



PUBLIC NOTICE & AGENDA
BELOIT COMMUNITY DEVELOPMENT AUTHORITY
City Hall Forum - 100 State Street, Beloit, WI 53511
4:30 PM
Wednesday, October 27, 2021

1. CALL TO ORDER AND ROLL CALL
2. PUBLIC COMMENT
3. MINUTES
 - 3.a. Consideration of the minutes of the regular Community Development Authority meeting held on September 29, 2021
[Attachment](#)
4. BELOIT HOUSING AUTHORITY
 - 4.a. Presentation of the August Activity Report (Cole)
[Attachment](#)
 - 4.b. Presentation of the July-August Financial Report (Cole)
[Attachment](#)
 - 4.c. Consideration of Amended Bylaws for the Community Development Authority of the City of Beloit First Reading (Christensen)
[Attachment](#)
 - 4.d. Consideration of Resolution 2021-11 Approving the First Budget Revision to the Beloit Housing Authority's 2020 Capital Fund Program (CFP) Grant (Cole)
[Attachment](#)
5. COMMUNITY AND HOUSING SERVICES
No business to discuss
6. SUCH OTHER MATTERS AS AUTHORIZED BY LAW
No business to discuss
7. 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 29, 2021

4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, September 29, 2021 in the Forum of Beloit City Hall, 100 State Street.

1. Call to Order and Roll Call

Meeting was called to order by Chairperson Ellison at 4:33 p.m.

Present: Commissioners Ellison and Gorman; Councilors Forbeck and Leavy

Absent: Commissioners Douglas and Hartke

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

2. Public Comment

3. Consideration of the Minutes of the August 25, 2021 regular meeting of the Community Development Authority

A motion was made by Councilor Forbeck and seconded by Councilor Leavy to approve the minutes of the August 25, 2021 regular meeting of the Community Development Authority. Motion carried unanimously.

4. Beloit Housing Authority:

a. Presentation of the August Activity Report

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

5. Community and Housing Services

5.a. Resolution 2021-08 recommending approval of the 2022 Community Development Block Grant (CDBG) budget and 2022 Annual Action Plan

Teri Downing, Deputy Community Development Director, presented the report.

Commissioner Gorman asked if there was anything notable in the decision-making process that we should know about. Teri stated that staff did not recommend funding up to the Public Service cap because of the number of NRSA applications we received. She also noted that the Planning and Program Administration was not funded to the cap because we didn't need as much this year and wanted to fund the NRSA neighborhoods. The Family Services – Community Social Worker was funded at \$40,000 rather than the previous \$50,000 because they are having difficulty spending their funds this year. Having to reprogram those funds later causes administrative problems.

Councilor Forbeck asked how many homeowners are helped with Neighborhood Housing Services direct assistance funds. Teri stated that because of CDBG stipulations on fund use, the average loan is about \$3,000 which is usually utilized for closing costs, title fees or inspections.

Councilor Leavy asked if the funds for the Merrill and Hackett Clean-up Event were sufficient. Ashley Rosenbaum, Grant Administrator, stated that the \$4,000 per event is much less than what is needed. Each clean-up event costs about \$8-10,000.

Councilor Forbeck asked if we are funding programs that connect people with jobs. Teri stated that Community Action has programs that connect people to job resources and job training. We have started to brainstorm ideas on ways to expand second shift bus service and facilitate training for jobs that are available in the community.

Commissioner Gorman moved and Councilor Leavy seconded a motion to approve Resolution 2021-08. Motion carried unanimously.

5.b. Consideration of Resolution 2021-09 recommending approval of the 2022 HOME Investment Partnership Program (HOME) budget

Julie Christensen, Community Development Director, presented the report.

Councilor Forbeck moved and Councilor Leavy seconded a motion to approve Resolution 2021-09. Motion carried unanimously.

6. Adjournment

Motion by Councilor Leavy and seconded by Commissioner Gorman to adjourn at 5:28 p.m. Motion carried unanimously.

Fransaesca Ellison, Chairperson

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4a		
Topic:	September Activity Report		
Date:	October 27, 2021		
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:

At the end of this reporting period, there was one public housing vacancy. 13 annual and 16 interim certifications were completed. 20 public housing inspections were conducted in September.

Section 8:

469 vouchers were housed on September 30, 2021, with nine newly-issued voucher holders either searching for units or waiting for passed inspections. Four portable vouchers were paid by BHA, and seven port-in vouchers were administered. The Housing Specialists completed 43 annual and 34 interim recertifications during this reporting period. 68 Housing Quality Standards (HQS) inspections were completed in September. The BHA Inspector is utilizing personal protective equipment (PPE) to ensure her safety, as well as the safety of the families occupying the units.

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 Enhanced Communications and Community Engagement, while maintaining a Positive Image

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 Activity Report

**Beloit Community Development Authority
Activity Report to Board for September 2021**

PUBLIC HOUSING

Total Public Housing Units	131 Units	
Occupied on 9/30/2021	130 Units	99% Occupancy
Vacancies on 9/30/2021	1 Unit	1% Vacancy
Vacancies by Type		
Elderly	1 Unit	98% Occupancy
Family	0 Units	100% Occupancy

Public Housing Inspections

11 annual inspections, one reinspection, and eight special inspections were completed during this reporting period.

Public Housing Activities

Annual Recertifications	13
Interim Recertifications	16
Tenant notices to Vacate *Not due to eviction	0
New Tenants	1
Transfers	0
Lease Terminations	0
Possible Program Violations	0
Evictions	0

Public Housing Briefings

Number Notified	10
Number Briefed	5

SECTION 8 PROGRAM

Total Section 8 Vouchers	598 Vouchers	
Total Under Lease on 9/30/2021	469 Vouchers	79% Utilization
Total Portable Vouchers Paid	4 Vouchers	
Total Port Out*	4 Vouchers	
Total Port In*	7 Vouchers	
September HCV HAP Funds Received	\$229,183	
September HCV HAP Funds Expended	\$220,259	
Current Per Unit Cost (PUC)	\$478	
* Port Out – Not absorbed by other Housing Authorities; paid by Beloit Housing Authority		
* Port In – Portable vouchers administered by BHA but paid by other Housing Authorities		

Section 8 Inspections

The BHA Inspector completed 41 annual inspections, six initial inspections, 16 reinspections, and five special inspections during this reporting period.

Section 8 Activities

New Participants	1
Annual Recertifications	43
Interim Recertifications	34
Abatements	3
Unit Transfers	3
Possible Program Violations	3
End of Program	1
Port Ins	0
Port Outs	1

Section 8 Briefings

Number Notified	37
Number Briefed/Vouchers Issued	0

APPLICATIONS ON WAITING LIST

Public Housing East	75
Public Housing West	59
Parker Bluff	209
Section 8 Program	247

0 Applicants removed for Repayment Default
0 Applicants removed for unreported income
0 Applicants 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:	July 2021 - August 2021 Financial Report		
Date:	October 27, 2021		
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 Accountant as of August 31, 2021.

At the end of this reporting period, the Low Income Public Housing (LIPH) program income was \$412,145.92 and the LIPH expenses were \$348,818.22. There was a surplus of \$60,327.70 in LIPH.

At the end of this reporting period, inflows of revenue from LIPH Grants total \$133,070.80 and related grant expenses total \$133,070.80.

At the end of this reporting period, the Project Based Voucher (PBV) program income was \$46,357.88 and the expenses were \$77,879.08. The PBV had a deficit of \$31,521.20. The deficit is the result of the proceeds from the sale of 745 Highland Avenue in 2021 being transferred to the LIPH Fund. This transfer is due to the BHA receiving permission from HUD to utilize the sales proceeds of the Project Based units for operation and administration of its current public housing units.

At the end of this reporting period, Phase 1 program income was \$217,172.79 and the expenses were \$180,129.43. Phase 1 had a surplus of \$37,043.36. Of this surplus, \$3.70 is the Housing Authority's portion.

Through the month of August, Phase 2 program income was \$219,305.10 and the expenses were \$199,665.12. Phase 2 had a surplus of \$19,639.98. Of this surplus, \$1.96 is the Housing Authority's portion. The Phase 2 Program incurred a significant expense in July 2021 to replace gas line piping due to a gas leak detected at Parker Bluff Apartments. The cost to replace the piping was \$18,473.10. We have applied and received approval from the Phase 2 tax credit investment partner National Equity Fund to have this cost reimbursed to the checking account funds from the replacement reserve funds.

At the end of this reporting period, the Housing Choice Voucher (HCV) program income was \$2,155,153.43 and expenses were \$2,040,015.99. The HCV program had a surplus of \$115,137.44.

Debts owed BHA collected through August 2021: Total \$13,618.84
 TRIP Program: \$12,315.84 Repayments: \$1,303.00

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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- Goal #6 - Create and Sustain Enhance Communications and Community Engagement, while maintaining a Positive Image

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

July-August 2021 Financial Report

Consolidated 2021 Budget Report for LIPH/PBV - As of August 31, 2021

	YTD Actual					Annual Board Approved Budget		
	Income	Approved YTD	LIPH	LIPH Grants	PBV	Total	LIPH/PBV	Total
1 Dwelling Rental	-					-		-
2 Excess Utilities	-					-		-
3 Interest on Unrestricted Fund Investments	33.33	28.39				28.39	50.00	50.00
4 Income - Transfer In from Other Funds	-	69,835.97				69,835.97		-
5 Other Income - Tenants	-					-		-
6 HAP Fraud Recovery & FSS Forfeitures	-					-		-
7 Other Income - Bad Debt Collections	-	15,916.55				15,916.55		-
8 Other Income - Laundry/Copy Fees/Misc	18,666.67	13,252.01				13,252.01	28,000.00	28,000.00
9 Other Income - CFP Operation Money	97,718.00					-	146,577.00	146,577.00
10 Other Income - Sale of Asset Gain/Loss	43,333.33			46,357.88		46,357.88	65,000.00	65,000.00
11 Admin Fees Earned - HUD	-					-		-
12 Incoming Billable Admin Fees/Oper Sub	-					-		-
13 ROSS/FSS/CFP Grant	67,333.33		133,070.80			133,070.80	101,000.00	101,000.00
14 HAP Subsidy	-					-		-
15 Operating Subsidy	313,261.33	313,113.00				313,113.00	469,892.00	469,892.00
Total Income	540,346.00	412,145.92	133,070.80	46,357.88	591,574.60	810,519.00	810,519.00	810,519.00
Expenses	Approved YTD	LIPH	LIPH Grant	PBV	Total	LIPH/PBV	Total	
Administrative Expenses								
16 Admin Salaries	66,100.67	58,097.02		60.89	58,157.91	99,151.00		99,151.00
17 ROSS/FSS Coordinator Admin Salaries	28,285.33		29,676.08		29,676.08	42,428.00		42,428.00
18 Admin Employee Benefits	27,515.33	24,601.32		27.72	24,629.04	41,273.00		41,273.00
19 ROSS/FSS Coordinator Admin Benefits	10,922.67		9,455.91		9,455.91	16,384.00		16,384.00
20 Advertising & Marketing	33.33				-	50.00		50.00
21 Legal	166.67				-	250.00		250.00
22 Staff Training	1,166.67		3,217.50		3,217.50	1,750.00		1,750.00
23 Travel	166.67	105.56			105.56	250.00		250.00
24 Accounting Consultants	4,833.33	2,802.00		795.00	3,597.00	7,250.00		7,250.00
25 Audit Fee	7,626.67	7,274.50			7,274.50	11,440.00		11,440.00
26 Telephone	1,886.67	1,322.57			1,322.57	2,830.00		2,830.00
27 Postage	1,600.00	2,155.76			2,155.76	2,400.00		2,400.00
28 Office Supplies	1,666.67	700.20	336.44		1,036.64	2,500.00		2,500.00
29 Memberships & Publications	1,365.33	480.52			480.52	2,048.00		2,048.00
30 Bank Fees	-				-			-
31 Computer Maintenance	-				-			-
32 Copier Expenses	1,866.67	1,626.38			1,626.38	2,800.00		2,800.00
33 Office Equipment Maintenance	-				-			-
34 Postage Machine	-				-			-
35 Software Maintenance	4,000.00	3,627.12			3,627.12	6,000.00		6,000.00
36 Outgoing Portable Admin Fees	-				-			-
37 Sundry Administration/Compliance Fees	-	662.50	252.05	84.56	999.11			-
38 Port-In HAP Expense	-				-			-
39 Management Fees	-				-			-
40 Eviction & Collection Agent Fees	-				-			-
41 HAP Expense (net fraud recovery to HUD)	-				-			-
HAP Overfunding (Underfunding)	-				-			-

	Maintenance Expenses	-						
42	Maintenance Salaries	-	2,257.22			2,257.22		-
43	Casual Labor - Maintenance	-				-		-
44	Maintenance Benefits	-	729.11			729.11		-
45	Maintenance Materials & Supplies	666.67	13.94			13.94	1,000.00	1,000.00
46	Plumbing Supplies	-				-		-
47	Locks, Locksets & Keys	-				-		-
48	Electrical Supplies	-				-		-
49	Painting Supplies	-				-		-
50	Cleaning Supplies	-	187.63			187.63		-
51	Equipment Repair Parts	-				-		-
52	Maintenance Contracted Services	9,333.33	4,059.20			4,059.20	14,000.00	14,000.00
53	Refuse Removal Services	66.67				-	100.00	100.00
54	Plumbing Repair Services	-				-		-
55	Heating/AC Repair Services	-				-		-
56	Electric Repair Service	-				-		-
57	Window Repair Service	-				-		-
58	Automotive Repairs/Fuel	-	1,411.68			1,411.68		-
59	Elevator Repair & Maintenance	1,333.33				-	2,000.00	2,000.00
60	Pest Control Services	-				-		-
61	Cable TV	-				-		-
62	Answering Service	-	2,327.75			2,327.75		-
63	Misc Contracts	-				-		-
64	Clean/Paint Units	-				-		-
	Utilities Expenses	-						
65	Water/Sewer	1,333.33	821.85		361.67	1,183.52	2,000.00	2,000.00
66	Electricity	4,666.67	3,532.54		281.34	3,813.88	7,000.00	7,000.00
67	Natural Gas	1,133.33	1,067.68		459.93	1,527.61	1,700.00	1,700.00
	Other Operating Expenses	-						
68	Protective Services Contract	16,666.67	1,252.82			1,252.82	25,000.00	25,000.00
69	Insurance	7,930.00	8,671.26			8,671.26	11,895.00	11,895.00
70	PILOT	1,333.33				-	2,000.00	2,000.00
71	Compensated Absences	-				-		-
72	Collection Losses	-				-		-
73	Replacement Reserves & Debt Pmt-Princ	-		52,040.29		52,040.29		-
74	Other General Expense/Asset Mgmt Fees	231,260.00	219,030.09		5,972.00	225,002.09	346,890.00	346,890.00
75	Casualty Losses - Non Capitalized	-				-		-
76	Capital Expenditures	97,718.00		38,092.53		38,092.53	146,577.00	146,577.00
77	Transfer In / Out	-			69,835.97	69,835.97		-
	Total Expense	532,644.00	348,818.22	133,070.80	77,879.08	559,768.10	798,966.00	-
								798,966.00

Net Income/(Loss):

63,327.70	-	(31,521.20)	31,806.50
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**Cash Flow Statement
Beloit Housing Authority
LIPH/PBV
As of 8/31/2021**

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income					
Dwelling Rent/Utilities	-		-		-
Interest on Investments	28.39		-	0.00%	28.39
Other Income	145,362.41		239,577.00	60.67%	(94,214.59)
HUD Admin Fees			-		-
HUD Grants/Subsidies	313,113.00	133,070.80	570,892.00	78.16%	(124,708.20)
Total Income	458,503.80	133,070.80	810,469.00		(218,894.40)

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses					
Administrative					
Salaries/Benefits	82,786.95	39,131.99	199,236.00	61.19%	77,317.06
Office Expenses	16,383.17	3,805.99	30,768.00	65.62%	10,578.84
Office Contracted Services	5,253.50		8,800.00	59.70%	3,546.50
Oper Sub Transfer/Mgmt Fee Pd			-		-
Housing Assistance Pmts			-		-
HAP Payments Port In					
Maintenance					
Salaries/Benefits	2,986.33		-		(2,986.33)
Materials & Supplies	201.57	-	1,000.00	20.16%	798.43
Maintenance Contracts	7,798.63		16,100.00	48.44%	8,301.37
Utilities	6,525.01		10,700.00	60.98%	4,174.99
Other Operating					
Protective Services	1,252.82		25,000.00	5.01%	23,747.18
Insurance	8,671.26		11,895.00	72.90%	3,223.74
PILOT	-		2,000.00	0.00%	2,000.00
Other Operating Expenses	294,838.06	90,132.82	493,467.00	78.01%	108,496.12
Total Expenses	426,697.30	133,070.80	798,966.00		239,197.90

Net Admin Income (Loss)	31,806.50	-			
Net HAP Income (Loss)					
Total YTD Income (Loss)	31,806.50	-			

Consolidated 2021 Budget Report for Phase 1 - As of August 31, 2021

	YTD Actual			Annual Board Approved Budget	
	Income	Approved YTD	Phase 1	Phase 1 Total	Phase 1
1 Dwelling Rental	76,668.67	77,232.00	77,232.00	115,003.00	115,003.00
2 Excess Utilities	-	-	-	-	-
3 Interest on Unrestricted Fund Investments	133.33	124.36	124.36	200.00	200.00
4 Income - Transfer In from Other Funds	-	26,205.78	26,205.78	-	-
5 Other Income - Tenants	-	3,441.17	3,441.17	-	-
6 HAP Fraud Recovery & FSS Forfeitures	-	-	-	-	-
7 Other Income - Bad Debt Collections	-	-	-	-	-
8 Other Income - Laundry/Copy Fees/Misc	-	-	-	-	-
9 Other Income - CFP Operation Money	-	-	-	-	-
10 Other Income - Sale of Asset Gain/Loss	-	-	-	-	-
11 Admin Fees Earned - HUD	-	-	-	-	-
12 Incoming Billable Admin Fees/Oper Sub	100,000.00	110,169.48	110,169.48	150,000.00	150,000.00
13 ROSS/CFP Grant	-	-	-	-	-
14 HAP Subsidy	-	-	-	-	-
15 Operating Subsidy	-	-	-	-	-
Total Income	176,802.00	217,172.79	217,172.79	265,203.00	265,203.00

	YTD Actual			Annual Board Approved Budget		
	Expenses	Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
Administrative Expenses						
16 Admin Payroll Expenses	48,291.33	40,556.49	40,556.49	72,437.00	72,437.00	
17 FSS Coordinator Admin Salaries	-	-	-	-	-	
18 FSS Coordinator Admin Benefits	-	-	-	-	-	
19 Advertising & Marketing	33.33	82.88	82.88	50.00	50.00	
20 Legal	666.67	260.00	260.00	1,000.00	1,000.00	
21 Staff Training	-	-	-	-	-	
22 Travel	-	-	-	-	-	
23 Accounting Consultants	5,333.33	3,795.00	3,795.00	8,000.00	8,000.00	
24 Audit Fee	8,000.00	10,000.00	10,000.00	12,000.00	12,000.00	
25 Telephone	-	-	-	-	-	
26 Postage	-	-	-	-	-	
27 Office Supplies	100.00	-	-	150.00	150.00	
28 Memberships & Publications	-	-	-	-	-	
29 Bank Fees	-	36.90	36.90	-	-	
30 Computer Maintenance	-	-	-	-	-	
31 Copier Expenses	-	-	-	-	-	
32 Office Equipment Maintenance	-	-	-	-	-	
33 Postage Machine	-	-	-	-	-	
34 Software Maintenance	-	-	-	-	-	
35 Outgoing Portable Admin Fees	-	-	-	-	-	
36 Sundry Administration/Compliance Fees	2,666.67	5,454.68	5,454.68	4,000.00	4,000.00	
37 Port-In HAP Expense	-	-	-	-	-	
38 Management Fees	2,666.67	3,941.99	3,941.99	4,000.00	4,000.00	

39	Eviction & Collection Agent Fees	-	-	-	-	-	
40	HAP Expense (net fraud recovery to HUD)	-	-	-	-	-	
	HAP Overfunding (Underfunding)	-	-	-	-	-	
	Maintenance Expenses	-	-	-	-	-	
42	Maintenance Payroll Expenses	64,294.00	55,546.00	55,546.00	96,441.00	96,441.00	
43	Casual Labor - Maintenance	-	-	-	-	-	
44	Maintenance Materials & Supplies	4,666.67	10,283.77	10,283.77	7,000.00	7,000.00	
45	Plumbing Supplies	-	-	-	-	-	
46	Locks, Locksets & Keys	-	-	-	-	-	
47	Electrical Supplies	-	-	-	-	-	
48	Painting Supplies	-	-	-	-	-	
49	Cleaning Supplies	-	-	-	-	-	
50	Equipment Repair Parts	-	-	-	-	-	
51	Maintenance Contracted Services	7,166.67	9,714.70	9,714.70	10,750.00	10,750.00	
52	Refuse Removal Services	833.33	990.00	990.00	1,250.00	1,250.00	
53	Plumbing Repair Services	-	-	-	-	-	
54	Heating/AC Repair Services	666.67	5,495.06	5,495.06	1,000.00	1,000.00	
55	Electric Repair Service	-	-	-	-	-	
56	Window Repair Service	-	-	-	-	-	
57	Automotive Repairs/Fuel	-	979.02	979.02	-	-	
58	Elevator Repair & Maintenance	-	-	-	-	-	
59	Pest Control Services	1,000.00	-	-	1,500.00	1,500.00	
60	Cable TV	-	-	-	-	-	
61	Answering Service	-	-	-	-	-	
62	Misc Contracts	-	-	-	-	-	
63	Clean/Paint Units	-	-	-	-	-	
	Utilities Expenses	-	-	-	-	-	
64	Water/Sewer	3,666.67	775.97	775.97	5,500.00	5,500.00	
65	Electricity	933.33	408.34	408.34	1,400.00	1,400.00	
66	Natural Gas	666.67	106.39	106.39	1,000.00	1,000.00	
	Other Operating Expenses	-	-	-	-	-	
67	Protective Services Contract	-	10,000.00	10,000.00	-	-	
68	Insurance	11,334.67	12,288.69	12,288.69	17,002.00	17,002.00	
69	PILOT	7,666.67	7,246.91	7,246.91	11,500.00	11,500.00	
70	Compensated Absences	-	-	-	-	-	
71	Collection Losses	-	-	-	-	-	
72	Replacement Reserves & Debt Pmt-Princ	-	-	-	-	-	
73	Other General Expense/Asset Mgmt Fees	2,183.33	2,166.64	2,166.64	3,275.00	3,275.00	
74	Casualty Losses - Non Capitalized	-	-	-	-	-	
75	Capital Expenditures	-	-	-	-	-	
76	Transfer In / Out	-	-	-	-	-	
	Total Expense	172,836.67	180,129.43	180,129.43	259,255.00	-	259,255.00

Net Income/(Loss):

37,043.36 37,043.36

Housing Authority's Portion of Net Income/(Loss):

3.70

Cash Flow Statement
Beloit Housing Authority
Phase 1
As of 8/31/2021

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities	77,232.00	115,003.00	67.16%	(37,771.00)
Interest on Investments	124.36	200.00	62.18%	(75.64)
Other Income	139,816.43	150,000.00	93.21%	(10,183.57)
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
Total Income	217,172.79	265,203.00		(48,030.21)

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	40,556.49	72,437.00	55.99%	31,880.51
Office Expenses	19,629.46	25,200.00	77.89%	5,570.54
Office Contracted Services		-		-
Oper Sub Transfer/Mgmt Fee F	3,941.99	4,000.00	98.55%	58.01
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	55,546.00	96,441.00	57.60%	40,895.00
Materials & Supplies	10,283.77	7,000.00	146.91%	(3,283.77)
Maintenance Contracts	17,178.78	14,500.00	118.47%	(2,678.78)
Utilities	1,290.70	7,900.00	16.34%	6,609.30
Other Operating				
Protective Services	10,000.00	-		(10,000.00)
Insurance	12,288.69	17,002.00	72.28%	4,713.31
PILOT	7,246.91	11,500.00	63.02%	4,253.09
Other Operating Expenses	2,166.64	3,275.00	66.16%	1,108.36
Total Expenses	180,129.43	259,255.00		79,125.57

Net Admin Income (Loss)	37,043.36
Net HAP Income (Loss)	
Total YTD Income (Loss)	37,043.36
Housing Authority's Portion	<u>3.70</u>

Consolidated 2021 Budget Report for Phase 2 - As of August 31, 2021

	YTD Actual			Annual Board Approved Budget	
	Income	Approved YTD	Phase 2	Phase 2 Total	Phase 2
1 Dwelling Rental	93,333.33	95,681.00	95,681.00	140,000.00	140,000.00
2 Excess Utilities	-	-	-	-	-
3 Interest on Unrestricted Fund Investments	500.00	262.42	262.42	750.00	750.00
4 Income - Transfer In from Other Funds	-	25,834.51	25,834.51	-	-
5 Other Income - Tenants	-	(1,034.51)	(1,034.51)	-	-
6 HAP Fraud Recovery & FSS Forfeitures	-	-	-	-	-
7 Other Income - Bad Debt Collections	-	490.07	490.07	-	-
8 Other Income - Laundry/Copy Fees/Misc	-	-	-	-	-
9 Other Income - CFP Operation Money	-	-	-	-	-
10 Other Income - Sale of Asset Gain/Loss	-	-	-	-	-
11 Admin Fees Earned - HUD	-	-	-	-	-
12 Incoming Billable Admin Fees/Oper Sub	91,000.00	98,071.61	98,071.61	136,500.00	136,500.00
13 ROSS/CFP Grant	-	-	-	-	-
14 HAP Subsidy	-	-	-	-	-
15 Operating Subsidy	-	-	-	-	-
Total Income	184,833.33	219,305.10	219,305.10	277,250.00	277,250.00

	YTD Actual			Annual Board Approved Budget		
	Expenses	Approved YTD	Phase 2	Phase 2 Total	Phase 2	Total
Administrative Expenses						
16 Admin Payroll Expenses	37,324.67	32,280.17	32,280.17	55,987.00	55,987.00	
17 FSS Coordinator Admin Salaries	-	-	-	-	-	
18 FSS Coordinator Admin Benefits	-	-	-	-	-	
19 Advertising & Marketing	33.33	41.71	41.71	50.00	50.00	
20 Legal	1,333.33	-	-	2,000.00	2,000.00	
21 Staff Training	-	-	-	-	-	
22 Travel	-	-	-	-	-	
23 Accounting Consultants	6,666.67	3,795.00	3,795.00	10,000.00	10,000.00	
24 Audit Fee	7,333.33	10,000.00	10,000.00	11,000.00	11,000.00	
25 Telephone	-	-	-	-	-	
26 Postage	-	-	-	-	-	
27 Office Supplies	100.00	-	-	150.00	150.00	
28 Memberships & Publications	-	-	-	-	-	
29 Bank Fees	-	-	-	-	-	
30 Computer Maintenance	-	-	-	-	-	
31 Copier Expenses	-	-	-	-	-	
32 Office Equipment Maintenance	-	-	-	-	-	
33 Postage Machine	-	-	-	-	-	
34 Software Maintenance	-	-	-	-	-	
35 Outgoing Portable Admin Fees	-	-	-	-	-	
36 Sundry Administration/Compliance Fees	1,333.33	6,616.07	6,616.07	2,000.00	2,000.00	
37 Port-In HAP Expense	-	-	-	-	-	
38 Management Fees	9,333.33	9,310.02	9,310.02	14,000.00	14,000.00	

39	Eviction & Collection Agent Fees	-	-	-	-	-
40	HAP Expense (net fraud recovery to HUD)	-	-	-	-	-
	HAP Overfunding (Underfunding)	-	-	-	-	-
	Maintenance Expenses	-	-	-	-	-
42	Maintenance Payroll Expenses	48,243.33	48,792.02	48,792.02	72,365.00	72,365.00
43	Casual Labor - Maintenance	-	-	-	-	-
44	Maintenance Materials & Supplies	7,333.33	5,277.26	5,277.26	11,000.00	11,000.00
45	Plumbing Supplies	-	-	-	-	-
46	Locks, Locksets & Keys	-	-	-	-	-
47	Electrical Supplies	-	-	-	-	-
48	Painting Supplies	-	-	-	-	-
49	Cleaning Supplies	-	-	-	-	-
50	Equipment Repair Parts	-	-	-	-	-
51	Maintenance Contracted Services	10,000.00	27,259.69	27,259.69	15,000.00	15,000.00
52	Refuse Removal Services	2,333.33	2,908.00	2,908.00	3,500.00	3,500.00
53	Plumbing Repair Services	-	-	-	-	-
54	Heating/AC Repair Services	800.00	1,059.50	1,059.50	1,200.00	1,200.00
55	Electric Repair Service	-	-	-	-	-
56	Window Repair Service	-	-	-	-	-
57	Automotive Repairs/Fuel	-	822.69	822.69	-	-
58	Elevator Repair & Maintenance	4,000.00	-	-	6,000.00	6,000.00
59	Pest Control Services	1,000.00	-	-	1,500.00	1,500.00
60	Cable TV	-	2,511.96	2,511.96	-	-
61	Answering Service	-	-	-	-	-
62	Misc Contracts	-	-	-	-	-
63	Clean/Paint Units	-	-	-	-	-
	Utilities Expenses	-	-	-	-	-
64	Water/Sewer	8,666.67	4,420.82	4,420.82	13,000.00	13,000.00
65	Electricity	11,666.67	10,150.87	10,150.87	17,500.00	17,500.00
66	Natural Gas	5,666.67	3,656.62	3,656.62	8,500.00	8,500.00
	Other Operating Expenses	-	-	-	-	-
67	Protective Services Contract	2,666.67	10,519.76	10,519.76	4,000.00	4,000.00
68	Insurance	6,318.00	6,849.96	6,849.96	9,477.00	9,477.00
69	PILOT	7,666.67	7,651.96	7,651.96	11,500.00	11,500.00
70	Compensated Absences	-	-	-	-	-
71	Collection Losses	-	-	-	-	-
72	Replacement Reserves & Debt Pmt-Princ	-	-	-	-	-
73	Other General Expense/Asset Mgmt Fees	4,683.33	5,741.04	5,741.04	7,025.00	7,025.00
74	Casualty Losses - Non Capitalized	-	-	-	-	-
75	Capital Expenditures	-	-	-	-	-
76	Transfer In / Out	-	-	-	-	-
	Total Expense	184,502.67	199,665.12	199,665.12	276,754.00	- 276,754.00

Net Income/(Loss):

19,639.98

19,639.98

Housing Authority's Portion of Net Income/(Loss):

1.96

Cash Flow Statement
Beloit Housing Authority
Phase 2
As of 8/31/2021

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities	95,681.00	140,000.00	68.34%	(44,319.00)
Interest on Investments	262.42	750.00	34.99%	(487.58)
Other Income	123,361.68	136,500.00	90.37%	(13,138.32)
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
Total Income	219,305.10	277,250.00		(57,944.90)

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	32,280.17	55,987.00	57.66%	23,706.83
Office Expenses	20,452.78	25,200.00	81.16%	4,747.22
Office Contracted Services		-		-
Oper Sub Transfer/Mgmt Fee F	9,310.02	14,000.00	66.50%	4,689.98
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	48,792.02	72,365.00	67.42%	23,572.98
Materials & Supplies	5,277.26	11,000.00	47.98%	5,722.74
Maintenance Contracts	34,561.84	27,200.00	127.07%	(7,361.84)
Utilities	18,228.31	39,000.00	46.74%	20,771.69
Other Operating				
Protective Services	10,519.76	4,000.00	262.99%	(6,519.76)
Insurance	6,849.96	9,477.00	72.28%	2,627.04
PILOT	7,651.96	11,500.00	66.54%	3,848.04
Other Operating Expenses	5,741.04	7,025.00	81.72%	1,283.96
Total Expenses	199,665.12	276,754.00		77,088.88

Net Admin Income (Loss)	19,639.98
Net HAP Income (Loss)	
Total YTD Income (Loss)	19,639.98
Housing Authority's Portion	<u>1.96</u>

Consolidated 2021 Budget Report for Housing Choice Voucher - As of August 31, 2021

	YTD Actual				Annual Board Approved Budget		
	Income	Approved YTD	HCV	HCV Total	HCV	Total	
1 Dwelling Rental	-			-			-
2 Excess Utilities	-			-			-
3 Interest on Unrestricted Fund Investments	666.67		334.74	334.74	1,000.00		1,000.00
4 Income - Transfer In from Other Funds	-			-			-
5 Other Income - Tenants	-			-			-
6 HAP Fraud Recovery & FSS Forfeitures	-			-			-
7 Other Income - Bad Debt Collections	-		291.20	291.20			-
8 Other Income - Laundry/Copy Fees/Misc	-		22,736.49	22,736.49			-
9 Other Income - CFP Operation Money	-			-			-
10 Other Income - Sale of Asset Gain/Loss	-			-			-
11 Admin Fees Earned - HUD	203,776.00		220,645.00	220,645.00	305,664.00		305,664.00
12 Incoming Billable Admin Fees/Oper Sub	1,333.33			-	2,000.00		2,000.00
13 ROSS/CFP Grant	-			-			-
14 HAP Subsidy	-		1,911,146.00	1,911,146.00			-
15 Operating Subsidy	-			-			-
Total Income	205,776.00		2,155,153.43	2,155,153.43	-	308,664.00	308,664.00

	YTD Actual				Annual Board Approved Budget		
	Expenses	Approved YTD	HCV	HCV Total	HCV	Total	
Administrative Expenses							
16 Admin Salaries	126,185.33		126,433.02	126,433.02	189,278.00		189,278.00
17 FSS Coordinator Admin Salaries	-			-			-
18 Admin Employee Benefits	40,254.67		41,912.63	41,912.63	60,382.00		60,382.00
19 FSS Coordinator Admin Benefits	-			-			-
20 Advertising & Marketing	-		22.75	22.75			-
21 Legal	166.67			-	250.00		250.00
22 Staff Training	1,166.67			-	1,750.00		1,750.00
23 Travel	266.67		564.76	564.76	400.00		400.00
24 Accounting Consultants	4,833.33		4,077.00	4,077.00	7,250.00		7,250.00
25 Audit Fee	7,626.67		7,274.50	7,274.50	11,440.00		11,440.00
26 Telephone	1,866.67		1,018.36	1,018.36	2,800.00		2,800.00
27 Postage	-			-			-
28 Office Supplies	1,333.33		1,492.21	1,492.21	2,000.00		2,000.00
29 Memberships & Publications	448.67		410.52	410.52	673.00		673.00
30 Bank Fees	2,000.00		1,936.10	1,936.10	3,000.00		3,000.00
31 Computer Maintenance	-			-			-
32 Copier Expenses	2,000.00		1,626.39	1,626.39	3,000.00		3,000.00
33 Office Equipment Maintenance	-			-			-
34 Postage Machine	2,666.67		2,660.37	2,660.37	4,000.00		4,000.00
35 Software Maintenance	5,166.67		5,383.89	5,383.89	7,750.00		7,750.00
36 Outgoing Portable Admin Fees	-			-			-
37 Sundry Administration/Compliance Fees	-		4,000.21	4,000.21			-
38 Port-In HAP Expense	-		20,759.06	20,759.06			-

39	Management Fees	-		-			
40	Eviction & Collection Agent Fees	-		-			
41	HAP Expense (net fraud recovery to HUD)	1,910,699.33		1,817,478.97	1,817,478.97	2,866,049.00	2,866,049.00
	HAP Overfunding (Underfunding)	-		93,667.03			-
	Maintenance Expenses						
42	Maintenance Salaries	-		-			-
43	Casual Labor - Maintenance	-		-			-
44	Maintenance Benefits	-		-			-
45	Maintenance Materials & Supplies	-		-			-
46	Plumbing Supplies	-		-			-
47	Locks, Locksets & Keys	-		-			-
48	Electrical Supplies	-		-			-
49	Painting Supplies	-		-			-
50	Cleaning Supplies	-		-			-
51	Equipment Repair Parts	-		-			-
52	Maintenance Contracted Services	-		-			-
53	Refuse Removal Services	333.33		-		500.00	500.00
54	Plumbing Repair Services	-		-			-
55	Heating/AC Repair Services	-		-			-
56	Electric Repair Service	-		-			-
57	Window Repair Service	-		-			-
58	Automotive Repairs/Fuel	-		-			-
59	Elevator Repair & Maintenance	-		-			-
60	Pest Control Services	-		-			-
61	Cable TV	-		-			-
62	Answering Service	-		-			-
63	Misc Contracts	-		-			-
64	Clean/Paint Units	-		-			-
	Utilities Expenses						
65	Water/Sewer	-		-			-
66	Electricity	-		-			-
67	Natural Gas	-		-			-
	Other Operating Expenses						
68	Protective Services Contract	-		-			-
69	Insurance	1,440.00		1,606.72	1,606.72	2,160.00	2,160.00
70	PILOT	-		-			-
71	Compensated Absences	-		-			-
72	Collection Losses	-		-			-
73	Replacement Reserves & Debt Pmt-Princ	-		-			-
74	Other General Expense/Asset Mgmt Fees	2,933.33		1,358.53	1,358.53	4,400.00	4,400.00
75	Casualty Losses - Non Capitalized	-		-			-
76	Capital Expenditures	-		-			-
77	Transfer In / Out	-		-			-
	Total Expense	2,111,388.00		2,040,015.99	2,040,015.99	-	3,167,082.00

Net Income/(Loss):

115,137.44

**Cash Flow Statement
Beloit Housing Authority
Housing Choice Voucher
As of 8/31/2021**

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities		-		-
Interest on Investments	334.74	1,000.00	33.47%	(665.26)
Other Income	23,027.69	2,000.00	1151.38%	21,027.69
HUD Admin Fees	220,645.00	305,664.00	72.19%	(85,019.00)
HUD Grants/Subsidies	1,911,146.00	-	0.00%	1,911,146.00
Total Income	2,155,153.43	308,664.00		1,846,489.43

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	168,345.65	249,660.00	67.43%	81,314.35
Office Expenses	20,796.41	29,563.00	70.35%	8,766.59
Office Contracted Services	9,670.65	14,750.00	65.56%	5,079.35
Oper Sub Transfer/Mgmt Fee Pd		-		-
Housing Assistance Pmts	1,817,478.97	2,866,049.00	63.41%	1,048,570.03
HAP Payments Port In	20,759.06		0.00%	(20,759.06)
Maintenance				
Salaries/Benefits		-		-
Materials & Supplies		-		-
Maintenance Contracts		500.00	0.00%	500.00
Utilities		-		-
Other Operating				
Protective Services		-		-
Insurance	1,606.72	2,160.00	74.39%	553.28
PILOT		-		-
Other Operating Expenses	1,358.53	4,400.00	30.88%	3,041.47
Total Expenses	2,040,015.99	3,167,082.00		1,127,066.01

Net Income/(Loss): 115,137.44

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4c		
Topic:	Approval of Amended Bylaws		
Date:	October 27, 2021		
Presenter:	Julie Christensen	Division:	Beloit Housing Authority

Overview/Background Information

On September 7, 1982, the City Council of the City of Beloit adopted an Ordinance which terminated the Public Housing Authority and Redevelopment Authority and creating in its place a Community Development Authority (CDA). That ordinance provided that the CDA could adopt bylaws and amend them from time to time. In 1983, the Community Development Authority created its bylaws, which were subsequently amended in 1986. No amendments have been prepared since 1986.

Key Issues

1. The current City Ordinance, specifically 1.79(13), specifies that the CDA may adopt by-laws, as necessary, and shall submit them to City Council for approval.
2. The current by-laws have inconsistencies with the current CDA ordinance (Section 1.79) and current practice.
3. Under Article 1, Section 3 and 4 have been updated to reflect the current programs at the Beloit Housing Authority (BHA) and the current City ordinance and state law references.
4. Under Article 2, the amendments relate to current ordinances and policies. Section 1.79 of the Code of General Ordinances identifies an Assistant Executive Director, rather than a Deputy Executive Director, and the City’s purchasing manual which has been adopted by Resolution by the CDA requires all payments to be signed by a Division or Department Director.
5. The amendments in Article 3 make the bylaws consistent with Section 1.79 of the Code of General Ordinances of the City of Beloit. There is also an amendment which allows for e-mail notification of special meetings. Section 4 of this article was also modified to reflect current activity undertaken by the Board. We have left in the “Such other matters as authorized by law” since CDA considers items on occasion such as, redevelopment bonds, releases of rights related to land previously purchased by the Redevelopment Authority, and other redevelopment/economic development activity.
6. Under Article 5, a typo was corrected.
7. If approved by the CDA, the bylaws will be submitted to City Council for its approval.

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 Enhanced Communications and Community Engagement, while maintaining a Positive Image

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

Layover the Bylaws for a second reading to the next meeting scheduled for December 1, 2021.

Fiscal Note/Budget Impact

There will be no fiscal or budget impact by amending the bylaws.

Attachments

Bylaws

**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 ~~L~~Low-~~i~~income ~~p~~Public ~~H~~Housing (LIPH) program, Housing Choice Voucher (HCV) program, Family Self-Sufficiency (FSS) program, Resident Opportunity Self-Sufficiency (ROSS) program, Project-Based Section 8 (PBS8) 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.a. As patrol officers patrol the areas occupied by CDA-owned properties, they will ~~The database and associated mapping will be utilized by patrol officers on a 24/7 basis as they patrol these areas, noting~~ note ~~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. At the request of the Beloit Housing Authority, 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.b. 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,~~ provide access to Jeff-Net to the Beloit Housing Authority's Executive Director and provide copies of requested records.

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~~10,000 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~~2021.

CITY OF BELOIT

COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF BELOIT, WISCONSIN

By: _____
Lori Curtis Luther, City Manager

By: _____
~~David Baker~~ Fransaesca Ellison,
Chairperson

ATTEST:

By: _____
~~Lorena Rae Stottler~~ Eric Miller, Interim 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~~2021.

**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~~

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4d		
Topic:	2020 Capital Fund Program Grant Budget Revision		
Date:	October 27, 2021		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

Overview/Background Information

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.

Key Issues

1. The Beloit Housing Authority is proposing to revise the 2020 HUD Capital Fund Program Grant budget in order to reallocate funds into the appropriate budget line item as the result of change order that was necessary for the completion of the Phase 2 Scattered Site siding replacement project. This is the first revision of the 2020 CFP grant budget.
2. The BHA had budgeted \$131,568.20 of the 2020 CFP grant funds in BLI 1480-General Capital Activity for siding replacement at Phase 2 Scattered Site public housing units. It was discovered that additional work including replacement of fascia, soffit, and window/door wrap is necessary to adequately complete the project. The Contract between the CDA and the Contractor allows for up to a 15% contingency to cover unexpected work items
3. Staff intends to reallocate \$11,246.60 from BLI 1406-Operations to BLI 1480-General Capital Activity to cover a portion of the cost of the additional work items. This will not have a negative budgetary impact, as the funds are being transferred between different budget line items within the same CFP grant.
4. The affected work activities are identified in yellow in the attached 2020 CFP budget

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

Staff recommends approval of the attached resolution.

Fiscal Note/Budget Impact

Revision of 2020 Capital Fund Program Grant Budget

Attachments

Resolution 2021-11 and Revised 2020 CFP Budget

COMMUNITY DEVELOPMENT AUTHORITY

RESOLUTION 2021-11

APPROVING THE BUDGET REVISION TO THE BELOIT HOUSING AUTHORITY'S 2020 CAPITAL FUND PROGRAM (CFP) GRANT

WHEREAS, the Beloit Housing Authority had prepared a 2020 Annual Statement and budget after receiving a \$252,641 Capital Fund Program (CFP) Grant from the U.S. Department of Housing and Urban Development;

WHEREAS, the Beloit Housing Authority is proposing to revise the 2020 CFP budget as the result of a change order necessary to complete the Phase 2 Scattered Site siding replacement project; and

WHEREAS, the BHA had budgeted funds in BLI 1480-General Capital Activity for siding replacement at Phase 2 Scattered Site public housing units and a change order was submitted and approved for additional work that was necessary to adequately complete the project; and

WHEREAS, BHA staff is recommending funds be moved from BLI 1406-Operations to cover the additional cost. \$11,246.60 will be reallocated in order to complete the work items described.

NOW, THEREFORE BE IT RESOLVED, that the Beloit Community Development Authority Board of Commissioners approve the revised 2020 Capital Fund Program Grant Annual Statement and budget as presented. Be it further resolved that that the BHA Executive Director is authorized to submit any necessary documents to the Department of Housing and Urban Development.

Adopted this 27th day of October, 2021

Community Development Authority

Fransaesca Ellison, Chairperson

Attest:

Julie Christensen, Executive Director

Part I: Summary					
PHA Name: Beloit Housing Authority		Grant Type and Number Capital Fund Program Grant No. WI39P06450120 Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: FFY of Grant Approval:	
Type of Grant					
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (Revision No: 1)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$80,000.00	\$68,753.40		
3	1408 Management Improvement	\$5,000.00	\$5,000.00		
4	1410 Administration	\$20,082.80	\$20,082.80		
5	1480 General Capital Activity	\$147,568.20	\$158,814.80		
6	1492 MovingToWorkDemonstration				
7	1501 Collater Exp / Debt Srvc				
8	1503 RAD-CFP				
9	1504 Rad Investment Activity				
10	1505 RAD-CPT				
11	1509 Preparing for, Preventing and Responding to Coronavirus (1509)				

(1) To be completed for the Performance and Evaluation Report
 (2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 (3) PHAs with under 250 units in management may use 100% of CFP Grants for operations
 (4) RHF funds shall be include here

Part I: Summary						
PHA Name: Beloit Housing Authority		Grant Type and Number Capital Fund Program Grant No. WI39P06450120 Replacement Housing Factor Grant No. Date of CFFP:			FFY of Grant: FFY of Grant Approval:	
Type of Grant						
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (Revision No: 1)		
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾		
		Original	Revised ⁽²⁾	Obligated	Expended	
12	9000 Debt Reserves					
13	9001 Bond Debt Obligation					
14	9002 Loan Debt Obligation					
15	RESERVED					
16	RESERVED					
17	RESERVED					
18a	RESERVED					
18ba	RESERVED					
19	RESERVED					
20	RESERVED					
21	Amount of Annual Grant: (sum of lines 2-20)	\$252,651.00	\$252,651.00			

(1) To be completed for the Performance and Evaluation Report
 (2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 (3) PHAs with under 250 units in management may use 100% of CFP Grants for operations
 (4) RHF funds shall be include here

Part I: Summary					
PHA Name: Beloit Housing Authority		Grant Type and Number Capital Fund Program Grant No. WI39P06450120 Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: FFY of Grant Approval:	
Type of Grant					
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (Revision No: 1)	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Activities				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Signature of Executive Director	Date	Signature of Public Housing Director	Date
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(1) To be completed for the Performance and Evaluation Report
 (2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 (3) PHAs with under 250 units in management may use 100% of CFP Grants for operations
 (4) RHF funds shall be include here

Part II: Supporting Pages								
PHA Name: Beloit Housing Authority		Grant Type and Number Capital Fund Program Grant No. WI39P06450120 Replacement Housing Factor Grant No. CFFP(Yes/No):				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
Not associated with any specific development	Replacement Reserves (Administration (1410)) Description : In accordance with the Beloit Apartments Redevelopment Phase 1 and Phase 2 Regulatory and Operating Agreements, the Beloit Housing Authority must annually fund a Replacement Reserve account for the purpose of replacing capital assets and providing capital improvements in	1410		\$20,082.80	\$20,082.80			
Not associated with any specific development	Operations (Operations (1406)) Description : Operations	1406		\$80,000.00	\$68,753.40			
WI064000004 - BELOIT APTS. REDEVELOPMENT PHASE 1	Phase 1 Unit Turnovers (Dwelling Unit-Interior (1480)) Description : As these units are up to date with their Capital needs according to our PNA, we have met debt service obligations, and there are no emergency needs, we intend to use these funds for the Capital costs associated with the turnover of Phase 1 public housing units.	1480		\$5,000.00	\$5,000.00			

(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

Part II: Supporting Pages								
PHA Name: Beloit Housing Authority		Grant Type and Number Capital Fund Program Grant No. WI39P06450120 Replacement Housing Factor Grant No. CFFP(Yes/No):				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
WI064000005 - BELOIT APTS. - PHASE 2 PARKER BLUFF	Phase 2 Parker Bluff Unit Turnovers (Dwelling Unit-Interior (1480)) Description : As these units are up to date with their Capital needs according to our PNA, we have met debt service obligations, and there are no emergency needs, we intend to use these funds for the Capital costs associated with the turnover of Phase 2- Parker Bluff units.	1480		\$3,000.00	\$3,000.00			
WI064000006 - BELOIT APTS. PHASE 2 TOWN HOUSES	Phase 2 Townhomes Unit Turnovers (Dwelling Unit-Interior (1480)) Description : As these units are up to date with their Capital needs according to our PNA, we have met debt service obligations, and there are no emergency needs, we intend to use these funds for the Capital costs associated with the turnover of Phase 2- Townhomes public housing units.	1480		\$3,000.00	\$3,000.00			
WI064000007 - BELOIT APTS. PHASE 2 - SCATTERED SITES	Phase 2 Scattered Site Unit Turnovers (Dwelling Unit-Interior (1480)) Description : As these units are up to date with their Capital needs according to our PNA, we have met debt service obligations, and there are no emergency needs, we intend to use these funds for the Capital costs associated with the turnover of Phase 2- Scattered Site public housing units.	1480		\$5,000.00	\$5,000.00			

(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

Part II: Supporting Pages								
PHA Name: Beloit Housing Authority		Grant Type and Number Capital Fund Program Grant No. WI39P06450120 Replacement Housing Factor Grant No. CFFP(Yes/No):				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
WI064000007 - BELOIT APTS. PHASE 2 - SCATTERED SITES	Phase 2 Scattered Site Siding Replacement (Dwelling Unit-Exterior (1480)) Description : Replacement of exterior vinyl siding at Phase 2-Scattered Site public housing units.	1480		\$131,568.20	\$142,814.80			
Not associated with any specific development	Management Improvement (Management Improvement (1408)) Description : Staff Training	1408		\$5,000.00	\$5,000.00			
	Total:			\$252,651.00	\$252,651.00			

(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

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Beloit Housing Authority				Federal FFY of Grant:	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ⁽¹⁾
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

(1) Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.