



**PUBLIC NOTICE & AGENDA
COMMUNITY DEVELOPMENT AUTHORITY
City Hall Forum - 100 State Street, Beloit, WI 53511
4:30 PM
Wednesday, October 24, 2018**

1. CALL TO ORDER AND ROLL CALL
2. PUBLIC COMMENT
3. MINUTES
 - 3.a. Consideration of the Minutes of the Regular Meeting held on September 26, 2018
[Attachment](#)
4. BELOIT HOUSING AUTHORITY
 - 4.a. Presentation of the September Activity Report (Cole)
[Attachment](#)
 - 4.b. Presentation of the August Financial Report (Cole)
[Attachment](#)
 - 4.c. Consideration of Resolution 2018-17, Approving the 2018 Beloit Housing Authority Third Quarter Write-offs (Cole)
[Attachment](#)
5. ADJOURNMENT

** 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

100 State Street, Beloit WI 53511

September 26, 2018

4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, September 26, 2018 in the Forum of Beloit City Hall, 100 State Street.

1. Call to Order and Roll Call

Meeting was called to order by Commissioner Baker at 4:30 p.m.

Present: Commissioners Baker, Ellison, Forbeck, Kenitzer, Leavy and Murray

Absent: Commissioner DeBrock

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

2. Public Comments

Karen Lisser, Executive Director of ECHO, was present to reiterate the services ECHO provides to the Beloit community.

3. Consider Approval of Minutes of the Regular Meeting held on August 29, 2018

A motion was made by Commissioner Forbeck and seconded by Commissioner Leavy to approve the minutes of the Regular Meeting held on August 29, 2018. Motion carried unanimously.

4. Beloit Housing Authority:

a. Presentation of August Activity Report

Clinton Cole, Director of Beloit Housing Authority, gave a brief summary of the report. He explained that the Housing Authority is still in the middle of filling the vacancies that occurred when several public housing tenants received Section 8 vouchers in June. We issued 48 Section 8 vouchers early this month.

b. Presentation of July Financial Report

Clinton Cole gave a brief summary of the report.

c. Consideration of Resolution 2018-14, Approving the 2019 Beloit Housing Authority Operating Budget

Clinton Cole presented the staff report and recommendation.

Councilor Leavy asked how long have we been operating with a budget deficit and how long is this sustainable. Julie Christensen explained that the Board has approved

deficit budgets for three of the past five years. We are not in financial trouble but it is not sustainable to continue to pull from reserves. In order to balance the 2019 budget, the Housing Programs Manager position will not be filled, but we are looking at different options in the future. Councilor Leavy stated that the Board is expecting to receive a balanced operating budget from BHA. If we are presented a deficit budget, it should be noted as such with detailed explanation.

Clint Cole reiterated that we are not in any financial trouble but want to avoid the possibility in the future by making necessary changes now. Julie noted that future monthly financial reports will indicate the finances of each line item rather than just reporting the amount in reserve.

Commissioner Forbeck moved and Commissioner Murray seconded a motion to approve Resolution 2018-14. Motion carried unanimously.

5. Community and Housing Services

a. Consideration of Resolution 2018-15 Recommending Approval of the 2019 Community Development Block Grant Budget and 2019 Annual Plan

Teri Downing, Community and Housing Services Director, presented the staff report and recommendation. She outlined the proposed CDBG Budget and discussed the Annual Plan.

Commissioners expressed their budget recommendations. Following some discussion, the CDA Board modified the staff recommendation as listed below.

Public Services	
Beloit Meals on Wheels-Home Delivered Meals	\$ 8,000
Community Action-Fatherhood Initiative & Mentoring	\$22,000
ECHO-Rent Assistance: Homeless Prevention	\$19,000
Family Promise-Emergency Shelter for Homeless Families	\$15,049
Family Services: Case Management for Homeless Domestic Violence Survivors	\$7,500
Family Services: Financial Education, Counseling, and Coaching	\$7,000
Family Services: Needs Assessment, Case Management, and Advocacy for Seniors	\$7,500
HealthNet-Primary Care Medical, Dental and Vision Clinic	\$10,000
Legal Action-Eviction Prevention to Stabilize LMI Families & Neighborhoods	\$0
Project 16:49-Robin House Transitional Living Program	\$10,000
Stateline Literacy Council-Adult Literacy for Economic Prosperity	\$6,000
Tre Foundation-Beloit Legal Access	\$4,000
YWCA-Empowerment Center	\$0
Total Public Services	\$116,049

Neighborhood Revitalization Strategy Area (NRSA)	
Community Action – Resources Navigator	\$50,000
Family Services – Community Social Worker (Systems Navigator)	\$50,000
Community Action – Merrill Community Center	\$15,000
Family Services – Youth 2 Youth 4 Change – Neighborhood Leadership Project	\$15,000
Total NRSA Activities	\$130,000
Direct Homeownership Assistance	
NeighborWorks Blackhawk Region – Direct Homebuyer Assistance	\$20,000
Code Enforcement	
Community Development Dept – Code Enforcement/Inspection Program	\$159,000
Planning & Program Administration	
Program Administration	\$143,455
Fair Housing	\$5,000
Total Planning & Program Administration	\$148,455
City Housing Programs	
Housing Rehab Revolving Loan Fund	\$168,722

Commissioner Forbeck moved and Commissioner Leavy seconded a motion to approve Resolution 2018-15, with the CDBG budget as listed above. Motion carried unanimously.

b. Consideration of Resolution 2018-16 Recommending Approval of the 2019 HOME Investment Partnerships Program (HOME) Budget

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

Julie had a correction under Key Issues. Number three should read “Staff is proposing to use up to \$120,000 in these funds for owner-occupied rehab loans with the remaining balance to be used for acquisition-rehab and new construction.”

Commissioner Leavy moved and Commissioner Forbeck seconded a motion to approve Resolution 2018-16. Motion carried unanimously.

6. **Adjournment**

Commissioner Forbeck moved and Commissioner Murray seconded a motion to adjourn at 5:46 p.m. Motion carried.

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4a		
Topic:	September 2018 Activity Report		
Date:	October 24, 2018		
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

Public Housing:

During this reporting period, there were seven public housing vacancies. 20 applicants were pulled from the public housing waiting list; 10 applicants were briefed. Five public housing inspections and 25 annual and interim re-certifications were completed.

Section 8:

521 vouchers were housed by September 30, 2018, with 54 voucher holders either searching for units or waiting for passed inspections. 21 portable vouchers were paid by BHA, and five port-in vouchers were administered. 49 Section 8 inspections were completed during this reporting period, and the Housing Specialists completed 29 annual and 36 interim re-certifications. No applicants were notified; 48 were briefed.

FSS:

This month three FSS Participants successfully completed their goals and graduated from the program, earning a combined \$6,123.54 in escrow disbursements.

Conformance with Strategic Plan

Approval of this action would conform with the stated purpose of the following strategic goal:

- Goal #1 - Create and Sustain Safe and Healthy Neighborhoods
- Goal #2 - Create and Sustain a High Performing Organization
- Goal #3 - Create and Sustain Economic and Residential Growth
- Goal #4 - Create and Sustain a High Quality of Life
- Goal #5 - Create and Sustain High Quality Infrastructure and Connectivity
- Goal #6 - Create and Sustain a Positive Image, Enhance Communications and Engage the Community

Sustainability

(If applicable, 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. Consider whether the policy or program will reduce dependence upon fossil fuels, reduce dependence on chemicals and other manufacturing substances that accumulate in nature, reduce dependence on activities that harm life sustaining eco-systems, and/or meet the hierarchy of present and future human needs fairly and efficiently. Write N/A if not applicable)

N/A

Action Required/Recommendation

No action required. Information only.

Fiscal Note/Budget Impact

All fiscal/budget impacts are noted in the report.

Attachments

September 2018 Activity Report

Section 8 Inspections

49 inspections were completed during this reporting period. 28 were annual inspections, 9 were initial inspections, and 12 were re-inspections.

Section 8 Activities

Vouchers Issued:	48
New Participants:	11
Annual Recerts:	29
Interim Recerts:	36
Abatements:	2
Unit transfers:	6
Possible Program Violations:	1
End of Program	3

Section 8 Briefings

Number Notified:	0
Number Briefed:	48

APPLICATIONS:

Waiting List:	144	Public Housing East
	157	Public Housing West
	268	Parker Bluff
	142	Project-Based
	399	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

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4b		
Topic:	Aug. 2018 Financial Report		
Date:	Oct. 24, 2018		
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

Attached is the Beloit Housing Authority Financial Statement prepared by the BHA Financial Assistant for the month ending August 31, 2018.

Through the month of August, the Low Income Public Housing (LIPH) program income was \$299,938.37 and the LIPH expenses were \$341,280.32. There was a \$(41,341.95) deficit in LIPH. Part of the cause for this deficit is that the Quarterly reconciliation between the Phase 1, Phase 2, and LIPH accounts has not yet taken place. The LIPH account purchases the majority of bulk maintenance supplies as inventory (light bulbs, batteries, smoke detectors) that are subsequently billed out to the appropriate Phases upon use. The Phases then reimburse the LIPH account after a Quarterly reconciliation. The BHA is currently reviewing the purchasing and allocation process of maintenance supplies in order to further streamline the process and to ease the burden on the LIPH account. The Operating Reserve for LIPH at 2018 Period End is \$5,152,683.05.

Through the month of August, the Project Based Voucher (PBV) program income was \$35,821.67 and the expenses were \$20,376.96. As mentioned previously, the BHA only receives rental subsidy for these nine single-family units, with all Capital costs coming from the PBV reserves. We are currently in the process of hiring a real estate broker. Once we have selected a broker, our intention is to list three of the houses for sale. As additional units are vacated, we anticipate listing them for sale. The PBV had a surplus of \$15,444.71. The PBV Operating Reserve at this Period End is \$69,017.71.

Through the month of August, Phase 1 and Phase 2 program income was \$401,977.35 and the expenses were \$328,870.81. Phase 1 and Phase 2 had a surplus of \$73,106.54. The Operating Reserve for these programs at this Period End is \$222,405.54.

Through the month of August, the Housing Choice Voucher (HCV) program income was \$2,126,195.71 and expenses were \$2,096,030.76. The HCV program had a surplus of \$32,532.49. The HCV Operating Reserve at this Period End is \$293,760.49.

Debts owed BHA collected to date in 2018: \$23,310.49
Wisconsin Tax Refund Intercept Program (TRIP): \$19,552.26 Repayments: \$3,758.23

Conformance with Strategic Plan

Approval of this agreement would conform with the stated purpose of the following strategic goal:

- Goal #1 - Create and Sustain Safe and Healthy Neighborhoods

- Goal #2 - Create and Sustain a High Performing Organization
- Goal #3 - Create and Sustain Economic and Residential Growth
- Goal #4 - Create and Sustain a High Quality of Life
- Goal #5 - Create and Sustain High Quality Infrastructure and Connectivity
- Goal #6 - Create and Sustain a Positive Image, Enhance Communications and Engage the Community

Sustainability

(If applicable, 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. Consider whether the policy or program will reduce dependence upon fossil fuels, reduce dependence on chemicals and other manufacturing substances that accumulate in nature, reduce dependence on activities that harm life sustaining eco-systems, and/or meet the hierarchy of present and future human needs fairly and efficiently. Write N/A if not applicable)

N/A

Action Required/Recommendation

No action required. Information only.

Fiscal Note/Budget Impact

All fiscal/budget impacts are noted in the report.

Attachments

August 2018 Financial Report

Consolidated 2018 Budget Report for Beloit Housing Authority - August 2018

		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	209,439.33			35,496.00	160,020.00		195,516.00	314,159.00		314,159.00
2 Excess Utilities	-						-			-
3 Interest on Unrestricted Fund Investments	802.00	50.62			514.56	1,323.12	1,888.30	770.00	433.00	1,203.00
4 Income - Transfer In from PBV	-						-			-
5 Other Income - Tenants	20,680.00			109.91	18,419.38	319.50	18,848.79	31,020.00		31,020.00
6 HAP Fraud Recovery & FSS Forfeitures	-	28.00			1,540.00	15,344.46	16,912.46			-
7 Other Income - Bad Debt Collections	-	19,156.32					19,156.32			-
8 Other Income - Laundry/Copy Fees/Misc	31,812.00	12,119.43		215.76	46,989.21	26,137.63	85,462.03	47,718.00		47,718.00
9 Other Income - CFP Operation Money	20,000.00						-	30,000.00		30,000.00
10 Other Income - Sale of Asset Gain/Loss	-						-			-
11 Admin Fees Earned - HUD	206,513.33					209,659.00	209,659.00		309,770.00	309,770.00
12 Incoming Billable Admin Fees/Oper Sub	183,333.33				174,494.20		174,494.20	275,000.00		275,000.00
13 HAP Subsidy	1,406,688.00					1,873,412.00	1,873,412.00	2,110,032.00		2,110,032.00
14 Operating Subsidy	250,162.67	268,584.00					268,584.00	375,244.00		375,244.00
Total Income	2,329,430.67	299,938.37	-	35,821.67	401,977.35	2,126,195.71	2,863,933.10	1,073,911.00	2,420,235.00	3,494,146.00
Expenses	Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC/PBV	HCV	Total
Administrative Expenses										
15 Admin Salaries	268,598.00	46,909.18		6,537.16	74,082.75	124,545.34	252,074.43	186,433.00	216,464.00	402,897.00
16 FSS Coordinator Admin Salaries	-	23,212.86					23,212.86			-
17 Admin Employee Benefits	129,610.67	25,067.67		2,578.90		50,438.09	78,084.66	92,416.00	102,000.00	194,416.00
18 FSS Coordinator Admin Benefits	-	7,417.87					7,417.87			-
19 Advertising & Marketing	1,533.33				18.84		18.84	1,300.00	1,000.00	2,300.00
20 Legal	2,333.33				1,245.57		1,245.57	3,250.00	250.00	3,500.00
21 Staff Training	1,666.67	424.97				451.99	876.96	2,500.00	-	2,500.00
22 Travel	333.33						-	250.00	250.00	500.00
23 Accounting Consultants	22,806.67	3,968.00		700.00	7,452.00	3,860.00	15,980.00	28,710.00	5,500.00	34,210.00
24 Audit Fee	20,276.00	4,680.50			19,575.00	4,680.50	28,936.00	24,957.00	5,457.00	30,414.00
25 Telephone	4,300.67	1,009.13				965.47	1,974.60	2,940.00	3,511.00	6,451.00
26 Postage	5,466.67	1,160.21					1,160.21	2,700.00	5,500.00	8,200.00
27 Office Supplies	4,280.00	710.91				846.59	1,557.50	3,420.00	3,000.00	6,420.00
28 Memberships & Publications	1,529.33	70.00					70.00	1,147.00	1,147.00	2,294.00
29 Bank Fees	1,806.67	5.00			37.00	2,124.57	2,166.57	10.00	2,700.00	2,710.00
30 Computer Maintenance	-						-			-
31 Copier Expenses	3,333.33	1,833.84				1,861.17	3,695.01	2,500.00	2,500.00	5,000.00
32 Office Equipment Maintenance	-						-	-	-	-
33 Postage Machine	-					2,991.98	2,991.98			-
34 Software Maintenance	333.33	245.00				255.00	500.00	250.00	250.00	500.00
35 Outgoing Portable Admin Fees	-	122.48					122.48			-
36 Sundry Administration/Compliance Fees	7,000.00	814.17		1,133.18	7,957.11	3,348.70	13,253.16	9,500.00	1,000.00	10,500.00
37 Management Improvements	-						-			-
38 Management Fees	12,000.00				12,119.43		12,119.43	18,000.00		18,000.00
39 Eviction & Collection Agent Fees	-						-	-	-	-
40 HAP Expense (net fraud recovery to HUD)	-					1,891,124.00	1,891,124.00		-	-
HAP Overfunding (Underfunding)	-					(2,367.54)				-
Maintenance Expenses										
41 Maintenance Salaries	82,658.67	3,914.99		1,648.39	102,436.22		107,999.60	123,988.00		123,988.00
42 Casual Labor - Maintenance	-						-			-
43 Maintenance Benefits	33,815.33	1,391.00		1,036.91			2,427.91	50,723.00		50,723.00
44 Maintenance Materials & Supplies	19,333.33	826.48		130.13	10,426.40		11,383.01	29,000.00		29,000.00
45 Plumbing Supplies	-	1,076.64		2.99			1,079.63			-
46 Locks, Locksets & Keys	-						-			-
47 Electrical Supplies	-	1,775.45		6.80			1,782.25			-
48 Painting Supplies	-	162.17					162.17			-
49 Cleaning Supplies	-	1,053.84					1,053.84			-
50 Equipment Repair Parts	-						-			-

51	Maintenance Contracted Services	12,333.33	1,662.10		765.18	10,339.88		12,767.16	18,500.00		18,500.00
52	Refuse Removal Services	3,366.67				2,673.08		2,673.08	5,050.00		5,050.00
53	Plumbing Repair Services	1,000.00						-	1,500.00		1,500.00
54	Heating/AC Repair Services	2,133.33	79.00		42.68	1,237.93		1,359.61	3,200.00		3,200.00
55	Electric Repair Service	333.33						-	500.00		500.00
56	Window Repair Service	666.67						-	1,000.00		1,000.00
57	Automotive Repairs/Fuel	333.33	2,815.19			520.34		3,335.53	500.00		500.00
58	Elevator Repair & Maintenance	4,666.67	73.48					73.48	7,000.00		7,000.00
59	Pest Control Services	5,333.33						-	8,000.00		8,000.00
60	Cable TV	-				710.81		710.81			-
61	Answering Service	1,466.67	1,591.15					1,591.15	2,200.00		2,200.00
62	Misc Contracts	4,666.67						-	7,000.00		7,000.00
63	Clean/Paint Units	533.33						-	800.00		800.00
	Utilities Expenses	-									
64	Water/Sewer	14,940.00	837.80		1,195.18	4,429.19		6,462.17	22,410.00		22,410.00
65	Electricity	16,800.00	4,090.89		596.83	10,471.38		15,159.10	25,200.00		25,200.00
66	Natural Gas	7,600.00	963.93		956.42	2,657.95		4,578.30	11,400.00		11,400.00
	Other Operating Expenses	-									
67	Protective Services Contract	30,266.67	20,965.94			2,739.70		23,705.64	45,400.00		45,400.00
68	Insurance	30,247.33	5,854.28		1,894.56	18,314.10	2,942.48	29,005.42	40,144.00	5,227.00	45,371.00
69	PILOT	17,573.33			1,151.65	14,246.18		15,397.83	26,360.00		26,360.00
70	Compensated Absences	-						-			-
71	Collection Losses	4,000.00				17,756.99		17,756.99	6,000.00		6,000.00
72	Replacement Reserves & Debt Pmt-Princ	-						-			-
73	Other General Expense/Asset Mgmt Fees	187,300.00	174,494.20			7,422.96	5,594.88	187,512.04	280,950.00		280,950.00
74	Casualty Losses - Non Capitalized	-						-	-		-
75	Capital Expenditures - Operations	-						-	-		-
76	Transfer In / Out	-						-	-		-
	Total Expense	968,576.00	341,280.32	-	20,376.96	328,870.81	2,096,030.76	2,786,558.85	1,097,108.00	355,756.00	1,452,864.00

	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	Budget LIPH	Budget HCV	Budget Total
Operating Reserve - FYE 12/31/17	5,194,025.00	-	53,573.00	149,299.00	261,228.00	5,658,125.00	5,396,897.00		5,396,897.00
Change in Operating Reserve FYE 12/31/17 (reserve/deficit)	(41,341.95)	-	15,444.71	73,106.54	32,532.49	79,741.79	(23,197.00)	2,064,479.00	2,041,282.00
Operating Reserve at end Period for 2018	5,152,683.05	-	69,017.71	222,405.54	293,760.49	5,737,866.79	5,373,700.00	2,064,479.00	7,438,179.00
**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 2018	(227,390.97)	-	69,017.71	222,405.54	293,760.49	1,653,473.96			

SECTION 8 Funding Analysis	
HAP	
HAP Funding received from HUD YTD	1,873,412.00
Fraud Recovery/FSS Forfeitures	15,344.46
Restricted Net Asset Interest Earned	-
HAP Payments made YTD	1,891,124.00
Under (Over) spending YTD	(2,367.54)
HAP Reserve FYE 12/31/17 *	-
HAP Reserve Balance at end of Period for 2018	(2,367.54)
ADMIN FEES	
Administrative Funding received from HUD YTD	209,659.00
Income from other funding sources	27,780.25
Administrative Expenses YTD	204,906.76
Under (Over) spending YTD	32,532.49
Admin Fee Reserve FYE 12/31/17	284,886.00
FSS Grant Shortage at end of Period for 2018	-
Admin Fee Reserve Balance at end of Period for 2018	317,418.49

Additional Notes:

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	-

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4c		
Topic:	Public Housing Tenant Accounts Receivable Third Quarter 2018 Debts		
Date:	October 24, 2018		
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 fiscal year that may damage the agency's overall HUD management rating.

Key Issues

1. Four (4) Public Housing Tenants vacated their units; leaving a balance due which staff has not been able to collect.
2. The total amount that we have been unable to collect for the Third Quarter 2018 is \$3,688.53.
3. This amount will be removed from the BHA's books and reported to Happy Software, HUD's Enterprise Income Verification (EIV) system, and the Wisconsin Tax Refund Intercept Program for collection.

Conformance with Strategic Plan

Approval of this agreement would conform with the stated purpose of the following strategic goal:

- Goal #1 - Create and Sustain Safe and Healthy Neighborhoods
- Goal #2 - Create and Sustain a High Performing Organization
- Goal #3 - Create and Sustain Economic and Residential Growth
- Goal #4 - Create and Sustain a High Quality of Life
- Goal #5 - Create and Sustain High Quality Infrastructure and Connectivity
- Goal #6 - Create and Sustain a Positive Image, Enhance Communications and Engage the Community

Sustainability

(If applicable, 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. Consider whether the policy of program will reduce dependence upon fossil fuels, reduce dependence on chemicals and other manufacturing substances that accumulate in nature, reduce dependence on activities that harm life sustaining eco-systems, and/or meet the hierarchy of present and future human needs fairly and efficiently. Write N/A if not applicable)

N/A

Action Required/Recommendation

Staff recommends approval of the attached resolution.

Fiscal Note/Budget Impact

Reduction of debt owed/accounts receivable.

Attachments

Resolution 2018-17 and Public Housing Write-offs for Third Quarter 2018

COMMUNITY DEVELOPMENT AUTHORITY

RESOLUTION 2018-17

**APPROVING THE WRITE-OFF OF BELOIT HOUSING AUTHORITY PUBLIC HOUSING
TENANT ACCOUNTS RECEIVABLE THIRD QUARTER 2018 DEBTS**

WHEREAS, the Department of Housing and Urban Development (HUD) recommends that the Beloit Housing Authority (BHA) 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;

WHEREAS, four tenants have vacated their Public Housing units and amounts are still owed for rent, utilities, maintenance charges, late fees, move-out charges, and/or damages;

WHEREAS, staff efforts to collect the amounts due have not been successful;

NOW, THEREFORE BE IT RESOLVED, that \$3,688.53 be written off the Beloit Housing Authority records and reported to Happy Software, HUD's Enterprise Income Verification (EIV) system, and the Wisconsin Tax Refund Intercept Program for collection

Adopted this 24th day of October 2018

Community Development Authority

David Baker, Chairman

Attest:

Julie Christensen, Executive Director

Public Housing Write Offs for 2018 (3rd Qtr)

LLC Phase 1						
Moveout Date	Total	Rent	Legal Fees	Utility	Maint	Fees
7/31/2018	\$ 893.36			\$ 142.12	\$ 751.24	
LLC Phase 2						
Moveout Date	Total	Rent	Legal Fees	Utility	Maint	Fees
6/30/2018	\$ 493.32	\$ 31.00			\$ 462.32	
8/31/2018	\$2,007.07				\$ 2,007.07	
7/31/2018	\$ 294.78			\$ 37.88	\$ 256.90	
Total for 3rd Quarter '18	\$3,688.53	\$31.00	\$ -	\$ 180.00	\$3,477.53	\$ -