



**PUBLIC NOTICE & AGENDA
COMMUNITY DEVELOPMENT AUTHORITY
City Hall Forum - 100 State Street, Beloit, WI 53511
4:30 PM
Wednesday, February 27, 2019**

1. CALL TO ORDER AND ROLL CALL
2. PUBLIC COMMENT
3. MINUTES
 - 3.a. Consideration of the minutes for the regular meeting held on January 23, 2019
[Attachment](#)
4. BELOIT HOUSING AUTHORITY
 - 4.a. Presentation of the December 2018 and January 2019 Activity Reports (Cole)
[Attachment](#)
 - 4.b. Presentation of the November 2018 Financial Report (Cole)
[Attachment](#)
 - 4.c. Public Hearing and Consideration of Resolution 2019-03 Approving the Beloit Housing Authority's 2018 Capital Fund Program Grant Budget Revision (Cole)
[Attachment](#)
 - 4.d. Consideration of Resolution 2019-04, Approving the Agreement between the City of Beloit and the Community Development Authority (Christensen)
[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
January 23, 2019
4:30 P.M.**

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, January 23, 2019 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. Election of Officers

a. Nomination and election of Chairperson

The nomination for Chairperson was opened. Commissioner Baker was nominated. Commissioner Baker accepted the nomination and was elected by unanimous vote.

b. Nomination and election of Vice-Chairperson

The nomination for Vice-Chairperson was opened. Commissioner Ellison was nominated. Commissioner Ellison accepted the nomination and was elected by unanimous vote.

3. Public Comment

None

4. Consideration of the Minutes of the Regular Meeting held on December 12, 2018

A motion was made by Commissioner Baker and seconded by Commissioner Forbeck to approve the minutes of the Regular Meeting held on December 12, 2018. Motion carried unanimously.

5. Housing Authority:

a. Presentation of November Activity Report

Clinton Cole, Beloit Housing Authority Director, gave a brief summary of the report.

b. Presentation of October Financial Report

Clinton Cole gave a brief summary of the report.

Clint explained that the government shutdown will not affect our Section 8 tenants through March. HUD has already disbursed HAP (housing assistance payment) funds for February; however, we will need to dip into our reserves to make March payments if the shutdown continues. Each month our HAP payments to landlords are around \$240,000.

The HAP contract signed by landlords protects Section 8 tenants from eviction as long as they continue to pay their portion of the rent, even if the HAP payment is not made. Once the shutdown is over, back HAP payments will be made to landlords.

Councilor Leavy expressed a concern that some landlords might use this as an opportunity to evict Section 8 tenants if HAP payments are not received for an extended length of time. Clint explained that the HAP contract does not allow landlords to evict tenants if they do not receive their HAP from BHA. Clint stated that we will advocate for tenants and link them with legal resources if this happens. We will also communicate to Section 8 participants to let them know that landlords cannot hold them responsible for the HAP portion of their rent due to lack of HUD funding.

c. Consideration of Resolution 2019-01 Approving the Beloit Housing Authority's 2018 Fourth Quarter Write-offs

Clinton Cole presented the staff report and recommendation.

Clint stated that the write-off amount is higher than we would like to see. Two of the write-offs were for evictions, and since that process takes some time, it extends the time that the tenant is in the unit.

Commissioner Forbeck moved and Commissioner Murray seconded a motion to approve Resolution 2019-01. Motion carried unanimously.

d. Consideration of Resolution 2019-02 Approving the Beloit Housing Authority's 2018 SEMAP Submission

Clinton Cole presented the staff report and recommendation.

Commissioner Baker moved and Commissioner Forbeck seconded a motion to approve Resolution 2019-02. Motion carried unanimously.

6. **Community and Housing Services**

a. Presentation of the Consolidated Planning Process

Teri Downing, Community and Housing Services Director, presented a PowerPoint of the Consolidated Planning Process.

She explained that the Consolidated Plan is a written strategic plan outlining how the City plans to use its Community Development Block Grant (CDBG) funding over five years. The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. Grantees report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER).

She provided information on the upcoming input sessions which will be held in the coming months.

7. **Adjournment**

Motion by Commissioner Baker and seconded by Commissioner Forbeck to adjourn at 5:32 p.m. Motion carried.

Respectfully submitted,
Ann Purifoy

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4a		
Topic:	December 2018 and January 2019 Activity Report		
Date:	February 27, 2019		
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 three public housing vacancies. 20 applicants were pulled from the public housing waiting list; 10 applicants were briefed. 18 public housing inspections and 29 annual and interim recertifications were completed.

Section 8:

547 vouchers were housed on January 31, 2019, with 14 voucher holders either searching for units or waiting for passed inspections. 16 portable vouchers were paid by BHA, and six port-in vouchers were administered. 110 Section 8 inspections were completed during this reporting period, and the Housing Specialists completed 78 annual and 98 interim recertifications. No applicants were notified; none were briefed.

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

December 2018 and January 2019 Activity Reports

Section 8 Inspections

110 inspections were completed during this reporting period. 69 were annual inspections, 15 were initial inspections, 22 were reinspections, and there were four special inspections.

Section 8 Activities

New Participants:	14
Annual Recerts:	78
Interim Recerts:	98
Abatements:	3
Unit transfers:	5
Possible Program Violations:	3
End of Program	2

Section 8 Briefings

Number Notified:	0
Number Briefed:	0

APPLICATIONS:

Waiting List:	130	Public Housing East
	136	Public Housing West
	319	Parker Bluff
	167	Project-Based
	444	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:	November 2018 Financial Report		
Date:	February 27, 2019		
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 November 30, 2018.

Through the month of November, the Low Income Public Housing (LIPH) program income was \$739,774.08 and the LIPH expenses were \$666,596.15. There was a \$73,177.93 surplus in LIPH. The Operating Reserve for LIPH at 2018 Period End is \$5,267,202.93.

Through the month of November, the Project Based Voucher (PBV) program income was \$49,824.89 and the expenses were \$26,957.73. The PBV had a surplus of \$22,867.16. The PBV Operating Reserve at this Period End is \$76,440.16.

Through the month of November, Phase 1 and Phase 2 program income was \$734,609.36 and the expenses were \$787,983.35. Phase 1 and Phase 2 had a deficit of \$(53,373.99). The Operating Reserve for these programs at this Period End is \$95,925.01.

Through the month of November, the Housing Choice Voucher (HCV) program income was \$2,908,588.75 and expenses were \$2,907,973.94. The HCV program had a surplus of \$38,396.54. The HCV Operating Reserve at this Period End is \$299,624.54.

Debts owed BHA collected in 2018: \$22,314.25 TRIP Program: \$19,552.26 Repayments: \$3,064.74

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

No action required. Information only.

Fiscal Note/Budget Impact

All fiscal/budget impacts are noted in the report.

Attachments

N/A

Consolidated 2018 Budget Report for Beloit Housing Authority - November 2018

	YTD Actual							Annual Board Approved Budget		
	Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC/PBV	HCV	Total
1 Dwelling Rental	287,979.08			48,963.00	221,681.00		270,644.00	314,159.00		314,159.00
2 Excess Utilities	-						-			-
3 Interest on Unrestricted Fund Investments	1,102.75	68.70			709.81	1,940.38	2,718.89	770.00	433.00	1,203.00
4 Income - Transfer In from Other Funds	-	334,223.99			199,201.14	10.00	533,435.13			-
5 Other Income - Tenants	28,435.00			363.91	30,737.30	319.50	31,420.71	31,020.00		31,020.00
6 HAP Fraud Recovery & FSS Forfeitures	-	28.00			1,540.00	22,227.82	23,795.82			-
7 Other Income - Bad Debt Collections	-	19,156.32			173.30		19,329.62			-
8 Other Income - Laundry/Copy Fees/Misc	43,741.50	15,714.07		497.98	47,015.31	33,973.05	97,200.41	47,718.00		47,718.00
9 Other Income - CFP Operation Money	27,500.00						-	30,000.00		30,000.00
10 Other Income - Sale of Asset Gain/Loss	-						-			-
11 Admin Fees Earned - HUD	283,955.83					286,500.00	286,500.00		309,770.00	309,770.00
12 Incoming Billable Admin Fees/Oper Sub	252,083.33				233,551.50		233,551.50	275,000.00		275,000.00
13 HAP Subsidy	1,934,196.00					2,563,618.00	2,563,618.00		2,110,032.00	2,110,032.00
14 Operating Subsidy	343,973.67	370,583.00					370,583.00	375,244.00		375,244.00
Total Income	3,202,967.17	739,774.08	-	49,824.89	734,609.36	2,908,588.75	4,432,797.08	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	369,322.25	67,554.47		8,962.85	105,527.47	171,955.30	354,000.09	186,433.00	216,464.00	402,897.00
16 FSS Coordinator Admin Salaries	-	36,092.86					36,092.86			-
17 Admin Employee Benefits	178,214.67	35,069.56		3,391.05		68,593.16	107,053.77	92,416.00	102,000.00	194,416.00
18 FSS Coordinator Admin Benefits	-	11,775.59					11,775.59			-
19 Advertising & Marketing	2,108.33				18.84		18.84	1,300.00	1,000.00	2,300.00
20 Legal	3,208.33				3,435.71		3,435.71	3,250.00	250.00	3,500.00
21 Staff Training	2,291.67	424.97				451.99	876.96	2,500.00	-	2,500.00
22 Travel	458.33	285.00				38.85	323.85	250.00	250.00	500.00
23 Accounting Consultants	31,359.17	4,971.00		865.00	9,786.00	5,205.00	20,827.00	28,710.00	5,500.00	34,210.00
24 Audit Fee	27,879.50	8,180.50			19,575.00	8,180.50	35,936.00	24,957.00	5,457.00	30,414.00
25 Telephone	5,913.42	1,179.50				1,099.40	2,278.90	2,940.00	3,511.00	6,451.00
26 Postage	7,516.67	1,431.19					1,431.19	2,700.00	5,500.00	8,200.00
27 Office Supplies	5,885.00	1,145.69				1,219.56	2,365.25	3,420.00	3,000.00	6,420.00
28 Memberships & Publications	2,102.83	107.50				37.50	145.00	1,147.00	1,147.00	2,294.00
29 Bank Fees	2,484.17	5.00			61.75	2,895.09	2,961.84	10.00	2,700.00	2,710.00
30 Computer Maintenance	-						-			-
31 Copier Expenses	4,583.33	2,275.26				2,302.60	4,577.86	2,500.00	2,500.00	5,000.00
32 Office Equipment Maintenance	-						-	-	-	-
33 Postage Machine	-					3,773.06	3,773.06			-
34 Software Maintenance	458.33	655.98				871.48	1,527.46	250.00	250.00	500.00
35 Outgoing Portable Admin Fees	-	122.48					122.48			-
36 Sundry Administration/Compliance Fees	9,625.00	1,852.66		1,133.18	8,495.02	3,863.63	15,344.49	9,500.00	1,000.00	10,500.00
37 Management Improvements	-						-			-
38 Management Fees	16,500.00				15,714.07		15,714.07	18,000.00		18,000.00
39 Eviction & Collection Agent Fees	-						-	-	-	-
40 HAP Expense (net fraud recovery to HUD)	-					2,623,637.55	2,623,637.55		-	-
HAP Overfunding (Underfunding)	-					(37,781.73)				-
Maintenance Expenses										
41 Maintenance Salaries	113,655.67	5,791.49		1,853.01	145,775.98		153,420.48	123,988.00		123,988.00
42 Casual Labor - Maintenance	-						-			-
43 Maintenance Benefits	46,496.08	1,534.59		1,120.70			2,655.29	50,723.00		50,723.00
44 Maintenance Materials & Supplies	26,583.33	942.02		151.03	19,400.78		20,493.83	29,000.00		29,000.00
45 Plumbing Supplies	-	1,442.18		2.99			1,445.17			-
46 Locks, Locksets & Keys	-						-			-
47 Electrical Supplies	-	3,304.19		6.80			3,310.99			-
48 Painting Supplies	-	199.63					199.63			-
49 Cleaning Supplies	-	1,716.07					1,716.07			-
50 Equipment Repair Parts	-						-			-

51	Maintenance Contracted Services	16,958.33	1,887.10		2,147.18	16,863.12		20,897.40	18,500.00		18,500.00
52	Refuse Removal Services	4,629.17				3,375.08		3,375.08	5,050.00		5,050.00
53	Plumbing Repair Services	1,375.00						-	1,500.00		1,500.00
54	Heating/AC Repair Services	2,933.33	79.00		42.68	2,001.93		2,123.61	3,200.00		3,200.00
55	Electric Repair Service	458.33	255.00					255.00	500.00		500.00
56	Window Repair Service	916.67						-	1,000.00		1,000.00
57	Automotive Repairs/Fuel	458.33	3,827.51			742.36		4,569.87	500.00		500.00
58	Elevator Repair & Maintenance	6,416.67	411.73					411.73	7,000.00		7,000.00
59	Pest Control Services	7,333.33						-	8,000.00		8,000.00
60	Cable TV	-				959.90		959.90			-
61	Answering Service	2,016.67	2,126.19					2,126.19	2,200.00		2,200.00
62	Misc Contracts	6,416.67						-	7,000.00		7,000.00
63	Clean/Paint Units	733.33						-	800.00		800.00
	Utilities Expenses	-									
64	Water/Sewer	20,542.50	1,159.70		1,456.24	6,728.47		9,344.41	22,410.00		22,410.00
65	Electricity	23,100.00	5,886.73		653.02	15,243.68		21,783.43	25,200.00		25,200.00
66	Natural Gas	10,450.00	1,039.75		996.35	3,069.21		5,105.31	11,400.00		11,400.00
	Other Operating Expenses	-									
67	Protective Services Contract	41,616.67	21,082.04			3,131.28		24,213.32	45,400.00		45,400.00
68	Insurance	41,590.08	8,019.38		2,605.02	25,181.86	4,027.38	39,833.64	40,144.00	5,227.00	45,371.00
69	PILOT	24,163.33			1,570.63	19,664.00		21,234.63	26,360.00		26,360.00
70	Compensated Absences	-						-			-
71	Collection Losses	5,500.00				21,445.52		21,445.52	6,000.00		6,000.00
72	Replacement Reserves & Debt Pmt-Princ	-						-			-
73	Other General Expense/Asset Mgmt Fees	257,537.50	233,551.50			10,206.57	7,177.65	250,935.72	280,950.00		280,950.00
74	Casualty Losses - Non Capitalized	-						-	-		-
75	Capital Expenditures - Operations	-						-	-		-
76	Transfer In / Out	-	199,211.14			331,579.75	2,644.24	533,435.13			-
	Total Expense	1,331,792.00	666,596.15	-	26,957.73	787,983.35	2,907,973.94	4,389,511.17	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)	73,177.93	-	22,867.16	(53,373.99)	38,396.54	81,067.64	(23,197.00)	2,064,479.00	2,041,282.00
Operating Reserve at end Period for 2018	5,267,202.93	-	76,440.16	95,925.01	299,624.54	5,739,192.64	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	(112,871.09)	-	76,440.16	95,925.01	299,624.54	1,654,799.81			

SECTION 8 Funding Analysis	
HAP	
HAP Funding received from HUD YTD	2,563,618.00
Fraud Recovery/FSS Forfeitures	22,227.82
Restricted Net Asset Interest Earned	10.00
HAP Payments made YTD	2,623,637.55
Under (Over) spending YTD	(37,781.73)
HAP Reserve FYE 12/31/17 *	-
HAP Reserve Balance at end of Period for 2018	(37,781.73)
ADMIN FEES	
Administrative Funding received from HUD YTD	286,500.00
Income from other funding sources	36,232.93
Administrative Expenses YTD	284,336.39
Under (Over) spending YTD	38,396.54
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	323,282.54

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	-

Cash Flow Statement
Beloit Housing Authority
11/30/2018

	BHA YTD	LLC Phase 1 & 2	HCV YTD Actual	YTD Budget	Variance Over (Under)
	Actual	Actual			
Income					
Dwelling Rent/Utilities	48,963.00	221,681.00		314,159.00	(43,515.00)
Interest on Investments	68.70	709.81	1,940.38	1,203.00	1,515.89
Other Income	369,984.27	512,218.55	34,302.55	108,738.00	807,767.37
HUD Admin Fees			286,500.00	309,770.00	(23,270.00)
HUD Grants/Subsidies	370,583.00		2,585,845.82	2,485,276.00	471,152.82
Total Income	789,598.97	734,609.36	2,908,588.75	3,219,146.00	1,213,651.08
Expenses					
Administrative					
Salaries/Benefits	162,846.38	105,527.47	240,548.46	597,313.00	88,390.69
Office Expenses	21,703.67	41,372.32	22,991.52	109,999.00	23,931.49
Office Contracted Services	2,931.24		6,947.14	5,500.00	(4,378.38)
Oper Sub Transfer/Mgmt Fee Pd		15,714.07		18,000.00	2,285.93
Housing Assistance Pmts			2,623,637.55	-	(2,623,637.55)
Maintenance					
Salaries/Benefits	10,299.79	145,775.98		174,711.00	18,635.23
Materials & Supplies	7,764.91	19,400.78		29,000.00	1,834.31
Maintenance Contracts	10,776.39	23,942.39		55,250.00	20,531.22
Utilities	11,191.79	25,041.36		59,010.00	22,776.85
Other Operating					
Protective Services	21,082.04	3,131.28		45,400.00	21,186.68
Insurance	10,624.40	25,181.86	4,027.38	45,371.00	5,537.36
PILOT	1,570.63	19,664.00		26,360.00	5,125.37
Other Operating Expenses	432,762.64	363,231.84	9,821.89	286,950.00	(518,866.37)
Total Expenses	693,553.88	787,983.35	2,907,973.94	1,452,864.00	(2,936,647.17)
Net Admin Income (Loss)	96,045.09	(53,373.99)	38,406.54		
Net HAP Income (Loss)			(37,791.73)		
Total YTD Income (Loss)	96,045.09	(53,373.99)	614.81		

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4c		
Topic:	2018 Capital Fund Program Grant Revision		
Date:	February 27, 2019		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

Overview/Background Information

The Beloit Housing Authority was awarded more 2018 Capital Fund Program Grant funding than originally anticipated, making a revision to the 2018 Annual Statement and budget statement necessary.

Key Issues

1. The HUD Capital Fund Program provides funds annually to Public Housing Agencies for the development, financing, and modernization of public housing developments; as well as for management improvements including staff training.
2. While preparing the 2018 Capital Fund Program Annual Statement and budget, the BHA anticipated receiving \$210,000 in funding, and prepared those documents accordingly.
3. Upon 2018 Capital Fund Program award, the BHA received \$370,066.
4. In order for the 2018 Capital Funds to be released for use, the BHA prepared and submitted revisions to the 2018 Annual Statement and budget to accurately reflect the increased funding received.

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
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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

Revision of 2018 Capital Fund Program Grant Budget

Attachments

Resolution 2019-03

COMMUNITY DEVELOPMENT AUTHORITY

RESOLUTION 2019-03

**APPROVING THE REVISED FUNDING AMOUNT FOR THE BELOIT HOUSING AUTHORITY'S
HUD 2018 CAPITAL FUND PROGRAM (CFP) GRANT**

WHEREAS, the Beloit Housing Authority had prepared a 2018 Annual Statement and budget anticipating receiving a \$210,000 Capital Fund Program (CFP) Grant from the U.S. Department of Housing and Urban Development;

WHEREAS, after preparation of the 2018 Annual Statement and budget, the Beloit Housing Authority was notified that it would receive \$370,066 in Capital Fund Program Grant funding from the U.S. Department of Housing and Urban Development; and

WHEREAS, the Beloit Housing Authority prepared and submitted revised a 2018 Annual Statement and budget to reflect the additional funding received.

NOW, THEREFORE BE IT RESOLVED, that the Beloit Community Development Authority Board of Commissioners approve the revised 2018 Capital Fund Program Grant Annual Statement and budget as presented.

Adopted this 27th day of February 2019

Community Development Authority

David Baker, Chairman

Attest:

Julie Christensen, Executive Director

Part II: Supporting Pages								
PHA Name: Beloit Housing Authority		Grant Type and Number Capital Fund Program Grant No: WI39P0650118 CFFP (Yes/ No): Replacement Housing Factor Grant No:				Federal FFY of Grant: 2018		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
WI064000004 – Beloit Apts. Redevelopment Phase 1	Phase 1 Unit Turnover (Dwelling Unit- Interior (1480))			\$10,000	\$12,059.40			
WI064000004 – Beloit Apts. Redevelopment Phase 1	Phase 1 Gutter Installation (Dwelling Unit-Exterior (1480))			\$28,000	\$28,000			
WI064000004 – Beloit Apts. Redevelopment Phase 1	Phase 1 Water Heater Replacement (non- Dwelling Equipment – Expendable/Non- Expendable (1480))			\$10,000	\$13,000			
WI064000004 – Beloit Apts. Redevelopment Phase 1	Phase 1 Ash Tree Removal (Dwelling Unit-Site Work (1480))			\$20,000	\$20,000			
WI064000004 – Beloit Apts. Redevelopment Phase 1	Dwelling Equipment – Phase 1 Appliances (Dwelling Unit – Interior (1480))			\$13,533	\$15,000			
WI064000004 – Beloit Apts. Redevelopment Phase 1	Phase 1 Flooring Replacement (Dwelling Unit-Interior (1480))			\$30,000	\$30,000			
WI064000004 – Beloit Apts. Phase 2 – Scattered Sites	Dwelling Equipment – Appliances (Dwelling Unit – Interior (1480))			\$13,533	\$15,000			
WI064000004 – Beloit Apts. Phase 2 – Scattered Sites	Phase 2 Ash Tree Removal (Dwelling Unit – Site Work (1480)			\$10,000	\$10,000			

WI064000004 – Beloit Apts. Phase 2 – Scattered Sites	Phase 2 Scattered Site Water Heater Replacement (Non-Dwelling Equipment – Expendable/Non-Expendable (1480))			\$10,000	\$13,000			
WI064000004 – Beloit Apts. Phase 2 – Scattered Sites	Unit Turnovers (Dwelling Unit – Interior (1480))			\$5,000	\$5,000			
WI064000005 Beloit Apts. – Phase 2 Parker Bluff	Parker Bluff Carpet Replacement (Dwelling Unit – Interior (1480))			\$7,000	\$7,000			
WI064000005 Beloit Apts. – Phase 2 Parker Bluff	Unit Turnovers (Dwelling Unit – Interior (1480))			\$3,000	\$5,000			
WI064000006 – Beloit Apts. Phase 2 Townhouses	Unit Turnovers (Dwelling Unit – Interior (1480))			\$5,000	\$5,000			
Not associated with any specific development	Maintenance Vehicle Purchase (Non-Dwelling Equipment-Expendable/Non-Expendable			\$65,000	\$65,000			
Not associated with any specific development	Management Improvement 1410 (Management Improvement 1408))			\$10,000	\$10,000			
Not associated with any specific development	1410 Staff Salary (Administration (1410))			\$20,000	\$10,000			
Not associated with any specific development	1406 Operations (Operations (1406))			\$60,000	\$60,000			
Not associated with any specific development	1410 Replacement Costs (Administration (1410))			\$50,000	\$47,006.60			

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4d		
Topic:	Approval of the Agreement between the City of Beloit and the Community Development Authority		
Date:	February 27, 2019		
Presenter:	Julie Christensen	Division:	Beloit Housing Authority

Overview/Background Information

In 1983, the CDA contracted with the City of Beloit for a number of services. This agreement was subsequently amended in 2002 and 2003. This agreement is being updated to reflect the current services being provided by the City.

Key Issues

1. The Community Development Authority (CDA) is a separate public body from the City of Beloit.
2. The City provides a variety of services to the CDA including but not limited to, employment services, audit services, legal services, insurance, information technology services, and police services. In addition, the City has allowed the CDA to participate in the joint purchase of services.
3. In most cases, the CDA is paying its prorata share for the services or the actual cost of the services. The basis used to assign the costs or the actual cost of the service is outlined in the attached agreement.
4. The term of this agreement will begin once the agreement has been executed. The agreement shall continue unless terminated by giving a 30-day notice to the other party.

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

The CDA is fully funded with operating and capital funds from the Department of Housing and Urban Development.

Attachments

Resolution 2019-04 and Agreement

COMMUNITY DEVELOPMENT AUTHORITY

RESOLUTION 2019-04

APPROVING THE AGREEMENT BETWEEN THE CITY OF БЕЛОIT AND THE COMMUNITY DEVELOPMENT AUTHORITY

WHEREAS, the existing contract between the Community Development Authority (CDA) and the City of Beloit dates back to 1983 and has been amended twice since that time;

WHEREAS, a new agreement is needed to reflect the desire of the Community Development Authority to receive additional services from the City of Beloit; and

WHEREAS, the members of the CDA have reviewed the attached agreement for services.

NOW, THEREFORE BE IT RESOLVED, that the Community Development Authority (CDA) Board of Commissioners does approve the agreement between the City of Beloit and Community Development Authority and authorizes the Executive Director is hereby authorized to execute said agreement on behalf of the Community Development and to do all things necessary and appropriate to implement and carry out the provisions thereof.

Adopted this 27th day of February, 2019

Community Development Authority

David Baker, Chairman

Attest:

Julie Christensen, Executive Director

**AGREEMENT BETWEEN THE CITY OF БЕЛОIT AND
THE COMMUNITY DEVELOPMENT AUTHORITY**

THIS AGREEMENT is entered into by and between the **CITY OF БЕЛОIT**, a Wisconsin municipal corporation (hereinafter referred to as “**CITY**”), and **THE COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF БЕЛОIT**, a Wisconsin public body, corporate and politic (hereinafter referred to as the “**CDA**”);

RECITALS

WHEREAS, the City Council of the City of Beloit created the **CDA** by enactment of Section 1.39 of the Code of General Ordinances of the City of Beloit effective January 1, 1983; and,

WHEREAS, the **CDA** is authorized by that ordinance to be a public body, exercising necessary public powers, and having all the powers, duties and functions conferred on housing authorities under Section 66.1201, Wis. Stats., and redevelopment authorities under Section 66.1333, Wis. Stats., and housing and community development authorities under Section 66.1335, Wis. Stats.; and,

WHEREAS, the **CDA** has previously contracted with the **CITY** to provide services to assist the **CDA** in the performance of its duties and functions; and,

WHEREAS, the **CDA** and the **CITY** wish to enter into an updated agreement for the mutual provision of those services.

NOW, THEREFORE, the **CITY** and the **CDA** mutually agree as follows:

**ARTICLE I
SCOPE OF SERVICES**

A. CITY SERVICES

The **CITY** shall provide to the **CDA**, upon request, certain services. The services provided shall be requested and coordinated through the **CDA’s** Executive Director. The services available to the **CDA** may include but not necessarily be limited to the following:

1. **Employment Services**. Per Section 1.79(10)(d), the **CITY** will assign employees to the Community Development Authority who will administer the low-income public housing (LIPH) program, Housing Choice Voucher (HCV) program, Family Self-Sufficiency (FSS) program, Project-Based Section 8 (PB8) program, and the Homeownership Voucher Program. The **CITY** will provide payroll services for these **CDA** employees.

2. **Audit Services.** The **CITY** shall arrange for an audit of the financial records of the **CITY** and the **CDA**. The CDA Executive Director or his/her designee shall provide all documentation requested by the auditors and will actively assist the auditors with the completion of the audit.
3. **Legal Services.** The City Attorney shall render legal opinions, draft legal documents and represent the **CDA** in litigation or hire legal counsel to complete the same. It is understood that in the event a conflict of interest develops in the legal representation of the **CDA** and the **CITY**, the City Attorney will decline the representation of the **CDA**.
4. **Insurance.** The **CITY** shall allow the **CDA** to participate in the **CITY's** policies of insurance listed in Article II of this contract.
5. **Information Technology Services.** The **CITY** shall provide information technology services to the **CDA**, including but not limited to computer, phones, internet, and copier services.
6. **Police Services.** The **CITY**, through the Beloit Police Department (BPD), shall provide enhanced patrol and investigative services to the CDA-owned properties identified in Appendix A of this agreement as follows:
 - a. The BPD shall create a database and utilize crime analytics to identify crime trends occurring on the CDA-owned properties.
 - b. The database and associated mapping will be utilized by patrol officers on a 24/7 basis as they patrol these areas, noting proactive actions, suspicious activities, or safety concerns occurring on the identified properties. The Community Development Authority (CDA) Executive Director shall be notified of these contacts as soon as practicable through the Beloit Police Department's chain of command and agreed upon method of communication between both parties.
 - c. The BPD shall provide enhanced investigative services, working collaboratively with Beloit Housing Authority staff to address nuisance, drug, gang, and other issues that may affect the safety and security of the CDA-owned properties. The Community Development Authority (CDA) Executive Director shall be notified of the results of these investigations as soon as practicable, ensuring that the integrity of any such investigation is not compromised, through the Beloit Police Department's chain of command and agreed upon method of communication between both parties.
 - d. The BPD shall create a monthly incident report listing all incidents and arrests on the identified properties. The BPD shall also report any police contacts that occur with residents of the identified properties. The report shall be submitted electronically to the Community Development Authority Executive Director.

The CDA Executive Director shall notify the BPD when any of the properties owned by the CDA are sold. Once the property is sold, BPD will no longer provide these services to those properties.

7. **Joint Purchase of Services.** The **CITY** will allow the **CDA** to participate in their contracts for a variety of goods and services included but not limited to, office supplies, postal services, and fuel.
8. **Other City Services.** The **CITY** shall provide such other services as are necessary to accomplish the purposes of this Agreement as may be requested by the Executive Director of the **CDA** and directed by the City Manager.

B. REIMBURSEMENT FOR CITY SERVICES.

The **CDA** agrees to reimburse the **CITY** as follows:

1. **Employment and Services.** The **CDA** agrees to reimburse the **CITY** for the actual cost of wages and fringe benefits paid by the **CITY** for actual time worked by the staff of the **CDA**, provided that the Payroll Time Sheets are approved by the employees' supervisor.
2. **Audit Services.** The **CDA** shall be billed directly for its share of the cost of auditing the financial records of the **CDA**.
3. **Legal Services.** The **CDA** shall pay the **CITY** the billable rate for legal services rendered by the City Attorney's Office, plus reasonable and necessary disbursements incurred in the provision of those services. If outside counsel is hired to assist the **CDA**, the **CDA** shall reimburse the **CITY** for the actual cost of the legal services.
4. **Insurance.** The **CDA's** share of the premium for each of the following types of insurance shall be as follows:
 - a. The **CDA's** pro rata share for each of the following types of insurance shall be determined on the basis of the **CDA's** employees gross wages as a percentage of the gross wages of all **CITY** employees:
 - (a) General Commercial Liability Insurance
 - (b) Worker's Compensation Insurance
 - (c) Errors and Omissions, Professional Liability Insurance
 - (d) Automobile Liability Insurance
 - (e) Property/Casualty Insurance/Fire and Extended Coverage Insurance

5. **Information Technology Services.** The **CDA** shall pay the actual costs for copier services and phone services for the landlines and cell phones. The **CDA** shall also pay its pro rata share for maintenance, warranties, internet services, and text archiving. The **CDA** shall pay for its share of the cost for the accounting software used by the **CITY** and **CDA**.
6. **Police Services.** The **CDA** shall pay the **CITY** \$40,000 annually for the police services specified above. The **CITY** shall bill the **CDA** on a quarterly basis for these services.
7. **Joint Purchase of Services.** The **CDA** shall pay the actual cost of goods and services purchased under the **CITY** contracts for goods and services.

C. **CDA SERVICES.**

The **CDA** shall fulfill the purposes and perform the duties outlined in section 1.79(8) of the Code of General Ordinances of the City of Beloit.

ARTICLE II
TERM OF CONTRACT, AMENDMENTS AND TERMINATION

- A. **TERM OF AGREEMENT.** The term of this Agreement shall commence upon its execution by the parties and shall continue until terminated by thirty (30) days written notice to the other party.
- B. **AMENDMENTS.** This Agreement may be amended at any time, but such amendment shall take effect only upon the mutual written consent of both parties.

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF, the **CITY** and the **CDA** have caused this Agreement to be executed in their respective names and have caused their respective seals to be hereunto affixed this _____ day of _____, 2019.

CITY OF БЕЛОIT

COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF БЕЛОIT, WISCONSIN

By: _____
Lori Curtis Luther, City Manager

By: _____
David Baker, Chairperson

ATTEST:

By: _____
Lorena Rae Stottler, City Clerk-Treasurer

ATTEST:

By: _____
Julie Christensen, Executive Director

APPROVED AS TO FORM

Elizabeth A. Krueger, City Attorney

I, **Julie Christensen**, Executive Director of the Community Development Authority of the City of Beloit, Wisconsin, do hereby certify that the attached is a true copy of Resolution Number adopted by the Community Development Authority of the City of Beloit, Wisconsin, at the special meeting held _____.

**Julie Christensen, Executive Director
Community Development Authority
of the City of Beloit, Wisconsin**

Dated at Beloit, Wisconsin, this
_____ day of _____, 2018.

**APPENDIX A
COMMUNITY DEVELOPMENT AUTHORITY PROPERTIES**

PUBLIC HOUSING UNITS

Cunningham Site

1012 Mary Street
1016 Mary Street
1943 Merrill Street
1949 Merrill Street
1955 Merrill Street
1959 Merrill Street
1011/1013 Ritsher Street
1017/1019 Ritsher Street
1021/1023 Ritsher Street
1025/1027 Ritsher Street

Sixth Street

318/320 Carpenter Street
1703/1705 Sixth Street
1709/1711 Sixth Street
1715/1717 Sixth Street

Poole Court

241/243 Caldwell Avenue
218/220 Poole Ct E
220/224 Poole Ct
225 Poole Ct E
1809/1811 Poole Ct N
1820/1822 Poole Ct N
1821 Poole Ct N
1824/1826 Poole Ct N
1825 Poole Ct N
1829 Poole Ct N

McLenegan Site

1917/1919 Elmwood Avenue
2612/2614 Sunshine Lane
2622/2624 Sunshine Lane
2632/2634 Sunshine Lane
2642/2644 Sunshine Lane
2652/2654 Sunshine Lane
2662/2664 Sunshine Lane
2672/2674 Sunshine Lane
2682/2684 Sunshine Lane
2692/2694 Sunshine Lane

Telfer Park

2024/2026 Wren Drive
2030/2032 Wren Drive
2036/2038 Wren Drive
2044 Wren Drive
2050 Wren Drive

Parker Bluff/Townhomes

220 Portland Avenue
840 Fifth Street, Unit 1
840 Fifth Street, Unit 2
840 Fifth Street, Unit 3
840 Fifth Street, Unit 4
840 Fifth Street, Unit 5
840 Fifth Street, Unit 6
840 Fifth Street, Unit 7
840 Fifth Street, Unit 8
840 Fifth Street, Unit 9

Scattered Sites

208 Moore Street
212 Moore Street
416 Bluff Street
512 Olympian Avenue
541 Kenwood Avenue
551 Kenwood Avenue
836 Townline Avenue
887 Milwaukee Road

904 Highland Avenue
1149 Eleventh Street
1248 Tenth Street
1359 W. Grand Avenue
1445 McKinley Avenue
1503 Grant Street
1821 Bayliss Avenue
2715 Scotties Drive

PROJECT-BASED UNITS

240 Portland Avenue
852 Eighth Street
1238 Elm Street

745 Highland Avenue
1119 Portland Avenue
756 10th Street

1206 Central Avenue
912 Clary Street
1310 Strong Avenue