



Whitewater CDA –Board of Directors
Thursday, June 27, 2019 at 5:30 p.m.
Innovation Center, Room 105
1221 Innovation Drive
Whitewater, WI 53190

1. Call to order and roll call.
2. HEARING OF CITIZEN COMMENTS. *No formal CDA Action will be taken during this meeting although issues raised may become a part of a future agenda. Items on the agenda may not be discussed at this time.*
3. Approval of Agenda.
4. Approval of Minutes – May 23, 2019
5. Acceptance of Financial Statements, including update regarding status of loans (Hatton).
 - A. May 2019
 - B. Fund Balances
 - C. Loan Portfolio

Old Business:

6. Update regarding housing assistance programs (Miller).
7. Update regarding status of grocery store recruitment (Clapper).

New Business:

8. Website – Economic Development Portal (Clapper).
9. Update regarding Economic Development Director position (Clapper).
10. Request to move CDA Board Meetings to Council Chamber for live Broadcast (Clapper).
11. Create formal process and application form for submittal of agenda items from the public (Singer).
12. Update on Development Activities (Clapper).

Future Business:

13. CDA Goals Update
14. Property Listings
15. TIF Districts
16. Research City Ordinances for clarification as to duties and responsibilities of CDA.
17. Board Member Requests for Future Agenda Items.
18. Adjourn

It is possible that a quorum of Common Council and Technology Park Board members may attend this meeting. Even if a quorum is present, no Common Council and/or Technology Park Board business will be conducted at this meeting.

Anyone requiring special arrangements is asked to call the office of the City Manager/ City Clerk at least 24 hours prior to the meeting.

Community Development Authority of the City of Whitewater, Wisconsin
Meeting Minutes - Board of Directors
May 23, 2019

1. Call to order and roll call.

The meeting was called to order by Al Stanek (Vice-Chair) at 5:30 p.m. at the Innovation Center, Room 105, located at 1221 Innovation Drive, Whitewater, WI 53190.

Present: Parker, Stanek, Meyer, Bucholtz, Ehren, Singer, Allen.

Absent: None.

Staff Present: Dave Carlson (CDA Executive Director); Bonnie Miller (CDA Executive Assistant)

2. HEARING OF CITIZEN COMMENTS. *No formal CDA action will be taken during this meeting, although issues raised may become a part of a future agenda. Items on the agenda may not be discussed at this time.* None.

3. Welcome New Members: New Board Members Denise Ehren and Ray Bucholtz were introduced.

4. Approval of Agenda.

Motion to approve Agenda.

Singer (1); Parker (2)

Aye: All by voice vote (7)

Nay: None.

5. Election of Officers (2019-2010)

A. Carlson opened nominations for Chair: Parker nominated Stanek; there were no other nominations; Carlson closed the nominations.

Motion to appoint Stanek as Chair of the CDA.

Parker (1); Singer (2)

Ayes: All by voice vote (7)

Nay: None.

B. Carlson opened nominations for Vice-Chair: Singer nominated Bucholtz; there were no other nominations; Carlson closed the nominations.

Motion to appoint Bucholtz as Vice-Chair of the CDA.

Singer (1); Allen (2)

Aye: All by voice vote (7)

Nay: None.

6. CDA appointments to Boards and Committees.

A. **University Technology Park Board:** Provides oversight for Innovation Center and marketing of the Tech Park properties.

Stanek opened nominations for appointment to University Technology Park Board; Ehren nominated Stanek; there were no other nominations; Stanek closed the nominations.

Motion to appoint Stanek to University Technology Park Board.

Ehren (1); Bucholtz (2)

Aye: All by voice vote (7)

Nay: None.

- B. **Seed Capital Screening Committee:** Consists of five members, four from the business community and one from the CDA Board; meets on an as-needed to review/screen applications for funds from the Seed Capital Fund and make recommendations to the CDA Board.

Stanek nominated Bucholtz; there were no other nominations; Stanek closed the nominations.

Motion to appoint Bucholtz to Seed Capital Screening Committee.

Stanek (1); Singer (2)

Aye: All by voice vote (7)

Nay: None.

7. Approval of Minutes – April 25, 2019.

Motion to approve Minutes of April 25, 2019 CDA Board Meeting.

Allen(1); Parker (2)

Aye: All by voice vote (7)

Nay: None.

8. Acceptance of Financial Statements (April, 2019).

Carlson provided a brief summary and overview of the April 2019 Financial Statements, including a summary of the loan programs administered by the CDA and the status of outstanding loans under each program.

Motion to approve April 2019 financial statements.

Singer (1); Bucholtz (2)

Aye: All by voice vote (7)

Nay: None

Old Business:

9. Update regarding status of grocery store recruitment.

Carlson confirmed that active discussions are continuing with four potential developers interested in construction of a grocery store, either as a standalone project or as part of a multi-use project, three of which are looking at property located at the east side roundabout location and one which is looking at privately owned land on the west side. A potential grocery operator has also expressed interest in a downtown location. Carlson shared information with him on the Library Block and put him in contact with Bear Development which has submitted a proposal to the Library Board to do a housing development on the block. The goal of putting the grocery prospect in contact with Bear is to see if a grocery might be incorporated into the proposed Bear project.

10. Request from Greater Whitewater Committee for funding to continue the Go WW Now Social Media Initiative.

Pursuant to a request from the Board for additional information regarding this project made at the meeting held April 25, 2019, Jeff Knight of Knight Public Affairs returned to provide additional information for consideration. Carlson suggested approving the request to provide additional funding to expand the initiative with funds from defederalized UDAG funds. Board Members Bucholtz and Ehren voiced their support for continuation of funding to support the initiative for the remainder of 2019, including expansion of the program to include other social media platforms such as Instagram. Parker expressed concern that no formal contract or memorandum of understanding exists documenting how the Go WW Now initiative will benefit the CDA and the City. Carlson will consult with the City Attorney regarding the need for a

simple memorandum of understanding to document specific results to be gained by the City from continued support of the GO WW Now social media initiative. City Attorney McDonell recommended preparing a simple agreement to document the understandings between the parties rather than a memorandum of understanding.

Motion to approve \$2,916.00 of funds from the UDAG Account to continue support of the Go WW Now social media initiative to be documented by a simple agreement between Go WW Now and the CDA as to what the funds will be used for.

Allen (1), Bucholtz (2).

Aye: Ehren, Bucholtz, Parker, Stanek, Meyer, Allen, Singer (7)

Nay: None.

New Business:

11. Discussion of CDBG Economic Development Revolving Loan Fund CLOSE Program.

Carlson provided the following summary: The Whitewater Community Development Authority has operated an economic development Revolving Loan Fund (RLF) program for more than 30 years. It was originally capitalized with Federal Community Development Block Grant (CDBG) funds which came from the US Department of Housing and Urban Development through the State of Wisconsin. CDBG funds in Wisconsin are overseen by the Wisconsin Department of Administration (DOA). Last year DOA informed local units of government which operate RLFs (including the City of Whitewater) that the state would require that unused funds be returned to the state under a new CDBG CLOSE initiative. Money's returned to the State will be held until February 2021 at which time the respective community could request the return of those funds for a specific CDBG eligible project(s). There is also an option for the City of Whitewater to "buy out" our loan receivables, increasing the amount we would get back in a CDA grant, and allowing us to collect our current CDBG loan receivables and have those funds be "de-federalized".

Carlson then provide additional details on some of the key decision points the CDA will face in the next 6-18 months regarding State-mandated closure of the program. Effective February 2, 2019, the CDA can no longer make loans from the CDBG Program. By February of 2021, the CDA will be required to return existing CDBG funds to the State, however, would have the ability to submit a loan application to the State for a on behalf of a developer for a specified proposed project. Details of what type of projects would qualify under the program have not been finalized by the State.

12. Motion to adjourn to closed session per Wisconsin State Statutes 19.85(1)(e) "Deliberating or negotiating the purchase of public property, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."

- A.** Update on negotiations with potential retail, manufacturing and other businesses that are considering locating in the city of Whitewater and are requesting City of Whitewater related financial assistance or concessions.
- B.** Consider potential terms of an agreement with the Greater Whitewater Committee for continued funding of the GO WW Now initiative.

Motion to adjourn to closed session. Note: Applicants were invited into Closed Session.
Stanek (1); Allen (2)

Aye: Allen, Stanek, Kachel, Parker, Meyer, Ehren, Bucholtz (7)

Nay: None

13. Motion to reconvene into open session to take action on closed session items as needed.

Ehren (1); Singer (2)

Aye: All by voice vote (7).

Nay: None

No action taken.

14. Future Agenda Referrals:

- TIF Districts – to be addressed at July meeting (Parker).
- Request to move CDA Board Meetings to Council Chamber at City Hall for live broadcast (Parker).
- Create formal process and application form for submittal of agenda items from the public (Singer).
- Research City Ordinances for clarification as to duties and responsibilities of CDA.

Motion to adjourn at 8:00 p.m.

Meyer (1); Ehren (2)

Aye: All by voice vote (7)

Nay: None

Minutes approved at Board Meeting on _____, 2019

Respectfully submitted,

Bonnie L. Miller, Recorder

**CITY OF WHITEWATER
BALANCE SHEET
MAY 31, 2019**

CDA FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
900-11100 CASH	5,839.84	(13,703.18)	30,091.43	35,931.27
900-11200 GENERAL CHECKING-1ST-100-722	18,830.64	40.06	190.93	19,021.57
900-11300 INVESTMENTS	215.03	.45	2.18	217.21
900-16500 PREPAID EXPENSE	1,744.96	.00	(1,744.96)	.00
900-18400 OFFICE EQUIPMENT	6,990.00	.00	.00	6,990.00
900-19000 NET PENSION ASSETS-CDA	(2,147.80)	.00	.00	(2,147.80)
900-19020 DEF OUTFLOW-EXP/ACT-EXP-CDA	818.96	.00	.00	818.96
900-19030 DOR-CHANGES IN ASSUMPTIONS	2,245.61	.00	.00	2,245.61
900-19040 DEF OUTFLOW-EXP/ACT-INC-CDA	12,808.76	.00	.00	12,808.76
900-19060 DEF OUTFLOW-CHANGE-CDA	177.52	.00	.00	177.52
900-19120 CONTRIB AFTER MEASURE DATE-CDA	2,740.46	.00	.00	2,740.46
900-19999 PENSION CLEARING ACCT-CDA	(3,215.47)	.00	.00	(3,215.47)
TOTAL ASSETS	47,048.51	(13,662.67)	28,539.58	75,588.09
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
900-21100 ACCOUNTS PAYABLE	4,360.88	.00	(4,360.88)	.00
900-21106 WAGES CLEARING	2,547.79	.00	(2,547.79)	.00
900-22000 ACCUM DEPR - EQUIPMENT	6,267.54	.00	.00	6,267.54
900-29010 DIR-DIFF BETWEEN EXP & ACT EXP	6,754.65	.00	.00	6,754.65
900-29020 DIR NET DIF-PROJ & ACT PENSION	2,117.65	.00	.00	2,117.65
TOTAL LIABILITIES	22,048.51	.00	(6,908.67)	15,139.84
<u>FUND EQUITY</u>				
900-34300 PROPRIETARY CAPITAL	25,000.00	.00	.00	25,000.00
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	(13,662.67)	35,448.25	35,448.25
BALANCE - CURRENT DATE	.00	(13,662.67)	35,448.25	35,448.25
TOTAL FUND EQUITY	25,000.00	(13,662.67)	35,448.25	60,448.25
TOTAL LIABILITIES AND EQUITY	47,048.51	(13,662.67)	28,539.58	75,588.09

**CITY OF WHITEWATER
BALANCE SHEET
MAY 31, 2019**

CDA PROGRAMS FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE	
<u>ASSETS</u>					
910-11104	PROGRAM ADMIN CK-1ST-102-023	15,280.67	32.51	154.94	15,435.61
910-11106	MORAINIE VIEW DEV-1ST-101-282	2,782.90	5.92	28.21	2,811.11
910-11500	CDBG-ECON DEV CHK-1ST-101-020	401,369.99	7,956.43	29,760.00	431,129.99
910-11600	CDBG-HOUSING CHK-1CSB XX1450	33,427.19	19.18	(1,733.49)	31,693.70
910-11702	FACADE CKING-1ST CIT- 101 442	172,880.41	367.77	1,752.92	174,633.33
910-11800	UDAG-BUS DEV-BUS PARK-101-127	323,425.01	800.01	56,452.76	379,877.77
910-11900	CAP CAT-ASSOC BK 2173383734	52,067.08	(87,515.00)	(16,544.11)	35,522.97
910-12150	OTHER RECEIVABLES	31,620.00	.00	(31,620.00)	.00
910-13002	CDBG LOAN-THERMODATA-\$100K	75,038.87	.00	.00	75,038.87
910-13009	CDBG LOAN-LEARNING DEPOT	54,199.68	(524.32)	(2,604.23)	51,595.45
910-13012	CDBG LOAN-SWEETSPOT-WEST-41360	8,794.71	(623.30)	(3,096.87)	5,697.84
910-13013	CDBG LOAN-IBUTTONLINK	41,216.74	(2,566.67)	(7,649.06)	33,567.68
910-13021	CDBG LOAN-BIKEWISE-\$62,600	30,743.09	(536.64)	(2,135.90)	28,607.19
910-13022	CDBG LOAN-EDVIEWRATE-\$102,510	102,510.00	.00	.00	102,510.00
910-13024	CDBG LOAN-MEEPER TECH-\$102,510	102,510.00	.00	.00	102,510.00
910-13025	CDBG LOAN-MOBILE MESH-\$102,510	102,510.00	.00	.00	102,510.00
910-13028	CDBG LOAN-V2 LEAGUE-\$51,560	39,917.21	(442.06)	(2,195.66)	37,721.55
910-13029	CDBG LOAN-MOBILE MESH-\$21,710	21,710.00	.00	.00	21,710.00
910-13030	CDBG LOAN-MEEPER-\$82,310	82,310.00	.00	.00	82,310.00
910-13033	CDGB LOAN-BLUE LINE \$41,460	41,460.00	(320.63)	(640.19)	40,819.81
910-13034	CDGB LOAN-BLUE LINE \$50,000	50,000.00	.00	.00	50,000.00
910-13999	CDBG LOAN-LOAN LOSS RESERVE	(384,079.00)	.00	.00	(384,079.00)
910-14000	CDBG HOUSING-MO301	8,220.00	.00	.00	8,220.00
910-14001	CDBG HOUSING-A8416	10,203.84	.00	.00	10,203.84
910-14003	CDBG HOUSING-B935	18,420.02	.00	.00	18,420.02
910-14006	CDBG HOUSING-C932	8,062.00	.00	.00	8,062.00
910-14009	CDBG HOUSING-J8802	10,818.00	.00	.00	10,818.00
910-14011	CDBG HOUSING-M8501	11,000.90	.00	.00	11,000.90
910-14013	CDBG HOUSING-P954	11,000.00	.00	.00	11,000.00
910-14016	CDBG HOUSING-V902	12,504.15	.00	.00	12,504.15
910-14025	CDBG HOUSING-M0801	18,422.00	.00	.00	18,422.00
910-14026	CDBG HOUSING-B0803-0901	34,448.00	.00	.00	34,448.00
910-14027	CDBG HOUSING-HO #1--2012	12,630.00	.00	.00	12,630.00
910-14030	CDBG HOUSING-HO#13-2016	8,000.00	.00	.00	8,000.00
910-14031	CDBG HOUSING-HO#4	37,795.00	.00	.00	37,795.00
910-14037	CDBG HOUSING-HO#11	14,671.00	.00	.00	14,671.00
910-14038	CDBG HOUSING-HO#14	18,000.00	.00	.00	18,000.00
910-15000	CAP CAT-SLIPSTREAM-\$102,500	102,500.00	.00	.00	102,500.00
910-15001	CAP CAT-ROYALTY-DP ELECT-50K	51,500.00	.00	.00	51,500.00
910-15002	CAP CAT-ROYALTY-BOMBOARD-100K	104,300.00	.00	.00	104,300.00
910-15003	CAP CAT-SLIPSTREAM-\$42,000	42,000.00	.00	.00	42,000.00
910-15004	CAP CAT-MEEPER TECH-\$102,000	102,000.00	.00	.00	102,000.00
910-15006	CAP CAT- ROYAL-INVENT-27.5K	27,500.00	.00	.00	27,500.00
910-15007	CAP CAT-ROYAL-MOBILE MESH-102K	102,000.00	.00	.00	102,000.00
910-15010	CAP CAT-ROYAL-KALIBER-\$102,500	102,500.00	.00	.00	102,500.00
910-15011	CAP CAT-ROYAL-SCANALYTICS-95K	97,500.00	.00	.00	97,500.00
910-15012	CAP CAT-ROYAL-INVENTALATOR-75K	77,500.00	.00	.00	77,500.00
910-15013	CAP CAT-ROYALTY-POLCO	61,498.14	.00	(61,498.14)	.00
910-15014	CAP CAT-V2 LEAGUE-\$102,000	102,000.00	.00	.00	102,000.00
910-15015	CAP CAT-BLUELINE BATT-\$17,000	17,000.00	.00	.00	17,000.00
910-15016	CAP CAT-BLUELINE BATT-\$47,614	47,614.00	.00	.00	47,614.00
910-15017	CAP CAT-BLUELINE BATT-\$36,600	.00	36,600.00	36,600.00	36,600.00
910-15018	CAP CAT-RECRUITCHUTE \$51,050	.00	51,050.00	51,050.00	51,050.00
910-15999	CAP CAT-LOAN LOSS RESERVE	(348,500.00)	.00	.00	(348,500.00)
910-17000	UDAG-DP EL RECYCLE-34,600	34,600.00	.00	.00	34,600.00

**CITY OF WHITEWATER
BALANCE SHEET
MAY 31, 2019**

CDA PROGRAMS FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
910-17002 UDAG-SLIPSTREAM-LOC	12,500.00	.00	.00	12,500.00
910-17999 UDAG-LOAN LOSS RESERVE	(47,100.00)	.00	.00	(47,100.00)
910-18000 ADVANCE TO TID #4	750,000.00	.00	.00	750,000.00
910-18350 LAND	275,171.53	.00	.00	275,171.53
910-18360 REAL ESTATE	6,087,994.00	.00	.00	6,087,994.00
TOTAL ASSETS	9,437,967.13	4,303.20	46,081.18	9,484,048.31
 <u>LIABILITIES AND EQUITY</u>				
 <u>LIABILITIES</u>				
910-22000 ACCUM DEPREC-BUILDING	730,559.28	.00	.00	730,559.28
TOTAL LIABILITIES	730,559.28	.00	.00	730,559.28
 <u>FUND EQUITY</u>				
910-30110 CONTRIBUTED CAPITAL	456,815.37	.00	.00	456,815.37
910-34300 PROPRIETARY CAPITAL	8,186,496.55	.00	.00	8,186,496.55
910-35000 GENERAL LOAN LOSS RESERVE	64,095.93	.00	.00	64,095.93
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	4,303.20	46,081.18	46,081.18
BALANCE - CURRENT DATE	.00	4,303.20	46,081.18	46,081.18
TOTAL FUND EQUITY	8,707,407.85	4,303.20	46,081.18	8,753,489.03
TOTAL LIABILITIES AND EQUITY	9,437,967.13	4,303.20	46,081.18	9,484,048.31

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2019

CDA FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>MISCELLANEOUS REVENUE</u>						
900-48100-56	INTEREST INCOME	40.51	193.11	500.00	306.89	38.6
	TOTAL MISCELLANEOUS REVENUE	40.51	193.11	500.00	306.89	38.6
<u>OTHER FINANCING SOURCES</u>						
900-49262-56	TRANSFER-TID #4-ADMINISTRATION	.00	75,000.00	75,000.00	.00	100.0
900-49263-56	TRANSFER-TID #6-ADMINISTRATION	.00	25,000.00	25,000.00	.00	100.0
900-49290-56	GENERAL FUND TRANSFER	.00	.00	79,122.00	79,122.00	.0
	TOTAL OTHER FINANCING SOURCES	.00	100,000.00	179,122.00	79,122.00	55.8
	TOTAL FUND REVENUE	40.51	100,193.11	179,622.00	79,428.89	55.8

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2019

CDA FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>CDA</u>					
900-56500-111 SALARIES	8,727.30	30,144.09	73,797.00	43,652.91	40.9
900-56500-115 WAGES/PART-TIME/PERMANENT	2,441.00	8,262.89	20,509.00	12,246.11	40.3
900-56500-151 FRINGE BENEFITS	1,404.61	5,119.87	17,423.00	12,303.13	29.4
900-56500-210 PROFESSIONAL DEVELOPMENT	95.00	1,985.00	5,000.00	3,015.00	39.7
900-56500-212 LEGAL SERVICES	260.00	3,881.04	10,500.00	6,618.96	37.0
900-56500-215 PROFESSIONAL SERVICES	17.00	317.00	4,000.00	3,683.00	7.9
900-56500-219 AUDIT FEES	.00	.00	4,000.00	4,000.00	.0
900-56500-222 COUNTY/REGIONAL ECON DEV	.00	8,955.00	10,000.00	1,045.00	89.6
900-56500-223 MARKETING	263.29	780.00	27,000.00	26,220.00	2.9
900-56500-224 SOFTWARE/HARDWARE MAINTENANCE	.00	876.34	328.00	(548.34)	267.2
900-56500-225 TELECOM/INTERNET/COMMUNICATION	53.74	470.46	1,291.00	820.54	36.4
900-56500-310 OFFICE & OPERATING SUPPLIES	15.15	128.85	474.00	345.15	27.2
900-56500-311 POSTAGE	48.30	63.39	200.00	136.61	31.7
900-56500-321 SUBSCRIPTIONS & BOOKS	6.99	491.37	100.00	(391.37)	491.4
900-56500-330 TRAVEL EXPENSE	.00	2,859.76	5,000.00	2,140.24	57.2
900-56500-341 MISC EXPENSE	370.80	409.80	.00	(409.80)	.0
TOTAL CDA	13,703.18	64,744.86	179,622.00	114,877.14	36.1
TOTAL FUND EXPENDITURES	13,703.18	64,744.86	179,622.00	114,877.14	36.1
NET REVENUE OVER EXPENDITURES	(13,662.67)	35,448.25	.00	(35,448.25)	.0

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2019

CDA PROGRAMS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>CDGB LOAN REVENUE</u>					
910-41008-00	CDBG INT-SWEETSPOT-\$41,360	20.02	119.73	.00 (119.73)	.0
910-41013-00	CDBG INT-LEARNING DEPOT	173.73	886.02	.00 (886.02)	.0
910-41023-00	CDBG INT-BIKEWISE-\$62,600-4%	97.15	399.26	.00 (399.26)	.0
910-41024-00	CDBG INT-IBUTTONLINK	236.63	760.84	.00 (760.84)	.0
910-41025-00	CDBG INT-V2 LEAGUE-\$51,560	127.21	650.69	.00 (650.69)	.0
910-41030-00	CDBG INT-MEEPER \$102,510	1,249.52	2,499.04	.00 (2,499.04)	.0
910-41031-00	CDBG INT-BLUE LINE \$41,460	137.13	1,933.73	.00 (1,933.73)	.0
	TOTAL CDGB LOAN REVENUE	2,041.39	7,249.31	.00 (7,249.31)	.0
<u>CAPITAL CAT-SEED FUND REV</u>					
910-43011-00	CAPCAT INT-SCANALYTICS	.00	8,125.27	.00 (8,125.27)	.0
910-43013-00	CAPCAT INT-POLCO 103500	.00	830.56	.00 (830.56)	.0
	TOTAL CAPITAL CAT-SEED FUND REV	.00	8,955.83	.00 (8,955.83)	.0
<u>MISCELLANEOUS REVENUE</u>					
910-48101-00	INTEREST INC-BUS DEV-101 127	800.01	3,710.26	.00 (3,710.26)	.0
910-48102-00	INTEREST INC-ECON DEV 101 020	901.42	4,188.78	.00 (4,188.78)	.0
910-48103-00	INTEREST INCOME-FACADE	367.77	1,752.92	.00 (1,752.92)	.0
910-48104-00	INTEREST INCOME-HOUSING	69.18	106.97	.00 (106.97)	.0
910-48105-00	INTEREST INC-ED DEV 102 023	32.51	154.94	.00 (154.94)	.0
910-48106-00	INT INC-MORAINES VIEW 101 282	5.92	28.21	.00 (28.21)	.0
910-48108-00	INTEREST INCOME-SEED FUND	135.00	651.92	.00 (651.92)	.0
910-48605-00	RENTAL INCOME-CROP LEASES	.00	21,122.50	.00 (21,122.50)	.0
	TOTAL MISCELLANEOUS REVENUE	2,311.81	31,716.50	.00 (31,716.50)	.0
<u>OTHER FINANCING SOURCES</u>					
910-49300-56	FUND BALANCE APPLIED	.00	.00	250,000.00	250,000.00
910-49920-00	TRANS-CITY-TID#4-TO CDA ASSETS	.00	.00	(250,000.00)	(250,000.00)
	TOTAL OTHER FINANCING SOURCES	.00	.00	.00	.00
	TOTAL FUND REVENUE	4,353.20	47,921.64	.00 (47,921.64)	.0

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2019

CDA PROGRAMS FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET AMOUNT</u>	<u>VARIANCE</u>	<u>% OF BUDGET</u>
<u>CDA PROGRAMS</u>					
910-56500-295 ADMINISTRATIVE EXPENSE	.00	1,790.46	.00	(1,790.46)	.0
910-56500-404 HOUSING LOANS	50.00	50.00	.00	(50.00)	.0
TOTAL CDA PROGRAMS	<u>50.00</u>	<u>1,840.46</u>	<u>.00</u>	<u>(1,840.46)</u>	<u>.0</u>
TOTAL FUND EXPENDITURES	<u>50.00</u>	<u>1,840.46</u>	<u>.00</u>	<u>(1,840.46)</u>	<u>.0</u>
NET REVENUE OVER EXPENDITURES	<u>4,303.20</u>	<u>46,081.18</u>	<u>.00</u>	<u>(46,081.18)</u>	<u>.0</u>

ECONOMIC DEV--101-020--CDBG		ORIGINAL LOAN	04/30/2019 BALANCE	PRINCIPAL	INTEREST	TOTAL	05/31/2019 BALANCE	05/31/2019 GL BALANCE	DIFFERENCE	NOTES
910-13002	CDBG LOAN-THERMODATA-\$100K	\$102,567.50	\$75,038.87			\$0.00	\$75,038.87	\$75,038.87	\$0.00	
910-13009	CDBG LOAN-LEARNING DEPOT	\$101,925.00	\$52,119.77	\$ 524.32	\$ 173.73	\$698.05	\$51,595.45	\$51,595.45	\$0.00	
910-13012	CDBG LOAN-SWEETSPOT-WEST-41360	\$41,360.00	\$6,321.14	\$ 623.30	\$ 20.02	\$643.32	\$5,697.84	\$5,697.84	\$0.00	
910-13013	CDBG LOAN-IBUTTONLINK	\$102,544.00	\$36,134.35	\$ 2,566.67	\$ 236.63	\$2,803.30	\$33,567.68	\$33,567.68	\$0.00	
910-13018	CDBG LOAN-960 E MILWAUKEE LLC	\$204,611.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	
910-13021	CDBG LOAN-BIKewise-\$62,600	\$62,600.00	\$29,143.83	\$ 536.64	\$ 97.15	\$633.79	\$28,607.19	\$28,607.19	\$0.00	
910-13022	CDBG LOAN-EDVIEWRATE-\$102,510	\$102,510.00	\$102,510.00			\$0.00	\$102,510.00	\$102,510.00	\$0.00	Delq-First pymt due 09-08-2015-No pymts to date
910-13024	CDBG LOAN-MEEPER TECH-\$102,510	\$102,510.00	\$102,510.00			\$0.00	\$102,510.00	\$102,510.00	\$0.00	Delq-First pymt due 12-12-2016-No pymts to date
910-13025	CDBG LOAN-MOBILE MESH-\$102,510	\$102,510.00	\$102,510.00			\$0.00	\$102,510.00	\$102,510.00	\$0.00	Delq-First pymt due 02-12-2016-No pymts to date
910-13026	CDBG LOAN-SOLOMO-\$102,510	\$102,510.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	Principle written off as bad debt as of 12-31-2018
910-13028	CDBG LOAN-V2 LEAGUE-\$51,560	\$51,560.00	\$38,163.61	\$ 442.06	\$ 127.21	\$569.27	\$37,721.55	\$37,721.55	\$0.00	
910-13029	CDBG LOAN-MOBILE MESH-\$21,710	\$21,710.00	\$21,710.00			\$0.00	\$21,710.00	\$21,710.00	\$0.00	Delq-First pymt due 04-26-2017-No pymts to date
910-13030	CDBG LOAN-MEEPER-\$82,310	\$82,310.00	\$82,310.00			\$0.00	\$82,310.00	\$82,310.00	\$0.00	Delq-First pymt due 04-26-2017-No pymts to date
910-13032	CDBG LOAN-JCIB-\$87,894	\$87,984.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	Principle written off as bad debt as of 12-31-2018
910-13033	CDGB LOAN-BLUE LINE \$41,460	\$41,460.00	\$41,140.44	\$ 320.63	\$ 137.13	\$457.76	\$40,819.81	\$40,819.81	\$0.00	
910-13034	CDGB LOAN-BLUE LINE \$50,000	\$50,000.00	\$50,000.00			\$0.00	\$50,000.00	\$50,000.00	\$0.00	
TOTALS		\$1,360,671.50	\$739,612.01	\$ 5,013.62	\$ 791.87	\$5,805.49	\$734,598.39	\$734,598.39	\$0.00	

UDAG-BUSINESS DEV-101-127		ORIGINAL LOAN	04/30/2019 BALANCE	PRINCIPAL	INTEREST	TOTAL	05/31/2019 BALANCE	05/31/2019 GL Balance	DIFFERENCE	NOTES
910-17000	UDAG-DP EL RECYCLE-34,600	\$34,600.00	\$34,600.00			\$0.00	\$34,600.00	\$34,600.00	\$0.00	Delq from May 2014-no payments to date
910-17002	UDAG-SLIPSTREAM-LOC	\$12,500.00	\$12,500.00			\$0.00	\$12,500.00	\$12,500.00	\$0.00	
TOTALS		\$47,100.00	\$47,100.00	\$ -	\$ -	\$0.00	\$47,100.00	\$47,100.00	\$0.00	

CAPITAL CATALYST-ASSOC BANK		ORIGINAL LOAN	04/30/2019 BALANCE	PRINCIPAL	INTEREST	TOTAL	05/31/2019 BALANCE	05/31/2019 GL Balance	DIFFERENCE	NOTES
910-15000	CAP CAT-SLIPSTREAM-\$102,500	\$102,500.00	\$102,500.00			\$0.00	\$102,500.00	\$102,500.00	\$0.00	interest only
910-15001	CAP CAT-ROYALTY-DP ELECT-50K	\$51,500.00	\$51,500.00			\$0.00	\$51,500.00	\$51,500.00	\$0.00	annual net revenue royalty-no payments have been received.
910-15002	CAP CAT-ROYALTY-BOMBOARD-100K	\$104,300.00	\$104,300.00			\$0.00	\$104,300.00	\$104,300.00	\$0.00	annual net revenue royalty-no payments have been received.
910-15003	CAP CAT-SLIPSTREAM-\$42,000	\$42,000.00	\$42,000.00			\$0.00	\$42,000.00	\$42,000.00	\$0.00	annual net revenue royalty-no payments have been received.
910-15004	CAP CAT-MEEPER TECH-\$102,000	\$102,000.00	\$102,000.00			\$0.00	\$102,000.00	\$102,000.00	\$0.00	annual net revenue royalty-no payments have been received.
910-15005	CAP CAT-SOLOMO-\$102,000	\$102,000.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	Principle written off as bad debt as of 12-31-2018
910-15006	CAP CAT- ROYAL-INVENT-27.5K	\$27,500.00	\$27,500.00			\$0.00	\$27,500.00	\$27,500.00	\$0.00	annual net revenue royalty-no payments have been received.
910-15007	CAP CAT-ROYAL-MOBILE MESH-102K	\$102,000.00	\$102,000.00			\$0.00	\$102,000.00	\$102,000.00	\$0.00	annual net revenue royalty-no payments have been received.
910-15010	CAP CAT-ROYAL-KALIBER-\$102,500	\$102,500.00	\$102,500.00			\$0.00	\$102,500.00	\$102,500.00	\$0.00	annual net revenue royalty-no payments have been received.
910-15011	CAP CAT-ROYAL-SCANALYTICS-95K	\$97,500.00	\$97,500.00			\$0.00	\$97,500.00	\$97,500.00	\$0.00	annual net revenue royalty-first payment due October 2016
910-15012	CAP CAT-ROYAL-INVENTALATOR-75K	\$77,500.00	\$77,500.00			\$0.00	\$77,500.00	\$77,500.00	\$0.00	First payment received 08-21-2018
910-15013	CAP CAT-ROYALTY-POLCO	\$30,000.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	Loan Paid off 02-12-2019
910-15014	CAP CAT-V2 LEAGUE-\$102,000	\$102,000.00	\$102,000.00			\$0.00	\$102,000.00	\$102,000.00	\$0.00	annual net revenue royalty-no payments have been received.
910-15015	CAP CAT-BLUELINE BATT-\$17,000	\$15,000.00	\$17,000.00			\$0.00	\$17,000.00	\$17,000.00	\$0.00	
910-15016	CAP CAT-BLUELINE BATT-\$47,614	\$47,614.00	\$47,614.00			\$0.00	\$47,614.00	\$47,614.00	\$0.00	
910-15017	CAP CAT-BLUELINE BATT-\$36,600	\$36,600.00	\$0.00	\$ (36,600.00)		\$0.00	\$36,600.00	\$36,600.00	\$0.00	
910-15018	CAP CAT-RECRUITCHUTE \$51,050	\$51,050.00	\$0.00	\$ (51,050.00)		\$0.00	\$51,050.00	\$51,050.00	\$0.00	
TOTALS		\$1,193,564.00	\$975,914.00	\$ (87,650.00)		\$0.00	\$1,063,564.00	\$1,063,564.00	\$0.00	

Advance to TID #4		ORIGINAL LOAN	04/30/2019 BALANCE	PRINCIPAL	INTEREST	TOTAL	05/31/2019 BALANCE	05/31/2019 GL Balance	DIFFERENCE	NOTES
910-18000	ADVANCE TO TID #4	\$750,000.00	\$750,000.00			\$0.00	\$750,000.00	\$750,000.00	\$0.00	
TOTALS		\$750,000.00	\$750,000.00	\$ -	\$ -	\$0.00	\$750,000.00	\$750,000.00	\$0.00	

HOUSING		ORIGINAL LOAN	04/30/2019 BALANCE	PRINCIPAL	INTEREST	TOTAL	05/31/2019 BALANCE	05/31/2019 GL Balance	DIFFERENCE	Current
910-14000	CDBG HOUSING-MO301	\$8,220.00	\$8,220.00			\$0.00	\$8,220.00	\$8,220.00	\$0.00	
910-14001	CDBG HOUSING-A8416	\$10,203.84	\$10,203.84			\$0.00	\$10,203.84	\$10,203.84	\$0.00	
910-14003	CDBG HOUSING-B935	\$18,420.02	\$18,420.02			\$0.00	\$18,420.02	\$18,420.02	\$0.00	
910-14006	CDBG HOUSING-C932	\$8,062.00	\$8,062.00			\$0.00	\$8,062.00	\$8,062.00	\$0.00	
910-14009	CDBG HOUSING-J8802	\$10,818.00	\$10,818.00			\$0.00	\$10,818.00	\$10,818.00	\$0.00	
910-14011	CDBG HOUSING-M8501	\$11,000.90	\$11,000.90			\$0.00	\$11,000.90	\$11,000.90	\$0.00	
910-14013	CDBG HOUSING-P954	\$11,000.00	\$11,000.00			\$0.00	\$11,000.00	\$11,000.00	\$0.00	
910-14016	CDBG HOUSING-V902	\$12,504.15	\$12,504.15			\$0.00	\$12,504.15	\$12,504.15	\$0.00	
910-14025	CDBG HOUSING-MO801	\$18,422.00	\$18,422.00			\$0.00	\$18,422.00	\$18,422.00	\$0.00	
910-14026	CDBG HOUSING-B0803-0901	\$34,448.00	\$34,448.00			\$0.00	\$34,448.00	\$34,448.00	\$0.00	
910-14027	CDBG HOUSING-HO #1-2012	\$12,630.00	\$12,630.00			\$0.00	\$12,630.00	\$12,630.00	\$0.00	
910-14030	CDBG HOUSING-HO#13-2016	\$8,000.00	\$8,000.00			\$0.00	\$8,000.00	\$8,000.00	\$0.00	
910-14031	CDBG HOUSING-HO#4	\$37,795.00	\$37,795.00			\$0.00	\$37,795.00	\$37,795.00	\$0.00	
910-14033	CDBG HOUSING-HO#7	\$25,515.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	
910-14037	CDBG HOUSING-HO#11	\$14,671.00	\$14,671.00			\$0.00	\$14,671.00	\$14,671.00	\$0.00	
TOTALS		\$241,709.91	\$216,194.91	\$ -	\$ -	\$0.00	\$216,194.91	\$216,194.91	\$0.00	

Grey shaded items - must create or maintain jobs

May-19

Account Name	Prog Admin Checking	Moraine View Checking	General Checking	CDBG Checking	UDAG Bus Dev Checking	Façade Checking	EDLP Housing	Capital Cat Checking	Operating Fund Inv
Fund	Fund 910	Fund 910	Fund 900	Fund 910	Fund 910	Fund 910	Fund 910	Fund 910	Fund 900
Account Number	xxx-023	xxx-282	xxx-722	xxx-020	xxx-127	xxx-442	xxx-450	xxxxxxx3734	
Bank	1st Citizens	1st Citizens	1st Citizens	1st Citizens	1st Citizens	1st Citizens	1st Citizens	Associated	Amer Mgmt
Interest Rate	2.49%	2.49%	2.49%	2.49%	2.49%	2.49%	2.49%	2.57%	2.52%
GL Account Number	910-11104	910-11106	900-11200	910-11500	910-11800	910-11702	910-11600	910-11900	900-11300
Bank Balance	\$15,435.61	\$2,811.11	\$19,021.57	\$431,129.99	\$379,877.77	\$174,633.33	\$31,693.70	\$35,522.97	\$216.76
outstanding cks									
GL Balance:									
05/31/2019	15,435.61	2,811.11	19,021.57	431,129.99	379,877.77	174,633.33	31,693.70	35,522.97	216.76
5									
Difference:	-	-	-	-	-	-	-	-	-

American Deposit Mgmt Interest is not posted until the 15th of every month.

Updated Through	Type	Prin. GL	Borrower	Orig. Date	Maturity	Loan Amount	Int.	Pmt Amt	Last Pmt	% Advance / (Arrears)	Credit Watch Balance	General Reserve	Specific Reserve	Total Reserve \$	Total Reserve %	Current Bal (GL)	Princ. Advance / (Shortfall)	Int. Advance / (Shortfall)	Total Adv. / (Shortfall)	Comments
15-Jun	EcDev CDBG	910-13002	CDBG LOAN-THERMODATA-\$100K	4/22/2014	22-Apr-24	102,568	4.0%	\$ 1,132.44	24-Jan-18	(30%)	75,039			-	0%	75,039	(14,476)	(3,644)	(18,119)	Last payment 1/24/18
15-Jun	EcDev CDBG	910-13009	CDBG LOAN-LEARNING DEPOT	7/1/2016	1-Jun-21	68,947	4.0%	\$ 698.05	3-Jun-19	-	-			-	0%	51,069	-	-	-	Current
15-Jun	EcDev CDBG	910-13012	CDBG LOAN-SWEETSPOOT-WEST-41360	7/30/2013	30-Jul-20	41,360	3.8%	\$ 643.32	11-Jun-19	44%	-			-	0%	5,073	3,722	138	3,860	Paid through Nov 2019
15-Jun	EcDev CDBG	910-13013	CDBG LOAN-IBUTTONLINK	1/3/2014	3-Jul-21	102,544	4.0%	\$ 1,401.65	22-May-19	-	-			-	0%	33,568	-	-	-	Current
15-Jun	EcDev CDBG	910-13021	CDBG LOAN-BIKewise-\$62,600	12/27/2012	27-Dec-22	62,600	4.0%	\$ 633.79	14-May-19	(14%)	-			-	0%	28,607	(2,165)	(1,638)	(3,803)	6 Months Behind
15-Jun	EcDev CDBG	910-13022	CDBG LOAN-EDVIEWRATE-\$102,510	9/8/2014	9-Sep-24	102,510	4.0%	\$ 1,131.81	None	(86%)	102,510	(102,510)	(102,510)	-100%	102,510	(38,291)	(16,740)	(55,032)	No payments received over life of loan	
15-Jun	EcDev CDBG	910-13024	CDBG LOAN-MEEPER TECH-\$102,510	2/12/2015	12-Feb-25	102,510	4.0%	\$ 1,249.52	17-Jun-19	(61%)	102,510			-	0%	102,510	(26,597)	(19,427)	(46,024)	Monthly ACH payments of \$1249.52 began 4/1/19
15-Jun	EcDev CDBG	910-13025	CDBG LOAN-MOBILE MESH-\$102,510	2/12/2015	12-Feb-25	102,510	4.0%	\$ 1,249.52	30-Aug-16	(56%)	102,510			-	0%	102,510	(26,597)	(15,715)	(42,311)	~29 payments behind. Reschedule or declare Default
15-Jun	EcDev CDBG	910-13028	CDBG LOAN-V2 LEAGUE-\$51,560	7/1/2015	1-Jul-25	51,560	4.0%	\$ 569.27	10-Jun-19	-	-			-	0%	36,833	-	-	-	Current
15-Jun	EcDev CDBG	910-13029	CDBG LOAN-MOBILE MESH-\$21,710	4/26/2016	26-Apr-26	21,710	4.0%	\$239.70	none	(40%)	21,710			-	0%	21,710	(4,355)	(2,506)	(6,861)	No payments received life-to-date. Reschedule or declare Default
15-Jun	EcDev CDBG	910-13030	CDBG LOAN-MEEPER-\$82,310	4/26/2016	26-Apr-26	82,310	4.0%	\$ 908.78	none	(41%)	82,310			-	0%	82,310	(17,201)	(9,720)	(26,921)	ACH Payments to begin 7/1 per 2018 Agmt.
15-Jun	EcDev CDBG	910-13033	CDBG LOAN-BLUE LINE \$41,460	3/6/2018	6-Mar-28	41,460	4.0%	\$ 457.76	6-Jun-19	-	-			-	0%	40,498	-	-	-	Current
15-Jun	EcDev CDBG	910-13034	CDBG LOAN-BLUE LINE \$50,000	9/13/2018	13-Sep-28	51,560	4.0%	\$ 569.27	none	-	-			-	0%	50,000	-	-	-	First payment due 9/13/19, Interest Only
	EcDev CDBG		CDBG LOAN-LOAN LOSS RESERVE									(281,569)	(102,510)	(384,079)						
	EcDev CDBG		Total Gross			934,149					486,589				-52%	732,237	(125,958)	(69,252)	(195,210)	
15-Jun	Housing	910-14000	CDBG HOUSING-MO301	-	upon sale	8,220	-	-	none	-	-			-	0%	8,220	-	-	-	
15-Jun	Housing	910-14001	CDBG HOUSING-A8416	-	upon sale	10,204	-	-	none	-	-			-	0%	10,204	-	-	-	
15-Jun	Housing	910-14003	CDBG HOUSING-B935	-	upon sale	18,420	-	-	none	-	-			-	0%	18,420	-	-	-	
15-Jun	Housing	910-14006	CDBG HOUSING-C932	-	upon sale	8,062	-	-	none	-	-			-	0%	8,062	-	-	-	
15-Jun	Housing	910-14009	CDBG HOUSING-J8802	-	upon sale	10,818	-	-	none	-	-			-	0%	10,818	-	-	-	
15-Jun	Housing	910-14011	CDBG HOUSING-M8501	-	upon sale	11,001	-	-	none	-	-			-	0%	11,001	-	-	-	
15-Jun	Housing	910-14013	CDBG HOUSING-P954	-	upon sale	11,000	-	-	none	-	-			-	0%	11,000	-	-	-	
15-Jun	Housing	910-14016	CDBG HOUSING-V902	-	upon sale	12,504	-	-	none	-	-			-	0%	12,504	-	-	-	
15-Jun	Housing	910-14018	CDBG HOUSING-C021	-	upon sale	15,517	-	-	none	-	-			-	0%	-	-	-	-	Paid off 2/9/17
15-Jun	Housing	910-14025	CDBG HOUSING-M0801	-	upon sale	18,422	-	-	none	-	-			-	0%	18,422	-	-	-	
15-Jun	Housing	910-14026	CDBG HOUSING-B0803-0901	-	upon sale	34,448	-	-	none	-	-			-	0%	34,448	-	-	-	
15-Jun	Housing	910-14027	CDBG HOUSING-HO #1-2012	-	upon sale	12,630	-	-	none	-	-			-	0%	12,630	-	-	-	
15-Jun	Housing	910-14030	CDBG HOUSING-HO#13-2016	-	upon sale	8,000	-	-	none	-	-			-	0%	8,000	-	-	-	
15-Jun	Housing	910-14031	CDBG HOUSING-HO#4	-	upon sale	37,795	-	-	none	-	-			-	0%	37,795	-	-	-	
15-Jun	Housing	910-14033	CDBG HOUSING-HO#7	-	upon sale	25,530	-	-	none	-	-			-	0%	-	-	-	-	
15-Jun	Housing	910-14037	CDBG HOUSING-HO#11	-	upon sale	14,671	-	-	none	-	-			-	0%	14,671	-	-	-	
15-Jun	Housing	910-14038	CDBG HOUSING-HO#14	-	upon sale	18,000	-	-	none	-	-			-	0%	18,000	-	-	-	
	Housing		CDBG HOUSING-LOAN LOSS RESERVE																	
	Housing		Total Gross			275,242					-				0%	234,195	-	-	-	
15-Jun	CAP CAT	910-15000	CAP CAT-SLIPSTREAM-\$102,500	8/29/2013	29-Aug-15	102,500	5.25%	\$ 25,000.00	31-Oct-16	(100%)	102,500		(102,500)	(102,500)	-100%	102,500	(102,500)	(22,238)	(124,738)	Matured in 2015. No pmts to date, Recommend Full Reserve
15-Jun	CAP CAT	910-15001	CAP CAT-ROYALTY-DP ELECT-50K	12/18/2013	18-Dec-19	51,500	12.0%	Royalty	None	(66%)	-			-	0%	51,500	-	(33,859)	(33,859)	Matures December 2019
15-Jun	CAP CAT	910-15002	CAP CAT-ROYALTY-BOMBOARD-100K	12/9/2013	9-Dec-19	104,300	12.0%	Royalty	None	(66%)	104,300	(104,300)	(104,300)	-100%	104,300	-	(68,886)	(68,886)	Matures December 2019.	
15-Jun	CAP CAT	910-15003	CAP CAT-SLIPSTREAM-\$42,000	9/23/2014	23-Sep-19	42,000	12.0%	Royalty	None	(57%)	42,000			-	0%	42,000	-	(23,741)	(23,741)	Matures September 2019
15-Jun	CAP CAT	910-15004	CAP CAT-MEEPER TECH-\$102,000	9/24/2014	24-Sep-19	102,000	4.0%	Royalty	None	(19%)	102,000			-	0%	102,000	-	(19,146)	(19,146)	Matures September 2019
15-Jun	CAP CAT	910-15006	CAP CAT-ROYAL-INVENT-27.5K	12/1/2014	1-Dec-19	27,500	4.0%	Royalty	None	(18%)	27,500			-	0%	27,500	-	(4,893)	(4,893)	Matures December 2019
15-Jun	CAP CAT	910-15007	CAP CAT-ROYAL-MOBILE MESH-102K	12/1/2014	1-Dec-19	102,000	4.0%	Royalty	None	(18%)	102,000			-	0%	102,000	-	(18,385)	(18,385)	Matures December 2019
15-Jun	CAP CAT	910-15010	CAP CAT-ROYAL-KALIBER-\$102,500	6/30/2015	30-Jun-20	102,500	4.0%	Royalty	None	(16%)	102,500			-	0%	102,500	-	(16,100)	(16,100)	Royalty based payment, need financials. No pmts life to date
15-Jun	CAP CAT	910-15011	CAP CAT-ROYAL-SCANALYTICS-95K	10/26/2015	26-Oct-20	97,500	4.0%	Royalty	2-Apr-19	(5%)	97,500			-	0%	97,500	-	(5,274)	(5,274)	Royalty based payment, need financials. No pmts life to date
15-Jun	CAP CAT	910-15012	CAP CAT-ROYAL-INVENTALATOR-75K	4/8/2016	8-Apr-21	77,500	4.0%	Royalty	None	(13%)	77,500			-	0%	77,500	-	(9,766)	(9,766)	Royalty based payment, need financials. No pmts life to date
15-Jun	CAP CAT	910-15014	CAP CAT-V2 LEAGUE-\$102,000	4/1/2015	31-Mar-20	102,000	4.0%	Royalty	None	(17%)	102,000			-	0%	102,000	-	(17,030)	(17,030)	Royalty based payment, need financials. No pmts life to date
15-Jun	CAP CAT	910-15015	CAP CAT-BLUELINE BATT-\$17,000	7/12/2017	12-Jul-22	17,000	4.0%	Royalty	None	(4%)	17,000			-	0%	17,000	-	(603)	(603)	Royalty based payment, need financials
15-Jun	CAP CAT	910-15016	CAP CAT-BLUELINE BATT-\$47,614	1/30/2018	12-Jul-22	47,614	4.0%	Royalty	None	(5%)	47,614			-	0%	47,614	-	(2,540)	(2,540)	Royalty based payment, need financials
15-Jun	CAP CAT	910-15017	CAP CAT-BLUELINE BATT-\$36,600	5/13/2019	13-May-23	36,600	4.0%	Royalty	None	(0%)	36,600			-	0%	36,600	-	(125)	(125)	New loan - annual payment
15-Jun	CAP CAT	910-15018	CAP CAT-RECRUITCHUTE \$51,050	5/6/2019	6-May-23	51,050	4.0%	Royalty	None	(0%)	51,050			-	0%	51,050	-	(174)	(174)	New loan - annual payment
	CAP CAT		CAP CAT-LOAN LOSS RESERVE									(141,700)	(206,800)	(348,500)						
	CAP CAT		Total Gross			1,063,564					452,800				-33%	1,063,564	(102,500)	(242,760)	(345,260)	
15-Jun	UDAG	910-17000	UDAG-DP EL RECYCLE-34,600	4/1/2013	1-Apr-18	34,600	7.25%	\$ 800.74	None	Due in Full	34,600			-	0%	34,600	(34,600)	(9,140)	(43,740)	Due in Full as of 4/1/18
15-Jun	UDAG	910-17002	UDAG-SLIPSTREAM-LOC	5/27/2015	27-May-16	12,500	15.00%	LOC	none	Due in Full	12,500			-	0%	12,500	(12,500)	(6,551)	(19,051)	Due in full as of 5/27/16
	UDAG		UDAG-LOAN LOSS RESERVE									(47,100)	-	(47,100)						
	UDAG		Total Gross			47,100					47,100					47,100	(47,100)	(15,691)	(62,791)	
47			Grand Total			2,320,055					986,489				(38%)	2,077,096	(275,558)	(327,702)	(603,261)	

	Loan Amount	Loans	% Advance / (Arrears)	Credit Watch Balance	General Reserve	Specific Reserve	Total Reserve \$	Total Reserve %	Current Bal (GL)	Princ. Advance / (Shortfall)	Int. Advance / (Shortfall)	Total Adv. / (Shortfall)
EcDev CDBG	934,149	13	(27%)	486,589	(281,569)	(102,510)	(384,079)	(52%)	732,237	(125,958)	(69,252)	(195,210)
Housing	275,242	17	-	-	-	-	-	-	234,195	-	-	-
CAP CAT	1,063,564	15	(32%)	452,800	(141,700)	(206,800)	(348,500)	(33%)	1,063,564	(102,500)	(242,760)	(345,260)
UDAG	47,100	2	(133%)	47,100	(47,100)	-	(47,100)	(100%)	47,100	(47,100)	(15,691)	(62,791)
910-35000 General R												



Council Agenda Item

Meeting Date: 2019-06-27

Agenda Item: New Business – Website Portal and ED Page(s)

Staff Contact (name, email, phone): Cameron Clapper, 262-473-0104, cclapper@whitewater-wi.gov

BACKGROUND

(Enter the who, what when, where, why)

City staff recently initiated the development of a Whitewater web portal page to serve as a “doorway” into Whitewater online. This portal is currently in design phase, but will be ready to launch in 2019. In addition to the web portal, new web pages for economic development will also be developed. These pages will be hosted by the City as part of the existing website, but will have a different color scheme a different arrangement of information in order to appeal to site selectors and others interested in the purchase and development of land in Whitewater. This site will also host information on housing programs currently available. The following three images of other websites help exemplify the concepts upon which the new pages will be based.

Image 1: The portal page for the Village of Waunakee has links to both the regular village website as well as links to the economic development page. The portal also has links to other major organizations within the community.

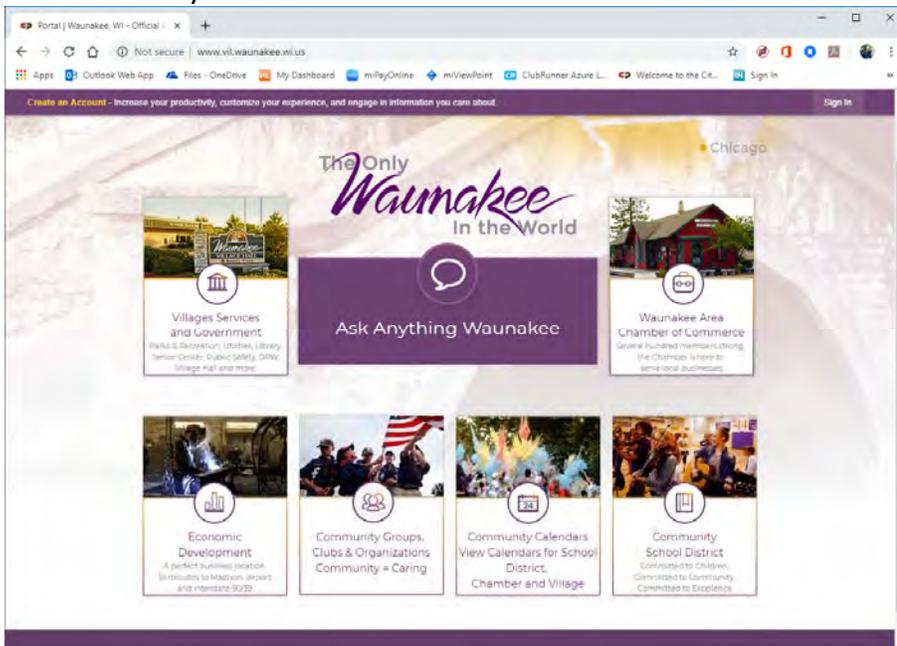


Image 2: Waunakee’s economic development page appears in a different color scheme while maintaining some key features that identify it as part of the Waunakee community of pages. The tabs along the top of the page are geared specifically for visitors interested in community/economic development.

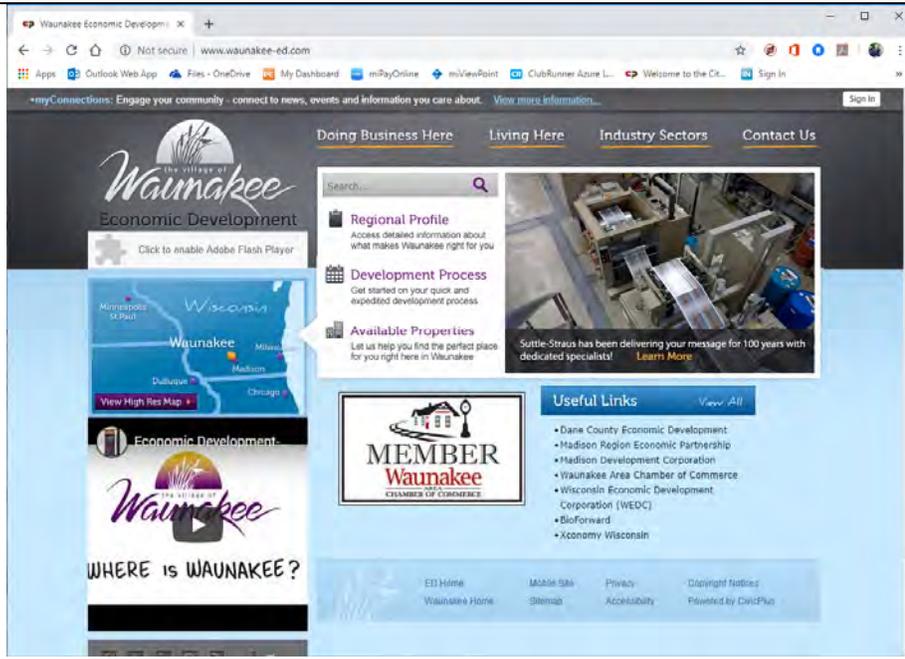
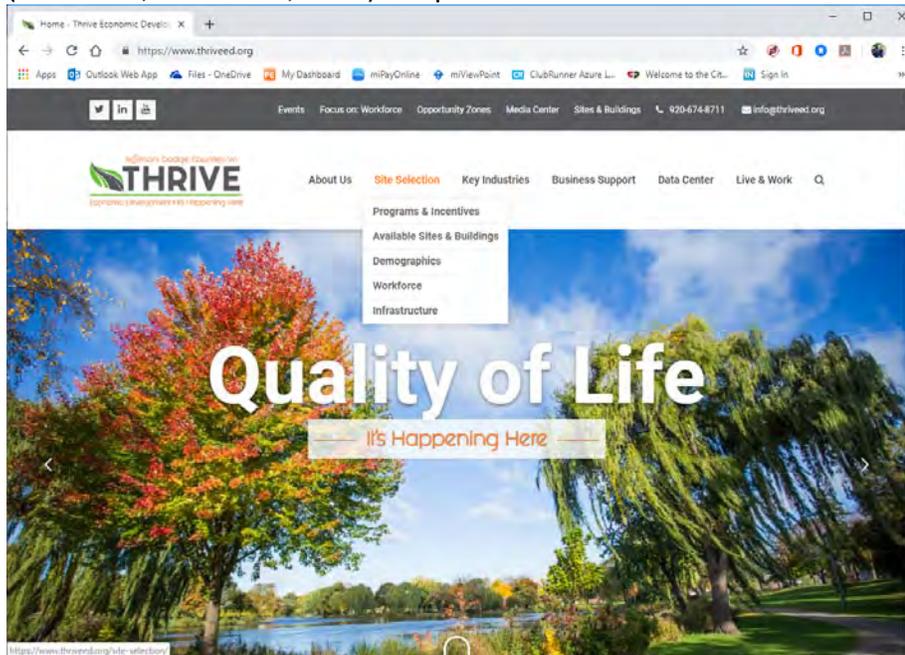


Image 3: The website for economic development in Jefferson and Dodge Counties is an excellent example of current themes for information hierarchy on an economic development site. Staff’s objective is to mimic the hierarchy on the ThriveEd website with minor variations to accommodate characteristics (resources, incentives, tools) unique to Whitewater.



PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

No previous actions have been taken on this item by any committee. However, an economic development page with a different information arrangement and color theme was part of the original plan for the recent update to Whitewater’s website.

FINANCIAL IMPACT

(If none, state N/A)

Overall cost is expected to be \$3,000 in 2019 with a minimal annual fee for maintenance. Funds will be allocated from marketing and professional services lines in the current operating budget.

STAFF RECOMMENDATION

No recommendation is needed at this time. However, staff is seeking feedback regarding information to include on the economic development page(s).

ATTACHMENT(S) INCLUDED

(If none, state N/A)

N/A



Council Agenda Item

Meeting Date: 2019-06-27

Agenda Item: New Business – Economic Development Position Recruitment

Staff Contact (name, email, phone): Cameron Clapper, 262-473-0104, cclapper@whitewater-wi.gov

BACKGROUND

(Enter the who, what when, where, why)

With the current vacancy of the CDA Director position comes the need for a recruitment. The CDA will receive an update from staff regarding the recruitment process and anticipated timelines.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

No previous actions on this item.

FINANCIAL IMPACT

(If none, state N/A)

Costs may include the cost of staff time, advertising and travel expenses. These costs are to be determined and would be funded from unrealized payroll expenses.

STAFF RECOMMENDATION

No recommendation is needed at this time. However, staff is seeking feedback regarding specific skill sets and characteristics the CDA would like to see in the next economic development professional.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Current CDA Director position description.



Community Development Authority (CDA) Director

Class Code:
CDA-110

Bargaining Unit: No Union Affiliation

CITY OF WHITEWATER
Established Date: Dec 16, 2016
Revision Date: Jan 12, 2017

SALARY RANGE

\$66,156.12 - \$75,885.21 Annually

JOB SUMMARY:

Provide coordinated, meaningful services and programs to residents, businesses, development prospects and other City departments that directly maintain and grow Whitewater's quality of life. Work with various commissions and community organizations to promote common development goals and objectives in the City. Initiates and coordinates activities designed to promote job growth, new investment, and economic growth in the City. Initiate and implement specific efforts towards facilitating growth and retention of both existing and new businesses in the City. Is expected to have a working relationship with elected and appointed City officials, Department Heads and staff, business representatives, community groups, outside governmental agencies, local media, and the general public. The Community Development Authority Director assists with the overall City management by serving as a member of the City's upper management team in the consideration of general City policies, programs and projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Develop and implement a citywide economic development marketing strategy that identifies industries/businesses for the city and activities for retaining or recruiting these firms, including the development of marketing materials and updating the community profile.
- Maintain a positive local business climate by visiting local business and industry and determines ways to aid local firms to expand.
- Research and coordinate work between City departments and local businesses to resolve problems and respond to issues.
- Develop contacts with the local financial institutions, utilities, construction and real estate companies to facilitate business startups, expansions, and the site selection process.
- Actively recruit new businesses to locate or remain in the community on privately owned property.
- Market City-owned, developable properties for sale and development by the private sector whenever possible.
- Maintain an up-to-date inventory of existing businesses and available industrial and commercial sites and buildings throughout the City; Maintain current data concerning the City of Whitewater, the Whitewater region, the City's labor force, and the City's retail trade areas. Analyze the data to identify opportunities, concerns, and trends. Assemble and present the data for use by the community and for the marketing purposes of the Whitewater CDA.

- Complete financial analysis of prospective businesses seeking to purchase City-owned property or applying for CDA administered loans or grants. Including, but not limited to, credit analysis, cash flow projections, growth assumptions, and market analysis.

- Directs City work to be completed regarding a new development or to assist with an existing development concern.

- In conjunction with Neighborhood Services Director, analyzes and regulates any zoning application in the M1 and M2 district. Assist the CDA in the approval process of these applications.

- Serve as staff contact for business interests by obtaining services and assistance for new and existing businesses and industries.

- Ensure the efficient and effective operation of the Whitewater CDA in compliance with all applicable federal and state statutes and administrative rules, and with the ordinances and policies of the City of Whitewater.

- Serve as lead worker for business development that involves work with the City Manager, Finance & Administrative Services Director, City Attorney, and other Departments, as needed, to evaluate the financial ramifications for financial assistance through various financial means available to the City to encourage economic opportunity.

- Administer the CDA's Economic Development Loan Program, Capital Catalyst Fund, and Façade Loan Program in accordance with federal and state requirements and the Whitewater CDA's adopted policy manuals. Complete and remit required report filings to both County, State and Federal authorities.

- Responsible for the development, management, marketing, and evaluation of other incentive programs for economic development, including loan and grant program development, management of development application processing, and other incentives. Identify appropriate grant opportunities and prepare grant applications for funding related to economic development, public infrastructure, affordable housing, and other activities in support of the CDA's goals. Provide required administration for any grant funds received.

- Manage specific development projects occurring within the business park, communicating the status of these projects to the CDA, City Manager and Common Council. Serve as the primary point of contact for private development projects or prospects as needed.

- Oversee all aspects of the day-to-day operation of economic development in the City including budgeting of resources and expenditures within this office; issue reports and attend necessary meetings, seminars/workshops with the City Manager/CDA's approval.

- Supervise CDA staff and is responsible for their daily work production

- Participate as a member of the City of Whitewater's Planning Team in developing short- and long-range plans for the City of Whitewater, implementing the City's Capital Improvement Plan and other infrastructure development, and coordinating private development within the City of Whitewater.

- Coordinate City and/or CDA participation in state and federal programs through WHEDA, SBDC, Rural Development, EPA, EDA, and other agencies.

- Participate in City Tax Increment Finance District decisions and policies including financial analysis of TIF plan and assumptions. Make recommendations for businesses seeking financial incentives through the TIF districts.

- Prepare supporting material and present information, CDA requests, and proposals to the City of Whitewater Common Council, Technology Park Board, Plan and Architectural Review Board, and other boards and commissions.

- Serve as the CDA's or City's voting representative on various local and regional boards that may include Whitewater Tourism Council, Jefferson County Economic Development Consortium, Walworth County Economic Development Alliance, and Capital Ideas Technology Zone as requested or appointed by the City.

- Oversee and is responsible for the preparation and distribution of Community Development Authority agendas and supporting materials; attend CDA meetings; take minutes; prepare and post public meeting notices; and coordinate materials for distribution as needed.

ADDITIONAL TASKS AND RESPONSIBILITIES

- As a member of the City of Whitewater's development team, provide support to the City's overall administration and participate in development of the Common Council agenda.
- Coordinate communications and public outreach and oversee the recruitment of sponsors for specific publications, events and initiatives to maximize the potential value of sponsorships.
- Conduct other tasks or assignments as directed by the CDA Board of Directors.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- A minimum of a bachelor's degree in business public administration, planning, geography, economics, or a related field.
- A master's degree is preferred, as is designation as a Certified Economic Developer (CEcD).
- A minimum of five years of closely related professional experience preferred.
- Prior grant writing and administration experience a plus.
- Understanding of business plans, financial statements and complex financing options.
- Understanding of real estate transactions and properties with detailed covenants and special values.
- Understanding the unique nature of startups and how to lead those to success.

Language Skills

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to persuade, convince, and/or train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as code manuals, City ordinances, directories, State Statutes, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with City personnel and City residents.

Mathematical Skills

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.

Reasoning Ability

- Ability to use functional reasoning in performing influence functions.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of administrative services, perform duties with a minimum of supervision.

Other Qualifications

- Ability to effectively meet and deal with the public.
- Ability to work effectively in cooperation with employees of the City, University of Wisconsin-Whitewater, local businesses, and residents.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.
- Knowledge of federal and state statutes and rules related to community development authorities, tax incremental financing, redevelopment, eminent domain, comprehensive planning, public finance, and other pertinent topics.
- Comprehensive understanding of economic development including current practices and emerging issues.
- Excellent communications skills and the ability to work with people having very diverse interests.
- Working knowledge of modern office practices and procedures, including use of Microsoft Office.
- Advanced knowledge of Microsoft Excel, including features such as filters, formulas, charts, and tables. Experience designing/developing Excel spreadsheets in a financial environment preferred.
- Ability to operate phone system, desktop computer, copy machine, postage machine, and fax machine.
- Proficiency in typing, 10 key calculator, computers and electronic data processing.

SUPERVISION RECEIVED AND/OR EXERCISED:

The CDA Director has a co-reporting relationship with the CDA Board of Directors.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Requires the ability to operate, maneuver and or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, and or materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as typing and to operate various pieces of office equipment.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes and textures associated with job-related objects, materials and tasks.

- The employee must exert light physical effort in sedentary to light work, occasionally involving lifting, carrying, pushing, pulling, crouching, crawling, kneeling, stooping and or moving up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is moderately quiet.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk to injury.

The City of Whitewater is an Equal Employment Opportunity. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.