



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

MEETING NOTICE AND AGENDA
Community Development Authority
March 27, 2013 at 4:30 pm
The Forum
Beloit City Hall
100 State Street

1. Call to Order and Roll Call
2. Citizen Participation
3. Review and Consideration of the Minutes of the Regular Meeting held on March 6, 2013
4. Housing Authority
 - a. Presentation of February Activity Report (Pollard)
 - b. Presentation of February Financial Report (Pollard)
5. Community Development
 - a. Review and Consideration of Resolution 2013-08, Awarding the Rehab Contract for 1310 West Grand Avenue (Schneider)
6. Appointment of a CDA member to the Greater Beloit Economic Development Corporation (Christensen)
7. Adjournment

*If you are unable to attend this meeting, notify the Housing Authority Office at 364-8740 **no later than 4:00 PM the day before the meeting.***

Notice E-Mailed: March 21, 2013

Approved: Julie Christensen, Ex. Director

** 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 or 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

March 6, 2013

4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, March 6, 2013 in the Forum of Beloit City Hall, 100 State Street.

1. Call to Order and Roll Call

Meeting was called to order by Commissioner Johnson at 4:50 p.m.

Present: Commissioners Adama, Johnson, Leavy and Luebke

Absent: Commissioners Evans and Jacobs

Staff Present: Julie Christensen, Cathy Pollard, Clint Cole, Teri Downing and Ann Purifoy

2. Election of Officers

a. Nomination and election of Chairperson

Commissioner Luebke nominated Commission Johnson as Chairperson.

Commissioner Leavy moved and Commissioner Adama seconded a motion to close the nominations. Motion carried unanimously.

b. Nomination and election of Vice-Chairperson

Commissioner Luebke nominated Commissioner Adama as Vice-Chairman.

Commissioner Leavy moved and Commissioner Luebke seconded a motion to close the nominations. Motion carried unanimously.

3. Citizen Participation

None

4. Approval of Minutes

Motion was made by Commissioner Adama and seconded by Commissioner Leavy to approve the minutes of the Regular Meeting held on January 30, 2013. Motion carried unanimously.

5. Appointment of a CDA member to the Greater Beloit Economic Development Corporation

Held over until next meeting.

6. Housing Authority

a. Presentation of the December and January Activity Reports

Cathy Pollard, Beloit Housing Authority Director, gave a brief summary of the reports.

b. Presentation of the December and January Financial Reports

Cathy Pollard gave a brief summary of the reports.

Cathy informed the Board that the sequestration has affected us greatly. Our Section 8 Administrative fees are currently being financed at 88%; however, we were informed by our financial management center that this will be reduced to 61-69%. Because our reserves put us in a good financial position, we are not in a panic state at this time. She has met with staff and they are doing some strategic planning on ways to cut costs. Because we have run very frugally and don't have any positions we can eliminate, we are looking at our operations for possible cuts. Cathy is not worried at this time, but hopes this doesn't last more than 7-8 months at which time we may have to implement some panic strategies.

Commissioner Leavy asked what our plans are if this runs past 7-8 months. Cathy stated that she would reduce hours for Section 8 Specialists to the point where they will retain their full-time benefits/insurance then give the overflow of Section 8 caseloads to the Program Manager.

c. Review and Consideration of Resolution 2013-05, Approval of Revision to Beloit Housing Authority's Housing Choice Voucher Administrative Plan

Clint Cole presented the staff report and recommendation.

Commissioner Leavy moved and Commissioner Luebke seconded a motion to approve Resolution 2013-05. Motion carried unanimously.

7. **Community Development**

a. Review and Consideration of Resolution 2013-06, Increasing the NSP3 Budget for 122 Hackett

Teri Downing presented the staff report and recommendation.

Commissioner Adama asked if we are sure everything is being covered at this point. Teri assured her that we are ready to go; the property is set to go on the market Monday, March 11 at a list price of \$69,900.

Commissioner Luebke moved and Commissioner Adama seconded a motion to approve Resolution 2013-06. Motion carried unanimously.

b. Review and Consideration of Resolution 2013-07, Authorizing the Sale of 517 Liberty Avenue

Teri Downing presented the staff report and recommendation.

Commissioner Adama moved and Commissioner Luebke seconded a motion to approve Resolution 2013-07. Motion carried unanimously.

8. **Adjournment**

Motion by Commissioner Leavy and seconded by Commissioner Luebke to adjourn at 5:04 p.m. Motion carried.

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4a

TOPIC: February Activity Report

REQUESTED ACTION: Information only- No action required

PRESENTER: Cathy Pollard

STAFF REPORT:

Public Housing:

There was one vacancy in public housing units in February and one upcoming vacancy in March of 2013. Public housing accounts receivable on occupied units totaled \$2,364.48 and vacated units totaled \$4,318.76 at the end of February, 2013 which brings the totaled outstanding public housing accounts receivable to \$6,713.24. Three applicants were pulled from the public housing waiting list in February; three applicants were briefed. Forty-One public housing inspections and Eighteen annual and interim re-certifications were completed in February.

Section 8:

586 vouchers were housed by February 28, 2013 with three voucher holders either searching for units or waiting for passed inspections. 9 portable vouchers were paid by BHA in February with another 7 families waiting to Port-Out. 71 Section 8 inspections were completed in February, and the Housing Specialists completed 86 annual or interim re-certifications in February. Five applicants were notified; six were briefed.

ATTACHMENTS:

February Activity Report

**Beloit Community Development Authority
Activity Report to Board for March 2013**

February Activity Report

Public Housing

Tenants Accounts Receivable

Outstanding Receivables – Occupied Units 01/31/13	\$ 859.59
Outstanding Receivables – Vacated Units 01/31/13	\$ 7,299.74
Outstanding Receivables – Occupied Units 2/28/13	\$ 2,364.48
Outstanding Receivables – Vacated Units 2/28/13	\$ 4,318.76
Total January 31, 2013 Outstanding Receivables:	\$ 8,159.33
Total February 28, 2013 Outstanding Receivables:	\$ 6,713.24
Decrease of:	\$ 1,446.09

Vacancies – 02/28/13

<u>Total Public Housing Units</u>	131 Units 99% Occupancy
1 Vacancy:	Elderly - 99% Occupancy Family - 100% Occupancy

Public Housing Inspections

41 Inspections completed. There were 7 annual inspections; there were 2 move-in inspections. There was one move-out inspection. There was one housekeeping inspection and 30 preventative maintenance inspections.

Public Housing Activities

Annual Recerts:	8
Interim Recerts:	10
Notice to Vacate:	0

New Tenants:	2
Transfers:	0
Lease Terminations:	4
Possible Program Violations:	6
Evictions	0

Public Housing Briefings

Number Notified:	3
Number Briefed:	3

Section 8 Program

Total Section 8 Vouchers

598 Vouchers

February

586 under lease - 98% Occupancy
 9 Portable Vouchers –9 Not Absorbed (0/Port-In)
 3 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

71 inspections were completed in August. 55 were annual inspections. 3 were initial inspections, 11 were re-inspections and there were 2 special inspections.

Section 8 Activities

New Participants:	2	
Annual Recerts:	28	
Interim Recerts:	58	
Abatements:	0	
Movers:	4	
Possible Program Violations:	6	program violations
End of Program	2	

Section 8 Briefings

Number Notified:	5
Number Briefed:	6

APPLICATIONS

Applications Taken: 16	East	6
	Parker Bluff	2
	West	8
	Sec. 8	15
	Proj. Based	1

Waiting List:	240	Public Housing East
	250	Public Housing West
	89	Parker Bluff
	25	Project-Based
	712	Sec. 8

0 Tenants removed for Repayment Default
0 Tenants removed for unreported income
0 Tenants removed for unauthorized occupants
0 Applicants removed for debts owed
Some applicants are on both lists, some are not
Section 8 waiting list opened 4/4/11

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4b

TOPIC: Monthly Reports

REQUESTED ACTION: Information only – No action required

PRESENTER: Cathy Pollard

STAFF REPORT:

Attached is the Beloit Housing Authority Financial Statement for the month ending February 28, 2013 prepared by the BHA Accountant. Beloit Apartments Redevelopment, LLC activities are included with Public Housing for purposes of this report.

Through the month of February, the Low Income Public Housing (LIPH) program income was \$128,667, Project Based Voucher (PBV) program income was (\$229) and the Housing Choice Voucher (HCV) program was \$491,060, for a combined income of \$619,499, which is \$143,519 less than budgeted year-to-date.

Through the month of February, the Low Income Public Housing (LIPH) program expenses were \$153,115, Project Based Voucher (PBV) program expenses were \$6,870 and the Housing Choice Voucher (HCV) program expenses were \$549,785. Combined program expenses are \$709,770, which is \$11,509 less than the approved budget year to date.

Through the month of February, the Housing Authority shows an overall deficit of (\$90,271) year-to-date. Public Housing deficit is (\$25,342), Redevelopment Phase 1 & 2 surplus is \$894, Project Based Voucher deficit is (\$7,099), Section 8 administrative deficit is (\$11,931), and Section 8 HAP deficit is (\$46,793).

Through the month of February, the FSS program has 9 of the 31 enrolled tenants holding escrow accounts totaling \$8,747.58. One participant ended participation in February and forfeited their escrow of \$3,308.52 due to not completing their FSS contract. The Homeownership program has 4 tenants receiving homeownership assistance payments in February totaling \$1,471.

ATTACHMENTS:

Monthly Financial Report

Cash Flow Statement
Beloit Housing Authority
February 28, 2013

	BHA YTD	LLC Phase 1 & 2	HCV YTD	YTD Budget	Variance
	Actual	Actual	Actual		Over (Under)
Income					
Dwelling Rent/Utilities	(259.00)	23,043.00	-	40,382.50	(17,598.50)
Interest on Investments	56.33	19.09	32.16	136.67	(29.09)
Other Income	5,636.78	34,858.32	-	37,799.33	2,695.77
HUD Admin Fees	-	-	47,772.00	4,466.67	43,305.33
HUD Grants/Subsidies	65,084.00	-	443,256.31	680,233.00	(171,892.69)
Total Income	70,518.11	57,920.41	491,060.47	763,018.17	(143,519.18)
Expenses					
Administrative					
Salaries/Benefits	39,296.27	15,652.08	49,438.28	100,225.35	(4,161.28)
Office Expenses	4,716.09	1,486.25	3,583.50	14,665.83	4,879.99
Office Contracted Services	5,589.56	-	5,805.91	3,400.00	(7,995.47)
Oper Sub Transfer/Mgmt Fee Pd	-	1,231.54	-	-	(1,231.54)
Housing Assistance Pmts	-	-	490,049.37	501,618.17	11,568.80
Maintenance					
Salaries/Benefits	14,154.13	20,015.52	-	35,987.15	1,817.50
Materials & Supplies	912.74	1,965.25	-	1,518.00	(1,359.99)
Maintenance Contracts	1,616.90	617.45	-	5,058.33	2,823.98
Utilities	3,748.73	8,554.02	-	3,083.33	(9,219.42)
Other Operating					
Protective Services	676.80	1,060.30	-	1,133.33	(603.77)
Insurance	1,397.05	2,420.14	907.67	3,772.01	(952.85)
PILOT	(216.09)	1,448.90	-	4,871.17	3,638.36
Other Operating Expenses	31,066.56	2,574.92	-	45,945.83	12,304.35
Total Expenses	102,958.74	57,026.37	549,784.73	721,278.51	11,508.67
Net Admin Income (Loss)	(32,440.63)	894.04	(11,931.20)		
Net HAP Income (Loss)			(46,793.06)		
Total YTD Income (Loss)	(32,440.63)	894.04	(58,724.26)		



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REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 5a

TOPIC: Resolution 2013-08 Awarding the Rehabilitation Contract for 1310 West Grand Avenue

ACTION: Approve Resolution 2013-08

PRESENTER: Scott Schneider

STAFF REPORT:

The Wisconsin Neighborhood Stabilization Program 3 (WNSP 3) is authorized under the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010. The Department of Housing and Urban Development awarded \$5,000,000 in NSP 3 funds to the State of Wisconsin Department of Commerce. \$1,293,000 of these NSP 3 grant funds were awarded to the Rock County NSP Consortium of which \$655,750 will be utilized in Beloit's Census Tract 16, one of the areas most affected by foreclosures. These funds are used to buy foreclosed houses and either rehabilitate and resell them or demolish them.

The property at 1310 West Grand is the fourth and final house the Community Development Authority is required to purchase and rehab under the NSP3 program. The original purchase price for this property was \$25,000. Of the thirteen contractors solicited for bids, six returned bids. The low bid total was from Ballou General Construction & Consulting LLC for \$70,498. We expect to be able to sell this house upon completion for \$60,000 - \$65,000.

A summary of the bids are below:

Contractor	Bid
Ballou General Construction & Consulting LLC	\$70,498
Legendary Construction	\$72,280
DBR Builders	\$73,490
Mark's Construction	\$73,630
Double D Builders	\$74,298
Heartland Restoration	\$92,115

Attached is Resolution 2013-08, Awarding Contracts for the Rehabilitation of 1310 W Grand. This resolution, if approved, would award the bids to the lowest bidder for the rehab.

STAFF RECOMENDATION:

Staff recommends that the Community Development Authority approve Resolution 2013-08.

ATTACHMENTS: Resolution 2013-08, Bid Results, and Photo

RESOLUTION 2013-08

AWARDING THE REHABILITATION CONTRACT FOR 1310 WEST GRAND AVENUE

WHEREAS, the City of Beloit has received \$655,750 for the Neighborhood Stabilization Program 3 (NSP3) from the Wisconsin Department of Commerce under Title III of Division B of the Housing and Economic Recovery Act (HERA), 2008 for emergency assistance for redevelopment of abandoned and foreclosed homes and residential properties; and

WHEREAS, the City Council approved a resolution designating the Community Development Authority as the oversight agency for Beloit's NSP3; and

WHEREAS, requests for bids for the rehabilitation of 1310 West Grand Avenue, an NSP3 property, resulted in six bids being submitted, and

WHEREAS, Ballou General Construction & Consulting LLC submitted the low bid of \$70,498 and has successfully worked on projects for the City of Beloit Community and Housing Services Division;

NOW THEREFORE BE IT RESOLVED THAT the Community Development Authority does hereby complete a contract for rehabilitation with Ballou General Construction & Consulting LLC per the following:

Main body of contract	\$70,498.00
+10% contingency	\$7,049.80

CONTRACT AWARD **\$ 77,547.80**

NOW THEREFORE BE IT FURTHER RESOLVED, that the amount of \$77,547.80 be, and hereby is, funded as follows:

FUNDING:

73675200-524023-10471	NSP3 Resale – Beloit	\$ 77,547.80
TOTAL AVAILABLE FUNDING		<u>\$ 77,547.80</u>

NOW THEREFORE BE IT FURTHER RESOLVED, that the CDA Executive Director is authorized to complete all necessary paperwork needed in awarding this contract.

Adopted this 27th day of March, 2013.

Community Development Authority

Thomas Johnson, Chairperson

ATTEST:

Julie Christensen
Executive Director

