

## CDA Housing Operations

Agency Number: 49  
Budget Function: CDA

The mission of the Housing Operations Unit 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. The Agency's goal is to provide, as a team, efficient, effective, and fair management, maintenance, and other resident services within the financial resources and priorities of the Community Development Authority (CDA), and in accordance with applicable Department of Housing and Urban Development (HUD) regulations and CDA policy. The Agency's philosophy promotes the integrity of the relationships between residents, staff, and the CDA to achieve the organizational mission.

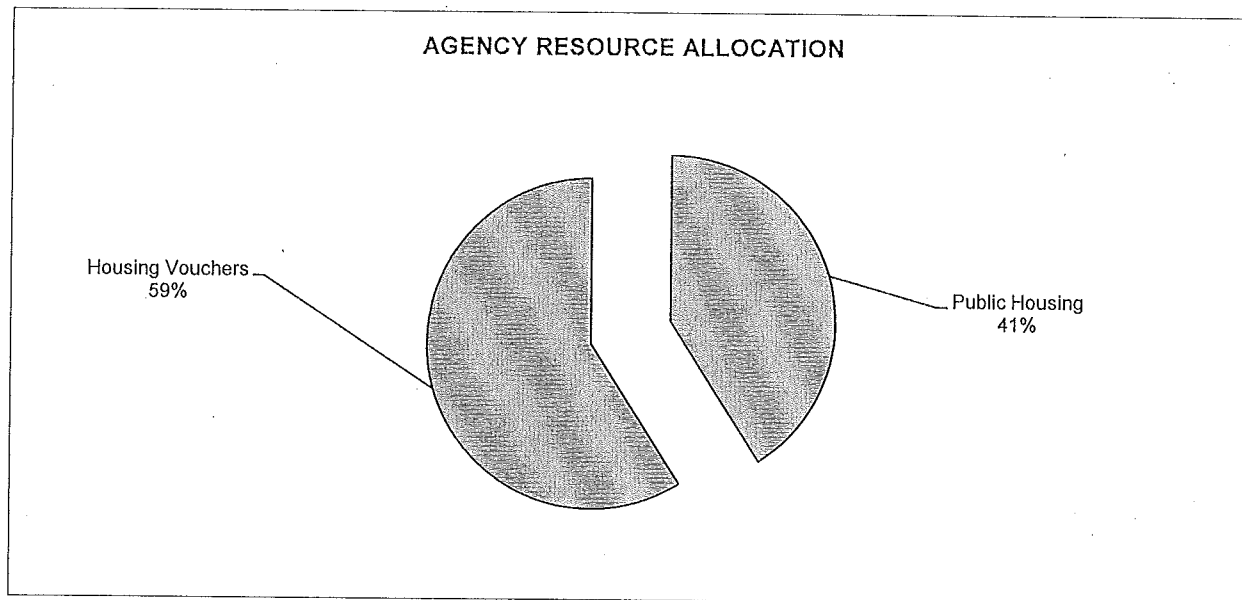
<u>Major Service</u>	<u>2012</u> <u>Actual</u>	<u>2013</u> <u>Adopted</u>	<u>2013</u> <u>Projected</u>	<u>2014</u> <u>Request</u>	<u>2014</u> <u>Executive</u>	<u>2014</u> <u>Adopted</u>
Public Housing	\$ 174,257	\$ 80,412	\$ 80,412	\$ 40,386	\$ 80,386	\$ 0
Housing Vouchers	0	115,832	115,832	155,858	115,858	0
<b>Agency Total</b>	<b>\$ 174,257</b>	<b>\$ 196,244</b>	<b>\$ 196,244</b>	<b>\$ 196,244</b>	<b>\$ 196,244</b>	<b>\$ 0</b>

### Executive Budget Highlights

The Budget includes:

1. Replacement of a retiring Tenant Services Aide with a Program Assistant 2.

## CDA Housing Operations



### Budget Service Descriptions:

#### **Public Housing**

The CDA owns, manages, and maintains 766 units of Low Rent Public Housing on 37 sites throughout the City, with funding from HUD. It also owns, manages, and maintains 114 units with funding from Wisconsin Housing and Economic Development Authority (WHEDA). In addition, it administers the Housing Choice Voucher Program (Section 8). These apartment units/vouchers are allotted to eligible low-income families and individuals who pay approximately 30 percent of their income as rent. The Central Costs Center provides administrative services and oversight for the operation of these programs.

<b>Service Summary</b>			
	<b>2012</b>	<b>2013</b>	<b>2014</b>
	<u>Actual</u>	<u>Adopted</u>	<u>Executive</u>
Total Expenditures	\$ 7,450,860	\$ 5,709,022	\$ 6,177,206
Less Inter-Agency Billings	<u>7,276,603</u>	<u>5,628,610</u>	<u>6,096,820</u>
Net Total	<u>\$ 174,257</u>	<u>\$ 80,412</u>	<u>\$ 80,386</u>

## Housing Vouchers

Section 8 New Construction projects are owned and operated by the CDA. In these projects, the tenants' rents are based upon the ability to pay up to a maximum of 30 percent of their adjusted monthly income. The Department of Housing and Urban Development enters into contracts with the CDA to pay the difference between the fair market rent and the amount the tenant pays.

Service Summary			
	2012	2013	2014
	<u>Actual</u>	<u>Adopted</u>	<u>Executive</u>
Total Expenditures	\$ 13,706,952	\$ 12,914,994	\$ 13,507,858
Less Inter-Agency Billings	<u>13,706,952</u>	<u>12,799,162</u>	<u>13,392,000</u>
Net Total	\$ 0	\$ 115,832	\$ 115,858

### CDA Housing Operations Summary by Major Object of Expenditure

	2012	2013	2013	2014	2014	2014
	<u>Actual</u>	<u>Adopted</u>	<u>Projected</u>	<u>Request</u>	<u>Executive</u>	<u>Adopted</u>
Permanent Salaries	\$ 1,875,750	\$ 1,980,632	\$ 1,980,632	\$ 2,034,358	\$ 2,034,358	\$ 0
Hourly Employee Pay	53,429	86,870	86,870	89,700	89,700	0
Overtime Pay	130,437	100,155	100,155	130,600	130,600	0
Fringe Benefits	760,844	741,214	741,214	765,340	765,340	0
Purchased Services	14,913,916	13,776,050	13,776,050	14,710,905	14,709,447	0
Supplies	492,713	405,750	405,750	416,250	416,250	0
Inter-Departmental Charges	976,986	1,054,995	1,054,995	993,176	994,634	0
Debt/Other Financing Uses	1,953,738	478,350	478,350	387,050	544,735	0
Capital Assets	0	0	0	0	0	0
Total Expenditures	\$ 21,157,812	\$ 18,624,016	\$ 18,624,016	\$ 19,527,379	\$ 19,685,064	\$ 0
Inter-Agency Billings	<u>20,983,555</u>	<u>18,427,772</u>	<u>18,427,772</u>	<u>19,331,135</u>	<u>19,488,820</u>	<u>0</u>
Net Budget	\$ 174,257	\$ 196,244	\$ 196,244	\$ 196,244	\$ 196,244	\$ 0



# CDA Housing Operations

Position Title	CG-RG	2014							
		FTE's		Requested		Executive		Adopted	
		2012	2013	FTE's	Amount	FTE's	Amount	FTE's	Amount
Carpenter	71-03	1.00	1.00	1.00	\$ 0	1.00	\$ 0	-	\$ 0
Painter	71-01	1.00	1.00	1.00	48,720	1.00	48,720	-	0
Housing Assistance Clerk 2	20-12	1.00	1.00	1.00	56,482	1.00	56,482	-	0
Hsng. Assist. Outreach Coord.	20-12	0.50	0.50	0.50	26,244	0.50	26,244	-	0
*Tenant Services Aide	20-12	1.00	1.00	1.00	46,977	1.00	46,977	-	0
**Tenant Services Aide	20-12	2.00	2.00	2.00	110,494	2.00	110,494	-	0
Housing Assistance Clerk	20-11	4.00	5.00	4.00	192,215	4.00	192,215	-	0
Program Assistant 1	20-11	5.00	5.00	5.00	242,027	5.00	242,027	-	0
Administrative Clerk 1	20-09	1.00	1.00	1.00	51,199	1.00	51,199	-	0
Info Clerk	20-07	1.00	1.00	1.00	48,048	1.00	48,048	-	0
Housing Operation Prog. Mgr.	18-17	1.00	1.00	1.00	107,380	1.00	107,380	-	0
Housing Site Manager	18-08	3.00	3.00	3.00	215,017	3.00	215,017	-	0
Modernization Grant Manager	18-08	1.00	1.00	1.00	74,495	1.00	74,495	-	0
Housing Assist. Program Supv.	18-07	1.00	1.00	1.00	67,477	1.00	67,477	-	0
Housing Administrative Coord.	18-06	1.00	1.00	1.00	63,888	1.00	63,888	-	0
Program Assistant 2	17-12	1.00	1.00	1.00	47,689	1.00	47,689	-	0
Maintenance Mechanic 2	16-15	2.00	2.00	2.00	126,556	2.00	126,556	-	0
Maintenance Mechanic 1	16-13	1.00	1.00	1.00	62,201	1.00	62,201	-	0
Housing Maintenance Worker	16-10	7.00	7.00	7.00	385,556	7.00	385,556	-	0
Section 8 Inspector	16-09	2.00	2.00	2.00	103,210	2.00	103,210	-	0
Premium Pay		-	-	-	0	-	0	-	0
Workers Comp Pay		-	-	-	0	-	0	-	0
Vacation/Comp Accrual		-	-	-	0	-	0	-	0
		37.50	38.50	37.50	\$ 2,075,875	37.50	\$ 2,075,875	-	\$ 0
Budgeted Salary Savings	2.00%				(41,518)		(41,518)		0
Net Permanent Salaries		37.50	38.50	37.50	\$ 2,034,357	37.50	\$ 2,034,357	-	\$ 0

\*Denotes LTE position.

\*\*It is anticipated that in 2014, a retiring Tenant Services Aide position will be replaced with a Program Assistant 2 (CG 17, RG 12).



	<u>2012</u> <u>Actual</u>	<u>2013</u> <u>Adopted</u>	<u>2013</u> <u>Projected</u>	<u>2014</u> <u>Request</u>	<u>2014</u> <u>Executive</u>	<u>2014</u> <u>Adopted</u>
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## CDA Housing Operations

### Expenditures

#### Purchased Services

54101	Natural Gas	157,647	187,600	187,600	200,000	200,000	0
54103	Electricity	385,832	366,000	366,000	390,200	390,200	0
54105	Water	115,039	101,900	101,900	124,600	124,600	0
54106	Sewer	122,396	105,600	105,600	137,900	137,900	0
54108	Storm Water Fee	27,155	25,900	25,900	28,000	28,000	0
54201	Telephone Cellular	18,058	18,150	18,150	18,400	18,400	0
54202	Telephone Regular	44,482	42,900	42,900	44,900	44,900	0
54266	Taxes and Special Assessments	42,100	6,000	6,000	33,600	33,600	0
54301	General B&G Repairs & Maint	391,540	118,000	118,000	150,000	150,000	0
54302	Painting	117,903	33,200	33,200	71,100	71,100	0
54303	Landscaping	41,027	25,100	25,100	38,250	38,250	0
54304	Pest Control	75,967	65,400	65,400	76,800	76,800	0
54305	Plumbing	49,453	31,100	31,100	41,600	41,600	0
54306	Janitorial Services	145,217	131,000	131,000	146,918	146,918	0
54307	Snow Plowing	9,155	23,000	23,000	20,000	20,000	0
54309	Countertops & Cabinets	0	4,000	4,000	0	0	0
54310	Flooring	7,081	11,300	11,300	3,000	3,000	0
54311	Doors & Windows	6,493	9,500	9,500	4,500	4,500	0
54312	HVAC	38,924	3,900	3,900	29,900	29,900	0
54315	Electrical	27,921	5,000	5,000	18,000	18,000	0
54317	Pavement Maintenance	126,925	0	0	0	0	0
54401	General Equip Repairs & Maint	15,198	10,500	10,500	15,500	15,500	0
54402	Maintenance Contracts	47,261	73,500	73,500	71,400	71,400	0
54414	Rental Laundry Repair	0	4,200	4,200	0	0	0
54424	Appliance Repair	1,289	2,600	2,600	3,400	3,400	0
54425	Elevator Maintenance	47,973	35,000	35,000	35,600	35,600	0
54520	Taxes & Fees	0	100	100	0	0	0
54540	Equipment Rental	1,604	2,000	2,000	1,750	1,750	0
54555	Records Storage	2,407	2,500	2,500	2,500	2,500	0
54560	Housing Assistance Pmts	12,297,807	11,770,000	11,770,000	12,400,000	12,400,000	0
54561	HAP Portables	25,990	0	0	0	0	0
54610	Recruitment	104	0	0	0	0	0
54620	Mileage	4,303	3,750	3,750	4,350	4,350	0
54630	Conference/Meetings	260	2,550	2,550	300	300	0
54640	Training/Travel	12,196	12,550	12,550	26,787	25,329	0
54702	Audit Fees	38,389	36,300	36,300	38,600	38,600	0
54703	Bank/Service Charges	25	0	0	0	0	0
54709	Property Insurance	61,252	76,800	76,800	62,500	62,500	0
54710	Other Insurance	0	17,000	17,000	9,450	9,450	0
54711	Bond,Mortgage,Paying Agent Fee	15,426	0	0	0	0	0
54714	Port. Voucher Admin Fee	27,593	24,000	24,000	27,600	27,600	0
54804	Trash Disposal	78,837	67,400	67,400	79,300	79,300	0
54901	Other Services General	24,786	26,000	26,000	30,000	30,000	0
54910	Advertising	782	7,400	7,400	200	200	0
54912	Advertising-Print	0	100	100	0	0	0
54920	Community Agency Contracts	47,535	146,000	146,000	131,000	131,000	0
54930	Legal Services	7,646	8,400	8,400	8,400	8,400	0
54933	Surveying Services	3,282	0	0	0	0	0
54940	Computer/Online Services	2,616	2,950	2,950	2,800	2,800	0

	<u>2012 Actual</u>	<u>2013 Adopted</u>	<u>2013 Projected</u>	<u>2014 Request</u>	<u>2014 Executive</u>	<u>2014 Adopted</u>
<b>CDA Housing Operations</b>						
54950 Consulting Services	7,990	7,200	7,200	6,700	6,700	0
54963 Interpreters/Signers	2,484	0	0	400	400	0
54966 Investigate & Information	19,303	9,900	9,900	19,400	19,400	0
54967 Memberships	3,596	3,300	3,300	3,600	3,600	0
54968 Engineering Services	5,365	0	0	0	0	0
54973 Security Services	151,435	106,500	106,500	147,100	147,100	0
54974 Permits/Licenses	2,005	1,500	1,500	2,000	2,000	0
54983 Inspection Services	4,322	0	0	0	0	0
54991 Resident Participation Fund	2,540	1,500	1,500	2,600	2,600	0
Total	<u>\$ 14,913,916</u>	<u>\$ 13,776,050</u>	<u>\$ 13,776,050</u>	<u>\$ 14,710,905</u>	<u>\$ 14,709,447</u>	<u>\$ 0</u>

### Supplies

55110 General Office Supplies	19,628	16,200	16,200	20,300	20,300	0
55120 Subscription & Books	3,596	2,300	2,300	3,600	3,600	0
55130 Reproduction Copier/Fast Copy	11,282	8,590	8,590	11,600	11,600	0
55140 Postage	30,825	43,950	43,950	31,200	31,200	0
55145 Office Equipment	11,296	9,500	9,500	2,500	2,500	0
55150 Computer Supplies	493	13,725	13,725	600	600	0
55155 Computer Hardware	21,965	14,200	14,200	9,400	9,400	0
55156 Computer Software	553	300	300	2,800	2,800	0
55210 General Equipment Supplies	9,098	22,000	22,000	9,800	9,800	0
55220 Vehicle Supplies	1,281	1,150	1,150	1,500	1,500	0
55260 Repair Parts	39,824	34,300	34,300	1,400	1,400	0
55261 Washer/Dryer Parts	0	6,800	6,800	1,500	1,500	0
55270 Safety Equipment	3,909	0	0	0	0	0
55280 Training Materials/Supplies	132	0	0	0	0	0
55309 Countertops & Cabinets	1,029	1,000	1,000	1,400	1,400	0
55310 General Building Supplies	91,950	26,800	26,800	71,600	71,600	0
55320 Electrical - Building Supplies	8,946	9,600	9,600	10,100	10,100	0
55330 Lighting Supplies - Bulbs	29,245	23,600	23,600	29,900	29,900	0
55340 Plumbing Supplies/Pipes	22,653	25,600	25,600	23,500	23,500	0
55350 HVAC Supplies	18,119	12,500	12,500	19,800	19,800	0
55360 Hardware	1,693	7,000	7,000	1,800	1,800	0
55370 Windows	30,665	13,400	13,400	14,900	14,900	0
55380 Doors, Locks & Keys	28,159	7,700	7,700	27,900	27,900	0
55390 Lumber	4,786	700	700	5,000	5,000	0
55400 Paint	11,981	12,400	12,400	12,700	12,700	0
55420 Flooring	5,520	10,900	10,900	9,500	9,500	0
55424 Appliance Parts	16,931	11,500	11,500	17,800	17,800	0
55425 Appliances (Non Capital Assets)	14,437	19,000	19,000	19,000	19,000	0
55510 General Work Supplies	8,301	8,700	8,700	10,200	10,200	0
55520 Print Supplies - Forms, Tickets	1,014	0	0	0	0	0
55560 Janitorial Supplies	15,243	15,200	15,200	15,650	15,650	0
55620 Trees & Shrubs	608	0	0	0	0	0
55650 Softener Salt	20,680	23,400	23,400	21,700	21,700	0
55710 Uniforms	1,068	260	260	2,100	2,100	0
55730 Safety Shoes	773	1,475	1,475	1,000	1,000	0
55760 Tools	5,030	2,000	2,000	4,500	4,500	0
Total	<u>\$ 492,713</u>	<u>\$ 405,750</u>	<u>\$ 405,750</u>	<u>\$ 416,250</u>	<u>\$ 416,250</u>	<u>\$ 0</u>



	<u>2012 Actual</u>	<u>2013 Adopted</u>	<u>2013 Projected</u>	<u>2014 Request</u>	<u>2014 Executive</u>	<u>2014 Adopted</u>
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### CDA Housing Operations

#### Inter-Departmental Charges

56020	Attorney-Inter-D (Pmts To)	21,486	25,000	25,000	25,000	25,000	0
56330	Finance Dept-Inter-D (Pmts To)	91,210	91,210	91,210	91,400	91,210	0
56340	Info Technology-Inter-D (Pmts To)	70,000	102,700	102,700	105,179	105,179	0
56460	Treasurer-Inter-D (Pmts To)	18,973	18,808	18,808	19,000	20,658	0
56491	Prop Mgmt Fee-Inter-D (Pmts To)	471,226	455,441	455,441	472,200	472,200	0
56493	Office Jobs-Inter-D(Pmts To)	123,475	140,567	140,567	123,600	123,600	0
56538	MMB Charges	53,904	51,209	51,209	51,209	51,209	0
56550	Fleet Service-Inter-D (Pmts To)	50,004	84,000	84,000	50,200	50,200	0
56571	TE Signs-Inter-D (Pmts To)	1,605	500	500	1,600	1,600	0
56950	Insurance Fund-Inter-D (Pmts To)	19,836	22,704	22,704	19,889	19,889	0
56960	Workers Comp-Inter-D (Pmts To)	55,267	62,856	62,856	33,899	33,889	0
	Total	<u>\$ 976,986</u>	<u>\$ 1,054,995</u>	<u>\$ 1,054,995</u>	<u>\$ 993,176</u>	<u>\$ 994,634</u>	<u>\$ 0</u>

#### Debt / Other Financing Uses

57110	Principal - Debt Service	189,904	210,000	210,000	0	216,500	0
57111	Principal Payment on Advances	57,257	0	0	0	27,390	0
57120	Interest - Debt Service	327,507	103,000	103,000	198,700	82,880	0
57121	Interest on Security Deposits	1,422	1,800	1,800	950	950	0
57123	Interest on Advances	28,770	15,750	15,750	24,600	23,550	0
57200	Payment In Lieu Of Taxes	162,577	147,800	147,800	162,800	162,800	0
57650	Reserve Fund Payment	29,298	0	0	0	23,365	0
57970	Asset Management Fee	7,313	0	0	0	7,300	0
57999	Reserves Generated	1,149,690	0	0	0	0	0
	Total	<u>\$ 1,953,738</u>	<u>\$ 478,350</u>	<u>\$ 478,350</u>	<u>\$ 387,050</u>	<u>\$ 544,735</u>	<u>\$ 0</u>

#### Inter-Agency Billings

##### Billings to Departments

59491	ID Pmt From Prop Mgmt Fees	471,225	455,441	455,441	472,200	472,200	0
59493	ID Pmt From Office Jobs	123,475	140,567	140,567	123,600	123,600	0
	Total	<u>\$ 594,700</u>	<u>\$ 596,008</u>	<u>\$ 596,008</u>	<u>\$ 595,800</u>	<u>\$ 595,800</u>	<u>\$ 0</u>

##### Other Sources

73110	Grants - By Federal Government	0	485,346	485,346	586,595	0	0
73113	Housing & Urban Develop Grant	14,985,999	13,185,500	13,185,500	12,835,440	13,532,155	0
73124	HUD Admin Fee Subsidy	1,003,417	1,013,695	1,013,695	1,034,000	1,034,000	0
73221	WHEDA Grant	463,150	619,000	619,000	605,500	605,500	0
73450	Other Govts Pmts for Service	48,625	0	0	700,000	25,000	0
73451	HAP from Other Govt	908,194	0	0	0	700,000	0
73452	Fraud Recovery	13,787	0	0	0	15,000	0
76130	Other	127,878	255,800	255,800	131,800	131,800	0
76140	Dwelling Rent	2,660,985	2,152,000	2,152,000	2,663,100	2,663,100	0
76150	Non-Dwelling Rent	98,403	31,000	31,000	99,000	99,000	0
78110	Interest On Investments	34,445	23,000	23,000	26,100	33,665	0
78140	Interest On Loans	(84,981)	0	0	0	0	0
78310	Property Sales-Gen Cap Asset	6,408	0	0	0	0	0
78401	Insurance Recoveries-Gen	36,347	0	0	0	0	0
78615	Coin Laundry Commission	53,480	54,200	54,200	53,800	53,800	0
78930	Amortization of Deferred Rev	25,394	0	0	0	0	0

	<u>2012 Actual</u>	<u>2013 Adopted</u>	<u>2013 Projected</u>	<u>2014 Request</u>	<u>2014 Executive</u>	<u>2014 Adopted</u>
<b>CDA Housing Operations</b>						
79410 Transfer In From General Fund	0	5,942	5,942	0	0	0
79424 Transfer In From Other Grants	7,324	0	0	0	0	0
79999 Reserves Applied	0	6,281	6,281	0	0	0
Total	<u>\$ 20,388,855</u>	<u>\$ 17,831,764</u>	<u>\$ 17,831,764</u>	<u>\$ 18,735,335</u>	<u>\$ 18,893,020</u>	<u>\$ 0</u>
 Total Inter-Agency Billings	 <u>\$ 20,983,555</u>	 <u>\$ 18,427,772</u>	 <u>\$ 18,427,772</u>	 <u>\$ 19,331,135</u>	 <u>\$ 19,488,820</u>	 <u>\$ 0</u>