

# Crosby Housing & Redevelopment Authority

300 Third Avenue N.E.  
CROSBY, MINNESOTA 56441-1642

Telephone (218) 546-5088  
FAX (218) 546-5041

## Agenda

### Crosby HRA Commissioners Meeting

**11:00 a.m.**

**Tuesday, February 13, 2018**

- 1. Call to Order**
- 2. Roll Call**
- 3. Reading and Approval of Minutes** (*Attachment 1*)
- 4. Bills and Communications**
  - a. Financial Report** (*Attachment 2*)
  - b. Housing Manager Report** (*Attachment 3*)
- 5. Unfinished Business**
- 6. New Business**
  - a. Approval of Budgets** (*Attachment 4*)
  - b. Approval of Accounts Receivable Write-Off** (*Attachment 5*)
- 7. Adjournment**  
Next Meeting: Tuesday, March 13, 2018

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# Crosby Housing & Redevelopment Authority

300 Third Avenue N.E.  
CROSBY, MINNESOTA 56441-1642

Telephone (218) 546-5088  
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## **Minutes of the January 9, 2018, Board of Commissioners Meeting**

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00 a.m., Tuesday, January 9<sup>th</sup>, 2018, at 300 3<sup>rd</sup> Avenue NE in Crosby, Minnesota.

- 1. CALL TO ORDER:** Chair Peeples called the meeting to order at 11:02 a.m.
- 2. ROLL CALL:** Present at the meeting were Commissioners Renae Marsh, William Small, Buzz Neprud, Julie McGinnis, and Linda Peeples; Housing Manager Teresa Hettver, Executive Assistant LeAnn Goltz, and Assistant Director Deanna Heglund.
- 3. PUBLIC HEARING:**
  - a. Approval of Annual Plan and Adoption of Resolution No. 2018-02:** The Crosby HRA is required to develop an Annual Plan each year between its Five-Year Agency Plan. A public hearing must be held regarding any changes to the goals, objectives, and policies of the agency prior to the approval of the Annual Plan. The Notice of Public Hearing was posted in the Crosby-Ironton Courier on November 15<sup>th</sup>, 2017.

**Commissioner Peeples opened the public hearing at 11:04 a.m.**

The Annual Plan was provided to the Board. Changes are described in Paragraph B.1(c) pertaining to Violence Against Women Act notices and Paragraph E.1, which lists current and open Capital Fund grants and also includes an updated Capital Fund Program Five-Year Action Plan. Hettver noted two corrections to the Annual Plan that was provided in the board packet:

A.1 - PHA Information: PHA Type should have been marked as a “High Performer”  
B.3 - Progress Report: Last paragraph should read, “The HRA of Crosby continues to **strive to** be rated as a high performing agency.”

Chair Peeples called for comments three times from anyone in favor of, as well as anyone speaking against the plan. No comments were made.

**Commissioner Peeples closed the public hearing at 11:10 a.m.**

**Commissioner Neprud made a motion to adopt Resolution No. 2018-02 and approve the Annual Plan. A roll call vote was taken. Commissioners Peeples, Marsh, McGinnis, Neprud, and Small voted in favor, no commissioners opposed, and the resolution was approved.**

**4. ELECTION OF VICE CHAIR:** Section 8 of the bylaws states that, "Should the office of the Chairman, Vice-Chairman or Secretary become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office."

At the December meeting, the issue was tabled to the January meeting,

**Commissioner Marsh made a motion to elect Buzz Neprud as vice chair. Commissioner Small seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved.**

**5. READING AND APPROVAL OF MINUTES FROM PREVIOUS MEETING:**

**Commissioner Small made a motion to approve the minutes from the December 12<sup>th</sup>, 2017, board meeting. Commissioner Marsh seconded the motion. All commissioners voted in favor of the motion and none were opposed. The minutes were approved.**

**6. BILLS AND COMMUNICATIONS:**

**a. Financial Report:**

**Commissioner Neprud made a motion to approve December checks numbered 116650 through 116684. Commissioner Marsh seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved.**

**b. Housing Manager Report:** Hettver reported that the Crosby HRA has once again submitted an application for the Publically Owned Housing Program (POHP) to Minnesota Housing for the Dellwood Apartments.

For December, there were no vacancies at Edgewood, Dellwood or the family units.

**7. UNFINISHED BUSINESS:** Nothing to report.

**8. NEW BUSINESS:** Nothing to report.

**9. ADJOURNMENT:**

**Commissioner Neprud made a motion to adjourn the meeting. Commissioner Marsh seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved and meeting was adjourned at 11:20 a.m.**

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Telephone (218) 546-5088  
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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: February 6, 2018  
Re: February Financial Report

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Please find attached the financial information for January 2018.

**Action Requested: Approval of January Checks numbered 116685 through 116710.**

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# Crosby Housing & Redevelopment Authority

## 2018 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan
Quick Ratio	12	QR<1 =0, QR>2 =12	12.00	12.00	0.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00

Months Expendable Net Assets	11	MENA<1.0= 0, ME >4 =11	11.00	11.00	0.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
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Debt Svc Coverage	2	DSC <1 =0, DSC>1.25 =2	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
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Total Points	<u>25</u>		25.00	25.00	2.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00
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MASS Ratios	Max Pts	Scoring
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Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00
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Tenant Accounts Receivable	5	TAR <1.5% =5 , TAR >2.5% =0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	0.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
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Total Points	<u>25</u>		16.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
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Total of Above Ratios	50		41	45	22	45	45	45	45	45	45	45
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MASS Ratios	Max Pts	Scoring
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Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
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Occupancy Rate	5	OR <93% = 0, OR >96% =5	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
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Total Points	<u>10</u>	Must have 5 points or Capital Fund Troubled	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
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**Crosby HRA  
Public Housing Operating  
January, 2018**

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	<b>Current Period</b>	<b>Current Year</b>	<b>Year To Date Budget</b>	<b>Variance</b>
<b>Income</b>				
100-000-3110.000 Dwelling Rental	-16,146.00	-161,699.00	-155,083.30	-6,615.70
100-000-3120.000 Excess Utilities	-5.00	-553.00	-650.00	97.00
100-000-3401.000 Operating Subsidy	-5,038.00	-63,951.00	-56,358.30	-7,592.70
100-000-3610.000 Interest Revenue	1.61	36.34	-45.80	82.14
100-000-3690.000 Other Income	0.00	-37.00	-1,825.00	1,788.00
100-000-3691.000 Other Tenant Revenue	-18.00	-9,851.19	-5,525.00	-4,326.19
100-000-3695.000 Laundry Revenue	-181.00	-1,665.75	-2,000.00	334.25
100-000-3699.000 POHP Grant Revenue	-124,861.25	-310,573.91	0.00	-310,573.91
<b>Total Income</b>	<b>-146,247.64</b>	<b>-548,294.51</b>	<b>-221,487.40</b>	<b>-326,807.11</b>
<b>Expense</b>				
100-000-4110.000 Administration Salaries	1,770.24	18,565.06	19,179.20	-614.14
100-000-4130.000 Legal	0.00	1,775.92	1,250.00	525.92
100-000-4140.000 Staff Training	0.00	0.00	416.70	-416.70
100-000-4150.000 Travel	8.56	399.38	533.30	-133.92
100-000-4171.000 Auditing Fees	0.00	3,000.00	3,250.00	-250.00
100-000-4190.000 Sundry-Other Admin	-14.00	292.77	166.70	126.07
100-000-4191.000 Management Fees	1,262.00	12,620.00	12,620.00	0.00
100-000-4194.000 Office Supplies	33.20	405.85	370.80	35.05
100-000-4195.000 Membership Dues	80.00	267.10	83.30	183.80
100-000-4196.000 Telephone	81.66	821.66	733.30	88.36
100-000-4198.000 Advertising	0.00	46.18	416.70	-370.52
100-000-4199.000 Postage	24.50	231.75	266.70	-34.95
100-000-4210.000 Tenant Svcs Salaries	269.28	3,358.78	3,358.30	0.48
100-000-4230.000 Tenant Services Other	41.70	358.74	341.70	17.04
100-000-4310.000 Water	962.87	8,533.57	10,650.00	-2,116.43
100-000-4315.000 Sewer	1,641.07	14,303.44	12,350.00	1,953.44
100-000-4320.000 Electricity	0.00	13,170.46	20,125.00	-6,954.54
100-000-4330.000 Gas	993.66	3,497.46	11,025.00	-7,527.54
100-000-4431.000 Garbage & Trash	478.64	5,610.73	5,833.30	-222.57
100-000-4410.000 Maintenance Labor	2,294.40	24,068.63	24,858.30	-789.67
100-000-4420.000 Materials	888.34	7,294.07	9,745.80	-2,451.73
100-000-4430.000 Contracts Costs	730.78	10,326.72	15,833.30	-5,506.58
100-000-4432.000 Decorating Contract	51.67	6,544.83	8,333.30	-1,788.47
100-000-4435.000 Grounds Contract	12.74	388.94	500.00	-111.06
100-000-4440.000 Repairs Contract	0.00	177.84	583.30	-405.46
100-000-4445.000 Elevator Maintenance	0.00	2,167.44	2,750.00	-582.56
100-000-4450.000 Plumbing/Heating	1,575.00	3,573.44	5,000.00	-1,426.56
100-000-4455.000 Snow Removal	82.40	104.80	400.00	-295.20
100-000-4456.000 Exterminating	20.00	369.00	3,041.70	-2,672.70
100-000-4457.000 Janitor/Cleaning	402.76	5,521.25	5,416.70	104.55
100-000-4510.000 Insurance	1,480.41	14,829.10	12,187.50	2,641.60
100-000-4520.000 Property Tax	603.74	5,959.94	5,483.30	476.64
100-000-4540.000 Employee Benefits	1,975.66	22,517.13	23,325.00	-807.87
100-000-4800.000 Depreciation Expense	9,997.62	99,991.44	0.00	99,991.44
<b>Total Expense</b>	<b>27,748.90</b>	<b>291,093.42</b>	<b>220,428.20</b>	<b>70,665.22</b>
<b>Net Income(-) or Loss</b>	<b>-118,498.74</b>	<b>-257,201.09</b>	<b>-1,059.20</b>	<b>-256,141.89</b>

Date: 2/5/2018  
Time: 3:47:12 PM  
roberta

**Crosby HRA  
Edgewood Operating Stmt  
January, 2018**

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	<b>Current Period</b>	<b>Current Year</b>	<b>Year To Date Budget</b>	<b>Variance</b>
<b>Income</b>				
700-000-3110.000 Dwelling Rental	-18,206.00	-174,352.00	-180,416.70	6,064.70
700-000-3120.000 Excess Utilities	-88.45	-1,795.45	-1,508.30	-287.15
700-000-3404.000 Other Government Grant	-8,280.00	-85,705.00	-84,375.00	-1,330.00
700-000-3610.000 Interest Revenue	-57.74	-19.10	-695.80	676.70
700-000-3690.000 Other Income	0.00	-37.00	-83.30	46.30
700-000-3691.000 Other Tenant Revenue	-277.93	-5,461.09	-5,845.80	384.71
700-000-3695.000 Laundry Revenue	-772.00	-6,471.25	-7,550.00	1,078.75
<b>Total Income</b>	<b>-27,682.12</b>	<b>-273,840.89</b>	<b>-280,474.90</b>	<b>6,634.01</b>
<b>Expense</b>				
700-000-4110.000 Administration Salaries	2,905.36	29,860.54	30,850.00	-989.46
700-000-4130.000 Legal	0.00	225.00	1,250.00	-1,025.00
700-000-4140.000 Staff Training	0.00	0.00	416.70	-416.70
700-000-4150.000 Travel	8.56	347.24	500.00	-152.76
700-000-4171.000 Auditing Fees	0.00	3,000.00	3,250.00	-250.00
700-000-4190.000 Sundry-Other Admin	-14.00	344.78	166.70	178.08
700-000-4191.000 Management Fees	6,238.00	62,380.00	62,380.00	0.00
700-000-4194.000 Office Supplies	33.21	481.04	391.70	89.34
700-000-4195.000 Membership Dues	80.00	267.10	83.30	183.80
700-000-4196.000 Telephone	81.68	821.79	733.30	88.49
700-000-4198.000 Advertising	0.00	0.00	416.70	-416.70
700-000-4199.000 Postage	24.50	231.75	266.70	-34.95
700-000-4210.000 Tenant Svcs Salaries	403.92	5,038.16	6,058.30	-1,020.14
700-000-4230.000 Tenant Services Other	41.70	358.73	341.70	17.03
700-000-4310.000 Water	562.07	4,694.59	6,308.30	-1,613.71
700-000-4315.000 Sewer	1,040.16	8,690.79	7,800.00	890.79
700-000-4320.000 Electricity	0.00	18,453.83	25,300.00	-6,846.17
700-000-4330.000 Gas	955.02	3,594.81	11,250.00	-7,655.19
700-000-4431.000 Garbage & Trash	135.36	1,403.23	3,333.30	-1,930.07
700-000-4410.000 Maintenance Labor	2,294.40	24,068.57	24,858.30	-789.73
700-000-4420.000 Materials	779.38	5,081.07	8,208.30	-3,127.23
700-000-4430.000 Contracts Costs	992.12	10,315.61	9,166.70	1,148.91
700-000-4432.000 Decorating Contract	51.67	8,268.30	9,583.30	-1,315.00
700-000-4435.000 Grounds Contract	19.10	533.46	500.00	33.46
700-000-4440.000 Repairs Contract	0.00	0.00	583.30	-583.30
700-000-4445.000 Elevator Maintenance	0.00	2,167.44	2,750.00	-582.56
700-000-4450.000 Plumbing/Heating	1,575.00	1,657.59	4,166.70	-2,509.11
700-000-4455.000 Snow Removal	123.60	157.20	430.00	-272.80
700-000-4456.000 Exterminating	30.00	1,410.00	2,916.70	-1,506.70
700-000-4457.000 Janitor/Cleaning	482.76	5,985.85	6,250.00	-264.15
700-000-4510.000 Insurance	1,540.67	15,431.70	14,925.00	506.70
700-000-4520.000 Property Tax	780.09	6,735.98	6,708.30	27.68
700-000-4540.000 Employee Benefits	2,230.73	26,290.40	27,524.90	-1,234.50
700-000-4800.000 Depreciation Expense	3,761.73	39,422.30	0.00	39,422.30
<b>Total Expense</b>	<b>27,156.79</b>	<b>287,718.85</b>	<b>279,668.20</b>	<b>8,050.65</b>
<b>Net Income(-) or Loss</b>	<b>-525.33</b>	<b>13,877.96</b>	<b>-806.70</b>	<b>14,684.66</b>

**Housing and Redevelopment Authority of Crosby**  
**Payment Summary Report**  
**January 2018**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
1/10/2018	63	John Schommer	\$7.49
1/10/2018	64	Karen Young	\$17.12
1/4/2018	1148	Lincoln Financial Group	\$653.54
1/4/2018	1149	Lincoln Financial Group	\$300.00
1/4/2018	1150	Electronic Federal Tax Payment System	\$1,137.16
1/4/2018	1151	Minnesota Dept Of Revenue	\$153.00
1/18/2018	1152	Lincoln Financial Group	\$653.54
1/18/2018	1153	Lincoln Financial Group	\$300.00
1/18/2018	1154	Electronic Federal Tax Payment System	\$1,144.60
1/18/2018	1155	Minnesota Dept Of Revenue	\$147.37
1/9/2018	116685	Adams Pest Control	\$50.00
1/9/2018	116686	City Of Crosby	\$4,594.57
1/9/2018	116687	Climate Makers	\$2,980.00
1/9/2018	116688	Ctc	\$477.42
1/9/2018	116689	Ctcit	\$200.00
1/9/2018	116690	Dearborn National Life Ins Co	\$32.20
1/9/2018	116691	Gravelle Plumbing & Heating	\$170.00
1/9/2018	116692	Hd Supply Facilities Maint	\$520.39
1/9/2018	116693	Holden Electric Co. Inc.	\$1,144.25
1/9/2018	116694	Jeff Banick	\$60.99
1/9/2018	116695	Judy Robinson	\$800.00
1/9/2018	116696	Majestic Creations Landscape	\$206.00
1/9/2018	116697	Midwest Machinery Co	\$31.84
1/9/2018	116698	Minnesota Energy Resources	\$1,948.68
1/9/2018	116699	Minnesota Power	\$47.00
1/9/2018	116700	Nisswa Sanitation Inc	\$225.60
1/9/2018	116701	Phada	\$160.00
1/9/2018	116702	Sherwin-Williams	\$103.34
1/9/2018	116703	Timber Building Supply	\$93.92
1/9/2018	116704	Verizon Wireless	\$79.49
1/9/2018	116705	Visa-Unity	\$1,210.13
1/9/2018	116706	Lincoln Financial Group	\$52.33
1/9/2018	116707	Visa-Unity	\$48.42
1/18/2018	116708	Voided Check	\$0.00
1/18/2018	116709	Lincoln Financial Group	\$52.33
1/29/2018	116710	Baratto Brothers Construction, Inc.	\$124,861.25
		<b>Report Total</b>	<b>\$144,663.97</b>

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# Crosby Housing & Redevelopment Authority

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CROSBY, MINNESOTA 56441-1642

Telephone (218) 546-5088  
FAX (218) 546-5041

To: Crosby HRA Board Members  
From: Teresa Hettver, Housing Manager  
Date: February 6, 2018  
Re: Housing Manager Report

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Commissioners from the Brainerd HRA Board attended commissioner training at the NAHRO conference in May. At the training, they were provided with a list of policies that every housing authority is required to have in place. Brainerd is in the process of updating policies and as they do, I will also be drafting them to fit the Crosby HRA. The policies will then be presented to the Board for approval. I have attached a list of the policies, plans, and procedures that are required.

### **January Vacancies**

Edgewood – 1  
Dellwood – 3  
Family Units – 0

### **No Action Requested; Discussion Items**

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## HRA Policies, Plans and Procedures

<b>Policies, Plans and Procedures</b>
*Yellow highlighted = need policy.
<b>Administrative</b>
5-Year and Annual PHA Plans
Annual PHA Plans
Criminal Records Management
Drug Free Workplace
Ethics Policy
EIV Security Policy
Equal Housing Opportunity
Fraud Policy - Employee
Freedom of Information Act
Handicap Modification/Section 504
Information Request
Minority Business Enterprise Policy
Natural Disaster Response Policy /Plan
Record Retention Policy
Section 3 Policy
Tax Forfeited Property Policy
<b>Public Housing</b>
Admission & Continued Occupancy Policy (ACOP)
File Access Internal Controls Policy and Procedures
Fraud - Tenant
Pet Ownership Policy
Rent Payment Policy
Resident Initiatives Policy
<b>Financial</b>
Accounts Receivable Write Off
Accounting System Policy and Procedures
Acquiring Insurance Policy
Asset Management Inventory Policy
Capitalization Policy
Cash Management
Check Signing Policy
Compliance Asset Management Policy
Credit Card Policy
Disposition of Property
e-LOCCS Policy (Electronic Line of Credit Control System)
Fund Balance
Funds Transfer
Internal Control Policy
Investment Policy
Petty Cash Policy
Post Issuance Bond Policy

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# Crosby Housing & Redevelopment Authority

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CROSBY, MINNESOTA 56441-1642

Telephone (218) 546-5088  
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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: February 6, 2018  
Re: Approval of Budgets

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The 2019 budgets are attached for Public Housing and Edgewood.

## **Overview**

- Most line items were budgeted on a three-year average unless more accurate information was available.
- Vacancy Loss is calculated at 2% for Public Housing and 2.25% for Edgewood.
- Budget reflects a 2% wage increase for all existing employees.
- Administrative Salaries reflect two-month overlap for DD's replacement for training.
- Employee Benefits decreased due to employee opt-out election.
- Travel increased due to increased oversight from Teresa for DD's replacement.
- Training increased due to training for DD's replacement.
- Legal expenses are primarily for tenant-related issues.
- Office Supplies increased due to purchase of computer.
- Maintenance Labor increased due to creation of caretaker position.

## **Public Housing**

- Operating Subsidy proration estimated at 90%.
- Other Tenant Charges – Based on three-year average.
- Management Fee Expense – allocated approximately 30% of the management fee to the Brainerd HRA.
- Salaries and Benefits – Administrative and Tenant Services allocated at 40% and Maintenance allocated at 50%.
- Decorating – Based on two-year average.

### **January 2018 Operating Fund Balance: \$106,445**

## **Edgewood**

- Management Fee Expense – allocated approximately 70% of the management fee to the Brainerd HRA.
- Salaries and Benefits – Administrative and Tenant Services allocated at 60% and Maintenance allocated at 50%.
- Decorating – Based on two-year average.
- Resident Services Salaries decreased due to elimination of head tenant position.

### **January 2018 Operating Fund Balance: \$922,881**

HUD requires the submission of a board resolution approving the Public Housing Budget prior to year-end. Resolution 2018-03 is attached.

**Action Requested: Adopt the 2019 Public Housing Budget by approving Resolution 2018-03 PHA Board Resolution Approving Operating Budget. Adopt the 2019 Edgewood Budget.**

## 2019 Public Housing Comparative Operating Budget

Updated 1/30/2018

FDS Line #	Account Title	2018 Budget	2019 Budget	Difference	% Difference
<b>Operating Income:</b>					
703	Gross Potential Rent	189,882	201,118	11,236	6%
	Less: Vacancy Loss	(3,782)	(4,018)	(236)	6%
	Net Dwelling Rent	186,100	197,100	11,000	6%
706	HUD Operating Grant Income	76,852	74,430	(2,422)	-3%
	Less: Proration Amount	(9,222)	(7,440)	1,782	-19%
	Net Operating Grant Income	67,630	66,990	(640)	-1%
704	Other Tenant Charges	6,630	9,650	3,020	46%
704	Excess Utilities	780	720	(60)	-8%
711	Interest Income	55	0	(55)	-100%
715	Other Income	4,590	4,300	(290)	-6%
<b>Total Operating Income</b>		<b>265,785</b>	<b>278,760</b>	<b>12,975</b>	<b>5%</b>
<b>Operating Expenditures:</b>					
<b>Administrative</b>					
911	Salaries	23,015	24,250	1,235	5%
915	Employee Benefits	9,140	6,790	(2,350)	-26%
916	Travel	640	870	230	36%
916	Staff Training	500	600	100	20%
912	Audit Cost	3,250	3,250	0	0%
916	Legal	1,500	2,500	1,000	67%
916	Telephone	880	990	110	13%
916	Office Supplies	445	850	405	91%
	Management Fee	15,145	26,000	10,855	72%
916	Other Administrative Costs	1,120	1,010	(110)	-10%
<b>Total Administrative</b>		<b>55,635</b>	<b>67,110</b>	<b>11,475</b>	<b>21%</b>
<b>Maintenance</b>					
941	Labor	29,830	34,155	4,325	14%
945	Employee Benefits	18,540	20,890	2,350	13%
942	Maintenance Materials	11,695	9,600	(2,095)	-18%
943	Maintenance Contract:				
	Contract Costs	19,000	17,000	(2,000)	-11%
	Snow Removal	800	1,400	600	75%
	Grounds	600	500	(100)	-17%
	Janitor	6,500	6,800	300	5%
943	Garbage	7,000	7,900	900	13%
943	Plumbing	6,000	5,000	(1,000)	-17%
943	Elevator	3,300	2,940	(360)	-11%
943	Decorating	10,000	7,300	(2,700)	-27%
943	Exterminating	3,650	1,240	(2,410)	-66%
943	Repairs	700	250	(450)	-64%
<b>Total Maintenance</b>		<b>117,615</b>	<b>114,975</b>	<b>(2,640)</b>	<b>-2%</b>

FDS Line #	Account Title	2018 Budget	2019 Budget	Difference	% Difference
<b>Utilities</b>					
931	Water	12,780	11,450	(1,330)	-10%
932	Electricity	24,150	21,820	(2,330)	-10%
933	Gas	13,230	9,380	(3,850)	-29%
936	Sewer	14,820	18,000	3,180	21%
<b>Total Utilities</b>		64,980	60,650	(4,330)	-7%
<b>Tenant Services</b>					
921	Resident Services Salaries	4,030	4,110	80	2%
923	Employee Benefits	310	315	5	2%
924	Ten Svcs - Con Costs Train, Other 4230	410	195	(215)	-52%
<b>Total Tenant Services</b>		4,750	4,620	(130)	-3%
<b>General Expenses</b>					
961	Insurance				
961.1	Property	9,390	11,450	2,060	22%
961.2	General Liability	1,980	2,840	860	43%
961.5	Worker's Comp	1,680	1,920	240	14%
961.6	D & O and Auto	1,575	2,120	545	35%
963	Payments in Lieu of Taxes	6,580	6,682	102	2%
966	Collection Losses	1,600	6,000	4,400	275%
<b>Total General Expenses</b>		22,805	31,012	8,207	36%
<b>Total Operating Expenditures</b>		265,785	278,367	12,582	5%
<b>Cash Flow from Operations</b>		0	393	393	
<b>Other Financial Items</b>					
Bond Payment					
Transfer of Operations (BLI Acct. 1406)					
706.1	HUD Grants-Capital Contributions		60,000	60,000	
Debt Service Payment-CFFP					
Capital Expenditures			(60,000)	(60,000)	
<b>Total Other Financial Items</b>		0	0	0	
<b>Net Cash Flow</b>		0	393	393	

## 2019 Edgewood Comparative Operating Budget

Updated 1/30/2018

FDS Line #	Account Title	2018 Budget	2019 Budget	Difference	% Difference
<b>Operating Income:</b>					
703	Gross Potential Rent	220,871	218,005	(2,866)	-1%
	Less: Vacancy Loss	(4,371)	(4,905)	(534)	12%
	Net Dwelling Rent	216,500	213,100	(3,400)	-2%
	HAP Subsidy	101,250	102,350	1,100	1%
704	Other Tenant Charges	7,015	7,000	(15)	0%
704	Excess Utilities	1,810	1,760	(50)	-3%
711	Interest Income	835	0	(835)	-100%
715	Other Income	9,160	8,610	(550)	-6%
<b>Total Operating Income</b>		<b>336,570</b>	<b>332,820</b>	<b>(3,750)</b>	<b>-1%</b>
<b>Operating Expenditures:</b>					
<b>Administrative</b>					
911	Salaries	37,020	39,125	2,105	6%
915	Employee Benefits	13,890	10,390	(3,500)	-25%
916	Travel	600	810	210	35%
916	Staff Training	500	900	400	80%
912	Audit Cost	3,250	3,250	0	0%
916	Legal	1,500	500	(1,000)	-67%
916	Telephone	880	990	110	13%
916	Office Supplies	470	875	405	86%
	Management Fee	74,855	64,000	(10,855)	-15%
916	Other Administrative Costs	1,120	1,300	180	16%
<b>Total Administrative</b>		<b>134,085</b>	<b>122,140</b>	<b>(11,945)</b>	<b>-9%</b>
<b>Maintenance</b>					
941	Labor	29,830	36,020	6,190	21%
945	Employee Benefits	18,540	21,035	2,495	13%
942	Maintenance Materials	9,850	8,600	(1,250)	-13%
943	Maintenance Contract:				
	Contract Costs	11,000	13,000	2,000	18%
	Snow Removal	860	2,070	1,210	141%
	Grounds	600	600	0	0%
	Janitor	7,500	8,200	700	9%
943	Garbage	4,000	2,000	(2,000)	-50%
943	Plumbing	5,000	5,000	0	0%
943	Elevator	3,300	2,940	(360)	-11%
943	Decorating	11,500	9,600	(1,900)	-17%
943	Exterminating	3,500	1,500	(2,000)	-57%
943	Repairs	700	150	(550)	-79%
<b>Total Maintenance</b>		<b>106,180</b>	<b>110,715</b>	<b>4,535</b>	<b>4%</b>

FDS Line #	Account Title	2018 Budget	2019 Budget	Difference	% Difference
<b>Utilities</b>					
931	Water	7,570	6,230	(1,340)	-18%
932	Electricity	30,360	28,100	(2,260)	-7%
933	Gas	13,500	11,020	(2,480)	-18%
936	Sewer	9,360	12,625	3,265	35%
<b>Total Utilities</b>		60,790	57,975	(2,815)	-5%
 <b>Tenant Services</b>					
921	Resident Services Salaries	7,270	6,165	(1,105)	-15%
923	Employee Benefits	600	475	(125)	-21%
924	Ten Svcs - Recreation, Pubs, Other 4220	410	195	(215)	-52%
<b>Total Tenant Services</b>		8,280	6,835	(1,445)	-17%
 <b>General Expenses</b>					
961	Insurance				
961.1	Property	12,680	13,485	805	6%
961.2	General Liability	1,975	2,335	360	18%
961.5	Worker's Comp	1,680	1,920	240	14%
961.6	D & O and Auto	1,575	1,465	(110)	-7%
963	Payments in Lieu of Taxes	8,050	7,848	(202)	-3%
966	Collection Losses	1,275	200	(1,075)	-84%
<b>Total General Expenses</b>		27,235	27,253	18	0%
<b>Total Operating Expenditures</b>		336,570	324,918	(11,652)	-3%
<b>Cash Flow from Operations</b>		(0)	7,902	7,902	
 <b>Other Financial Items</b>					
Bond Payment					
Transfer of Operations (BLI Acct. 1406)					
706.1	HUD Grants-Capital Contributions				
Debt Service Payment-CFFP					
Capital Expenditures					
<b>Total Other Financial Items</b>		0	0	0	
<b>Net Cash Flow</b>		(0)	7,902	7,902	

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. 07/31/2019)

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: Crosby Housing Authority

PHA Code: MN082

PHA Fiscal Year Beginning: April 1, 2018

Board Resolution Number: 2018-03

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: 02/13/2018

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: <b>Linda Peeples</b>	Signature:	Date: <b>02/13/2018</b>
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# Crosby Housing & Redevelopment Authority

300 Third Avenue N.E.  
CROSBY, MINNESOTA 56441-1642

Telephone (218) 546-5088  
FAX (218) 546-5041

To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: February 6, 2018  
Re: Approval of Accounts Receivable Write-Off

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Per Crosby HRA policy, when an account remains unpaid for 90 days following the tenant's move-out date with no repayment activity, the finance director shall obtain approval from the board of commissioners to write off those accounts. As such, we are requesting the approval to write off all balances outstanding at 3/31/2018 in Accounts Receivable that remain unpaid 90 days following the tenant's move-out date.

When feasible, these balances will be filed with the State of Minnesota for collection through the Revenue Recapture process. This process allows housing authorities to collect outstanding balances through any state return that the tenant is entitled.

**Action Requested: Approve the write-off of uncollectible Accounts Receivable for 2018.**

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