



# **TACOMA HOUSING AUTHORITY**

## **BOARD OF COMMISSIONERS**

### **BOARD PACKET**

**February 24, 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, February 24, 2010**

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold their Regular Meeting on **Wednesday, February 24, 2010 at 4:00 p.m.**

The meeting will be held at:

**902 South L 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.

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I, Christine Wilson, certify that on or before Friday, February 19, 2010, I FAXED/EMAILED, 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	fax: 206-674-1713
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*

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Christine Wilson  
Executive Administrator



# TACOMA HOUSING AUTHORITY

**AGENDA  
ANNUAL MEETING  
BOARD OF COMMISSIONERS  
February 24, 2010, 4:00 PM  
(902 South L Street)**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING**
  - 3.1 Minutes of January 27, 2010 Regular Meeting
  - 3.2 Minutes of February 5, 2010 Study Session 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
  - 6.5 Human Resources
- 7. OLD BUSINESS**
- 8. NEW BUSINESS**
  - 8.1 THA Resolution 2010-2-24 (1), AMP 1 Renovations at 2 Facilities
  - 8.2 THA Resolution 2010-2-24 (2), AMP 2 Renovations at 3 Facilities
  - 8.3 THA Resolution 2010-2-24 (3), AMP 3 Renovations at 3 Facilities
  - ~~8.4 THA Resolution 2010-2-24 (4) [removed from agenda]~~
  - 8.5 THA Resolution 2010-2-24 (5), A&E Services for Multifamily Public Housing
  - 8.6 THA Resolution 2010-2-24 (6), Authorization to award Hillside Terrace Construction
- 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, January 27, 2010

**The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 5303 South Orchard Street Street, Tacoma, WA at 4:00 PM on Wednesday, January 27, 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 4:15 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 (arrived at 4:35 PM)

#### Staff

Michael Mirra, Executive Director  
Christine Wilson, Executive Administrator  
Tina Hansen, Interim Director RED  
Ken Shalik, Director Finance  
Barbara Tanbara, Director Human Resources  
Nancy Vignec, Director Community Services  
April Davis, Director REMHS

Chairman Miller declared there was a quorum present @ 4:16 PM and proceeded.

**3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING**

Chair Miller asked for any corrections to or discussion of minutes for the Meeting of the Board of Commissioners of Wednesday, December 16<sup>th</sup>, 2009. Commissioner Mowat moved to adopt the minutes, Commissioner Banks seconded.

Upon roll call, the vote was as follows:

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

**Motion approved.**

Chair Miller asked for any corrections to or discussion of minutes for the Meeting of the Board of Commissioners of Friday, January 7<sup>th</sup>, 2010. Chair Miller corrected the time the quorum of the board was present to 3:01 PM. Commissioner Flauding moved to adopt the minutes, Commissioner Banks seconded.

Upon roll call, the vote was as follows:

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

**Motion approved.**

**4. GUEST COMMENTS**

None.

**5. COMMITTEE REPORTS**

HOPE VI Community Task Force – Commissioner Banks

Commissioner Banks stated there was no update.

Finance Committee – Commissioner Mowat

Commissioner Mowat stated that he reviewed the budget numbers and is comfortable that staff is covering the issues. Chair Miller added that the Washington State Auditors’ Office conducted an entrance interview with himself, Vice Chair Flauding and staff and stated that the THA audit is ongoing.

## 6. ADMINISTRATIVE REPORTS

### Finance Administration

Director Shalik directed the board to his monthly report and is preparing for the mid-year budget review scheduled for February 5<sup>th</sup>. He briefed the board on his VisualHomes matrix included in his board report that will be updated monthly. THA will also participate with the VisualHomes Customer Service Liaison bi-weekly and address those VisualHomes issues. Chair Miller asked Director Shalik if it was unique for THA to have this liaison and he stated yes. Vice Chair Flauding asked if Director Shalik was comfortable with VisualHomes, he shared his confidence that we have their attention adding that time will tell how the issues are taken care of. Commissioner Rumbaugh stated that he is concerned with the number of issues that are currently listed on the matrix and looks forward to Director Shalik's updates.

Commissioner Mowat moved to ratify the payment of cash disbursements totaling \$5,470,194 for the month of December, 2009, Commissioner Banks seconded.

Upon roll call, the vote was as follows:

AYES:	5
NAYS:	None
Abstain:	None
Absent:	0

### Real Estate Management and Housing Services

Executive Director Mirra reported that a staff person from Senator Patty Murray's office called today with the welcomed news that HUD has chosen THA as a "Moving To Work agency. He reviewed why this was important and the work THA has undertaken to qualify. ED Mirra noted that the next step is to negotiate the MTW contract with HUD. We hope to begin that shortly. The board shared their collective delight in the news and thanked staff for their good work.

Director Davis directed the board to her report. Salishan's lease-up has been 100% completed. Discussion ensued regarding the waiting lists for unsubsidized housing and that we need to market these units differently. Chair Miller asked if we can target some of our public housing applicants who may not qualify for public housing, Director Davis agreed. Commissioner Mowat discussed looking into organizing our resident council's, discussion ensued. ED Mirra suggested having staff further discuss this issue and will bring it back to the board with recommendations. Chair Miller asked where we are with the discussion of segregating our senior and disabled tenants. Director Davis indicated that due to all the other pressing projects, she does not anticipate taking a serious look at project until the third quarter of this year.

## **Real Estate Development**

Interim Director Hansen directed the board to her monthly report. Sal 7 closing will occur on January 29<sup>th</sup>. A discussion ensued about the need to share this news with the media, adding that jobs are being saved and created due to the ongoing construction of Salishan. ED Mirra suggested combining the ARRA Stimulus Funding projects along with the construction of Salishan. Staff will work to put that press release together. Commissioner Banks stated that he will be in contact with Interim Director Hansen for further HOPE VI Task Force discussions. Chair Miller asked about a Winthrop update. ED Mirra stated that he was expecting to meet shortly with City officials. Interim Director Hansen also stated she will provide a development summary at the mid-year review on February 5<sup>th</sup>.

## **Community Services**

Director Vignec referred the board to her report. Data provided in her report assists her staff in managing their caseloads. It has allowed us to make better informed selections of families to participate in the programs, to better tailor their service plans and to remove participants who are not making progress. For example, the data shows that families with educational aspirations stated in their service plans have a notably higher success rate. Commissioner Rumbaugh stated there is an increased percentage of the population interested in programs at Bates Technical College. Commissioner Banks asked if we can make participants choose an educational goal thru our FSS programs. Director Vignec indicated that we cannot; however, we can strongly encourage them to pursue it as a goal.

## **Human Resources**

Director Tanbara referred the board to her monthly report. The board stated they would like one of the upcoming Study Sessions devoted to an overview of the newly adopted policies. Additionally, the THA agency wide employee survey was launched today.

### **7. OLD BUSINESS**

None.

### **8. NEW BUSINESS**

#### **8.1 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;

<b>Company</b>	<b>Man hour Straight time</b>	<b>Man hour Overtime</b>	<b>Insurance Moving (Per \$1,000 replacement value)</b>
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

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

Upon roll call, the vote was as follows:

AYES:	5
NAYS:	None
Abstain:	None
Absent:	0

**Motion approved**

**9. COMMENTS FROM COMMISSIONERS**

Chair Miller informed the board that Washington Employers will conduct a performance evaluation by the BOC and staff of ED Mirra, Chair Miller appreciates ED Mirra's patience during this time working without a contract.

**10. COMMENTS FROM THE EXECUTIVE DIRECTOR**

ED Mirra directed the board to his report.

**11. EXECUTIVE SESSION**

The board went into Executive Session at 5:58 PM for five minutes to discuss issues related to real estate development, announcing that it will take no action afterward. At 6:03 PM the board extended for five minutes. At 6:08 the extended for five minutes. The board came out of executive session at 6:13 PM; no action was taken.

**12. ADJOURNMENT**

There being no further business to conduct, Commissioner Mowat moved to adjourn, Commissioner Flauding seconded the motion. Meeting adjourned at 6:14 PM.

**APPROVED AS CORRECT**

**Adopted:** February 24, 2010

\_\_\_\_\_  
Ken Miller, Chair



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES STUDY SESSION Friday, February 5, 2010

The Commissioners of the Housing Authority of the City of Tacoma met in Study Session at 902 S. L Street, Tacoma, WA at 12:00 PM on Friday, February 5, 2010.

### 1. CALL TO ORDER

Commissioner Miller called the special session meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 12:00 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

#### Staff

Michael Mirra, Executive Director  
Christine Wilson, Executive Administrator  
Janet Rice, Deputy Executive Director  
Nancy Vignec, Community Services Director  
Barbara Tanbara, Human Resources Director

Chairman Miller declared there was a quorum present @ 12:02 PM and proceeded.

### 3. MID-YEAR BUDGET REVIEW

Executive Director Mirra led the budget review discussion. Director Shalik then led the discussion. Chair Miller asked how the Moving to Work designation will create flexibility in the budget. There is budget flexibility within restricted to restricted or unrestricted to unrestricted programs, however, there is not flexibility moving funds from restricted to

unrestricted and visa versa. Director Shalik described the supporting documents A-E. He stated the MTW status will not change the 2010 budget. The negotiations with HUD will not occur until the end of calendar year 2010.

**4. NEW BUSINESS**

**4.1 RESOLUTION 2010-2-5 (1)**

**FISCAL YEAR 2010 BUDGET REVISION**

**Whereas,** The Board of Commissioners of the Housing Authority of the City of Tacoma (“Authority”) approved the FY 2010 Budget on July 22, 2009

**Whereas,** Authority staff determined that the FY 2010 Budget should be revised based on updated information on funding and expenditure needs.

**Whereas,** Authority staff has prepared, and the Board of Commissioners of the Housing Authority of the City Tacoma has reviewed and provided input to the proposed Revised FY 2010 budget:

***Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:***

1. The Board of Commissioners of the Housing Authority of the City of Tacoma adopts the Revised FY 2010 Budget and hereby authorizes the Executive Director to implement and execute said document. Revised expenses and other cash outflows are projected as follows:

<u>Expenses</u>	
Executive	\$ 480,346
Human Resources	322,105
Finance & Administration	1,588,897
Community Services	1,810,237
Development	1,414,661
Rental Assistance	32,752,604
Property Management	6,021,100
Subtotal	\$ 44,389,951
 <u>Additional Cash Outflows</u>	
Capital Expenditures	\$ 58,253,603
Debt Service	160,429
Subtotal	\$ 58,414,032
<b>TOTAL APPROVED BUDGET</b>	<b>\$102,803,983</b>

**Approved:** February 24, 2010

\_\_\_\_\_  
Ken Miller, Chairman

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

Upon roll call, the vote was as follows:

AYES: 5  
NAYS: None  
Abstain: None  
Absent: 0

**Motion approved**

**5. ADJOURNMENT**

There being no further business to conduct, Commissioner Banks moved to adjourn, Commissioner Flauding seconded. Meeting adjourned at 1:00 PM.

**APPROVED AS CORRECT**

**Adopted:** February 24, 2010

\_\_\_\_\_  
Ken Miller, Chairman

HOPE VI Community Task Force  
*Commissioner 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 \$4,062,714 for the month of January, 2010.

Approved: February 24, 2010

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Ken Miller, Chairman



# TACOMA HOUSING AUTHORITY

**Date:** February 24, 2010

**To:** THA Board of Commissioners

**From:** Ken Shalik  
Finance and Administration Director

**Re:** Finance & Administration Department Monthly Board Report

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## 1. FINANCIAL STATEMENT COMMENTS

I present the January, 2010 disbursement report for your approval.

I have changed the financial report this month by moving both the THA transfer to development projects (line 65) and Reserve Appropriations (line 66) out of the operating portion of the financials in order to assist the board in seeing the true operational picture of the agency. I have moved the two lines identified above below the Operating surplus/(deficit) line to show the agency wide surplus/(deficit) against the approved board budget. I have also updated the agency wide budgeted category to the amounts approved at the February 5<sup>th</sup> Mid Year board budget review.

The Finance Department is submitting the financial statement for the month of December, 2009. December ended up with an operating deficit of \$119,076 for the month, and \$515,199 year to date. The current projection for FY ending 06/30/10 is for an operating deficit of approximately \$361,136. Including our transfer to Development projects and Reserve Appropriations, we are projecting a \$178,361 surplus at year end. With the revised budgeted numbers, there are no categories significantly over budget. Line 14- Developer Fee Income does not show any revenue as of December 31<sup>st</sup>. We have received approximately \$1 million dollars in January and February for Salishan 4 and 5 Developer Fees. All in all, we are coming in over budget in the majority of income line items, and under budget in the expenses.

We just found out the 2010 funding level for Section 8 HAP the morning the board report was due. The increase from 2009 funding is approximately 10%. THA is currently over-utilizing its funding by approximately 5% per month. This increase in funding will allow THA to operate at its current level without using any additional HAP reserves while providing for appropriate rental increases throughout the year. The increase will not allow THA to increase its payment standard or issue vouchers to households on its waiting list. The remaining increase in HAP will be used for the 90 new project-based vouchers that are dedicated to Salishan 7; which should be on-line in early Fall 2010. HUD has indicated information about the level of administrative fee funding would be coming out soon, but is not available at this time.

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 over a projected \$300,000 loss in subsidy.

## 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 is continuing to work with VisualHOMES to resolve long standing software issues. The biweekly meetings between our two agencies are proceeding on schedule. The following contains our latest update.

### INITIATIVES

#### Initiatives Completed

- Upgrade of SQL Server
- Upgrade to AccountMate 7.5 accounting software.

#### Initiatives Underway

- 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
- Grant Processing and Reporting module – Discussed during visit at VisualHomes conference. Demonstration needed to determine improvements made since last time we used.

**ISSUES**

<b>ISSUES Priority</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>	<b>Critical</b>	<b>Total</b>
Total Support Requests	5	19	16	7	47
New since last report	0	0	0	3	3
Bug Report Submitted	1	5	4		10
Modification Needed	4	11	4		19
Training Required	0	3	8		11
Upgrade Available	0	0	0		0
Action Required from THA	0	0	0		0
Under VH Review	0	0	0		0
In VH Development	0	0	0		0
In THA Testing	0	0	0		0
Issues resolved	0	2	3	6	11

**LEGEND**

- Bug Report Submitted – Bugs are considered errors within the current functionality. Please note enhancements to current functionality should not be categorized as bugs.
- Modification Needed – This category should include all requests for new functionality or enhancement of current functionality
- Training Required - A lack of understanding in the software has resulted in need for THA to schedule training. Issues in this category need to be addressed with staff training.
- Upgrade Available - The solution to the reported issue has already been resolved in a new release. THA needs to schedule an upgrade with VisualHOMES Support.
- Action Required from THA – VisualHOMES has requested additional information to provide clarification of the reported issue
- Under VH Review– 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 (Bugs and/or Approved Modifications) in development will be addressed in future releases (builds) or added to technical specs of future enhancements.
- In THA Testing - VisualHOMES has tested and delivered the requested changes to THA for Acceptance Testing. THA will test the required changes and provide documented feedback/approval.
- Issues Resolved – Issues in the category have been resolved and a solution implemented by VH and THA.

**4. ASSET MANAGEMENT AND COMPLIANCE**

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

**5. YEAR-END UPDATE**

The FY 2009 unaudited financial statements have finally been approved by HUD. Our audited version has been entered into the REAC website and we are waiting for the audit to be completed so we can submit it. It is anticipated the auditors will have completed by their field work by time of this meeting and will be going through the review process in Olympia.

**6. BUDGET**

FY 2011 budget documents have been provided to the different departments. Initial worksheets are due back into finance by March 12<sup>th</sup>, so we can enter data and start the negotiations phase.

**7. DESK MANUAL PROJECT**

The desk manual project is proceeding on schedule with Jeri having interviewed all the Cabinet members and managers.

**TACOMA HOUSING AUTHORITY  
AGENCY WIDE**

		December, 2009				Thru 06/30/2010		
		CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED YTD	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE
<b>OPERATING RECEIPTS</b>								
1	Tenant Revenue - Dwelling rent	215,283	1,277,953	1,209,190	5.69%	2,555,906	2,418,379	5.69%
2	Tenant Revenue - Other	6,000	36,120	24,250	48.95%	72,240	48,500	48.95%
3	HUD grant - Section 8 HAP reimbursemen	2,520,070	14,992,218	15,194,379	-1.33%	29,984,436	30,388,758	-1.33%
4	HUD grant - Section 8 Admin fee earned	178,134	1,322,822	1,243,841	6.35%	2,570,644	2,487,681	3.33%
5	HUD grant - Public Housing subsidy	214,293	1,430,831	1,266,570	12.97%	2,686,662	2,533,140	6.06%
6	HUD grant - Community Services/HOPE	36,177	359,176	459,777	-21.88%	718,352	919,554	-21.88%
7	HUD grant - Capital Fund Operating Reve	7,730	126,493	169,602	-25.42%	302,986	339,203	-10.68%
8	Management Fee Income	142,303	847,447	867,423	-2.30%	1,694,894	1,734,846	-2.30%
9	Fee For Service Income	13,989	129,974	121,078	7.35%	259,948	242,155	7.35%
10	Other Government grants	4,820	87,511	48,500	80.44%	97,511	97,000	0.53%
11	Investment income	2,773	25,370	30,313	-16.31%	50,740	60,625	-16.31%
12	Fraud Recovery Income - Sec 8	4,181	14,262	8,750	62.99%	28,524	17,500	62.99%
13	Other Revenue- Developer Fee Income	0	0	886,934	-100.00%	1,773,867	1,773,867	0.00%
14	Other Revenue	9,034	259,627	160,490	61.77%	369,254	320,980	15.04%
15	<b>TOTAL OPERATING RECEIPTS</b>	<b>3,354,787</b>	<b>20,909,804</b>	<b>21,691,094</b>	<b>-3.60%</b>	<b>43,165,964</b>	<b>43,382,188</b>	<b>-0.50%</b>
<b>OPERATING EXPENDITURES</b>								
<b>Administrative Expenses</b>								
16	Administrative Salaries	262,506	1,607,686	1,676,372	-4.10%	3,215,372	3,352,743	-4.10%
17	Administrative Personnel - Benefits	96,997	569,510	628,705	-9.42%	1,139,020	1,257,409	-9.42%
18	Accounting & Audit Fees	5,934	8,292	34,953	-76.28%	69,906	69,906	0.00%
19	Management Fees	106,752	699,304	761,175	-8.13%	1,473,608	1,522,349	-3.20%
20	Advertising	1,301	4,115	6,500	-36.69%	8,230	13,000	-36.69%
21	Data Processing Expenses	12,423	75,088	122,351	-38.63%	235,176	244,701	-3.89%
22	Office Supplies	3,820	40,025	53,981	-25.85%	80,050	107,962	-25.85%
23	Publications & Memberships	9,849	24,921	19,813	25.78%	42,342	39,625	6.86%
24	Telephone	7,594	48,343	52,250	-7.48%	96,686	104,500	-7.48%
25	Postage	3,972	18,670	24,205	-22.87%	37,340	48,409	-22.87%
26	Leased Equipment & Repairs	2,519	27,519	28,780	-4.38%	55,038	57,560	-4.38%
27	Office Equipment Expensed	1,762	22,275	47,950	-53.55%	44,550	95,900	-53.55%
28	Legal	11,436	63,670	46,300	37.52%	117,340	92,600	26.72%
29	Local Milage	749	5,697	11,366	-49.87%	11,394	22,731	-49.87%
30	Staff Training/Out of Town travel	1,705	64,432	89,638	-28.12%	158,864	179,275	-11.39%
31	Contract Services	18,609	170,745	194,810	-12.35%	381,490	389,619	-2.09%
32	Other administrative expenses	11,273	75,281	66,575	13.08%	150,562	133,150	13.08%
33	Due diligence - Development projects	0		25,000	-100.00%	25,000	50,000	-50.00%
34	Contingency	0		1,250	-100.00%	0	2,500	-100.00%
35	<b>Total Administrative Expenses</b>	<b>559,201</b>	<b>3,525,573</b>	<b>3,891,970</b>	<b>-9.41%</b>	<b>7,341,968</b>	<b>7,783,939</b>	<b>-5.68%</b>

	December, 2009				Thru 06/30/2010			
	CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE	
<b>Tenant Service</b>								
36	Tenant Service - Salaries	58,923	379,958	364,344	4.29%	759,916	728,688	4.29%
37	Tenant Service Personnel - Benefits	22,327	141,726	133,283	6.34%	283,452	266,565	6.34%
38	Relocation Costs	4,883	32,748	47,500	-31.06%	95,496	95,000	0.52%
39	Tenant Service - Other	18,211	207,781	244,051	-14.86%	415,562	488,102	-14.86%
40	<b>Total Tenant Services</b>	<b>104,344</b>	<b>762,213</b>	<b>789,178</b>	<b>-3.42%</b>	<b>1,554,426</b>	<b>1,578,355</b>	<b>-1.52%</b>
<b>Project Utilities</b>								
41	Water	6,419	51,263	49,757	3.03%	102,526	99,513	3.03%
42	Electricity	19,918	90,986	115,183	-21.01%	181,972	230,365	-21.01%
43	Gas	7,540	29,746	39,422	-24.54%	59,492	78,843	-24.54%
44	Sewer	23,895	138,852	135,252	2.66%	277,704	270,504	2.66%
45	<b>Total Project Utilities</b>	<b>57,772</b>	<b>310,847</b>	<b>339,613</b>	<b>-8.47%</b>	<b>621,694</b>	<b>679,225</b>	<b>-8.47%</b>
<b>Ordinary Maintenance &amp; Operations</b>								
46	Maintenance Salaries	52,629	364,319	349,899	4.12%	728,638	699,798	4.12%
47	Maintenance Personnel - Benefits	18,270	127,588	116,337	9.67%	255,176	232,674	9.67%
48	Maintenance Materials	12,389	89,847	85,373	5.24%	179,694	170,745	5.24%
49	Contract Maintenance	64,638	476,552	442,914	7.59%	928,104	885,828	4.77%
50	<b>Total Routine Maintenance</b>	<b>147,926</b>	<b>1,058,306</b>	<b>994,523</b>	<b>6.41%</b>	<b>2,091,612</b>	<b>1,989,045</b>	<b>5.16%</b>
<b>General Expenses</b>								
51	Protective Services	12,189	73,878	93,210	-20.74%	177,756	186,420	-4.65%
52	Insurance	15,647	105,398	99,818	5.59%	210,796	199,636	5.59%
53	Other General Expense	17,965	390,567	427,768	-8.70%	781,134	855,536	-8.70%
54	Payment in Lieu of Taxes	0	5,994	4,875	22.95%	11,988	9,750	22.95%
55	Bad Debt - Tenant Rents	0	6,114	9,250	-33.90%	18,500	18,500	0.00%
56	Interest Expense	38,747	179,197	300,393	-40.35%	638,394	600,786	6.26%
57	<b>Total General Expenses</b>	<b>84,548</b>	<b>761,148</b>	<b>935,314</b>	<b>-18.62%</b>	<b>1,838,568</b>	<b>1,870,628</b>	<b>-1.71%</b>
58	<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 953,791</b>	<b>\$ 6,418,087</b>	<b>\$ 6,950,596</b>		<b>\$ 13,448,268</b>	<b>\$ 13,901,192</b>	
<b>Nonroutine Expenditures</b>								
59	Ext. Maint/Fac Imp/Gain/Loss Prop Sale	1	14,698	37,500	-60.81%	69,396	75,000	-7.47%
60	Casualty Losses	0	0	12,500	-100.00%	25,000	25,000	0.00%
61	Sec 8 HAP Payments	2,520,070	14,992,218	15,194,379	-1.33%	29,984,436	30,388,758	-1.33%
62	<b>Total Nonroutine Expenditures</b>	<b>2,520,071</b>	<b>15,006,916</b>	<b>15,244,379</b>	<b>-1.56%</b>	<b>30,078,832</b>	<b>30,488,758</b>	<b>-1.34%</b>
63	<b>TOTAL EXPENDITURES</b>	<b>3,473,862</b>	<b>21,425,003</b>	<b>22,194,975</b>	<b>-3.47%</b>	<b>43,527,100</b>	<b>44,389,950</b>	<b>-1.94%</b>
64	<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(119,076)</b>	<b>(515,199)</b>	<b>(503,881)</b>	<b>2.25%</b>	<b>(361,136)</b>	<b>(1,007,762)</b>	<b>-64.16%</b>
<b>Reserve/Capital Affecting Operations</b>								
65	THA transfer to development projects	(4,547)	(1,606,847)	(2,125,200)	-24.39%	(3,991,400)	(4,250,400)	-6.09%
66	Reserve Appropriations	129,276	1,866,616	2,640,359	-29.30%	4,530,897	5,280,717	-14.20%
67	<b>THA SURPLUS/(DEFICIT)</b>	<b>5,654</b>	<b>(255,430)</b>	<b>11,278</b>		<b>178,361</b>	<b>22,555</b>	

**TACOMA HOUSING AUTHORITY**  
**CASH BALANCES - JANUARY 31, 2010**

Account Name	Current Balance	Interest	
<b>HERITAGE BANK</b>			
Accounts Payable	\$ 4,265,663	0.500%	
Section 8 Checking	1,611,575	0.500%	
THA Investment Pool	282	0.500%	
THA LIPH Security Deposits	87,128	0.500%	
THDG - Tacoma Housing Development Group	10,434	0.500%	
LF - Windstar	12,914	0.500%	
LF - Stewart Court	112,388	0.500%	
LF - Stewart Ct Security Deposit Account	13,710	0.500%	
LF - SF 9Homes Alaska	160,900	0.500%	
LF - SF 9Homes Alaska Sec Dep Acct	13,833	0.500%	
LF - SFH No. Shirley	14,074	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	3,477,878	0.500%	
<b>WASHINGTON STATE</b>			
Investment Pool	\$ 814,972	0.250%	
<b>US BANK</b>			
Payroll Account	\$ 10,813		
<b>CHASE</b>			
HSS-IDA Account	\$ 8,778	0.05%	
IDA Account	96,739	0.01%	
<b>TOTAL THA CASH BALANCE</b>	<b>\$ 10,765,140</b>		
<b>LESS:</b>			
<b>Restrictions:</b>			
HAP Reserves	\$ 798,719		
Section 8 Voucher Operating Reserves	-		
FSS Escrows	226,481		
Mod Rehab Operating Reserves	140,757		
PH Operating Reserves	3,981,435		
Security Deposit Accounts	124,603		
Salishan Sound Families - 608	287,441		
IDA Accounts - 604,605,611	105,517		
THDG - 048	10,434		
Wedgewood Operating Reserve	-		
<b>Agency Liabilities:</b>			
Windstar Loan - 042	339,014		
Local Fund Debt Service	235,223		
Citibank Loan for Area 3	3,300,000		
(\$3.3 million due Citibank Jan, 2011 if lots not sold)			
ABHOW Lease Option (Contingent until ABHOW breaks ground)	1,070,000		
<b>Total Restrictions</b>	<b>\$ 10,619,624</b>		
<b>THA UNENCUMBERED CASH</b>			
<b>\$ 145,516</b>			
<b>Agency Current Commitments:</b>			
	Commitment	Expended	Balance
Salishan Infrastructure (Area 2B) (532)	\$ 4,075,000	\$ 2,427,191	\$ 1,647,809
Habitat for Humanity Loan	135,000	135,000	-
Salishan Education & Training - On hold	234,000		-
Salishan 5 (905) - Not needed for Sal 5			-
Salishan 6			
Salishan 7			
Other Development Projects			
<b>Total Current Commitments outstanding</b>	<b>\$</b>	<b>\$</b>	<b>1,647,809</b>
<b>Advances until Funding Source determined</b>			
Salishan 7		\$ 310,196	
<b>Total Advances</b>	<b>\$</b>	<b>\$</b>	<b>310,196</b>



REAL ESTATE MANAGEMENT  
AND  
HOUSING SERVICES



# TACOMA HOUSING AUTHORITY

Date: February 24<sup>th</sup>, 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 fiscal year 2011 Annual Plan is currently out for public review at each of the THA AMPs, in the administrative building and on THA's website. The public review concludes on March 15, 2010 and a public hearing will be held on March 17, 2010. The final Plan will be submitted to the Board for review and approval during the March meeting.

## 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		
14	Salishan 5 Tax Credit	TBD		
15	Salishan 6 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. This data is for the month of February 2010.

<b>OCCUPANCY SUMMARY REPORT</b>					
PROGRAM	UNITS AVAILABLE	UNITS VACANT	UNITS OCCUPIED	% MTH OCCUPIED	% YTD OCCUPIED
AMPs 1-6	594	21	573	97.1%	97.2%
Tax Credit Units	602	17	585	97.2%	97.4%
Local fund units	69	5	64	92.8%	93.8%
<b>All Total</b>	<b>1265</b>	<b>43</b>	<b>1222</b>	<b>96.9%</b>	<b>97.1%</b>

*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 47 days per turn. A continued effort will be on going to reduce the turn times. Vacant unit turns completed by maintenance (reflected in the "make ready" column) continue to improve. For the month of January, make ready days accounted for an average of 15.2 days compared to the fiscal year-to-date average of 17.8 days. Leasing days for January accounted for an average of 29.4 days compared to the fiscal year-to-date average of 25.8.

<b>January 2010 FYTD VACANT UNIT TURN REPORT (MASS #1)</b>							
AMP # *	Units Turned	Down Time	Make Ready	Lease Up	Days to Turn	Exempt Days	Avg Turn
AMP 1	10	1	65	401	467		46.70
AMP 2	17	16	124	523	663		39
AMP 3	19	37	505	388	930		48.95

January 2010 FYTD VACANT UNIT TURN REPORT (MASS #1)							
AMP # *	Units Turned	Down Time	Make Ready	Lease Up	Days to Turn	Exempt Days	Avg Turn
AMP 4	12	1	268	255	524		43.67
AMP 6	7	8	253	84	345		49.29
AMP 7	3	68	24	76	168		56
AMP 8	1	52	0	15	67		67
AMP 9	0	0	0	0	0		0
AMP 10	0	0	0	0	0		0
AMP 11	1	0			0		0
AMP 12	0	0	0	0	0		0
AMP 13	4	79	77	164	320		80
Amp 14	0	0	0	0	0		0
AMP 15	0	0	0	0	0		0
<b>TOTALS</b>	<b>74</b>	<b>262</b>	<b>1316</b>	<b>1906</b>	<b>3484</b>		<b>47</b>

\*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 January, all emergency work orders were completed within 24 hours.

AMPs 10, 11, 12 and 13 did not meet the HUD standard for the month for completing non-emergency work orders. This is attributed to a concentrated effort to close out all work orders that were older than 25 days old in the hope of tracking current work orders. There were a total of 70 work orders completed in the month of January in Salishan.

There continue to be service calls for appliances in AMPs 10-14 (Salishan). Bids have been received and are being reviewed for a vendor to be proposed

to handle the work orders related to appliances. Management anticipates that a contract will be executed by the end of February.

**Work Order Completion Table:**

WORK ORDER COMPLETION REPORT (PHAS/MASS #4)								
AMP # *	Emergency				Non Emergency			
	January 2010		FYTD		January 2010		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	2	100%	28	100%	24	2.08	291	5.45
AMP 2	1	100%	9	100%	46	3.93	256	3.98
AMP 3	8	100%	43	100%	63	10.38	332	12.42
AMP 4	5	100%	30	100%	12	.17	203	29.55
AMP 6	1	100%	14	100%	13	1.62	99	19.73
AMP 7	0	NA	0	0%	1	0	22	5.86
AMP 8	0	NA	0	0%	4	7	14	9.71
AMP 9	0	NA	0	0%	0	0	2	8
AMP 10	0	NA	0	0	16	79.81	57	52.77
AMP 11	0	NA	0	0	17	62.82	42	58.60
AMP 12	0	NA	0	0%	20	43.80	49	34.76
AMP 13	0	NA	0	0%	15	69.87	63	33.86
AMP 14	0	NA	0	0%	2	0	21	7.24
Non-AMP	0	NA	4	100%	16	3.38	115	2.70
TOTALS	17	100%	124	100%	249	9.73	1566	9.18

\*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 January 31, 2010					
AMP #	Open Emergency WO	Days Open	Open Non-Emergency	<25 Days open	>25 Days open
AMP 1	0	0	23	16	7
AMP 2	0	0	3	3	0
AMP 3	0	0	12	12	0
AMP 4	0	0	1	0	0
AMP 6	0	0	0	0	0
AMP 7	0	0	0	0	0
AMP 8	0	0	3	2	1
AMP 9	0	0	6	0	6
AMP 10	0	0	8	4	4
AMP 11	0	0	18	8	10
AMP 12	0	0	8	6	2
AMP 13	0	0	2	2	0
AMP 14	0	0	1	1	0
Non-AMP	0	0	3	1	2
TOTALS	0	0	88	55	33

**2.3 Salishan Association**

*2.3.1 Salishan Association Board:*

(a) Association fee debt

The Association ended the 2009 fiscal 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 February.

## **2.4 Community Development and Safety**

### *2.4.1 Salishan Association:*

- (a) The Salishan neighborhood will soon become one of the City's Community Based Services focus areas. What this means is that the City will be focusing its resources to work with Salishan on issues that impact the neighborhood and the surrounding neighborhoods within the Tacoma Police Department Sector 4, District 2 area. There was a pre-kickoff meeting held in January that gave leaders in the area an opportunity to come together and provide input to the City on the planning for the kick-off event that will be held February 24<sup>th</sup> at 6 pm, First Creek Middle School.
- (b) The Tacoma Police Department has announced the Grand Opening of their new Eastside Precinct located at 400 East 56<sup>th</sup>. Grand Opening is scheduled for Thursday, February 25<sup>th</sup> at noon..

### *2.4.2 First Creek:*

Priorities for First Creek Neighbors are: reduce gang activity, clean up efforts for the community and Creek, stop illegal dumping, suppress fireworks, and fill pot holes. Lisa Zahn and the Americorp volunteers continue to attend these meetings and support this group. Highlights from 2009 include cleaning up a meth lab, closing 16 drug houses, closing a marijuana growing operation, hauling 201 tons of junk, assisting to close various illegal encampments, getting lights restored in Portland Avenue Park, creation of firstcreekblogspot.com. and passing a resolution to create a stewardship plan for First Creek. Earth Month is in April. First Creek has a clean up tentatively scheduled for April 22<sup>nd</sup>.

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

The Eastside Clean Sweep is normally scheduled for April however due funding issues, the community was unsure if this would be able to happen this year. The Association is very happy to be a part of this project and donated \$1500 from the CHEF Grant to help in contributing to this effort. Other partners were contacted and it looks like we will have the funding! Date is pending.

During the month of November the Association, in collaboration with CHEF and Tacoma-Pierce County Health Department, conducted a Health

Survey. The final comprehensive report is now finished. A meeting was held on February 10<sup>th</sup> to review these findings with Michael Mirra and April Davis. The full report will be published on THA's website and the Salishan Association website as soon as it is released by the Health Department.

30% of Salishan households responded to the survey. The Health Department and CHEF consider this a very good response rate. They accomplished this with a combination of: (i) door by door surveying; (ii) mailings and flyers; (iii) on-line responses; (iv) respondents visits to tables the surveying staff set up at the FIC.

The Health Department and CHEF offered the general assessment that the Salishan, according to these survey results, was doing quite well and better than what they would expect from other neighborhoods. Notable findings include:

(a) Safety

- 61% felt very safe and 35% somewhat safe walking alone in the day time
- 18% felt very safe and 40% somewhat safe walking alone at night

(b) Community

- 63% strongly agree and 28% somewhat agree that Salishan is a good place to live
- 35% strongly agree and 38% somewhat agree that Salishan is a good place to raise children
- 42% strongly agree and 37% somewhat agree that people at Salishan are willing to help their neighbors
- 72% of respondents strongly agree or somewhat agree with the statement "There are a lot of activities or events for residents to participate in at Salishan."
- Top three resources people wanted to see at Salishan
  - ~ gym of fitness center
  - ~ physical activity classes
  - ~ new community center



- The top three issues that were reported as at least *somewhat of a problem* at Salishan were:
  - ~ Unsupervised children (63%)
  - ~ Litter/trash (53%), and
  - ~ People not cleaning up after their pets (50%)
- The top three issues that were reported as *not a problem* at Salishan were:
  - ~ Fighting or violence (53%)
  - ~ Vandalism or graffiti (52%), and
  - ~ Stealing, burglary, or theft (49%)

(c) Health

- 17% said that their quality of life was excellent and 23% said it was very good
- 64% reported that their medical provider told them that they have at least one major health problem. The top five health problems were:
  - high blood pressure
  - chronic pain
  - overweight
  - high cholesterol
  - mental/emotional disorder
- 16% reported that they smoke every day; 8% reported that they smoke some days
- Only 4% said they smoke inside their homes
- The average time it took for all respondents to get to the grocery store was just over 20 minutes one-way; for respondents taking the bus the average travel time to the grocery store was 48 minutes, while the average travel time for respondents driving a car was 14 minutes.
- 38% of respondents reported their health status as either fair (20%) or poor (18%).
- 
- 78% of respondents had visited a medical professional for a routine physical with the past year

- 82% of respondents reported having some form of health insurance.
- 50% of respondents had visited a dentist for routine cleaning within the past year; 22% had received routine teeth cleaning within the past two years.
- 73% of respondents were aware of the new Tanbara Health Clinic, but only 10% had been a patient or received services there.

### 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 96% for the month of January and 105% for calendar year to date. Budget utilization is reported at 105% for calendar year to date.

HCV UTILIZATION SUMMARY REPORT					
Voucher			HAP		
	Month			Month	
Voucher Allocation	3,628		Budget	2,364,267	
Voucher Leased	3,492		Actual	2,476,375	
% Utilized	96		% Utilized	105	

**REAL ESTATE**

**DEVELOPMENT**



# TACOMA HOUSING AUTHORITY

DATE: February 24, 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

### 1.1 Phase II Construction

#### 1.1.1 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.

#### 1.1.2 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 three homes.

#### 1.1.3 Area 2B

- *Infrastructure:* The Joint Utility Trench (JUT) is complete. The pumping system installed to improve erosion control has been upgraded with additional pumping capacity for improved performance. Upgrades are being required by the Tacoma Environmental Compliance Department. The excessive rains and freezing cycles experienced in November and December caused failure of the roadway subgrade in areas throughout area 2B. HGE Consulting, THA's Geotechnical consultant, identified numerous sections requiring over excavation and import of suitable materials. This work was completed by Tucci and Sons. The extruded curbing in the South end has been completed, with the exception of the street tie-ins. Walsh has been giving a Notice to Proceed with all the work on the project due to all

remaining financing becoming available.

- *Salishan 7:* Current program plans include (90) project-based Section 8 rental units and (1) unrestricted manager's unit. Walsh Construction began excavation of the foundations in block 25 on February 1, 2010.

#### *1.1.4 Arlington Rd*

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 few months.

## **1.2 Financial**

*1.2.1 Salishan Five:* THA received the second equity installment of approximately \$5.5 million. THA received \$500,000 in developer fee and the balance of the payment was used to pay down the construction loan. Staff will be working on placed in service materials for the Finance Commission and the Trust Fund.

*1.2.2 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.

*1.2.3 Salishan Seven:* THA closed on Salishan Seven January 29, 2010. Construction has begun.

## **1.3 Construction Oversight Committee**

The December Construction Oversight Committee (COC) was held as scheduled on February 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 April 8, 2010.

## **2. PUBLIC HOUSING PROJECTS**

### **2.1 Scattered Sites**

- 2.1.1 *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.
- 2.1.2 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.

## **2.2 1800/2500 Hillside Terrace**

- 2.2.1 *Financing:* Staff submitted the HOPE VI application on November 12, 2009.
- 2.2.2 *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.
- 2.2.3 *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, and one (1) representative from the City of Tacoma. The review committee has made the recommendation to award the CM/GC contract to Absher Construction in phases. The first phase will be a Not-to-Exceed amount of \$25,000. The amount will cover a scope of work to provide a schematic design constructability review and cost estimating. The remaining contract phases will be determined once THA receives award of the HOPEVI application.

## **3. CAPITAL FUNDS & AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) CAPITAL FUNDS**

- 3.1 Planning/Bidding:** The Casey Group (TCG) has completed work on Phase II, which includes design and construction documents. All bid packages were advertised and bids were received for AMP1- January 26<sup>th</sup>, AMP2-on February 9<sup>th</sup>, and AMP3on February 11<sup>th</sup> and ARRA Asphalt R&R on February 16<sup>th</sup>. Construction is anticipated to start in March.

### **3.2 Construction:**

3.2.1 *Capital Funds:* W.G. Clark, the General Contractor for the G Street Repipe completed preliminary plumbing work. The first phase of tenant relocation and interior work was completed the end of January and tenants have moved back into six of the units. The second phase is underway and work continues on schedule at this time.

### **3.3 ARRA**

3.3.1 *AMP 1:* On January 4, 2010, staff issued an Invitation to Bid (ITB) for a General Contractor for the project. Staff held a pre-bid conference on January 12, 2010. A total of six (6) contractors submitted bids and four (4) were responsive and responsible to the (ITB) on the January 26, 2010 due date. Resolution No. 2010-2-24 (1) is before the Board requesting approval to award the contract to Tatley-Grund as the General Contractor. Construction is anticipated to begin March 15, 2010.

3.3.2 *AMP1:* On January 12, 2010, staff issued an ITB for a General Contractor for the project. Staff held a pre-bid conference on January 19, 2010. A total of five (5) bids were received on February 9<sup>th</sup>.and three (3) were responsive and responsible to the ITB. Resolution number 2010-2-24-(2) is before the Board to award the contract to Christensen, Inc. Construction is anticipated to begin March 25, 2010.

3.3.3 *AMP3:* On January 12, 2010, staff issued an ITB for a General Contractor for the project. Staff held a pre-bid conference on January 20, 2010. A total of seven (7) bids were received on February 11<sup>th</sup>.and all were responsive and responsible to the ITB. Resolution number 2010-2-24-(3) is before the Board to award the contract to Construction Enterprises & Contractors (CE&C). Construction is anticipated to begin April 1, 2010.

3.3.4 *Asphalt Removal & Replacement (AMPs 1, 2, & 3):* On January 28, 2010, staff issued an ITB for a General Contractor for the project. Staff held a pre-bid conference on February 3, 2010. A total of 7 bids were received on February 16<sup>th</sup>.and six (6) were responsive and responsible to the ITB. At report time staff was evaluating bids. Construction is anticipated to begin April 15, 2010.

### **3.4 Gap Subsidy Competition Set-Aside for Bond Projects**

3.4.1 Due to THA not being awarded funding from NSP 2 the Hillsdale Heights project will continue to be on hold. Staff is currently reviewing if this project could be resurrected in phases by proceeding with the rental unit portion only.

### **3.5 Grants**

3.5.1 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. One house did not pass the inspection. Staff is still waiting to hear if the offer on the second house was accepted. Staff decided to procure a real estate agent/broker to act as a buyer's agent and to assist in the search for homes in order to meet the March 31 deadline set by the City.

3.5.2 *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 expected in mid February.

## **4. COMMUNITY DEVELOPMENT ENTITY DESIGNATION**

## **5. M/WBE CONTRACT COMPLIANCE and SECTION 3 HIRING**

5.1 The Construction Oversight Committee met on February 8, 2010. 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 (27%) of all contract dollars have been awarded to MBE firms, and ten percent (8%) to WBE firms. Forty percent (37%) of all contracts have been awarded to Tacoma based companies, and forty-nine percent (46%) have been awarded to Pierce County based companies. Section 3 results to date total 178. The project goal was 125.



**6. PHAS INDICATOR FOR MODERNIZATION ACTIVITIES**

The following are the obligated and expenditures as of February 4, 2010

<b>Grant</b>	<b>Total Grant</b>	<b>Obligated</b>	<b>% Obligated</b>	<b>Expended</b>	<b>% Expended</b>	<b>Obligation Start Date</b>	<b>Obligation End Date</b>	<b>Disbursement End Date</b>
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	1,809,059	98%	\$1,143,591	62%	6/13/08	06/12/10	06/12/12
2008 CFP (1 <sup>st</sup> 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	472,555	20%	146,800	.06%	9/15/09	9/14/11	9/14/13
2009 CFP (1 <sup>st</sup> R)	703,863	708,863	100%	0	0	9/15/09	9/14/11	9/14/13
2009 CFP (2 <sup>nd</sup> 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: February 24, 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. 2010 GOALS

Fifteen 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 January 2010 and for the calendar year 2010.

#### 1.1 Employment

The CS department offers employment services through its case workers and through a contract with Goodwill Industries. The case workers refer clients to local vocational training programs and then track their progress. The Goodwill employment specialist enrolled 12 public housing clients in his job preparation program during the month of January. Five clients were placed in jobs in January. Four of them experienced an increase in earned income.

Activities	Month	YTD	Annual Goal	% of Goal
Clients enrolled in vocational training program	1	1	20	5%
Clients completed vocational training program	1	1	12	8%
Clients enrolled in employment readiness soft skills program	12	12	52	23%
Clients completed employment readiness soft skills program	0	0	44	0%
Job Placement	5	5	60	8%
Earned Income Increased	4	4	30	13%

## 1.2 Education

Bates continues to offer GED classes at the FIC. Standard class size is 18. The class currently exceeds standard size, with 22 participants.

Activities	Month	YTD	Annual Goal	% of Goal
Participants attending Bates GED classes	22	22	18	122%
Completes one or more GED tests	0	0	3	0%
Attains GED	0	0	3	0%

## 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 2010 THA submitted its annual Outcome Based Evaluation report to the City of Tacoma, as well as annual FSS reports to HUD. Four new participants joined the program in January.

Status	Month	YTD	Annual Goal	% of Goal
Current Participants	127	127	153	83%
Graduates	0	0	5	0%
Removed/Voluntarily Withdrawn	0	0	n/a	n/a
New Contracts Signed	4	4	10	40%
Escrow Balance	\$292,622.76			

## 1.4 Life Skills and Parenting Classes

THA's contracts with Bates Technical College for Life Skills and Parenting classes and parenting support groups will resume in February 2010. THA plans to continue its partnership with Exodus Housing for a series of domestic violence support groups scheduled for the spring and fall of 2010.

Activities	Month	YTD	Annual Goal	% of Goal
Life Skills Enrollment	0	0	20	0%
Life Skills Completion	0	0	15	0%
Parenting Enrollment	0	0	25	0%
Parenting Completion	0	0	20	0%

### 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.

Activities	Month	YTD	Annual Goal	% of Goal
Financial Literacy Enrollment	4	4	120	3%
Financial Literacy Completion	1	1	72	1%
Credit Counseling Enrollment	0	0	17	0%
Credit Counseling Completion	1	1	10	10%
Homeownership Counseling	10	10	17	59%
Individual Development Account Participants	31	31	30	103%
Qualified Withdrawals	0	0	30	0%
Home Purchase	0	0	10	0%
Other Asset Purchases	0	0	20	0%

### 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.

To kick off the 2010 tax season, THA participated with Key Bank and Goodwill in the Volunteer Income Tax Assistance (VITA) Super Saturday event held at the new Goodwill Work Opportunity center. THA will host a VITA site at the FIC on Thursdays and Saturdays from February 11<sup>th</sup> through April 15<sup>th</sup>.

Activities	Month	YTD	Annual Goal	% of Goal
Computer Lab Participation	22	22	150	15%
VITA Tax Returns	0	0	125	0%
EITC Received	0	0	85	0%

### 1.7 Youth Activities

THA contracts with Girl Scouts of Western Washington to provide a youth mentoring program for Hillside Terrace, Bergerson Terrace and Salishan. At the beginning of 2010 there are 112 troop members including 63 THA residents. Northwest Leadership Foundation provides youth tutoring and after school

programming at Lister Elementary school during the 2009/2010 academic year. There are currently 19 THA residents attending this activity.

Activities	Month	YTD	Annual Goal	% of Goal
Youth tutoring	19	19	35	54%
80% or better on computer skills post-test	0	0	25	0%
GPA improved .5 or more	0	0	15	0%
Life skills/financial literacy completed	0	0	75	0%
80% or better on life skills/financial literacy post-test	0	0	45	0%
Summer Program Enrollment	0	0	55	0%
Youth mentoring (PH only)	42	42	45	93%
Youth mentoring ongoing more than six months	8	8	40	20%
Youth Section 3 employed	0	0	4	0%

### 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	102	102	260	39%
Referrals	6	6	55	11%
Unduplicated situation/wellness counseling	17	17	150	11%
Assistance with correspondence for Entitlement Programs	4	4	40	10%

### 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.

	<b>WFF/Sound Families</b>		<b>Hillside Terrace</b>		<b>Tax Credit</b>	
<b>Total Current Caseload</b>	<b>18</b>		<b>4</b>		<b>5</b>	
	<b>Month</b>	<b>YTD</b>	<b>Month</b>	<b>YTD</b>	<b>Month</b>	<b>YTD</b>
Entrances	1	1	0	0	0	0
Graduations	0	0	0	0	0	0
Exits	0	0	0	0	0	0
Terminations	1	1	0	0	0	0

# HUMAN RESOURCES





# TACOMA HOUSING AUTHORITY

Date: February 16, 2010  
To: THA Board of Commissioners  
From: Barbara Tanbara, HR Director  
Re: HR Department Board Report

## 1. ADMINISTRATION

**1.1. Update on 2010 HR Department plans:** In my November report, I gave you the list of the special projects that HR will focus on in 2010. My future board reports will contain an update on the projects.

- **Benefit Broker RFP:** We are drafting the Benefit Broker RFP and expect to send it out for comment by in the next few weeks. We plan to begin the RFP process in April/May. Our Benefit Committee will help me make the selection of our broker.
- **Employee Engagement Survey:** We launched the Employee Opinion Survey for all employees. As of Tuesday, Feb 9<sup>th</sup>, we were at 89% employee participation. We may still receive a few mail-in copies to improve on that. That level of participation will ensure we get a good overview of our employee's perceptions of working for THA. I imagine there will be lots of ideas that come from this project. The upcoming project dates are listed in the chart below.

Employee Opinion Survey (EOS) Project Dates		
<u>Project Phase</u>	<u>Target Time Frame</u>	<u>Deliverable(s)</u>
Phase 1: Preparation	Jan 13	▪ Approved project and tailored EOS
Phase 2: Deployment	Jan 27 to Feb 5	▪ Launched EOS
Phase 3: Analysis	Feb 10 to Feb 19	▪ NA
Phase 4: Reporting	Executive Briefing - Week of Feb 22	▪ Distribute Data Books(2) to Cabinet ▪ Present Executive Briefing ▪ Discuss and create plan for sharing results with employees
	Action Planning - Week of Mar 8 or Mar 15	▪ Facilitate Action Planning Session Agenda ▪ Action Planning Template

- **Cabinet Leadership Development project:** We have contracted with Waldron & Company to work with us on this project. We have met with the project lead who interviewed the Cabinet members and presented a plan. The Cabinet is now reviewing the plan and once we have the Cabinet's feedback, we will establish dates and move this project forward.
- **New Building & Grounds Technician position:** Michael Mirra and I are contacting Mark Martinez and Troy Andrews to let them know that we need an answer on September 8, 2009 proposal letter. If they decline to respond by February 26, we will presume that the union has waived its right to bargain over this issue and will, effective March 1, 2010, put into effect the building and grounds position under the terms and descriptions included with my September 8, 2009 proposal letter.
- **Revised HR Policy Roll-out and Training:** I have completed the training for employees on the revised HR policies. A few employees could not make one of the training sessions offered. I will send those employees the policy packet with the supporting information.

## 2. EMPLOYEE RELATIONS

**2.1. THA Employee Newsletter** – our last Employee Newsletter was published in November. The editor of our paper, our HR Generalist, is on leave for 4-6 weeks. She will work on the next edition upon her return.

**2.2. Grievances and Complaints** - For CYTD 2009, we had no union grievances, two City of Tacoma Human Rights/EEOC complaint and no lawsuits.

- We received a No Reasonable Cause finding on the first Tacoma Human Rights complaint.
- The second complaint was closed because it was withdrawn by the employee.

For January 2010, we had no union grievances, no City of Tacoma Human Rights/EEOC complaint and no lawsuits.

## 3. LABOR RELATIONS

**3.1. Trades Council and OPEIU “Openers” for salary and insurance benefits** – Both of our collective bargaining agreements have “openers” to negotiate any salary increase for 2010 and to negotiate any insurance benefits that may be changed. Our FY2011 budget process will make clear to us whether there is any budget for salary increases and/or if benefit changes are necessary.

***Excerpt Trades Council contract***

*“Either party may exercise this re-opener by sending a notice to the other party postmarked or received by **May 1, 2010**. If one party sends a re-opener notice, then all issues pertaining to wages and insurance benefits shall be open for negotiation by either party.”*

***Excerpt OPEIU contract***

*“Either party may reopen this Agreement on **October 1, 2010** solely for the purpose of negotiating wages and insurance benefits. Either party may exercise this re-opener by sending a notice to the other party postmarked or received by August 1, 2010. If one party sends a re-opener notice, then all issues pertaining to wages and insurance benefits shall be open for negotiation by either party.”*

**4. PERFORMANCE MANAGEMENT**

**4.1. Executive Director’s 2010 Performance Evaluations** – We have begun the process of executing the performance evaluation for Michael Mirra. The Board Chair and I met and agreed upon the documents and process. The upcoming project dates are listed in the chart below.

Executive Director Performance Evaluation Project Dates		
<u>Project Phase</u>	<u>Target Time Frame</u>	<u>Deliverable(s)</u>
Phase 1: Preparation	Feb 12 to Feb 24	<ul style="list-style-type: none"> <li>▪ Approve project and build assessment survey</li> </ul>
Phase 2: Deployment	Feb 25 to Mar 5	<ul style="list-style-type: none"> <li>▪ Launch survey to staff, Commissioners and Community Partners</li> </ul>
Phase 3: Analysis	Mar 8 to Mar 16	<ul style="list-style-type: none"> <li>▪ Prepare Findings Report</li> </ul>
Phase 4: Reporting	Mar 16 to Mar 26	<ul style="list-style-type: none"> <li>▪ Deliver Findings Report to HR Director</li> <li>▪ HR Director compiles findings into one overall document</li> <li>▪ HR Director delivers report to Board chair</li> </ul>

**5. STAFFING**

**5.1. Director of Real Estate Management Search** – Janet Rice left the agency in early January. Michael Mirra named Tina Hansen into the Interim Director of Real Estate Management position. Working closely with Tina, Michael will consider his options for filling the position over the next few months.

**5.2. THA Recruitment/Turnover Report** - I have included with this report the final *2009 Recruitment/Turnover Report* and the *2010 Recruitment/Turnover Report* for January. The reports show that THA's turnover rates are indeed declining significantly:

- 2009 agency turnover was 15% with 36 new hires. As a comparison, 2008 agency turnover was 24% with 50 new hires.
- In 2010 CYTD, we lost one employee in January; agency turnover is at .9%. We hope that this year's annualized turnover will come in below 10%.

## THA Recruitment-Turnover Report 2009

\*data reflects regular employees only

	Jan	Feb	March	April	May	June	July	Aug	Sept.	Oct.	Nov.	Dec	Annual
<b>Total # Employees</b>	<b>113</b>	<b>114</b>	<b>114</b>	<b>114</b>	<b>117</b>	<b>115</b>	<b>115</b>	<b>114</b>	<b>112</b>	<b>110</b>	<b>112</b>	<b>111</b>	<b>113</b>
Voluntary Separation	1	0	4	0	1	0	3	2	0	2	0	0	13
Involuntary Separation	0	2	1	0	0	1	0	0	0	0	0	0	4
Retirement	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Separations w/out Lay-Off &amp; Sunset</b>	<b>1</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>17</b>
End of Sunset Assignment	0	0	0	0	0	0	0	0	0	0	0	0	0
Lay-Off	0	0	0	0	0	1	0	1	0	0	0	0	2
<b>Total All Separations</b>	<b>1</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>19</b>
<b>Turnover Rate w/out Lay-off's</b>	<b>0.9%</b>	<b>1.8%</b>	<b>4.4%</b>	<b>0.0%</b>	<b>0.9%</b>	<b>0.9%</b>	<b>2.6%</b>	<b>1.8%</b>	<b>0.0%</b>	<b>1.8%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>15.0%</b>
<b>Total Turnover Rate</b>	0.9%	1.8%	4.4%	0.0%	0.9%	1.7%	2.6%	1.8%	0.0%	1.8%	0.0%	0.0%	16.8%

New or Different Positions	2	2	0	0	1	2	0	1	1	0	3	0	12
Replacement-Separation	2	0	2	2	0	1	1	2	0	3	0	0	13
Replacement-Promotion/ Transfer	2	0	0	0	1	1	1	0	1	1	0	1	8
Sunset Positions	0	0	0	0	2	0	0	0	0	0	2	0	4
<b>Total Hires/Promotions</b>	<b>6</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>1</b>	<b>37</b>

## THA Recruitment-Turnover Report 2010

\*data reflects regular employees only

	Jan	Feb	March	April	May	June	July	Aug	Sept.	Oct.	Nov.	Dec	YTD	Annualized
<b>Total # Employees</b>	<b>108</b>												<b>108</b>	
Voluntary Separation	1												1	
Involuntary Separation													0	
Retirement													0	
<b>Total Separations w/out Lay-Off &amp; Sunset</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	
End of Sunset Assignment	1												1	
Lay-Off													0	
<b>Total All Separations</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	
<b>Turnover Rate w/out Lay-off's</b>	<b>0.9%</b>												<b>0.9%</b>	
<b>Total Turnover Rate</b>	0.9%												1.9%	

New or Different Positions													0	
Replacement due to Separation													0	
Replacement due to Promotion/ Transfer	1												1	
Sunset Positions													0	
<b>Total Hires/Promotions</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	

# RESOLUTION #1



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2010-2-24 (1)

DATE: February 24, 2010  
TO: Board of Commissioners  
FROM: Michael Mirra, Executive Director  
RE: AMP1 Renovations at 2 Facilities

### **Background**

On January 5, 2010 THA issued an Invitation to Bid (ITB) for renovation of North K Street and North G Street Apartments. Work will include replacement of windows and siding, roof and deck repairs, exterior door replacement and other minor improvements.

This work will be funded with 2009 ARRA Capital Funds.

The ITB was published on January 5, 2010 in the Skanner and at the Tacoma Small Business Incubator; The WEBS government projects and the Blue Book websites. Bid documents were also provided to twelve plan centers.

The Housing Authority provided thirteen (13) ITB's to potential bidders. Six (6) firms submitted bids on the due date of January 26, 2010 at 2:00 pm PST.

The six (6) bids were evaluated to determine the lowest responsive and responsible bidder. Four (4) bids were responsive and responsible. Three of the responsive bidders submitted bids with incorrect math. Errors in addition do not preclude the contractor from being low bidder. Ref.: Procurement Policy 7460.8 REV-1 - Paragraph G Displacing the low bidder. To maintain the integrity of the sealed bidding system, a bidder shall not be permitted to correct a bid mistake after bid opening that would cause such bidder to have the low bid, unless the mistake is clearly evident from examining the bid document, such as extension of unit prices or errors in addition.

After reviewing the bid document, and rechecking the addition, staff contacted the apparent low bidder Tatley-Grund; they concurred with the math error and remain the low responsive, responsible bidder.

Staff recommends awarding the contract to Tatley-Grund Inc.



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

<b>Company</b>	<b>Base Bid</b>	<b>Deductive Alt. #1</b>	<b>Deductive Alt. #2</b>	<b>Deductive Alt. #3</b>	<b>Responsive-Responsible Y / N</b>
DOM CONSTRUCTION	\$ 731,350.00	\$9,465.00	\$3,000.00	\$22,000.00	N
TATLEY-GRUND	\$1,063,750.00	\$4,026.00	\$6,191.00	\$19,643.00	Y
CHRISTENSEN	\$1,115,950.00	\$11,000.00	\$6,000.00	\$15,000.00	Y
SHINSTINE	\$1,139,950.00	\$5,400.00	\$3,700.00	\$11,600.00	Y
SYNERGY	\$1,311,795.00	\$3,600.00	\$3,690.00	\$17,086.00	N
CHARTER	\$1,462,176.00	\$6,774.00	\$2,109.00	\$15,248.00	Y

Tatley-Grund is located in Seattle, Washington and has extensive experience working with occupied public housing and high rise buildings. Their scope of work includes siding and window replacement, and complete interior renovations. Staff interviewed references and all references returned positive experiences with the company.

The budget in ARRA and Capital funds for this project is \$1,170,125.00. This amount includes contingency funds of \$106,375.00

**Recommendation**

Approve Resolution 2010-2-24(1) authorizing the award of Contract Number WA: 5-AMP1-ARRA-02-09 to Tatley-Grund Inc. in the amount of \$1,063,750.00 plus a not to exceed amount of \$106,375.00 in owner contingency.



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2010-2-24 (1) AMP 1 Renovations at 2 Facilities

**Whereas,** The Housing Authority of the City of Tacoma (the “Authority”) solicited bids for AMP1 Renovations at 2 Facilities;

**Whereas,** The timely advertisements for bids were placed in the following publications, websites and dates; the Skanner and the Tacoma Small Business Incubator on January 5, 2010; the WEBS government projects website on January 5, 2010; bid documents were provided to 12 plan centers, and the Blue Book website on January 5, 2010.

**Whereas,** Thirteen (13) companies received the bid package;

**Whereas,** Bids were received in the following amounts;

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

Company	Base Bid	Deductive Alt. #1	Deductive Alt. #2	Deductive Alt. #3	Responsive-Responsible Y / N
DOM CONSTRUCTION	\$ 731,350.00	\$9,465.00	\$3,000.00	\$22,000.00	N
TATLEY-GRUND	\$1,063,750.00	\$4,026.00	\$6,191.00	\$19,643.00	Y
CHRISTENSEN	\$1,115,950.00	\$11,000.00	\$6,000.00	\$15,000.00	Y
SHINSTINE	\$1,139,950.00	\$5,400.00	\$3,700.00	\$11,600.00	Y
SYNERGY	\$1,311,795.00	\$3,600.00	\$3,690.00	\$17,086.00	N
CHARTER	\$1,462,176.00	\$6,774.00	\$2,109.00	\$15,248.00	Y

**Whereas,** Staff determined that the lowest responsive and responsible bidder is Tatley-Grund Inc.; and

**Whereas,** Total financing for the work is from 2009 ARRA Funds Capital Funds;

**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-AMP1-ARRA-02-09 Renovations at 2 Facilities for N. G Street AND N. K Street be accepted as a fair and reasonable bid and that the contract be awarded to Tatley-Grund Inc. in compliance with all bid documentation requirements in the amount of \$1,063,750.00 plus a Not to Exceed contingency of \$106,375.00.

**Approved: February 24, 2010**

\_\_\_\_\_  
Ken Miller, Chairman

## RESOLUTION #2



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2010-2-24 (2)

DATE: February 24, 2010  
TO: Board of Commissioners  
FROM: Michael Mirra, Executive Director  
RE: AMP 2 Renovations at 3 Facilities

### **Background**

On January 12, 2010 THA issued an Invitation to Bid (ITB) for renovation of Sixth Avenue, Wright Street and Fawcett Apartments. Work will include replacement of roofs, windows and siding, roof and deck repairs, common area floor abatement and replacement, and other minor improvements.

This work is funded with 2009 ARRA Capital Funds.

The ITB was published on January 12, 2010 in the Skanner and at the Tacoma Small Business Incubator; The WEBS government projects and the Blue Book websites. Bid documents were also provided to twelve plan centers.

The Housing Authority provided twelve (12) ITB's to potential bidders. Five (5) contractors submitted bids on the due date of February 9, 2010 at 2:00 pm PST.

The five (5) bids were evaluated to determine the lowest bidder. Three (3) bids were responsive and responsible. Staff recommends awarding the contract to Christensen Inc.

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

<b>Company</b>	<b>Base Bid</b>	<b>6<sup>th</sup> Avenue Deductives</b>	<b>Fawcett Deductives</b>	<b>Wright Deductives</b>	<b>Responsive- Responsible Y / N</b>
DOM CONSTRUCTION	\$793,500.00	\$70,250.00	\$210,000.00	\$157,000.00	N
CHRISTENSEN INC.	\$919,950.00	\$71,700.00	\$98,450.00	\$191,300.00	Y
C E & C, INC.	\$1,232,739.00	\$64,586.00	\$138,555.00	\$346,398.00	Y
TATLEY - GRUND	\$1,543,813.00	\$88,631.00	\$165,422.00	\$616,155.00	N
SHINSTINE	\$1,805,700.00	\$61,700.00	\$133,000.00	\$165,000.00	Y

Christensen Inc. is located in Tumwater, Washington and has experience working with occupied public housing and high rise buildings. Their scope of work includes roof, siding and window replacement, and complete interior renovations. Staff interviewed references and all references returned positive experiences with the company.

The budget in ARRA and Capital funds for this project is \$1,058,000.00. This amount includes contingency funds of \$138,050.00.

**Recommendation**

Approve Resolution 2010-2-24(2) authorizing the award of Contract Number WA: 5-AMP2-ARRA-02-09 to Christensen Inc. in the amount of \$919,950.00 plus a not to exceed amount of \$138,050.00 in owner contingency.



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2010-2-24 (2) AMP 2 Renovations at 3 Facilities

**Whereas,** The Housing Authority of the City of Tacoma (the “Authority”) solicited bids for AMP2 Renovations at 3 Facilities;

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

The ITB was published in the Skanner and the Tacoma Small Business Incubator on January 12, 2010; The WEBS government projects website on January 12, 2010; Bid documents were provided to 12 plan centers, and the Blue Book website on January 12, 2010.

**Whereas,** Twelve (12) companies received the bid package;

**Whereas,** Bids were received in the following amounts;

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

Company	Base Bid	6 <sup>th</sup> Avenue Deductives	Fawcett Deductives	Wright Deductives	Responsive-Responsible Y / N
DOM CONSTRUCTION	\$793,500.00	\$70,250.00	\$210,000.00	\$157,000.00	N
CHRISTENSEN INC.	\$919,950.00	\$71,700.00	\$98,450.00	\$191,300.00	Y
C E & C	\$1,232,739.00	\$64,586.00	\$138,555.00	\$346,398.00	Y
TATLEY - GRUND	\$1,543,813.00	\$88,631.00	\$165,422.00	\$616,155.00	N
SHINSTINE	\$1,805,700.00	\$61,700.00	\$133,000.00	\$165,000.00	Y

**Whereas,** Staff determined that the lowest responsive and responsible bidder is Christensen Inc.; and

**Whereas,** Total financing for the work is from 2009 ARRA Funds Capital Funds;

**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-AMP2-ARRA-02-09 Renovations at 3 Facilities for Sixth Avenue, Fawcett and Wright Street be accepted as a fair and reasonable bid and that the contract be awarded to Christensen Inc. in compliance with all bid documentation requirements in the amount of \$919,750.00 plus a Not to Exceed contingency of \$138,050.00.

**Approved: February 24, 2010**

\_\_\_\_\_  
Ken Miller, Chairman

## RESOLUTION #3



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2010-2-24 (3)

DATE: February 24, 2010  
TO: Board of Commissioners  
FROM: Michael Mirra, Executive Director  
RE: AMP3 Renovations at 3 Facilities

### **Background**

On January 12, 2010 THA issued an Invitation to Bid (ITB) for renovation of Bergerson Terrace, Dixon Village and Ludwig Apartments. Work will include repair of roofs, window flashing and siding, deck repairs, exterior painting, common area floor replacement, installation of skid resistant surfaces, plumbing damage repairs and other minor improvements.

The work will be funded with 2009 ARRA Capital Funds.

The ITB was published on January 12, 2010 in the Skanner and at the Tacoma Small Business Incubator; The WEBS government projects and the Blue Book websites. Bid documents were also provided to twelve plan centers.

The Housing Authority provided Twelve (12) ITB's to potential bidders. Seven (7) firms submitted bids on the due date of February 11, 2010 at 2:00 pm PST.

The Seven (7) bids were evaluated to determine the lowest bidder. All seven bids were responsive and responsible. Staff recommends awarding the contract to Construction Enterprises and Contractors, Inc. (CE&C)

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

<b>Company</b>	<b>Base Bid</b>	<b>Bergerson Deductives</b>	<b>Ludwig Deductives</b>	<b>Responsive- Responsible Y / N</b>
C E & C, INC.	\$409,560.00	\$28,788.00	\$23,448.00	Y
J.A.M. CONSTRUCTION	\$456,544.00	\$27,000.00	\$16,800.00	Y
CHRISTENSEN INC.	\$474,805.00	\$9,300.00	\$32,600.00	Y
LIBBY BUILDERS	\$486,440.00	\$17,467.00	\$35,820.00	Y
TATLEY - GRUND	\$509,737.00	\$31,525.00	\$27,162.00	Y
SHINSTINE	\$607,500.00	\$22,000.00	\$31,000.00	Y
SYNERGY	\$898,009.00	\$32,797.00	\$18,819.00	Y



C E and C, Inc. is located in Tacoma, Washington and has experience working with occupied public housing and high rise buildings. Their scope of work includes roofing and siding replacement, and complete interior renovations. Staff interviewed references and all references returned positive experiences with the company.

The budget in capital funds for this project is \$491,700.00. This amount includes contingency funds.

**Recommendation**

Approve Resolution 2010-2-24(3) authorizing the award of Contract Number

WA: 5-AMP3-ARRA-02-09 to CE & C, INC. in the amount of \$409,560.00 plus a Not to Exceed contingency of \$82,140.00.



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2010-2-24 (3)

### AMP 3 Renovations at 3 Facilities

**Whereas,** The Housing Authority of the City of Tacoma (the “Authority”) solicited bids for AMP3 Renovations at 3 Facilities;

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

The ITB was published in the Skanner and the Tacoma Small Business Incubator on January 12, 2010; The WEBS government projects website on January 12, 2010; Bid documents were provided to 12 plan centers, and the Blue Book website on January 12, 2010.

**Whereas,** 12 companies received the bid package;

**Whereas,** Bids were received in the following amounts;

Company	Base Bid	Bergerson Deductives	Ludwig Deductives	Responsive-Responsible Y / N
C E & C, INC.	\$409,560.00	\$28,788.00	\$23,448.00	Y
J.A.M. CONSTRUCTION	\$456,544.00	\$27,000.00	\$16,800.00	Y
CHRISTENSEN INC.	\$474,805.00	\$9,300.00	\$32,600.00	Y
LIBBY BUILDERS	\$486,440.00	\$17,467.00	\$35,820.00	Y
TATLEY - GRUND	\$509,737.00	\$31,525.00	\$27,162.00	Y
SHINSTINE	\$607,500.00	\$22,000.00	\$31,000.00	Y
SYNERGY	\$898,009.00	\$32,797.00	\$18,819.00	Y

**Whereas,** Staff determined that the lowest responsive and responsible bidder is C E & C, INC.; and

**Whereas,** Total financing for the work is from 2009 ARRA Funds Capital Funds;

**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-AMP3-ARRA-02-09 Renovations at 3 Facilities for Bergerson Terrace, Dixon Village and Ludwig Apartments be accepted as a fair and reasonable bid and that the contract be awarded to CE & C Inc. in compliance with all bid documentation requirements in the amount of \$409,560.00 plus a Not to Exceed contingency of \$82,140.00.

**Approved: February 24, 2010**

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Ken Miller, Chairman

# RESOLUTION #5



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2010-2-24 (5)

DATE: February 24, 2010  
TO: Board of Commissioners  
FROM: Michael Mirra, Executive Director  
RE: Architectural & Engineering (A&E) Services for Multifamily Public Housing Upgrades-American Reinvestment and Recovery Act (ARRA) Capital Fund Projects

### **Background**

On May 27, 2009 the Housing Authority Board of Commissioners approved Resolution 2009-05-27(1) authorizing the Executive Director to negotiate and award a Phase I Contract for the ARRA Capital Fund projects to The Casey Group for A&E Services in the amount not-to-exceed \$150,000. Resolution 2009-10-28(1) increased the Phase I contract amount by \$12,000 and authorized the first project for the Phase II work for G Street Apartments in the amount of \$40,000. Resolution 2009-11-18(1) increased the Phase II contract amount by \$324,000 and authorized continuation of the Phase II work.

During Phase I, the architect met with Tacoma Housing Authority (THA) staff, developed as-built drawings, inspected the buildings envelope, reviewed and investigated the needed repairs and upgrades and developed priorities for the work bid packages. All of the Phase I work for A&E services has been satisfactorily completed by the Casey Group.

Phase II of the contract encompasses the development of the design details, construction plans, specifications, drawings, and bid packages for the work. Limited construction field observation and testing will be provided as required. Phase II A&E work is nearing completion.

At this time staff is requesting the approval to increase the contract amount by \$ 48,000.00 for additional Phase II services. THA staff concludes that the existing bid climate warrants the inclusion of additional work in the Phase II A&E work. The budgeted cost for the completion of the Phase II Services is Not-to-Exceed \$574,000.

At the conclusion of the Phase II process, The Casey Group and staff will have provided the necessary construction documents for THA staff to competitively bid out all of the work identified in Phase I.

### **Recommendation**

Approve Resolution 2010-2-24(5) authorizing the Executive Director to approve an increase in Phase II of the contract by \$48,000.00 for a total amount not-to-exceed \$574,000.



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2010-2-24(5)

Architectural & Engineering (A&E) Services for Multifamily Public Housing Upgrades (ARRA Capital Fund Projects)

**WHEREAS**, The American Recovery and Reinvestment Act (ARRA) 2009 was signed into law by on February 17, 2009;

**WHEREAS**, The Housing and Urban Developments Office of Capital Improvements (OCI) announced that \$2.985 billion in Capital Fund formula grant funds were awarded pursuant to the ARRA;

**WHEREAS**, Tacoma Housing Authority (THA) received an award of \$4,096,616.00;

**WHEREAS**, THA received approval of Resolution 2009-05-27(1) for Architectural & Engineering Services;

**WHEREAS**, May 27, 2009 the Housing Authority Board of Commissioners approved Resolution 2009-05-27(1) authorizing the Executive Director to negotiate and award a Phase I Contract for the ARRA Capital Fund projects to The Casey Group for A&E Services in the amount not-to-exceed \$150,000 and in October 2009 Resolution 2009-10-28(1) increased the Phase I contract amount by \$12,000 and authorized the first project for the Phase II work for G Street Apartments in the amount of \$40,000 and in November 2009 Resolution 2009-11-18(1) increased the Phase II contract amount by \$324,000;

**WHEREAS**, The staff recommends the approval and appropriation of additional funds to cover completion of the work in Phase II of the contract.

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

1. Approve Resolution 2010-2-24(5) authorizing the Executive Director to increase the Phase II contract by \$48,000.00 for a total amount not-to-exceed \$574,000.00. The funding is to complete Phase II work at AMP1, AMP2 and AMP3 for the ARRA Capital Fund projects by The Casey Group for A&E Services.

**Approved:** February 24, 2010

\_\_\_\_\_  
Ken Miller, Chairman

# RESOLUTION #6



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2010-2-24 (6)

DATE: February 24, 2010  
TO: Board of Commissioners  
FROM: Michael Mirra, Executive Director  
RE: Authorization to award Hillside Terrace Construction Manager/General Contractor Services

### **Background**

On December 18<sup>th</sup>, 2009, THA issued a Request for Proposal (RFP) for a Construction Manager/General Contractor (CM/GC) Services for the 1800/2500 Hillside Terrace project. The scope of work includes pre-construction, construction management and general contractor services. The RFP was published on the Internet through Washington Electronic Business Solutions (WEBS) and the Bluebook, and posted at various regional plan centers on December 18<sup>th</sup>, 2009. The following seven Contractors submitted proposals on January 13, 2010:

- Synergy Construction Co.
- Andersen Construction, Co.
- Walsh Construction, Co.
- RAFN Construction, Co.
- Rushforth Construction, Co.
- Construction Enterprise & Constructors
- Absher Construction, Co.

An RFP evaluation committee consisting of THA staff and a representative from the City of Tacoma reviewed proposals using the criteria outlined in the RFP. The committee reviewed the proposals and determined a shortlist of the top three proposers to be Walsh, Absher and RAFN based on a preliminary scoring of all (7) submittals. These three proposals were qualified to advance to the interview stage of the selection process. Interviews were held on January 27 & 28, 2010, during which time the committee sought additional clarification on each respondent's proposal. Post interviews, the committee requested additional cost information from each of the top three for the completion of the committees cost analysis. The committee then completed scoring the proposals and concluded that Absher was the highest scoring respondent and recommends Absher Construction be awarded the contract.

The recommendation to select Absher Construction is based on the following scoring and explanations:

**FIRM EXPERIENCE (Total possible points 15)**

**Average score Walsh: 14.17**  
**Average score Absher: 12.67**  
**Average score RAFN: 12.33**

Although the top three proposers scored closely and all possess extensive experience as a firm, Walsh Construction scored highest for this category due to their extensive experience with THA through our Salishan project. THA's experience with Walsh over the past 6 years has been exceptional. Walsh as a firm also has significant CM/GC experience and has contracted on other regional HOPEVI projects.

Absher was rated second highest due to the extensive firm experience including multi-family CM/GC contracts, their experience with other Housing Authorities and work completed under other HOPEVI programs. Absher also has a local presence with their main office being in Puyallup.

RAFN ranked third due to their extensive multi-family developments for non-profits under CM/GC contracts, although they had not had prior experience working with Housing Authorities, or HOPEVI programs. Their main office is in Bellevue and most of the firms prior contracts have been in the Seattle area.

**RECORD OF SAFETY (Total possible points 15)**

**Average score Absher: 13.67**  
**Average score Walsh: 12.67**  
**Average score RAFN: 12.67**

All respondents have excellent safety records. Industry safety records are tracked and rated through Workers Compensation using the Insurance Experience Modifier (EMR) rating system. All proposers provided summary overviews of their safety plans but Absher included their entire Accident Prevention Program. For the committee this indicated the seriousness that Absher applies to safety. The industry standard for EMR is 1.0. Below is the 2009 rating for each contractor from lowest to highest.

Absher: .58  
RAFN: .599  
Walsh: .89



**CM/GC PROJECT TEAM (Total possible points 15)**

**Average score Walsh: 13.67**  
**Average score Absher: 12.67**  
**Average score RAFN: 12.33**

The Walsh team is well staffed with personnel who have years of experience in multifamily, wood framed large residential construction projects. The proposed team has worked with THA on the Salishan project. The team is led by Bill Reid and Ron Ward and the proposed project manager, Greg Linnell, had been promoted from his project engineer role on Salishan.

Absher has proposed a very qualified team. The majority of the selection committee ranked Absher's staffing plan as equal to the Walsh team in regards to prior successes and experience. Their team is led by Doug Orth with Blaine Wolfe assigned as Sr. Project Manager. Both Doug and Blaine were behind the successes of the Greenbridge and High Point HOPE VI projects in Seattle. The entire proposed teams has collectively worked on (7) CM/GC contracts.

The RAFN team scored a close 3<sup>rd</sup> primarily due to most of their prior work had been mid-rise construction vs. garden style which the other contractors have worked extensively. The RAFN team has had no prior HOPEVI program experience, although a very capable team.

**PROJECT APPROACH (Total possible points 20)**

**Average score Walsh: 17.33**  
**Average score RAFN: 17.00**  
**Average score Absher: 16.67**

Overall, all three contractors ranked very well in this category. They all presented a very thorough and logical approach. The average scores above indicate a close ranking with .66 of a point spread between the three.

**FEE PROPOSAL (Total possible points 15)**

**Average score Absher: 14.00**  
**RAFN score: 12.00**  
**Average score Walsh: 11.00**

All three proposers submitted ample detail for the committee to conduct a thorough cost analysis. The below chart shows the cost breakdown after the appropriate adjustments were made by aligning the tasks and cost items after reviewing the contractors actual cost details.

<b>Task</b>	<b>Walsh</b>	<b>RAFN</b>	<b>Absher</b>
Pre-Construction	141,320	63,580	147,833
Discount	none	included	(72,833)
<b>Total</b>	<b>\$ 141,320</b>	<b>\$ 63,580</b>	<b>\$ 75,000</b>
GC's	\$1,179,064	\$1,050,876	\$785,800
Direct Construction	\$18,384,609	\$18,101,945	\$ 19,738,157
Fee	\$512,981	\$687,847	\$700,000
Sub-total	<b>\$20,076,683</b>	<b>\$19,840,668</b>	<b>\$21,223,957</b>
Liability & All Risk Ins	\$289,884	\$206,481	\$146,167
B&O Tax	\$128,377	\$139,973	\$107,500
Sub-total	<b>\$20,494,944</b>	<b>\$20,187,122</b>	<b>\$21,477,624</b>
Performance Bond	\$120,853	\$157,113	\$126,365
Total	<b>\$20,615,797</b>	<b>\$20,344,235</b>	<b>\$21,603,989</b>
<b>Total Pre-Con &amp; Constr.</b>	<b>\$20,757,117</b>	<b>\$20,407,815</b>	<b>\$21,678,989</b>

*Less Direct*

*Construction*

*Total GC's & Fee*                      \$2,372,508      \$2,305,870      \$1,940,832

In this comparison Absher becomes the apparent lowest proposer. The spread between Absher as the lowest and Walsh the highest is: \$431,676.

**UTILIZATION PLANS FOR TARGETED BUSINESS, SECTION 3 AND INCORPORATION OF APPRENTICESHIP/TRAINING PROGRAMS (Total possible points 20)**

**Average score Walsh:            18**  
**Average score Absher:        17.33**  
**Average score RAFN:            15.67**

The majority of the evaluation committee members scored Walsh and Absher equally in this category. Each of the two top contractors has an excellent reputation and submitted excellent plans that propose to exceed THA's goals for this category.

**TOTALS**

**Total Possible Points:            100**  
**Average score Absher:            87.00**  
**Average total score Walsh:      86.83**  
**Average score RAFN:              82.00**

In summary, all three contractors submitted excellent proposals and are all experienced and capable of meeting the challenge of revitalizing the two Hillside Terrace sites. RAFN ranked the

overall lowest of the three primarily due to their lack of HOPEVI and Tacoma area experience when compared to Walsh and Absher. The selection committee's recommendation to select Absher Construction was primarily based on their lowest cost proposal.

The CM/GC initial contract is for Pre-construction Services with subsequent modifications for Construction Management Services and Construction services. Staff will negotiate each modification with the contractor. The estimate for the total construction for this project is \$22.5 Million. Staff will request Board approval for each modification of the contract. At this time staff is requesting the approval to negotiate the Pre-Construction Services agreement in an amount not-to-exceed \$75,000.

**Recommendation**

Approve Resolution 2010-2-24 (6) awarding the contract for 1800/2500 Hillside Terrace Redevelopment project to Absher Construction, Co. and authorize the Executive Director to negotiate and execute the Pre-construction Services agreement in an amount not-to-exceed \$75,000.



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2010-2-24(6)

### 1800/2500 HILLSIDE TERRACE CONSTRUCTION MANAGER/GENERAL CONTRACTOR (CM/GC) SERVICES

**Whereas,** The Housing Authority of the City of Tacoma (the “Authority”) solicited proposals for CM/GC Services;

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

Various Plan Centers	12/18
William M Factory Small Business Incubator	12/18
Washington Electronic Business Solutions (WEBS)	12/18
The Blue Book	12/18

**Whereas,** Seven contractors presented proposals;

**Whereas,** The proposals were evaluated using the criteria outlined in the Request for Proposals;

**Whereas,** Absher Construction Co. was the highest ranking firm;

**Whereas,** The Authority has developed a preliminary budget of \$22.5 Million for the project; and

**Whereas,** The Pre-Construction Services will be funded through Capital Funds;

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

1. The Executive Director has the authority to negotiate and execute the contract for Construction Manager/General Contractor Services for 1800/2500 Hillside Terrace with Absher Construction. The contract will be awarded in phases through amendments to the Pre-Construction Services Agreement.
2. The Executive Director has the authority to negotiate and execute the Pre-Construction Services Agreement in the amount not-to-exceed \$75,000.

**Approved: February 24, 2010**

\_\_\_\_\_  
Ken Miller, Chairman

# EXECUTIVE DIRECTOR REPORT



# TACOMA HOUSING AUTHORITY

Michael Mirra  
*Executive Director*

Date: February 17, 2010  
To: THA Board of Commissioners  
From: Michael Mirra  
Executive Director  
Re: Executive Director's Report: February 2010

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

## 1. THA REQUEST FOR FFY 2011 APPROPRIATION

We have filed our request for an "earmark" in the federal budget for FFY 2011. We filed it with the offices of Senators Murray and Cantwell. We are requesting \$3 million for Salishan Phase III, including the Education, Training and Retail Center. We also seek the flexibility to use it for Hillside Terrace HOPE VI. We seek this flexibility on the chance that Congress will be very late passing the FFY 2011. If Congress does not pass a budget until sometime in 2011, any earmark may come too late to be useful at Salishan. I enclose a copy of my cover letter to Senator Murray.

## 2. ENACT UPDATE

On February 15, 2010, April Davis, Steve Clair and I visited with the Board of the Eastside Neighborhood Advisory Council of Tacoma (ENACT). We gave them an update on the following topics:

- Salishan
- Hillside Heights
- Wright Street Senior Building Redo

We also took that chance to introduce April to ENACT.

The Board may remember that Lisa Miller, resident of Salishan, and Lisa Zahn, Salishan Association Manager, are on the ENACT Board. It was pleasant to see Salishan represented in that way.

I am also pleased to report that Lisa and her family will be moving into Salishan. One of Salishan's site managers has purchased a Salishan home. It is an advantage to have such staff invested in this way in the community they serve.

**3. FAMILIES IN TRANSITION CHRISTMAS GIFT EFFORT**

In recent years, at Christmas, the staff of the Community Services Department have organized an effort to ensure that all families in the Families-in-Transition (FIT) Program receive Christmas gifts. FIT families come to THA from homelessness. They receive intensive supportive services from THA funded by the Bill & Melinda Gates Foundation and Washington Families Fund. These are among the poorest and neediest families we house.

The Community Services organizers match each family with a THA staff person. The staff person does not know the name of the family but is told the ages and genders of all family members, with some gift suggestions from the parent(s).

The gifts have proven to be very meaningful to these families. The effort to organize this and the delivery of the gifts has also been a meaningful experience for staff. I enclose a poignant letter from the staff explaining this. THA is very fortunate to have such a staff.



# TACOMA HOUSING AUTHORITY

Michael Mirra  
Executive Director

## BOARD OF COMMISSIONERS

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

February 16, 2010

The Honorable Patty Murray  
United States Senate  
173 Russell Senate Office Building  
Washington, D.C. 20510

Re: Salishan

Dear Senator Murray:

I am pleased to enclose for consideration a FY2011 appropriations request that will finish the ambitious development of New Salishan. This request is for Salishan Phase III, the final phase.

You may remember some details about Phase III when you visited Salishan on August 12<sup>th</sup> to cut the ribbon on Phase II. Phase III will have 91 affordable units, 18 market rate units, 78 homes for sale, and parks. It will also have Salishan's Education, Training and Retail Center. Like the rest of Salishan, it will be built on new infrastructure and according to plans that have won numerous awards for design, affordability and environmental innovation. We expect Phase III rental housing to earn an environmental designation of LEED PLATINUM. As an alternate use of the requested funds, we also list our Hillside Terrace Project. This project will demolish 104 dilapidated public housing units in Tacoma's Hilltop neighborhood and replace them with a new 127 unit mixed income community.

We appreciate your consideration of this request. With your help, we have gotten New Salishan this far. With this request, we expect to finish Salishan in the way we have finished all previous phases: on or below budget, on or before time, and in style.

I look forward to seeing you in the near future to discuss this project in person and to thank you again for your most wonderful help to Salishan. We are very grateful.

If you need anything further from us, please let me know.

Cordially,

TACOMA HOUSING AUTHORITY

Michael Mirra  
Executive Director



**Tacoma Housing Authority**  
**Families In Transition Housing Program**  
1724 East 44<sup>th</sup> Street  
Tacoma, WA 98404



February 11, 2010

To Our FIT Adopt-A-Family Program Sponsors:

The FIT Program wanted to say thank you to everyone who participated in our annual Adopt-A-Family event. Last year we were happy to have around 10 of our families adopted by THA employees. This year we were just hoping just to match last years numbers, but the response we received was amazing. We had **24 families** adopted by THA employees and departments! We were able to have nearly all of our families adopted in house! Once again we were reminded what sets THA apart from other companies, the amazing people that work here! In total our sponsors adopted **31 families** and **97 individuals!**

Many of the families could not believe someone would do this for them. Multiple times caseworkers dropping off presents were greeted with tears of joy and hugs of thanks from the families. For many, the presents you provided were the only presents under the tree.

The FIT Team wanted to pass along how fortunate we feel to work at a place where we are supported and motivated to do good by our fellow co-workers. Acts like this remind us that we may be in different buildings or departments, but we are all on the same "team," with the same goal. We are here to help those in need. For many of us this is why we come to work everyday and give our heart and soul to these clients.

So let us again thank you for your kindness! Without generous people like you, these families would simply go without during this special time of year.

Sincerely,

FIT Housing Crew