



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

MEETING NOTICE AND AGENDA
Community Development Authority
July 22, 2015 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 June 24, 2015
4. Housing Authority
 - a. Presentation of the January Activity Report (Pollard)
 - b. Presentation of the January Financial Report (Pollard)
 - c. Presentation of the February Activity Report (Pollard)
 - d. Presentation of the February Financial Report (Pollard)
 - e. Review and Consideration of Resolution 2015-08, Award of Sidewalk Bid (Cole)
5. Housing Development
 - a. Review and Consideration of Resolution 2015-11, Amending Resolution 2015-06 to Increase the Amount the Acquisition of 340 Highland Avenue with NSP3 Funds (Downing)
6. The CDA will adjourn into closed session pursuant to Wis. Stats. 19.85(1)(e) to discuss a potential real estate transaction related to 1117 Highland Avenue (Christensen)
7. CDA to reconvene and possibly take action on the matter discussed in closed session.
8. 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: July 17, 2015

Approved: Julie Christensen, CDA Exec. 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
June 24, 2015
4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, June 24, 2015 in the Forum of Beloit City Hall, 100 State Street.

1. **Call to Order and Roll Call:**

Meeting was called to order by Commissioner Evans at 4:32 p.m.

Present: Commissioners Evans, Baker, Casares, Ellison, Kelly and Kincaid

Absent: Commissioners

Staff Present: Julie Christensen, Teri Downing, Clinton Cole, and Ann Purifoy

2. **Citizen Participation:**

None

3. **Review and Consideration of the Minutes of the Regular Meeting held on May 27, 2015.**

Motion was made by Commissioner Kelly and seconded by Commissioner Baker to approve the minutes of the Regular Meeting held May 27, 2015.

Motion carried unanimously.

4. **Housing Authority:**

- a. **Review and Consideration of Resolution 2015-08, Award of Sidewalk Bid**
Clinton Cole, Beloit Housing Authority Programs Manager, presented the staff report and recommendation.

Commissioner Kincaid inquired as to whether the bidders were made aware of City Code specifications and, if not, whether this would affect their bids. Clint stated that they were not made aware, but this would be clarified when the contract is awarded. Julie suggested that Clint contact Scott Schneider for assistance in ensuring that all bidders follow City Code specifications.

Commissioner Evans moved and Commissioner Kincaid seconded a motion to carryover Resolution 2015-08 until contractors receive clarification.

Motion carried unanimously.

5. **Housing Development:**

a. **Review and Consideration of Resolution 2015-09, Recommending 2016 Community Development Block Grant Local Funding Priorities**

Teri Downing, Housing Services Director, presented the staff report and recommendation.

Teri gave an overview of the Community Development Block Grant (CDBG) for new members. Commissioner Kincaid asked if the CDBG priorities are reflected in the City's Strategic Plan. Julie stated that a neighborhood revitalization strategy, job training, and fair housing activities are included in the Strategic Plan **funding** with CDBG funds.

Commission Evans inquired as to how the public would receive information regarding job training in Beloit. Teri explained that local agencies would, hopefully, provide outreach services and work with the City to develop programs to match needed training.

For the past several years the Board has not recommended local funding priorities. City Manager Lori Luther recommends that the Board have funding priorities as a mechanism to weigh requests for funding.

Commissioner Kincaid moved and Commissioner Baker seconded a motion to approve Resolution 2015-09.

Motion carried unanimously.

6. **Adjournment:**

Motion by Commissioner Kincaid and seconded by Commissioner Casares to adjourn at 5:17 p.m. Motion carried.

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4a

TOPIC: January Activity Report

REQUESTED ACTION: Information only- No action required

PRESENTER: Cathy Pollard

STAFF REPORT:

Public Housing:

There were no vacancies in public housing units in January and no upcoming vacancies in February of 2015. Public housing accounts receivable on occupied units totaled \$5,884.84 and vacated units totaled \$17,186.38 at the end of January, 2015 which brings the totaled outstanding public housing accounts receivable to \$23,071.22. Seven applicants were pulled from the public housing waiting list in January; 7 applicants were briefed. 30 public housing inspections and 23 annual and interim re-certifications were completed in January.

Section 8:

575 vouchers were housed by January 31, 2015 with 18 voucher holders either searching for units or waiting for passed inspections. 9 portable vouchers were paid by BHA in January with 1 family waiting to Port-Out. 80 Section 8 inspections were completed in January, and the Housing Specialists completed 80 annual or interim re-certifications in January. No applicants were notified; None were briefed.

ATTACHMENTS:

January Activity Report

**Beloit Community Development Authority
Activity Report to Board for July 2015**

January (2015) Activity Report

Public Housing

Tenants Accounts Receivable

Outstanding Receivables – Occupied Units 01/31/15	\$ 5,884.84
Outstanding Receivables – Vacated Units 01/31/15	\$ 17,186.38
Outstanding Receivables – Occupied Units 12/31/14	\$ 3,046.18
Outstanding Receivables – Vacated Units 12/31/14	\$ 14,558.97
Total January 31, 2015 Outstanding Receivables:	\$ 23,071.22
Total December 31, 2015 Outstanding Receivables:	\$ 17,605.15
Increase of:	\$ 5,466.97

Vacancies – 01/31/15

<u>Total Public Housing Units</u>	131 Units
	100% Occupancy
0 Vacancy:	0 Elderly - 100% Occupancy
	0 Family - 100% Occupancy

Public Housing Inspections

30 Inspections completed. There were 11 annual inspections; there were 6 move-out inspections. There were 7 move-in inspections. There were 0 housekeeping inspections, 6 exterior inspections and no re-inspections.

Public Housing Activities

Annual Recerts:	10
Interim Recerts:	13
Notice to Vacate:	2

New Tenants:	5
Transfers:	1
Lease Terminations:	2 (Drugs, Criminal Activity)
Possible Program Violations:	3
Evictions	0

Public Housing Briefings

Number Notified:	7
Number Briefed:	7

Section 8 Program

Total Section 8 Vouchers

598 Vouchers

January

575 under lease - 96% Occupancy
 9 Portable Vouchers –9 Not Absorbed (1/Port-In)
 18 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

80 inspections were completed in January. 37 were annual inspections. 8 were initial inspections, 21 were re-inspections, 0 project based inspections, 12 were WHEDA and there were 2 special inspections.

Section 8 Activities

New Participants:	5
Annual Recerts:	41
Interim Recerts:	39
Abatements:	2
Movers:	4
Possible Program Violations:	6 program violations
End of Program	3

Section 8 Briefings

Number Notified:	0
Number Briefed:	0

APPLICATIONS:

Waiting List: 136 Public Housing East
 140 Public Housing West
 80 Parker Bluff
 90 Project-Based
 474 Sec. 8

0 Tenants removed for Repayment Default
0 Tenants removed for unreported income
0 Tenants removed for unauthorized occupants
0 Applicants removed for debts owed
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 January 31, 2015 prepared by the BHA Accountant. Beloit Apartments Redevelopment, LLC activities are included with Public Housing for purposes of this report.

Through the month of January, the Low Income Public Housing (LIPH) program income was \$64,857, Project Based Voucher (PBV) program income was \$4,322, and the Housing Choice Voucher (HCV) program was \$274,456, for a combined income of \$339,313 which is \$6,854 less than budgeted year-to-date.

Through the month of January, the Low Income Public Housing (LIPH) program expenses were \$47,166 Project Based Voucher (PBV) program expenses were \$2,806 and the Housing Choice Voucher (HCV) program expenses were \$266,948. Combined program expenses are \$314,114, which is \$88,851 less than the approved budget year to date.

Through the month of January, the Housing Authority shows an overall surplus of \$25,199 year-to-date. Public Housing surplus is \$13,923 Redevelopment Phase 1 & 2 surplus is \$2,252 Project Based Voucher surplus is \$1,516, Section 8 administrative surplus is \$3,459, and Section 8 HAP surplus is \$7,508.

Through the month of January, the HCV FSS program has 19 of the 28 enrolled tenants holding escrow accounts totaling \$21,189. The LIPH FSS program has 12 of the 33 enrolled tenants holding escrow account totaling \$14,225.03. The Homeownership program has 3 tenants receiving homeownership assistance payments in January totaling \$661.

Cash Flow Statement
Beloit Housing Authority
January 31, 2015

	BHA YTD	LLC Phase 1 & 2	HCV YTD	YTD Budget	Variance
	Actual	Actual	Actual		Over (Under)
Income					
Dwelling Rent/Utilities	4,296.83	16,847.76	-	17,894.83	3,249.76
Interest on Investments	1,457.88	52.63	18.18	128.33	1,400.36
Other Income	25.00	16,263.10	-	10,985.25	5,302.85
HUD Admin Fees	-	-	30,207.71	24,267.92	5,939.79
HUD Grants/Subsidies	23,037.00	-	244,230.00	292,890.33	(25,623.33)
Total Income	28,816.71	33,163.49	274,455.89	346,166.67	(9,730.58)
Expenses					
	BHA YTD	LLC Phase 1 & 2	HCV YTD	YTD Budget	Variance
	Actual	Actual	Actual		Under (Over)
Administrative					
Salaries/Benefits	15,717.05	9,089.19	24,537.24	73,246.56	23,903.08
Office Expenses	2,415.69	-	1,525.94	9,160.17	5,218.54
Office Contracted Services	548.46	-	486.05	11,941.67	10,907.16
Oper Sub Transfer/Mgmt Fee Pd	-	1,499.92	-	100.00	(1,399.92)
Housing Assistance Pmts	-	-	240,181.00	242,785.75	2,604.75
Maintenance					
Salaries/Benefits	3,454.83	12,372.18	-	14,683.42	(1,143.59)
Materials & Supplies	(325.81)	337.07	-	1,687.50	1,676.24
Maintenance Contracts	451.23	1,984.25	-	2,825.00	389.52
Utilities	(385.67)	514.72	-	4,283.33	4,154.28
Other Operating					
Protective Services	(19,259.00)	1,169.25	-	3,804.17	21,893.92
Insurance	399.85	1,710.79	1,247.00	11,607.75	8,250.11
PILOT	484.77	1,633.30	-	1,472.75	(645.32)
Other Operating Expenses	12,752.96	601.00	(1,028.85)	25,367.67	13,042.56
Total Expenses	16,254.36	30,911.67	266,948.38	402,965.73	88,851.32
Net Admin Income (Loss)	12,562.35	2,251.82	3,458.51		
Net HAP Income (Loss)			4,049.00		
Total YTD Income (Loss)	12,562.35	2,251.82	7,507.51		

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4c

TOPIC: February Activity Report

REQUESTED ACTION: Information only- No action required

PRESENTER: Cathy Pollard

STAFF REPORT:

Public Housing:

There were no vacancies in public housing units in February and no upcoming vacancies in March of 2015. Public housing accounts receivable on occupied units totaled \$5,927.07 and vacated units totaled \$23,232.85 at the end of February, 2015 which brings the totaled outstanding public housing accounts receivable to \$29,159.92. No applicants were pulled from the public housing waiting list in February; No applicants were briefed. 31 public housing inspections and 12 annual and interim re-certifications were completed in February.

Section 8:

572 vouchers were housed by February 28, 2015 with 12 voucher holders either searching for units or waiting for passed inspections. 12 portable vouchers were paid by BHA in February with 3 families waiting to Port-Out. 81 Section 8 inspections were completed in February, and the Housing Specialists completed 81 annual or interim re-certifications in February. No applicants were notified: None were briefed.

ATTACHMENTS:

February Activity Report

**Beloit Community Development Authority
Activity Report to Board for July 2015**

February (2015) Activity Report

Public Housing

Tenants Accounts Receivable

Outstanding Receivables – Occupied Units 01/31/15	\$ 5,884.84
Outstanding Receivables – Vacated Units 01/31/15	\$ 17,186.38
Outstanding Receivables – Occupied Units 2/28/15	\$ 5,927.09
Outstanding Receivables – Vacated Units 2/28/15	\$ 23,232.85
Total January 31, 2015 Outstanding Receivables:	\$ 23,071.22
Total February 28, 2015 Outstanding Receivables:	\$ 29,159.92
Increase of:	\$ 6,088.70

Vacancies – 02/28/15

<u>Total Public Housing Units</u>	131 Units
	98% Occupancy
2 Vacancies:	0 Elderly - 100% Occupancy
	2 Family - 100% Occupancy

Public Housing Inspections

31 Inspections completed. There were 8 annual inspections; there were 4 move-out inspections. There were 4 move-in inspections. There were 8 housekeeping inspections, 7 exterior inspections and no re-inspections.

Public Housing Activities

Annual Recerts:	12
Interim Recerts:	6
Notice to Vacate:	1

New Tenants:	4
Transfers:	1
Lease Terminations:	0
Possible Program Violations:	0
Evictions	0

Public Housing Briefings

Number Notified:	0
Number Briefed:	0

Section 8 Program

Total Section 8 Vouchers

598 Vouchers

February

572 under lease - 95% Occupancy
 12 Portable Vouchers –12 Not Absorbed (3/Port-In)
 12 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

81 inspections were completed in February. 40 were annual inspections. 11 were initial inspections, 8 were re-inspections, 0 project based inspections, 7 were WHEDA and there was 1 special inspection.

Section 8 Activities

New Participants:	4	
Annual Recerts:	49	
Interim Recerts:	32	
Abatements:	1	
Movers:	3	
Possible Program Violations:	4	program violations
End of Program	5	

Section 8 Briefings

Number Notified:	0
Number Briefed:	0

APPLICATIONS:

Waiting List: 136 Public Housing East
 142 Public Housing West
 83 Parker Bluff
 94 Project-Based
 490 Sec. 8

0 Tenants removed for Repayment Default
0 Tenants removed for unreported income
0 Tenants removed for unauthorized occupants
0 Applicants removed for debts owed
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: 4 d

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 28th, 2015 prepared by the BHA Accountant. 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 \$136,103 Project Based Voucher (PBV) program income was \$9,841, and the Housing Choice Voucher (HCV) program was \$535,212, for a combined income of \$671,315 which is \$21,019 less than budgeted year-to-date.

Through the month of February, the Low Income Public Housing (LIPH) program expenses were \$129,157 Project Based Voucher (PBV) program expenses were \$6,784 and the Housing Choice Voucher (HCV) program expenses were \$533,839. Combined program expenses are \$662,997, which is \$106,423 less than the approved budget year to date.

Through the month of February, the Housing Authority shows an overall surplus of \$8,317.99 year-to-date. Public Housing deficit is \$1,618 Redevelopment Phase 1 & 2 surplus is \$5,506 Project Based Voucher surplus is \$3,057, Section 8 administrative deficit is \$748, and Section 8 HAP surplus is \$2,121.

Through the month of February, the HCV FSS program has 20 of the 25 enrolled tenants holding escrow accounts totaling \$23,089. The LIPH FSS program has 13 of the 27 enrolled tenants holding escrow account totaling \$20,273. The Homeownership program has 3 tenants receiving homeownership assistance payments in February totaling \$998.

Cash Flow Statement
Beloit Housing Authority
February 28, 2015

	BHA YTD	LLC Phase 1 & 2	HCV YTD	YTD Budget	Variance
	Actual	Actual	Actual		Over (Under)
Income					
Dwelling Rent/Utilities	9,815.83	32,256.76	-	35,789.67	6,282.92
Interest on Investments	28.15	363.27	98.91	256.67	233.66
Other Income	5,048.41	36,498.91	-	21,970.50	19,576.82
HUD Admin Fees	-	-	54,526.00	48,535.83	5,990.17
HUD Grants/Subsidies	52,091.30	-	480,587.00	585,780.67	(53,102.37)
Total Income	66,983.69	69,118.94	535,211.91	692,333.33	(21,018.79)
Expenses					
Administrative					
Salaries/Benefits	34,742.29	17,612.62	49,916.62	132,789.00	30,517.47
Office Expenses	3,957.47	59.10	3,723.55	18,320.33	10,580.21
Office Contracted Services	888.98	48.24	486.05	12,883.33	11,460.06
Oper Sub Transfer/Mgmt Fee Pd	-	2,014.19	-	-	(2,014.19)
Housing Assistance Pmts	-	-	478,466.00	485,571.50	7,105.50
Maintenance					
Salaries/Benefits	5,620.23	23,953.42	-	29,366.83	(206.82)
Materials & Supplies	(298.76)	724.66	-	3,375.00	2,949.10
Maintenance Contracts	693.36	3,407.00	-	5,650.00	1,549.64
Utilities	1,334.21	4,391.62	-	8,566.67	2,840.84
Other Operating					
Protective Services	(14,220.30)	3,440.07	-	7,608.33	18,388.56
Insurance	2,335.10	3,421.58	1,247.00	11,607.75	4,604.07
PILOT	988.24	2,796.83	-	2,945.50	(839.57)
Other Operating Expenses	29,503.52	1,743.66	-	50,735.33	19,488.15
Total Expenses	65,544.34	63,612.99	533,839.22	769,419.59	106,423.04
Net Admin Income (Loss)	1,439.35	5,505.95	(748.31)		
Net HAP Income (Loss)			2,121.00		
Total YTD Income (Loss)	1,439.35	5,505.95	1,372.69		

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4e.

TOPIC: Resolution No. 2015-08: CDA Award of Sidewalk/Driveway Replacement for BHA Public Housing Sites

REQUESTED ACTION: Approval of Resolution No. 2015-08

PRESENTER: Clinton Cole

STAFF REPORT:

While inspecting BHA Public Housing sites, staff has determined that many of the sidewalks, driveway approaches, and driveways, must be replaced to comply with HUD REAC standards. Staff prepared a list of specific sites where this work is recommended to remain in compliance, and eleven local firms were contacted to solicit quotes to complete the necessary work. The BHA received the following quotes:

M.C. Paving - \$48,968.00

GNC Concrete, LLC - \$49,193.00

3 Franks Services - \$52,220.00

STAFF RECOMENDATION:

Staff recommends approval of Resolution No. 2015-08

ATTACHMENTS:

Resolution No. 2015-08

RESOLUTION NO. 2015-08

BELOIT HOUSING AUTHORITY

**RECOMMENDATION THAT THE BELOIT COMMUNITY DEVELOPMENT
AUTHORITY AWARD CONTRACT FOR SIDEWALK AND DRIVEWAY
REPLACEMENT SERVICES AT BELOIT HOUSING AUTHORITY'S PUBLIC
HOUSING SITES**

WHEREAS, Beloit Housing Authority (BHA) staff has determined that many sidewalks and driveways at its Public Housing sites must be replaced in order to comply with HUD REAC standards;

WHEREAS, the Beloit Housing Authority (BHA) solicited quotes from local paving companies to provide the necessary services at its Public Housing sites, and M.C. Paving provided the lowest quote at \$48,968.00;

THEREFORE BE IT RESOLVED that the Community Development Authority Board of Commissioners award contract for sidewalk and driveway replacement services at Beloit Housing Authority's Public Housing sites to M.C. Paving in the amount of \$48,968.00.

Adopted this 22nd day of July, 2015

Loretta Evans, Chairperson
Beloit Community Development Authority

ATTEST:

Julie Christensen, Executive Director
Beloit Community Development Authority



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 5a

TOPIC: Amend Resolution 2015-06 to Increase the Acquisition Price for 340 Highland Avenue

ACTION: Consideration of Resolution 2015-11

PRESENTER: Teri Downing

STAFF REPORT:

The City received Neighborhood Stabilization Program (NSP) 1 and NSP3 funds from Wisconsin Department of Commerce. The NSP3 funds which totaled \$655,750 were required to be used in Census Tract 16, which is bounded by Shirland Avenue, Bluff Street, Portland Avenue, and McKinley Avenue. The funds are used to buy foreclosed houses and either rehabilitate and resell them or demolish them. Another use of the funds is to acquire and land bank vacant properties for new residential construction.

A resolution was approved by the Community Development Authority on May 27, 2015 to acquire 340 Highland Avenue for \$350 which was the price listed with the Rock County Treasurer's office. Since May 2015, City staff has discovered that the true cost to acquire the property is greater than \$350. The additional cost is due to the ongoing expenses to maintain the property by the City of Beloit. As we mow the grass and shovel the walks, we assess special charges against the property, and these special charges have not been paid over the past 3-1/2 years. Because the special charges are added to the property tax bill, they are subject to interest charges that are compounded monthly. It is for this reason that the resolution does not include an exact amount, but rather a not to exceed amount. In the resolution, we are asking for authorization to acquire 340 Highland Avenue for an amount not to exceed \$1,250.

STAFF RECOMMENDATION:

Staff recommends approval of Resolution No. 2015-11, Amending Resolution 2015-06, Authorizing the Acquisition of 340 Highland Avenue.

RESOLUTION 2015-11

**AMENDING RESOLUTION 2015-16
AUTHORIZING THE ACQUISITION OF 340 HIGHLAND AVENUE**

WHEREAS, the Community Development Authority authorized the purchase of 340 Highland Avenue for \$350 on May 27, 2015; and

WHEREAS, the City of Beloit over the past several years has assigned special charges to the property for lawn mowing and snow shoveling which have since incurred interest charges and penalties; and

WHEREAS, the special charges assessed are currently accruing interest with Rock County and therefore the vacant lot can be purchased for \$1,200 - \$1,250; and

WHEREAS, assessed values for vacant lots in this area range from \$7,000 to \$10,000.

NOW THEREFORE BE IT RESOLVED THAT, the Community Development Authority does hereby authorize staff to acquire the property for an amount not to exceed \$1,250.00.

Adopted this 22th day of July, 2015.

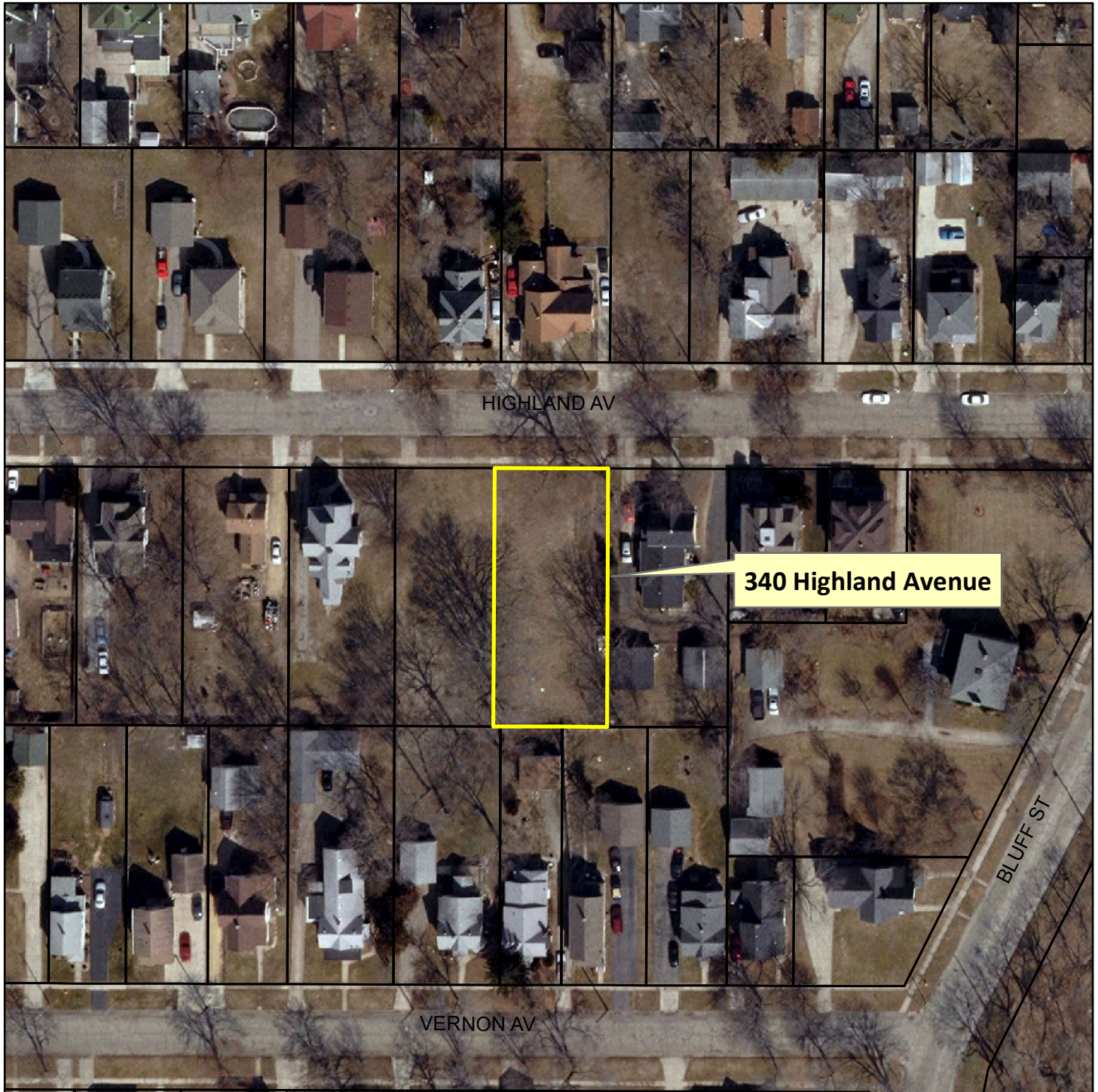
Loretta Evans, Chairperson
Community Development Authority

ATTEST:


Julie Christensen, Executive Director

Location Map

340 Highland Avenue



Legend

 COB Parcels

Map prepared by: Julie Christensen
Date: May 2015
For: Community Development Dept.
Date of Aerial Photography: March 2011