

**CITY OF MADISON
INTERDEPARTMENTAL CORRESPONDENCE**

TO: Community Development Authority
FROM: Percy Brown, CDA Deputy Executive Director
DATE: April 5, 2011
SUBJECT: Economic Development Status Report for the month of
March 2011

WEST BROADWAY REDEVELOPMENT AREA

Lake Point Condominium Project: Please see attached monthly report.

RESERVOIR AND DUPLEXES

The Reservoir and Duplex are fully occupied.

MONONA SHORES

Occupancy at Monona Shores continued to rise in March. 95 of the 104 units at Monona Shores are currently occupied (91%). Of the 9 vacant units, 6 units are affordable and 3 units are market rate. Please see attached Monthly Owner's Report for more details.

REVIVAL RIDGE APARTMENTS

Revival Ridge is 100% occupied.

LOAN STATUS REPORT

See Attached.

LOAN AND GRANT LOSSES REPORT

See attached.

Percy Brown, Manager
Office of Economic Revitalization

Monthly Owner's Report for the Month of March, 2011

The New Monona Shores Apartment Homes

Operations and Marketing:

Occupancy:

Occupancy at Monona Shores increased to 91.35% in March. There were 9 vacancies and 95 occupied apartments, of which 6 were affordable and 3 were market rate. There are also 2 approved applications, (1 is a transfer on-site) both are scheduled to move-in by mid April. There are 2 additional pending applications. So far, there are 4 scheduled move-outs.

During the month of March, there were 4 rejected applications, bringing the total for the year to 11.

Resident Functions:

We continue to work with the Neighborhood Center to help promote their daily activities, which our residents participate in regularly. The Neighborhood Center has a good working relationship with the management company and site staff. They also periodically refer potential prospects to the property.

The Health & Resource Fair held last month went exceedingly well. Residents took advantage of free diabetes, blood pressure and cholesterol screenings. There was also a physician on hand to answer questions.

The management company is now managing the building that houses the community center, which is exciting. We have several items planned for spring to "spruce" up the property and enhance the gateway into the neighborhood.

Resident Services:

Next month, the site will begin construction of storage units in one building. An evaluation will be done to test the effectiveness of the project and added amenity.

Additional books and games were donated during the month and a number of residents have utilized this free service.

In addition to the regular on-going services, staff has also implemented a resource area at the office where customers can pick up written materials to assist them in many different areas such as budgeting, rental assistance, senior services, etc.

| | |
|---|--|
| <u>Cost/Time Savings Ideas:</u> | In an effort to reduce operating expenses, spring projects are being bid out collectively with other sites. |
| <u>Rent Changes:</u> | None at this time. |
| <u>Capital Improvements:</u> | Several appliances and one carpet replaced during the month. |
| <u>Security/Crime Incidents:</u> | No significant issues. Staff keeps in close contact with neighboring property owners regarding crime at their respective properties. |
| <u>Marketing:</u> | <p>The staff's marketing efforts have paid off, as all available vacant and on-notice 1-bdrms have been leased. A waiting list has been started and people who've been placed on the waiting list will be called as notices are received.</p> <p>The leads continue to be generated from various web sites and referrals. Outreach to people whose incomes fall at or below the AHTCP guidelines continues to be a major focus.</p> <p>The entire site staff, including maintenance, is doing a great job in marketing the property to low and moderate income people. An increase in traffic and staff follow through and sales skills have led to more rentals and higher occupancy.</p> |
| <u>Local Market Conditions:</u> | Another commercial lot across the street from the site has gone on the market. The entire first floor of the large commercial building is still vacant. No large concessions are being offered. |
| <u>Local Development:</u> | A large run down apartment community in our area was just purchased and is being completely renovated. Residents are being asked to relocate. |
| <u>60 day Objectives</u> | <ul style="list-style-type: none"> - The main focus for all staff is obtaining rentals and increasing occupancy with qualified individuals. The goal for the month of March was to increase to 93%. The goal for April is 95%. - The year end audit and tax work was completed in March. As in prior years, everything went very well. - We continue to stay up-to-date with HUD changes that are applicable to the AHTC program and comply with any necessary form revisions and compliance procedures. We expect the new rent and income limits will soon be published. |

- So far this year there has been minimal turn-over. More leases will begin to expire between 4/30/11 and 9/30/11 and staff works hard throughout the year on retention efforts.
- We will begin placing more money in the reserve account for future capital replacements as we are able. We expect this will begin during the month of April.

Maintenance:

- Spring preventive maintenance is in full swing, weather permitting. The annual landscaping contract was bid out and a landscaper (same contractor as last year) has been selected.
- We've attempted to make contact with the Waunona Woods Condominium Association to coordinate efforts to reseal the parking lots and main drive this year.
- An insurance claim was filed in February due to a ruptured pipe in a vacant unit that caused a flood below on first floor. The work was completed and the final payment will be made in April.
- Common area halls and accent walls were completed in March. They look great and residents have complimented the staff's efforts to continually improve the property.
- Model and vacancies are in rent ready condition.
- We're thankful to get through the snow removal season within our budgeted expectations.
- Resident work orders continue to be completed within 24 hours, unless of course there is an emergency situation or a part needs to be ordered.

Personnel:

We are currently interviewing individuals for a part-time leasing agent position. We hope to have the position filled by April 15th.

**HOUSING REHABILITATION LOAN
STATUS FOR THE MONTH OF MARCH,
2011**

| <u>Program:</u> | <u>No:</u> | <u>Unit:</u> |
|---|------------|--------------|
| New Applications | | |
| Deferred Payment/HOME | 5 | 5 |
| Installment Loan (City) | 3 | 4 |
| TOTALS: | 8 | 9 |
| Applications in Initial Processing | | |
| Deferred Payment/HOME | 3 | 3 |
| Installment Loan (City) | 2 | 2 |
| TOTALS: | 5 | 5 |
| Applications in Bidding Stage | | |
| Deferred Payment Loan (CDBG) | 1 | 1 |
| Deferred Payment/HOME | 2 | 1 |
| Installment Loan (City) | 2 | 2 |
| TOTALS: | 5 | 4 |
| Projects Approved But Not Closed | | |
| Installment Loan (City) | 2 | 2 |
| TOTALS: | 2 | 2 |
| Projects Under Construction | | |
| Deferred Payment/HOME | 10 | 9 |
| Homebuyers Assistance Loan | 4 | 4 |
| Installment Loan (City) | 3 | 3 |
| TOTALS: | 17 | 16 |
| Projects Completed this Year | | |
| Deferred Payment/HOME | 3 | 3 |
| Installment Loan (City) | 4 | 4 |
| TOTALS: | 7 | 7 |

**STATUS REPORT FOR THE MONTH OF MARCH 2011
HOUSING REHABILITATION LOANS**

| PROGRAM | FUNDS AVAILABLE BEGINNING IN 2011 | SOURCE OF REMAINING FUNDS AVAILABLE | | ADJUSTED TOTAL FUNDS FOR 2011 | LOANS CLOSED THIS MONTH | | LOANS CLOSED YEAR TO DATE | | REMAINING 2011 FUNDS AVAILABLE | LOANS APPROVED BUT NOT CLOSED | | ADJUSTED TOTAL AVAILABLE | ADDITIONAL LOANS COMMITTED BUT NOT CLOSED | | UNCOMMITTED LOAN FUNDS AVAILABLE | | |
|--------------------|-----------------------------------|-------------------------------------|-----------------------------------|-------------------------------|-------------------------|-----------------|---------------------------|-----------------|--------------------------------|-------------------------------|-----------------|--------------------------|---|-----------------|----------------------------------|-----------|---------------|
| | | TRANSFERRED YEAR TO DATE | LOAN FUNDS TRANSFERRED THIS MONTH | | NO. UNITS | DOLLAR AMOUNT | NO. UNITS | DOLLAR AMOUNT | | NO. UNITS | DOLLAR AMOUNT | | NO. UNITS | DOLLAR AMOUNT | | NO. UNITS | DOLLAR AMOUNT |
| | | | | | | | | | | | | | | | | | |
| Installment (City) | \$583,790 | (\$34,760) | \$34,760 | \$549,000 | 1/1 | \$10,300 | 1/1 | \$10,300 | \$538,700 | | | \$538,700 | 2/2 | \$38,000 | \$500,700 | | |
| Deferred (City) | | | | | | | | | | | | | | | | | |
| Deferred (CDBG) | \$20,000 | | | \$20,000 | | | | | \$20,000 | | | \$20,000 | 1/1 | \$19,000 | \$1,000 | | |
| Deferred (HOME) | \$575,000 | | | \$575,000 | | | 2/2 | \$30,200 | \$544,800 | 1/1 | \$19,000 | \$525,800 | 2/2 | \$38,000 | \$487,800 | | |
| Homebuyer (HBA) | \$337,290 | (\$9,500) | \$9,500 | \$327,800 | | | | | \$327,800 | | | \$327,800 | | | \$327,800 | | |
| | | | | | | | | | | | | | | | | | |
| TOTAL | \$1,516,080 | | | \$1,471,800 | 1/1 | \$10,300 | 3/3 | \$40,500 | \$,1431,300 | 1/1 | \$19,000 | \$1,412,300 | 5/5 | \$95,000 | \$1,317,300 | | |

DOWN PAYMENT ASSISTANCE LOANS

| PROGRAM | BEGINNING FUNDS AVAILABLE IN 2011 | SOURCE OF REMAINING FUNDS AVAILABLE | | ADJUSTED FUNDS AVAILABLE | LOANS CLOSED THIS MONTH | | LOANS CLOSED YTD | | REMAINING FUNDS AVAILABLE | LOANS COMMITTED BUT NOT CLOSED | | UNCOMMITTED LOAN FUNDS AVAILABLE | |
|----------|-----------------------------------|-------------------------------------|-----------------------------------|--------------------------|-------------------------|-----------|------------------|-----------|---------------------------|--------------------------------|-----------|----------------------------------|--------|
| | | TRANSFERRED YEAR TO DATE | LOAN FUNDS TRANSFERRED THIS MONTH | | Home-Buy | | Home-Buy | | | Home-Buy | Home-Buy | | |
| | | | | | Number | \$ Amount | Number | \$ Amount | | Number | \$ Amount | | Number |
| Home-Buy | Home-Buy | | | | | | | | | | | | |
| | (\$85,000) | \$100,000 | \$173,900 | \$217,910 | 3 | \$15,000 | 6 | \$40,000 | \$177,910 | 2 | \$10,000 | \$167,910 | |
| | | \$29,000 | | | | | | | | | | | |
| | | | | | Number | \$ Amount | Number | \$ Amount | | Number | \$ Amount | | |
| | (\$85,000) | \$129,000 | \$173,900 | \$217,910 | 3 | \$15,000 | 6 | \$40,000 | \$177,910 | 2 | \$10,000 | \$167,910 | |

CDA Loan and Grant Losses Report for the Month of March 2011

| Loan & Grant Programs | In Default | | | Delinquent | | | Violation of Terms & Conditions | | | In Negotiation | | | In Bankruptcy | | | In Foreclosure | | | Written Off | | | Comment |
|-------------------------|------------|------------|---------------|------------|------------|---------------|---------------------------------|------------|---------------|----------------|------------|---------------|---------------|------------|---------------|----------------|-------------|-----------------|-------------|------------|---------------|---------|
| | No. | % of Total | Dollar Amount | No. | % of Total | Dollar Amount | No. | % of Total | Dollar Amount | No. | % of Total | Dollar Amount | No. | % of Total | Dollar Amount | No. | % of Total | Dollar Amount | No. | % of Total | Dollar Amount | |
| Rehabilitation | | | | | | | | | | | | | | | | | | | | | | |
| Down Payment Assistance | | | | | | | | | | | | | | | | 7 | 0.01 | \$27,175 | | | | |
| Capital Revolving Fund | | | | | | | | | | | | | | | | | | | | | | |
| Façade Improvement | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL | 0 | | \$0 | 0 | | \$0 | 0 | | \$0 | 0 | | \$0 | 0 | | \$0 | 7 | 0.01 | \$27,175 | 0 | 0 | \$0 | |