

\*\*\* All present are expected to conduct themselves in accordance with our City's Core Values \*\*\*



## OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department Committee, Agency, Corporation, Quasi-Municipal Corporation or Sub-unit thereof.

Notice is hereby given that the **Community Development Authority** of the City of Wausau, Wisconsin will hold a regular or special meeting on the date, time and location shown below.

Meeting of the:  
Date/Time:  
Location:  
Members:

**COMMUNITY DEVELOPMENT AUTHORITY BOARD OF THE CITY OF WAUSAU**  
**Tuesday, December 12, 2023 at 12:00 pm**  
**550 E Thomas Street, Wausau, Wisconsin 54403**  
**Sarah Napgezsek (C), David Welles, John Wagman, Patrick Gosz, Carol Lukens, Chad Henke, Rachael Hass**

### AGENDA ITEMS FOR CONSIDERATION (All items listed may be acted upon)

1. Call the Meeting to Order
2. Approval of Minutes from 11/13/2023
3. Discussion and Possible Action on Request of North Central Health Care (NCHC) for approval to assign the NCHC Lease with the CDA office space to Opportunity, Inc.
4. Discussion and Possible Action Regarding Termination or Assignment of Courtesy Patrol Agreement between NCHC and CDA for Riverview Terrace
5. **CLOSED SESSION:** Pursuant to s. 19.85(1)(e) of the Wisconsin Statutes for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, relating to request from NCHC to assign its lease with the Community Development Authority for office space to Opportunity, Inc. and assign or terminate its Courtesy Patrol Agreement with the Community Development Authority
6. **RECONVENE** into open session to take action on closed session items, if necessary
7. Finance Committee Report
8. Consideration and Possible Action on 2024 Riverview Towers, LLC Program Budget
9. Consideration and Possible Action on Resolution #23-006 - 2024 Public Housing Program Budget
10. Consideration and Possible Action on 2024 Riverview Terrace Program Budget
11. Consideration and Possible Action on 2024 Housing Choice Voucher (HCV) Program Budget
12. Consideration and Possible Action on Resolution #23-007 Doubtful Accounts for the Public Housing Program
13. Consideration and Possible Action on Resolution #23-008 Doubtful Accounts for Riverview Towers LLC
14. Consideration and Possible Action on Resolution #23-009 Administrative Plan (Admin Plan) Update - Housing Choice Voucher Program
15. Consideration and Possible Action on Resolution #23-010 Admissions and Continued Occupancy Policy (ACOP) - Public Housing Program
16. Operational Issues & Current Activities

Occupancy Overview

Fulton Street Update

The Landmark Apartments - Project-based Voucher Update

CDA Staffing Update

Adjournment

**Sarah Napgezsek, Chair**

This Notice was posted at City Hall and emailed to the Media on Thursday, December 7, 2023 at 9:30 am. Questions regarding this agenda may be directed to Liz Brodek, Community Development Director at 715-261-6685

Any person wishing to offer public comment who does not appear in person to do so, may e-mail Juli Birkenmeier at juli.birkenmeier@ci.wausau.wi.us with "Community Development Authority Board Meeting Public Comment" in the subject line a minimum of 2 hours prior to the meeting start. All public comment, either by email or in person, will be limited to items on the agenda at this time. The message related to agenda items received prior to the meeting will be provided to the Chair.

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the ADA Coordinator at (715) 261-6590 or ADA\_Services@ci.wausau.wi.us to discuss your accessibility needs. We ask your request be provided a minimum of 72 hours before the scheduled event or meeting. If a request is made less than 72 hours before the event the City of Wausau will make a good faith effort to accommodate your request.

It is possible that members of, and possible a quorum of members of other committees of the City of Wausau may be in attendance at the above mentioned meeting to gather information. No action will be taken by any such group at the above mentioned meeting other than the committee specifically referred to in this notice.

Other Distribution: City Website, Alderpersons, Board Members, Mayor

**COMMUNITY DEVELOPMENT AUTHORITY**  
**MINUTES**

11/13/23

**MEMBERS PRESENT:** Sarah Napgezek, David Welles, Chad Henke, John Wagman, Patrick Gosz, Rachael Hass

**MEMBERS ABSENT:** Carol Lukens

**OTHERS PRESENT:** Liz Brodek, Juli Birkenmeier, Tammy King, Tammy Stratz, Anne Jacobson, Dejan Adzik – North Central Health Care

**(1) Call Meeting to Order**

Meeting was called to order at 12:01 pm at 550 E Thomas Street, Wausau, Wisconsin.

**(2) Approval of Minutes from 09/26/2023**

Welles made a motion to approve the minutes from 09/26/23. Wagman seconded. Motion was approved unanimously.

**(3) Discussion and Possible Action on Request of North Central Health Care (NCHC) for approval to assign the NCHC Lease with the CDA office space to Opportunity, Inc.**

Birkenmeier provided an overview of the current lease with NCHC. She stated that the lease term is January 1, 2023, through December 31, 2025, and noted staff was informed on October 24, 2023, that NCHC would no longer be providing the supportive cares to residents and wished to assign the lease to Opportunity, Inc. She noted the lease encompasses the office space, the board room for client meetings, bathroom, breakroom, and use of the commercial kitchen at Riverview Towers. Birkenmeier furthered the WCDA has been in a partnership with NCHC since February 2014. She stated that NCHC provides daily supports to clients at both Riverview Towers and Riverview Terrace.

Adzik stated that currently Opportunity Inc is serving as their management entity. He continued that NCHC is trying to align themselves with statutory required government services and, with the introduction of family care in 2011, most of the county providers have gotten out of those services. He furthered with staffing shortages it has become hard for NCHC to fulfil its needs and compete with the private sector. He explained that normally in these circumstances clients receive approximately three hours of services and those care givers come from a different location. He believes the clients at Riverview Towers and Riverview Terrace require more care and have a need for 24-hour staffing. Adzik believes that some of the clients would not be able to remain living at Riverview Towers or Riverview Terrace if this was not available to them through the assignment of the lease to Opportunity Inc.

Birkenmeier stated that NCHC had not communicated this changeover prior to October 24, 2023, were initially notified through NCHC employees that work in the building. Napgezek asked if the office space is critical to the care of the clients. Birkenmeier stated that they use the commercial kitchen to make meals for some of the clients but was unsure what cares are provided. She

furthered that both Riverview Towers and Riverview Terrace are independent apartments and staff tenants are not required to have cares to reside there.

Jacobson asked Adzik if he has an idea of how Opportunity, Inc will provide services to the clients if they do not have a physical office space in the building. Adzik stated that traditionally these services are provided without having a physical office space. He stated that the frequency and the availability that is required for the current clients would require an office. Adzik went on to explain that the clients that were with Opportunity, Inc prior to this change did not need the level of care that is needed for the clients that NCHC was servicing which needed access to 24-hour care.

Welles asked if the plan was to have Opportunity, Inc move into the role that NCHC was fulfilling. Adzik stated that is correct. Welles asked if Opportunity, Inc. has the resources and the staffing to continue these services. Adzik stated that most of the residential staff from NCHC has moved over to Opportunity, Inc. He went on to say that Opportunity, Inc is NCHC biggest competitor and would provide the same services. Gosz asked if the same employees would be doing the same job just under a different employer. Adzik stated that NCHC were offered positions through Opportunity Inc but was unsure if all chose to transfer.

Napezek had again questioned Adzik if the lease is critical to the care. Adzik stated that he was unable provide accurate information regarding if or how many clients would be affected if the lease was not assigned to Opportunity Inc. Brodek questioned if Opportunity Inc was planning on continuing with the 24-hour care and Adzik stated that they would have to.

Gosz asked if there were any issues with other NCHC leases that were assigned to Opportunity Inc. Adzik stated that generally there were not and the reason there was no advanced notice provided to the CDA was to ensure the employees would do attempt to prevent the transfer from occurring and minimize stress on the clients. Adzik briefly went over the other sites that were impacted by this change.

#### **(4) Discussion and Possible Action Regarding Termination of Assignment of Courtesy Patrol Agreement between NCHC and CDA for Riverview Terrace**

Birkenmeier provided an overview of the Courtesy Patrol Agreement with NCHC for Riverview Terrace. She explained the role of Courtesy Patrol and what hours they are available to the tenants. She noted the current agreement requires a 45-day termination notice to allow time to find a replacement. Birkenmeier furthered that NCHC agreed to be the Courtesy Patrol for the building in place of paying monthly rent for the office space located at Riverview Terrace.

Jacobson inquired if NCHC wished to terminate this agreement or assign to Opportunity Inc. Adzik stated that NCHC would like to assign to Opportunity Inc. Birkenmeier noted that prior to the transition of Riverview Terrace to independent apartments, the Courtesy Patrol was a tenant who resided in the building.

Welles motioned to go into closed session, Wagman second. Motion carried on a roll call vote 6-0.

**Closed session proceedings.**

**(5) CLOSED SESSION: Pursuant to s. 19.85(1)(e) of the Wisconsin Statutes for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting**

**other specific public business, whenever competitive or bargaining reasons require a closed session, relating to request from NCHC to assign its lease with the Community Development Authority for office space to Opportunity, Inc. and assign or terminate its Courtesy Patrol Agreement with the Community Development Authority.**

Wagner made a motion to adjourn. Henke seconded. Motion was approved unanimously.

### **Adjournment**

Respectfully Submitted,

Sarah Napgezek  
Chairperson



# North Central Health Care

Person centered. Outcome focused.

November 1, 2023

City of Wausau Community Development Authority  
550 East Thomas St.  
Wausau, WI 54403

Dear City of Wausau Community Development Authority:

This letter is to notify you that North Central Health Care (NCHC) intends to transfer its CBRF, ADS, and Supportive Apartment operations (“Operations”) to Opportunity Inc. At present, Opportunity Inc. is serving as a management entity for NCHC’s Operations until Opportunity Inc. obtains the necessary licenses and/or certifications to assume ownership of the CBRF operations.

The transfer of operations will also impact NCHC lease for certain office and kitchen space at 550 East Thomas St. and 500 Grand Ave. locations which enable it to deliver meals and other 24/7 care services to CDA’s residents. Additionally, NCHC is also providing Courtesy Patrol Services at Riverview Terrace. Although the Courtesy Patrol Agreement does not have a prohibition on assignment, and this service can be transferred to Opportunity Inc. without restriction, the office space lease does contain a prohibition on assignment and subletting without the written approval of both parties. Accordingly, NCHC is asking the CDA to approve assignment of the lease in order to ensure continuity of services to CDA’s residents. Although at this time the timing of the transfer is entirely dependent on DHS approval of Opportunity Inc.’s licenses, we are requesting that CDA approves the assignment as soon as possible in order to minimize any potential interruption to services for CDA’s residents.

Please contact me if you have any questions or concerns regarding this request to consent to assignment of the lease agreement between NCHC and the CDA. Thank you.

Sincerely,

Gary D. Olsen  
Executive Director

[www.norcen.org](http://www.norcen.org)

**Wausau Campus**  
2400 Marshall Street, Suite A  
Wausau, Wisconsin 54403  
715.848.4600

**Antigo Center**  
1225 Langlade Road  
Antigo, Wisconsin 54409  
715.627.6694

**Merrill Center**  
607 N. Sales Street, Suite 309  
Merrill, Wisconsin 54452  
715.536.9482

**Mount View Care Center**  
2400 Marshall Street, Suite B  
Wausau, Wisconsin 54403  
715.848.4300



## LEASE

THIS LEASE AGREEMENT is entered into between the Community Development Authority of the City of Wausau, Marathon County, Wisconsin (CDA) and North Central Health Care, a three county Human Services provider organized under Wisconsin Statute 51.42 (NCHC), on the following terms:

1. Leased Premises. CDA leases to NCHC and NCHC leases from CDA, the following premises owned by CDA:
  - At 550 East Thomas Street, Wausau, Wisconsin, and more particularly described as follows: ("Leased Premises")
    - The 24 hour, exclusive use of Office #106 (or like office space agreed to by the parties) with at least 168 square feet of space (serving residents of Riverview Towers)
    - The 24 hour, non-exclusive use of the CDA staff restrooms
    - The 24 hour non-exclusive use of the CDA staff breakroom, which includes use of refrigerator, microwave, storage cabinet, sink, soap, and hand towels
    - The non-exclusive use of the Boardroom as needed, for client meetings
  - At 500 Grand Avenue, Wausau, Wisconsin (Riverview Towers)
    - The 24 hour non-exclusive use of the commercial kitchen, which includes use of a dishwasher (not including dishwasher chemicals, etc.), refrigerator, freezer, stove, oven

This lease does not provide for, or include, on-site parking for NCHC staff
2. Term and Termination. The term of this lease shall be for a period of three (3) years commencing January 1, 2023 and ending December 31, 2025. The Lease Agreement may be terminated as follows:
  - a. By mutual agreement of the parties.
  - b. By either party upon 30 days prior written notice to the other in the event the other party fails or refuses to abide by the conditions under this Lease Agreement, however, that in that event failure to abide can be remedied within thirty (30) days after such notice is given, such notice shall be null and void if the failure is remedied within said period.
  - c. Upon notification of either party upon 180 days prior written notice.
  - d. Upon the effective date of the applicable notice of termination, this Lease Agreement shall be and become of no further force and effect whatsoever and each of the parties hereto shall be relieved and discharged from and further obligations except as otherwise provided herein.
3. Rent. Acknowledging the 24 hour exclusive use of the office space, and 24 hour non-exclusive use of the board room, staff restrooms and breakroom and commercial kitchen serving Riverview Towers, NCHC agrees to pay to the CDA, monthly rent in the sum of \$ 540.00, commencing January 1, 2023, and on the first day of each successive month of the lease term.
4. Use. NCHC shall limit occupancy of the Leased Premises to NCHC staff for the purpose of assisting their clients residing at Riverview Towers, with the exception of the use of the Boardroom for client meetings.
5. Inspection and Default. The premises shall at all reasonable times be open for inspection by agents of CDA. In the event of any default CDA shall provide NCHC, by written notice, a demand to cure default, explaining the nature and extent of the default. NCHC shall cure said default within thirty (30) days after receipt of said notice. In case the default is not cured within thirty (30) days, this agreement may be terminated and CDA may pursue

whatever remedy is authorized pursuant to state, local and federal laws.

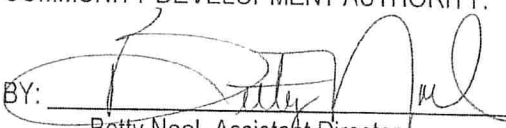
6. Maintenance. CDA shall be responsible for maintaining all structural elements and mechanical systems of the property affecting the Leased Premises (including but not limited to repairs to and replacement of electrical, plumbing, heating and air conditioning systems), structural components, and painting. NCHC shall be responsible for any damage caused to the Leased Premises by NCHC staff.
7. Utilities. CDA shall be responsible for providing at its cost utility services to office #106. CDA shall pay when due all utility charges, including gas and electric.
8. Subletting. Neither party shall assign this agreement without the written prior approval of both parties.
9. Insurance. NCHC shall carry fire and extend insurance coverage on its own property located on the premises. . CDA shall carry fire and extend coverage as it believes necessary on the Leased Premises.
10. Compliance. NCHC agrees to comply with all federal, state and local regulations, statutes, codes, laws and ordinances which apply to NCHC's use of the Leased Premises to specifically include but not be limited to the following:
  - a. Title VI of the Civil Rights Act of 1965, which prohibits discrimination of the grounds of race, color or national origin in loan programs and activities (recipients) receiving federal financial assistance and further fair housing.
  - b. Federal Executive Order 11246, which requires nondiscrimination in employment for federally- assisted contracts and assures that contractors are fully informed of affirmative action requirements.
  - c. Section 504 of the Rehabilitation Act of 1973 and the Federal Age Discrimination Act of 1975, as amended.
11. Indemnification. NCHC, during the term of this lease, shall indemnify, defend, and hold harmless the CDA from and against any and all claims and damages, whether for injuries to persons or loss of life, or damage to property occurring within and upon the premises and arising out of the use and occupancy of the premises by the NCHC.
12. Condition of Premises upon Surrender. At the expiration of this lease, NCHC will surrender the premises in as good condition as when received, normal wear, tear and damage expected.
13. Entire Agreement. This lease contains the entire agreement between CDA and NCHC with respect to the transactions set forth and there are no other terms, conditions, promises, undertakings, statements or representations between the parties.
14. Amendment. This lease may be amended at any time in writing by the parties' authorized representatives. Any amendment shall be attached to the duplicate originals of this lease.
15. Notices. Any notice provided for by this lease shall be deemed given when delivered or mailed to either party at

their principal business address.

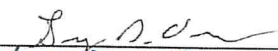
IN WITNESS WHEREOF, this agreement has been duly

Executed this 3 day of January, 2023.

CITY OF WAUSAU  
COMMUNITY DEVELOPMENT AUTHORITY:

BY:   
Betty Noel, Assistant Director

NORTH CENTRAL HEALTH CARE:

BY:   
Gary D. Olsen

TITLE: Executive Director



## **COURTESY PATROL AGREEMENT FOR RIVERVIEW TERRACE**

This Agreement is entered into between the Wausau Community Development Authority (WCDA) of the City of Wausau and North Central Health Care (NCHC), reflecting an effective date of January 1, 2023, and remaining in effect until a termination notice is given by either party.

In an effort to maintain a quality inventory of housing stock and achieve smoothly operated residential developments within our elderly and disabled housing inventory, the WCDA has established Courtesy Patrol positions.

Courtesy Patrols, acting as stewards of service for the WCDA residents, have the responsibility for monitoring our facility at 540 E Thomas Street, Wausau. Courtesy Patrols are not considered employees of the WCDA, nor the City of Wausau, and are not intended to serve as policy makers. Work shall be performed in accordance with established routines and procedures, requiring use of independent judgment in determining hazards and ensuring that proper staff are contacted so that corrective action is taken when determined necessary.

### **WORKING HOURS**

Courtesy Patrol daily on-duty hours are:

3:30 pm Friday to 7:00 am Monday  
3:30 pm Monday to 7:00 am Tuesday  
3:30 pm Tuesday to 7:00 am Wednesday  
3:30 pm Wednesday to 7:00 am Thursday  
3:30 pm Thursday to 7:00 am Friday  
This work schedule also includes holidays.

### **JOB DESCRIPTION**

Courtesy Patrols are representatives of the WCDA and therefore required to present themselves in a professional manner with regard to appropriate and clean attire, daily grooming, personal hygiene, and overall appearance.

Duties are primarily designed to monitor building conditions and activities in an effort to prevent unsafe conditions and circumstances of our residents. Courtesy Patrol personnel are neither responsible for, nor expected to undertake, regular administrative or maintenance functions of any kind.

Duties include, but are not limited to, the following:

### **Building Inspection**

- All entry doors of the apartment building shall remain locked at all times. A review of the entire building shall be undertaken between the hours of 8:00-9:00 pm daily.

Any circumstances or conditions which are thought to be unusual or extraordinary shall be noted and reported to the Assistant Director, City of Wausau Police or Fire Department as necessary.

### **Regular Tasks**

- Check main lobby area, other entrance areas, laundry rooms, storage, and public restrooms.
- Be courteous and maintain contact with building residents to receive communications on issues or complaints relative to the building and or operation. All information shall be forwarded to the Assistant Director, Community Services Analyst, or other office personnel as appropriate.
- Respond promptly to all emergencies such as: alarms, telephone calls, and any resident asking for assistance. Courtesy Patrol personnel are required to take appropriate action, when required. Appropriate action does not include distributing or administering medication, or lifting residents, in any way, into bed, vehicles, wheelchairs or other apparatus, or transporting residents. No personal care of any kind is required under tasks or functions.
- Be on heightened alert during weather emergencies by following proper procedures in the event of fire and tornado watches/warnings. Salt and sand shall be applied to all entries to the building in the event snow and ice conditions become hazardous when maintenance personnel are not on site.
- A written report of every incident is expected to be delivered to the WCDA office by 10:00 a.m. on the next working day. In addition, work orders shall be reported so the WCDA can initiate a maintenance request.

## **SAFETY**

Courtesy Patrols will comply with all safety rules and direction from WCDA personnel. If uncertain or unsure of policies or regulations, Courtesy Patrol personnel shall ask the Assistant Director or Community Services Analyst for clarification.

Courtesy Patrols are to immediately report any unsafe condition or unsafe equipment observed.

All of the above items constitute an outline of what items are currently considered important but not necessarily considered a complete list.

## **COMPENSATION**

Compensation for performing Courtesy Patrol duties at Riverview Terrace shall be in the form of free monthly rent for exclusive use of an agreed-upon office space within Riverview Terrace. NCHC shall limit use of the said office space to NCHC staff for the purpose of assisting their clients residing at Riverview Terrace. NCHC staff may also have non-exclusive use the Riverview Terrace kitchen for staff lunch/dinner breaks, with the understanding that staff provide their own supplies and equipment, leaving the area clean and tidy.

There are no benefits such as salaries, wages, tips, health insurance, vacation, or parking privileges related to any aspect of this Courtesy Patrol arrangement.

## **INDEMNIFICATION**

NCHC, during the term of this agreement, shall indemnify, defend and hold harmless the WCDA from and against any and all claims and damages, whether for injuries to persons or loss of life, or damage to property occurring within and upon the premises and arising out of the use or occupancy of the premises by NCHC.

Wausau Community Development Authority shall have the right to; hire, assign, retain, and terminate Courtesy Patrols; establish and enforce policies and to determine work schedules; offer necessary training to maintain the efficiency of building operations; introduce new or improved methods for facilities; and to change the methods, means, and personnel by which any facilities are to be

operated; to take whatever action is necessary to carry out the function of the WCDA in situations of emergency; and to take whatever action is necessary to comply with state or federal law.

**SEPARATION**

In the event North Central Health Care staff can no longer provide Courtesy Patrol duties or wishes to terminate this arrangement, the occupied office space must be surrendered, upon termination, in good condition as when received, with normal wear and tear expected.

If NCHC wishes to terminate this arrangement, a forty five (45) day written notice prior to the end of the month for which it is effective shall be submitted in writing to the WCDA Assistant Director. A forty five (45) day written notice from the WCDA Assistant Director shall be given to NCHC if Courtesy Patrol services are no longer needed.

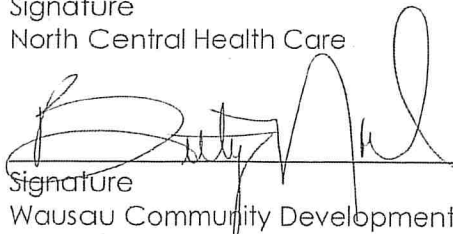
**In case of any building emergency, Courtesy Patrol persons shall contact the Answering Service number listed below and the after-hours answering service will contact the Wausau Community Development Authority staff:**

**AFTER-HOURS ANSWERING SERVICE  
(715) 848-8423**

**ACCEPTANCE OF AGREEMENT:** The above job description, position expectations and contract details are understood and hereby accepted.

  
\_\_\_\_\_  
Signature  
North Central Health Care

2/22/23  
Date

  
\_\_\_\_\_  
Signature  
Wausau Community Development Authority

01-04-2023  
Date

# A Brief History Of Opportunity Inc.

- ❑ Founded in 1952, as United Cerebral Palsy, by a small group of parents and other concerned individuals to promote awareness and to educate the public about cerebral palsy through advocacy, information and referral, and a lending library (Incorporated 1954).
- ❑ In 1978, the Board of Directors made a landmark decision to shift the agency's focus to serving anyone, regardless of age, with any disability.
- ❑ In 1984, the agency began conducting a local Jerry Lewis Telethon on an annual basis.
- ❑ In 1989, the agency began providing direct services to adults with disabilities by opening the first adult day service in downtown Wisconsin Rapids.
- ❑ In 1990, the agency moved its office location from a small home on Grand Ave., near the corner of Thomas St., to 108 Scott St., and opened an adult day service program in Wausau.
- ❑ In 1991, the agency provided the first supported living arrangement in Marathon County.
- ❑ In 1992, the agency began providing Case Management Services in Marathon County to adults with disabilities, funded through the State MA Waiver Program.
- ❑ In 1995, the agency established the Family Services program to provide coordination and training of respite services for families and children with special needs.
- ❑ In 1997, the agency opened four newly constructed Adult Family Homes on Northwestern Ave., on the east side of Wausau.
- ❑ In 1997, the agency held the Jerry Lewis Telethon for the last time.
- ❑ In 1998, after fourteen years as the executive Director, Barbara James left the agency.
- ❑ In 1998, the agency began to write the Department of Transportation, Section 5310, transportation grant for Marathon County. At that time, the agency operated two lift-equipped vehicles. At this time, the agency operates 17 lift-equipped vehicles and leases 19 lift-equipped vehicles to NCHC.
- ❑ In 1999, the agency amended and implemented bylaws, and for the first time, established term limits for Board Members and Officers, and created and implemented its first long-term strategic plan and agency operational plan.
- ❑ In 2000, the agency opened Tyler's Home for Kids, the only children's respite home in Marathon County, to provide respite services to families with children with disabilities.
- ❑ In 2000, the agency opened an inclusive childcare program to help offset the costs of operating the Tyler's Home For Kids Respite Program.
- ❑ In 2000, following the national organization, the agency began to do business as UCP with the tag line: *understanding disabilities, creating opportunities*.
- ❑ In 2000, the agency moved its central offices and Day Services program from the corner of Scott St. and First St. to its present location 740 N. Third Street.
- ❑ In 2003, the agency renamed the Tyler's Home for Kids Childcare Program to Kids Unlimited Early Learning Center. This change took place to reduce the misconception that the inclusive childcare program only served children with disabilities.



# A Brief History Of Opportunity Inc.

- ❑ In 2003, NCHC notified the agency that there would be cuts to programs, services and income equaling nearly \$1,000,000.00.
- ❑ In December of 2003, after six years of leadership, Glenn Lamping resigned as Executive Director.
- ❑ In 2004, due to significant income and program cuts by the agency's main funding source, NCHC, the Board of Directors voted to promote the Director of Finance, the Director of Human Resources, and the Director of Programs and Services to lead the agency as a Triumvirate, instead of replacing the vacant Executive Director position.
- ❑ In 2004, also to reduce expenses, the agency left the national UCP organization and changed its name to Opportunity of North Central Wisconsin, Inc. and began doing business as Opportunity Inc. with the tag line: *balancing life for those with disabilities*.
- ❑ In 2004, to increase income, the agency hired its first full-time RN and began offering a Medical Assistance Personal Care (MAPC) program.
- ❑ In 2004, to increase income, the agency increased its adult Family Home capacity from providing services to 22 adults with disabilities to 30 adults with disabilities by adding an Adult Family Home and increasing occupancy levels from 3 residents per home to 4 residents per home.
- ❑ In 2005, to further reduce expenses, the agency partnered with Stueber Consulting, a Professional Employment Organization (PEO). Moving forward, Stueber Consulting would provide HR consulting and reduce the agency's expense for Group Health Insurance and Worker's Compensation.
- ❑ In March of 2005, Jon Potter was promoted to Executive Director after serving as the Director of Program Services for eight years.
- ❑ In 2006, in anticipation of the coming Family Care Program, the agency contracted with two developers to build eight new, four-bedroom Adult Family Homes in Marathon County, four on the east side to be constructed by Gary Dahl, and four on the west side, to be constructed by Frerks Construction.
- ❑ In 2007, also to prepare for the arrival of Family Care, the agency began construction of a three-home project in Wood County and a two-home project in Portage County.
- ❑ In 2007, the agency opened its first supportive living facilities in Wood and Portage Counties.
- ❑ In 2007, Jon Potter resigned and Mary James was hired as the new Executive Director.
- ❑ In 2009, Marathon and Wood County joined Portage County to form a single Managed Care Organization (MCO) to be called Community Care of Central Wisconsin (CCCW). As a result, all Opportunity Inc. adult services programs began to receive funding from a single source.
- ❑ In 2010, Jon Potter was re-hired as the Executive Director.
- ❑ From 2004-2012, Opportunity Inc. grew from an agency providing Supported Living services to 30 adults with disabilities living in 5 Adult Family Homes, and 5 supported apartments, to an agency providing services to 48 adults with disabilities living in 12 Adult Family Homes.
- ❑ In 2012, the agency terminated its co-employer relationship with ContinuumHR (Formerly Stueber Consulting), contracted with Payroll Maxx for payroll and time-keeping services, and began to meet all Human Resource needs internally.

# A Brief History Of Opportunity Inc.

- ❑ In 2013, Opportunity Inc. purchased the 3 Adult family Homes and the Connections Day Services building from the Estate of Jim Gritzmacher and reduced monthly costs significantly.
- ❑ In 2013, the agency added a new Adult Family Home in Portage County and now provides services to 52 adults with disabilities, in licensed settings, across three counties.
- ❑ In 2015, the agency began to provide Community Supported Living and Supported Home Care (CSL/SHC) services directly to individuals in their own homes. Today we provide CSL/SHC services across a 4-county area to more than 115 adults with disabilities.
- ❑ In 2016, the agency purchased the property adjacent to Tyler's Home For Kids and now operate a CSL home at that location.
- ❑ In 2016, Opportunity Inc. purchased the four Adult Family Homes, located on the West side of town, from a sheriff's auction and again reduced monthly expenses.
- ❑ In 2017, Opportunity Inc. purchased the property adjacent to the four West Side Adult Family Homes to increase the acreage as part of a long-term plan to build apartments for adults with disabilities.
- ❑ In September of 2017, after 17 years of renting its current location, at a cost of over a million dollars, Opportunity Inc. purchased the VFW building, located at 388 River Drive, to house the Marathon County Connections Adult Day Services program and the agency's main administrative offices. Renovations were completed June 2018. We began operations at our new location on June 28, 2018.
- ❑ In May of 2019, we began construction of a canopy in front of the 388 River Drive Office building to protect Connections Day Services Participants from loading and unloading in inclement weather. The main construction was completed July 5 and we begin to utilize the new canopy on Monday July 15, 2019.
- ❑ In 2022, Opportunity Inc. purchased three side-by-side duplexes on the East side of Wausau. These homes had been rented and utilized as Adult Family Homes by Opportunity Inc. since 2007/2008.
- ❑ In April of 2023, Opportunity Inc. completed construction on an unfinished Adult Family Home in Wisconsin Rapids and on May 1, 2023, all Opportunity Inc. Adult Family Home residents reside in Opportunity Inc.-owned Adult Family Homes.
- ❑ In May 2023, Jon Potter retired after 18 years of leadership with the agency. Sara Satterfield, in her 19 year with Opportunity Inc., stepped into the Executive Director role.
- ❑ In June 2023, the non-profit Managed Care organization responsible for administering the Family Care benefit and the agency's primary funding source, was purchased by Humana. This marks the first time a for-profit company will manage Medicaid Long Term Care services. With insurance companies purchasing long term care services, there is 5 benefit administrator options in the state of WI, compared to the previous 72 county operated programs.
- ❑ In November 2023, Opportunity Inc. acquired all of North Central Health Care's Adults with Disabilities Programs including 3 Community Based Residential Facilities in Weston, Adult Day Services, Jelinek Supported Apartments and Riverview Towers Community Supported Living. This

# A Brief History Of Opportunity Inc.

expansion will support spreading out allocations and increase the staffing pool, while meeting a need in the community, as NCHC ends all of their Adults with Disabilities Programming.

# || OPPORTUNITY INC.



## OVERVIEW

Opportunity Inc. would like to work in partnership with the Community Development Authority to provide quality care and support to residents of Riverview Terrace and Riverview Towers. Opportunity Inc. is a nonprofit organization working to advance the independence, productivity and full citizenship of children and adults with disabilities since 1952. Opportunity Inc. currently supports over 200 people throughout Marathon and Wood counties to remain in their homes by providing quality, person centered supports.

There are currently 37 residents at the Towers (22 residents) and Terrace (15 residents) who need supports to continue living in their own homes. Supports for the 36 residents range from housekeeping, medication management, personal cares, shopping, medical services, financial services, safety and on call services. The 37 residents currently receive an average of 89 hours per day of support from Opportunity Inc. The majority of the 89 hours of support are between the hours of 7:00 am and 8:00 pm. Without the current level of care, the 37 residents would need to find alternate housing.

## The Objective

To continue to provide excellent support and services to the residents of Riverview Terrace and Riverview Towers, in a safe environment.

- **Need #1:** Communication between the CDA and Opportunity Inc.
- **Need #2:** Access to keys for Riverview Towers and Riverview Terrace
- **Need #3:** Office Space and Kitchen

## The Opportunity

### Goal 1:

To provide the approved Medicaid Services to the residents of Terrace and Towers, Opportunity Inc. employees will need access to the building and residents. Residents have Medicaid funding which pays for support services to help them reside in the least restrictive setting most appropriate for their care needs. Opportunity Inc. is the contracted vendor receiving Medicaid funding to provide the level of care identified in their person-centered plan. The CDA is creating a barrier by not allowing Opportunity Inc. access to building keys to provide the Medicaid funded services to the residents at the Towers and Terrace.

Opportunity Inc. understands the CDA may have reservations related to safety of Opportunity Inc. having access to the building. All employees at Opportunity Inc. are vetted according to the DHS regulatory requirements and sign the Key Control Agreement prior to working in any building, apartments or homes of the clients we serve. Through our partnerships, systems and processes, Opportunity Inc. is successfully providing services identical to the model at the Towers and Terrace in 8 other settings throughout the area.

Opportunity Inc. would also ask for open communication with the CDA to create a partnership that focuses on the best interest, health and safety of the residents. Neither Opportunity Inc, nor the CDA will be effective in achieving this shared goal without professional and effective communication. Opportunity Inc. has reached out on more than one occasion to the CDA to discuss the CDA concerns, worries or to help answer any questions, to no avail.

## Goal 2:

There is some hesitation related to the office space and kitchen use. Since we are not entirely sure what the concerns might be, Opportunity Inc. would assume one of the concerns would be to have unfamiliar staff in the business areas of the Towers that could cause interruptions in the daily operations of the CDA. This would be completely understandable. Opportunity Inc. could forego the ongoing use of the Towers office space in question to help alleviate this concern.

Additionally, an average of 13 residents eat a meal together Monday through Friday to prevent isolation and encourage friendships among the residents at the Terrace and Towers. Staff prepare this meal using the kitchen at the Towers. Should the CDA decide Opportunity Inc. will not have access to the kitchen, the Supper Program would end. Opportunity Inc. would still provide meals to the residents on an individual basis, rather than a family style group setting.

## Recommendations:

- **Recommendation #1:** Opportunity Inc. is committed to a professional partnership and open communication with the CDA to provide safe, quality services to the residents at Towers and Terrace.
- **Recommendation #2:** Opportunity Inc. employees will need access to keys to the Towers and Terrace to provide the contracted Medicaid services.
- **Recommendation #3:** Opportunity Inc. does not need to use the office space in Riverview Towers to provide the services to the residents.





## Community Supportive Living– Key Control

Client Name		Address
Staff Name (Print) & Signature	Date	Description

**KEY HOLDER’S AGREEMENT**

I, the undersigned, acknowledge receipt of the keys designated above, and agree to the following terms:

1. The key described herein remains the property of Opportunity Inc.
2. This key is entrusted to me for my exclusive use. I will not duplicate, loan, transfer, exchange, misuse, modify, alter, or otherwise allow its use or possession by any other person.
3. I will report its loss, theft, or destruction immediately to my manager and/or lead person.
4. If this key becomes lost, stolen, or otherwise not available for return, I will pay the key replacement charge.
5. When I terminate employment or no longer need this key, or upon demand from the Company, I will return it promptly, and in person.
6. If I lose or otherwise do not return this key, I agree to all of the following terms:
  - a. I will pay the current key replacement charge (\$15 per individual key); and agree to have the cost of any lost or unreturned key deducted from my paycheck.
  - b. I will, if required, pay for the cost for re-keying all affected locks;
  - c. A PDN may be entered in my permanent personnel record.

**FINANCE COMMITTEE REPORT**  
**November 9, 2023 FINANCE COMMITTEE MEETING**

TO: Wausau Community Development Authority Commission

FROM: Patrick Gosz, Finance Committee Chair

DATE: December 12, 2023

RE: Finance Committee Meeting held on November 9, 2023

The full finance committee met with Juli Birkenmeier, Sarah Napgezok, David Welles, and Tammy King. The minutes of the August 10, 2023, finance committee meeting were approved.

**Review of CDA Accounts**

We reviewed the CDA cash accounts as of September 30, 2023, with total cash on hand of \$6,779,265.29. Birkenmeier noted as of October 31, 2023, all accounts are earning an interest rate of 4.01%, which has remained consistent through 2023. This increase will be reflected in the 2024 program budgets.

She stated there were no other items to note.

**Review of Capital Funds as of September 30, 2023**

The 2022 grant has been fully disbursed as of the end of July with the completion of the roof replacement project at 1901 Bopf Street.

The 2023 grant of \$100,779 is one of the largest we have received in a while. The grant has an obligation balance of \$29,681.62 with a disbursement balance of \$72,247.38. She noted \$71,097.38 was used for the remainder of the Bopf Street roof project as well as tree removal at some of the scattered sites properties. This grant carries an obligation end date of 2/16/2025.

**Review of 2023 3<sup>rd</sup> Quarter Financial Statements**

We reviewed the third quarter financial statements. The income and expenses of both entities were reviewed with items of note as provided & explained by Birkenmeier as follows:

**CDA – Includes Public Housing and Riverview Terrace.**

- Overall net income of \$7,412.88 after depreciation expense of \$283,439.61 (income before depreciation expense of \$290,852.49).

- TTL TENANT REV – approximately \$29,000 over budget - primarily on Public Housing side and \$10,000 to Terrace. We did have a few move outs in the 3rd quarter but have still maintained 100% occupancy.
- TTL OTH REV – approximately \$66,000 over budget – of that variance about \$13,000 relates to increased HAP income from HUD for Riverview Terrace, about \$5,000 in coin laundry income, and the remaining \$47,000 relates to higher than anticipated interest income. We will remain over-budget on these line items for the remainder of this year.
- TTL ADMIN EXP – Slightly under budget due to the decline of insurance coverage by the new admin assistant.
- TTL TENANT SERVICE – Close to budget.
- UTILITY EXP – Approximately \$7,700 under budget, however the variance is primarily due to the timing of the water/sewer and gas/electricity utility billings.
- TTL MAINTENANCE EXP – Approximately \$4,700 under budget relating to savings on maintenance materials and unit turnover cost.
- TTL PROTECTIVE SERVICE EXP – Slightly under budget
- TTL OTHER EXP – Approximately \$6,600 under budget – The variance relates to 2023 property and liability insurance premiums, which the City does not bill us for until the end of the 4th quarter.
- TTL EXTRAORDINARY/CASUALTY EXP – Under budget with no extraordinary expenses to date
- DEPRECIATION – Slightly under budget. The variance relating primarily on the PH side.

#### **Riverview Towers LLC**

- Overall net income of \$75,890.72 after depreciation expense of \$256,002.66 (income before depreciation expense of \$331,893.38).
- TTL TENANT REV – Approximately \$11,000 over budget - we have been maintaining a slightly higher occupancy than 2022.
- TTL OTH REV – Approximately \$89,000 over budget - \$70,000 of that variance relates directly to higher interest income. The remaining variance is related to HAP subsidy income.
- TTL ADMIN EXP – Approximately \$15,000 under budget relating to lower employee benefits expenses - our new admin assistant declined insurance coverage.
- TTL TENANT SERVICE – Approximately \$2,000 under budget due - variance related to Rec & Social expenses. This expense tends to catch up by 4th quarter following the resident Christmas parties.
- UTILITY EXP – Slightly under budget.
- TTL MAINTENANCE EXP – Approximately \$30,000 under budget - \$15,000 of the variance relates to Maintenance labor (a Maintenance Technician was on medical leave for the entire 2nd quarter). The remaining variance relates to savings on Maintenance Materials and Contract expenses to date.
- TTL PROTECTIVE SERVICE EXP – Slightly under budget.
- TTL OTHER EXP – Slightly over budget
- TTL EXTRAORDINARY/CASUALTY EXP – Slightly over budget due to a \$3,700 repair needed on one of the boilers in April.
- DEPRECIATION EXPENSE – Within \$3.06 of budget.

### **Review of CDA Salary Allocation**

Juli provided an overview of the employee salary allocations through September 30, 2023. She noted that there will be variances that will require interfund transfers due to job changes within the CDA. She furthered this will be addressed at year end and will be communicated to the auditors.

### **Review of 2024 Operating Budgets**

The 2024 budgets were reviewed in detail with the following items of special note:

#### **Riverview Towers LLC**

- Increased tenant revenue based on maintaining nearly 100% occupancy and the 3.2% SSA COLA.
- Significantly increased investment income reflecting increased interest rates anticipated for 2024 vs what was budgeted for 2023.
- Decreased HAP revenue because it has an inverse relationship to rent revenue – as rents go up housing assistance payments go down.
- Employee salaries and benefits are based on the budget information provided by the City.
- The auditing fee budget was significantly increased based on the one-year extension agreement with CLA which covers our 2023 CDA and RVT audits scheduled for early 2024. We currently piggyback with the City on this agreement.
- Water was increased to account for the rate increases that occurred in 2023.
- Electricity was increased to be more in line with 2023 actual costs.
- Sewer was also increased to align with the continued increases expected in 2024.
- Maintenance contract costs increase reflects the anticipated cost for window washing that may be completed in 2024. This was not in 2023 and we have gone to an every-other-year schedule for this service. Also, accounted for a heating & cooling was increased in the event the HVAC air handler is upgraded.

#### **CDA-Public Housing** – Includes 46 scattered sites.

- Increased tenant revenue as continued higher rents are anticipated in 2024. This assumes that tenant wages will continue to increase in 2024.
- Increased investment income reflecting increased interest rates anticipated for 2024 vs what was budgeted for 2023.
- The operating subsidy was increased as it was budgeted too low for 2023. Hawkins Ash assists with this budget number.
- The auditing fee budget was significantly increased based on the one-year extension agreement with CLA which covers our 2023 CDA and RVT audits scheduled for early 2024. We currently piggyback with the City on this agreement.
- Employee salaries and benefits are based on the budget information provided by the City.

- Sewer was increased to account for the rate increase information provided by Wausau Water Works.
- The Payment in lieu of taxes budget has been increased as it is based on a rental income/utility calculation which is expected to increase to account for the higher rental income expected for 2024.
- Maintenance contract costs were decreased. A large item was the decrease in landscaping as we are no longer going to perform Naturescape services to our scattered sites.

### Riverview Terrace

- 2024 will be the second year operating Terrace as an independent living facility.
- Tenant revenue has been increased reflecting anticipated increased occupancy resulting from the change as well as the 3.2% SSA COLA in 2024.
- Increased investment income reflecting increased interest rates anticipated for 2024 vs what was budgeted for 2023.
- Receipts from Section 8 were increased to be more in line with what was paid in 2023.
- Because of the change, several line items are now zero and will likely be removed from future budgets as they are no longer applicable including Service fees charged to tenants, Service contract – NCHC, meals, nursing services, and Lifeline.
- Water and Sewer were increased to account for the rate increases as well as anticipated increases for 2024.
- Maintenance contract costs increase reflects the anticipated cost for window washing that may be completed in 2024. This was not in 2023 and we have gone to an every-other-year schedule for this service.

### HCV – Housing Choice Voucher

- As noted in previous years, this is not a required budget. However, HUD does recommend it and it is a good benchmark to utilize for running the program.
- HAP receipts can only be used for HAP payments. Thus, the budget only includes the Admin Fee income and the related administrative expenses paid out of the program.
- HUD Admin revenue has been increased based on the 2023 actual exceeding the 2023 budget.
- Port Admin was increased to account for the Emergency Housing Voucher a participant is utilizing in our jurisdiction. We do not administer those vouchers, so we receive a fee from the originating PHA.
- Employee salaries and benefits are based on the budget information provided by the City.
- The auditing fee budget was significantly increased based on the one-year extension agreement with CLA which covers our 2023 CDA and RVT audits scheduled for early 2024. We currently piggyback with the City on this agreement.
- Other Admin and Sundry was decreased as we are no longer subscribing to the Wausau Daily Herald. Staff is able to get the necessary information online.



The Committee approved the budgets for presentation and approval by the full commission. As in prior years, any changes that Juli makes between our meeting date and monthly board meeting will be highlighted on the final budgets distributed for approval.

**Next Meeting of the Finance Committee**

The next finance committee meeting is tentatively scheduled for March 9, 2024, at 8:00 a.m.

Respectfully submitted,

Patrick Gosz  
Chair

**COMMUNITY DEVELOPMENT AUTHORITY  
CAPITAL FUND PROGRAM  
As of 9/30/23**

<b>FUND #</b>	<b>GRANT AMOUNT</b>	<b>OBLIGATION START</b>	<b>OBLIGATION END</b>	<b>OBLIGATION BALANCE</b>	<b>DISBURSEMENT END</b>	<b>DISBURSEMENT BALANCE</b>
<b>501-22</b>	\$ 97,597	05/12/22	05/11/24	\$ -	05/11/26	\$ 97,597.00
<b>501-23</b>	\$ 100,779	02/17/23	02/16/25	\$ 29,681.62	02/16/27	\$ 72,247.38
						\$169,844.38

**CFP 2022 BUDGET DETAIL**

Fees & Costs	Architect/Consultant Fees	\$ 10,385.00
Site Improvements	Tree Maintenance, Parking/Drive Resealing	\$ 13,484.38
Non-Dwelling Structures	OH Garage Door Replacements	\$ 26,892.00
Dwelling Structures	Roof Replacement – 1901 Bopf Street (partial)	<u>\$ 46,835.62</u>
<b>2022 Grant Total</b>		<b>\$ 97,597.00</b>

**CFP 2023 BUDGET DETAIL**

Operations	Day-to-Day Operations	\$ 4,000.00
Fees & Costs	Architect/Consultant Fees	\$ 3,000.00
Site Improvements	Tree Maintenance/Landscaping	\$ 7,300.00
Dwelling Structures	Unit Turnover/Rehab	\$ 15,381.62
Dwelling Structures	Roof Replacement – 1901 Bopf Street (partial)	<u>\$ 71,097.38</u>
<b>2023 Grant Total</b>		<b>\$ 100,779.00</b>

COMMUNITY DEVELOPMENT AUTHORITY  
INCOME STATEMENT SUMMARY THROUGH SEPTEMBER 30, 2023

	<b>2023 QUARTERLY</b>	<b>2023 YTD</b>	<b>2023 BUDGET</b>	<b>2022 YTD</b>
TTL TENANT REV	\$95,700.98	\$272,977.01	\$243,603.00	\$222,941.00
TTL OTHER REV	\$114,540.84	\$330,371.33	\$264,559.50	\$214,666.53
<b>TOTAL REVENUE</b>	<b>\$210,241.82</b>	<b>\$603,348.34</b>	<b>\$508,162.50</b>	<b>\$437,607.53</b>
TTL ADMIN EXP	\$34,608.81	\$111,084.62	\$113,256.75	\$104,932.75
TTL TENANT SRVC EXP	\$1,097.02	\$1,450.95	\$2,250.00	\$284,564.10
TTL UTILITY EXP	\$22,456.57	\$63,197.60	\$70,995.00	\$56,162.38
TTL MAINTENANCE EXP	\$33,962.90	\$111,608.32	\$116,374.50	\$100,134.39
TTL PROTECTIVE SRVC EXP	\$1,244.82	\$2,924.46	\$3,375.00	\$2,843.44
TTL OTHER EXP	\$7,986.00	\$22,229.90	\$28,836.75	\$17,141.79
TTL EXTRA/CASUALTY EXP	\$0.00	\$0.00	\$1,800.00	\$0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>\$101,356.12</b>	<b>\$312,495.85</b>	<b>\$336,888.00</b>	<b>\$565,778.85</b>
<b>INCOME/(LOSS) BEFORE DEPRECIATION</b>	<b>\$108,885.50</b>	<b>\$290,852.49</b>	<b>\$171,274.50</b>	<b>(\$128,171.32)</b>
DEPRECIATION EXP	\$94,479.87	\$283,439.61	\$294,600.00	\$280,800.00
<b>NET INCOME/(LOSS)</b>	<b>\$14,405.63</b>	<b>\$7,412.88</b>	<b>(\$123,325.50)</b>	<b>(\$408,971.32)</b>

Wausau Community Development Authority - Entity Wide  
Income Statement  
September 30, 2023

= Voucher, Redevelopment, and Business Activities I & II

	2023 Quarterly	2023 YTD	2023 Budget	2022 Quarterly	2022 YTD	2022 Budget
<b><u>REVENUES</u></b>						
<b>Tenant Revenue</b>						
'3420 Tenant Revenues - Rent	94,235.00	269,455.00	240,543.00	75,737.00	222,941.00	175,500.00
'3420 Tenant Revenues - Rent	0.00	0.00	0.00	0.00	0.00	0.00
Housing Assistance Pymt	0.00	0.00	0.00	0.00	0.00	0.00
Housing Assistance Pymt	0.00	0.00	0.00	0.00	0.00	0.00
'3421 Tenant Rent - Vacancy Loss	0.00	0.00	0.00	0.00	0.00	0.00
'3421 Tenant Rent - Vacancy Loss	0.00	0.00	0.00	0.00	0.00	0.00
'3422 Tenant Revenue - excess utilities	1,465.98	3,522.01	3,060.00	999.72	3,397.71	2,549.97
'3422 Tenant Revenue - excess utilities	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Tenant Revenue</b>	<b>95,700.98</b>	<b>272,977.01</b>	<b>243,603.00</b>	<b>76,736.72</b>	<b>226,338.71</b>	<b>178,049.97</b>
<b>Other Revenue</b>						
3410 Revenue - HUD	0.00	0.00	0.00	0.00	0.00	0.00
3410 Revenue - HUD	581,274.00	1,563,067.00	206,262.00	441,399.00	1,364,227.00	173,999.97
'3430 Interest Income	29,467.14	84,529.91	42,991.50	16,638.91	43,951.71	41,146.47
'3430 Interest Income	34,773.86	105,210.64	1,305.00	7,386.50	8,499.78	600.03
'3435 Restricted Interest Income	0.00	0.00	0.00	0.00	0.00	0.00
'3435 Restricted Interest Income	0.00	0.00	0.00	0.00	0.00	0.00
Gain/loss on sale of equipment	0.00	1,300.00	0.00	6,400.00	6,400.00	0.00
Gain/loss on sale of equipment	0.00	0.00	0.00	0.00	0.00	0.00
'3440 Other Charges for Services	1,643.70	4,529.56	4,881.00	1,048.51	4,408.82	4,574.97
'3440 Other Charges for Services	0.00	0.00	0.00	0.00	0.00	0.00
3450 Fraud Recovery	0.00	0.00	0.00	0.00	0.00	0.00
3450 Fraud Recovery	0.00	281.00	369.00	0.00	0.00	749.97
3480 Other Revenue	3,982.00	9,822.86	5,025.00	1,620.00	4,885.00	5,024.97
3480 Other Revenue	9,148.49	27,693.79	0.00	8,272.44	24,976.51	0.00
Port In Hap & Admin	1,609.43	1,609.43	0.00	0.00	0.00	0.00
3690 CFP Operations	0.00	0.00	3,750.00	0.00	0.00	3,750.03
3691 Operating Subsidy	49,638.00	146,405.00	141,300.00	51,915.00	155,021.00	119,999.97
3691 Operating Subsidy	0.00	0.00	0.00	0.00	0.00	0.00
3691 Cash Receipts from Section 8	29,810.00	83,784.00	70,362.00	30,585.23	91,286.23	90,749.97

3691	Developer Fees	0.00	0.00	0.00	0.00	0.00	0.00
3692	Insurance Proceeds/VNA Charges to Tenants	0.00	0.00	0.00	64,484.20	208,623.20	191,250.00
3692	Insurance Proceeds/VNA Charges to Tenants	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Other Revenue</b>		<b>741,346.62</b>	<b>2,028,233.19</b>	<b>476,245.50</b>	<b>629,749.79</b>	<b>1,912,279.25</b>	<b>631,846.35</b>

**TOTAL REVENUES**

<b>837,047.60</b>	<b>2,301,210.20</b>	<b>719,848.50</b>	<b>706,486.51</b>	<b>2,138,617.96</b>	<b>809,896.32</b>
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**EXPENSES**

**Administrative Expenses**

4110	Administration Salaries	18,945.10	59,376.03	59,292.00	20,589.20	54,755.20	55,305.00
4110	Administration Salaries	34,205.30	104,730.46	84,600.00	35,830.53	94,898.93	78,959.97
4120	Advertising and Marketing	306.42	1,991.83	1,102.50	0.00	1,462.50	2,287.44
4120	Advertising and Marketing	140.87	140.87	495.00	571.00	571.00	375.03
4130	Legal Expense	0.00	0.00	375.00	0.00	0.00	375.03
4130	Legal Expense	0.00	0.00	0.00	0.00	0.00	0.00
4140	Staff Training	954.11	1,454.11	1,350.00	435.00	646.14	1,350.00
4140	Staff Training	215.26	715.26	1,050.00	435.00	857.28	1,050.03
4150	Travel	296.35	582.07	750.00	273.35	320.73	974.97
4150	Travel	103.50	450.79	600.00	176.64	255.03	600.03
4160	Office Expense	1,569.21	5,020.44	7,635.00	1,914.63	6,854.19	7,425.00
4160	Office Expense	1,956.94	6,448.53	7,875.00	2,541.20	7,918.10	7,350.03
4170	Accounting Fees	1,594.00	4,825.00	5,319.00	1,845.00	5,065.00	5,175.00
4170	Accounting Fees	2,217.50	6,013.50	5,040.00	1,755.00	6,743.00	4,349.97
4171	Audit Fees	2,115.75	8,904.76	6,225.00	1,515.67	8,114.67	5,752.44
4171	Audit Fees	1,951.25	9,690.24	2,331.00	1,515.68	8,763.74	2,175.03
4182	Empl. Benefit Contrib. -Admin	7,490.52	25,806.32	27,848.25	8,650.80	24,915.58	25,728.03
4182	Empl. Benefit Contrib. -Admin	11,261.35	35,356.09	37,440.00	14,213.20	41,108.87	34,800.03
	Empl. Benefit Contrib. -Maint	0.00	0.00	0.00	0.00	0.00	0.00
	Empl. Benefit Contrib. -Maint	0.00	0.00	0.00	0.00	0.00	0.00
4190	Other Admin and Sundry	489.80	559.80	900.00	483.60	814.52	1,350.00
4190	Other Admin and Sundry	244.90	244.90	975.00	241.80	890.68	825.03
4191	Telephone	847.55	2,554.26	2,460.00	599.90	1,984.22	2,324.97
4191	Telephone	275.98	813.19	900.00	258.73	764.61	900.00
	Recreation - Social Act.	0.00	0.00	0.00	0.00	0.00	0.00
4195	Outside Mgt Fees	0.00	0.00	0.00	0.00	0.00	0.00
4195	Outside Mgt Fees	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Administrative Expenses</b>		<b>87,181.66</b>	<b>275,678.45</b>	<b>254,562.75</b>	<b>93,845.93</b>	<b>267,703.99</b>	<b>239,433.03</b>

**Tenant Services Expenses**

4210	Tenant Services Salaries	0.00	0.00	0.00	0.00	0.00	0.00
4210	Tenant Services Salaries	0.00	0.00	0.00	0.00	0.00	0.00

4220	Rec. Pub., and Other	1,097.02	1,450.95	2,250.00	2,349.26	2,624.84	2,025.00
4220	Rec. Pub., and Other	0.00	0.00	0.00	0.00	0.00	0.00
	Recreation - Social Act.	0.00	0.00	0.00	0.00	0.00	0.00
	Recreation - Social Act.	0.00	0.00	0.00	0.00	0.00	0.00
4221	Tenant Store Expenses	0.00	0.00	0.00	0.00	0.00	0.00
4221	Tenant Store Expenses	0.00	0.00	0.00	0.00	0.00	0.00
4230	Contract Costs/VNA Expenses	0.00	0.00	0.00	94,908.28	281,939.26	283,394.97
4230	Contract Costs/VNA Expenses	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total Tenant Services Expenses</b>	<b>1,097.02</b>	<b>1,450.95</b>	<b>2,250.00</b>	<b>97,257.54</b>	<b>284,564.10</b>	<b>285,419.97</b>

#### Utility Expenses

4310	Water	4,217.38	10,398.03	12,504.00	3,924.62	10,258.23	11,849.94
4310	Water	0.00	0.00	0.00	0.00	0.00	0.00
4320	Electricity	9,384.45	22,500.76	24,480.00	7,641.79	19,079.70	21,150.00
4320	Electricity	0.00	0.00	0.00	0.00	0.00	0.00
4330	Gas	731.33	10,542.60	12,807.00	922.87	9,533.53	9,600.03
4330	Gas	0.00	0.00	0.00	0.00	0.00	0.00
4360	Sewer	7,210.16	17,582.39	18,558.00	5,835.45	15,216.33	15,300.00
4340	Sewer	0.00	0.00	0.00	0.00	0.00	0.00
4390	Other Utilities Expense	913.25	2,173.82	2,646.00	814.02	2,074.59	2,637.00
4390	Other Utilities Expense	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total Utility Expenses</b>	<b>22,456.57</b>	<b>63,197.60</b>	<b>70,995.00</b>	<b>19,138.75</b>	<b>56,162.38</b>	<b>60,536.97</b>

#### Maintenance Expenses

4410	Maint. Labor	17,579.06	56,297.03	54,513.00	18,924.58	50,051.98	51,300.00
4410	Maint. Labor	3,404.40	11,156.46	11,064.75	3,793.27	10,230.26	10,500.03
4420	Maint. Materials	4,399.34	14,048.71	12,465.00	3,656.14	10,264.56	13,349.97
4420	Maint. Materials	0.00	0.00	0.00	0.00	0.00	0.00
4430	Maintenance Contracts	3,953.28	16,287.81	24,583.50	5,899.16	17,365.83	24,645.15
4430	Maintenance Contracts	0.00	0.00	0.00	0.00	2,750.00	0.00
4431	Garbage & Trash Removal	637.78	2,285.45	2,178.00	975.42	2,033.54	2,040.03
4431	Garbage & Trash Removal	0.00	0.00	0.00	0.00	0.00	0.00
4433	Empl. Benefit Contr. Maint.	7,393.44	22,689.32	22,635.00	7,090.81	20,418.48	20,985.03
4433	Empl. Benefit Contr. Maint.	493.56	1,617.10	1,575.00	538.40	1,452.50	1,500.03
	Misc. Operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00
	Misc. Operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total Maintenance Expenses</b>	<b>37,860.86</b>	<b>124,381.88</b>	<b>129,014.25</b>	<b>40,877.78</b>	<b>114,567.15</b>	<b>124,320.24</b>

#### Protective Services Expenses

4460	Labor	0.00	0.00	0.00	0.00	0.00	0.00
4460	Labor	0.00	0.00	0.00	0.00	0.00	0.00
4470	Materials	0.00	0.00	0.00	0.00	0.00	0.00
4470	Materials	0.00	0.00	0.00	0.00	0.00	0.00
4480	Contract Costs	1,244.82	2,924.46	3,375.00	1,216.48	2,843.44	3,300.03
4480	Contract Costs	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Protective Services</b>		<b>1,244.82</b>	<b>2,924.46</b>	<b>3,375.00</b>	<b>1,216.48</b>	<b>2,843.44</b>	<b>3,300.03</b>
<b>Other General Expenses</b>							
4510	Insurance Expense	661.56	1,656.57	11,575.50	524.98	1,791.41	9,978.66
4510	Insurance Expense	827.40	2,036.97	2,961.00	622.14	1,831.09	2,819.97
4520	Payment in Lieu of Taxes	7,324.44	20,977.94	17,261.25	5,759.80	17,017.63	11,750.31
4520	Payment in Lieu of Taxes	0.00	0.00	0.00	0.00	0.00	0.00
4570	Collection Losses	0.00	-404.61	0.00	-690.25	-1,667.25	0.00
4570	Collection Losses	0.00	0.00	525.00	0.00	0.00	375.03
4590	Other General Expense	0.00	0.00	0.00	0.00	0.00	0.00
4590	Other General Expense	0.00	0.00	1,125.00	2,719.00	2,719.00	749.97
	Gain/Loss on Investments	0.00	0.00	0.00	0.00	0.00	0.00
	Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00
4595	Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00
4595	Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Other General Expenses</b>		<b>8,813.40</b>	<b>24,266.87</b>	<b>33,447.75</b>	<b>8,935.67</b>	<b>21,691.88</b>	<b>25,673.94</b>
<b>Extraordinary/Casualty Loss Expenses</b>							
4610	Labor	0.00	0.00	1,800.00	0.00	0.00	1,649.97
4610	Labor	0.00	0.00	0.00	0.00	0.00	0.00
4620	Labor	0.00	0.00	0.00	0.00	0.00	0.00
4620	Labor	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Extraordinary/Casualty Loss</b>		<b>0.00</b>	<b>0.00</b>	<b>1,800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,649.97</b>
<b>Housing Assistance Payments</b>							
4715	Hap Expenses	475,895.00	1,316,123.00	0.00	386,312.23	1,120,058.23	0.00
<b>Total Hap expenses</b>		<b>475,895.00</b>	<b>1,316,123.00</b>	<b>0.00</b>	<b>386,312.23</b>	<b>1,120,058.23</b>	<b>0.00</b>
<b>Depreciation Expense</b>							
4800	Depre Expense - PHA Funded	94,479.87	283,439.61	294,600.00	93,600.00	280,800.00	270,000.00
4800	Depre Expense - PHA Funded	585.60	1,756.80	1,440.00	480.00	1,440.00	1,469.97
<b>Total Depreciation Expense</b>		<b>95,065.47</b>	<b>285,196.41</b>	<b>296,040.00</b>	<b>94,080.00</b>	<b>282,240.00</b>	<b>271,469.97</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>729,614.80</b>	<b>2,093,219.62</b>	<b>791,484.75</b>	<b>741,664.38</b>	<b>2,149,831.17</b>	<b>1,011,804.12</b>
<b>Change in Net Position</b>		<b>107,432.80</b>	<b>207,990.58</b>	<b>-71,636.25</b>	<b>-35,177.87</b>	<b>-11,213.21</b>	<b>-201,907.80</b>

<b>Prior Year Adjustments</b>							
6010	Prior Year Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
6010	Prior Year Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Prior Year Adjustments</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Equity Transfers</b>							
9116	Equity Transfers	0.00	8,800.00	0.00	23,160.00	29,830.00	0.00
9116	Equity Transfers	0.00	-8,800.00	0.00	-23,160.00	-29,830.00	0.00
<b>Total Equity Transfers</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>NET INCOME/LOSS</b>		<b>107,432.80</b>	<b>207,990.58</b>	<b>-71,636.25</b>	<b>-35,177.87</b>	<b>-11,213.21</b>	<b>-201,907.80</b>



Wausau Community Development Authority

Balance Sheet

September 30, 2023

		Low Rent (46 Scattered Sites) (Fund 01)	Voucher (Sec 8) (Fund 02)	Riverview Terrace (Fund 12)	Business Activity ** (Fund 15)	Business Activity II (Fund 17)	Redevelopment (Fund 16)	Entity Wide Total	2022 Entity Wide Total
<b>ASSETS</b>									
<b>Cash</b>									
'1111	Cash - Unrestricted	3,971.03	800,244.54	240,473.43	1,194,988.94	0.00	83,284.58	2,322,962.52	2,608,182.87
'1117	Petty Cash	75.00	25.00	0.00	0.00	0.00	0.00	100.00	100.00
'1118	Change Fund	20.00	0.00	0.00	0.00	0.00	0.00	20.00	20.00
'1162	General Fund Investments	1,358,742.27	0.00	0.00	0.00	380,150.13	0.00	1,738,892.40	1,575,543.13
	<b>Total Cash</b>	<b>1,362,808.30</b>	<b>800,269.54</b>	<b>240,473.43</b>	<b>1,194,988.94</b>	<b>380,150.13</b>	<b>83,284.58</b>	<b>4,061,974.92</b>	<b>4,183,846.00</b>
<b>Accounts Receivable</b>									
1121	Accounts Receivable- Fraud	0.00	970.00	0.00	0.00	0.00	0.00	970.00	970.00
'1122	Accounts Receivable - Tenants	2,029.36	0.00	3.50	0.00	0.00	0.00	2,032.86	1,173.32
1125	Accounts Receivable - HUD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1129	Accounts Receivable - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1128	Accounts Receivable - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,806.00
'1145	Accrued Interest Receivable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total Accounts Receivable</b>	<b>2,029.36</b>	<b>970.00</b>	<b>3.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,002.86</b>	<b>6,949.32</b>
<b>Other Current Assets</b>									
1210	Prepaid Expenses	1,725.00	1,725.00	3,787.19	0.00	0.00	0.00	7,237.19	6,184.14
'1211	Prepaid Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
'1295	Interfund due to/from	0.00	0.00	0.00	0.00	6,097.41	0.00	6,097.41	5,574.93
	<b>Total Other Current Assets</b>	<b>1,725.00</b>	<b>1,725.00</b>	<b>3,787.19</b>	<b>0.00</b>	<b>6,097.41</b>	<b>0.00</b>	<b>13,334.60</b>	<b>11,759.07</b>
<b>Noncurrent Assets</b>									
1350	CDA Mortgage Sale	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
'1400	Land/Structures/Equip Less Accum. Deprn	3,157,530.17	13,481.30	1,720,305.77	60,000.00	0.00	0.00	4,951,317.24	5,221,069.02
1500	Note Receivables - Tax Credits	3,774,874.43	0.00	0.00	1,877,011.74	0.00	0.00	5,651,886.17	5,037,334.06
1600	Investment in Tax Credits	174,797.39	0.00	0.00	0.00	0.00	0.00	174,797.39	174,806.67
	<b>Total Noncurrent Assets</b>	<b>7,107,201.99</b>	<b>13,481.30</b>	<b>1,720,305.77</b>	<b>1,937,011.74</b>	<b>0.00</b>	<b>0.00</b>	<b>10,778,000.80</b>	<b>10,433,209.75</b>
	<b>TOTAL ASSETS</b>	<b>8,473,764.65</b>	<b>816,445.84</b>	<b>1,964,569.89</b>	<b>3,132,000.68</b>	<b>386,247.54</b>	<b>83,284.58</b>	<b>14,856,313.18</b>	<b>14,635,764.14</b>



RIVERVIEW TOWERS LLC  
INCOME STATEMENT SUMMARY THROUGH SEPTEMBER 30, 2023

	<b>2023 QUARTERLY</b>	<b>2023 YTD</b>	<b>2023 BUDGET</b>	<b>2022 YTD</b>
TTL TENANT REV	\$150,163.00	\$449,266.00	\$438,210.00	\$404,443.00
TTL OTHER REV	\$130,430.84	\$362,524.36	\$273,429.00	\$294,360.69
<b>TOTAL REVENUE</b>	<b>\$280,593.84</b>	<b>\$811,790.36</b>	<b>\$711,639.00</b>	<b>\$698,803.69</b>
TTL ADMIN EXP	\$50,492.27	\$163,750.53	\$178,856.28	\$163,909.31
TTL TENANT SRVC EXP	\$2,207.85	\$4,976.28	\$6,840.00	\$4,976.49
TTL UTILITY EXP	\$32,326.58	\$97,130.71	\$99,434.97	\$76,259.60
TTL MAINTENANCE EXP	\$46,947.55	\$140,365.71	\$170,109.00	\$153,875.71
TTL PROTECTIVE SRVC EXP	\$1,298.00	\$2,553.08	\$3,150.00	\$3,282.64
TTL OTHER EXP	\$19,856.15	\$67,366.00	\$66,899.25	\$63,266.06
TTL EXTRA/CASUALTY EXP	\$0.00	\$3,754.67	\$3,750.03	\$3,432.00
<b>TOTAL OPERATING EXPENSES</b>	<b>\$153,128.40</b>	<b>\$479,896.98</b>	<b>\$529,039.53</b>	<b>\$469,001.81</b>
<b>INCOME/(LOSS) BEFORE DEPRECIATION</b>	<b>\$127,465.44</b>	<b>\$331,893.38</b>	<b>\$182,599.47</b>	<b>\$229,801.88</b>
DEPRECIATION EXP	\$85,334.22	\$256,002.66	\$256,005.72	\$254,355.66
<b>NET INCOME/(LOSS)</b>	<b>\$42,131.22</b>	<b>\$75,890.72</b>	<b>(\$73,406.25)</b>	<b>(\$24,553.78)</b>

**RIVERVIEW TOWERS LLC**

**FINANCIAL STATEMENTS**

**For the Accounting Period Ending September 30, 2023**



To the Members  
Riverview Towers LLC  
Wausau, WI

The members are responsible for the accompanying financial statements of Riverview Towers LLC (“Project”), which comprise the balance sheet as of September 30, 2023, and the related statement of operations for the one month and nine months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements, nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by the members. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Accounting principles generally accepted in the United States of America require that accounts payable be recorded. The members have informed us that the Project has not recorded accounts payable, which is not in accordance with accounting principles generally accepted in the United States of America. The members have not determined the effect of the departure from accounting principles generally accepted in the United States of America on the accompanying financial statements.

The members have elected to omit the statement of cash flows and substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the statement of cash flows and omitted disclosures were to be included in the financial statements, they might influence the user's conclusions about the Project's financial position, result of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The accompanying budget of the Project for the year ending December 31, 2023, has not been compiled or examined by us, and, accordingly, we do not express an opinion or any other form of assurance on it. The members have elected to omit the summaries of significant assumptions and accounting policies required under established guidelines for presentation of prospective financial statements. If the omitted summaries were included in the budgeted information, they might influence the user's conclusions about the Project's budgeted information. Accordingly, this budgeted information is not designed for those who are not informed about such matters.

We are not independent with respect to the Project.

A handwritten signature in cursive script that reads 'Hawkins Ash CPAs, LLP'.

La Crosse, Wisconsin  
October 9, 2023

**Riverview Towers LLC**  
**Balance Sheet-Riverview Towers LLC**  
**September 30, 2023**

	<b>Current Period</b>	<b>Cumulative</b>
<b>ASSETS</b>		
CURRENT ASSETS		
<b>Cash</b>		
26-0-000-000-1010.100 Cash - Construction (US Bank)	0.00	0.00
26-0-000-000-1111.040 Cash - Unrestricted	34,384.29	1,470,356.61
26-0-000-000-1111.050 Cash - Reserve Account	0.00	0.00
26-0-000-000-1162.000 Cash - Savings/Money Mkts/CDs	8,795.98	1,242,564.83
Total	43,180.27	2,712,921.44
<b>Accounts Receivable</b>		
26-0-000-000-1122.000 Accounts Receivable - Tenants	180.10	2,565.04
26-0-000-000-1128.000 Accounts Receivable - Other	0.00	0.00
26-0-000-000-1129.000 Accounts Receivable - Subsidy	0.00	0.00
Total	180.10	2,565.04
<b>Accrued Receivables</b>		
26-0-000-000-1145.000 Accrued Interest Receivable	0.00	0.00
Total	0.00	0.00
<b>Other Current Assets</b>		
26-0-000-000-1210.000 Prepaid Expenses	29.85	10,278.11
26-0-000-000-1211.000 Prepaid Insurance	4,027.79	12,203.69
26-0-000-000-1295.001 Interprogram Due (to) from PH	0.00	0.00
Total	4,057.64	22,481.80
<b>TOTAL CURRENT ASSETS</b>	<b>47,418.01</b>	<b>2,737,968.28</b>

\*(See Accountants' Compilation Report)

**Riverview Towers LLC**  
**Balance Sheet-Riverview Towers LLC**  
**September 30, 2023**

	<b>Current Period</b>	<b>Cumulative</b>
<b>NONCURRENT ASSETS</b>		
<b>Fixed Assets</b>		
26-0-000-000-1400.000 CWIP	0.00	0.00
26-0-000-000-1400.060 Land	0.00	0.00
26-0-000-000-1400.061 Land Improvements	0.00	20,555.00
26-0-000-000-1400.080 Dwelling Equipment	0.00	18,329.76
26-0-000-000-1400.090 Nondwelling Equipment	0.00	338,846.40
26-0-000-000-1400.100 Building Improvements	0.00	10,092,374.96
26-0-000-000-1400.150 Accumulated Depreciation	(28,183.00)	(3,392,443.30)
Total	(28,183.00)	7,077,662.82
<b>Other Assets</b>		
26-0-000-000-1460.000 Tax Credit Fees	0.00	47,114.00
26-0-000-000-1460.010 Tax Credit Fee Amort	(261.74)	(34,549.68)
26-0-000-000-1470.000 Financing Fees	0.00	0.00
26-0-000-000-1470.010 Financing Fees Amort	0.00	0.00
Total	(261.74)	12,564.32
<b>TOTAL NONCURRENT ASSETS</b>	<b>(28,444.74)</b>	<b>7,090,227.14</b>
<b>TOTAL ASSETS</b>	<b>18,973.27</b>	<b>9,828,195.42</b>

\*(See Accountants' Compilation Report)

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*Riverview Towers LLC*  
*Balance Sheet-Riverview Towers LLC*  
*September 30, 2023*

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	Current Period	Cumulative
<b>LIABILITIES AND MEMBERS' EQUITY</b>		
<b>CURRENT LIABILITIES</b>		
<b>Accounts Payable</b>		
26-0-000-000-2111.000 A/P - Vendors & Contractors	0.00	0.00
26-0-000-000-2111.010 A/P - Other	0.00	0.00
26-0-000-000-2114.000 Tenants Security Deposits	790.00	54,554.00
26-0-000-000-2119.000 A/P - Other	0.00	0.00
26-0-000-000-2119.010 A/P - Payroll	139.68	22,249.02
26-0-000-000-2119.020 A/P - Gorman Compliance Fee	0.00	0.00
26-0-000-000-2119.030 A/P - Gorman Developer Fee	0.00	0.00
26-0-000-000-2119.040 A/P - Subsidy	0.00	0.00
Total	929.68	76,803.02
<b>Accrued Liabilities</b>		
26-0-000-000-2134.000 Accrued Comp Absences - Due within one year	0.00	15,600.53
26-0-000-000-2136.000 Other Accrued Liabilities	0.00	0.00
26-0-000-000-2137.000 Payment in Lieu of Taxes	4,104.74	35,213.53
26-0-000-000-2149.000 Accrued Asset Mgt Fee	865.16	7,786.44
Total	4,969.90	58,600.50
<b>Other Current Liabilities</b>		
26-0-000-000-2145.001 Interprogram Due to (from) PH	0.00	0.00
26-0-000-000-2145.002 Interprogram Due to (from) Voucher	0.00	0.00
26-0-000-000-2145.012 Interprogram Due to (from) Riverview Terrace	0.00	0.00
26-0-000-000-2145.017 Interprogram Due to (from) BA II	7.32	6,097.41
26-0-000-000-2240.000 Tenants Prepaid Rent	93.00	131.00
26-0-000-000-2290.000 Unearned Revenue	0.00	2,406.00
Total	100.32	8,634.41
<b>TOTAL CURRENT LIABILITIES</b>	<b>5,999.90</b>	<b>144,037.93</b>

\*(See Accountants' Compilation Report)



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**Riverview Towers LLC**  
**Balance Sheet-Riverview Towers LLC**  
**September 30, 2023**

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	<b>Current Period</b>	<b>Cumulative</b>
<b>NONCURRENT LIABILITIES</b>		
26-0-000-000-2134.010 Accrued Comp Absences	0.00	17,321.62
26-0-000-000-2310.000 Notes Payable - Construction Loan	0.00	0.00
26-0-000-000-2320.000 Notes Payable - Wausau CDA PH	0.00	2,500,000.00
26-0-000-000-2320.010 Interest Payable - Wausau CDA PH	4,166.66	487,499.94
26-0-000-000-2330.000 Notes Payable - Wausau CDA PH (AHP loan)	0.00	750,000.00
26-0-000-000-2330.010 Interest Payable - Wausau CDA PH (AHP loan)	326.84	37,374.49
Total	4,493.50	3,792,196.05
<b>TOTAL LIABILITIES</b>	<b>10,493.40</b>	<b>3,936,233.98</b>
<b>MEMBERS' EQUITY</b>		
26-0-000-000-2700.000 CY Net Change	8,479.87	35,449.22
26-0-000-000-1450.000 Syndication Costs	0.00	(52,000.00)
26-0-000-000-2810.512 Unrestricted Net Assets	0.00	0.00
26-0-000-000-2834.000 Managing Member Equity	0.00	174,797.39
26-0-000-000-2835.000 NEF Investor Equity	0.00	5,733,714.83
<b>TOTAL MEMBERS' EQUITY</b>	<b>8,479.87</b>	<b>5,891,961.44</b>
<b>TOTAL LIABILITIES AND MEMBERS' EQUITY</b>	<b>18,973.27</b>	<b>9,828,195.42</b>
Proof	0.00	0.00

\*(See Accountants' Compilation Report)

**Riverview Towers LLC**  
**Stmnt of Operations-Riverview Towers LLC**  
**Nine Month Period - September 30, 2023**

	***** PERIOD TO DATE*****			***YTD ACTUAL***		***YTD BUDGET***	
	PUM	Actual	Budget	PUM	Actual	Budget	Variance
PUM	1.00	149.00	149.00	1.00	1,341.00	1,341.00	0.00
<b>OPERATING REVENUE</b>							
<b>Rental Revenue</b>							
26-1-000-000-3420.000 Tenant Revenue - Rent	337.50	50,288.00	48,690.00	335.02	449,266.00	438,210.00	11,056.00
26-1-000-000-3422.000 Excess Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	337.50	50,288.00	48,690.00	335.02	449,266.00	438,210.00	11,056.00
<b>Nonrental Revenue</b>							
26-1-000-000-3410.000 HUD HAP Subsidy	228.16	33,996.00	28,596.00	204.25	273,896.00	257,364.00	16,532.00
26-1-000-000-3410.010 HUD Admin Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-3440.000 Other Inc - Tenants Charges	1.02	152.50	450.00	5.52	7,404.26	4,050.00	3,354.26
26-1-000-000-3440.020 Other Inc - Tenant Store	2.28	340.00	400.00	2.56	3,431.20	3,600.00	(168.80)
26-1-000-000-3440.030 Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-3440.060 Other Income - Voucher CARES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-3444.040 Laundry	0.00	0.00	515.00	2.31	3,099.87	4,635.00	(1,535.13)
26-1-000-000-3444.050 Vending	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-3691.000 Operating Subsidy	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-3692.000 Other Inc - Insurance Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	231.47	34,488.50	29,961.00	214.64	287,831.33	269,649.00	18,182.33
<b>TOTAL OPERATING REVENUE</b>	<b>568.97</b>	<b>84,776.50</b>	<b>78,651.00</b>	<b>549.66</b>	<b>737,097.33</b>	<b>707,859.00</b>	<b>29,238.33</b>
<b>OPERATING EXPENSES</b>							
<b>Administration</b>							
26-1-000-000-4110.000 Administration Salaries	49.23	7,336.00	7,830.00	50.57	67,820.07	70,470.00	(2,649.93)
26-1-000-000-4110.010 Admin Salaries - Comp Abs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-4120.000 Advertising & Marketing	2.51	373.60	375.00	2.59	3,476.42	3,375.00	101.42
26-1-000-000-4130.000 Legal Expense	0.00	0.00	41.67	0.00	0.00	375.03	(375.03)
26-1-000-000-4140.000 Staff Training	0.00	0.00	117.00	1.24	1,663.85	1,053.00	610.85
26-1-000-000-4150.000 Travel	0.00	0.00	84.00	0.28	371.50	756.00	(384.50)
26-1-000-000-4150.010 Mileage	0.75	112.35	0.00	0.08	112.35	0.00	112.35
26-1-000-000-4160.000 Office Expenses	3.74	556.72	935.00	3.56	4,771.67	8,415.00	(3,643.33)
26-1-000-000-4170.000 Accounting Fees	2.54	379.00	416.67	2.21	2,968.00	3,750.03	(782.03)
26-1-000-000-4171.000 Audit Fees	0.00	0.00	845.00	7.47	10,011.42	7,605.00	2,406.42
26-1-000-000-4182.000 Employee Benefits - Admin	21.95	3,269.94	4,520.00	22.11	29,651.72	40,680.00	(11,028.28)
26-1-000-000-4190.000 Other Admin and Sundry	1.64	244.90	50.00	0.22	294.90	450.00	(155.10)
26-1-000-000-4191.000 Telephone	1.19	177.24	258.33	1.59	2,125.67	2,324.97	(199.30)
26-1-000-000-4192.000 Management Fee	20.53	3,058.40	2,976.33	20.63	27,667.77	26,786.97	880.80
26-1-000-000-4193.000 Compliance Fee	3.75	558.75	558.75	3.75	5,028.75	5,028.75	0.00
26-1-000-000-4194.000 Asset Management Fee	5.81	865.16	865.17	5.81	7,786.44	7,786.53	(0.09)
Total	113.64	16,932.06	19,872.92	122.11	163,750.53	178,856.28	(15,105.75)

\*See Accountants' Compilation Report

**Riverview Towers LLC**  
**Stmnt of Operations-Riverview Towers LLC**  
**Nine Month Period - September 30, 2023**

	***** PERIOD TO DATE*****			***YTD ACTUAL***		***YTD BUDGET***	
	PUM	Actual	Budget	PUM	Actual	Budget	Variance
<b>OPERATING EXPENSES</b>							
<b>Tenant Services</b>							
26-1-000-000-4210.000 Tenant Services Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-4220.000 Rec, Pub and Other	0.18	27.53	360.00	1.48	1,989.53	3,240.00	(1,250.47)
26-1-000-000-4221.000 Tenant Store Expenses	2.02	301.34	400.00	2.23	2,986.75	3,600.00	(613.25)
Total	2.21	328.87	760.00	3.71	4,976.28	6,840.00	(1,863.72)
<b>Utilities</b>							
26-1-000-000-4310.000 Water	0.00	0.00	800.00	2.98	3,996.72	7,200.00	(3,203.28)
26-1-000-000-4320.000 Electricity	58.77	8,756.72	5,290.00	38.80	52,034.94	47,610.00	4,424.94
26-1-000-000-4330.000 Gas	3.25	483.88	3,665.00	24.69	33,103.64	32,985.00	118.64
26-1-000-000-4360.000 Sewer	0.00	0.00	1,160.00	5.39	7,233.41	10,440.00	(3,206.59)
26-1-000-000-4390.000 Other Utilities Expense	0.00	0.00	133.33	0.57	762.00	1,199.97	(437.97)
Total	62.02	9,240.60	11,048.33	72.43	97,130.71	99,434.97	(2,304.26)
<b>Maintenance and Operations</b>							
26-1-000-000-4410.000 Maint Labor	52.54	7,828.41	8,332.00	44.81	60,093.90	74,988.00	(14,894.10)
26-1-000-000-4410.010 Maint Labor - Comp Abs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-4420.000 Maint Materials	20.72	3,087.45	1,980.00	9.92	13,300.97	17,820.00	(4,519.03)
26-1-000-000-4430.010 Heating & Cooling	0.00	0.00	400.00	0.00	0.00	3,600.00	(3,600.00)
26-1-000-000-4430.020 Snow Removal	0.00	0.00	83.33	0.00	0.00	749.97	(749.97)
26-1-000-000-4430.030 Elevator Maintenance	3.52	524.44	558.33	3.68	4,930.56	5,024.97	(94.41)
26-1-000-000-4430.040 Landscape & Grounds	0.00	0.00	441.67	2.95	3,950.83	3,975.03	(24.20)
26-1-000-000-4430.050 Unit Turnaround	0.00	0.00	83.33	1.41	1,895.63	749.97	1,145.66
26-1-000-000-4430.060 Electrical	0.00	0.00	141.67	0.87	1,163.22	1,275.03	(111.81)
26-1-000-000-4430.070 Plumbing	0.00	0.00	50.00	0.64	857.03	450.00	407.03
26-1-000-000-4430.080 Extermination	11.05	1,646.03	1,333.33	11.05	14,814.23	11,999.97	2,814.26
26-1-000-000-4430.090 Janitorial	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-4430.100 Other Contract Costs	1.97	292.95	666.67	1.63	2,181.06	6,000.03	(3,818.97)
26-1-000-000-4430.101 Routine	0.00	0.00	166.67	0.00	0.00	1,500.03	(1,500.03)
26-1-000-000-4431.000 Garbage & Trash Removal	4.91	731.52	700.00	4.69	6,288.08	6,300.00	(11.92)
26-1-000-000-4433.000 Employee Benefits - Maint	25.73	3,833.70	3,964.00	23.04	30,890.20	35,676.00	(4,785.80)
Total	120.43	17,944.50	18,901.00	104.67	140,365.71	170,109.00	(29,743.29)
<b>Protective Services</b>							
26-1-000-000-4480.000 Contract Costs	4.12	614.18	350.00	1.90	2,553.08	3,150.00	(596.92)
Total	4.12	614.18	350.00	1.90	2,553.08	3,150.00	(596.92)

\*See Accountants' Compilation Report

**Riverview Towers LLC**  
**Stmnt of Operations-Riverview Towers LLC**  
**Nine Month Period - September 30, 2023**

	***** PERIOD TO DATE*****			***YTD ACTUAL***		***YTD BUDGET***	
	PUM	Actual	Budget	PUM	Actual	Budget	Variance
<b>OPERATING EXPENSES</b>							
<b>General Expense</b>							
26-1-000-000-4510.010 Insurance - Property	13.31	1,983.83	2,080.00	13.31	17,854.47	18,720.00	(865.53)
26-1-000-000-4510.020 Insurance - Liability	3.44	512.38	508.33	3.25	4,361.74	4,574.97	(213.23)
26-1-000-000-4510.030 Insurance - Workers Comp	1.74	258.66	327.00	1.10	1,470.26	2,943.00	(1,472.74)
26-1-000-000-4510.040 Insurance - Other	0.00	0.00	21.67	0.00	0.00	195.03	(195.03)
26-1-000-000-4520.000 Payment in Lieu of Taxes	27.55	4,104.74	3,764.17	26.26	35,213.53	33,877.53	1,336.00
26-1-000-000-4570.000 Collection Losses	0.00	0.00	0.00	0.24	(318.00)	0.00	(318.00)
26-1-000-000-4590.000 Other General Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-4590.010 Other Gen Exp - Compliance Fee	0.00	0.00	558.75	5.00	6,705.00	5,028.75	1,676.25
26-1-000-000-4590.020 Other Gen Exp - Tax Return	0.00	0.00	173.33	1.55	2,079.00	1,559.97	519.03
26-1-000-000-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	46.04	6,859.61	7,433.25	50.24	67,366.00	66,899.25	466.75
<b>Extraordinary Maintenance</b>							
26-1-000-000-4610.010 Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-4610.030 Contract Costs	0.00	0.00	416.67	2.80	3,754.67	3,750.03	4.64
Total	0.00	0.00	416.67	2.80	3,754.67	3,750.03	4.64
<b>Casualty Losses</b>							
26-1-000-000-4620.030 Contract Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Depreciation Expenses</b>							
26-1-000-000-4800.000 Depreciation Expense	189.15	28,183.00	28,183.33	189.15	253,647.00	253,649.97	(2.97)
26-1-000-000-4801.000 Amortize - Tax Credit Fees	1.76	261.74	261.75	1.76	2,355.66	2,355.75	(0.09)
26-1-000-000-4802.000 Amortize - Finance Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	190.90	28,444.74	28,445.08	190.90	256,002.66	256,005.72	(3.06)
<b>TOTAL OPERATING EXPENSES</b>	<b>539.36</b>	<b>80,364.56</b>	<b>87,227.25</b>	<b>548.77</b>	<b>735,899.64</b>	<b>785,045.25</b>	<b>(49,145.61)</b>
<b>OPERATING INCOME (LOSS)</b>	<b>29.61</b>	<b>4,411.94</b>	<b>(8,576.25)</b>	<b>0.89</b>	<b>1,197.69</b>	<b>(77,186.25)</b>	<b>78,383.94</b>

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**Riverview Towers LLC**  
**Stmnt of Operations-Riverview Towers LLC**  
**Nine Month Period - September 30, 2023**

	***** PERIOD TO DATE*****			***YTD ACTUAL***		***YTD BUDGET***	
	PUM	Actual	Budget	PUM	Actual	Budget	Variance
<b>Nonoperating Revenue (Expense)</b>							
26-1-000-000-3430.000 Investment Income	57.46	8,561.43	420.00	55.70	74,693.03	3,780.00	70,913.03
26-1-000-000-3480.000 Gain (Loss) on Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-1-000-000-4540.000 Interest Expense - CDA Loan	27.96	(4,166.66)	(4,493.50)	27.96	(37,499.94)	(40,441.50)	2,941.56
26-1-000-000-4540.010 Interest Expense - AHP CDA Loan	2.19	(326.84)	0.00	2.19	(2,941.56)	0.00	(2,941.56)
26-1-000-000-9000.000 Operating Transfer In	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	27.30	4,067.93	(4,073.50)	25.54	34,251.53	(36,661.50)	70,913.03
<b>CHANGE IN NET ASSETS</b>	<b>56.91</b>	<b>8,479.87</b>	<b>(12,649.75)</b>	<b>26.43</b>	<b>35,449.22</b>	<b>(113,847.75)</b>	<b>149,296.97</b>
<b>Prior Period Adjustments</b>							
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>NET CHANGE</b>	<b>56.91</b>	<b>8,479.87</b>	<b>(12,649.75)</b>	<b>26.43</b>	<b>35,449.22</b>	<b>(113,847.75)</b>	<b>149,296.97</b>



2023  
SALARY ALLOCATION - HOURS WORKED

**JULI BIRKENMEIER**

CV	2015 TER	2010 PH	2012 RVT	2005 RED	2014 BA	TOTAL HOURS
			129			129
0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
			159			159
0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
			103			103
0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
			109			109
0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
			154.5			154.5
0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
			212.5			212.5
0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
			144			144
0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
			130			130
0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
			149.5			149.5
0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
	4	52	80		24	160
0.00%	2.50%	32.50%	50.00%	0.00%	5.50%	
						0
D!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.00%	
						0
D!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.00%	
0	4	52	1370.5	0	24	1450.5
0.00%	0.28%	3.58%	94.48%	0.00%	5.50%	



2023  
SALARY ALLOCATION - HOURS WORKED

**LARRY BUCHBERGER**

CV	2015 TER	2010 PH	2012 RVT	2005 RED	2014 BA	TOTAL HOURS
		2	113.75			115.75
0.00%	0.00%	1.73%	98.27%	0.00%	0.00%	
			133.5			133.5
0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
			128.5			128.5
0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
		2	104.5			106.5
0.00%	0.00%	1.88%	98.12%	0.00%	0.00%	
			23			23
0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
			0			0
0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.00%	
			0			0
0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.00%	
			109			109
0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
			152			152
0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
			138.5			138.5
0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	
						0
0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.00%	
						0
0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.00%	
0	0	4	902.75	0	0	906.75
0.00%	0.00%	0.44%	99.56%	0.00%	0.00%	

2023  
SALARY ALLOCATION - HOURS WORKED

**SCOTT BUCHBERGER**

CV	2015 TER	2010 PH	2012 RVT	2005 RED	2014 BA	TOTAL HOURS
	37.25	74.25	36			147.5
00%	25.25%	50.34%	24.41%	0.00%	0.00%	
	29	52	26			107
00%	27.10%	48.60%	24.30%	0.00%	0.00%	
	37.75	73	39.25			150
00%	25.17%	48.67%	26.17%	0.00%	0.00%	
	39.75	71.5	41.5			152.75
00%	26.02%	46.81%	27.17%	0.00%	0.00%	
	42.25	78.5	41			161.75
00%	26.12%	48.53%	25.35%	0.00%	0.00%	
	64.75	105.25	58.5			228.5
00%	28.34%	46.06%	25.60%	0.00%	0.00%	
	41.25	63	41.5			145.75
00%	28.30%	43.22%	28.47%	0.00%	0.00%	
	38	77	39			154
00%	24.68%	50.00%	25.32%	0.00%	0.00%	
	35	74	35			144
00%	24.31%	51.39%	24.31%	0.00%	0.00%	
	38	71.5	36			145.5
00%	26.12%	49.14%	24.74%	0.00%	0.00%	
						0
0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.00%	
						0
0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.00%	
0	403	740	393.75	0	0	1536.75
00%	26.22%	48.15%	25.62%	0.00%	0.00%	

2023  
SALARY ALLOCATION - HOURS WORKED

**TAMARA KING**

CV	2015 TER	2010 PH	2012 RVT	2005 RED	2014 BA	TOTAL HOURS
78		26				104
00%	0.00%	25.00%	0.00%	0.00%	0.00%	
120		40				160
00%	0.00%	25.00%	0.00%	0.00%	0.00%	
18.5		39.5				158
00%	0.00%	25.00%	0.00%	0.00%	0.00%	
114		38				152
00%	0.00%	25.00%	0.00%	0.00%	0.00%	
107		39				146
29%	0.00%	26.71%	0.00%	0.00%	0.00%	
162		60				222
97%	0.00%	27.03%	0.00%	0.00%	0.00%	
07.5		36				143.5
91%	0.00%	25.09%	0.00%	0.00%	0.00%	
120		39				159
47%	0.00%	24.53%	0.00%	0.00%	0.00%	
94		33				127
02%	0.00%	25.98%	0.00%	0.00%	0.00%	
32		8	77			117
35%	0.00%	6.84%	65.81%	0.00%	0.00%	
						0
0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.00%	
						0
0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.00%	
1053	0	358.5	77	0	0	1488.5
74%	0.00%	24.08%	5.17%	0.00%	0.00%	

2023  
SALARY ALLOCATION - HOURS WORKED

BETTY NOEL

CV	2015 TER	2010 PH	2012 RVT	2005 RED	2014 BA	TOTAL HOURS
	6	88			42	136
.00%	4.41%	64.71%	0.00%	0.00%	30.88%	
	7	91			42	140
.00%	5.00%	65.00%	0.00%	0.00%	30.00%	
	7	95			46	148
.00%	4.73%	64.19%	0.00%	0.00%	31.08%	
	7	83			42	132
.00%	5.30%	62.88%	0.00%	0.00%	31.82%	
	6	90			44	140
.00%	4.29%	64.29%	0.00%	0.00%	31.43%	
	4	77			39	120
.00%	3.33%	64.17%	0.00%	0.00%	32.50%	
	3	76			37	116
.00%	2.59%	65.52%	0.00%	0.00%	31.90%	
	6	91			41	138
.00%	4.35%	65.94%	0.00%	0.00%	29.71%	
	6	71			32	109
.00%	5.50%	65.14%	0.00%	0.00%	29.36%	
	3	28			13	44
.00%	6.82%	63.64%	0.00%	0.00%	29.55%	
						0
0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
						0
0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
0	55	790	0	0	378	1223
.00%	4.50%	64.60%	0.00%	0.00%	30.91%	

2023  
SALARY ALLOCATION - HOURS WORKED

**LACY RODEMEIER**

CV	2015 TER	2010 PH	2012 RVT	2005 RED	2014 BA	TOTAL HOURS
56	0.25		56			112.25
89%	0.22%	0.00%	49.89%	0.00%	0.00%	
80			80			160
00%	0.00%	0.00%	50.00%	0.00%	0.00%	
47			47			94
00%	0.00%	0.00%	50.00%	0.00%	0.00%	
74.5			73.5			148
34%	0.00%	0.00%	49.66%	0.00%	0.00%	
78			78			156
00%	0.00%	0.00%	50.00%	0.00%	0.00%	
109.5			109.5			219
00%	0.00%	0.00%	50.00%	0.00%	0.00%	
40			40			80
00%	0.00%	0.00%	50.00%	0.00%	0.00%	
78			78			156
00%	0.00%	0.00%	50.00%	0.00%	0.00%	
76			76			152
00%	0.00%	0.00%	50.00%	0.00%	0.00%	
74.25			74.25			148.5
00%	0.00%	0.00%	50.00%	0.00%	0.00%	
						0
0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.00%	
						0
0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.00%	
13.25	0.25	0	712.25	0	0	1425.75
03%	0.02%	0.00%	49.96%	0.00%	0.00%	



2023  
SALARY ALLOCATION - HOURS WORKED

**NATE SCHIEFELBEIN**

CV	2015 TER	2010 PH	2012 RVT	2005 RED	2014 BA	TOTAL HOURS
35		64.5	36			135.5
.83%	0.00%	47.60%	26.57%	0.00%	0.00%	
35		69	35			139
.18%	0.00%	49.64%	25.18%	0.00%	0.00%	
30		70	32			132
.73%	0.00%	53.03%	24.24%	0.00%	0.00%	
36		68	37			141
.53%	0.00%	48.23%	26.24%	0.00%	0.00%	
35		76	38.5			149.5
.41%	0.00%	50.84%	25.75%	0.00%	0.00%	
21		111	59			191
.99%	0.00%	58.12%	30.89%	0.00%	0.00%	
32		58	32			122
.23%	0.00%	47.54%	26.23%	0.00%	0.00%	
32		64	32			128
.00%	0.00%	50.00%	25.00%	0.00%	0.00%	
40		36	35			111
.04%	0.00%	32.43%	31.53%	0.00%	0.00%	
35		70	37			142
.65%	0.00%	49.30%	26.06%	0.00%	0.00%	
18		36	18			72
.00%	0.00%	50.00%	25.00%	0.00%	0.00%	
						0
0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.00%	
349	0	722.5	391.5	0	0	1463
.86%	0.00%	49.38%	26.76%	0.00%	0.00%	

Wausau Community Development Authority - RVT LLC  
FYE 12/31/2024 Operating Budget

	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>2022 Actual</b>	<b>2022 Budget</b>
<b>OPERATING INCOME</b>				
Rental Income				
Tenant Revenue - Rent	623,283.00	584,280.00	539,197.00	543,000.00
Excess Utilities	0.00	0.00	0.00	0.00
<b>Total</b>	<b>623,283.00</b>	<b>584,280.00</b>	<b>539,197.00</b>	<b>543,000.00</b>
Non Rental Income				
Investment Income	100,300.00	5,040.00	20,521.66	1,500.00
Tenant Chgs/Other Income	5,500.00	5,400.00	4,994.66	6,000.00
Other Income		0.00	0.00	0.00
Tenant Store Receipts	4,600.00	4,800.00	4,551.35	5,400.00
Laundry	7,500.00	6,180.00	8,162.64	7,100.00
Vending		0.00	0.00	0.00
HAP	415,522.00	343,152.00	372,948.00	377,200.00
<b>Total</b>	<b>533,422.00</b>	<b>364,572.00</b>	<b>411,178.31</b>	<b>397,200.00</b>
<b>Total Operating Income</b>	<b>1,156,705.00</b>	<b>948,852.00</b>	<b>950,375.31</b>	<b>940,200.00</b>
<b>OPERATING EXPENSES</b>				
Administration				
Administration Salaries	101,454.24	93,960.00	86,843.76	88,240.00
Advertising	4,900.00	4,500.00	3,769.50	3,700.00
Legal Expense	500.00	500.00	0.00	800.00
Staff Training	1,600.00	1,404.00	646.14	1,200.00
Travel	900.00	1,008.00	748.76	900.00
Accounting Fees	5,100.00	5,000.00	4,608.00	4,640.00
Audit Fees	14,292.00	10,140.00	9,389.50	9,389.00
Management Fee	37,673.00	35,716.00	33,122.05	33,300.00
Compliance Fee	6,705.00	6,705.00	6,705.00	6,705.00
Asset Mgmt Fee	10,693.00	10,382.00	10,079.37	10,079.00
Employee Benefit Contrib.	61,740.00	54,240.00	46,003.70	50,100.00
Office Expense	9,700.00	11,220.00	9,573.64	10,000.00
Other Admin/Sundry	500.00	600.00	630.60	1,400.00
Telephone	3,000.00	3,100.00	2,872.81	2,860.00
<b>Total</b>	<b>258,757.24</b>	<b>238,475.00</b>	<b>214,992.83</b>	<b>223,313.00</b>
Tenant Services				
Recreation, Pub., and Other	4,100.00	4,320.00	3,710.64	5,200.00
Tenant Store Expenses	4,600.00	4,800.00	4,125.04	5,400.00
<b>Total</b>	<b>8,700.00</b>	<b>9,120.00</b>	<b>7,835.68</b>	<b>10,600.00</b>
Utilities				
Water	16,200.00	9,600.00	8,549.25	9,700.00
Electricity	76,760.00	63,480.00	54,941.84	55,000.00
Gas	45,300.00	43,980.00	35,756.75	31,000.00
Sewer	16,600.00	13,920.00	12,558.75	11,400.00
Other Utilities Expense	2,208.00	1,600.00	1,524.00	1,600.00
<b>Total</b>	<b>157,068.00</b>	<b>132,580.00</b>	<b>113,330.59</b>	<b>108,700.00</b>



	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>2022 Actual</b>	<b>2022 Budget</b>
Maintenance and Operations				
Maintenance Labor	102,053.00	99,984.00	94,883.68	93,000.00
Maintenance Materials	20,800.00	23,760.00	20,785.73	21,000.00
Contract Costs	51,200.00	47,100.00	48,088.49	59,100.00
Garbage & Trash Removal	8,500.00	8,400.00	8,011.81	6,640.00
Empl. Benefit Contr. Maint.	51,417.01	47,568.00	42,967.84	43,600.00
<b>Total</b>	<b>233,970.01</b>	<b>226,812.00</b>	<b>214,737.55</b>	<b>223,340.00</b>
Protective Services				
Contract Costs	3,800.00	4,200.00	3,877.45	4,200.00
<b>Total</b>	<b>3,800.00</b>	<b>4,200.00</b>	<b>3,877.45</b>	<b>4,200.00</b>
General Expense				
Insurance - Liab	7,200.00	6,100.00	5,921.56	6,100.00
Insurance - Property	27,172.00	24,960.00	20,940.00	20,192.00
Insurance - WC	3,800.00	3,924.00	2,209.64	3,560.00
Insurance - Other	300.00	260.00	277.27	250.00
Payment in Lieu of Taxes	48,082.00	45,170.00	42,586.64	43,430.00
Collection Losses		0.00	92.00	0.00
Other General Expense		0.00	0.00	0.00
Other General Expense-Comp Fee	6,705.00	6,705.00	6,705.00	6,705.00
Other General Expense-Tax Return	2,500.00	2,080.00	1,926.75	1,927.00
Compensated Absences		0.00	6,005.44	0.00
<b>Total</b>	<b>95,759.00</b>	<b>89,199.00</b>	<b>86,664.30</b>	<b>82,164.00</b>
<b>Total Operating Expenses</b>	<b>758,054.25</b>	<b>700,386.00</b>	<b>641,438.40</b>	<b>652,317.00</b>
Building Improvements		0.00	0.00	0.00
Extraordinary Maintenance	5,000.00	5,000.00	3,432.00	5,000.00
Casualty Losses		0.00	0.00	0.00
<b>Income or (Loss) before Depr</b>	<b>393,650.75</b>	<b>243,466.00</b>	<b>305,504.91</b>	<b>282,883.00</b>
Depreciation Expense	337,300.00	338,200.00	335,839.27	330,200.00
Tax Credit Fees	3,141.00	3,141.00	3,140.88	3,141.00
Finance Fees		0.00	0.00	0.00
Prior Year Adjustment		0.00	0.00	0.00
Interest Expense - Loan	53,942.00	53,922.00	53,902.65	53,902.00
<b>Net Income or (Loss)</b>	<b>(732.25)</b>	<b>(151,797.00)</b>	<b>(87,377.89)</b>	<b>(104,360.00)</b>
Contract Costs (Maintenance)				
Heating & Cooling	7,000.00	4,800.00	4,932.73	4,500.00
Snow Removal	1,000.00	1,000.00	550.00	1,000.00
Elevator Maint	6,700.00	6,700.00	7,342.22	7,000.00
Landscape & Grounds	4,500.00	5,300.00	4,351.61	5,300.00
Unit Turnaround	1,000.00	1,000.00	0.00	8,200.00
Electrical	1,200.00	1,700.00	1,387.44	1,500.00
Plumbing	600.00	600.00	308.39	500.00
Extermination	18,000.00	16,000.00	14,586.67	16,000.00
Janitorial	6,200.00	0.00	5,995.00	6,800.00

	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>2022 Actual</b>	<b>2022 Budget</b>
Other Contract	4,000.00	8,000.00	7,642.34	6,500.00
Routine	1,000.00	2,000.00	992.09	1,800.00
	<b>51,200.00</b>	<b>47,100.00</b>	<b>48,088.49</b>	<b>59,100.00</b>

PHA Board Resolution  
Approving Operating Budget

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026  
(exp. 06/30/2022)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: .....PHA Code:

PHA Fiscal Year Beginning: .....Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on:
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
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Wausau Community Development Authority - PUBLIC HOUSING  
FYE 12/31/2024 Operating Budget

	2024 Budget	2023 Budget	2022 Actual	2022 Budget
<b>OPERATING INCOME</b>				
Rental Income				
Tenant Revenue - Rent	210,000.00	180,000.00	185,846.00	134,000.00
Excess Utilities	4,800.00	4,080.00	4,787.06	3,400.00
Total	214,800.00	184,080.00	190,633.06	137,400.00
Non Rental Income				
Investment Income	52,125.00	3,000.00	10,683.41	760.00
Tenant Chgs/Other Income	5,000.00	5,200.00	4,215.59	5,100.00
Other Income - NCHC	5,480.00	6,700.00	6,505.00	6,700.00
Other Income - AMP 3		0.00	0.00	0.00
G/L on Fixed Assets		0.00	9,115.55	0.00
G/L on LLC Investment		0.00	(9.28)	0.00
CFP Operations	5,000.00	5,000.00	0.00	5,000.00
Operating Subsidy	199,500.00	188,400.00	208,400.00	160,000.00
Insurance Proceeds		0.00	0.00	0.00
Interest Income on Loans	53,942.00	53,922.00	53,902.65	53,902.00
Total	321,047.00	262,222.00	292,812.92	231,462.00
<b>Total Operating Income</b>	<b>535,847.00</b>	<b>446,302.00</b>	<b>483,445.98</b>	<b>368,862.00</b>
<b>OPERATING EXPENSES</b>				
Administration				
Administration Salaries	80,986.00	74,280.00	71,118.77	69,300.00
Advertising	250.00	270.00	0.00	250.00
Legal Expense	500.00	500.00	0.00	500.00
Staff Training	1,500.00	1,500.00	1,188.14	1,500.00
Travel	900.00	800.00	460.84	1,000.00
Accounting Fees	4,950.00	4,860.00	4,475.00	4,800.00
Audit Fees	8,742.00	5,200.00	5,601.44	4,780.00
Employee Benefit Contrib.	37,861.00	35,088.00	31,923.01	32,424.00
Office Expense	5,700.00	5,880.00	5,375.38	5,600.00
Other Admin/Sundry	800.00	800.00	480.52	800.00
Telephone	900.00	1,000.00	875.41	1,000.00
Total	143,089.00	130,178.00	121,498.51	121,954.00
Tenant Services				
Recreation, Pub., and Other	1,200.00	1,500.00	1,767.16	1,000.00
Tenant Store Expenses		0.00	0.00	0.00
Contract Costs		0.00	0.00	0.00
Total	1,200.00	1,500.00	1,767.16	1,000.00
Utilities				
Water	13,884.00	13,872.00	13,441.47	13,000.00
Electricity	5,600.00	6,600.00	5,519.92	6,200.00
Gas	5,700.00	5,976.00	5,507.74	5,000.00
Sewer	24,200.00	20,544.00	20,130.13	16,800.00
Other Utility Expense	3,578.00	2,628.00	2,416.92	2,624.00
Total	52,962.00	49,620.00	47,016.18	43,624.00
Maintenance and Operations				
Maintenance Labor	61,828.00	58,284.00	53,835.77	54,900.00
Maintenance Materials	9,800.00	10,200.00	14,163.22	12,000.00
Contract Costs	11,200.00	15,320.00	9,900.61	14,260.00
Garbage & Trash Removal	300.00	384.00	186.51	420.00
Empl. Benefit Contr. Maint.	24,760.00	21,540.00	18,780.64	19,980.00
Total	107,888.00	105,728.00	96,866.75	101,560.00

	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>2022 Actual</b>	<b>2022 Budget</b>
Protective Services				
Contract Costs	300.00	300.00	0.00	300.00
<b>Total</b>	<b>300.00</b>	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>
General Expense				
Insurance - Liab	1,900.00	1,900.00	1,870.89	1,900.00
Insurance - Property	5,500.00	4,998.00	4,344.65	3,900.00
Insurance - WC	2,000.00	1,680.00	1,639.57	1,540.00
Insurance - Other	300.00	300.00	277.26	250.00
Payment in Lieu of Taxes	15,703.00	13,446.00	14,361.69	9,377.00
Collection Losses		0.00	(961.45)	0.00
Other General Expense to LLC		0.00	0.00	0.00
Compensated Absences		0.00	8,141.01	0.00
<b>Total</b>	<b>25,403.00</b>	<b>22,324.00</b>	<b>29,673.62</b>	<b>16,967.00</b>
<b>Total Operating Expenses</b>	<b>330,842.00</b>	<b>309,650.00</b>	<b>296,822.22</b>	<b>285,405.00</b>
Building Improvements		0.00	0.00	0.00
Extraordinary Maintenance	1,000.00	1,000.00	1,300.00	1,000.00
Casualty Losses		0.00	0.00	0.00
<b>Income or (Loss) before Depr</b>	<b>204,005.00</b>	<b>135,652.00</b>	<b>185,323.76</b>	<b>82,457.00</b>
Depreciation Expense	259,185.00	274,100.00	263,000.18	255,000.00
Prior Year Adjustment	0.00	0.00	0.00	0.00
<b>Net Income or (Loss)</b>	<b>(55,180.00)</b>	<b>(138,448.00)</b>	<b>(77,676.42)</b>	<b>(172,543.00)</b>

Contract Costs (Maintenance)				
Heating & Cooling	700.00	900.00	303.95	1,500.00
Snow Removal	500.00	500.00	0.00	500.00
Elevator Maint		0.00	0.00	0.00
Landscape & Grounds	1,200.00	3,060.00	2,798.19	1,800.00
Unit Turnaround	2,400.00	2,500.00	0.00	2,500.00
Electrical	400.00	600.00	0.00	600.00
Plumbing	2,000.00	2,000.00	1,613.19	2,000.00
Extermination	1,500.00	2,220.00	1,497.58	2,100.00
Janitorial		0.00	0.00	0.00
Other Contract	1,500.00	1,920.00	1,524.01	1,860.00
Routine	1,400.00	1,620.00	2,163.69	1,400.00
	<b>11,600.00</b>	<b>15,320.00</b>	<b>9,900.61</b>	<b>14,260.00</b>

Wausau Community Development Authority - RIVERVIEW TERRACE  
FYE 12/31/2024 Operating Budget

	2024 Budget	2023 Budget	2022 Actual	2022 Budget
<b>OPERATING INCOME</b>				
Rental Income				
Tenant Revenue - Rent	158,162.00	140,724.00	109,173.00	100,000.00
<b>Total</b>	<b>158,162.00</b>	<b>140,724.00</b>	<b>109,173.00</b>	<b>100,000.00</b>
Non Rental Income				
Investment Income	6,800.00	400.00	1,493.36	200.00
Laundry	6,500.00		0.00	0.00
Tenant Chgs/Other Income	800.00	1,308.00	1,963.02	1,000.00
Receipts from Section 8	124,271.00	93,816.00	115,989.23	121,000.00
Srcv Fee Charge to Tenants	0.00	0.00	267,764.90	255,000.00
Operating Transfer In	0.00	0.00	35,110.00	0.00
Gain(Loss) on Fixed Assets	0.00	0.00	0.00	0.00
<b>Total</b>	<b>138,371.00</b>	<b>95,524.00</b>	<b>422,320.51</b>	<b>377,200.00</b>
<b>Total Operating Income</b>	<b>296,533.00</b>	<b>236,248.00</b>	<b>531,493.51</b>	<b>477,200.00</b>
<b>OPERATING EXPENSES</b>				
Administration				
Administration Salaries	5,134.00	4,776.00	4,526.21	4,440.00
Advertising & Marketing	1,300.00	1,200.00	1,462.50	2,800.00
Legal Expense	0.00	0.00	0.00	0.00
Staff Training	300.00	300.00	0.00	300.00
Travel	200.00	200.00	151.78	300.00
Office Expense	3,200.00	4,300.00	3,310.28	4,300.00
Accounting Fees	2,332.00	2,232.00	2,066.00	2,100.00
Audit Fees	5,642.00	3,100.00	3,300.73	2,890.00
Employee Benefit Contrib.	2,173.00	2,043.00	1,855.25	1,880.00
Other Admin & Sundry	300.00	400.00	334.00	1,000.00
Telephone	2,500.00	2,280.00	2,033.58	2,100.00
<b>Total</b>	<b>23,081.00</b>	<b>20,831.00</b>	<b>19,040.33</b>	<b>22,110.00</b>
Tenant Services				
Recreation, Pub., and Other	1,550.00	1,500.00	1,455.25	1,700.00
Service Contract - NCHC	0.00	0.00	318,000.00	318,000.00
Meals	0.00	0.00	24,000.00	24,000.00
Nursing Services	0.00	0.00	25,000.00	25,000.00
Lifeline	0.00	0.00	10,835.00	10,860.00
Contract Costs	0.00	0.00	0.00	0.00
<b>Total</b>	<b>1,550.00</b>	<b>1,500.00</b>	<b>379,290.25</b>	<b>379,560.00</b>
Utilities				
Water	4,200.00	2,800.00	2,345.22	2,800.00
Electricity	26,400.00	26,040.00	22,612.51	22,000.00
Gas	8,400.00	11,100.00	11,411.07	7,800.00
Sewer	4,500.00	4,200.00	3,791.94	3,600.00
Other Utilities Expense	1,296.00	900.00	839.16	892.00
<b>Total</b>	<b>44,796.00</b>	<b>45,040.00</b>	<b>40,999.90</b>	<b>37,092.00</b>
Maintenance and Operations				
Maintenance Labor	15,339.00	14,400.00	15,264.80	13,500.00
Emp Benefit Contr Maint	9,616.00	8,640.00	8,340.53	8,000.00
Maintenance Materials	6,500.00	6,420.00	6,149.68	5,800.00
Contract Costs	18,850.00	17,458.00	15,225.68	18,600.00
Garbage & Trash Removal	3,000.00	2,520.00	2,475.04	2,300.00
<b>Total</b>	<b>53,305.00</b>	<b>49,438.00</b>	<b>47,455.73</b>	<b>48,200.00</b>

	<b>2024 Budget</b>	<b>2023 Budget</b>	<b>2022 Actual</b>	<b>2022 Budget</b>
Protective Services				
Contract Costs	3,800.00	4,100.00	3,756.92	4,100.00
<b>Total</b>	<b>3,800.00</b>	<b>4,100.00</b>	<b>3,756.92</b>	<b>4,100.00</b>
General Expense				
Insurance - Liab	2,000.00	1,800.00	1,958.75	1,800.00
Insurance - Property	5,080.00	4,416.00	3,841.90	3,600.00
Insurance - WC	410.00	340.00	328.11	315.00
Insurance - Other	0.00	0.00	0.00	0.00
Payment in Lieu of Taxes	11,337.00	9,569.00	6,817.31	6,290.00
Other General Expense	0.00	0.00	0.00	0.00
Compensated Absences	0.00	0.00	(2,198.03)	0.00
<b>Total</b>	<b>18,827.00</b>	<b>16,125.00</b>	<b>10,748.04</b>	<b>12,005.00</b>
<b>Total Operating Expenses</b>	<b>145,359.00</b>	<b>137,134.00</b>	<b>501,291.17</b>	<b>503,067.00</b>
Extraordinary Maintenance	1,400.00	1,400.00	0.00	1,200.00
<b>Income or (Loss) before Depreciation</b>	<b>149,774.00</b>	<b>97,714.00</b>	<b>30,202.34</b>	<b>(27,067.00)</b>
Depreciation Expense	115,891.00	118,700.00	114,919.49	105,000.00
Prior Year Adjustment	0.00	0.00	0.00	0.00
<b>Net Income or (Loss)</b>	<b>33,883.00</b>	<b>(20,986.00)</b>	<b>(84,717.15)</b>	<b>(132,067.00)</b>

Contract Costs (Maintenance)				
Heating & Cooling	3,400.00	4,008.00	4,788.27	1,800.00
Snow Removal	250.00	250.00	-	200.00
Elevator Maint	6,300.00	5,800.00	4,934.56	5,600.00
Unit Turnaround	1,000.00	3,000.00	-	5,000.00
Landscape & Grounds	900.00	900.00	773.88	700.00
Electrical	300.00	300.00	-	300.00
Plumbing	400.00	500.00	-	500.00
Extermination	2,400.00	1,200.00	594.72	600.00
Janitorial	2,300.00	-	2,195.00	2,400.00
Other Contract	1,600.00	1,500.00	1,939.25	1,500.00
<b>Total</b>	<b>18,850.00</b>	<b>17,458.00</b>	<b>15,225.68</b>	<b>18,600.00</b>

Wausau Community Development Authority - HCV  
FYE 12/31/2024 Operating Budget

		2024 Budget	2023 Budget	2022 Actual	2022 Budget
<b>ADMIN FEE FUND</b>					
<b>Revenue</b>					
	HUD Admin	295,500.00	275,016.00	295,442.00	232,000.00
	Fraud Recovery - Admin	500.00	492.00	0.00	1,000.00
	Other Income - Admin	0.00	0.00	0.00	0.00
	Other Income - Port Admin	530.00	0.00	0.00	0.00
	Interest	26,000.00	1,740.00	5,945.65	800.00
Total		322,530.00	277,248.00	301,387.65	233,800.00
<b>Expenses</b>					
	Admin Salaries	123,365.00	112,800.00	99,242.06	105,280.00
	Employee Benefits - Admin	40,941.00	49,920.00	40,042.88	46,400.00
	Advertising	600.00	660.00	571.00	500.00
	Staff Training	1,400.00	1,400.00	857.28	1,400.00
	Travel	800.00	800.00	590.03	800.00
	Office Expense	10,200.00	10,500.00	10,116.09	9,800.00
	Accounting Fees	6,600.00	6,720.00	6,262.00	5,800.00
	Audit Fees	5,642.00	3,108.00	3,300.73	2,900.00
	Other Admin and Sundry	250.00	1,300.00	890.68	1,100.00
	Telephone	1,100.00	1,200.00	1,037.19	1,200.00
	Maint Labor	15,574.00	14,753.00	14,507.42	14,000.00
	Employee Benefits - Maint	2,765.00	2,100.00	2,059.32	2,000.00
	Insurance - WC	2,525.00	2,448.00	2,254.70	2,260.00
	Insurance - Liability	1,500.00	1,500.00	1,381.75	1,500.00
	Other General Expense	1,000.00	1,500.00	2,719.00	1,000.00
	Bad Debt - Fraud	400.00	700.00	0.00	500.00
	Comp Absences	0.00	0.00	3,169.34	0.00
Total		214,662.00	211,409.00	189,001.47	196,440.00
	Operating Income (Loss)	107,868.00	65,839.00	112,386.18	37,360.00
Depreciation		(2,218.00)	(1,920.00)	(2,342.47)	(1,960.00)
	Net Change	105,650.00	63,919.00	110,043.71	35,400.00



<b>2024 Budget</b>	<b>2023 Budget</b>	<b>2022 Actual</b>	<b>2022 Budget</b>
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2024 Budget	2023 Budget	2022 Actual	2022 Budget
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# RESOLUTION NO 23-007

## 2023 Doubtful Accounts Public Housing Program

WHEREAS, The Wausau Community Development Authority administers a Public Housing Program within the City of Wausau; and

WHEREAS, the Wausau Community Development Authority must approve “written off” delinquent accounts; and

WHEREAS, the Wausau Community Development Authority has the following delinquent accounts which appear to be uncollectible at this time:

Brittaney Covert	\$	1,273.29
Neng Foley		<u>462.00</u>
<b>Total</b>	<b>\$</b>	<b>1,735.29</b>

NOW, THEREFORE, BE IT RESOLVED, the Wausau Community Development Authority Commission hereby approves the removal of the above delinquent, inactive account from their 2022 accounting records.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_

Approved Date \_\_\_\_\_

\_\_\_\_\_  
Sarah Napgezek  
Chairperson

\_\_\_\_\_  
Elizabeth Brodek  
Director

**Potential Bad Debt Accounts**

Program: Public Housing

**Project: 001 - Scattered Sites**

Unit-Sq	Tenant	Movein	Moveout	Mths	Total A/R	Qualified	Last Pmt	Sec Dep	Pet Dep
0163-12	Covert, Brittaney L.	02/26/2016	08/31/2023	4	1,273.29	Yes	08/02/2023	0.00	0.00
0163-13	Foley, Neng	09/15/2023	10/17/2023	2	462.00	Yes	09/15/2023	0.00	0.00
Project Totals: 2					1,735.29			0.00	0.00
Grand Totals: 2					1,735.29			0.00	0.00

# RESOLUTION NO 23-008

## 2023 Doubtful Accounts Riverview Towers, LLC

WHEREAS, The Wausau Community Development Authority operates a Mixed Finance Housing Program at Riverview Towers, LLC; and

WHEREAS, the Wausau Community Development Authority must approve “written off” delinquent accounts; and

WHEREAS, the Wausau Community Development Authority has the following delinquent accounts which appear to be uncollectible at this time:

Karen Roche	\$ 710.71
Daniel Osterby	<u>\$ 218.00</u>
<b>Total</b>	<b>\$ 928.71</b>

NOW, THEREFORE, BE IT RESOLVED, the Wausau Community Development Authority Commission hereby approves the removal of the above delinquent, inactive accounts from their 2022 accounting records.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_

Approved Date \_\_\_\_\_

\_\_\_\_\_  
Sarah Napgezek  
Chairperson

\_\_\_\_\_  
Elizabeth Brodek  
Director

**Potential Bad Debt Accounts**

Program: Riverview Towers

**Project: 003 - Riverview Towers**

Unit-Sq	Tenant	Movein	Moveout	Mths	Total A/R	Qualified	Last Pmt	Sec Dep	Pet Dep	HAP
0100-	Roche, Karen	05/17/2018	07/31/2023	5	710.71	Yes	07/14/2023	0.00	0.00	0.00
0119-	Osterby, Daniel N.	05/03/2023	10/07/2023	2	218.00	Yes	10/20/2023	0.00	0.00	0.00
	Project Totals: 2				928.71			0.00	0.00	0.00
<hr/>										
	Grand Totals: 2				928.71			0.00	0.00	0.00

**RESOLUTION NO 23-009**

**Section 8 Housing Choice Voucher Program, Riverview Terrace & Riverview Towers LLC**

**ADMINISTRATIVE PLAN**

WHEREAS, the Wausau Community Development Authority (WCDA) operates Riverview Terrace RCAC, Riverview Towers LLC and a Section 8 Housing Choice Voucher (HCV) Program within the City of Wausau; and

WHEREAS, the WCDA’s Administrative Plan is applicable to the operation and administration of the Section 8 HCV Program, Riverview Terrace and Riverview Towers LLC; and

WHEREAS, the WCDA is required to have its Board of Commissioners approve any revision or changes to the Administrative Plan; and

WHEREAS, the WCDA is further required to submit the most recent Board approved Administrative Plan to the Department of Housing and Urban Development, Milwaukee Field Office, for retention in its files; and

WHEREAS, the WCDA staff has recommended changes specific to policy and administrative guidance, as well as minor edits to improve its clarity, all complying with federal regulation;

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the WCDA hereby adopts the updated Administrative Plan and approves its submission to the Department of Housing and Urban Development.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_

Approved Date \_\_\_\_\_

Community Development Authority  
Of the City of Wausau

\_\_\_\_\_  
Sarah Napgezok  
Chairperson

\_\_\_\_\_  
Liz Brodek  
Executive Director

## **Admin Plan Revisions Effective 9/1/2023**

The most recent Admin Plan revisions involved many working and language changes as well as corrections and changes to references and citations. Included the term *human trafficking* with Violence Against Women Act (VAWA) language in all locations VAWA is mentioned. The changes more specific to policy and administrative guidance are detailed below.

### **Chapter 1 - Overview**

Added information on the Housing Opportunity through Modernization Act (HOTMA) to the Overview and History of the Program section.

Revised the section on Contents of the Plan to include information on project-based vouchers and policies governing special housing types.

### **Chapter 2 – Fair Housing**

Expanded the existing policies on discrimination complaints with a new section on Discrimination Complaints., which includes guidance from Notice FHEO 2023-01.

### **Chapter 3 - Eligibility**

Updated the policy on denials:

#### **3-III.D.**

Restriction on assistance based on assets - assistance may not be provided to any family if the family's net assets exceed \$100,000 (adjusted annually by HUD). Second, if the family has real property that is suitable for occupancy by the family, or legal authority to sell it. Exceptions for jointly owned property, victims under VAWA, or the property is for sale.

### **Chapter 6 – Income and Subsidy Determinations**

This chapter was completely rewritten from the ground up to account for HOTMA changes, including the Final Rule issued February 14, 2023, Notice PIH 2023-27, and other sources of HUD guidance on the topic.

Included also are changes regarding exceptions to utility allowances as a reasonable accommodation. See attachment.

### **Chapter 7 - Verification**

As with Chapter 6, the bulk of this chapter had to undergo a complete rewrite for HOTMA. Many of the changes were required due to updates in verification requirements outlined in Notice PIH 2023-27.

Verification processes for income, assets and expenses were updated to incorporate HOTMA compliance. See attachment.



### **Chapter 11 - Reexaminations**

As with Chapters 6 and 7, the bulk of this chapter had to undergo a complete rewrite to account for HOTMA, including the Final Rule issued February 14, 2023, Notice PIH 2023-27, and other sources of HUD guidance on the topic. See attachment.

### **Chapter 14 – Program Integrity**

The PHA will not be considered out of compliance when making annual income determinations solely due to de minimis errors in calculating family income. A de minimis error is an error where the PHA determination of family income deviates from the correct income determination by no more than \$30 per month in monthly adjusted income. (\$360 in annual adjusted income) per family.

### **Chapter 18 PBV RAD**

Rewritten to account for HOTMA changes. See attachment. Added information and clarification to the Applicable Regulations, PBV Percentage Limitation and Unit Cap, Inspecting Units, and Continuation of HAP sections to account for the most recent RAD notice, PIH Notice 2023-19.

The PHA will inspect on bi-annual (rather than annual) basis a random sample consisting of at least 20 percent of the contract units in each building to determine if the contract units and the premises are maintained in accordance with HQS.

### **Chapter 19 – Foster Youth to Independence Vouchers (FYI)**

Revised Part II on the Foster Youth to Independence Initiative to account for guidance set forth in PIH Notice 2023-04.

Added Part VI on Stability Vouchers. WCDA was not awarded Stability vouchers.

## **Housing Opportunity Through Modernization Act of 2016 (HOTMA)**

HOTMA delivers important benefits to tenants and reduces administrative burdens for public housing agencies (PHAs)

### **Section 102: Income Reviews**

- **Fewer Interim Reexaminations:** HOTMA creates a 10% adjusted income increase/decrease threshold for conducting Interim Reexaminations, and in most cases requires that increases in earned income are not processed until the next Annual Reexamination, allowing families to keep more of their earnings before receiving a rent increase. The new requirements should lead to fewer Interim Reexaminations overall, alleviating burden for both participants and PHAs.
- **Streamlined Verifications:** Several provisions will streamline the verification process for housing providers.
  - **Adults Only Need to Sign Consent Form Once:** HOTMA revises the required consent form that all adult household members sign, allowing them to sign the form only once instead of annually.
  - **Use of Income Determinations from Other Programs:** HOTMA allows PHAs to use income determinations made under other federal benefits programs for reexaminations.
  - **Review of EIV Not Required at Interim Reexamination:** HOTMA eliminates the requirement for PHAs to use EIV to verify tenant employment and income information during an interim reexamination, significantly reducing administrative burden.
- **Increased Standard Deduction for Elderly/Disabled Households:** HOTMA increases standard deductions for families with a head, co-head, or spouse who is elderly or a person with a disability.
- **Additional Income Exclusions:** The rule codifies additional income and asset exclusions, including: Amounts received from Medicaid or other state/local programs meant to keep a family member with a disability living at home; Veterans' aide and attendant care; Distributions of principal from non-revocable trusts, including Special Needs Trusts.
- **Threshold for Claiming Medical/Disability Expenses Increased:** HOTMA increases the allowance for unreimbursed health and medical care expenses from 3% of annual income to 10%, phased-in over two years.
- **Higher Threshold for Imputing Asset Income:** HOTMA raises the imputed asset threshold from \$5,000 to \$50,000, incentivizing families to build wealth without imputing income on those assets.
- **Hardship Relief:** HOTMA provides hardship relief for expense deductions, lessening the impact of the increased threshold for medical expenses. HOTMA permits PHAs to grant hardship relief to families unable to pay rent because of unanticipated medical/disability expenses and families who are no longer eligible for the childcare expense deduction.

### **Section 104: Asset Limits**

- **Asset Limitation:** HOTMA imposes a \$100,000 asset limit for eligibility and continued assistance. Families are also ineligible for assistance if they own real property suitable for occupancy. PHAs have the option of delaying enforcement/termination for up to six months if the family is over the asset threshold at the time of annual reexamination.
- **Exclusion of Retirement and Educational Savings Accounts:** Retirement accounts and educational savings accounts will not be considered a net family asset. This is a major benefit to families, incentivizing savings for important life milestones and opportunities. This will also provide significant administrative relief to PHAs by allowing them to stop verifying and calculating these assets altogether.
- **Self-Certification of Assets under \$50,000:** HOTMA allows self-certification of net assets if estimated to be at or below \$50,000. This will be a time-savings for families and lower administrative burden for PHAs recertifying income.
- **Adjustments for Inflation:** Deductions and the asset limitation will be adjusted for inflation annually, ensuring that deductions do not lose value over time and that families are able to build more wealth without losing program assistance. The current deduction amounts have never been adjusted.

# RESOLUTION NO 23-010

## Public Housing Program

### ADMISSIONS & CONTINUED OCCUPANCY POLICY (ACOP)

WHEREAS, the Wausau Community Development Authority (WCDA) operates a Public Housing Program within the City of Wausau; and

WHEREAS, the ACOP is applicable to the operation and administration of the WCDA's Public Housing Program; and

WHEREAS, the WCDA is required to have its Board of Commissioners approve any revision or changes to the ACOP; and

WHEREAS, the WCDA is further required to submit the most recent Board approved ACOP to the Department of Housing and Urban Development, Milwaukee Field Office, for retention in its files; and

WHEREAS, WCDA staff has recommended changes specific to policy and administrative guidance, as well as changes to references and citations, all complying with federal regulation;

NOW THEREFORE, BE IT RESOLVED, the Board of Commissioners of the WCDA hereby adopts the updated ACOP and approves its submission to the Department of Housing and Urban Development.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_

Approved Date \_\_\_\_\_

\_\_\_\_\_  
Sarah Napgezok  
Vice Chair

\_\_\_\_\_  
Liz Brodek  
Director

## **ACOP Plan Revisions Effective 11/1/2023**

**The most recent ACOP Plan revisions involved many working and language changes as well as corrections and changes to references and citations. The changes more specific to policy and administrative guidance are detailed below.**

### **Chapter 1 - Overview**

Added information to account for the implementation of the National Standards for the Physical Inspection of Real Estate (NPSIRE) to the section on the PHA's Commitment to Ethics and Service and adjusted other instances of UPCS-related language to account for NSPIRE throughout the remainder of the chapter.

Added information on the Housing Opportunity through Modernization Act (HOTMA) to the Overview and History of the Program section.

### **Chapter 3 - Eligibility**

Updated the policy on denials:

#### **3-III.C.**

Restriction on assistance based on assets - assistance may not be provided to any family if the family's net assets exceed \$100,000 (adjusted annually by HUD). Second, if the family has real property that is suitable for occupancy by the family, or legal authority to sell it. Exceptions for jointly owned property, victims under VAWA, or the property is for sale.

### **Chapter 6 – Income and Rent Determinations**

This chapter was completely rewritten from the ground up to account for HOTMA changes, including the Final Rule issued February 14, 2023, Notice PIH 2023-27, and other sources of HUD guidance on the topic.

See attachment.

### **Chapter 7 – Verification**

As with Chapter 6, had to undergo a complete rewrite for HOTMA. Many of the changes were required due to updates in verification requirements outlined in Notice PIH 2023-27.

Verification processes for income, assets and expenses were updated to incorporate HOTMA compliance.

### **Chapter 8 – Leasing**

18.II.C. NSPIRE Inspections

Rewritten per 24 CFR 966.4(e) to change the inspection process to The National Standards for the Inspection Physical Inspection of Real Estate (NSPIRE). Formally UPCS was utilized.

### **Chapter 9 - Reexaminations**

As with Chapters 6 and 7, this chapter had to undergo a complete rewrite to account for HOTMA, including the Final Rule issued February 14, 2023, Notice PIH 2023-27, and other sources of HUD guidance on the topic. See attachment.

## **Chapter 15 – Program integrity**

Updated the policy on errors:

### **15-II.C.**

The PHA will not be considered out of compliance when making annual income determinations solely due to de minimis errors in calculating family income. A de minimis error is an error where the PHA determination of family income deviates from the correct income determination by no more than \$30 per month in monthly adjusted income (\$360 in annual adjusted income) per family.

## **Housing Opportunity Through Modernization Act of 2016 (HOTMA)**

HOTMA delivers important benefits to tenants and reduces administrative burdens for public housing agencies (PHAs)

### **Section 102: Income Reviews**

- **Fewer Interim Reexaminations:** HOTMA creates a 10% adjusted income increase/decrease threshold for conducting Interim Reexaminations, and in most cases requires that increases in earned income are not processed until the next Annual Reexamination, allowing families to keep more of their earnings before receiving a rent increase. The new requirements should lead to fewer Interim Reexaminations overall, alleviating burden for both participants and PHAs.
- **Streamlined Verifications:** Several provisions will streamline the verification process for housing providers.
  - **Adults Only Need to Sign Consent Form Once:** HOTMA revises the required consent form that all adult household members sign, allowing them to sign the form only once instead of annually.
  - **Use of Income Determinations from Other Programs:** HOTMA allows PHAs to use income determinations made under other federal benefits programs for reexaminations.
  - **Review of EIV Not Required at Interim Reexamination:** HOTMA eliminates the requirement for PHAs to use EIV to verify tenant employment and income information during an interim reexamination, significantly reducing administrative burden.
- **Increased Standard Deduction for Elderly/Disabled Households:** HOTMA increases standard deductions for families with a head, co-head, or spouse who is elderly or a person with a disability.
- **Additional Income Exclusions:** The rule codifies additional income and asset exclusions, including: Amounts received from Medicaid or other state/local programs meant to keep a family member with a disability living at home; Veterans' aide and attendant care; Distributions of principal from non-revocable trusts, including Special Needs Trusts.
- **Threshold for Claiming Medical/Disability Expenses Increased:** HOTMA increases the allowance for unreimbursed health and medical care expenses from 3% of annual income to 10%, phased-in over two years.
- **Higher Threshold for Imputing Asset Income:** HOTMA raises the imputed asset threshold from \$5,000 to \$50,000, incentivizing families to build wealth without imputing income on those assets.
- **Hardship Relief:** HOTMA provides hardship relief for expense deductions, lessening the impact of the increased threshold for medical expenses. HOTMA permits PHAs to grant hardship relief to families unable to pay rent because of unanticipated medical/disability expenses and families who are no longer eligible for the childcare expense deduction.

continued...

### **Section 104: Asset Limits**

- **Asset Limitation:** HOTMA imposes a \$100,000 asset limit for eligibility and continued assistance. Families are also ineligible for assistance if they own real property suitable for occupancy. PHAs have the option of delaying enforcement/termination for up to six months if the family is over the asset threshold at the time of annual reexamination.

- Exclusion of Retirement and Educational Savings Accounts: Retirement accounts and educational savings accounts will not be considered a net family asset. This is a major benefit to families, incentivizing savings for important life milestones and opportunities. This will also provide significant administrative relief to PHAs by allowing them to stop verifying and calculating these assets altogether.
- Self-Certification of Assets under \$50,000: HOTMA allows self-certification of net assets if estimated to be at or below \$50,000. This will be a time-savings for families and lower administrative burden for PHAs recertifying income.
- Adjustments for Inflation: Deductions and the asset limitation will be adjusted for inflation annually, ensuring that deductions do not lose value over time and that families are able to build more wealth without losing program assistance. The current deduction amounts have never been adjusted.



### 2022 Occupancy Overview

	Riverview Towers (149 Units) Occupancy %	Riverview Terrace (36 Units) Occupancy %	Public Housing (46 Units) Occupancy %	Housing Choice Vouchers Utilized
January	97%	94%	100%	265
February	97%	88%	97%	262
March	97%	91%	95%	263
April	97%	88%	100%	265
May	98%	88%	100%	260
June	97%	91%	100%	266
July	97%	86%	100%	261
August	97%	80%	100%	265
September	97%	77%	100%	271
October	97%	75%	100%	271
November	98%	72%	100%	277
December	98%	72%	100%	275

### 2023 Occupancy Overview

	Riverview Towers (149 Units) Occupancy %	Riverview Terrace (36 Units) Occupancy %	Public Housing (46 Units) Occupancy %	Housing Choice Vouchers Utilized
January	97%	77%	100%	278
February	97%	83%	100%	283
March	97%	94%	100%	288
April	96%	94%	100%	296
May	99%	94%	100%	300
June	98%	97%	97%	303
July	99%	97%	97%	311
August	98%	97%	97%	307
September	99%	100%	97%	306
October				
November				
December				