

**CITY OF PLYMOUTH  
AGENDA  
Housing and Redevelopment Authority  
September 24, 2020, 7:00 PM  
City Hall**

1. **CALL TO ORDER**
2. **PUBLIC FORUM**
3. **APPROVE AGENDA**
4. **CONSENT AGENDA**—*These items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*
  - 4A Approve proposed August 27, 2020 minutes
  - 4B Plymouth Town Square. Accept monthly housing reports
  - 4C Vicksburg Crossing. Accept monthly housing reports
5. **NEW BUSINESS**
  - 5A Strategic Plan. Review and discuss HRA’s strengths, weaknesses, opportunities, and threats (SWOT)
  - 5B HRA Budgets. Review and approve the 2021 budget
  - 5C HRA Accessible Home Program – Consider purchase of 3315 Garland Lane N
6. **UPDATES**
7. **ADJOURNMENT**

**Instructions to participate in virtual HRA Meeting**

HRA meetings will be conducted virtually (via Zoom webinar/conference call) due to the state of local emergency for the COVID 19 pandemic. The chair, commissioners, and staff will participate in this meeting via telephone/video conference. The meeting will be live-streamed online via Zoom.

**Public Comments**

Written comments: Comments may be submitted for inclusion in the HRA packet by emailing Community Development Coordinator Matt Lupini at [mlupini@plymouthmn.gov](mailto:mlupini@plymouthmn.gov). You may also request that comments of up to one page be read into the record by the Community Development Coordinator.

Speaking during the meeting: The public may address the HRA regarding an item on the agenda via Zoom conferencing service at no cost. Those who wish to speak must register online via Zoom and indicate that they wish to provide public comment on an agenda item. Register via Zoom at:

[https://us02web.zoom.us/webinar/register/WN\\_bT03OKyZQyKT6l-A5UZnLw](https://us02web.zoom.us/webinar/register/WN_bT03OKyZQyKT6l-A5UZnLw)

**DRAFT MINUTES**  
**PLYMOUTH HOUSING AND REDEVELOPMENT AUTHORITY**  
**August 27, 2020**

4A

**MEMBERS PRESENT:** Chair Michelle Soderberg, Commissioners, Robert Huddleston, and Aqueelah Whitfield.

**ABSENT:** Commissioners Jeff Kulaszewicz and Lucas Larson

**STAFF PRESENT:** HRA Executive Director Steve Juetten, HRA Manager Jim Barnes, Community Development Coordinator Matt Lupini, Support Services Manager Denise Whalen, and Permit Technician Michelle Bast.

**OTHERS PRESENT:** Council Member Jim Davis, Cathy Capone Bennett of Bennett Community Consulting, and Barbara Zadeh of Mobarta Homes, LLC

**1. CALL TO ORDER**

Chair Soderberg called the Plymouth Housing and Redevelopment Authority meeting to order at 7:05 p.m.

**2. PUBLIC FORUM**

Chair Soderberg opened and closed the Public Forum as there was no one present to speak.

**3. APPROVE AGENDA**

**MOTION** by Commissioner Huddleston, seconded by Commissioner Whitfield, to approve the Agenda. **Roll Call Vote.** 3 Ayes. (Chair Soderberg, Commissioners Huddleston and Whitfield). **MOTION** passed unanimously.

**4. CONSENT AGENDA**

**4A.** Approve proposed June 25, 2020 minutes

**4B.** Plymouth Towne Square. Accept monthly housing reports

**4C.** Vicksburg Crossing. Accept monthly housing reports

**MOTION** by Commissioner Huddleston, seconded by Commissioner Whitfield, to approve the Consent Agenda. **Roll Call Vote.** 3 Ayes. (Chair Soderberg, Commissioners Huddleston and Whitfield). **MOTION** passed unanimously.

**5. CONSENT**

- 5A.** Tax Increment Financing District 1-3. Approve removal of Outlot "C" from Declaration of Restrictive Covenants.

HRA Manager Jim Barnes stated this item should have been placed on the Consent Agenda as Item 4D.

**MOTION** by Commissioner Huddleston, seconded by Commissioner Whitfield, to approve the removal of Outlot "C" from Declaration of Restrictive Covenants. **Roll Call Vote.** 3 Ayes. (Chair Soderberg, Commissioners Huddleston and Whitfield). **MOTION** passed unanimously.

**6. PUBLIC HEARING**

- 6A.** Community Development Block Grant. Approve the 2019 Annual Performance and Evaluation Report (CAPER).

Community Development Coordinator Lupini provided an overview of the staff report.

Chair Soderberg opened and closed the public hearing as there was no one present to speak on the issue.

**MOTION** by Commissioner Huddleston, seconded by Chair Soderberg, to approve the 2019 Annual Performance and Evaluation Report (CAPER). **Roll Call Vote.** 3 Ayes. (Chair Soderberg, Commissioners Huddleston and Whitfield). **MOTION** passed unanimously.

**7. NEW BUSINESS**

- 7A.** Consider purchase agreement and other expenditures for the property located at the northeast quadrant of Fernbrook Lane and Rockford Road.

Community Development Coordinator Lupini provided an overview of the staff report.

Barbara Zadeh, from Mobarta Homes LLC introduced herself and provided some background of the property. She stated she agreed to the price since the property would be developed for veteran housing in partnership with the organization Beyond the Yellow Ribbon (BTYR).

Chair Soderberg expressed appreciation regarding the willingness to sell this property to the HRA and also that the HRA is excited about opportunity

HRA Manager Jim Barnes stated the HRA will have 60 days to conduct due diligence and if all proceeds as expected the closing will occur at that time. He stated it has been a pleasure to work

with Ms. Zadeh as well as to partner with an organization that assists veterans and with our funding partners.

**MOTION** by Commissioner Huddleston, seconded by Commissioner Whitfield, to approve the purchase agreement and other expenditures for the property located at the northeast quadrant of Fernbrook Lane and Rockford Road. **Roll Call Vote. 3 Ayes.** (Chair Soderberg, Commissioners Huddleston and Whitfield). **MOTION** passed unanimously.

**7B.** Strategic Plan. Review and discuss HRA's strengths, weakness, opportunities, and threats (SWOT).

Ms. Bennett provided an update to the HRA Board on the progress of the HRA Strategic Plan. She explained that the SWOT analysis, which the Board would be discussing this evening, is a tool used to help understand where you are and where you want to go as an organization. This method identifies strengths and weakness, which are internal factors that are controllable. It then determines opportunities and threats, which are external factors that cannot be controlled. She defined opportunities as grants or potential developments, and threats as financial resources, market impacts, and political situations. She also said she would be going through all sections of the SWOT analysis at the joint meeting with City Council, and asked for clarification on the date of that meeting.

HRA Manager Barnes replied that the joint Council/HRA meeting is scheduled for October 22<sup>nd</sup> at 5:00 p.m.

Ms. Bennett said at that meeting she will present the goals and strategies of the HRA to the Council. She then began the SWOT analysis process, beginning with the commissioners listing the known strengths.

Chair Soderberg began by saying Plymouth is a relatively wealthy suburb with positive financial ability. She also said the HRA board and staff are motivated to take action. She said the HRA may have had a few years of less activity than they would have liked, but are now looking to take more action and positively affect the community. She finally said there is a good track record with the HRA-owned senior housing buildings.

Commissioner Huddleston said in addition to a motivated staff, it is beneficial that staff has a lot of relevant experience. In addition, he stated that staffs' familiarity with the geography of Plymouth is a strong asset.

Commissioner Whitfield added the HRA has been welcoming and has shown itself to be inclusive of an increasingly diverse population.

Ms. Bennett read the response from Commissioner Larson. His response stated that a strength is the Board's decision-making ability, specifically in informing the council about ways to engage community members and make a difference.

Ms. Bennett inquired if there are any other strengths anyone could think of. She stated the commitment of the HRA to Plymouth is a strength as well. She then said weakness are sometimes harder to think of, and asked the commissioners what kind of internal weaknesses they think the HRA has.

Chair Soderberg said a weakness she sees is the invisibility of housing issues in our community. She stated that it is easy to see the nice housing and not anything else. She continued by saying some of our housing issues get lost and that there is also a labeling of affordable housing as not being desirable in our community.

Ms. Bennett requested clarification as to whether the labeling is an internal weakness or a threat.

Chair Soderberg replied that it is more of a threat. She added that as a body the HRA has inertia, but also a feeling that Council does not have a strong opinion on what over the HRA should be doing.

Commissioner Huddleston said a weakness he sees relates to many years of fiscal conservativeness. He has the impression that both Council and the community feel the HRA can do anything it wants as long as it does not spend any money.

Ms. Bennett asserted that she would label the feeling of fiscal conservativeness as a threat because it makes the HRA unable to do its work.

Commissioner Huddleston agreed, and said a weakness may be an unwillingness to stand up for one's beliefs.

Ms. Bennett asked whether an inability to lead is similar to Commissioner Huddleston's point.

Commissioner Huddleston said yes that is concise.

Commissioner Whitfield said she has only been on the board a short time, but she agrees with Chair Soderberg that the HRA has not been able to fully do their part. She added that making Plymouth in and of itself more diverse does not mean it will necessarily make the City more inclusive.

Ms. Bennett asked if the programs and the people the Board serves are diverse.

Commissioner Whitfield answered yes.

Ms. Bennett asked if residents that the HRA programs serve lack diversity.

Commissioner Whitfield replied that she feels families of low income are welcomed into certain areas of Plymouth.

Commissioner Huddleston asked if it is fair to ask the HRA Manager for strengths and weaknesses at this point, as he has two decades of experience.

Ms. Bennett said staff could share their input related to strengths and weaknesses. She then asked Council Member Davis for his analysis.

Council Member Davis said he does not really have input related to strengths and weaknesses as he has served as the liaison for only a couple months. He said he is impressed by staffs' support. He asked whether the Board is providing services for what the community wants or are we acting on what we think they need.

Ms. Bennett replied that perhaps the HRA is not meeting the needs of the community because they do not know what those needs are. She read Commissioner Larson's response related to weaknesses of the HRA. He stated there is inexperience on the board related to real estate development and economics. He also wrote that not many residents are aware of the HRA and its purpose, as well as the decisions it makes for the community.

Chair Soderberg requested Commissioner Larson's statement be read again.

Ms. Bennett summarized Commissioner Larson's statement as the HRA may be insulated from accountability, which could be a weakness. She reiterated she is paraphrasing Commissioner Larson's statement. She asked HRA Manager Barnes to comment.

HRA Manager Barnes stated he would contact Commissioner Larson to clarify his comments.

Ms. Bennett stated that the two biggest weakness for the HRA as she has heard from the Board is that its members are not as educated as it could be in regards to real estate and economics and also that many residents are not aware of the function of the HRA board. She asked if all the commissioners agree.

Commissioner Huddleston agreed with the second statement, but stated that HRA members do have a depth of knowledge in real estate.

Chair Soderberg stated that she believes the HRA has more strengths than we are giving ourselves credit for.

Mrs. Bennett inquired if there were any other comments or questions before moving on to opportunities and threats. She reminded the board that the opportunities are defined as external factors they are not taking advantage of. Threats are external items that the HRA has no control over. Both opportunities and threats could be trends in the community, as well as current economic conditions.

Chair Soderberg said there is opportunity associated with an increased awareness across the state about housing. This is because people are starting to see homelessness and understand it more, as well as how housing impacts people in other ways. She said another opportunity might be funding from COVID-related programs

Ms. Bennett asked what actions the Board wants to see the HRA take in next five years.

Commissioner Huddleston said that getting the community to better understand what the HRA has to offer is a goal. He said he could be off base, but there are a lot of programs and dollars to figure out; and he's not sure that as many are aware of what goes on with the HRA.

Ms. Bennett clarified if "looking for ways to educate" encapsulates Commissioner Huddleston's points.

Commissioner Huddleston said yes, like marketing programs.

Commissioner Whitfield said she agrees with Chair Soderberg and Commissioner Huddleston. She said it is important to get information about the HRA's programs out to the public to get them more involved in what the HRA does. Additionally, funding from the federal government is especially available now to help. Finally, she reemphasized that people know how serious homelessness is for individuals and families.

Ms. Bennett asked if the HRA is interested in redevelopment.

Commissioner Whitfield responded that would be something to follow through with. She is not sure how many old buildings or warehouses there are to be redeveloped and that people are holding on to. She also said it is important to look at the costs because it takes a lot of different sources of funding for redevelopment.

Ms. Bennett inquired if the commissioners agreed.

Chair Soderberg said the City has identified a number of properties for redevelopment. In western Plymouth, there is more housing, which provides some opportunities. In eastern Plymouth, there is a chance to do some good with the Four Seasons mall project being a good example. She stated that the HRA's senior housing is popular and that there are over 90 people on the waiting lists for both buildings.

Ms. Bennett suggested that an opportunity may be the HRA-provided senior housing.

Chair Soderberg clarified the HRA should be looking for more affordable housing in general, as senior housing with amenities seems to be doing well.

Ms. Bennett summarized Commissioner Larson's opportunities submission. He wrote that opportunities include having the ability to inform the Council about how to be more attractive to

developers, as well as educating residents and developers about additional options. He said educating the HRA on finance, economics and real estate would be opportunities to pursue.

Ms. Bennett stated it seems that many of the stated opportunities revolve around education. It is an external factor to educate the general public on these topics so that the public understands why the HRA is participating in a development. Ms. Bennett stated that once the public and stakeholders have a chance to provide input into the strategic plan process, it will be important to add additional opportunities to the SWOT analysis.

Commissioner Huddleston said another opportunity might be to look at other cities' approach to developers where there is a benefit to affordable housing. An example is Bloomington; there is a policy that could start with HRA and then be presented to the City Council for consideration.

Ms. Bennett asked if it is inclusionary housing policies or are they requesting affordability.

Commissioner Huddleston replied the model is that the city requires the developer to include a certain percentage of affordable housing in any project that receives public assistance.

HRA Manager Barnes added there are inclusionary housing policies in communities across the metro area. Bloomington has taken the position to have a policy that provides some flexibility in the way developments can include affordable housing in their project.

Ms. Bennett asked Councilmember Davis if there were any opportunities he foresaw for the HRA over the next five years.

Councilmember Davis replied that what was said is sufficient.

Ms. Bennett summarized what was previously said in regards to threats faced by the HRA Board. She asked Commissioner Whitfield if she agrees that her earlier point related to a lack of diversity could be perceived as a threat.

Commissioner Whitfield replied it is somewhat of a threat. She stated that she has only lived in Plymouth for a couple years; and is beginning to see where and how diversity is coming about. There was a time when Plymouth was not diverse, and that an increasingly diverse population will bring a lot of different momentums to Plymouth. Also, having different businesses take interest in Plymouth will be advantageous.

Ms. Bennett said the increase in diversity of housing and business is also an opportunity. The other threat she heard mentioned was the fiscally conservative attitude of the community. She noted both Commissioners Huddleston and Larson said running out of dollars to spend could be a threat.

Chair Soderberg said the high cost of land makes everything the HRA does a struggle, and that the invisibility of many housing issues in Plymouth is a threat. There is a widespread belief in

affordable housing, but many residents do not want that type of housing in their neighborhood. She said there is a perceived notion that workforce housing is detrimental to property values.

Ms. Bennett asked Commissioner Huddleston if there are other threats that affect the HRA's ability to do their work, and whether fiscal conservatism is one of them.

Commissioner Huddleston replied that the old school fiscally conservative attitude is a threat to the HRA's ability to do their job.

Ms. Bennett asked if demographics are a threat or opportunity. She also asked about senior housing and younger people leaving the community, and whether those items are threats or opportunities.

Chair Soderberg responded she has lived here for 31 years. She said that when she moved to Plymouth there was a huge building frenzy of single-family homes and she was a part of that. However, now that her kids are grown she is wondering how to transition. She said that when she looks at her kids she knows they want some sort of entertainment in their community, which Plymouth is lacking. She noted the difficulty of attracting people, especially younger generations, to Plymouth. She also stated that the COVID pandemic has an impact on everything and said it will be important to determine if the current environment is the new normal.

Ms. Bennett asked Councilmember Davis if there are any threats he can think of.

Councilmember Davis replied he thought the biggest threat is the council's reluctance to fund the HRA in what they want to do. He said the HRA is stuck in an annual two percent increase, and that there is a lot of talk about housing needs without any increase in funding.

Ms. Bennett concluded by stating the SWOT analysis will be reviewed before sending results to the council.

HRA Manager Barnes directed the commissioners and Council Member Davis to continue to keep thinking and writing down ideas. He asked the Board to send those ideas to staff before the September meeting. At that meeting we will also finalize what the HRA wants to bring to council.

Commissioner Huddleston asked if there will be input from the community for the HRA commissioners to consider before meeting with the Council.

HRA Manager Barnes said they are working with Flash Vote to get questions formatted and out to the public before September so stakeholders and the community can provide input.

Ms. Bennett said she will be in contact with agencies such as PRISM and Interfaith Outreach as well as the school districts and the HRA.

Chair Soderberg asked how staff input will be incorporated into the process.

HRA Manager Barnes answered that staff input will not be a part of this strategic plan process. At this point, staff is hoping for direction and information to come from the HRA Board and others participating in the process. As the strategic plan is formulated, staff will provide input as it relates to historic HRA actions, specifically what actions have worked and which have not.

Chair Soderberg asked if there are any other thoughts on the Strategic Plan. She asked HRA Manager Barnes to provide updates of ongoing projects.

## **8. UPDATES**

CDBG and COVID related funding  
Cranberry Ridge project  
Element project  
Four Seasons Mall project  
HRA Senior Buildings  
Windows for Vicksburg Crossing

## **9. ADJOURNMENT**

**MOTION** by Chair Soderberg, with no objection, to adjourn the meeting at 8:07 p.m.

AB

# Balance Sheet

## PLYMOUTH TOWNE SQUARE

As Of August 31, 2020

	Ending Balance	Total
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
US BANK OPER ACCT	90,638	
US BANK SEC DEP ACCT	66,515	
INVESTMENTS - WORKING CAPITAL FUND	752,734	
INVESTMENTS - NEW DEBT SERVICE	240,556	
ACCOUNTS REC-TENANTS	(288)	
DUE FROM CITY OF PLYMOUTH	133,333	
INTEREST RECEIVABLE	834	
PREPAID PROPERTY INSURANCE	28,085	
PREPAID WORKERS COMP INSUR	137	
PREPAID OTHER	5,422	
<b>TOTAL CURRENT ASSETS</b>		<b>1,317,966</b>
<b>FIXED ASSETS</b>		
LAND	459,247	
SITE IMPROVEMENTS	205,947	
BUILDING	5,767,619	
BUILDING IMPROVEMENTS	1,092,290	
FURN, FIXT & EQUIP-GENERAL	448,327	
FURNITURE & FIXTURES - HOUSEKEEPING	8,696	
COMPUTERS/OFFICE EQUIPMENT	13,060	
ACCUMULATED DEPRECIATION	(4,601,966)	
<b>TOTAL FIXED ASSETS</b>		<b>3,393,220</b>
<b>NON-CURRENT ASSETS</b>		
<b>TOTAL ASSETS</b>		<b>4,711,186</b>

# Balance Sheet

## PLYMOUTH TOWNE SQUARE

As Of August 31, 2020

	Ending Balance	Total
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
ACCOUNTS PAYABLE-TRADE	9,198	
ACCRUED PAYROLL	5,174	
ACCRUED COMPENSATED BALANCES	488	
ACCRUED INTEREST	16,409	
ACCRUED REAL ESTATE TAXES	23,481	
BONDS PAYABLE-SERIES 2011A ST	305,000	
<b>TOTAL CURRENT LIABILITIES</b>		<b>359,750</b>
<b>LONG-TERM LIABILITIES</b>		
SECURITY DEPOSITS	64,283	
BONDS PAYABLE - SERIES 2011A LT	980,000	
BOND PREMIUM	19,479	
		<b>1,063,761</b>
<b>TOTAL LIABILITIES</b>		<b>1,423,511</b>
<b>EQUITY</b>		
RETAINED EARNINGS RSRVD FOR DS	140,561	
RETAINED EARNINGS	810,011	
NET INVESTMENT IN CAPITAL ASSETS	2,215,989	
<b>TOTAL EQUITY</b>		<b>3,166,562</b>
<b>CURRENT YEAR INCOME/(LOSS)</b>		<b>121,113</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b>4,711,186</b>

# Profit and Loss Variance

## PLYMOUTH TOWNE SQUARE

Through August 31, 2020

	MTD Actual	Budget	Var.	YTD Actual	Budget	Var.	Year Budget
<b>INCOME</b>							
APARTMENT RENTAL REVENUE	57,175	57,888	(713)	474,709	463,104	11,605	694,656
HRA INDIVIDUAL	14,583	14,583	0	116,664	116,664	0	175,000
GARAGE RENT	3,150	3,250	(100)	25,425	26,000	(575)	39,000
GUEST ROOM REVENUE	0	130	(130)	325	1,040	(715)	1,560
LAUNDRY REVENUE	0	950	(950)	2,945	7,600	(4,655)	11,400
APPLICATION FEE REVENUE	105	35	70	175	420	(245)	630
TRANSFER FEE REVENUE	0	0	0	500	500	0	500
INVESTMENT INCOME	418	417	1	23,817	3,336	20,481	5,000
CONTRIBUTED CAPITAL REVENUE	0	7,104	(7,104)	0	56,832	(56,832)	85,250
MISCELLANEOUS REVENUE	60	100	(40)	483	800	(317)	1,200
<b>TOTAL INCOME</b>	<b>75,491</b>	<b>84,457</b>	<b>(8,966)</b>	<b>645,042</b>	<b>676,296</b>	<b>(31,254)</b>	<b>1,014,196</b>
<b>EXPENSES</b>							
<b>ADMINISTRATION</b>							
MANAGER SALARIES/WAGES	5,025	4,917	(108)	39,433	39,336	(97)	59,000
PAYROLL TAXES	468	929	461	4,811	7,426	2,615	11,142
HEALTH INSURANCE	1,441	1,187	(254)	11,396	9,496	(1,900)	14,243
WORKERS COMP INSURANCE	119	180	61	1,011	1,440	429	2,160
MAINTENANCE SALARIES/WAGES	4,621	4,857	236	29,319	38,856	9,537	58,281
EMPLOYEE COSTS	80	110	30	680	920	240	1,400
SEMINAR/TRAINING	0	0	0	0	255	255	255
BANK FEES	77	100	23	735	800	65	1,200
DUES, SUBS & MEMBERSHIPS	0	0	0	60	60	0	60
LICENSE & PERMITS	200	200	0	200	365	165	1,119
MILEAGE REIMBURSEMENT	23	53	30	413	420	7	630
POSTAGE/OVERNIGHT EXPRESS	0	0	0	68	90	22	135
PRINTING	0	20	20	826	160	(666)	240
MANAGEMENT FEES	4,840	4,840	0	38,720	38,720	0	58,080
PROFESSIONAL FEES	150	160	10	226	1,280	1,054	1,920
TELEPHONE EXPENSE	389	400	11	3,014	3,200	186	4,800
EQUIPMENT LEASE/REPAIR	341	265	(76)	6,595	2,120	(4,475)	3,180
OFFICE SUPPLIES	259	93	(166)	829	744	(85)	1,116
<b>TOTAL ADMIN EXPENSES</b>	<b>18,032</b>	<b>18,311</b>	<b>279</b>	<b>138,336</b>	<b>145,688</b>	<b>7,352</b>	<b>218,961</b>
<b>LIFE ENRICHMENT</b>							
RESIDENT PROGRAM/ACTIVITIES	101	870	769	1,409	3,265	1,856	6,480
<b>TOTAL LIFE ENRICHMENT EXPENSES</b>	<b>101</b>	<b>870</b>	<b>769</b>	<b>1,409</b>	<b>3,265</b>	<b>1,856</b>	<b>6,480</b>

# Profit and Loss Variance

## PLYMOUTH TOWNE SQUARE

Through August 31, 2020

	MTD Actual	Budget	Var.	YTD Actual	Budget	Var.	Year Budget
<b>MARKETING</b>							
ADVERTISING	0	10	10	0	80	80	120
<b>TOTAL MARKETING EXPENSES</b>	<b>0</b>	<b>10</b>	<b>10</b>	<b>0</b>	<b>80</b>	<b>80</b>	<b>120</b>
<b>HOUSEKEEPING</b>							
CONTRACT LABOR	2,347	1,509	(838)	15,631	12,072	(3,559)	18,108
CLEANING SUPPLIES	66	175	109	1,410	1,400	(10)	2,100
<b>TOTAL HOUSEKEEPING EXPENSES</b>	<b>2,413</b>	<b>1,684</b>	<b>(729)</b>	<b>17,041</b>	<b>13,472</b>	<b>(3,569)</b>	<b>20,208</b>
<b>BUILDING &amp; GROUNDS</b>							
CABLE TV EXPENSE	87	104	17	697	712	15	1,128
UTILITIES - ELECTRICITY	1,865	2,200	335	13,458	16,600	3,142	24,500
UTILITIES - GAS	474	600	126	11,829	15,800	3,971	22,800
UTILITIES - WATER/SEWER	1,790	2,000	210	14,004	14,800	796	22,000
WATER SOFTENING SERVICE	570	525	(45)	3,762	4,200	438	6,300
DOORS, KEYS & WINDOWS	16	300	284	455	2,400	1,945	3,600
FIRE SYSTEM SERVICE	873	600	(273)	3,802	4,800	998	7,200
LAWN SERVICE/LANDSCAP/SNOW RMVL	975	2,400	1,425	12,590	20,100	7,510	28,200
PEST CONTROL	0	0	0	435	430	(5)	730
TRASH REMOVAL	1,082	992	(90)	9,905	7,936	(1,969)	11,904
UNIT TURNOVER REPAIRS	2,024	3,439	1,415	23,990	27,512	3,522	41,264
ELEVATOR-REPAIRS & MAINTENANCE	634	790	156	5,069	6,320	1,251	9,480
REPAIRS & MAINTENANCE	6,073	2,733	(3,340)	28,467	21,864	(6,603)	32,800
BUILDING & GROUNDS SUPPLIES	2,700	1,667	(1,033)	18,175	13,336	(4,839)	20,000
HVAC - REPAIRS & MAINTENANCE	1,842	2,000	158	7,712	16,000	8,288	24,000
MISCELLANEOUS B & G EXPENSES	0	833	833	0	6,666	6,666	10,000
<b>TOTAL BUILDING &amp; GROUNDS</b>	<b>21,003</b>	<b>21,183</b>	<b>180</b>	<b>154,350</b>	<b>179,476</b>	<b>25,126</b>	<b>265,906</b>
<b>OTHER OPERATING EXPENSES</b>							
PROPERTY & LIABILITY INSURANCE	3,104	2,587	(517)	21,590	20,255	(1,335)	30,606
PAYMENT IN LIEU OF PROPERTY TAX	2,936	2,936	0	23,481	23,481	0	35,225
<b>TOTAL OTHER OPERATING EXPENSES</b>	<b>6,040</b>	<b>5,523</b>	<b>(517)</b>	<b>45,071</b>	<b>43,736</b>	<b>(1,335)</b>	<b>65,831</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>47,589</b>	<b>47,581</b>	<b>(8)</b>	<b>356,207</b>	<b>385,717</b>	<b>29,510</b>	<b>577,506</b>
<b>NET OPERATING INCOME / (LOSS)</b>	<b>27,902</b>	<b>36,876</b>	<b>(8,974)</b>	<b>288,835</b>	<b>290,579</b>	<b>(1,744)</b>	<b>436,690</b>
<b>DEPREC, INTEREST &amp; OTHER</b>							
DEPRECIATION EXPENSE	16,433	16,433	0	131,464	131,464	0	197,197
AMORTIZATION EXPENSE	(527)	(527)	0	(4,216)	(4,216)	0	(6,320)
RESERVE/REPLACE CAPITAL EXPENSE	4,163	7,000	2,837	67,241	127,000	59,759	169,250
INTEREST EXPENSE	3,282	3,282	0	26,567	26,256	(311)	39,388
HRA SUBSIDY-TIF	(6,667)	(6,667)	()	(53,333)	(53,336)	(3)	(80,000)
<b>TOTAL DEPREC, INTEREST &amp; OTHER</b>	<b>16,684</b>	<b>19,521</b>	<b>2,837</b>	<b>167,722</b>	<b>227,168</b>	<b>59,446</b>	<b>319,515</b>
<b>NET INCOME / (LOSS)</b>	<b>11,218</b>	<b>17,355</b>	<b>(6,137)</b>	<b>121,113</b>	<b>63,411</b>	<b>57,702</b>	<b>117,175</b>

# Twelve Month Profit and Loss

## PLYMOUTH TOWNE SQUARE

For Year 2020

	Period End Sep 30, 2019	Period End Oct 31, 2019	Period End Nov 30, 2019	Period End Dec 31, 2019	Period End Jan 31, 2020	Period End Feb 29, 2020	Period End Mar 31, 2020	Period End Apr 30, 2020	Period End May 31, 2020	Period End Jun 30, 2020	Period End Jul 31, 2020	Period End Aug 31, 2020	Period End Total
<b>INCOME</b>													
APARTMENT RENTAL REVENUE	59,076	59,885	59,830	58,712	58,987	60,388	60,174	59,958	59,985	59,391	58,655	57,175	712,212
HRA INDIVIDUAL	15,417	15,417	15,417	15,417	14,583	14,583	14,583	14,583	14,583	14,583	14,583	14,583	178,331
GARAGE RENT	3,200	3,350	3,250	3,210	3,200	3,300	3,250	3,125	3,150	3,150	3,100	3,150	38,435
GUEST ROOM REVENUE	0	260	780	65	130	195	0	0	0	0	0	0	1,430
LAUNDRY REVENUE	519	881	815	905	1,020	890	1,025	10	0	0	0	0	6,065
APPLICATION FEE REVENUE	35	70	70	35	70	0	0	0	0	0	0	105	385
TRANSFER FEE REVENUE	0	0	0	0	0	0	0	0	0	0	500	0	500
INVESTMENT INCOME	617	4,758	626	1,336	562	558	476	419	13,388	418	7,578	418	31,154
UNREALIZED GAIN/LOSS	0	0	0	(8,398)	0	0	0	0	0	0	0	0	(8,398)
MISCELLANEOUS REVENUE	27	0	0	0	421	3	0	0	(1)	0	0	60	510
<b>TOTAL INCOME</b>	<b>78,891</b>	<b>84,620</b>	<b>80,788</b>	<b>71,282</b>	<b>78,972</b>	<b>79,916</b>	<b>79,507</b>	<b>78,093</b>	<b>91,105</b>	<b>77,542</b>	<b>84,416</b>	<b>75,491</b>	<b>960,623</b>
<b>EXPENSES</b>													
<b>ADMINISTRATION</b>													
MANAGER SALARIES/WAGES	4,869	4,825	4,869	4,620	4,909	4,701	5,025	4,883	5,025	4,863	5,025	5,025	58,215
PAYROLL TAXES	548	562	840	793	436	722	662	677	998	516	333	488	7,555
HEALTH INSURANCE	1,394	1,394	957	1,050	1,768	1,441	1,441	1,441	985	1,441	1,441	1,441	16,191
WORKERS COMP INSURANCE	120	69	173	115	119	119	119	119	178	119	119	119	1,488
MAINTENANCE SALARIES/WAGES	3,919	4,281	4,008	4,552	4,728	4,544	4,587	4,527	4,828	1,206	279	4,621	46,078
EMPLOYEE COSTS	80	80	120	80	80	80	80	80	120	80	80	80	1,040
BANK FEES	97	119	71	110	88	98	87	85	115	77	98	77	1,133
DUES, SUBS & MEMBERSHIPS	0	0	0	0	60	0	0	0	0	0	0	0	60
LICENSE & PERMITS	0	694	60	0	0	0	0	0	0	0	0	200	954
MILEAGE REIMBURSEMENT	55	46	26	96	81	17	81	129	82	0	0	23	636
POSTAGE/OVERNIGHT EXPRESS	55	0	0	0	0	55	0	0	0	13	0	0	123
PRINTING	0	0	0	0	0	826	0	0	0	0	0	0	826
MANAGEMENT FEES	4,840	4,840	4,840	4,840	4,840	4,840	4,840	4,840	4,840	4,840	4,840	4,840	58,080
PROFESSIONAL FEES	73	0	252	0	0	75	1	0	0	0	0	150	551
TELEPHONE EXPENSE	367	364	373	373	373	372	375	374	373	374	384	389	4,482
EQUIPMENT LEASE/REPAIR	206	343	396	1,088	347	152	665	314	342	2,181	2,252	341	8,627
OFFICE SUPPLIES	190	0	53	0	258	0	121	125	0	0	66	259	1,071
<b>TOTAL ADMIN EXPENSES</b>	<b>16,612</b>	<b>17,616</b>	<b>16,839</b>	<b>17,718</b>	<b>18,086</b>	<b>18,042</b>	<b>18,083</b>	<b>17,584</b>	<b>17,882</b>	<b>15,708</b>	<b>14,917</b>	<b>18,032</b>	<b>207,121</b>
<b>LIFE ENRICHMENT</b>													
RESIDENT PROGRAM/ACTIVITIES	84	1,752	361	1,652	65	792	204	73	14	80	80	101	5,258
<b>TOTAL LIFE ENRICHMENT EXPENSES</b>	<b>84</b>	<b>1,752</b>	<b>361</b>	<b>1,652</b>	<b>65</b>	<b>792</b>	<b>204</b>	<b>73</b>	<b>14</b>	<b>80</b>	<b>80</b>	<b>101</b>	<b>5,258</b>

# Twelve Month Profit and Loss

## PLYMOUTH TOWNE SQUARE

For Year 2020

	Period End Sep 30, 2019	Period End Oct 31, 2019	Period End Nov 30, 2019	Period End Dec 31, 2019	Period End Jan 31, 2020	Period End Feb 29, 2020	Period End Mar 31, 2020	Period End Apr 30, 2020	Period End May 31, 2020	Period End Jun 30, 2020	Period End Jul 31, 2020	Period End Aug 31, 2020	Period End Total
<b>HOUSEKEEPING</b>													
CONTRACT LABOR	1,332	1,372	1,372	1,372	1,452	1,372	1,597	2,047	2,122	2,347	2,347	2,347	21,079
CLEANING SUPPLIES	54	232	178	100	49	90	660	152	160	233	0	66	1,974
<b>TOTAL HOUSEKEEPING EXPENSES</b>	<b>1,386</b>	<b>1,604</b>	<b>1,550</b>	<b>1,472</b>	<b>1,501</b>	<b>1,462</b>	<b>2,257</b>	<b>2,199</b>	<b>2,282</b>	<b>2,580</b>	<b>2,347</b>	<b>2,413</b>	<b>23,053</b>
<b>BUILDING &amp; GROUNDS</b>													
CABLE TV EXPENSE	84	84	84	84	84	84	89	89	89	89	87	87	1,032
UTILITIES - ELECTRICITY	1,865	1,890	1,098	1,611	1,619	1,522	1,394	1,549	1,436	2,067	2,007	1,865	19,723
UTILITIES - GAS	456	979	2,034	2,669	3,061	2,826	1,884	1,550	994	527	514	474	17,968
UTILITIES - WATER/SEWER	1,838	1,934	1,756	1,540	1,648	1,581	1,615	1,879	1,747	1,913	1,830	1,790	21,072
WATER SOFTENING SERVICE	246	726	226	456	507	495	391	440	525	405	428	570	5,415
DOORS, KEYS & WINDOWS	585	405	0	11	410	0	9	0	0	0	20	16	1,456
FIRE SYSTEM SERVICE	2,594	753	210	392	210	210	210	210	210	1,672	210	873	7,751
LAWN SERVICE/LANDSCAP/SNOW RMVL	955	1,530	2,705	4,604	3,440	2,055	0	0	2,815	1,475	1,830	975	22,384
PEST CONTROL	145	0	0	0	145	0	145	0	0	145	0	0	581
TRASH REMOVAL	1,079	953	1,224	1,122	1,106	1,376	1,286	1,283	1,276	1,364	1,132	1,082	14,282
UNIT TURNOVER REPAIRS	649	0	1,692	2,440	3,237	0	0	2,445	0	5,083	11,201	2,024	28,771
ELEVATOR-REPAIRS & MAINTENANCE	613	634	634	764	634	634	634	634	634	634	634	634	7,713
REPAIRS & MAINTENANCE	2,849	672	1,159	11,831	0	0	6,815	7,721	6,118	885	856	6,073	44,978
BUILDING & GROUNDS SUPPLIES	1,493	1,467	1,116	1,276	2,705	3,534	2,555	2,921	1,382	1,259	1,120	2,700	23,526
HVAC - REPAIRS & MAINTENANCE	1,319	771	704	923	265	2,674	578	709	265	265	1,113	1,842	11,429
<b>TOTAL BUILDING &amp; GROUNDS</b>	<b>16,770</b>	<b>12,598</b>	<b>14,641</b>	<b>29,721</b>	<b>19,072</b>	<b>16,990</b>	<b>17,603</b>	<b>21,428</b>	<b>17,489</b>	<b>17,783</b>	<b>22,982</b>	<b>21,003</b>	<b>228,080</b>
<b>OTHER OPERATING EXPENSES</b>													
PROPERTY & LIABILITY INSURANCE	2,464	2,464	2,464	2,464	2,464	2,464	2,464	2,464	2,464	2,464	3,702	3,104	31,446
PAYMENT IN LIEU OF PROPERTY TAX	2,801	2,801	2,801	4,509	2,935	2,935	2,935	2,935	2,935	2,935	2,935	2,936	36,393
<b>TOTAL OTHER OPERATING EXPENSES</b>	<b>5,265</b>	<b>5,265</b>	<b>5,265</b>	<b>6,973</b>	<b>5,399</b>	<b>5,399</b>	<b>5,399</b>	<b>5,399</b>	<b>5,399</b>	<b>5,399</b>	<b>6,637</b>	<b>6,040</b>	<b>67,840</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>40,116</b>	<b>38,835</b>	<b>38,656</b>	<b>57,537</b>	<b>44,123</b>	<b>42,685</b>	<b>43,547</b>	<b>46,682</b>	<b>43,067</b>	<b>41,551</b>	<b>46,963</b>	<b>47,589</b>	<b>531,351</b>
<b>NET OPERATING INCOME / (LOSS)</b>	<b>38,774</b>	<b>45,785</b>	<b>42,132</b>	<b>13,744</b>	<b>34,849</b>	<b>37,230</b>	<b>35,961</b>	<b>31,410</b>	<b>48,039</b>	<b>35,991</b>	<b>37,452</b>	<b>27,902</b>	<b>429,271</b>
<b>DEPREC, INTEREST &amp; OTHER</b>													
DEPRECIATION EXPENSE	15,750	15,750	15,750	20,707	16,433	16,433	16,433	16,433	16,433	16,433	16,433	16,433	199,421
AMORTIZATION EXPENSE	(527)	(527)	(527)	(522)	(527)	(527)	(527)	(527)	(527)	(527)	(527)	(527)	(6,319)
RESERVE/REPLACE CAPITAL EXPENSE	11,262	967	6,103	(52,674)	15,867	9,158	713	0	13,457	18,409	5,474	4,163	32,900
INTEREST EXPENSE	4,172	4,020	4,020	1,957	3,282	3,282	3,438	3,282	3,282	3,437	3,282	3,282	40,735
HRA SUBSIDY-TIF	(6,667)	(6,667)	(6,667)	(6,667)	(6,667)	(6,667)	(6,667)	(6,667)	(6,667)	(6,667)	(6,667)	(6,667)	(80,000)
<b>TOTAL DEPREC, INTEREST &amp; OTHER</b>	<b>23,990</b>	<b>13,543</b>	<b>18,680</b>	<b>(37,198)</b>	<b>28,388</b>	<b>21,679</b>	<b>13,390</b>	<b>12,521</b>	<b>25,978</b>	<b>31,085</b>	<b>17,995</b>	<b>16,684</b>	<b>186,738</b>
<b>NET INCOME / (LOSS)</b>	<b>14,784</b>	<b>32,242</b>	<b>23,453</b>	<b>50,942</b>	<b>6,461</b>	<b>15,551</b>	<b>22,571</b>	<b>18,889</b>	<b>22,060</b>	<b>4,906</b>	<b>19,457</b>	<b>11,218</b>	<b>242,534</b>

4C

**MEMORANDUM****To: Jim Barnes****From: Sara Paquette****Date: September 16, 2020****RE: Vicksburg Crossing Monthly Report for August 2020****Rentals:**

As of August 31st, we have 93 occupied apartments, with 2 vacant apartments, and 2 deposits at this time. We have a total of 0 apartments available to rent. The affordable apartment waiting list now has 90 names and we have been adding interested people to the list. We have 30 people on our moderately priced one-bedroom wait list and 25 people on our moderately priced 1+ and two-bedroom wait list.

Style (Total #)	Square Feet	Bedrooms	Occupied	Vacant	Deposits	Est'd Move in
Style A (23)	850 Sq Ft	1 Bedroom	23	0	0	
Style C (8)	884 Sq Ft	1 + Den	8	0	0	
Style C2 (8)	950 Sq Ft	1 + Den	8	0	0	
Style D (8)	1187 Sq Ft	2 Bedroom	8	0	0	
Style D2 (4)	1281 Sq Ft	2 Bedroom	4	0	0	
Style E (8)	1055 Sq Ft	2 Bedroom	7	1	1	9/19/20
Style E2 (3)	1055 Sq Ft	2 Bedroom	3	0	0	
Affordable (33)	725 Sq Ft	1 Bedroom	32	1	1	10/1/20
<b>TOTALS</b>			94	2	2	

## **Move-Ins/Move-Outs:**

We had two residents move out in August, one out of a 2 bedroom (style E), and one out of an affordable one bedroom. We had someone move into a 2 bedroom (style D).

## **Marketing**

During the late summer we have seen an increase in move outs. A couple of prospective residents on my waiting list, who when contacted with availability, declined due to the pandemic.

## **Resident Services**

We have a few activities available for residents, but we are not adding any more to our calendar at this time. We are looking for ways to celebrate monthly holidays that do not involve large gatherings.

We are still having our resident birthday party to go. The residents pick up their cupcakes outside my office and take them home. We use our birthday plates and napkins.

## **Building Issues**

A new water heater was installed on Monday, August 10<sup>th</sup>.

We received new furniture for our back patio on Monday, August 31<sup>st</sup>. The residents are very happy with the furniture and have been using the back patio more since we got it.

We have been experiencing an increase in failures with the A/C side of our Magic Pak units, and we have also discovered that the heat exchangers are showing corrosion and rust.

# Balance Sheet

## VICKSBURG CROSSING

As Of August 31, 2020

	Ending Balance	Total
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
US BANK OPER ACCT	1,177,999	
US BANK SEC DEP ACCT	73,085	
INVESTMENTS - WORKING CAPITAL FUND	811,906	
INVESTMENTS - DEBT SERVICE	(218,628)	
ACCOUNTS REC-TENANTS	(1,175)	
INTEREST RECEIVABLE	2,500	
PREPAID PROPERTY INSURANCE	28,312	
PREPAID WORKERS COMP INSUR	152	
PREPAID OTHER	5,282	
<b>TOTAL CURRENT ASSETS</b>		<b>1,879,433</b>
<b>FIXED ASSETS</b>		
LAND	874,593	
SITE IMPROVEMENTS	251,060	
BUILDING	9,055,273	
FURNITURE, FIXTURES & EQUIP-GENERAL	395,282	
COMPUTERS/OFFICE EQUIPMENT	8,680	
ACCUMULATED DEPRECIATION	(4,770,552)	
<b>TOTAL FIXED ASSETS</b>		<b>5,814,337</b>
<b>NON-CURRENT ASSETS</b>		
<b>TOTAL ASSETS</b>		<b>7,693,769</b>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
ACCOUNTS PAYABLE-TRADE	11,561	
ACCRUED PAYROLL	5,450	
ACCRUED COMPENSATED BALANCES	3,367	
ACCRUED INTEREST	20,100	
ACCRUED REAL ESTATE TAXES	40,400	
ACCRUED OTHER	5,934	
<b>TOTAL CURRENT LIABILITIES</b>		<b>86,812</b>
<b>LONG-TERM LIABILITIES</b>		
SECURITY DEPOSITS	71,888	
BOND PAYABLE-2012A	8,020,000	
BOND DISCOUNT-2012A	(17,877)	
<b>TOTAL LIABILITIES</b>		<b>8,160,823</b>
<b>EQUITY</b>		
NET INVESTMENTS IN CAPITAL ASSETS	(2,421,699)	
RESTRICTED FOR DEBT SERVICE	421,406	
UNRESTRICTED	1,391,272	
<b>TOTAL EQUITY</b>		<b>(609,021)</b>
<b>CURRENT YEAR INCOME/(LOSS)</b>		<b>141,968</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b>7,693,769</b>

# Profit and Loss Variance

## VICKSBURG CROSSING

Through August 31, 2020

	MTD Actual	Budget	Var.	YTD Actual	Budget	Var.	Year Budget
<b>INCOME</b>							
APARTMENT RENTAL REVENUE	100,721	100,129	592	816,436	798,432	18,004	1,203,298
APARTMENT RENTAL REVENUE - COUNTY	2,848	1,736	1,112	20,324	13,888	6,436	20,832
HRA SUBSIDY - TAX LEVY	3,333	3,333	0	26,664	26,664	0	40,000
GARAGE RENT	3,710	3,795	(85)	29,889	30,360	(471)	45,540
GUEST ROOM REVENUE	0	210	(210)	120	1,330	(1,210)	2,100
APPLICATION FEE REVENUE	0	35	(35)	245	280	(35)	420
TRANSFER FEE REVENUE	0	0	0	500	500	0	500
INVESTMENT INCOME	1,260	1,250	10	19,106	10,000	9,106	15,000
CONTRIBUTED CAPITAL REVENUE	0	4,458	(4,458)	0	36,414	(36,414)	54,250
MISCELLANEOUS REVENUE	300	285	15	3,297	2,280	1,017	3,420
<b>TOTAL INCOME</b>	<b>112,172</b>	<b>115,231</b>	<b>(3,059)</b>	<b>916,581</b>	<b>920,148</b>	<b>(3,567)</b>	<b>1,385,360</b>
<b>EXPENSES</b>							
<b>ADMINISTRATION</b>							
MANAGER SALARIES	5,536	5,417	(119)	43,473	43,336	(137)	65,000
PAYROLL TAXES	626	989	363	5,658	7,912	2,254	11,870
HEALTH INSURANCE	1,487	1,508	21	11,682	12,064	382	18,099
WORKERS COMP INSURANCE	120	140	20	1,016	1,120	104	1,680
MAINTENANCE SALARIES/WAGES	4,937	4,995	58	38,744	39,960	1,216	59,943
EMPLOYEE COSTS	167	120	(47)	767	750	(17)	1,125
SEMINAR/TRAINING	0	0	0	0	200	200	200
BANK FEES	76	100	24	733	800	67	1,200
DUES, SUBS & MEMBERSHIPS	0	0	0	180	65	(115)	65
LICENSE & PERMITS	0	0	0	676	906	230	906
MILEAGE REIMBURSEMENT	17	60	43	198	480	282	720
POSTAGE/OVERNIGHT EXPRESS	18	16	(2)	85	128	44	192
PRINTING	0	10	10	0	80	80	120
MANAGEMENT FEES	4,614	4,615	1	36,912	36,913	1	55,373
PROFESSIONAL FEES	50	223	173	175	1,784	1,609	2,676
TELEPHONE EXPENSE	455	445	(10)	3,602	3,560	(42)	5,340
EQUIPMENT LEASE/REPAIR	774	185	(589)	1,894	1,480	(414)	2,220
OFFICE SUPPLIES	144	110	(34)	831	880	49	1,320
<b>TOTAL ADMIN EXPENSES</b>	<b>19,021</b>	<b>18,933</b>	<b>(88)</b>	<b>146,625</b>	<b>152,418</b>	<b>5,793</b>	<b>228,049</b>
<b>LIFE ENRICHMENT</b>							
RESIDENT PROGRAM/ACTIVITIES	200	300	100	1,495	3,150	1,655	6,300
<b>TOTAL LIFE ENRICHMENT EXPENSES</b>	<b>200</b>	<b>300</b>	<b>100</b>	<b>1,495</b>	<b>3,150</b>	<b>1,655</b>	<b>6,300</b>

# Profit and Loss Variance

## VICKSBURG CROSSING

Through August 31, 2020

	MTD Actual	Budget	Var.	YTD Actual	Budget	Var.	Year Budget
<b>MARKETING</b>							
ADVERTISING	0	0	0	18	400	382	800
<b>TOTAL MARKETING EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>400</b>	<b>382</b>	<b>800</b>
<b>HOUSEKEEPING</b>							
CONTRACT LABOR	1,741	1,140	(601)	12,235	9,120	(3,115)	13,680
CLEANING SUPPLIES	83	195	112	739	1,560	821	2,340
<b>TOTAL HOUSEKEEPING EXPENSES</b>	<b>1,824</b>	<b>1,335</b>	<b>(489)</b>	<b>12,974</b>	<b>10,680</b>	<b>(2,294)</b>	<b>16,020</b>
<b>BUILDING &amp; GROUNDS</b>							
CABLE TV EXPENSE	202	203	1	1,623	1,624	1	2,436
UTILITIES - ELECTRICITY	1,889	2,450	561	14,226	16,200	1,974	23,870
UTILITIES - GAS	392	600	208	12,478	14,800	2,322	24,500
UTILITIES - WATER/SEWER	1,528	1,700	172	10,557	11,050	493	16,750
WATER SOFTENING SERVICE	127	143	17	1,278	1,144	(134)	1,716
DOORS, KEYS & WINDOWS	10	162	152	286	1,296	1,010	1,944
FIRE SYSTEM SERVICE	295	2,600	2,305	1,681	5,850	4,169	6,570
LAWN SERVICE/LANDSCAP/SNOW RMVL	1,845	1,350	(495)	11,290	17,070	5,780	23,120
PEST CONTROL	60	0	(60)	519	490	(29)	3,595
TRASH REMOVAL	1,234	1,038	(196)	9,247	8,304	(943)	12,456
UNIT TURNOVER REPAIRS	4,312	4,355	43	23,452	34,840	11,388	52,260
ELEVATOR-REPAIRS & MAINTENANCE	518	651	133	4,129	5,208	1,079	7,812
REPAIRS & MAINTENANCE	334	1,300	966	16,747	15,600	(1,147)	23,400
BUILDING & GROUNDS SUPPLIES	933	1,500	567	8,660	12,000	3,340	18,000
HVAC - REPAIRS & MAINTENANCE	7,485	500	(6,985)	9,762	9,000	(762)	13,500
MISCELLANEOUS B & G EXPENSES	0	833	833	0	6,666	6,666	10,000
<b>TOTAL BUILDING &amp; GROUNDS</b>	<b>21,165</b>	<b>19,385</b>	<b>(1,780)</b>	<b>125,933</b>	<b>161,142</b>	<b>35,209</b>	<b>241,929</b>
<b>OTHER OPERATING EXPENSES</b>							
PROPERTY & LIABILITY INSURANCE	3,149	2,693	(456)	22,392	21,089	(1,303)	31,857
PAYMENT IN LIEU OF PROPERTY TAX	5,050	5,050	0	60,179	40,400	(19,779)	60,598
<b>TOTAL OTHER OPERATING EXPENSES</b>	<b>8,199</b>	<b>7,743</b>	<b>(456)</b>	<b>82,571</b>	<b>61,489</b>	<b>(21,082)</b>	<b>92,455</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>50,409</b>	<b>47,696</b>	<b>(2,713)</b>	<b>369,617</b>	<b>389,279</b>	<b>19,662</b>	<b>585,553</b>
<b>NET OPERATING INCOME / (LOSS)</b>	<b>61,763</b>	<b>67,535</b>	<b>(5,772)</b>	<b>546,964</b>	<b>530,869</b>	<b>16,095</b>	<b>799,807</b>
<b>DEPREC, INTEREST &amp; OTHER</b>							
DEPRECIATION EXPENSE	25,658	25,657	(1)	205,264	205,263	(1)	307,891
AMORTIZATION EXPENSE	103	103	0	824	824	0	1,240
RESERVE/REPLACE CAPITAL EXPENSE	19,942	26,000	6,058	52,438	108,500	56,062	133,500
INTEREST EXPENSE	18,267	18,267	0	146,470	146,136	(334)	219,200
<b>TOTAL DEPREC, INTEREST &amp; OTHER</b>	<b>63,970</b>	<b>70,027</b>	<b>6,057</b>	<b>404,996</b>	<b>460,723</b>	<b>55,727</b>	<b>661,831</b>
<b>NET INCOME / (LOSS)</b>	<b>(2,207)</b>	<b>(2,492)</b>	<b>285</b>	<b>141,968</b>	<b>70,146</b>	<b>71,822</b>	<b>137,976</b>

# Twelve Month Profit and Loss

## VICKSBURG CROSSING

For Year 2020

	Period End Sep 30, 2019	Period End Oct 31, 2019	Period End Nov 30, 2019	Period End Dec 31, 2019	Period End Jan 31, 2020	Period End Feb 29, 2020	Period End Mar 31, 2020	Period End Apr 30, 2020	Period End May 31, 2020	Period End Jun 30, 2020	Period End Jul 31, 2020	Period End Aug 31, 2020	Period End Total
<b>INCOME</b>													
APARTMENT RENTAL REVENUE	100,873	99,366	102,116	102,976	102,374	102,008	103,116	101,679	102,594	102,644	101,302	100,721	1,221,767
APARTMENT RENTAL REVENUE - COUNTY	1,662	2,165	2,194	2,194	2,194	2,194	2,194	2,194	2,926	2,926	2,848	2,848	28,539
HRA SUBSIDY - TAX LEVY	4,583	4,583	4,583	4,587	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	45,000
GARAGE RENT	3,635	3,660	3,740	3,740	3,740	3,740	3,740	3,739	3,740	3,740	3,740	3,710	44,664
GUEST ROOM REVENUE	720	420	0	240	0	120	0	0	0	0	0	0	1,500
APPLICATION FEE REVENUE	70	140	0	35	70	0	0	105	0	0	70	0	490
TRANSFER FEE REVENUE	0	0	0	0	500	0	0	0	0	0	0	0	500
INVESTMENT INCOME	1,056	4,739	1,030	2,151	2,152	2,100	1,596	1,267	5,897	1,260	3,574	1,260	28,082
MISCELLANEOUS REVENUE	250	290	280	385	795	622	340	300	300	350	290	300	4,502
<b>TOTAL INCOME</b>	<b>112,849</b>	<b>115,363</b>	<b>113,943</b>	<b>116,308</b>	<b>115,158</b>	<b>114,115</b>	<b>114,319</b>	<b>112,617</b>	<b>118,790</b>	<b>114,253</b>	<b>115,157</b>	<b>112,172</b>	<b>1,375,044</b>
<b>EXPENSES</b>													
<b>ADMINISTRATION</b>													
MANAGER SALARIES	5,192	5,365	5,192	5,708	5,437	5,179	5,536	5,357	5,536	5,357	5,536	5,536	64,931
PAYROLL TAXES	610	875	920	881	468	724	697	698	1,043	698	707	626	8,745
HEALTH INSURANCE	1,597	520	3	49	1,952	1,479	1,479	1,479	833	1,487	1,487	1,487	13,851
WORKERS COMP INSURANCE	114	114	115	110	120	120	120	120	179	120	120	120	1,469
MAINTENANCE SALARIES/WAGES	6,625	5,813	4,202	2,392	4,947	4,524	4,857	4,453	5,181	4,828	5,018	4,937	57,775
EMPLOYEE COSTS	80	80	120	80	80	80	80	80	120	80	80	167	1,127
SEMINAR/TRAINING	0	28	0	0	0	0	0	0	0	0	0	0	28
BANK FEES	96	113	72	98	90	82	78	84	120	108	96	78	1,113
DUES, SUBS & MEMBERSHIPS	0	0	0	0	0	120	0	0	0	0	60	0	180
LICENSE & PERMITS	0	0	0	0	0	0	676	0	0	0	0	0	676
MILEAGE REIMBURSEMENT	55	46	26	119	43	17	35	35	52	0	0	17	445
POSTAGE/OVERNIGHT EXPRESS	18	5	5	2	13	8	4	21	6	8	8	18	114
MANAGEMENT FEES	4,480	4,480	4,480	4,480	4,614	4,614	4,614	4,614	4,614	4,614	4,614	4,614	54,832
PROFESSIONAL FEES	25	0	125	0	0	50	0	0	75	0	0	50	325
TELEPHONE EXPENSE	439	439	449	449	447	450	448	448	448	448	455	455	5,378
EQUIPMENT LEASE/REPAIR	813	819	279	79	239	79	173	79	229	79	239	774	3,885
OFFICE SUPPLIES	6	353	124	89	92	143	129	84	146	91	2	144	1,403
<b>TOTAL ADMIN EXPENSES</b>	<b>20,152</b>	<b>19,052</b>	<b>16,111</b>	<b>14,336</b>	<b>18,542</b>	<b>17,668</b>	<b>18,925</b>	<b>17,548</b>	<b>18,583</b>	<b>17,919</b>	<b>18,421</b>	<b>19,021</b>	<b>216,276</b>
<b>LIFE ENRICHMENT</b>													
RESIDENT PROGRAM/ACTIVITIES	220	897	402	1,811	164	455	94	132	226	132	92	200	4,825
<b>TOTAL LIFE ENRICHMENT EXPENSES</b>	<b>220</b>	<b>897</b>	<b>402</b>	<b>1,811</b>	<b>164</b>	<b>455</b>	<b>94</b>	<b>132</b>	<b>226</b>	<b>132</b>	<b>92</b>	<b>200</b>	<b>4,825</b>

# Twelve Month Profit and Loss

## VICKSBURG CROSSING

For Year 2020

	Period End Sep 30, 2019	Period End Oct 31, 2019	Period End Nov 30, 2019	Period End Dec 31, 2019	Period End Jan 31, 2020	Period End Feb 29, 2020	Period End Mar 31, 2020	Period End Apr 30, 2020	Period End May 31, 2020	Period End Jun 30, 2020	Period End Jul 31, 2020	Period End Aug 31, 2020	Period End Total
<b>MARKETING</b>													
ADVERTISING	0	0	0	0	0	18	0	0	0	0	0	0	18
TOTAL MARKETING EXPENSES	0	0	0	0	0	18	0	0	0	0	0	0	18
<b>HOUSEKEEPING</b>													
CONTRACT LABOR	1,001	1,193	1,243	1,001	1,351	1,088	1,287	1,481	1,541	1,987	1,801	1,741	18,672
CLEANING SUPPLIES	106	37	127	244	0	94	132	60	148	76	145	83	1,253
TOTAL HOUSEKEEPING EXPENSES	1,107	1,229	1,370	1,244	1,351	1,162	1,420	1,541	1,689	2,043	1,945	1,824	17,925
<b>BUILDING &amp; GROUNDS</b>													
CABLE TV EXPENSE	193	193	193	193	193	202	207	207	207	204	202	202	2,393
UTILITIES - ELECTRICITY	1,734	1,550	1,377	1,389	1,976	1,927	1,717	1,665	1,427	1,721	1,902	1,889	20,256
UTILITIES - GAS	350	585	1,887	3,134	3,389	3,513	1,988	1,536	776	459	425	392	18,433
UTILITIES - WATER/SEWER	1,419	1,192	1,291	1,135	1,151	1,252	1,202	1,341	1,271	1,392	1,419	1,528	15,593
WATER SOFTENING SERVICE	87	112	0	107	220	441	0	133	184	0	174	127	1,584
DOORS, KEYS & WINDOWS	90	0	94	163	26	144	52	0	0	0	53	10	632
FIRE SYSTEM SERVICE	282	53	55	55	55	55	55	853	55	55	258	295	2,125
LAWN SERVICE/LANDSCAP/SNOW RMVL	1,204	1,376	2,075	3,928	2,540	1,500	0	975	1,680	1,625	1,125	1,845	19,873
PEST CONTROL	153	0	0	0	153	0	153	0	0	153	0	60	672
TRASH REMOVAL	1,736	1,038	1,038	1,041	1,327	1,153	1,037	1,032	1,023	1,215	1,227	1,234	14,101
UNIT TURNOVER REPAIRS	4,158	10,828	4,236	2,170	6,844	3,194	0	3,724	0	0	5,377	4,312	44,847
ELEVATOR-REPAIRS & MAINTENANCE	502	502	502	502	502	518	518	518	518	518	518	518	6,136
REPAIRS & MAINTENANCE	8,950	2,516	516	881	1,885	1,047	605	980	5,607	4,330	1,960	334	29,610
BUILDING & GROUNDS SUPPLIES	542	1,149	1,838	1,998	802	1,041	1,047	1,177	1,585	500	1,575	633	13,988
HVAC - REPAIRS & MAINTENANCE	225	1,612	248	248	430	248	610	248	248	248	248	7,485	12,094
TOTAL BUILDING & GROUNDS	21,625	22,705	15,151	16,922	21,492	16,235	9,190	14,390	14,582	12,419	16,461	21,165	202,336
<b>OTHER OPERATING EXPENSES</b>													
PROPERTY & LIABILITY INSURANCE	2,565	2,565	2,565	2,565	2,565	2,565	2,565	2,565	2,565	2,565	3,855	3,149	32,650
PAYMENT IN LIEU OF PROPERTY TAX	4,999	4,999	4,999	6,088	5,050	5,050	5,050	24,829	5,050	5,050	5,050	5,050	81,284
TOTAL OTHER OPERATING EXPENSES	7,564	7,564	7,564	8,652	7,615	7,615	7,615	27,394	7,615	7,615	8,905	8,199	113,914
<b>TOTAL OPERATING EXPENSES</b>	<b>50,668</b>	<b>51,446</b>	<b>40,598</b>	<b>42,965</b>	<b>49,163</b>	<b>43,153</b>	<b>37,243</b>	<b>61,004</b>	<b>42,693</b>	<b>40,128</b>	<b>45,824</b>	<b>50,409</b>	<b>555,294</b>
<b>NET OPERATING INCOME / (LOSS)</b>	<b>62,181</b>	<b>63,917</b>	<b>73,345</b>	<b>73,343</b>	<b>65,995</b>	<b>70,962</b>	<b>77,076</b>	<b>51,613</b>	<b>76,096</b>	<b>74,125</b>	<b>69,333</b>	<b>61,763</b>	<b>819,750</b>
<b>DEPREC, INTEREST &amp; OTHER</b>													
DEPRECIATION EXPENSE	25,417	25,417	25,417	28,185	25,858	25,858	25,858	25,658	25,658	25,658	25,658	25,858	309,700
AMORTIZATION EXPENSE	103	103	103	107	103	103	103	103	103	103	103	103	1,240
RESERVE/REPLACE CAPITAL EXPENSE	20,697	0	0	(63,230)	0	375	0	0	4,200	601	27,321	19,942	9,905
INTEREST EXPENSE	19,156	18,996	18,996	15,535	18,267	18,267	18,435	18,267	18,267	18,435	18,267	18,267	219,153
TOTAL DEPREC, INTEREST & OTHER	65,373	44,516	44,516	(19,403)	44,028	44,403	44,196	44,028	48,228	44,797	71,348	63,970	539,999
<b>NET INCOME / (LOSS)</b>	<b>(3,192)</b>	<b>19,401</b>	<b>28,829</b>	<b>92,746</b>	<b>21,968</b>	<b>26,560</b>	<b>32,881</b>	<b>7,585</b>	<b>27,869</b>	<b>29,328</b>	<b>(2,016)</b>	<b>(2,207)</b>	<b>279,751</b>

**PLYMOUTH HOUSING AND  
REDEVELOPMENT AUTHORITY  
STAFF REPORT**

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**TO:** Plymouth Housing and Redevelopment Authority

**FROM:** Jim Barnes, Housing Manager through Steve Juetten, Executive Director

**MEETING DATE:** September 24, 2020

**SUBJECT:** **Housing and Redevelopment Authority Strategic Plan** – Review and discuss HRA’s strengths, weaknesses, opportunities and threats (SWOT).

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**BACKGROUND:**

In August, the Housing and Redevelopment Authority (HRA) Board began discussing their strengths, weaknesses, opportunities and threats (SWOT). Bennett Community Consulting (BCC) will continue this discussion in order to gain consensus by the Board to provide a united platform on which to hold discussions with the City Council in October. Attached is a summary of the responses to the SWOT analysis the Board provided at the August meeting along with written submissions.

In addition, BCC will provide the following:

- Update on stakeholder engagement
- Summary of how other metro cities utilize their HRA powers for housing and redevelopment
- Profile goals for the joint HRA/Council meeting in October

In order for the consultant to have a better understanding of the HRA and their activities she has asked that the Commissioners take the time to review the attachments for discussion at the meeting.

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**ATTACHMENTS:**

1. Bennett Community Consulting Memorandum
2. Plymouth SWOT Summary
3. Summary of Peer Communities Activities

# Memorandum

**To:** Plymouth HRA  
James Barnes, HRA Manager

**From:** Cathy Capone Bennett, Bennett Community Consulting (BCC)

**Date:** September 17, 2020

**Re:** Update on HRA Strategic Planning & SWOT Summary

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The September HRA meeting will include a discussion of the completed SWOT Analysis, review and discussion on HRA/EDA best practices and an update on the stakeholder engagement interviews/sessions.

1. **The completed SWOT sheets have been received by all five HRA Board members.** The attached is a summary organized by common themes and color coded where there are conflicts between HRA strengths and weaknesses. The goal of the meeting is to confirm the SWOT Summary and come to a consensus on these conflicts prior to discussion with the City Council at the joint meeting in October.
2. **Summary of other city's HRA/EDA priorities and projects, levy amounts, staffing and future project goals and a list of programs and policies for review and discussion.** The summary is not exhaustive but provides a good outline of the activities undertaken by peer cities throughout the metro area. In addition, the list provides options and opportunities for the HRA's consideration as they begin to develop goals and priorities for their work over the next 5 years.
3. **Stakeholder input is underway and includes the following:**
  - Mortgage banker – Jeff Scherber, Summit Mortgage
  - Former Wells Fargo leader and current Plymouth resident – Rochelle Dotzenrod
  - Area Realtor – Kirby and Cristina Realty
  - Interfaith Outreach staff - a human service nonprofit serving struggling families and individuals covering the City of Plymouth.
  - ODC Board – focus session to be held September 24<sup>th</sup>
  - Wayzata Schools – date set for discussion in early October
  - Plymouth Faith Leaders – session coordinated for early October
  - Flash Vote survey - finalized and an update will be provided if the results are available prior to the meeting.

**Attachments Referenced:**

- SWOT Summary, Summary of City HRA/EDA Programs and Priorities, Best Practice Programs and Policies.

Plymouth HRA SWOT Summary – August 23, 2020

Internal Factors	
Strengths	Weaknesses
<p><b>Your advantages</b></p> <ul style="list-style-type: none"> <li>- Positive financial position               <ul style="list-style-type: none"> <li>- Positive funding for existing programs</li> <li>- Increasing property values</li> <li>- Strong market for development</li> </ul> </li> <li>- Support of the city council</li> <li>- Welcoming to more families and diversity of people; family and senior oriented</li> <li>- Dedicated HRA board whose goal is to make difference in the city               <ul style="list-style-type: none"> <li>- Motivated and experienced staff; continuity and history in the city</li> <li>- Good track record with senior housing projects; two 90 plus unit facilities</li> </ul> </li> </ul>	<p><b>Areas for improvement</b></p> <ul style="list-style-type: none"> <li>- Limited budget</li> <li>- Unclear support of the city council - not a unified agreement on the council's willingness to invest in housing and housing affordability</li> <li>- Lack of diversity in people, developers and contractors and unclear need for diversity</li> <li>- Division regarding goals and purpose among members               <ul style="list-style-type: none"> <li>- Unclear of HRA's roles and responsibilities in supporting housing and redevelopment.</li> <li>- Lack of accountability as an appointed board rather than elected, creating actions that may conflict with the desires/needs of the residents</li> <li>- Reactive rather than proactive in leading on housing and redevelopment; lack of inertia to try new initiatives and to be proactive</li> </ul> </li> <li><b>Lack of knowledge and understanding of tools and resources</b> <ul style="list-style-type: none"> <li>- Inexperience in knowledge of private real estate financing</li> <li>- Lack of understanding of the tools and resources the HRA can utilize to achieve the goals and priorities of the city</li> <li>- Unclear understanding of community needs resulting in not serving those residents most in need of assistance</li> <li>- Planning and zoning requirements are impediments for affordable housing development.</li> </ul> </li> </ul>

Plymouth HRA SWOT Summary – August 23, 2020

External Factors	
Opportunities	Threats
<p><b><u>Situations to apply your advantages</u></b></p> <ul style="list-style-type: none"> <li>- Clarity of roles and responsibilities supported by the city council</li> <li>- Additional capacity to meet the housing and redevelopment needs of the city.               <ul style="list-style-type: none"> <li>- Increase HRA levy</li> <li>- Build on existing success to pursue new like opportunities</li> <li>- Additional affordable senior housing</li> <li>- Redevelopment of older properties; Eastern Plymouth renovation</li> <li>- Increase the diversity in housing and people</li> <li>- home ownership for people of color</li> </ul> </li> <li>- <b>Internal Education:</b> <ul style="list-style-type: none"> <li>- Evaluate what successful tools and strategies are being utilized by other cities to increase affordable housing, example inclusionary housing policies</li> <li>- Evaluate existing programs for the potential to expand/add/delete to meet the future needs of the city.</li> <li>- Opportunity to evaluate and modify current planning and zoning requirements to facilitate affordable housing.</li> <li>- Increase education of HRA members on real estate financing.</li> </ul> </li> <li>- <b>External Education:</b> <ul style="list-style-type: none"> <li>- Heightened awareness of the housing issues - opens the door to increase the support for affordable housing</li> <li>- Increase knowledge of what the HRA has to offer to residents</li> <li>- Access to development partners with innovative ideas; increase marketing or proactively reach out to developers</li> </ul> </li> <li>- Quality schools</li> </ul>	<p><b><u>Where you are at risk</u></b></p> <ul style="list-style-type: none"> <li>- <b>Lack of direction and support by the city council.</b> <ul style="list-style-type: none"> <li>- Fiscally conservative city council and residents could limit HRA's ability to be proactive in addressing the housing and redevelopment needs of the city</li> <li>- Lowering of property tax support</li> <li>- Maintaining Status Quo</li> <li>- Covid creating paralysis for doing more.</li> </ul> </li> <li>- <b>Lack of support for more diversity - people and housing types</b> <ul style="list-style-type: none"> <li>- Unwelcoming</li> <li>- Resident NIMBYs - difficult to get projects approved</li> <li>- Lack of knowledge on the need for affordable housing by residents</li> <li>- Reliance on large single-family homes when future demand may not be as high for this product type</li> <li>- Loss of the younger generation due to lack of rental options or entry level housing</li> </ul> </li> <li>- High cost of land</li> <li>- Metropolitan Council</li> <li>- Lack of transportation options</li> <li>- Competition with bigger cities</li> </ul>

**Plymouth HRA SWOT Summary – August 23, 2020**

## SUMMARY OF LOCAL HOUSING AND REDEVELOPMENT AUTHORITIES (HRAs) AND ECONOMIC DEVELOPMENT AUTHORITIES (EDAs)

City	Current Priorities and Projects	HRA/EDA Levy Amount	HRA/EDA or City Budget for Affordable Housing-related Programs	Staffing	Future Projects
Plymouth HRA	<p>The HRA administers 8 active TIF Districts, manages the City's housing and community development programs, and manages federal, state, and local grants for housing programs. Programs include:</p> <ul style="list-style-type: none"> <li>• First lime Homebuyer Program</li> <li>• Emergency Repair Grants for Seniors</li> <li>• Owner-occupied Rehab Loans</li> <li>• Section 8 Rent Assistance</li> <li>• Owns and manages two senior housing apartment buildings (Plymouth Towne Square and Vicksburg Crossing)</li> </ul>	<p>\$580,519 (2018 levy), which is 27.65% of allowable levy</p>	<p>Plymouth receives CDBG funding directly from HUD and is part of the Hennepin Consortium. The HRA receives administrative funds for staff time to carry out the Housing Choice Voucher program</p>	<p>2.5 FTE (Housing staff) paid with HUD funds 1 FTE (HRA Manager) funded by levy 1 Specialist funded .5 by CDBG and .5 by HRA levy</p>	
Brooklyn Center HRA and EDA	<p>The HRA utilizes its taxing authority to fund the operations of the EDA, which is focused on:</p> <ul style="list-style-type: none"> <li>• Strategic acquisition of underutilized/vacant property for redevelopment</li> <li>• neighborhood stabilization program; acquiring, demolishing poor-quality single-family homes for resale for reconstruction as new for sale homes.</li> <li>• Fix-Up Fund (home rehab up to 110% AMI) (administered by Center for Energy &amp; Environment — CEE)</li> <li>• Remodeling Advisor (home rehab, no income restrictions) (administered by Center for Energy &amp; Environment — CEE)</li> <li>• Down Payment Assistance (New program in 2019— funded with CDBG)</li> <li>• Housing Rehab Program (Administered by Hennepin County — funded with CDBG)</li> <li>• NOAH multi-family preservation — 4D property tax status</li> <li>• Home Energy Squad (administered by CEE) to install energy-efficiency products and conduct energy audits</li> <li>• Revolving Loan Fund for business attraction and expansion activities</li> </ul> <p>HRA/EDA Administrative Role:</p> <ul style="list-style-type: none"> <li>• TIF district management</li> <li>• Buy, own, market, promote, and sell land for housing and economic development purposes</li> <li>• Section 8 is administered by Metro HRA.</li> </ul> <p>HRA/EDA 2019 Priorities and Initiatives:</p> <ul style="list-style-type: none"> <li>• Resident Empowerment Collaborative (training for underserved residents)</li> </ul>	<p>\$345,978 (2018 HRA levy), which is the maximum allowable levy</p>	<p>HRA levy transferred to EDA. EDA revenue includes HRA levy, interest earnings, and grants.</p> <p>Majority of EDA expenses are staff time and professional services.</p> <p>Housing programs and property acquisition funded by TIF revenues. Planning studies for redevelopment funded by TIF pooling</p> <p>Brooklyn Center receives CDBG funding directly from HUD via Hennepin County; approximately \$370,000/year.</p> <p>The City generates approximately \$450,000 annually in TIF revenue which must be spent on affordable housing activities.</p>	<p>2.5 FTEs funded by HRA Levy: Community Development Director (.75), Deputy Director (.25), Business and Workforce Development Specialist (.75), Administrative</p>	<ul style="list-style-type: none"> <li>• Create a Business Expansion and Retention Program including a business database, business packets, and site visits.</li> <li>• Develop economic plan and master development plan for 3 targeted areas.</li> <li>• Identify economic assistance programs that promote private investment in development/redevelopment projects which generate employment.</li> <li>• Identification of redevelopment opportunities and planning activities and preparation of a planning and activities map for targeted redevelopment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Entrepreneur Support (support existing and start-up local businesses by identifying service gaps, identify resources, reduce barriers particularly for underserved entrepreneurs)</li> <li>• Business Expansion and Retention Program (develop relationships, Revolving Loan Program)</li> <li>• Policies, ordinances and partnerships to increase resident wealth creation and financial literacy, provide tenant protections, preserve affordable housing, create new affordable units</li> </ul>				
Brooklyn Park HRA and EDA	<p><b>EDA:</b> create and keep jobs, grow City's tax base and lead development activities within the City Section 8 is administered by Metro HRA.</p> <p><b>Budget funds:</b> EDA staff, training, and supplies; development related costs including financial and legal services; neighborhood and housing preservation (home improvement loan, townhome load fund, home rehabilitation program); direct development costs such as infrastructure; reserves to cover unanticipated project costs or to take advantage of development opportunities</p> <p>The HRA administers 10 active TIF Districts</p>	<p>\$781,593 (2019 HRA levy), which is 61% allowable levy</p> <p>\$1,253,949 (2019 EDA levy), which is max. allowable levy</p>	Brooklyn Park receives CDBG funding directly from HUD via Hennepin County	Economic Development and Housing Director, Development Project Coordinator, Project Facilitator, Senior Project Manager, interns	<p>New initiatives for 2019:</p> <p>Edinburgh USA Clubhouse renovations</p> <p>Overhead utility burial on Brooklyn Blvd to support LRT</p> <p>Hwy 252 and Hwy 169/101" Ave projects</p> <p>Business Retention and Expansion</p>
Bloomington HRA	<p>The HRA provides affordable housing opportunities for those who are not adequately served by the marketplace, coordinates the City's efforts to preserve existing neighborhoods and promotes development and redevelopment. Programs include:</p> <ul style="list-style-type: none"> <li>• Housing Rehabilitation Loan Program - up to \$35,000 in a below market-rate loan to maintain condition of housing and neighborhoods</li> <li>• Rental Home for Future Homebuyers - helps families save money for a down payment while renting a single-family home in Bloomington</li> <li>• Administration of the Section 8 Housing Voucher Program with funding from HUD.</li> <li>• Bloomington Home Improvement Fair — free event with vendors and seminars</li> </ul> <p>Redevelopment activities include:</p> <ul style="list-style-type: none"> <li>• Provide land for the private development of affordable housing (rental and homeownership)</li> <li>• Purchase substandard residential properties, demolish, and resell lots to builders for the construction of new homes - improves neighborhoods by eliminating blight and increasing tax base.</li> <li>• Acquire parcels, select developers, facilitate infrastructure improvements in several commercial districts to ensure that commercial areas remain vital as the community ages</li> </ul>	\$2,234,825 (2018 levy)	Bloomington receives CDBG funding directly from HUD via Hennepin County.		

City	Current Priorities and Projects	HRA EDA Levy Amount	HRA/EDA or City Budget for Affordable Housing-related Programs	Staffing	Future Plans and Projects
Crystal HRA and EDA	<p>Demolition and lot resales, home improvement rebates, deferred home improvement loans, CPRR Train Horn Quiet Zone, Community Branding and Image Enhancement, blight removal. Section 8 is administered by Metro HRA.</p> <ul style="list-style-type: none"> <li>• Scattered site demolition and lot sales for new home construction (depends on market conditions, right now there are not any blighted homes to acquire)</li> <li>• Home improvement grants for 20% of eligible project costs, max HH income 110% AMI (administered by CEE)</li> <li>• Interest rate buy-down for Community Fix-Up Fund home improvement loans, max. HH income 110% AMI (administered by CEE)</li> <li>• Housing Rehab Program (administered by Hennepin County and funded with CDBG from the Consolidated Pool)</li> <li>• Open to Business - advisory and financing services for small businesses and sole proprietors (city pays half, Henn Co pays half)</li> </ul> <p>HRA/EDA Administrative Role:</p> <ul style="list-style-type: none"> <li>• TIF district management</li> <li>• Promote the city for business and residential development</li> <li>• Provide technical assistance for potential development or redevelopment (info gathering, regulatory steps, etc. regarding potential uses/properties/sites)</li> <li>• Community branding and beautification</li> </ul> <p>Crystal's HRA/EDA does not own or operate any housing.</p>	\$277,200 (2018 levy), which is about 75% allowable levy	Crystal receives CDBG funding in a consolidated pool of cities that include Golden Valley, which requires a competitive process for project selection.	Community Development Director; City Manager	

City	Current Priorities and Projects	HRA EDA Levy Amount	HRA/EDA or City Budget for Affordable Housing-related Programs	Staffing	Future Plans and Projects
Eden Prairie HRA	<p>The City has a robust set of projects and initiatives in Housing and Economic Development. They are funded primarily by the City's EDA fund, TIF, Pooled TIF and grants. The HRA levy funds staff to support this work. Programs include:</p> <ul style="list-style-type: none"> <li>• NOAH Preservation Initiative</li> <li>• Incentives to create new affordable housing</li> <li>• First Time Homebuyer Program</li> <li>• Housing Rehabilitation Loan and Grant Programs</li> <li>• Housing Improvement Areas (HIA)</li> <li>• Eden Gardens Green Neighborhood Project</li> <li>• On-Track Housing Concept for transitional housing</li> <li>• Quality of Life Investments focused on multifamily buildings</li> <li>• Light Rail Station Area Improvements</li> <li>• Business Retention and Expansion</li> <li>• Open to Business</li> <li>• City Entry Monument Signage Program</li> <li>• Various Streetscape Projects</li> <li>• Co-working/Collaborative Business Center and Business Incubator</li> <li>• Business Façade Program</li> <li>• Section 8 is administered by Metro HRA.</li> </ul>	\$200,000 (2018 levy)	<p>Most activities funded by City General Fund, Economic Development Fund, TIF, Pooled TIF, and grants.</p> <p>The Levy funds staff.</p> <p>Eden Prairie receives CDBG funding directly from HUD via Hennepin County</p>	1 FTE funded with levy: Housing and Community Services Manager	
Edina HRA	<p>The HRA administers 7 active TIF Districts; 4 of which are used to support affordable housing efforts.</p> <p>The Housing division of the City, Open Doors Edina, offers a 4D Property Tax Reduction and Rehab Grant Program, which includes a tax break and energy efficiency grants in exchange for a 15-year declaration for rent restriction at 60% AMI.</p> <p>The City supports the Edina Housing Foundation to offer a second mortgage program with below market-rate loans, which are funded by a TIF District.</p> <p>Section 8 is administered by Metro HRA.</p>	\$125,000 (2018 levy), \$160,000 (2019 anticipated levy)	<p>HRA budget includes activities in each of the active TIF Districts</p> <p>Inclusionary Housing Policy includes a fund for payments in-lieu.</p> <p>Edina receives CDBG funding directly from HUD via Hennepin County</p>	<p>1 FTE. - Economic Development Manager</p> <p>The Affordable Housing Development Manager is funded separately but makes major contributions to the efforts of the HRA. Other City staff members contribute to HRA work on a limited but regular basis: City Manager, Finance Director, City Clerk, Community Development Director, and part-time Project Liaison.</p>	<p>Plan to increase HRA levy incrementally over time as TIF funds decrease and expire.</p> <p>Many projects anticipated in the future including housing retention, new housing, new mixed-use, new redevelopment, sale and/or redevelopment of City-owned property</p>

City	Current Priorities and Projects	HRA EDA Levy Amount	HRA/EDA or City Budget for Affordable Housing-related Programs	Staffing	Future Plans and Projects
Golden Valley HRA	<p>The HRA administers 4 active TIF Districts. No housing programs are administered by the City or HRA. Section 8 is administered by Metro HRA.</p>	No levy, but considering in 2021	<p>HRA Housing Fund is a Special Revenue Fund established in 1999 for single-family homeownership opportunities. Current balance is approximately \$100,000.</p> <p>The City receives CDBG funding in a consolidated pool of cities, which requires a competitive process for project selection.</p>	No FTEs are funded by HRA levy. Approximately 6 staff members contribute to HRA work on a regular basis (City Manager, Finance Director, City Attorney, City Clerk, Physical Development Director, Planning Manager). Senior Planner has conducted Affordable Housing Policy work for City.	<p>Utilize HRA authority to carry out City Council organization priorities:</p> <ul style="list-style-type: none"> <li>• Community Affairs: considering policies that benefit society at large</li> <li>• Strategic Development and Redevelopment: focus on four planning districts identified in the 2040 Comprehensive Plan</li> <li>• Infrastructure Maintenance and Enhancement: prioritizing areas of need and planning for future growth</li> <li>• Implementation of the 2040 Comprehensive Plan.</li> </ul>
Hopkins HRA	<p>The HRA administers five active TIF Districts. Programs include a housing rehabilitation grant program, commercial facade grant program and Open to Business. Activities include property acquisition, Housing Improvement Areas and misc. redevelopment projects. The HRA owns and manages a 76-unit public housing development. Section 8 is administered by Metro HRA.</p>	\$331,337 (2018 levy), allowable levy.	Hopkins receives CDBG funding directly from HUD via Hennepin County	2.0 FTE funded by levy including Admin Assistant, Community Dev Coordinator, Communications, Director of Planning & Development	Continued redevelopment focused on the downtown and three LRT station areas.
Minnetonka EDA	<p>Levy funds affordable housing and economic development efforts such as:</p> <ul style="list-style-type: none"> <li>• WHAHLT partnership for single-family homes in land trust</li> <li>• Green Line Extension (SWLRT) activities</li> <li>• Minnetonka Home Enhancement Program</li> <li>• Welcome to Minnetonka Program</li> </ul> <p>TIF Pooling, Development Fund from a former TIF District, CDBG, and Livable Communities Fund also utilized for:</p> <ul style="list-style-type: none"> <li>• TIF administration, Housing Improvement Areas, Small Projects Program, Fair Housing, and other Economic Development, TIF, and Redevelopment activities/programs</li> <li>• The HRA administers 7 active TIF Districts.</li> </ul> <p>Section 8 is administered by Metro HRA.</p>	\$300,000 (2019 levy), which is about 18% of allowable levy	<p>The City's Economic Improvement Program (EIP) is modeled after the CIP. The total budget for 2019 is \$6.79 million. The majority of the budget is used for housing.</p> <p>Minnetonka receives CDBG funding directly from HUD via Hennepin County.</p>	The Economic Development Division (2 FTEs) are focused on activities associated with the EDA. They are not funded by the levy.	<ul style="list-style-type: none"> <li>• Mixed-Income Housing Policy</li> <li>• Tenant Protections</li> <li>• NOAH Strategies</li> </ul>

City	Current Priorities and Projects	HRA/EDA Levy Amount	HRA/EDA or City Budget for Affordable Housing-related Programs	Staffing	Future Plans and Projects
New Hope EDA	<p>Promotes and facilitates business development activities, considers proposals on a case-by-case basis and utilizes a wide range of public financing options, scattered Site Housing Program, purchase and redevelopment agreements.</p> <p>Section 8 is administered by Metro HRA. The HRA administers 7 active TIF Districts.</p>	<p>\$200,000 (2018 levy), which is 62% of allowable levy</p>	<p>New Hope receives CDBG funding directly from HUD via Hennepin County.</p>	<p>2.5 FTs supported by the EDA budget, including the Community Development Director and the Community Development Coordinator/Management Analyst.</p>	<p>2019 initiatives include continual concentrated efforts in the Scattered Site Housing Program, a look at future redevelopment opportunities throughout the city, and assisting with small business opportunities.</p>
Richfield HRA and EDA	<p>HRA funds and administers the following programs:</p> <ul style="list-style-type: none"> <li>• Deferred Loan Program for health/safety or maintenance (home rehab, 80% AMI or below) (partially funded by CDBG)</li> <li>• Acquisition/Rehab (80% AMI or below)</li> <li>• Fix-Up Fund (home rehab up to 110% AMI) (administered by Center for Energy &amp; Environment — CEE)</li> <li>• Remodeling Advisor (home rehab, no income restrictions) (administered by Center for Energy &amp; Environment - CEE)</li> <li>• Architectural Consultant (home rehab, no income restrictions) (\$25 visit for 2-hour in-home consult by licensed architect)</li> <li>• New Home Program (New construction, Land Trust, HFH, up to 80% AMI) (partially funded by CDBG)</li> <li>• Down Payment Assistance (up to 80% AMI)</li> <li>• Richfield Rediscovered (new construction, no income restrictions)</li> <li>• Apartment Remodeling (NOAH preservation)</li> <li>• Home Energy Squad (administered by CEE) to install energy-efficiency products and conduct energy audits</li> <li>• Section 8 Housing Choice Voucher Program (for up to 50% AMI, funded by HUD)</li> <li>• Support redevelopment projects such as Plaza 66, The Chamberlain, and Lyndale Gardens</li> </ul> <p>The EDA was established in 2017. It funds and administers the following programs:</p> <ul style="list-style-type: none"> <li>• Kids @ Home (rental assistance and support services for families at 50% AMI or below)</li> <li>• Transformation Home Loans (major home rehab no income restrictions)</li> <li>• Apartment Rehab Loans and Grants</li> <li>• Business development support</li> <li>• Open to Business</li> </ul>	<p>\$571,905 (2018 HRA levy), which is the maximum allowable levy</p> <p>\$554,860 (2018 EDA levy)</p>	<p>The 2018 HRA budget was \$3,969,610.</p> <p>Budget includes HUD funding to administer Section 8 program</p> <p>Richfield receives CDBG funding directly from HUD via Hennepin County</p>	<p>Community Development Director is the HRA and EDA Director. HRA pays more than 1/3 of the salary of 10 employees (Community Development Director, Assistant Community Development Director, Housing Manager, 2 Housing Specialists, Accountant, Administrative Assistant, Multifamily Housing Coordinator; 2 Section 8 Technicians funded by HUD)</p>	<p>New initiatives for 2019:</p> <ul style="list-style-type: none"> <li>• Pedestrian improvements, wayfinding signage, kiosks, and other streetscape improvements at Lakes at Lyndale area</li> <li>• Research and planning for the continuance of the Cedar Corridor and the TH 77 underpass area</li> <li>• Down payment Assistance Program for Richfield renters created for 2019</li> </ul>

City	Current Priorities and Projects	HRA EDA Levy Amount	HRA/EDA or City Budget for Affordable Housing-related Programs	Staffing	Future Plans and Projects
Robbinsdale EDA	<p>HRA taxing authority to fund operations of REDA Priorities</p> <ul style="list-style-type: none"> <li>• Remove blighted homes in neighborhoods to make way for “next step” homes to help larger families (address overwhelming number of starter homes and very few 3-4 bedrooms). REDA acquires home — high degree of deferred maintenance—often including broken pipes/mold or fire damage, too small to make sense to renovate; clears lots - and advertises availability; Sells lots - price subsidized in exchange for higher quality construction elements. Home buyer must be or work with experienced in-fill home contractor; Collects into a scattered site TIF district when practical to reimburse investment.</li> <li>• Utilize TIF as tool to facilitate redevelopment of blighted areas. Current option: Pay as you go TIF, privately financed TIF loan, developer pays all upfront costs. Housing priority is for housing types which do not exist in Robbinsdale - including market rate apartments with amenities. TIF used for acquisition, site clearance including environmental cleanup.</li> <li>• Strategic acquisitions in LRT station area supplemented by grant funding.</li> <li>• Downtown (Main Street) Façade enhancement — based on MAJOR renovation of business interior, provides a 15-year 0% forgivable loan with funds available only for use on West Broadway façade updates.</li> <li>• Recently completed coordination downtown façade incentive (1/3 grant for updates)</li> <li>• Support Open to Business — consultation for local entrepreneurs</li> <li>• The HRA administers 12 active IIF Districts.</li> <li>• Section 8 is administered by Metro HRA.</li> </ul>	<p>\$194,078 (2019 levy), which is the maximum allowable levy.</p>	<p>HRA/EDA levy supplemented from previous interfund loan reimbursements and occasional grants.</p> <p>A handful of lots were sold at subsidized rates to Habitat for Humanity projects.</p> <p>Robbinsdale receives CDBG funding in a consolidated pool of cities that include Golden Valley, which requires a competitive process for project selection.</p>	<p>REDA Executive Director is the City Manager (.25FTE funded by levy); Community Development Coordinator spends 10-15% of time on REDA activities</p>	<ul style="list-style-type: none"> <li>• Robbinsdale is over 90% affordable. Priority is to bring variety of housing.</li> <li>• Continue to monitor opportunity acquisitions in light rail station area</li> <li>• Establish new PAYG TIF districts as needed</li> <li>• acquire blighted homes in neighborhood (one or two/year - not as many as their used to be)</li> </ul>

**PLYMOUTH HOUSING AND  
REDEVELOPMENT  
AUTHORITY  
STAFF REPORT**

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**TO:** Plymouth Housing and Redevelopment Authority

**FROM:** Jim Barnes, HRA Manager and Denise Whalen, Support Services Manager through Steve Juetten, Executive Director

**MEETING DATE:** September 24, 2020

**SUBJECT:** 2021 HRA Budgets

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**BACKGROUND:**

In the summer of each year, staff begins the process of developing the following year's budget. The City follows a two year budgeting program to better prepare for expenditures in the future, which will aid in long-term strategic planning. In July and August, staff reviewed the 2020 budget to ensure they were in line with revenues and expenditures, which they are. The 2021 budget is the second budget year of the 2020-2021 biennial budget process.

The HRA budgets are included in the budgets submitted to the City Council. HRA activities are covered by three separate program budgets: the Community Development Block Grant (CDBG), Housing Choice Voucher (HCV), and the HRA General Fund. The CDBG budget is supported primarily by federal funds, except for some overhead (such as allocations for data processing and facilities management), which are funded through the HRA property tax levy. The HCV program is supported entirely with federal dollars and the HRA General fund is supported almost entirely by property taxes. The senior building budgets will be reviewed in November.

The Council traditionally adopts the HRA's budget as part of the overall City budget. The Council has authority over the amount of the HRA property tax levy, so ultimately they control the main revenue source for many HRA programs under the General Fund. The HRA has authority over the HRA General Fund and HCV program budgets; however, the City Council is the Grantee for the CDBG program so they have more authority over that program budget.

For the 2021 budget year, the HRA overall tax levy is proposed to be \$606,817, which is approximately \$4,500 (0.73%) more than 2020. The increase is primarily due to staffing costs.

### **CDBG (250)**

There are no significant changes to the CDBG budget being proposed for 2021. Staff is anticipating this year's award to be similar to the 2020 allocation, which was \$295,215. The actual amount will not be known until the second quarter of calendar year 2021. The 2020 property tax support for this budget is \$6,712, which is similar to the previous year's budget.

### **HOUSING CHOICE VOUCHER (254)**

The Housing Choice Voucher budget reflects the continued operation of the housing choice voucher program.

At this time, staff does not know what the funding allocation will be from Housing and Urban Development (HUD) for 2021. There are sufficient funds in the unrestricted net assets account to cover any shortfall in administrative expenses for the 2021 budget.

Staff continues to monitor revenues and expenditures closely for 2020. The HAP funding for 2020 is funded at 99.5 percent for January through March and 100 percent for April through December. The administrative fees are funded at 81 percent for the current year.

The HCV program received two rounds of CARES Act administrative funding totaling \$83,704 for the housing choice vouchers and \$5,884 for the mainstream vouchers. The amount of HAP spent per unit has increased due to COVID-19; thus, staff recently applied for additional HAP funding under the CARES Act for PUC (per unit cost) increases due to extraordinary circumstances. COVID-19 has caused increased client phone calls and thus additional staff time processing changes. As of result, staff has increased the hours of the part-time HRA Specialist from 32 hours to 40 hours and intends to use part of the CARES Act administrative funding to over this cost and also related daycare expenses for the HRA Specialist to be in the office full time as her children are distant learning.

The spreadsheet showing estimated Revenue and Expenditures has been attached for information.

### **HRA General Fund (258)**

The overall revenue for the 2021 General fund budget has decreased by approximately \$3,000. This is largely due to a decrease in anticipated interest income. In an effort to minimize the overall impact of the HRA levy on residents, staff has made adjustments throughout the General Fund budget to help minimize any increase.

Expenditures have decreased by just over \$5,600 from last year's budget. The primary reason was a reduction in the HRA's risk management premium allocation. This has been reduced as a result of fewer insurance claims for the senior buildings.

### **RECOMMENDATION:**

**Staff recommends that the Plymouth Housing and Redevelopment Authority Board of Commissioners discuss the HRA budgets and recommend that the City Council approve the 2021 HRA budgets.**

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### **ATTACHMENTS:**

1. HRA Levy History
2. 2021 HRA Budgets
3. HRA Reserve Account(s) Balances
4. HCV Budget Forecast

## HRA LEVY HISTORY

Levy Year	Amount	Percent Increase from prior year
2021 (proposed)	\$606,817	0.73%
2020	\$602,339	2.0%
2019	\$590,528	1.7%
2018	\$580,519	1.6%
2017	\$571,379	1.9%
2016	\$560,771	1.7%
2015	\$551,277	0%
2014	\$551,277	0%
2013	\$551,277	0%
2012	\$551,277	0%
2011	\$551,277	0%
2010	\$551,277	0%
2009	\$551,277	5.11%
2008	\$524,477	4.14%
2007	\$503,617	(7.22%)
2006	\$542,835	(10.65%)
2005	\$607,556	4.33%

City of Plymouth  
2020/2021 Biennial Budget Detail  
Community Dev Block Grant (CDBG) - Budgeted Revenues and Expenditures  
Community Development - Housing and Redevelopment - CDBG - Housing and Redevelopment Admin

Account Number - Description	Actual 2018	Actual 2019	Actual September YTD 2020	Budget Adopted 2020	Budget Concept 2021	Budget Proposed 2021	Budget Adopted - Proposed Variance \$ 2020-2021	Budget Adopted - Proposed Variance % 2020-2021	Comments
Revenue 4000.100 - Taxes - Property	\$6,092	\$6,387	\$3,423	\$6,584	\$6,716	\$6,712	\$128	1.94 %	
4200.200 - Intergovern- Federal - Operating - CDBG	24,311	24,083	14,825	26,000	27,400	27,663	1,663	6.40 %	
4230.100 - Intergovern-State-Operating - Mkt Value Credit (HACA)	-	-	-	-	-	-	-	0.00 %	
4700.100 - Interest Income - Investments	264	2,934	1,122	1,296	1,395	750	(546)	(42.13 %)	2021: Adjust based on current interest rates
4700.150 - Interest Income - Operating Account	88	100	9	75	75	50	(25)	(33.33 %)	2021: Adjust based on current interest rates
<b>Total</b>	<b>\$30,753</b>	<b>\$33,505</b>	<b>\$19,379</b>	<b>\$33,955</b>	<b>\$35,586</b>	<b>\$35,175</b>	<b>\$1,220</b>	<b>3.59 %</b>	

City of Plymouth  
 2020/2021 Biennial Budget Detail  
 Community Dev Block Grant (CDBG) - Budgeted Revenues and Expenditures  
 Community Development - Housing and Redevelopment - CDBG - Housing and Redevelopment Admin

Account Number - Description	Actual 2018	Actual 2019	Actual September YTD 2020	Budget Adopted 2020	Budget Concept 2021	Budget Proposed 2021	Budget Adopted - Proposed Variance \$ 2020-2021	Budget Adopted - Proposed Variance % 2020-2021	Comments
Expenses 6000 - Salaries	(\$39)	\$249	-	-	-	-	-	0.00 %	
6000.100 - Salaries - Regular	15,549	12,863	9,772	14,095	15,251	15,104	1,009	7.16 %	
6050 - Benefits	(6)	38	-	-	-	-	-	0.00 %	
6050.100 - Benefits - Social Security	835	796	599	874	946	936	62	7.09 %	
6050.101 - Benefits - Medicare	195	186	140	205	221	219	14	6.83 %	
6050.200 - Benefits - PERA	1,166	961	733	1,057	1,143	1,133	76	7.19 %	
6060.100 - Medical Insurance - Employer Contribution	2,555	1,411	1,455	2,210	2,350	2,304	94	4.25 %	
6070.100 - Dental Insurance - Employer Contribution	-	30	53	83	87	84	1	1.20 %	
6080.100 - Group Life Insurance - Employer Contribution	16	18	11	18	20	18	-	0.00 %	
6100 - Office Supplies	51	162	68	300	300	300	-	0.00 %	
6500.100 - Employee Development - Training	-	1,227	-	1,500	1,500	1,500	-	0.00 %	
6550 - Mileage & Parking Reimbursement	-	12	-	150	150	150	-	0.00 %	
7000 - Professional Services	-	-	-	2,300	2,300	2,300	-	0.00 %	
7003 - Legal	545	1,388	836	1,500	1,500	1,500	-	0.00 %	
7004 - Audit Fees	3,205	3,230	3,307	3,500	3,500	3,500	-	0.00 %	
7100.100 - Communications - Postage	191	285	122	500	500	500	-	0.00 %	
7200 - Printing & Publishing	47	159	81	100	100	100	-	0.00 %	
8000 - Non-Cap Equip (< 5K)	-	1,068	-	-	-	-	-	0.00 %	
9000.101 - Allocations - Information Technology	3,636	3,712	2,784	3,712	3,823	3,823	111	2.99 %	
9000.102 - Allocations - Facilities Management	1,337	1,377	1,033	1,377	1,418	1,418	41	2.98 %	
9000.110 - Allocations - Risk Mgmt - OH, Premium	326	332	337	449	452	330	(119)	(26.50 %)	
9000.111 - Allocations - Risk Mgmt - Claims	851	1,033	-	-	-	-	-	0.00 %	
9920 - Bank Fees	11	-	-	25	25	-	(25)	(100.00 %)	
9920.150 - Bank Fees - PSN	-	-	-	-	-	-	-	0.00 %	
9920.160 - Bank Fees - Operating Acct	-	6	3	-	-	15	15	100.00 %	
9920.170 - Bank Fees - Investments	-	1	-	-	-	10	10	100.00 %	
<b>Total</b>	<b>\$30,472</b>	<b>\$30,544</b>	<b>\$21,334</b>	<b>\$33,955</b>	<b>\$35,586</b>	<b>\$35,244</b>	<b>\$1,289</b>	<b>3.80 %</b>	

City of Plymouth  
 2020/2021 Biennial Budget Detail  
 Community Dev Block Grant (CDBG) - Budgeted Revenues and Expenditures  
 Community Development - Housing and Redevelopment - CDBG - Housing Rehab Grants/Loans

Account Number - Description	Actual 2018	Actual 2019	Actual September YTD 2020	Budget Adopted 2020	Budget Concept 2021	Budget Proposed 2021	Budget Adopted - Proposed Variance \$ 2020-2021	Budget Adopted - Proposed Variance % 2020-2021	Comments
Revenue 4200.200 - Intergovern- Federal - Operating - CDBG	\$53,880	\$88,280	\$140,757	\$150,000	\$150,000	\$150,000	-	0.00 %	
4200.210 - Intergovern- Federal - Operating - REHAB Loan Repayment	23,485	45,857	13,433	20,000	20,000	30,000	10,000	50.00 %	
4200.211 - Intergovern- Federal - Operating - FTHB Loan Repayment	69,210	29,169	-	-	-	-	-	0.00 %	
<b>Total</b>	<b>\$146,575</b>	<b>\$163,306</b>	<b>\$154,190</b>	<b>\$170,000</b>	<b>\$170,000</b>	<b>\$180,000</b>	<b>\$10,000</b>	<b>5.88 %</b>	

City of Plymouth  
2020/2021 Biennial Budget Detail  
Community Dev Block Grant (CDBG) - Budgeted Revenues and Expenditures  
Community Development - Housing and Redevelopment - CDBG - Housing Rehab Grants/Loans

Account Number - Description	Actual 2018	Actual 2019	Actual September YTD 2020	Budget Adopted 2020	Budget Concept 2021	Budget Proposed 2021	Budget Adopted - Proposed Variance \$ 2020-2021	Budget Adopted - Proposed Variance % 2020-2021	Comments
Expenses 6000 - Salaries	(\$39)	\$249	-	-	-	-	-	0.00 %	
6000.100 - Salaries - Regular	15,864	19,080	9,521	14,095	15,251	15,104	1,009	7.16 %	
6020.100 - Overtime/Comp Time	118	-	-	-	-	-	-	0.00 %	
6050 - Benefits	(6)	38	-	-	-	-	-	0.00 %	
6050.100 - Benefits - Social Security	859	1,176	584	874	946	936	62	7.09 %	
6050.101 - Benefits - Medicare	201	275	136	205	221	219	14	6.83 %	
6050.200 - Benefits - PERA	1,198	1,427	714	1,057	1,143	1,133	76	7.19 %	
6060.100 - Medical Insurance - Employer Contribution	2,611	1,291	1,455	2,210	2,350	2,304	94	4.25 %	
6070.100 - Dental Insurance - Employer Contribution	-	30	53	83	87	84	1	1.20 %	
6080.100 - Group Life Insurance - Employer Contribution	16	16	11	18	20	18	-	0.00 %	
9910 - Housing Loans	119,885	118,413	133,446	136,458	134,982	145,156	8,698	6.37 %	
9911 - Grant Awards	8,675	16,092	22,201	15,000	15,000	15,000	-	0.00 %	
<b>Total</b>	<b>\$149,382</b>	<b>\$158,089</b>	<b>\$168,121</b>	<b>\$170,000</b>	<b>\$170,000</b>	<b>\$179,954</b>	<b>\$9,954</b>	<b>5.86 %</b>	

City of Plymouth  
 2020/2021 Biennial Budget Detail  
 Community Dev Block Grant (CDBG) - Budgeted Revenues and Expenditures  
 Community Development - Housing and Redevelopment - CDBG - First Time Homebuyer Loan Program

Account Number - Description	Actual 2018	Actual 2019	Actual September YTD 2020	Budget Adopted 2020	Budget Concept 2021	Budget Proposed 2021	Budget Adopted - Proposed Variance \$ 2020-2021	Budget Adopted - Proposed Variance % 2020-2021	Comments
Revenue 4200.200 - Intergovern- Federal - Operating - CDBG	\$1,898	\$37,072	\$47,529	\$35,000	\$45,000	\$45,000	\$10,000	28.57 %	
4200.211 - Intergovern- Federal - Operating - FTHB Loan Repayment	109,040	-	93,131	20,000	20,000	20,000	-	0.00 %	
<b>Total</b>	<b>\$110,938</b>	<b>\$37,072</b>	<b>\$140,660</b>	<b>\$55,000</b>	<b>\$65,000</b>	<b>\$65,000</b>	<b>\$10,000</b>	<b>18.18 %</b>	

City of Plymouth  
 2020/2021 Biennial Budget Detail  
 Community Dev Block Grant (CDBG) - Budgeted Revenues and Expenditures  
 Community Development - Housing and Redevelopment - CDBG - First Time Homebuyer Loan Program

Account Number - Description	Actual 2018	Actual 2019	Actual September YTD 2020	Budget Adopted 2020	Budget Concept 2021	Budget Proposed 2021	Budget Adopted - Proposed Variance \$ 2020-2021	Budget Adopted - Proposed Variance % 2020-2021	Comments
Expenses 6000 - Salaries	(\$19)	\$125	-	-	-	-	-	0.00 %	
6000.100 - Salaries - Regular	7,723	15,024	5,247	7,048	7,625	7,551	503	7.14 %	
6050 - Benefits	(3)	19	-	-	-	-	-	0.00 %	
6050.100 - Benefits - Social Security	414	926	322	437	473	468	31	7.09 %	
6050.101 - Benefits - Medicare	97	217	75	102	110	110	8	7.84 %	
6050.200 - Benefits - PERA	579	1,125	393	529	572	566	37	6.99 %	
6060.100 - Medical Insurance - Employer Contribution	1,282	670	727	1,105	1,175	1,152	47	4.25 %	
6070.100 - Dental Insurance - Employer Contribution	-	15	26	41	44	42	1	2.44 %	
6080.100 - Group Life Insurance - Employer Contribution	8	9	6	9	10	9	-	0.00 %	
9910 - Housing Loans	48,565	62,204	65,280	45,729	54,991	55,079	9,350	20.45 %	2021: Increased \$2 to balance
<b>Total</b>	<b>\$58,646</b>	<b>\$80,332</b>	<b>\$72,076</b>	<b>\$55,000</b>	<b>\$65,000</b>	<b>\$64,977</b>	<b>\$9,977</b>	<b>18.14 %</b>	

City of Plymouth  
 2020/2021 Biennial Budget Detail  
 Community Dev Block Grant (CDBG) - Budgeted Revenues and Expenditures  
 Community Development - Housing and Redevelopment - CDBG - Affordable Housing Development

Account Number - Description		Actual 2018	Actual 2019	Actual September YTD 2020	Budget Adopted 2020	Budget Concept 2021	Budget Proposed 2021	Budget Adopted - Proposed Variance \$ 2020-2021	Budget Adopted - Proposed Variance % 2020-2021	Comments
Revenue	4200.200 - Intergovern- Federal - Operating - CDBG	\$31,720	\$53,280	-	\$20,000	\$20,000	\$20,000	-	0.00 %	
	Total	\$31,720	\$53,280	-	\$20,000	\$20,000	\$20,000	-	0.00 %	

City of Plymouth  
 2020/2021 Biennial Budget Detail  
 Community Dev Block Grant (CDBG) - Budgeted Revenues and Expenditures  
 Community Development - Housing and Redevelopment - CDBG - Affordable Housing Development

Account Number - Description		Actual 2018	Actual 2019	Actual September YTD 2020	Budget Adopted 2020	Budget Concept 2021	Budget Proposed 2021	Budget Adopted - Proposed Variance \$ 2020-2021	Budget Adopted - Proposed Variance % 2020-2021	Comments
Expenses	9911 - Grant Awards	\$31,720	\$53,280	-	\$20,000	\$20,000	\$20,000	-	0.00 %	
	<b>Total</b>	<b>\$31,720</b>	<b>\$53,280</b>	<b>-</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>-</b>	<b>0.00 %</b>	

City of Plymouth  
 2020/2021 Biennial Budget Detail  
 Community Dev Block Grant (CDBG) - Budgeted Revenues and Expenditures  
 Community Development - Housing and Redevelopment - CDBG - Fair Housing Activities

Account Number - Description		Actual 2018	Actual 2019	Actual September YTD 2020	Budget Adopted 2020	Budget Concept 2021	Budget Proposed 2021	Budget Adopted - Proposed Variance \$ 2020-2021	Budget Adopted - Proposed Variance % 2020-2021	Comments
Revenue	4200.200 - Intergovern- Federal - Operating - CDBG	\$2,500	\$3,500	\$2,500	\$3,500	\$3,500	\$3,500	-	0.00 %	
	<b>Total</b>	<b>\$2,500</b>	<b>\$3,500</b>	<b>\$2,500</b>	<b>\$3,500</b>	<b>\$3,500</b>	<b>\$3,500</b>	<b>-</b>	<b>0.00 %</b>	

City of Plymouth  
 2020/2021 Biennial Budget Detail  
 Community Dev Block Grant (CDBG) - Budgeted Revenues and Expenditures  
 Community Development - Housing and Redevelopment - CDBG - Fair Housing Activities

Account Number - Description		Actual 2018	Actual 2019	Actual September YTD 2020	Budget Adopted 2020	Budget Concept 2021	Budget Proposed 2021	Budget Adopted - Proposed Variance \$ 2020-2021	Budget Adopted - Proposed Variance % 2020-2021	Comments
Expenses	9911 - Grant Awards	\$2,500	\$13,500	\$2,500	\$3,500	\$3,500	\$3,500	-	0.00 %	
	<b>Total</b>	<b>\$2,500</b>	<b>\$13,500</b>	<b>\$2,500</b>	<b>\$3,500</b>	<b>\$3,500</b>	<b>\$3,500</b>	<b>-</b>	<b>0.00 %</b>	

City of Plymouth  
 2020/2021 Biennial Budget Detail  
 Community Dev Block Grant (CDBG) - Budgeted Revenues and Expenditures  
 Community Development - Housing and Redevelopment - CDBG - Social Services

Account Number - Description	Actual 2018	Actual 2019	Actual September YTD 2020	Budget Adopted 2020	Budget Concept 2021	Budget Proposed 2021	Budget Adopted - Proposed Variance \$ 2020-2021	Budget Adopted - Proposed Variance % 2020-2021	Comments
Revenue 4200.200 - Intergovern- Federal - Operating - CDBG	-	-	-	-	-	\$54,000	\$54,000	100.00 %	
Total	-	-	-	-	-	\$54,000	\$54,000	100.00 %	

City of Plymouth  
 2020/2021 Biennial Budget Detail  
 Community Dev Block Grant (CDBG) - Budgeted Revenues and Expenditures  
 Community Development - Housing and Redevelopment - CDBG - Social Services

Account Number - Description	Actual 2018	Actual 2019	Actual September YTD 2020	Budget Adopted 2020	Budget Concept 2021	Budget Proposed 2021	Budget Adopted - Proposed Variance \$ 2020-2021	Budget Adopted - Proposed Variance % 2020-2021	Comments
Expenses 9911 - Grant Awards	-	-	-	-	-	\$54,000	\$54,000	100.00 %	2021: SCS = \$10,000 CAP-HC = \$2,500 Family Hope = \$10,000 Home Line = \$8,000 IO = \$7,500 PRISM = \$10,000 LSS = \$6,000
<b>Total</b>	-	-	-	-	-	\$54,000	\$54,000	100.00 %	

City of Plymouth  
 2020/2021 Biennial Budget Detail  
 Community Dev Block Grant (CDBG) - Budgeted Revenues and Expenditures  
 Community Development - Housing and Redevelopment - CDBG - WHATL (West Hennepin Affordable Land Trust)

Account Number - Description		Actual 2018	Actual 2019	Actual September YTD 2020	Budget Adopted 2020	Budget Concept 2021	Budget Proposed 2021	Budget Adopted - Proposed Variance \$ 2020-2021	Budget Adopted - Proposed Variance % 2020-2021	Comments
Revenue	4200.200 - Intergovern- Federal - Operating - CDBG	-	-	-	-	-	\$75,000	\$75,000	100.00 %	
	Total	-	-	-	-	-	\$75,000	\$75,000	100.00 %	

City of Plymouth  
 2020/2021 Biennial Budget Detail  
 Community Dev Block Grant (CDBG) - Budgeted Revenues and Expenditures  
 Community Development - Housing and Redevelopment - CDBG - WHATL (West Hennepin Affordable Land Trust)

Account Number - Description	Actual 2018	Actual 2019	Actual September YTD 2020	Budget Adopted 2020	Budget Concept 2021	Budget Proposed 2021	Budget Adopted - Proposed Variance \$ 2020-2021	Budget Adopted - Proposed Variance % 2020-2021	Comments
Expenses 9911 - Grant Awards	-	-	-	-	-	\$75,000	\$75,000	100.00 %	
Total	-	-	-	-	-	\$75,000	\$75,000	100.00 %	

City of Plymouth  
2020/2021 Biennial Budget Detail  
HRA Section 8 - Budgeted Revenues and Expenditures  
Community Development - Housing and Redevelopment - HRA Housing Choice Voucher (Section 8)

Account Number - Description	Actual 2018	Actual 2019	Actual September YTD 2020	Budget Adopted 2020	Budget Concept 2021	Budget Proposed 2021	Budget Adopted - Proposed Variance \$ 2020-2021	Budget Adopted - Proposed Variance % 2020-2021	Comments
Revenue 4200.101 - Intergovern- Federal - Operating - Section 8 - HUD Direct	\$1,666,616	\$1,680,673	\$1,398,917	\$1,710,500	\$1,716,500	\$1,715,000	\$4,500	.26 %	
4200.106 - Intergovern- Federal - Operating - Section 8 - Mainstream Vouchers	82,917	82,270	75,905	90,000	91,000	91,000	1,000	1.11 %	
4200.107 - Intergovern- Federal - Operating - Section 8 - Fraud Recovery	11,291	9,388	3,719	2,000	2,500	2,000	-	0.00 %	
4200.109 - Intergovern- Federal - Operating - HUD Direct Administration	199,371	198,371	179,543	175,000	177,000	184,000	9,000	5.14 %	
4200.111 - Intergovern- Federal - Operating - Mainstream Administration	12,269	12,632	15,883	14,000	15,000	14,000	-	0.00 %	
4200.112 - Intergovern- Federal - Operating - Section 8 - VASH Vouchers	-	-	20,590	-	-	37,000	37,000	100.00 %	
4270.300 - Intergovern-Local-Operating Section 8 - Rent Port	917,375	876,594	674,512	950,000	1,000,000	872,000	(78,000)	(8.21 %)	
4270.301 - Intergovern-Local-Operating Section 8 - Admin Port	63,155	59,854	43,505	65,000	65,000	57,555	(7,445)	(11.45 %)	
4700.150 - Interest Income - Operating Account	644	871	115	400	400	600	200	50.00 %	
4900.050 - Transfers In - Reserves	-	-	-	28,046	32,430	32,384	4,338	15.47 %	
<b>Total</b>	<b>\$2,953,638</b>	<b>\$2,920,653</b>	<b>\$2,412,689</b>	<b>\$3,034,946</b>	<b>\$3,099,830</b>	<b>\$3,005,539</b>	<b>(\$29,407)</b>	<b>(.97 %)</b>	

City of Plymouth  
2020/2021 Biennial Budget Detail  
HRA Section 8 - Budgeted Revenues and Expenditures  
Community Development - Housing and Redevelopment - HRA Housing Choice Voucher (Section 8)

Account Number - Description	Actual 2018	Actual 2019	Actual September YTD 2020	Budget Adopted 2020	Budget Concept 2021	Budget Proposed 2021	Budget Adopted - Proposed Variance \$ 2020-2021	Budget Adopted - Proposed Variance % 2020-2021	Comments
Expenses 6000 - Salaries	\$51	(\$1,842)	-	-	-	-	-	0.00 %	
6000.100 - Salaries - Regular	178,063	177,264	125,881	186,483	191,344	189,497	3,014	1.62 %	
6050 - Benefits	8	(279)	-	-	-	-	-	0.00 %	
6050.100 - Benefits - Social Security	10,573	10,540	7,505	11,563	11,862	11,749	186	1.61 %	
6050.101 - Benefits - Medicare	2,473	2,465	1,755	2,704	2,776	2,749	45	1.66 %	
6050.200 - Benefits - PERA	13,355	13,295	9,441	13,985	14,351	14,212	227	1.62 %	
6060.100 - Medical Insurance - Employer Contribution	18,674	22,769	17,456	19,703	20,689	27,653	7,950	40.35 %	
6070.100 - Dental Insurance - Employer Contribution	2,228	2,167	1,370	2,270	2,383	2,185	(85)	(3.74 %)	
6080.100 - Group Life Insurance - Employer Contribution	305	303	209	347	392	350	3	.86 %	
6100 - Office Supplies	79	-	508	100	100	100	-	0.00 %	
6500 - Employee Development	-	695	-	-	-	-	-	0.00 %	
6500.100 - Employee Development - Training	-	642	-	1,000	1,000	1,000	-	0.00 %	
6550 - Mileage & Parking Reimbursement	9	-	-	150	150	150	-	0.00 %	
6700 - Dues & Subscriptions	-	-	-	500	500	500	-	0.00 %	
6700.109 - Dues & Subscriptions - Software	-	-	866	-	-	-	-	0.00 %	
7000 - Professional Services	680	575	520	3,000	3,000	3,000	-	0.00 %	
7003 - Legal	-	-	-	500	500	500	-	0.00 %	
7004 - Audit Fees	7,324	7,374	8,039	8,500	8,500	8,500	-	0.00 %	
7005 - Accounting	3,180	3,240	2,200	3,500	3,750	3,750	250	7.14 %	
7100.100 - Communications - Postage	1,376	1,710	1,391	3,500	3,750	3,750	250	7.14 %	
7200 - Printing & Publishing	551	54	-	500	500	500	-	0.00 %	
8000 - Non-Cap Equip (< 5K)	-	-	1,676	-	-	-	-	0.00 %	
9000.101 - Allocations - Information Technology	18,765	19,129	14,347	19,129	19,703	19,703	574	3.00 %	
9000.102 - Allocations - Facilities Management	1,783	1,836	1,377	1,836	1,891	1,891	55	3.00 %	
9000.110 - Allocations - Risk Mgmt - OH, Premium	798	817	1,220	1,626	1,639	665	(961)	(59.10 %)	
9908.100 - Section 8 Fees - Project Based	154,608	161,761	124,269	162,000	163,000	163,000	1,000	.62 %	
9908.102 - Section 8 Fees - Port-Out Rent Assist	109,757	95,563	57,265	102,000	103,000	103,000	1,000	.98 %	

City of Plymouth  
 2020/2021 Biennial Budget Detail  
 HRA Section 8 - Budgeted Revenues and Expenditures  
 Community Development - Housing and Redevelopment - HRA Housing Choice Voucher (Section 8)

Account Number - Description	Actual 2018	Actual 2019	Actual September YTD 2020	Budget Adopted 2020	Budget Concept 2021	Budget Proposed 2021	Budget Adopted - Proposed Variance \$ 2020-2021	Budget Adopted - Proposed Variance % 2020-2021	Comments
Expenses 9908.103 - Section 8 Fees - Port-Out Admin Fee	12,415	11,051	7,903	12,000	12,000	12,000	-	0.00 %	
9908.104 - Section 8 Fees - Port-In Vouchers	917,375	876,594	674,512	950,000	1,000,000	872,000	(78,000)	(8.21 %)	
9908.105 - Section 8 Fees - Mainstream M/C	106,059	108,828	86,866	111,000	112,000	112,000	1,000	.90 %	
9908.106 - Section 8 Fees - Mainstream M5 (HUD)	81,458	88,119	70,971	90,000	91,000	91,000	1,000	1.11 %	
9908.107 - Section 8 Fees - Rental Vouchers	1,237,387	1,321,118	1,071,449	1,280,000	1,282,000	1,283,000	3,000	.23 %	
9908.108 - Section 8 Fees - Enhanced Rental	54,808	42,966	27,198	47,000	48,000	40,000	(7,000)	(14.89 %)	
9908.112 - Section 8 Fees - VASH Vouchers	-	-	10,419	-	-	37,000	37,000	100.00 %	
9920.100 - Bank Fees - Credit Card	43	35	7	50	50	50	-	0.00 %	
9920.150 - Bank Fees - PSN	-	3	1	-	-	10	10	100.00 %	
9920.160 - Bank Fees - Operating Acct	-	52	26	-	-	75	75	100.00 %	
<b>Total</b>	<b>\$2,934,183</b>	<b>\$2,968,843</b>	<b>\$2,326,646</b>	<b>\$3,034,946</b>	<b>\$3,099,830</b>	<b>\$3,005,539</b>	<b>(\$29,407)</b>	<b>(.97 %)</b>	

City of Plymouth  
 2020/2021 Biennial Budget Detail  
 HRA General - Budgeted Revenues and Expenditures  
 Community Development - Housing and Redevelopment - HRA - General

Account Number - Description	Actual 2018	Actual 2019	Actual September YTD 2020	Budget Adopted 2020	Budget Concept 2021	Budget Proposed 2021	Budget Adopted - Proposed Variance \$ 2020-2021	Budget Adopted - Proposed Variance % 2020-2021	Comments
Revenue 4000.100 - Taxes - Property	\$569,325	\$578,403	\$310,139	\$595,755	\$607,670	\$600,105	\$4,350	.73 %	2021: Future years will need increase in levy.
4230.100 - Intergovern-State-Operating - Mkt Value Credit (HACA)	6	6	-	-	-	-	-	0.00 %	
4700.100 - Interest Income - Investments	35,841	66,581	46,430	27,000	27,000	19,000	(8,000)	(29.63 %)	2021: Decrease based on current interest rates
4700.150 - Interest Income - Operating Account	2,041	2,695	394	1,000	1,000	1,000	-	0.00 %	
4700.300 - Interest Income - Notes	4,788	4,139	-	5,000	5,000	4,000	(1,000)	(20.00 %)	2021: Interest payment from TIF 1-2
4800 - Other Revenues	-	-	2,579,923	-	-	-	-	0.00 %	
4801 - Administrative Fee	-	20,376	-	-	-	-	-	0.00 %	
4807 - Refunds & Reimbursements	540	-	-	-	-	-	-	0.00 %	
4820 - Loan Repayments	10,333	13,260	-	12,000	12,800	13,500	1,500	12.50 %	2021: HRA Loan Payment from TIF 1-2
<b>Total</b>	<b>\$622,874</b>	<b>\$685,459</b>	<b>\$2,936,886</b>	<b>\$640,755</b>	<b>\$653,470</b>	<b>\$637,605</b>	<b>(\$3,150)</b>	<b>(.49 %)</b>	

City of Plymouth  
2020/2021 Biennial Budget Detail  
HRA General - Budgeted Revenues and Expenditures  
Community Development - Housing and Redevelopment - HRA - General

Account Number - Description	Actual 2018	Actual 2019	Actual September YTD 2020	Budget Adopted 2020	Budget Concept 2021	Budget Proposed 2021	Budget Adopted - Proposed Variance \$ 2020-2021	Budget Adopted - Proposed Variance % 2020-2021	Comments
Expenses 6000 - Salaries	\$811	\$5,485	-	-	-	-	-	0.00 %	
6000.100 - Salaries - Regular	201,590	172,523	141,661	208,812	216,225	214,126	5,314	2.54 %	
6050 - Benefits	123	831	-	-	-	-	-	0.00 %	
6050.100 - Benefits - Social Security	11,827	10,371	8,863	12,499	12,823	12,750	251	2.01 %	
6050.101 - Benefits - Medicare	2,844	2,504	2,073	3,053	3,159	3,129	76	2.49 %	
6050.200 - Benefits - PERA	15,118	12,930	10,625	15,660	16,217	16,060	400	2.55 %	
6050.550 - Benefits - Cell Phone Allowance	1,446	1,446	948	1,440	1,440	1,440	-	0.00 %	
6050.570 - Benefits - Car Allowance	241	241	158	240	240	240	-	0.00 %	
6060.100 - Medical Insurance - Employer Contribution	18,687	10,621	9,229	15,702	16,408	15,892	190	1.21 %	
6070.100 - Dental Insurance - Employer Contribution	1,611	1,656	1,119	1,864	1,957	1,786	(78)	(4.18 %)	
6080.100 - Group Life Insurance - Employer Contribution	600	604	428	727	818	738	11	1.51 %	
6100 - Office Supplies	-	196	-	500	500	500	-	0.00 %	
6500.100 - Employee Development - Training	885	274	815	3,200	3,200	3,200	-	0.00 %	
6550 - Mileage & Parking Reimbursement	-	-	-	100	105	100	-	0.00 %	
6700 - Dues & Subscriptions	841	821	936	1,000	1,000	1,000	-	0.00 %	
7000 - Professional Services	4,760	810	2,745	10,000	10,000	5,000	(5,000)	(50.00 %)	2021: Reduced by \$5K for 2021
7000.300 - Professional Services - Architectural Design Program	500	150	300	1,000	1,000	1,000	-	0.00 %	
7003 - Legal	12,685	1,791	4,413	5,500	5,500	5,229	(271)	(4.93 %)	2021: Reduced by \$271 to balance out budget
7004 - Audit Fees	1,832	1,846	1,892	2,000	2,000	2,000	-	0.00 %	
7100.100 - Communications - Postage	-	-	-	750	750	750	-	0.00 %	
7200 - Printing & Publishing	198	-	-	1,000	1,000	1,000	-	0.00 %	
8000 - Non-Cap Equip (< 5K)	-	868	2,403	-	-	-	-	0.00 %	
9000.101 - Allocations - Information Technology	12,051	12,236	9,177	12,236	12,603	12,603	367	3.00 %	
9000.102 - Allocations - Facilities Management	12,258	12,626	9,470	12,626	13,005	13,005	379	3.00 %	
9000.110 - Allocations - Risk Mgmt - OH, Premium	710	727	1,087	1,450	1,461	(13,608)	(15,058)	(1,038.48 %)	
9000.111 - Allocations - Risk Mgmt - Claims	-	-	11,250	15,000	15,000	-	(15,000)	(100.00 %)	
9500.050 - Transfers Out - Reserves	-	-	-	6,096	8,259	35,090	28,994	475.62 %	2021: \$7,059 to assist NOAH properties. The remaining is adjusted risk management allocations due to the PTS and Vicksburg claims in 2018.

City of Plymouth  
 2020/2021 Biennial Budget Detail  
 HRA General - Budgeted Revenues and Expenditures  
 Community Development - Housing and Redevelopment - HRA - General

Account Number - Description	Actual 2018	Actual 2019	Actual September YTD 2020	Budget Adopted 2020	Budget Concept 2021	Budget Proposed 2021	Budget Adopted - Proposed Variance \$ 2020-2021	Budget Adopted - Proposed Variance % 2020-2021	Comments
Expenses 9500.850 - Transfers Out - Plymouth Town Square	625,000	185,000	175,000	177,500	178,000	258,000	80,500	45.35 %	2021: Increased by \$80K as the HRA is no longer supporting Economic Development
9500.851 - Transfers Out - Vicksburg Crossing	175,000	55,000	40,000	40,000	40,000	40,000	-	0.00 %	
9900 - Miscellaneous	80,050	80,050	2,579,823	80,000	80,000	-	(80,000)	(100.00 %)	2021: Support for GF Economic Development. Reduced to \$0
9911 - Grant Awards	-	-	-	15,000	15,000	12,000	(3,000)	(20.00 %)	2021: Programs to incentivize landlords to accept HCV's. Reduced \$3K for 2021
9920 - Bank Fees	253	-	-	500	500	-	(500)	(100.00 %)	
9920.150 - Bank Fees - PSN	-	9	2	-	-	25	25	100.00 %	
9920.160 - Bank Fees - Operating Acct	-	163	80	-	-	200	200	100.00 %	
9920.170 - Bank Fees - Investments	-	45	14	-	-	50	50	100.00 %	
<b>Total</b>	<b>\$1,181,921</b>	<b>\$571,825</b>	<b>\$3,014,513</b>	<b>\$645,455</b>	<b>\$658,170</b>	<b>\$643,305</b>	<b>(\$2,150)</b>	<b>(.33 %)</b>	

City of Plymouth  
 2020/2021 Biennial Budget Detail  
 HRA General - Budgeted Revenues and Expenditures  
 Community Development - Housing and Redevelopment - HRA Property - Garland

Account Number - Description		Actual 2018	Actual 2019	Actual September YTD 2020	Budget Adopted 2020	Budget Concept 2021	Budget Proposed 2021	Budget Adopted - Proposed Variance \$ 2020-2021	Budget Adopted - Proposed Variance % 2020-2021	Comments
Revenue	4320 - Rental Fees	\$9,900	\$9,900	\$7,425	\$9,900	\$9,900	\$9,900	-	0.00 %	
	Total	\$9,900	\$9,900	\$7,425	\$9,900	\$9,900	\$9,900	-	0.00 %	

City of Plymouth  
 2020/2021 Biennial Budget Detail  
 HRA General - Budgeted Revenues and Expenditures  
 Community Development - Housing and Redevelopment - HRA Property - Garland

Account Number - Description		Actual 2018	Actual 2019	Actual September YTD 2020	Budget Adopted 2020	Budget Concept 2021	Budget Proposed 2021	Budget Adopted - Proposed Variance \$ 2020-2021	Budget Adopted - Proposed Variance % 2020-2021	Comments
Expenses	6130 - Repair & Maint Supplies	\$1,184	-	\$25	\$200	\$200	\$200	-	0.00 %	
	7500 - Repair & Maint Services	3,831	2,931	9,973	5,000	5,000	4,000	(1,000)	(20.00 %)	2021: unanticipated repairs
	9900 - Miscellaneous	20	-	1,200	-	-	-	-	0.00 %	
	<b>Total</b>	<b>\$5,035</b>	<b>\$2,931</b>	<b>\$11,198</b>	<b>\$5,200</b>	<b>\$5,200</b>	<b>\$4,200</b>	<b>(\$1,000)</b>	<b>(19.23 %)</b>	

Fund Balance Summaries  
 August 31, 2020  
 Prepared on: 9/3/2020

	HRA Funds		Community Development 230	Economic Development 234
	HRA General 258	Section 8 254		
Fund Balance - Beginning	1,890,704.32	524,227.55	60,307.64	104,749.62
Revenues - 8/31/2020	2,973,485.98	2,191,484.90	1,609.53	4,998.09
Expenses - 8/31/2020	(3,014,016.04)	(2,077,602.88)	(3.40)	(6.13)
Fund Balance - 8/31/2020	1,850,174.26	638,109.57	61,913.77	109,741.58
Less Restricted for:				
HRA General:				
Current Year Budget x 40%	260,262.00			
Commitments:				
Elements IFL - Fee Waiver - TIF X-X	241,000.00			
Noah Properties Reserve				
Section 8:				
2 months expenditures		505,824.33		
State Funded Rehabilitation Loans - 201	2,104.43			
State Funded 1st Time Homebuyer - 211	22,256.09			
<b>Unrestricted Fund Balance</b>	<b>1,324,551.74</b>			
<b>Available Fund Balance</b>	<b>1,348,912.26</b>	<b>132,285.24</b>	<b>61,913.77</b>	<b>109,741.58</b>

	Tax Increment Funds									
	TIF 1-1 427	TIF 1-2 428	TIF 1-3 429	TIF 7-4 422	TIF 7-5A 423	TIF 7-6 424	THAP 425	TIF 7-7 426	TIF 7-8 432	
Fund Balance - Beginning	(49,941.30)	20,118.74	215,113.55	1,246,082.69	(1,050.29)	1,467,019.33	69,184.42	476,903.20	65,775.54	
Revenues - 8/31/2020	803.45	23,271.35	96,411.46	215,073.78	(25.73)	229,461.71	1,844.98	133,924.24	193,854.61	
Expenses - 8/31/2020	(851.03)	(11,638.18)	(82,300.63)	(919.45)	(849.42)	(931.89)	(805.63)	(876.18)	(173,394.06)	
Fund Balance - 8/31/2020	(49,988.88)	31,751.91	229,224.38	1,460,237.02	(1,925.44)	1,695,549.15	70,223.77	609,951.26	86,236.09	
TIF 1-1 Debt Service 308					TIF 7-5A Debt Service 310					
Fund Balance - Beginning	790,328.58					926.36				
Revenues - 8/31/2020	115,516.58					112,031.02				
Expenses - 8/31/2020	(57.13)					(268,174.66)				
Fund Balance - 8/31/2020	905,788.03					(155,217.28)				
Commitments:										
Cranberry Ridge Loan TIF 7-6						156,000.00				
Cranberry Ridge Fee Waiver								250,000.00		
Cranberry Ridge Loan TIF 7-7								371,000.00		
						156,000.00		621,000.00		
<b>Total Fund Balance by District</b>	<b>855,799.15</b>	<b>31,751.91</b>	<b>229,224.38</b>	<b>1,460,237.02</b>	<b>(157,142.72)</b>	<b>1,539,549.15</b>	<b>70,223.77</b>	<b>(11,048.74)</b>	<b>86,236.09</b>	

	Senior Buildings	
	Plymouth Towne Square 850	Vicksburg Crossing 851
Repair and Replacement Cash Balance 6/30	745,935.94	804,041.85
Repair and Replacement Cash Balance	746,785.94	804,892.85
Debt Service Cash Balance 6/30	297,302.68	(96,071.63)
Half of the Year-End Cash Transfer	84,693.75	309,600.00
Debt Service Cash Balance	381,996.43	213,528.37
Operating Cash Balance as of 6/30	99,732.00	1,116,504.00
Half of the Year-End Cash Transfer	(84,693.75)	(309,600.00)
Operating Cash Balance	15,038.25	806,904.00
<b>Total Cash Balance</b>	<b>1,143,820.62</b>	<b>1,825,325.22</b>

7/20/2020

**Budget**

	2013*	2014*	2015*	2016*	2017*	2018*	2019*	2020**	2021***	2022	2023	2024
Estimated Admin Revenues***	\$ 236,441.19	\$ 256,348.11	\$ 274,336.63	\$ 274,049.50	\$ 260,488.63	\$ 281,119.63	\$ 276,422.32	\$ 276,422.32	\$ 276,422.32	\$ 276,422.32	\$ 276,422.32	\$ 276,422.32
Estimated Admin Expenses****	\$ 284,444.00	\$ 252,716.69	\$ 244,137.43	\$ 272,848.38	\$ 271,660.36	\$ 272,731.44	\$ 273,894.18	\$ 280,741.53	\$ 287,760.07	\$ 294,954.07	\$ 302,327.93	\$ 309,886.12
Voucher Overage HAP						\$ (15,037.40)						
	\$ (48,002.81)	\$ 3,631.42	\$ 30,199.20	\$ 1,201.12	\$ (11,171.73)	\$ 8,388.19	\$ 2,528.14	\$ (4,319.21)	\$ (11,337.75)	\$ (18,531.75)	\$ (25,905.61)	\$ (33,463.80)
			12/31/2015	12/31/2016	12/31/2017	12/31/2018	12/31/2019	12/31/2020	12/31/2021	12/31/2022	12/31/2023	12/31/2024
Estimated UNA Balance			\$ 559,136.64	\$ 560,530.22	\$ 549,358.49	\$ 542,709.28	\$ 560,274.82	\$ 555,955.61	\$ 544,617.85	\$ 526,086.10	\$ 500,180.49	\$ 466,716.69

\* 2013, 2014, 2015, 2016, 2017 & 2019 revenue and expenses actual

\*\* 2020 based on adopted 2019 budget

\*\*\*2021 based on proposed 2020 budget

Revenue (Admin Port, HUD Dir Admin, Main Admin, 1/2 Fraud Recovery + Interest)

Expense (Admin Expenses and Audit & Port Out Admin Fees)

^ Expense Inflation factor 2.5%

**PLYMOUTH HOUSING AND  
REDEVELOPMENT AUTHORITY  
STAFF REPORT**

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**TO:** Plymouth Housing and Redevelopment Authority

**FROM:** Jim Barnes, HRA Manager, reviewed by Steve Juetten, Executive Director

**MEETING DATE:** September 24, 2020

**SUBJECT:** HRA Accessible Home Program – Consider purchase of 3315 Garland Lane N., Plymouth, MN 55447

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**BACKGROUND:**

In 1999, the HRA worked in collaboration with two non-profit housing agencies and a private developer to construct two accessible homes in the City of Plymouth. These two homes were a first for the HRA in working on scattered site new development projects.

In 2010, the HRA agreed to purchase one of the homes as the owner had financial difficulties and was in the process of losing the home to foreclosure. The HRA currently owns and rents this home back to the former owner.

**DISCUSSION:**

Recently staff was approached by the owner of the second home inquiring whether we would be interested in purchasing the property and rent it back to him. This is similar to what the Board did for 3325 Garland Lane in 2010.

The owner has indicated that they would be willing to sell this property back to the HRA for \$185,000, which is approximately one half of the value from an FHA appraisal that was completed this past June. The appraisal indicated a market value for this property of \$335,000. The HRA currently holds a loan on this property in the amount of \$65,500 with a term of 90 years.

If the Board approves this transaction it will allow the current owner to pay off his mortgage and put the remaining proceeds in a trust account that will allow him to live comfortably for some time.

**BUDGET IMPACT:**

If authorized, purchase of the property would be funded by HRA General Fund Reserves, which currently has an unrestricted fund balance of just over \$1.3 million. The current owner would pay rent based on their annual income, which staff anticipates to be around \$700-800 per month.

**RECOMMENDATION:**

Staff recommends the Plymouth Housing and Redevelopment Authority Board of Commissioners provide staff the authority to draft a purchase agreement and make an offer to purchase 3315 Garland lane N., Plymouth, MN 55447 in the amount of \$185,000.

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**ATTACHMENTS:**

1. Location Map



 **City of Plymouth**

**3315 Garland Lane**

0      225      450  
Feet

