

COMMUNITY DEVELOPMENT AUTHORITY

MEETING NOTICE AND AGENDA
Community Development Authority
October 25, 2017 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 Special Meeting held on October 17, 2017
4. Housing Authority
 - a. Presentation of August Activity Report (Cole)
 - b. Presentation of August Financial Report (Cole)
 - c. Review and Consideration of Resolution 2017-30, Authorizing the Write-Off of Beloit Housing Authority Third Quarter Public Housing Accounts Receivable (Cole)
5. Community and Housing Services
 - a. Review and Consideration of Resolution 2017-31, Authorizing the Division and Sale of 206 Eighth Street (Downing)
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: October 19, 2017

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 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
210 Portland Avenue
October 17, 2017
1:00 P.M.

The special meeting of the City of Beloit Community Development Authority was held on Tuesday, October 17, 2017 at the Beloit Housing Authority, 210 Portland Avenue.

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

Meeting was called to order by Commissioner Baker at 1:12 p.m.

Present: Commissioners Baker, Evans, Forbeck and Kenitzer

Absent: Commissioner DeBrock, Ellison and Leavy

Staff Present: Julie Christensen, Cathy Pollard and Clinton Cole

2. **Citizen Participation:**

None

3. **Review and Consideration of the Minutes of the Regular Meeting held on September 27, 2017**

A motion was made by Commissioner Kenitzer and seconded by Commissioner Baker to approve the minutes of the Regular Meeting held on September 27, 2017. Motion carried unanimously.

4. **Housing Authority:**

a. **Review and Consideration of Resolution 2017-29, Authorizing the Beloit Housing Authority to Submit the 2018 Annual and 5 Year Plan to HUD**

Cathy Pollard presented the staff report and recommendation.

Cathy discussed the purpose of the PHA Plan, which includes expenses for gutters, landscaping, tree removal, sidewalks, roofing and appliances. The 5 Year Plan includes expenses for the Administrative Building.

Commissioner Forbeck moved and Commissioner Evans seconded a motion to approve Resolution 2017-29. Motion carried unanimously.

5. **Adjournment:**

Motion by Commissioner Kenitzer and seconded by Commissioner Forbeck to adjourn at 1:22 p.m. Motion carried.

**REPORT TO THE BELOIT
COMMUNITY DEVELOPMENT AUTHORITY (CDA)**



Agenda Item: 4a

Topic: August Activity Report

Date: October 25, 2017

Presenter: Clinton Cole

Division: Beloit Housing Authority

Overview/Background Information:

Each month, the Housing Authority provides an activity report to the Community Development Authority. This report is for information only.

Key Issues (maximum of 5):

Public Housing:

There were two vacancies in public housing units in August and no upcoming vacancies in September of 2017. Public housing accounts receivable on occupied units totaled \$3,777.70 and vacated units totaled \$1,819.55 at the end of August 2017 which brings the total outstanding public housing accounts receivable to \$5,597.25. 15 applicants were pulled from the public housing waiting list in August; 5 applicants were briefed. 5 public housing inspections and 33 annual and interim re-certifications were completed in August.

Section 8:

555 vouchers were housed by August 31, 2017 with 12 voucher holders either searching for units or waiting for passed inspections. 14 portable vouchers were paid by BHA in August with 2 families waiting to Port-Out. 72 Section 8 inspections were completed in August, and the Housing Specialists completed 68 annual or interim re-certifications in August. No applicants were notified; none were briefed.

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.): Approval of this project would conform to the strategic goal of creating and sustaining safe and healthy neighborhoods.

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

- **Reduce dependence upon fossil fuels - N/A**
 - **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature - N/A**
 - **Reduce dependence on activities that harm life sustaining eco-systems - N/A**
 - **Meet the hierarchy of present and future human needs fairly and efficiently - N/A**
- If any of the four criteria are not applicable to your specific policy or program, an N/A should be entered in that space**

Action required/Recommendation:

No action required. Information only.

Fiscal Note/Budget Impact: All fiscal/budget impacts are noted in the report.

Attachments: August Activity Report

**Beloit Community Development Authority
Activity Report to Board for October 2017**

August (2017) Activity Report

Public Housing

Tenants Accounts Receivable

Outstanding Receivables – Occupied Units 7/31/2017	\$4,356.98
Outstanding Receivables – Vacated Units 7/31/2017	\$8,186.73
Outstanding Receivables – Occupied Units 8/31/2017	\$ 3,777.70
Outstanding Receivables – Vacated Units 8/31/2017	\$ 1,819.55
Total July 31, 2017 Outstanding Receivables:	\$ 12,543.71
Total August 31, 2017 Outstanding Receivables:	\$ 5,597.25
Decrease of:	\$ 6,946.46

Vacancies – 8/31/2017

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

Public Housing Inspections

5 Inspections completed. There were 2 annual inspections; there were no move-out inspections. There were 2 move-in inspections. There was 1 housekeeping inspection, 1 exterior inspections and no re-inspections.

Public Housing Activities

Annual Recerts:	14
Interim Recerts:	4
Notice to Vacate:	0
New Tenants:	2

Transfers:	0
Lease Terminations:	0
Possible Program Violations:	2
Evictions	0

Public Housing Briefings

Number Notified:	15
Number Briefed:	5

Section 8 Program

Total Section 8 Vouchers

598 Vouchers

August

555 under lease - 93% Occupancy
 14 Portable Vouchers –14 Not Absorbed by other PHAs
 12 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

72 inspections were completed in August. 45 were annual inspections. 7 were initial inspections, 20 were re-inspections, 0 project based inspections

Section 8 Activities

New Participants:	2
Annual Recerts:	46
Interim Recerts:	22
Abatements:	3
Movers:	12
Possible Program Violations:	4
End of Program	2

Section 8 Briefings

Number Notified:	0
Number Briefed:	0

APPLICATIONS:

Waiting List: 131 Public Housing East
 142 Public Housing West
 254 Parker Bluff
 142 Project-Based
 475 Sec. 8

0 Tenants removed for Repayment Default
0 Tenants removed for unreported income
1 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 (CDA)**



Agenda Item: 4b

Topic: August Monthly Report

Date: October 25, 2017

Presenter: Clinton Cole

Division:

Beloit Housing Authority

Overview/Background Information:

Each month, the Housing Authority provides a financial report to the Community Development Authority. This report is for information only.

Key Issues (maximum of 5):

Attached is the Beloit Housing Authority Financial Statement prepared by the BHA Financial Assistant for the month ending August 31, 2017.

Through the month of August, the Low Income Public Housing (LIPH) program income was \$346,571.13 and the LIPH expenses were \$377,816.75. There was a \$(31,245.62) deficit in LIPH. The Operating Reserve for LIPH was \$5,275,638.00 at the 12/31/2016 FYE. At 2017 Period End the Operating Reserve is \$5,244,392.38. The actual physical LIPH Operating Reserve at 2017 Period End is \$(135,681.64).

Through the month of August, the Project Based Voucher (PBV) program income was \$45,064.61 and the expenses were \$64,685.63. The PBV had a deficit of \$(19,621.02). The PBV Operating Reserve at this Period End is \$78,184.98.

Through the month of August, Phase 1 and Phase 2 program income was \$419,810.24 and the expenses were \$343,401.85. Phase 1 and Phase 2 had a surplus of \$76,408.39. The Operating Reserve for these programs at this Period End is \$199,318.39.

Through the month of August, the Housing Choice Voucher (HCV) program income was \$2,267,529.98 and expenses were \$2,266,187.94. The HCV program had a deficit of \$(21,049.56). The HCV Operating Reserve at this Period End is \$260,673.44.

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.): Approval of this project would conform to the strategic goal of creating and sustaining safe and healthy neighborhoods.

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

- **Reduce dependence upon fossil fuels** - N/A
 - **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature** - N/A
 - **Reduce dependence on activities that harm life sustaining eco-systems** - N/A
 - **Meet the hierarchy of present and future human needs fairly and efficiently** - N/A
- If any of the four criteria are not applicable to your specific policy or program, an N/A should be entered in that space

Action required/Recommendation:

No action required. Information only.

Fiscal Note/Budget Impact: All fiscal/budget impacts are noted in the report.

Attachments: August Consolidated Budget Report

Consolidated 2017 Budget Report for Beloit Housing Authority - August 2017

	YTD Actual							Annual Board Approved Budget			
	Income	Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC/PBV	HCV	Total
1	Dwelling Rental	24,357.92			40,608.00	166,986.32		207,594.32	292,295.00		292,295.00
2	Excess Utilities	-						-			-
3	Interest on Unrestricted Fund Investments	189.17	65.96			23,503.53	329.09	23,898.58	770.00	1,500.00	2,270.00
4	Income - Transfer In from PBV	-	30,000.00					30,000.00			-
5	Other Income - Tenants	2,585.00			4,456.61	31,340.37	1,566.50	37,363.48	31,020.00		31,020.00
6	HAP Fraud Recovery & FSS Forfeitures	-					1,566.50	1,566.50			-
7	Other Income - Bad Debt Collections	-	12,340.11			338.00		12,678.11			-
8	Other Income - Laundry/Copy Fees/Misc	2,736.67	14,532.06			22,607.00	1,774.89	38,913.95	32,840.00		32,840.00
9	Other Income - CFP Operation Money	5,000.00	40,000.00					40,000.00	60,000.00		60,000.00
10	Other Income - Sale of Asset Gain/Loss	-						-			-
11	Admin Fees Earned - HUD	26,427.83					210,065.00	210,065.00		317,134.00	317,134.00
12	Incoming Billable Admin Fees/Oper Sub	18,750.00				175,035.02		175,035.02	225,000.00		225,000.00
13	HAP Subsidy	-					2,052,228.00	2,052,228.00			-
14	Operating Subsidy	267,886.33	249,633.00					249,633.00	395,970.00	2,818,666.00	3,214,636.00
	Total Income	347,932.92	346,571.13	-	45,064.61	419,810.24	2,267,529.98	3,078,975.96	1,037,895.00	3,137,300.00	4,175,195.00
	Expenses	Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC/PBV	HCV	Total
	Administrative Expenses										
15	Admin Salaries	37,086.17	66,114.59		9,360.15	71,651.98	138,439.80	285,566.52	242,078.00	202,956.00	445,034.00
16	FSS Coordinator Admin Salaries	-	21,621.80					21,621.80			-
17	Admin Employee Benefits	19,447.33	29,553.44		3,669.17		65,691.45	98,914.06	127,711.00	105,657.00	233,368.00
18	FSS Coordinator Admin Benefits	-	16,657.23					16,657.23			-
19	Advertising & Marketing	441.67	375.00					375.00	4,300.00	1,000.00	5,300.00
20	Legal	41.67				2,350.25		2,350.25	250.00	250.00	500.00
21	Staff Training	416.67					2,650.00	2,650.00	2,500.00	2,500.00	5,000.00
22	Travel	41.67					272.45	272.45	250.00	250.00	500.00
23	Accounting Consultants	2,458.33	4,320.00		751.00	6,854.00	3,735.00	15,660.00	24,500.00	5,000.00	29,500.00
24	Audit Fee	1,625.00	5,457.00			19,054.00	5,457.00	29,968.00	19,500.00		19,500.00
25	Telephone	637.50	903.78				766.85	1,670.63	3,552.00	4,098.00	7,650.00
26	Postage	750.00	1,499.55					1,499.55	2,700.00	6,300.00	9,000.00
27	Office Supplies	458.33	2,257.37				2,270.81	4,528.18	3,420.00	2,080.00	5,500.00
28	Memberships & Publications	409.25	608.94					608.94	3,683.00	1,228.00	4,911.00
29	Bank Fees	150.00	5.00			25.60	1,822.56	1,853.16		1,800.00	1,800.00
30	Computer Maintenance	-						-			-
31	Copier Expenses	608.33	1,533.35				1,533.39	3,066.74		7,300.00	7,300.00
32	Office Equipment Maintenance	1,525.00						-	8,967.00	9,333.00	18,300.00
33	Postage Machine	-					3,385.43	3,385.43			-
34	Software Maintenance	916.67	245.00				255.00	500.00		11,000.00	11,000.00
35	Outgoing Portable Admin Fees	-						-			-
36	Sundry Administration/Compliance Fees	1,483.33	798.08		700.00	6,433.41	1,400.62	9,332.11	9,970.00	7,830.00	17,800.00
37	Management Improvements	-						-			-
38	Management Fees	1,500.00				13,993.30		13,993.30	18,000.00		18,000.00
39	Eviction & Collection Agent Fees	333.33						-	2,800.00	1,200.00	4,000.00
40	HAP Expense (net fraud recovery to HUD)	234,888.83					2,031,402.90	2,031,402.90		2,818,666.00	2,818,666.00
	HAP Overfunding (Underfunding)	-					22,391.60				-
	Maintenance Expenses										
41	Maintenance Salaries	10,238.08	5,855.52		3,383.49	98,217.39		107,456.40	122,857.00		122,857.00
42	Casual Labor - Maintenance	-						-			-
43	Maintenance Benefits	4,991.42	132.28		1,548.29			1,680.57	59,897.00		59,897.00
44	Maintenance Materials & Supplies	1,187.50	1,315.99		99.26	10,935.40		12,350.65	14,250.00		14,250.00
45	Plumbing Supplies	-	1,224.88					1,224.88			-
46	Locks, Locksets & Keys	-						-			-
47	Electrical Supplies	-	1,645.26					1,645.26			-
48	Painting Supplies	-	152.18					152.18			-
49	Cleaning Supplies	-	1,923.99					1,923.99			-
50	Equipment Repair Parts	-						-			-

	Expenses	Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC/PBV	HCV	Total
51	Maintenance Contracted Services	1,000.00	1,742.57		1,142.94	23,412.37		26,297.88	12,000.00		12,000.00
52	Refuse Removal Services	375.00	70.00		257.50	2,291.00		2,618.50	4,500.00		4,500.00
53	Plumbing Repair Services	125.00			1,542.00			1,542.00	1,500.00		1,500.00
54	Heating/AC Repair Services	266.67			3,080.50	2,519.00		5,599.50	3,200.00		3,200.00
55	Electric Repair Service	41.67			190.91			190.91	500.00		500.00
56	Window Repair Service	83.33						-	1,000.00		1,000.00
57	Automotive Repairs/Fuel	416.67	2,671.68					2,671.68	5,000.00		5,000.00
58	Elevator Repair & Maintenance	275.00	370.65					370.65	3,300.00		3,300.00
59	Pest Control Services	666.67						-	8,000.00		8,000.00
60	Cable TV	-				(966.01)		(966.01)			-
61	Answering Service	150.00	1,355.99					1,355.99	1,800.00		1,800.00
62	Misc Contracts	583.33						-	7,000.00		7,000.00
63	Clean/Paint Units	66.67						-	800.00		800.00
	Utilities Expenses	-									
64	Water/Sewer	1,629.17	731.22		1,017.67	5,237.53		6,986.42	19,550.00		19,550.00
65	Electricity	2,125.00	3,972.80		333.86	11,168.55		15,475.21	25,500.00		25,500.00
66	Natural Gas	1,083.33	830.11		431.26	3,225.13		4,486.50	13,000.00		13,000.00
	Other Operating Expenses	-									
67	Protective Services Contract	3,741.67	20,945.66			2,684.93		23,630.59	44,900.00		44,900.00
68	Insurance	3,240.17	5,890.82		1,632.10	15,777.16	3,157.90	26,457.98	33,673.00	5,209.00	38,882.00
69	PILOT	2,185.67			936.86	14,737.49		15,674.35	26,228.00		26,228.00
70	Compensated Absences	-						-			-
71	Collection Losses	333.33			4,608.67	26,528.41		31,137.08	4,000.00		4,000.00
72	Replacement Reserves & Debt Pmt-Princ	-			30,000.00			30,000.00			-
73	Other General Expense/Asset Mgmt Fees	19,608.33	175,035.02			7,270.96	3,946.78	186,252.76	235,300.00		235,300.00
74	Casualty Losses - Non Capitalized	83.33						-	1,000.00		1,000.00
75	Capital Expenditures - Operations	166.67						-	2,000.00		2,000.00
76	Transfer In / Out	-						-			-
	Total Expense	359,882.75	377,816.75	-	64,685.63	343,401.85	2,266,187.94	3,052,092.17	1,124,936.00	3,193,657.00	4,318,593.00

	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	Budget LIPH	Budget HCV	Budget Total
Operating Reserve - FYE 12/31/16	5,275,638.00	-	97,806.00	122,910.00	281,723.00	5,778,077.00	5,496,354.00		5,496,354.00
Change in Operating Reserve FYE 12/31/16 (reserve/deficit)	(31,245.62)	-	(19,621.02)	76,408.39	(21,049.56)	4,492.19	(87,041.00)	(56,357.00)	(143,398.00)
Operating Reserve at end Period for 2017	5,244,392.38	-	78,184.98	199,318.39	260,673.44	5,782,569.19	5,409,313.00	(56,357.00)	5,352,956.00

****LIPH Operating Reserve includes \$5,380,074.02 of money unavailable due to tax credit revenue on paper only**

Physical Operating Reserve at end of Period for 2017	(135,681.64)	-	78,184.98	199,318.39	260,673.44	1,698,176.36			
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SECTION 8 Funding Analysis

HAP	
HAP Funding received from HUD YTD	2,052,228.00
Fraud Recovery/FSS Forfeitures	1,566.50
Restricted Net Asset Interest Earned	-
HAP Payments made YTD	2,031,402.90
Under (Over) spending YTD	22,391.60
HAP Reserve FYE 12/31/16 *	-
HAP Reserve Balance at end of Period for 2017	22,391.60
ADMIN FEES	
Administrative Funding received from HUD YTD	210,065.00
Income from other funding sources	3,670.48
Administrative Expenses YTD	234,785.04
Under (Over) spending YTD	(21,049.56)
Admin Fee Reserve FYE 12/31/16	281,723.00
FSS Grant Shortage at end of Period for 2017	-
Admin Fee Reserve Balance at end of Period for 2017	260,673.44

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	-

**REPORT TO THE BELOIT
COMMUNITY DEVELOPMENT AUTHORITY (CDA)**



Agenda Item: 4c

Resolution 2017-30: Authorization to Write-Off Beloit Housing Authority Public Housing Tenants

Topic: Accounts Receivable Third Quarter 2017 Debts

Date: October 25, 2017

Presenter: Clinton Cole

Division:

Beloit Housing Authority

Overview/Background Information:

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 authority's overall HUD management rating.

Key Issues (maximum of 5):

1. Attached is list of tenants who owe money to the Beloit Housing Authority.
2. Three public housing tenants vacated their units, leaving balances due which staff has been unable to collect. The total owed for the third quarter 2017 is \$1,266.73. This amount will be removed from BHA's books and reported to Happy Software and the Tax Refund Intercept Program (TRIP) for collection.

Conformance to Strategic Plan (List key goals this action would support and briefly discuss its impact on the City's mission.): Approval of this project would conform to the strategic goal of creating and sustaining safe and healthy neighborhoods.

Sustainability (Briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment utilizing the four following eco-municipality guidelines.):

- **Reduce dependence upon fossil fuels** - N/A
 - **Reduce dependence on chemicals and other manufacturing substances that accumulate in nature** - N/A
 - **Reduce dependence on activities that harm life sustaining eco-systems** - N/A
 - **Meet the hierarchy of present and future human needs fairly and efficiently** - N/A
- If any of the four criteria are not applicable to your specific policy or program, an N/A should be entered in that space

Action required/Recommendation:

Staff recommends approval of the attached resolution

Fiscal Note/Budget Impact:

All fiscal/budget impacts are noted in the report.

Attachments:

Resolution 2017-30 and Public Housing Write-offs for the Third Quarter of 2017

RESOLUTION 2017-30

**AUTHORIZING THE WRITE-OFF OF BELOIT HOUSING AUTHORITY
THIRD QUARTER 2017 PUBLIC HOUSING ACCOUNTS RECEIVABLE**

WHEREAS, the Department of Housing and Urban Development (HUD) recommends that housing authorities write-off Public Housing Accounts Receivables quarterly for uncollectible balances from vacant public housing units; and

WHEREAS, three tenants have vacated their Public Housing units, leaving balances due to rent, late fees, sewer, water, maintenance charges, move-out charges and/or damages; and

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

NOW, THEREFORE BE IT RESOLVED, that the Beloit Community Development Authority authorizes \$1,266.73 in Public Housing tenants' account receivables to be written off the Beloit Housing Authority records and reported to Happy Software and the Tax Refund Intercept Program (TRIP) for collection.

Adopted this 25th day of October, 2017

Community Development Authority

David Baker, Chairman

Attest:

Julie Christensen, Executive Director

Public Housing Write Offs for 2017 (3rd Qtr)

LLC Phase 1

Name	M/O Date	Total	Rent	Utility	Maint	Fees
Morris, Ashawnti	6/30/2017	\$ 94.30			\$ 94.30	
Skilling, Alyssa	6/30/2017	\$ 671.65			\$ 671.65	
LLC Phase 2						
Santana, Evelyn	6/26/2017	\$ 500.78			\$ 500.78	
Total for 3rd Quarter '17		\$1,266.73	\$ -	\$ -	\$1,266.73	\$0.00