CDA Housing Operations

Budget Overivew

Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
General	175,000	175,000	-	-	-	-
CDA	20,865,671	23,448,397	24,120,686	24,265,644	24,300,442	25,742,700
TOTAL	\$ 21,040,671	\$ 23,623,397	\$ 24,120,686	\$ 24,265,644	\$ 24,300,442	\$ 25,742,700

Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
Public Housing	7,006,298	8,342,418	7,783,133	8,276,982	8,330,408	8,816,355
Housing Vouchers	14,034,373	15,280,979	16,337,553	15,988,662	15,970,034	16,926,346
TOTAL	\$ 21,040,671	\$ 23,623,397	\$ 24,120,686	\$ 24,265,644	\$ 24,300,442	\$ 25,742,700

Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Actuals	2020 Adopted	2021 C2C	2021 Request
Intergov Revenues	(16,098,372)	(19,088,871)	(19,586,030)	(19,696,723)	(19,696,723)	(20,728,037)
Charges For Services	(3,498,939)	(3,516,868)	(3,681,727)	(3,687,951)	(3,687,951)	(3,689,138)
Investments & Other Contributions	(93,553)	(44,116)	(137,802)	(58 <i>,</i> 416)	(58,416)	(115,142)
Misc Revenue	(224,801)	(76,990)	(214,553)	(67 <i>,</i> 940)	(67,940)	(74,151)
Other Financing Source	(790,004)	-	(25,394)	(217,369)	(252,167)	(529,047)
Transfer In	(335,003)	(896,552)	(475,180)	(537,245)	(537,245)	(607,185)
TOTAL	(21,040,671)	(23,623,397)	(24,120,686)	(24,265,644)	(24,300,442)	(25,742,700)

Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Actuals	2020 Adopted	2021 C2C	2021 Request
Salaries	2,549,861	3,162,279	2,810,929	3,479,753	3,410,461	3,315,193
Benefits	931,339	912,540	981,806	934,493	1,006,662	1,036,223
Supplies	555,856	572,234	510,843	1,048,954	1,048,954	800,034
Purchased Services	15,501,277	17,709,086	16,519,111	17,538,123	17,544,371	19,092,131
Debt & Other Financing	823,860	291,104	2,549,518	466,737	466,737	603,821
Inter Depart Charges	839,737	813,530	846,192	839,828	865,501	820,766
Inter Depart Billing	(496,262)	(573,213)	(572,893)	(579 <i>,</i> 489)	(579,489)	(565,136)
Transfer Out	335,003	735,836	475,180	537,245	537,245	639,668
TOTAL	\$ 21,040,671	\$ 23,623,397	\$ 24,120,686	\$ 24,265,644	\$ 24,300,442	\$ 25,742,700



Community
 Development
 Authority

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MEMO

To:David Schmiedicke, Finance DirectorFrom:Deborah Rakowski, CDA Housing Operations Division DirectorDate:July 10, 2020Subject:2021 Operating Budget Transmittal Memo

The 2021 The CDA Housing Operations budget request represents the combined performance of three major federal housing programs; Public Housing, Multifamily Housing, and Housing Choice Voucher programs. These programs are administered by the CDA under contracts with the U.S. Department of Housing and Urban Development (HUD) and the Wisconsin Housing and Economic Development Authority (WHEDA) and primarily serve extremely low-income families throughout the City. The CDA's proposal expands the availability of rental assistance for low-income families and improves the level of service to our program participants while controlling costs through these uncertain times. Our budget submission does not include any supplemental requests and has no impact on the City of Madison General Fund.

Major Goals

The CDA Housing Operations Division includes two services: Housing Vouchers and Public Housing.

Housing Vouchers

This service provides rental assistance to low-income families across the City of Madison in the form of Housing Choice Vouchers. Housing Choice Vouchers administered by the CDA fill the gap between what low-income residents can afford to pay and the actual cost of housing in the private housing market. The CDA provides assistance to an average of 1,750 extremely low income families monthly through this program.

The major goal for 2021 is to continue to maintain the number of families receiving assistance and increase this number when possible in the face of rising costs per family and uncertain federal funding.

Public Housing

This service provides housing to low-income families across the City of Madison through the Public Housing and Multifamily Housing programs. The CDA owns and manages 904 general

occupancy units located at 37 different locations throughout the City of Madison. These units are managed using funds provided to the CDA through an Annual Contributions Contract (ACC) with HUD. HUD funds fill the gap between what the resident can afford to pay in rental costs and the actual cost to operate decent, safe, and sanitary housing.

The major goals for 2021 are to continue to implement operational efficiencies in order to continue to maintain unit turnaround times and high occupancy rates and to continue with repositioning and redevelopment of public housing in accordance with guidance from HUD. The CDA is also planning several capital projects funded through the Capital Fund Grant. Planned projects include lighting upgrades, parking lot improvements, balcony and gutter replacements, window and siding replacements, and grounds improvements.

COVID Response and Recovery

COVID-19 has impacted overall CDA operations but has had minimal fiscal impact. To date, administrative employees have successfully transitioned to teleworking and maintenance staff have continued to work on site. CDA Service Coordinators have continued to check on vulnerable residents and provide referrals for mental health and community services to CDA residents. While the CDA saw a reduction in rental revenues due to tenant income changes, HUD awarded additional funds to the CDA to supplement this loss in revenue and increase in expenses. In 2021, we are planning to continue efforts to improve digital services to residents and will continue to provide safe housing for low income City residents.

2021 Request & Equity

The CDA supports the City's goal of equity by providing decent, safe, and sanitary housing for underserved populations in our community through various housing programs. For example, the 2021 budget includes funding for the Section 8 Homeownership program which provides homeownership opportunities for low income families in our community, which are primarily people of color.

The CDA also contributes to City's equity goals by leading the Madison ConnectHome initiative, which is a HUD initiative that aims to reduce the digital divide in HUD assisted housing. The 2021 budget includes funding for an AmeriCorps VISTA volunteer to coordinate the ConnectHome team and to start digital literacy programming. This budget also includes funding for an ASPIRE intern who will assist the CDA in starting a digital ambassador program at public housing properties. These initiatives will narrow the digital divide for low income households in the City.

2021 Request & Sustainability

The CDA's 2021 budget includes capital improvement projects which support the goals of the City's Sustainability Plan, specifically in the areas of planning and design, carbon and energy, and affordable housing. In 2020, the CDA is working to complete a Green Physical Needs Assessment and Energy Audit which will inform decisions around capital improvements for 2021. In addition, the CDA will continue with energy saving projects such as lighting upgrades and improvements to HVAC systems.

Major Changes in 2021 Operating Request

The CDA began to reposition a portion of its public housing portfolio in 2020 and will continue to do so in 2021 as advised by the CDA Board of Commissioners. The 2021 budget assumes the disposition of 32

units of public housing to the Madison Revitalization and Community Development Corporation (MRCDC), which is a 501(c)(3) entity established by the CDA. This action removes units from the public housing and capital fund programs which results in a decrease in revenues and expenses in the public housing program.

Summary of Reductions

In accordance with guidance from the City of Madison Finance Office, the CDA 2021 budget does not include any budgeted reductions since the CDA does not receive any funding from the City of Madison. The CDA is not projecting a loss of revenue in 2021 and is expecting the federal government will continue funding public housing agencies at current levels.

I look forward to meeting with you to discuss the CDA's 2021 operating budget.

Sincerely, Deborah Rakowski

cc: Deputy Mayors

Matthew Wachter, CDA Executive Director Adam Pfost, DPCED Budget and Performance Excellence Manager Budget and Program Evaluation Staff

2021 Operating Budget

Service Budget Proposal

IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

CDA Housing Operations

SELECT YOUR AGENCY'S SERVICE:

Public Housing

SERVICE NUMBER:

921

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.

Part 1: Base Budget Proposal

BUDGET INFORMATION

		2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
Bua	lget by Fund						
	General-Net	\$175,000	\$175,000	\$0	\$0	\$0	\$0
	Other-Expenditures	\$6,831,298	\$8,167,418	\$7,783,133	\$8,276,982	\$8,330,408	\$8,816,355
Tota	1	\$7,006,298	\$8,342,418	\$7,783,133	\$8,276,982	\$8,330,408	\$8,816,355
Виа	lget by Major						
	Revenue						
	Personnel	\$2,534,861	\$2,981,063	\$2,704,780	\$3,258,693	\$3,284,106	\$3,169,693
	Non-Personnel	\$4,230,543	\$5,180,138	\$4,867,717	\$4,816,454	\$4,820,438	\$5,452,247
	Agency Billings	\$240,894	\$181,217	\$210,635	\$201,835	\$225,864	\$194,415
Tote	al	\$7,006,298	\$8,342,418	\$7,783,132	\$8,276,982	\$8,330,408	\$8,816,355
	FTEs		35.30		40.14	38.14	38.15

PRIORITY

Citywide Element Neighborhoods and Housing

Describe how this service advances the Citywide Element:

Through the federally funded Public and Mulitfamily housing programs, the CDA provides decent, safe, and sanitary housing to extremely low-income residents throughout the City of Madison. The CDA is a direct provider of subsidized housing to residents who would otherwise be at risk of homelessness. This housing includes community spaces that bring residents and community members together. CDA staff provide services to residents that help them age healthfully in place or successfully move out of public housing.

ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
Central Operating Cost Center (COCC)	4	The COCC provides administrative support to the Public Housing program and is housed at the MMB. COCC staff collect and screen all program applications and provide policy, procurement, and financial oversight.
East Asset Management Project 200 (East AMP) 2021 Operating Budget: Agency Reug	19	The East AMP is comprised of 163 units in 41 buildings at 6 different physical locations. This 55

What is the proposed change to the service's budget from cost to continue to agency request? Increase of 485,947 What are the service level impacts of the proposed funding changes? Increase in capital projects to be completed in 2021 and an increase in the amount of funding budgeted to be transferred to property reserves at Parkside, Karabis, and Truax Phase 1.				activity includes all expenses to manage and maintain the physical property in accordance with federal regulations.
Trange AMP 400 The Trange AMP 400 Dublidings at 2 physical location. This activity includes all expenses to manage and maintain thes properties in accordance with fielderal regulations. Trank Phase 1 LLC, AMP 500 8 The Trans Phase 1 AMP is comprised of 71 units in buildings tocate on manage and maintain these properties in accordance with fielderal regulations. Trank Phase 2 LLC, AMP 500 4 The Trans Phase 1 AMP is comprised of 71 units in buildings tocate on manage and maintain these properties in accordance with fielderal regulations. Trank Phase 2 LLC, AMP 600 4 The Trans Phase 2 AMP is comprised of 24 units in buildings tocate on manage and maintain these properties in accordance with fielderal regulations. Trank Phase 2 LLC, AMP 600 4 The Trans Phase 2 AMP is comprised of 24 units in buildings tocate on manage and maintain these properties in accordance with fielderal regulations. Trank Phase 2 LLC, AMP 600 4 The Trans Phase 2 AMP is comprised of 20 units in 1 buildings tocate on manage and maintain these properties in accordance with fielderal regulations. Kanabis Apartments 6 Kanabis Apartments is comprised of 20 units in 1 building tocate on manage and maintain these and the properties in accordance with fielderal regulations. kanabis Apartments 11 Parkside Apartments is comprised of 20 units in 1 building to the service is concording with the Wisconsin Housing and Economic Development Authority (WHEDA). SERVICE BUDGET CHANGES 11 The rease on	West AMP 300	27		buildings at 23 different physcial locations. This activity includes all expenses to manage and maintain these properties in acordance with feder
Trans Phase 2 LLC, AMP 500 The True These 2 AMP is comprised of 72 units in 1 Trans Phase 2 LLC, AMP 600 4 Trans Phase 2 LL	Triangle AMP 400	21		buildings at 1 physical location. This activity includes all expenses to manage and maintain these
Truex Phase 21LC, AMP 600 The Truex Phase 21LC, AMP is comprised of 48 units in building is located on the East Site. This property includes 40 public housing units and 8 Project. Baced Section 8 Voucher units. The CDA manages 40 units and Porchight manages 8 units. The CDA manages 40 units and Porchight manages 8 units. The CDA manages 40 units and Porchight manages 8 units. The CDA manages 40 units and Porchight manages 8 units. The CDA manages 40 units and Porchight manages 8 units. The CDA manages 40 units and Porchight manages 8 units. The CDA manages 8 units in the transition these properties in accordance with federal regulations. Karabis Apartments 6 Karabis Apartments is comprised of 20 units in 1 building located at the Triangle Site. All of the units in this building are handicapped accessible. This activity includes all expenses needed to manage and maintain this building are needed to manage and maintain this building are condance with the contract agreement with the Wisconsin Housing and Economic Development Authority (WHEDA). Parkside Apartments 11 Parkside Apartments is comprised of 94 units and 1 commercial space is currently leased to Asian of the contract agreement with WHEDA. SERVICE BUDGET CHANGES 5 5 Service Impact What are the service's budget from cost to continue to agency request? increase of 485,947 What are the service level impacts of the proposed funding changes? There are no service level impacts of the proposed funding changes? There are no service level impacts to the proposed funding changes? There are no service level impacts to the proposed funding changes?	Truax Phase 1 LLC, AMP 500	8		buildings located on the East site and bordering Wright and Straubel Streets. This property includes 47 public housing units and 24 Project Based Section 8 voucher units, all of which are managed by the East Site Manager. This activity includes all tax credit compliance activities as well as all expenses needed to manage and maintain these
Karabis Apartments Karabis Apartments is comprised of 20 units in 1 building located at the Triangle Site. All of the units in this building in accordance with the contract agreement with the Wisconsin Housing and maintain this building in accordance with the contract agreement with the Wisconsin Housing and Economic Development Authority (WHEDA). Parkside Apartments 11 Parkside Apartments 11 Parkside Apartments Parkside Apartments is comprised of 94 units and 1 commercial space is currently leased to Asian Foods. This activity includes all expenses needed to manage and maintain these buildings in accordance with our contracts agreement with WHEDA. SERVICE BUDGET CHANGES Service Impact What is the proposed change to the service's budget from cost to continue to agency request? Increase of 485,947 What are the service level impacts of the proposed funding changes? There are no service level impacts to the proposed funding changes? There are no service level impacts to the proposed funding changes? No Personnel-Permanent Positions Are you proposing an allocation change to the FTEs for this service? Are you proposing an allocation change to the FTEs for this service? No Type Fund Amount Description Perm Wages 5100 (S114,413) Description	Truax Phase 2 LLC, AMP 600	4		buildings located on the East Site. This property includes 40 public housing units and 8 Project Based Section 8 Voucher units. The CDA manages 40 units and Porchlight manages 8 units. This activity includes all tax credit compliance activities as well as all expenses needed to manage and maintain these properties in accordance with
Parkside Apartments Parkside Apartments Parkside Apartments is comprised of 94 units and 1 commercial space in 5 buildings at the Triangle Site The commercial space is currently leased to Asian Foods. This activity includes all expenses needed to manage and maintain these buildings in accordance with our contracts agreement with WHEDA. SERVICE BUDGET CHANGES Service Impact What is the proposed change to the service's budget from cost to continue to agency request? Increase of 485,947 What are the service level impacts of the proposed funding changes? There are no service level impacts to the proposed funding changes. The increase in expenses is due to an increase in capital projects to be completed in 2021 and an increase in the amount of funding budgeted to be transferred to property reserves at Parkside, Karabis, and Truax Phase 1. Personnel-Permanent Positions Are you proposing an allocation change to the FTEs for this service? No Type Perm Wages 5100 (\$114,413)	Karabis Apartments	6		building located at the Triangle Site. All of the units in this building are handicapped accessible. This activity includes all expenses needed to manage and maintain this building in accordance with the contract agreement with the Wisconsin Housing
Service Impact What is the proposed change to the service's budget from cost to continue to agency request? Increase of 485,947 What are the service level impacts of the proposed funding changes? There are no service level impacts to the proposed funding changes. The increase in expenses is due to an increase in capital projects to be completed in 2021 and an increase in the amount of funding budgeted to be transferred to property reserves at Parkside, Karabis, and Truax Phase 1. Personnel-Permanent Positions Are you proposing an allocation change to the FTEs for this service? No Type Perm Wages Fund Amount Description	Parkside Apartments	11		commercial space in 5 buildings at the Triangle Site The commercial space is currently leased to Asian Foods. This activity includes all expenses needed to manage and maintain these buildings in accordance
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Are you proposing an allocation change to the FTEs for this service? No Type Fund Amount Description Perm Wages 5100 (\$114,413) Image: Comparison of the service o			-	
Type Fund Amount Description Perm Wages 5100 (\$114,413)	Personnel-Permanent Positions			
Perm Wages 5100 (\$114,413)	Are you proposing an allocation ch	ange to the FTEs for thi	s service? No	
	Туре	Fund	Amount	Description
	Perm Wages	5100	(\$114,413)	Reallocation of payroll expenses. to CDA Redevelopment (91)

	-				
	Benefits				
	Total		(\$114	,413)	
Explain the a	ssumptions behind the all	ocation change.			
We complete	ed several payroll allocatio	n changes in this bu	udget submission b	based on	the CDA's Cost Allocation Plan.
What is the j	ustification behind the allo	ocation change?			
addition, the the end of 20	CDA is planning to dispose	e of 32 units of pub tity owned by the C	olic housing to the DA which will man	Madison lage the 3	ment of the properties owned by the redevelopment authority. In Revitalization and Community Development Corporation (MRCDC) 2 units of housing utilizing CDA staff. A portion of payroll expenses
sonnel-Other Pe	ersonnel Spending				
Are you requ	esting additional personne	el spending for non	-annualized pay?	No	
	Туре	Fund	Amou	nt	Description
	Overtime	5100) (\$22,8	396)	
					Reduction in overtime for all sites.
	Premium Pay	5100	\$177		
					Premium pay for all sites.
	Hourly	5100) (\$7,16	58)	
					Reduction in hourly pay for all sites.
	Total		(\$29,8	887)	
Explain the a	ssumptions behind the rea	quested funding.			
What is the j	ustification behind the inc	reaced funding?			
We increased	d budget for premium pay		tuals.		
venue Are you prop		to better reflect ac	enue?		
venue Are you prop	d budget for premium pay bosing a change to the serv Yes bosing an increase or a dec	to better reflect ac	enue?		Description
venue Are you prop	d budget for premium pay bosing a change to the serv Yes bosing an increase or a dec Increase	to better reflect ac vice's budgeted rev crease to the budge	renue? eted revenue?		Description Fund alance Applied
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Are you prop Are you prop Are you prop Explain the The CDA is p What is the HUD requir in subfunds n-Personnel	d budget for premium pay posing a change to the serv Yes posing an increase or a dec Increase Fund 5100 assumptions behind the cl planning to use property re justification behind the pr es the CDA to maintain a n	to better reflect ac vice's budgeted rev crease to the budge Major 48 hange to budgeted eserves at the Triar roposed change? ninimum of 4 mont planning to use som	enue? eted revenue? Amount \$354,856 revenue. Ingle Amp and Karal ths of expenditures the of these reserve	bis Apartr s on hand	Fund alance Applied ments for capital projects. as reserves (object 11000). The CDA has significant reserves avaiat
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Are you prop Are you prop Are you prop Explain the The CDA is p What is the HUD requir in subfunds n-Personnel	d budget for premium pay bosing a change to the serv Yes bosing an increase or a dec Increase Fund 5100 assumptions behind the cl blanning to use property re justification behind the pr es the CDA to maintain a n 51204 and 51205 and is p uesting additional non-per Yes Fund	to better reflect ac vice's budgeted rev crease to the budge Major 48 hange to budgeted eserves at the Triar roposed change? ninimum of 4 mont planning to use som rsonnel funding for <i>Major</i>	enue? eted revenue? Amount \$354,856 revenue. agle Amp and Karal ths of expenditures this service? Amount	bis Apartr s on hand s for capi <i>Descri</i> Suppli	Fund alance Applied ments for capital projects. as reserves (object 11000). The CDA has significant reserves avaial tal improvements at both properties.
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Are you prop Are you prop Are you prop Explain the The CDA is p What is the HUD requir in subfunds n-Personnel	d budget for premium pay bosing a change to the serv Yes bosing an increase or a dec Increase Fund 5100 assumptions behind the cl planning to use property re justification behind the pr es the CDA to maintain a m 51204 and 51205 and is p uesting additional non-per Yes Fund 5100	to better reflect ac vice's budgeted rev crease to the budge Major 48 hange to budgeted eserves at the Triar roposed change? ninimum of 4 mont blanning to use som rsonnel funding for <i>Major</i> 53	enue? eted revenue? Amount \$354,856 revenue. agle Amp and Karal this of expenditures this service? Amount (\$285,057)	bis Apartr s on hand s for capi Descri, Suppli	Fund alance Applied ments for capital projects. as reserves (object 11000). The CDA has significant reserves avaiat tal improvements at both properties. ption es

The CDA assumes an increase in funding from the Capital Fund gra	nt.		
What is the justification behind the increased funding?			
Supplies and services were adjusted to account for changes in the	5 year capital fund plan and planned p	rojects in 2021. Reserve transfers in	ncreased
to increases in generated revenue at 3 properties.			
Proposed Budget Reduction			
	\$0		

 Activity
 \$Amount
 Description

 Total
 \$0

Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	\$ Amount	Description	
Personnel			
Non-Personnel			
Agency Billings			
Total	\$0		

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities.

Has this reduction been proposed in prior years?	Select
Does the proposed reduction result in eliminating permanent positions?	Select
If yes, what is the decrease in FTEs:	
Does the proposed reduction impact other agencies (i.e. Fleet Services)?	Select
If yes, which agencies:	
Describe why the proposed reduction was chosen.	
Explain the impacts of the proposed reduction on the end user of the service. F	low can impacts of this reduction be mitigated?

_

v. 06-01-20

2021 Operating Budget

Service Budget Proposal

IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

CDA Housing Operations

SELECT YOUR AGENCY'S SERVICE:

Housing Vouchers

SERVICE NUMBER:

922

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 lowincome 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.

Part 1: Base Budget Proposal

BUDGET INFORMATION

	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
Budget by Fund						
General-Net	\$0	\$0	\$0	\$0	\$0	\$0
Other-Expenditures	\$14,034,373	\$15,280,979	\$16,337,553	\$15,988,662	\$15,970,034	\$16,926,346
Total	\$14,034,373	\$15,280,979	\$16,337,553	\$15,988,662	\$15,970,034	\$16,926,346
Budget by Major						
Revenue						
Personnel	\$946,339	\$1,093,756	\$1,087,954	\$1,155,553	\$1,133,016	\$1,181,723
Non-Personnel	\$12,985,453	\$14,128,123	\$15,186,935	\$14,774,605	\$14,776,870	\$15,683,408
Agency Billings	\$102,581	\$59,100	\$62,664	\$58,504	\$60,148	\$61,215
Total	\$14,034,373	\$15,280,979	\$16,337,553	\$15,988,662	\$15,970,034	\$16,926,346
FTEs		12.83		13.05	13.05	12.99

PRIORITY

Citywide Element Neighborhoods and Housing

Describe how this service advances the Citywide Element:

The Section 8 Housing Choice Voucher Program contributes to the Neighborhoods and Housing element by providing vouchers to low-income City residents which increases the affordable housing opportunities throughout the City.

ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
Administration	10	The expense incurred to administer the Section 8 program.
Housing Assistance Payments	90	Direct payments made to landlords for housing low income residents.

SERVICE BUDGET CHANGES

Service Impact 2021 Operating Budget: Agency Reuqests

What is the proposed change to the service's budget from cost to continue to agency request? Increase of \$956,312 What are the service level impacts of the proposed funding changes? The increase is due to an increase in budget authority for Housing Choice Vouchers from the US Department of Housing and Urban Development (HUD) for housing assitance payments. Personnel-Permanent Positions Are you proposing an allocation change to the FTEs for this service? No Description Fund Amount Туре Perm Wages Benefits Total \$0 Explain the assumptions behind the allocation change. What is the justification behind the allocation change? Personnel-Other Personnel Spending Are you requesting additional personnel spending for non-annualized pay? No Туре Fund Amount Description Overtime 5100 (\$33,084) Reduction in overtime **Premium Pay** 5100 (\$365) Reduction in premium pay for overtime hours worked Hourly 5100 \$14,000 Increase in hourly staff Total (\$19,449) Explain the assumptions behind the requested funding. This budget assumes that 2 staff will retire in 2021 and that the agency will fill vacant positions in 2021. What is the justification behind the increased funding? The funding level is decreased for these items. Revenue Are you proposing a change to the service's budgeted revenue? Yes Are you proposing an increase or a decrease to the budgeted revenue? Increase Fund Major Amount Description 5100 42 \$934,955 Housing Assistance Payments - Federal Revenue Explain the assumptions behind the change to budgeted revenue. The CDA budgeted the 2021 housing assistance payments according to projections from HUD. What is the justification behind the proposed change? Non-Personnel Are you requesting additional non-personnel funding for this service?

Yes

2021 Operating Budget: Agency Reuqests

	iund	Major	Amount	Description	
	5100	54	\$912,044	Housing Assistance Payments	
Explain the assum	ptions behind th	e requested funding.			
The CDA budgete	d the 2021 housi	ng assistance payment	s according to pro	jections from HUD.	
What is the justifi	cation behind the	e increased funding?			
t 2: Droporod Rud	got Poduction				
t 2: Proposed Bud	get Reductior				
t 2: Proposed Bud What is 5% of the a	-			\$0	
What is 5% of the a	gency's net budg			\$0 \$0	

activity identified above. Add a separate line for each reduction.

Activity	\$Amount	Description
Total	\$0	

Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	\$ Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	\$0	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities.

Has this reduction been proposed in prior years?		Select
Does the proposed reduction result in eliminating permanent posit If yes, what is the decrease in FTEs:	ions?	Select
Does the proposed reduction impact other agencies (i.e. Fleet Serv If yes, which agencies:	ices)?	Select
Describe why the proposed reduction was chosen.		
Explain the impacts of the proposed reduction on the end user of t	he service. How can impacts of th	nis reduction be mitigated?

v. 06-01-20



Community
 Development
 Authority

Matthew Wachter, Executive Director Madison Municipal Building, Suite 161 215 Martin Luther King Jr. Boulevard Madison, Wisconsin 53703 ph (608)266.4675 fx (608)264.9291 email housing@cityofmadison.com mail P.O. Box 1785, Madison, WI 53701-1785

MEMO

To:David Schmiedicke, Finance DirectorFrom:Deborah Rakowski, CDA Housing Operations Division DirectorDate:July 10, 2020Subject:2021 Operating Budget Transmittal Memo

The 2021 The CDA Housing Operations budget request represents the combined performance of three major federal housing programs; Public Housing, Multifamily Housing, and Housing Choice Voucher programs. These programs are administered by the CDA under contracts with the U.S. Department of Housing and Urban Development (HUD) and the Wisconsin Housing and Economic Development Authority (WHEDA) and primarily serve extremely low-income families throughout the City. The CDA's proposal expands the availability of rental assistance for low-income families and improves the level of service to our program participants while controlling costs through these uncertain times. Our budget submission does not include any supplemental requests and has no impact on the City of Madison General Fund.

Major Goals

The CDA Housing Operations Division includes two services: Housing Vouchers and Public Housing.

Housing Vouchers

This service provides rental assistance to low-income families across the City of Madison in the form of Housing Choice Vouchers. Housing Choice Vouchers administered by the CDA fill the gap between what low-income residents can afford to pay and the actual cost of housing in the private housing market. The CDA provides assistance to an average of 1,750 extremely low income families monthly through this program.

The major goal for 2021 is to continue to maintain the number of families receiving assistance and increase this number when possible in the face of rising costs per family and uncertain federal funding.

Public Housing

This service provides housing to low-income families across the City of Madison through the Public Housing and Multifamily Housing programs. The CDA owns and manages 904 general

occupancy units located at 37 different locations throughout the City of Madison. These units are managed using funds provided to the CDA through an Annual Contributions Contract (ACC) with HUD. HUD funds fill the gap between what the resident can afford to pay in rental costs and the actual cost to operate decent, safe, and sanitary housing.

The major goals for 2021 are to continue to implement operational efficiencies in order to continue to maintain unit turnaround times and high occupancy rates and to continue with repositioning and redevelopment of public housing in accordance with guidance from HUD. The CDA is also planning several capital projects funded through the Capital Fund Grant. Planned projects include lighting upgrades, parking lot improvements, balcony and gutter replacements, window and siding replacements, and grounds improvements.

COVID Response and Recovery

COVID-19 has impacted overall CDA operations but has had minimal fiscal impact. To date, administrative employees have successfully transitioned to teleworking and maintenance staff have continued to work on site. CDA Service Coordinators have continued to check on vulnerable residents and provide referrals for mental health and community services to CDA residents. While the CDA saw a reduction in rental revenues due to tenant income changes, HUD awarded additional funds to the CDA to supplement this loss in revenue and increase in expenses. In 2021, we are planning to continue efforts to improve digital services to residents and will continue to provide safe housing for low income City residents.

2021 Request & Equity

The CDA supports the City's goal of equity by providing decent, safe, and sanitary housing for underserved populations in our community through various housing programs. For example, the 2021 budget includes funding for the Section 8 Homeownership program which provides homeownership opportunities for low income families in our community, which are primarily people of color.

The CDA also contributes to City's equity goals by leading the Madison ConnectHome initiative, which is a HUD initiative that aims to reduce the digital divide in HUD assisted housing. The 2021 budget includes funding for an AmeriCorps VISTA volunteer to coordinate the ConnectHome team and to start digital literacy programming. This budget also includes funding for an ASPIRE intern who will assist the CDA in starting a digital ambassador program at public housing properties. These initiatives will narrow the digital divide for low income households in the City.

2021 Request & Sustainability

The CDA's 2021 budget includes capital improvement projects which support the goals of the City's Sustainability Plan, specifically in the areas of planning and design, carbon and energy, and affordable housing. In 2020, the CDA is working to complete a Green Physical Needs Assessment and Energy Audit which will inform decisions around capital improvements for 2021. In addition, the CDA will continue with energy saving projects such as lighting upgrades and improvements to HVAC systems.

Major Changes in 2021 Operating Request

The CDA began to reposition a portion of its public housing portfolio in 2020 and will continue to do so in 2021 as advised by the CDA Board of Commissioners. The 2021 budget assumes the disposition of 32

units of public housing to the Madison Revitalization and Community Development Corporation (MRCDC), which is a 501(c)(3) entity established by the CDA. This action removes units from the public housing and capital fund programs which results in a decrease in revenues and expenses in the public housing program.

Summary of Reductions

In accordance with guidance from the City of Madison Finance Office, the CDA 2021 budget does not include any budgeted reductions since the CDA does not receive any funding from the City of Madison. The CDA is not projecting a loss of revenue in 2021 and is expecting the federal government will continue funding public housing agencies at current levels.

I look forward to meeting with you to discuss the CDA's 2021 operating budget.

Sincerely, Deborah Rakowski

cc: Deputy Mayors

Matthew Wachter, CDA Executive Director Adam Pfost, DPCED Budget and Performance Excellence Manager Budget and Program Evaluation Staff

2021 Operating Budget

Service Budget Proposal

IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

CDA Housing Operations

SELECT YOUR AGENCY'S SERVICE:

Housing Vouchers

SERVICE NUMBER:

922

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 lowincome 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.

Part 1: Base Budget Proposal

BUDGET INFORMATION

	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request	
Budget by Fund	Judget by Fund						
General-Net	\$0	\$0	\$0	\$0	\$0	\$0	
Other-Expenditures	\$14,034,373	\$15,280,979	\$16,337,553	\$15,988,662	\$15,970,034	\$16,926,346	
Total	\$14,034,373	\$15,280,979	\$16,337,553	\$15,988,662	\$15,970,034	\$16,926,346	
Budget by Major							
Revenue							
Personnel	\$946,339	\$1,093,756	\$1,087,954	\$1,155,553	\$1,133,016	\$1,181,723	
Non-Personnel	\$12,985,453	\$14,128,123	\$15,186,935	\$14,774,605	\$14,776,870	\$15,683,408	
Agency Billings	\$102,581	\$59,100	\$62,664	\$58,504	\$60,148	\$61,215	
Total	\$14,034,373	\$15,280,979	\$16,337,553	\$15,988,662	\$15,970,034	\$16,926,346	
FTEs		12.83		13.05	13.05	12.99	

PRIORITY

Citywide Element Neighborhoods and Housing

Describe how this service advances the Citywide Element:

The Section 8 Housing Choice Voucher Program contributes to the Neighborhoods and Housing element by providing vouchers to low-income City residents which increases the affordable housing opportunities throughout the City.

ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
Administration	10	The expense incurred to administer the Section 8 program.
Housing Assistance Payments	90	Direct payments made to landlords for housing low income residents.

SERVICE BUDGET CHANGES

Service Impact 2021 Operating Budget: Agency Reuqests

What is the proposed change to the service's budget from cost to continue to agency request? Increase of \$956,312 What are the service level impacts of the proposed funding changes? The increase is due to an increase in budget authority for Housing Choice Vouchers from the US Department of Housing and Urban Development (HUD) for housing assitance payments. Personnel-Permanent Positions Are you proposing an allocation change to the FTEs for this service? No Description Fund Amount Туре Perm Wages Benefits Total \$0 Explain the assumptions behind the allocation change. What is the justification behind the allocation change? Personnel-Other Personnel Spending Are you requesting additional personnel spending for non-annualized pay? No Туре Fund Amount Description Overtime 5100 (\$33,084) Reduction in overtime **Premium Pay** 5100 (\$365) Reduction in premium pay for overtime hours worked Hourly 5100 \$14,000 Increase in hourly staff Total (\$19,449) Explain the assumptions behind the requested funding. This budget assumes that 2 staff will retire in 2021 and that the agency will fill vacant positions in 2021. What is the justification behind the increased funding? The funding level is decreased for these items. Revenue Are you proposing a change to the service's budgeted revenue? Yes Are you proposing an increase or a decrease to the budgeted revenue? Increase Fund Major Amount Description 5100 42 \$934,955 Housing Assistance Payments - Federal Revenue Explain the assumptions behind the change to budgeted revenue. The CDA budgeted the 2021 housing assistance payments according to projections from HUD. What is the justification behind the proposed change? Non-Personnel Are you requesting additional non-personnel funding for this service?

Yes

2021 Operating Budget: Agency Reuqests

	Major	Amount	Description	
5100	54	\$912,044	Housing Assistance Payments	
Explain the assumptions behin	nd the requested funding.			
The CDA budgeted the 2021 h	ousing assistance payment	s according to pro	ections from HUD.	
What is the justification behin	d the increased funding?			
	••••			
2: Proposed Budget Reduc	tion			
2: Proposed Budget Reduc What is 5% of the agency's net			\$0	
	budget?		\$0 \$0	

activity identified above. Add a separate line for each reduction.

Activity	\$Amount	Description
Total	\$0	

Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	\$ Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	\$0	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities.

Has this reduction been proposed in prior years?		Select
Does the proposed reduction result in eliminating permanent posit If yes, what is the decrease in FTEs:	ions?	Select
Does the proposed reduction impact other agencies (i.e. Fleet Serv If yes, which agencies:	ices)?	Select
Describe why the proposed reduction was chosen.		
Explain the impacts of the proposed reduction on the end user of t	he service. How can impacts of th	nis reduction be mitigated?

v. 06-01-20

2021 Operating Budget

Service Budget Proposal

IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

CDA Housing Operations

SELECT YOUR AGENCY'S SERVICE:

Public Housing

SERVICE NUMBER:

921

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.

Part 1: Base Budget Proposal

BUDGET INFORMATION

		2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
Bua	udget by Fund						
	General-Net	\$175,000	\$175,000	\$0	\$0	\$0	\$0
	Other-Expenditures	\$6,831,298	\$8,167,418	\$7,783,133	\$8,276,982	\$8,330,408	\$8,816,355
Tota	Ĩ	\$7,006,298	\$8,342,418	\$7,783,133	\$8,276,982	\$8,330,408	\$8,816,355
Виа	lget by Major						
	Revenue						
	Personnel	\$2,534,861	\$2,981,063	\$2,704,780	\$3,258,693	\$3,284,106	\$3,169,693
	Non-Personnel	\$4,230,543	\$5,180,138	\$4,867,717	\$4,816,454	\$4,820,438	\$5,452,247
	Agency Billings	\$240,894	\$181,217	\$210,635	\$201,835	\$225,864	\$194,415
Toto	al	\$7,006,298	\$8,342,418	\$7,783,132	\$8,276,982	\$8,330,408	\$8,816,355
	FTEs		35.30		40.14	38.14	38.15

PRIORITY

Citywide Element Neighborhoods and Housing

Describe how this service advances the Citywide Element:

Through the federally funded Public and Mulitfamily housing programs, the CDA provides decent, safe, and sanitary housing to extremely low-income residents throughout the City of Madison. The CDA is a direct provider of subsidized housing to residents who would otherwise be at risk of homelessness. This housing includes community spaces that bring residents and community members together. CDA staff provide services to residents that help them age healthfully in place or successfully move out of public housing.

ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
Central Operating Cost Center (COCC)	4	The COCC provides administrative support to the Public Housing program and is housed at the MMB. COCC staff collect and screen all program applications and provide policy, procurement, and financial oversight.
East Asset Management Project 200 (East AMP) 2021 Operating Budget: Agency Reuc	19 Jests	The East AMP is comprised of 163 units in 41 buildings at 6 different physical locations. This 71

Triangle AMP 400 21 The Triangle AMP is comprised of 224 units in 7 buildings at 1 physical location. This activity includes all expenses to manage and maintain the properties in accordance with federal regulations. Trians Place 1 LLC, AMP 500 8 The Truas Phase 1 AMP is comprised of 21 units in buildings; located on the fast size and bordering Wright and Straubel Streets. This property includes all expenses needed to manage and maintain the sear the properties in accordance with federal regulations. Truas Phase 1 LLC, AMP 500 8 The Truas Phase 1 AMP is comprised of 21 units in buildings; located on the fast size and bordering Wright and straubel Streets. This property includes all tax credits compliance activities and 24 Project Based Section 50 woucher units, all of which are manage on the tax size and bordering wright and the sard size of 43 units in buildings; located on the fast Site. This property includes all tax credits opporter in accordance with federal regulations. Truas Phase 2 LLC, AMP 600 4 The Truas Phase 2 AMP is comprised of 20 units in 1 buildings; located on the fast Site. This property includes all tax credits opplicate activities as well as all expenses needed to manage and maintain these properties in accordance with federal regulations. Ranabis Agartments 6 Karabis Agartments is comprised of 20 units in 1 buildings in accordance with federal regulations. This activity includes all expenses needed to manage and maintain the set properties in accordance with the contract agreement with the With Contract agreement with				activity includes all expenses to manage and maintain the physical property in accordance with federal regulations.
Trange AMP 400 The Trange AMP 400 Dublidings at 2 physical location. This activity includes all expenses to manage and maintain thes properties in accordance with fielderal regulations. Trank Phase 1 LLC, AMP 500 8 The Trans Phase 1 AMP is comprised of 71 units in buildings tocate on manage and maintain these properties in accordance with fielderal regulations. Trank Phase 2 LLC, AMP 500 4 The Trans Phase 1 AMP is comprised of 71 units in buildings tocate on manage and maintain these properties in accordance with fielderal regulations. Trank Phase 2 LLC, AMP 600 4 The Trans Phase 2 AMP is comprised of 24 units in buildings tocate on manage and maintain these properties in accordance with fielderal regulations. Trank Phase 2 LLC, AMP 600 4 The Trans Phase 2 AMP is comprised of 24 units in buildings tocate on manage and maintain these properties in accordance with fielderal regulations. Trank Phase 2 LLC, AMP 600 4 The Trans Phase 2 AMP is comprised of 20 units in 1 buildings tocate on manage and maintain these properties in accordance with fielderal regulations. Kanabis Apartments 6 Kanabis Apartments is comprised of 20 units in 1 building tocate on manage and maintain these and the properties in accordance with fielderal regulations. kanabis Apartments 11 Parkside Apartments is comprised of 20 units in 1 building to the service is concording with the Wisconsin Housing and Economic Development Authority (WHEDA). SERVICE BUDGET CHANGES 11 The rease on	West AMP 300	27		buildings at 23 different physcial locations. This activity includes all expenses to manage and maintain these properties in acordance with federal
Trans Phase 2 LLC, AMP 500 The True These 2 AMP is comprised of 72 units in 1 Trans Phase 2 LLC, AMP 600 4 Trans Phase 2 LL	Triangle AMP 400	21		buildings at 1 physical location. This activity includes all expenses to manage and maintain these
Truex Phase 21LC, AMP 600 The Truex Phase 21LC, AMP is comprised of 48 units in building is located on the East Site. This property includes 40 public housing units and 8 Project. Baced Section 8 Voucher units. The CDA manages 40 units and Porchight manages 8 units. The CDA manages 40 units and Porchight manages 8 units. The CDA manages 40 units and Porchight manages 8 units. The CDA manages 40 units and Porchight manages 8 units. The CDA manages 40 units and Porchight manages 8 units. The CDA manages 40 units and Porchight manages 8 units. The CDA manages 8 units in the transition these properties in accordance with federal regulations. Karabis Apartments 6 Karabis Apartments is comprised of 20 units in 1 building located at the Triangle Site. All of the units in this building are handicapped accessible. This activity includes all expenses needed to manage and maintain this building are needed to manage and maintain this building are condance with the contract agreement with the Wisconsin Housing and Economic Development Authority (WHEDA). Parkside Apartments 11 Parkside Apartments is comprised of 94 units and 1 commercial space is currently leased to Asian of the contract agreement with WHEDA. SERVICE BUDGET CHANGES 5 5 Service Impact What are the service's budget from cost to continue to agency request? increase of 485,947 What are the service level impacts of the proposed funding changes? There are no service level impacts of the proposed funding changes? There are no service level impacts to the proposed funding changes? There are no service level impacts to the proposed funding changes?	Truax Phase 1 LLC, AMP 500	8		Wright and Straubel Streets. This property includes 47 public housing units and 24 Project Based Section 8 voucher units, all of which are managed by the East Site Manager. This activity includes all tax credit compliance activities as well as all expenses needed to manage and maintain these
Karabis Apartments Karabis Apartments is comprised of 20 units in 1 building located at the Triangle Site. All of the units in this building in accordance with the contract agreement with the Wisconsin Housing and maintain this building in accordance with the contract agreement with the Wisconsin Housing and Economic Development Authority (WHEDA). Parkside Apartments 11 Parkside Apartments 11 Parkside Apartments Parkside Apartments is comprised of 94 units and 1 commercial space is currently leased to Asian Foods. This activity includes all expenses needed to manage and maintain these buildings in accordance with our contracts agreement with WHEDA. SERVICE BUDGET CHANGES Service Impact What is the proposed change to the service's budget from cost to continue to agency request? Increase of 485,947 What are the service level impacts of the proposed funding changes? There are no service level impacts to the proposed funding changes? There are no service level impacts to the proposed funding changes? No Personnel-Permanent Positions Are you proposing an allocation change to the FTEs for this service? Are you proposing an allocation change to the FTEs for this service? No Type Fund Amount Description Perm Wages 5100 (S114,413) Description	Truax Phase 2 LLC, AMP 600	4		includes 40 public housing units and 8 Project Based Section 8 Voucher units. The CDA manages 40 units and Porchlight manages 8 units. This activity includes all tax credit compliance activities as well as all expenses needed to manage and maintain these properties in accordance with
Parkside Apartments Parkside Apartments Parkside Apartments is comprised of 94 units and 1 commercial space in 5 buildings at the Triangle Site The commercial space is currently leased to Asian Foods. This activity includes all expenses needed to manage and maintain these buildings in accordance with our contracts agreement with WHEDA. SERVICE BUDGET CHANGES Service Impact What is the proposed change to the service's budget from cost to continue to agency request? Increase of 485,947 What are the service level impacts of the proposed funding changes? There are no service level impacts to the proposed funding changes. The increase in expenses is due to an increase in capital projects to be completed in 2021 and an increase in the amount of funding budgeted to be transferred to property reserves at Parkside, Karabis, and Truax Phase 1. Personnel-Permanent Positions Are you proposing an allocation change to the FTEs for this service? No Type Perm Wages 5100 (\$114,413)	Karabis Apartments	6		building located at the Triangle Site. All of the units in this building are handicapped accessible. This activity includes all expenses needed to manage and maintain this building in accordance with the contract agreement with the Wisconsin Housing
Service Impact What is the proposed change to the service's budget from cost to continue to agency request? Increase of 485,947 What are the service level impacts of the proposed funding changes? There are no service level impacts to the proposed funding changes. The increase in expenses is due to an increase in capital projects to be completed in 2021 and an increase in the amount of funding budgeted to be transferred to property reserves at Parkside, Karabis, and Truax Phase 1. Personnel-Permanent Positions Are you proposing an allocation change to the FTEs for this service? No Type Perm Wages Fund Amount Description	Parkside Apartments	11		Foods. This activity includes all expenses needed to manage and maintain these buildings in accordance
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What are the service level impacts of the proposed funding changes? There are no service level impacts to the proposed funding changes. The increase in expenses is due to an increase in capital projects to be completed in 2021 and an increase in the amount of funding budgeted to be transferred to property reserves at Parkside, Karabis, and Truax Phase 1. Personnel-Permanent Positions Are you proposing an allocation change to the FTEs for this service? No Type Fund Perm Wages 5100 (\$114,413)	Service Impact What is the proposed change to the s	ervice's budget from cost	to continue to agency	cy request? Increase of 485 947
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Are you proposing an allocation change to the FTEs for this service? No Type Fund Amount Description Perm Wages 5100 (\$114,413) Image: Comparison of the service o			-	
Type Fund Amount Description Perm Wages 5100 (\$114,413)	Personnel-Permanent Positions			
Perm Wages 5100 (\$114,413)	Are you proposing an allocation ch	ange to the FTEs for thi	s service? No	
	Туре	Fund	Amount	Description
	Perm Wages	5100	(\$114,413)	Reallocation of payroll expenses. to CDA Redevelopment (91)

	Benefits				
	Total		(\$114,4	13)	
Explain the as	ssumptions behind the allo	ocation change.			
We complete	d several payroll allocatior	n changes in this bu	dget submission ba	sed on t	he CDA's Cost Allocation Plan.
What is the ju	ustification behind the allo	cation change?			
addition, the the end of 20	CDA is planning to dispose	e of 32 units of publity owned by the CI	lic housing to the M DA which will manag	ladison F ge the 32	nent of the properties owned by the redevelopment authority. In Revitalization and Community Development Corporation (MRCDC) 2 units of housing utilizing CDA staff. A portion of payroll expenses
sonnel-Other Pe	rsonnel Spending				
Are you reque	esting additional personne	el spending for non-	annualized pay? N	lo	
	Туре	Fund	Amount	t	Description
	Overtime	5100	(\$22,89	6)	
					Reduction in overtime for all sites.
	Premium Pay	5100	\$177		
					Premium pay for all sites.
	Hourly	5100	(\$7,168)	
					Reduction in hourly pay for all sites.
	Total		(\$29,88	7)	
Explain the as	ssumptions behind the req	quested funding.			
What is the ju	ustification behind the incr	-	A being fully staffed	d in 2021	L, requiring less overtime and use of hourly staff to complete work
		reased funding?		d in 2021	L, requiring less overtime and use of hourly staff to complete work.
We increased	ustification behind the incr	reased funding? to better reflect act	tuals.	d in 2021	L, requiring less overtime and use of hourly staff to complete work
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The CDA assumes an increase in funding from the Capital Fund	grant.	
What is the justification behind the increased funding?		
Supplies and services were adjusted to account for changes in t	he 5 year capital fund plan and planned pr	ojects in 2021. Reserve transfers increas
to increases in generated revenue at 3 properties.		
to increases in generated revenue at 3 properties. Proposed Budget Reduction		
	\$0	

Activity	\$Amount	Description
Total	\$0	

Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	\$ Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	\$0	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities.

Has this reduction been proposed in prior years?	Select
Does the proposed reduction result in eliminating permanent positio	ns? Select
If yes, what is the decrease in FTEs:	
Does the proposed reduction impact other agencies (i.e. Fleet Servic	s)? Select
If yes, which agencies:	
Describe why the proposed reduction was chosen.	
Explain the impacts of the proposed reduction on the end user of the	service. How can impacts of this reduction be mitigated?

v. 06-01-20