

City of Portage
Finance/Administration Committee Meeting
(This meeting will constitute a meeting of the Community Development
Block Grant Committee.)
Tuesday September 4, 2012, 6:00 p.m.
Municipal Building, Conference Room One
Agenda

Members: Rick Dodd, Chairperson; Kenneth A. Ebnetter, Carolyn Hamre, Marty Havlovic, Doug Klapper

1. Roll Call
2. Approval of minutes from August 6 and 20, 2012
3. Discussion and possible action on recording secretary
4. Discussion and possible action on reconsideration of block grant
5. Discussion and possible action on block grant applications
6. Discussion and possible action on community development block grant procedures manual
7. Discussion on Fire Department 2013
8. Discussion and possible action on training request from Police Department
9. Discussion and possible action on appropriation of funds for conference room presentation displays
10. Discussion and possible action on appropriation of funds for front lobby meeting display
11. Discussion and possible action on appropriation of funds for VASI or PAPI light
12. Discussion on investigation of insurance providers process, timeline, updates
13. Discussion and possible action on appropriation of funds for municipal court office updates
14. Discussion and possible action on funding for Historic Indian Agency House.
15. Discussion and possible action on Contract 12-009B Hamilton St. & Cass St. Resurfacing
16. Discussion and possible action on Contract 12-010 East Wisconsin Street Resurfacing
17. Discussion on bank reconciliations (2012) and 2011 audit status
18. Adjournment

Rick Dodd, Chairperson

City of Portage
Finance/Administration Committee Meeting
(This meeting will constitute a meeting of the Community Development Block
Grant Committee.)
Monday, August 6, 2012, 6:00 p.m.
Municipal Building, Conference Room One

Members Present: Rick Dodd, Chairperson; Kenneth A. Ebnetter, Carolyn Hamre

Members Excused: Marty Havlovic, Doug Klapper

Others Present: Laurie Lindell from CWCAC, City Treasurer Lohr, City Clerk Moe (arrived at 6:15 p.m.), Council Member Rita Maass and Craig Sauer from the Portage Daily Register

1. Roll Call

Meeting called to order 6:00 pm

2. Approval of minutes from July 1 and July 12, 2012

Motion by Ebnetter, second by Hamre to approve, motion passed on a 3-0 call of roll.

3. Discussion and possible action on two block grant applications

Laurie Lindell from Community Action Coalition stated there are actually 3 loans that she would like to bring to the attention of the committee.

Portage #17 would have a negative equity of \$30,745. The owners had a squirrel infestation that caused the problems to the home.

Dodd inquired as to the length of ownership of the property. The owners have owned for at least 5 years. How were the owners unaware of the problem? A cap was put on the opening where the squirrels gained access.

Hamre felt the inability to fix this issue may be one of other issues that are being ignored. If this is putting them into negative equity, there is a chance that this is not all inclusive. She questioned the protocol of approving these types of loans. Dodd responded that they generally are not as negative as this one. He also noted that the chimney liner will prevent heat from going into the chimney. Laurie speculated that it is likely that the water heater may be vented to it but it is not the furnace.

Motion by Hamre, seconded by Dodd to deny Portage #17 block grant application. Motion passed on a 3-0 call of roll.

There are other applications that are not over equity and are approved through the traditional approval process. Laurie will move one to the revolving loan fund to spend down the funds.

Portage #1 new block grant funds does have negative equity of \$52,304, they have not been in the house for long and they are not employed currently. The owner has been in the house for only two years. There is another infestation issue in this home as well.

Motion by Hamre, seconded by Ebnetter to deny Portage #1 block grant. Motion passed on a 3-0 call of roll.

Generally these appear to be maintenance and upkeep on the home that does increase the value on the home.

Portage #2 new block grant loan negative equity of \$37,714. There is a lead hazard issue and they have small children but none under age 6. Hamre inquired to how long they have been in the home. Lindell noted since 2006, one homeowner is employed, the other is unemployed.

Dodd noted that this one is pushing close to 50%. Hamre questioned whether or not they could come back and reduce the repairs to the lead hazard. Lindell noted that this is a possibility.

Motion by Hamre, seconded by Dodd to deny Portage #2. Motion passed on a 3-0 call of roll.

City Clerk Moe entered the meeting.

Laurie Lindell asked to be put on the agenda for the first meeting in September. The official meeting will be on Tuesday the 4th.

4. Discussion on bank reconciliations (2011) and 2011 audit status
2012 bank reconciliation were into March.

Treasurer Lohr will check with auditors on the status of the audit.

5. Discussion and possible action on PEC lease with Employment & Training Association, Inc.

Lease with Employment & Training Associates is a new contract and the square feet is available now. The lease is a September to June and was questioned by Hamre as to the reason for the odd lease term.

Motion by Hamre, seconded by Dodd to approve the PEC lease with Employment and Training. Motion passed on a 3-0 call of roll.

6. Discussion on 2013 budget and review meeting dates

Dodd would like to schedule budget meetings for every other meeting. The Mayor is requesting that an HR meeting for next Monday. First budget meeting will be the 20th, then on the 4th of September. Send the budgets to Rick to determine the groups that will be included in the meetings.

7. Discussion and possible action on Microsoft Office purchase (10 copies)

Treasurer Lohr recommended that there are funds available from the Administrators miscellaneous accounts to cover the cost of the Microsoft Office. Savings would come from the discretionary spending in the Administrators budget.

The transfer of \$2,000 will be from 100-20-51410-200 series accounts to the 100-01-51110-211.

Motion by Hamre, seconded by Ebnetter to approve the transfer of \$2,000 from 100-20-51410-200 series accounts to the 100-01-51110-211 to purchase 10 copies of Microsoft Office for the Council laptops. Motion passed on a 3-0 call of roll.

8. Discussion and recommendation on investigation of insurance providers

Dodd mentioned that it would make sense to look into possible cost savings in insurance as the budget is being reviewed. The school board looked at adding co-pays to the plans to help save. The intention is not to slash the insurance budget at the cost of the employees and the coverage. Council member Maass inquired on the ability to change with the union contract in place for the police department.

Recommendation for the administration to start the investigation of insurance.

9. Discussion and possible action on purchasing of office equipment

Motion by Hamre, seconded by Dodd to approve the purchase of office equipment not to exceed \$2,000 for equipment in account 100-03-51200-823; and the transfer of \$1,000 from account 100-02-51500-290 and \$350 from 100-02-51400-290 to account 100-20-51400-823. Motion passed on a 3-0 call of roll.

10. Discussion and possible action on internet provider contract with Frontier.

Motion by Hamre, seconded by Dodd to approve the one-year contract with Frontier for internet services for one -year. Motion passed on a 3-0 call of roll.

11. Discussion and possible action on E. Wisconsin street resurfacing funding

The contract would be to resurface Ontario for the road. A portion of the item is within the TIF district and could be covered by the TIF.

Motion by Hamre, seconded by Ebnetter that funding will be allocated for the amounts not covered by the TIF for the resurfacing of E Wisconsin and Dewitt St. Motion passed on a 3-0 call of roll.

12. Discussion and possible action on Townsend St. resurfacing funding

Resurfacing of Townsend. No action taken

13. Discussion and possible action on Change Order No. 2 for Contract No. 12-001 Wastewater Treatment Plant Upgrades

Change order for the wastewater treatment would save approximately \$4,000.

Motion by Hamre, seconded by Ebnetter to approve change order #2 for the wastewater treatment plant. Motion passed on a 3-0 call of roll.

14. Discussion and possible action on transfer of funds for Market Square electrical work

\$5,016.48 transfer from 100-20-53311-111 to account 100-20-53540-820 for the electrical move in market square.

Motion by Hamre, seconded by Ebnetter to transfer of funds for electrical from account 100-20-53311-111 to account 100-20-53540-820. Motion passed on a 3-0 call of roll.

15. Discussion and possible action on award of bid for sidewalk and street projects

A. Contract No. 12-007 Village Road Sidewalk Construction Improvements

Motion by Ebnetter, seconded by Hamre to approve the award of contract 12-007 for Village Rd sidewalk to Van's Construction in the amount of \$25,141. Motion passed on a 3-0 call of roll.

B. Contract No. 12-008 Street Chip Sealing

Motion by Hamre, seconded by Dodd for the approval of contract 12-008 to Scott Construction for the chip seal at Wauona Trail in the amount of \$69,111.30 with the additional overage to be transferred from GIS lights in the capital budget. Motion passed on a 3-0 call of roll.

C. Contract No. 12-009A Street Asphalt Resurfacing

Motion by Dodd, seconded by Hamre to approve 12-009A to Gasser Construction in the amount of \$83,883.40 Motion passed on a 3-0 call of roll.

16. Adjournment

Motion by Hamre, seconded by Ebnetter to adjourn at 7:32pm. Motion passed on a 3-0 call of roll.

Ruth Lohr, Treasurer

City of Portage
Finance/Administration Committee Meeting
(This meeting will constitute a meeting of the Community Development Block
Grant Committee but no business of that committee will be taken up.)
Thursday, August 9, 2012, 6:30 p.m.
Municipal Building, Conference Room One
Minutes

Members: Rick Dodd, Chairperson; Kenneth A. Ebnetter, Carolyn Hamre, Marty Havlovic, Doug Klapper

1. Roll Call

Meeting called to order at 6:30 alderperson Klapper excused all other members present.

2. Discussion and possible action on claims

Motion by Havlovic second by Ebnetter to pay claims in the amount of \$718,636.66.
Motion carried 4-0 on call of role.

3. Adjournment

Motion by Ebnetter second by Havlovic to adjourn. Motion carried 4-0 on call of role.
Adjourned @ 6:35

Submitted by: Rick Dodd

CITY OF PORTAGE
HOUSING
PROCEDURES
MANUAL FOR
COMMUNITY
DEVELOPMENT BLOCK
GRANT
2012-2014

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I. INTRODUCTION

Your community has applied for and received a Community Development Block Grant (CDBG) from the Wisconsin Department of Commerce, Division of Housing and Community Development (DHCD), under Title I of the Housing and Community Development Act of 1974, as amended.

Grant funds will be used to establish a Housing Loan Program to rehabilitate residential property occupied by low- and moderate-income (LMI) residents. Funds will also be used to provide downpayment and closing costs to assist LMI households in the purchase of a house.

DHCD has developed this Housing Procedures Manual (HPM) for all grantees. Grantees wishing to modify the housing procedures as presented, must submit a request for HPM modification letter to DHCD prior to the initiation of the program. Grantees are expected to amend this chapter to reflect their county's income limits and their local rent limits. No request for modification is required for these two changes.

The purpose of this chapter/HPM is to provide a detailed description of how the CDBG program will be administered in your community. It will also detail the policies and procedures of your program, thus serving as a document that is available for the public to read and may help to arbitrate difficult decisions.

II. PROGRAM ADMINISTRATION

A. PROGRAM OBJECTIVES

1. The primary objectives of this program are:
 - a. Expansion of affordable housing stock for low- and moderate-income (LMI) persons.
 - b. Elimination of neighborhood blight and structural deterioration.
 - c. Elimination of housing conditions that are detrimental to public health, safety and welfare.
 - d. Conservation of the existing housing stock.
 - e. Provision of an opportunity for LMI renters to become homeowners.

2. To achieve the cited objectives, this program may:
 - a. Provide no-interest, deferred payment home repair loans for LMI owner-occupants.
 - b. Provide no-interest installment loans for repairing units rented to LMI tenants.
 - c. Provide no-interest installment loans for creating new LMI rental units by: converting vacant properties into rental units, and/or converting large single-family homes to duplexes.
 - d. Provide no-interest deferred payment home repair loans to LMI persons upon purchase of a home in need of repair.
 - e. Provide no-interest loans for downpayment and closing costs to eligible LMI households.

B. MEETINGS

All public meetings must be held at a handicapped accessible location. All CDBG related meetings must comply with the Wisconsin Open Meetings Law. Please visit the Wisconsin Department of Justice website for a copy of the 2007 Open Meetings Law Compliance Guide http://www.doj.state.wi.us/AWP/2007OMCG-PRO/2007_OML_Compliance_Guide.pdf

C. RECORDS

The grantee must maintain written records of CDBG activities including minutes of CDBG meetings, loan applications and related documents, and all other CDBG business matters. All individual project files will be maintained as confidential records. All CDBG program records shall be maintained for at least three (3) years after the date established by DHCD.

D. OUTREACH

The Grantee will develop informational materials that describe the available programs as well as eligibility criteria. Outreach information will include: application deadlines, examples of eligible activities, income limits, program descriptions, and grantee contact information. Materials will be made available throughout the community.

E. BASIC COMPONENTS OF THE CDBG HOUSING PROGRAM

1. The Grantee may elect to establish a **CDBG Housing Committee** for the purpose of approving local policies, reviewing loan applications, establishing local rent limits, resolving complaints and disputes within the Program and making emergency loan awards. The committee should be representative of the community it serves, with special attention given to representation of low- and moderate-income persons. The committee should meet regularly.

The committee may receive a payment for the time spent on CDBG business ONLY if other similar committees (e.g., public works committee, zoning committee) also receive such a payment. The Housing Committee must be appointed by the Chief Elected Official. The Committee should be composed of at least three members.

The Grantee may elect not to appoint a Housing Committee. In which case, the Program Administrator would be given the authority to award loans based on specific criteria, and the elected board/council would be responsible for resolving disputes and reviewing applications with potential conflicts of interest.

2. A **Program Administrator** will be designated to publicize the Program, receive applications, verify applicant eligibility, and make funding recommendations to the CDBG Housing Committee. The grantee may chose to hire a private consultant to administer the CDBG Housing Program. DHCD **must** be contacted prior to the procurement process.

3. A **Housing Inspector** must be designated to work with the borrower and the Program Administrator. The inspector must inspect the property prior to the rehabilitation work, during the project to approve interim payments (if applicable), and prior to making final payments to contractor.

F. ENVIRONMENTAL STANDARDS

1. Historic Significance

If, in conjunction with the DHCD Environmental Desk, it is determined that a housing unit has historical significance, the Grantee will give due consideration to Section 10(b) of the National Historic Preservation Act of 1966, and Executive Order 11593, regarding the preservation of the historic nature of the building. The owner of a housing unit that is determined to be of existing or potential historical significance will be advised of this fact as early as possible, but, in all cases, before rehabilitation work begins. The owner will also be advised that the historical significance of the housing unit may affect the ability of the CDBG program to conduct certain rehabilitation activities.

2. Floodplain

Loan applications received for housing units located within the boundaries of a designated floodplain, as shown on Federal Emergency Management Agency (FEMA) floodplain maps, shall be reviewed and approved or denied on a case-by-case basis by the CDBG Housing Committee. The Program Administrator must notify the property owner and occupants (for rentals) that the unit is located in the floodplain, and flood insurance must be obtained for at least one year from the date of assistance in at least the amount needed to cover the CDBG loan.

If the property owner cannot afford to purchase flood insurance, the cost of one year of flood insurance may be added to the CDBG loan.

The Grantee must be a participant in the National Flood Insurance Program before homes in the floodplain may receive CDBG rehab assistance.

In no case will the Grantee assist in the purchase of a home located in the floodplain.

Housing rehabilitation activities for properties located within a designated floodplain may include "structural repairs" and "ordinary maintenance repairs" that are necessary to ensure the health and safety of the occupants.

- a. Structural repairs are defined as alterations, modifications, rebuilding, or replacements that affect the structural integrity of the building.
- b. Ordinary maintenance repairs are non-structural in nature and include, but are not limited to, activities such as interior and exterior painting; residing; re-roofing; repairs to heating, plumbing, and electrical systems; installing or replacing insulation; the replacement of doors, windows, and other non-structural components; and the maintenance, repair or replacement of existing private sewage systems, water supply systems, or connections to public utilities. In all cases, the amount of the assistance **may not** exceed either:
 - ✓ 50% of the before-rehab value of the property, or
 - ✓ 50% of the value before flood damage occurred,

without initiating the 8-step decision-making process found in 24 CFR Part 55, Subpart C. The 8-step process is required for all projects classified as **substantial rehab** (those exceeding the 50% threshold).

If a property is located in a floodplain, it is recommended that all structural repairs or modifications of structures be floodproofed. Floodproofing of structures should extend to a point at least two (2) feet above the elevation of the regional flood. Floodproofing should be completed prior to, or as a part of, the housing rehabilitation activities. Property owners are permitted to include the cost of floodproofing and other costs associated with securing the proper permits in the rehabilitation loan.

The grantee will maintain a permanent record of the work done on the property. CDBG funds cannot be used to make the same repairs in the future.

If the cost of the rehab exceeds half of the pre-rehab market value, additional environmental requirements must be met. The Program Administrator will contact the DHCD Environmental Review desk prior to beginning the rehab.

3. See Chapter VI for a detailed description of the Grantee's environmental responsibilities.

III. TYPES OF PROGRAMS AVAILABLE

ONLY PROGRAMS DESCRIBED IN THE CDBG CONTRACT MAY BE FUNDED WITH CDBG MONEY

A. OWNER-OCCUPANT REHABILITATION LOANS

1. The CDBG contract between the state and the grantee will specify loan terms. All loans will be 0% loans. **Loan repayment** will be deferred at no interest until the housing unit ceases to be the borrower's principal place of residence. At that time, repayment will become due in full. Repaid funds will be used to finance other housing rehabilitation projects consistent with the most recent Implementation Handbook. One spousal transfer will be allowed at continued terms. Homeowners are allowed the option of converting their deferred payment loan to a 0% payback loan provided they agree to rent to LMI persons and to keep the rent within affordable rent limits.
2. The basis for determining the priority of loan applications is included in paragraph V-B of this chapter.
3. The CDBG Housing Committee will consider the appropriateness of the improvements in relation to making the housing unit decent, safe, and sanitary. In an effort to maximize the available CDBG funds, the grantee will utilize other funding sources (e.g., CAP agency) for part of the rehab work wherever practicable.
4. A mortgage and note will be issued in the name of the grantee against the borrower's property in the amount of the loan to ensure repayment of the loan.

5. Prior to beginning rehabilitation work, each building rehabilitated with loan proceeds shall be insured against loss by fire and other perils, in accordance with lending institution standards. The grantee will be added to the policy as a mortgage holder. Properties in the floodplain will be required to purchase flood insurance for at least one year in at least the amount of the CDBG loan. If the owner cannot afford to purchase flood insurance, the cost of one year of flood insurance may be added to the CDBG loan.
6. In the event "emergency" money is requested to correct housing conditions which represent an imminent threat to health and safety, a deferred payment, no interest loan may be approved by the Program Administrator. Such loans shall not be subject to the program's priority ranking system. The borrower must meet program income eligibility requirements. A mortgage and promissory note shall be used to secure the loan. The maximum limit of the "emergency" loan shall be \$3,000 per property. The homeowner must also agree in writing to participate in the housing rehabilitation program, and correct all existing hazards that represent a threat to health and safety, as determined by the CDBG inspector.
7. The dwelling unit must be in need of rehabilitation work as determined by the CDBG Housing Inspector, the Program Administrator, and the CDBG Housing Committee. All work must be deemed financially feasible, as determined by the property's fair market value, upon completion of the rehab work.
8. The property cannot be scheduled for sale, acquisition, or demolition.
9. CDBG funds may be issued as a grant ONLY under the following conditions:
 - a. The funds are used for the rehabilitation of an LMI owner-occupied property AND no more than \$1,000 will be awarded to that property owner during a 12-month period. If additional funds are requested and approved within 12-months of grant approval, the entire amount will become a deferred payment, no interest loan.
 - b. CDBG funds may be awarded to a public or a non-profit agency acting as a project developer and the agency will pass along property ownership to LMI occupants. The CDBG funds will then be secured as a 0% deferred payment loan.
 - c. When rehab plus lead hazard reduction activities cause the loan-to-value ratio to exceed 95%, you may provide the funds for lead hazard reduction activities as a grant under the following conditions:
 - ✓ No "cosmetic" rehab is figured into equation
 - ✓ Only the lead-based paint hazard reduction activities may be funded as a grant
 - ✓ Lead-based paint hazard reduction costs that yield a loan-to-value ratio of less than 95% must be made as a loan
 - ✓ The lead presence must be tested rather than assumed
 - d. If the presence of an asbestos hazard is documented, you may provide a grant for the cost of removal under the same conditions as lead.

- e. If the environmental review for a particular rehab project results in unusually high unanticipated costs, the Grantee may elect to pay the excess cost from the rehab budget as a grant to the borrower. The Grantee must get prior written authorization from DHCD to award an ERR-related grant.
- f. Risk Assessment (if necessary) costs are eligible CDBG expenses to be taken from the rehabilitation project funds but NOT charged to the homeowner's mortgage. The RA fees may also be included in the administrative costs. Same pertains to clearance costs.
- g. The cost of CDBG-financed site acquisition (land only) and site improvements must be passed along to the project developer at terms consistent with Eligibility Requirements described in this chapter. The cost of any structures on the site, and their demolition, *may* be passed along to the project developer or absorbed by the Grantee, at the Grantee's option.

B. RENTAL UNIT REHABILITATION LOANS

1. The Grantee must establish locally affordable rent limits for LMI tenants in units rehabbed with CDBG funds. This may be done in one of three ways:
 - a. Percentage limit: landlords will agree to limit annual rent increases to a small percentage of the existing rent being charged at the time of rehabilitation
 - b. Actual cost limit: landlords will agree to limit annual rent increases to the actual increased costs they incur for utilities (if applicable) and taxes
 - c. Fixed limit: the Grantee will establish a fixed monthly rent for units rehabbed under the CDBG program. The limits must be established by unit size (number of bedrooms), with or without paid utilities, and must reflect the rental market rates in the community.
2. CDBG funds will be offered as a 0% interest installment loan. The loan period shall be negotiated with the property owner. Monthly payments shall be made to the Grantee and deposited into the revolving loan fund. Repaid funds will be used to finance other housing rehabilitation projects consistent with the most recent Implementation Handbook
3. The dwelling unit must be in need of rehabilitation work as determined by the CDBG Housing Inspector, the Program Administrator, and the CDBG Housing Committee. All work must be deemed financially feasible, as determined by the property's fair market value, upon completion of the rehab work.
4. At least 75% of the units in a structure being rehabilitated with CDBG funds must be occupied by LMI families. For example, a six-unit structure being rehabilitated with CDBG funds must have at least five units occupied by LMI families ($6 \times 75\% = 4.5$). If the 75% occupancy guideline is met, the grantee may fund the rehabilitation of all common areas of the structure (e.g., roof, siding, plumbing, hallway). The Grantee may not rehabilitate non-LMI units. Exception: if the loan is for the rehab of a duplex, at least one of the units must be LMI in order to make repairs to the common areas. If one unit of a duplex is vacant, the other one must be occupied by an LMI tenant.
5. The basis for determining the priority of loan applications is included in paragraph V-B of this chapter.

6. The Committee will consider the appropriateness of the improvements in relation to making the unit decent, safe, and sanitary as well as the owner's ability to provide financing for improvements greater than the average amount. In an effort to maximize the available CDBG funds, the grantee will utilize other funding sources (e.g., CAP agency) for part of the rehab work wherever practicable.
7. A mortgage and note will be issued against the property in the amount of the loan to ensure repayment of the loan.
8. Prior to beginning rehabilitation work, each building to be rehabilitated with CDBG funds shall be insured against loss by fire and other perils, in accordance with lending institution standards. The Grantee will be added to the policy as a mortgage holder. Properties in the floodplain will be required to purchase flood insurance for at least one year, in at least the amount to secure the CDBG loan.
9. Prior to the initiation of a rental rehabilitation project (including vacant rehab and conversion projects), the property owner must agree, in writing, to:
 - a. Limit rents as adopted by the Grantee (see Appendix B) The Grantee will review and amend these levels annually.
 - b. Rent to low- or moderate-income families for five years or the term of the loan, whichever is less.
10. All tenants in rehabbed units must be documented as LMI. The Grantee must develop and implement an annual verification of LMI occupancy. The annual verification must document that:
 - a. The rents being charged comply with the terms of the loan; AND
 - b. The original tenant continues to reside in the unit; or
 - c. The tenant who is different since the last verification, met LMI income levels at the time of occupancy. The property owner must be made aware that it is his/her responsibility to verify the income of any new tenants that come in during the term of the rehab agreements. However, it is the Grantee's responsibility to keep this evidence on file.

If the conditions of a rehabilitation loan to owners of rental property are violated, the loan will be immediately due and payable, at conventional interest rates.

Because a tenant's income increases and exceeds the current LMI income limits is NOT a reason for eviction.

11. The property cannot be scheduled for sale, acquisition, or demolition.

12. Notices

- a. No tenants will be permanently displaced as a result of rehab to a renter-occupied property. As soon as a landlord applies for assistance, all tenants of the property to be rehabilitated in whole or part with CDBG funds must receive written notice that the rehabilitation work is going to take place. All tenants will receive both an initial "General Information Notice"(Chapter XII, page 19) at the

time of the property owner's loan application, and a "Notice of Nondisplacement" (Chapter XII, page 64) upon loan approval.

The notice must inform them that they are not being displaced by the rehabilitation activity, and that any tenant who moves as a result of the rehabilitation will NOT be eligible for relocation payments. Evidence of the delivery of those notices must be included in each project file.

- b. All tenant households residing in a unit built prior to 1978 MUST receive a copy of the lead-based paint hazard brochure. Evidence of the delivery of that form must be included in each project file.

13. Repayment of installment rehab loans must begin within 60 days of the initiation of the rehab. Loans to landlords and/or developers must be repaid in monthly or quarterly installments.

C. ACQUISITION/RELOCATION

Under unusual circumstances, the Grantee may choose to acquire dilapidated dwellings using CDBG funds. CDBG funds may be used to pay all displacement and relocation costs due to the occupants, and to demolish the structures.

1. Properties will be acquired in accordance with all state and federal requirements: namely, 24 CFR 42, and related portions of Wisconsin Statutes Chapter 32. Copies (or summaries in simplified formats) of these regulations must be available for public review. Appropriate forms and brochures must be made available, as required, and explained to interested persons by the Program Administrator.
2. If, in conjunction with the DHCD Environmental Desk, it is determined that a site or the structure on it has potential historical significance, that site and/or structure will be dealt with in a manner acceptable to the goals of this Program and with due consideration to Section 10b of the National Historical Preservation Act of 1966, and Executive Order 11593. Units will not be moved or demolished without prior notification and approval of the Historical Society.
3. As a general rule, dwellings will not be rehabilitated if they are structurally unsound or if the combined total of the present value of the structure and the cost of rehabilitating the structure exceed the after-rehabilitation fair market value of the property. Dependent on available funding, such structures may be demolished and the sites prepared for alternative use with as little disturbance to the site as practicable.
4. Funds from sale of the acquired property will be deposited into the revolving loan fund and may be used to finance other acquisition/demolition projects consistent with the most current Implementation Handbook.

D. HOMEBUYER PROGRAM

1. CDBG funds may be used to pay reasonable closing costs and to provide up to 50% of the required downpayment costs, not to exceed 10% of the purchase price of the home. All downpayment loans must be matched 1:1. The matching downpayment may be from *other grant funds or the homebuyer's contribution*.

2. Eligible closing costs include:
 - Loan origination fees
 - Loan discount points
 - Appraisal costs
 - Credit report
 - Title search and preparation charges
 - Title insurance
 - Transfer fees
 - Recording costs
 - Surveyor charges

A maximum may be imposed on the amount of closing costs paid based on the average local lending costs for similar type loans.

3. Every homebuyer applicant must contribute at least \$1,000 of their own funds towards the purchase of the property.
4. Every homebuyer applicant must receive pre-purchase education in the following areas: (check Chapter XIII forms, page 109)
 - a. Homebuyer Education
 - b. Basics of the Home Purchase Process
 - c. Post-purchase Expectations
5. Typically, CDBG funds should NOT be used for downpayment and closing costs when the interest rate on the home purchase loan is 2% above the average local lending rate for similar types loans.
6. Loans should be structured to be affordable for LMI households. ALL HOMEBUYER PROGRAM PROJECT FILES MUST CONTAIN A SIGNED AND COMPLETED "HOMEBUYER LOAN CALCULATION" FORM (Chapter XII, page 56)
7. Homebuyer loans (rehab and/or downpayment and closing costs) are intended to be awarded ONLY to LMI tenants. Homebuyer loans may be awarded to LMI households currently owning a house only under exceptional situations. Grantee must receive written authorization from DHCD before awarding homebuyer funds to a current LMI owner-occupant.
8. If a tenant is displaced as a result of a homebuyer loan, the tenant must receive applicable relocation payments.
9. All homes purchased under the Homebuyer Program must meet Section 8 Housing Quality Standards at the time of purchase or receive a rehab loan that will bring it up to HQS within six months of purchase. The program will not help purchase houses in need of major/substantial rehab work.

The property to be purchased and/or repaired must be either owner-occupied, occupied by the purchasing tenant, or vacant at the time of purchase. The property to be purchased may not be in the floodplain.

E. HOMELESS ASSISTANCE

The Grantee may provide rehabilitation funds to organizations supplying emergency and/or transitional shelter for homeless persons (including victims of domestic abuse). The funds will be provided as a 0% deferred payment loan to non-profit or government agencies, or as a 0% installment loan to private owners. Deferred payment loans will be repaid when the building ceases to be used as a shelter for homeless persons or when the agency no longer owns the building, whichever comes first. Zero percent loans will be repaid on a monthly basis over a time period which is agreeable to both the Grantee and the owner. Loan funds may be used for basic rehabilitation. With prior state approval, loan funds may also be used for additions to the structure to alleviate documented overcrowding.

F. HANDICAPPED ACCESSIBILITY

The Grantee may provide rehabilitation funds for handicapped accessibility improvements.

1. Funds will be provided with terms identical to the owner-occupied loans.
2. Improvements are generally limited to those necessary to permit all household members reasonable access to the entire area of the dwelling unit.
3. The homeowner must present sufficient documentation of physical impairment.
4. Handicapped accessibility improvements may be made **ONLY** if the occupant's household income meets the Section 8 guidelines.

IV. ELIGIBILITY REQUIREMENTS

All projects will be administered in accordance with the most recent CDBG Housing Implementation Handbook as posted on the Department website.

A. LMI BENEFIT

1. All occupants directly benefiting from a CDBG housing rehabilitation program must be at or below the appropriate Section 8 income limit for their county.
2. Section 8 income levels, as established by the Department of Housing and Urban Development, define low and moderate incomes (LMI) and must be used for this program.
3. Occupants of a dwelling unit who will be displaced as a result of a CDBG-funded project need not meet Section 8 income guidelines to receive acquisition or relocation payments.

B. INCOME VERIFICATION

1. Income Definition

For the purpose of calculating income, you must use the following definition:

Total household income shall include all income sources from all members of the household who are at least 18 years of age. Annual household income includes, but is not limited to:

- a. The gross amount, before **ANY** payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips, and bonuses;
- b. The net income from the operation of a business or profession, or from rental of real or personal property (depreciation on buildings and/or equipment must be added back into the income amount);
- c. Interest and dividends;
- d. The full amount of periodic payments received (including for minor children) from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts;
- e. *Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay;*
- f. Public assistance. If the public assistance payment includes an amount specifically designated for shelter and utilities, which is subject to adjustment by the public assistance agency, in accordance with the actual cost of shelter and utilities, the amount to be included as income shall consist of:
 - ✓ The amount of the allowance or grant exclusive of the amount specifically designated for shelter and utilities, plus
 - ✓ The maximum amount which the public assistance agency could in fact allow the household for shelter and utilities;
- g. Periodic and determinable allowances, such as alimony and child support income, and regular contributions or gifts received from persons not sharing the household;
- h. All regular pay, special pay and allowances of a member of the Armed Forces (whether or not living in the household) who is the head of the household or that person's spouse.

2. DEDUCTIONS

You may deduct from the calculated annual income the following:

- a. The earned income of any household member (other than the household head or spouse) who is under 18 years of age, or is a full-time student (under 22 years of age);
- b. any nonrecurring temporary income such as inheritances, insurance payments (including payments under health and accident insurance, and worker's compensation), capital gains, one-time tribal profits, and settlement for personal property losses;
- c. child support payments made and expected to continue for at least one year;
- d. income received for the care of foster children or foster adults;
- e. income of live-in aides;

- f. income from HUD training programs;
- g. income from educational scholarships paid directly to the student or educational institution;
- h. income from the government to a veteran for the use in meeting the costs of tuition, fees, books, equipment, materials, supplies, transportation, and miscellaneous personal expenses of the student;
- i. special pay to a household member serving in the armed forces who is exposed to hostile fire;
- j. amounts specifically excluded by any other federal statute from consideration as income;
- k. amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;
- l. amounts received by a disabled person that are disregarded for a limited time for the purposes of SSI eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
- m. regularly recurring medical expenses, for a chronic medical condition which is not covered by insurance, and which may reasonably be expected to continue;
- n. annual rent credits or rebates paid to senior citizens by government agencies;
- o. relocation payments under Title II of the Uniform Act;
- p. face value of food stamps;
- q. payments received from VISTA, Retired Senior Volunteer Program, Foster Grandparents Program, youthful offender incarceration alternatives, or senior companions;
- r. payments received under the Job Training Partnership Act;
- s. earned income tax credit refunds;
- t. reimbursements for the costs of medical expenses;
- u. assets;
- v. adoption assistance payments;
- w. amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep this developmentally disabled family member at home;

3. It is important to treat all applicants fairly when calculating income. Income may be calculated by any one of the following methods:
 - a. verifying an applicant's income from the previous year
 - b. projecting an applicant's income for the next 12 months based on their average income for the most recent 3 months
 - c. using the average income from the last 6 months and adding to it the projected income for the next 6 months (based on the current month's income)
4. Whenever possible, the occupants' most recent tax return must be used to verify that all sources of income have been considered in the income calculation. Current documentation, such as pay stubs, must be on file to document the actual amounts of all identified sources of income.
5. Household size includes all full-time household members, foster children, and other minor children who reside in the household for more than 50% of the year.
6. Use the following formula to calculate business profit/loss for applicants who are self employed:

Gross regularly recurring income
- (minus) total expenses
+ (plus) depreciation
= (equals) business profit

INCOME MUST BE VERIFIED WITHIN SIX MONTHS OF LOAN CLOSING.

C. LMI owner-occupied housing

1. To be eligible for a rehabilitation loan, an applicant must be an owner-occupant or land contract buyer.
2. The applicant's income shall not exceed the income levels set forth in Appendix A. These income levels represent 80% of the county's median income.

D. LMI renter-occupied housing

Vacant rental units or those occupied by households who meet the low- to moderate-income criteria set forth in Appendix B may be rehabilitated under the following conditions:

1. The owner agrees to rent only to households who meet the low- to moderate-income criteria as set forth in Appendix B.
2. The owner agrees to maintain the rents at or below the limits established in Appendix B for five years or the term of the loan, whichever is less.

3. If the unit is occupied, the tenant must also agree to income verification.

E. Additional eligibility requirements

1. Land Contracts. For the purpose of the Program, the term "land sales contract" refers to any transaction, regardless of the nomenclature by which it is known, in which the purchaser obtains fee simple title to the property only by completing a series of installment payments over a period of years. In order for a purchaser under a land sales contract to be eligible for a housing rehabilitation loan, the following requirements must be met:

- a) The contract must be a written, legally binding, properly recorded instrument relating to the property to be rehabilitated.
- b) The seller of the property must hold fee simple title to the property and, while the contract is in good standing, must be unable to use the property for collateral or to convey the property to any other party unless such use for collateral or conveyance of fee simple title is subject to the contract.
- c) Under the contract, the seller and any subsequent holder of the fee simple title to the property must be obligated, without qualification, to deliver to the purchaser fee simple title and a deed to the property upon full payment of the contract price, or some lesser amount.
- d) Under the terms of the contract, the purchaser must have full use, possession and quiet enjoyment of the property; equitable title to the property; and full rights of redemption for a period of not less than 60 days.
- e) The purchaser must be legally able to mortgage, pledge or assign equitable title to the property to the Grantee, as required by the loan security provisions as set forth in this handbook. If, under the terms of the contract, the purchaser may only make such mortgage, pledge or assignment with the seller's consent, the purchaser must obtain such consent from the seller in a written and recordable form.

2. Life Estate. Persons occupying a dwelling unit under a life estate agreement are eligible for a CDBG rehab loan under the following conditions:

- a) The person(s) occupying the dwelling to receive CDBG rehab must be LMI.
- b) The life estate agreement terms must be written, signed and recorded.
- c) The owners of the dwelling must agree, in writing, prior to the initiation of the rehabilitation, to repay the loan when the dwelling ceases to be the principal place of occupancy of the current occupant.
- d) ALL parties of the life estate (occupants AND owners) must sign the mortgage and the note.
- e) The CDBG loan is treated as an owner-occupied loan.

3. Property Taxes and Insurance. Property taxes must be paid up to date before any rehabilitation work can begin. The unit owner must have adequate insurance coverage to cover the property improvements after rehabilitation.
4. Title and Mortgage Verification. A letter report shall be obtained to provide evidence to the Program Administrator of title and the amounts of mortgages or liens on the property. The Program Administrator shall review the evidence of title and the mortgage and lien amounts to determine if the title is proper and that there is sufficient mortgage-free investment by the owner to insure payment of the loan. The cost of this report shall be added to the loan amount.
5. Work Completed Prior to Application Approval. No work undertaken, whether completed or incomplete, no materials ordered, and no contracts entered into prior to the approval of the loan application by the Grantee, will be eligible for payment with CDBG funds.

F. Conflict of interest

Elected/appointed officials, municipal employees or consultants involved in the decision-making processes of the program are not eligible to receive housing rehabilitation assistance through the program either for themselves, or for those with whom they have family or business ties, during their tenure or for one year after.

- a. For purposes of the CDBG housing program "family" means:
 - Spouse
 - Fiancée/Fiancé
 - Children and Children-in-Law
 - Brothers and Brothers-in-Law
 - Sisters and Sisters-in-Law
 - Parents and Parents-in-Law
 - Anyone who receives more than 50% of their support from the person (e.g., adopted child, foster child)
- b. 24 CFR Part 570.489 (h) specifies the requirements for CDBG grantees with respect to Conflict of Interest. Also, read ss. 946.13, Wis. Stats and ss. 19.59, Wis. Stats. Loans or grants made without the appropriate conflict of interest clearance may be required to be repaid to the program by the grantee. **In no case may the Grantee's Chief Elected Official receive a CDBG loan.**
- c. An exception to the requirement (Waiver of Potential Conflict of Interest) may be requested from the Division of Housing and Community Development. Prior to submitting the request, public disclosure of the conflict must be made. An opinion must be obtained from the Municipal Attorney stating that the interest for which the exemption is sought would not violate state or local law.
- d. Use the following steps to determine a potential conflict of interest:

**CITY OF PORTAGE
FIRE DEPARTMENT SUMMARY**

	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	% CHANGE	\$ CHANGE
EXPENDITURES						
ADMINISTRATION	199,147	204,043	194,337	163,304	-15.97%	-31,033
SUPPRESSION	818,585	835,718	845,816	844,556	-0.15%	-1,260
PREVENTION/INSPECTION	78,046	79,021	85,172	83,322	-2.17%	-1,850
EMERGENCY SERVICES	1,319	10	2,500	2,500	0.00%	0
HAZMAT	15,466	14,171	19,500	19,417	-0.43%	-83
TOTAL EXPENDITURES	1,112,562	1,132,963	1,147,324	1,113,099	-2.98%	-34,226
EXPENSE COMPONENTS						
PERSONNEL	549,581	570,996	572,950	565,755	-1.26%	-7,195
ADMINISTRATIVE EXPENSES	39,759	41,305	44,838	11,218	-74.98%	-33,620
PURCHASED SERVICES	107,036	105,790	110,641	113,314	2.42%	2,673
SUPPLIES/MATERIALS	46,885	60,234	62,625	62,467	-0.25%	-158
REPAIRS/MAINTENANCE						0
HYDRANT RENTAL	331,438	328,815	330,870	330,870		0
OUTLAY	37,863	25,823	25,400	29,475	16.04%	4,075
TOTAL EXPENDITURES	1,112,562	1,132,963	1,147,324	1,113,099	-2.98%	-34,226

Fire - Administration

City of Portage

Detailed Budget Report

<i>FIRE</i>		<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2012</i>	<i>2013</i>	<i>Higher (Lower) 12 Bdgt</i>	
<i>Fund 100 Dept 15 Object 52210</i>		<i>Actual</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual 6 mo</i>	<i>Budget</i>	<i>13 Bdgt vs</i>	<i>13 Bdgt vs</i>
Account Description							<i>12 Bdgt</i>	<i>12 Bdgt</i>
<i>FIRE ADMIN</i>								
110	WAGES-FULLTIME	\$ 103,522	\$ 106,715	\$ 107,953	\$ 51,161	\$ 106,846	\$ (1,107)	-1.03%
112	OVERTIME COMPENSATON	\$ -	\$ -	\$ -	\$ -	\$ -		
115	LONGEVITY	\$ 575	\$ 675	\$ 580	\$ -	\$ 580	\$ -	0.00%
130	HEALTH INSURANCE	\$ 19,276	\$ 20,891	\$ 17,876	\$ 8,885	\$ 17,876	\$ 0	0.00%
131	TERM LIFE INSURANCE	\$ 329	\$ 282	\$ 420	\$ 125	\$ 415	\$ (5)	-1.13%
132	DENTAL INSURANCE	\$ 853	\$ 913	\$ 912	\$ 451	\$ 912	\$ -	0.00%
133	UNIFORM ALLOWANCE	\$ 400	\$ 400	\$ 400	\$ 200	\$ 400	\$ -	0.00%
134	INCOME CONTINUATION INS	\$ 258	\$ 251	\$ 257	\$ 125	\$ 257	\$ (0)	-0.09%
136	RETIREE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -		
140	EMPLOYEE ASSISTANCE PROGRAM	\$ 165	\$ 195	\$ 50	\$ 165	\$ 50	\$ -	0.00%
150	RETIREMENT	\$ 15,606	\$ 15,858	\$ 15,871	\$ 7,702	\$ 15,804	\$ (67)	-0.42%
151	FICA	\$ 3,793	\$ 3,780	\$ 3,898	\$ 1,664	\$ 3,814	\$ (84)	-2.15%
153	SICK/VACATION ACCRUAL	\$ (434)	\$ 810	\$ -	\$ -	\$ -		
211	SOFTWARE SUPPORT	\$ 735	\$ 1,095	\$ 1,500	\$ 1,131	\$ 1,500	\$ -	0.00%
	ACS GOVT SYSTEMS 735 + 350							100.00%
	OTHER \$415							100.00%
216	ASSOCIATION DUES	\$ 420	\$ 846	\$ 650	\$ 380	\$ 650	\$ -	0.00%
219	OTHER PROFESSIONAL SERVICES	\$ 1,260	\$ 572	\$ 1,000	\$ 200	\$ 1,000	\$ -	0.00%
	STRAND							100.00%
220	TELEPHONE	\$ 1,702	\$ 1,676	\$ 2,450	\$ 760	\$ 2,450	\$ -	0.00%
290	TRAINING	\$ 85	\$ 728	\$ 1,000	\$ -	\$ 1,000	\$ -	0.00%
291	POSTAGE	\$ 399	\$ 615	\$ 400	\$ 183	\$ 400	\$ -	0.00%
292	PRINTING/PUBLISHING	\$ 461	\$ 311	\$ 400	\$ -	\$ 400	\$ -	0.00%
310	OFFICE SUPPLIES	\$ 2,076	\$ 1,525	\$ 1,800	\$ 870	\$ 1,800	\$ -	0.00%
320	PUBLICATIONS, SUBSCRIPTIONS	\$ 112	\$ 242	\$ 150	\$ 106	\$ 150	\$ -	0.00%
350	REPAIR/MAINT SUPPLIES	\$ 2,692	\$ 1,795	\$ 1,600	\$ 711	\$ 1,600	\$ -	0.00%
390	MISCELLANEOUS SUPPLIES	\$ 249	\$ 248	\$ 250	\$ -	\$ 250	\$ -	0.00%
510	GENERAL LIABILITY INS	\$ 20,378	\$ 19,628	\$ 19,012	\$ 14,677		\$ (19,012)	-100.00%
511	WORKMEN'S COMPENSATION INS	\$ 11,991	\$ 13,558	\$ 14,758	\$ 11,170		\$ (14,758)	-100.00%
540	DEPRECIATION	\$ -	\$ -	\$ -	\$ -			
823	OFFICE FURNISHINGS & EQUIP	\$ -	\$ 240	\$ -	\$ -			
870	COMPUTER HARDWARE	\$ -	\$ 1,486	\$ 500	\$ -	\$ 4,500	\$ 4,000	800.00%
880	COMPUTER SOFTWARE	\$ 925	\$ 650	\$ 650	\$ 650	\$ 650	\$ -	0.00%
TOTAL FIRE ADMIN		\$ 187,827	\$ 195,984	\$ 194,337	\$ 101,316	\$ 163,304	\$ (31,033)	-15.97%

Fire - Administration

City of Portage

Detailed Budget Report

<i>FIRE</i> <i>Fund 100 Dept 15 Object 52210</i>	<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2012</i>	<i>2013</i>	<i>Higher (Lower) 12 Bdgt</i>	
Account Description	<i>Actual</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual 6 mo</i>	<i>Budget</i>	<i>13 Bdgt vs</i>	<i>13 Bdgt vs</i>
						<i>12 Bdgt</i>	<i>12 Bdgt</i>
TRANSFER TO VEH REPL							
1001559242000 TRANSFER TO VEHICLE REPL	\$ 11,320	\$ 8,060	\$ -		\$ -		
TOTAL TRANSFER TO VEH REPL	\$ 11,320	\$ 8,060	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL FIRE ADMIN	\$ 199,147	\$ 204,043	\$ 194,337	\$ 101,316	\$ 163,304	\$ (31,033)	-15.97%

NOTE: Full-time wages include 100% of Fire Chief and 90% of Fire Secretary wages.

Fire - Suppression
City of Portage
Detailed Budget Report

<i>FIRE</i> <i>Fund 100 Dept 15 Object 52220</i>		<i>2010</i> <i>Actual</i>	<i>2011</i> <i>Actual</i>	<i>2012</i> <i>Budget</i>	<i>2012</i> <i>Actual 6 mo</i>	<i>2013</i> <i>Budget</i>	<i>Higher (Lower) 12 Bdgt</i> <i>13 Bdgt vs 12 Bdgt</i>	<i>13 Bdgt vs</i> <i>12 Bdgt</i>
Account Description								
FIRE SUPPRESSION								
110	WAGES-FULLTIME	\$ 211,333	\$ 215,206	\$ 216,850	\$ 98,514	\$ 213,921	\$ (2,929)	-1.35%
112	OVERTIME COMPENSATION	\$ 24,302	\$ 27,416	\$ 26,486	\$ 10,551	\$ 26,081	\$ (405)	-1.53%
115	LONGEVITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
130	HEALTH INSURANCE	\$ 45,471	\$ 47,885	\$ 46,945	\$ 23,108	\$ 46,945	\$ (0)	0.00%
131	TERM LIFE INSURANCE	\$ 857	\$ 813	\$ 1,003	\$ 361	\$ 989	\$ (14)	-1.42%
132	DENTAL INSURANCE	\$ 1,441	\$ 1,479	\$ 1,440	\$ 720	\$ 1,440	\$ -	0.00%
133	UNIFORM ALLOWANCE	\$ 1,400	\$ 1,400	\$ 1,400	\$ 700	\$ 1,400	\$ -	0.00%
	4 @ \$350							
134	INCOME CONTINUATION INS	\$ 609	\$ 611	\$ 620	\$ 303	\$ 620	\$ 0	0.05%
150	RETIREMENT	\$ 40,547	\$ 45,811	\$ 46,745	\$ 20,832	\$ 46,108	\$ (637)	-1.36%
151	FICA	\$ 3,302	\$ 3,374	\$ 3,549	\$ 1,483	\$ 3,500	\$ (49)	-1.37%
153	SICK/VACATION ACCRUAL	\$ 714	\$ 65	\$ -	\$ -	\$ -	\$ -	
218	VOLUNTEER FIRE SERVICE	\$ 92,000	\$ 92,000	\$ 92,000	\$ 46,000	\$ 94,000	\$ 2,000	2.17%
219	OTHER PROFESSIONAL SERVICES	\$ 3,596	\$ 4,150	\$ 5,805	\$ 3,519	\$ 5,480	\$ (325)	-5.60%
220	TELEPHONE	\$ 1,038	\$ 1,263	\$ 1,500	\$ 735	\$ 1,600	\$ 100	6.67%
240	VEHICLE/EQUIP MAINT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
293	UNIFORMS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
294	OTHER CONTRACTUAL SERVICES	\$ 2,008	\$ 2,187	\$ 2,086	\$ 3,084	\$ 3,084	\$ 998	47.82%
340	OPERATING SUPPLIES	\$ 2,723	\$ 3,697	\$ 2,500	\$ 859	\$ 2,500	\$ -	0.00%
341	VEHICLE/EQUIP MAINT SUPPLIES	\$ 26,888	\$ 32,514	\$ 37,000	\$ 10,185	\$ 37,000	\$ -	0.00%
342	GASOLINE/OIL	\$ 7,224	\$ 9,712	\$ 9,000	\$ 4,104	\$ 9,000	\$ -	0.00%
345	OPERATING EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
390	MISCELLANEOUS SUPPLIES	\$ 2,123	\$ 2,225	\$ 1,900	\$ 462	\$ 1,900	\$ -	0.00%
516	VOL ACCIDENTAL DEATH INS	\$ 818	\$ 818	\$ 818	\$ 818	\$ 818	\$ -	0.00%
531	HYDRANT RENTAL	\$ 331,438	\$ 328,815	\$ 330,870	\$ 137,863	\$ 330,870	\$ -	0.00%
821	BUILDING/GROUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
823	OFFICE FURNISHINGS & EQUIP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
840	EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
860	SMALL EQUIPMENT	\$ 18,753	\$ 14,278	\$ 17,300	\$ 65,493	\$ 17,300	\$ -	0.00%
TOTAL FIRE SUPPRESSION		\$ 818,585	\$ 835,718	\$ 845,816	\$ 429,695	\$ 844,556	\$ (1,260)	-0.15%

NOTE: Full-time wages include 100% of Captain Engineer, 2 Lt. Engineers and an Engineer

Fire - Prevention/Inspection

City of Portage Detailed Budget Report

<i>FIRE</i>		<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2012</i>	<i>2013</i>	<i>Higher (Lower) 12 Bdgt</i>	
<i>Fund 100 Dept 15 Object 52230</i>		<i>Actual</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual 6 mo</i>	<i>Budget</i>	<i>13 Bdgt vs</i>	<i>13 Bdgt vs</i>
<i>Account Description</i>							<i>12 Bdgt</i>	<i>12 Bdgt</i>
PREVENTION/INSPECTION								
110	WAGES-FULLTIME	\$ 45,457	\$ 45,835	\$ 49,916	\$ 23,032	\$ 48,455	\$ (1,461)	-2.93%
112	OVERTIME COMPENSATION	\$ 5,750	\$ 5,167	\$ 3,833	\$ 2,763	\$ 3,719	\$ (114)	-2.97%
115	LONGEVITY	\$ -	\$ -	\$ -	\$ -	\$ -		
130	HEALTH INSURANCE	\$ 13,369	\$ 13,811	\$ 13,801	\$ 6,794	\$ 13,801	\$ 0	0.00%
131	TERM LIFE INSURANCE	\$ 53	\$ 56	\$ 62	\$ 29	\$ 60	\$ (2)	-3.37%
132	DENTAL INSURANCE	\$ 483	\$ 474	\$ 480	\$ 240	\$ 480	\$ -	0.00%
133	UNIFORM ALLOWANCE	\$ 350	\$ 350	\$ 350	\$ 175	\$ 350	\$ -	0.00%
	1 @ \$350							
134	INCOME CONTINUATION INS	\$ 135	\$ 133	\$ 138	\$ 67	\$ 138	\$ 0	0.22%
150	RETIREMENT	\$ 8,829	\$ 9,639	\$ 10,333	\$ 4,931	\$ 10,032	\$ (301)	-2.91%
151	FICA	\$ 715	\$ 713	\$ 784	\$ 358	\$ 762	\$ (22)	-2.86%
153	SICK/VACATION ACCRUAL	\$ 121	\$ (13)	\$ -	\$ -	\$ -		
216	ASSOCIATION DUES	\$ 185	\$ 25	\$ 125	\$ -	\$ 125	\$ -	0.00%
219	OTHER PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -		
290	TRAINING	\$ 1,331	\$ 1,195	\$ 3,000	\$ 1,416	\$ 3,000	\$ -	0.00%
320	PUBLICATIONS, SUBSCRIPTIONS	\$ 810	\$ 833	\$ 850	\$ 855	\$ 900	\$ 50	5.88%
340	OPERATING SUPPLIES	\$ 334	\$ 548	\$ 1,000	\$ 101	\$ 1,000	\$ -	0.00%
341	VEHICLE/EQUIP MAINT SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -		
390	MISCELLANEOUS SUPPLIES	\$ 124	\$ 256	\$ 500	\$ 451	\$ 500	\$ -	0.00%
TOTAL PREVENTION/INSPECTION		\$ 78,046	\$ 79,021	\$ 85,172	\$ 41,213	\$ 83,322	\$ (1,850)	-2.17%

NOTE: Full-time wages include 100% of Fire Inspector wages

Fire - Emergency Services

City of Portage Detailed Budget Report

<i>FIRE</i>		<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2012</i>	<i>2013</i>	<i>Higher (Lower) 12 Bdgt</i>	
<i>Fund 100 Dept 15 Object 52500</i>		<i>Actual</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual 6 mo</i>	<i>Budget</i>	<i>13 Bdgt vs</i>	<i>13 Bdgt vs</i>
<i>Account Description</i>							<i>12 Bdgt</i>	<i>12 Bdgt</i>
EMERGENCY SERVICES								
220	TELEPHONE	\$ -	\$ -	\$ -	\$ -			
290	TRAINING	\$ -	\$ -	\$ -	\$ -			
291	POSTAGE	\$ -	\$ -	\$ -	\$ -			
310	OFFICE SUPPLIES	\$ -	\$ -	\$ -	\$ -			
	MISCELLANEOUS SUPPLIES - EMERG							
390	SIREN MAINT	\$ 1,319	\$ 10	\$ 2,500	\$ 676	\$ 2,500	\$ -	0.00%
840	EQUIPMENT	\$ -	\$ -	\$ -				
860	SMALL EQUIPMENT	\$ -	\$ -	\$ -				
TOTAL EMERGENCY SERVICES		\$ 1,319	\$ 10	\$ 2,500	\$ 676	\$ 2,500	\$ -	0.00%

Fire - Hazmat
City of Portage
Detailed Budget Report

<i>FIRE</i>		<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2012</i>	<i>2013</i>	<i>Higher (Lower) 12 Bdgt</i>	
<i>Fund 100 Dept 15 Object 52600</i>		<i>Actual</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual 6 mo</i>	<i>Budget</i>	<i>13 Bdgt vs</i>	<i>13 Bdgt vs</i>
<i>Account Description</i>							<i>12 Bdgt</i>	<i>12 Bdgt</i>
HAZMAT								
211	SOFTWARE SUPPORT	\$ -	\$ -	\$ -	\$ -	\$ -		
219	OTHER PROFESSIONAL SERVICES	\$ 4,325	\$ 3,146	\$ 6,000	\$ 350	\$ 6,000	\$ -	0.00%
220	TELEPHONE	\$ 634	\$ 440	\$ 500	\$ 204	\$ 500	\$ -	0.00%
290	TRAINING	\$ -	\$ -	\$ -	\$ -	\$ -		
293	UNIFORMS	\$ -	\$ -	\$ -	\$ -	\$ -		
340	OPERATING SUPPLIES	\$ 3,642	\$ 9,475	\$ 6,050	\$ 2,267	\$ 5,892	\$ (158)	-2.61%
823	OFFICE FURNISHINGS & EQUIP	\$ -	\$ -	\$ -	\$ -	\$ -		
840	EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -		
860	SMALL EQUIPMENT	\$ 6,865	\$ 1,110	\$ 6,950	\$ -	\$ 7,025	\$ 75	1.08%
880	COMPUTER SOFTWARE	\$ -	\$ -	\$ -	\$ -	\$ -		
TOTAL HAZMAT		\$ 15,466	\$ 14,171	\$ 19,500	\$ 2,821	\$ 19,417	\$ (83)	-0.43%

**TRAINING REQUEST
AND
EXPENSE REIMBURSEMENT**



GENERAL INFORMATION	
DATE:	<u>8/17/12</u>
Employee:	<u>PENNY KIEFER.</u> Department: <u>POLICE</u>
Dates of Attendance:	<u>OCT. 8TH, 9TH & 10TH. 2012</u>
Location of Conference, Seminar, etc.:	<u>INDIANAPOLIS, INDIANA</u>
Conference/Training/Seminar Name:	<u>NATIONAL TRIAD CONFERENCE</u>

Financial Considerations

Expense	Paid by or to be paid:		If paid by CC, Tax Exempt	
	Direct bill	Credit card	Form Sent	Contact Name
Registration Fee:	\$ <u>125.00</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lodging:	\$ <u>2 NIGHTS @ \$134.00</u> \$268.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total of Expenses	\$ <u>393.00</u>			

For the items listed above are Training Funds Budgeted in current year Yes No

Budgeted in Account No. 52120-290 *E K O'Neill*

Are grant funds available to reimburse registration and lodging? Yes No

ESTIMATED REIMBURSEMENTS		
Fill in estimated column only when submitting form for approval.		
	Estimated Expense	Actual Expense
Mileage - 51¢ per mile (if City Vehicle is not available)	<u>TRAINING WANTS TO TAKE \$ HER OWN CAR.</u>	\$ <u>- 0 -</u>
Meals - (Based up receipts turned in, not to exceed \$25.00 per day)	<u>SHE DOES NOT REQUEST MILEAGE OR GAS (EST) 30.00</u>	\$ <u>ESTIMATE 30.00</u>
Parking, Tolls, etc.	<u>BREAKFAST & LUNCH PROVIDED \$ N/A</u>	\$ <u>N/A</u>
TOTALS	\$ <u>ESTIMATE: 30.00</u>	\$ <u>30.00 (EST)</u>

For estimated reimbursements are Training Funds Budgeted in current year for this expense Yes No

Budgeted in Account No. 52120-290 *E K O'Neill*

Are grant funds available to reimburse expenses NOT related to registration or lodging? Yes No

Ken Mantz Department Head Approval 8-17-12 Date _____ City Administrator _____ Date

**NOTE: Receipts are required for all expenses which are to be reimbursed.
All paid lodging receipts should be submitted within one week of training.**

Portage Police Department

Memorandum

To: CHIEF MANTHEY/ASST. CHIEF O'NEILL

From: LT. KIEFER

Date: 08/13/2012

Reference: TRAINING REQUEST

Attached is a registration form for the National Triad Conference slated for October 8th through October 10th, 2012, in Indianapolis, Indiana. I would like to attend this conference. Out-of-state conference attendance I know needs special approval and therefore submitting it now. I would leave on Monday, the 8th and return on Wednesday, the 10th.

I would request that I take my own car to travel this far and would not expect fuel or mileage reimbursement. If any of the other Triad members join me, this would be much more comfortable for them than the Stratus and I do not have faith in the mechanical ability of the Stratus going this far.

Also if a female Triad member(s) were to accompany me, I would pay the difference for the room increase so that they did not suffer the expense of a separate room.

All meals are provided except supper.

Early bird registration ends on 9/14/2012.

Thank you for your time and consideration into this matter.

Penny

