



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET

January 27, 2010



TACOMA HOUSING AUTHORITY

Michael Mirra
Executive Director

BOARD OF COMMISSIONERS

Ken Miller, Chair
Janis Flauding, Vice Chair
Dr. Arthur C. Banks
Greg Mowat
Stanley Rumbaugh

REGULAR MEETING BOARD OF COMMISSIONERS

WEDNESDAY, January 27, 2009

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold their Regular Meeting on **Wednesday, January 27, 2010 at 4:00 p.m.**

The meeting will be held at:

**5303 South Orchard Street
Tacoma, WA 98405**

The site is accessible to persons with disabilities. Persons requiring special accommodations should contact Christine Wilson at (253) 207-4421, before 4:00 p.m. the day before the scheduled meeting.

I, Christine Wilson, certify that on or before Friday, January 22, 2009, I FAXED, the preceding PUBLIC MEETING NOTICE to:

City of Tacoma	747 Market Street Tacoma, WA 98402	fax: 253-591-5123
Northwest Justice Project	715 Tacoma Avenue South Tacoma, WA 98402	fax: 253-272-8226
KCPQ-TV/Channel 13	1813 Westlake Avenue North Seattle, WA 98109	tips@q13fox.com
KSTW-TV/Channel 11	602 Oaksdale Avenue SW Renton, WA 98055-1224	fax: 206-861-8915
Tacoma News Tribune	1950 South State Tacoma, WA 98405	fax: 253-597-8274
The Tacoma Weekly	PO Box 7185 Tacoma, WA 98406	fax: 253-759-5780

and other individuals and resident organizations with notification requests on file

Christine Wilson
Executive Administrator



TACOMA HOUSING AUTHORITY

AGENDA
REGULAR MEETING
BOARD OF COMMISSIONERS
January 27, 2010, 4:00 PM
Bergerson Terrace
Community Room
(5303 South Orchard Street)

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING**
 - 3.1 Minutes of January 7, 2010 Special Session
 - 3.2 Minutes of December 16, 2009 Regular Meeting
- 4. GUEST COMMENTS**
- 5. COMMITTEE REPORTS**
- 6. ADMINISTRATION REPORTS**
 - 6.1 Finance and Administration
 - 6.2 Real Estate Management and Housing Services
 - 6.3 Real Estate Development
 - 6.4 Community Services
- 7. OLD BUSINESS**
- 8. NEW BUSINESS**
 - 8.1 THA Resolution 2010-1-27 (1), Moving and Storage
- 9. COMMENTS FROM THE COMMISSIONERS**
- 10. COMMENTS FROM THE EXECUTIVE DIRECTOR**
- 11. EXECUTIVE SESSION**
- 12. ADJOURNMENT**

MEETING MINUTES



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, December 16, 2009

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 2306 6th Ave, Tacoma, WA at 4:00 PM on Wednesday, December 16, 2009.

1. CALL TO ORDER

Chairman Miller called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:14 PM.

2. ROLL CALL

Upon roll call, those present and absent were as follows:

PRESENT

ABSENT

Commissioners

Ken Miller, Chairman

Janis Flauding, Vice Chair

Arthur Banks, Commissioner

Greg Mowat, Commissioner

Stanley Rumbaugh, Commissioner

Staff

Michael Mirra, Executive Director

Christine Wilson, Executive Administrator

Janet Rice, Deputy Executive Director

April Davis, REMHS Director

Nancy Vignec, Community Services Director

Barbara Tanbara, Human Services Director

Ken Shalik, Finance Director

Chairman Miller declared there was a quorum present @ 4:15 PM and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Miller asked for any corrections to or discussion of minutes for the regular meeting of the Board of Commissioners of Wednesday, November 18, 2009. Commissioner Rumbaugh moved to adopt the minutes, Commissioner Flauding seconded.

Upon roll call, the vote was as follows:

AYES: 3
NAYS: None
Abstain: None
Absent: 2

Motion approved.

Chair Miller asked for any corrections to or discussion of minutes for the study session of the Board of Commissioners of Friday, December 4, 2009. Commissioner Rumbaugh moved to adopt the minutes, Commissioner Flauding seconded.

Upon roll call, the vote was as follows:

AYES: 3
NAYS: None
Abstain: None
Absent: 2

Motion approved.

4. GUEST COMMENTS

None

5. COMMITTEE REPORTS

HOPE VI Community Task Force – Deputy Executive Director Rice reported that the task force members met and looked at the HOPE VI by-laws. The Salishan HOPE VI Task Force will phase out and the new HOPE VI Task Force will phase in with no overlap. The City of Tacoma representatives who currently serve on the Salishan task force will transition to the new task force. ED Mirra asked if Commissioner Banks was in attendance. DED Rice stated no and added that she went over the meeting points with him and he indicated that the all looks good.

Finance Committee – No report

6. ADMINISTRATIVE REPORTS

Finance Administration

Commissioner Rumbaugh moved to ratify the payment of cash disbursements totaling \$5,697,981 for the month of November, 2009, Commissioner Flauding seconded.

Upon roll call, the vote was as follows:

AYES: 3
NAYS: None
Abstain: None
Absent: 2

Motion approved.

Director Shalik referred the board to his report, discussion ensued regarding cash disbursement, current budget and overages.

Real Estate Management and Housing Services

Director Davis referred the board to her report. The Salishan lease-up is going very well due to the commitment by staff. Opening our public housing waitlist assist THA in filling these units. She reported that the Moving to Work application has been submitted to HUD. Chair Miller has requested an expanded discussion related to segregating our senior and disabled communities. Commissioner Rumbaugh stated that it is important for applicants and tenants to prove their disabilities. ED Mirra stated that PM. Eric Erland has resigned his position effective in February. Director Rice stated a job posting will go out for a site manager for Sal 5 and 6.

Real Estate Development

Director Rice referred the board to her report. She discussed the Salishan lots sold to Habitat for Humanity. We should learn sometime this month if we obtained the NSP2 \$10M to fund Salishan Area 2B and Hillsdale Heights. Chair Miller asked about the Education, Training and Retail Center and understood that the Tacoma Library does not know if they can pay for the operations to run the proposed library in Salishan. He also stated that we need more tenant commitments.

Director Rice also referred to her decision, previously announced, to leave THA and return home to California to help care for her mother. Director Rice thanked the BOC and staff for their ongoing commitment during the past three years with THA. The BOC also thanked her for her service and also thanked Tina Hansen who will be the interim Director of RED.

Community Services

Director Vignec referred the board to her report.

Human Resources

Director Tanbara referred the board to her report. The HR policies adopted last month need to be discussed and have been deferred to our January meeting. She directed the board to the Benefit Committee she will be assembling to look at our overall benefit package and determine which benefits are the most critical and where we might be able to contain costs. She also directed the BOC to her Recruitment/Turnover Report over the past 12 months that is trending at 14.9%. She also stated the trend is lower but still too high.

7. NEW BUSINESS

7.1 RESOLUTION 2009-12-16 (1)

ADOPTION OF THE AMENDMENT TO THA POLICY PCI-01 PROCUREMENT POLICY

WHEREAS, the American Recovery and Reinvestment Act (ARRA) requires public housing authorities to follow ARRA procurement rules when spending ARRA money. It also directs that state procurement rules do not apply to these expenditures;

WHEREAS, THA should incorporate these requirements and directives into its procurement policy, THA Policy PCI-1, Procurement Policy;

WHEREAS, by Resolution 2008-01-23(3), the Board adopted THA Policy G-10 on Ethics and Conflicts of Interest. That policy makes the ethics section of the procurement policy unnecessary. It should be removed.

WHEREAS, the attached draft of an amended THA Policy PCI-01 on Procurement shows the appropriate changes for these purposes.

Resolved by the Board of Commissioners of the Housing Authority of the City Of Tacoma, Washington, that:

1. Approve Resolution 2009-12-16(1) adopting the changes set forth in the attached redlined draft of THA Policy PCI-1.

Approved: December 16, 2009

Ken Miller, Chairman

Commissioner Rumbaugh motioned to approve the resolution. Commissioner Flauding seconded the motion.

Upon roll call, the vote was as follows:

AYES: 3
NAYS: None
Abstain: None
Absent: 2

Motion approved

7.2 RESOLUTION 2009-12-16 (2)

AUTHORIZATION TO AWARD FULL CONTRACT AMOUNT FOR MODIFICATION (9) TO THE CONSTRUCTION MANAGER/GENERAL CONTRACTOR CONTRACT WITH WALSH CONSTRUCTION FOR SALISHAN HOPE VI REDEVELOPMENT II & III FOR SALISHAN AREA 2B – INFRASTRUCTURE CONSTRUCTION

Whereas, Resolution 2006-08-23 (1) authorized the Executive Director the authority to negotiate and execute the contract for the Construction Manager/General Contractor for Salishan HOPE VI Redevelopment Phase II & III with Walsh Construction;

Whereas, The resolution authorized the Executive Director to award the contract in phases through modifications to the Predevelopment Services Agreement;

Whereas, The Authority has developed a preliminary budget of \$27 Million for Phase III of the project, and;

Whereas, The total GMP for this phase of work reflects the total revised estimate for the Walsh construction portion of \$8,804,104.00 from the original estimate of \$10,335,757.00 reflecting a savings of \$1,531,653.00 in construction costs from the original budget, and;

Whereas, The project will be funded through a mix of financing strategies including, Program Income, COT funds, Federal, State and local grants, and Construction Loans;

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington,

1. The Executive Director has the authority to award the total an additional amount of \$3,904,106 to Contract Amendment (9) for a total GMP of \$8,404,106.00. Contract increase(s) to be executed via Change Orders as funding is secured.

Approved: December 16, 2009

Ken Miller, Chairman

Commissioner Flauding motioned to approve the resolution. Commissioner Rumbaugh seconded the motion.

Upon roll call, the vote was as follows:

AYES: 3
NAYS: None
Abstain: None
Absent: 2

Motion Approved

7.3 RESOLUTION 2009-12-16 (3)

**CONSTRUCTION MANAGER/GENERAL CONTRACTOR SERVICES
SALISHAN HOPE VI REDEVELOPMENT PHASE II AND PHASE III
MODIFICATION 10 SALISHAN 7 VERTICAL CONSTRUCTION**

Whereas, Resolution 2009-12-16 (3) authorized the Executive Director the authority to negotiate and execute the contract for the Construction Manager/General Contractor for Salishan HOPE VI Redevelopment Phase II & III with Walsh Construction;

Whereas, The resolution authorized the Executive Director to award the contract in phases through modifications to the Predevelopment Services Agreement;

Whereas, The Authority has developed a preliminary budget of \$27 Million for Phase III of the project, and;

Whereas, The total GMP for this phase of work reflects the total revised estimate for the Walsh construction portion of \$14,127,904.00 from the original estimate of \$16,267,169.00. This represents a savings of \$ 2,139,265.00 in construction costs.

Whereas, The project will be funded through a mix of financing strategies including, Tax Credit Assistance Program, State grants, and Construction Loans;

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington,

1. The Executive Director has the authority to negotiate and execute Modification (10) for Phase III, Salishan 7 Vertical Construction in the not to exceed amount of \$14,127,904.00.

Approved: December 16, 2009

Ken Miller, Chairman

Commissioner Flauding motioned to approve the resolution. Commissioner Rumbaugh seconded the motion.

Upon roll call, the vote was as follows:

AYES: 3
NAYS: None
Abstain: None
Absent: 2

Motion Approved

7.4 RESOLUTION 2009-12-16 (4)

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma.

WHEREAS, the Tacoma Housing Authority is a member of Housing Authorities Risk Retention Pool (“HARRP”), an intergovernmental entity created by agreement, which provides indemnification against risk of loss;

WHEREAS, the Board of Directors of HARRP has proposed that HARRP’s members enter into an Intergovernmental Cooperation Agreement (the “ICA”), which amends and restates the Amended and Restated ICA dated July 15, 1992; and

WHEREAS, the ICA, which sets forth the powers, duties and functions of HARRP, shall become effective upon the approval of at least two-thirds of HARRP’s members.

RESOLVED, that Tacoma Housing Authority shall be authorized to enter into the ICA;

RESOLVED FURTHER, that Michael Mirra is authorized to execute and deliver the ICA on behalf of the Tacoma Housing Authority; and

RESOLVED FURTHER, that Michael Mirra shall be authorized and directed on behalf of Tacoma Housing Authority to do the following:

- (a) Take such action as shall be necessary or appropriate for Tacoma Housing Authority to perform its obligations on a timely basis under the ICA or as otherwise required by HARRP;

- (b) Take from time to time such other action as is necessary or desirable to effect the purposes for which HARRP is organized as provided in the ICA;
- (c) Approve any amendments to the ICA; and
- (d) Execute and deliver any agreements, instruments or documents (or amendments thereto) necessary or desirable to carry out the foregoing resolutions.

Approved: December 16, 2009

Ken Miller, Chairman

Commissioner Flauding motioned to approve the resolution. Commissioner Rumbaugh seconded the motion.

Upon roll call, the vote was as follows:

AYES:	3
NAYS:	None
Abstain:	None
Absent:	2

Motion Approved

8. COMMENTS FROM COMMISSIONERS

Commissioner Flauding thanked DED Rice for her service to THA as well as being a great role model for Commissioner Flauding’s daughter. Commissioner Rumbaugh stated that he was sad to see DED Rice leave and understood the needs of her family. Chair Miller echoed the commissioner’s remarks to DED Rice and mentioned that he enjoyed the THA Employee Appreciation Luncheon.

9. COMMENTS FROM THE EXECUTIVE DIRECTOR

ED Mirra directed the board to his report. He reported that the Governor’s budget has a \$1M line item for THA and thanked Commissioner Rumbaugh for his leadership in working with the Governor’s office. The HUD budget is anticipated to have \$200M of HOPE VI and Choice Neighborhood grant dollars. DED Rice stated there will be Choice Neighborhood technical assistance grants to apply for and we will need to work with City of Tacoma who will pull the MLK Corridor project together. Chair Miller asked if a press release will go out regarding the opening of our public housing waitlist. ED Mirra confirmed that a release will go out soon.

10. ADJOURNMENT

There being no further business to conduct, Commissioner Flauding moved to adjourn, Commissioner Rumbaugh seconded the motion. Meeting adjourned at 5:33 PM.

APPROVED AS CORRECT

Adopted: January 27, 2010

Ken Miller, Chair



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES SPECIAL SESSION THURSDAY, January 7, 2010

The Commissioners of the Housing Authority of the City of Tacoma met in Special Session at 902 South L Street, Tacoma, WA at 3:00 PM on Thursday, January 7, 2010.

1. CALL TO ORDER

Chairman Miller called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 3:00 PM.

2. ROLL CALL

Upon roll call, those present and absent were as follows

PRESENT

ABSENT

Commissioners

Ken Miller, Chairman*

Janis Flauding, Vice Chair

Arthur Banks, Commissioner*

Greg Mowat, Commissioner

Stanley Rumbaugh, Commissioner (joined at 3:02 PM)*

Staff

Michael Mirra, Executive Director

Christine Wilson, Executive Administrator

Tina Hansen, Interim RED Director

Roberta Schur, Project Manager

* participating by phone conference on speaker phone that was audible to everyone in the room

Chairman Miller declared there was a quorum present @ 4:01 PM and proceeded.

3. NEW BUSINESS

3.1 RESOLUTION 2010-1-7 (1)

SALISHAN SEVEN: EXECUTION OF DOCUMENTS

Whereas, the Housing Authority of the City of Tacoma (the “Authority”) seeks to encourage the provision of long term housing for low income persons residing within the City of Tacoma, Washington (the “City”);

Whereas, the Authority intends to construct 91 rental dwelling units as part of the Salishan Seven component of the Authority’s Salishan redevelopment project to provide housing for low-income persons within the City (the “Project”), and to acquire, construct and install infrastructure improvements that will facilitate the development of the Project and other housing in the vicinity thereof;

Whereas, the U.S. Department of Housing and Urban Development (“HUD”) currently has Declarations of Trust recorded in the real property records of Pierce County, Washington, affecting the property upon which the Project and related infrastructure improvements will be developed (the “Property”), which Declarations of Trust must be partially released to facilitate the financing of the Project and the infrastructure improvements;

Whereas, in connection with its request to HUD that said Declarations of Trust be removed, the Authority deems it necessary to the financial feasibility of the Project that the Authority obtain an exception under 24 CFR part 85.6(c) from the provisions of 24 CFR part 85.31(c)(1) that otherwise would require the Authority to reimburse HUD for the proportionate share of the fair market value of the Property subject to said partial release of the Declarations of Trust;

Whereas, the Authority wishes to undertake those steps as may be necessary, reasonable and/or advisable for it to obtain such exception; and

Whereas, RCW 35.82.040 authorizes the Authority to “delegate to one or more of its agents or employees such powers or duties as it may deem proper”; NOW, THEREFORE,

Resolved by the Board of Commissioners of the Housing Authority of the City of Q Tacoma, Washington that:

1. Request to Remove the Declarations of Trust. The Authority requests approval from HUD to remove the Declarations of Trust from the Property. To support such request, the Board finds and determines that there is good cause for such action because (i) the Authority will have replaced (after the Project is completed) 855 public housing units that had previously existed at the Salishan redevelopment site with 950 affordable housing units serving households with incomes at or below 60% of AMGI, and (ii) the Project is targeted for residents with incomes at or below 60% AMGI (with 45 of the units being set aside for tenants with incomes at or below 30% AMGI), thereby addressing needs to provide for such tenants at the Salishan redevelopment site.

2. Request for Exception Under 24 CFR Part 85.6(c). The Authority requests an exception under 24 CFR part 85.6(c) from the provisions of 24 CFR part 85.31(c)(1) that would otherwise require the Authority to reimburse HUD for the proportionate share of the fair market value of the Property subject to the partial release of the Declarations of Trust requested by Section 1 of this resolution. The Authority expects to incur debt obligations in the aggregate amount of \$20,840,923 to finance the development of the Project and the related infrastructure improvements. Because of its commitment to maintain rent restrictions and to target low and very low income tenants for the Project, the Authority does not expect to derive income from the Project that would be sufficient to pay the Project's capital and operating costs, as well as the reimbursement payment that otherwise might be required by 24 CFR part 85.31(c)(1).
3. Fair Market Value of the Property. The Board finds and determines that the fair market value of the Property is \$297,617. This finding and determination is based on the fair market value appraisal dated September 23, 2009, for 25 acres of land that include the 5.17 acres that comprise the Property.
4. Finding Regarding the Authority's Operation of Public Housing. The Board further finds and determines that the disposition or reassignment of the Property to the COCC will not be detrimental to the operation of public housing for the Authority because (i) no public housing units currently are located on the Property, and (ii) the redevelopment of the Salishan site has resulted in the development of 290 public housing units operated by, or under the control of, the Authority.
5. Amendment of Public Housing Agency Plan. The Authority's Public Housing Agency Plan required by 24 CFR part 903 (the "PHA Plan") shall be amended to reassign the Property to the COCC. The PHA must include the disposition or reassignment in their PHA Plan. The Executive Director and his designees are authorized and directed to reflect such reassignment in the PHA Plan.
6. Preparation of Request Package. The Executive Director and his designees are authorized and directed to prepare, execute and deliver to HUD, on behalf of the Authority, a request package that includes: (i) a request for removal of the Declarations of Trust (including statements showing good cause for such request) and reassignment of the non-dwelling property to the COCC, (ii) a request for an exception under 24 CFR part 85.6(c) to reimburse the federal government for its equity in the project (including statements showing good cause for such request), (iii) a copy of this resolution, and (iv) if required by HUD, the amended PHA Plan.
7. Supplemental Authorization. The Executive Director is further authorized and directed on behalf of the Authority to execute and deliver and, if applicable, file any government forms, affidavits, certificates, letters, documents, agreements and instruments that such officer determines to be necessary or

advisable to give effect to this resolution and to consummate the transactions contemplated herein.

8. Acting Officers Authorized. Any action required by this resolution to be taken by the Executive Director of the Authority may in his absence be taken by either the Chairman of the Board or the duly-authorized acting Executive Director of the Authority;
9. Ratification and Confirmation. Any actions of the Authority or its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed; and
10. Effective Date. This resolution shall be in full force and effect from and after its adoption and approval.

Approved: January 7, 2010 _____

Ken Miller, Chairman

Commissioner Flauding motioned to approve the resolution. Commissioner Rumbaugh seconded the motion.

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	None
Abstain:	None
Absent:	1

Motion approved

4. ADJOURNMENT

There being no further business to conduct, Commissioner Banks moved to adjourn, Commissioner Flauding seconded the motion. Meeting adjourned at 3:08 PM.

APPROVED AS CORRECT

Adopted: January 27, 2010

Ken Miller, Chair

HOPE VI Community Task Force
Vice Chair Banks

Finance Committee
Commissioner Mowat

ADMINISTRATION REPORTS

FINANCE
AND
ADMINISTRATION



TACOMA HOUSING AUTHORITY

Motion

Adopt a consent motion ratifying the payment of cash disbursements totaling \$5,470,194 for the month of December 2009.

Approved: January 27, 2010

Ken Miller, Chairman



TACOMA HOUSING AUTHORITY

Date: January 27, 2010
To: THA Board of Commissioners
From: Ken Shalik
Finance and Administration Director
Re: Finance & Administration Department Monthly Board Report

1. FINANCIAL STATEMENT COMMENTS

I present the December, 2009 disbursement report for your approval.

The Finance Department is submitting the financial statement for the month of November, 2009. November ended up with an operating deficit of \$15,347 for the month, and \$262,470 year to date. The current projection for FY ending 06/30/10 is for a surplus of approximately \$51,540. I am in the process of completing a detailed review for the mid year budget study session on February 5th and will identify areas that need modification at that time.

Categories I would like to address this month are as follows.

- *Line 13 – Developer Fee Income* – No funds have been received as of November. We received our first payment in January in the amount of \$625,000 for Salishan 4, and are still anticipating receiving the full amount budgeted by fiscal year end.
- *Line 14 – Other Revenue* - Anticipated income is higher than budgeted due to receiving \$60,000 for administrative fees for assuming administrative responsibilities of loans from HDC (board approved) and \$75,000 from the Gates and Sequoia foundations for the Education Manager and MLK corridor project.
- *Line 29 - Legal* - Eviction costs for Property Management plus legal expenses for sale of Salishan Area 3 lots to Habitat for Humanity (not in budget) constitute the majority of the overage for this category.
- *Line 33 – Other Administrative Expenses* - Expenses are higher than normal year to date. The majority of the amount has to do with recruitment expenses applicable to the Director of REM that were expensed in FY 2010, but were for previous year as explained during prior meetings. We will continue monitoring this category.
- *Line 51 – Total Routine Maintenance* - Salaries, maintenance materials, and contract costs continue to be higher than budgeted. Increases in material usage have to do with

unit turns and deferred maintenance. Contract cost hikes are the result of grass cutting for Salishan Area 3 (for sale lots) that was originally budgeted as being capitalized. As the development portion of the infrastructure is actually completed, grass cutting is being expensed under contract costs rather than being capitalized. The annualized amount is \$100K, and will be part of a budget revision at the mid year review. Heating and Air Conditioning costs, as well as Carpet replacement are also well above budget. Both maintenance salaries line item and fee for service portion of contract maintenance is over budget due to having a higher than budgeted landscape crew the first three months of the fiscal year. A budget revision is being requested at the mid year review for maintenance.

- *Line 57 - Interest Expense* - The interest for the \$13.2 million Area 3 loan has been paid for by decreasing the loan proceeds held by the trustee up to this point. In March, the remaining loan proceeds (approximately \$1.5 million) will remain in the debt service reserve fund and loan interest will have to be paid by THA, in the amount of approximately \$70,000 per month. This will be addressed in the mid year budget review.

In HUD appropriations news, it appears that major programs will be funded at higher levels than in 2009. Both the Housing Choice Voucher and Public Housing programs received approximately 6.5% more funds than in 2009. We are still likely to have challenges in Public Housing funding as HUD has updated the subsidy calculations to include current rental income, rather than the frozen 2004 income that we were using in the past. Due to the higher level of current rental income used for calculations, we are facing a projected \$200,000 loss in subsidy.

A mid year budget review study session will be held on February 5th at noon at the THA office. I will have a resolution amending the 2010 budget during that meeting.

2. INVESTMENTS

Surplus funds had been invested in Heritage checking, Money Market accounts and the Washington State Investment Pool. There is no change in the current Washington state collateralization policy and rates remain at .5%. The Washington State Investment pool meets the state requirements with interest rates a little higher than .2%.

3. INFORMATION TECHNOLOGY/SOFTWARE IMPLEMENTATION

THA has been making a concerted effort in working with VisualHomes in order to improve both the communication and the challenges that the agency has had with the software since we went live in November, 2007. As the board has requested a more detailed accounting for where we currently are for this month, the following will be an update of the status, and certain milestones for the past six months.

TIMELINE

- September 2009 - Tacoma Housing Authority staff attend VisualHOMES Software Conference.
- October 2009 – Tacoma Housing Authority designated Customer Portal Tester for support tickets
- November 2009 – Visual Homes receives updated list of current THA issues.
- December 2009 – Jose Rodriquez, VisualHOMES Business Development mangager, visits THA to discuss concerns agency is having with VisualHOMES and areas that are critical for improvement.
- December 2009 –Jose provides VisualHOMES list of concerns. A conference call is then held with Raj Bhaskar (CEO), Jose, and THA Staff to discuss issues list and agency concerns. Discussion centered on need for an assigned VisualHOMES Project Manager and how to proceed on improvement plan.
- December 2009 – VisualHOMES employee Lorraine Jones designated as THA Project Manager.
- January 2010 – Conference call with Raj, Lorraine and THA Staff. Bi-weekly meetings between THA and VisualHOMES will be instituted this month to discuss. Jennifer will be THA liaison to discuss ongoing issues and progress with Lorraine. A bi-weekly progress status meeting to include Raj, Lorraine, Dave, Jennifer and myself will be conducted at a specific time and day. We are in the process of working out the schedule.

INITIATIVES

Initiatives Underway

- Upgrade of SQL Server
- Upgrade to AccountMate 7.5 accounting software.
- Upgrade of Purchase Requisitions – PRQ .net
- Upgrade of VMS reporting systems
- Partnership between VisualHOMES and THA in development of upgraded Tax Credit module.

Initiatives Under Consideration

- LRTran07 – Upgrade in Tax Credit modules for tenant accounting. Demonstration requested. Strong likelihood of upgrade.
- Sec8Tran08 – Demonstration requested to see if benefits for agency to upgrade
- Online Waitlist Entry – Demonstration provided. This would be a purchase of a new module and not an upgrade. Not considering purchase at this time.
- Grant Processing and Reporting module – Discussed during visit at VisualHomes conference. Demonstration needed to determine improvements made since last time we used.

ISSUES

We provided VisualHOMES our most updated issues list in December. They are currently reviewing the list to determine if it is a bug, training issue, or an enhancement that needs to be placed into development. Once a determination is made we will populate the appropriate areas. It is our intention to use this matrix to provide the board with information to monitor our progress.

Priority	Low	Medium	High	Very High	Critical	Total
Total issues	1	17	16	7	4	45
New this month	0	0	0	0	3	3
Under review by VH	1	17	16	7	1	42
In VH Support	0	0	0	0	0	0
In VH Development	0	0	0	0	0	0
In VH Testing	0	0	0	0	0	0
Future VH release	0	0	0	0	0	0
Not addressed	0	0	0	0	0	0
Issues resolved	0	0	0	0	3	3
Training issues	TBD	TBD	TBD	TBD	TBD	TBD

LEGEND

- Under Review by VH – VisualHOMES management and staff are reviewing our issues list to determine appropriate action or response.
- In VH Support – VisualHOMES support staff handles issues related to minor system bugs, data issues and training. When in this category, the issue is being worked on.
- In VH Development – Issues in development will be addressed in future releases (builds) or added to technical specs of future enhancements.
- In VH Testing – VisualHOMES tests modifications to their software using internal resources and designated housing authorities who have volunteered to beta test. When in this category, the programmers have corrected, and it is being tested.
- Future VH Release – Issues in this category have been addressed and will be available in a future release of the software.
- Not Addressed – Issues in this category are on the list and not yet addressed by Visual Homes.
- Issues Resolved – Issues in the category have been resolved and a solution implemented by VH and THA.
- Training Issues: A lack of understanding in the software has resulted in a need to provide training. Issues in this category have been addressed with staff training.

4. ASSET MANAGEMENT AND COMPLIANCE

We are continuing to move forward in our compliance, asset management and procurement efforts.

5. YEAR-END UPDATE

The 2008 audited financial statements have finally been approved by HUD. We are still waiting for approval of our unaudited FY 2009 submission. REAC has finally upgraded their system to online submission through their website and Duane Strom (Finance Manager) has been uploading the information into the system for our audited version. The Washington state auditors have been in the office auditing our financials since late December. An entrance meeting including two Board representatives was held right before this board meeting

6. BUDGET

I am gearing up for the FY 2011 Budget preparation. The following are the budget guideline dates that I presented last month.

February 5	Board Mid Year Budget review for FY 2010
February 10	Department heads receive budget worksheets
March 12	Budget worksheets with preliminary figures due finance for processing
March 16- 19	Data input of preliminary figures by finance
March 23 – 26	Initial meetings between department heads and Director of Finance and Administration
March 23 – April 9	Negotiations with individual department heads and Executive Director on budgetary figures
April 13 -16	Revised budgetary figures input by finance
April 20 – 30	Secondary review between with department heads and Executive Director
May 7	Final budgetary figures calculated by finance
May 18	Budget meeting to go over agency budget with all directors
May 26	THA budget recommendations sent to Board of Directors
June 5	Board Retreat on Budget
June 24	Board adoption of THA budget

7. DESK MANUAL PROJECT

THA has hired Jeri Seamands as a sunset position to resume work on writing the desk manuals. After a 4 week trip to New Zealand, Jeri came back with renewed vigor and is progressing on her plan to make significant progress on the Desk Manuals.

**TACOMA HOUSING AUTHORITY
AGENCY WIDE**

	November, 2009				Thru 06/30/2010			
	CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED YTD	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE	
OPERATING RECEIPTS								
1	Tenant Revenue - Dwelling rent	214,542	1,062,670	1,007,658	5.46%	2,550,408	2,418,379	5.46%
2	Tenant Revenue - Other	2,937	30,120	20,208	49.05%	72,288	48,500	49.05%
3	HUD grant - Section 8 HAP reimbursemer	2,566,621	12,472,148	12,661,983	-1.50%	29,933,155	30,388,758	-1.50%
4	HUD grant - Section 8 Admin fee earned	204,118	1,144,688	984,450	16.28%	2,572,251	2,362,681	8.87%
5	HUD grant - Public Housing subsidy	214,293	1,216,538	1,055,475	15.26%	2,591,538	2,533,140	2.31%
6	HUD grant - Community Services/HOPE	18,293	322,999	383,148	-15.70%	775,198	919,554	-15.70%
7	HUD grant - Capital Fund Operating Reve	55,576	118,763	147,585	-19.53%	285,031	354,203	-19.53%
8	Management Fee Income	165,976	705,144	754,103	-6.49%	1,692,346	1,809,846	-6.49%
9	Fee For Service Income	16,589	115,985	72,773	59.38%	238,364	174,655	36.48%
10	Other Government grants	12,827	82,691	60,967	35.63%	198,458	146,320	35.63%
11	Investment income	3,957	22,597	34,635	-34.76%	54,233	83,125	-34.76%
12	Fraud Recovery Income - Sec 8	4,732	10,082	7,292	38.26%	24,196	17,500	38.26%
13	Other Revenue- Developer Fee Income	0	0	841,195	-100.00%	2,018,867	2,018,867	0.00%
14	Other Revenue	56,313	250,593	77,492	223.38%	326,423	185,980	75.52%
15	Reserve Appropriations	49,656	1,737,340	1,832,920	-5.21%	4,169,616	4,399,008	-5.21%
16	TOTAL OPERATING RECEIPTS	3,586,430	19,292,358	19,941,882	-3.26%	47,502,372	47,860,516	-0.75%
OPERATING EXPENDITURES								
Administrative Expenses								
17	Administrative Salaries	341,526	1,345,180	1,363,643	-1.35%	3,228,432	3,272,743	-1.35%
18	Administrative Personnel - Benefits	94,098	472,513	512,254	-7.76%	1,134,031	1,229,409	-7.76%
19	Accounting & Audit Fees	472	2,358	29,128	-91.90%	69,906	69,906	0.00%
20	Management Fees	130,820	592,552	665,562	-10.97%	1,422,125	1,597,349	-10.97%
21	Advertising	2,129	2,814	5,417	-48.05%	6,754	13,000	-48.05%
22	Data Processing Expenses	7,134	62,665	101,959	-38.54%	220,396	244,701	-9.93%
23	Office Supplies	9,365	36,205	44,984	-19.52%	86,892	107,962	-19.52%
24	Publications & Memberships	12,572	15,072	16,510	-8.71%	36,173	39,625	-8.71%
25	Telephone	7,923	40,749	43,542	-6.41%	97,798	104,500	-6.41%
26	Postage	2,620	14,698	20,170	-27.13%	35,275	48,409	-27.13%
27	Leased Equipment & Repairs	5,886	25,000	23,983	4.24%	60,000	57,560	4.24%
28	Office Equipment Expensed	1,641	20,513	39,958	-48.66%	89,231	95,900	-6.95%
29	Legal	11,367	52,234	29,000	80.12%	105,362	69,600	51.38%
30	Local Milage	1,194	4,948	9,471	-47.76%	11,875	22,731	-47.76%
31	Staff Training/Out of Town travel	8,506	62,727	74,698	-16.03%	150,545	179,275	-16.03%
32	Contract Services	16,507	152,136	158,175	-3.82%	415,126	379,619	9.35%
33	Other administrative expenses	6,289	64,008	47,146	35.77%	133,619	113,150	18.09%
34	Due diligence - Development projects	0	0	41,667	-100.00%	50,000	100,000	-50.00%
35	Contingency	0	0	1,042	-100.00%	0	2,500	-100.00%
36	Total Administrative Expenses	660,049	2,966,372	3,228,308	-8.11%	7,353,540	7,747,939	-5.09%

	November, 2009				Thru 06/30/2010			
	CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE	
Tenant Service								
37	Tenant Service - Salaries	69,042	321,035	303,620	5.74%	770,484	728,688	5.74%
38	Tenant Service Personnel - Benefits	21,986	119,399	111,069	7.50%	286,558	266,565	7.50%
39	Relocation Costs	921	27,865	22,917	21.59%	66,876	55,000	21.59%
40	Tenant Service - Other	8,825	189,570	203,376	-6.79%	454,968	488,102	-6.79%
41	Total Tenant Services	100,774	657,869	640,981	2.63%	1,578,886	1,538,355	2.63%
Project Utilities								
42	Water	7,372	44,844	41,464	8.15%	107,626	99,513	8.15%
43	Electricity	17,478	71,068	95,985	-25.96%	170,563	230,365	-25.96%
44	Gas	6,228	22,206	32,851	-32.40%	53,294	78,843	-32.40%
45	Sewer	20,390	114,957	112,710	1.99%	275,897	270,504	1.99%
46	Total Project Utilities	51,468	253,075	283,010	-10.58%	607,380	679,225	-10.58%
Ordinary Maintenance & Operations								
47	Maintenance Salaries	59,064	311,690	269,916	15.48%	718,056	647,798	10.85%
48	Maintenance Personnel - Benefits	18,022	109,318	88,281	23.83%	247,363	211,874	16.75%
49	Maintenance Materials	11,652	77,458	62,810	23.32%	185,899	150,745	23.32%
50	Contract Maintenance	63,183	411,914	228,470	80.29%	913,594	548,328	66.61%
51	Total Routine Maintenance	151,921	910,380	649,477	40.17%	2,064,912	1,558,745	32.47%
General Expenses								
52	Protective Services	25,315	61,689	77,675	-20.58%	203,054	186,420	8.92%
53	Insurance	15,057	89,751	83,182	7.90%	215,402	199,636	7.90%
54	Other General Expense	0	372,602	343,973	8.32%	894,245	825,536	8.32%
55	Payment in Lieu of Taxes	1,199	5,994	4,063	47.54%	14,386	9,750	47.54%
56	Bad Debt - Tenant Rents	1,000	7,500	7,708	-2.70%	18,000	18,500	-2.70%
57	Interest Expense	27,574	140,450	133,661	5.08%	337,080	320,786	5.08%
58	Total General Expenses	70,145	677,986	650,262	4.26%	1,682,166	1,560,628	7.79%
Nonroutine Expenditures								
59	Ext. Maint/Fac Imp/Gain/Loss Prop Sale	0	14,697	52,083	-71.78%	85,273	125,000	-31.78%
60	Casualty Losses	0		0		0	0	
61	Sec 8 HAP Payments	2,566,621	12,472,148	12,661,983	-1.50%	29,933,155	30,388,758	-1.50%
62	THA transfer to development projects	798	1,602,300	1,775,462	-9.75%	4,145,520	4,261,108	-2.71%
63	Total Nonroutine Expenditures	2,567,419	14,089,145	14,489,528	-2.76%	34,163,948	34,774,866	-1.76%
64	TOTAL EXPENDITURES	3,601,776	19,554,827	19,941,566	-1.94%	47,450,832	47,859,758	-0.85%
65	OPERATING SURPLUS/(DEFICIT)	(15,347)	(262,470)	316	-83203.8%	51,540	758	6699.5%

TACOMA HOUSING AUTHORITY
CASH BALANCES - DECEMBER 31, 2009

Account Name	Current Balance	Interest	
HERITAGE BANK			
Accounts Payable	\$ 3,699,890	0.500%	
Section 8 Checking	1,970,268	0.500%	
THA Investment Pool	282	0.500%	
THA LIPH Security Deposits	87,128	0.500%	
THDG - Tacoma Housing Development Group	35,434	0.500%	
LF - Windstar	12,914	0.500%	
LF - Stewart Court	52,524	0.500%	
LF - Stewart Ct Security Deposit Account	13,585	0.500%	
LF - SF 9Homes Alaska	142,406	0.500%	
LF - SF 9Homes Alaska Sec Dep Acct	13,833	0.500%	
LF - SFH No. Shirley	12,874	0.500%	
LF - SFH N Shirley Security Deposit Acct	1,033	0.500%	
LF - Wedgewood Homes	37,283	0.500%	
LF - Wedgewood Homes Security Deposit Acct	14,744	0.500%	
General Fund Money Market	3,476,401	0.500%	
WASHINGTON STATE			
Investment Pool	\$ 814,972	0.240%	
US BANK			
Payroll Account	\$ 11,843		
CHASE			
HSS-IDA Account	\$ 8,778	0.05%	
IDA Account	96,739	0.01%	
TOTAL THA CASH BALANCE	\$ 10,502,931		
LESS:			
Restrictions:			
HAP Reserves	\$ 911,023		
Section 8 Voucher Operating Reserves	-		
FSS Escrows	215,748		
Mod Rehab Operating Reserves	-		
PH Operating Reserves	-		
Security Deposit Accounts	125,783		
Salishan Sound Families - 608	292,856		
IDA Accounts - 604,605,611	105,517		
THDG - 048	35,434		
Wedgewood Operating Reserve	-		
Agency Liabilities:			
Windstar Loan - 042	338,654		
Local Fund Debt Service	235,223		
Citibank Loan for Area 3 (2010 portion of 13 million)***** (\$3.3 million due Citibank Jan, 2011 if lots not sold)	821,000		
Total Restrictions	\$ 3,081,238		
THA UNENCUMBERED CASH Before CURRENT COMMITMENTS	\$ 7,421,693		
LESS:			
Agency Current Commitments:			
	Commitment	Expended	Balance
Salishan Infrastructure (Area 2B) (532)	\$ 2,000,000	\$ 2,000,000	\$ -
Habitat for Humanity Loan	135,000	135,000	-
ABHOW Lease Option (Contingent until ABHOW breaks ground)	1,070,000		1,070,000
Salishan Education & Training - On hold	234,000		-
Salishan Maintenance Building			-
Salishan 5 (905) - Not needed for Sal 5	1,887,108		-
Salishan 6			
Salishan 7			
Other Development Projects			
Total Current Commitments outstanding			\$ 1,070,000
THA AVAILABLE CASH			\$ 6,351,693
Advances until Funding Source determined			
Salishan 7			\$ 294,715
Area 2B			\$ 443,516
Total Advances			\$ 738,231

REAL ESTATE MANAGEMENT
AND
HOUSING SERVICES



TACOMA HOUSING AUTHORITY

Date: January 27, 2010
To: THA Board of Commissioners
From: April Davis
Director of Real Estate Management and Housing Services
Re: Department of Real Estate Management and Housing Services Monthly Board Report

1. HUD 5-YEAR AND ANNUAL PLAN

The 5-year and Annual Plan was approved on June 15, 2009.

2. PROPERTY MANAGEMENT DIVISION

2.1 Physical Inspection Assessment Sub-System (PASS)

THA has received from HUD its PASS score for the following Asset Management Projects (AMP):

PASS INSPECTION REPORT				
AMP	Properties	Inspection Date	Score	Performance (High/Std/Troubled)
1	K Street, G Street, EB Wilson	11/21/2008	92	High
2	6th Ave, Wright, Fawcett	10/27/2008	86	Standard
3	Ludwig, Bergerson, Dixon	10/23/2008	93	High
4	Hillside 1800, Hillside 2500	3/6/2009	84	Standard
6	LIPH Scattered Sites	10/27/2008	70	Standard
7	Hillside 1 Tax Credit	1/27/2009	97	High
8	Hillside 2 Tax Credit	1/27/2009	99	High
9	Salishan 1 Tax Credit	1/28/2009	94	High
10	Salishan 2 Tax Credit	5/5/2009	75	Standard
11	Salishan 3 Tax Credit	TBD		
12	Hillside 1500 Tax Credit	1/27/2009	99	High
13	Salishan 4 Tax Credit	TBD		

2.2 Performance Report Summaries:

2.2.1 Public Housing Information Center (PIC) reporting:

THA's reporting rate for accurately submitting public housing program participation data (50058) to HUD is at 96% HUD requires a housing authority to accurately submit at 95% or better.

2.2.2 *Occupancy:*

Unit occupancy is reported for the first day of the month. The detailed occupancy report is attached. Salishan 5 and 6 are 100% leased up. MF Hillside Terrace occupancy rate dropped this month due to scheduled move outs. Units are rent ready and will be leased in the month of January.

OCCUPANCY SUMMARY REPORT					
PROGRAM	UNITS AVAILABLE	UNITS VACANT	UNITS OCCUPIED	% MTH OCCUPIED	% YTD OCCUPIED
Public Housing	594	13	581	98.5%	96.7%
MF Hillside Terrace	62	4	58	93.5%	95.4%
MF Salishan	540	12	528	96.1%	95.9%
MF Other	119	15	104	87.4%	86.6%
All Total	1315	44	1271	93.0%	95.2%

Vacancy Unit Turn (PHAS/MASS Indicator #1):

- (a) To earn maximum points for this sub-indicator housing authorities must complete unit turns at an average rate of 20 days or less per AMP.

For the fiscal year, the average unit turns across all AMPS was 48 days per turn. A continued effort will be on going to reduce the turn times. The challenges with purchasing have been worked out so we can move forward in 2010 to expedite the unit turns.

There were significant delays in turn around time as they relate to leasing days. This was due to the intense Salishan lease up schedules in the months of November and December 2009. However, there has been marked improvement in maintenance turn around days (categorized as down time and make ready in the table below). Maintenance completed unit turns in an average of 22.5 days. The remainder of the total average turnaround days are attributed to leasing.

December 2009 VACANT UNIT TURN REPORT (MASS #1)							
AMP # *	Units Turned	Down Time	Make Ready	Lease Up	Days to Turn	Exempt Days	Avg Turn
AMP 1	8	1	54	328	383		48
AMP 2	14	16	84	426	526		37.57
AMP 3	17	31	484	380	895		52.65

December 2009 VACANT UNIT TURN REPORT (MASS #1)							
AMP # *	Units Turned	Down Time	Make Ready	Lease Up	Days to Turn	Exempt Days	Avg Turn
AMP 4	10	0	239	190	429		42.9
AMP 6	7	8	253	84	345		49.29
AMP 7	2	68	0	27	95		47.5
AMP 8	0	0	0	0	0		0
AMP 9	0	0	0	0	0		0
AMP 10	0	0	0	0	0		0
AMP 11	1	0	24	1	17		17
AMP 12	0	0	0	0	0		0
AMP 13	4	79	77	164	320		80
Amp 14	0	0	0	0	0		0
TOTALS	63	203	1215	1654	3010		48

*Please refer to the table in Section 2.1 for a list of the properties associated with each AMP.

2.2.3 Work Order Report (PHAS/MASS Indicator #4):

The work order report accounts for two separate performance indicators in work order management, time to complete emergency work orders and average time to complete non-emergency work orders (routine). The performance indicators are recorded per AMP. HUD requires housing authority's to complete at least 99% of its annual emergency work orders within 24 hours.

In the month of December, all emergency work orders were completed within 24 hours.

AMPs 10, 11 and 12 did not meet the HUD standard for the year for completing non-emergency work orders. This was mainly due to parts that were on back order that have now been received as well as addressing immediate concerns in turning our vacant units. All repairs not addressed were minor issues that were prioritized to be repaired at the earliest convenience. Property Management will be proposing a schedule with a set number of days that will be devoted to work orders and preventative maintenance. This proposal will be presented in next months report. There

continue to be service calls for appliances in AMP'S 10-14. Bids are currently being accepted for review to obtain a service contract.

Work Order Completion Table:

WORK ORDER COMPLETION REPORT (PHAS/MASS #4)								
AMP # *	Emergency				Non Emergency			
	December 2009		FYTD		December 2009		FYTD	
	# Completed	% Completed in 24 hrs	# Completed	% Completed in 24 hrs (99% HUD Std)	# Completed	Avg Completion Days	# Completed	Avg Completion Days (25 days HUD Std)
AMP 1	0	100%	26	100%	36	22.75	267	5.74
AMP 2	4	100%	8	100%	21	6.76	201	4.12
AMP 3	8	100%	35	100%	46	12.74	268	12.94
AMP 4	1	100%	25	100%	30	3.60	191	31.40
AMP 6	10	100%	13	100%	13	7	86	22.47
AMP 7	0	NA	0	0%	5	1.8	21	6.14
AMP 8	0	NA	0	0%	1	3	9	12
AMP 9	0	NA	0	0%	1	14	2	8
AMP 10	0	NA	0	0	0	0	40	40.98
AMP 11	0	NA	0	0	2	5	23	60.17
AMP 12	0	NA	0	0%	2	25	26	30.69
AMP 13	0	NA	0	0%	4	8.75	46	23.70
AMP 14	0	NA	0	0%	1	7	15	9.40
Non-AMP	0	NA	4	100%	7	11.43	93	2.74
TOTALS	23	100%	111	100%	169	11.27	1288	15

*Please refer to the table in Section 2.1 for a list of the properties associated with each AMP.

Outstanding Work Orders Table:

Outstanding Work Orders as of December 31, 2009					
AMP #	Open Emergency WO	Days Open	Open Non-Emergency	<25 Days open	>25 Days open
AMP 1	0	0	9	8	1
AMP 2	0	0	11	11	0
AMP 3	0	0	14	11	3
AMP 4	0	0	1	1	0
AMP 6	0	0	3	3	0
AMP 7	0	0	1	1	0
AMP 8	0	0	4	3	1
AMP 9	0	0	6	0	6
AMP 10	0	0	11	6	5
AMP 11	0	0	24	6	18
AMP 12	0	0	16	3	13
AMP 13	0	0	17	6	11
AMP 14	0	0	4	1	3
Non-AMP	0	0	5	2	3
TOTALS	0	0	126	62	64

2.3 Salishan Association

2.3.1 Salishan Association Board:

(a) Association fee debt

To date the Association has turned over (16) homeowner accounts to have liens put on properties. A courtesy letter was sent out prior to any legal action for all accounts with balances of more than \$500. Effective July 1, 2009 the board unanimously voted on abolishing the 10% late fees. All outstanding accounts will still be charged the \$10 late fee as required by the CC&R's. The Association ended the year with \$58,343.65 in delinquency. This includes \$28,120.38 in 10% late fees, \$4,851.64 in \$10 per month late fees and \$25,371.63 in delinquent dues. The Association continues to send out late notices and encourage payment plans as an option for the homeowners. Lisa Zahn will be making phone calls and visiting homeowners door-to-door to continue to encourage payment plans as an option, during the month of January.

2.4 Community Development and Safety

2.4.1 *Salishan Association:*

Recruiting continues to recruit the final two block watch section leaders. Neighborhood patrols are in place and patrolling the neighborhood. Staff will continue to seek outside networking opportunities for additional support to assist the block watch group. The Block Watch Group continues to meet on the first Tuesday of every month at 6 pm.

2.4.2 *First Creek:*

December meetings were canceled due to the holidays. The next meeting scheduled is on Wednesday, January 6th 6:30 pm – 8:30 pm. Priorities for First Creek Neighbors are: reduce gang activity, clean up efforts for the community and Creek, stop illegal dumping, suppress fireworks, fill pot holes. We continue to attend these meetings and support this group. Highlights from 2009 include cleaning up a meth lab, closing 16 drug houses, closed a marijuana growing operation, hauled 201 tons of junk, various illegal encampments closed, lights restored in Portland Avenue Park, creation of firstcreekblogspot.com. and passing a resolution to create a stewardship plan for First Creek.

2.4.3 *Comprehensive Health & Education Foundation (CHEF) Funding:*

During the month of November the Association, in collaboration with CHEF and Tacoma-Pierce County Health Department conducted a Health Survey. The objective was to learn about the health status of Salishan community members, to determine what resources, services and activities are wanted by Salishan residents and to gather input and feedback from the community about health in Salishan. A total of 164 people completed the survey:

- 77% female
- 21% male
- Average age was 47
- 9% of respondents were homeowners
- 21% of respondents were renters
- 22% of respondents were Project-based Section 8 participants; and
- 40% of respondents were Public Housing residents

The questions covered a variety of subjects to include safety in Salishan, Salishan Community, Fresh Food and Physical Activity, Resources,

Activities and Services in Salishan, Personal Health and Family Health.
Below is a summary of the results:

- Under Safety, 96% felt “somewhat safe” or “very safe” walking alone in Salishan during the day.
- 59% felt “somewhat safe” or “very safe” walking alone in Salishan at night.
- 63% felt that unsupervised children were “somewhat” or “a big” problem in Salishan.
- 63% felt “somewhat good” or “very good” about speed of traffic in Salishan.
- 84% felt “somewhat good” or “very good” about Salishan’s street lighting.
- 54% felt “somewhat good” or “very good” about lighting in Salishan’s playgrounds/parks.
- 91% “strongly” or “somewhat” agree with the statement that “I think Salishan is a good place to live.”
- 80% “strongly” or “somewhat” agreed with the statement that “people at Salishan are willing to help their neighbors.”
- The top resources, activities and services that people would like to see are fitness center/gym, physical activity classes, new community center, music and art program, farmer’s market and organized sports.

These are just some of the preliminary results that I wanted to share with the Board. Tacoma-Pierce County Health Department is currently working on a full and comprehensive report with the findings which should be available by end of January.

3. RENTAL ASSISTANCE DIVISION

3.1 Performance Report Summary:

3.1.1 Public Housing Information Center (PIC) reporting:

THA's reporting rate for accurately submitting HCV program participation data (50058) to HUD is at 97%. HUD requires a housing authority to accurately submit at 95% or better.

3.1.2 Housing Choice Voucher (HCV) Utilization:

Housing Choice Voucher utilization is reported at 95% for the month of December and 105% for calendar year to date. Budget utilization is reported at 106% for calendar year to date.

HCV UTILIZATION SUMMARY REPORT					
Voucher			HAP		
	Month			Month	
Voucher Allocation	3,628		Budget	2,347,362	
Voucher Leased	3,456		Actual	2,482,713	
% Utilized	95		% Utilized	106	

REAL ESTATE

DEVELOPMENT



TACOMA HOUSING AUTHORITY

DATE: January 27, 2010

TO: THA Board of Commissioners

FROM: Tina Hansen
Interim Director of Real Estate Development

RE: Real Estate Development Department Monthly Board Report

1. SALISHAN/HOPE VI

Phase II Construction

Area 2A

Education, Training and Retail Center: Staff continues to pursue funding commitments and has applied for the City of Tacoma CDBG funding and will apply for the Washington State Department of Commerce Building Communities Fund (BCF) in early 2010. Staff also continues to pursue tenant prospects including Clover Park Technical College and Evergreen State College.

Area 3

Lot Sales: The sale of (9) building lots to Habitat for Humanity closed on December 10, 2009. Habitat is underway with the construction of the first home.

Area 2B

Infrastructure: Construction of the main water line, sanitary sewer and water meters on the north section is complete. The Joint Utility Trench (JUT) is complete, with the exception of backfilling that is delayed due to weather. The pumping system installed to improve Erosion Control is being upgraded for improved performance. The heavy rains and poor soil conditions have pushed the existing system past its limits. Upgrades are being required by the Tacoma Environmental Compliance Department. Most construction is being delayed due to the very wet conditions. Walsh has concentrated on completing the Sal 7 lots to assure ability to start vertical construction as soon as the financial closings are complete.

Salishan 7: Current program plans include (90) project-based Section 8 rental units and (1) unrestricted manager's unit. The project is "permit ready" having received all building permits. Walsh has completed their evaluation of the pricing and has prepared the final guaranteed maximum price (GMP) proposal. THA is awaiting HUD approval to release the affordable housing restrictions on the site. Approval is expected the week of January 18. THA will close immediately upon notice of approval.

Arlington Rd

Sale: Staff has a current appraisal and released a request for proposals (RFP) on December 4, 2009 to solicit a purchaser for this site. This was done in part to assist the Board in evaluating whether the potential sale is prudent and feasible in challenging economic times to accomplish this original revitalization component. That component included selling the land to a Senior Intermediate Care Facility developer and using the proceeds to fund other development activities within Salishan. Although staff spoke to several developers through the RFP process, we did not receive any proposals. Staff will be reevaluating the Arlington Road issue over the next month.

Financial

Salishan Four: THA converted to the permanent loan in December. THA has received all of the equity disbursements as of January 13.

Salishan Five: Staff submitted the packet to request \$5.5 million for the completion disbursement. Payment is expected late in January. Staff will be working on placed in service materials for the Finance Commission and the Trust Fund.

Salishan Six: As Salishan Six is now completed and occupied, staff will start working on the next equity installment request and the placed in service requirements.

Salishan Seven: All of the funding has been approved for Salishan Seven; THA was awarded \$2 million from the Housing Trust Fund December 16, 2009. THA expects to close the week of January 18. Construction will start immediately after closing.

Construction Oversight Committee

The December Construction Oversight Committee (COC) was held as scheduled on December 10, 2009. The committee was updated on all elements of Salishan as well as the Hillside Terrace Hope VI progress. The next meeting is scheduled for February 10, 2010.

2. PUBLIC HOUSING PROJECTS

Scattered Sites

Disposition: As the board is aware, staff is in the process of preparing two disposition applications: (1) for the disposition and eventual sale of (13) of the scattered sites, and (2) to dispose of (21) units for use as “market rate” housing that THA will continue to own and rent.

THA will accept housing choice vouchers (HCV) for these rentals. On November 4,

2009 staff held an informative meeting for the residents of the (34) scattered sites, to handout information on the relocation process and answer any questions. Staff is currently working with the City on the required Environmental Review of these properties.

1800/2500 Hillside Terrace

Financing: Staff submitted the HOPE VI application on November 12, 2009.

Architecture: Staff finalized negotiations with GGLO for Addendum B Schematic Design Services. The total cost for this limited architecture service is \$335,967 bringing the total contract amount to \$721,027.

Construction: On December 18, 2009, staff began publicizing for a Construction Manager/General Contractor (CM/GC) for the project. Staff held a pre-bid conference on December 29, 2009. A total of seven (7) contractors responded to the RFP on the January 13, 2010 due date. Staff has assembled a proposal review committee comprised of three(3) staff from the Real Estate Development department, one (1) representative from the City of Tacoma and one (1) Hillside Terrace resident. The review committee is currently reviewing proposals received and anticipate a recommendation to the HA Executive Director by January 29, 2010. A selection recommendation will be presented to the Board during the regularly scheduled February Board meeting.

3. AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)

Planning/Bidding: The Casey Group (TCG) has completed work on Phase II, which includes design and construction documents. The bid packages for AMP1 were available January 6th, AMP2 and AMP3 January 14th. Bids are due for AMP1- January 26th, AMP2- February 9th and AMP3-February 11th. Construction is anticipated to start in March.

Construction: W.G. Clark, the General Contractor for the G Street Repipe has begun preliminary plumbing work. The first phase of tenant relocation and interior work started the fourth week of January. Construction for the balance of the ARRA funded work is expected to begin in March and completion is anticipated for November 2010.

3.2 Gap Subsidy Competition Set-Aside for Bond Projects

Due to THA not being awarded funding from NSP 2 the Hillsdale Heights project will continue to be on hold.

3.3 Grants

NSP 1: As the board is aware THA applied for and was awarded approximately \$780,000 in the first round of funding by the City of Tacoma. Staff in community services and development continues working together to identify houses to rehabilitate and sell to low and moderate income households. The selection of homes that would qualify is very narrow. THA submitted an offer on two houses in east Tacoma, a little south of Salishan.

NSP 2: Staff submitted the application to obtain funding for Hillsdale Heights and Salishan Area 2B. THA applied for approximately \$10 million. THA did not receive an NSP 2 award.

Salishan HOPE VI: As was mentioned previously, with the turnover of the Salishan Six units THA has completed its development obligations under the HOPE VI grant. The development grant completion is due December 31,2009. Real Estate Development, Community Services and Finance are working together to compile close out material which is due to HUD March 30, 2010. THA selected Abt Associates to conduct the close out evaluation for Phase I. Abt's report is due to THA January 18, 2010.

4. WINTHROP HOTEL

Due Diligence

Staff has conducted a full due diligence of the property including building investigation, environmental assessment, and appraisal. THA has no plans to resume any due diligence until the city clarifies what role it would like THA to take.

5. COMMUNITY DEVELOPMENT ENTITY DESIGNATION

Nothing new to report

6. M/WBE CONTRACT COMPLIANCE and SECTION 3 HIRING

The Construction Oversight Committee met on Thursday, October 8, 2009. M/WBE utilization numbers incorporate site activity in Area 1, Area 2a and 2b, and Area 3. To date, the total minority and women-owned business (M/WBE) subcontracting equals about Thirty-five percent (35%) of total contract dollars awarded. Twenty-five percent (25%) of all contract dollars have been awarded to MBE firms, and ten percent (10%) to WBE firms. Forty percent (40%) of all contracts have been awarded to Tacoma based companies, and forty-nine percent (49%) have been awarded to Pierce County based companies. Section 3 results to date total 177. The project goal was 125.

7. PHAS INDICATOR FOR MODERNIZATION ACTIVITIES

The following are the obligated and expenditures as of January 7, 2010

Grant	Total Grant	Obligated	% Obligated	Expended	% Expended	Obligation Start Date	Obligation End Date	Disbursement End Date
2007 CFP (P)	\$2,909,072	\$ 2,909,072	100%	\$2,851,037	95%	09/13/07	09/12/09	09/12/11
2008 CFP (P)	\$1,849,412	1,516,765	82%	\$1,132,204	71%	6/13/08	06/12/10	06/12/12
2008 CFP (1 st R)	\$1,351,655	\$1,351,655	100%	\$1,064,030	77%	6/13/08	06/12/10	06/12/12
Sal. HOPE VI (Revitalization)	\$35,000,000	\$35,000,000	100%	\$35,000,000	100%	04/26/01	12/31/10	12/31/10
2009 CFP	2,410,953	146,800	.06%	52,234	.02%	9/15/09	9/14/11	9/14/13
2009 CFP (1 st R)	703,863	708,863	100%	0	0	9/15/09	9/14/11	9/14/13
2009 CFP (2 nd R)	54,932	54,932	100%	0	0	9/15/09	9/14/11	9/14/13
CFRG*	4,096,616	707,760	.17%	272,025.00	..06%	3/18/09	3/17/10	3/17/12

*Capital Fund Recovery Grant

**The total grant was increased due to THA getting high performance dollars.

COMMUNITY SERVICES



TACOMA HOUSING AUTHORITY

Date: January 27, 2010
To: THA Board of Commissioners
From: Nancy Vignec
Community Services
Re: Monthly Board Report

STRATEGIC OBJECTIVE: ASSISTANCE

THA will provide high quality housing and supportive services. Its supportive services will help people succeed as residents, neighbors, parents, students, and wage earners who can live without assistance. It will focus this assistance to meet the greatest need.

1. 2009 GOALS

Seventeen different major funding sources support the Community Services department's staff and activities. Most of these funding sources identify performance measures and goals. This report groups the various funding sources' annual goals by service area. It summarizes progress toward attaining annual goals during the month of December 2009 and for the calendar year 2009.

1.1 Employment

THA contracted with Bates Technical College for computer-based vocational training from January through September. THA case workers also referred clients to local vocational training programs. THA contracted with Goodwill Industries for employment services. For the calendar year, Goodwill served seven public housing residents through this contract. THA's case workers also provided job placement services. They placed one client in a job this month. A total of 108 clients obtained employment in calendar year 2009.

Activities	Month	YTD	Annual Goal	% of Goal
Clients enrolled in vocational training program	0	38	93	41%
Clients completed vocational training program	1	19	65	29%
Clients enrolled in employment readiness soft skills program	0	8	15	53%
Clients completed employment readiness soft skills program	0	7	15	47%
Job Placement	1	108	125	86%

1.2 Education

THA contracted with Bates Technical College for Adult Basic Education, English as a Second Language and GED from January through August 2009. After the contracts ended, Bates offered to continue teaching GED at the FIC at their expense. One new client enrolled in the GED class this month and a total of 32 attended during the calendar year.

Activities	Month	YTD	Annual Goal	% of Goal
Clients attending ESL classes	0	20	38	53%
Clients completing ESL	0	5	15	33%
Clients attending ABE/GED classes	1	32	30	107%
Clients attained GED	0	6	23	26%

1.3 Family Self-Sufficiency Program

THA's Family Self-Sufficiency (FSS) program is a five year employment and savings incentive program funded by HUD and the City of Tacoma. In January 2009 THA submitted its annual Outcome Based Evaluation report to the City of Tacoma. It reported a number of FSS participants were in the program two or more years and not making adequate progress toward their self-sufficiency goals. THA decided to remove these inactive participants from the caseload and replace them with participants who are committed to the program and its requirements. Staff improved the FSS program orientation and participant selection process. We anticipate clients who joined the program in 2009 will be more committed to FSS program goals and will make better progress in achieving FSS goals. We will test this assumption as we monitor client progress in 2010.

Status	Month	YTD	Annual Goal	% of Goal
Current Participants	119	156	153	102%
Graduates	1	5	5	100%
Removed/Voluntarily Withdrawn	4	32	n/a	n/a
New Contracts Signed	0	15	40	38%
Escrow Balance	\$277,626.95			

1.4 Life Skills and Parenting Classes

THA contracted with Bates Technical College for Life Skills and Parenting classes and parenting support groups from January through December 2009. THA also contracted with Exodus Housing for a series of domestic violence support groups in the fall of 2009.

Activities	Month	YTD	Annual Goal	% of Goal
Life Skills/Parenting Enrollment	0	47	24	196%
Life Skills/Parenting Completion	0	38	18	211%

1.5 Asset Building

The department provides financial literacy, credit counseling, homeownership counseling and individual development accounts to help THA clients build assets and prepare to become homeowners. Goodwill trained AmeriCorps members to provide financial literacy classes throughout the year. Financial literacy program graduates received a \$75 incentive provided by KeyBank.

During the 2009 tax season, THA partnered with Key Bank to hold a Volunteer Income Tax Assistance (VITA) Super Saturday at the Family Investment Center. In 2010, we will partner with Key Bank to hold the VITA Super Saturday at Goodwill's new facility at the corner of Jefferson and 27th Street. For the 2010 tax season, THA will host a VITA site at the FIC on Thursdays and Saturdays from beginning February 11th through April 15th.

Activities	Month	YTD	Annual Goal	% of Goal
Financial Literacy Enrollment	0	75	309	24%
Financial Literacy Completion	0	74	183	40%
Credit Counseling Enrollment	0	14	31	45%
Credit Counseling Completion	0	4	26	15%
Homeownership Counseling	0	47	37	127%
Individual Development Account Participants	51	51	42	121%
Qualified Withdrawals	1	22	26	85%
Home Purchase	1	11	27	41%

1.6 Neighborhood Networks and VITA

THA has Neighborhood Networks computer labs at Bergerson Terrace, Dixon Village, Salishan and Hillside Terrace. AmeriCorps members assigned to the computer labs are responsible for outreach and computer lab programming. Each lab has scheduled times for adult activities and for youth activities, including resume writing, research, and homework assistance.

Activities	Month	YTD	Annual Goal	% of Goal
Computer Lab Participation	14	258	353	73%
VITA Tax Returns	0	116	275	42%

1.7 Youth Activities

THA contracted with Girl Scouts of Western Washington to provide a youth mentoring program for Hillside Terrace, Bergerson Terrace and Salishan. At the end of December 2009 there were 105 girls attending troops at these locations. This includes girls from the communities surrounding THA's public housing sites. In 2009, the Salishan troop expanded their meeting locations. Two troops continued to meet at Portland Avenue Center. A third troop now meets at Lister Elementary school. The girls made thank you cards and delivered them to the FIC. The cards expressed the girls' gratitude for the education and camaraderie they experience in the weekly Girl Scout meetings. Northwest Leadership Foundation provided youth tutoring and after school programming at Lister Elementary school during the 2009 academic year. NLF also provided a youth camp at Lister Elementary during the summer.

Activities	Month	YTD	Annual Goal	% of Goal
Youth Tutoring	19	45	35	129%
Summer Program Enrollment	0	57	85	67%
Youth Mentoring (PH only)	40	43	137	31%

1.8 Senior and Disabled Services

The Senior and Disabled Services Program Specialist serves the 350 residents of THA's senior apartment buildings. The Specialist links residents with services to help them succeed as tenants. The services help elderly residents age in place. These services include COPES, housekeeping, transportation, social resources and home delivered meals. Tacoma Art Place offers arts and crafts on site at the senior buildings on a weekly basis.

Activities	Month	YTD	Annual Goal	% of Goal
Unduplicated client contacts	85	271	241	112%
Referrals	2	41	60	68%
Unduplicated situation/wellness counseling	14	79	201	39%
Assistance with correspondence for Entitlement Programs	2	22	40	55%

1.9 Families in Transition (FIT)

The Community Service Department's FIT program is funded by Washington Families Fund and Sound Families grants. FIT caseworkers help participants succeed as tenants, parents and wage earners.

	WFF/Sound Families		Hillside Terrace		Tax Credit	
Total Current Caseload	18		4		5	
	Month	YTD	Month	YTD	Month	YTD
Entrances	2	16	1	2	0	5
Graduations	0	5	0	0	0	3
Exits	0	1	0	1	0	0
Terminations	0	3	0	1	0	0

RESOLUTION #1



TACOMA HOUSING AUTHORITY

DATE: January 27, 2010
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Moving and Storage Services Contract

Background

On December 18th, 2009, THA issued an Invitation To Bid (ITB) for Moving and Storage Services. The moving and storage services will support construction activities at AMP1, AMP2 and AMP3, Hillside Terrace and other locations. The contractor will also provide any other moving and storage services requested by THA. The contract term will be for one year, with the option to extend for one additional year.

The ITB was published in the Skanner and on the Internet through Washington Electronic Business Solutions (WEBS) and the Bluebook, on December 18th, 2009.

The Housing Authority sent out (26) ITB's to potential bidders. Four (4) Firms submitted bids on the due date of January 13, 2010 at 2:00 pm PST. The lowest bidder is evident by the Straight Time hourly rate only, as this is the bulk of the contract. The remaining bid items were evaluated for the lowest bidder and are considered to be within market standards. Of the four bids submitted, two were responsive and responsible. The lowest bidder was Olympic Moving and Storage.

The bid results from lowest to highest bid are as follows:

Company	Man hour - Straight time	Man hour - Overtime	Insurance Moving (Per \$1,000 replacement value)
Olympic Moving and Storage	\$25.00	\$32.00	\$ 9.90
Metropolitan Movers, Inc.	\$29.00	\$50.00	\$10.00
Lile Moving and Storage	\$31.80	\$35.80	\$5.00
Apex Moving and Storage	\$44.95	\$59.95	\$9.70

Olympic Moving and Storage is located in Olympia, Washington and has previous experience working with the Seattle Housing Authority and Department of Social and Human Services. Staff called references and all references returned positive experiences with the company.

The staff budget for the project is \$260,000.00 based on the following:

It is anticipated that the contractor will be moving families from THA properties as a result of construction activities. The contractor will be moving residents out of their units prior to construction and will be performing the return move for residents upon construction completion.

Relocation activities are currently scheduled for AMP 1, AMP 2, and AMP 3 in 2010. In addition prior to demolition of the moving service company will provide relocation assistance to residents of Hillside Terrace 1800 and 2500 Blocks. The contractor will also provide any other moving services requested by THA throughout the duration of the contract.

Recommendation

Approve Resolution 2010-1-27(1) authorizing the award of Contract Number WA:5-PHA-WIDE-03-10 to Olympic Moving and Storage in an amount not to exceed \$260,000.00 without Board approval.



TACOMA HOUSING AUTHORITY

RESOLUTION 2010-1-27 (1)

MOVING AND STORAGE SERVICES

Whereas, The Housing Authority of the City of Tacoma (the “Authority”) solicited bids for Moving and Storage Services;

Whereas, The timely advertisements for bids were placed in the following publications and dates;

The Skanner	12/18
Washington Electronic Business Solutions (WEBS)	12/18
The Blue Book	12/18

Whereas, 26 companies received the bid package;

Whereas, Bids were received in the following amounts;

Company	Man hour Straight time	Man hour Overtime	Insurance Moving (Per \$1,000 replacement value)
Olympic Moving and Storage	\$25.00	\$32.00	\$ 9.90
Metropolitan Movers, Inc.	\$29.00	\$50.00	\$10.00
Lile Moving and Storage	\$31.80	\$35.80	\$5.00
Apex Moving and Storage	\$44.95	\$59.95	\$9.70

Whereas, Staff determined that the lowest responsive and responsible bidder is Olympic Moving and Storage; and

Whereas, Total financing for the work requires the use of various funding sources, including Capital Grant, American Recovery and Reinvestment Act Funds Tax Credit Equity and Federal grants and loans;

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington that:

1. The bid for Contract Number WA:5-PHA-WIDE-03-10 for Moving and Storage Services be accepted as a fair and reasonable bid and that the contract be awarded to Olympic Moving and Storage in compliance with all bid documentation requirements in an amount not to exceed \$260,000.00 without Board approval.

Approved: January 27, 2010

Ken Miller, Chairman

EXECUTIVE DIRECTOR REPORT



TACOMA HOUSING AUTHORITY

Michael Mirra
Executive Director

Date: January 19, 2010
To: THA Board of Commissioners
From: Michael Mirra
Executive Director
Re: Executive Director's Report: January 2010

This is my monthly report for January 2010. It supplements the Departments' reports.

1. CHALLENGES FOR 2010

The first report of the year is a good time to look ahead to the projects and other challenges for 2010. Here are some of the more notable ones. The Board has heard about each of them:

1.1. Strategic Planning

- *Review and update strategies for each of THA's eight strategic objectives*
- *Choose performance measures for each strategy*

1.2. Operations

- *Budget Process*
Last year's budget process was hasty and cursory. This year we mean to settle on a relatively stable process. The performance measures for the project to design this process states our goals:

- “1. The budget process will have the following attributes:
- 1.1 lets staff and the Board reflect in a contemplative way on agency strategic directions and priorities;
 - 1.2 easy and uses understandable forms and reports;
 - 1.3 conforms to high professional standards;
 - 1.4 provides a way to implement and review the budget.”

- *Adopting a Budget for FY 2011*
The adoption of THA's next budget will be another challenge. Like the 2010 budget it must account for the needs of Salishan. We did not get the NSP 2 grant that we had hoped would assure Salishan's completion without further demands on THA's developer fees or reserves. The budget discussion will likely be another occasion for us to decide what more we can devote to Salishan's completion.
- *Desk Manual and Forms Project*
We aim to have a desk manual with accompanying forms for all the major responsibilities of the agency. This will be a big step forward in the operational life of THA.
- *Digital Dashboard*
We hope to make significant progress toward the design of our digital dashboard that will track and present real time data on the performance measurements for all our strategies and important operations.
- *Property Management*
This will be the first full year of operations under the new AMP system and a fully occupied Sal 1 through 6. We still have some challenges to work out pertaining to maintenance, leasing, and units turns. We expect to end the year with a stabilized operation.
- *Workplace Assessment and Improvement*
As the Board knows, we have commissioned a survey of all staff concerning their views of THA as a workplace. This is the first step toward a general assessment what it is like to work here. It should suggest what is working and what more we need to do to make THA a place where good people can blossom.

1.3. Development

This year will clarify some present and pending development projects.

- *Salishan*
Salishan is in the home stretch. This year should determine when we finish it and at what cost. The details will likely depend on the following:
 - ~ our ability to sell the home lots in Area 3
 - ~ whether we will need and can renegotiate our Citibank loan
 - ~ our ability to get state or federal earmarks
 - ~ our ability to find more tenants or purchasers for the Education, Training and Retail Center
 - ~ continued construction costs savings

- *Hillside Terrace HOPE VI*
We should hear in the Spring if our HOPE VI grant application is successful
- *MLK Corridor and Choice Neighborhoods Grant*
We should clarify this year with the city and other stakeholders what role THA will assume in the effort to redevelop the MLK corridor. As part of our role, we may possibly lead a city effort to apply for a Choice Neighborhoods grant.
- *Winthrop Hotel*
Perhaps this year the city will clarify what its favors for the Winthrop. That will allow THA to determine, with the city, how it can help the city.
- *Hillsdale Heights*
This project remains stalled. We had hoped to receive NSP 2 money that would have allowed us to resume it. We were not successful. We are back to awaiting the recovery of the tax credit and home sales market.

1.4. Programs

- *Education Project*
In 2009, we launched our Education Project. It got off to a fine start with some early successes, including our College Bound Scholarship enrollment effort and a strong education component for our Hillside Terrace HOPE VI and MTW applications. In 2010, we aim to (i) create the data systems with the school district allowing us to track educational outcomes among the children we serve; and (ii) find the money to continue staffing this important project.
- *MTW Status*
Shortly we will learn from HUD if we are a Moving to Work agency, as we have applied to be. If we become one, we will spend the year negotiating an MTW contract with HUD. In the course of that negotiation, we will review and revise important ways we budget and administer our programs.
- *Local Preferences Review*
Whether or not we get MTW status, we will review our “local preferences” that determine who has a priority for our limited housing. These need a review to make sure they adequately reflect our strategic objectives, the needs of our properties and their budget realities. This will be an important and interesting discussion.

2. Updated Chart of Responsibilities

I attach an updated Chart of Responsibilities. It sets forth the important operational responsibilities of the agency and designates for each the department with the responsibility to get it done. The cabinet's discussion to revise this chart was clarifying. The discussion also helped to identify the desk manuals we need. The next steps include a review of each department's organizational chart and job descriptions.

3. VISITORS TO SALISHAN

THA hosted two important sets of visitors this month. On January 12th, Assistant HUD Secretary Sandra Hendriquez and her staff visited Salishan. On January 14th, senior staff from the U.S. Senate Appropriations Committee's subcommittee on housing and transportation visited Salishan. Each visit was important to coming discussions about the help we will need to finish Salishan. As always, Salishan made its own very good impression.



TACOMA HOUSING AUTHORITY
CHART OF RESPONSIBILITIES
 January 11, 2010

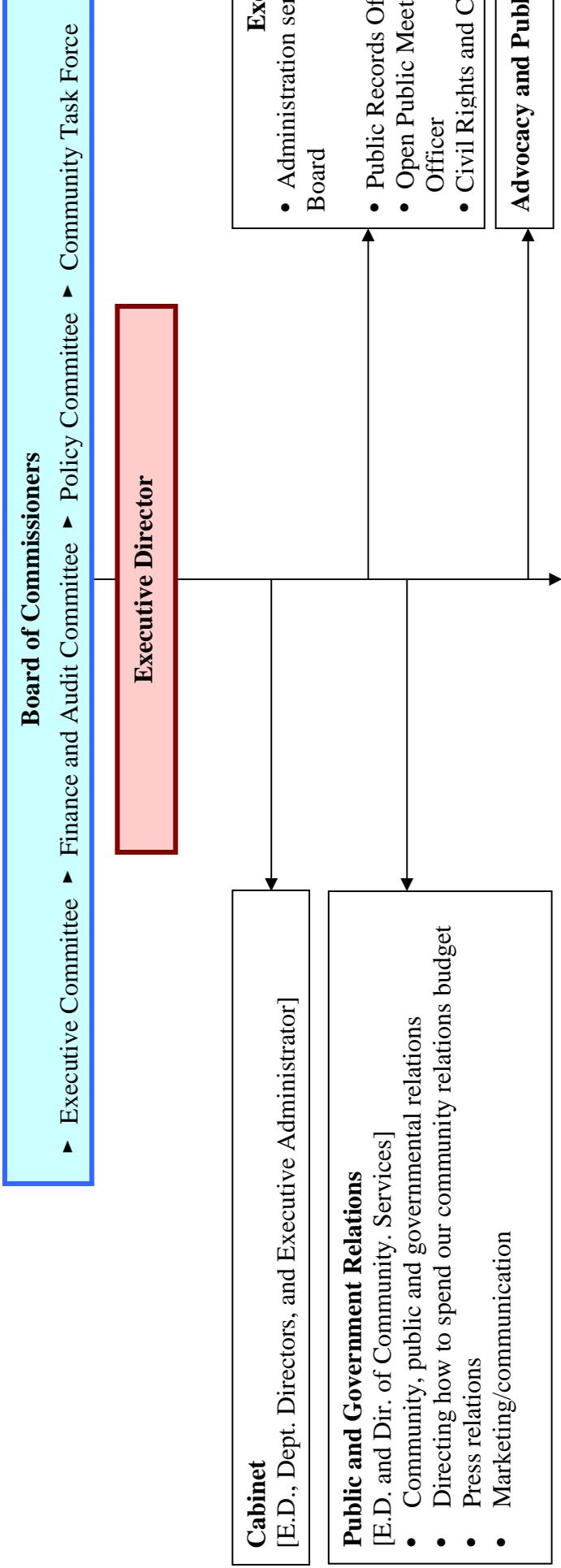


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Area of Responsibility	Department of Real Estate and Housing Development	Department of Real Estate Management and Housing Services	Department of Community Services	Department of Finance and Administrative Services	Human Resources Department	Standing Staff Committees [staff]
1. REAL ESTATE and HOUSING DEVELOPMENT, and RELATED AREAS						
1.1 Development <ul style="list-style-type: none"> • purchase • sale • development • rehabilitation 	All aspects of development or rehabilitation, including: <ul style="list-style-type: none"> • buy and sell property • demolition • design • arrange financing • recruit and choose investors and lenders • permitting • community consultation • procurement and contracting • construction management Management of grants and other financing	Participate in design and choice of systems and appliances to ensure they meet management needs.	Participate in choice of target populations the property will serve Participate in all decisions committing to supportive services. Plan for supportive services.	Participate in all development related decisions that pertain to agency finances, including its effect on: <ul style="list-style-type: none"> • reserves • operating budget • agency credit and current obligations • review choice of investors and lenders Oversight of procurement and contracting Maintain the financial records for development projects.	Track hiring and other staffing consequences of development decisions.	Asset Management Committee [Finance and Admin staff] <ul style="list-style-type: none"> • approve all decisions to buy or sell property • approve all decisions to develop property
1.2 Public Development Authority (PDA)	Understand PDA authority Use PDA authority for development purposes			Provide all financial and reporting services for PDA activities Ensure compliance with all special rules that govern PDAs.		

Area of Responsibility	Department of Real Estate and Housing Development	Department of Real Estate Management and Housing Services	Department of Community Services	Department of Finance and Administrative Services	Human Resources Department	Standing Staff Committees [staff]
1.3 Community Development Entity (CDE)	Understand CDE authority Use CDE authority for THA development purposes Develop and manage CDE line of work			Provide all financial and reporting services for CDE activities Ensure compliance with all special rules that govern CDEs.		

Area of Responsibility	Department of Real Estate and Housing Development	Department of Real Estate Management and Housing Services	Department of Community Services	Department of Finance and Administrative Services	Human Resources Department	Standing Staff Committees [staff]
2. REAL ESTATE MANAGEMENT						
2.1 Property Management <ul style="list-style-type: none"> • residential • nonresidential 	Design properties so they are easy to manage and durable.	All aspects of property management, including: <ul style="list-style-type: none"> • regular maintenance • repair • leasing • rent collection • lease enforcement • safety and security • reception services Resident council management	Help residents succeed as tenants Support property management lease enforcement Reception services at FIC	Provide all financial and reporting services		Asset Management Committee [Finance and Admin staff] oversee property management effectiveness
2.2 Neighborhood Relations		Relations with neighbors and Neighborhood Councils				
2.3 Vehicles and Maintenance Equipment		Maintenance		Purchase Registration Insurance Maintenance records Compliance		

Area of Responsibility	Department of Real Estate and Housing Development	Department of Real Estate Management and Housing Services	Department of Community Services	Department of Finance and Administrative Services	Human Resources Department	Standing Staff Committees [staff]
<p>2.4 Asset Management</p>	<p>Capital rehabilitation of properties</p>			<p>Staff asset management committee</p>		<p>Asset Management Committee [Finance and Admin staff]</p> <ul style="list-style-type: none"> • purchase and sale
	<p>Participate in physical needs assessment</p>	<p>Participate in Asset Management Committee</p>		<p>Data reporting for portfolio</p> <p>Oversee property management, including private fee managers.</p> <p>Physical needs assessment</p>		<ul style="list-style-type: none"> • oversee property management, including private fee managers
<p>2.5 Relocation</p>	<p>Real estate management department will be the primary repository of relocation expertise. However, all three departments will generally share the responsibility:</p> <ul style="list-style-type: none"> • development will lead the relocation effort when relocation is necessary because of THA’s purchase of new property that is occupied. • real estate management will lead the relocation effort when we must relocate people out of our previously owned properties, such as may be necessary for example for rehabilitation or demolition projects. • community services will likely be a necessary part of any relocation effort, especially of people who do not speak English. 					
<p>2.6 Salishan Association</p>		<p>Staffing and operations</p>		<p>Compliance and governance</p> <p>Financial services</p> <p>Risk management</p>	<p>HR Services</p>	

Area of Responsibility	Department of Real Estate and Housing Development	Department of Real Estate Management and Housing Services	Department of Community Services	Department of Finance and Administrative Services	Human Resources Department	Standing Staff Committees [staff]
3.1 THA Housing Programs		Management of all THA housing assistance programs, including: <ul style="list-style-type: none"> • public housing • HCV (Section 8) • project based vouchers • HOME Program • Section 8 New Construction • City of Tacoma TBRA • Tax Credit Properties • state funded rental assistance programs 		In conjunction with the Real Estate Management Dept. make sure the HCV program does not under or over use its vouchers or HAP payments. Financial oversight of all programs		
	3. ASSISTANCE					

Area of Responsibility	Department of Real Estate and Housing Development	Department of Real Estate Management and Housing Services	Department of Community Services	Department of Finance and Administrative Services	Human Resources Department	Standing Staff Committees [staff]
3.2 Supportive Services			Supportive services to THA housing program participants: <ul style="list-style-type: none"> • needs assessment • plan, design and implement human service programs • assess program effectiveness • procure funding; grant writing • find the money for supportive services • grant management and compliance with service grants • procurement and management of all contract service providers. 	Financial oversight of all programs		

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3.3 Section 3 Hiring and MWB Contracting	Include and monitor Section 3 and MWB requirements in contracts					
3.4 Information and Referral		<p>Community Services is responsible for designing and informing the processes by which THA gives information and referrals to people seeking assistance, including:</p> <ul style="list-style-type: none"> equipping staff with information and training keeping web site up to date <p>Real Estate Management's staff, especially receptionist staff, will be the front line for information and referral.</p>				
3.5 Administration of Third Party Housing Contracts		Primary responsibility		Financial services Oversight responsibility		

Area of Responsibility	Department of Real Estate and Housing Development	Department of Real Estate Management and Housing Services	Department of Community Services	Department of Finance and Administrative Services	Human Resources Department	Standing Staff Committees [staff]
4.1 Financial and Information Services	4. ADMINISTRATION					
				Provide all financial services to THA internal and external customers, including: <ul style="list-style-type: none"> • support and maintain agency books of account • payroll and benefit processing • agency receivables from tenants, grants and HCV program • investment analysis Budget process Reporting of financial and other information to all departments. Voucher Management System Compliance Audits		

Area of Responsibility	Department of Real Estate and Housing Development	Department of Real Estate Management and Housing Services	Department of Community Services	Department of Finance and Administrative Services	Human Resources Department	Standing Staff Committees [staff]
4.2 Information Technology				Information and technology services, including: <ul style="list-style-type: none"> • computer systems • data bases • data reporting • web site 		
4.3 Policies, Desk Manuals and Forms				Each department is responsible for ensuring that policies, desk manuals and forms pertinent to its work are as they should be to comply with all applicable laws and policies and to make its work efficient and effective. Each will do this under the oversight of the Finance and Administration Department.		Policy Committee [Cabinet] recommendation of policies and policy changes to Executive Director and Board.
4.4 Procurement and Contracting				Each department has primary responsibility for its own procurement and contracting. Each shall do this pursuant to agency policies and desk manuals and under the oversight of the Finance and Administration Department		
			Main repository of agency's expertise in procurement and contracting Ensure policies, manuals and forms comply with all applicable laws			

Area of Responsibility	Department of Real Estate and Housing Development	Department of Real Estate Management and Housing Services	Department of Community Services	Department of Finance and Administrative Services	Human Resources Department	Standing Staff Committees [staff]
4.5 Compliance						
• Investors	Construction	Initial lease up On-going management		Review of lease up Asset management oversight		
• REAC						
Physical Inspection		Initial responsibility		Oversight		
Financial Reporting				Solely responsible		
• PIC						
MOD/Demo/Depo	Initial responsibility			Oversight		
All other		Initial responsibility		Oversight		
• SEMAP		Initial responsibility		Oversight		
• MASS		Initial responsibility		Oversight		
• Grants		The department that is using the grant has initial responsibility for complying with its terms.				
				Oversight of all grant compliance		
• HUD Annual Plan		Primary responsibility				

Area of Responsibility	Department of Real Estate and Housing Development	Department of Real Estate Management and Housing Services	Department of Community Services	Department of Finance and Administrative Services	Human Resources Department	Standing Staff Committees [staff]
4.6 Risk Management re: <ul style="list-style-type: none"> • THA • Salishan Association, • LLCs, • THDG • PDA • CDE • other affiliated entities 				Risk transfer contract provisions (e.g, indemnification, insurance) Insurance coverage Insurance coverage from vendors and contractors Manage claims from others Manage claims against others Review of agency operations for risk		Safety Committee [Real Estate Mangt.]

Area of Responsibility	Department of Real Estate and Housing Development	Department of Real Estate Management and Housing Services	Department of Community Services	Department of Finance and Administrative Services	Human Resources Department	Standing Staff Committees [staff]
4.7 Human Resources					<p>All human resources functions, including:</p> <ul style="list-style-type: none"> • benefits management • employee and labor relations • performance evaluation • coordination workers • compensation employment • compensation recruitment, selection, hiring • orientation • coordination • lay-off and termination coordination <p>Updating of rosters, directories, phone, and email lists, organizational charts</p> <p>Training coordination</p> <p>HR records management</p> <p>Employee Newsletter</p>	

Area of Responsibility	Department of Real Estate and Housing Development	Department of Real Estate Management and Housing Services	Department of Community Services	Department of Finance and Administrative Services	Human Resources Department	Standing Staff Committees [staff]
4.8 Employee Recognition <ul style="list-style-type: none"> • seasonal events • staff recognition 						Employee Recognition Committee [HR staff]
4.9 Mail <ul style="list-style-type: none"> • L Street • FIC • other properties 		Outgoing mail Incoming mail	Outgoing mail Incoming mail	Postage		

Area of Responsibility	Department of Real Estate and Housing Development	Department of Real Estate Management and Housing Services	Department of Community Services	Department of Finance and Administrative Services	Human Resources Department	Standing Staff Committees [staff]
5. MISCELLANEOUS						
5.1 Moving to Work Status	Understanding and advising on how to use MTW authority to best effect within areas of responsibility.	Primary responsibility for devising ways to use MTW authority to best effect. Lead MTW contact with HUD Primary responsibility for negotiating, drafting and updating MTW Plan				
5.2 Tacoma Housing Development Group	Each department may use THDG when doing so would make sense and would fit THDG's mission.			Compliance and governance Financial services Risk management		
5.3 Grants and Grant Management	<ul style="list-style-type: none"> • Seek out, apply for and get grant income appropriate to their areas of responsibility, using Community Services Department for support • Inform Community Services Department of all grant prospects so it can fulfill its grant coordination responsibility • Nurture and maintain good relations with prospective source of grants 					

Area of Responsibility	Department of Real Estate and Housing Development	Department of Real Estate Management and Housing Services	Department of Community Services	Department of Finance and Administrative Services	Human Resources Department	Standing Staff Committees [staff]
			Grant coordination, including making sure that THA applies for grants that: <ul style="list-style-type: none"> • that make sense for our mission • that we can afford to implement. • that do not clash with other grants 			
5.4 Regulatory Scan	<ul style="list-style-type: none"> • Each department is responsible for remaining alert for proposed changes and changes in the laws and regulations that govern its work and for understanding them. • Each department, in consultation with the executive director, is responsible for deciding whether to comment on proposed changes and if so to draft and submit the comments. • Each department must inform the policy committee and the finance and administration department of such changes that may require a corresponding change in policies, desk manuals and forms. 					