

CDA Housing Operations

Agency Overview

Agency Mission

The mission of the Community Development Authority (CDA) Housing Operations 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.

Agency Overview

Housing Operations provides management, maintenance, and other resident services to CDA owned and operated public housing units and administers the Section 8 Housing Choice Voucher program. The goal of the Agency is to provide rental assistance to low-income families. CDA Housing Operations will advance this goal by opening the regular waiting list for the first time in several years and increasing the number households assisted each month from approximately 1,700 to 1,800.

2019 Budget Highlights

The 2019 Executive Budget:

- Increases assumed revenue due to changes in HUD's funding formula (\$1.98m).
- Adds 5.5 FTE positions funded by an increase in operational revenues (\$344,000), the newly created positions are:
 - Clerk Typist 1
 - Community Resource Officer
 - CDA Hearing Examiner and Accommodation Specialist
 - Clerk-Receptionist
 - Laborer
 - Tenant Services Aide
- Includes Capital improvements to CDA sites funded through the HUD capital fund grant (\$1.58m).
 - Planned projects in 2019 include:
 - All Public Housing Sites: In-unit flooring replacements
 - All Public Housing Sites: Heating equipment replacements
 - All Public Housing Sites: Accessibility improvements as needed (e.g., handrails, grab bars, visual fire alarms for the deaf, accessible showers, etc.)
 - Stein – South Thompson: Siding replacement with insulation improvements
 - Webb-Rethke: Drain tile addition
 - Turbot: Siding repair and painting
 - Tenney Park Apartments: Enlarge and level parking lots with enhanced handicap access and lighting
 - Romnes Apartments: Trash lift replacement

CDA Housing Operations

Function: Planning & Development

Budget by Service (All Funds)

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Revenue					
Public Housing	(8,399,942)	(7,406,359)	(8,111,303)	(8,180,883)	(8,166,599)
Housing Vouchers	(14,268,423)	(14,060,839)	(13,243,030)	(15,336,008)	(15,281,798)
Total Revenue	\$ (22,668,365)	\$ (21,467,198)	\$ (21,354,333)	\$ (23,516,891)	\$ (23,448,397)
Expense					
Public Housing	8,523,249	7,587,222	8,286,302	8,355,883	8,342,418
Housing Vouchers	14,321,628	14,054,976	13,243,030	15,336,008	15,280,979
Total Expense	\$ 22,844,877	\$ 21,642,198	\$ 21,529,333	\$ 23,691,891	\$ 23,623,397
Net General Fund	\$ 176,512	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000

Budget by Fund & Major

Fund: CDA

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Revenue					
Intergovernmental Revenues	(17,571,744)	(17,639,649)	(16,545,661)	(19,143,081)	(19,088,871)
Charges for Services	(3,412,817)	(3,417,546)	(3,407,497)	(3,516,868)	(3,516,868)
Investments & Contributions	(48,087)	(39,327)	(32,297)	(44,116)	(44,116)
Misc Revenue	(275,804)	(75,300)	(62,909)	(76,990)	(76,990)
Other Finance Source	(744,461)	(24,332)	(970,966)	-	-
Transfer In	(615,452)	(271,045)	(335,003)	(735,836)	(721,552)
Total Revenue	\$ (22,668,365)	\$ (21,467,198)	\$ (21,354,333)	\$ (23,516,891)	\$ (23,448,397)
Expense					
Salaries	2,407,307	2,732,681	2,560,428	3,159,642	3,162,279
Benefits	1,025,950	852,145	989,166	856,749	912,540
Supplies	524,740	508,446	584,575	572,234	572,234
Purchased Services	15,636,447	16,202,567	15,082,701	17,709,086	17,709,086
Debt & Other Financing	2,295,488	410,104	1,646,909	291,104	291,104
Inter Departmental Charges	861,089	903,210	843,593	940,452	813,530
Inter Departmental Billing	(521,596)	(510,358)	(513,042)	(573,213)	(573,213)
Transfer Out	615,452	543,404	335,003	735,836	735,836
Total Expense	\$ 22,844,877	\$ 21,642,198	\$ 21,529,333	\$ 23,691,891	\$ 23,623,397
Net General Fund	\$ 176,512	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000

Service Overview

Service: Housing Vouchers

Service Description

This service provides Section 8 housing vouchers across the City of Madison. The housing vouchers provide rental assistance to fill the gap between what low-income tenants can afford to pay and the actual cost of decent, safe, and sanitary housing. The voucher program serves households with incomes below 50 percent of area median income: Priority is given to the elderly, disabled, families with minor children, chronically homeless veterans, and other targeted groups. This service also administers Housing Choice Vouchers, which covers the billing for voucher recipients who are new to Madison or move to another housing authority. The goal of this service is to help chronically homeless individuals and families to become housed in permanently supported housing.

2019 Planned Activities

- Open the regular waiting list for the first time since 2014, increasing the pool of applicants who qualify for preference on the waiting list.
- Increase the number of households assisted each month from approximately 1,700 to 1,800.

Service Budget by Account Type

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Revenue	(14,268,423)	(14,060,839)	(13,243,030)	(15,336,008)	(15,281,798)
Expense	14,321,628	14,054,976	13,243,030	15,336,008	15,280,979
Net Service Budget	\$ 53,205	\$ (5,863)	\$ -	\$ -	(819)

Service: Public Housing

Service Description

This service provides public housing assistance across the City of Madison through Community Development Authority (CDA) owned and operated developments. The CDA owns, manages, and maintains 766 units of Low Rent Public Housing on 37 sites throughout the City with funding from the federal Department of Housing and Urban Development (HUD). It also owns, manages, and maintains 114 multi-family units with funding from Wisconsin Housing and Economic Development Authority (WHEDA). This service is available to residents with income below 80 percent of area median income, with priority given to the elderly, disabled, and families with minor children. Residents in CDA housing pay 30 percent of adjusted gross income for rent and utilities.

2019 Planned Activities

- Provide CDA services assisting residents to maintain housing stability as well as support residents in their efforts toward self-sufficiency.
- Engage community partners to provide services to residents to help them maintain their housing, move toward self-sufficiency, and generally support their quality of life.
- Add 5.5 FTE positions to help increase occupancy, shorten apartment turnaround time, and improve the response to routing work orders for residents.

Service Budget by Account Type

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Revenue	(8,399,942)	(7,406,359)	(8,111,303)	(8,180,883)	(8,166,599)
Expense	8,523,249	7,587,222	8,286,302	8,355,883	8,342,418
Net Service Budget	\$ 123,307	\$ 180,863	\$ 175,000	\$ 175,000	\$ 175,819

CDA Housing Operations

Function: Planning & Development

Line Item Detail

Agency Primary Fund: CDA

Intergovernmental Revenues

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Federal Revenues Operating	(15,463,140)	(15,182,998)	(14,272,018)	(17,559,143)	(17,504,933)
Federal Revenues Capital	(1,247,618)	(1,533,201)	(1,370,643)	(1,583,938)	(1,583,938)
Local Revenues Operating	(63,571)	(59,450)	(39,000)	-	-
Other Unit of Gov Rev Op	(797,416)	(864,000)	(864,000)	-	-
TOTAL	\$ (17,571,744)	\$ (17,639,649)	\$ (16,545,661)	\$ (19,143,081)	\$ (19,088,871)

Charges for Service

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Misc Charges for Service	(186,645)	(198,107)	(186,645)	(148,832)	(148,832)
Reimbursement Of Expense	(5,659)	(5,000)	(6,414)	(3,000)	(3,000)
Dwelling Rent	(3,103,407)	(3,099,285)	(3,099,285)	(3,242,100)	(3,242,100)
Non Dwelling Rent	(117,107)	(115,154)	(115,154)	(122,937)	(122,937)
TOTAL	\$ (3,412,817)	\$ (3,417,546)	\$ (3,407,497)	\$ (3,516,868)	\$ (3,516,868)

Investments & Contributions

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Interest	(48,087)	(39,327)	(32,297)	(44,116)	(44,116)
TOTAL	\$ (48,087)	\$ (39,327)	\$ (32,297)	\$ (44,116)	\$ (44,116)

Misc Revenue

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Insurance Recoveries	(119,913)	-	-	-	-
Miscellaneous Revenue	(155,891)	(75,300)	(62,909)	(76,990)	(76,990)
TOTAL	\$ (275,804)	\$ (75,300)	\$ (62,909)	\$ (76,990)	\$ (76,990)

Other Finance Sources

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Sale Of Assets	(4,397)	-	-	-	-
(Gain) Loss On Sale Of Asset	8,605	-	-	-	-
Tax Credit Funding	(25,394)	-	-	-	-
Fund Balance Applied	(723,275)	(24,332)	(970,966)	-	-
TOTAL	\$ (744,461)	\$ (24,332)	\$ (970,966)	\$ -	\$ -

Transfer In

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Transfer In From CDA	(615,452)	(271,045)	(335,003)	(735,836)	(721,552)
TOTAL	\$ (615,452)	\$ (271,045)	\$ (335,003)	\$ (735,836)	\$ (721,552)

Salaries

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Permanent Wages	2,228,137	2,469,996	2,295,275	2,562,898	2,908,954
Salary Savings	-	(46,888)	-	(46,950)	(46,950)
Pending Personnel	-	17,735	-	394,174	50,755
Premium Pay	7,578	11,880	10,457	9,067	9,067
Workers Compensation Wages	2,558	2,500	2,500	2,500	2,500
Compensated Absence	23,287	33,700	33,700	13,500	13,500
Hourly Wages	30,593	135,307	90,999	131,253	131,253
Overtime Wages Permanent	115,151	108,450	127,497	93,200	93,200
Election Officials Wages	3	1	-	-	-
TOTAL	\$ 2,407,307	\$ 2,732,681	\$ 2,560,428	\$ 3,159,642	\$ 3,162,279

CDA Housing Operations

Function: Planning & Development

Line Item Detail

Agency Primary Fund: CDA

Benefits

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Comp Absence Escrow	54,522	32,760	45,000	32,760	32,760
Flexible Spending Benefits	29	-	-	-	-
Health Insurance Benefit	431,728	443,369	397,661	432,319	444,444
Wage Insurance Benefit	6,131	5,628	6,798	6,641	6,589
WRS	161,082	165,491	164,629	171,714	190,538
FICA Medicare Benefits	182,256	185,743	189,825	194,161	218,432
Tuition	-	-	1,190	-	-
Post Employment Health Plans	19,248	19,154	19,063	19,154	19,777
Other Post Emplmnt Benefit	29,767	-	21,000	-	-
Pension Expense	141,187	-	144,000	-	-
TOTAL	\$ 1,025,950	\$ 852,145	\$ 989,166	\$ 856,749	\$ 912,540

Supplies

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Office Supplies	16,223	22,240	22,240	27,739	27,739
Copy Printing Supplies	12,310	11,942	11,942	12,862	12,862
Furniture	474	-	-	-	-
Hardware Supplies	47,752	65,690	61,388	62,445	62,445
Software Lic & Supplies	240	-	973	-	-
Postage	28,551	25,785	24,769	35,655	35,655
Books & Subscriptions	504	200	-	230	230
Work Supplies	35,342	30,750	34,776	27,311	27,311
Janitorial Supplies	40,099	20,300	58,615	23,332	23,332
Safety Supplies	19,873	8,700	13,749	15,594	15,594
Snow Removal Supplies	-	1,500	-	1,500	1,500
Uniform Clothing Supplies	2,149	4,150	2,632	3,555	3,555
Food And Beverage	224	500	166	400	400
Building	1,900	2,500	3,610	100	100
Building Supplies	100,352	76,000	163,300	105,100	105,100
Electrical Supplies	42,277	42,400	30,978	45,205	45,205
HVAC Supplies	45,670	19,150	20,352	23,254	23,254
Plumbing Supplies	69,957	61,839	69,012	64,266	64,266
Landscaping Supplies	1,816	-	1,046	1,100	1,100
Machinery And Equipment	(85,547)	7,000	2,695	1,500	1,500
Equipment Supplies	144,572	107,800	62,332	121,086	121,086
TOTAL	\$ 524,740	\$ 508,446	\$ 584,575	\$ 572,234	\$ 572,234

CDA Housing Operations

Function: Planning & Development

Line Item Detail

Agency Primary Fund: CDA

Purchased Services

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Natural Gas	177,554	188,500	160,000	208,862	208,862
Electricity	373,936	365,500	369,000	369,619	369,619
Water	165,221	188,180	159,000	214,868	214,868
Sewer	144,995	153,955	142,000	151,200	151,200
Stormwater	53,655	51,662	45,000	56,310	56,310
Telephone	32,340	34,700	30,000	31,518	31,518
Cellular Telephone	15,020	21,782	14,000	17,256	17,256
Systems Comm Internet	6,575	3,935	5,370	4,592	4,592
Building Improv Repair Maint	695,363	949,991	856,109	1,100,166	1,100,166
Waste Disposal	118,528	108,284	100,477	130,000	130,000
Fire Protection	411	-	2,500	-	-
Pest Control	82,616	75,900	75,900	57,512	57,512
Elevator Repair	27,239	36,200	36,200	61,923	61,923
Grounds Improv Repair Maint	110,750	7,500	13,860	-	-
Landscaping	84,961	63,000	82,646	60,295	60,295
Snow Removal	-	6,500	15,827	2,900	2,900
Comm Device Mntc	250	-	-	-	-
Equipment Mntc	14,395	18,000	14,377	10,181	10,181
System & Software Mntc	27,725	64,856	64,856	56,476	56,476
Rental Of Equipment	3,226	3,500	1,105	2,850	2,850
Street Mntc	1,290	-	-	-	-
Recruitment	21	-	800	813	813
Mileage	2,267	3,044	3,044	1,829	1,829
Conferences & Training	14,786	40,055	17,000	32,935	32,935
Memberships	5,761	5,861	5,926	7,815	7,815
Audit Services	40,300	49,100	32,880	40,475	40,475
Bank Services	135	200	98	200	200
Legal Services	5,403	10,735	7,912	7,435	7,435
Credit Card Services	-	3,757	-	3,800	3,800
Collection Services	12	-	33	-	-
Storage Services	2,693	2,200	2,224	3,200	3,200
Consulting Services	18,116	3,750	16,000	4,324	4,324
Advertising Services	1,171	6,200	381	650	650
Printing Services	-	100	-	-	-
Engineering Services	-	40,000	18,000	40,000	40,000
Inspection Services	32,554	27,200	32,000	19,312	19,312
Architectural Services	3,075	-	-	-	-
Investigative Services	8,135	9,450	6,929	7,637	7,637
Security Services	192,008	230,359	246,371	143,606	143,606
Interpreters Signing Services	271	1,550	-	1,550	1,550
Other Services & Expenses	49,948	61,429	65,944	25,821	25,821
Grants	-	254,583	162	544,789	544,789
Port Housing Assistance Pmts	663,258	700,000	672,468	175,314	175,314
Housing Assistance Payments	12,165,300	12,164,000	11,498,452	13,841,384	13,841,384
Portable Voucher Adm Fees	48,241	30,400	44,759	24,000	24,000
Bad Debt Expense	44,329	10,000	19,842	11,000	11,000
Property Insurance	143,468	142,249	142,249	153,569	153,569
Taxes & Special Assessments	59,756	61,000	61,000	81,100	81,100
Permits & Licenses	(610)	3,400	-	-	-
TOTAL	\$ 15,636,447	\$ 16,202,567	\$ 15,082,701	\$ 17,709,086	\$ 17,709,086

CDA Housing Operations

Function: Planning & Development

Line Item Detail

Agency Primary Fund: CDA

Debt & Other Financing

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Principal	-	13,950	-	-	-
Interest	189,185	78,964	189,185	67,139	67,139
Paying Agent Services	28,704	23,426	27,000	13,300	13,300
PILOT	190,063	188,506	188,506	190,063	190,063
Depreciation	1,495,084	-	1,242,218	-	-
Fund Balance Generated	392,453	781	-	-	-
Contingent Reserve	-	104,477	-	20,602	20,602
TOTAL	\$ 2,295,488	\$ 410,104	\$ 1,646,909	\$ 291,104	\$ 291,104

Inter-Departmental Charges

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
ID Charge From Attorney	-	10,000	-	25,000	-
ID Charge From Information Tec	103,487	108,312	108,312	110,644	-
ID Charge From Treasurer	-	8,216	-	-	-
ID Charge From Engineering	51,209	51,209	51,209	80,430	80,430
ID Charge From Fleet Services	52,685	106,329	62,244	65,886	65,886
ID Charge From Traffic Eng	81	-	-	-	-
ID Charge From Insurance	40,914	40,585	40,585	41,367	44,264
ID Charge From Workers Comp	91,116	68,201	68,201	43,912	50,655
ID Charge From CDA Manageme	450,046	441,042	441,042	503,722	502,804
ID Charge From CDA Bookkeepin	71,550	69,316	72,000	69,491	69,491
TOTAL	\$ 861,089	\$ 903,210	\$ 843,593	\$ 940,452	\$ 813,530

Inter-Departmental Billings

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
ID Billing To CDA Management	(450,046)	(441,042)	(441,042)	(503,722)	(503,722)
ID Billing To CDA Bookkeeping	(71,550)	(69,316)	(72,000)	(69,491)	(69,491)
TOTAL	\$ (521,596)	\$ (510,358)	\$ (513,042)	\$ (573,213)	\$ (573,213)

Transfer Out

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Transfer Out To CDA	615,452	543,404	335,003	735,836	735,836
TOTAL	\$ 615,452	\$ 543,404	\$ 335,003	\$ 735,836	\$ 735,836

CDA Housing Operations

Function: Planning & Development

Position Summary

	CG	2018 Budget		2019 Request		2019 Executive	
		FTEs	Amount	FTEs	Amount	FTEs	Amount
ACCT TECH	20	1.00	54,774	1.00	57,746	1.00	59,623
ADMIN CLERK	20	1.00	48,823	1.00	46,336	1.00	47,842
CDA ACCOM SPECIALIST	18	-	-	-	-	1.00	53,677
CLERK	20	-	-	-	-	1.00	36,161
COMM RES OFFICER	20	-	-	-	-	0.50	48,075
CUSTODIAL WKR	16	3.00	133,453	3.00	143,784	3.00	148,457
HSG ASST CLERK	20	4.00	219,933	4.00	235,066	4.00	242,706
HSG ASST CLK	20	1.00	59,843	1.00	63,373	1.00	65,432
HSG ASST OUTREACH COORD	20	0.50	29,247	0.50	29,859	0.50	30,830
HSG ASST PROGRAM SUPV	18	1.00	61,900	1.00	62,138	1.00	64,157
HSG MAINT WKR	16	6.00	335,778	6.00	328,916	6.00	339,605
HSG MOD GRTS MGR	18	1.00	82,268	1.00	82,585	1.00	85,269
HSG OPER ANALYST	18	1.00	72,175	1.00	79,635	1.00	82,223
HSG OPER PROG MGR	18	1.00	108,786	1.00	114,102	1.00	117,810
HSG SITE MGR	18	3.00	236,817	3.00	240,380	3.00	248,192
INFORMATION CLERK	20	0.60	26,194	0.60	25,325	1.60	68,194
LABORER	16	-	-	-	-	1.00	48,350
MAINT MECH	16	3.00	199,453	3.00	192,629	3.00	198,890
PAINTER	71	1.00	59,091	1.00	59,319	1.00	61,246
PROG ASST	17	3.00	163,146	3.00	171,704	3.00	177,284
PROG ASST	20	4.85	266,089	4.85	261,023	4.85	269,506
SECTION 8 INSPECTOR	16	2.00	114,916	2.00	115,358	2.00	119,107
TENANT SVS AIDE	20	3.00	153,508	3.00	154,563	4.00	207,660
TOTAL		40.95	\$ 2,426,193	40.95	\$ 2,463,838	46.45	\$ 2,820,296

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.