

City of Owatonna

HRA Board

Regular Meeting

Monday, April 22, 2024

4:00 p.m.

City Hall / Small Conference Room 120

Preliminary Agenda

1. HRA Board Agenda - 4/22/2024

Documents:

[1. APRIL MEETING AGENDA.PDF](#)

2. Roll Call: Dotson, Fiske, Hole, Olivo, Schultz

3. Executive Director's Report

4. Old Business

4.I. Board Memorandum

Documents:

[3. BOARD MEMORANDUM 4.22.2024.PDF](#)

4.II. Balance Sheets

Documents:

[4. BALANCE SHEETS.PDF](#)

4.III. Income Statements

Documents:

[5. INCOME STATEMENTS.PDF](#)

4.IV. HCV - MS Demographics

Documents:

[6. HCV- MS DEMOGRAPHICS.PDF](#)

4.V. Bridges Demographics

Documents:

[7. BRIDGES DEMOGRAPHICS.PDF](#)

4.VI. Current Mainstream Voucher Updates

4.VII. Current Bridges Updates

5. New Business

5.I. Payment Standards

5.II. Utility Allowances

6. Other

6.I. Next Meeting Is A Holiday.

7. Adjourn

Next Scheduled Meeting: May 27, 2024, is Memorial Day

Please inform Ghassan Madkour as soon as possible whether you will be able to attend at ghassan.madkour@owatonna.gov or 507-774-7318.



Regular Meeting

Monday, April 22, 2024

4:00 PM

City Hall/Crandall Small Conference Room 120

Preliminary Agenda

1. Roll Call: Dotson, Fiske, Hole, Olivo, Schultz
2. Approval of Meeting Minutes from March 25, 2024
3. Executive Directors Report:
4. Old Business:
 - a. Current Housing Choice Vouchers Updates
 - b. Current Mainstream Voucher Updates
 - c. Current Bridges Updates
5. New Business:
 - a. Payment Standards
 - b. Utility allowances
6. Other:

Next meeting is a Holiday.
7. Adjourn

Next scheduled meeting, May 27, 2024, is Memorial Day

Please inform Ghassan Madkour as soon as possible whether you will be able to attend at ghassan.madkour@owatonna.gov or 507-774-7318.



MEMORANDUM

TO: OWATONNA HOUSING AND REDEVELOPMENT AUTHORITY BOARD
FROM: GHASSAN MADKOUR, HOUSING MANAGER
SUBJECT: MONTHLY DEMOGRAPHICAL AND FINANCIAL DATA
DATE: APRIL 22, 2024

The purpose of this memorandum is to provide the Owatonna Housing and Redevelopment Authority with demographic and financial data on the HRA General Fund, Housing Choice Voucher, Mainstream Voucher, and Bridges Voucher programs.

OWATONNA HRA GENERAL FUND

YTD Revenues:	\$135,612.79
YTD Expenses:	\$120,365.37
Fund Balance:	\$674,123.01

MHFA BRIDGES PROGRAM

Monthly HAP Revenue	\$16,993.00
Monthly Admin Revenue	\$1,860.00
Monthly Expense	\$18,853.00
Occupancy:	29
Average HAP:	\$585.97

COUNTY BRIDGES PROGRAM

Monthly HAP Revenue	\$5,014.00
Monthly HAP Expense	\$5,014.00
Occupancy:	9
Average HAP:	\$557.11

MAINSTREAM VOUCHER PROGRAM

Monthly HAP Revenue	\$14,487.00
Monthly HAP Expense	\$14,487.00
Occupancy:	32 out of 40 vouchers
Average HAP:	\$452.79

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

YTD Revenue:	\$231,513.42
YTD Expense:	\$242,434.91
Total Cash Balance:	\$191,750.14
Households in Steele Co:	101
Average HAP:	\$526.69
Households Portable Out:	4
Average HAP:	\$868.40
Total Assisted Households:	109 out of 113 vouchers
Households Ported In Billing:	5

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

City of Owatonna
 Balance Sheet
 Period Ending: 3/2024

Fund: 280 OWATONNA HRA

Account Number	Description	Debit	Credit
280-10100-000-000-000000	CASH	377,836.66	
280-10400-000-000-000000	INVESTMENTS	50,000.00	
280-10700-000-000-000000	TAXES REC - DELINQUENT	1,370.35	
280-11500-000-000-000000	ACCOUNTS RECEIVABLE	2,655.00	
280-12900-000-000-000000	LOANS RECEIVABLE	6,170.00	
280-13200-000-000-000000	DUE FROM OTHER GOVERNMENTS	51,883.00	
280-14200-000-000-000000	LAND HELD FOR RESALE	184,208.00	
280-20100-000-000-000000	ACCOUNTS PAYABLE		-2,727.00
280-22015-000-000-000000	DEPOSITS - OTHER		-2,000.00
280-22200-000-000-000000	UNAVAILABLE REVENUE		-8,170.00
280-22210-000-000-000000	UNAVAILABLE REVENUE - TAXES		-1,370.35
280-29300-000-000-000000	FUND BALANCE		-644,608.24
	Current Year Revenue/Expense		-15,247.42
	Fund totals:	674,123.01	-674,123.01

City of Owatonna
Balance Sheet
Period Ending: 3/2024

Fund: 282 OWATONNA HRA HUD SECTION 8

Account Number	Description	Debit	Credit
282-10100-000-000-000000	CASH	100,492.89	
282-10150-000-000-000000	RESTRICTED CASH - FSS DEPOSITS	25,338.13	
282-13200-000-000-000000	DUE FROM OTHER GOVERNMENTS	54,997.63	
282-20100-000-000-000000	ACCOUNTS PAYABLE		-23,327.19
282-22250-000-000-000000	FSS DEPOSITS		-25,338.13
282-29300-000-000-000000	FUND BALANCE		-143,084.82
Current Year Revenue/Expense		10,921.49	
Fund totals:		<u>191,750.14</u>	<u>-191,750.14</u>
***** End of Report *****			

HRA General Fund			
Account	Description	Year	MTD
		Budget	Actual
280-31000-680-680-000000	PROPERTY TAXES	- 200,000.00	- 16,600.00
280-31030-680-680-000000	MOBILE HOME TAX		
280-33622-680-680-000000	STEELE COUNTY - HOUS	- 55,000.00	- 5,014.00
280-34109-680-680-000000	OTHER REVENUE		
280-34120-680-680-000000	HUD - SEC 8 MGMT FEE	- 7,500.00	
280-34950-680-680-000000	TIF ADMINISTRATIVE F	- 5,638.00	
280-36210-680-680-000000	INTEREST EARNINGS	- 4,000.00	- 1,454.81
280-36220-680-680-000000	RENT/RENTALS	- 36,000.00	- 1,000.00
280-33426-680-681-000000	STATE - HOUSING BRID	- 253,250.00	- 16,993.00
280-33427-680-681-000000	STATE - HOUSING BRID	- 18,000.00	- 1,860.00
		- 579,388.00	- 42,921.81
280-41000-680-680-000000	WAGES - REGULAR FT	99,801.00	11,515.08
280-41300-680-680-000000	WAGES - OT		
280-41410-680-680-000000	PERA	7,485.00	867.69
280-41420-680-680-000000	FICA	7,635.00	854.07
280-41500-680-680-000000	INSURANCE	16,064.00	1,412.83
280-41550-680-680-000000	WORKERS COMP INSURAN	569.00	65.92
280-42000-680-680-000000	OFFICE SUPPLIES	1,200.00	88.58
280-43010-680-680-000000	OTHER PROFESSIONAL S	10,000.00	
280-43018-680-680-000000	BACKGROUND CHECKS	1,300.00	200.00
280-43121-680-680-000000	PHONE	900.00	41.24
280-43122-680-680-000000	POSTAGE	1,300.00	136.12
280-43220-680-680-000000	TRAVEL & TRAINING	2,700.00	
280-43250-680-680-000000	OPERATIONAL SERVICES	4,000.00	
280-43320-680-680-000000	ADVERTISING & PROMOT	200.00	
280-43400-680-680-000000	MEMBERSHIPS & SUBSCR	900.00	
280-43500-680-680-000000	PROPERTY & LIABILITY	4,400.00	
280-43711-680-680-000000	RENTAL PROPERTY EXPE	6,900.00	214.84
280-43720-680-680-000000	REPAIR & MAINT - EQU	500.00	
280-43780-680-680-000000	REPAIR & MAINT - OTH		
280-43972-680-680-000000	SOUTHERN MN INITIATI	1,667.00	
280-43983-680-680-000000	HOUSING PAYMENTS - S	55,000.00	5,014.00
280-43994-680-680-000000	LAND PROJECTS	45,600.00	
280-43996-680-680-000000	RENTAL CERTIFICATION	25,000.00	2,083.00
280-47000-680-680-000000	TRANSFER TO OTHER FU	15,000.00	1,250.00
280-43989-680-681-000000	HOUSING PAYMENTS - B	271,250.00	17,143.00
		579,371.00	40,886.37

HRA Housing Choice Vouchers Fund			
Account	Description	Year	MTD
		Budget	Actual
282-33111-680-682-000000	FEDERAL - PROGRAM	- 749,722.00	- 54,941.00
282-33112-680-682-000000	FEDERAL - ADMIN	- 75,833.00	- 6,411.00
282-33113-680-682-000000	FEDERAL - PROGRAM (M		- 11,899.00
282-33114-680-682-000000	FEDERAL - ADMIN (MS)		- 2,705.00
282-33160-680-682-000000	FEDERAL - OTHER	- 170,000.00	
282-33627-680-682-000000	OTHER HA - PORT IN H	- 100,000.00	- 2,846.00
282-33628-680-682-000000	OTHER HA - PORT IN A	- 8,000.00	- 266.39
282-33629-680-682-000000	OTHER HA-PORT IN UTI	- 1,000.00	
282-36007-680-682-000000	FRAUD RECOVERY - HAP	- 2,500.00	- 47.50
282-36008-680-682-000000	FRAUD RECOVERY - ADM	- 2,500.00	- 47.50
282-36210-680-682-000000	INTEREST EARNINGS	- 500.00	- 72.85
		- 1,110,055.00	- 79,236.24
282-41000-680-682-000000	WAGES - REGULAR FT	47,486.00	5,479.20
282-41410-680-682-000000	PERA	3,561.00	403.55
282-41420-680-682-000000	FICA	3,633.00	393.24
282-41500-680-682-000000	INSURANCE	11,280.00	813.35
282-41550-680-682-000000	WORKERS COMP INSURAN	271.00	30.67
282-43001-680-682-000000	AUDIT & ACCOUNTING S	11,500.00	
282-43007-680-682-000000	MANAGEMENT FEES	7,500.00	
282-43012-680-682-000000	PORT OUT ADMIN	1,000.00	212.12
282-43220-680-682-000000	TRAVEL & TRAINING	600.00	
282-43953-680-682-000000	MAINSTREAM HAP	170,000.00	14,487.00
282-43954-680-682-000000	MS PORT OUT	2,200.00	
282-43955-680-682-000000	MS PORT OUT ADMIN	800.00	
282-43956-680-682-000000	MS PORT OUT UA	200.00	
282-43957-680-682-000000	MS UTILITY PAYMENTS		
282-43961-680-682-000000	PORT OUT UA	752.00	
282-43963-680-682-000000	HOME OWNERSHIP HAP	12,000.00	933.00
282-43981-680-682-000000	HOUSING PYMTS HAP	749,722.00	51,995.00
282-43985-680-682-000000	UTILITY PYMTS HAP	2,000.00	139.00
282-43986-680-682-000000	PORTABLE HSG PYMTS	15,000.00	4,342.00
282-43987-680-682-000000	PORTABLE UTIL PYMTS	550.00	
282-43988-680-682-000000	PORTABLE REC HAP	70,000.00	2,301.00
		1,110,055.00	81,529.13

YTD 3/31/24	Budget
Actual	Balance
- 49,800.00	- 150,200.00
- 13,670.00	- 41,330.00
	- 7,500.00
	- 5,638.00
- 4,032.79	32.79
- 4,000.00	- 32,000.00
- 57,930.00	- 195,320.00
- 6,180.00	- 11,820.00
- 135,612.79	- 443,775.21
26,692.81	73,108.19
2,016.57	5,468.43
1,967.91	5,667.09
4,246.96	11,817.04
153.20	415.80
171.90	1,028.10
	10,000.00
325.00	975.00
123.72	776.28
414.12	885.88
152.62	2,547.38
	4,000.00
	200.00
399.95	500.05
1,100.00	3,300.00
629.61	6,270.39
	500.00
	1,667.00
13,392.00	41,608.00
	45,600.00
6,253.00	18,747.00
3,750.00	11,250.00
58,576.00	212,674.00
120,365.37	459,005.63

YTD 3/31/24	Budget
Actual	Balance
- 156,771.00	- 592,951.00
- 19,233.00	- 56,600.00
- 37,591.00	37,591.00
- 8,115.00	8,115.00
	- 170,000.00
- 7,386.00	- 92,614.00
- 691.79	- 7,308.21
	- 1,000.00
- 516.50	- 1,983.50
- 516.50	- 1,983.50
- 692.63	192.63
- 231,513.42	- 878,541.58
12,682.40	34,803.60
926.58	2,634.42
890.22	2,742.78
2,431.32	8,848.68
70.43	200.57
4,252.50	7,247.50
	7,500.00
495.21	504.79
42.25	557.75
42,317.00	127,683.00
	2,200.00
	800.00
	200.00
	752.00
2,689.00	9,311.00
156,480.00	593,242.00
681.00	1,319.00
11,636.00	3,364.00
	550.00
6,841.00	63,159.00
242,434.91	867,620.09

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>
	5	4	12	4
Blooming Prairie	1	1	1	0
Ellendale	1	1	1	0
Owatonna	131	95	254	95
Total All Locations	138	100	268	100

<u>Family Composition</u>	<u>Count</u>	<u>Percent</u>	<u>Avg Age</u>
Average Family Size	2		
Elderly Heads of Household (age 62 or older)	27	20	70
Non-Elderly Heads of Household (age 61 or less)	111	80	45
Near-Elderly Heads of Household (ages 55 to 61)	26	19	58
Other Heads of Household (age 54 or less)	85	62	41
Female Heads of Household	106	77	49
Elderly	23	22	71
Non-Elderly	83	78	43
Near-Elderly	14	13	58
Other	69	65	40
Male Heads of Household	32	23	52
Elderly	4	13	64
Non-Elderly	28	88	50
Near-Elderly	12	38	57
Other	16	50	45
Disabled/Handicapped Heads of Household	86	62	55
Male	28	33	51
Female	58	67	55
Non-Minority Heads of Household	93	67	
Minority Heads of Household	45	33	
Black/African American	36	26	
Hispanic	9	7	
# of Family Members younger than 18 years	100		11
# of Families with children	48	35	

<u>Income Source</u>	<u>Annual Amount</u>	<u>Percent</u>	<u>Count</u>	<u>Percent</u>
Child Support	\$47,135	1.7	20	6
Federal Wage	\$1,620	0.1	1	0
General Assistance	\$312,619	11.5	105	31
Military Pay	\$1,991	0.1	1	0
Other Nonwage Sources	\$174,880	6.4	30	9
SSI	\$779,318	28.7	71	21
Social Security	\$515,352	19.0	56	16
TANF (formerly AFDC)	\$7,200	0.3	3	1
Other Wage	\$874,916	32.2	57	17
Total All Income Sources	\$2,715,033	100	344	100

Public Assistance is the sole source of income for 4% of households.
 Households that are working comprise 35% of households.
 Of the working households, 2% of households also receive TANF.

Average Household Income	\$19,674
Average Tenant Rent (0-Bdrm)	\$533
Average Tenant Rent (1-Bdrm)	\$331
Average Tenant Rent (2-Bdrm)	\$341
Average Tenant Rent (3-Bdrm)	\$469
Average Tenant Rent (4-Bdrm)	\$521
Average Tenant Rent (5-Bdrm)	\$666
Average Tenant Rent (Combined)	\$362

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

Average TTP (rent + utilities per month) \$376
Average Housing Assistance Payment \$501

<u>Length of Time On Program</u>	<u>Count</u>	<u>Percent</u>
Less than 1 years	34	26
Less than 2 years	28	21
Less than 3 years	16	12
Less than 4 years	7	5
Less than 5 years	3	2
Less than 6 years	3	2
Less than 7 years	0	0
Less than 8 years	5	4
Less than 9 years	9	7
Less than 10 years	6	5
More than 10 years	22	17

<u>Broad Range of Income</u>	<u>Count</u>	<u>Percent</u>
\$0 - \$5,000	2	1
\$5,000 - \$10,000	7	5
\$10,000 - \$15,000	42	31
\$15,000 - \$20,000	36	26
\$20,000 - \$25,000	17	13
More than \$25,000	32	24

<u>Income Levels</u>	<u>Count</u>	<u>Percent</u>
Over Income	138	100

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

Unit Locations	HoH Count	Percent	Fam Count	Percent
Blooming Prairie	1	3	3	4
Ellendale	1	3	3	4
Owatonna	31	82	70	86
Waseca	4	11	4	5
West Concord	1	3	1	1
Total All Locations	38	100	81	100

Family Composition	Count	Percent	Avg Age
Average Family Size	2		
Elderly Heads of Household (age 62 or older)	2	5	67
Non-Elderly Heads of Household (age 61 or less)	36	95	40
Near-Elderly Heads of Household (ages 55 to 61)	5	13	58
Other Heads of Household (age 54 or less)	31	82	37
Female Heads of Household	25	66	39
Elderly	1	4	72
Non-Elderly	24	96	37
Near-Elderly	1	4	59
Other	23	92	36
Male Heads of Household	13	34	47
Elderly	1	8	62
Non-Elderly	12	92	45
Near-Elderly	4	31	58
Other	8	62	39
Disabled/Handicapped Heads of Household	11	29	43
Male	7	64	48
Female	4	36	43
Non-Minority Heads of Household	26	68	
Minority Heads of Household	12	32	
Black/African American	4	11	
American Indian/Alaska Native	2	5	
Asian/Pacific Islander	1	3	
Hispanic	5	13	
# of Family Members younger than 18 years	38		8
# of Families with children	17	45	

Income Source	Annual Amount	Percent	Count	Percent
Child Support	\$31,884	4.2	10	12
General Assistance	\$179,508	23.5	41	51
Other Nonwage Sources	\$9,768	1.3	1	1
SSI	\$74,364	9.8	7	9
Social Security	\$85,044	11.2	7	9
Other Wage	\$382,127	50.1	15	19
Total All Income Sources	\$762,695	100	81	100

Public Assistance is the sole source of income for 13% of households.
 Households that are working comprise 37% of households.
 Of the working households, 0% of households also receive TANF.

Average Household Income	\$20,071
Average Tenant Rent (0-Bdrm)	\$290
Average Tenant Rent (1-Bdrm)	\$240
Average Tenant Rent (2-Bdrm)	\$307
Average Tenant Rent (3-Bdrm)	\$653
Average Tenant Rent (4-Bdrm)	\$656
Average Tenant Rent (Combined)	\$387
Average TTP (rent + utilities per month)	\$389

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

Average Housing Assistance Payment \$515

<u>Length of Time On Program</u>	<u>Count</u>	<u>Percent</u>
Less than 1 years	17	45
Less than 2 years	16	42
Less than 3 years	4	11
Less than 4 years	0	0
Less than 5 years	0	0
Less than 6 years	0	0
Less than 7 years	0	0
Less than 8 years	0	0
Less than 9 years	1	3
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	1	3
\$5,000 - \$10,000	2	6
\$10,000 - \$15,000	10	29
\$15,000 - \$20,000	8	23
\$20,000 - \$25,000	7	20
More than \$25,000	7	20

<u>Income Levels</u>	<u>Count</u>	<u>Percent</u>
Over Income	38	100