



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Approved COMMUNITY DEVELOPMENT AUTHORITY

Wednesday, May 8, 2013

10:00 AM

215 Martin Luther King, Jr. Blvd.
Room 313 (Madison Municipal Building)

~ COMMUNITY DEVELOPMENT SUBCOMMITTEE MEETING ~

CALL TO ORDER / ROLL CALL

Present: 3 - Daniel G. Guerra, Jr.; Lauren K. Lofton and Kelly A. Thompson-Frater
Excused: 4 - Sue Ellingson; Paul E. Skidmore; Sariah J. Daine and Stuart Levitan

1 APPROVAL OF MINUTES: April 8, 2013

A motion was made by Thompson-Frater, seconded by Guerra, Jr., to Approve the Minutes of the meeting of April 8, 2013. The motion passed by voice vote.

2 PUBLIC COMMENT

None

3 DISCLOSURES AND RECUSALS

None

4 [28885](#) CDA Executive Director's Report

Erdman provided the CDA Executive Director's Report update (see attached).

- Access Community Health had groundbreaking this morning.
- Truax - \$7.5 million in tax credits. Phase II is 48 units of housing, 8 are housing for homeless individuals (run by Porchlight).

5 [20808](#) **The Village on Park Update**

5A [30059](#) CDA Resolution No. 4029, approving the extension and amendment of the contract for property management services at The Village on Park between the CDA and Siegel-Gallagher Management Company.

Guerra suggested talking to local managers. He is concerned that we are not providing an opportunity for other people to bid on it. Erdman stated these are valid concerns, but changing management companies is significant. They have all our books and records and a relationship with the tenants. There are roofing and asbestos issues. To switch at this point in time would be hard. They have been with our tenants since the beginning of this renovation. Tough time to change courses. Guerra said he is uncomfortable with timeline.

Lofton asked if there were any problems with performance. Erdman said no.

Lofton asked why the contract is for three years. Switching management companies now would not be a good idea. The timing weighs against us. We could do a period shorter than three years. If we bid this out, we could end up with someone who doesn't do a good job.

Guerra suggested keeping the contract until the end of the year.

Thompson-Frater recommended approving the resolution subject to an amendment to extend it for a year. End of year would be a bad time. Erdman said we need to close out year-end financials. Lofton seconded the motion. The motion was approved by voice vote.

6 [29701](#) **Truax Redevelopment**

Erdman provided the update. Kick-off meeting this afternoon. Relook at Master Plan. Guerra asked what the process is. Erdman said she is soliciting work from Planning Division. May have outside professional involved. Interacting with Alder & Neighborhood Association. Thompson-Frater asked about the Time frame. Erdman said she is meeting with Architect this afternoon, Planning Division next week. Next month timeline and plan. Apply for grant money and subsidies. Guerra asked if we have to go to the Plan Commission. Erdman said yes, we will need a Conditional Use permit. Not sure about new Zoning Code requirements/land use approvals for this site. Need to get debt equity in place. Thompson-Frater asked about the timeline for the tax credits. Erdman said there are a series of deadlines we should get from them soon. Have about a year from that time. Couple years to complete project.

Guerra asked if we need to do anything with our Strategic Plan. Erdman said finishing Truax site should be one of the five-year goals/priorities.

7 [29981](#)

2012 CDA Year End Financials

Erdman provided the update. We get an audit every year by Baker-Tilly. The attached documents were prepared by the City Finance Department - Randy Whitehead. There are four primary funds:

1. General Operating Fund - Lake Point, Reservoir, bond transactions
2. Housing Voucher Fund
3. Villager Fund
4. Nonmajor enterprise Funds - Housing Operations minus Section 8, plus Allied Dr. Would like to move Allied Drive out of here.
Thompson-Frater said it would make sense to have a separate place for Allied so we can see what we're doing. While we're working on it, it should be in a separate fund.

Erdman said the CDA is not a tax burden. We cover our own expenses. We're looking for a revenue source that is expanding.

Housing Voucher Fund - Income is for HAP payments.

Truax is in a separate LLC that doesn't show up here.

98% occupancy in public housing. Contracting some stuff out, maintenance does other. Improving operations and giving us a positive cash balance.

STATEMENT OF NET ASSETS - CDA had good year in 2012, covered our overhead. Housing Operations are doing as well as they can do. Currently financially stable. Villager is about a break even.

Central Cost Center - Each public housing site pays a management fee. Includes Augie and anyone doing Admissions and payments for rent. Central Cost Center for public housing. Housing Operations Central Office.

Erdman said she would like to get this report on a six-month basis. Get statements for Truax and the LLC and for Housing Operations, but they don't look like the yearly.

Thompson-Frater suggested a review in April and October.

Lofton said it might be valuable to see it broken down more. She asked if this tracked monthly. Erdman said Housing Operations is tracked monthly, but not the rest. She can track The Village on Park. On the redevelopment side, the Finance Department could run statements by division.

8 [29982](#)

Monona Shores Audited 2013 Financial Statements

Referred to next meeting.

9 ADJOURNMENT

A motion was made by Thompson-Frater, seconded by Lofton, to Adjourn. The motion passed by voice vote. The meeting adjourned at 11:23 a.m.

The next meeting will be held Thursday, the week before the regular CDA meeting, at noon.