

CDA Housing Operations

Agency Overview

Agency Mission

The mission of the Community Development Authority (CDA) Housing Operations is to provide affordable and well-maintained housing for eligible families and individuals in an environment that promotes personal safety, independence, and a sense of community.

Agency Overview

Housing Operations provides management, maintenance, and other resident services to CDA owned and operated public housing units and administers the Section 8 Housing Choice Voucher program. The goal of the Agency is to provide rental assistance to low-income families.

2018 Budget Highlights

The 2018 Executive Budget includes funding for:

- Capital improvements to CDA sites funded through HUD capital fund grant (\$1.26m)
 - Planned projects in 2018 include:
 - All Sites: In-unit flooring replacement
 - All Sites: Space heating equipment replacement
 - Tenney Park: Enlarged and leveled parking lots with enhanced handicap access and lighting
 - Truax Park Apartments: New roofs on the four unimproved buildings.
 - Brittingham Apartments: Energy efficient lighting retrofit

CDA Housing Operations

Function:

Planning & Development

Budget Overview

Budget by Service (All Funds)

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Revenue					
Housing Vouchers	(14,073,607)	(14,205,445)	(14,992,294)	(14,060,839)	(14,060,839)
Public Housing	(5,982,783)	(7,386,669)	(7,898,154)	(7,394,427)	(7,486,333)
Total Revenue	\$ (20,056,389)	\$ (21,592,114)	\$ (22,890,448)	\$ (21,455,266)	\$ (21,547,172)
Expense					
Housing Vouchers	14,073,606	14,258,650	15,045,499	14,049,152	14,054,976
Public Housing	6,157,000	7,509,976	8,021,461	7,580,333	7,667,196
Total Expense	\$ 20,230,607	\$ 21,768,626	\$ 23,066,960	\$ 21,629,485	\$ 21,722,172
Net General Fund	\$ 174,218	\$ 176,512	\$ 176,512	\$ 174,219	\$ 175,000

Budget by Fund & Major

Fund: CDA

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Revenue					
Intergovernmental Revenues	(16,558,504)	(18,069,006)	(17,635,799)	(17,639,649)	(17,719,868)
Charges for Services	(2,838,466)	(3,276,877)	(2,844,308)	(3,417,546)	(3,417,546)
Investments & Contributions	(32,107)	(16,916)	(16,916)	(39,327)	(39,327)
Misc Revenue	(58,255)	(58,700)	(62,124)	(75,300)	(75,300)
Other Finance Source	(569,056)	(170,615)	(2,188,665)	(12,645)	(24,332)
Transfer In	-	-	(142,636)	(270,800)	(270,800)
Total Revenue	\$ (20,056,389)	\$ (21,592,114)	\$ (22,890,448)	\$ (21,455,266)	\$ (21,547,172)
Expense					
Salaries	2,096,730	2,798,170	2,326,043	2,717,569	2,732,681
Benefits	887,453	840,808	741,324	850,103	852,145
Supplies	367,468	742,757	695,723	508,446	508,446
Purchased Services	15,499,678	16,196,011	16,313,884	16,202,567	16,283,567
Debt & Other Financing	1,126,796	402,768	2,041,770	409,323	409,323
Inter Departmental Charges	771,232	875,443	875,443	908,677	903,210
Inter Departmental Billing	(518,750)	(507,613)	(507,613)	(510,358)	(510,358)
Transfer Out	-	420,281	580,386	543,159	543,159
Total Expense	\$ 20,230,607	\$ 21,768,626	\$ 23,066,960	\$ 21,629,485	\$ 21,722,172
Net General Fund	\$ 174,218	\$ 176,512	\$ 176,512	\$ 174,219	\$ 175,000

CDA Housing Operations

Function: Planning & Development

Service Overview

Service: Housing Vouchers

Service Description

This service provides Section 8 housing vouchers across the City of Madison. The housing vouchers provide rental assistance to fill the gap between what low-income tenants can afford to pay and the actual cost of decent, safe, and sanitary housing. The voucher program serves households with incomes below 50 percent of area median income, with priority given to the elderly, disabled, families with minor children, chronically homeless veterans, and other targeted groups. This service also administers Housing Choice Vouchers, which covers the billing for voucher recipients who are new to Madison or move to another housing authority. The goal of this service is to help chronically homeless individuals and families to become housed in permanently supported housing.

2018 Planned Activities

- Continue policies that stabilize average monthly assistance; this may require setting payment standards in 2018 that do not match the rate of rent increases in the Madison market, which reduces the maximum subsidy for an individual voucher in order to maximize the number of vouchers issued
- CDA will attach Project-Based Vouchers to City-affiliated permanent supportive housing that provide social services (e.g., social workers, counseling) to further the goal of ending chronic homelessness for veterans and others in Madison

Service Budget by Account Type

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Revenue	(14,073,607)	(14,205,445)	(14,992,294)	(14,060,839)	(14,060,839)
Expense	14,073,606	14,258,650	15,045,499	14,049,152	14,054,976
Net Service Budget	\$ (0)	\$ 53,205	\$ 53,205	\$ (11,687)	\$ (5,863)

Service: Public Housing

Service Description

This service provides public housing assistance across the City of Madison through Community Development Authority (CDA) owned and operated developments. The CDA owns, manages, and maintains 766 units of Low Rent Public Housing on 37 sites throughout the City with funding from the federal Department of Housing and Urban Development (HUD). It also owns, manages, and maintains 115 multi-family units with funding from Wisconsin Housing and Economic Development Authority (WHEDA). This service is available to residents with income below 80 percent of area median income, with priority given to the elderly, disabled, and families with minor children. Residents in CDA housing pay 30 percent of adjusted gross income for rent and utilities.

2018 Planned Activities

- Provide CDA services to assist residents maintain housing stability as well as support residents in their efforts toward self-sufficiency
- Engage community partners to provide services to residents to help them maintain their housing, move toward self-sufficiency, and generally support their quality of life

Service Budget by Account Type

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Revenue	(5,982,783)	(7,386,669)	(7,898,154)	(7,394,427)	(7,486,333)
Expense	6,157,000	7,509,976	8,021,461	7,580,333	7,667,196
Net Service Budget	\$ 174,218	\$ 123,307	\$ 123,307	\$ 185,906	\$ 180,863

CDA Housing Operations**Function:****Planning & Development***Line Item Detail***Agency Primary Fund: CDA****Intergovernmental Revenues**

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Federal Revenues Operating	(14,745,539)	(15,991,883)	(16,217,800)	(15,182,998)	(15,263,217)
Federal Revenues Capital	(1,073,011)	(1,681,123)	(581,170)	(1,533,201)	(1,533,201)
State Revenues Capital	(416,126)	-	-	-	-
Local Revenues Operating	(27,571)	(36,000)	(62,238)	(59,450)	(59,450)
Other Unit of Gov Rev Op	(296,258)	(360,000)	(774,591)	(864,000)	(864,000)
TOTAL	\$ (16,558,504)	\$ (18,069,006)	\$ (17,635,799)	\$ (17,639,649)	\$ (17,719,868)

Charges for Service

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Misc Charges for Service	(154,494)	(157,032)	(163,218)	(198,107)	(198,107)
Reimbursement Of Expense	(5,616)	(6,000)	(9,853)	(5,000)	(5,000)
Dwelling Rent	(2,564,935)	(3,004,285)	(2,606,333)	(3,099,285)	(3,099,285)
Non Dwelling Rent	(113,422)	(109,560)	(64,904)	(115,154)	(115,154)
TOTAL	\$ (2,838,466)	\$ (3,276,877)	\$ (2,844,308)	\$ (3,417,546)	\$ (3,417,546)

Investments & Contributions

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Interest	(32,107)	(16,221)	(16,221)	(39,327)	(39,327)
Contributions & Donations	-	(695)	(695)	-	-
TOTAL	\$ (32,107)	\$ (16,916)	\$ (16,916)	\$ (39,327)	\$ (39,327)

Misc Revenue

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Insurance Recoveries	(150)	-	-	-	-
Miscellaneous Revenue	(58,105)	(58,700)	(62,124)	(75,300)	(75,300)
TOTAL	\$ (58,255)	\$ (58,700)	\$ (62,124)	\$ (75,300)	\$ (75,300)

Other Finance Sources

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Sale Of Assets	(1,794)	-	-	-	-
Fund Balance Applied	(567,262)	(170,615)	(2,188,665)	(12,645)	(24,332)
TOTAL	\$ (569,056)	\$ (170,615)	\$ (2,188,665)	\$ (12,645)	\$ (24,332)

Transfer In

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Transfer In From CDA	-	-	(142,636)	(270,800)	(270,800)
TOTAL	\$ -	\$ -	\$ (142,636)	\$ (270,800)	\$ (270,800)

Salaries

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Permanent Wages	1,940,018	2,496,603	2,169,862	2,469,996	2,469,996
Salary Savings	-	(42,000)	-	(62,000)	(46,888)
Pending Personnel	-	-	-	17,735	17,735
Premium Pay	6,657	12,495	7,936	11,880	11,880
Workers Compensation Wages	10,991	-	5,389	2,500	2,500
Compensated Absence	2,278	88,380	18,636	33,700	33,700
Hourly Wages	21,096	114,092	13,192	135,307	135,307
Overtime Wages Permanent	115,688	128,600	111,021	108,450	108,450
Election Officials Wages	3	-	6	1	1
TOTAL	\$ 2,096,730	\$ 2,798,170	\$ 2,326,043	\$ 2,717,569	\$ 2,732,681

CDA Housing Operations**Function: Planning & Development***Line Item Detail***Agency Primary Fund: CDA****Benefits**

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Comp Absence Escrow	68,253	32,760	49,990	32,760	32,760
Health Insurance Benefit	350,599	422,996	334,831	438,757	443,369
Wage Insurance Benefit	5,556	5,535	5,878	5,628	5,628
WRS	138,070	169,765	155,876	167,734	165,491
FICA Medicare Benefits	158,704	188,832	175,877	186,070	185,743
Post Employment Health Plans	-	20,920	18,871	19,154	19,154
Other Post Emplmnt Benefit	18,784	-	-	-	-
Pension Expense	147,486	-	-	-	-
TOTAL	\$ 887,453	\$ 840,808	\$ 741,324	\$ 850,103	\$ 852,145

Supplies

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Purchasing Card Unallocated	1,774	-	148,198	-	-
Office Supplies	14,179	20,215	9,695	22,240	22,240
Copy Printing Supplies	8,474	10,471	6,288	11,942	11,942
Hardware Supplies	32,244	39,243	27,848	65,690	65,690
Software Lic & Supplies	-	-	481	-	-
Postage	26,055	28,235	18,660	25,785	25,785
Books & Subscriptions	266	200	50	200	200
Work Supplies	39,343	48,023	22,662	30,750	30,750
Janitorial Supplies	10,130	15,685	67,805	20,300	20,300
Safety Supplies	2,527	665	19,675	8,700	8,700
Snow Removal Supplies	811	1,700	-	1,500	1,500
Uniform Clothing Supplies	983	2,300	614	4,150	4,150
Food And Beverage	435	500	-	500	500
Building	3,888	100	3,600	2,500	2,500
Building Supplies	57,342	216,000	70,865	76,000	76,000
Electrical Supplies	26,583	39,700	39,245	42,400	42,400
HVAC Supplies	12,415	170,931	48,701	19,150	19,150
Plumbing Supplies	73,767	83,839	74,603	61,839	61,839
Machinery And Equipment	1,166	1,000	-	7,000	7,000
Equipment Supplies	55,086	63,950	136,734	107,800	107,800
TOTAL	\$ 367,468	\$ 742,757	\$ 695,723	\$ 508,446	\$ 508,446

CDA Housing Operations**Function:****Planning & Development***Line Item Detail***Agency Primary Fund: CDA****Purchased Services**

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Natural Gas	141,550	215,000	207,946	188,500	188,500
Electricity	342,298	384,000	283,209	365,500	365,500
Water	149,416	160,750	135,076	188,180	188,180
Sewer	121,677	144,800	116,473	153,955	153,955
Stormwater	41,276	44,000	41,885	51,662	51,662
Telephone	22,862	27,774	25,901	34,700	34,700
Cellular Telephone	11,270	16,530	11,084	21,782	21,782
Systems Comm Internet	5,110	4,500	5,671	3,935	3,935
Building Improv Repair Maint	649,578	670,715	668,540	949,991	949,991
Waste Disposal	94,809	95,300	103,512	108,284	108,284
Fire Protection	-	-	2,500	-	-
Pest Control	62,424	62,700	63,199	75,900	75,900
Elevator Repair	11,301	40,000	6,346	36,200	36,200
Custodial Bldg Use Charges	42	-	-	-	-
Grounds Improv Repair Maint	6,905	8,000	-	7,500	7,500
Landscaping	112,526	68,208	101,814	63,000	63,000
Snow Removal	21,189	29,600	-	6,500	6,500
Comm Device Mntc	29,151	-	-	-	-
Equipment Mntc	96,276	14,760	20,303	18,000	18,000
System & Software Mntc	-	44,564	55,450	64,856	64,856
Rental Of Equipment	837	1,475	2,804	3,500	3,500
Street Mntc	-	-	2,580	-	-
Mileage	2,570	3,070	1,994	3,044	3,044
Conferences & Training	19,052	33,450	8,550	40,055	40,055
Memberships	6,557	4,625	7,700	5,861	5,861
Audit Services	26,000	49,200	32,200	49,100	49,100
Bank Services	148	200	99	200	200
Legal Services	7,918	7,930	2,794	10,735	10,735
Credit Card Services	-	7,514	-	3,757	3,757
Storage Services	2,406	3,600	2,906	2,200	2,200
Consulting Services	12,837	11,000	18,667	3,750	3,750
Advertising Services	1,139	6,450	997	6,200	6,200
Printing Services	547	150	-	100	100
Engineering Services	7,833	40,000	-	40,000	40,000
Inspection Services	30,851	26,700	12,445	27,200	27,200
Investigative Services	9,502	18,385	4,847	9,450	9,450
Security Services	159,143	179,781	256,436	230,359	230,359
Interpreters Signing Services	146	1,550	-	1,550	1,550
Other Services & Expenses	64,858	57,160	89,368	61,429	142,429
Grants	3,114	416,127	-	254,583	254,583
Port Housing Assistance Pmts	413,160	600,000	694,954	700,000	700,000
Housing Assistance Payments	12,646,873	12,460,000	13,071,564	12,164,000	12,164,000
Portable Voucher Adm Fees	29,264	30,400	51,762	30,400	30,400
Bad Debt Expense	30,841	22,893	31,147	10,000	10,000
Property Insurance	99,340	114,636	238,349	142,249	142,249
Taxes & Special Assessments	3,604	66,730	(65,970)	61,000	61,000
Permits & Licenses	1,480	1,785	(1,220)	3,400	3,400
TOTAL	\$ 15,499,678	\$ 16,196,011	\$ 16,313,884	\$ 16,202,567	\$ 16,283,567

CDA Housing Operations**Function: Planning & Development***Line Item Detail***Agency Primary Fund: CDA****Debt & Other Financing**

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Principal	-	44,726	-	13,950	13,950
Interest	51,169	113,234	38,994	78,964	78,964
Paying Agent Services	15,426	23,426	15,426	23,426	23,426
PILOT	188,506	197,382	61,583	188,506	188,506
Depreciation	871,695	-	1,569,964	-	-
Fund Balance Generated	-	-	355,803	-	-
Contingent Reserve	-	24,000	-	104,477	104,477
TOTAL	\$ 1,126,796	\$ 402,768	\$ 2,041,770	\$ 409,323	\$ 409,323

Inter-Departmental Charges

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
ID Charge From Attorney	-	-	-	10,000	10,000
ID Charge From Information Tec	104,469	103,487	103,487	108,312	108,312
ID Charge From Treasurer	-	8,216	8,216	8,216	8,216
ID Charge From Engineering	51,209	51,209	51,209	51,209	51,209
ID Charge From Fleet Services	47,125	71,688	71,688	106,329	106,329
ID Charge From Traffic Eng	490	1,200	1,200	-	-
ID Charge From Insurance	26,851	40,914	40,914	34,137	40,585
ID Charge From Workers Comp	48,831	91,116	91,116	80,116	68,201
ID Charge From CDA Management	420,526	439,313	439,313	441,042	441,042
ID Charge From CDA Bookkeeping	71,730	68,300	68,300	69,316	69,316
TOTAL	\$ 771,232	\$ 875,443	\$ 875,443	\$ 908,677	\$ 903,210

Inter-Departmental Billings

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
ID Billing To CDA Management	(447,020)	(439,313)	(439,313)	(441,042)	(441,042)
ID Billing To CDA Bookkeeping	(71,730)	(68,300)	(68,300)	(69,316)	(69,316)
TOTAL	\$ (518,750)	\$ (507,613)	\$ (507,613)	\$ (510,358)	\$ (510,358)

Transfer Out

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Transfer Out To CDA	-	420,281	580,386	543,159	543,159
TOTAL	\$ -	\$ 420,281	\$ 580,386	\$ 543,159	\$ 543,159

CDA Housing Operations**Function: Planning & Development***Position Summary*

		2017		2018		Executive	
		Budget		Request			
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount
ACCT TECH	20	1.00	49,426	1.00	54,774	1.00	54,774
ADMIN ASST	20	1.00	46,215	1.00	48,823	1.00	48,823
CUSTODIAL WKR	16	3.00	130,938	3.00	133,453	3.00	133,453
HSG ASST CLERK	20	4.00	213,317	4.00	219,933	4.00	219,933
HSG ASST CLK	20	1.00	58,678	1.00	59,843	1.00	59,843
HSG ASST OUTREACH COORD	20	0.50	29,077	0.50	29,247	0.50	29,247
HSG ASST PROGRAM SUPV	18	1.00	76,336	1.00	61,900	1.00	61,900
HSG MAINT WKR	16	6.00	322,755	6.00	335,778	6.00	335,778
HSG MOD GRTS MGR	18	1.00	80,657	1.00	82,268	1.00	82,268
HSG OPER ANALYST	18	1.00	70,487	1.00	72,175	1.00	72,175
HSG OPER PROG MGR	18	1.00	119,449	1.00	108,786	1.00	108,786
HSG SITE MGR	18	3.00	231,890	3.00	236,817	3.00	236,817
INFORMATION CLERK	20	0.60	23,095	0.60	26,194	0.60	26,194
MAINT MECH	16	3.00	188,440	3.00	199,453	3.00	199,453
PAINTER	71	1.00	57,512	1.00	59,091	1.00	59,091
PROG ASST	17	2.00	112,504	2.00	115,071	2.00	115,071
PROG ASST	20	4.85	259,856	4.85	266,089	4.85	266,089
SECTION 8 INSPECTOR	16	2.00	112,679	2.00	114,916	2.00	114,916
TENANT SVS AIDE	20	4.00	209,374	4.00	201,583	4.00	201,583
TOTAL		40.95	\$ 2,392,685	40.95	\$ 2,426,193	40.95	\$ 2,426,193

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.