



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

**MEETING NOTICE AND AGENDA**  
**Community Development Authority**  
**July 27, 2016 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 22, 2016
4. Beloit Housing Authority
  - a. Presentation of June Activity Report (Pollard)
  - b. Presentation of May Financial Reports (Pollard)
  - c. Presentation of June Financial Reports (Pollard)
  - d. Review and Consideration of Resolution 2016-12, Authorization to Write-Off Beloit Housing Authority Public Housing Tenants Receivable Second Quarter 2016 Debts (Cole)
  - e. Review and Consideration of Resolution 2016-13, Recommendation that the Beloit Community Development Authority Award Contract for Parking Lot Resurfacing at the Housing Authority's Administration Building (Cole)
5. Neighborhood Revitalization Activities
  - a. Review and Consideration of Resolution 2016-11, Authorizing The Sale Of 349 Euclid Avenue From The City Of Beloit To The Community Development Authority And The Appropriation Of Funding For 349 Euclid Avenue Construction Rehabilitation Project (Christensen)
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: July 22, 2016

Approved: Julie Christensen, 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 22, 2016**  
**4:30 P.M.**

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, June 22, 2016, 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 4:30 p.m.

**Present:** Commissioners Baker, Casares, Evans, Hendrix, Preuschl and Webster

**Absent:** Commissioner Ellison

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

2. **Citizen Participation:**

None

3. **Review and Consideration of the Minutes of the Regular Meeting held on May 25, 2016.**

Motion was made by Commissioner Baker and seconded by Commissioner Preuschl to approve the minutes of the Regular Meeting held on May 25, 2016.

Motion carried unanimously.

4. **Housing Authority:**

a. **Presentation of May Activity Report**

Cathy Pollard, Beloit Housing Authority Director, gave a brief summary of the report.

We are presently fully staffed after recently filling the vacant Section 8 Housing Specialist position. A Section 8 mass briefing was held in June for 45 eligible applicants. As our four and five bedroom public housing waiting lists continue to dwindle, we will be placing an advertisement in the newspaper to enlist eligible families to apply.

b. **Presentation of April Financial Report**

Cathy Pollard gave a brief summary of the report.

- c. Review and Consideration of Resolution 2016-10, Approval to Award the Parker Bluff Landscaping Contract to the Lowest Qualified Bidder.  
Clinton Cole, Programs Manager, presented the staff report and recommendation.

Cathy stated that the difference in the bids was the amount and type of mulch being used.

Commissioner Preuschl moved and Commissioner Hendrix seconded a motion to approve Resolution 2016-10.

Motion carried unanimously.

5. a. Review and Consideration of Resolution 2016-07, Recommending a Change in the Use of the 2014 HOME Community Housing Development Organization (CHDO) Funds.

Julie Christensen, Community Development Director, presented the staff report and recommendation.

This is a recommendation to change the previously approved dollars from purchase rehab to new construction. Commissioner Casares questioned allocating these funds for new construction rather than rehabbing existing properties. Julie explained that rehabbing a property is much more expensive than new construction and we also need to address the vacant lots in the neighborhood.

Teri added that there is a “one for one replacement requirement” when using Federal funds to demolish a property. For every affordable property that is torn down, the City must make another affordable unit available. The newly constructed house would be sold to an owner-occupant with low-moderate income.

Commissioner Hendrix moved and Commissioner Webster seconded a motion to approve Resolution 2016-07 Commissioners Baker, Evans, Hendrix, Preuschl and Webster voted in favor; Commissioner Casares opposed.

Motion carried.

- b. Review and Consideration of Resolution 2016-08, Authorizing the Sale of 340 Highland to the Wisconsin Partnership for Housing Development  
Julie Christensen presented the staff report and recommendation.

Commissioner Baker moved and Commissioner Hendrix seconded a motion to approve Resolution 2016-08 amended to include staff approval of housing design and lot layout.

Motion carried unanimously.

c. Review and Consideration of Resolution 2016-09, Recommending 2017  
Community Development Block Grant Local Funding Priorities

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

Teri explained how the CDBG program works for new Board members and noted some of the local businesses that have benefitted from funds for job training.

Commissioner Preuschl moved and Commissioner Baker seconded a motion to approve Resolution 2016-09.

Motion carried unanimously.

6. **Adjournment:**

A motion by Commissioner Hendrix was second by Commissioner Preuschl to adjourn at 5:37 p.m. Motion carried.

**REPORT TO THE  
BELOIT COMMUNITY DEVELOPMENT AUTHORITY**

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**AGENDA ITEM:** 4a

**TOPIC:** June Activity Report

**REQUESTED ACTION:** Information only- No action required

**PRESENTER:** Cathy Pollard

**STAFF REPORT:**

Public Housing:

There was one vacancy in public housing units in June and three upcoming vacancies in July of 2016. Public housing accounts receivable on occupied units totaled \$4,439.75 and vacated units totaled \$20,271.30 at the end of June, 2016 which brings the totaled outstanding public housing accounts receivable to \$24,711.05. Four applicants were pulled from the public housing waiting list in June; three applicants were briefed. 30 public housing inspections and 33 annual and interim re-certifications were completed in June.

Section 8:

558 vouchers were housed by June 30, 2016 with 21 voucher holders either searching for units or waiting for passed inspections. 9 portable vouchers were paid by BHA in June with 2 families waiting to Port-Out. 108 Section 8 inspections were completed in June, and the Housing Specialists completed 105 annual or interim re-certifications in June. 50 applicants were notified: 41 were briefed.

**ATTACHMENTS:**

June Activity Report

**Beloit Community Development Authority  
Activity Report to Board for July 2016**

**June (2016) Activity Report**

**Public Housing**

**Tenants Accounts Receivable**

<b>Outstanding Receivables – Occupied Units 05/31/16</b>	<b>\$ 3,700.09</b>
<b>Outstanding Receivables – Vacated Units 05/31/16</b>	<b>\$ 16,721.32</b>
Outstanding Receivables – Occupied Units 06/30/16	\$ 4,439.75
Outstanding Receivables – Vacated Units 06/30/16	\$ 20,271.30
<b>Total May 31, 2016 Outstanding Receivables:</b>	<b>\$ 20,784.59</b>
<b>Total June 30, 2016 Outstanding Receivables:</b>	<b>\$ 24,711.05</b>
<b>Increase of:</b>	<b>\$ 3,926.46</b>

**Vacancies – 06/30/2016**

<b><u>Total Public Housing Units</u></b>	131 Units 99% Occupancy
1 Vacancy:	0 Elderly - 100% Occupancy
	1 Family - 99% Occupancy

**Public Housing Inspections**

30 Inspections completed. There were 16 annual inspections; there were 32 move-out inspections. There were 3 move-in inspections. There were 9 housekeeping inspections 0 exterior inspections and no re-inspections.

**Public Housing Activities**

Annual Recerts:	16
Interim Recerts:	17
Notice to Vacate:	2

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

Public Housing Briefings

Number Notified:	4
Number Briefed:	3

**Section 8 Program**

**Total Section 8 Vouchers**

598 Vouchers

June 558 under lease - 93% Occupancy  
 9 Portable Vouchers –9 Not Absorbed (1/Port-In)  
 21 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

108 inspections were completed in June. 84 were annual inspections. 10 were initial inspections, 12 were re-inspections, 0 project based inspections, and there were 2 special inspections.

Section 8 Activities

New Participants:	7	
Annual Recerts:	49	
Interim Recerts:	56	
Abatements:	2	
Movers:	11	
Possible Program Violations:	5	program violations
End of Program	0	

Section 8 Briefings

Number Notified:	50
Number Briefed:	41

**APPLICATIONS:**

Waiting List:                    160    Public Housing East  
   161    Public Housing West  
   195    Parker Bluff  
   121    Project-Based  
   480    Sec. 8

1 Tenants removed for Repayment Default  
0 Tenants removed for unreported income  
0 Tenants removed for unauthorized occupants  
0 Applicants removed over income  
Some applicants are on both lists, some are not  
**Section 8 waiting list opened 4/4/11**



# REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

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**AGENDA ITEM:** 4b

**TOPIC:** May Monthly Report

**REQUESTED ACTION:** Information only – No action required **PRESENTER:**

Cathy Pollard

## **STAFF REPORT:**

Attached is the Beloit Housing Authority Financial Statement prepared by the BHA Accountant for the month ending May 31, 2016.

Through the month of May, the Low Income Public Housing (LIPH) program income was \$188,402.16 and the LIPH expenses were \$212,522.98. There was a (\$24,120.82) deficit in LIPH. The Operating Reserve for LIPH was 5,192,149.00 at the 12/31/2015 FYE. At 2016 Period End the Operating Reserve is \$5,168,028.18. The actual physical LIPH Operating Reserve at 2016 Period End is \$958,028.16.

Through the month of May, the Project Based Voucher (PBV) program income was \$28,817.73 and the expenses were \$16,682.06. The PBV surplus was \$12,131.67. The PBV Operating Reserve at this Period End is \$142,851.67.

Through the month of May, Phase 1 and Phase 2 program income was \$269,368.35 and the expenses were \$186,502.43. Phase 1 and Phase 2 had a surplus of \$82,865.92. The Operating Reserve for these programs is \$190,753.92

Through the month of May, the Housing Choice Voucher (HCV) program income was \$1,356,769.41 and expenses were \$1,286,669.93. The HCV program had a surplus of \$32,321.23. The HCV Operating Reserve at this Period End is \$346,616.23.

Attachment;

Financial Reports

## Consolidated 2016 Budget Report for Beloit Housing Authority - May 2016

		YTD Actual						Annual Board Approved Budget		
Income	Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC	HCV	Total
1 Dwelling Rental	-			28,027.00	90,691.78		118,718.78			-
2 Excess Utilities	-						-			-
3 Interest on Unrestricted Fund Investments	-	49.53			301.01	70.27	420.81			-
4 Interest on HAP Res Fund Investments	-						-			-
5 Other Income - Tenants (BHA Portion)	-			786.73	12,467.34	5,907.46	19,161.53			-
6 HAP Fraud Recovery & FSS Forfeitures	-	5,858.36				7,851.13	13,709.49			-
7 Other Income - Bad Debt Collections	-	12,482.76					12,482.76			-
8 Other Income - Laundry/Copy Fees/Misc	-	31,909.37			65,542.00	158.55	97,609.92			-
9 Other Income - Grants	-	11,062.16					11,062.16			-
10 Other Income - Sale of Asset Gain/Loss	-						-			-
11 Admin Fees Earned - HUD	-					143,794.00	143,794.00			-
12 Incoming Billable Admin Fees/Oper Sub	-				100,366.22		100,366.22			-
13 HAP Subsidy	-					1,198,988.00	1,198,988.00			-
14 Operating Subsidy	-	127,039.98					127,039.98			-
<b>Total Income</b>	<b>-</b>	<b>188,402.16</b>	<b>-</b>	<b>28,813.73</b>	<b>269,368.35</b>	<b>1,356,769.41</b>	<b>1,843,353.65</b>	<b>-</b>	<b>-</b>	<b>-</b>
Expenses	Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC	HCV	Total
<b>Administrative Expenses</b>										
15 Admin Salaries	-	44,452.49		6,729.66	42,621.65	70,759.05	164,562.85			-
16 FSS Coordinator Admin Salaries	-	16,447.97					16,447.97			-
17 Admin Employee Benefits	-	13,716.88		2,000.09		29,438.14	45,155.11			-
18 FSS Coordinator Admin Benefits	-	5,051.41					5,051.41			-
19 Advertising & Marketing	-				52.60	26.30	78.90			-
20 Legal	-				1,794.38	55.00	1,849.38			-
21 Staff Training	-	200.00					200.00			-
22 Travel	-	529.57					529.57			-
23 Accounting Consultants	-	3,728.00		600.00	6,788.00	2,700.00	13,816.00			-
24 Audit Fee	-	3,304.00			18,500.00	3,304.00	25,108.00			-
25 Telephone	-	422.82				382.58	805.40			-
26 Postage	-	912.11					912.11			-
27 Office Supplies	-	1,617.93				1,394.07	3,012.00			-
28 Memberships & Publications	-	70.00					70.00			-
29 Bank Fees	-					1,016.41	1,016.41			-
30 Computer Maintenance	-						-			-
31 Copier Expenses	-	1,383.36				1,383.33	2,766.69			-
32 Office Equipment Maintenance	-						-			-
33 Postage Machine	-					2,453.39	2,453.39			-
34 Software Maintenance	-	245.00				255.00	500.00			-
35 Outgoing Portable Admin Fees	-						-			-
36 Sundry Administration/Mgmt Fees	-	313.95		900.00	6,138.67	941.86	8,294.48			-
37 Management Improvements	-						-			-
38 Management Fees	-				7,380.52		7,380.52			-
39 Eviction & Collection Agent Fees	-						-			-
40 HAP Expense	-					1,169,090.58	1,169,090.58			-
HAP Overfunding (Underfunding)						37,748.55				-
<b>Maintenance Expenses</b>										
41 Maintenance Salaries	-	2,014.94		2,345.79	52,394.19		56,754.92			-
42 Casual Labor - Maintenance	-						-			-
43 Maintenance Benefits	-	2,150.07		999.76			3,149.83			-
44 Maintenance Materials & Supplies	-	1,414.97		49.98	1,752.40		3,217.35			-
45 Plumbing Supplies	-	656.45					656.45			-
46 Locks, Locksets & Keys	-						-			-
47 Electrical Supplies	-	1,153.15					1,153.15			-
48 Painting Supplies	-	279.75					279.75			-
49 Cleaning Supplies	-	1,176.97					1,176.97			-

50	Equipment Repair Parts	-						-			-
51	Maintenance Contracted Services	-	1,246.53		178.30	6,530.60		7,955.43			-
52	Refuse Removal Services	-	5.00		(5.00)	1,198.66		1,198.66			-
53	Plumbing Repair Services	-			175.00			175.00			-
54	Heating/AC Repair Services	-	321.76			96.00		417.76			-
55	Electric Repair Service	-						-			-
56	Window Repair Service	-						-			-
57	Automotive Repairs/Fuel	-	633.02					633.02			-
58	Elevator Repair & Maintenance	-						-			-
59	Pest Control Services	-						-			-
60	Cable TV	-				(107.85)		(107.85)			-
61	Answering Service	-	276.74					276.74			-
62	Major Appliance Repair	-						-			-
63	Clean/Paint Units	-						-			-
	<b>Utilities Expenses</b>										
64	Water/Sewer	-	590.27		762.46	8,716.65		10,069.38			-
65	Electricity	-	2,212.11		54.45	6,447.78		8,714.34			-
66	Natural Gas	-	826.94		142.11	3,686.55		4,655.60			-
	<b>Other Operating Expenses</b>										
67	Protective Services Contract	-	887.28			991.58		1,878.86			-
68	Insurance	-	3,915.32		1,022.76	9,886.84	2,047.56	16,872.48			-
69	PILOT	-			726.70	7,184.06		7,910.76			-
70	Compensated Absences	-						-			-
71	Collection Losses	-						-			-
72	Replacement Reserves & Debt Pmt-Princ	-						-			-
73	Other General Expense/Asset Mgmt Fees	-	100,366.22			4,449.15	1,452.36	106,267.73			-
74	Casualty Losses - Non Capitalized	-						-			-
75	Capital Expenditures - Operations	-						-			-
	<b>Total Expense</b>	-	<b>212,522.98</b>	-	<b>16,682.06</b>	<b>186,502.43</b>	<b>1,286,699.63</b>	<b>1,702,407.10</b>	-	-	-

	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	Budget LIPH	Budget HCV	Budget Total
Operating Reserve - FYE 12/31/15	5,192,149.00	-	130,720.00	107,888.00	314,295.00	5,745,052.00	5,430,757.00		5,430,757.00
Change in Operating Reserve FYE 12/31/16 (reserve/deficit)	(24,120.82)	-	12,131.67	82,865.92	32,321.23	103,198.00	-	-	-
Operating Reserve at end Period for 2016	5,168,028.18	-	142,851.67	190,753.92	346,616.23	5,848,250.00	5,430,757.00	-	5,430,757.00

**\*\*LIPH Operating Reserve includes \$4,210,000.02 of money unavailable due to tax credit revenue on paper only**

Physical Operating Reserve at end of Period for 2016	958,028.16	-	142,851.67	190,753.92	346,616.23	1,763,857.17
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**SECTION 8 Funding Analysis**

<b>HAP</b>	
HAP Funding received from HUD YTD	1,198,988.00
Fraud Recovery/FSS Forfeitures	7,851.13
Restricted Net Asset Interest Earned	-
HAP Payments made YTD	1,169,090.58
<b>Under (Over) spending YTD</b>	<b>37,748.55</b>
HAP Reserve FYE 12/31/15 *	50,462.00
HAP Reserve Balance at end of Period for 2016	88,210.55
<b>ADMIN FEES</b>	
Administrative Funding received from HUD YTD	143,794.00
Income from other funding sources	6,136.28
Administrative Expenses YTD	117,609.05
<b>Under (Over) spending YTD</b>	<b>32,321.23</b>
Admin Fee Reserve FYE 12/31/15	314,295.00
FSS Grant Shortage at end of Period for 2016	-
Admin Fee Reserve Balance at end of Period for 2016	346,616.23

<b>FSS Grant Tracking</b>	
FSS Grant Funding received from HUD YTD	-
FSS Coordinator Expenses YTD	-
<b>Under (Over) spending YTD</b>	-
FSS Grant Reserve FYE 12/31/14	-
FSS Grant Reserve Balance at end of Period for 2015	-

**Cash Flow Statement**  
**Beloit Housing Authority**  
**May 30, 2016**

	LLC			YTD Budget	Variance Over (Under)
	BHA YTD Actual	Phase 1 & 2 Actual	HCV YTD Actual		
<b>Income</b>					
Dwelling Rent/Utilities	28,027.00	90,691.78	-	-	118,718.78
Interest on Investments	49.53	301.01	70.27	-	420.81
Other Income	51,037.22	178,375.56	6,066.01	-	235,478.79
HUD Admin Fees	-	-	143,794.00	-	143,794.00
HUD Grants/Subsidies	138,102.14	-	1,206,839.13	-	1,344,941.27
<b>Total Income</b>	<b>217,215.89</b>	<b>269,368.35</b>	<b>1,356,769.41</b>	<b>-</b>	<b>1,843,353.65</b>
<b>Expenses</b>					
LLC					
	BHA YTD Actual	Phase 1 & 2 Actual	HCV YTD Actual	YTD Budget	Variance Under (Over)
<b>Administrative</b>					
Salaries/Benefits	88,398.50	42,621.65	100,197.19	-	(231,217.34)
Office Expenses	12,598.38	33,273.65	9,820.22	-	(55,692.25)
Office Contracted Services	1,628.36	-	4,091.72	-	(5,720.08)
Oper Sub Transfer/Mgmt Fee Pd	-	7,380.52	-	-	(7,380.52)
Housing Assistance Pmts	-	-	1,169,090.58	-	(1,169,090.58)
<b>Maintenance</b>					
Salaries/Benefits	7,510.56	52,394.19	-	-	(59,904.75)
Materials & Supplies	4,731.27	1,752.40	-	-	(6,483.67)
Maintenance Contracts	2,831.35	7,717.41	-	-	(10,548.76)
Utilities	4,588.34	18,850.98	-	-	(23,439.32)
<b>Other Operating</b>					
Protective Services	887.28	991.58	-	-	(1,878.86)
Insurance	4,938.08	9,886.84	2,047.56	-	(16,872.48)
PILOT	726.70	7,184.06	-	-	(7,910.76)
Other Operating Expenses	100,366.22	4,449.15	1,452.36	-	(106,267.73)
<b>Total Expenses</b>	<b>229,205.04</b>	<b>186,502.43</b>	<b>1,286,699.63</b>	<b>-</b>	<b>(1,702,407.10)</b>
Net Admin Income (Loss)	(11,989.15)	82,865.92	32,321.23		
Net HAP Income (Loss)			37,748.55		
<b>Total YTD Income (Loss)</b>	<b>(11,989.15)</b>	<b>82,865.92</b>	<b>70,069.78</b>		

# REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

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**AGENDA ITEM:** 4c

**TOPIC:** June Monthly Report

**REQUESTED ACTION:** Information only – No action required **PRESENTER:**

Cathy Pollard

## **STAFF REPORT:**

Attached is the Beloit Housing Authority Financial Statement prepared by the BHA Accountant for the month ending June 30, 2016.

Through the month of June, the Low Income Public Housing (LIPH) program income was \$286,765.87 and the LIPH expenses were \$252,217.42. There was a \$34,548.45 surplus in LIPH. The Operating Reserve for LIPH was 5,192,149.00 at the 12/31/2015 FYE. At 2016 Period End the Operating Reserve is \$5,226,697.45. The actual physical LIPH Operating Reserve at 2016 Period End is \$1,016,697.43.

Through the month of June, the Project Based Voucher (PBV) program income was \$34,399.78 and the expenses were \$20,398.35. The PBV surplus was \$14,001.43. The PBV Operating Reserve at this Period End is \$144,721.43.

Through the month of June, Phase 1 and Phase 2 program income was \$299,757.67 and the expenses were \$219,651.11. Phase 1 and Phase 2 had a surplus of \$80,106.56. The Operating Reserve for these programs is \$187,994.56

Through the month of June, the Housing Choice Voucher (HCV) program income was \$1,609,542.85 and expenses were \$1,560,677.71. The HCV program had a surplus of \$21,010.59. The HCV Operating Reserve at this Period End is \$335,305.59.

Attachment;

Financial Reports

## Consolidated 2016 Budget Report for Beloit Housing Authority - June 2016

	YTD Actual							Annual Board Approved Budget		
	Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC	HCV	Total
1 Dwelling Rental	-			33,602.00	109,264.78		142,866.78			-
2 Excess Utilities	-						-			-
3 Interest on Unrestricted Fund Investments	-	59.31			366.10	84.95	510.36			-
4 Interest on HAP Res Fund Investments	-						-			-
5 Other Income - Tenants (BHA Portion)	-			797.78	15,559.18	6,491.46	22,848.42			-
6 HAP Fraud Recovery & FSS Forfeitures	-	5,858.36				8,435.13	14,293.49			-
7 Other Income - Bad Debt Collections	-	12,786.76					12,786.76			-
8 Other Income - Laundry/Copy Fees/Misc	-	36,449.78			65,542.00	696.31	102,688.09			-
9 Other Income - Grants	-	27,856.66					27,856.66			-
10 Other Income - Sale of Asset Gain/Loss	-						-			-
11 Admin Fees Earned - HUD	-					170,325.00	170,325.00			-
12 Incoming Billable Admin Fees/Oper Sub	-				109,025.61		109,025.61			-
13 HAP Subsidy	-					1,423,510.00	1,423,510.00			-
14 Operating Subsidy	-	203,755.00					203,755.00			-
<b>Total Income</b>	-	<b>286,765.87</b>	-	<b>34,399.78</b>	<b>299,757.67</b>	<b>1,609,542.85</b>	<b>2,230,466.17</b>	-	-	-

	YTD Actual							Annual Board Approved Budget		
	Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC	HCV	Total
<b>Expenses</b>										
<b>Administrative Expenses</b>										
15 Admin Salaries	-	52,071.00		8,735.46	54,033.83	96,696.96	211,537.25			-
16 FSS Coordinator Admin Salaries	-	18,906.37					18,906.37			-
17 Admin Employee Benefits	-	17,332.58		2,494.13		38,446.02	58,272.73			-
18 FSS Coordinator Admin Benefits	-	5,279.41					5,279.41			-
19 Advertising & Marketing	-				52.60	26.30	78.90			-
20 Legal	-				1,794.38	55.00	1,849.38			-
21 Staff Training	-	1,139.71					1,139.71			-
22 Travel	-	529.57					529.57			-
23 Accounting Consultants	-	4,278.00		645.00	7,998.00	3,105.00	16,026.00			-
24 Audit Fee	-	5,059.50			18,500.00	5,059.50	28,619.00			-
25 Telephone	-	465.34				419.57	884.91			-
26 Postage	-	1,075.13					1,075.13			-
27 Office Supplies	-	1,657.63				1,433.77	3,091.40			-
28 Memberships & Publications	-	70.00					70.00			-
29 Bank Fees	-					1,241.07	1,241.07			-
30 Computer Maintenance	-						-			-
31 Copier Expenses	-	1,693.74				1,693.73	3,387.47			-
32 Office Equipment Maintenance	-						-			-
33 Postage Machine	-					3,027.27	3,027.27			-
34 Software Maintenance	-	245.00				255.00	500.00			-
35 Outgoing Portable Admin Fees	-						-			-
36 Sundry Administration/Compliance Fees	-	313.95		900.00	6,146.02	941.86	8,301.83			-
37 Management Improvements	-						-			-
38 Management Fees	-				8,566.11		8,566.11			-
39 Eviction & Collection Agent Fees	-						-			-
40 HAP Expense (net fraud recovery to HUD)	-					1,404,090.58	1,404,090.58			-
HAP Overfunding (Underfunding)						27,854.55				-
<b>Maintenance Expenses</b>										
41 Maintenance Salaries	-	3,015.74		2,761.44	60,870.13		66,647.31			-
42 Casual Labor - Maintenance	-						-			-
43 Maintenance Benefits	-	2,605.34		1,112.48			3,717.82			-
44 Maintenance Materials & Supplies	-	1,414.97		53.45	2,291.93		3,760.35			-
45 Plumbing Supplies	-	656.45					656.45			-
46 Locks, Locksets & Keys	-						-			-
47 Electrical Supplies	-	1,162.09					1,162.09			-
48 Painting Supplies	-	279.75					279.75			-
49 Cleaning Supplies	-	1,187.35					1,187.35			-

50	Equipment Repair Parts	-	11.98					11.98			-
51	Maintenance Contracted Services	-	1,246.53	653.30	10,015.30			11,915.13			-
52	Refuse Removal Services	-	5.00	(5.00)	1,870.66			1,870.66			-
53	Plumbing Repair Services	-		192.99				192.99			-
54	Heating/AC Repair Services	-	321.76		96.00			417.76			-
55	Electric Repair Service	-						-			-
56	Window Repair Service	-						-			-
57	Automotive Repairs/Fuel	-	862.81					862.81			-
58	Elevator Repair & Maintenance	-						-			-
59	Pest Control Services	-						-			-
60	Cable TV	-			(152.42)			(152.42)			-
61	Answering Service	-	427.80					427.80			-
62	Major Appliance Repair	-						-			-
63	Clean/Paint Units	-						-			-
	<b>Utilities Expenses</b>										
64	Water/Sewer	-	686.58	607.42	8,161.98			9,455.98			-
65	Electricity	-	2,716.21	54.45	7,954.74			10,725.40			-
66	Natural Gas	-	850.14	142.11	4,061.19			5,053.44			-
	<b>Other Operating Expenses</b>										
67	Protective Services Contract	-	10,925.98		1,278.81			12,204.79			-
68	Insurance	-	4,698.40	1,227.32	11,864.20	2,457.08		20,247.00			-
69	PILOT	-		823.80	8,908.67			9,732.47			-
70	Compensated Absences	-						-			-
71	Collection Losses	-						-			-
72	Replacement Reserves & Debt Prnt-Princ	-						-			-
73	Other General Expense/Asset Mgmt Fees	-	109,025.61		5,338.98	1,729.00		116,093.59			-
74	Casualty Losses - Non Capitalized	-						-			-
75	Capital Expenditures - Operations	-						-			-
	<b>Total Expense</b>	-	<b>252,217.42</b>	-	<b>20,398.35</b>	<b>219,651.11</b>	<b>1,560,677.71</b>	<b>2,052,944.59</b>	-	-	-

	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	Budget LIPH	Budget HCV	Budget Total
Operating Reserve - FYE 12/31/15	5,192,149.00	-	130,720.00	107,888.00	314,295.00	5,745,052.00	5,430,757.00		5,430,757.00
Change in Operating Reserve FYE 12/31/16 (reserve/deficit)	34,548.45	-	14,001.43	80,106.56	21,010.59	149,667.03	-	-	-
Operating Reserve at end Period for 2016	5,226,697.45	-	144,721.43	187,994.56	335,305.59	5,894,719.03	5,430,757.00	-	5,430,757.00

**\*\*LIPH Operating Reserve includes \$4,210,000.02 of money unavailable due to tax credit revenue on paper only**

Physical Operating Reserve at end of Period for 2016	1,016,697.43	-	144,721.43	187,994.56	335,305.59	1,810,326.20
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**SECTION 8 Funding Analysis**

**HAP**

HAP Funding received from HUD YTD	1,423,510.00
Fraud Recovery/FSS Forfeitures	8,435.13
Restricted Net Asset Interest Earned	-
HAP Payments made YTD	1,404,090.58
<b>Under (Over) spending YTD</b>	<b>27,854.55</b>
HAP Reserve FYE 12/31/15 *	50,462.00
HAP Reserve Balance at end of Period for 2016	78,316.55

**ADMIN FEES**

Administrative Funding received from HUD YTD	170,325.00
Income from other funding sources	7,272.72
Administrative Expenses YTD	156,587.13
<b>Under (Over) spending YTD</b>	<b>21,010.59</b>
Admin Fee Reserve FYE 12/31/15	314,295.00
FSS Grant Shortage at end of Period for 2016	-
Admin Fee Reserve Balance at end of Period for 2016	335,305.59

**FSS Grant Tracking**

FSS Grant Funding received from HUD YTD	-
FSS Coordinator Expenses YTD	-
<b>Under (Over) spending YTD</b>	<b>-</b>
FSS Grant Reserve FYE 12/31/14	-
FSS Grant Reserve Balance at end of Period for 2015	-

**Cash Flow Statement**  
**Beloit Housing Authority**  
**June 30, 2016**

	LLC			YTD Budget	Variance Over (Under)
	BHA YTD Actual	Phase 1 & 2 Actual	HCV YTD Actual		
<b>Income</b>					
Dwelling Rent/Utilities	33,602.00	109,264.78	-	-	142,866.78
Interest on Investments	59.31	366.10	84.95	-	510.36
Other Income	55,892.68	190,126.79	7,187.77	-	253,207.24
HUD Admin Fees	-	-	170,325.00	-	170,325.00
HUD Grants/Subsidies	231,611.66	-	1,431,945.13	-	1,663,556.79
<b>Total Income</b>	<b>321,165.65</b>	<b>299,757.67</b>	<b>1,609,542.85</b>	<b>-</b>	<b>2,230,466.17</b>
<b>Expenses</b>					
LLC					
	BHA YTD Actual	Phase 1 & 2 Actual	HCV YTD Actual	YTD Budget	Variance Under (Over)
<b>Administrative</b>					
Salaries/Benefits	104,818.95	54,033.83	135,142.98	-	(293,995.76)
Office Expenses	16,133.83	34,491.00	12,282.07	-	(62,906.90)
Office Contracted Services	1,938.74	-	4,976.00	-	(6,914.74)
Oper Sub Transfer/Mgmt Fee Pd	-	8,566.11	-	-	(8,566.11)
Housing Assistance Pmts	-	-	1,404,090.58	-	(1,404,090.58)
<b>Maintenance</b>					
Salaries/Benefits	9,495.00	60,870.13	-	-	(70,365.13)
Materials & Supplies	4,766.04	2,291.93	-	-	(7,057.97)
Maintenance Contracts	3,705.19	11,829.54	-	-	(15,534.73)
Utilities	5,056.91	20,177.91	-	-	(25,234.82)
<b>Other Operating</b>					
Protective Services	10,925.98	1,278.81	-	-	(12,204.79)
Insurance	5,925.72	11,864.20	2,457.08	-	(20,247.00)
PILOT	823.80	8,908.67	-	-	(9,732.47)
Other Operating Expenses	109,025.61	5,338.98	1,729.00	-	(116,093.59)
<b>Total Expenses</b>	<b>272,615.77</b>	<b>219,651.11</b>	<b>1,560,677.71</b>	<b>-</b>	<b>(2,052,944.59)</b>
Net Admin Income (Loss)	48,549.88	80,106.56	21,010.59		
Net HAP Income (Loss)			27,854.55		
<b>Total YTD Income (Loss)</b>	<b>48,549.88</b>	<b>80,106.56</b>	<b>48,865.14</b>		



## **REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY**

**AGENDA ITEM:** 4d.

**TOPIC:** Resolution No. 2016-12: Authorization to Write-Off Beloit Housing Authority Public Housing Tenants Accounts Receivable Second Quarter 2016 Debts

**REQUESTED ACTION:** Approval of Resolution No. 2016-12

**PRESENTER:** Clinton Cole

### **STAFF REPORT:**

HUD has recommended that the Beloit Housing Authority write off Public Housing tenant accounts receivable (TAR) quarterly so that the agency does not carry a large TAR at the end of the year and damage the agency's overall HUD management rating.

Two (2) Public Housing tenants vacated leaving balances due which staff has not been able to collect. Total owed for the second quarter 2016 is \$3,308.75. This amount will be removed from the BHA's books, and reported to Happy Software and the Tax Refund Intercept Program for collection.

### **STAFF RECOMENDATION:**

Staff recommends approval of Resolution No. 2016-12

### **ATTACHMENTS:**

Resolution No. 2016-12 and listing of debtors

## Public Housing Write Offs for 2016 (2nd Qtr)

BHA

### LLC Phase 1

Name	M/O Date	Total	Rent	Repmt A	Utility	Maint	Late Fees	Legal Fees
Shannon, Tahnaiya	4/30/2016	1268.57			92.74	1175.83		

### LLC Phase 2

Name	M/O Date	Total	Rent	Repmt A	Utility	Maint	Late Fees	Legal Fees
Casey, Shanica	6/22/2016	2040.18	1297.00		56.64	661.54	\$25.00	

<b>Total for 2nd Quarter '16</b>		<b>3308.75</b>	<b>1297.00</b>	<b>0</b>	<b>149.38</b>	<b>1837.37</b>	<b>\$25.00</b>	<b>0</b>
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**RESOLUTION NO. 2016-12**

**BELOIT HOUSING AUTHORITY**

**AUTHORIZATION TO WRITE-OFF BELOIT HOUSING AUTHORITY PUBLIC  
HOUSING TENANTS ACCOUNTS RECEIVABLE SECOND QUARTER 2016  
DEBTS**

**WHEREAS**, two tenants have vacated their Public Housing units leaving a balance due for rent, late fees, sewer, water, maintenance charges, move-out charges, and/or damages;

**WHEREAS**, efforts to collect the amount due have not been successful;

**THEREFORE BE IT RESOLVED** that \$3,308.75 be written off the Beloit Housing Authority records and reported to Happy Software and the Tax Refund Intercept Program for collection action.

Adopted this 27th day of July, 2016

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Loretta Evans, Chairperson  
Beloit Community Development Authority

ATTEST:

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Julie Christensen, Executive Director  
Beloit Community Development Authority

## **REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY**

**AGENDA ITEM:** 4e.

**TOPIC:** Resolution No. 2016-13: CDA Award of parking lot resurfacing at BHA's Administration Building

**REQUESTED ACTION:** Approval of Resolution No. 2016-13

**PRESENTER:** Clinton Cole

### **STAFF REPORT:**

Beloit Housing Authority (BHA) staff has determined that the parking lot and a portion of an adjacent lot must be resurfaced in order to comply with HUD REAC standards. The BHA ran an advertisement in the Beloit Daily News on two dates, as well as solicited quotes from local paving companies to provide the necessary services, with the following five companies picking up bid packets:

3 Franks Services

Rock Road Companies, Inc.

Marvin Gleason Contractors

Frank Bros., Inc

JB Johnson Bros., LLC

Of the five interested firms, Frank Bros., Inc. provided the only quote at \$6,775.00

### **STAFF RECOMENDATION:**

Staff recommends approval of Resolution No. 2016-13

### **ATTACHMENTS:**

Resolution No. 2016-13

**RESOLUTION NO. 2016-13**

**BELOIT HOUSING AUTHORITY**

**RECOMMENDATION THAT THE BELOIT COMMUNITY DEVELOPMENT  
AUTHORITY AWARD CONTRACT FOR PARKING LOT RESURFACING AT  
THE HOUSING AUTHORITY'S ADMINISTRATION BUILDING**

**WHEREAS,** Beloit Housing Authority (BHA) staff has determined that the parking lot and a portion of an adjacent lot must be resurfaced in order to comply with HUD REAC standards;

**WHEREAS,** the Beloit Housing Authority (BHA) ran an advertisement in the Beloit Daily News on two dates, as well as solicited quotes from local paving companies to provide the necessary services, with five companies picking bid packets. Frank Bros., Inc. provided the only quote at \$6,775.00;

**THEREFORE BE IT RESOLVED** that the Community Development Authority Board of Commissioners award contract for parking lot resurfacing at the BHA Administration Building to Frank Bros., Inc. in the amount of \$6,775.00.

Adopted this 27th day of July, 2016

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Loretta Evans, Chairperson  
Beloit Community Development Authority

ATTEST:

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Julie Christensen, Executive Director  
Beloit Community Development Authority