

**REGULAR MEETING OF THE
ST. CLOUD HRA BOARD OF COMMISSIONERS**

City Hall Council Chambers, 400 2nd Street South

**Wednesday, October 27, 2021
6:00 P.M.**

STUDY SESSION -- 5:00 P.M., City Hall, Conference Room #1
AGENDA: (1) Discussion of Caretaker Wages and Increases for New Hires (2) Discussion of Financial Statement Presentation (3) Discussion of Operations

Mission Statement: To enhance the communities we serve by providing housing opportunities, fostering stability, and promoting neighborhood revitalization.

Regular Meeting Agenda:

1. Roll Call and Pledge of Allegiance.

Consent Agenda:

2. Approval of Agenda. REQUESTED ACTION: Approve.
3. Approval of Study Session Minutes, September 22, 2021. REQUESTED ACTION: Approve.
4. Approval of Regular Minutes, September 22, 2021. REQUESTED ACTION: Approve.
5. Review of 2021 Financial Reports. REQUESTED ACTION: None.
6. Approval to Write-Off Resident Accounts Receivable. REQUESTED ACTION: Approve.
7. Approval of Changes to Personnel Policy 04.02. REQUESTED ACTION: Approve.
8. Approval of Changes to Personnel Policy 05.10. REQUESTED ACTION: Approve.
9. Approval of Contract for Carpet Replacement at Riverside Apartments. REQUESTED ACTION: Approve.

Open Forum: At this time members of the public may address the Board with questions, concerns, or comments (regarding an item NOT on the agenda). Citizens are asked to sign up to speak prior to the Open Forum portion of the meeting. Speakers will be limited to the first five citizens who sign up. The Board members will not ask questions of the speakers, but rather refer the matter to the Administration with a request for a follow-up report. A citizen may speak at the Open Forum only twice during the year. Open Forum is limited to a total of 10 minutes. TIME LIMIT IS 2 MINUTES PER PERSON.

Old Business: none.

New Business:

10. Approval of Contract for Asbestos Removal for Accessibility Upgrade Project at Wilson Apartments.
11. Approval of Contract for Accessibility Upgrade Project at Wilson Apartments.
12. Report on Activities.

Open Discussion:

Adjourn.

2021 HRA Board Meeting Schedule - 4th Wednesday each month at 6:00 p.m.; early meetings as needed at 5:00 p.m. Note: November and December moved forward one week to accommodate holidays; November 17th and December 15th.

**ST. CLOUD HOUSING & REDEVELOPMENT AUTHORITY
STUDY SESSION**

Wednesday, September 22, 2021

A Study Session for The St. Cloud HRA Board of Commissioners was held on Wednesday, September 22, 2021, City Hall Conference Room One, 400 2nd Street South, St. Cloud, MN. Chair Nancy Gohman called the meeting to order at 5:00 p.m. Commissioners present: Mike Conway, Seal Dwyer [arrived at 5:05 p.m.] Nancy Gohman, Jeff Goerger, George Hontos, and Hani Jacobson. Absent: Abdi Daisane.

Executive director Louise Reis introduced liaison officer for the St. Cloud HRA, D'Andre Clark. Officer Clark began the session by discussing the calls for service in 2020. He separated the calls by each respective property and the number of calls at each of the properties were broken into criminal or civil calls.

Officer Clark asked for specific questions based on the chart. Commissioner Hontos asked Officer Clark if he visits the properties on a daily basis. Officer Clark clarified that he is assigned solely to the HRA, but does not have time to visit each property every day. Commissioner Hontos asked for Officer Clark's observations of the HRA properties and Officer Clark commented that in his opinion the HRA properties are safe. One of the issues Officer Clark commented on is drug activity in buildings; he stated the largest complaint is marijuana, but it can be difficult to determine which apartment it is coming from. Officer Clark added that it seems violent crimes are relatively low at the HRA properties in comparison to the city of St. Cloud. Commissioner Hontos asked if Officer Clark had made recommendations to the HRA staff about how to improve safety at buildings. Officer Clark responded that he has spoken to property managers about reminding residents to not let unknown individuals tailgate them into the building. Officer Clark commended the property managers for keeping him in the loop on incidents at each building.

Commissioner Goerger commented on the Scattered Sites homes having lower criminal calls, and how important it is for those homes to have a positive impact on their neighborhoods. Commissioner Jacobson asked about the medical calls; if the calls are broken down into medical versus mental health calls. Officer Clark responded that medical calls are just medical calls, and mental health calls fall under assistance calls. Commissioner Conway commented that there are some really good numbers for some of the properties, but a couple of the properties have high numbers, too, like Empire. Officer Clark provided that the numbers, for example at Empire, can reflect suspicious persons or suspicious activity. Commissioner Conway then asked about whether or not the properties have security cameras. Officer Clark stated he is very happy with the security systems; the cameras are clear and easy to access for investigating claims or questions about incidents on the properties. Commissioner Gohman asked Officer Clark if he thinks residents know him and are happy to see him. Officer Clark commented that he believes he has created good relationships with the residents and that he is accessible to answer their questions or respond to requests. Officer Clark also commended the HRA staff on the level of documentation that they keep in response to resident complaints.

The Board had no other questions for Officer Clark.

There being no further discussion, the Study Session was closed to the public at 5:39pm.

ATTEST:

Chair, Nancy Gohman

Secretary, George Hontos

**ST. CLOUD HOUSING & REDEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES**

Wednesday, September 22, 2021

A Regular Meeting for the St. Cloud HRA Board of Commissioners was held on Wednesday, September 22, 2021, City Hall Council Chambers, 400 2nd Street South, St. Cloud, MN. Chair Nancy Gohman called the meeting to order at 6:00 p.m.

Consent Agenda:

1. Roll call was taken and the pledge of allegiance spoken. Commissioners present: Mike Conway, Seal Dwyer, Nancy Gohman, Jeff Goerger, George Hontos, and Hani Jacobson. Absent: Abdi Daisane.
2. Approval of Agenda – Chair Gohman added Resolution 2021-18 to the agenda following the Open Forum: a resolution regarding the emergency declaration Minnesota Statutes 469.015 subdivision 2. Commissioner Goerger moved for approval of consent items and the agenda; Commissioner Conway seconded the motion. Commissioner Hontos asked Finance Director Karen Rizer about Item 5, because the net cash flow was better than the projections and he asked for clarification. Ms. Rizer responded that Public Housing properties are dependent on when the HRA pulls in money from HUD's capital fund. She went on to say in 2020-2021, the HRA had the ability to use capital fund money for operating funds, and the HRA has tried to spend down reserves so they are not recaptured in a future year. There were no further questions. All board members voted in favor; the agenda and consent agenda moved as presented.
3. Approval of Study Session Minutes, August 25, 2021 – approved as presented.
4. Approval of Regular Minutes, August 25, 2021 – approved as presented.
5. Review of 2021 Financial Reports – no requested action.
6. Approval of Revision to Capital Fund Program Five-Year Plan – approved as presented.
7. Approval of Contract for Roof Replacement at Empire Apartments – contract approved with McDowall Company in the amount of \$187,900.

Open Forum: Chair Gohman opened the forum to the public, and the first speaker was Sandy Brenny, a resident of Wilson Apartments. Ms. Brenny provided a statement that she has lived at the complex for 12 years and expressed concern over a current resident disrupting and threatening other residents of Wilson Apartments.

Yonina Phipps spoke next on behalf of the resident Ms. Brenny had previously discussed. Ms. Phipps shared concerns of the accused tenant being unfairly accused and disrespected. The next speaker was Dorothy Jones, another resident of Wilson Apartments. Ms. Jones spoke of concerns about the Property Manager of Wilson Apartments. Chair Gohman referred all matters to the St. Cloud HRA staff to address.

After no further speakers, Chair Gohman closed the Open Forum and moved to the added agenda item: Resolution 2021-18 – Emergency Declaration Minnesota Statutes 469.015 subdivision 2. Executive Director Louise Reis provided a recap that Resolution 2021-18 deals with Empire Apartments and the fire that occurred on August 15, 2021. This declaration allows the HRA, in cooperation with their insurance company,

to solicit two quotes for emergency repairs on the elevator, asbestos remediation, as well as the fire pump, fire panel, and units that need to be remodeled. Commissioner Goerger moved for approval; Commissioner Dwyer seconded the motion. All Commissioners present voted in favor; the motion carried.

Commissioner Hontos exited at 6:16pm.

Old Business: none.

New Business:

8. Approval of Payment Standards Effective December 1, 2021 – Voucher Programs Manager Lori Lygre stated each year the Department of HUD publishes fair-market rents, and then housing authorities can set the payment standards for the voucher program between 90 to 110 percent of the fair-market rent. Ms. Lygre commented the HRA would like to adopt the new rents December 1. Commissioner Dwyer moved for approval; Commissioner Jacobson seconded the motion. All Commissioners present voted in favor; the motion carried.

9. Approval of Change in Medical Insurance to PreferredOne and Dental Insurance to Guardian – Finance Director Karen Rizer proposed changing to PreferredOne for medical insurance would result in a savings of approximately \$24,500 for the agency over staying with Health Partners. Commissioner Dwyer moved for approval; Commissioner Goerger seconded the motion. All commissioners present voted in favor; the motion carried.

10. Approval of Grant Application for Domestic Violence - Rapid Re-Housing Rental Assistance Program – Ms. Reis asked for approval to submit an application for \$143,790 through the Department of Housing and Development (HUD) for Domestic Violence – Rapid Re-Housing Rental Assistance Grant. It would serve approximately eight households. The HRA would provide rental assistance and Anna Marie's Alliance would provide the support services. Commissioner Dwyer moved for approval; Commissioner Conway seconded. All commissioners present voted in favor; the motion carried.

11. Approval of Application for HUD CoC Rental Assistance Grants – Ms. Reis stated the HRA is seeking approval of application for HUD CoC Rental Assistance Grants in the amounts of \$336,444, \$84,996, and \$34,008 from the Department of Housing and Urban Development (HUD). The grant application renewal is for one year. The support service providers are Central Minnesota Mental Health Center, Salvation Army of Wright County, and Catholic Charities. Commissioner Goerger moved for approval; Commissioner Jacobson seconded. All commissioners present voted in favor; the motion carried.

12. Report on Activities – Ms. Reis discussed that the HRA had intended to hold a board retreat in October, but a study session and regular meeting would be occurring instead. Commissioner Gohman asked about a CDBG update and Project Manager Paul Soenneker said more applications have been sent out and progress continues with inspections.

There being no further business, the meeting adjourned at 6:21pm.

ATTEST:

Chair, Nancy Gohman

Secretary, George Hontos

TO: HRA Board of Commissioners
FROM: Karen Rizer, CPA Finance Director
DATE: October 20, 2021
SUBJECT: 2021 Financial Reports

Requested Action: None.

Background: The Board receives financial reports for certain funds on a rotating basis.

The planned reporting schedule is as follows:

June – Central Office Cost Center Fund, Housing Choice Vouchers Fund, CDBG Housing Rehab Fund, Community Housing Fund, Housing Development & Rehab Fund, Public Housing Fund (operating statements by AMP), Germain Towers Fund, Northway Projects A&B Fund, Eastwood Apartments Fund, Al Loehr Apartments Fund, and the seven tax credit limited partnership funds.

July and October – Central Office Cost Center Fund, Housing Choice Vouchers Fund, CDBG Housing Rehab Fund, Community Housing Fund, and Housing Development & Rehab Fund.

August and November – Al Loehr Apartments Fund and the seven tax credit limited partnership funds.

September and December – Public Housing Fund (operating statements by AMP), Germain Towers Fund, Northway Projects A&B Fund, and Eastwood Apartments Fund.

Please call or email if you have any questions. (320-202-3148 or krizer@stcloudhra.com) Thank you.

**St. Cloud HRA
Central Office Cost Center Fund 440
Balance Sheet
August 31, 2021**

Assets		
Cash & Investments	\$	873,959
Taxes Receivable		2,794
Accounts Receivable		6,202
Accrued Interest		1,161
Due from Other Funds		18,513
Advances to Other Funds		303,363
Prepaid Expense		46,730
Capital Assets		
Buildings	642,583	
Furniture, Equipment, and Machinery	152,072	
Accumulated Depreciation	(379,677)	
Total Capital Assets (Net)		414,978
Total Assets	\$	1,667,700
Liabilities & Net Assets		
Accounts Payable	\$	10,227
Accrued Salaries and Benefits		50,791
Accrued Compensated Absences		130,917
Total Liabilities	\$	191,935
Net Assets	\$	1,475,765
Total Liabilities & Net Assets	\$	1,667,700

**St. Cloud HRA
Central Office Cost Center - Fund 440
Income Statement - Budget to Actual
January 1, 2021 Through August 31, 2021**

The Central Office Cost Center fund is used to track and allocate the indirect expenses and asset management of the Central Office.

	<u>Annual Budget</u>	<u>YTD Percent</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Over (Under) YTD Budget</u>
Revenues					
Property Taxes	\$ 486,000	66.7%	\$ 324,000	\$ 322,980	\$ (1,020)
Charges for Services	1,250,000	66.7%	833,333	835,122	1,789
Interest	20,000	66.7%	13,333	835	(12,498)
Miscellaneous Income	<u>2,000</u>	66.7%	<u>1,333</u>	<u>120</u>	<u>(1,213)</u>
Total Revenues	<u>\$ 1,758,000</u>		<u>\$ 1,172,000</u>	<u>\$ 1,159,057</u>	<u>\$ (12,943)</u>
Expenses					
Salaries and Benefits	\$ 1,350,000	66.7%	\$ 900,000	\$ 874,317	\$ (25,683)
Legal	12,000	66.7%	8,000	1,929	(6,071)
Audit and Accounting Fees	8,000	66.7%	5,333	3,714	(1,619)
Membership Dues, Fees, and Advertising	13,000	66.7%	8,667	8,440	(227)
Travel and Training	28,000	66.7%	18,667	15,414	(3,253)
Professional Services	37,000	66.7%	24,667	23,521	(1,146)
Office Expense	44,000	66.7%	29,333	19,156	(10,177)
Telephone and Utilities	21,000	66.7%	14,000	13,562	(438)
Office Maintenance Supplies and Services	67,000	66.7%	44,667	24,770	(19,897)
Property and Liability Insurance	18,000	66.7%	12,000	11,779	(221)
Transfers Out	<u>160,000</u>	66.7%	<u>106,667</u>	<u>106,667</u>	<u>0</u>
Total Expenses	<u>\$ 1,758,000</u>		<u>\$ 1,172,000</u>	<u>\$ 1,103,269</u>	<u>\$ (68,731)</u>
Contribution To (Use Of) Net Assets	<u>\$ -</u>		<u>\$ -</u>	<u>\$ 55,788</u>	<u>\$ 55,788</u>

**St. Cloud HRA
Housing Choice Voucher Program
Balance Sheet
August 31, 2021**

Assets	
Cash & Investments	\$ 411,634
Accounts Receivable	33,674
Prepaid Expenses	6,171
Furniture & Equipment	31,625
Accumulated Depreciation	(29,150)
Total Assets	\$ 453,954
Liabilities, Deferred Inflows, & Net Assets	
Liabilities	
Accounts Payable	\$ 18,399
Due To Other PHAs	16,769
Accrued Salaries and Benefits	12,767
FSS Deposit & Interest Payable	29,369
Accrued Compensated Absences Payable	36,585
Deferred Revenue	228,457
Total Liabilities	\$ 342,346
Net Assets	\$ 111,608
Total Liabilities & Net Assets	\$ 453,954

**St. Cloud HRA
Housing Choice Voucher Program
Income Statement
January 1, 2021 Through August 31, 2021**

The Housing Choice Voucher Program accounts for the operations of the program. The Housing Choice Voucher program is a Federal rental assistance program that helps low and moderate income families rent housing in the private market by paying a share of the family's rent each month directly property owners. Currently the program has 838 regular vouchers, 37 tenant protection vouchers, and 75 VASH vouchers, for a grand total of 950 vouchers. It also includes port-in vouchers, which YTD average 228.

	<u>Annual Budget</u>	<u>YTD Percent</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Over (Under) YTD Budget</u>
REVENUES					
HAP Administration Fee	\$ 1,200,000	66.7%	800,000	\$ 715,593	\$ (84,407)
Interest	2,000	66.7%	1,333	358	(975)
Miscellaneous	10,000	66.7%	6,667	32,089	25,422
Operating Transfers In	5,000	66.7%	3,333	-	(3,333)
TOTAL REVENUES	\$ 1,217,000		\$ 811,333	\$ 748,040	\$ (63,293)
EXPENSES					
Salaries & Benefits	\$ 630,000	66.7%	\$ 420,000	\$ 406,663	\$ (13,337)
Management Fees	280,000	66.7%	186,667	157,199	(29,468)
Legal	14,000	66.7%	9,333	1,090	(8,243)
Accounting & Auditing Fees	8,000	66.7%	5,333	7,091	1,758
Training & Travel	15,000	66.7%	10,000	9,273	(727)
Professional Services	70,000	66.7%	46,667	22,619	(24,048)
Landlord Incentive Payments	25,000	66.7%	16,667	-	(16,667)
Unit Inspection Fees	80,000	66.7%	53,333	52,480	(853)
Office Expense	57,000	66.7%	38,000	41,275	3,275
Utilities & Telephone	8,000	66.7%	5,333	7,333	2,000
Maintenance Repair Supplies & Services	20,000	66.7%	13,333	12,348	(985)
Property & Liability Insurance	5,000	66.7%	3,333	3,548	215
Collection Losses	5,000	66.7%	3,333	4,213	880
TOTAL EXPENSES	\$ 1,217,000		\$ 811,333	\$ 725,132	\$ (86,201)
NET REVENUE FROM OPERATIONS	\$ -		\$ -	\$ 22,908	\$ 22,908
HOUSING ASSISTANCE					
HUD Annual Contribution	\$ 6,100,000	66.7%	\$ 4,066,667	\$ 3,853,998	\$ (212,669)
Housing Assistance Payments	(6,100,000)	66.7%	(4,066,667)	(3,854,868)	211,799
Housing Authority Payments - Port-Ins	2,000,000	66.7%	1,333,333	1,415,226	81,893
Housing Asssitance Payments - Port-Ins	(2,000,000)	66.7%	(1,333,333)	(1,414,696)	(81,363)
NET REVENUE RESTRICTED FOR HAP	\$ -		\$ -	\$ (340)	\$ (340)
Contribution To (Use Of) Net Assets	\$ -		\$ -	\$ 22,568	\$ 22,568

August Port Activity	Number of Vouchers
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Port-Ins 221
Port-Outs 33

Rev / Exp Amount

\$ 177,048 Revenue from other Authorities
\$ 34,735 Paid to Other Authorities

Monthly Average Funded HAP \$553.72
Average Current Month Port-out HAP \$801.12

**St. Cloud HRA
Fund 210 - CDBG Housing Rehab Program
Balance Sheet
August 31, 2021**

Assets	
Cash & Investments	\$ (31,738)
Due From HUD	56,744
Loans Receivable	
Homeowner Rehab	\$ 2,908,745
Homeowner Rehab Allowance	<u>(275,000)</u>
Total Loans Receivable (Net of Allowance)	<u>2,633,745</u>
Total Assets	<u>\$ 2,658,751</u>
 Liabilities & Net Assets	
Accounts Payable	\$ <u>25,007</u>
Total Liabilities	<u>\$ 25,007</u>
 Net Assets	 <u>2,633,744</u>
 Total Liabilities & Net Assets	 <u>\$ 2,658,751</u>

**St. Cloud HRA
Fund 210 - CDBG Housing Rehab Program
Income Statement
January 1, 2021 through August 31, 2021**

CDBG housing rehab program is used for funding 30-year, zero interest
deferred homeowner rehab loans.

Revenues

CDBG Receipts	\$ 126,526
Total Revenues	<u>\$ 126,526</u>

Expenses

Salaries & Benefits	\$ 6,801
Travel & Training	326
Audit Fee	1,128
Professional Fees	846
Office Supplies and Maintenance	1,000
Lead Assessment Fees	3,065
Homeowner Loan Outlay	113,360
Total Expenses	<u>\$ 126,526</u>

Change in Net Assets	<u>\$ -</u>
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2021 Loan Repayments included in CDBG Receipts \$48,287

**St. Cloud HRA
Fund 301 - Community Housing Fund
Balance Sheet
August 31, 2021**

Assets		
Cash & Investments		\$ 3,423,682
Accrued Interest Receivable		8,021
Due from Other Funds		125,679
Advance to Other Funds		
Germain Towers	\$ 868,214	
Eastwood Apartments	352,000	
Housing Development Fund	481,491	
Brownstones Family Housing	87,568	
Westwood Village Apartments I	857,683	
Westwood Village Apartments II	1,484,602	
Swisshelm Village Apartments II	<u>840,711</u>	
Total Advance to Other Funds		4,972,269
Loans Receivable		
Down Payment Assistance	20,000	
Allowance for Doubtful Accounts - Loans	<u>(8,000)</u>	
Total Loans Receivable		<u>12,000</u>
Total Assets		<u>\$ 8,541,651</u>
Liabilities & Net Assets		
Deferred Revenue		\$ 528,774
Total Liabilities		<u>\$ 528,774</u>
Net Assets		
Restricted per Policy		\$ 2,000,000
Restricted for Loans Receivable		5,109,948
Restricted for Current HRA Properties and Programs		857,209
Unrestricted		<u>45,720</u>
Total Net Assets		<u>8,012,877</u>
Total Liabilities & Net Assets		<u>\$ 8,541,651</u>

St. Cloud HRA
Fund 301 - Community Housing Fund
Income Statement
January 1, 2021 through August 31, 2021

The purpose of the Community Housing Fund is to stimulate the growth of housing for people with low and moderate incomes. The principal balance is frozen at \$2 million.

Loans should be with interest when possible and the project must be economically feasible to ensure payback. The Board may approve grants from the fund earnings. The priority of the fund is first to HRA projects and second to sponsors of projects benefitting housing for people with low and moderate incomes.

Revenues

Interest on Investments	\$ 3,364
Interest on Loans	<u>62,158</u>
Total Revenues	<u>\$ 65,522</u>

Expenses

Auditing and Accounting Fees	\$ 553
Transfer Out to Swisshelm One for Loan Payoff	<u>435,000</u>
Total Expenses	<u>\$ 435,553</u>

Change in Net Assets	<u>\$ (370,031)</u>
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**St. Cloud HRA
Fund 480 - Housing Development
Balance Sheet
August 31, 2021**

Assets		
Cash & Investments	\$	765,992
Accrued Interest Receivable		6,294
Prepaid Expenses		486
Loans Receivable		
Down Payment Assistance	\$	38,338
ING DPA Escrow		75,000
CRV Home GAP		134,096
Oak Grove - Enforcement Loans		14,000
Enforcement Loans		547,801
Allowance for Bad Debt		<u>(10,000)</u>
Total Loans Receivable (Net)		799,235
Capital Assets		
Land		95,388
Land Improvements		9,452
Buildings		298,469
Furniture & Equipment		6,435
Accumulated Depreciation		<u>(232,606)</u>
Total Capital Assets (Net)		177,138
Advances to Other Funds - Riverside Apartments		1,944,635
Land Held For Resale (Net)		<u>606,184</u>
Total Assets	\$	<u><u>4,299,964</u></u>
Liabilities & Net Assets		
Accounts Payable	\$	239
Accrued Wages and Benefits		292
Accrued Compensated Absences		5,758
Advances From Other Funds - Community Housing Fund		481,491
Deferred Revenue		2,492,436
Loans Payable		<u>146,596</u>
Total Liabilities	\$	<u><u>3,126,812</u></u>
Net Assets	\$	<u>1,173,152</u>
Total Liabilities & Net Assets	\$	<u><u>4,299,964</u></u>

St. Cloud HRA
Fund 480 - Housing Development & Rehab
Income Statement
January 1, 2021 through August 31, 2021

The Housing Development Fund accounts for the creation and funding
of current and future housing developments and rehab programs.

Revenues

Intergovernmental	\$ 76,465	
Interest On Investments	689	
Interest on Interfund Loans	541	
Homeowner Loan Repayments	16,913	
Miscellaneous	14,751	(1)
Total Revenues	\$ 109,359	

Expenses

Salaries & Benefits	\$ 29,963
Legal	74
Travel and Training	281
Accounting and Audit Fees	1,117
Professional Fees	4,308
Office Expense	1,603
Utilities	2,701
Maintenance	6,559
Insurance	607
Miscellaneous	1,800
Grant Rehab Outlay	67,630
Operating Transfer Out (for Homestead Incentive Loan Program)	100,000
Total Expenses	\$ 216,643

Contribution To (Use Of) Net Assets **\$ (107,284)**

(1) \$13,850 is issuer fees from The Sanctuary Project

TO: St. Cloud HRA Board of Commissioners

FROM: Louise Reis, Executive Director October

DATE: 27, 2021

SUBJECT: Write-Off Resident Accounts Receivable

Requested Action: Authorization from the Board to write-off accounts receivable on former residents and program participants in the following amounts:

Public Housing	\$ 6,126.94
Germain Towers	\$ 867.08
Northway A & B	\$ 333.43
Al Loehr	\$ 812.76
Creeks	\$ 7,964.48
Swisshelm One	\$ 6,225.28
Swisshelm Two	\$ 2,802.22
Westwood One	\$ 2,654.79
Westwood Two	\$ 197.57
Riverside	\$ 2,336.53

Background: Periodically, we are required to review the vacated resident accounts receivable and determine which accounts are not collectible.

The receivables for the HRA properties include actual rent and all damages not paid by a resident prior to vacating the unit. The receivables greater than 60 days old, as of June 30, 2021 are determined not to be collectible.

The receivables that are greater than 60 days old are forwarded to Minnesota Department of Revenue under the Revenue Recapture Program. During the first six months of 2021, the HRA has recovered the following amounts:

Public Housing	\$ 1,712.89
Germain Towers	\$ 678.44
Northway A & B	\$ 204.00
Eastwood	\$ 682.62
Swisshelm Two	\$ 200.00
Westwood One	\$ 354.00
Westwood Two	\$ 1,827.36

Frequency of Request: Bi-annually

Related Actions: None

Future Action: None

Relationship to Goals: None

Budget Impact: Collection losses are budgeted for each property.

St Cloud HRA
Dwelling Rent and Tenant A/R Written Off
Fiscal Period 1/1/21 through 06/30/21

	<u>Dwelling Rental Income</u>	<u>Tenant Accounts Written Off</u>	<u>percentage w/o to income</u>
Empire	\$ 138,532.00	\$ 3,584.79	2.59%
Scattered Sites	173,160.00	0.00	0.00%
Wilson	197,657.06	2,542.15	1.29%
Germain Towers	101,116.00	867.08	0.86%
Northway A & B	163,480.00	333.43	0.20%
Eastwood	41,330.00	0.00	0.00%
Al Loehr	141,693.00	812.76	0.57%
Creeks	80,398.00	7,964.48	9.91%
Brownstones	37,849.00	0.00	0.00%
Swisshelm One	100,325.00	6,225.28	6.21%
Swisshelm Two	98,541.00	2,802.22	2.84%
Westwood One	88,088.00	2,654.79	3.01%
Westwood Two	121,260.00	197.57	0.16%
Riverside	241,845.00	2,336.53	0.97%
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Total	\$ 1,725,274.06	\$ 30,321.08	1.76%
Total Recovered through Revenue Recapture, Collection Agencies or private payments		5,659.31	
	<hr/>	<hr/>	
Net Bad Debt	1,725,274.06	24,661.77	1.43%

St Cloud HRA
Analysis of Tenant Accounts Receivable Written-Off
Period Ending June 30, 2021

	Dwelling Rental	A/R W/O	Total A/R W/O	Total W/O as % of Income	Total 2021 Recoveries	Net W/O as % of Income
	Income	6/30/2021	2021			
Empire Apts	138,532.00	3,584.79	3,584.79	2.59%	250.00	2.41%
Scattered Sites	173,160.00	0.00	0.00	0.00%	1,048.57	-0.61%
Wilson Apts	197,657.06	2,542.15	2,542.15	1.29%	414.32	1.08%
Total Public Housing	509,349.06	6,126.94	6,126.94		1,712.89	
Germain Towers	101,116.00	867.08	867.08	0.86%	678.44	0.19%
Northway A & B	163,480.00	333.43	333.43	0.20%	204.00	0.08%
Eastwood	41,330.00	0.00	0.00	0.00%	682.62	-1.65%
Al Loehr	141,693.00	812.76	812.76	0.57%	0.00	0.57%
Creeks	80,398.00	7,964.48	7,964.48	9.91%	0.00	9.91%
Brownstones	37,849.00	0.00	0.00	0.00%	0.00	0.00%
Swisshelm One	100,325.00	6,225.28	6,225.28	6.21%	0.00	6.21%
Swisshelm Two	98,541.00	2,802.22	2,802.22	2.84%	200.00	2.64%
Westwood One	88,088.00	2,654.79	2,654.79	3.01%	354.00	2.61%
Westwood Two	121,260.00	197.57	197.57	0.16%	1,827.36	-1.34%
Riverside	241,845.00	2,336.53	2,336.53	0.97%	0.00	0.97%
	1,725,274.06	30,321.08	30,321.08	1.76%	5,659.31	1.43%
	A/R Balance	A/R W/O @	A/R Balance	A/R Balance	A/R Balance	
	Prior to W/O	6/30/2021	After W/O	After W/O	After W/O	
<i>Balance as of June 30, 2021</i>		% total A/R	on 6/30/2021	on 6/30/2020	on 6/30/2019	
Empire Apts	15,759.02	22.75%	12,174.23	3,639.11	2,287.02	
Scattered Sites	25,986.61	0.00%	25,986.61	19,784.60	4,907.03	
Wilson Apts	11,546.59	22.02%	9,004.44	9,732.80	2,568.54	
Total Public Housing	53,292.22	11.50%	47,165.28	33,156.51	9,762.59	
Germain Towers	2,250.91	38.52%	1,383.83	157.00	2,395.85	
Northway A & B	6,756.73	4.93%	6,423.30	3,022.74	571.59	
Eastwood	11,870.24	0.00%	11,870.24	4,529.99	3,761.96	
Al Loehr	11,777.61	6.90%	10,964.85	4,080.47	1,910.26	
Creeks	29,663.21	26.85%	21,698.73	5,984.59	3,815.25	
Brownstones	7,888.15	0.00%	7,888.15	1,736.31	897.83	
Swisshelm One	24,160.04	25.77%	17,934.76	4,991.56	4,603.41	
Swisshelm Two	28,704.07	9.76%	25,901.85	3,544.09	917.48	
Westwood One	22,405.05	11.85%	19,750.26	8,190.97	1,416.43	
Westwood Two	9,835.06	2.01%	9,637.49	1,760.56	1,305.77	
Riverside	6,071.36	38.48%	3,734.83	1,045.00	1,682.32	
	214,674.65		184,353.57	72,199.79	33,040.74	

St. Cloud HRA
Tenant Write-Off History by Property

	2021	2020	2019	2018
PUBLIC HOUSING				
Total Write-offs	6,126.94	15,396.63	15,187.49	31,229.62
Total Recoveries	1,712.89	10,155.77	11,244.60	8,579.61
Net Write-Offs	4,414.05	5,240.86	3,942.89	22,650.01
Net Write-Offs as a % of Rental Revenue	0.87%	0.55%	0.46%	2.47%
GERMAIN TOWERS				
Total Write-offs	867.08	2,769.04	7,444.38	514.98
Total Recoveries	678.44	1,283.91	499.11	3,924.99
Net Write-Offs	188.64	1,485.13	6,945.27	(3,410.01)
Net Write-Offs as a % of Rental Revenue	0.19%	0.75%	3.88%	-2.04%
NORTHWAY A & B				
Total Write-offs	333.43	1,396.61	2,029.20	224.35
Total Recoveries	204.00	622.07	771.59	1,576.43
Net Write-Offs (Recoveries)	129.43	774.54	1,257.61	(1,352.08)
Net Write-Offs as a % of Rental Revenue	0.08%	0.25%	0.39%	-0.43%
EASTWOOD				
Total Write-offs	0.00	1,136.36	2,810.10	3,385.24
Total Recoveries	682.62	76.20	3,089.20	291.00
Net Write-Offs (Recoveries)	(682.62)	1,060.16	(279.10)	3,094.24
Net Write-Offs as a % of Rental Revenue	-1.65%	1.18%	-0.24%	2.69%
AL LOEHR				
Total Write-offs	812.76	1,396.67	73.67	3,264.30
Total Recoveries	0.00	1,002.95	400.00	0.00
Net Write-Offs (Recoveries)	812.76	393.72	(326.33)	3,264.30
Net Write-Offs as a % of Rental Revenue	0.57%	0.15%	-0.12%	1.19%
CREEKS				
Total Write-offs	7,964.48	4,461.86	3,344.09	0.00
Total Recoveries	0.00	616.61	149.00	582.36
Net Write-Offs (Recoveries)	7,964.48	3,845.25	3,195.09	(582.36)
Net Write-Offs as a % of Rental Revenue	9.91%	2.38%	1.90%	-0.35%

St. Cloud HRA
Tenant Write-Off History by Property

	2021	2020	2019	2018
BROWNSTONES				
Total Write-offs	0.00	62.59	0.00	0.00
Total Recoveries	0.00	0.00	188.00	0.00
Net Write-Offs (Recoveries)	0.00	62.59	(188.00)	0.00
Net Write-Offs as a % of Rental Revenue	0.00%	0.09%	-0.22%	0.00%
SWISSHELM ONE				
Total Write-offs	6,225.28	0.00	1,077.20	0.00
Total Recoveries	0.00	3,659.22	992.62	337.63
Net Write-Offs (Recoveries)	6,225.28	(3,659.22)	84.58	(337.63)
Net Write-Offs as a % of Rental Revenue	6.21%	-1.89%	0.03%	-0.14%
SWISSHELM TWO				
Total Write-offs	2,802.22	6,671.12	527.15	1,198.40
Total Recoveries	200.00	1,057.55	238.67	2,368.20
Net Write-Offs (Recoveries)	2,602.22	5,613.57	288.48	(1,169.80)
Net Write-Offs as a % of Rental Revenue	2.64%	3.00%	0.12%	-0.48%
WESTWOOD ONE				
Total Write-offs	2,654.79	5,244.62	289.14	3,565.00
Total Recoveries	354.00	1,954.83	894.38	4,951.79
Net Write-Offs (Recoveries)	2,300.79	3,289.79	(605.24)	(1,386.79)
Net Write-Offs as a % of Rental Revenue	2.61%	1.98%	-0.24%	-0.57%
WESTWOOD TWO				
Total Write-offs	197.57	4,349.22	1,923.95	6,506.86
Total Recoveries	1,827.36	1,007.77	6,191.60	3,195.16
Net Write-Offs (Recoveries)	(1,629.79)	3,341.45	(4,267.65)	3,311.70
Net Write-Offs as a % of Rental Revenue	-1.34%	1.44%	-1.73%	1.38%
RIVERSIDE				
Total Write-offs	2,336.53			
Total Recoveries	0.00			
Net Write-Offs (Recoveries)	2,336.53			
Net Write-Offs as a % of Rental Revenue	0.97%			

To: St. Cloud HRA Board of Commissioners

From: Louise Reis, Executive Director and Karen Rizer, Finance Director

Date: October 20, 2021

Subject: Changes to Personnel Policy 04.02 – Performance Increases Policy

Requested Action: Approve changes to Personnel Policy 04.02

Background: Below is a section of Personnel Policy 04.02:

New employees or employees in a new position are not eligible for a performance increase as outlined above. For purposes of this section, that means the employee must have been in the position on or before January 2nd to be eligible for a performance increase effective the following January. If an employee starts their new position after January 2nd, they will receive an increase as of the first full pay period in January according to their start date as follows:

January 3rd to March 31st - - 2.25%
April 1st to June 30th - - 1.5%
July 1st to September 30th - - .75%
October 1st to January 1st – 0%

New employees or employees in a new position will receive performance appraisals prior to the end of the six month review period. No performance pay increases will be granted at these times.

Replace the above with the following:

New employees or employees in a new position as of June 1, are not eligible for a performance increase as outlined above. For purposes of this section, that means the employee must have been in the position on or before May 31 to be eligible for a performance increase effective the following January. If an employee starts their new position on or after June 1, they will receive an increase as of the first full pay period in January according to their start date as follows:

June 1 to September 30 – 2.5%
October 1 to November 30 – 2%
December 1 to December 31 – 0%

Reasons for proposed change:

The initial policy was adopted in 2012. At that time:

- The job market was not tight.
- Inflation was low.
- Employees received market increases separate from performance increases.
- Turnover was low to none, so it did not have a significant effect.

Our staff has put forth an incredible effort over the last two years. This includes the new staff hired in the past year. Eight new staff have been hired so far this year.

Because of the tight job market and rising wages, we do not want our new staff to fall behind other staff. We believe that there is enough information to perform a full performance review on staff who have been employed at least six months at the time of the review process and that staff who have been employed since the first five months of the year should receive that increase.

As the ranges increase 2% in January, anyone hired during the year should receive at least that amount. If we are hiring someone in December, we will just adjust their starting wage accordingly. We are comfortable with an employee going 13 months with no increase but in the current job market, we do not think it is advisable to go 15 months with no increase.

Frequency of Request: Once.

Related Actions: None.

Future Action: None.

To: St. Cloud HRA Board of Commissioners

From: Louise Reis, Executive Director and Karen Rizer, Finance Director

Date: October 20, 2021

Subject: Changes to Personnel Policy 05.10 – Paid Leave Policy

Requested Action: Approve changes to Personnel Policy 05.10

Background: Below are sections of Personnel Policy 05.10, with noted proposed changes. Explanation of changes follows the policy.

For exempt salaried employees Paid Leave is to be used in **an initial** increment of not less than four (4) hours **and then 30 minute increments thereafter.**

The maximum Paid Leave carry-over at the first full or partial pay period ending in each January is 320 240 hours.

~~The maximum Paid Leave carry-over at the first full or partial pay period ending January 2021 and 2022 is 320 hours.~~

Within ~~30~~ 60 days prior to each calendar year end, the employee may elect to cash out accumulated paid leave. The effective date of this transaction is January 1st. All hours will be paid out at the ~~average~~ rate of pay in effect on December 31, the day before the effective date of the transaction ~~from the preceding calendar year~~. Any employee making this election will choose between having the cash equivalent of hours be deposited into either the employee's Deferred Compensation Account, Health Savings Account, or Flexible Spending Account ~~if the employee does not have a Health Savings Account~~, according to the following schedule:

<u>Years of Service</u>	<u>Maximum Cash Out of Hours</u>
0-6 years	48 hours
7 or more years	88 hours

When termination of employment occurs, the employee will be compensated for his/her accrued Paid Leave up to a maximum of 320 240 hours. If the employee is 65 or older, all compensation for accrued paid leave will be paid into a Retirement Health Savings Plan account for the employee, according to the plan document. ~~Any hours the employee may have in the Extended Sick Leave Bank will be forfeited.~~ Paid Leave may not be taken during the notice period unless the time off was scheduled prior to giving notice.

~~EXTENDED SICK LEAVE BANK~~

~~For employees hired before July 1, 1999, total unused sick leave hours were frozen at the balance in effect upon July 1, 1999. These hours are referred to as the Extended Sick Leave Bank. The Extended Sick Leave Bank may be accessed for actual sickness, temporary physical disability, medical appointments for sickness, and quarantine. All use of this time must be recorded on the Leave Request Form and approved~~

~~by the Supervisor. Whenever possible, approval will be in advance of the absence or use of sick leave hours. The employee will provide a doctor's statement on Extended Sick Leave use of three or more consecutive days. Employees will be allowed, at the discretion of the Supervisor, to access the Extended Sick Leave Bank in order to care for a sick immediate family member and/or household member requiring attention or to take them to a medical appointment. For purposes of this policy only, immediate family members will include employee's spouse and for both the employee and the employee's spouse: siblings, children, grandchildren, parents, legal guardians, and grandparents. Household members will include others living with the employee in a familial situation (foster children, step children, step parents and roommates).~~

~~Pursuant to Minnesota law, employees with children may choose to utilize Extended Sick Leave rather than another form of leave to care for their sick child. Prior approval is to be obtained whenever possible, utilizing the Leave Request Form.~~

~~Employees using excessive amounts of Extended Sick Leave Bank hours may be required to submit to a medical examination within 30 days of notification. Refusal to submit to such medical examination subjects the employee to immediate suspension or dismissal, as provided in the Disciplinary Policy. Failure to meet minimum job-related standards of physical fitness may result in termination based upon physical inability to perform the job.~~

~~Employees receiving Workers' Compensation may use Extended Sick Leave Bank hours to return to 100% of their current salary.~~

~~Any hours the employee may have in the Extended Sick Leave Bank will be forfeited at termination from the HRA.~~

Change #1: Clarify that exempt staff use paid leave in 30 minute increments, after an initial increment of not less than 4 hours. This is not a change in current practice. It is just a clarification of the current wording.

Change #2: Make the maximum carryover of 320 hours permanent. Thirty-five percent of staff who were employed by the HRA at the start of the pandemic have not been able to significantly reduce their paid leave balance to pre-pandemic levels. At this point, it does not seem like a feasible expectation for at least the next few years. And because of that, management is proposing to make the change permanent. The main reasons that certain staff have not been able to take all the paid leave they would like to is because of having to take on additional duties when other staff have been out with illness or during employee turnover; or emergency situations when the work has to take precedence such as the Empire Fire or other tenant, client, or administrative issues; or because of increased workload due to COVID-19 and new programs.

Change #3: Change the timeframe for the election from 30 days to 60 days. In practice, the form typically goes out with all the annual election forms in late October and is submitted in November.

Change #4: Change the calculation for transferring paid leave from average rate to the rate in effect on December 31. As an example, if the prior year payment were paid at the rate in effect on December 31, it would have cost the HRA an additional \$99.28. It costs significantly more to make the average rate calculation and change the pay rates for these certain hours, which is why we are proposing the change.

Change #5: Delete reference to the Emergency Sick Leave Bank. There are no employees with a balance in the Emergency Sick Leave Bank.

Frequency of Request: Once.

Related Actions: None.

Future Action: None.

TO: St. Cloud HRA Board of Commissioners

FROM: Paul Soenneker, Project Manager

DATE: October 19, 2021

SUBJECT: Approval of Contract for Carpet Replacement at Riverside Apartments

Requested Action: Approve the contract with Hennen Floor Covering in the amount of \$61,298.57 for the removal and replacement of carpet and base.

Background: The St. Cloud HRA owns & manages Riverside Apartments in St. Cloud. The existing carpeting in the common area halls, lobby areas and stairwells on all levels of the building and the arts and craft / kitchen and community room on the second level of the building are showing signs of wear and cannot be stretched to eliminate bunching / trip hazards. It has been determined that the carpet needs to be removed and replaced.

The HRA solicited proposals from four carpet companies. We received one proposal as outlined below by the due date.

Proposals

Hennen Floor Covering	\$61,298.57
208 West Main St. Box 278	
Freeport, MN 56331	

I believe the proposal we received is reasonable for the scope of work requested and therefore recommend awarding a contract to Hennen Floor Covering for the sum of \$61,298.57

Frequency of Request: Once

Related Actions: None

Future Action: None

Relationship to Goals: Goal #2 - St. Cloud HRA will promote fair housing and strive for high performance in HRA properties and housing subsidy programs.

Budget Impacts: This item will be funded through Riverside Apartments Replacement Reserve Fund which has a balance of approximately \$350,000.00

TO: St. Cloud HRA Board of Commissioners

FROM: Paul Soenneker, Project Manager

DATE: October 19, 2021

SUBJECT: Approval of Contract for Asbestos Removal for Accessibility Upgrade Project at Wilson Apartments

Requested Action: Approve the contract with Bieniek's Abatement Services, LLC in the amount of \$25,970.00 to remove asbestos flooring in 6 main floor units, ceiling texture and white tile compound in 2nd level tub rooms and pipe insulation throughout where piping is being disturbed at Wilson Apartments.

Background: Wilson Apartments are owned and managed by the St. Cloud HRA. In preparation of the upcoming Accessibility Upgrade project; the St. Cloud HRA hired Environmental Health Testing Services to sample existing building components for asbestos. Asbestos was found in black mastic under all vinyl floor tiles, tan floor tile & tan bathroom linoleum in 6 main floor apartments. Asbestos was also noted in the popcorn ceiling texture and white tile compound in the second level tub rooms. Because the walls were not opened up for the sampling; we are assuming that the existing pipe insulation also contains asbestos. The project will be completed in six stages in order to accommodate tenant relocation into a temporary unit on site.

The St. Cloud HRA solicited proposals from 3 asbestos abatement companies. We received proposals from 2 companies as outlined below.

Proposals

Bieniek's Abatement Services, LLC 5019 Bluff Rd. Big Lake, MN 55309	\$25,970.00
VCI Environmental 7094 Lake Dr. Suite 200 Lino Lakes, MN 55014	\$35,656.00

I believe the low proposal we received is reasonable for the scope of work requested and therefore recommend awarding a contract to Bieniek's Abatement Services, LLC. for the sum of \$25,970.00.

Frequency of Request: Once

Related Actions: None

Future Action: None

Relationship to Goals: Goal #2 - St. Cloud HRA will promote fair housing and strive for high performance in HRA properties and housing subsidy programs.

Budget Impacts: This item will be funded through Capital Funds.

TO: St. Cloud HRA Board of Commissioners

FROM: Paul Soenneker, Project Manager

DATE: October 19, 2021

SUBJECT: Approval of Contract for Accessibility Upgrade Project at Wilson Apartments

Requested Action: Approve the contract with Project One Construction Inc. in the amount of \$358,000.00 to complete accessibility upgrades at Wilson Apartments.

Background: Wilson Apartments are owned and managed by the St. Cloud HRA. The most recent Physical Needs Assessment that was completed on the property noted that one main level common bathroom, two second level tub rooms and six apartment units needed to be ADA compliant. Therefore the two main level common bathrooms and two second level tub rooms are being remodeled along with six apartment units. The project will be completed in five stages in order to accommodate tenant relocation into a temporary unit on site.

GLTArchitects, the architect hired by the St. Cloud HRA, solicited bids from contractors. The invitation for bids was placed on the HRA website, QuestCDN website and advertised in the St. Cloud Times. Three contractors submitted bids by the due date and time.

Bid

Huot Construction 120 Bridge Point Way Suite A South St. Paul, MN 55075	\$362,530.62
Kue Contractors, Inc. 130 Central Ave. S. Watkins, MN 55389	\$388,397.00
Project One Construction, Inc. 10375 County Rd. 8 Kimball, MN 55353	\$358,000.00

I believe the low bid we received is reasonable for the scope of work requested and therefore recommend awarding a contract to Project One Construction, Inc. for the sum of \$358,000.00.

Frequency of Request: Once

Related Actions: None

Future Action: None

Relationship to Goals: Goal #2 - St. Cloud HRA will promote fair housing and strive for high performance in HRA properties and housing subsidy programs.

Budget Impacts: This item will be funded through Capital Funds.

TO: HRA Board of Commissioners

FROM: Louise Reis, Executive Director

DATE: October 19, 2021

SUBJECT: Report on Activities

Empire Apartments: The St. Cloud HRA has entered into contracts with Schumacher Elevator for the repair of the two elevators at Empire. While one is currently in operation, the repair work will bring both elevators back to full working order. Schumacher Elevator hopes to start on the elevators within the next week. The asbestos abatement will be done by Bienick's Abatement Services. They will be starting their work on Monday, October 25th.

Housing Choice Voucher Program: During the month of September 2021, there were ten housing choice vouchers released. Three of the vouchers were voluntary releases, four were for program violations, two were for criminal activity and one voucher expired. Three were over the age of 62.

RentPayment: As of September, the HRA has fully implemented RentPayment, which allows tenants to make payments via their cell phones, computers, or kiosks at the HRA properties and main office. The HRA receives a large number of money orders monthly. One significant benefit to RentPayment is that if tenants pay through MoneyGram and give them their RentPayment number, the funds will be automatically transferred to the HRA and they no longer have to pay with a paper money order.

ADP for Payroll Processing: As of year-end, the HRA's software provider will no longer support their payroll module. The HRA is in the process of moving to ADP for payroll processing and anticipates going live with them by mid-December.

As of September 30, 2021 – 126 Port In vouchers and 33 Port Out vouchers.

CDBG Update:

For the homeowner rehab program:

- 3 in construction
- 1 waiting for materials
- 2 in closing
- 4 in pre-bid walk-through
- 7 on the waiting list

Housing Department Vacancy Report – For the Month Ending September 30, 2021

Fund: Public Housing – 291 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>9/30/21</u>
Empire	89	2.28%	6 * holding for fire repairs
Wilson	126	0.98%	0
Scattered Sites	76	0.56%	0

Fund: Section 8 New Construction – 162 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>9/30/21</u>
Germain	60	0.85%	0
Grace/NWB	102	0.71%	1

Fund: Tax Credit – 249 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>9/30/21</u>
Creeks	24	1.65%	0
Brownstones	12	1.85%	0
Swisshelm One	32	2.77%	0
Westwood One	32	2.24%	0
Swisshelm Two	32	3.16%	1
Westwood Two	32	1.84%	0
Riverside	85	3.24%	3 ** one rented 10/26

Fund: Affordable Housing – 79 Units			
		Yearly	Vacant
<u>Complex</u>	<u># of units</u>	<u>Vacancy Rate</u>	<u>9/30/21</u>
Eastwood	18	9.13%	3 *** one rented 10/1
Loehr	61	1.13%	1