

COMMUNITY DEVELOPMENT AUTHORITY  
OF THE CITY OF MADISON, WISCONSIN

Resolution No. 4614

Approval of CDA Financial Policy Revisions  
to Policies 500.15, 510.10, 520.10, 530.85,  
and 600.65

Presented June 13, 2024  
Referred \_\_\_\_\_  
Reported Back \_\_\_\_\_  
Adopted \_\_\_\_\_  
Placed on File \_\_\_\_\_  
Moved By \_\_\_\_\_  
Seconded By \_\_\_\_\_  
Yeas \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_  
Rules Suspended \_\_\_\_\_  
Legistar File Number \_\_\_\_\_

RESOLUTION

WHEREAS, the Community Development Authority (CDA) is authorized by Madison General Ordinance 3.17(7) to adopt, amend, and repeal rules and regulations as it deems necessary in the performance of its functions; and

WHEREAS, CDA Policy 500.10 establishes that the CDA Finance Subcommittee shall recommend financial policies to the CDA Board for approval; and

WHEREAS, the CDA Finance Subcommittee convened on May 14, 2024, to review revisions to the CDA financial policies proposed by staff; and

WHEREAS, the CDA Finance Subcommittee recommends the proposed policy revisions to the CDA Board for consideration:

500.15 – CDA Finance Subcommittee Protocol

A. Subcommittee Quorum

~~A meeting of at least two Subcommittee members to discuss business of the Subcommittee shall be appropriately noticed and shall be open to the public.~~ All meetings of the CDA shall be held in compliance with the provisions of Subchapter V of Chapter 19 of the Wisconsin Statutes and Sec. 3.71 of the Madison General Ordinance.

510.10 – Residential Property Management Agreements

G. Contract Duration and Approval

As an industry practice to create a long-term relationship with a property management firm, the CDA may enter into a new property management agreement with the same service provider under the same duration based on the past performance and market conditions.

520.10 – Commercial Lease Approval

B. Leases or Agreements for Less than Three Years and 3,000 Square Feet

All leases on CDA property shall require a certificate of insurance before execution thereof and during the term thereof.

C. Agreements at Properties with a Property Manager

All Agreements on CDA property shall require a certificate of insurance before execution thereof and during the term thereof.

530.85 – Housing Authority Cost Allocation Plan

V. Examples

See attached updated Examples A and B per updated unit and FTE total

600.65 – CDA Redevelopment Procurement Policy

C. Contract Execution

The CDA Finance Subcommittee may authorize contracts pursuant to Policy 600.65. All contracts directly executed by the CDA must be signed by the Board Chair, or the Vice Chair in the absence of the Chair, and the Executive Director, or the ~~Assistant~~ Deputy Director in the absence of the Executive Director. Signing contracts shall not be delegated to CDA staff.

NOW, THEREFORE BE IT RESOLVED, that the CDA Board approves the recommended changes to the CDA financial policies.