will be in writing, either personally delivered to the complainant, or sent by mail or email, return receipt requested.

The written notice will specify the time, place, and procedures governing the hearing.

The tenant may request to reschedule a hearing on a one-time basis. Should the complainant need to reschedule a second time, he or she may do so for good cause, or if needed as a reasonable accommodation for a person with disabilities. *Good cause* is defined as an unavoidable conflict which seriously affects the health, safety, or welfare of the family. Requests to reschedule a hearing must be made orally or in writing prior to the hearing date.

## **VII. Procedures governing the hearing [24 CFR 966.56]**

The hearing will be held before a hearing officer as described above in Section V. The complainant will be afforded a fair hearing, which will include:

- A. The opportunity to examine before the hearing any PHA documents, including records and regulations, that are directly relevant to the hearing.

The tenant is allowed to copy any such document at the tenant's expense. If the PHA does not make the document available for examination upon request by the complainant, the PHA may not rely on such document at the grievance hearing.

- B. The right to be represented by counsel or other person chosen as the tenant's representative and to have such person make statements on the tenant's behalf.

- C. The right to a private hearing unless the complainant requests a public hearing.

- D. The right to present evidence and arguments in support of the tenant's complaint, to refute evidence relied on by the PHA or project management, and to confront and cross-examine all witnesses upon whose testimony or information the PHA or project management relies.

- E. A decision based solely and exclusively upon the fact presented at the hearing [24 CFR 966.56(b)].

The hearing is conducted informally by the hearing officer. The PHA and the tenant must be given the opportunity to present oral or documentary evidence pertinent to the facts and issues raised by the complaint, and to question any witnesses.

The complainant or the PHA may arrange in advance for a transcript of the hearing at the expense of the party making the arrangement. Any interested party may purchase a copy of the transcript [24 CFR 966.56(e)].

The PHA must provide reasonable accommodation for persons with disabilities to participated in the hearing. Reasonable accommodation may include qualified sign language interpreters, readers, accessible locations, or attendants. If the tenant is visually impaired, any notice to the tenant that is required under this procedure must be in an accessible format [24 CFR 966.56(f)].

The PHA must comply with HUD's requirements regarding limited English proficiency as specified in "Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition against National Origin Discrimination Affecting Limited English Proficient Persons," issued January 22, 2007, and available at:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/fair\\_housing\\_equal\\_opp/promotingfh/lep-faq](http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/promotingfh/lep-faq).



### **VIII. Failure to appear at the hearing**

If the complainant or PHA fails to appear at the hearing, the hearing officer may make a determination to postpone the hearing or make a determination that the complainant has waived his or her right to a hearing.

Both the complainant and the PHA must be notified of the determination by the hearing officer. A determination that the complainant has waived his or her right to a hearing will not constitute a waiver of any right the complainant may have to contest the PHA's disposition of the grievance in an appropriate judicial setting [24 CFR 966.56(c)].

### **IX. Decision of the hearing officer [24 CFR 966.57]**

The hearing officer will prepare a written decision together with the reasons for the decision **within 10 business days** after the hearing. A copy of the decision will be sent to the complainant and the PHA.

The PHA will retain a copy of the decision in the tenant's file.

The hearing officer may ask the family for additional information and/or might adjourn the hearing in order to reconvene at a later date before reaching a decision. If the family misses a deadline ordered by the hearing officer, the hearing officer will make a decision based on the evidence presented.

The decision of the hearing officer will be binding on the PHA unless the PHA's Board of Commissioners determines within a reasonable time and notifies the complainant of its determination that:

- A. The grievance does not concern PHA action or failure to act in accordance with or involving the complainant's lease or PHA regulations, which adversely affect the complainant's rights, duties, welfare, or status; or
- B. The decision of the hearing officer is contrary to applicable federal, state, or local law, HUD regulations, or requirements of the annual contributions contract (ACC) between HUD and the PHA.

When the PHA considers the decision of the hearing officer to be invalid due to either of the reasons stated above, it will present the matter to the PHA Board of Commissioners within 10 business days of the date of the hearing officer's decision. The Board has 30 calendar days to consider the decision. If the Board decides to reverse the hearing officer's decision, it must notify the complainant within 10 business days of this decision.

A decision by the hearing officer or Board of Commissioners in favor of the PHA or which denies the relief requested by the complainant in whole or in part will not constitute a waiver of nor affect in any way the rights of the complainant to a trial or judicial review in any court proceedings, which may be brought in the matter later [24 CFR 966.57].

# REPORTS

Memo To: CDA Board of Commissioners

From: Melissa Taphorn, Deputy Executive Director

Date: December 17, 2019

RE: Community Development Department Report

#### **Deputy Executive Director**

The Deputy Executive Director and Executive Director are participating in a Metropolitan Council advisory committee regarding the affordable housing goals within the Livable Communities program. The Livable Communities program is a voluntary program which provides access to Livable Communities Act funding for affordable housing, brownfield clean-up and other community development projects. Participants must agree to work toward creating a certain number of affordable housing units between 2021 and 2030. Affordable housing goals are based on the proportionate affordable housing needs, which are incorporated into the recent Comprehensive Plans.

On December 5<sup>th</sup>, staff provided Washington County Commissioner Lisa Weik with a tour of Cobble Hill. Cobble Hill is a CDA-owned senior apartment in Woodbury which recently underwent substantial interior renovations, including the replacement of common area flooring, paint, and furniture as well as accessibility modifications to the kitchen area of the community room.

#### **Homeownership Division**

##### **Homebuyer Counseling and Education**

The CDA recently launched a Facebook page which focuses on the Homeownership Programs. The page has received a lot of attention in the first week online and should help create more awareness of the programs the CDA has to offer. Here is a link to the page if you would want to like or follow:

<https://www.facebook.com/WashingtonCountyCDA/>

In celebration of the launch, the CDA is offering the homebuyer education workshop Home Stretch for free on December 9<sup>th</sup>.

Homeownership Program	Grant Year to date Oct 1 – Nov 30	Grant Year Goal	Progress toward Goal
Homebuyer Education	11	90	12%
Homebuyer/Financial Wellness Counseling	4	55	7%
Foreclosure Mitigation Counseling	3	50	6%
Reverse Mortgage Counseling	28	100	28%

#### Home Improvement Loan Program

The Home Improvement Loan Program has 15 households on the waitlist. Currently, there are three 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 construction stage, and has four applications in the underwriting process for a Minnesota Housing Rehabilitation Loan.

Home Improvement Loan	Program Year to date Jul 1 – Nov 30	Program Year Goal	Progress toward Goal
Total funds spent	\$28,025.39	\$278,944.28	10%
Number of loans closed	8	17	47%

#### **Development Division**

##### CDBG/HOME Administration

On December 20, 2019 staff will issue a request for 2020 project proposals to assist in meeting the Consolidated Plan priority goals. The funding applications will be due January 24, 2020.

The CDBG Citizen Advisory Committee currently has four vacancies. If you know of anyone who might be interested, please refer them to the County's website at <https://www.co.washington.mn.us/1557/Community-Development-Block-Grant>.

##### Subsurface Sewage Treatment System (SSTS) Financial Assistance Programs

Staff will provide an overview of SSTS program activities, including a 5-year summary, at the January meeting.

##### The Glen at Valley Creek

The majority of interior punchlist items have been addressed with final unit inspections expected to be completed in the coming weeks. Exterior and site punchlists have been issued by the architect and engineer. Mahoney Ulbrich Christiansen and Russ P.A. has been retained to complete the cost certification; field work is underway.

##### Public Housing Conversion

Staff has developed a timeline to move forward with a revised conversion plan. Resident meetings will take place in January. The PHA Plan will be amended after a public hearing in April. The revised conversion plan will occur in two phases with the scattered sites converted first and Whispering Pines and the mixed-finance public housing units converted second.

#### Red Rock Crossing Redevelopment

The City of Newport held a council workshop on November 21, 2019 to discuss a proposed development of 82 workforce housing units on Outlot A of the redevelopment area. The council expressed concern about adding additional housing in the redevelopment area but were supportive of MWF Properties developing workforce rental housing in other areas of the city.

#### 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	Leasing
Headwaters Landing (Forest Lake)	9%	45	Under Construction
Rosemary Apartments (Hugo)	9%	45	2019 & 2020 credits reserved

#### GROW Fund

Newport Midwest applied for GROW funds for The Hemingway, an infill development near 80<sup>th</sup> and Hemingway Ave in Cottage Grove. The Hemingway development will add 54 affordable rental units for households below 50% AMI, including 17 units set aside for households below 30% AMI. Through a partnership with Minnesota Assistance Council for Veterans (MACV), the Hemingway will also provide permanent supportive housing for seven veteran households. The proposed financing structure includes 9% Low Income Housing Tax Credits and tax increment financing (TIF). Tax credits will be applied for in June 2020 and the City of Cottage Grove has committed to a TIF loan. The application is currently under review and staff anticipate presenting a recommendation for the Board's consideration at the January meeting.

#### 2019 Capital Improvements in Process

Property Name (City)	Improvement Project	Status and Tentative Schedule
Briar Pond (Oakdale)	Boiler pump motor	Project completed 11/20
Oakhill (Scandia)	Well replacement & well house improvement	Project completed 11/21
Scattered Site PH 34	Exterior Improvements	Project completed 12/5

Memo To: CDA Board of Commissioners

From: Chris Eng, Economic Development Director

Date: December 10, 2019

RE: Economic Development Report

### **Marketing Initiatives**

- The CDA Co-sponsored and the Economic Development Director attended and spoke on a panel at the MN Real Estate Journal Industrial and Economic Development Summit on November 14, 2019. There were over 300 in attendance at the event.





- THE CDA co-sponsored and Economic Development Director attended the MN Real Estate Redevelopment Summit on November 21, 2019. There were over 250 in attendance at the event and the Economic Development.



### **Technical Assistance**

- ED Staff continues 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 recently listed the city owned site with a data center specialist CBRE. Hugo has added an additional privately-owned parcel as a featured site just north on 165<sup>th</sup> on Highway 61.
- ED staff continues working with Washington County Public Health and Public Works on a potential HHW facility and 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.
- 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 Hugo, Forest Lake, Lake Elmo and Mahtomedi city staff.

- An EPA Brownfields Assessment Grant application has been submitted in the amount of \$600,000. This is a collaborative effort with Stantec and we should find out about the grant status in mid-2020. The funds, if awarded, would be available to do assessments on potential contaminated sites county-wide. No matching dollars are required.
- 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 has been submitted for the CDA Board's consideration in December.
- ED staff met with Andersen Corp. Talent Acquisition staff and Sheila Holbrook-White to discuss transit issues related to employee availability challenges.
- The Washington County Economic Development Work Group met to review and provide input into the 2020-2022 Economic Development Plan. The plan is nearly complete and will be presented to the CDA Board in early 2020 for consideration and approval.

#### **Site Selector and Business Inquiries**

A commercial realtor inquired about a property in Oakdale and the referral was made to City of Oakdale Staff.





Memo To: CDA Board of Commissioners  
From: Aaron Christianson, Finance Director  
Date: December 17, 2019  
RE: Finance and Property Management Report

**Financial Analysis – Year-To-Date October 31, 2019 Financials**

**Total Agency** –Total Agency income before depreciation and transfers had a positive variance to budget of \$1,530,017. Revenues were over budget by \$471,207 and expenses were under by \$1,058,810.

- Total Agency budget to actual revenues were over budget by \$471,207. Property revenues, including rents, were over budget by \$298,000 while the governmental funds were over budget by \$173,000. The properties are over budget due to the 99% occupancy rate the Agency has enjoyed for 2019; while the governmental funds are over budget due to the interest earnings collected in excess of the budget of \$157,000.
- Total Agency expenses were under budget by \$1,058,810. Expenses under budget relate to various governmental programs being under budget, the largest being payroll, legal, consulting, and dues and subscriptions which were under budget by \$191,000, \$53,000, \$150,000 and \$39,000 respectively.
- In addition, total property expense was under budget by \$592,061. Administrative expense was under budget by \$434,000, maintenance was under budget by \$97,000 and finally utilities were under budget by \$62,000.

**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. Per discussion with the GFOA, they are behind on scoring applications and the CDA can expect to receive its award letter by February 2020.

### **2019 Audit Schedule**

- WCCDA Audit
  - Interim December 4<sup>th</sup>
  - Fieldwork March 30<sup>th</sup> through April 10<sup>th</sup>
  - Tentative Issue May 6<sup>th</sup>
- Briar Pond
  - Fieldwork February 25<sup>th</sup> through February 28<sup>th</sup>
  - Tentative issue date March 9<sup>th</sup>
- The Groves, Piccadilly and Glen Audits
  - January 8<sup>th</sup> through January 17<sup>th</sup>
  - Issue date February 28<sup>th</sup>

Proposed Finance Committee meeting January 21<sup>st</sup> for Redpath and Company to discuss the progress of the 2019 audit.

**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 final contract has been signed and sent to the HUD for final approval. The term of the new contract will be January 23, 2020 to January 31, 2040.

### **2020 Budget Schedule**

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

**Finance Report**  
**December 17, 2019**

The financial results for October 31, 2019 are as follows:

**Total Agency Year-To-Date**

	2018 Actual	2019 Actual	2019 Budget	Variance
Revenues	\$21,130,692	\$19,137,084	\$18,665,877	\$471,207
Expenses	14,276,531	12,991,450	14,050,260	(1,058,810)
<b>Income (Loss)</b>	<b>\$6,854,161</b>	<b>\$6,145,634</b>	<b>\$4,615,617</b>	<b>\$1,530,017</b>

(Prior To Depreciation and Transfers)

**Total Properties Year-To-Date**

	2018 Actual	2019 Actual	2019 Budget	Variance
Operating Revenues	\$10,362,758	\$9,975,260	\$9,676,901	\$298,359
Operating Expenses	3,623,116	3,704,118	4,296,179	(592,061)
<b>Operating Income (Loss)</b>	<b>\$6,739,642</b>	<b>\$6,271,142</b>	<b>\$5,380,722</b>	<b>\$890,420</b>

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

	2018 Actual	2019 Actual	2019 Budget	Variance
<b>Family Properties</b>				
Brick Pond	\$205,708	\$201,484	\$155,068	\$46,416
Woodland Park	1,194,022	1,476,391	1,250,882	225,509
Briar Pond	1,152,609	1,238,105	995,885	242,220
Park Place I	182,777	190,439	106,927	83,512
Park Place II	14,610	22,882	10,278	12,604
Scattered Site	239,133	301,366	272,250	29,116
Whispering Pines	48,167	80,356	186,331	(105,975)
Transitional Housing	10,415	15,508	11,471	4,037
<b>Senior Properties</b>				
Trailside	917,275	472,128	407,234	64,894
Oakhill Cottages	208,413	216,378	191,253	25,125
Muller Manor	137,767	145,663	117,489	28,174
Ann Bodlovick	203,485	227,031	186,797	40,234
John Jergens	139,233	149,527	129,237	20,290
Pioneer	27,604	344,739	332,543	12,196
Cobble Hill	240,548	239,036	207,772	31,264
Raymie Johnson	616,105	572,148	565,872	6,276
<b>Joint Ventures</b>				
WCD - Series 2013	30,520	23,666	29,765	(6,099)
Landfall - Series 2010C	55,541	49,848	32,472	17,376
Groves Managing Member	29,472	26,527	30,417	(3,890)
Piccadilly - Lender	210,063	207,167	160,779	46,388
The Glen - Owner	92,427	65,167	0	65,167
The Glen - Lender	783,748	5,586	0	5,586
<b>Operating Income (Loss)</b>	<b>\$6,739,642</b>	<b>\$6,271,142</b>	<b>\$5,380,722</b>	<b>\$890,420</b>

## Vacancy Rates - 2016-2019

	# of Units	2016 Annual	2017 Annual	2018 Annual	2019 Annual	2019 Annual
<b>Family Properties</b>						
Brick Pond	40	0.6%	1.3%	0.0%	1.1%	5%
Woodland Park	180	1.2%	1.1%	0.7%	0.9%	5%
Briar Pond	196	0.3%	0.9%	0.6%	0.1%	5%
Park Place I	36	0.2%	1.2%	0.9%	0.8%	5%
Park Place II	6	4.2%	1.4%	1.4%	0.0%	5%
Scattered Site	56	1.5%	0.4%	0.9%	1.5%	5%
Whispering Pines	40	1.7%	0.4%	0.0%	0.0%	3%
<b>Senior Properties</b>						
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%	0.5%	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%	1.0%	3%
Raymie Johnson	120	1.2%	0.5%	1.3%	2.1%	3%
Trailside	70	0.1%	0.0%	0.2%	0.6%	3%
Seniors	401	0.4%	0.3%	0.5%	0.8%	3%
Overall	955	0.7%	0.6%	0.6%	0.7%	5%
<b>Joint Ventures</b>						
Piccadilly Square	79	59.1%	11.4%	0.6%	0.6%	5%
The Groves	67	1.1%	0.7%	0.1%	0.4%	5%
The Glen	42	0.0%	0.0%	0.0%	26.2%	5%

Total Agency  
**Balance Sheet**  
October 31, 2019

	2019	2018	Net
	YTD	YTD	Change
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
<b>CASH</b>			
Cash - Lockbox	1,772,018	953,854	818,164
Cash - Operating Checking	8,829,245	10,813,999	-1,984,754
Cash - Operating Savings	0	37,348	-37,348
Cash - Section 8 Checking Disbursement	233,494	202,683	30,811
WCCDA FSS - Public Housing Escrow	46,827	0	46,827
Cash - Temporary Investments	1,503,675	2,343,827	-840,152
WCCDA Funds Held In Trust	1,043,858	0	1,043,858
Security Deposit Checking	149,749	155,116	-5,368
Cash - Swap Account	281,900	292,237	-10,337
<b>TOTAL CASH</b>	<b>13,860,765</b>	<b>14,799,065</b>	<b>-938,300</b>
<b>ACCOUNTS RECEIVABLE</b>			
Accounts Receivable	16,887	14,735	2,152
Accounts Receivable - Other	24,816	2,263	22,553
Accounts Receivable - Hud	4,415	0	4,415
Accounts Receivable - Tenant Based Subsidy	-26	0	-26
Accounts Receivable - Security Deposits	133	0	133
Accounts Receivable - Resident Reimbursements	2,475	0	2,475
Allowance For Doubtful Accounts	-6,917	-4,081	-2,836
Accounts Receivable - Property Tax Levy	2,057,834	2,264,200	-206,365
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	131,042	84,547	46,495
Capital Lease Receivable	2,825,960	3,289,645	-463,685
Due From Other Governments - Federal	172,206	204,302	-32,096
Due From Other Governments - State	0	17,873	-17,873
Due From Other Governments - County	476,992	26,636	450,356
<b>TOTAL ACCOUNTS RECEIVABLE</b>	<b>6,860,558</b>	<b>6,857,104</b>	<b>3,454</b>
<b>PREPAID EXPENSES</b>			
Prepaid Expenses	171,358	125,805	45,554
<b>TOTAL PREPAID EXPENSES</b>	<b>171,358</b>	<b>125,805</b>	<b>45,554</b>
<b>TOTAL CURRENT ASSETS</b>	<b>20,892,682</b>	<b>21,781,974</b>	<b>-889,293</b>
<b>RESTRICTED CASH/ESCROWS</b>			
Insurance Escrow	244,097	196,451	47,646
WCCDA FSS Escrow - Section 8	8,245	0	8,245

Total Agency  
**Balance Sheet**  
October 31, 2019

	2019	2018	Net
	YTD	YTD	Change
Real Estate Tax Escrow	82,739	304,071	-221,332
Real Estate Tax Escrow - Qecb Bonds	81,118	77,350	3,768
Escrow Deposit Account	622	8,410	-7,788
Debt Service Fund	1,841,933	1,656,769	185,164
Debt Service Fund - Qecb Bonds	0	12	-12
Debt Service Reserve Fund	2,419,534	2,629,516	-209,982
Debt Service Reserve Fund - Qecb Bonds	13	1	12
Fund-Operating Deficit R	0	12,236	-12,236
Issuer Reserve Fund	1,220,864	682,891	537,973
Repair Fund	0	40,444	-40,444
Operating Fund	514,201	670,189	-155,988
Restoration Fund	1	1	0
Operating Reserve	2,228,049	2,164,507	63,542
WCCDA Operating Reserve	12,545	0	12,545
Fee Escrow	54,889	43,565	11,323
Replacement Reserve Fund	2,424,090	2,351,182	72,908
WCCDA Transitional Housing Repl Res	41,467	0	41,467
Surplus Fund	79,453	288,434	-208,981
Other Escrow	8,292	8,124	168
<b>TOTAL RESTRICTED CASH/ESCROWS</b>	<b>11,262,153</b>	<b>11,134,155</b>	<b>127,998</b>
<b>FIXED ASSETS AND ACCUMULATED DEPRECIATION</b>			
<b>FIXED ASSETS</b>			
Land	4,559,054	4,559,054	0
Land Improvements	2,394,032	2,292,521	101,511
Building	69,198,533	68,277,046	921,487
Appliances	1,104	0	1,104
Office Furniture And Equipment	515,702	515,702	0
Property For Resale	483,233	483,233	0
<b>TOTAL FIXED ASSETS</b>	<b>77,151,658</b>	<b>76,127,556</b>	<b>1,024,101</b>
<b>ACCUMULATED DEPRECIATION</b>			
Accum Depreciation - Land Improvements	-527,903	-444,300	-83,603
Accum Depreciation - Building And Fixtures	-31,631,543	-29,971,874	-1,659,669
Accum Depreciation - Furniture And Equipment	-521,403	-510,639	-10,764
<b>TOTAL ACCUMULATED DEPRECIATION</b>	<b>-32,680,849</b>	<b>-30,926,814</b>	<b>-1,754,036</b>
<b>NET FIXED ASSETS AND ACCUMULATED DEPRECIATION</b>	<b>44,470,808</b>	<b>45,200,743</b>	<b>-729,935</b>
<b>INVESTMENTS</b>			
Other Investments	1,857,704	1,857,732	-28

Total Agency  
**Balance Sheet**  
October 31, 2019

	2019	2018	Net
	YTD	YTD	Change
TOTAL INVESTMENTS	1,857,704	1,857,732	-28
NOTES RECEIVABLE			
Installment Note Receivable	18,682,282	14,987,707	3,694,575
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	24,132,503	20,162,176	3,970,327
OTHER ASSETS			
Interest Receivable	34,493	34	34,459
Tax Increment Funding Receivable	665,756	492,782	172,974
Construction In Progress	536,560	265,037	271,523
TOTAL OTHER ASSETS	1,236,809	757,853	478,956
TOTAL ASSETS	103,852,659	100,894,634	2,958,026
LIABILITIES & CAPITAL			
LIABILITIES			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			
Accounts Payable	135,897	706,861	-570,965
Accounts Payable - Other	0	588	-588
Retainage Payable	8,905	13,806	-4,901
TOTAL ACCOUNTS PAYABLE	144,802	721,254	-576,453
OTHER CURRENT LIABILITIES			
Prepaid Tenant Rent	238	0	238
Hap Repayment	22	0	22
Security Deposit Liability	378,599	381,625	-3,026
Security Deposit Interest Liability	22,475	21,337	1,138
Security Deposit Dispositions/Refunds	301	0	301
Due To Other Governments - County	353,786	473,116	-119,331
Due To Other Governments - Other	40,000	40,000	0
Tenant Based Subsidy Suspense	-1,182	0	-1,182
Escrow Deposits Payable - Fss	54,995	45,758	9,238
TOTAL OTHER CURRENT LIABILITIES	849,235	961,836	-112,602
ACCRUED EXPENSES			
Accrued Payroll Expense	54,319	48,302	6,017

Total Agency  
**Balance Sheet**  
October 31, 2019

	2019	2018	Net
	YTD	YTD	Change
Accrued Expenses	107	0	107
Accrued Interest	28,365	29,003	-639
Accrued Interest Senior Bonds	342,633	252,858	89,775
Accrued Interest Series D Bonds	10,160	7,030	3,130
Accrued Interest	372,663	320,103	52,560
TOTAL ACCRUED EXPENSES	808,246	657,296	150,951
 TOTAL CURRENT LIABILITIES	 1,802,283	 2,340,386	 -538,104
 LONG-TERM LIABILITIES			
DEFERRED REVENUE			
Unearned Revenue	6,008,348	6,157,983	-149,635
TOTAL DEFERRED REVENUE	6,008,348	6,157,983	-149,635
 INTERCOMPANY LIABILITIES			
Due To Others	3,695,792	3,821,760	-125,967
Health Care Plan Liability	4,068	1,435	2,633
TOTAL INTERCOMPANY LIABILITIES	3,699,861	3,823,195	-123,334
 LONG-TERM DEBT			
Mortgage Payable	9,590,926	9,793,685	-202,758
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	725,891	792,520	-66,629
Deferred Refunding Costs	-540,226	-635,806	95,580
Deferred Gain On Sale Of Property	255,448	317,056	-61,609
Deferred Gain On Refunding	58,616	185,561	-126,945
Unamortized Discount	-220,839	-240,893	20,053
TOTAL LONG-TERM DEBT	45,359,609	48,076,916	-2,717,307
 TOTAL LONG-TERM LIABILITIES	 55,067,818	 58,058,094	 -2,990,277
 TOTAL LIABILITIES	 56,870,100	 60,398,481	 -3,528,380
 CAPITAL			
Retained Earnings	46,982,559	40,496,153	6,486,406
TOTAL CAPITAL	46,982,559	40,496,153	6,486,406
 TOTAL LIABILITIES & CAPITAL	 103,852,659	 100,894,634	 2,958,026



Total Properties  
**Income Statement**  
For the Ten Months Ending October 31, 2019

	10/31/2019	10/31/2019			10/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
OTHER RENTAL INCOME							
Rent Income - Residents	6,520,245	6,431,750	88,495	1	6,336,622	183,622	3
County Assistance Rent	474,156	539,417	-65,261	-12	1,078,828	-604,672	-56
Hap Income - Section 8	564,721	559,833	4,888	1	0	564,721	N/A
Bad Debt Rent	-15,887	-31,167	15,280	49	-20,400	4,513	22
Bad Debt Other	-31,448	-15,666	-15,781	-101	17,697	-49,145	-278
Employee Concessions	-4,258	-7,167	2,909	41	-8,708	4,450	51
Vacancy	-16,123	-299,583	283,460	95	-37,625	21,502	57
Application Fees	6,562	7,167	-604	-8	6,825	-262	-4
Electric Reimbursement	9,345	0	9,345	N/A	0	9,345	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	15,795	14,333	1,462	10	16,132	-337	-2
Trash Reimbursement	140	0	140	N/A	0	140	N/A
Utility Reimbursement Recovery	-5,940	24,000	-29,940	-125	-34,797	28,857	83
Guest Suite Income	3,350	2,000	1,350	68	2,500	850	34
Late Fees	21,148	16,500	4,648	28	17,915	3,233	18
Laundry Income	22,977	24,500	-1,523	-6	26,605	-3,629	-14
Clubhouse Rental	500	0	500	N/A	0	500	N/A
Nsf Fees	925	0	925	N/A	0	925	N/A
Cleaning & Damages Income	26,348	0	26,348	N/A	0	26,348	N/A
Damage Fees - Carpet Cln/Rpr	90	0	90	N/A	0	90	N/A
Damage Fees - Carpet Replace	862	0	862	N/A	0	862	N/A
Damage Fees - Other	3,207	0	3,207	N/A	0	3,207	N/A
Parking / Garage Income	72,032	73,083	-1,051	-1	72,380	-348	0
Emergency Pendant Reimbursement	570	583	-13	-2	427	144	34
TOTAL OTHER RENTAL INCOME	7,669,409	7,339,583	329,826	4	7,474,401	195,008	3
NET RENTAL INCOME	7,669,409	7,339,583	329,826	4	7,474,401	195,008	3
OTHER INCOME							
Interest Income	300,374	91,416	208,958	229	273,838	26,536	10
Restricted Interest Income	179,602	50,667	128,935	254	108,837	70,765	65
Interest Income - Loans	196,850	165,242	31,609	19	146,809	50,042	34
Interest Income - Capital Leases	61,073	60,237	836	1	71,653	-10,579	-15
Other Income	19,513	210,750	-191,237	-91	1,611,124	-1,591,612	-99
Other Income - Non Operating	57,925	0	57,925	N/A	0	57,925	N/A
Intergovernmental Revenue	174,247	0	174,247	N/A	0	174,247	N/A
Property Tax Revenue	4,361,568	4,361,855	-288	0	4,211,855	149,713	4
Tif Revenue	127,750	127,750	0	0	115,679	12,071	10
Administration Fee Revenue	267,671	300,750	-33,079	-11	318,424	-50,753	-16
Program Income	2,704,839	2,732,333	-27,494	-1	2,801,488	-96,648	-3
Grant Revenue - Federal	1,780,669	1,313,917	466,752	36	1,229,701	550,968	45
Grant Revenue - State	264,040	203,750	60,290	30	580,107	-316,067	-54
Grant Revenue - County	83,491	71,833	11,658	16	73,421	10,070	14
Grant Revenue - Cfp Operating	1,645	0	1,645	N/A	1,370	275	20
Grant Revenue - Cfp Capital	31,430	281,600	-250,170	-89	65,205	-33,775	-52
Grant Revenue - Cdbg	509,216	828,944	-319,728	-39	507,831	1,385	0
Contra Grant Revenue - Cdbg	-171,255	0	-171,255	N/A	0	-171,255	N/A
Issuer Fee Income	26,700	21,417	5,284	25	59,711	-33,010	-55
Transfer From Other Funds	0	25,000	-25,000	-100	1,014,021	-1,014,021	-100
Charge For Service	505,544	494,667	10,877	2	479,640	25,904	5
Hud Pass Through	-15,217	-15,833	616	4	-14,422	-795	-6
TOTAL OTHER INCOME	11,467,676	11,326,294	141,381	1	13,656,292	-2,188,616	-16
TOTAL REVENUE	19,137,084	18,665,877	471,207	3	21,130,692	-1,993,608	-9
OPERATING EXPENSES							
ADMINISTRATIVE EXPENSES							

Total Properties  
**Income Statement**  
For the Ten Months Ending October 31, 2019

	10/31/2019	10/31/2019			10/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
<b>PAYROLL EXPENSE</b>							
Payroll - Office	1,627,854	1,868,804	240,951	13	1,573,561	-54,292	-3
Payroll Taxes - Office	17,747	18,875	1,128	6	16,002	-1,744	-11
Payroll - Cdbg Coc Program	22,076	0	-22,076	N/A	21,136	-939	-4
Payroll Taxes - Cdbg Coc Program	319	0	-319	N/A	306	-12	-4
Payroll - Cdbg Loan Program	9,724	0	-9,724	N/A	9,946	222	2
Payroll Taxes Cdbg Loan Program	140	0	-140	N/A	144	4	3
Payroll - Maintenance	371,326	486,556	115,230	24	404,329	33,002	8
Payroll - Grounds	136,818	170,785	33,968	20	128,857	-7,960	-6
Payroll - Other	2,098	167	-1,931	-1,158	15,908	13,811	87
Payroll Benefits - Other	128,364	113,417	-14,947	-13	99,487	-28,877	-29
Insurance Benefits	147,620	197,416	49,796	25	163,665	16,044	10
Payroll Benefits - Cdbg Coc Program	2,428	0	-2,428	N/A	1,902	-526	-28
Payroll Benefits - Cdbg Loan Program	1,070	0	-1,070	N/A	895	-175	-20
Pension Contribution - Executive	4,176	3,500	-676	-19	3,576	-601	-17
Pension Contribution - Administration	14,889	15,167	278	2	12,326	-2,564	-21
Pension Contribution - Finance Admin	8,263	5,500	-2,763	-50	2,474	-5,790	-234
Insurance - Acct	13,419	10,833	-2,586	-24	6,005	-7,414	-123
Insurance - Executive	4,033	3,833	-199	-5	6,401	2,369	37
Salary Expense - Accounting	81,455	67,917	-13,538	-20	30,600	-50,855	-166
Salary Expense - Executive	37,968	38,333	365	1	39,732	1,764	4
Payroll Taxes - Property Accounting	1,551	1,417	-134	-9	567	-984	-174
Payroll Taxes - Executive	524	583	59	10	456	-68	-15
Workers Compensation Insurance	0	4,917	4,917	100	2,024	2,024	100
Business Ops - Salary Payroll	135,356	168,333	32,978	20	136,951	1,595	1
Business Ops - Benefits & Insurance	19,491	27,500	8,009	29	20,279	788	4
Business Ops - Pr Tax	2,016	2,417	400	17	1,931	-85	-4
Business Ops - Work Comp	0	583	583	100	237	237	100
Active Life - Salary Wages	55	417	362	87	0	-55	N/A
Active Life - Payroll Taxes	0	83	83	100	0	0	N/A
Payroll - Property Management - Cda	498,903	492,167	-6,737	-1	474,932	-23,972	-5
Payroll - Board Of Commissioners	0	4,000	4,000	100	3,410	3,410	100
Payroll Tax - Board Of Commissioners	0	83	83	100	210	210	100
Workers Comp - Board Of Commissioners	0	333	333	100	0	0	N/A
Workers Comp - Exec Dir	0	167	167	100	55	55	100
<b>TOTAL PAYROLL</b>	<b>3,289,682</b>	<b>3,704,104</b>	<b>414,422</b>	<b>11</b>	<b>3,178,305</b>	<b>-111,376</b>	<b>-4</b>
<b>GENERAL &amp; ADMINISTRATIVE</b>							
Auto Lease & License	2,272	0	-2,272	N/A	568	-1,704	-300
Consulting	225,899	312,666	86,768	28	257,903	32,004	12
Consulting - Exec	0	5,917	5,917	100	2,606	2,606	100
Consulting - Finance/It	15,333	11,667	-3,666	-31	2,822	-12,511	-443
Consulting - It	19,611	0	-19,611	N/A	0	-19,611	N/A
Dues & Subscriptions - Business Office	28,170	63,917	35,746	56	230,138	201,967	88
Dues & Subscriptions - Development	275	0	-275	N/A	0	-275	N/A
Dues & Subscriptions - Exec	2,048	4,167	2,119	51	3,534	1,486	42
Dues & Subscriptions - Finance/It	150	0	-150	N/A	0	-150	N/A
Delivery Expenses	42	833	792	95	408	366	90
Postage & Delivery - Ops	9,008	13,000	3,992	31	9,820	812	8
Office/Equipment Rental	35,505	16,583	-18,922	-114	14,344	-21,161	-148
Advertising/Marketing	66,158	82,125	15,967	19	45,213	-20,945	-46
Advertising - Board Of Commissioners	0	500	500	100	221	221	100
Advertising/Marketing - Fin Admin	0	250	250	100	1,944	1,944	100
Contributions - Operating	97,500	162,500	65,000	40	0	-97,500	N/A
Audit/Tax Return Preparation Fee	65,600	58,083	-7,517	-13	63,200	-2,400	-4
Credit Reports / Background Checks	8,125	11,584	3,458	30	7,862	-263	-3
Data Processing Fees	17,322	82,167	64,844	79	12,182	-5,140	-42
Data Processing Fees - Exec Dir	0	250	250	100	0	0	N/A
Data Processing Fees - Fin Admin	0	2,500	2,500	100	0	0	N/A
Data Processing Fees - It	13,181	0	-13,181	N/A	0	-13,181	N/A

Total Properties  
**Income Statement**  
For the Ten Months Ending October 31, 2019

	10/31/2019	10/31/2019			10/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
Payroll Processing Fees	19,804	20,000	196	1	19,421	-383	-2
Legal Fees	114,000	174,750	60,750	35	177,097	63,097	36
License Fees	13,420	12,750	-670	-5	12,065	-1,355	-11
License Fees - General Building	92	0	-92	N/A	100	8	8
Mileage Reimbursement	10,192	16,167	5,974	37	9,207	-985	-11
Mileage Reimbursement - Environmental Services	0	167	167	100	312	312	100
Administrative Services	1,249	2,333	1,084	46	1,813	564	31
Property Program Expenses	21,910	23,250	1,340	6	20,125	-1,785	-9
Misc Expense - Business Office	1,604	5,500	3,896	71	259,376	257,773	99
Postage - Business Office	207	1,667	1,460	88	922	716	78
Travel - Exec	3,228	4,167	939	23	3,823	596	16
Travel - Finance/It	141	1,667	1,526	92	191	50	26
Travel - Board Of Commissioners	1,830	833	-996	-120	886	-944	-107
Travel - Cda Car	1,650	0	-1,650	N/A	459	-1,191	-259
Travel	13,803	13,833	30	0	10,732	-3,071	-29
Travel - Business Office	414	2,083	1,670	80	2,043	1,629	80
Travel - Active Life	148	83	-65	-78	394	245	62
Education And Training	13,701	38,833	25,132	65	23,300	9,599	41
Training/Ed - Business Office	1,017	5,833	4,816	83	3,758	2,741	73
Training/Ed - Active Life	1,094	500	-594	-119	585	-509	-87
Bank Fees	48,465	55,833	7,368	13	58,557	10,092	17
Training/Ed - Exec	1,470	2,167	697	32	5,917	4,447	75
Training/Ed - Finance/It	1,233	8,083	6,850	85	420	-813	-194
Bank Fees - Financial Admin	119	0	-119	N/A	0	-119	N/A
Training/Ed - Board Of Commissioners	4,385	417	-3,968	-952	314	-4,071	-1,298
Professional Fees	163,478	146,333	-17,145	-12	121,548	-41,930	-34
Professional Services - Environmental Services	2,144	5,417	3,273	60	1,971	-172	-9
Office Contracts	1,550	1,417	-133	-9	1,550	0	0
Maintenance Supplies	15	0	-15	N/A	0	-15	N/A
Office Supplies And Equipment	15,779	24,176	8,397	35	15,787	7	0
Office Supplies - Exec	0	167	167	100	331	331	100
Office Supplies - Finance/It	571	917	345	38	682	111	16
Office Supplies - Board Of Commissioners	95	167	72	43	63	-32	-51
Telephone - Office Use	60,628	74,167	13,539	18	64,118	3,490	5
Telephone - Exec Dir	651	833	182	22	488	-164	-34
Telephone - Financial Admin	555	583	28	5	627	72	11
Resident Retention	6,533	13,417	6,883	51	7,468	935	13
Project Assistance	928,852	541,667	-387,186	-71	616,945	-311,908	-51
Contra Project Assistance	-171,255	0	171,255	N/A	0	171,255	N/A
Housing Assistance Payments	3,494,564	3,465,833	-28,731	-1	3,503,676	9,112	0
Monthly Cleaning	25,607	44,500	18,893	42	43,857	18,251	42
Repairs & Maintenance	61,858	118,750	56,891	48	80,875	19,016	24
Repairs & Maintenance - General Building	860	5,417	4,557	84	120	-740	-617
Fiscal Agency Administration	3,233	0	-3,233	N/A	0	-3,233	N/A
Uniforms - Business Office	10,522	6,917	-3,605	-52	7,632	-2,890	-38
<b>TOTAL G &amp; A EXPENSE</b>	<b>5,487,616</b>	<b>5,670,301</b>	<b>182,685</b>	<b>3</b>	<b>5,732,320</b>	<b>244,704</b>	<b>4</b>
<b>MANAGEMENT FEE</b>							
Management Fee	391,540	409,184	17,644	4	395,875	4,335	1
<b>TOTAL MANAGEMENT FEE</b>	<b>391,540</b>	<b>409,184</b>	<b>17,644</b>	<b>4</b>	<b>395,875</b>	<b>4,335</b>	<b>1</b>
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>9,168,837</b>	<b>9,783,589</b>	<b>614,752</b>	<b>6</b>	<b>9,306,501</b>	<b>137,663</b>	<b>1</b>
<b>MAINTENANCE EXPENSES</b>							
<b>REPAIRS &amp; MAINTENANCE EXPENSES</b>							
Service Contract/Repairs - Appliance	1,251	4,250	2,999	71	3,158	1,907	60
Service Contract/Repairs - Contract Maintenance	0	3,000	3,000	100	1,348	1,348	100
Service Contract/Repairs - Electrical	34,424	51,667	17,242	33	47,554	13,130	28
Service Contract/Repairs - Floors	90,975	122,333	31,359	26	62,607	-28,368	-45
Service Contract/Repairs - General Building	45	1,667	1,622	97	60	15	25

Total Properties  
**Income Statement**  
For the Ten Months Ending October 31, 2019

	10/31/2019	10/31/2019			10/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
Service Contract/Repairs - Hvac	34,650	53,833	19,183	36	49,156	14,506	30
Service Contract/Repairs - Janitorial	3,612	10,667	7,055	66	2,216	-1,396	-63
Service Contract/Repairs - Plumbing	53,434	51,250	-2,184	-4	53,226	-208	0
Service Contract/Repairs - Miscellaneous	116	0	-116	N/A	0	-116	N/A
Supplies - Appliance	54,360	86,500	32,140	37	51,721	-2,640	-5
Supplies - Electrical	20,508	26,167	5,658	22	20,769	261	1
Supplies - Floors	4,169	0	-4,169	N/A	0	-4,169	N/A
Supplies - General Building	1,619	250	-1,369	-548	35	-1,584	-4,500
Supplies - Hvac	49,039	42,250	-6,789	-16	51,755	2,716	5
Supplies - Janitorial	13,145	14,917	1,771	12	9,898	-3,247	-33
Supplies - Plumbing	41,320	42,916	1,597	4	42,747	1,428	3
Equipment Rental - Business Office	1,805	22,833	21,028	92	22,299	20,494	92
Supplies - Miscellaneous	29,275	28,000	-1,275	-5	17,234	-12,042	-70
Repairs - Business Office	301	2,333	2,032	87	1,804	1,503	83
TOTAL REPAIRS & MAINTENANCE EXPENSES	434,049	564,833	130,785	23	437,587	3,538	1
CONTRACT SERVICE							
Extermination	22,075	16,916	-5,159	-30	13,969	-8,106	-58
Service Contract/Repairs - Elevators	30,172	36,083	5,911	16	30,610	438	1
Service Contract - Grounds	103,918	151,167	47,249	31	118,158	14,240	12
Service Contract - Snow	93,712	64,350	-29,362	-46	85,458	-8,254	-10
Supplies - Grounds	2,190	83	-2,107	-2,529	0	-2,190	N/A
TOTAL CONTRACT SERVICE	252,068	268,600	16,532	6	248,195	-3,873	-2
TURNOVER EXPENSE							
Service Contract - Painting	58,849	56,583	-2,266	-4	38,406	-20,443	-53
Service Contract - Carpet Shampoo	90	0	-90	N/A	0	-90	N/A
Supplies - Painting	18,511	20,500	1,989	10	13,454	-5,057	-38
TOTAL TURNOVER EXPENSE	77,450	77,083	-366	0	51,860	-25,590	-49
TOTAL MAINTENANCE EXPENSES	763,566	910,516	146,950	16	737,642	-25,925	-4
UTILITIES							
Electricity	144,227	187,333	43,106	23	184,004	39,776	22
Heat / Gas	116,807	178,417	61,609	35	140,666	23,859	17
Water And Sewer	213,285	214,167	881	0	191,890	-21,395	-11
Trash Removal	137,213	113,750	-23,463	-21	120,216	-16,997	-14
Trash Removal - Admin Services	146	417	271	65	291	146	50
Cable Tv	19,577	18,916	-661	-3	18,804	-773	-4
Tenant Utility Allowance	23,371	0	-23,371	N/A	0	-23,371	N/A
TOTAL UTILITIES	654,627	713,000	58,373	8	655,872	1,245	0
TOTAL OPERATING EXPENSES	10,587,031	11,407,105	820,075	7	10,700,014	112,983	1
NET OPERATING INCOME (LOSS)	8,550,054	7,258,772	1,291,282	18	10,430,678	-1,880,625	-18
NON-OPERATING EXPENSES							
Property And Liability Insurance	329,591	336,083	6,493	2	321,180	-8,411	-3
Real Estate Taxes	362,276	355,000	-7,276	-2	354,860	-7,416	-2
Association Assessment	44,186	102,750	58,564	57	102,795	58,609	57
TOTAL NON-OPERATING EXPENSES	736,053	793,833	57,781	7	778,834	42,782	5
TOTAL NON-OPERATING EXPENSES	736,053	793,833	57,781	7	778,834	42,782	5
NET INCOME (LOSS) BEFORE NON-OPERATING	7,814,001	6,464,938	1,349,062	21	9,651,844	-1,837,843	-19
FINANCING EXPENSE							
Sec Dep Interest	2,948	0	-2,948	N/A	0	-2,948	N/A
Mortgage Interest	307,272	332,576	25,304	8	341,578	34,306	10
Debt Service - Principal	321,612	366,634	45,022	12	411,372	89,760	22
Debt Service - Interest	123,617	0	-123,617	N/A	0	-123,617	N/A

Total Properties  
**Income Statement**  
For the Ten Months Ending October 31, 2019

	10/31/2019	10/31/2019			10/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
Interest - Senior Bonds	1,016,868	1,038,586	21,718	2	1,072,580	55,713	5
Interest - Series A Bonds	34,100	35,034	934	3	36,200	2,100	6
Gain On Investment	-32,586	0	32,586	N/A	6,253	38,838	621
Financing Fee	0	1,167	1,167	100	1,625	1,625	100
Monitoring Fee	0	2,500	2,500	100	3,000	3,000	100
Fss Escrow Payment	5,980	2,500	-3,480	-139	2,323	-3,657	-157
Bond Premium	-51,445	-37,162	14,283	38	-51,652	-208	0
Bond Discount	15,932	16,481	549	3	16,480	548	3
Gain/Loss On Sale	-47,569	47,683	95,252	200	-46,107	1,462	3
Capital Outlay	0	0	0	N/A	23	23	100
Capital Outlay - Gen Building	0	28,333	28,333	100	0	0	N/A
Deferred Refunding	69,286	87,640	18,354	21	87,637	18,351	21
Deferred Gain On Refunding	-97,650	-97,650	0	0	-97,650	0	0
Transfer To Other Funds	0	25,000	25,000	100	1,014,021	1,014,021	100
<b>TOTAL FINANCING EXPENSE</b>	<b>1,668,366</b>	<b>1,849,322</b>	<b>180,956</b>	<b>10</b>	<b>2,797,683</b>	<b>1,129,318</b>	<b>40</b>
<b>NET INCOME (LOSS) BEFORE DEPR AND AMORT</b>	<b>6,145,635</b>	<b>4,615,617</b>	<b>1,530,018</b>	<b>33</b>	<b>6,854,160</b>	<b>-708,525</b>	<b>-10</b>
<b>DEPRECIATION EXPENSE</b>							
Depreciation	48,378	41,035	-7,343	-18	45,072	-3,306	-7
Depreciation - Building	1,494,196	1,480,047	-14,150	-1	1,454,427	-39,769	-3
Depreciation - Furniture And Equipment	6,334	528	-5,806	-1,101	14,768	8,434	57
<b>TOTAL DEPRECIATION &amp; AMORTIZATION EXPENSE</b>	<b>-1,548,908</b>	<b>-1,521,609</b>	<b>-27,299</b>	<b>-2</b>	<b>-1,514,268</b>	<b>-34,641</b>	<b>-2</b>
<b>NET INCOME (LOSS)</b>	<b>4,596,727</b>	<b>3,094,008</b>	<b>1,502,719</b>	<b>49</b>	<b>5,339,893</b>	<b>-743,166</b>	<b>-14</b>

General Fund  
**Balance Sheet**  
October 31, 2019

	2019	2018	Net
	YTD	YTD	Change
ASSETS			
CURRENT ASSETS			
CASH			
Cash - Operating Checking	4,455,467	5,344,259	-888,792
Cash - Temporary Investments	0	3,823	-3,823
WCCDA Funds Held In Trust	4,857	0	4,857
TOTAL CASH	4,460,323	5,348,082	-887,758
ACCOUNTS RECEIVABLE			
Accounts Receivable - Other	0	779	-779
Accounts Receivable - Property Tax Levy	729,764	576,524	153,240
Accounts Receivable - Delinquent Property Tax	28,454	31,985	-3,531
Due From Other Governments - County	0	22,421	-22,421
TOTAL ACCOUNTS RECEIVABLE	758,219	631,709	126,510
PREPAID EXPENSES			
Prepaid Expenses	29,751	11,517	18,234
TOTAL PREPAID EXPENSES	29,751	11,517	18,234
TOTAL CURRENT ASSETS	5,248,293	5,991,308	-743,014
RESTRICTED CASH/ESCROWS			
Escrow Deposit Account	622	0	622
Operating Reserve	1,385,690	1,346,755	38,934
TOTAL RESTRICTED CASH/ESCROWS	1,386,312	1,346,755	39,556
NOTES RECEIVABLE			
Installment Note Receivable	2,000,000	0	2,000,000
TOTAL NOTES RECEIVABLE	2,000,000	0	2,000,000
TOTAL ASSETS	8,634,605	7,338,063	1,296,542
LIABILITIES & CAPITAL			
LIABILITIES			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			
Accounts Payable	201	17,247	-17,046
Accounts Payable - Other	0	211	-211
TOTAL ACCOUNTS PAYABLE	201	17,458	-17,257
ACCRUED EXPENSES			

General Fund  
**Balance Sheet**  
October 31, 2019

	2019	2018	Net
	YTD	YTD	Change
Accrued Payroll Expense	12,455	18,775	-6,320
TOTAL ACCRUED EXPENSES	12,455	18,775	-6,320
TOTAL CURRENT LIABILITIES	12,656	36,233	-23,577
LONG-TERM LIABILITIES			
DEFERRED REVENUE			
Unearned Revenue	331,137	461,516	-130,380
TOTAL DEFERRED REVENUE	331,137	461,516	-130,380
INTERCOMPANY LIABILITIES			
Health Care Plan Liability	4,068	1,435	2,633
TOTAL INTERCOMPANY LIABILITIES	4,068	1,435	2,633
TOTAL LONG-TERM LIABILITIES	335,205	462,952	-127,747
TOTAL LIABILITIES	347,861	499,184	-151,323
CAPITAL			
Retained Earnings	8,286,744	6,838,879	1,447,865
TOTAL CAPITAL	8,286,744	6,838,879	1,447,865
TOTAL LIABILITIES & CAPITAL	8,634,605	7,338,063	1,296,542

General Fund  
**Income Statement**  
For the Ten Months Ending October 31, 2019

	10/31/2019	10/31/2019			10/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
OTHER INCOME							
Interest Income	105,422	18,333	87,089	475	84,564	20,858	25
Restricted Interest Income	1,018	0	1,018	N/A	0	1,018	N/A
Other Income	146	0	146	N/A	4,582	-4,436	-97
Other Income - Non Operating	488	0	488	N/A	0	488	N/A
Property Tax Revenue	1,435,734	1,435,734	0	0	1,399,062	36,672	3
Transfer From Other Funds	0	0	0	N/A	0	0	N/A
Charge For Service	3,640	0	3,640	N/A	931	2,709	291
TOTAL OTHER INCOME	1,546,448	1,454,068	92,380	6	1,489,139	57,308	4
TOTAL REVENUE	1,546,448	1,454,068	92,380	6	1,489,139	57,308	4
OPERATING EXPENSES							
ADMINISTRATIVE EXPENSES							
PAYROLL EXPENSE							
Pension Contribution - Executive	4,176	3,500	-676	-19	3,576	-601	-17
Pension Contribution - Administration	14,889	15,167	278	2	12,326	-2,564	-21
Pension Contribution - Finance Admin	8,263	5,500	-2,763	-50	2,474	-5,790	-234
Insurance - Acct	13,419	10,833	-2,586	-24	6,005	-7,414	-123
Insurance - Executive	4,033	3,833	-199	-5	6,401	2,369	37
Salary Expense - Accounting	81,455	67,917	-13,538	-20	30,600	-50,855	-166
Salary Expense - Executive	37,968	38,333	365	1	39,732	1,764	4
Payroll Taxes - Property Accounting	1,551	1,417	-134	-9	567	-984	-174
Payroll Taxes - Executive	524	583	59	10	456	-68	-15
Workers Compensation Insurance	0	250	250	100	100	100	100
Business Ops - Salary Payroll	135,356	168,333	32,978	20	136,951	1,595	1
Business Ops - Benefits & Insurance	19,491	27,500	8,009	29	20,279	788	4
Business Ops - Pr Tax	2,016	2,417	400	17	1,931	-85	-4
Business Ops - Work Comp	0	583	583	100	237	237	100
Active Life - Salary Wages	55	417	362	87	0	-55	N/A
Active Life - Payroll Taxes	0	83	83	100	0	0	N/A
Payroll - Board Of Commissioners	0	4,000	4,000	100	3,410	3,410	100
Payroll Tax - Board Of Commissioners	0	83	83	100	210	210	100
Workers Comp - Board Of Commissioners	0	333	333	100	0	0	N/A
Workers Comp - Exec Dir	0	167	167	100	55	55	100
TOTAL PAYROLL	323,197	351,250	28,053	8	265,310	-57,887	-22
GENERAL & ADMINISTRATIVE							
Auto Lease & License	2,272	0	-2,272	N/A	568	-1,704	-300
Consulting	62,768	83,333	20,566	25	64,956	2,189	3
Consulting - Exec	0	5,917	5,917	100	2,606	2,606	100
Consulting - Finance/It	8,833	11,667	2,834	24	2,822	-6,011	-213
Consulting - It	19,611	0	-19,611	N/A	0	-19,611	N/A
Dues & Subscriptions - Business Office	10,074	5,417	-4,657	-86	4,320	-5,754	-133
Dues & Subscriptions - Exec	2,048	4,167	2,119	51	3,534	1,486	42
Dues & Subscriptions - Finance/It	150	0	-150	N/A	0	-150	N/A
Delivery Expenses	0	167	167	100	0	0	N/A
Postage & Delivery - Ops	17	0	-17	N/A	0	-17	N/A
Office/Equipment Rental	19,495	0	-19,495	N/A	0	-19,495	N/A
Advertising/Marketing	3,417	4,167	750	18	111	-3,306	-2,989
Advertising - Board Of Commissioners	0	500	500	100	221	221	100
Advertising/Marketing - Fin Admin	0	250	250	100	1,944	1,944	100
Audit/Tax Return Preparation Fee	52,900	43,333	-9,567	-22	44,500	-8,400	-19
Credit Reports / Background Checks	29	0	-29	N/A	0	-29	N/A
Data Processing Fees	11,674	75,000	63,326	84	9,071	-2,604	-29
Data Processing Fees - Exec Dir	0	250	250	100	0	0	N/A
Data Processing Fees - Fin Admin	0	2,500	2,500	100	0	0	N/A
Data Processing Fees - It	13,181	0	-13,181	N/A	0	-13,181	N/A
Payroll Processing Fees	19,804	20,000	196	1	19,421	-383	-2



General Fund  
**Income Statement**  
For the Ten Months Ending October 31, 2019

	10/31/2019	10/31/2019			10/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
Legal Fees	22,163	50,000	27,837	56	34,214	12,052	35
License Fees	100	0	-100	N/A	200	100	50
License Fees - General Building	0	0	0	N/A	100	100	100
Mileage Reimbursement	148	0	-148	N/A	0	-148	N/A
Mileage Reimbursement - Environmental Services	0	167	167	100	312	312	100
Postage - Business Office	207	1,667	1,460	88	922	716	78
Travel - Exec	3,228	4,167	939	23	3,823	596	16
Travel - Finance/It	141	1,667	1,526	92	191	50	26
Travel - Board Of Commissioners	1,830	833	-996	-120	886	-944	-107
Travel - Cda Car	1,650	0	-1,650	N/A	459	-1,191	-259
Travel	1,022	0	-1,022	N/A	0	-1,022	N/A
Travel - Business Office	414	2,083	1,670	80	2,043	1,629	80
Travel - Active Life	148	83	-65	-78	394	245	62
Education And Training	1,607	0	-1,607	N/A	0	-1,607	N/A
Training/Ed - Business Office	1,017	5,833	4,816	83	3,758	2,741	73
Training/Ed - Active Life	1,094	500	-594	-119	585	-509	-87
Bank Fees	4,641	4,583	-57	-1	4,667	26	1
Training/Ed - Exec	1,470	2,167	697	32	5,917	4,447	75
Training/Ed - Finance/It	1,233	8,083	6,850	85	420	-813	-194
Bank Fees - Financial Admin	119	0	-119	N/A	0	-119	N/A
Training/Ed - Board Of Commissioners	4,385	417	-3,968	-952	314	-4,071	-1,298
Professional Fees	2,222	9,167	6,944	76	2,128	-94	-4
Professional Services - Environmental Services	0	3,667	3,667	100	170	170	100
Office Supplies And Equipment	9,953	11,583	1,631	14	8,381	-1,572	-19
Office Supplies - Exec	0	167	167	100	331	331	100
Office Supplies - Finance/It	571	917	345	38	682	111	16
Office Supplies - Board Of Commissioners	95	167	72	43	63	-32	-51
Telephone - Office Use	9,658	9,583	-75	-1	9,021	-637	-7
Telephone - Exec Dir	651	833	182	22	488	-164	-34
Telephone - Financial Admin	555	583	28	5	627	72	11
Monthly Cleaning	12,813	13,167	354	3	14,753	1,940	13
Repairs & Maintenance	889	0	-889	N/A	2,255	1,366	61
Repairs & Maintenance - General Building	860	5,417	4,557	84	120	-740	-617
TOTAL G & A EXPENSE	311,156	394,167	83,011	21	252,296	-58,860	-23
TOTAL ADMINISTRATIVE EXPENSES	634,353	745,417	111,064	15	517,606	-116,747	-23
MAINTENANCE EXPENSES							
REPAIRS & MAINTENANCE EXPENSES							
Service Contract/Repairs - Contract Maintenance	0	3,000	3,000	100	1,348	1,348	100
Service Contract/Repairs - Electrical	4,032	4,500	468	10	2,958	-1,075	-36
Service Contract/Repairs - General Building	0	1,667	1,667	100	0	0	N/A
Service Contract/Repairs - Hvac	0	5,750	5,750	100	926	926	100
Service Contract/Repairs - Plumbing	1,158	1,750	592	34	0	-1,158	N/A
Supplies - Electrical	101	1,083	983	91	104	3	3
Supplies - General Building	12	250	238	95	35	23	65
Supplies - Hvac	54	167	113	68	339	285	84
Supplies - Janitorial	718	1,250	532	43	207	-510	-246
Supplies - Plumbing	407	500	93	19	358	-49	-14
Equipment Rental - Business Office	1,805	22,833	21,028	92	22,299	20,494	92
Supplies - Miscellaneous	132	1,000	868	87	54	-78	-145
Repairs - Business Office	301	2,333	2,032	87	1,804	1,503	83
TOTAL REPAIRS & MAINTENANCE EXPENSES	8,720	46,083	37,364	81	30,431	21,711	71
CONTRACT SERVICE							
Extermination	388	667	278	42	315	-74	-23
Service Contract/Repairs - Elevators	1,429	4,167	2,737	66	1,677	248	15
Service Contract - Grounds	3,760	6,450	2,689	42	2,903	-858	-30
Service Contract - Snow	1,800	1,800	0	0	2,064	264	13
Supplies - Grounds	0	83	83	100	0	0	N/A

General Fund  
**Income Statement**  
For the Ten Months Ending October 31, 2019

	10/31/2019	10/31/2019			10/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
TOTAL CONTRACT SERVICE	7,378	13,167	5,788	44	6,958	-420	-6
TURNOVER EXPENSE							
Service Contract - Painting	0	2,500	2,500	100	0	0	N/A
Supplies - Painting	0	83	83	100	78	78	100
TOTAL TURNOVER EXPENSE	0	2,583	2,583	100	78	78	100
TOTAL MAINTENANCE EXPENSES	16,098	61,833	45,735	74	37,467	21,369	57
UTILITIES							
Electricity	8,820	10,333	1,513	15	10,300	1,479	14
Heat / Gas	1,368	3,333	1,965	59	1,242	-126	-10
Water And Sewer	1,519	2,417	898	37	1,357	-162	-12
Trash Removal	877	1,667	790	47	875	-2	0
Trash Removal - Admin Services	146	417	271	65	291	146	50
TOTAL UTILITIES	12,730	18,167	5,437	30	14,065	1,336	9
TOTAL OPERATING EXPENSES	663,180	825,417	162,237	20	569,138	-94,042	-17
NET OPERATING INCOME (LOSS)	883,267	628,651	254,617	41	920,001	-36,734	-4
NON-OPERATING EXPENSES							
Property And Liability Insurance	6,344	5,750	-594	-10	5,798	-546	-9
TOTAL NON-OPERATING EXPENSES	6,344	5,750	-594	-10	5,798	-546	-9
TOTAL NON-OPERATING EXPENSES	6,344	5,750	-594	-10	5,798	-546	-9
NET INCOME (LOSS) BEFORE NON-OPERATING	876,924	622,901	254,023	41	914,203	-37,280	-4
FINANCING EXPENSE							
Mortgage Interest	0	25,312	25,312	100	28,488	28,488	100
Debt Service - Principal	99,975	100,212	237	0	97,035	-2,940	-3
Debt Service - Interest	25,548	0	-25,548	N/A	0	-25,548	N/A
Gain On Investment	-10,151	0	10,151	N/A	2,928	13,079	447
Financing Fee	0	1,083	1,083	100	0	0	N/A
Capital Outlay	0	0	0	N/A	23	23	100
Capital Outlay - Gen Building	0	28,333	28,333	100	0	0	N/A
Transfer To Other Funds	0	0	0	N/A	0	0	N/A
TOTAL FINANCING EXPENSE	115,372	154,940	39,568	26	128,474	13,102	10
NET INCOME (LOSS) BEFORE DEPR AND AMORT	761,551	467,961	293,591	63	785,729	-24,178	-3
NET INCOME (LOSS)	761,551	467,961	293,591	63	785,729	-24,178	-3

Total Properties  
**Balance Sheet**  
October 31, 2019

	2019	2018	Net
	YTD	YTD	Change
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
<b>CASH</b>			
Cash - Lockbox	1,772,018	953,854	818,164
Cash - Operating Checking	1,298,149	433,010	865,139
Cash - Operating Savings	0	37,348	-37,348
WCCDA FSS - Public Housing Escrow	46,827	0	46,827
Cash - Temporary Investments	1,503,675	2,340,004	-836,329
WCCDA Funds Held In Trust	1,039,001	0	1,039,001
Security Deposit Checking	149,749	155,116	-5,368
Cash - Swap Account	281,900	292,237	-10,337
<b>TOTAL CASH</b>	<b>6,091,319</b>	<b>4,211,570</b>	<b>1,879,749</b>
<b>ACCOUNTS RECEIVABLE</b>			
Accounts Receivable	16,887	14,735	2,152
Accounts Receivable - Other	24,816	1,484	23,332
Accounts Receivable - Hud	4,415	0	4,415
Accounts Receivable - Tenant Based Subsidy	-26	0	-26
Accounts Receivable - Security Deposits	133	0	133
Accounts Receivable - Resident Reimbursements	2,475	0	2,475
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	131,042	84,547	46,495
Capital Lease Receivable	2,825,960	3,289,645	-463,685
Due From Other Governments - Federal	72,269	55,432	16,837
<b>TOTAL ACCOUNTS RECEIVABLE</b>	<b>4,614,181</b>	<b>5,030,665</b>	<b>-416,483</b>
<b>PREPAID EXPENSES</b>			
Prepaid Expenses	141,475	113,964	27,511
<b>TOTAL PREPAID EXPENSES</b>	<b>141,475</b>	<b>113,964</b>	<b>27,511</b>
<b>TOTAL CURRENT ASSETS</b>	<b>10,846,975</b>	<b>9,356,199</b>	<b>1,490,776</b>
<b>RESTRICTED CASH/ESCROWS</b>			
Insurance Escrow	244,097	196,451	47,646
Real Estate Tax Escrow	82,739	304,071	-221,332
Real Estate Tax Escrow - Qecb Bonds	81,118	77,350	3,768
Debt Service Fund	1,841,933	1,656,769	185,164
Debt Service Fund - Qecb Bonds	0	12	-12
Debt Service Reserve Fund	2,419,534	2,629,516	-209,982

Total Properties  
**Balance Sheet**  
October 31, 2019

	2019	2018	Net
	YTD	YTD	Change
Debt Service Reserve Fund - Qecb Bonds	13	1	12
Fund-Operating Deficit R	0	12,236	-12,236
Issuer Reserve Fund	1,220,864	682,891	537,973
Repair Fund	0	40,444	-40,444
Operating Fund	514,201	670,189	-155,988
Restoration Fund	1	1	0
Operating Reserve	842,359	817,752	24,607
WCCDA Operating Reserve	12,545	0	12,545
Fee Escrow	54,889	43,565	11,323
Replacement Reserve Fund	183,210	179,507	3,703
WCCDA Transitional Housing Repl Res	41,467	0	41,467
Surplus Fund	79,453	288,434	-208,981
Other Escrow	8,292	8,124	168
TOTAL RESTRICTED CASH/ESCROWS	7,626,716	7,607,314	19,401
FIXED ASSETS AND ACCUMULATED DEPRECIATION			
FIXED ASSETS			
Land	4,559,054	4,559,054	0
Land Improvements	2,394,032	2,292,521	101,511
Building	69,198,533	68,277,046	921,487
Appliances	1,104	0	1,104
Office Furniture And Equipment	515,702	515,702	0
TOTAL FIXED ASSETS	76,668,425	75,644,323	1,024,101
ACCUMULATED DEPRECIATION			
Accum Depreciation - Land Improvements	-527,903	-444,300	-83,603
Accum Depreciation - Building And Fixtures	-31,631,543	-29,971,874	-1,659,669
Accum Depreciation - Furniture And Equipment	-521,403	-510,639	-10,764
TOTAL ACCUMULATED DEPRECIATION	-32,680,849	-30,926,814	-1,754,036
NET FIXED ASSETS AND ACCUMULATED DEPRECIATION	43,987,575	44,717,510	-729,935
INVESTMENTS			
Other Investments	1,857,704	1,857,732	-28
TOTAL INVESTMENTS	1,857,704	1,857,732	-28
NOTES RECEIVABLE			
Installment Note Receivable	8,599,721	8,813,544	-213,823
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	9,999,721	9,813,544	186,177

Total Properties  
**Balance Sheet**  
October 31, 2019

	2019	2018	Net
	YTD	YTD	Change
OTHER ASSETS			
Interest Receivable	34,493	34	34,459
Construction In Progress	536,560	265,037	271,523
TOTAL OTHER ASSETS	571,053	265,071	305,982
 TOTAL ASSETS	 74,889,744	 73,617,370	 1,272,374
LIABILITIES & CAPITAL			
LIABILITIES			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			
Accounts Payable	121,012	664,958	-543,946
Accounts Payable - Other	0	36	-36
Retainage Payable	8,905	13,806	-4,901
TOTAL ACCOUNTS PAYABLE	129,917	678,800	-548,883
OTHER CURRENT LIABILITIES			
Prepaid Tenant Rent	238	0	238
Hap Repayment	22	0	22
Security Deposit Liability	378,599	381,625	-3,026
Security Deposit Interest Liability	22,475	21,337	1,138
Security Deposit Dispositions/Refunds	301	0	301
Due To Other Governments - County	353,786	473,116	-119,331
Tenant Based Subsidy Suspense	-1,182	0	-1,182
Escrow Deposits Payable - Fss	46,750	37,348	9,402
TOTAL OTHER CURRENT LIABILITIES	800,989	913,426	-112,437
ACCRUED EXPENSES			
Accrued Expenses	107	0	107
Accrued Interest	28,365	29,003	-639
Accrued Interest Senior Bonds	342,633	252,858	89,775
Accrued Interest Series D Bonds	10,160	7,030	3,130
TOTAL ACCRUED EXPENSES	381,264	288,891	92,373
 TOTAL CURRENT LIABILITIES	 1,312,171	 1,881,117	 -568,946
LONG-TERM LIABILITIES			
DEFERRED REVENUE			
Unearned Revenue	253,804	331,952	-78,148
TOTAL DEFERRED REVENUE	253,804	331,952	-78,148

Total Properties  
**Balance Sheet**  
October 31, 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	9,590,926	9,793,685	-202,758
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	725,891	792,520	-66,629
Deferred Refunding Costs	-540,226	-635,806	95,580
Deferred Gain On Sale Of Property	255,448	317,056	-61,609
Deferred Gain On Refunding	58,616	185,561	-126,945
Unamortized Discount	-220,839	-240,893	20,053
TOTAL LONG-TERM DEBT	45,359,609	48,076,916	-2,717,307
TOTAL LONG-TERM LIABILITIES	46,113,413	48,908,868	-2,795,455
TOTAL LIABILITIES	47,425,584	50,789,985	-3,364,401
CAPITAL			
Retained Earnings	27,464,160	22,827,385	4,636,775
TOTAL CAPITAL	27,464,160	22,827,385	4,636,775
TOTAL LIABILITIES & CAPITAL	74,889,744	73,617,370	1,272,374

Total Properties  
**Income Statement**  
For the Ten Months Ending October 31, 2019

	10/31/2019	10/31/2019			10/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
OTHER RENTAL INCOME							
Rent Income - Residents	6,520,245	6,431,750	88,495	1	6,336,622	183,622	3
County Assistance Rent	474,156	539,417	-65,261	-12	1,078,828	-604,672	-56
Hap Income - Section 8	564,721	559,833	4,888	1	0	564,721	N/A
Bad Debt Rent	-15,887	-31,167	15,280	49	-20,400	4,513	22
Bad Debt Other	-31,448	-15,666	-15,781	-101	17,697	-49,145	-278
Employee Concessions	-4,258	-7,167	2,909	41	-8,708	4,450	51
Vacancy	-16,123	-299,583	283,460	95	-37,625	21,502	57
Application Fees	5,175	6,333	-1,158	-18	4,775	400	8
Electric Reimbursement	9,345	0	9,345	N/A	0	9,345	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	15,795	14,333	1,462	10	16,132	-337	-2
Trash Reimbursement	140	0	140	N/A	0	140	N/A
Utility Reimbursement Recovery	-5,940	15,083	-21,023	-139	-19,629	13,689	70
Guest Suite Income	3,350	2,000	1,350	68	2,500	850	34
Late Fees	21,148	16,500	4,648	28	17,915	3,233	18
Laundry Income	22,977	24,500	-1,523	-6	26,605	-3,629	-14
Clubhouse Rental	500	0	500	N/A	0	500	N/A
Nsf Fees	925	0	925	N/A	0	925	N/A
Cleaning & Damages Income	26,348	0	26,348	N/A	0	26,348	N/A
Damage Fees - Carpet Cln/Rpr	90	0	90	N/A	0	90	N/A
Damage Fees - Carpet Replace	862	0	862	N/A	0	862	N/A
Damage Fees - Other	3,207	0	3,207	N/A	0	3,207	N/A
Parking / Garage Income	72,032	73,083	-1,051	-1	72,380	-348	0
Emergency Pendant Reimbursement	570	583	-13	-2	427	144	34
TOTAL OTHER RENTAL INCOME	7,668,021	7,329,833	338,188	5	7,487,519	180,503	2
NET RENTAL INCOME	7,668,021	7,329,833	338,188	5	7,487,519	180,503	2
OTHER INCOME							
Interest Income	86,425	34,416	52,009	151	92,731	-6,306	-7
Restricted Interest Income	178,584	50,667	127,918	252	108,837	69,748	64
Interest Income - Loans	119,181	121,688	-2,506	-2	125,421	-6,239	-5
Interest Income - Capital Leases	61,073	60,237	836	1	71,653	-10,579	-15
Other Income	17,863	210,750	-192,887	-92	505,965	-488,102	-96
Other Income - Non Operating	50,341	0	50,341	N/A	0	50,341	N/A
Intergovernmental Revenue	174,247	0	174,247	N/A	0	174,247	N/A
Property Tax Revenue	1,267,296	1,267,584	-288	0	1,106,505	160,791	15
Grant Revenue - Federal	163,115	133,333	29,782	22	148,470	14,644	10
Grant Revenue - State	0	0	0	N/A	268,277	-268,277	-100
Grant Revenue - Cfp Operating	1,645	0	1,645	N/A	1,370	275	20
Grant Revenue - Cfp Capital	31,430	281,600	-250,170	-89	65,205	-33,775	-52
Grant Revenue - Cdbg	171,255	202,628	-31,372	-15	0	171,255	N/A
Transfer From Other Funds	0	0	0	N/A	395,228	-395,228	-100
Hud Pass Through	-15,217	-15,833	616	4	-14,422	-795	-6
TOTAL OTHER INCOME	2,307,238	2,347,068	-39,830	-2	2,875,239	-568,001	-20
TOTAL REVENUE	9,975,260	9,676,901	298,358	3	10,362,758	-387,498	-4
OPERATING EXPENSES							
ADMINISTRATIVE EXPENSES							
PAYROLL EXPENSE							
Payroll - Office	457,323	538,471	81,148	15	480,500	23,176	5
Payroll - Maintenance	371,326	486,556	115,230	24	404,329	33,002	8
Payroll - Grounds	136,818	170,785	33,968	20	128,857	-7,960	-6
Payroll - Property Management - Cda	498,903	492,167	-6,737	-1	474,932	-23,972	-5
TOTAL PAYROLL	1,464,371	1,687,980	223,609	13	1,488,617	24,246	2

Total Properties  
**Income Statement**  
For the Ten Months Ending October 31, 2019

	10/31/2019	10/31/2019			10/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
<b>GENERAL &amp; ADMINISTRATIVE</b>							
Consulting	20,203	15,667	-4,537	-29	22,507	2,304	10
Consulting - Finance/It	6,500	0	-6,500	N/A	0	-6,500	N/A
Dues & Subscriptions - Business Office	1,344	167	-1,177	-706	216	-1,127	-521
Postage & Delivery - Ops	1,562	3,750	2,188	58	1,919	357	19
Office/Equipment Rental	16,010	16,583	573	3	14,344	-1,666	-12
Advertising/Marketing	22,773	32,750	9,977	30	23,725	953	4
Contributions - Operating	97,500	162,500	65,000	40	0	-97,500	N/A
Audit/Tax Return Preparation Fee	12,700	13,917	1,217	9	16,700	4,000	24
Credit Reports / Background Checks	6,645	9,250	2,605	28	6,454	-191	-3
Data Processing Fees	5,449	917	-4,532	-494	2,111	-3,337	-158
Legal Fees	35,723	43,917	8,194	19	25,682	-10,041	-39
License Fees	13,320	12,750	-570	-4	11,865	-1,455	-12
Mileage Reimbursement	9,752	16,167	6,414	40	9,207	-545	-6
Property Program Expenses	21,910	23,250	1,340	6	20,125	-1,785	-9
Misc Expense - Business Office	124	3,500	3,376	96	1,900	1,776	93
Travel	2,812	1,250	-1,563	-125	1,492	-1,320	-88
Education And Training	4,122	6,333	2,211	35	6,351	2,229	35
Bank Fees	43,824	50,917	7,093	14	53,890	10,066	19
Professional Fees	3,965	3,333	-631	-19	366	-3,598	-982
Professional Services - Environmental Services	2,144	1,750	-394	-22	1,739	-405	-23
Office Contracts	1,858	1,333	-524	-39	1,550	-308	-20
Maintenance Supplies	15	0	-15	N/A	0	-15	N/A
Office Supplies And Equipment	4,786	9,083	4,297	47	5,019	233	5
Telephone - Office Use	45,183	58,250	13,067	22	49,784	4,601	9
Resident Retention	6,533	13,417	6,883	51	7,468	935	13
Monthly Cleaning	12,794	31,333	18,540	59	29,105	16,311	56
Repairs & Maintenance	54,593	118,250	63,656	54	78,620	24,026	31
Uniforms - Business Office	10,522	6,917	-3,605	-52	7,632	-2,890	-38
<b>TOTAL G &amp; A EXPENSE</b>	<b>464,664</b>	<b>657,249</b>	<b>192,584</b>	<b>29</b>	<b>399,771</b>	<b>-64,894</b>	<b>-16</b>
<b>MANAGEMENT FEE</b>							
Management Fee	391,540	409,184	17,644	4	395,875	4,335	1
<b>TOTAL MANAGEMENT FEE</b>	<b>391,540</b>	<b>409,184</b>	<b>17,644</b>	<b>4</b>	<b>395,875</b>	<b>4,335</b>	<b>1</b>
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>2,320,575</b>	<b>2,754,412</b>	<b>433,837</b>	<b>16</b>	<b>2,284,263</b>	<b>-36,312</b>	<b>-2</b>
<b>MAINTENANCE EXPENSES</b>							
<b>REPAIRS &amp; MAINTENANCE EXPENSES</b>							
Service Contract/Repairs - Appliance	1,251	4,250	2,999	71	3,158	1,907	60
Service Contract/Repairs - Electrical	30,687	47,167	16,480	35	44,597	13,910	31
Service Contract/Repairs - Floors	90,975	122,333	31,359	26	62,607	-28,368	-45
Service Contract/Repairs - General Building	3,384	0	-3,384	N/A	60	-3,324	-5,546
Service Contract/Repairs - Hvac	34,650	48,083	13,433	28	48,230	13,580	28
Service Contract/Repairs - Janitorial	3,612	10,667	7,055	66	2,216	-1,396	-63
Service Contract/Repairs - Plumbing	52,276	49,500	-2,776	-6	53,226	949	2
Service Contract/Repairs - Miscellaneous	116	0	-116	N/A	0	-116	N/A
Supplies - Appliance	54,360	86,500	32,140	37	51,721	-2,640	-5
Supplies - Electrical	20,020	25,083	5,064	20	20,665	646	3
Supplies - Floors	4,169	0	-4,169	N/A	0	-4,169	N/A
Supplies - General Building	3,726	0	-3,726	N/A	0	-3,726	N/A
Supplies - Hvac	48,970	42,083	-6,887	-16	51,416	2,446	5
Supplies - Janitorial	12,428	13,667	1,239	9	9,691	-2,737	-28
Supplies - Plumbing	40,904	42,416	1,513	4	42,390	1,486	4
Supplies - Miscellaneous	25,869	27,000	1,132	4	17,116	-8,752	-51
<b>TOTAL REPAIRS &amp; MAINTENANCE EXPENSES</b>	<b>427,396</b>	<b>518,750</b>	<b>91,354</b>	<b>18</b>	<b>407,092</b>	<b>-20,304</b>	<b>-5</b>
<b>CONTRACT SERVICE</b>							
Extermination	21,687	16,250	-5,437	-33	13,654	-8,032	-59
Service Contract/Repairs - Elevators	28,743	31,917	3,174	10	28,933	190	1



Total Properties  
**Income Statement**  
For the Ten Months Ending October 31, 2019

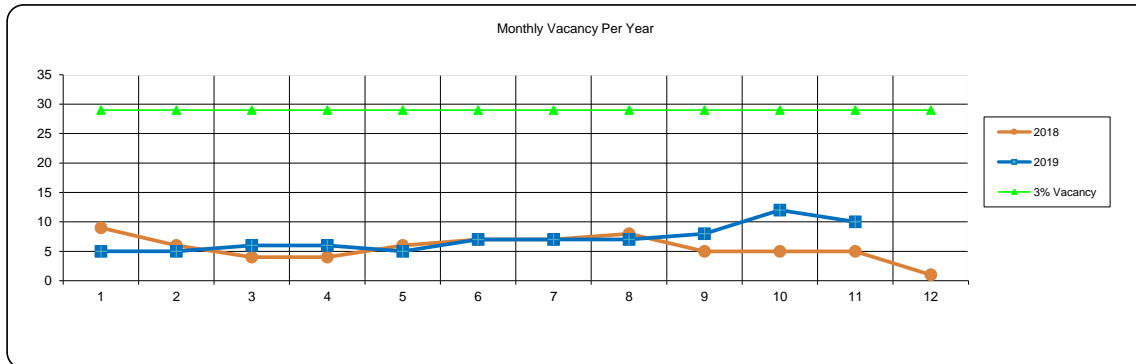
	10/31/2019	10/31/2019			10/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
Service Contract - Grounds	102,791	143,050	40,259	28	112,255	9,464	8
Service Contract - Snow	89,480	62,550	-26,930	-43	83,395	-6,085	-7
Supplies - Grounds	2,854	0	-2,854	N/A	0	-2,854	N/A
TOTAL CONTRACT SERVICE	245,554	253,766	8,213	3	238,237	-7,317	-3
TURNOVER EXPENSE							
Service Contract - Painting	58,849	54,083	-4,766	-9	38,406	-20,443	-53
Service Contract - Carpet Shampoo	90	0	-90	N/A	0	-90	N/A
Supplies - Painting	18,511	20,417	1,906	9	13,376	-5,135	-38
TOTAL TURNOVER EXPENSE	77,450	74,500	-2,950	-4	51,782	-25,668	-50
TOTAL MAINTENANCE EXPENSES	750,399	847,016	96,617	11	697,111	-53,288	-8
UTILITIES							
Electricity	135,407	176,917	41,510	23	173,638	38,231	22
Heat / Gas	115,439	175,083	59,644	34	139,424	23,985	17
Water And Sewer	211,767	211,750	-17	0	190,533	-21,233	-11
Trash Removal	136,337	112,083	-24,253	-22	119,341	-16,995	-14
Cable Tv	19,471	18,916	-555	-3	18,804	-667	-4
Tenant Utility Allowance	14,723	0	-14,723	N/A	0	-14,723	N/A
TOTAL UTILITIES	633,143	694,750	61,607	9	641,741	8,598	1
TOTAL OPERATING EXPENSES	3,704,118	4,296,179	592,061	14	3,623,116	-81,002	-2
NET OPERATING INCOME (LOSS)	6,271,142	5,380,722	890,419	17	6,739,642	-468,501	-7
NON-OPERATING EXPENSES							
Property And Liability Insurance	320,600	327,250	6,650	2	312,650	-7,949	-3
Real Estate Taxes	361,865	351,333	-10,532	-3	354,410	-7,455	-2
Association Assessment	44,186	102,750	58,564	57	102,795	58,609	57
TOTAL NON-OPERATING EXPENSES	726,651	781,333	54,682	7	769,856	43,205	6
TOTAL NON-OPERATING EXPENSES	726,651	781,333	54,682	7	769,856	43,205	6
NET INCOME (LOSS) BEFORE NON-OPERATING	5,544,491	4,599,389	945,102	21	5,969,787	-425,296	-7
FINANCING EXPENSE							
Sec Dep Interest	2,948	0	-2,948	N/A	0	-2,948	N/A
Mortgage Interest	285,880	285,877	-3	0	291,702	5,822	2
Interest - Senior Bonds	1,016,868	1,038,586	21,718	2	1,072,580	55,713	5
Interest - Series A Bonds	34,100	35,034	934	3	36,200	2,100	6
Gain On Investment	-106	0	106	N/A	-854	-748	-88
Bond Premium	-51,445	-37,162	14,283	38	-51,652	-208	0
Bond Discount	15,932	16,481	549	3	16,480	548	3
Gain/Loss On Sale	-47,569	47,683	95,252	200	-46,107	1,462	3
Deferred Refunding	69,286	87,640	18,354	21	87,637	18,351	21
Deferred Gain On Refunding	-97,650	-97,650	0	0	-97,650	0	0
Transfer To Other Funds	0	0	0	N/A	118,793	118,793	100
TOTAL FINANCING EXPENSE	1,228,244	1,376,488	148,245	11	1,427,128	198,885	14
NET INCOME (LOSS) BEFORE DEPR AND AMORT	4,316,247	3,222,901	1,093,347	34	4,542,658	-226,411	-5
DEPRECIATION EXPENSE							
Depreciation	48,378	41,035	-7,343	-18	45,072	-3,306	-7
Depreciation - Building	1,494,196	1,480,047	-14,150	-1	1,454,427	-39,769	-3
Depreciation - Furniture And Equipment	6,334	528	-5,806	-1,101	14,768	8,434	57
TOTAL DEPRECIATION & AMORTIZATION EXPENSE	-1,548,908	-1,521,609	-27,299	-2	-1,514,268	-34,641	-2
NET INCOME (LOSS)	2,767,339	1,701,292	1,066,047	63	3,028,391	-261,052	-9

Property Summary - June 2019

CDA Owned Properties	Location	# of Units	# of Vacant Units	November	Projected Occupancy		Month End Delinquency
					December	January	
Ann Bodlovick	Stillwater	50	0	100.00%	100.00%	100.00%	\$1,782
Briar Pond	Oakdale	196	0	100.00%	100.00%	99.50%	\$2,067
Brick Pond	Stillwater	40	1	97.50%	100.00%	100.00%	\$913
Cobble Hill	Woodbury	45	0	100.00%	100.00%	100.00%	\$233
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	0	100.00%	100.00%	100.00%	\$8,836
Muller Manor	Hugo	28	0	100.00%	100.00%	96.50%	\$0
Oakhill Cottages	Scandia	40	0	100.00%	100.00%	100.00%	\$0
Park Place I	St.Paul Park	36	1	97.22%	100.00%	97.00%	\$847
Park Place II	St.Paul Park	6	0	100.00%	100.00%	100.00%	\$0
Pioneer	St.Paul Park	18	0	100.00%	100.00%	100.00%	\$1
Raymie Johnson	Stillwater	120	2	98.33%	98.50%	98.50%	\$1,441
TrailSide	Forest Lake	70	0	100.00%	100.00%	100.00%	\$0
Whispering Pines	Forest Lake	40	0	100.00%	100.00%	100.00%	\$12
Woodland Park	Cottage Grove	180	6	96.67%	99.00%	98.00%	\$2,163
TOTALS:		958	10	98.96%	99.84%	99.34%	\$18,294
Joint Ventures	Location	# of Units	# of Vacant Units	November	Projected Occupancy		Month End Delinquency
					December	January	
Piccadilly Square	Mahtomedi	79	1	98.73%	98.50%	98.50%	\$0
The Groves	Cottage Grove	67	0	100.00%	100.00%	100.00%	\$25
The Glen at Valley Creek	Woodbury	42	11	73.81%	83.33%	83.33%	\$0

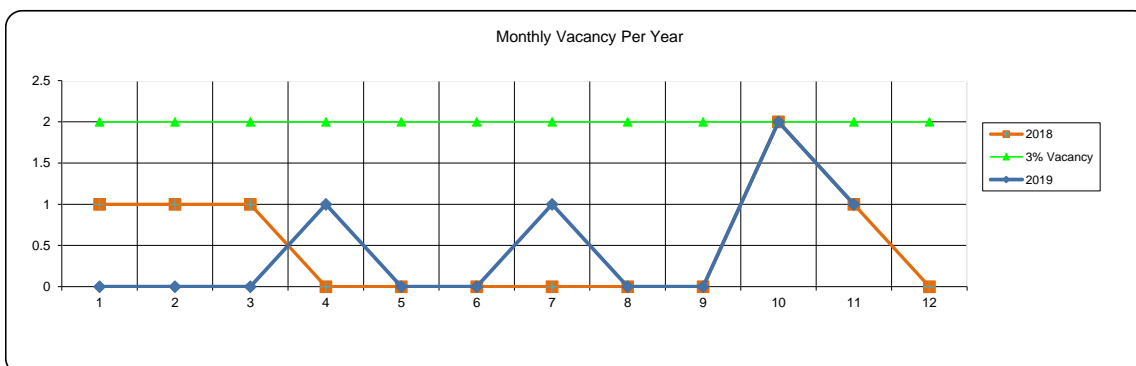
# Washington County CDA Current Annual Vacancy as of November 2019

	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	10	
3% Vacancy	29	29	29	29	29	29	29	29	29	29	29	29



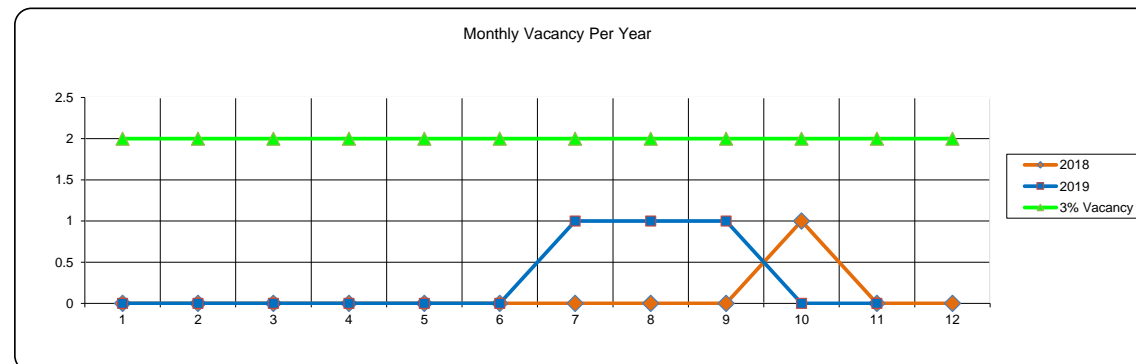
## Joint Venture - Piccadilly Square Current Annual Vacancy as of November 2019

	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	1	
3% Vacancy	2	2	2	2	2	2	2	2	2	2	2	2



## Joint Venture - The Groves Current Annual Vacancy as of November 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	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	
	The Glen at Valley Creek	62+ Senior	42	42				Cottage Grove				37	5

**\*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	40
John Jergens	120
Muller Manor	109
Oakhill Cottages	122
Pioneer	38
Cobble Hill	61
The Glen at Valley Creek - JV	78

Interest Lists - Multi-Family	
Property	# on List
Park Place I	14
Park Place II	0
Briar Pond	48
Brick Pond	327
Woodland Park	27
Piccadilly Square - JV	254
The Groves - JV	13

Waiting Lists	
Property	# on List
Raymie Johnson	41
Scattered Site	373
Whispering Pines	352
TrailSide	133

### 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 persons 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.

7

**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.

8



Memo To: CDA Board of Commissioners

From: Ann Hoechst, Housing and Administrative Services Director

Date: December 2, 2019

RE: Housing and Administrative Services Director Report for November

**Housing Choice Voucher Programs**

- Currently administering: 468 voucher participants
- Portability into the County: 10 families ported in

**Family Self Sufficiency/Earning Power**

- 18 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 15 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**

- 42 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: 100.89%
- Public Housing Reporting Rate: 99.04%

### **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	\$55,446	\$	\$ (HUD recovered NRP)
VASH total 10	Included in HCV HAP	Included in HCV HAP	Included in HCV HAP
FUP-total 15	\$11,009	\$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	978	970	990
VASH total 10	4	3 additional referrals from VA	40	108	110
FUP Total 15	13	Two families still shopping	52	132	135

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

<b>CITY</b>	<b>HOUSING CHOICE VOUCHERS (SECTION 8)</b>	<b>SHELTER PLUS CARE</b>	<b>BRIDGES</b>	<b>BRTC</b>	<b>VASH</b>	<b>FUP</b>	<b>TOTAL</b>
Afton	1						1
Bayport	1		2				3
Cottage Grove	45	3	2				50
Forest Lake	26	7	5			2	40
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	158	5	10	1	1	3	178
Oak Park Heights	2	1	1				4
Scandia							0
St. Croix Beach	1						1
St. Mary's Point	1		1				2
St. Paul Park	8						8
Stillwater	57	7	11		1	2	78
Willernie							0
Woodbury	117	1	3			2	123
Other	4	-	4				8
<b>TOTAL</b>	<b>468</b>	<b>26</b>	<b>40</b>	<b>1</b>	<b>3</b>	<b>9</b>	<b>551</b>

Memo To: CDA Board of Commissioners

From: Barbara Dacy, Executive Director

Date: December 11, 2019

RE: Executive Director and Human Resource and Communications Coordinator  
Report

### **Administrative Items**

- A closed executive session on the performance review for the Executive Director was originally scheduled for this month but I have postponed that for January due to a variety of circumstances. It will be important to continue the discussion on the evaluation tool for the Executive Director. I will provide the Board further information.
- I have asked Sharon Klumpp, Baker Tilly, to be present at the meeting to respond to Board questions about the hiring process for the Executive Director. A copy of Resolution No. 18-56 has been transmitted under separate cover.

### **Human Resources and Communication Coordinator**

- We are interviewing candidates for a Rental Assistance Specialist position as a result of obtaining 30 Mainstream Vouchers. It is hoped that a new employee can start in January.