



**AMENDED
PUBLIC NOTICE & AGENDA
BELOIT COMMUNITY DEVELOPMENT AUTHORITY
City Hall Forum - 100 State Street, Beloit, WI 53511
4:30 PM
Wednesday, January 25, 2023**

1. CALL TO ORDER AND ROLL CALL
2. ELECTION OF OFFICERS
 - 2.a. Election of Chairperson
 - 2.b. Election of Vice-Chairperson
3. MINUTES
 - 3.a. Consideration of the minutes of the December 14, 2022 Community Development Authority meeting
[Attachment](#)
4. PUBLIC COMMENT
5. BELOIT HOUSING AUTHORITY
 - 5.a. Presentation of the December 2022 Activity Report (Christensen)
[Attachment](#)
 - 5.b. Presentation of the September-November 2022 Financial Report (Christensen)
[Attachment](#)
6. COMMUNITY AND HOUSING SERVICES
 - 6.a. Discussion of the roles and responsibilities of the Community Development Authority for the American Rescue Plan (ARPA) funds (Downing)
7. SUCH OTHER MATTERS AS AUTHORIZED BY LAW
 - 7.a. Appointment of a CDA member to the Greater Beloit Economic Development Corporation board (Christensen)
[Attachment](#)
8. 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
COMMUNITY DEVELOPMENT AUTHORITY
City Hall Forum - 100 State Street, Beloit, WI 53511
4:30 PM
Wednesday, December 14, 2022

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, December 14, 2022 in the Forum of Beloit City Hall, 100 State Street.

1. CALL TO ORDER AND ROLL CALL

Meeting was called to order by Chairperson Philip Gorman at 4:40 p.m. Councilors Forbeck and Leavy attended in person. Commissioner Hartke was present via telephone. Commissioner Rodriguez was absent.

2. MINUTES

2.a. Consideration of the minutes of the special Community Development Authority meeting held on November 2, 2022

Motion to approve was made by Councilor Forbeck and seconded by Councilor Leavy. Motion was approved, voice vote (4-0).

3. PUBLIC COMMENT

No public comments.

4. BELOIT HOUSING AUTHORITY

4.a. Presentation of the October-November Activity Report

The October-November Activity Report was presented by Clinton Cole, Director of the Beloit Housing Authority (BHA).

4.b. Public Hearing and Consideration of Resolution 2022-21 Approving Revisions to Beloit Housing Authority's Public Housing Admission and Continued Occupancy Policy (ACOP)

Chairperson Gorman opened the Public Hearing at 4:45 p.m. No public comments were made at the meeting or received by BHA during the public comment period. Chairperson Gorman closed the Public Hearing at 4:46 p.m. The staff report was presented by Clinton Cole, Director of BHA. Proposed ACOP changes include adding waiting list preferences for elderly, disabled, and homeless applicants as well as allowing the BHA to conduct remote eligibility briefings and hearings.

Motion to approve by Councilor Forbeck, seconded by Councilor Leavy. Motion was approved, voice vote (4-0).

5. **COMMUNITY AND HOUSING SERVICES**

No business to discuss.

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

No business to discuss.

7. **Adjournment**

7.a. Motion was made by Councilor Forbeck, seconded by Councilor Leavy to adjourn the meeting at 4:52 p.m. Motion was approved, voice vote (4-0).

Philip Gorman, Chairperson

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	5a		
Topic:	December Activity Report		
Date:	January 25, 2023		
Presenter:	Julie Christensen	Division:	Beloit Housing Authority

Overview/Background Information

The Housing Authority provides monthly activity reports to the Community Development Authority. This report is for information only.

Key Issues

Public Housing:

At the end of this reporting period, there were two public housing vacancies. 12 annual and four interim certifications were completed. 12 public housing inspections were conducted.

Housing Choice Voucher (Section 8):

464 vouchers were housed on December 31, 2022. Two portable vouchers were paid by BHA, and six port-in vouchers were administered. The Housing Specialists completed 25 annual and 38 interim recertifications during this reporting period. 40 Housing Quality Standards (HQS) inspections were completed.

BHA's Special Programs Administrator Maria Arellano and ROSS Service Coordinator Paige Garthwaite organized a Holiday Toy Drive for Public Housing, Family Self-Sufficiency, and ROSS program participants. They assisted 22 families and 57 children.

On December 29th, HUD announced that BHA's Fiscal Year 2022 Family Self-Sufficiency Grant application was approved in the amount of \$72,000. This funding will allow the BHA to continue to administer its Family Self-Sufficiency program in 2023.

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 environmental, economic, and/or social sustainability of this policy or program. Consider how current needs are met without compromising the ability of future generations to meet their own needs. **Write N/A if not applicable:** N/A

Action Required/Recommendation

No action required. Information only.

Fiscal Note/Budget Impact

All fiscal/budget impacts are noted in the report.

Attachments

December 2022 Activity Report

**Beloit Community Development Authority
Activity Report to Board for December 2022**

PUBLIC HOUSING

Total Public Housing Units	131 Units	
Occupied on 12/31/2022	128 Units	98% Occupancy
Vacancies on 12/31/2022	3 Units	2% Vacancy
Vacancies by Type		
Elderly	2 Unit	95% Occupancy
Family	1 Unit	99% Occupancy

Public Housing Inspections

11 annual inspections and one initial inspection were completed during this reporting period.

Public Housing Activities

Annual Recertifications	12
Interim Recertifications	4
Tenant notices to Vacate *Not due to eviction	2
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 Under Lease on 12/31/2022	464 Vouchers
Total Portable Vouchers Paid	2 Vouchers
Total Port Out*	2 Vouchers
Total Port In*	6 Vouchers
December HCV HAP Funds Received	\$227,301
December HCV HAP Funds Expended	\$255,227
Current Per Unit Cost (PUC)	\$550

* 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 28 annual inspections, 10 reinspections, and two special inspections during this reporting period.

Section 8 Activities

New Participants	2
Annual Recertifications	25
Interim Recertifications	38
Abatements	4
Unit Transfers	2
Possible Program Violations	0
End of Program	3
Port Ins	0
Port Outs	2

Section 8 Briefings

Number Notified	0
Number Briefed/Vouchers Issued	0

APPLICATIONS ON WAITING LIST

Public Housing East	159
Public Housing West	152
Parker Bluff	312
Section 8 Program	469

Family Self-Sufficiency Participants

Section 8 – 22

Public Housing – 14

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	5b		
Topic:	September 2022 - November 2022 Financial Report		
Date:	January 25, 2023		
Presenter:	Julie Christensen	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 November 30, 2022.

At the end of this reporting period, the Low-Income Public Housing (LIPH) program income was \$544,412.28 and the LIPH expenses were \$391,070.15. There was a surplus of \$153,342.13 in LIPH.

At the end of this reporting period, inflows of revenue from LIPH Grants total \$359,463.55 and related grant expenses total \$359,463.55.

At the end of this reporting period, the Project Based Voucher (PBV) program income was \$0.00 and the expenses were \$2,021.76. The PBV had a deficit of \$2,021.76. The deficit is the result of the program ceasing operations. Operational expenses will continue to be incurred until a decision is made by the Department of Housing and Urban Development (HUD) regarding the property at 240 Portland Avenue.

At the end of this reporting period, Phase 1 program income was \$298,112.90 and the expenses were \$248,155.17. Phase 1 had a surplus of \$49,957.73. Of this surplus, \$5.00 is the Housing Authority's portion.

At the end of this reporting period, Phase 2 program income was \$314,578.15 and the expenses were \$289,790.00. Phase 2 had a surplus of \$24,788.15. Of this surplus, \$2.48 is the Housing Authority's portion.

At the end of this reporting period, the Housing Choice Voucher (HCV) program income was \$2,909,563.59 and expenses were \$2,991,253.00. The HCV program had a deficit of \$81,689.41.

Debts owed BHA collected through November 2022: Total \$8,162.44
 TRIP Program: \$8,162.44 Repayments: \$0.00

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
 - Goal #5 - Create and Sustain High Quality Infrastructure and Connectivity
 - Goal #6 - Create and Sustain Enhance Communications and Community Engagement, while maintaining a Positive Image

Sustainability

If applicable, briefly comment on the environmental, economic, and/or social sustainability of this policy or program. Consider how current needs are met without compromising the ability of future generations to meet their own needs.
Write N/A if not applicable: N/A

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 2022 - November 2022 Financial Reports

Consolidated 2022 Budget Report for LIPH/PBV - As of November 30, 2022

	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	45.83		71.55			71.55	50.00	50.00
4 Income - Transfer In from Other Funds	-					-		-
5 Other Income - Tenants	-					-		-
6 HAP Fraud Recovery & FSS Forfeitures	-					-		-
7 Other Income - Bad Debt Collections	2,750.00		1,887.13			1,887.13	3,000.00	3,000.00
8 Other Income - Laundry/Copy Fees/Misc	25,666.67		61,166.60			61,166.60	28,000.00	28,000.00
9 Other Income - CFP Operation Money	155,833.33			289,775.90		289,775.90	170,000.00	170,000.00
10 Other Income - Sale of Asset Gain/Loss	-		600.00			600.00		-
11 Admin Fees Earned - HUD	-					-		-
12 Incoming Billable Admin Fees/Oper Sub	16,418.55					-	17,911.14	17,911.14
13 ROSS/FSS Grant	75,286.32			69,687.65		69,687.65	82,130.53	82,130.53
14 HAP Subsidy	-					-		-
15 Operating Subsidy	449,824.83		480,687.00			480,687.00	490,718.00	490,718.00
Total Income	725,825.53		544,412.28	359,463.55	-	903,875.83	791,809.67	791,809.67
Expenses	Approved YTD	LIPH	LIPH Grant	PBV	Total	LIPH/PBV	Total	
Administrative Expenses								
16 Admin Salaries	76,203.18	61,834.85			61,834.85	83,130.74	83,130.74	
17 ROSS/FSS Coordinator Admin Salaries	58,732.96		52,481.58		52,481.58	64,072.32	64,072.32	
18 Admin Employee Benefits	37,503.40	27,667.16			27,667.16	40,912.80	40,912.80	
19 ROSS/FSS Coordinator Admin Benefits	17,870.82		16,946.96		16,946.96	19,495.44	19,495.44	
20 Advertising & Marketing	45.83	41.12			41.12	50.00	50.00	
21 Legal	91.67				-	100.00	100.00	
22 Staff Training	2,291.67		1,437.00		1,437.00	2,500.00	2,500.00	
23 Travel	229.17	146.83			146.83	250.00	250.00	
24 Accounting Consultants	6,645.83	3,615.00		1,079.00	4,694.00	7,250.00	7,250.00	
25 Audit Fee	10,486.67	12,300.00			12,300.00	11,440.00	11,440.00	
26 Telephone	1,743.45	1,418.37			1,418.37	1,901.94	1,901.94	
27 Postage	2,566.15	3,779.82	97.38		3,877.20	2,799.44	2,799.44	
28 Office Supplies	366.67	317.12	161.73		478.85	400.00	400.00	
29 Memberships & Publications	1,877.33	627.54			627.54	2,048.00	2,048.00	
30 Bank Fees	-				-		-	
31 Computer Maintenance	-				-		-	
32 Copier Expenses	2,291.67	1,982.98			1,982.98	2,500.00	2,500.00	
33 Office Equipment Maintenance	-				-		-	
34 Postage Machine	-				-		-	
35 Software Maintenance	3,666.67	8,408.38	4,886.64		13,295.02	4,000.00	4,000.00	
36 Outgoing Portable Admin Fees	-				-		-	
37 Sundry Administration/Compliance Fees	641.67	3,710.85			3,710.85	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)	-				-		-	

	Expenses	Approved YTD	LIPH	LIPH Grant	PBV	Total	LIPH/PBV		Total
	Maintenance Expenses	-							
42	Maintenance Salaries	2,750.00				-	3,000.00		3,000.00
43	Casual Labor - Maintenance	-				-			-
44	Maintenance Benefits	916.67				-	1,000.00		1,000.00
45	Maintenance Materials & Supplies	458.33	83.10			83.10	500.00		500.00
46	Plumbing Supplies	-	67.93			67.93			-
47	Locks, Locksets & Keys	-	49.55			49.55			-
48	Electrical Supplies	-	38.97			38.97			-
49	Painting Supplies	-				-			-
50	Cleaning Supplies	183.33	584.95			584.95	200.00		200.00
51	Equipment Repair Parts	-				-			-
52	Maintenance Contracted Services	1,375.00	216.16			216.16	1,500.00		1,500.00
53	Refuse Removal Services	91.67				-	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	-	82.00			82.00			-
59	Elevator Repair & Maintenance	1,375.00	1,499.35			1,499.35	1,500.00		1,500.00
60	Pest Control Services	-				-			-
61	Cable TV	-				-			-
62	Answering Service	2,933.33	3,914.55			3,914.55	3,200.00		3,200.00
63	Misc Contracts	-				-			-
64	Clean/Paint Units	-				-			-
	Utilities Expenses	-							
65	Water/Sewer	1,466.67	1,219.91		316.80	1,536.71	1,600.00		1,600.00
66	Electricity	5,041.67	5,878.97		241.18	6,120.15	5,500.00		5,500.00
67	Natural Gas	2,291.67	1,938.33		384.78	2,323.11	2,500.00		2,500.00
	Other Operating Expenses	-							
68	Protective Services Contract	1,833.33	1,798.44			1,798.44	2,000.00		2,000.00
69	Insurance	14,602.27	14,694.33			14,694.33	15,929.75		15,929.75
70	PILOT	-				-	-		-
71	Compensated Absences	-				-			-
72	Collection Losses	-				-			-
73	Replacement Reserves & Debt Pmt-Princ	-				-			-
74	Other General Expense/Asset Mgmt Fees	276,272.26	233,153.59			233,153.59	301,387.92		301,387.92
75	Casualty Losses - Non Capitalized	-				-			-
76	Capital Expenditures	153,541.67		283,452.26		283,452.26	167,500.00		167,500.00
77	Transfer In / Out	-				-			-
	Total Expense	688,387.65	391,070.15	359,463.55	2,021.76	752,555.46	750,968.35	-	750,968.35

Net Income/(Loss):

153,342.13	-	(2,021.76)	151,320.37
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Cash Flow Statement
Beloit Housing Authority
LIPH/PBV
As of 11/30/2022

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income					
Dwelling Rent/Utilities	-		-		-
Interest on Investments	71.55		50.00	0.00%	21.55
Other Income	63,653.73	289,775.90	201,000.00	175.84%	152,429.63
HUD Admin Fees			-		-
HUD Grants/Subsidies	480,687.00	69,687.65	590,759.67	93.16%	(40,385.02)
Total Income	544,412.28	359,463.55	791,809.67		112,066.16

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses					
Administrative					
Salaries/Benefits	89,502.01	69,428.54	207,611.30	76.55%	48,680.75
Office Expenses	27,035.65	6,582.75	33,439.38	100.54%	(179.02)
Office Contracted Services	10,391.36		6,500.00	159.87%	(3,891.36)
Oper Sub Transfer/Mgmt Fee Pd			-		-
Housing Assistance Pmts			-		-
HAP Payments Port In					
Maintenance					
Salaries/Benefits	-		-		-
Materials & Supplies	824.50	-	700.00	117.79%	(124.50)
Maintenance Contracts	5,712.06		6,300.00	90.67%	587.94
Utilities	9,979.97		9,600.00	103.96%	(379.97)
Other Operating					
Protective Services	1,798.44		2,000.00	89.92%	201.56
Insurance	14,694.33		15,929.75	92.24%	1,235.42
PILOT	-		-	0.00%	-
Other Operating Expenses	233,153.59	283,452.26	468,887.92	110.18%	(47,717.93)
Total Expenses	393,091.91	359,463.55	750,968.35		(1,587.11)

Net Admin Income (Loss)	151,320.37	-			
Net HAP Income (Loss)					
Total YTD Income (Loss)	151,320.37	-			

Consolidated 2022 Budget Report for Phase 1 - As of November 30, 2022

	YTD Actual			Annual Board Approved Budget		
	Income	Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
1 Dwelling Rental	108,166.67	137,408.53	137,408.53	118,000.00	118,000.00	
2 Excess Utilities	-	-	-	-	-	
3 Interest on Unrestricted Fund Investments	183.33	345.10	345.10	200.00	200.00	
4 Income - Transfer In from Other Funds	-	26,991.95	26,991.95	-	-	
5 Other Income - Tenants	5,963.27	17,895.96	17,895.96	6,505.38	6,505.38	
6 HAP Fraud Recovery & FSS Forfeitures	-	-	-	-	-	
7 Other Income - Bad Debt Collections	4,583.33	1,048.51	1,048.51	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	148,397.26	114,422.85	114,422.85	161,887.92	161,887.92	
13 ROSS/CFP Grant	-	-	-	-	-	
14 HAP Subsidy	-	-	-	-	-	
15 Operating Subsidy	-	-	-	-	-	
Total Income	267,293.86	298,112.90	298,112.90	291,593.30	291,593.30	

	YTD Actual			Annual Board Approved Budget		
	Expenses	Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
Administrative Expenses						
16 Admin Payroll Expenses	79,977.96	77,228.54	77,228.54	87,248.68	87,248.68	
17 FSS Coordinator Admin Salaries	-	-	-	-	-	
18 FSS Coordinator Admin Benefits	-	-	-	-	-	
19 Advertising & Marketing	45.83	87.07	87.07	50.00	50.00	
20 Legal	2,016.67	(132.50)	(132.50)	2,200.00	2,200.00	
21 Staff Training	-	-	-	-	-	
22 Travel	-	-	-	-	-	
23 Accounting Consultants	5,775.00	5,181.18	5,181.18	6,300.00	6,300.00	
24 Audit Fee	11,000.00	11,400.00	11,400.00	12,000.00	12,000.00	
25 Telephone	-	-	-	-	-	
26 Postage	-	-	-	-	-	
27 Office Supplies	238.33	370.36	370.36	260.00	260.00	
28 Memberships & Publications	-	-	-	-	-	
29 Bank Fees	47.30	75.90	75.90	51.60	51.60	
30 Computer Maintenance	-	-	-	-	-	
31 Copier Expenses	-	-	-	-	-	
32 Office Equipment Maintenance	-	-	-	-	-	
33 Postage Machine	-	-	-	-	-	
34 Software Maintenance	3,041.39	3,494.40	3,494.40	3,317.88	3,317.88	
35 Outgoing Portable Admin Fees	-	-	-	-	-	
36 Sundry Administration/Compliance Fees	3,666.67	6,237.09	6,237.09	4,000.00	4,000.00	
37 Port-In HAP Expense	-	-	-	-	-	
38 Management Fees	5,356.63	6,945.44	6,945.44	5,843.60	5,843.60	
39 Eviction & Collection Agent Fees	-	-	-	-	-	

	Expenses	Approved YTD	Phase 1	Phase 1 Total	Phase 1		Total
	Administrative Expenses						
40	HAP Expense (net fraud recovery to HUD)	-		-			-
	HAP Overfunding (Underfunding)	-					-
	Maintenance Expenses						
42	Maintenance Payroll Expenses	91,870.10	68,356.78	68,356.78	100,221.93		100,221.93
43	Casual Labor - Maintenance	-		-			-
44	Maintenance Materials & Supplies	6,416.67	10,382.62	10,382.62	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	9,854.17	13,102.95	13,102.95	10,750.00		10,750.00
52	Refuse Removal Services	1,145.83		-	1,250.00		1,250.00
53	Plumbing Repair Services	-		-			-
54	Heating/AC Repair Services	916.67	1,633.50	1,633.50	1,000.00		1,000.00
55	Electric Repair Service	-		-			-
56	Window Repair Service	-		-			-
57	Automotive Repairs/Fuel	2,086.65	3,476.64	3,476.64	2,276.34		2,276.34
58	Elevator Repair & Maintenance	-		-			-
59	Pest Control Services	916.67		-	1,000.00		1,000.00
60	Cable TV	-		-			-
61	Answering Service	-		-			-
62	Misc Contracts	-		-			-
63	Clean/Paint Units	-		-			-
	Utilities Expenses						
64	Water/Sewer	5,041.67	2,400.36	2,400.36	5,500.00		5,500.00
65	Electricity	1,283.33	996.36	996.36	1,400.00		1,400.00
66	Natural Gas	916.67	478.80	478.80	1,000.00		1,000.00
	Other Operating Expenses						
67	Protective Services Contract	9,166.67	3,750.00	3,750.00	10,000.00		10,000.00
68	Insurance	12,909.69	12,909.71	12,909.71	14,083.30		14,083.30
69	PILOT	10,541.67	13,550.84	13,550.84	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	3,002.08	6,229.13	6,229.13	3,275.00		3,275.00
74	Casualty Losses - Non Capitalized	-		-			-
75	Capital Expenditures	-		-			-
76	Transfer In / Out	-		-			-
	Total Expense	267,234.30	248,155.17	248,155.17	291,528.33	-	291,528.33

Net Income/(Loss):	<u>49,957.73</u>	<u>49,957.73</u>
Housing Authority's Portion of Net Income/(Loss):	<u>5.00</u>	

**Cash Flow Statement
Beloit Housing Authority
Phase 1
As of 11/30/2022**

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities	137,408.53	118,000.00	116.45%	19,408.53
Interest on Investments	345.10	200.00	172.55%	145.10
Other Income	160,359.27	173,393.30	92.48%	(13,034.03)
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
Total Income	298,112.90	291,593.30		6,519.60

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	77,228.54	87,248.68	88.52%	10,020.14
Office Expenses	26,713.50	24,861.60	107.45%	(1,851.90)
Office Contracted Services		3,317.88		3,317.88
Oper Sub Transfer/Mgmt Fee F	6,945.44	5,843.60	118.86%	(1,101.84)
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	68,356.78	100,221.93	68.21%	31,865.15
Materials & Supplies	10,382.62	7,000.00	148.32%	(3,382.62)
Maintenance Contracts	18,213.09	16,276.34	111.90%	(1,936.75)
Utilities	3,875.52	7,900.00	49.06%	4,024.48
Other Operating				
Protective Services	3,750.00	10,000.00		6,250.00
Insurance	12,909.71	14,083.30	91.67%	1,173.59
PILOT	13,550.84	11,500.00	117.83%	(2,050.84)
Other Operating Expenses	6,229.13	3,275.00	190.20%	(2,954.13)
Total Expenses	248,155.17	291,528.33		43,373.16

Net Admin Income (Loss)	49,957.73
Net HAP Income (Loss)	
Total YTD Income (Loss)	49,957.73
Housing Authority's Portion	5.00

Consolidated 2022 Budget Report for Phase 2 - As of November 30, 2022

	YTD Actual			Annual Board Approved Budget		
	Income	Approved YTD	Phase 2	Phase 2 Total	Phase 2	Total
1 Dwelling Rental	129,250.00	144,615.00	144,615.00	141,000.00	141,000.00	
2 Excess Utilities	-	-	-	-	-	
3 Interest on Unrestricted Fund Investments	687.50	677.64	677.64	750.00	750.00	
4 Income - Transfer In from Other Funds	-	26,609.54	26,609.54	-	-	
5 Other Income - Tenants	1,100.00	9,424.23	9,424.23	1,200.00	1,200.00	
6 HAP Fraud Recovery & FSS Forfeitures	-	-	-	-	-	
7 Other Income - Bad Debt Collections	4,583.33	503.00	503.00	5,000.00	5,000.00	
8 Other Income - Laundry/Copy Fees/Misc	-	25.00	25.00	-	-	
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	127,875.00	132,723.74	132,723.74	139,500.00	139,500.00	
13 ROSS/CFP Grant	-	-	-	-	-	
14 HAP Subsidy	-	-	-	-	-	
15 Operating Subsidy	-	-	-	-	-	
Total Income	263,495.83	314,578.15	314,578.15	287,450.00	287,450.00	

	YTD Actual			Annual Board Approved Budget		
	Expenses	Approved YTD	Phase 2	Phase 2 Total	Phase 2	Total
Administrative Expenses						
16 Admin Payroll Expenses	64,658.52	67,210.10	67,210.10	70,536.57	70,536.57	
17 FSS Coordinator Admin Salaries	-	-	-	-	-	
18 FSS Coordinator Admin Benefits	-	-	-	-	-	
19 Advertising & Marketing	45.83	44.68	44.68	50.00	50.00	
20 Legal	1,375.00	(492.19)	(492.19)	1,500.00	1,500.00	
21 Staff Training	-	-	-	-	-	
22 Travel	-	-	-	-	-	
23 Accounting Consultants	5,775.00	5,168.00	5,168.00	6,300.00	6,300.00	
24 Audit Fee	10,083.33	10,800.00	10,800.00	11,000.00	11,000.00	
25 Telephone	-	-	-	-	-	
26 Postage	-	-	-	-	-	
27 Office Supplies	238.33	372.19	372.19	260.00	260.00	
28 Memberships & Publications	-	-	-	-	-	
29 Bank Fees	-	-	-	-	-	
30 Computer Maintenance	-	-	-	-	-	
31 Copier Expenses	-	-	-	-	-	
32 Office Equipment Maintenance	-	-	-	-	-	
33 Postage Machine	-	-	-	-	-	
34 Software Maintenance	3,041.38	3,494.40	3,494.40	3,317.87	3,317.87	
35 Outgoing Portable Admin Fees	-	-	-	-	-	
36 Sundry Administration/Compliance Fees	3,666.67	5,072.77	5,072.77	4,000.00	4,000.00	
37 Port-In HAP Expense	-	-	-	-	-	
38 Management Fees	11,061.91	13,959.94	13,959.94	12,067.54	12,067.54	
39 Eviction & Collection Agent Fees	-	-	-	-	-	

	Expenses	Approved YTD	Phase 2	Phase 2 Total	Phase 2		Total
	Administrative Expenses						
40	HAP Expense (net fraud recovery to HUD)	-		-			-
	HAP Overfunding (Underfunding)	-					-
	Maintenance Expenses						
42	Maintenance Payroll Expenses	68,960.94	73,024.64	73,024.64	75,230.12		75,230.12
43	Casual Labor - Maintenance	-		-			-
44	Maintenance Materials & Supplies	6,416.67	8,366.64	8,366.64	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	9,166.67	11,840.78	11,840.78	10,000.00		10,000.00
52	Refuse Removal Services	2,750.00	3,576.00	3,576.00	3,000.00		3,000.00
53	Plumbing Repair Services	-		-			-
54	Heating/AC Repair Services	1,100.00	5,757.28	5,757.28	1,200.00		1,200.00
55	Electric Repair Service	-		-			-
56	Window Repair Service	-		-			-
57	Automotive Repairs/Fuel	1,720.91	3,135.97	3,135.97	1,877.36		1,877.36
58	Elevator Repair & Maintenance	2,520.83	1,581.35	1,581.35	2,750.00		2,750.00
59	Pest Control Services	458.33	1,900.00	1,900.00	500.00		500.00
60	Cable TV	1,604.17	5,221.84	5,221.84	1,750.00		1,750.00
61	Answering Service	-		-			-
62	Misc Contracts	-		-			-
63	Clean/Paint Units	-		-			-
	Utilities Expenses						
64	Water/Sewer	6,416.67	8,354.48	8,354.48	7,000.00		7,000.00
65	Electricity	11,000.00	18,377.44	18,377.44	12,000.00		12,000.00
66	Natural Gas	6,416.67	5,205.32	5,205.32	7,000.00		7,000.00
	Other Operating Expenses						
67	Protective Services Contract	10,083.33	4,564.45	4,564.45	11,000.00		11,000.00
68	Insurance	13,788.54	13,788.58	13,788.58	15,042.04		15,042.04
69	PILOT	10,541.67	11,334.58	11,334.58	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	6,439.58	8,130.76	8,130.76	7,025.00		7,025.00
74	Casualty Losses - Non Capitalized	-		-			-
75	Capital Expenditures	-		-			-
76	Transfer In / Out	-		-			-
	Total Expense	259,330.96	289,790.00	289,790.00	282,906.50	-	282,906.50

Net Income/(Loss):

24,788.15 24,788.15

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

2.48

Cash Flow Statement
Beloit Housing Authority
Phase 2
As of 11/30/2022

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities	144,615.00	141,000.00	102.56%	3,615.00
Interest on Investments	677.64	750.00	90.35%	(72.36)
Other Income	169,285.51	145,700.00	116.19%	23,585.51
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
Total Income	314,578.15	287,450.00		27,128.15

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	67,210.10	70,536.57	95.28%	3,326.47
Office Expenses	24,459.85	23,110.00	105.84%	(1,349.85)
Office Contracted Services		3,317.87		3,317.87
Oper Sub Transfer/Mgmt Fee F	13,959.94	12,067.54	115.68%	(1,892.40)
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	73,024.64	75,230.12	97.07%	2,205.48
Materials & Supplies	8,366.64	7,000.00	119.52%	(1,366.64)
Maintenance Contracts	33,013.22	21,077.36	156.63%	(11,935.86)
Utilities	31,937.24	26,000.00	122.84%	(5,937.24)
Other Operating				
Protective Services	4,564.45	11,000.00	41.50%	6,435.55
Insurance	13,788.58	15,042.04	91.67%	1,253.46
PILOT	11,334.58	11,500.00	98.56%	165.42
Other Operating Expenses	8,130.76	7,025.00	115.74%	(1,105.76)
Total Expenses	289,790.00	282,906.50		(6,883.50)

Net Admin Income (Loss)	24,788.15
Net HAP Income (Loss)	
Total YTD Income (Loss)	24,788.15
Housing Authority's Portion	2.48

Consolidated 2022 Budget Report for Housing Choice Voucher - As of November 30, 2022

	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	687.50		1,743.75	1,743.75		750.00	750.00
4 Income - Transfer In from Other Funds	-			-			-
5 Other Income - Tenants	-			-			-
6 HAP Fraud Recovery & FSS Forfeitures	458.33			-		500.00	500.00
7 Other Income - Bad Debt Collections	-		1,427.59	1,427.59			-
8 Other Income - Laundry/Copy Fees/Misc	31,212.74		27,130.00	27,130.00		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	309,274.17		301,762.00	301,762.00		337,390.00	337,390.00
12 Incoming Billable Admin Fees/Oper Sub	1,833.33		3,000.25	3,000.25		2,000.00	2,000.00
13 ROSS/CFP Grant	-			-			-
14 HAP Subsidy	2,651,176.00		2,574,500.00	2,574,500.00		2,892,192.00	2,892,192.00
15 Operating Subsidy	-			-			-
Total Income	2,994,642.07		2,909,563.59	2,909,563.59	-	3,266,882.26	3,266,882.26

	YTD Actual				Annual Board Approved Budget		
	Expenses	Approved YTD	HCV	HCV Total		HCV	Total
Administrative Expenses							
16 Admin Salaries	192,234.35		176,488.61	176,488.61		209,710.20	209,710.20
17 FSS Coordinator Admin Salaries	-			-			-
18 Admin Employee Benefits	66,264.07		56,147.37	56,147.37		72,288.08	72,288.08
19 FSS Coordinator Admin Benefits	-			-			-
20 Advertising & Marketing	45.83			-		50.00	50.00
21 Legal	458.33			-		500.00	500.00
22 Staff Training	1,604.17			-		1,750.00	1,750.00
23 Travel	458.33		431.38	431.38		500.00	500.00
24 Accounting Consultants	5,696.17		5,593.00	5,593.00		6,214.00	6,214.00
25 Audit Fee	10,083.33		12,300.00	12,300.00		11,000.00	11,000.00
26 Telephone	1,412.55		1,095.31	1,095.31		1,540.96	1,540.96
27 Postage	-			-			-
28 Office Supplies	1,833.33		2,040.88	2,040.88		2,000.00	2,000.00
29 Memberships & Publications	641.67		557.54	557.54		700.00	700.00
30 Bank Fees	2,663.50		3,848.29	3,848.29		2,905.64	2,905.64
31 Computer Maintenance	-			-			-
32 Copier Expenses	2,294.80		1,983.03	1,983.03		2,503.42	2,503.42
33 Office Equipment Maintenance	-			-			-
34 Postage Machine	3,208.33		3,794.87	3,794.87		3,500.00	3,500.00
35 Software Maintenance	5,270.83		22,210.27	22,210.27		5,750.00	5,750.00
36 Outgoing Portable Admin Fees	-			-			-
37 Sundry Administration/Compliance Fees	3,208.33		10,311.53	10,311.53		3,500.00	3,500.00
38 Port-In HAP Expense	-		27,130.00	27,130.00			-
39 Management Fees	-			-			-
40 Eviction & Collection Agent Fees	-			-			-

	Expenses	Approved YTD	HCV	HCV Total		HCV	Total
	Administrative Expenses						
41	HAP Expense (net fraud recovery to HUD)	2,528,958.61	2,663,271.00	2,663,271.00		2,758,863.94	2,758,863.94
	HAP Overfunding (Underfunding)	122,675.72	(88,771.00)			133,828.06	133,828.06
	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	458.33	788.22	788.22		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	327.25		-		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	1,930.42	2,096.90	2,096.90		2,105.91	2,105.91
70	PILOT	-		-			-
71	Compensated Absences	-		-			-
72	Collection Losses	-		-			-
73	Replacement Reserves & Debt Pmt-Princ	-		-			-
74	Other General Expense/Asset Mgmt Fees	4,033.33	1,164.80	1,164.80		4,400.00	4,400.00
75	Casualty Losses - Non Capitalized	-		-			-
76	Capital Expenditures	-		-			-
77	Transfer In / Out	-		-			-
	Total Expense	2,955,761.61	2,991,253.00	2,991,253.00	-	3,090,639.15	3,224,467.21

Net Income/(Loss):

(81,689.41)

**Cash Flow Statement
Beloit Housing Authority
Housing Choice Voucher
As of 11/30/2022**

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities		-		-
Interest on Investments	1,743.75	750.00	232.50%	993.75
Other Income	28,557.59	36,550.26	78.13%	(7,992.67)
HUD Admin Fees	301,762.00	337,390.00	89.44%	(35,628.00)
HUD Grants/Subsidies	2,577,500.25	2,892,192.00	0.00%	(314,691.75)
Total Income	2,909,563.59	3,266,882.26		(357,318.67)
		-		

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	232,635.98	281,998.28	82.50%	49,362.30
Office Expenses	36,177.93	30,660.60	117.99%	(5,517.33)
Office Contracted Services	28,776.39	11,753.42	244.83%	(17,022.97)
Oper Sub Transfer/Mgmt Fee Pd		-		-
Housing Assistance Pmts	2,663,271.00	2,758,863.94	96.54%	95,592.94
HAP Payments Port In	27,130.00		0.00%	(27,130.00)
Maintenance				
Salaries/Benefits		-		-
Materials & Supplies		-		-
Maintenance Contracts		857.00	0.00%	857.00
Utilities		-		-
Other Operating				
Protective Services		-		-
Insurance	2,096.90	2,105.91	99.57%	9.01
PILOT		-		-
Other Operating Expenses	1,164.80	4,400.00	26.47%	3,235.20
Total Expenses	2,991,253.00	3,090,639.15		99,386.15
Net Income/(Loss):	<u><u>(81,689.41)</u></u>			

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	7a		
Topic:	Appointment of a CDA member to Greater Beloit Economic Development Corporation (GBEDC)		
Date:	January 25, 2023		
Presenter:	Julie Christensen	Department:	Economic Development

Overview/Background Information

The Greater Beloit Economic Development Corporation was officially organized in April 2005 as a result of a merger of the Beloit Economic Development Advisory Council and the Beloit Economic Development Corporation.

This powerful alliance of non-profit organizations focuses on competitive and prosperous growth throughout the region including Beloit WI, South Beloit, IL, and Town of Beloit. The GBEDC works with companies that are interested in investing in the community, retaining or creating new jobs and encourages existing companies to expand while attracting new businesses. The GBEDC focuses on establishing an environment that encourages existing companies to retain and expand, using business retention strategies, while providing value-added services tailored to meet the needs of the community.

Key Issues

- 1) According to Section 1.79 of City of Beloit Municipal Code, one citizen member of the Community Development Authority shall be chosen, by majority vote, annually at the January meeting as the CDA's representative to the Greater Beloit Economic Development Corporation.
- 2) The Greater Beloit Economic Development Corporation has a non-voting member seat for a Community Development Authority representative. Because there are occasionally projects where both entities are working cooperatively, this has been helpful in maintaining communication and coordination between the two bodies.
- 3) Any citizen member of the CDA may be appointed. The GBEDC meets quarterly, usually at 7:30 a.m. on a Wednesday morning.

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

CDA is required to appoint a member each January.

Fiscal Note/Budget Impact

NA

Attachments

None