



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

MEETING NOTICE AND AGENDA
Community Development Authority
May 23, 2012 at 4:30 pm
The Forum
Beloit City Hall
100 State Street

1. Call to Order and Roll Call
2. Citizen Participation
3. Review and Consideration of the Minutes of the Regular Meeting held on April 25, 2012
4. Housing Authority
 - a. Presentation of February Activity Report (Pollard)
 - b. Presentation of February Financial Report (Pollard)
 - c. Presentation of March Activity Report (Pollard)
 - d. Presentation of March Financial Report (Pollard)
 - e. Review and Consideration of Resolution 2012-25, Authorization to Award the Installation of Replacement Storm Doors to Genesis Construction (Pollard)
5. Community Development
 - a. Review and Consideration of Resolution 2012-24, Awarding the Demolition Contract for 736 Parker Avenue (Schneider)
6. Adjournment

*If you are unable to attend this meeting, notify the Housing Authority Office at 364-8740 **no later than 4:00 PM the day before the meeting.***

Notice Mailed: May 18, 2012

Approved: Julie Christensen, Ex. Director

** Please note that upon reasonable notice, at least 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the City Clerk's Office at 364-6680, 100 State Street, Beloit, WI 53511.

Minutes

Beloit Community Development Authority

100 State Street, Beloit WI 53511

April 25, 2012

4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, April 25, 2012 in the Forum at City Hall, 100 State Street.

1. Call to Order and Roll Call

Meeting was called to order by Commissioner Johnson at 4:33 p.m.

Present: Commissioners Adama, Johnson, Luebke, and Jacobs

Absent: Commissioners Simpkins and Van De Bogart

Staff Present: Cathy Pollard, Teri Downing, Scott Schneider and Julie Christensen

2. Approval of Minutes

Motion by Commissioner Luebke and second by Commissioner Jacobs to approve minutes of the March 28, 2012. Motion carried 4-0.

3. Citizen Participation

None.

4. Housing Authority

a. Presentation of January Activity Report

Cathy Pollard, Beloit Housing Authority Director presented no major changes to the January activity report and the January financial report, for the Section 8 and Public Housing programs. Cathy reported that in Public Housing all single family homes in Phase 2 will be fully occupied. The nine town homes in Phase 2 will be ready for occupancy by July 01, 2012 and the 41 unit building will be ready for occupancy by September 15, 2012.

b. Presentation of January Financial Reports

Cathy Pollard summarized the financial report. Cathy stated the Housing Authority is in good financial standing. Cathy further stated the Housing Authority is currently over leasing to use up excess HAP Reserves. When the current FSS Grant is exhausted, Admin Fee reserves will be used to pay the FSS Coordinator.

c. Review and Consideration of Resolution 2012-06, Authorizing BHA to Apply for FSS Grant

Cathy Pollard explained the basic purpose of the FSS Coordinator Grant and the importance of securing the grant or the Housing Authority. Cathy stated the grant has been active since 2006 and the Housing Authority has the obligation to run the program until 25 participants have graduated. Cathy explained the amount applied for will be

\$69,000.00. Cathy stated securing this grant will allow the BHA to keep the Coordinator position with HUD funding rather than BHA reserves.

Commissioner Luebke made the motion to approve Resolution 2012-06. Commissioner Adama seconded the motion. Motion carried 4-0.

d. Review and Consideration of Resolution 2012-09, Authorizing BHA to apply for Public Housing FSS Grant

Cathy Pollard explained the basics of the Public Housing FSS grant. Cathy stated the grant would be a collaborative effort with other local agencies. The grant would allow the agencies to provide variable services to residents in effort to help them become self-sustaining. Cathy reported some of the services provided would be workforce development, counseling, and education. Other agencies involved would include, but not limited to Community Action, Infant Mortality and Children Services.

Commissioner Luebke asked how many years the grant would cover. Cathy answered, "Four."

Commissioner Luebke asked if the grant might provide short-term employment. Cathy answered, "Yes."

A motion was made by Commissioner Luebke and seconded by Commissioner Jacobs to approve Resolution 2012-09. Motion carried 4-0.

e. Review and Consideration of Resolution 2012-15, Authorization to Write-Off 2011 Fourth Quarter TAR

Cathy Pollard explained that HUD advises PHA's to write off Tenant Account Receivables on a quarterly basis. This minimizes the amount of bad debt actively carried on the Housing Authority's books.

Commissioner Luebke asked if the debts are still collected on, and if they are just written off as being active on the books. Cathy stated, "Yes."

A motion was made by Commissioner Adama and seconded by Commissioner Jacobs to approve Resolution 2012-15. Motion carried 4-0.

5. **Community Development**

a. Review and Consideration of Resolution 2012-16, Awarding the Rehabilitation Contracts for 122 Hackett Street

Scott Schneider summarized the staff report and recommendation and indicated that Ron's Painting and Drywall had the lowest bid. A motion was made by Commissioner Luebke to approve the resolution awarding the contract to Ron's Painting and Drywall. It was seconded by Commissioner Adama. Motion carried 4-0.

b. Review and Consideration of Resolution 2012-17, Authorizing the Community Development Authority to Purchase 745 Vernon Avenue

Teri Downing summarized the staff report and recommendation. She explained that there are mold and lead issues in the house and the space upstairs will need to be reconfigured. At this time, we don't have rehab costs estimated.

Commissioner Luebke asked if HUD paid \$95,000 for the house as it indicates on the assessor's sheet. Teri explained that WHEDA foreclosed on the house and took the house back for the amount of the mortgage.

Commissioner Adama asked if the \$95,000 is cleared from the title. Teri answered that yes, we do not assume the mortgage.

A motion was made by Commissioner Luebke and seconded by Commissioner Jacobs to approve the resolution. Motion carried 4-0.

6. **Adjournment**

Meeting was adjourned at 5:00 p.m.

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4a

TOPIC: February Activity Report

REQUESTED ACTION: Information only- No action required

PRESENTER: Cathy Pollard

STAFF REPORT:

Public Housing:

There were seven vacancies in public housing units in February and no upcoming vacancies in March of 2012. Public housing accounts receivable on occupied units totaled \$3,049.03 and vacated units totaled \$23,973.90 at the end of February, 2012 which brings the totaled outstanding public housing accounts receivable to \$27,022.93. Ten applicants were pulled from the public housing waiting list in February; eight applicants were briefed. Twenty-seven public housing inspections and twenty-three annual and interim re-certifications were completed in February.

Section 8:

590 vouchers were housed by February 28, 2012 with 9 voucher holders either searching for units or waiting for passed inspections. Ten portable vouchers were paid by BHA in February with another five families waiting to Port-Out. 100 Section 8 inspections were completed in February, and the Housing Specialists completed 67 annual or interim re-certifications in February. No applicants were notified and none were briefed.

ATTACHMENTS:

February Activity Report

220 Portland 4D
 220 Portland 5A
 220 Portland 5B
 220 Portland 5C
 220 Portland 5D
 220 Portland 6A
 220 Portland 6B
 220 Portland 6C
 220 Portland 6D
 220 Portland 7A
 220 Portland 7B
 220 Portland 7C
 220 Portland 7D

Public Housing Inspections

27 Inspections completed. There were 3 annual inspections; there were 7 move-in inspections. There were 3 move-out inspections. There was no housekeeping inspections, or preventative maintenance inspections. There were fourteen 11 month warranty inspections on Phase 1 properties.

Public Housing Activities

Annual Recerts:	13
Interim Recerts:	10
Notice to Vacate:	2
New Tenants:	8
Transfers:	0
Lease Terminations:	2
Possible Program Violations:	0

Public Housing Briefings

Number Notified:	10
Number Briefed:	8

Section 8 Program

Total Section 8 Vouchers

598 Vouchers

February

590 under lease - 98% Occupancy
 10 Portable Vouchers – 10 Not Absorbed (1/Port-In)
 9 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

100 inspections were completed in February. 67 were annual inspections. 5 were initial inspections, 27 were re-inspections and 1 was a special inspection.

Section 8 Activities

New Participants:	2	
Annual Recerts:	34	
Interim Recerts:	33	
Abatements:	1	
Movers:	19	
Possible Program Violations:	15	program violations

Section 8 Briefings

Number Notified:	0
Number Briefed:	0

APPLICATIONS

Applications Taken: 33 applicants applied in February (2012)
Waiting List: 559 Public Housing, 666 Section 8
0 Applicants removed for Repayment Default
0 applicants removed for unreported income
0 Applicant removed for unauthorized occupants
Some applicants are on both lists, some are not
Section 8 waiting list opened 4/4/11

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4b

TOPIC: Monthly Reports

REQUESTED ACTION: Information only – No action required

PRESENTER: Cathy Pollard

STAFF REPORT:

Attached is the Beloit Housing Authority Financial Statement for the month ending February 29, 2012. Beloit Apartments Redevelopment, LLC activities are included with Public Housing for purposes of this report.

Through the month of February, the Low Income Public Housing (LIPH) program income was \$147,195 and the Housing Choice Voucher (HCV) program was \$562,253, for a combined income of \$709,448, which is \$52,913 less than budgeted year-to-date.

Through the month of February, the Low Income Public Housing (LIPH) program expenses were \$95,334 and the Housing Choice Voucher (HCV) program expenses were \$564,539. Combined program expenses are \$659,874, which is \$64,550 less than the approved budget year to date.

Through the month of February, the Housing Authority shows an overall surplus of \$49,574 year-to-date. Public Housing surplus is \$21,895, Redevelopment Phase 1 & 2 surplus is \$29,965, Section 8 administrative surplus is \$3,702, and Section 8 HAP deficit is \$5,989.

Through the month of February, the FSS program has 5 of the 21 enrolled tenants holding escrow accounts totaling \$10,842.26. Two participants forfeited money from their accounts in February due to termination from the program. The Homeownership program had 5 tenants receiving homeownership assistance payments in February totaling \$2,009.

ATTACHMENTS:

Monthly Financial Report

Cash Flow Statement
Beloit Housing Authority
February 29, 2012

	LIPH YTD Actual	Phase 1 & 2 Actual	HCV YTD Actual	YTD Budget	Variance Over (Under)
Income					
Dwelling Rent/Utilities	23,388.00	20,341.00	-	29,782.67	13,946.33
Interest on Investments	222.74	3.27	83.52	516.67	(207.14)
Other Income	13,183.82	28,782.80	4,434.50	98,543.50	(52,142.38)
HUD Admin Fees	-	-	49,336.00	56,626.33	(7,290.33)
HUD Grants/Subsidies	61,273.50	-	508,398.80	576,921.67	(7,249.37)
Total Income	98,068.06	49,127.07	562,252.82	762,390.83	(52,942.88)
Expenses					
Administrative					
Salaries/Benefits	30,101.75	-	44,039.45	-	(74,141.20)
Office Expenses	2,904.14	1,358.50	5,517.57	129,527.00	119,746.79
Office Contracted Services	225.70	-	357.34	5,805.83	5,222.79
Oper Sub Transfer/Mgmt Fee Pd	6,364.28	4,359.86	-	-	(10,724.14)
Housing Assistance Pmts	-	-	514,387.92	3,307.50	(511,080.42)
Maintenance					
Salaries/Benefits	26,227.42	-	-	521,569.00	495,341.58
Materials & Supplies	963.10	65.05	-	26,004.83	24,976.68
Maintenance Contracts	1,342.38	7,441.52	-	27,438.33	18,654.43
Utilities	3,792.49	3,354.51	-	166.67	(6,980.33)
Other Operating					
Protective Services	676.80	-	-	450.00	(226.80)
Insurance	1,615.14	1,337.38	237.20	1,416.67	(1,773.05)
PILOT	1,959.55	1,698.65	-	916.67	(2,741.53)
Other Operating Expenses	-	(453.78)	-	7,821.50	8,275.28
Total Expenses	76,172.75	19,161.69	564,539.48	724,424.00	64,550.08
Net Admin Income (Loss)	21,895.31	29,965.38	3,702.46		
Net HAP Income (Loss)			(5,989.12)		
Total YTD Income (Loss)	21,895.31	29,965.38	(2,286.66)		

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4c

TOPIC: March Activity Report

REQUESTED ACTION: Information only- No action required

PRESENTER: Cathy Pollard

STAFF REPORT:

Public Housing:

There were six vacancies in public housing units in March and no upcoming vacancies in April of 2012. Public housing accounts receivable on occupied units totaled \$1,597.30 and vacated units totaled \$26,724.28 at the end of March, 2012 which brings the totaled outstanding public housing accounts receivable to \$28,321.58. Thirty-one applicants were pulled from the public housing waiting list in March; ten applicants were briefed. Nineteen public housing inspections and thirteen annual and interim re-certifications were completed in March.

Section 8:

577 vouchers were housed by March 31, 2012 with 9 voucher holders either searching for units or waiting for passed inspections. Ten portable vouchers were paid by BHA in March with another five families waiting to Port-Out. 92 Section 8 inspections were completed in March, and the Housing Specialists completed 90 annual or interim re-certifications in March. Four applicants were notified; none were briefed.

ATTACHMENTS:

March Activity Report

220 Portland 4D
 220 Portland 5A
 220 Portland 5B
 220 Portland 5C
 220 Portland 5D
 220 Portland 6A
 220 Portland 6B
 220 Portland 6C
 220 Portland 6D
 220 Portland 7A
 220 Portland 7B
 220 Portland 7C
 220 Portland 7D

Public Housing Inspections

90 Inspections completed. There were 6 annual inspections; there were 2 move-in inspections. There were 3 move-out inspections. There was no housekeeping inspections, or preventative maintenance inspections. There were eight 11 month warranty inspections on Phase 1 properties.

Public Housing Activities

Annual Recerts:	5
Interim Recerts:	8
Notice to Vacate:	3
New Tenants:	2
Transfers:	0
Lease Terminations:	1
Possible Program Violations:	2
Evictions	2

Public Housing Briefings

Number Notified:	31
Number Briefed:	10

Section 8 Program

Total Section 8 Vouchers

598 Vouchers

March

577 under lease - 97% Occupancy
 10 Portable Vouchers – 10 Not Absorbed (1/Port-In)
 9 Voucher holders searching or waiting for passed

inspections

Section 8 Inspections

90 inspections were completed in February. 56 were annual inspections. 9 were initial inspections, 27 were re-inspections and there were no special inspections.

Section 8 Activities

New Participants:	2	
Annual Recerts:	51	
Interim Recerts:	33	
Abatements:	1	
Movers:	5	
Possible Program Violations:	10	program violations
End of Program	7	

Section 8 Briefings

Number Notified:	4
Number Briefed:	0

APPLICATIONS

Applications Taken: 59 applicants applied in March (2012)
Waiting List: 039 Public Housing, 452 Section 8
0 Applicants removed for Repayment Default
0 applicants removed for unreported income
0 Applicant removed for unauthorized occupants
Some applicants are on both lists, some are not
Section 8 waiting list opened 4/4/11

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4d

TOPIC: Monthly Reports

REQUESTED ACTION: Information only – No action required

PRESENTER: Cathy Pollard

STAFF REPORT:

Attached is the Beloit Housing Authority Financial Statement for the month ending March 31, 2012. Beloit Apartments Redevelopment, LLC activities are included with Public Housing for purposes of this report.

Through the month of March, the Low Income Public Housing (LIPH) program income was \$203,430 and the Housing Choice Voucher (HCV) program was \$837,718, for a combined income of \$1,041,149, which is \$102,437 less than budgeted year-to-date.

Through the month of March, the Low Income Public Housing (LIPH) program expenses were \$170,851 and the Housing Choice Voucher (HCV) program expenses were \$849,273. Combined program expenses are \$1,020,125, which is \$66,511 less than the approved budget year to date.

Through the month of March, the Housing Authority shows an overall surplus of \$21,024 year-to-date. Public Housing deficit is (\$2,459), Redevelopment Phase 1 & 2 surplus is \$35,038, Section 8 administrative deficit is (\$4,107), and Section 8 HAP deficit is (\$7,448).

Through the month of March, the FSS program has 5 of the 22 enrolled tenants holding escrow accounts totaling \$11,444.76. One participant forfeited money from their account in March due to termination from the program. The Homeownership program had 4 tenants receiving homeownership assistance payments in March totaling \$1,550.

ATTACHMENTS:

Monthly Financial Report

Cash Flow Statement
Beloit Housing Authority
March 31, 2012

	LIPH YTD Actual	Phase 1 & 2 Actual	HCV YTD Actual	YTD Budget	Variance Over (Under)
Income					
Dwelling Rent/Utilities	23,304.00	28,272.00	-	44,674.00	6,902.00
Interest on Investments	282.15	5.01	124.47	775.00	(363.37)
Other Income	19,151.20	36,450.13	7,545.26	147,815.25	(84,668.66)
HUD Admin Fees	-	-	74,004.00	84,939.50	(10,935.50)
HUD Grants/Subsidies	95,966.00	-	756,044.71	865,382.50	(13,371.79)
Total Income	138,703.35	64,727.14	837,718.44	1,143,586.25	(102,437.32)
Expenses					
Administrative					
Salaries/Benefits	58,447.89	-	81,005.53	-	(139,453.42)
Office Expenses	4,759.78	2,049.50	7,268.47	194,290.50	180,212.75
Office Contracted Services	311.66	-	445.32	8,708.75	7,951.77
Oper Sub Transfer/Mgmt Fee Pd	12,403.43	4,991.89	-	-	(17,395.32)
Housing Assistance Pmts	-	-	760,151.80	4,961.25	(755,190.55)
Maintenance					
Salaries/Benefits	49,550.95	-	-	782,353.50	732,802.55
Materials & Supplies	2,438.37	74.34	-	39,007.25	36,494.54
Maintenance Contracts	2,125.59	13,103.00	-	41,157.50	25,928.91
Utilities	5,721.83	5,146.74	-	250.00	(10,618.57)
Other Operating					
Protective Services	1,037.00	-	-	675.00	(362.00)
Insurance	2,607.51	1,992.38	402.00	2,125.00	(2,876.89)
PILOT	1,758.22	2,331.33	-	1,375.00	(2,714.55)
Other Operating Expenses	-	-	0.02	11,732.25	11,732.23
Total Expenses	141,162.23	29,689.18	849,273.14	1,086,636.00	66,511.45
Net Admin Income (Loss)	(2,458.88)	35,037.96	(7,447.61)		
Net HAP Income (Loss)			(4,107.09)		
Total YTD Income (Loss)	(2,458.88)	35,037.96	(11,554.70)		

REPORT TO THE БЕLOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4 e

TOPIC: Resolution No. 2012-25
Awarding the Contract for the Storm Door Replacement at nine
Public Housing Units to Genesis Construction

REQUESTED ACTION: Approval of Resolution No. 2012-35

PRESENTER: Cathy Pollard

STAFF REPORT:

HUD requires the Beloit Housing Authority (BHA) follow CDA approved procurement polices. The procurement policy states that quotes will be secured in a sealed bid process for any contract using HUD funds. From those sealed bids a selection will be made for the lowest, qualified bidder.

One (1) sealed bid was collected through an advertised process. Genesis Construction was the lone respondent and the lowest qualified bidder with a bid of \$8,900.00 for base scope of work not to exceed \$11,025.00 including concrete work and door jamb replacements. It is recommended the CDA Board approve the acceptance of the Genesis Construction bid for the replacement of storm doors at nine public housing units.

STAFF RECOMENDATION:

Staff recommends approval of Resolution 2012-25.

ATTACHMENTS:

Resolution No. 2012-25



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 5a

TOPIC: Resolution 2012-24, Awarding Contracts for the Demolition of 736 Parker Avenue

REQUESTED ACTION: Approval of Resolution 2012-24

PRESENTER: Scott Schneider

STAFF REPORT:

The City of Beloit received \$655,750 in Neighborhood Stabilization Program 3 (NSP3) funds to redevelop abandoned and foreclosed houses in Census Tract 16. This involves either the purchase, rehabilitation, and resale of the houses or the demolition if the structures are blighted. Census Tract 16 is bound by Shirland Avenue, Fifth Street, Portland Avenue, and McKinley Avenue.

This program provides funds to cities to purchase foreclosed and/or abandoned properties are less likely to be purchased by an investor or potential owner-occupant due to the expense involved to bring them back to livable conditions.

The property located at 736 Parker is the second house to be demolished by the Community Development Authority under the NSP3 program. Demolition of this house will fulfill the contractual obligation for demolitions for NSP3. Once the house is demolished, the lot will be offered for sale to the adjoining neighbors.

We have received three bids for the demolitions of 736 Parker. They are listed below. The lowest bid was from Gensler Excavating at \$11,348.

Name of Contractor	Bid Amount
Gensler Excavating	\$11,348
Wood Environments Inc.	\$11,400
Northern Illinois Service Co.	\$12,891

The acquisition price for the property was \$10,000. Staff estimated the demolition to be \$8,500. Attached is Resolution 2012-24, Awarding the Demolition Contract for 736 Parker Avenue to Gensler Excavating.

STAFF RECOMENDATION:

Staff recommends that the Community Development Authority approve Resolution 2012-24, Awarding the Demolition Contract to Gensler Excavating.

ATTACHMENTS:

Resolution 2012-24

**RESOLUTION 2012-24
AWARDING THE DEMOLITION CONTRACT FOR
736 PARKER AVENUE**

WHEREAS, the City of Beloit has received \$655,750 for the Neighborhood Stabilization Program 3 (NSP3) from the Wisconsin Department of Commerce under Title III of Division B of the Housing and Economic Recovery Act (HERA), 2008 for emergency assistance for redevelopment of abandoned and foreclosed homes and residential properties; and

WHEREAS, the demolition of 736 Parker Avenue is part of the NSP3, and three bids for the demolition of the house were received, the low bid was from Gensler Excavating for \$11,348, and Gensler Excavating is a qualified bidder.

NOW THEREFORE BE IT RESOLVED, that the contracts for the demolition of 736 Parker Avenue be, and hereby is, awarded to Gensler Excavating, Janesville, Wisconsin, in the following amounts:

Greg Gensler DBA Gensler Excavating 3348 N Cty Rd E Janesville, WI 53548	\$11,348.00
TOTAL PROJECT COST	\$11,348.00

NOW THEREFORE BE IT FURTHER RESOLVED, that the amount of \$11,348.00 be, and hereby is, funded as follows:

FUNDING:

73675200-524023-10471	NSP3 Resale – Beloit	\$ 11,348.00
TOTAL AVAILABLE FUNDING		\$11,348.00

Adopted this 23rd day of May, 2012.

Thomas M Johnson, CDA Chairperson

ATTEST:

Julie Christensen, Executive Director