



PUBLIC NOTICE & AGENDA
BELOIT COMMUNITY DEVELOPMENT AUTHORITY
City Hall Forum - 100 State Street, Beloit, WI 53511
4:30 PM
Wednesday, December 1, 2021

The regular CDA meeting scheduled for November 24, 2021 was rescheduled to December 1, 2021.

1. CALL TO ORDER AND ROLL CALL
2. PUBLIC COMMENT
3. MINUTES
 - 3.a. Consideration of the minutes of the regular meeting of the Community Development Authority held on October 27, 2021
[Attachment](#)
4. BELOIT HOUSING AUTHORITY
 - 4.a. Consideration of the October 2021 Activity Report (Cole)
[Attachment](#)
 - 4.b. Consideration of Resolution 2021-13 Approving the 2022 Beloit Housing Authority Operating Budget (Cole)
[Attachment](#)
 - 4.c. Consideration of Resolution 2021-14 approving the First Amendment to the Agreement between the City of Beloit and the Community Development Authority (Christensen)
[Attachment](#)
5. COMMUNITY AND HOUSING SERVICES
No business to discuss
6. SUCH OTHER MATTERS AS AUTHORIZED BY LAW
 - 6.a. Consideration of Amended Bylaws for the Community Development Authority of the City of Beloit (Christensen) First Reading
[Attachment](#)
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

October 27, 2021

4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, October 27, 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 4:49 p.m.

Present: Commissioners Ellison and Hartke; Councilors Forbeck (by phone) and Leavy

Absent: Commissioner Douglas and Gorman

Staff Present: Julie Christensen, Clinton Cole and Ann Purifoy

2. PUBLIC COMMENT

None

3. MINUTES

Consideration of the Minutes of the September 29, 2021 regular meeting of the Community Development Authority.

Motion was made by Councilor Leavy and seconded by Commissioner Ellison to approve the minutes of the September 29, 2021 regular meeting of the Community Development Authority. Motion carried unanimously.

4. BELOIT HOUSING AUTHORITY

4.a. Presentation of the August Activity Report

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

4.b. Presentation of the July-August Financial Report

Clinton Cole gave a brief summary of the report.

4.c. Consideration of Amended Bylaws for the Community Development Authority of the City of Beloit First Reading

Julie Christensen explained that a mistake was made and a copy of the bylaws was not provided in the packet, so this item should be laid over to the next meeting. Councilor Leavy moved and Councilor Forbeck seconded a motion to layover Agenda Item 4.c. until the next meeting. Motion carried unanimously.

4.d. Consideration of Resolution 2021-11 Approving the First Budget Revision to the Beloit Housing Authority's 2020 Capital Fund Program (CFP) Grant

Clinton Cole presented the staff report and recommendation.

Councilor Leavy moved and Commissioner Ellison seconded a motion to approve Resolution 2021-11. Motion carried unanimously.

5. **COMMUNITY AND HOUSING SERVICES**

No business to discuss

6. **SUCH OTHER MATTERS AS AUTHORIZED BY LAW**

No business to discuss

7. **ADJOURNMENT**

Motion made by Councilor Leavy and seconded by Councilor Forbeck to adjourn at 5:01 p.m. Motion carried unanimously.

Fransaesca Ellison, Chairperson

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4a		
Topic:	October Activity Report		
Date:	December 1, 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. One annual and five interim certifications were completed. 10 public housing inspections were conducted in October.

Section 8:

465 vouchers were housed on October 31, 2021, with 29 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 45 annual and 44 interim recertifications during this reporting period. 55 Housing Quality Standards (HQS) inspections were completed in October. 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

October Activity Report

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

PUBLIC HOUSING

Total Public Housing Units	131 Units	
Occupied on 10/31/2021	130 Units	99% Occupancy
Vacancies on 10/31/2021	1 Unit	1% Vacancy
Vacancies by Type		
Elderly	1 Unit	98% Occupancy
Family	0 Units	100% Occupancy

Public Housing Inspections

Nine annual inspections and one move-in inspection were completed during this reporting period.

Public Housing Activities

Annual Recertifications	1
Interim Recertifications	5
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 10/31/2021	465 Vouchers	78% Utilization
Total Portable Vouchers Paid	4 Vouchers	
Total Port Out*	4 Vouchers	
Total Port In*	7 Vouchers	
October HCV HAP Funds Received	\$236,053	
October HCV HAP Funds Expended	\$223,144	
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 39 annual inspections, one initial inspection, 14 reinspections, and one special inspection during this reporting period.

Section 8 Activities

New Participants	1
Annual Recertifications	45
Interim Recertifications	44
Abatements	4
Unit Transfers	1
Possible Program Violations	2
End of Program	6
Port Ins	0
Port Outs	1

Section 8 Briefings

Number Notified	0
Number Briefed/Vouchers Issued	25

APPLICATIONS ON WAITING LIST

Public Housing East	76
Public Housing West	58
Parker Bluff	211
Section 8 Program	231

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:	2022 Beloit Housing Authority Operating Budget		
Date:	December 1, 2021		
Presenter:	Clinton Cole	Division:	Beloit Housing Authority

Overview/Background Information

The Department of Housing and Urban Development (HUD) requires that all Public Housing Authorities (PHAs) prepare and submit an annual Operating Budget.

Key Issues

1. The 2022 Beloit Housing Authority (BHA) Operating Budget was prepared using 2021 actual program costs and revenues to date as a guide. This budget is an estimate of anticipated revenue and expenses.
2. The Operating Budget includes the Low-Income Public Housing, Housing Choice Voucher, and Project-Based Section 8 programs, as well as BHA administrative expenses.
3. The Operating Budget, once submitted, may be amended by Board approval at any time to reflect changes in unanticipated revenue, costs, or administrative expenses.
4. We are proposing a flat budget overall, and notable modifications include a shifting of some costs from the Public Housing fund to the Phase 1 and Phase 2 Funds. These costs include a portion of the salaries of the Secretary and Accountant, fuel expense, and office supplies. Postage costs of grant programs will be covered by the appropriate grant. Any budget surpluses realized in 2022 will be added to the respective reserve accounts.
5. Also included is anticipated funding for the FY2021 ROSS and Family Self-Sufficiency Coordinator grants which is in the proposed LIPH budget. The majority of Capital Funds will be used for the purchase of two maintenance vehicles. These funds are also included in the LIPH budget.

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

Staff recommends approval of the attached resolution.

Fiscal Note/Budget Impact

All fiscal/budget impacts are noted in the report.

Attachments

2022 Beloit Housing Authority Operating Budget; Resolution 2021-13

COMMUNITY DEVELOPMENT AUTHORITY

RESOLUTION 2021-13
APPROVING THE 2022 BELOIT HOUSING AUTHORITY OPERATING BUDGET

WHEREAS, the Beloit Housing Authority (BHA) is responsible for the preparation and submission of an annual Operating Budget to the U. S. Department of Housing and Urban Development (HUD), and

WHEREAS, the BHA has prepared the 2022 Operating Budget based upon projected income and expenses.

NOW THEREFORE BE IT RESOLVED, that the Beloit Community Development Authority, Rock County, Wisconsin, hereby approves the 2022 Beloit Housing Authority Operating Budget as presented and appropriates funds, including those monies received from intergovernmental Aids and Grants upon HUD award and disbursement of the HUD funds to the CDA.

Adopted this 1st day of December, 2021.

Community Development Authority

Fransaesca Ellison, Chairperson
Beloit Community Development Authority

ATTEST:

Julie Christensen, CDA Executive Director

Entity Wide FY 2022 Budget - CDA Beloit Housing Authority - WI064

		Proposed FY 2022 Budget				
	Income	Proposed LIPH/PBV FY 2022	Proposed Phase 1 FY 2022	Proposed Phase 2 FY 2022	Proposed HCV FY 2022	Proposed Entity Wide FY 2022
1	Dwelling Rental	-	118,000.00	141,000.00	-	259,000.00
2	Excess Utilities	-	-	-	-	-
3	Interest on Unrestricted Fund Investments	50.00	200.00	750.00	750.00	1,750.00
4	Income - Transfer In from Other Funds	-	-	-	-	-
5	Other Income - Tenants	-	6,505.38	1,200.00	-	7,705.38
6	HAP Fraud Recovery & FSS Forfeitures	-	-	-	500.00	500.00
7	Other Income - Bad Debt Collections	3,000.00	5,000.00	5,000.00	-	13,000.00
8	Other Income - Laundry/Copy Fees/Misc	28,000.00	-	-	34,050.26	62,050.26
9	Other Income - CFP Operation Money	170,000.00	-	-	-	170,000.00
11	Admin Fees Earned - HUD	-	-	-	337,390.00	337,390.00
12	Incoming Billable Admin Fees/Oper Sub	17,911.14	161,887.92	139,500.00	2,000.00	321,299.06
13	ROSS/FSS Grant	82,130.53	-	-	-	82,130.53
14	HAP Subsidy	-	-	-	2,892,192.00	2,892,192.00
15	Operating Subsidy	490,718.00	-	-	-	490,718.00
	Total Income	791,809.67	291,593.30	287,450.00	3,266,882.26	4,637,735.23

	Expenses	Proposed LIPH/PBV FY 2022	Proposed Phase 1 FY 2022	Proposed Phase 2 FY 2022	Proposed HCV FY 2022	Proposed Entity Wide FY 2022
	Administrative Expenses					
16	Admin Salaries	83,130.74	87,248.68	70,536.57	209,710.20	450,626.19
17	ROSS/FSS Coordinator Admin Salaries	64,072.32	-	-	-	64,072.32
18	Admin Employee Benefits	40,912.80	-	-	72,288.08	113,200.88
19	ROSS/FSS Coordinator Admin Benefits	19,495.44	-	-	-	19,495.44
20	Advertising & Marketing	50.00	50.00	50.00	50.00	200.00
21	Legal	100.00	2,200.00	1,500.00	500.00	4,300.00
22	Staff Training	2,500.00	-	-	1,750.00	4,250.00
23	Travel	250.00	-	-	500.00	750.00
24	Accounting Consultants	7,250.00	6,300.00	6,300.00	6,214.00	26,064.00
25	Audit Fee	11,440.00	12,000.00	11,000.00	11,000.00	45,440.00
26	Telephone	1,901.94	-	-	1,540.96	3,442.90
27	Postage	2,799.44	-	-	-	2,799.44
28	Office Supplies	400.00	260.00	260.00	2,000.00	2,920.00
29	Memberships & Publications	2,048.00	-	-	700.00	2,748.00
30	Bank Fees	-	51.60	-	2,905.64	2,957.24
31	Computer Maintenance	-	-	-	-	-
32	Copier Expenses	2,500.00	-	-	2,503.42	5,003.42
33	Office Equipment Maintenance	-	-	-	-	-
34	Postage Machine	-	-	-	3,500.00	3,500.00
35	Software Maintenance	4,000.00	3,317.88	3,317.87	5,750.00	16,385.75
36	Outgoing Portable Admin Fees	-	-	-	-	-
37	Sundry Administration/Compliance Fees	700.00	4,000.00	4,000.00	3,500.00	12,200.00
38	Port-In HAP Expense	-	-	-	-	-
39	Management Fees	-	5,843.60	12,067.54	-	17,911.14
40	Eviction & Collection Agent Fees	-	-	-	-	-
41	HAP Expense (net fraud recovery to HUD)	-	-	-	2,758,863.94	2,758,863.94
	HAP Overfunding (Underfunding)	-	-	-	133,828.06	133,828.06
	Maintenance Expenses	-	-	-	-	-

Entity Wide FY 2022 Budget - CDA Beloit Housing Authority - WI064

		Proposed FY 2022 Budget				
	Income	Proposed LIPH/PBV FY 2022	Proposed Phase 1 FY 2022	Proposed Phase 2 FY 2022	Proposed HCV FY 2022	Proposed Entity Wide FY 2022
42	Maintenance Salaries	3,000.00	100,221.93	75,230.12	-	178,452.05
43	Casual Labor - Maintenance	-	-	-	-	-
44	Maintenance Benefits	1,000.00	-	-	-	1,000.00
45	Maintenance Materials & Supplies	500.00	7,000.00	7,000.00	-	14,500.00
46	Plumbing Supplies	-	-	-	-	-
47	Locks, Locksets & Keys	-	-	-	-	-
48	Electrical Supplies	-	-	-	-	-
49	Painting Supplies	-	-	-	-	-
50	Cleaning Supplies	200.00	-	-	-	200.00
51	Equipment Repair Parts	-	-	-	-	-
52	Maintenance Contracted Services	1,500.00	10,750.00	10,000.00	-	22,250.00
53	Refuse Removal Services	100.00	1,250.00	3,000.00	500.00	4,850.00
54	Plumbing Repair Services	-	-	-	-	-
55	Heating/AC Repair Services	-	1,000.00	1,200.00	-	2,200.00
56	Electric Repair Service	-	-	-	-	-
57	Window Repair Service	-	-	-	-	-
58	Automotive Repairs/Fuel	-	2,276.34	1,877.36	357.00	4,510.70
59	Elevator Repair & Maintenance	1,500.00	-	2,750.00	-	4,250.00
60	Pest Control Services	-	1,000.00	500.00	-	1,500.00
61	Cable TV	-	-	1,750.00	-	1,750.00
62	Answering Service	3,200.00	-	-	-	3,200.00
63	Misc Contracts	-	-	-	-	-
64	Clean/Paint Units	-	-	-	-	-
	Utilities Expenses	-	-	-	-	-
65	Water/Sewer	1,600.00	5,500.00	7,000.00	-	14,100.00
66	Electricity	5,500.00	1,400.00	12,000.00	-	18,900.00
67	Natural Gas	2,500.00	1,000.00	7,000.00	-	10,500.00
	Other Operating Expenses	-	-	-	-	-
68	Protective Services Contract	2,000.00	10,000.00	11,000.00	-	23,000.00
69	Insurance	15,929.75	14,083.30	15,042.04	2,105.91	47,161.00
70	PILOT	-	11,500.00	11,500.00	-	23,000.00
71	Compensated Absences	-	-	-	-	-
72	Collection Losses	-	-	-	-	-
73	Replacement Reserves & Debt Pmt-Princ	-	-	-	-	-
74	Other General Expense/Asset Mgmt Fees	301,387.92	3,275.00	7,025.00	4,400.00	316,087.92
75	Casualty Losses - Non Capitalized	-	-	-	-	-
76	Capital Expenditures	167,500.00	-	-	-	167,500.00
77	Transfer In / Out	-	-	-	-	-
	Total Expense	750,968.35	291,528.33	282,906.50	3,090,639.15	4,416,042.34
	Net Income/(Loss):	40,841.32	64.97	4,543.50	176,243.11	221,692.89

WI064 FY 2022 BHA Budget for LIPH/PBV

		Actual FY 2021				Proposed FY 2022 Budget		
Income		LIPH Rev(s) As of 6/30/2021	Grants Rev(s) As of 6/30/2021	PBV Rev(s) As of 6/30/2021	Total All Rev(s). As of 6/30/2021	Proposed LIPH/PBV FY 2022	Last Year FY 2021	Difference
1	Dwelling Rental				-			-
2	Excess Utilities				-			-
3	Interest on Unrestricted Fund Investments	22.21			22.21	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	15,360.37			15,360.37	3,000.00		3,000.00
8	Other Income - Laundry/Copy Fees/Misc	8,955.57			8,955.57	28,000.00	28,000.00	-
9	Other Income - CFP Operation Money		32,150.71		32,150.71	170,000.00	146,577.00	23,423.00
	Other Income - Sale of Asset Gain/Loss			46,357.88			65,000.00	(65,000.00)
11	Admin Fees Earned - HUD				-			-
12	Incoming Billable Admin Fees/Oper Sub				-	17,911.14		17,911.14
13	ROSS/FSS Grant		26,407.65		26,407.65	82,130.53	101,000.00	(18,869.47)
14	HAP Subsidy				-			-
15	Operating Subsidy	245,359.00			245,359.00	490,718.00	469,892.00	20,826.00
Total Income		339,533.12	58,558.36	46,357.88	398,091.48	791,809.67	810,519.00	(18,709.33)

Expenses		LIPH Exp(s) As of 6/30/2021	Grants Exp(s) As of 6/30/2021	PBV Exp(s) As of 6/30/2021	Total All Exp(s). As of 6/30/2021	Proposed LIPH/PBV FY 2022	Last Year FY 2021	Difference
Administrative Expenses								
16	Admin Salaries	43,503.95		60.89	43,564.84	83,130.74	99,151.00	(16,020.26)
17	ROSS/FSS Coordinator Admin Salaries		20,012.18		20,012.18	64,072.32	42,428.00	21,644.32
18	Admin Employee Benefits	18,394.32		27.72	18,422.04	40,912.80	41,273.00	(360.20)
19	ROSS/FSS Coordinator Admin Benefits		6,395.47		6,395.47	19,495.44	16,384.00	3,111.44
20	Advertising & Marketing				-	50.00	50.00	-
21	Legal				-	100.00	250.00	(150.00)
22	Staff Training		3,217.50		3,217.50	2,500.00	1,750.00	750.00
23	Travel	74.48			74.48	250.00	250.00	-
24	Accounting Consultants	2,432.00		669.00	3,101.00	7,250.00	7,250.00	-
25	Audit Fee	7,274.50			7,274.50	11,440.00	11,440.00	-
26	Telephone	950.97			950.97	1,901.94	2,830.00	(928.06)
27	Postage	1,399.72			1,399.72	2,799.44	2,400.00	399.44
28	Office Supplies	495.52	136.45		631.97	400.00	2,500.00	(2,100.00)
29	Memberships & Publications	386.96			386.96	2,048.00	2,048.00	-
30	Bank Fees				-			-
31	Computer Maintenance				-			-
32	Copier Expenses	1,251.71			1,251.71	2,500.00	2,800.00	(300.00)
33	Office Equipment Maintenance				-			-
34	Postage Machine				-			-
35	Software Maintenance	2,788.50			2,788.50	4,000.00	6,000.00	(2,000.00)
36	Outgoing Portable Admin Fees				-			-
37	Sundry Administration/Compliance Fees	20.00	252.05	84.56	356.61	700.00	-	700.00
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								

WI064 FY 2022 BHA Budget for LIPH/PBV

	Actual FY 2021				Proposed FY 2022 Budget			
	LIPH Rev(s) As of 6/30/2021	Grants Rev(s) As of 6/30/2021	PBV Rev(s) As of 6/30/2021	Total All Rev(s). As of 6/30/2021	Proposed LIPH/PBV FY 2022	Last Year FY 2021	Difference	
42	Maintenance Salaries	2,257.22		2,257.22	3,000.00		3,000.00	
43	Casual Labor - Maintenance			-			-	
44	Maintenance Benefits	729.11		729.11	1,000.00		1,000.00	
45	Maintenance Materials & Supplies	13.94		13.94	500.00	1,000.00	(500.00)	
46	Plumbing Supplies			-			-	
47	Locks, Locksets & Keys			-			-	
48	Electrical Supplies			-			-	
49	Painting Supplies			-			-	
50	Cleaning Supplies	109.76		109.76	200.00		200.00	
51	Equipment Repair Parts			-			-	
52	Maintenance Contracted Services	165.68		165.68	1,500.00	14,000.00	(12,500.00)	
53	Refuse Removal Services			-	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	729.09		729.09			-	
59	Elevator Repair & Maintenance			1,451.74	1,500.00	2,000.00	(500.00)	
60	Pest Control Services			-			-	
61	Cable TV			-			-	
62	Answering Service	1,684.13		1,684.13	3,200.00		3,200.00	
63	Misc Contracts			-			-	
64	Clean/Paint Units			-			-	
	Utilities Expenses						-	
65	Water/Sewer	521.10	284.63	805.73	1,600.00	2,000.00	(400.00)	
66	Electricity	2,466.89	239.38	2,706.27	5,500.00	7,000.00	(1,500.00)	
67	Natural Gas	1,024.37	433.02	1,457.39	2,500.00	1,700.00	800.00	
	Other Operating Expenses						-	
68	Protective Services Contract	929.94		929.94	2,000.00	25,000.00	(23,000.00)	
69	Insurance	6,295.75		6,295.75	15,929.75	11,895.00	4,034.75	
70	PILOT			-	-	2,000.00	(2,000.00)	
71	Compensated Absences			-			-	
72	Collection Losses			-			-	
73	Replacement Reserves & Debt Pmt-Princ			-			-	
74	Other General Expense/Asset Mgmt Fees	152,066.39	5,972.00	158,038.39	301,387.92	346,890.00	(45,502.08)	
75	Casualty Losses - Non Capitalized			-			-	
76	Capital Expenditures		28,544.71	28,544.71	167,500.00	146,577.00	20,923.00	
77	Transfer In / Out			-			-	
	Total Expense	247,966.00	58,558.36	7,771.20	315,747.30	750,968.35	798,966.00	(47,997.65)
	Net Income/(Loss):	91,567.12	-	38,586.68	82,344.18	40,841.32	11,553.00	

WI064 FY 2022 Budget for AMP 4- Phase 1

	Actual FY 2021	Proposed FY 2022 Budget		
Income	Phase 1 Rev(s) As of 6/30/2021	Proposed Phase 1 FY 2022	Last Year FY 2021	Difference
1 Dwelling Rental	58,468.00	118,000.00	115,003.00	2,997.00
2 Excess Utilities				-
3 Interest on Unrestricted Fund Investments	97.39	200.00	200.00	-
4 Income - Transfer In from Other Funds				-
5 Other Income - Tenants	3,252.69	6,505.38	-	6,505.38
6 HAP Fraud Recovery & FSS Forfeitures				-
7 Other Income - Bad Debt Collections		5,000.00		5,000.00
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	80,943.96	161,887.92	150,000.00	11,887.92
13 ROSS/CFP Grant				-
14 HAP Subsidy				-
15 Operating Subsidy				-
Total Income	142,762.04	291,593.30	265,203.00	26,390.30

	Phase 1 Exp(s) As of 6/30/2021	Proposed Phase 1 FY 2022	Last Year FY 2021	Difference
Administrative Expenses				
16 Admin Payroll Expenses	30,624.63	87,248.68	72,437.00	14,811.68
17 FSS Coordinator Admin Salaries				-
18 FSS Coordinator Admin Benefits				-
19 Advertising & Marketing	41.71	50.00	50.00	-
20 Legal		2,200.00	1,000.00	1,200.00
21 Staff Training				-
22 Travel				-
23 Accounting Consultants	2,995.00	6,300.00	8,000.00	(1,700.00)
24 Audit Fee	10,000.00	12,000.00	12,000.00	-
25 Telephone				-
26 Postage				-
27 Office Supplies		260.00	150.00	110.00
28 Memberships & Publications				-
29 Bank Fees	25.80	51.60	-	51.60
30 Computer Maintenance				-
31 Copier Expenses				-
32 Office Equipment Maintenance				-
33 Postage Machine				-
34 Software Maintenance		3,317.88		3,317.88
35 Outgoing Portable Admin Fees				-
36 Sundry Administration/Compliance Fees	5,061.69	4,000.00	4,000.00	-
37 Port-In HAP Expense				-
38 Management Fees	2,921.80	5,843.60	4,000.00	1,843.60
39 Eviction & Collection Agent Fees				-
40 HAP Expense (net fraud recovery to HUD)				-
HAP Overfunding (Underfunding)				-
Maintenance Expenses				

WI064 FY 2022 Budget for AMP 4- Phase 1

	Actual FY 2021	Proposed FY 2022 Budget		
Income	Phase 1 Rev(s) As of 6/30/2021	Proposed Phase 1 FY 2022	Last Year FY 2021	Difference
42 Maintenance Payroll Expenses	42,257.92	100,221.93	96,441.00	3,780.93
43 Casual Labor - Maintenance				-
44 Maintenance Materials & Supplies	9,270.19	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	8,924.70	10,750.00	10,750.00	-
52 Refuse Removal Services	990.00	1,250.00	1,250.00	-
53 Plumbing Repair Services				-
54 Heating/AC Repair Services	5,108.00	1,000.00	1,000.00	-
55 Electric Repair Service				-
56 Window Repair Service				-
57 Automotive Repairs/Fuel	627.17	2,276.34		2,276.34
58 Elevator Repair & Maintenance				-
59 Pest Control Services		1,000.00	1,500.00	(500.00)
60 Cable TV				-
61 Answering Service				-
62 Misc Contracts				-
63 Clean/Paint Units				-
Utilities Expenses				-
64 Water/Sewer	775.97	5,500.00	5,500.00	-
65 Electricity	303.93	1,400.00	1,400.00	-
66 Natural Gas	98.38	1,000.00	1,000.00	-
Other Operating Expenses				-
67 Protective Services Contract	5,000.00	10,000.00	-	10,000.00
68 Insurance	9,216.52	14,083.30	17,002.00	(2,918.70)
69 PILOT	5,447.35	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	1,624.98	3,275.00	3,275.00	-
74 Casualty Losses - Non Capitalized				-
75 Capital Expenditures				-
76 Transfer In / Out				-
Total Expense	141,315.74	291,528.33	259,255.00	32,273.33
Net Income/(Loss):	1,446.30	64.97	5,948.00	

WI064 FY 2022 Budget for AMPS 5, 6 & 7 - Phase 2

	Actual FY 2021	Proposed FY 2022 Budget		
	Phase 2 Rev(s) As of 6/30/2021	Proposed Phase 2 FY 2022	Last Year FY 2021	Difference
1 Dwelling Rental	69,632.00	141,000.00	140,000.00	1,000.00
2 Excess Utilities				-
3 Interest on Unrestricted Fund Investments	205.20	750.00	750.00	-
4 Income - Transfer In from Other Funds				-
5 Other Income - Tenants	605.96	1,200.00		1,200.00
6 HAP Fraud Recovery & FSS Forfeitures				-
7 Other Income - Bad Debt Collections	490.07	5,000.00		5,000.00
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	59,604.32	139,500.00	136,500.00	3,000.00
13 ROSS/CFP Grant				-
14 HAP Subsidy				-
15 Operating Subsidy				-
Total Income	130,537.55	287,450.00	277,250.00	10,200.00

	Phase 2 Exp(s) As of 6/30/2021	Proposed Phase 2 FY 2022	Last Year FY 2021	Difference
	Administrative Expenses			
16 Admin Payroll Expenses	23,226.64	70,536.57	55,987.00	14,549.57
17 FSS Coordinator Admin Salaries				-
18 FSS Coordinator Admin Benefits				-
19 Advertising & Marketing	41.71	50.00	50.00	-
20 Legal		1,500.00	2,000.00	(500.00)
21 Staff Training				-
22 Travel				-
23 Accounting Consultants	2,995.00	6,300.00	10,000.00	(3,700.00)
24 Audit Fee	10,000.00	11,000.00	11,000.00	-
25 Telephone				-
26 Postage				-
27 Office Supplies		260.00	150.00	110.00
28 Memberships & Publications				-
29 Bank Fees				-
30 Computer Maintenance				-
31 Copier Expenses				-
32 Office Equipment Maintenance				-
33 Postage Machine				-
34 Software Maintenance		3,317.87		3,317.87
35 Outgoing Portable Admin Fees				-
36 Sundry Administration/Compliance Fees	6,072.69	4,000.00	2,000.00	2,000.00
37 Port-In HAP Expense				-
38 Management Fees	6,033.77	12,067.54	14,000.00	(1,932.46)
39 Eviction & Collection Agent Fees				-
40 HAP Expense (net fraud recovery to HUD)				-
HAP Overfunding (Underfunding)				-
Maintenance Expenses				-

WI064 FY 2022 Budget for AMPS 5, 6 & 7 - Phase 2

		Actual FY 2021	Proposed FY 2022 Budget		
Income		Phase 2 Rev(s) As of 6/30/2021	Proposed Phase 2 FY 2022	Last Year FY 2021	Difference
42	Maintenance Payroll Expenses	35,406.25	75,230.12	72,365.00	2,865.12
43	Casual Labor - Maintenance				-
44	Maintenance Materials & Supplies	3,670.38	7,000.00	11,000.00	(4,000.00)
45	Plumbing Supplies				-
46	Locks, Locksets & Keys				-
47	Electrical Supplies				-
48	Painting Supplies				-
49	Cleaning Supplies				-
50	Equipment Repair Parts				-
51	Maintenance Contracted Services	5,601.85	10,000.00	15,000.00	(5,000.00)
52	Refuse Removal Services	2,808.00	3,000.00	3,500.00	(500.00)
53	Plumbing Repair Services				-
54	Heating/AC Repair Services	925.00	1,200.00	1,200.00	-
55	Electric Repair Service				-
56	Window Repair Service				-
57	Automotive Repairs/Fuel	578.18	1,877.36	-	1,877.36
58	Elevator Repair & Maintenance	1,451.74	2,750.00	6,000.00	(3,250.00)
59	Pest Control Services		500.00	1,500.00	(1,000.00)
60	Cable TV	1,840.38	1,750.00	-	1,750.00
61	Answering Service				-
62	Misc Contracts				-
63	Clean/Paint Units				-
	Utilities Expenses				-
64	Water/Sewer	3,075.60	7,000.00	13,000.00	(6,000.00)
65	Electricity	6,926.77	12,000.00	17,500.00	(5,500.00)
66	Natural Gas	3,527.28	7,000.00	8,500.00	(1,500.00)
	Other Operating Expenses				-
67	Protective Services Contract	5,389.82	11,000.00	4,000.00	7,000.00
68	Insurance	5,137.48	15,042.04	9,477.00	5,565.04
69	PILOT	5,516.93	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	4,305.78	7,025.00	7,025.00	-
74	Casualty Losses - Non Capitalized				-
75	Capital Expenditures				-
76	Transfer In / Out				-
	Total Expense	134,531.25	282,906.50	276,754.00	6,152.50

Net Income/(Loss): (3,993.70) 4,543.50 496.00

WI064 FY 2022 Budget for Housing Choice Voucher

	Actual FY 2021	Proposed FY 2022 Budget		
Income	HCV Rev(s) As of 6/30/2021	Proposed HCV FY 2022	Last Year FY 2021	Difference
1 Dwelling Rental				-
2 Excess Utilities				-
3 Interest on Unrestricted Fund Investments	250.64	750.00	1,000.00	(250.00)
4 Income - Transfer In from Other Funds				-
5 Other Income - Tenants				-
6 HAP Fraud Recovery & FSS Forfeitures	291.20	500.00		500.00
7 Other Income - Bad Debt Collections				-
8 Other Income - Laundry/Copy Fees/Misc	17,025.13	34,050.26		34,050.26
9 Other Income - CFP Operation Money				-
10 Other Income - Sale of Asset Gain/Loss				-
11 Admin Fees Earned - HUD	168,695.00	337,390.00	305,664.00	31,726.00
12 Incoming Billable Admin Fees/Oper Sub		2,000.00	2,000.00	-
13 ROSS/CFP Grant				-
14 HAP Subsidy	1,446,096.00	2,892,192.00	-	2,892,192.00
15 Operating Subsidy				-
Total Income	1,632,357.97	3,266,882.26	308,664.00	2,958,218.26

	HCV Exp(s) As of 6/30/2021	Proposed HCV FY 2022	Last Year FY 2021	Difference
Administrative Expenses				
16 Admin Salaries	95,786.55	209,710.20	189,278.00	20,432.20
17 FSS Coordinator Admin Salaries				-
18 Admin Employee Benefits	31,850.15	72,288.08	60,382.00	11,906.08
19 FSS Coordinator Admin Benefits				-
20 Advertising & Marketing	22.75	50.00	-	50.00
21 Legal		500.00	250.00	250.00
22 Staff Training		1,750.00	1,750.00	-
23 Travel	418.32	500.00	400.00	100.00
24 Accounting Consultants	3,107.00	6,214.00	7,250.00	(1,036.00)
25 Audit Fee	7,274.50	11,000.00	11,440.00	(440.00)
26 Telephone	770.48	1,540.96	2,800.00	(1,259.04)
27 Postage				-
28 Office Supplies	1,251.94	2,000.00	2,000.00	-
29 Memberships & Publications	316.96	700.00	673.00	27.00
30 Bank Fees	1,452.82	2,905.64	3,000.00	(94.36)
31 Computer Maintenance				-
32 Copier Expenses	1,251.71	2,503.42	3,000.00	(496.58)
33 Office Equipment Maintenance				-
34 Postage Machine	1,788.04	3,500.00	4,000.00	(500.00)
35 Software Maintenance	4,125.95	5,750.00	7,750.00	(2,000.00)
36 Outgoing Portable Admin Fees				-
37 Sundry Administration/Compliance Fees	2,817.98	3,500.00	-	3,500.00
38 Port-In HAP Expense	15,597.06			-
39 Management Fees				-
40 Eviction & Collection Agent Fees				-
41 HAP Expense (net fraud recovery to HUD)	1,379,431.97	2,758,863.94		
HAP Overfunding (Underfunding)		133,828.06		
Maintenance Expenses				
				-

WI064 FY 2022 Budget for Housing Choice Voucher

	Actual FY 2021	Proposed FY 2022 Budget		
	HCV Rev(s) As of 6/30/2021	Proposed HCV FY 2022	Last Year FY 2021	Difference
Income				
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		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		357.00		357.00
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	1,077.74	2,105.91	2,160.00	(54.09)
70 PILOT				-
71 Compensated Absences				-
72 Collection Losses				-
73 Replacement Reserves & Debt Pmt-Princ				-
74 Other General Expense/Asset Mgmt Fees	1,005.37	4,400.00	4,400.00	-
75 Casualty Losses - Non Capitalized				-
76 Capital Expenditures				-
77 Transfer In / Out				-
Total Expense	1,549,347.29	3,090,639.15	301,033.00	30,742.21

Net Income/(Loss): 83,010.68 176,243.11

	Date	Initials
Prepared By:	9/15/2021	PJL
Reviewed By:		

	Total	BHA Admin	BHA PBV	LLC Phase 1 Amp 4	LLC Phase 2 Amp 5-7	HCV
Workers Comp	\$ 5,257.00	3,259.34				1,997.66
Liability Ins/Excess Liability	\$ 8,369.00	8,369.00				
Fleet Insurance	\$ 326.00	217.75				108.25
Property Insurance	\$ 33,209.00	3,887.73	195.93	14,083.30	15,042.04	0.00
Employment Practice	\$ -	0.00				0.00
Telecommunications/Web	\$ 1,819.00	927.69				891.31

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4c		
Topic:	Approval of an amendment to the Agreement between the City of Beloit and the Community Development Authority		
Date:	December 1, 2021		
Presenter:	Julie Christensen	Division:	Beloit Housing Authority

Overview/Background Information

The most recent version of the City-CDA agreement was approved by CDA in February 2019 and by City Council on March 18, 2019.

Key Issues

1. The Community Development Authority (CDA) is a separate public body from the City of Beloit. As a result, an agreement is needed to identify what services are provided to the CDA by the City and the required reimbursement for those services.
2. Attached is the First Amendment to the agreement between the City of Beloit and the Community Development Authority. Article 1, Section A(1) is proposed to be amended to add the ROSS program to the list of programs administered by the Beloit Housing Authority.
3. In the current agreement, the CDA pays \$40,000 or \$10,000/quarter for a variety of services, including having patrol drive by the units on a regular basis. Initially, we could fund this \$40,000 through the Capital Fund Program (CFP). However, that is no longer allowed by HUD, so these expenses must now be covered by the Operating Budgets for the phases. We cannot really afford to pay for that level of service. Also, we have not found that we received any real benefit from the extra patrols. Therefore, Article 1, Section A(6) is amended to reflect a reduced level of service from the Beloit Police Department. The reduced amount of \$10,000 annually is reflected in the 2022 budget.
4. If approved by CDA, this will be added to the December 20, 2021 City Council agenda for its consideration.

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 2021-14 and Amended Agreement

COMMUNITY DEVELOPMENT AUTHORITY

RESOLUTION 2021-14

**APPROVING THE FIRST AMENDMENT TO THE AGREEMENT BETWEEN
THE CITY OF BELOIT AND THE COMMUNITY DEVELOPMENT AUTHORITY**

WHEREAS, the existing contract between the Community Development Authority (CDA) and the City of Beloit was approved by the CDA and the City in 2019;

WHEREAS, the agreement needs to be amended to reflect a new program as well as a reduced level of service and reimbursement for Beloit Police Department services; and

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

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

Adopted this 1st day of December, 2021

Community Development Authority

Fransaesca Ellison, Chairperson

Attest:

Julie Christensen, Executive Director

**FIRST AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF БЕЛОIT AND
THE COMMUNITY DEVELOPMENT AUTHORITY**

THIS FIRST AMENDMENT to the Agreement dated March 25, 2019 is made this _____ day of December, 2021, by and between the City of Beloit, Wisconsin (“**CITY**”) and the Community Development Authority of the City of Beloit (“**CDA**”).

In consideration of good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City and CDA agree as follows:

1. Article 1, Section A (1) of the Agreement is amended to read as follows:
 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, Resident Opportunity Self-Sufficiency (ROSS) program, Project-Based Section 8 (PBS8) program, the Homeownership Voucher Program, or any other programs approved by the CDA. The **CITY** will provide payroll services for the **CDA** employees.

2. Article 1, Section A (6) of the Agreement is amended to read as follows:
 6. **Police Services**. The **CITY**, through the Beloit Police Department (BPD), shall provide the following services to the **CDA**:
 - a. When the BPD responds to a call at any houses owned by the **CDA**, they will notify the CDA Executive Director or the Director of the Housing Authority as soon as practicable through the BPD’s chain of command and agreed upon method of communication between both parties. If the property is left unsecure after the police call for service, BPD shall contact the Beloit Housing Authority office main number and leave a message that the property is unsecure.
 - b. The BPD will work collaboratively with Beloit Housing Authority staff to address on-going issues at **CDA**-owned properties.
 - c. The BPD shall provide access to an electronic summary report of calls from service at houses owned by the **CDA** and provide copies of the requested records in a timely manner.

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.

3. Article 1, Section B (6) of the Agreement is amended to read as follows:

6. **Police Services.** The **CDA** shall pay the **CITY** \$10,000 annually for the police services specified above. The **CITY** shall bill the **CDA** on a quarterly basis for these services.

4. Appendix A of the Agreement is amended to remove the following properties from the list of Project-Based Units:

852 Eighth Street
1238 Elm Street
745 Highland Avenue
1119 Portland Avenue
756 10th Street
1206 Central Avenue
912 Clary Street
1310 Strong Avenue

5. Except as provided herein, all terms and conditions of the Agreement is otherwise unmodified and remains in full force and effect. Each reference in the Agreement to itself shall be deemed also to refer to the First Amendment.

Signature Page to Follow

IN WITNESS WHEREOF, the parties have caused their properly authorized representatives to execute this First Amendment on the dates set forth below.

Date: _____

Date: _____

CITY OF BELOIT

**COMMUNITY DEVELOPMENT AUTHORITY OF
THE CITY OF BELOIT, WISCONSIN**

By: _____
Lori S. Curtis Luther, City Manager

By: _____
Fransaesca Ellison, Chair

ATTEST:

ATTEST:

By: _____
Marcy J. Granger, City Clerk-Treasurer

By: _____
Julie Christensen, Executive Director

APPROVED AS TO FORM:

By: _____
Elizabeth A. Krueger, City Attorney

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	6a		
Topic:	Approval of Amended Bylaws		
Date:	December 1, 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 15, 2021.

Fiscal Note/Budget Impact

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

Attachments

Bylaws

**BYLAWS OF THE
COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF БЕЛОIT**

ARTICLE I – THE AUTHORITY

Section 1 – Name of Authority. The name of the Authority shall be “Community Development Authority of the City of Beloit”.

Section 2 – Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority.

Section 3 – Offices of the Authority. The principal offices of the Authority shall be at the City Hall in the City of Beloit, Wisconsin. In addition, the Authority may from time-to-time have offices at such other place or places as it deems necessary. Offices for [Public Housing and Housing Choice Voucher](#) programs may be maintained at ~~220~~ [210](#) Portland Avenue, Beloit, Wisconsin.

Section 4 – Housing Authority. To the extent required by Section 66.~~120140~~ and 66.~~13354325~~, Wisconsin Statutes and Section ~~1.39(4)(d)~~ [1.79\(4\)\(c\)\(3\)](#) of the ~~Beloit general ordinances~~ [Code of General Ordinances of the City of Beloit](#), the five non-council members are designated to exercise the powers and duties of commissioners of the Housing Authority under Section 66.~~120140~~, Wisconsin Statutes. The officers of the Authority hereinafter designated shall be the officers of the Housing Authority.

ARTICLE II – OFFICERS

Section 1 – Officers. The officers of the Authority shall be a Chair, a Vice-Chair, and a Secretary (who shall be ~~The~~ Executive Director) who shall be elected or appointed as hereinafter set forth.

Section 2 – Chair. The Chair shall preside at all meetings of the Authority. The Chair and Executive Director are authorized to execute on behalf of the Authority all contracts, deeds, notes and other forms of obligations or instruments when duly authorized by the Commissioners of the Authority to do so. At each meeting, the Chair shall submit such recommendations and information as he/she may consider proper concerning the business, affairs, and policies of the Authority.

Section 3 – Vice Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Authority shall elect a new Chair.

Section 4 – Secretary. The Secretary shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his/her office. He/she shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

[The Secretary](#) ~~He/she~~ shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. The Secretary shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Authority. ~~As to Public Housing Programs, the Public Housing Manager~~

~~designated by the Secretary may sign orders and checks for the payment of money.~~ Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by the Chair or Vice-Chair.

~~The Secretary~~ He/she shall keep regular books of accounts showing receipts and expenditures and shall render to the authority, at each regular meeting (or oftener when requested), an account of his/her transactions and also of the financial conditions of the Authority. ~~The Secretary~~ He/she shall give such bond for the faithful performance of his/her duties as the Authority may determine.

Section 5 – Executive Director. The Executive Director shall serve as Secretary to the Authority and shall be the chief administrative officer of the Authority and shall direct, manage, and supervise the Authority’s administrative operation and technical activities in accordance with and subject to the direction of the Authority.

Section 6 – ~~Deputy~~Assistant Executive Director. An ~~Deputy~~Assistant Executive Director may be approved by the Authority and shall serve as the Deputy Secretary to the Authority and shall perform the duties of the Executive Director and Secretary in his/her absence.

Section 7 – Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time-to-time be required by the Authority or by the bylaws or rules and regulations of the Authority.

Section 8 – Election or Appointment. The Chair and Vice-Chair shall be elected from among the commissioners of the Authority immediately following adoption of those bylaws and thereafter at the first regular or special meeting of the Authority held in the month of January in each calendar year and shall hold office until their successors are elected and qualified.

The Executive Director and ~~Deputy~~Assistant Executive Director shall be appointed by the Authority. Any persons appointed to fill the office of the Executive Director or ~~Deputy~~Assistant Executive Director, or any vacancy therein, shall have such term as the Authority fixes, but no commissioners of the Authority shall be eligible to this office except as a temporary appointee.

Section 9 – Vacancies. Should the offices of Chair or Vice-Chair become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary becomes vacant, the Authority shall appoint a successor, as foresaid.

ARTICLE III - MEETINGS

Section 1 – Regular Meetings. Regular meetings shall be held by the Authority ~~at least monthly and at a regular time set by the Authority by Resolution on the fourth Wednesday of each month.~~ When the regular meeting falls on a legal holiday, a special meeting may be called in lieu of a regular meeting. All regular and special meetings of the Authority shall be held in the City Hall of the City of Beloit, Wisconsin or in such other public place ~~as the Authority deems appropriate~~designated in the notice of the meeting. All regular and special meetings, hearings, records, and accounts of the Authority shall be open to the public and in compliance with Open Meeting Laws Sections 19.81 to 19.98, Wisconsin Statutes.

Section 2 – Special Meetings. The Chair of the Authority may, when he/she deems it expedient, and shall, upon written request of ~~two~~three members of the Authority, call a special meeting of the Authority for the purpose of transacting any business designated in the notice for the meeting~~call~~. The notice~~call~~ for a special meeting may be delivered to each member of the Authority, ~~or~~ may be mailed to the business or home address of each member of the Authority, or e-mailed to the Commissioner’s e-mail address on record with the Authority at least twenty-four hours prior to the commencement of the meeting, unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be less than two hours in advance of the meeting. At such special meeting no business shall be considered other than as designated in the notice~~call~~.

Section 3 – Quorum. Four Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. Action may be taken by the Community Development Authority upon the affirmative vote of a majority of the Commissioners present at any meeting at which a quorum is present.

Section 4 – Order of Business – Agenda. The Secretary shall prepare an agenda for each meeting. The order of business shall be as follows:

1. Roll Call.
- ~~1.~~2. Public Comment
- ~~2.~~3. Reading Review and approval of the minutes of the previous meeting.
- ~~3.~~4. Financial Reports. Beloit Housing Authority
- ~~4.~~5. Hearings. Community and Housing Services
- ~~5. — Communications.~~
- ~~6. — Report of the Secretary.~~
- ~~7. — Reports of Committees.~~
- ~~8. — Unfinished Business.~~
- ~~9. — New Business.~~
- ~~10.~~6. Such other matters as authorized by law.
- ~~11.~~7. Adjourn.

Section 5 – Motions. Motions shall be restated by the Chair before a vote is taken. The name of the maker of the motion and the second to the motion shall be duly recorded in the minutes of the meeting.

Section 6 – Voting. The voting on all questions coming before the Authority shall be by roll call and shall be recorded by “yeas” and “nays” in the minutes of the meeting.

Section 7 – Parliamentary Procedure. The parliamentary procedure in Authority meetings shall be governed by Robert’s Rules of Order, Newly Revised.

ARTICLE V – AMENDMENTS

Section 1 – Amendments to Bylaws. The bylaws of the Authority may be amended after an amendment has been introduced at any regular meeting or special meeting and referred to the next regular or special meeting. Adoption of an amendment shall be by vote of four members of the Authority.

Pursuant to Section 1.79(13) of the Code of General Ordinances of the City of Beloit, the amendment shall be submitted to City Council for its approval.

Adopted on the _____ day of _____, 2021.

Chair ~~man of the Committee~~ person

Commissioners:

(SEAL)

Secretary