

**Owatonna  
Housing and Redevelopment Authority  
Regular Meeting  
Monday, April 22, 2019  
4:00 PM  
2<sup>nd</sup> Floor Conference Room  
City Administration Building**

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**Preliminary Agenda**

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1. Roll Call: Atkinson, Olivo, Rossi, Schnitzler, Werner
2. Approval of Minutes:  
January 28, 2019 Meeting
3. Executive Directors Report:
4. Old Business:
  - a. Accept and Authorize Monthly HRA Financial Report
  - b. Accept and Authorize Housing Choice Voucher Monthly Report
  - c. Accept and Authorize Bridges and Bridges Like Monthly Report
  - d. Program Updates
5. New Business:
  - a. Section Eight Management Assessment Program (SEMAP) survey completed and sent to HUD January 31, 2019
  - b. New Bridges 2 year grant application sent March 8, 2019, waiting for the new grant from MN Housing.
  - c. Landlord meeting scheduled for May 22<sup>nd</sup>, Ghassan speaking at the meeting.
6. Other:
  - a. No HUD reimbursement delays for the HCV program
  - b. Next Board meeting is scheduled for Monday May 27, 2019—Memorial Day.
7. Adjourn

Please inform the Housing and Redevelopment Authority office as soon as possible whether you will be able to attend at [ghassan.madkour@ci.owatonna.mn.us](mailto:ghassan.madkour@ci.owatonna.mn.us) or 507-774-7318.

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**MEMORANDUM**

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**TO:** OWATONNA HOUSING AND REDEVELOPMENT AUTHORITY BOARD  
**FROM:** GHASSAN MADKOUR, HOUSING MANAGER  
**SUBJECT:** MONTHLY DEMOGRAPHICAL AND FINANCIAL DATA  
**DATE:** APRIL 22, 2019

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The purpose of this memorandum is to provide the Owatonna Housing and Redevelopment Authority with demographical and financial data on the HRA General Fund, Section 8 Housing Choice Voucher Program, and Bridges Programs.

**OWATONNA HRA GENERAL FUND**

YTD Revenues:	\$91,589.00
YTD Expenses:	\$123,476.80
Fund Balance:	\$299,870.20

**MHFA BRIDGES PROGRAM**

Monthly HAP Revenue	\$21,715.00
Monthly Admin Revenue	\$2,338.00
Monthly HAP Expense	\$21,549.00
Occupancy:	46
Average HAP:	\$468.00

**COUNTY BRIDGES PROGRAM**

Monthly HAP Revenue	\$3,853.00
Monthly HAP Expense	\$3,853.00
Occupancy:	8
Average HAP:	\$482.00

**SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**

YTD Revenue:	\$190,541.17
YTD Expense:	\$184,097.29
Total Cash Balance:	\$33,122.00
Program Demographics:	
Households in Steele Co:	92
Average HAP:	\$50.00
Households Portable Out:	1
Average HAP:	\$655.00
Total Assisted Households:	104
Households Ported In- Billing:	12

**Requested Action:** The Board is asked to review and approve the monthly reports and program expenditures.

**City of Owatonna**  
**Balance Statement by Fund**  
**31-Mar-19**

FUND 280: OWATONNA HRA

Account Name	Ending Balance
<b>ASSETS</b>	
BANK ACCOUNTS	\$ 122,143.26
ACCOUNTS RECEIVABLE	12,490.64
DELINQUENT TAXES RECEIVABLE	835.22
DUE FROM OTHER GOVERNMENTS	2,218.80
LAND HELD FOR RESALE	184,208.00
NOTE RECEIVABLE	6,170.00
Total Assets	<u>\$ 328,065.92</u>
<b>LIABILITIES</b>	
ACCOUNTS PAYABLE	\$ 0.00
DUE TO OTHER GOVERNMENTS	18,889.70
REFUNDABLE DEPOSITS	2,285.00
DEFERRED REVENUE	6,170.00
DEFERRED REVENUE - DEL TAXES	851.02
Total Liabilities	<u>\$ 28,195.72</u>
<b>FUND EQUITY</b>	
FUND BALANCE	\$ 299,870.20
Total Fund Equity	<u>\$ 299,870.20</u>
Total Liabilities and Fund Equity	<u>\$ 328,065.92</u>

FUND 282: OWATONNA HRA-HUD

Account Name	Ending Balance
<b>ASSETS</b>	
BANK ACCOUNTS	\$ 19,128.27
BANK ACCOUNTS - DEPOSITS	19,739.60
ACCOUNTS RECEIVABLE	10,655.00
DUE FROM OTHER GOVERNMENTS	38,289.96
Total Assets	<u>\$ 26,009.09</u>
<b>LIABILITIES</b>	
ACCOUNTS PAYABLE	\$ 0.00
DUE TO OTHER GOVERNMENTS	2,152.86
DEFERRED REVENUE	141.98
DEPOSITS	19,739.60
Total Liabilities	<u>\$ 22,034.44</u>
<b>FUND EQUITY</b>	
FUND BALANCE	\$ 3,974.65
Total Fund Equity	<u>\$ 3,974.65</u>
Total Liabilities and Fund Equity	<u>\$ 26,009.09</u>

**City of Owatonna**  
**Income Statement by Fund**  
**For the Period Ending March 31, 2019**

FUND 280: OWATONNA HRA

Account Name	Budget	MTD Actual	YTD Actual	\$ Remaining	Remaining
<b>REVENUES</b>					
PROPERTY TAXES	\$ 175,000.00	\$ 14,580.00	\$ 43,780.00	\$ 131,220.00	74.98%
STEELE COUNTY - HOUSING GRANT	45,000.00	3,853.00	15,416.00	29,584.00	65.74%
TIF ADMINISTRATIVE FEE	3,600.00	0.00	0.00	3,600.00	100.00%
INTEREST INCOME	800.00	0.00	0.00	800.00	100.00%
RENTS & LEASES - 140 32ND AVE	11,000.00	2,100.00	4,300.00	6,700.00	60.91%
RENTS & LEASES - 204 E FREMONT	11,000.00	1,240.00	4,040.00	6,960.00	63.27%
TRANSFER FROM HUD-SEC 8	15,000.00	0.00	0.00	15,000.00	100.00%
STATE - BRIDGES	256,000.00	0.00	21,715.00	234,285.00	91.52%
STATE - BRIDGES ADMIN	25,000.00	0.00	2,338.00	22,662.00	90.65%
<b>Total Revenues</b>	<b>\$ 542,400.00</b>	<b>\$ 21,773.00</b>	<b>\$ 91,589.00</b>	<b>\$ 450,811.00</b>	<b>83.11%</b>
<b>EXPENDITURES</b>					
WAGES - FULL TIME EMPLOYEES	\$ 76,284.00	\$ 5,762.91	\$ 17,254.95	\$ 59,029.05	77.38%
PERA	5,721.00	436.16	1,306.24	4,414.76	77.17%
FICA	5,836.00	419.12	1,255.01	4,580.99	78.50%
INSURANCE	13,317.00	1,183.84	3,553.43	9,763.57	73.32%
WORKERS COMP INSURANCE	481.00	33.14	99.22	381.78	79.37%
OFFICE SUPPLIES	1,000.00	57.30	57.30	942.70	94.27%
CONSULTING SERVICES	10,000.00	0.00	0.00	10,000.00	100.00%
BACKGROUND CHECKS	0.00	25.00	25.00	-25.00	0.00%
TELEPHONE	0.00	40.65	-8.34	8.34	0.00%
POSTAGE	800.00	67.42	163.11	636.89	79.61%
VEHICLE ALLOWANCE	500.00	16.50	80.22	419.78	83.96%
TRAVEL & CONFERENCES	1,000.00	0.00	0.00	1,000.00	100.00%
OPERATIONAL SERVICES - SEC 8	4,500.00	0.00	2,475.00	2,025.00	45.00%
ADVERTISING	300.00	0.00	0.00	300.00	100.00%
MEMBERSHIPS & SUBSCRIPTIONS	200.00	0.00	176.00	24.00	12.00%
INSURANCE	3,600.00	0.00	900.00	2,700.00	75.00%
RENTAL HOUSE EXP	5,000.00	16.85	246.78	4,753.22	95.06%
RENTAL HOUSE EXP - 140 32ND AVE	5,000.00	196.58	615.88	4,384.12	87.68%
REPAIR SERVICE - OFFICE EQUIP	500.00	0.00	0.00	500.00	100.00%
HOUSING PAYMENTS - STEELE CO	45,000.00	4,202.00	12,748.00	32,252.00	71.67%
LAND PROJECTS	50,000.00	0.00	0.00	50,000.00	100.00%
RENTAL CERTIFICATION PROGRAM	22,000.00	1,830.00	5,530.00	16,470.00	74.86%
SOUTHERN MN INITIATIVE FOUNDAT	1,667.00	0.00	0.00	1,667.00	100.00%
TRANSFER TO OTHER FUNDS	15,000.00	1,250.00	3,750.00	11,250.00	75.00%
HOUSING PAYMENTS - BRIDGES	256,000.00	21,549.00	73,249.00	182,751.00	71.39%
<b>Total Expenditures</b>	<b>\$ 523,706.00</b>	<b>\$ 37,086.47</b>	<b>\$ 123,476.80</b>	<b>\$ 400,229.20</b>	<b>76.42%</b>
<b>Expenditures</b>	<b>\$ 18,694.00</b>	<b>\$ -15,313.47</b>	<b>\$ -31,887.80</b>	<b>\$ 50,581.80</b>	<b>270.58%</b>

FUND 282: OWATONNA HRA-HUD

Account Name	Budget	MTD Actual	YTD Actual	\$ Remaining	Remaining
<b>REVENUES</b>					
FEDERAL GRANTS - PROGRAM	\$ 580,000.00	\$ 52,481.00	\$ 157,833.00	\$ 422,167.00	72.79%
FEDERAL GRANT ADMINISTRATION	62,000.00	4,947.00	14,695.00	47,305.00	76.30%
PORTABLES IN HAP	108,000.00	4,405.00	16,385.00	91,615.00	84.83%
PORTABLES IN ADMIN	6,000.00	369.37	1,628.17	4,371.83	72.86%
PORTABLES RECEIVING UTIL REIMB	1,000.00	0.00	0.00	1,000.00	100.00%
INTEREST INCOME	300.00	0.00	0.00	300.00	100.00%
Total Revenues	\$ 757,300.00	\$ 62,202.37	\$ 190,541.17	\$ 566,758.83	74.84%
<b>EXPENDITURES</b>					
WAGES - FULL TIME EMPLOYEES	\$ 35,063.00	\$ 2,629.59	\$ 7,873.40	\$ 27,189.60	77.54%
PERA	2,630.00	189.98	568.80	2,061.20	78.37%
FICA	2,682.00	176.77	529.17	2,152.83	80.27%
INSURANCE	9,287.00	643.49	1,930.20	7,356.80	79.22%
WORKERS COMP INSURANCE	221.00	0.00	0.00	221.00	100.00%
AUDIT SERVICE	10,000.00	0.00	0.00	10,000.00	100.00%
PORTABLE OUT ADMINISTRATION	500.00	74.24	222.72	277.28	55.46%
MANAGEMENT FEE	15,000.00	0.00	0.00	15,000.00	100.00%
VEHICLE ALLOWANCE	500.00	0.00	0.00	500.00	100.00%
PORT UA OUT	0.00	0.00	82.00	-82.00	0.00%
HOME OWNERSHIP HAP	9,000.00	765.00	2,310.00	6,690.00	74.33%
HOUSING PYMTS HAP	554,400.00	48,509.00	145,263.00	409,137.00	73.80%
FSS PYMTS HAP	8,000.00	346.00	1,038.00	6,962.00	87.02%
UTILITY PYMTS HAP	3,600.00	995.00	2,666.00	934.00	25.94%
PORTABLE HSG PYMTS	5,000.00	1,507.00	4,635.00	365.00	7.30%
PORTABLE UTIL PYMTS	1,000.00	0.00	0.00	1,000.00	100.00%
PORTABLE REC HAP	108,000.00	5,627.00	16,979.00	91,021.00	84.28%
Total Expenditures	\$ 764,883.00	\$ 61,463.07	\$ 184,097.29	\$ 580,785.71	75.93%
Expenditures	\$ -7,583.00	\$ 739.30	\$ 6,443.88	\$ -14,026.88	184.98%

Owatonna H.R.A.  
**Demographic Statistics Report**  
 Vouchers - All Projects

<u>Unit Locations</u>	<u>HoH Count</u>	<u>Percent</u>	<u>Fam Count</u>	<u>Percent</u>
	1	1	6	2
Blooming Prairie	1	1	2	1
Ellendale	2	2	4	1
Owatonna	102	96	287	96
Total All Locations	106	100	299	100

<u>Family Composition</u>	<u>Count</u>	<u>Percent</u>	<u>Avg Age</u>
Average Family Size	3		
Elderly Heads of Household (age 62 or older)	20	19	71
Non-Elderly Heads of Household (age 61 or less)	86	81	42
Near-Elderly Heads of Household (ages 55 to 61)	11	10	59
Other Heads of Household (age 54 or less)	75	71	39
Female Heads of Household	83	78	46
Elderly	16	19	69
Non-Elderly	67	81	41
Near-Elderly	8	10	59
Other	59	71	38
Male Heads of Household	23	22	51
Elderly	4	17	77
Non-Elderly	19	83	46
Near-Elderly	3	13	59
Other	16	70	43
Disabled/Handicapped Heads of Household	57	54	55
Male	19	33	50
Female	38	67	55
Non-Minority Heads of Household	56	53	
Minority Heads of Household	50	47	
Black	40	38	
Hispanic	10	9	
# of Family Members younger than 18 years	152		9
# of Families with children	50	47	

<u>Income Source</u>	<u>Annual Amount</u>	<u>Percent</u>	<u>Count</u>	<u>Percent</u>
Own Business	\$22,729	1.3	4	2
Child Support	\$138,513	7.7	27	11
Federal Wage	\$36,159	2.0	3	1
General Assistance	\$26,058	1.5	21	9
Other Nonwage Sources	\$211,005	11.8	43	18
SSI	\$381,252	21.3	52	22
Social Security	\$265,764	14.8	32	13
TANF (formerly AFDC)	\$34,356	1.9	13	5
Unemployment Benefits	\$7,554	0.4	1	0
Other Wage	\$666,974	37.3	43	18
Total All Income Sources	\$1,790,365	100	239	100

Public Assistance is the sole source of income for 1% of households.

Households that are working comprise 41% of households.

Owatonna H.R.A.  
**Demographic Statistics Report**  
Vouchers - All Projects

Of the working households, 7% of households also receive TANF.

Average Household Income	\$16,890
Average Tenant Rent (0-Bdrm)	\$0
Average Tenant Rent (1-Bdrm)	\$233
Average Tenant Rent (2-Bdrm)	\$283
Average Tenant Rent (3-Bdrm)	\$304
Average Tenant Rent (4-Bdrm)	\$288
Average Tenant Rent (5-Bdrm)	\$208
Average Tenant Rent (Combined)	\$266
Average TTP (rent + utilities per month)	\$345
Average Housing Assistance Payment	\$514

<u>Length of Time On Program</u>	<u>Count</u>	<u>Percent</u>
Less than 1 years	10	10
Less than 2 years	3	3
Less than 3 years	17	16
Less than 4 years	15	14
Less than 5 years	15	14
Less than 6 years	0	0
Less than 7 years	6	6
Less than 8 years	10	10
Less than 9 years	3	3
Less than 10 years	2	2
More than 10 years	24	23

<u>Broad Range of Income</u>	<u>Count</u>	<u>Percent</u>
\$0 - \$5,000	9	8
\$5,000 - \$10,000	16	15
\$10,000 - \$15,000	33	31
\$15,000 - \$20,000	17	16
\$20,000 - \$25,000	11	10
More than \$25,000	20	19

<u>Income Levels</u>	<u>Count</u>	<u>Percent</u>
Over Income	106	100

Owatonna H.R.A.  
**Demographic Statistics Report**  
 Bridges - All Projects

Unit Locations	HoH Count	Percent	Fam Count	Percent
Medford	1	3	2	3
Owatonna	32	94	62	94
Waseca	1	3	2	3
Total All Locations	34	100	66	100

Family Composition	Count	Percent	Avg Age
Average Family Size	2		
Elderly Heads of Household (age 62 or older)	0	0	0
Non-Elderly Heads of Household (age 61 or less)	34	100	43
Near-Elderly Heads of Household (ages 55 to 61)	5	15	58
Other Heads of Household (age 54 or less)	29	85	41
Female Heads of Household	22	65	43
Elderly	0	0	0
Non-Elderly	22	100	43
Near-Elderly	4	18	59
Other	18	82	40
Male Heads of Household	12	35	43
Elderly	0	0	0
Non-Elderly	12	100	43
Near-Elderly	1	8	56
Other	11	92	42
Disabled/Handicapped Heads of Household	29	85	43
Male	10	34	45
Female	19	66	43
Non-Minority Heads of Household	26	76	
Minority Heads of Household	8	24	
Black	3	9	
Hispanic	5	15	
# of Family Members younger than 18 years	25		10
# of Families with children	13	38	

Income Source	Annual Amount	Percent	Count	Percent
Child Support	\$11,016	2.9	3	5
General Assistance	\$23,640	6.2	10	16
Other Nonwage Sources	\$21,240	5.6	5	8
Pension	\$1,547	0.4	1	2
SSI	\$103,728	27.3	15	24
Social Security	\$119,556	31.4	17	27
TANF (formerly AFDC)	\$10,140	2.7	3	5
Other Wage	\$89,328	23.5	9	14
Total All Income Sources	\$380,196	100	63	100

Public Assistance is the sole source of income for 9% of households.  
 Households that are working comprise 24% of households.  
 Of the working households, 0% of households also receive TANF.

Average Household Income \$11,182



Owatonna H.R.A.  
**Demographic Statistics Report**  
Bridges - All Projects

Average Tenant Rent (0-Bdrm)	\$216
Average Tenant Rent (1-Bdrm)	\$190
Average Tenant Rent (2-Bdrm)	\$281
Average Tenant Rent (3-Bdrm)	\$359
Average Tenant Rent (4-Bdrm)	\$670
Average Tenant Rent (Combined)	\$273
Average TTP (rent + utilities per month)	\$268
Average Housing Assistance Payment	\$452

<u>Length of Time On Program</u>	<u>Count</u>	<u>Percent</u>
Less than 1 years	8	24
Less than 2 years	7	21
Less than 3 years	8	24
Less than 4 years	10	29
Less than 5 years	0	0
Less than 6 years	1	3
Less than 7 years	0	0
Less than 8 years	0	0
Less than 9 years	0	0
Less than 10 years	0	0
More than 10 years	0	0

<u>Broad Range of Income</u>	<u>Count</u>	<u>Percent</u>
\$0 - \$5,000	4	13
\$5,000 - \$10,000	9	30
\$10,000 - \$15,000	9	30
\$15,000 - \$20,000	3	10
\$20,000 - \$25,000	3	10
More than \$25,000	2	7

<u>Income Levels</u>	<u>Count</u>	<u>Percent</u>
Over Income	34	100