



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

MEETING NOTICE AND AGENDA
Community Development Authority
June 26, 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 May 22, 2013
4. Housing Authority
 - a. Review and Consideration of Resolution 2013-18, Recommending that the Community Development Authority Award the BHA Administration Building Window Replacement to the Successful Bidder (Cole)
 - b. Review and Consideration of Resolution 2013-19, Recommending that the Community Development Authority Award the BHA Administration Building Trash Enclosure Construction to the Successful Bidder (Cole)
5. Community Development
 - a. Review and Consideration of Resolution 2013-20, Recommending Approval of an Amendment to the 2013 Annual Action Plan and Budget (Christensen)
6. Adjournment

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

Notice Mailed: June 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
May 22, 2013
4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, May 22, 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 4:30 p.m.

Present: Commissioners Adama, Evans, Jacobs, Johnson, Luebke and
Van De Bogart

Absent: None

Staff Present: Julie Christensen, Cathy Pollard, Clinton Cole, Scott Schneider, and
Ann Purifoy

2. **Citizen Participation:**

None

3. **Review and Consideration of the Minutes of the Regular Meeting held on April 23 and the Special Meeting held on May 15, 2013.**

Motion was made by Commissioner Luebke and seconded by Commissioner Jacobs to approve the minutes of the Regular Meeting held on April 23 and the Special Meeting held on May 15, 2013.

4. **Housing Authority:**

a. **Presentation of April Activity Report**

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

Commissioner Evans asked for clarification on how vouchers work. Cathy explained the Housing Choice Voucher process along with our authority over the voucher.

b. **Presentation of April Financial Report**

Cathy Pollard gave a brief summary of the report.

c. **Discussion of the Beloit Housing Authority Budget**

Currently, our funding only supports 589 of our 598 vouchers. With our reserves at over \$400,000, we have decided to house all of our 598 vouchers.

Commissioner Van De Bogart asked how quickly we can adjust if our funding changes and what factors determine when to stop pulling names. Cathy stated that we lose three to four tenants per month through attrition (porting, death, evictions, violations, etc.). If needed, we would quickly reduce our voucher numbers by not pulling names to replace these tenants. We need to keep at least 1-1/2 months of reserves to operate our entire program. Therefore, if our reserves go below \$325,000 and nothing has changed, we will stop pulling names.

Cathy is also looking into other funding sources for Housing Authorities through social service agencies.

5. **Community Development:**
 - a. Review and Consideration of Resolution 2013-17, Authorizing the Sale of 510 West Grand Avenue
Scott Schneider presented the staff report and recommendation.

Commissioner Van De Bogart moved and Commissioner Evans seconded a motion to approve Resolution 2013-17. Motion carried unanimously.

6. **Adjournment:**
Motion by Commissioner Luebke and second by Commissioner Jacobs to adjourn at 4:46 p.m. Motion carried.

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4a

TOPIC: Replacement of windows at Beloit Housing Authority's Housing Administration Building.

REQUESTED ACTION: Recommendation that the Community Development Authority approve window replacement contract for Beloit Housing Authority's Administration Building.

PRESENTER: Clinton Cole

STAFF REPORT:

On May 9, 2013, the Beloit Housing Authority advertised a solicitation for bids to replace the roofs at its scattered site public housing units. A public bid opening was held at 3:00 p.m. on May 22, 2013, with two bids received. The bids received were from Custom Design Cabinetry and Construction in the amount of \$19,250, and Genesis Construction, Ltd. in the amount of \$16,600. Both bidders completed the requirements as specified in the bid packet, and both are bonded and insured.

STAFF RECOMENDATION:

Staff recommends approval of Resolution 2013-18: Recommendation that the Community Development Authority award window replacement contract for Beloit Housing Authority's Administration Building to Genesis Construction, Ltd. in the amount of \$16,600.

RESOLUTION NO. 2013-18

**BELOIT HOUSING AUTHORITY
RECOMMENDATION THAT THE BELOIT COMMUNITY DEVELOPMENT
AUTHORITY AWARD THE BHA ADMINISTRATION BUILDING WINDOW
REPLACEMENT TO THE SUCCESSFUL BIDDER**

WHEREAS, the Beloit Housing Authority Staff reviewed and evaluated the following bids:

Custom Design Cabinetry and Construction	\$19,250
Genesis Construction, Ltd.	\$16,600

WHEREAS, after consideration of the bid amount and proof of liability insurance;

THEREFORE BE IT RESOLVED that the Community Development Authority Board of Commissioners authorize awarding said Contract to the lowest responsible bidder, Genesis Construction, Ltd. in the amount of \$16,600.

Adopted this 26th day of June, 2013

Thomas Johnson, Chairman
Beloit Community Development Authority

ATTEST:

Julie Christensen, Executive Director
Beloit Community Development Authority

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4b.

TOPIC: Construction of trash enclosure at Beloit Housing Authority's Housing Administration Building.

REQUESTED ACTION: Recommendation that the Community Development Authority approve trash enclosure contract for Beloit Housing Authority's Administration Building.

PRESENTER: Clinton Cole

STAFF REPORT:

On May 9, 2013, the Beloit Housing Authority advertised a solicitation for bids to replace the roofs at its scattered site public housing units. A public bid opening was held at 3:30 p.m. on May 22, 2013, with one bid received. The bid received was from Custom Design Cabinetry and Construction in the amount of \$7,991.00. The bidder completed the requirements as specified in the bid packet, and is bonded and insured.

STAFF RECOMENDATION:

Staff recommends approval of Resolution 2013-19: Recommendation that the Community Development Authority award trash enclosure contract for Beloit Housing Authority's Administration Building to Custom Design Cabinetry and Construction \$7,991.00.

RESOLUTION NO. 2013-19

**BELOIT HOUSING AUTHORITY
RECOMMENDATION THAT THE BELOIT COMMUNITY DEVELOPMENT
AUTHORITY AWARD THE BHA ADMINISTRATION BUILDING TRASH
ENCLOSURE CONSTRUCTION TO THE SUCCESSFUL BIDDER**

WHEREAS, the Beloit Housing Authority Staff reviewed and evaluated the following bid:

Custom Design Cabinetry and Construction	\$7,991.00
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WHEREAS, after consideration of the bid amount and proof of liability insurance;

THEREFORE BE IT RESOLVED that the Community Development Authority Board of Commissioners authorize awarding said Contract to the lowest responsible bidder, Custom Design Cabinetry and Construction in the amount of \$7,991.00.

Adopted this 26th day of June, 2013

Thomas Johnson, Chairman
Beloit Community Development Authority

ATTEST:

Julie Christensen, Executive Director
Beloit Community Development Authority



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REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 5a

TOPIC: Amendment of the 2013 Community Development Block Grant (CDBG) Action Plan and Budget

ACTION: Approval of the attached resolution

PRESENTER: Julie Christensen

STAFF REPORT:

In November, the City Council approved the 2013 Community Development Block Grant (CDBG) budget. At the time the budget was prepared, staff estimated a 2013 grant amount of \$485,000. We were recently notified by the Department of Housing and Urban Development that we will receive \$552,913. Therefore, the City must amend its 2013 CDBG budget and Annual Action Plan to account for this increase.

As a result, we are proposing to increase the amounts approved for public service activities by 18%. The Public Service Cap is calculated by adding together the 2013 grant and the 2012 program income and multiplying that by 15 percent. This gives us a cap of approximately \$130,000. City Council originally approved \$110,852 for public service activities.

Staff is proposing to allocate the remaining \$47,950 in grant funds to the City's Housing Rehab Revolving Loan Fund; as well as \$26,667.74 in CDBG funds from 2011 that the City was required to return to our CDBG line of credit as the result of a HUD monitoring. The Housing Rehab Loan Program underwriting guidelines were recently revised to allow more families to qualify for the program. In addition, the City has been awarded a Lead Hazard Control grant in partnership with Rock County and the City of Janesville. Oftentimes, families need additional rehabilitation work not covered by the Lead Grant funding. These additional CDBG funds will allow more families to be assisted.

Staff is proposing there to be no changes to the originally approved budget amounts for Fair Housing Activities, Program Administration, Code Enforcement, or Economic Development.

Due to the amount of the budget amendment, the Community Development Authority will be making a recommendation to the City Council and a Public Hearing will be held at the August 5, 2013 Council Meeting. A notice will be published in the Beloit Daily News on June 29 and the

Stateline News on June 30 giving notice of the hearing and a 30-day public review period which will be held from July 1 until August 1.

After Council approval, staff will update the Budget and Annual Action Plan with necessary changes for submittal to HUD.

STAFF RECOMMENDATION

Staff recommends that the CDA approve the attached resolution, which amends the Annual Action Plan and Budget as indicated on the attached Exhibit A.

ATTACHMENTS:

Resolution 2013-20, Attachment A – 2013 CDBG Budget Spreadsheet

RESOLUTION 2013-20
RECOMMENDING APPROVAL OF AN AMENDMENT TO THE 2013
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
ACTION PLAN AND BUDGET

WHEREAS, the City of Beloit approved a CDBG budget with \$485,000 in new grant funds and \$195,100 in program income for a total budget of \$680,100 in 2013 Community Development Block Grant (CDBG) funds, and

WHEREAS, the Department of Housing and Urban Development has notified the City of Beloit that the City's grant award will be \$552,913, which is an increase of \$94,581 from the budgeted amount.

WHEREAS, the City of Beloit was monitored by HUD and required to reimburse the 2011 CDBG line of credit in the amount of \$26,667.74, and these funds require allocation to eligible projects.

NOW THEREFORE BE IT RESOLVED, that the Community Development Authority of the City of Beloit, Rock County, Wisconsin hereby recommends that the City Council amend the 2013 CDBG Budget and Action Plan to increase the CDBG budget as indicated on the attached Exhibit A.

Adopted this 26th day of June, 2013.

COMMUNITY DEVELOPMENT AUTHORITY

Thomas Johnson, Chairman

ATTEST:

Julie Christensen, Executive Director

Attachment A

2013 Community Development Block Grant Budget Spreadsheet

	2013 Council Approved	Proposed Increase	\$ Change	% Change	
Public Service = 15% Cap		130,815	New Cap		
1 Community Action - Fatherhood Initiative and Skills Enhancement	\$ 16,695	19,702	3,006	18.0%	
2 Family Services - The Key: Transitional Living Program	\$ 5,843	6,896	1,052	18.0%	
3 Family Services - Beloit Domestic Violence Center: Emergency Housing	\$ 5,843	6,896	1,052	18.0%	
4 Family Services - Home Companion Registry for Senior Personal Care	\$ 12,450	14,692	2,242	18.0%	
5 Family Services - Homelessness Prevention and Rapid Rehousing Project	\$ 8,419	9,935	1,516	18.0%	
6 Hands of Faith - Emergency Shelter for Homeless Families	\$ 6,261	7,388	1,127	18.0%	
7 Merrill Community Center - Youth and Senior Programs	\$ 16,695	19,702	3,006	18.0%	
8 NHS - Promoting and Preserving Homeownership through Education and Counseling	\$ 16,107	19,007	2,900	18.0%	
9 Stateline Literacy Council - Hispanic Outreach for Comprehensive Literacy	\$ 16,695	19,702	3,006	18.0%	
10 Voluntary Action Center - Beloit Senior Chore Service	\$ 5,843	6,896	1,052	18.0%	
Total Public Services	\$ 110,852	130,815	19,962	18.0%	
Planning and Program Administration = 20% Cap		149,603	New Cap		
*11 Fair Housing Activities	\$ 15,000	15,000	0	0.0%	
12 Program Administration (No Application Needed)	\$ 118,248	118,248	0	0.0%	
Total Planning and Program Administration	\$ 133,248	133,248	0	0.0%	
Code Enforcement					
13 Community Development Dept. - Code Enforcement / Inspection Program	\$ 110,900	110,900	0	0.0%	
Total Code Enforcement	\$ 110,900	110,900	0	0.0%	
Housing Rehabilitation					
14 Community Development Dept. - Housing Rehabilitation Revolving Loan Program	\$ 130,000	177,950	47,950	26.9%	
(CDBG Program Repayment to be used for Housing Rehab Program)	\$ -	26,668	26,668	100.0%	
Total Housing Rehabilitation	\$ 130,000	204,618	74,618	36.5%	
Economic Development					
*15 Economic Development - Commercial and Industrial Revolving Loan Fund	\$ -	-	0	0.0%	
Total Economic Development	\$ -	-	0	0.0%	
GRAND TOTAL	\$ 485,000	552,913	67,913	12.3%	
CDBG Funds Available	\$ 485,000	579,581	94,581	16.3%	
Surplus/Deficit	(0)	26,668	26,668		
Estimated Program Income					
Estimated Program Income	Actual 2012 PI	2013 PI	Proposed	\$ Change	% Change
17 Economic Development Revolving Loan Fund	\$ 37,554	\$ 63,000	63,000	0	0.0%
18 Code Enforcement	\$ 201,795	\$ 74,100	74,100	0	0.0%
19 Housing Rehabilitation Revolving Loan Fund	\$ 69,600	\$ 50,000	50,000	0	0.0%
20 Neighborhood Housing Services	\$ 59,222	\$ 8,000	8,000	0	0.0%
HUD Adjustment - Used for Calculating Caps	\$ (48,987)				
Total Estimated Program Income	\$ 319,184	\$ 195,100	195,100	0	0.0%
Total CDBG Budget	\$ 680,100	\$ 748,013	\$ 67,913	10%	