



CITY HALL • 100 STATE STREET • БЕLOIT, WI 53511

**MEETING NOTICE AND AGENDA
Community Development Authority
December 7, 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 October 26, 2016
4. Housing Authority
 - a. Presentation of October Activity Report (Pollard)
 - b. Presentation of October Financial Report (Pollard)
 - c. Review and Consideration of Resolution 2016-24, Authorization to Write-Off Third Quarter Accounts Receivable (Cole)
 - d. Review and Consideration of Resolution 2016-25, Authorization to Dispose of Non-Operating Appliances and Equipment (Cole)
5. CDBG, HOME & NSP Programs
 - a. Review and Consideration of Resolution 2016-26, Recommending Approval of Amendment to the Consolidated Plan, Annual Plan and CDBG Budget Related to the Creation of Merrill and Near Westside Neighborhood Revitalization Strategy Areas (Downing)
6. Appointment of CDA Board Member to the Greater Beloit Economic Development Corporation (Christensen)
7. 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: December 2, 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
October 26, 2016
4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, October 26, 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 4:44 p.m.

Present: Commissioners Baker, Evans, Hendrix and Preuschl

Absent: Commissioner Ellison

Staff Present: Julie Christensen, Cathy Pollard, Clinton Cole, Scott Schneider and Ann Purifoy

2. **Citizen Participation:**

None

3. **Review and Consideration of the Minutes of the Regular Meeting held on September 28 and Special Meeting held on October 10, 2016.**

A motion was made by Commissioner Baker and seconded by Commissioner Preuschl to approve the minutes of the Regular Meeting held on September 28 and Special Meeting held on October 10, 2016.

Motion carried unanimously.

4. **Housing Authority:**

a. **Presentation of September Activity Report**

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

We are still very busy with turnovers in public housing due to vacancies. Our two Maintenance employees are completing these turnovers on an average of 3 to 4 days after tenants move out due to minimal damages. The monthly operating funds we receive from HUD are based on our lease up rate; consequently, getting these units leased up is our top priority

Julie Christensen inquired about our Section 8 tenant who was displaced by a recent fire. Cathy explained that the unit sustained mostly smoke damage and the tenant chose to stay with friends, temporarily.

- b. Presentation of September Financial Report
Cathy Pollard gave a brief summary of the report.

Cathy plans to request an extension so that we will be able to continue with our Project-based unit rentals through June rather than March 2017. The eight four-bedroom houses will then be auctioned during the summer of 2017.

- c. Review and Consideration of Resolution 2016-21, Approval of Beloit Housing Authority 2017 Annual Public Housing Authority Plan
Cathy Pollard presented the staff report and recommendation.

Commissioner Preuschl asked for clarity regarding findings in the most recent fiscal year audit. Cathy explained that wages come from various grants; therefore, we must estimate how much time is spent in each program in order to appropriately allocate funds. We were still collecting data and did not have a full year of compliance when the audit was completed.

Commissioner Baker moved and Commissioner Preuschl seconded a motion to approve Resolution 2016-21.

Motion carried unanimously.

5. **CDBG, HOME and NSP Programs**

- a. Review and Consideration of Resolution 2016-22, Approval of the Purchase of 206 Eighth Street from the City of Beloit
Scott Schneider, Engineering Project Manager, presented the staff report and recommendation.

Scott described what he found when he went through the house. The house is structurally in good condition with a recently upgraded electrical system; the roof is intact and there is no visible water damage; it has newer windows, high efficiency furnace and water heater. It will need a new garage, siding and kitchen and will be listed as a three bedroom with one bath.

Commissioner Baker moved and Commissioner Hendrix seconded a motion to approve Resolution 2016-22. Commissioners Baker, Evans and Hendrix voted in favor; Commissioner Preuschl opposed.

Motion carried.

- b. Review and Consideration of Resolution 2016-23, Amending the 2017 CDBG Budget
Julie Christensen, Community Development Director, presented the staff report and recommendation.

Commissioner Baker moved and Commissioner Preuschl seconded a motion to approve Resolution 2016-23.

Motion carried unanimously.

6. **Adjournment:**
Motion by Commissioner Hendrix and seconded by Commissioner Baker to adjourn at 5:21 p.m. Motion carried.

**REPORT TO THE
BELOIT COMMUNITY DEVELOPMENT AUTHORITY**

AGENDA ITEM: 4a

TOPIC: October Activity Report

REQUESTED ACTION: Information only- No action required

PRESENTER: Cathy Pollard

STAFF REPORT:

Public Housing:

There were two vacancies in public housing units in October and two upcoming vacancies in November of 2016. Public housing accounts receivable on occupied units totaled \$7,684.17 and vacated units totaled \$13,976.10 at the end of October, 2016 which brings the totaled outstanding public housing accounts receivable to \$21,660.27. Four applicants were pulled from the public housing waiting list in October; four applicants were briefed. Twenty-two public housing inspections and twenty-three annual and interim re-certifications were completed in October.

Section 8:

577 vouchers were housed by October 31, 2016 with 17 voucher holders either searching for units or waiting for passed inspections. 6 portable vouchers were paid by BHA in October with 3 families waiting to Port-Out. 51 Section 8 inspections were completed in October, and the Housing Specialists completed 75 annual or interim re-certifications in October. No applicants were notified: none were briefed.

ATTACHMENTS:

October Activity Report

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

October (2016) Activity Report

Public Housing

Tenants Accounts Receivable

Outstanding Receivables – Occupied Units 09/30/16	\$ 3,277.06
Outstanding Receivables – Vacated Units 09/30/16	\$ 7,101.94
Outstanding Receivables – Occupied Units 10/31/16	\$ 7,684.17
Outstanding Receivables – Vacated Units 10/31/16	\$ 13,976.10
Total September 30, 2016 Outstanding Receivables:	\$ 10,379.00
Total October 31, 2016 Outstanding Receivables:	\$ 21,660.27
Increase of:	\$ 11,281.27

Vacancies – 10/31/2016

<u>Total Public Housing Units</u>	131 Units
	97% Occupancy
2 Vacancies:	0 Elderly - 100% Occupancy
	2 Family - 97% Occupancy

Public Housing Inspections

22 Inspections completed. There were 14 annual inspections; there were 3 move-out inspections. There were 5 move-in inspections. There were 0 housekeeping inspections 0 exterior inspections and no re-inspections.

Public Housing Activities

Annual Recerts:	4
Interim Recerts:	19
Notice to Vacate:	1

New Tenants:	4
Transfers:	1
Lease Terminations:	0
Possible Program Violations:	3
Evictions	0

Public Housing Briefings

Number Notified:	4
Number Briefed:	4

Section 8 Program

Total Section 8 Vouchers

598 Vouchers

October

577 under lease - 97% Occupancy
 6 Portable Vouchers –6 Not Absorbed (5/Port-In)
 32 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

51 inspections were completed in October. 20 were annual inspections. 12 were initial inspections, 17 were re-inspections, 0 project based inspections, and there were 2 special inspections.

Section 8 Activities

New Participants:	9	
Annual Recerts:	44	
Interim Recerts:	31	
Abatements:	4	
Movers:	6	
Possible Program Violations:	6	program violations
End of Program	0	

Section 8 Briefings

Number Notified:	0
Number Briefed:	0

APPLICATIONS:

Waiting List: 109 Public Housing East
 109 Public Housing West
 155 Parker Bluff
 96 Project-Based
 355 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

AGENDA ITEM: 4b

TOPIC: October 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 October 31, 2016.

Through the month of October, the Low Income Public Housing (LIPH) program income was \$449,048.01 and the LIPH expenses were \$481,143.91. There was a \$32,095.90 deficit in LIPH. The Operating Reserve for LIPH was \$5,156,539.00 at the 12/31/2015 FYE. At 2016 Period End the Operating Reserve is \$5,124,443.10. The actual physical LIPH Operating Reserve at 2016 Period End is \$914,443.08.

Through the month of October, the Project Based Voucher (PBV) program income was \$54,959.97 and the expenses were \$32,940.28. The PBV surplus was \$22,019.69. The PBV Operating Reserve at this Period End is \$147,355.69.

Through the month of October, Phase 1 and Phase 2 program income was \$487,692.44 and the expenses were \$380,063.38. Phase 1 and Phase 2 had a surplus of \$107,629.06. The Operating Reserve for these programs at this Period End is \$215,517.06.

Through the month of October, the Housing Choice Voucher (HCV) program income was \$2,681,974.65 and expenses were \$2,657,075.99. The HCV program had a surplus of \$23,581.34. The HCV Operating Reserve at this Period End is \$294,324.34.

Attachment;

October 2016 Financial Reports

Consolidated 2016 Budget Report for Beloit Housing Authority - October 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	-			53,876.00	181,933.78		235,809.78			-
2 Excess Utilities	-						-			-
3 Interest on Unrestricted Fund Investment	-	95.64			633.03	141.59	870.26			-
4 Interest on HAP Res Fund Investments	-						-			-
5 Other Income - Tenants (BHA Portion)	-			1,083.97	35,589.13	9,360.46	46,033.56			-
6 HAP Fraud Recovery & FSS Forfeitures	-	6,407.36			6,757.61	11,304.13	24,469.10			-
7 Other Income - Bad Debt Collections	-	13,213.56					13,213.56			-
8 Other Income - Laundry/Copy Fees/Misc	-	42,696.46			65,542.00	2,171.47	110,409.93			-
9 Other Income - Grants	-	47,148.24					47,148.24			-
10 Other Income - Sale of Asset Gain/Loss	-						-			-
11 Admin Fees Earned - HUD	-					284,917.00	284,917.00			-
12 Incoming Billable Admin Fees/Oper Sub	-				197,236.89		197,236.89			-
13 HAP Subsidy	-					2,374,080.00	2,374,080.00			-
14 Operating Subsidy	-	339,486.75					339,486.75			-
Total Income	-	449,048.01	-	54,959.97	487,692.44	2,681,974.65	3,673,675.07	-	-	-

		Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC	HCV	Total
Administrative Expenses											
15 Admin Salaries	-	73,860.25			13,836.94	87,982.49	165,586.57	341,266.25			-
16 FSS Coordinator Admin Salaries	-	39,372.77						39,372.77			-
17 Admin Employee Benefits	-	29,090.44			4,135.27		69,980.44	103,206.15			-
18 FSS Coordinator Admin Benefits	-	12,752.51						12,752.51			-
19 Advertising & Marketing	-					259.60	26.30	285.90			-
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	-	5,942.00			995.00	11,414.00	5,222.00	23,573.00			-
24 Audit Fee	-	8,708.50				18,500.00	8,708.50	35,917.00			-
25 Telephone	-	1,056.09					958.45	2,014.54			-
26 Postage	-	1,994.77						1,994.77			-
27 Office Supplies	-	2,195.20					2,009.63	4,204.83			-
28 Memberships & Publications	-	70.00						70.00			-
29 Bank Fees	-					1.75	2,005.80	2,007.55			-
30 Computer Maintenance	-							-			-
31 Copier Expenses	-	2,925.69					2,925.76	5,851.45			-
32 Office Equipment Maintenance	-							-			-
33 Postage Machine	-						4,905.20	4,905.20			-
34 Software Maintenance	-	11,866.75					255.00	12,121.75			-
35 Outgoing Portable Admin Fees	-							-			-
36 Sundry Administration/Compliance Fees	-	4,556.92			900.00	9,027.36	2,179.98	16,664.26			-
37 Management Improvements	-							-			-
38 Management Fees	-					14,812.79		14,812.79			-
39 Eviction & Collection Agent Fees	-						1,467.34	1,467.34			-
40 HAP Expense (net fraud recovery to HU	-						2,384,066.81	2,384,066.81			-
HAP Overfunding (Underfunding)	-						1,317.32				-
Maintenance Expenses											
41 Maintenance Salaries	-	5,684.54			4,812.13	108,856.67		119,353.34			-
42 Casual Labor - Maintenance	-							-			-
43 Maintenance Benefits	-	6,174.38			2,092.00			8,266.38			-
44 Maintenance Materials & Supplies	-	2,812.46			53.45	4,356.43		7,222.34			-
45 Plumbing Supplies	-	1,701.95						1,701.95			-
46 Locks, Locksets & Keys	-							-			-
47 Electrical Supplies	-	3,259.76						3,259.76			-
48 Painting Supplies	-	307.30						307.30			-

49	Cleaning Supplies	-	2,697.79				2,697.79			-
50	Equipment Repair Parts	-	11.98				11.98			-
51	Maintenance Contracted Services	-	26,166.19	1,003.30	20,606.86		47,776.35			-
52	Refuse Removal Services	-	5.00	475.00	3,348.56		3,828.56			-
53	Plumbing Repair Services	-		192.99			192.99			-
54	Heating/AC Repair Services	-	321.76		1,282.00		1,603.76			-
55	Electric Repair Service	-					-			-
56	Window Repair Service	-					-			-
57	Automotive Repairs/Fuel	-	1,161.00				1,161.00			-
58	Elevator Repair & Maintenance	-					-			-
59	Pest Control Services	-					-			-
60	Cable TV	-			(330.70)		(330.70)			-
61	Answering Service	-	1,213.16				1,213.16			-
62	Major Appliance Repair	-					-			-
63	Clean/Paint Units	-					-			-
	Utilities Expenses									
64	Water/Sewer	-	1,115.29	926.97	10,479.93		12,522.19			-
65	Electricity	-	5,387.90	151.61	14,652.35		20,191.86			-
66	Natural Gas	-	913.95	194.39	4,471.05		5,579.39			-
	Other Operating Expenses									
67	Protective Services Contract	-	21,080.78		4,746.94		25,827.72			-
68	Insurance	-	7,830.66	2,045.53	19,773.67	4,095.13	33,744.99			-
69	PILOT	-		1,125.70	15,233.03		16,358.73			-
70	Compensated Absences	-					-			-
71	Collection Losses	-			19,895.92		19,895.92			-
72	Replacement Reserves & Debt Pmt-Prior	-					-			-
73	Other General Expense/Asset Mgmt Fee	-	197,236.89		8,898.30	2,628.08	208,763.27			-
74	Casualty Losses - Non Capitalized	-					-			-
75	Capital Expenditures - Operations	-					-			-
	Total Expense	-	481,143.91	-	32,940.28	380,063.38	2,657,075.99	3,551,223.56	-	-

	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	Budget LIPH	Budget HCV	Budget Total
Operating Reserve - FYE 12/31/15	5,156,539.00	-	125,336.00	107,888.00	270,743.00	5,660,506.00	#####		#####
Change in Operating Reserve FYE 12/31/16 (reserve/deficit)	(32,095.90)	-	22,019.69	107,629.06	23,581.34	121,134.19	-	-	-
Operating Reserve at end Period for 2016	5,124,443.10	-	147,355.69	215,517.06	294,324.34	5,781,640.19	#####	-	#####

****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	914,443.08	-	147,355.69	215,517.06	294,324.34	1,697,247.36
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SECTION 8 Funding Analysis

HAP	
HAP Funding received from HUD YTD	2,374,080.00
Fraud Recovery/FSS Forfeitures	11,304.13
Restricted Net Asset Interest Earned	-
HAP Payments made YTD	2,384,066.81
Under (Over) spending YTD	1,317.32
HAP Reserve FYE 12/31/15 *	50,462.00
HAP Reserve Balance at end of Period for 2016	51,779.32
ADMIN FEES	
Administrative Funding received from HUD YTD	284,917.00
Income from other funding sources	11,673.52
Administrative Expenses YTD	273,009.18
Under (Over) spending YTD	23,581.34
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	337,876.34

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

RESOLUTION NO. 2016-24

BELOIT HOUSING AUTHORITY

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

WHEREAS, three 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 \$3,377.57 be written off the Beloit Housing Authority records and reported to Happy Software and the Tax Refund Intercept Program for collection action.

Adopted this 7th day of December, 2016

Loretta Evans, Chairperson
Beloit Community Development Authority

ATTEST:

Julie Christensen, Executive Director
Beloit Community Development Authority

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4c.

TOPIC: Resolution No. 2016-24: Authorization to Write-Off Beloit Housing Authority Public Housing Tenants Accounts Receivable Third Quarter 2016 Debts

REQUESTED ACTION: Approval of Resolution No. 2016-24

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.

Three (3) Public Housing tenants vacated leaving balances due which staff has not been able to collect. Total owed for the third quarter 2016 is \$3,377.57. 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. 2016-24

ATTACHMENTS:

Resolution No. 2016-24 and listing of debtors

Public Housing Write Offs for 2016 (3rd Qtr)

BHA

LLC Phase I

Name	M/O Date	Total	Rent	Repmt A	Utility	Maint	Late Fees	Legal Fees
Barnes, Yolanda	8/23/2016	\$569.66				\$569.66		

LLC Phase 2

Name	M/O Date	Total	Rent	Repmt A	Utility	Maint	Late Fees	Legal Fees
Newell, Porchia	8/1/2016	\$1,295.71				\$1,295.71		
Singleton, Khadijah	8/31/2016	\$1,512.20				\$1,512.20		

Total for 3rd Quarter '16		\$3,377.57		0	0.00	\$3,377.57		0
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RESOLUTION NUMBER 2016-25

**AUTHORIZATION FOR THE BELOIT HOUSING AUTHORITY (BHA) TO
DISPOSE OF NON-OPERATING APPLIANCES AND EQUIPMENT**

WHEREAS, the Beloit Housing Authority periodically replaces damaged and/or non-operating appliances and equipment that are beyond economical repair; and

WHEREAS, the Beloit Housing Authority keeps a record of all disposed property by manufacturer name, model number, and serial number and maintains this record in its computerized inventory database; and

WHEREAS, the Beloit Housing Authority disposes of these items by use of scrappers at no cost to the Authority; and

WHEREAS, the annual audit also monitors the disposal of all appliances and equipment as does the BHA Director and Fee Accountant;

NOW THEREFORE BE IT RESOLVED, that the Beloit Community Development Authority Board of Commissioners authorize the BHA Director to approve the timely disposal of the damaged and non-operating appliances and equipment itemized on Attachment A.

Adopted this 7th day of December, 2016.

Loretta Evans, Chairperson
Beloit Community Development Authority

ATTEST:

Julie Christensen, Executive Director
Beloit Community Development Authority

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4d.

TOPIC: Resolution No. 2016-25: Authorization for the Beloit Housing Authority to dispose of non-operating appliances and equipment

REQUESTED ACTION: Approval of Resolution No. 2016-25

PRESENTER: Clinton Cole

STAFF REPORT:

Beloit Housing Authority (BHA) periodically disposes of damaged and/or non-operating appliances that are beyond repair. These items are disposed of by scrappers at no cost to the BHA, and these items must be discarded in order to be in compliance with auditing requirements.

STAFF RECOMENDATION:

Staff recommends approval of Resolution No. 2016-25

ATTACHMENTS:

Resolution No. 2016-25
Listing of appliances and serial numbers

Appliances For Disposal

Serial Number

K21807293 – Amana Refrigerator

FT737212A – GE Dryer

RV203855T – GE Washing Machine

HT202787T – GE Washing Machine

4C20907139 – GE Washing Machine

RV206276T – GE Washing Machine

ZV207501Q – GE Stove