CITY OF MADISON VISION

To be a safe and healthy place to live, work, learn and play.

Citywide Elements:

- 1. Culture & Character: cultural vibrancy & unique character
- 2. Economy & Opportunity: growing economy, equitable education and advancement
- 3. Green & Resilient: parks and recreation, natural resources
- 4. Healthy & Safe City: healthy & safe neighborhoods throughout Madison

- 5. Effective Government: efficient & equitable government operations
- 6. Land Use & Transportation: compact land use, efficient transportation
- 7. Neighborhoods & Housing: complete neighborhoods, housing access

CITY OF MADISON VALUES

The City of Madison has these values:

- Civic Engagement
- Economic Vitality/Prosperity, Social and Economic Innovation, Mobility
- Equity, Inclusion, Social Justice, Diversity, Respect for the Dignity of All People
- Public Safety, Security
- Sustainability

- In order to achieve the values, City of Madison staff will demonstrate the following values everyday:
- Capability, Competence, Continuous Improvement
- Cooperation & Team Work
- Customer Focus
- Fairness, Racial Equity, Social Justice
- Honesty, Integrity, Trust

	City of Madison - Housing Operations Work Plan - General Information												
Agency:	Housing Operations	Status of Work Plan:	New Work Plan										
Work Plan Fiscal Year:		Date of Work Plan Update:	2/28/2019										
Work Plan Approver:													
Agency Vision Statement:													
Agency Iviission Statement:	gency Mission Statement: The mission of the CDA is the same as that of the Department of Housing and Urban Development: To provide safe, decent and sanitary housing conditions for low income families and to manage resources efficiently. The CDA promotes personal, economic and social upward mobility to provide families the opportunity to make the transition from subsidized to non-subsidized housing.												
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City of Madison - Housing Operations Work Plan

Focus Area 1: Low-income Public Housing Focus Area 1: Inter-Agency Connections

ID	Description of Work Area	Work Type	Element 1	Element 2	Element 3	Deliverable(s)	Start Date	Due Date	Priority	Status	Staff	Inter-Agency Connections	Inter-Agency Connections
	Hire Modernization Grants Coordinator	New Non-Recurring	Neighborhoods & Housing			1 position hired	Feb-19		High			Human Resources	
	Improve and Maintain Occupancy	Existing Recurring	Neighborhoods & Housing			>98% occupancy	Jan-19		High				
	Triangle resident engagement	New Non-Recurring	Neighborhoods & Housing			Resident engagement report	Apr-19		High				
	Resident Organization Development	Existing Recurring	Neighborhoods & Housing			Functioning RO at all three sites that qualify for CDA funding	Jan-19		Mid				
	Asset repositioning (Triangle)	Existing Non-recurring	Neighborhoods & Housing			Redevelopment plan	Jun-19		Mid		Redevelopment Specialist		
	Asset repositioning (Theresa Terrace)	Existing Non-recurring	Neighborhoods & Housing			Disposition	Jun-19		Mid		Redevelopment Specialist		
	Asset repositioning (Single Family Section 32)	Existing Non-recurring	Neighborhoods & Housing			Plan approved by SAC and begin sale of selected properties	Jun-19		Mid				
	Physical Needs Assessment	Existing Recurring	Neighborhoods & Housing			PNA for selected properties throughout the portfolio	May-19		High		Housing Modernization		
	Security Contracting/Triangle Resource Officer	New Non-Recurring	Neighborhoods & Housing			Contractor for East and West sites	Mar-19		High			Human Resources	
	Update Utility Allowance Schedules	Existing Recurring	Neighborhoods & Housing			New UA schedules	Apr-19		Mid				
	Re-surface Tenney parking lots	Existing Non-recurring	Neighborhoods & Housing			work bid out and completed in compliance with procurement policy	Jun-19		Mid		Housing Modernization		
	Over-income implementation	New Recurring	Neighborhoods & Housing			Implement move-out notices for Over- income residents	Apr-19		Mid				
	Address REAC Inspection	Existing Recurring	Neighborhoods & Housing			East and West	Apr-19		High				
	Implement PHAS Monthly Monitoring	New Recurring	Neighborhoods & Housing			monthly monitoring of factors that HUD uses for annual PHAS score	Apr-19		High				

City of Madison - Housing Operations Work Plan

Foucs Area 2: Multi-family Housing Foucs Area 2: Inter-Agency Connections

ID	Description of Work Area	Work Type	Element 1	Element 2	Element 3	Deliverable(s)	Start Date	Due Date	Priority	Status	Staff	Inter-Agency Connections	Inter-Agency Connections
						WHEDA contract renewal							
	Renew Karabis annually	Existing Recurring	Neighborhoods & Housing				Jul-19		Mandated				
						WHEDA contract renewal							
	Renew Parkside annually	Existing Recurring	Neighborhoods & Housing				Jul-19		Mandated				
						re-surface the lot between Parkside and					Housing		
	Re-surface Parkside parking lot	New Non-Recurring	Neighborhoods & Housing			Asian Foods	Jun-19		Mid		Modernization		
						re-roof the Parkside townhouses					Housing		
	Re-roof Parkside townhouses	New Non-Recurring	Neighborhoods & Housing				Jun-19		Mid		Modernization		

City of Madison - Housing Operations Work Plan

Focus Area 3: Section 8 Vouchers Focus Area 3: Inter-Agency Connections

ID	Description of Work Area	Work Type	Element 1	Element 2	Element 3	Deliverable(s)	Start Date	Due Date	Priority	Status	Staff	Inter-Agency Connections	Inter-Agency Connections
	Renew expiring PBV contract w/Revival Ridge	New Recurring	Neighborhoods & Housing				May-19		High				
	Apply for shortfall prevention funds	New Non-Recurring	Neighborhoods & Housing			Obtain set aside fuding to prevent shortfall	Jul-19		Mid				
	Plan to bring FSS program in-house	Existing Non-recurring	Economy & Opportunity			Hire a Family Self-Sufficiency coordinator in house	Sep-19		Low				
	Update utility allowance	Existing Recurring	Neighborhoods & Housing			New UA schedule for 2020	Sep-19	Feb-20	Mandated				
	Lease up Movin Up referrals	New Recurring	Neighborhoods & Housing			10 families admitted to Section 8 program by referral			High				
	Lease up Family Unification referrals	Existing Recurring	Neighborhoods & Housing			90 families using FUP vouchers		Dec-19	Low				
	Lease up VASH	Existing Recurring	Neighborhoods & Housing			200 veterans using VASH vouchers		Dec-19	High				
	Manage Section 8 Voucher Utilization	Existing Recurring	Neighborhoods & Housing			Avg montly utilization of 1725-1750		Dec-19	High				
	Review and impove S8 Homeownership procedures	New Recurring	Neighborhoods & Housing			develop new work flow for Section 8 homeownershipo			Mid		Community Development Divi		
	Review and recommend changes to Payment Standards	Existing Recurring	Neighborhoods & Housing			New Payment Standards for 2020		Oct-19	Mandated				

City of Madison - Housing Operations Work Plan

Focus Area 4: Administrative Tasks
Focus Area 4: Inter-Agency Connections

ID	Description of Work Area	Work Type	Element 1	Element 2	Element 3	Deliverable(s)	Start Date	Due Date	Priority	Status	Staff	Inter-Agency Connections	Inter-Agency Connections
						respond to employee survey						<u> </u>	<u> </u>
	Employee Survey Action Plan	New Non-Recurring	Effective Government					Apr-19	Mandated				
						budget submitted to Finance Department							
	2020 Budget	Existing Recurring	Effective Government					Sep-19	Mandated			Finance	
	2020 Work Plan	Existing Recurring	Effective Government					Dec-19	Mandated				
	2020 Annual Plan and CAP Fund	Existing Recurring	Neighborhoods & Housing					Sep-19	Mandated				
	Reasonable Accomodation and Hearing Examiner												
II.		New Non-Recurring	Neighborhoods & Housing					Apr-19	High				
	Position		Trengthoothoods & Housing				+	740. 13	811				
	Annual Staff Retreat	Existing Recurring	Effective Government					Jul-19	Mid				
	Annual Stall Netleat	Existing necturing	Ellective Government				+	Jul 13					

Focus Area 5: Other Initiatives Focus Area 5: Inter-Agency Connections

ID	Description of Work Area	Work Type	Element 1	Element 2	Element 3	Deliverable(s)	Start Date	Due Date	Priority	Status	Staff	Inter-Agency Connections	Inter-Agency Connections
	Section 3 (promotional campaign)	New Recurring	Economy & Opportunity						High				
	Section 3 (compliance)	Existing Recurring	Economy & Opportunity						Mandated				
	Racial Equity and Social Justice Initiative	Existing Recurring	Economy & Opportunity			all staff to complete RESJI trainings			High				
	Neighborhood Resource Teams	Existing Recurring	Economy & Opportunity						High				
	Housing and Health Care	Existing Recurring	Healthy & Safe						High				
	Resident Advisory Board (RAB)	Existing Recurring	Neighborhoods & Housing						Mandated				
	Review and Update Procurement Policy	New Non-Recurring	Effective Government				Apr-19		High				
	Start Results Madison Reporting Process	New Recurring	Effective Government						Mid				