



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET

August 25, 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

ANNUAL MEETING BOARD OF COMMISSIONERS

WEDNESDAY, AUGUST 25, 2010

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold their Regular Meeting **Wednesday, August 25, 2010 at 4:00 p.m.**

The meeting will be held at:

**1724 East 44th Street
Tacoma, WA 98404**

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

I, Christine Wilson, certify that on or before Friday, August 20, 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	email: tips@q13fox.com
KSTW-TV/Channel 11	602 Oakdale Avenue SW Renton, WA 98055-1224	fax: 206-861-8915
Tacoma News Tribune	1950 South State Tacoma, WA 98405	fax: 253-597-8274
The Tacoma Weekly	PO Box 7185 Tacoma, WA 98406	fax: 253-759-5780

and other individuals and resident organizations with notification requests on file

Christine Wilson
Executive Administrator



TACOMA HOUSING AUTHORITY

AGENDA
ANNUAL MEETING
BOARD OF COMMISSIONERS
August 25, 2010, 4:00 PM
(Salishan – 1724 East 44th Street)

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ELECTION OF BOARD OFFICERS**
- 4. APPROVAL OF MINUTES OF THE PREVIOUS MEETING**
 - 4.1 Minutes of July 28, 2010 Board meeting
- 5. GUEST COMMENTS**
- 6. COMMITTEE REPORTS**
- 7. ADMINISTRATION REPORTS**
 - 7.1 Finance and Administration
 - 7.2 Real Estate Management and Housing Services
 - 7.3 Real Estate Development
 - 7.4 Community Services
- 8. OLD BUSINESS**
- 9. NEW BUSINESS**
 - 9.1 THA Resolution 2010-8-25 (1), A & E Services for Multifamily PH Upgrades
 - 9.2 THA Resolution 2010-8-25 (2), Authorize Investment Institutions and Authorized Signers
 - 9.3 THA Resolution 2010-8-25 (3), SEMAP
 - 9.4 THA Resolution 2010-8-25 (3), Approval of 1.5 % Salary Increase for Pierce County Trades Council

- 10. COMMENTS FROM THE COMMISSIONERS**
- 11. COMMENTS FROM THE EXECUTIVE DIRECTOR**
- 12. EXECUTIVE SESSION**
- 13. ADJOURNMENT**

ANNUAL MEETING



TACOMA HOUSING AUTHORITY

Agenda
Annual Meeting
Board of Commissioners
August 25, 2010, 4 PM
(1724 E. 44th Street, Tacoma, WA 98404)

1. Election of Officers
2. Review of By-Laws
3. Annual Certification

ELECTION OF OFFICERS

REVIEW OF BY-LAWS



BY-LAWS

of the

HOUSING AUTHORITY OF THE CITY OF TACOMA

902 South L Street
Tacoma, WA 98405
(253) 207-4400

Adopted and amended by Resolution 2008-01-23 (3) on January 23, 2008

Adopted and amended by Resolution 1003-1 on October 22, 2003

Adopted and amended by Resolution 0201-2 on March 28, 2001

Adopted and amended by Resolution 2009-7-22(1) on July 22, 2009

These By-laws supersede and replace all previously approved By-laws

Table of Contents

1.	NAME, PURPOSE, SEAL, OFFICE	1
1.1	Authority Name	1
1.2	Purpose of the Authority	1
1.3	Seal of the Authority	7
1.4	Office	7
2.	BOARD OF COMMISSIONERS	7
2.1	General Powers	7
2.2	Number, Qualifications and Tenure.....	7
3.	OFFICERS	10
3.1	Number, Election and Vacancies	10
3.2	Chairperson	10
3.3	Vice Chairperson	10
3.4	Executive Director	10
3.5	Secretary	12
3.6	Additional Duties	12
3.7	Additional Personnel.....	12
4.	MEETINGS	12
4.1	Meeting	12
4.2	Executive Session	13
4.3	Quorum	13
4.4	Adjournment	13
4.5	Order of Business.....	14
4.6	Resolutions.....	14
4.7	Rules of Order.....	14
4.8	Manner of Voting.....	14
4.9	Motions	15
4.10	Attendance by Telephone.	15
5.	AMENDMENTS	15

1. NAME, PURPOSE, SEAL, OFFICE

1.1 Authority Name

The name of the Authority is “Housing Authority of the City of Tacoma,” (hereinafter “Authority”).

1.2 Purpose of the Authority

The Authority is a public body corporate and politic, exercising public and essential governmental functions and having all the powers necessary or convenient to carry out and effectuate the purposes and provisions of Chapter 35.82 RCW, including but not limited to the following:

- 1.2.1* To sue and be sued; to have a seal and to alter the same at pleasure; to have perpetual succession; to make and execute contracts and other instruments, including but not limited to partnership agreements and joint venture agreements, necessary or convenient to the exercise of the powers of the Authority; to participate in the organization or the operation of a nonprofit corporation which has as one of its purposes to provide or assist in the provision of housing for persons of low income; and to make and from time to time amend and repeal by-laws, rules and regulations, not inconsistent with this chapter, to carry into effect the powers and purposes of the Authority.
- 1.2.2* Within its area of operation: To prepare, carry out, acquire, lease and operate housing projects within the City of Tacoma, Pierce County and the State of Washington as required and permitted by the United States Department of Housing and Urban Development; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof; to agree to rent or sell dwellings forming part of the projects to or for persons of low income. Where an agreement or option is made to sell a dwelling to a person of low income, the Authority may convey the dwelling to the person upon fulfillment of the agreement irrespective of whether the person is at the time of the conveyance a person of low income. Leases, options, agreements, or conveyances may include such covenants as the Authority deems appropriate to assure the achievement of the objectives of this chapter.
- 1.2.3* To acquire, lease, rent, sell, or otherwise dispose of any commercial space located in buildings or structures containing a housing project or projects.
- 1.2.4* To arrange or contract for the furnishing by any person or agency, public or private, of services, privileges, works, or facilities for, or in connection with, a housing project or the occupants thereof; and (notwithstanding anything to the contrary contained in Chapter 35.82

RCW or in any other provision of law) to include in any contract let in connection with a project, stipulations requiring that the contractor and any subcontractors comply with requirements as to minimum wages and maximum hours of labor, and comply with any conditions which the federal government may have attached to its financial aid of the project.

- 1.2.5 To lease or rent any dwellings, houses, accommodations, lands, buildings, structures or facilities embraced in any housing project and (subject to the limitations contained in Chapter 35.82 RCW) to establish and revise the rents or charges therefor; to own or manage buildings containing a housing project or projects as well as commercial space or other dwelling units that do not constitute a housing project as that term is defined in this chapter: PROVIDED, that notwithstanding the provisions under subsection (1) of this section, dwelling units made available or sold to persons of low income, together with functionally related and subordinate facilities, must occupy at least fifty percent of the interior space in the total development owned by the Authority or at least fifty percent of the total number of units in the development owned by the Authority, whichever produces the greater number of units for persons of low income, and for mobile home parks, the mobile home lots made available to persons of low income must be at least fifty percent of the total number of mobile home lots in the park owned by the Authority; to own, hold, and improve real or personal property; to purchase, lease, obtain options upon, acquire by gift, grant, bequest, devise, or otherwise including financial assistance and other aid from the state or any public body, person or corporation, any real or personal property or any interest therein; to acquire by the exercise of the power of eminent domain any real property; to sell, lease, exchange, transfer, assign, pledge, or dispose of any real or personal property or any interest therein; to sell, lease, exchange, transfer, or dispose of any real or personal property or interest therein at less than fair market value to a governmental entity for any purpose when such action assists the Authority in carrying out its powers and purposes under this chapter, to a low-income person or family for the purpose of providing housing for that person or family, or to a nonprofit corporation provided the nonprofit corporation agrees to sell the property to a low-income person or family or to use the property for the provision of housing for persons of low income for at least twenty years; to insure or provide for the insurance of any real or personal property or operations of the Authority against any risks or hazards; to procure or agree to the procurement of insurance or guarantees from the federal government of the payment of any bonds or parts thereof issued by the Authority, including the power to pay premiums on any such insurance.

- 1.2.6* To invest any funds held in reserves or sinking funds, or any funds not required for immediate disbursement, in property or securities in which savings banks may legally invest funds subject to their control; to purchase its bonds at a price not more than the principal amount thereof and accrued interest, all bonds so purchased to be canceled.
- 1.2.7* Within its area of operation: To investigate into living, dwelling and housing conditions and into the means and methods of improving such conditions; to determine where slum areas exist or where there is a shortage of decent, safe and sanitary dwelling accommodations for persons of low income; to make studies and recommendations relating to the problem of clearing, replanning and reconstructing of slum areas, and the problem of providing dwelling accommodations for persons of low income, and to cooperate with the city, the county, the state or any political subdivision thereof in action taken in connection with such problems; and to engage in research, studies and experimentation on the subject of housing.
- 1.2.8* Acting through one or more Commissioners or other person or persons designated by the Authority: To conduct examinations and investigations and to hear testimony and take proof under oath at public or private hearings on any matter material for its information; to administer oaths, issue subpoenas requiring the attendance of witnesses or the production of books and papers and to issue commissions for the examination of witnesses who are outside of the state or unable to attend before the Authority, or excused from attendance; to make available to appropriate agencies (including those charged with the duty of abating or requiring the correction of nuisances or like conditions, or of demolishing unsafe or unsanitary structures within its area of operation) its findings and recommendations with regard to any building or property where conditions exist which are dangerous to the public health, morals, safety or welfare.
- 1.2.9* To initiate eviction proceedings against any tenant as provided by law. Activity occurring in any housing authority unit that constitutes a violation of Chapter 69.41, 69.50 or 69.52 RCW constitutes a nuisance for the purpose of RCW 59.12.030(5).
- 1.2.10* To exercise all or any part or combination of powers granted by Chapter 35.82 RCW.
- 1.2.11* No provisions of law with respect to the acquisition, operation or disposition of property by other public bodies are applicable to the Authority unless the legislature specifically so states.

- 1.2.12* To agree (notwithstanding the limitation contained in RCW 35.82.210) to make such payments in lieu of taxes as the Authority finds consistent with the achievement of the purposes of Chapter 35.82 RCW.
- 1.2.13* Upon the request of a county or city, to exercise any powers of an urban renewal agency under Chapter 35.81 RCW or a public corporation, commission, or authority under Chapter 35.21 RCW.
- 1.2.14* To exercise the powers granted in this chapter within the boundaries of any city, town, or county not included in the area in which the Authority is originally authorized to function: PROVIDED, HOWEVER, the governing or legislative body of such city, town, or county, adopts a resolution declaring that there is a need for the Authority to function in such territory or the Authority executes an Interlocal Cooperation Agreement or equivalent agreement with the local public housing authority.
- 1.2.15* To administer contracts for assistance payments to persons of low income in accordance with section 8 of the United States Housing Act of 1937, as amended by Title II, section 201 of the Housing and Community Development Act of 1974, P.L. 93-383.
- 1.2.16* To sell at public or private sale, with or without public bidding, for fair market value, any mortgage or other obligation held by the Authority.
- 1.2.17* To the extent permitted under its contract with the holders of bonds, notes, and other obligations of the Authority, to consent to any modification with respect to rate of interest, time and payment of any installment of principal or interest security, or any other term of any contract, mortgage, mortgage loan, mortgage loan commitment, contract or agreement of any kind to which the Authority is a party.
- 1.2.18* To make, purchase, participate in, invest in, take assignments of, or otherwise acquire loans to persons of low income to enable them to acquire, construct, reconstruct, rehabilitate, improve, lease, or refinance their dwellings, and to take such security therefore as is deemed necessary and prudent by the Authority.
- 1.2.19* To make, purchase, participate in, invest in, take assignments of, or otherwise acquire loans for the acquisition, construction, reconstruction, rehabilitation, improvement, leasing, or refinancing of land, buildings, or developments for housing for persons of low income. For purposes of this subsection, development includes land, buildings or both.
- (a) Any development financed under this subsection is subject to an agreement that for at least twenty years the dwelling units made

available to persons of low income together with functionally related and subordinate facilities must occupy at least fifty percent of the interior space in the total development or at least fifty percent of the total number of units in the development, whichever produces the greater number of units for persons of low income. For mobile home parks, the mobile home lots made available to persons of low income must be at least fifty percent of the total number of mobile home lots in the park. During the term of the agreement, the owner must use its best efforts in good faith to maintain the dwelling units or mobile home lots required to be made available to persons of low income at rents affordable to persons of low income. The twenty-year requirement under this subsection does not apply when the Authority finances the development by nonprofit corporations or governmental units of dwellings or mobile home lots intended for sale to persons of low and moderate income, and does not apply to construction or other short-term financing provided to nonprofit corporations or governmental units when the financing has a repayment term of one year or less.

- (b) In addition, if the development is owned by a for-profit entity, the dwelling units or mobile home lots required to be made available to persons of low income must be rented to persons whose incomes do not exceed fifty percent of the area median income, adjusted for household size, and must have unit or lot rents that do not exceed fifteen percent of area median income, adjusted for household size, unless rent subsidies are provided to make them affordable to persons of low income.

For purposes of this subsection, if the development is owned directly or through a partnership by a governmental entity or a nonprofit organization, which nonprofit organization is itself not controlled by a for-profit entity or affiliated with any for-profit entity that a nonprofit organization itself does not control, it is not to be treated as being owned by a for-profit entity when the governmental entity or nonprofit organization exercises legal control of the ownership entity and in addition, (i) the dwelling units or mobile home lots required to be made available to persons of low income are rented to persons whose incomes do not exceed sixty percent of the area median income, adjusted for household size, and (ii) the development is subject to an agreement that transfers ownership to the governmental entity or nonprofit organization or extends an irrevocable right of first refusal to purchase the development under a formula for setting the acquisition price that is specified in the agreement.

- (c) Commercial space in any building financed under this subsection that exceeds four stories in height will not constitute more than twenty percent of the interior area of the building. Before financing any development under this subsection the Authority will make a written finding that financing is important for project feasibility or necessary to enable the Authority to carry out its powers and purposes under this chapter.

- 1.2.20 To contract with a public authority or corporation, created by a county, city, or town under RCW 35.21.730 through 35.21.755, to act as the developer for new housing projects or improvement of existing housing projects.

- 1.2.21 To participate in Federal, State, County, and City of Tacoma housing programs by receipt of loans, grants and annual or other contributions.

- 1.2.22 To receive loans, grants and annual or other contributions from any other source, public or private; providing that nothing will jeopardize any current or future programs from HUD.

- 1.2.23 To promote, engage in, prepare and publish without limitation, alone or in conjunction with any public or private entity or organization, or any charitable or non-profit entity or organization, or any governmental agency, research studies, surveys and any and all data-gathering devices and analysis pertaining to the provision of safe, sanitary and suitable living accommodations of any and every type and kind to all persons of low income.

- 1.2.24 To advise, consult, coordinate and perform all functions, for or with any public or private corporation or organization, any charitable or nonprofit corporation or organization, or governmental agency, for the purpose of providing safe, sanitary and suitable living accommodations of any and every type and kind.

- 1.2.25 To sell bonds as may be convenient to or required to accomplish the stated purpose of the Authority.

- 1.2.26 To call upon Tacoma's chief law officer or employ its own legal counsel and staff to perform legal services.

- 1.2.27 To delegate to one or more of its agents or employees any powers or duties it considers proper.

- 1.2.28 To do any and all lawful things reasonable, necessary or convenient to accomplish the purposes stated above.

1.2.29 The Authority may also exercise powers contained in other chapters of the Revised Code of Washington, including without limitation the power to enter into intergovernmental agreements with other local public housing authorities pursuant to Chapter 39.34 RCW and to operate within the jurisdictions of such other housing authorities pursuant to such agreement, or to contract with other governmental entities pursuant to Chapter 39.34 RCW for other purposes permitted by law.

1.2.30 As set forth in Resolution 37456 of the City of Tacoma, including any further amendments to it, the Authority may exercise the powers of a Public Development Authority, including those powers set forth in RCW 35.21.730 through .759 (as may be amended from time to time) in the City of Tacoma and in other jurisdictions throughout the state, subject to required local approval. These powers include expanding THA's primary mission to include serving or providing investment capital for low income communities or low-income persons in accordance with IRC §45D and the New Market Tax Credit Program Regulations.

1.3 Seal of the Authority

The seal of the Authority bears the name of the Authority and the year of its organization. A logo or other artwork which reflects the current values or vision of the Authority may be incorporated into this seal at any time by a resolution of the Board of Commissioners (the "Board").

1.4 Office

The principal administrative office of the Authority is located within the City of Tacoma, Pierce County, State of Washington at a location determined by resolution of the Board. The current address is 902 South L Street in the City of Tacoma, Washington.

2. BOARD OF COMMISSIONERS

2.1 General Powers

The powers of the Authority are vested in its Board of Commissioners.

2.2 Number, Qualifications and Tenure

2.2.1 The Board consists of five (5) Commissioners.

2.2.2 Commissioners are appointed by the Mayor of the City of Tacoma. Commissioners serve for a term of five (5) years. These terms are staggered with one term expiring on August 16th of each calendar year PROVIDED that a Commissioner's appointment extends into a following term until the Mayor appoints or reappoints a person to serve the balance of that following term. Vacancies are filled in the same manner as the original appointments were made, but for the unexpired

term.

2.2.3 Directly Assisted Commissioner

- (a) Federal law requires that the membership of the Board contain one (1) member who is directly assisted by the Authority's federal housing program. "Directly assisted" means either (i) being a public housing resident and appearing on the lease; or (ii) being a recipient of assistance from the Authority's Housing Choice Voucher Program.
- (b) The Commissioner's seat that expires in the year 2003, 2008, 2013, and so forth, is reserved for the directly assisted Commissioner and shall not be filled by a person who is not directly assisted as defined in section 2.2.3(a).
- (c) If the person appointed as the directly assisted Commissioner no longer qualifies as a directly assisted person, as defined in section 2.2.3(a), he or she shall be removed from the Board, creating a vacancy to be filled by a directly assisted person. This removal shall occur only upon a vote of the Board.
- (d) The directly assisted Commissioner shall be a full member of the Board with the same powers and responsibilities held by other Commissioners.

2.2.4 Any Commissioner may resign at any time by giving written notice to the Chairperson of the Board. Such resignation takes effect at the time specified in the resignation, or if the time is not specified, upon receipt thereof. Unless otherwise specified in the resignation, the acceptance of a resignation is not necessary to make it effective.

2.2.5 No Commissioner of the Board of Commissioners may be an officer or employee of the City of Tacoma.

2.2.6 It is expected that Commissioners will make every effort to attend scheduled meetings. If a Commissioner fails to attend two (2) consecutive meetings without the Board's excusal, the Board Chair may send a letter to the Mayor of the City of Tacoma alerting him or her of the circumstances.

2.2.7 No Commissioner may be compensated for serving in any capacity; except that he or she is entitled to reimbursement for necessary expenses, including traveling expenses, incurred in the discharge of his or her duties.

2.2.8 A Commissioner may be removed by the Mayor of the City of Tacoma for inefficiency or neglect of duty or misconduct in office, but a Commissioner may be removed only after he is given a copy of the charges at least ten (10) days prior to the hearing thereon and had an opportunity to be heard in person or by counsel. When a Commissioner is removed, a record of the proceedings and the charges and findings will be filed in the office of the clerk of the City of Tacoma.

3. OFFICERS

3.1 Number, Election and Vacancies

The Board selects from among its Commissioners a Chairperson and a Vice Chairperson, and employs a Secretary, who is also the Executive Director. The Chairperson and Vice Chairperson are elected at the annual meeting in August of each year from among the Commissioners that constitute the Board and hold office for one (1) year or until their respective successors are elected and qualified. No member may serve in the capacity of Chairperson for more than three (3) consecutive one (1) year terms. After a period of one year following three such consecutive terms, Commissioners are again eligible to serve as Chairperson. If the office of the Chairperson or Vice Chairperson becomes vacant, the Board elects a successor from the remaining Commissioners at the next meeting. Such an election is for the unexpired term of the office.

3.2 Chairperson

The Chairperson presides at all meetings of the Authority. At each meeting the Chairperson submits such recommendations and information as he/she may consider proper concerning the business affairs and the policies of the Authority. The Chairperson is also responsible for the preparation of all regular and special meeting agendas.

3.3 Vice Chairperson

The Vice Chairperson performs the duties of the Chairperson in the absence or incapacity of the Chairperson; and in case of a vacancy in the office of the Chairperson, the Vice Chairperson performs such duties as are imposed on the Chairperson until such time as the Board selects a new Chairperson in accordance with these by-laws.

3.4 Executive Director

3.4.1 Duties

The Executive Director, in the absence of a written contract for a definite time, serves at the pleasure of the Board and may be relieved of his/her duties no sooner than one hundred twenty (120) days after delivery of written notice. The Executive Director:

- (a) Has care and custody of all funds of the Authority and deposits the same in the name of the Authority in such bank(s) as the Authority may select.
- (b) Signs all orders and checks for the payment of money and pays out and disburses these moneys under the direction of the Authority. Except as otherwise authorized by resolution of the Board, all such orders and checks are countersigned by the Chairperson.

- (c) Keeps or causes to be kept regular books of accounts showing receipts and expenditures and renders to the Board, at each regular meeting (or more often when requested), an account of his/her transactions and also of the financial condition of the Authority.
- (d) Signs all binding contracts, deeds and other instruments made by the Authority as authorized by advanced resolution of the Board.
- (e) Carries out all policies established by the Board and advises on formation of those policies.
- (f) Develops and submits to the Board for approval a plan of organization for the conduct of the activities of the Authority and recommends changes when necessary.
- (g) Has general supervision over the administration of the Authority's business and affairs subject to the direction of the Board.
- (h) Is charged with the management of the housing projects of the Authority.
- (i) Prepares an annual budget.
- (j) Supervises financial affairs.
- (k) Presents to the Board periodic reports reflecting the activities of the Authority and such other special reports as may be required by the Board.
- (l) Assigns and supervises employees in the performance of their duties.
- (m) Performs such other duties as may from time to time be assigned by the Board.
- (n) Gives such bond as the Authority may determine for the faithful performance of his duties.

3.4.2 *Compensation*

The compensation paid to the Executive Director is determined by the Board, but a member of the Board serving as Executive Director in a temporary capacity serves without compensation other than the payment of necessary expenses, including traveling expenses incurred in the performance of such duties.

3.4.3 *Custody and Use of Seal*

The Executive Director keeps in safe custody the seal of the Authority and has the power to affix the seal to all contracts and instruments authorized to be executed by the Authority.

3.5 Secretary

The Executive Director of the Authority serves as ex-officio Secretary of the Authority. In that capacity, he/she: (i) keeps or causes to be kept, correct and permanent records of the Authority; (ii) acts as Secretary of the meetings of the Authority and records all votes; (iii) keeps a record of the proceedings of the Authority in a minute book to be kept for such purposes; and (iv) performs all other duties incident to his/her office.

3.6 Additional Duties

The officers of the Authority perform such other duties and functions as may from time to time be required by the Board, the by-laws, rules and regulations of the Authority, or applicable law.

3.7 Additional Personnel

The Authority may from time to time employ personnel it considers necessary to exercise its powers, duties and functions in accordance with the purpose of the Authority. The selection and compensation of such personnel is determined by the Executive Director, subject to all applicable Federal, State and local laws and regulations including without limitation HUD regulations.

4. MEETINGS

4.1 Meeting

Unless the Board designates a different time or place for its meetings, the schedule and location for the Board's meetings shall be as follows:

4.1.1 Annual meetings

Annual meetings of the Authority are held at the office of the Authority or such other place as designated by the Board for the purpose of electing officers, receiving the annual report of the Executive Director and the conduct of such other business as may come before the meeting. The annual meeting of the Authority will be on the fourth Wednesday in August immediately preceding the regular meeting. If this date falls on a legal holiday, the annual meeting is held on the next succeeding business day unless otherwise posted in accordance with State requirements.

4.1.2 Regular meetings

Monthly meetings of the Authority are held without notice at the office of the Authority (902 South L Street, Tacoma, Washington) on the fourth Wednesday of each month at 4:00 PM. If this date falls on a legal holiday,

the meeting is held on the next succeeding business day unless otherwise posted in accordance with State requirements.

4.1.3 Special meetings

The Chairperson of the Authority may, when he/she deems it expedient, and must, upon the written request of two (2) Commissioners of the Board, call a special meeting of the Board for the purpose of transacting any business designated in the call. The notice for a special meeting may be personally delivered to each member of the Board or may be e-mailed or sent by regular U. S. mail to his/her business or home. This notice is timely so long as it is received no less than twenty-four (24) hours prior to the time of the special meeting. At such a special meeting, no business is considered other than as designated by the notice. Final disposition is not taken on any other matter at special meetings.

4.2 Executive Session

Before convening in executive session, the presiding officer will publicly announce the purpose for excluding the public from the meeting place and the time when the executive session will be concluded. The executive session may be extended to a stated later time by announcement of the presiding officer.

4.3 Quorum

Three (3) Commissioners constitute a quorum for the purpose of conducting its business and exercising the Board's powers and for all other purposes, except as provided in Section 4.6.

4.4 Adjournment

The Board may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the Secretary may declare the meeting adjourned to a stated time and place. The Secretary will cause a written notice of the adjournment to be given in the same manner as provided by resolution of the Board for special meetings. Whenever any meeting is adjourned, a copy of the order or notice of adjournment will be conspicuously posted immediately after the time of the adjournment on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held. When a regular or adjourned regular meeting is adjourned as provided in this subsection, the resulting resumed adjourned regular meeting is a regular meeting for all purposes. When any order of adjournment of any meeting fails to state the hour at which the resumed adjourned meeting is to be held, it is held at the hour specified for regular meetings by resolution of the Board.

4.5 Order of Business

At the regular meetings of the Board, the following is the customary order of business. The Board may curtail, enlarge, or modify this order:

- (a) Call to Order
- (b) Roll Call
- (c) Approval of Minutes of the previous meeting
- (d) Guest Comments
- (e) Committee Reports
- (f) Administration Reports
- (g) Old Business
- (h) New Business
- (i) Comments from the Commissioners
- (j) Comments from the Executive Director
- (k) Remarks of the Authority General Counsel
- (l) Executive Session
- (m) Action Subsequent to Executive Session
- (n) Adjournment

4.6 Resolutions

All resolutions are in writing and are maintained in a journal of proceedings of the Authority.

4.7 Rules of Order

The presiding officer shall conduct Board meetings generally to allow for a full, fair and efficient conduct of Board business.

Any Commissioner may move a proposal. At least one other Commissioner must second the motion in order to have a discussion or vote on it. If no other Commissioner seconds the motion, there shall be no discussion or vote on the proposal.

If a Commissioner seconds a proposal, the discussion shall continue until the presiding Commissioner calls for a vote, subject to a vote of a majority of a quorum directing a continuation of discussion.

The Chairman or a majority of a quorum may direct that Robert Rules of Order govern the proceedings during a Board meeting.

4.8 Manner of Voting

All questions coming before the Board, other than matters of procedure and the election or appointment of officers, are presented in the form of uniquely numbered resolutions. The vote on all resolutions is by roll call, and each resolution is entered in full upon the minutes of the meeting, together with the ayes, nays, absent and abstentions. The election of officers, however, may be conducted by ballot.

4.9 Motions

Motions from the floor, when properly seconded, may be voted on by voice, a show of hands or roll call at the direction of the Chairperson.

4.10 Attendance by Telephone.

Any Commissioner may attend any meeting of the Board of Commissioners by telephone, as long as all other persons present at the meeting can hear all comments made and questions asked by the Commissioner and the Commissioner can hear all comments made and questions asked by all other persons speaking at the meeting.

5. AMENDMENTS

The by-laws of the Authority may be amended only by resolution adopted by the affirmative vote of at least three (3) Commissioners of the Board at a regular or special meeting, held seven (7) or more days after written notice. The substance of the proposed amendments must be sent to each Commissioner as part of the notice. The approved by-laws will supersede all previous by-laws.

ANNUAL CERTIFICATION



TACOMA HOUSING AUTHORITY

ANNUAL COMMISSIONER CERTIFICATION

In accordance with section 5.4 of the By-Laws of the Housing Authority of the City of Tacoma, the Board Secretary shall receive from all Commissioners certification of whether any conflict of interest occurred during the prior calendar year.

The certification will be passed out to you at the meeting.

MEETING MINUTES



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, July 28, 2010

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 902 South L Street Tacoma, WA at 4:00 PM on Wednesday, July 28, 2010.

1. CALL TO ORDER

Vice Chair Flauding called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:02 PM.

2. ROLL CALL

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

PRESENT

ABSENT

Commissioners

Janis Flauding, Vice Chair
Arthur Banks, Commissioner

Ken Miller, Chairman

Stanley Rumbaugh, Commissioner

Greg Mowat, Commissioner

Staff

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

Vice Chair declared there was a quorum present @ 4:04 PM and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Miller asked for any corrections to or discussion of minutes for the regular meeting of the Board of Commissioners of Wednesday, June 23, 2010. Commissioner Rumbaugh moved to adopt the minutes, Commissioner Banks seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

Ms. Emily North Pierce, resident of EB Wilson, addressed the board thanking ED Mirra for his assistance with concerns she had regarding the Hilltop Safeway. Ms. Pierce stated that she was arrested at Safeway for disturbing Safeway customers and shoplifting. She is appealing this arrest and will keep THA posted on the outcome of the ordeal. Ms. Pierce also wanted to publicly state her support for Ms. Bobbie Miles, Site Manager for EB Wilson and appreciates all that Ms. Miles provides for the tenants. She requested the trees around the building be trimmed to provide a view from the 5th and 6th floors. Ms. Selma Ross addressed the board stating she applied for housing five years ago, was recently number 11 on the Section 8 waiting list and just learned that her status on the list has changed and she is looking at another two years to wait for housing. Director Davis will speak with Ms. Ross after the board meeting and inquire further.

5. COMMITTEE REPORTS

HOPE VI Community Task Force – No Report

Finance Committee – ED Mirra stated that Commissioner Mowat received a full report.

6. ADMINISTRATIVE REPORTS

Finance Administration

Commissioner Rumbaugh moved to ratify the payment of cash disbursements totaling \$5,202,892 for the month of June, 2010, Commissioner Banks seconded.

Upon roll call, the vote was as follows:

AYES: 3
NAYS: None

Abstain: None
Absent: 2

Motion approved.

Finance Manager Ken Shalik directed the board to his report. Commissioner Rumbaugh directed Director Shalik's attention to the operating deficit and the variance between the budgeted and actual numbers. Director Shalik explained the notable ones. Director Shalik reported that his staff is working hard on closing the books and does not anticipate any issues arising. He also reported that staff is working with Visual Homes on the MTW conversions. The timeline for the conversion is October or November.

Real Estate Management and Housing Services

Director April Davis directed the board to her report. Director Davis reviewed new information THA received on the REAC scores for Amp's 4 and 6. The scores are low and Ms. Davis and her staff will appeal. Commissioner Rumbaugh asked what impact the scores will have on our MTW status. Director Davis stated these scores will not impact MTW. Vice Chair Flauding asked if we receive additional funding as a high performer. ED Mirra stated only in capital funds. Director Davis mentioned several initiatives to address problem tenants at Salishan. In particular, TPD and our security service will giving THA a regular list of the addresses that have required the most number of non-medical police calls. She said that THA is also examining the adequacy of the security services we are receiving from SecureTrans. Director Davis also directed the board to her report, which reports the overview of the MTW program that the Board requested.

Real Estate Development

Interim Director Hansen directed the board to her report. ED Mirra reported the disappointing news that there will be no congressional earmarks for the ETRC. Director Hansen discussed property within Salishan owned by Metro Parks. The property is referred to as Swan Creek and Metro Parks is preparing a master plan.

Community Services

Director Vignec referred the board to her report. Discussion ensued related to the FSS Program. In responses to Commissioner Flauding's questions about the households who increased their income during the grant period Director Vignec provided some further information.

Human Resources

Director Barbara Tanbara directed the board to her report. The search for the new Real Estate Development Director is going well, there have been 600 hits on our internet site and to date 54 applicants have submitted their resumes. Director Tanbara directed the board to the 2010 Recruitment/Turnover Report through June and stated that our turnover rate has

decreased in the first six months to 7.3% compared to the 16.8% rate for all of 2009. She would like to see this current percentage to continue decreasing but appreciates the significance of the decrease thus far. Commissioner Banks asked if we provide VA preference in our hiring practices. Director Tanbara stated not at this time.

7. NEW BUSINESS

None

8. COMMENTS FROM COMMISSIONERS

None

9. COMMENTS FROM THE EXECUTIVE DIRECTOR

ED Mirra referred the board to his report stating recent information from Congress there will not be a congressional budget until January, 2011.

10. EXECUTIVE SESSION

None

11. ADJOURNMENT

There being no further business to conduct, Commissioner Banks moved to adjourn, Commissioner Flauding seconded the motion. Meeting adjourned at 5:05 PM.

APPROVED AS CORRECT

Adopted: July 28, 2010

Chairman

HOPE VI Community Task Force
Commissioner Banks

Finance Committee
Commissioner Mowat



TACOMA HOUSING AUTHORITY

Date: August 25, 2010

To: THA Board of Commissioners

From: Ken Shalik
Director of Finance and Administration

Re: Finance & Administration Department Monthly Board Report

1. FINANCIAL STATEMENT COMMENTS

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

The Finance Department is submitting the final financial statement for FY 2010, which is June 30th. FY 2010 ended up with an operating deficit of \$112,130, which was significantly less than the budgeted operating deficit of \$1,007,762. Including our transfer to Development projects and Reserve Appropriations, we ended up with a surplus of \$233,362.

The agency ended up the year in great financial shape. The agency was right on target for total income, and came in below budget on all expense category totals. The major anomalies on budget to actual are as follows:

- Line 6 – Community Services – HUD Grants: This income line item is significantly under. As this is a one for one reimbursement, there is no effect to the financials.
- Line 8 - Management Fee income: This category is above budget because we are receiving higher management fees (6% of income rather than \$30/unit) for our Tax Credit units than budgeted.
- Line 13 - Developer Fee Income: We will receive approximately \$130K less for Salishan 6 due to lower than budgeted construction cost. Also, we will not have received all the development fees due by June 30th, but will book the remaining amount in FY 2010 as a receivable.
- Line 21 – Data Processing Expenses: We did not spend as much as budgeted in software expenses, computer purchases, and programming costs.
- Line 28 – Legal Expenses: The overage in legal expenses was costs for the restructuring of the Salishan Area 3 refinancing.
- Line 33 – Due Diligence – Development: In his year end review, the Finance Manager reclassified certain costs for the Education Training Center and Hillsdale Heights to Due Diligence, as the reclassified costs were for determining feasibility of projects, and due to status of both, could not become part of the project when moving forward.
- Line 56 – Interest expense: On the Salishan Area 3 bond issue we “were” to start making interest payments out of operations in March. Due to the language of the bond

issue, the interest payments are still being made out of the unspent funds in the bond issue, and not out of operations.

- Lines 65 & 66 – Transfer to Development and Reserve Appropriations: Due to the cost savings for the Salishan infrastructure for Area 2B, and the million dollars that we received from the state of Washington for Salishan, THA will only be transferring approximately \$2 million dollars of its funds for the infrastructure, rather than the \$4 million that had been budgeted.

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 .51%. The Washington State Investment pool meets the state requirements with interest rates a little higher than .2%.

3. INFORMATION TECHNOLOGY/SOFTWARE IMPLEMENTATION

The most significant development in the IT area is the news that Yardi Systems has acquired VisualHOMES (ISSI). Yardi Systems has been committed to the design, development, and support of real estate investment management and property management software for more than 28 years. Information about Yardi products and services is available at www.yardi.com. We are optimistic this merger will benefit the agency in the long term. We hope to learn more about what this merger means to Tacoma Housing Authority during the upcoming Visual Homes User Conference in November.

Information Technology coordinated the upgrade of our main Mitel phone system. The phone system software and hardware were upgraded to the latest release. This upgrade will allow us to take advantage of some new features which will improve agency staff communications. Main Office receptionists call directors were replaced with more efficient equipment which will improve efficiencies in that area.

The agency purchased the Moving-To-Work Software Module from Visual Homes. This module is currently installed in our test database for pre-installation testing.

Significant Software and Hardware Initiatives Underway

- Testing of Purchase Requisitions – PRQ .net
- Planning for LRTran07 Upgrade – September Kickoff
- Analysis and Review of Tax Credit Upgrade Module
- THA Analysis and Review of Grants Processing and Reporting
- Phone Billing Review
- Cell Phone Review
- Document Management Project Review
- MTW Software Module Testing and Production Installation – September 2010

FINANCE DEPARTMENT MONTHLY REPORT

August 2010

Page 3

We experienced 4 new issues for the month of July. Visual Homes resolved 2 issue during the month and we currently have 24 outstanding issues with Visual Homes support. The majority of outstanding issues are related to enhancement requests. We are expecting a number of issues to be resolved in the next software release due out this month.

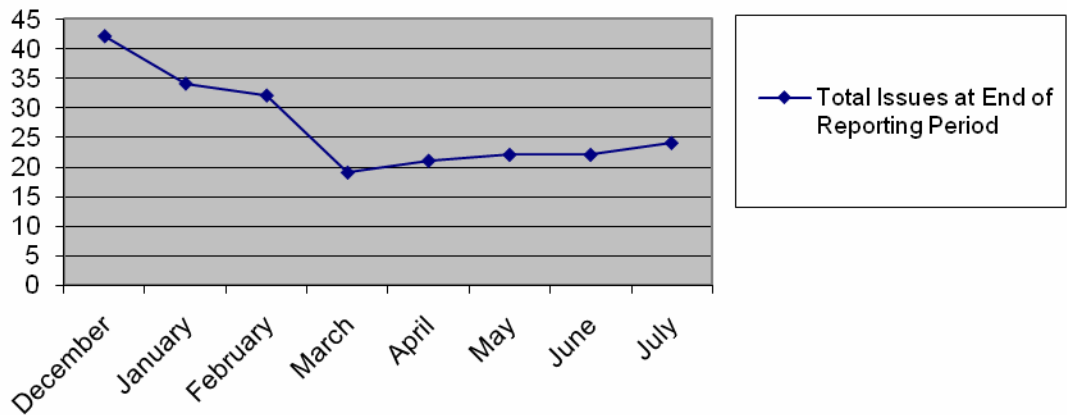
Outstanding Issues List Matrix

<i>Current Month Scorecard</i>	Priority				
	Low	Medium	High	Critical	Total
Support issues brought forward	4	14	4	0	22
+ New issues this period	0	1	3	0	4
- Total Issues resolved this period	<u>0</u>	<u>0</u>	<u>2</u>	<u>0</u>	<u>2</u>
= Outstanding issues– end of period	4	15	5	0	24
% of Outstanding resolved this period	0.0%	6.7%	40.0%	0.0%	8.3%
Bug report submitted	2	4	1	0	9
Modification needed	1	11	4	0	15
Training required	0	0	0	0	0
Upgrade available	0	0	0	0	0
Action required from THA	0	0	0	0	0
Under VH review	0	0	0	0	0
In VH development	1	0	0	0	1
In THA testing	0	0	0	0	0
Total Outstanding Issues	4	15	5	0	24

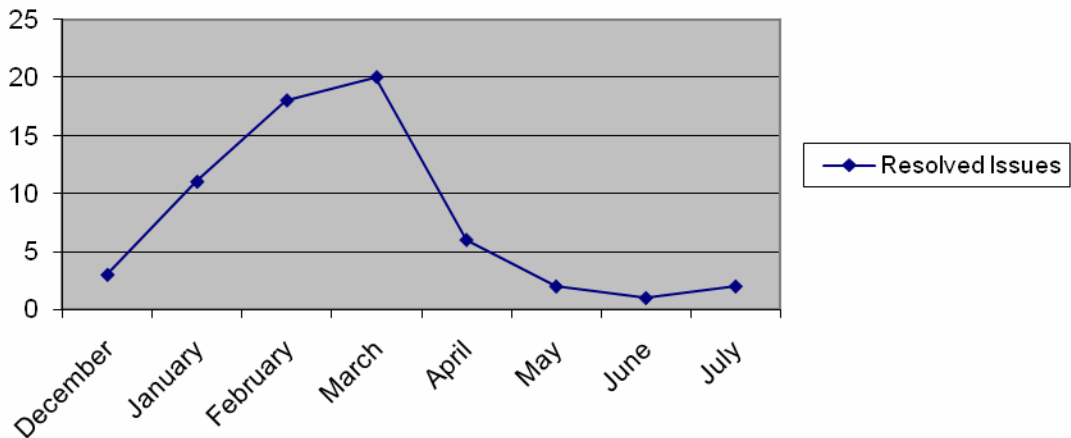
Total Support Requests Beginning Number – This is the beginning number from the prior months ending numbers.

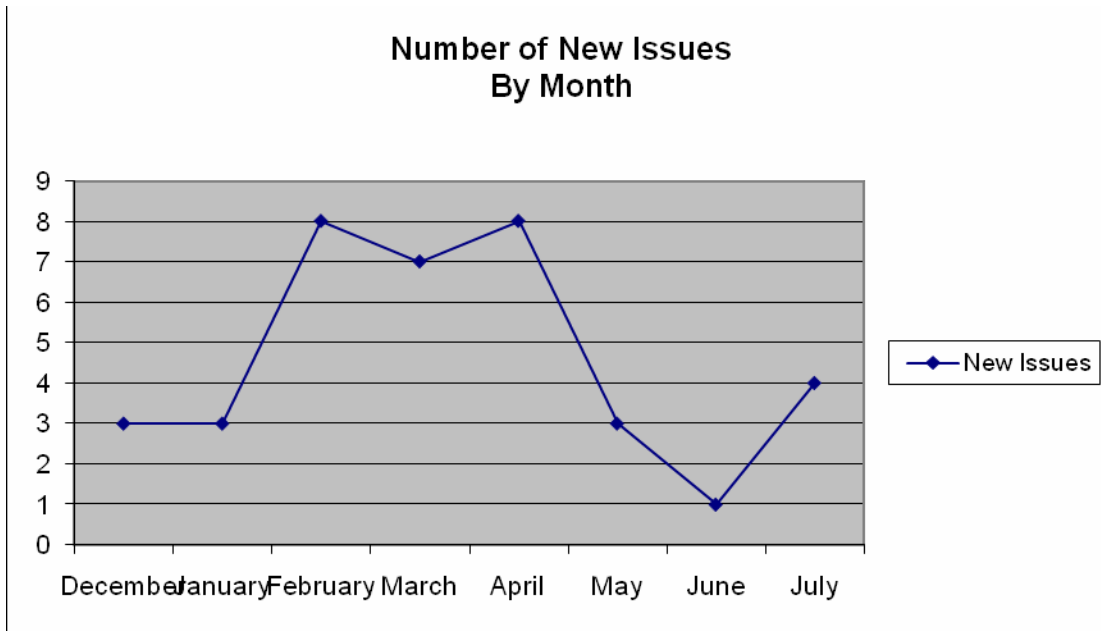
- **New this Month** – Issues, bugs and modifications requests submitted this month.
- **Bug Report Submitted** – Bugs are considered errors within the current functionality. Please note enhancements to current functionality should not be categorized as bugs.
- **Modification Needed** – This category 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

Total Open Issues by Month



Total Number of Issues Resolved by Month





4. ASSET MANAGEMENT AND COMPLIANCE

The Asset Management and Compliance area is responsible for Asset Management, Risk Management, Financial Reporting, Procurement, Compliance, and oversight of the Desk Manual Project. Operationally, we continue to work with staff throughout the agency to ensure that needs are being met in both Finance and the respective departments.

5. YEAR-END UPDATE

The Finance staff is in the final stages of closing the financial information for FY 2010. The unaudited Financial Data Schedule (FDS) is in the process of being entered and will be finalized before the August 31 due date. The staff worked diligently to ensure the year end process went smoothly. After the REAC submission is completed, the financial statements will be prepared for the agency's financial reports. It is anticipated the Washington state auditors will commence the audit late November, early December.

6. BUDGET

We are in the process of attempting to change our Fiscal Year to a Calendar Year. We are working on a Moving to Work Plan for 2011, and I will need to provide high level projections of income and expense on a Calendar Year basis.

7. DESK MANUAL PROJECT

The desk manual project continues to move forward. All mapping is expected to be completed before the end of this month. Additional mapping sessions will be performed as processes are identified and/or as needs arise.

We are now beginning to generate the content for the desk manuals based on the maps created. During this phase, Process Owners and subject matter experts (SMEs) review the process and create the content while the Technical Writer oversees standardization, formatting, and publication. A list of completed and upcoming mapping sessions is provided below.

Mapped Processes	Scheduled Processes (Pending Mapping)
New Hire & Orientation	Asset Management
Procurement/Contracting	Ad-Hoc Reporting
Accounts Receivable	
Grant Accounting	
Tenant Housing - Financial Transactions	
IT Help Desk	
Homeless/Family Placement (FIT)	
Case Management (Financial/Life Skills Assistance)	
Tenant Housing: Recertification	
Tenant Housing: Move-In & Waitlist	
Tenant Housing: Property Inspection	
Purchasing	
Tenant Housing: Client Termination	
Porting/Absorption	
Tenant Housing: Maintenance/Unit Repair	
Tenant Housing: Move-Out	
Regulatory Compliance - Liaison (Audit Management/Response)	
Tenant Housing: Rehab & Construction	
Investor Reporting	
Web Site Update	
Internal Training	
Grants Application	
Regulatory Compliance - Internal Audit	
Accounts Payable	
Payroll	
Project Delivery/Construction	
Insurance Claims	



TACOMA HOUSING AUTHORITY

Motion

Adopt a consent motion ratifying the payment of cash disbursements totaling \$7,402,763 for the month of July, 2010.

Approved: August 25, 2010

Chairman

FINANCE
AND
ADMINISTRATION

ADMINISTRATION REPORTS

**TACOMA HOUSING AUTHORITY
AGENCY WIDE**

		June, 2010				Thru 06/30/2010		
		CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED YTD	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE
OPERATING RECEIPTS								
1	Tenant Revenue - Dwelling rent	211,189	2,580,613	2,418,379	6.71%	2,580,613	2,418,379	6.71%
2	Tenant Revenue - Other	4,223	62,671	48,500	29.22%	62,671	48,500	29.22%
3	HUD grant - Section 8 HAP reimbursemen	2,532,118	30,302,130	30,388,758	-0.29%	30,302,130	30,388,758	-0.29%
4	HUD grant - Section 8 Admin fee earned	221,697	2,545,363	2,487,681	2.32%	2,545,363	2,487,681	2.32%
5	HUD grant - Public Housing subsidy	145,698	2,555,023	2,533,140	0.86%	2,555,023	2,533,140	0.86%
6	HUD grant - Community Services/HOPE	38,749	599,908	919,554	-34.76%	599,908	919,554	-34.76%
7	HUD grant - Capital Fund Operating Reve	17,965	362,076	339,203	6.74%	362,076	339,203	6.74%
8	Management Fee Income	217,555	1,896,846	1,734,846	9.34%	1,896,846	1,734,846	9.34%
9	Fee For Service Income	12,184	199,274	242,155	-17.71%	199,274	242,155	-17.71%
10	Other Government grants	75	119,529	97,000	23.23%	119,529	97,000	23.23%
11	Investment income	9,346	55,772	60,625	-8.00%	55,772	60,625	-8.00%
12	Fraud Recovery Income - Sec 8	57	21,952	17,500	25.44%	21,952	17,500	25.44%
13	Other Revenue- Developer Fee Income	771,240	1,651,240	1,773,867	-6.91%	1,651,240	1,773,867	-6.91%
14	Other Revenue	47,709	425,840	320,980	32.67%	425,840	320,980	32.67%
15	TOTAL OPERATING RECEIPTS	4,229,805	43,378,237	43,382,188	-0.01%	43,378,237	43,382,188	-0.01%
OPERATING EXPENDITURES								
Administrative Expenses								
16	Administrative Salaries	248,193	3,238,366	3,352,743	-3.41%	3,238,366	3,352,743	-3.41%
17	Administrative Personnel - Benefits	96,492	1,165,852	1,257,409	-7.28%	1,165,852	1,257,409	-7.28%
18	Accounting & Audit Fees	0	66,032	69,906	-5.54%	66,032	69,906	-5.54%
19	Management Fees	163,416	1,577,736	1,522,349	3.64%	1,577,736	1,522,349	3.64%
20	Advertising	151	10,370	13,000	-20.23%	10,370	13,000	-20.23%
21	Data Processing Expenses	12,948	168,597	244,701	-31.10%	168,597	244,701	-31.10%
22	Office Supplies	7,694	82,905	107,962	-23.21%	82,905	107,962	-23.21%
23	Publications & Memberships	0	36,319	39,625	-8.34%	36,319	39,625	-8.34%
24	Telephone	7,794	94,072	104,500	-9.98%	94,072	104,500	-9.98%
25	Postage	3,754	39,071	48,409	-19.29%	39,071	48,409	-19.29%
26	Leased Equipment & Repairs	2,653	43,013	57,560	-25.27%	43,013	57,560	-25.27%
27	Office Equipment Expensed	6,236	37,773	95,900	-60.61%	37,773	95,900	-60.61%
28	Legal	43,157	140,149	92,600	51.35%	140,149	92,600	51.35%
29	Local Milage	443	8,426	22,731	-62.93%	8,426	22,731	-62.93%
30	Staff Training/Out of Town travel	6,701	111,087	179,275	-38.04%	111,087	179,275	-38.04%
31	Contract Services	59,138	384,770	389,619	-1.24%	384,770	389,619	-1.24%
32	Other administrative expenses	13,607	114,068	133,150	-14.33%	114,068	133,150	-14.33%
33	Due diligence - Development projects	185,981	188,142	50,000	276.28%	188,142	50,000	276.28%
34	Contingency	0	0	2,500	-100.00%	0	2,500	-100.00%
35	Total Administrative Expenses	858,358	7,506,748	7,783,939	-3.56%	7,506,748	7,783,939	-3.56%

	CURRENT MTH ACTUAL	June, 2010			Thru 06/30/2010			
		YEAR TO DATE ACTUAL	BUDGETED	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE	
Tenant Service								
36	Tenant Service - Salaries	54,687	777,391	728,688	6.68%	777,391	728,688	6.68%
37	Tenant Service Personnel - Benefits	21,671	287,812	266,565	7.97%	287,812	266,565	7.97%
38	Relocation Costs	14,574	160,214	95,000	68.65%	160,214	95,000	68.65%
39	Tenant Service - Other	26,978	286,830	488,102	-41.24%	286,830	488,102	-41.24%
40	Total Tenant Services	117,910	1,512,247	1,578,355	-4.19%	1,512,247	1,578,355	-4.19%
Project Utilities								
41	Water	10,194	99,113	99,513	-0.40%	99,113	99,513	-0.40%
42	Electricity	12,896	183,906	230,365	-20.17%	183,906	230,365	-20.17%
43	Gas	3,894	62,573	78,843	-20.64%	62,573	78,843	-20.64%
44	Sewer	38,861	311,275	270,504	15.07%	311,275	270,504	15.07%
45	Total Project Utilities	65,845	656,867	679,225	-3.29%	656,867	679,225	-3.29%
Ordinary Maintenance & Operations								
46	Maintenance Salaries	51,450	682,575	699,798	-2.46%	682,575	699,798	-2.46%
47	Maintenance Personnel - Benefits	15,393	225,906	232,674	-2.91%	225,906	232,674	-2.91%
48	Maintenance Materials	11,770	156,745	170,745	-8.20%	156,745	170,745	-8.20%
49	Contract Maintenance	51,902	808,638	885,828	-8.71%	808,638	885,828	-8.71%
50	Total Routine Maintenance	130,515	1,873,864	1,989,045	-5.79%	1,873,864	1,989,045	-5.79%
General Expenses								
51	Protective Services	9,642	161,381	186,420	-13.43%	161,381	186,420	-13.43%
52	Insurance	14,963	202,809	199,636	1.59%	202,809	199,636	1.59%
53	Other General Expense	108,549	864,385	855,536	1.03%	864,385	855,536	1.03%
54	Payment in Lieu of Taxes	1,199	13,186	9,750	35.24%	13,186	9,750	35.24%
55	Bad Debt - Tenant Rents	29,874	36,084	18,500	95.05%	36,084	18,500	95.05%
56	Interest Expense	24,992	323,391	600,786	-46.17%	323,391	600,786	-46.17%
57	Total General Expenses	189,219	1,601,236	1,870,628	-14.40%	1,601,236	1,870,628	-14.40%
58	TOTAL OPERATING EXPENSES	\$ 1,361,847	\$ 13,150,962	\$ 13,901,192		\$ 13,150,962	\$ 13,901,192	
Nonroutine Expenditures								
59	Ext. Maint/Fac Imp/Gain/Loss Prop Sale	14,720	29,417	75,000	-60.78%	29,417	75,000	-60.78%
60	Casualty Losses	0	7,858	25,000	-68.57%	7,858	25,000	-68.57%
61	Sec 8 HAP Payments	2,532,118	30,302,130	30,388,758	-0.29%	30,302,130	30,388,758	-0.29%
62	Total Nonroutine Expenditures	2,546,838	30,339,405	30,488,758	-0.49%	30,339,405	30,488,758	-0.49%
63	TOTAL EXPENDITURES	3,908,685	43,490,367	44,389,950	-2.03%	43,490,367	44,389,950	-2.03%
64	OPERATING SURPLUS/(DEFICIT)	321,120	(112,130)	(1,007,762)	-88.87%	(112,130)	(1,007,762)	-88.87%
Reserve/Capital Affecting Operations								
65	THA transfer to development projects	(463,900)	(2,081,529)	(4,250,400)	-51.03%	(2,081,529)	(4,250,400)	-51.03%
66	Reserve Appropriations	501,789	2,417,021	5,280,717	-54.23%	2,417,021	5,280,717	-54.23%
67	THA SURPLUS/(DEFICIT)	<u>359,009</u>	<u>223,362</u>	<u>22,555</u>		<u>223,362</u>	<u>22,555</u>	

TACOMA HOUSING AUTHORITY
CASH BALANCES - July, 2010

Account Name	Current Balance	Interest	
HERITAGE BANK			
Accounts Payable	\$ 4,606,736	0.510%	
Section 8 Checking	2,558,625	0.510%	
THA Investment Pool	282	0.510%	
THA LIPH Security Deposits	104,906	0.510%	
THDG - Tacoma Housing Development Group	31,291	0.510%	
LF - Windstar	1,175	0.510%	
LF - Stewart Court	60,004	0.510%	
LF - Stewart Ct Security Deposit Account	13,413	0.510%	
LF - SF 9Homes Alaska	189,424	0.510%	
LF - SF 9Homes Alaska Sec Dep Acct	8,656	0.510%	
LF - SFH No. Shirley	2,938	0.510%	
LF - SFH N Shirley Security Deposit Acct	1,000	0.510%	
LF - Wedgewood Homes	326,615	0.510%	
LF - Wedgewood Homes Security Deposit Acct	16,657	0.510%	
General Fund Money Market	3,488,073	0.510%	
WASHINGTON STATE			
Investment Pool	\$ 1,166,201	0.270%	
US BANK			
Payroll Account	\$ 7,690		
CHASE			
IDA Account	75,449	0.01%	
TOTAL THA CASH BALANCE	\$ 12,659,134		
LESS:			
Restrictions:			
HAP Reserves	\$ 1,688,225		
Section 8 Voucher Operating Reserves	44,337		
FSS Escrows	239,811		
Mod Rehab Operating Reserves	121,579		
PH Operating Reserves	3,614,952		
Security Deposit Accounts	121,705		
Salishan Sound Families - 608	256,215		
IDA Accounts - 604,605,611	75,449		
THDG - 048	31,291		
Wedgewood Operating Reserve	-		
Agency Liabilities:			
Windstar Loan - 042	338,311		
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)			
Total Restrictions	\$ 10,067,098		
THA UNENCUMBERED CASH \$ 2,592,036			
Agency Current Commitments:			
	Commitment	Expended	Balance
Salishan Infrastructure Area 2B - Latest	\$ 1,993,152	\$ 1,604,437	\$ 388,715
Habitat for Humanity Loan	\$ 135,000	\$ 135,000	-
Salishan Education & Training - On hold	\$ 234,000		-
Other Development Projects			
Total Current Commitments outstanding			\$ 388,715

REAL ESTATE MANAGEMENT
AND
HOUSING SERVICES



TACOMA HOUSING AUTHORITY

Date: August 25, 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

HUD 5-YEAR AND ANNUAL PLAN

THA received confirmation from HUD that THA will no longer be required to submit an Annual Plan. The Annual Moving-to-Work (MTW) Plan will replace the Annual Plan for FY2011 forward.

Any revisions to the Annual MTW Plan that was prepared for THA's MTW application will go through a public review process and be presented to the Board of Commissioners for approval.

PROPERTY MANAGEMENT DIVISION

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	7/20/2010	33	Troubled
6	LIPH Scattered Sites	7/21/2010	42	Troubled
7	Hillside 1 Tax Credit	6/14/2010	94	High
8	Hillside 2 Tax Credit	6/18/2010	93	High
9	Hillside 1500 Tax Credit	7/12/2010	92	High
10	Salishan 1 Tax Credit	7/22/2010	55	Troubled
11	Salishan 2 Tax Credit	7/15/2010	60	Standard
12	Salishan 3 Tax Credit	7/13/2010	75	Standard
13	Salishan 4 Tax Credit	7/14/2010	69	Standard
14	Salishan 5 Tax Credit	7/19/2010	72	Standard
15	Salishan 6 Tax Credit	7/16/2010	82	Standard

AMPs 4-15 have new scores that should be noted. As mentioned during the July board meeting, scores in new Hillside (AMPs 7-9) were notably high and I want to acknowledge the work of that team in their preparation for those inspections.

The scores were much lower than expected in the remaining AMPs. We are appealing the scores in AMPs 11 and 13 because we disagree with a number of items that were noted as deficiencies. Throughout the AMPs THA lost points for expired fire extinguishers (an issue that we have since corrected with our fire contractor), light being seen around door frames (an issue that occurs when buildings settle) and painted outdoor sprinkler heads. There were also a number of points lost for items that could have been corrected during pre-REAC inspections. Management is currently doing an audit of the pre-REAC inspections to see if those items were noted and not corrected due to insufficient staff time or whether we need to do more staff training on what to look for during pre-REAC inspections.

AMPs 1-3 will be inspected over the next month. We will provide the board with an update on those scores when they are available.

2. Performance Report Summaries:

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 99% HUD requires a housing authority to accurately submit at 95% or better.

2.2 Occupancy:

Unit occupancy is reported for the first day of the month. This data is for the month of June 2010.

PROGRAM	UNITS AVAILABLE	UNITS VACANT	UNITS OCCUPIED	% MTH OCCUPIED	% YTD OCCUPIED
AMPs 1-6	594	9	585	98.5%	98.5%
Tax Credit Units	602	19	583	94.6%	96.2%
Local fund units	119	14	105	88.0%	88.2%
All Total	1315	42	1273	95.9%	97.1%

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

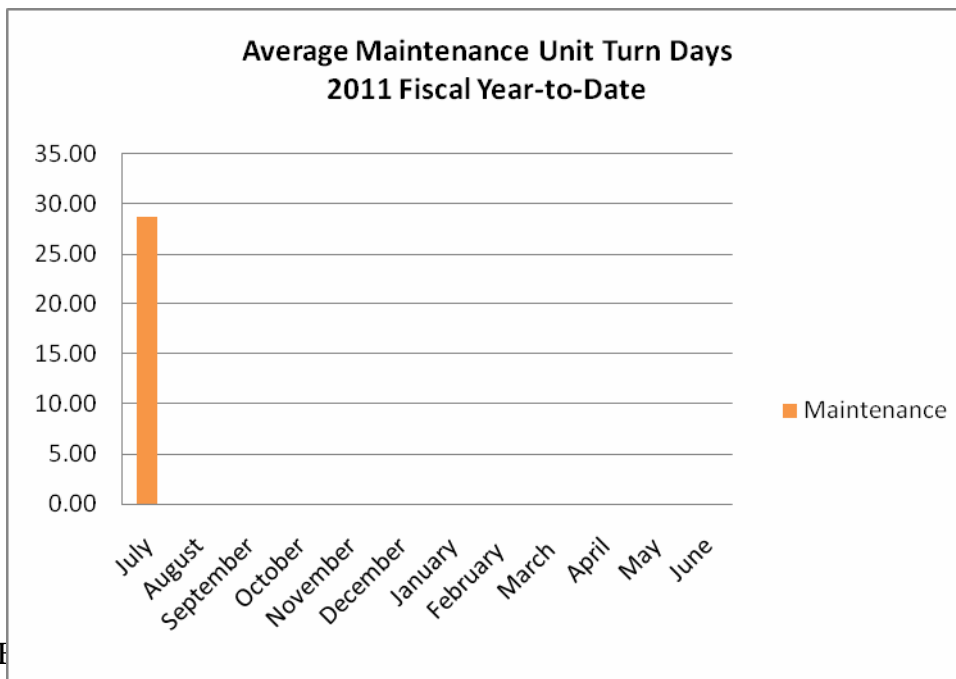
- (a) To earn maximum points for this sub-indicator housing authorities must complete unit turns at an average rate of 20 days or less per AMP.

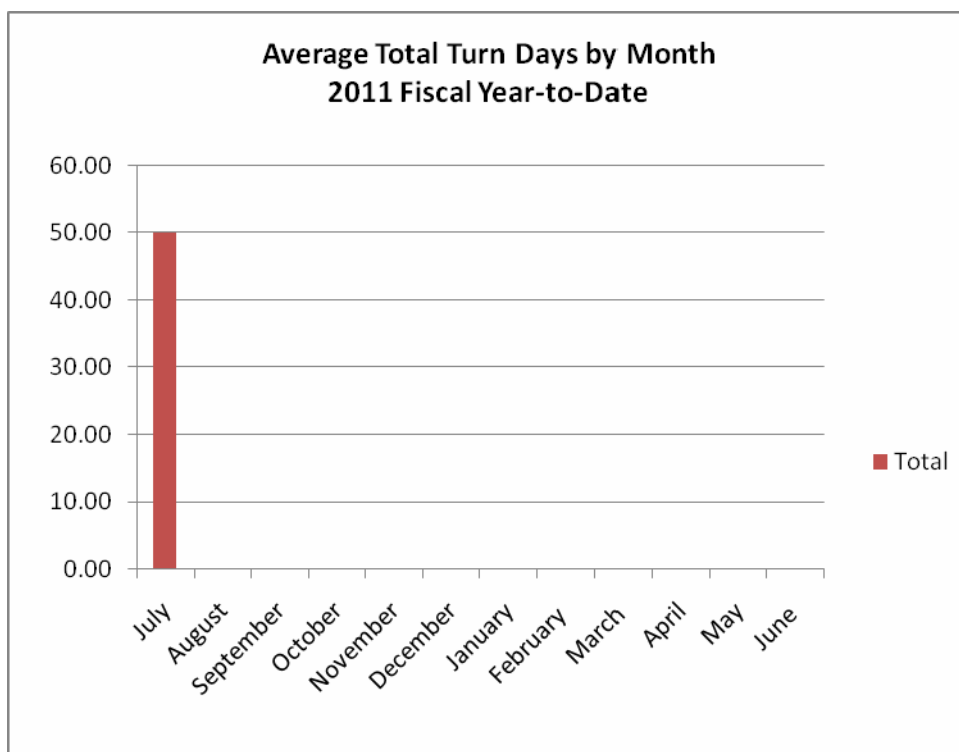
This report represents the first month of fiscal year 2011. Average unit turns across all AMPs is 49.9 days per turn.

JULY 2011 FYTD VACANT UNIT TURN REPORT (MASS #1)							
AMP # *	Units Turned	Down Time	Make Ready	Lease Up	Days to Turn	Exempt Days	Avg Turn
AMP 1	1	0	3	12	15		15.00
AMP 2	1	0	19	20	39		39.00
AMP 3	3	1	41	84	126	140	42.00
AMP 4	1	3	21	12	36		36.00
AMP 6	0	0	0	0	0	0	0
AMP 7	0	0	0	0	0	0	0
AMP 8	0	0	0	0	0	0	0
AMP 9	0	0	0	0	0	0	0
AMP 10	1	31	82	20	133		133.00
AMP 11	0	0	0	0	0	0	0
AMP 12	0	0	0	0	0	0	0
AMP 13	0	0	0	0	0	0	0
AMP 14	0	0	0	0	0	0	0
AMP 15	0	0	0	0	0	0	0
NON AMP PROPERTIES	0	0	0	0	0	0	0
TOTALS	7	35	166	148	349	140	49.9

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

Below are trend reports for maintenance unit turn time (reflected as “make ready” in the chart above), average leasing days and average days to turn a unit.





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 authorities to complete at least 99% of its annual emergency work orders within 24 hours.

In the month of July, all emergency work orders were completed within 24 hours. Open work orders increased at AMPs 10- 15 as a result of staff inviting tenants to report work orders that for any reason were not completed or recorded in Visual Homes. Most work orders are appliances that have still not been repaired. We are moving through these as quickly as we can with the appliance contractor we now have in place.

Work Order Completion Table:

WORK ORDER COMPLETION REPORT (PHAS/MASS #4)								
	Emergency				Non Emergency			
	July 2010		FYTD		July 2010		FYTD	
AMP # *	# 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	4	100%	4	100%	33	2.79	33	2.79
AMP 2	0	100%	0	0	30	4.13	30	4.13
AMP 3	3	100%	3	100%	40	16.18	40	16.18
AMP 4	9	100%	9	100%	47	64.74	47	64.74
AMP 6	1	100%	1	100%	14	45.86	14	45.86
AMP 7		0	0	N/A	3	0	3	0
AMP 8		NA	0	N/A	0	0	0	0
AMP 9		NA	0	N/A	1	2	1	2
AMP 10	0	NA	0	N/A	13	61.77	13	61.77
AMP 11	0	NA	0	N/A	7	53.71	7	53.71
AMP 12	0	100%	4	100%	10	44.50	10	44.50
AMP 13	0	NA	0	N/A	9	27.67	9	27.67
AMP 14	0	NA	0	N/A	5	4.40	5	4.40
AMP 15	0	N/A	0	100%	0	0	0	0
Non-AMP	2	100%	2	100%	15	.33	15	.33

WORK ORDER COMPLETION REPORT (PHAS/MASS #4)								
	Emergency				Non Emergency			
	July 2010		FYTD		July 2010		FYTD	
TOTALS	19	100%	19	100%	227	28.41	227	28.41

*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 July 31, 2010			
AMP #	Open Non-Emergency	<25 Days open	>25 Days open
AMP 1	52	26	26
AMP 2	84	79	5
AMP 3	11	10	1
AMP 4	6	3	3
AMP 6	1	1	0
AMP 7	12	1	11
AMP 8	5	1	4
AMP 9	7	0	7
AMP 10	15	4	11
AMP 11	11	4	7
AMP 12	19	5	14
AMP 13	39	8	31
AMP 14	20	7	13
AMP 15	12	2	10
Non-AMP	4	1	3
TOTALS	298	152	146

3. Salishan Association

3.1 Salishan Association Board:

(a) Elections

The Board of Directors will have their elections at the September 16th meeting. The positions include a Board President, Treasurer and Secretary. The Secretary position will no longer be held by the CAM but by someone on the board.

.4 Community Development and Safety

.4.1 Salishan Association:

(a) As part of the Eastside Tacoma Community Based Services (CBS), the Eastside Neighborhood Clean Up was held on Saturday, August 14th.

- (b) The Tacoma Housing Authority and the Salishan Association are both collaborating with Metro Parks to submit a letter of interest (LOI) for a Major League Baseball Grant called Baseball Tomorrow in the amount of \$35K. The LOI was sent and accepted. Metro Parks has submitted the grant paperwork and we should hear something in the next few months. The grant would be used for the formation of youth baseball and softball teams with the first pitch thrown Spring 2011.

.4.2 Comprehensive Health & Education Foundation (CHEF) Funding:

CHEF, in an effort to provide support for strong FDA and state regulations limiting the advertising of tobacco near public housing, has collaborated with the Salishan Association and the Department of Health to conduct a tobacco industry marketing assessment project. Twelve youth from Salishan joined this project to learn about media literacy and went out into the community to take pictures of store fronts specifically targeting tobacco and alcohol advertising. Once completed, they then worked up a story board which can be used by CHEF to support stronger FDA and state regulations limiting this type of advertising.

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 97.06% for the month of July and 97.45% for calendar year to date. Budget utilization is reported at 93% for the month and 96.18% for calendar year to date.

HCV UTILIZATION SUMMARY REPORT					
Voucher			HAP		
	Month			Month	
Voucher Allocation	3,543		Budget	2,556,618	
Voucher Leased	3,439		Actual	2,370,113	
% Utilized	97.06		% Utilized	93%	

MOVING TO WORK (MTW)

The Moving to Work contract has been signed and submitted. THA is just waiting for a copy of the fully executed agreement from HUD.

THA has requested an extension on the due date of its FY2011 MTW Plan. This Plan will not be submitted on November 1, 2010 rather than October 15, 2010. This will allow THA to obtain board approval of the Plan during its October board meeting as opposed to the September board meeting. In doing so there will be more time for staff, board and community review prior to approval of the document.

SALISHAN UPDATE

Over the past several months there have been concerns brought before the Board and the property management staff regarding concerns about Salishan. Management staff has broken down each of the issues into manageable tasks with deadlines. Below is a list of the concerns that are being addressed:

- Volume of outstanding work orders
- Number of days to complete unit turns
- Late annuals
- Low REAC scores
- Need to share data related to crime and resident perception
- Curb appeal of property
- Resident selection process
- Lease enforcement
- Bored teenagers causing mischief
- Crime and gangs
- Inconsistency between Salishan Association CC&Rs and Salishan lease
- Tenant children who bully and intimidate
- Tagging, graffiti and vandalism
- IRS Noncompliance letter
- HUD Community Service requirement

To address these issues, we have written milestones for each concern, a temporary worker will be hired to assist with back paperwork, and a contract will be executed to assist with unit turns. In addition, we are going through the process of reorganizing the Salishan staff to give each position a more narrow focus and more manageable work load. This will also allow each staff person to have clear, written job expectations that can be tracked and assessed on a more regular basis. We will also be hiring a Property Manager to oversee all Salishan staff to allow for centralized oversight and one point-of-contact for that property.

REAL ESTATE

DEVELOPMENT



TACOMA HOUSING AUTHORITY

DATE: August 25, 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 prospective service providers as tenants or owners for the Education Training and Retail Center. Staff also continues to pursue various debt free funding opportunities and will be researching HUD's NOFA for Capital Fund Education and Training Facilities due out later this summer.

1.1.2 Area 3

- *Lot Sales:* Habitat for Humanity has completed the first six homes in Area 3, is nearing completion of the next three, and has two homes in the framing stage. Staff continues to pursue homebuilders for additional lot sales in Area 3

1.1.3 Area 2B

- *Infrastructure:*
Landscape irrigation main water supply lines are complete. Import and placement of topsoil is ongoing and nursery stock is onsite. Infrastructure work is 90% complete.
- *Salishan 7:* Current program plans include (90) project-based Section 8 rental units and (1) unrestricted manager's unit. All foundations and footings are complete. The floor slabs are 100% complete. Framing is ongoing. Siding work is underway. Mechanical, electrical and plumbing is on going through out the site. Roofing is underway. Interior painting and trim out is completed in the first units in block 24. The first completed units passed the final

air penetration test and passed, giving the building another LEED point. The first 18 units are scheduled for turnover on September 29, 2010.

1.1.4 Arlington Rd

Staff is continuing to conduct preliminary market research into the feasibility of a Senior intermediate care facility and will be reevaluating the best use and development of the Arlington Road property. There have been a few inquiries as of late.

1.2 Financial

1.2.1 Salishan Five: All of the tax credits were preserved for this project which means THA/Salishan Five received the full amount of equity. The loan conversion from the construction loan to the permanent loan occurred in August.

1.2.2 Salishan Six: The conversion from the construction to permanent loan occurred in August.

1.2.3 Salishan Seven: As was mentioned above, the construction of Salishan Seven is proceeding on schedule. There is no finance news at this time. THA should learn in September what level of LEED certification Salishan Seven will receive. THA has targeted LEED Platinum which is the highest rating, and all indicators show we should obtain this goal.

1.2.4 Area 3 Citi Bank Loan: THA closed on a portion of the loan restructuring with Citibank. Due to the need for HUD approval on the re-structured financing structure, it was decided to re-issue the bonds and sign the Amended Indenture which allows for the term to be extended as well as the other deal points once HUD's approval has been granted. Citibank has allowed 90 days for THA to secure HUD's approval. The term extension is the only change currently in effect. THA submitted a revised Section 30 submittal reflecting the new deal terms to HUD the week of July 12. Staff will be working with its HUD attorney, Ballard Spahr, to obtain HUD's approval by September 30 at which point the remaining deal points (i.e. decreased interest rate, lowered release prices, etc) will take effect.

1.2.5 Area 2B: The contract with the Department of Commerce for the \$1 million in State capital budget funding that THA received has been signed and THA has requested funds.

1.3 Construction Oversight Committee

The June Construction Oversight Committee (COC) was held as scheduled on June 10, 2010. The committee was updated on all elements of Salishan. They were also informed that THA did not receive the Hillside Terrace HOPE VI award. The next meeting is scheduled for September 9, 2010.

2. PUBLIC HOUSING PROJECTS

2.1 Scattered Sites

Disposition: The scattered sites will remain as public housing units for the time being.

2.2 1800/2500 Hillside Terrace

2.2.1 Financing: 1800 Hillside Terrace will move forward now with the disposition of the property for demolition while the programming and design continues. It would be included in a 2010 application if that is submitted. If not, we will move forward without HOPE IV funding and progress to revitalize these properties will continue in the above phases. Staff is reviewing the project budget.

2.2.2 Architecture: Staff met with GGLO on August 11, 2010 to finalize their scope of work for the 1800 Hillside Terrace design work.

2.2.3 Construction: Staff will reengage Absher Construction to continue preconstruction services for the 1800 Hillside Terrace.

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

3.1 Planning/Bidding: All Plans, Specifications and Bidding have been completed.

3.2 Capital Fund Construction:

3.2.1 Capital Funds: The G Street Repipe project is complete. Closeout documents are being prepared.

3.3 ARRA Construction

3.3.1 AMPI: K Street Apartments; Tatley-Grund (TGI), the General Contractor has completed all contract work within budget. Punch and closeout are scheduled for the end of August.

G Street Apartments; Demolition and window removal, reframing and installation of the new windows are finished. Weather Resistant Barrier and siding installation is 90% complete. Column and roof framing is done. Exterior painting is ongoing with about 50% concluded. All work is anticipated to be finished the middle of September.

- 3.3.2 *AMP2: Wright Street*; Demolition is 50% complete, and Weather Resistant Barrier installation is 30 % finished. Window removal, reframing and installation of the new windows are 50% concluded. Siding furring strips and insulation installation is ongoing.

Fawcett Apartments; Siding repairs and cleaning, deck and railing installation are finished. Punch and closeout will begin the end of August.

6th Avenue; Tree removal, concrete walkway removal and replacement are completed. Window and roofing repairs are done, and exterior painting is complete. New gutter and downspout installation is underway. All work is scheduled for completion the end of August.

- 3.3.3 *AMP3*: Renovations at Bergerson Terrace and Ludwig apartments are complete. The Dixon village boiler replacement project began with a contractor kick-off meeting on August 10, 2010. Actual construction began August 19, 2010. The modifications are expected to take 4 weeks.

- 3.3.4 *Asphalt Removal & Replacement (AMPs 1, 2, & 3)*: Northwest Asphalt is scheduled to complete all asphalt repairs with the exception of G Street, in August. G Street asphalt repairs will be in September after the envelope work is complete. Sealcoating and striping will begin the end of August and is scheduled for completion in September.

- 3.3.5 Construction on all the ARRA projects will be completed well ahead of the expenditure deadline of March 2012. All activities are scheduled to be complete by late fall, early winter 2010.

3.4 Grants

- 3.4.1 *NSP 1*: THA has four purchase and sale agreements on the houses. By the end of August they will have closed. The only house without an offer is located at 2323 S Ash. Staff will begin to look for new houses in September.

- 3.4.2 *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. Real Estate Development, Community Services and

Finance worked together to compile the HOPE VI Grant close out material which was due to HUD March 30, 2010. All items have been submitted. We await HUD's review and approval before the grant audit is done.

4. M/WBE CONTRACT COMPLIANCE and SECTION 3 HIRING

- 4.1** The Salishan Hope VI Construction Oversight Committee met on June 10, 2010. Salishan 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-six percent (26%) of all contract dollars have been awarded to MBE firms, and nine percent (9%) to WBE firms. Thirty-four percent (34%) of all contracts have been awarded to Tacoma based companies, and forty-three percent (43%) have been awarded to Pierce County based companies. Section 3 results to date total 202. The project goal was 150. The next meeting is scheduled for September 9, 2010.
- 4.2** ARRA AMP 1: Three Section 3 employees have been hired to date.

5. PHAS INDICATOR FOR MODERNIZATION ACTIVITIES

The following are the obligated and expenditures as of August 6, 2010

Grant	Total Grant	Obligated	% Obligated	Expended	% Expended	Obligation Start Date	Obligation End Date	Disbursement End Date
2007 CFP (P)	\$2,909,072	\$ 2,909,072	100%	2,909,072	100%	09/13/07	09/12/09	09/12/11
2008 CFP (P)	\$1,849,412	\$1,849,412	100%	\$1,504,521	81%	6/13/08	06/12/10	06/12/12
2008 CFP (1 st R)	\$1,351,655	\$1,351,655	100%	\$1,351,655	100%	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	\$573,662	24%	\$166,965	7%	9/15/09	9/14/11	9/14/13
2009 CFP (1 st R)	\$703,863	\$703,863	100%	\$278,150	40%	9/15/09	9/14/11	9/14/13
2009 CFP (2 nd R)	\$54,932	\$54,932	100%	0	0	9/15/09	9/14/11	9/14/13
2009 CFP (3 rd R)	\$2,724	\$2,724	100%	0	0	4/12/10	4/12/12	4/12/14
2010 CFP	\$2,345,627	00.00	0%	0	0	7/15/10	7/15/12	7/15/14
2010 CFP (1 st R)	\$1,216,978	\$1,216,978	100%	0	0	7/15/10	7/15/12	7/15/14
2010 CFP (2 nd R)	\$219,721	\$219,721	100%	0	0	7/15/10	7/15/12	7/15/14
CFRG*	\$4,096,616	\$4,096,616	100%	\$2,066,345.36	50%	3/18/09	3/17/10	3/17/12

*ARRA Capital Fund Recovery Grant



TACOMA HOUSING AUTHORITY

DATE: August 25, 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 July 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 one public housing client in his job preparation program during the month of July.

Activities	Month	YTD	Annual Goal	% of Goal
Clients enrolled in vocational training program	4	12	20	60%
Clients completed vocational training program	4	9	12	75%
Clients enrolled in employment readiness soft skills program	1	44	52	85%
Clients completed employment readiness soft skills program	0	6	44	14%
Job Placement	4	32	60	53%
Earned Income Increased	4	32	30	107%
Entered Apprenticeship	0	0	2	0%

1.2 Education

Bates continues to offer GED classes at the FIC. Standard class size is 18. During the month of July, ten participants attended GED classes which included two new enrollments. A total of 51 participants have attended since January 1, 2010.

Activities	Month	YTD	Annual Goal	% of Goal
Participants attending Bates GED classes	10	51	18	283%
Completes one or more GED tests	0	8	3	267%
Attains GED	0	4	3	133%

1.3 Family Self-Sufficiency Program

The THA Family Self-Sufficiency (FSS) program is a five year employment and savings incentive program funded by HUD and the City of Tacoma.

Status	Month	YTD	Annual Goal	% of Goal
Current Participants	116	128	153	84%
Graduates	0	7	5	140%
Removed/Voluntarily Withdrawn	0	5	n/a	n/a
New Contracts Signed	0	10	10	100%
Escrow Balance	\$310,183.27			

1.4 Life Skills and Parenting Classes

THA contracts with Bates Technical College for Life Skills and Parenting classes and parenting support groups. The Exodus Housing Domestic Violence support group started April 19th and had eight participants who completed the program.

Activities	Month	YTD	Annual Goal	% of Goal
Life Skills Enrollment	0	13	20	65%
Life Skills Completion	0	13	15	87%
Parenting Enrollment	0	9	25	36%
Parenting Completion	0	13	20	65%

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	0	21	120	18%
Financial Literacy Completion	0	9	72	13%
Credit Counseling Enrollment	1	1	17	6%
Credit Counseling Completion	1	2	10	20%
Homeownership Counseling	9	28	17	165%
Individual Development Account Participants	28	45	30	150%
Qualified Withdrawals	4	8	30	27%
Home Purchase	3	7	10	70%
Other Asset Purchases	2	6	20	30%

1.6 Neighborhood Networks and VITA

THA has Neighborhood Networks computer labs at Bergerson Terrace, Dixon Village, and Salishan. The AmeriCorps member assigned to the computer labs is 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. They also provided information about the summer lunch program THA offers at these three housing communities in partnership with the Food Connection.

Activities	Month	YTD	Annual Goal	% of Goal
Computer Lab Participation	39	120	150	80%
VITA Tax Returns for THA clients	0	55	125	44%
EITC Received (PH only)	0	17	85	20%

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. There are currently 121 troop members, 72 of which are THA residents.

Northwest Leadership Foundation (NLF) began its summer camp at Lister Elementary school in June. In July NLF served 38 public housing youth through the summer camp.

Activities	Month	YTD	Annual Goal	% of Goal
Youth tutoring	19	19	35	54%
80% or better on computer skills post-test	0	21	25	84%
GPA improved .5 or more	0	9	15	60%
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	38	55	69%
Youth mentoring (PH only)	46	51	45	113%
Youth mentoring ongoing more than six months	0	35	40	88%
Youth Section 3 employed	0	0	4	0%

1.8 Senior and Disabled Services

The Specialist links residents with services to help them succeed as tenants. The services help elderly residents age in place. These services include COPES, State Health Insurance Benefits Advisors (SHIBA), a home delivery food bank (BASH) that delivered food baskets to 225 senior apartment residents, housekeeping, transportation, and social resources. Tacoma Art Place offers arts and crafts on site at the senior buildings on a weekly basis.

The Senior and Disabled Services Program Specialist serve the 360 residents of THA's seven senior apartment buildings. During the month of July, the Specialist had 166 client contacts (101 unduplicated). In addition, 19 unduplicated home visits were made, 20 residents received 1:1 situational and wellness counseling, and 1 resident received correspondence assistance.

Activities	Month	YTD	Annual Goal	% of Goal
Unduplicated client contacts	101	169	260	65%
Referrals	5	19	55	35%
Unduplicated situation/wellness counseling	20	83	150	55%
Assistance with correspondence for Entitlement Programs	1	16	40	40%

1.9 Families in Transition (FIT)

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

	WFF/Sound Families		Hillside Terrace		Tax Credit	
Total Current Caseload	19		4		5	
	Month	YTD	Month	YTD	Month	YTD
Entrances	0	4	0	0	0	1
Graduations	1	2	0	0	1	1
Exits	0	0	0	0	0	0
Terminations	0	1	0	0	0	0

COMMUNITY SERVICES



TACOMA HOUSING AUTHORITY

DATE: August 25, 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 July 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 one public housing client in his job preparation program during the month of July.

Activities	Month	YTD	Annual Goal	% of Goal
Clients enrolled in vocational training program	4	12	20	60%
Clients completed vocational training program	4	9	12	75%
Clients enrolled in employment readiness soft skills program	1	44	52	85%
Clients completed employment readiness soft skills program	0	6	44	14%
Job Placement	4	32	60	53%
Earned Income Increased	4	32	30	107%
Entered Apprenticeship	0	0	2	0%

1.2 Education

Bates continues to offer GED classes at the FIC. Standard class size is 18. During the month of July, ten participants attended GED classes which included two new enrollments. A total of 51 participants have attended since January 1, 2010.

Activities	Month	YTD	Annual Goal	% of Goal
Participants attending Bates GED classes	10	51	18	283%
Completes one or more GED tests	0	8	3	267%
Attains GED	0	4	3	133%

1.3 Family Self-Sufficiency Program

The THA Family Self-Sufficiency (FSS) program is a five year employment and savings incentive program funded by HUD and the City of Tacoma.

Status	Month	YTD	Annual Goal	% of Goal
Current Participants	116	128	153	84%
Graduates	0	7	5	140%
Removed/Voluntarily Withdrawn	0	5	n/a	n/a
New Contracts Signed	0	10	10	100%
Escrow Balance	\$310,183.27			

1.4 Life Skills and Parenting Classes

THA contracts with Bates Technical College for Life Skills and Parenting classes and parenting support groups. The Exodus Housing Domestic Violence support group started April 19th and had eight participants who completed the program.

Activities	Month	YTD	Annual Goal	% of Goal
Life Skills Enrollment	0	13	20	65%
Life Skills Completion	0	13	15	87%
Parenting Enrollment	0	9	25	36%
Parenting Completion	0	13	20	65%

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	0	21	120	18%
Financial Literacy Completion	0	9	72	13%
Credit Counseling Enrollment	1	1	17	6%
Credit Counseling Completion	1	2	10	20%
Homeownership Counseling	9	28	17	165%
Individual Development Account Participants	28	45	30	150%
Qualified Withdrawals	4	8	30	27%
Home Purchase	3	7	10	70%
Other Asset Purchases	2	6	20	30%

1.6 Neighborhood Networks and VITA

THA has Neighborhood Networks computer labs at Bergerson Terrace, Dixon Village, and Salishan. The AmeriCorps member assigned to the computer labs is 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. They also provided information about the summer lunch program THA offers at these three housing communities in partnership with the Food Connection.

Activities	Month	YTD	Annual Goal	% of Goal
Computer Lab Participation	39	120	150	80%
VITA Tax Returns for THA clients	0	55	125	44%
EITC Received (PH only)	0	17	85	20%

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. There are currently 121 troop members, 72 of which are THA residents.

Northwest Leadership Foundation (NLF) began its summer camp at Lister Elementary school in June. In July NLF served 38 public housing youth through the summer camp.

Activities	Month	YTD	Annual Goal	% of Goal
Youth tutoring	19	19	35	54%
80% or better on computer skills post-test	0	21	25	84%
GPA improved .5 or more	0	9	15	60%
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	38	55	69%
Youth mentoring (PH only)	46	51	45	113%
Youth mentoring ongoing more than six months	0	35	40	88%
Youth Section 3 employed	0	0	4	0%

1.8 Senior and Disabled Services

The Specialist links residents with services to help them succeed as tenants. The services help elderly residents age in place. These services include COPES, State Health Insurance Benefits Advisors (SHIBA), a home delivery food bank (BASH) that delivered food baskets to 225 senior apartment residents, housekeeping, transportation, and social resources. Tacoma Art Place offers arts and crafts on site at the senior buildings on a weekly basis.

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Total Current Caseload	19		4		5	
	Month	YTD	Month	YTD	Month	YTD
Entrances	0	4	0	0	0	1
Graduations	1	2	0	0	1	1
Exits	0	0	0	0	0	0
Terminations	0	1	0	0	0	0

NEW BUSINESS

RESOLUTION #1



TACOMA HOUSING AUTHORITY

RESOLUTION 2010-8-25(1)

DATE: August 25, 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. Resolution 2010-2-24(5) increased the Phase II contract amount by \$48,000 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 encompassed the development of the construction documents including drawings, specifications, and bid packages and construction administration for the work. The construction administration scope is based on Time & Material cost and is ongoing. During the Phase II work the architect has spent a considerable amount of additional time developing construction documents resolving existing condition issues and the final inspection of these changes.

At this time staff is requesting approval to increase the contract amount to cover additional architectural design and inspection work.

ARRA Funding Increases

AMP 3: Work includes: HVAC system upgrades (requested by Property Management after start of construction). Design, drawings, specifications and inspections are estimated at \$15,890.00.

AMPS 1-3: Work includes: HVAC repairs and upgrades, roof repairs, deteriorated framing, sheathing removal and replacement, hazardous materials reports & abatement, boiler ventilation, resolution of unknown conditions at windows & doors. Design, drawings, specifications and inspections are estimated at \$33,000.00.

Capital Funds Increases

AMPS 1-3: In the 2010 funding cycle, THA received a larger Capital Fund allocation than anticipated which will allow additional capital improvement work to be done on the AMPS. Anticipated work includes: Plumbing upgrades, Roofing repairs and replacement, Window and Siding replacement, HVAC upgrades, floor covering replacement. Design, drawings, specifications and inspections are estimated at \$90,000.00.

Recommendation

Approve Resolution 2010-8-25 (1) authorizing the Executive Director to increase Phase II of the A&E services contract by \$138,890.00 for a total amount not-to-exceed \$712,890.00.



TACOMA HOUSING AUTHORITY

RESOLUTION 2010-8-25(1)

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 a larger allocation of 2010 Capital funds;

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 and in February 2010 Resolution 2010-2-24(5) increased the Phase II contract amount by \$48,000;

WHEREAS, The staff recommends the approval and appropriation of additional funds to cover added A&E Services for the Phase II work.

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

1. Approve Resolution 2010-8-25(1) authorizing the Executive Director to increase the Phase II contract by \$138,000.00 for a total amount not-to-exceed \$712,890.00. The funding is to complete Phase II work at AMP1, AMP2 and AMP3 for the ARRA Capital Fund projects and 2010 Capital Fund projects by The Casey Group for A&E Services.

Approved: August 25, 2010

Chairman

RESOLUTION #2



TACOMA HOUSING AUTHORITY

DATE: August 25, 2010
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Authorize Investment Institutions and Authorized Signers

Background

The annual reorganization, at which a new Board Chair and Vice Chair are elected, necessitates a resolution that authorizes their signatures for the financial institution accounts of the Tacoma Housing Authority.

The resolution replaces Resolution 2009-8-26(1), which had authorized the prior officers as signers for the bank and investment accounts of the Tacoma Housing Authority and identifies the new ones, as well as the authorized THA staff members.

Reommendation

Approve Resolution 2010-8-25 (2) replacing 2009-8-26(1) authorizing the signers for the financial institutions.



TACOMA HOUSING AUTHORITY

RESOLUTION 2010-8-25 (2)

AUTHORIZED SIGNERS FOR FINANCIAL INSTITUTION ACCOUNTS

Whereas, The Board selects its chair and vice chair at its annual meeting. When these Board officers change, THA needs a resolution changing the authorized signatures for its accounts at its various financial institution;

Whereas, This resolution does that and replaces Resolution 2009-8-26(1), which had authorized previous offices as signers; and

Whereas, The Board of Commissioners needs to formally authorize the financial institutions and the authorized signers on the accounts:

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

The funds of THA are hereby authorized by the laws of the State of Washington and the regulations of the Department of Housing and Urban Development to be utilized, held and invested and that said funds may be deposited with any or all of the following institutions:

BANK OF AMERICA
HERITAGE BANK
KEY BANK
J.P. MORGAN CHASE BANK
U.S. BANK
THE BANK OF NEW YORK TRUST CO.
WASHINGTON STATE INVESTMENT POOL

Or such other institutions as may be found to provide the highest interest rate.

Be it further resolved that any of the below designated individuals are authorized to enter into any and all transactions relating to the above mentioned institutions as they exist now or may be created in the future upon signature of any two (2) of the following designated individuals:

Chairman _____

Vice Chair _____

Michael Mirra

Executive Director _____

Kenneth Shalik

Director of Finance & Admin _____

Duane Strom

Finance Manager _____

Be it further resolved that this resolution replaces any and all previous resolutions designating authorized financial institutions and signers.

Be it further resolved that the authorized signers acknowledge and accept Heritage Bank's policy of accepting any check with one authorized signature.

Approved: August 25, 2010

Chairman

RESOLUTION #3



TACOMA HOUSING AUTHORITY

RESOLUTION 2010-8-25-(3)

Date: August 25, 2010
To: Board of Commissioners
From: April Davis, Director of Real Estate Management and Housing Services
Re: Section 8 Management Assessment Program (SEMAP) Certification

Background

The Section 8 Management Assessment Program (SEMAP) is a management assessment system that HUD uses to measure the performance of housing authorities that administer Section 8 rental assistance for low income families. Under SEMAP, HUD annually measures the performance of housing authorities in 14 key areas. The fourteen indicators of performance show whether families are helped to afford decent rental units at a reasonable subsidy cost as intended by Congress and Federal housing legislation. The 14 key indicators of performance are:

1. Selection of applicants from the Section 8 waiting list
2. Sound determination of reasonable rent for each unit leased
3. Determination of adjusted income
4. Utility allowance schedule
5. HQS quality control
6. HQS enforcement
7. Expanding Opportunities
8. Payment Standards
9. Annual Reexaminations
10. Correct Tenant Rents
11. Pre-contract HQS inspections
12. Annual HQS inspections
13. Lease-up
14. FSS Enrollment & Escrow

Using HUD's national database of Section 8 tenant information and the Housing Authority's certifications regarding their supervisory quality control reviews to measure the Housing Authorities performance, HUD will rate each Housing Authority annually on each of the 14 indicators and an overall performance rating of high, standard, or troubled will be assigned.

The Housing Authority is required to electronically submit a certification to HUD which will be used by HUD to determine the ratings of the Housing Authority's compliance with the 14 indicators. I have attached a table explaining the scoring as well as a copy of the certification form that I propose to submit.

Performance Indicator Scoring Breakdown

Indicator Number	Indicator Description	Points Possible	Points Received (projected)
1	Waiting List	15	15
2	Reasonable Rent	20	20
3	Determination of Adjusted Income	20	20
4	Utility Allowance Schedule	5	5
5	HQS Quality Control Inspection	5	5
6	HQS Enforcement	10	10
7	Expanding Housing Opportunities	5	5
8	Payment Standards	5	5
9	Annual Reexaminations	10	10
10	Correct Tenant Rent Calculations	5	5
11	Pre-contract HQS Inspections	5	5
12	Annual HQS Inspections	10	10
13	Lease Up	20	20
14	Family Self-Sufficiency	10	10
Total		145	145

100%

High Performer 90%+

Standard Performer 61-89%

Troubled Performer 60% or less



TACOMA HOUSING AUTHORITY

RESOLUTION 2010-8-25 (3)

SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION

Whereas, 24 CFR § 985.101 requires a Public Housing Agency administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year;

Whereas, SEMAP requires HUD to rate the performance of Public Housing agencies by addressing 14 performance indicators subject to HUD verification by an on-site confirmation review at any time;

Whereas, The Housing Authority is required to submit certification to HUD for the 14 performance indicators, and;

Whereas, The certification must be approved by the PHA Board and signed by the PHA Executive Director;

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

1. That the Section 8 Management Assessment Program Certification for the Fiscal Year ending June 30, 2010 be approved;
2. That the Executive Director is hereby authorized to sign and submit the certification as required.

Approved: August 25, 2010

Chairman

RESOLUTION #4



TACOMA HOUSING AUTHORITY

RESOLUTION 2010-8-25 (4)

DATE: August 16, 2010
TO: THA Board of Commissioners
FROM: Michael Mirra
Executive Director
RE: Approval of 1.5% Salary Increase for Pierce County Trades Council Employees

Background

On August 3, 2010, THA's maintenance staff who constitute the bargaining unit represented by the Pierce County, Washington Building and Trades Council voted to ratify the 1.5% wage increase that representatives of the Council and THA negotiated. I now present a resolution to the Board that would authorize me to sign the Agreement on THA's behalf. I recommend that the Board do so.

This agreement was as a result of the salary and insurance benefit opener called for in the current Trades Council Collective Bargaining Agreement (CBA). I attach the revised Schedule A. No changes in insurance benefits were made. This is the only opener in the current CBA which expires on May 31, 2011. Negotiations for the new CBA will begin in March 2011.

Recommendation

I strongly recommend the Board's approval of the resolution. This agreement gives recognition to our maintenance staff for their year of hard work while at the same time controls costs in ways that are necessary for the agency's survival. The agreement also reaffirms THA's commitment to providing competitive wages and benefits.

I am also pleased to report that the effort to bargain this agreement was constructive, respectful and collaborative. It leaves THA and the Trades Council with a productive relationship that should help us both move forward into the future.



TACOMA HOUSING AUTHORITY

RESOLUTION 2010-8-25 (4)

APPROVAL OF 1.5% SALARY INCREASE AGREEMENT WITH PIERCE COUNTY TRADES COUNCIL

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

Whereas, The collective bargaining agreement between the Tacoma Housing Authority (THA) and the Pierce County, Washington Building and Trades Council called for a salary and insurance benefit opener in 2010;

Whereas, THA and the Trades Council have reached an agreement on a new salary range, a copy of which staff have presented to the Board of Commissioners;

Whereas, On August 3, 2010, the THA staff in the bargaining unit that the employees represented by the Trades Council have voted to ratify the salary increase agreement; and

Whereas, The Board of Commissioners finds that the salary increase for maintenance staff is fair and reasonable and that it would serve THA's interests;

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

1. The Board authorizes the Executive Director to execute the 1.5% salary increase agreement with the Pierce County, Washington Building and Trades Council.

Approved: August 25, 2010

Chairman

**SCHEDULE A
MAINTENANCE SPECIALIST WAGE SCALE**

COMPETENCY PROGRESSION	WAGE PER HOUR	July 1, 2008	July 1, 2009	July 10, 2010
		3% increase	3% increase	1.5% increase
Minimum of 1 required competency	\$15.0000	\$15.4500	\$15.9135	\$16.1522
Minimum of 2 required competencies	\$16.0000	\$16.4800	\$16.9744	\$17.2290
Minimum of 3 required competencies	\$16.5000	\$16.9950	\$17.5049	\$17.7675
Minimum of 4 required competencies	\$17.0000	\$17.5100	\$18.0353	\$18.3058
Minimum of 5 required competencies	\$18.0000	\$18.5400	\$19.0962	\$19.3826
Top of Range	\$20.5000	\$21.1150	\$21.7485	\$22.0747

In addition to the above wage rates, effective January 1, 2009 and for the duration of this contract, the Employer will also pay a wage supplement amount equal to \$1.13 (one dollar and thirteen cents) per hour for each bargaining unit employee covered by this Agreement. This wage supplement will not be increased by the three percent (3%) wage increase effective July 1, 2009 or by any other general wage increase negotiated to be effective during the life of this Agreement. This wage supplement amount is subject to adjustment due to health insurance increases as provided in Section 7.3.

The required competencies are in the areas of (1) Construction, (2) Maintenance, (3) Hardware, (4) Plumbing and (5) Safety, Customer Relations and Human Relations. The Employer reserves the right to establish the competencies and requirements for this position.

Current employees will be assessed using the new methodology created in conjunction with Bates Technical College or other reasonably comparable contractor. The assessments will be performed after the new assessment methods are finalized. Once assessed, employees will be placed within the wage scale based on their assessed competencies, provided that no employee will take a reduction in pay. Any wage increase required by the assessment results will be reflected in the employee's paycheck for the next pay period. The Employer will conduct annual assessments for all employees who have not been previously assessed or who have not achieved all five competencies. If the Employer determines through a reassessment that an employee has acquired more of the required job competencies, that employee will progress as defined in the wage scale. New employees will be assessed upon hire and placed within the range according to the results of the assessment.

The above schedule is solely for the purpose of wage progression and does not set a schedule, timeline or deadline to acquire required competencies. Employees whom the Employer determines do not attain the competencies may be subject to progressive disciplinary action that may eventually result, if not corrected, in dismissal.

*8/10/10
M*

**FOR THE EMPLOYER:
HOUSING AUTHORITY OF THE CITY OF
TACOMA**

Michael Mirra

Michael Mirra
Executive Director

**FOR THE UNION:
PIERCE COUNTY, WASHINGTON
BUILDING & CONSTRUCTION TRADES
COUNCIL**

Mark Martinez

Mark Martinez
Executive Secretary

8/10/2010

EXECUTIVE DIRECTOR REPORT



TACOMA HOUSING AUTHORITY

Michael Mirra
Executive Director

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

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

1. STRATEGIC PLANNING SCHEDULE

In December 2008, the Board adopted the present version of THA's Statements of Vision, Mission and Values, and our eight Strategic Objectives. These have been very useful in understanding and directing our work, and explaining our work to others.

Adopting them was part of a more detailed strategic planning effort that was to follow. I attach a copy of the Board's resolution adopting these statements and objectives. My cover memo to that resolution describes the additional planning we have in mind, including:

- selecting performance indicators for each strategic objective
- selecting strategies for each objective, with performance indicators for each strategy
- building the digital dashboard to display and track these outcomes.

These next steps have been stalled, largely because of the press of other business and the intervening change of department directors. My present intention to revive this work after our new Development Director joins us. I thank the Board for its patience.

I am not as concerned about this delay as I might be if I thought the direction of our work and our choice of priorities were misplaced. Instead I believe they are well in line with the Statements of Vision, Mission and Values and the eight Strategic Objectives. The further planning we need to do will make our choices more deliberate and transparent. We also have a growing array of performance measures that the Board sees every month. Our additional work will make this even better and will enhance our display of the results, including trending data.

2. COMING EVENTS

We have several notable events or meetings coming up. They appear to indicate a gratifying interest by others in our work:

2.1. Home Depot Visit to Salishan: August 30th and 31st

The City of Tacoma has entered our Salishan redevelopment project in a national competition that Home Depot administers every year to recognize sustainable communities. We just found out that Salishan is one of two national finalists! On August 30th and 31st, the Home Depot judges will visit Salishan to look it over and interview the contractor, city leaders, and residents.

2.2. HHS Visit to Salishan: September 14th

On September 14th, senior officials of the U.S. Department of Health and Human Services (HHS), Building Changes and the Gates Foundation will visit Salishan. This is a follow up to May discussions in Washington D.C. when people sponsored by the Gates Foundation visited with these same officials, and others. I was on that trip. These officials would like to discuss the following topics:

- How we are addressing the education, training and workforce development needs of wage earners in families recovering from homelessness;
- How we are engaging with partners in the child welfare system about the intersection between homeless and child welfare involved families;
- How we are engaging with school districts and the educational system, (this will likely include highlighting the planning work underway between the Tacoma Housing Authority and the Tacoma School District;
- How TANF resources do/do not come into play in addressing the needs of families recovering from homelessness;
- How health care reform can impact homeless families; how case management services can reach across multiple systems to create meaningful and individualized family plans;
- How the needs of young children in families recovering from homelessness can best be met.

In particular, these officials would like a presentation on THA's Education Project.

2.3. Construction Oversight Collaboration Meeting at Salishan: September 2010

Salishan's Construction Oversight Committee, chaired by Grover Johnson of the Laborers Union, has been our main vehicle for our efforts to hire Section 3 persons for Salishan jobs and for making the contracting available to historically underutilized businesses. As the Board knows, we have had very good success. The Committee has also been successful as a community forum on these and related issues. Its By-Laws states its purposes:

The Committee will serve three (3) purposes. **First**, it will monitor compliance efforts with Section 3 and MWBE requirements and goals on the Salishan project. **Second**, it will advise THA on how to best fulfill them. **Third**, by its representative composition, the Committee will help interested community members understand the requirements and goals, and THA's commitment to them. Its oversight role will increase the community's confidence in the effort and make success more likely.

Seattle Housing Authority, King County Housing Authority and Bremerton Housing Authority have used THA's model to convene similar committees for the same purposes in their projects. Grover has been instrumental in those other efforts. Every quarter or so, these Puget Sound committees convene in one meeting to share information and experiences. The next one will be at Salishan in September.

2.4. UPS Salishan Tour: August 22nd

Each year in August, the University of Puget Sound (UPS) arranges a community orientation for its incoming first year students. Part of this program includes a tour of neighborhoods distinguished by a diversity of race, language, and income. Last year, UPS asked us to host a discussion and tour of Salishan for this group. UPS asked us to do it again for this year's students. We will do so on August 22nd.

2.5. Gates Foundation Meeting with Senate Appropriation Staff: August 24th

On August 24th, the Gates Foundation will host a visit from the senior staff of the Senate Appropriation Committee's Subcommittee on Housing and Transportation. (Senator Murray chairs this Subcommittee.) The Foundation has asked THA to lead a presentation in this meeting on THA's Education Project and on Pierce County's plan to end family homelessness.

3. HOUSING WASHINGTON CONFERENCE: October 19th and 20th

The Housing Washington conference will occur in Tacoma on October 19th and 20th. This is the state's premium annual conference on affordable housing related topics. It may also be the best regularly held conference on these topics in the nation. You can see detailed information about the agenda at www.wshfc.org/conf. Since the conference is in Tacoma this year it is a good chance to attend with a minimum of inconvenience and expense. I encourage all Commissioners to consider attending. If you would like to attend, let Christine know and she will sign you up.



TACOMA HOUSING AUTHORITY

RESOLUTION 2008-12-17 (1)

Date: December 2, 2008
To: THA Board of Commissioners
From: Michael Mirra
Executive Director
Re: Resolution Amending THA's Statement of Vision, Mission and Values, and Adopting Strategic Objectives

Background:

In its Summer 2008 Retreat, the Board directed staff to draft changes to THA's mission statements. Staff have done so. By this resolution, I present for the Board's review and adoption edits to the Statements of Vision, Mission and Values and a new document called THA's Strategic Objectives. They resemble earlier drafts in previous board packets, with a new format.

These drafts reflect extensive discussions of the cabinet and the entire THA staff. These discussions have been helpful, and enjoyable, occasions to reflect on our work. Such organizational directives have meaning only to the extent that staff can embrace them. I am pleased to report that is the case.

During its review, staff also considered THA's strategic planning process. This was also helpful. Based upon those discussions, and discussions with some of you, I ask the Board to adopt the new mission statement and strategic objectives as the first of a set of directives that we will draft through the next year. Once in place, the board and staff will review these as often as appropriate, including an annual review at the board's summer retreat. Below, I set forth the schedule for devising the rest of the directives. I hope we have it in place by this time next year.

1. PURPOSE OF THE STRATEGIC DIRECTIVES AND A WAY TO REVIEW THEM PERIODICALLY

We seek a way for the Board and staff to set and review the agency's mission and strategic direction, with appropriate performance measures. The goal is to have a process to do this that is manageable, reflective and enjoyable. We also seek an on-line way to display and track these strategic directives and performance measures so the information will be available as a living resource for the Board and staff, and, to some extent, the public. This

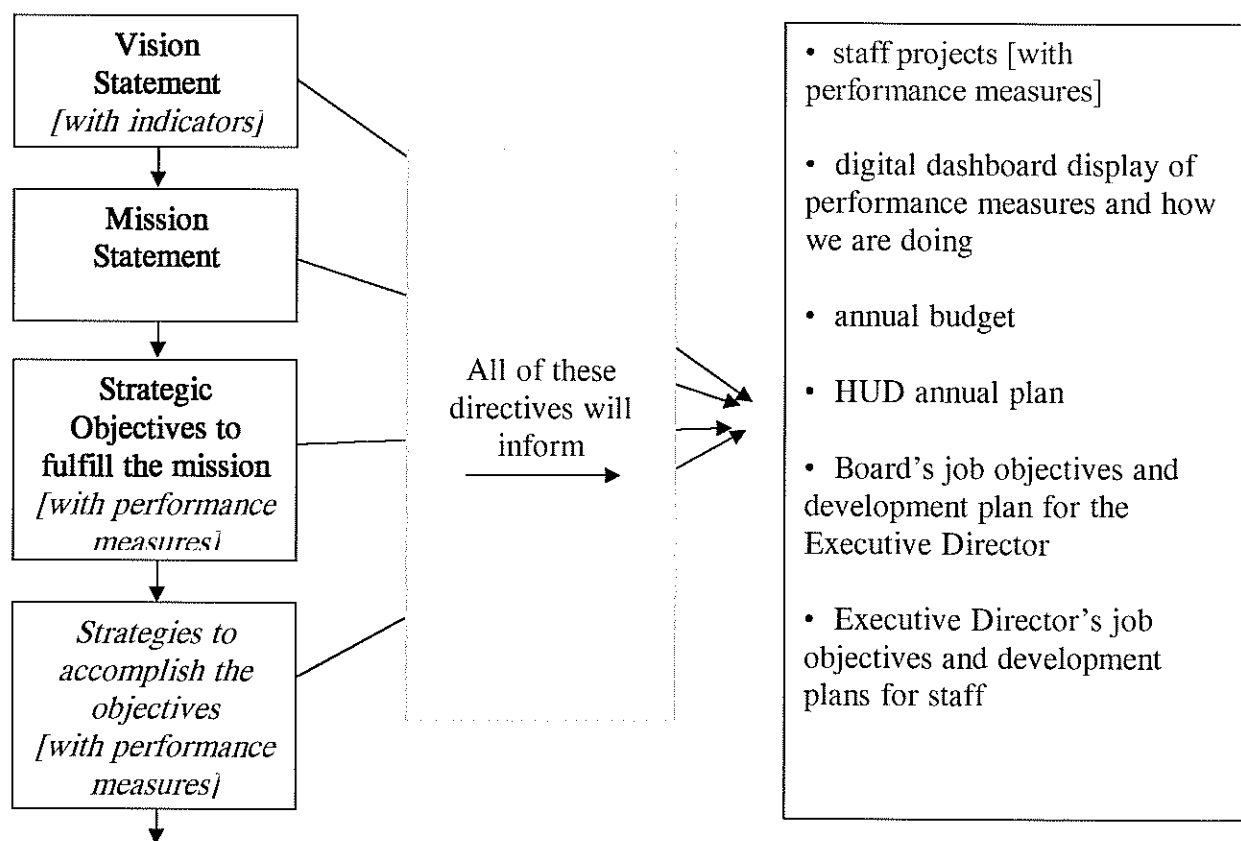
will be far preferable to waiting every 5 years or so to undergo some detailed and exhausting effort to write a strategic plan that few people would ever consult.

I summarize our proposal below. I then provide some more detail if you wish it. Our proposal begins with this resolution adopting the amended Statements of Vision, Mission and Values and the new Strategic Objectives. Over the next year, we will bring back to the Board the strategies for each strategic objective, with indicators and performance measures. I append the Project Outline and tentative schedule for this effort.

Once these directives are in place, the board will have periodic chances to review them and to assess how we are doing against the performance measures we will have chosen.

2. SUMMARY OF THE PLANNING PROCESS WE PROPOSE

Our planning will produce the following organizational directives, each giving direction to the ones “downstream”. The ones with the check mark will be those I am asking the Board to adopt with the accompanying resolution. The ones in **bold** will be done with the attached resolution. The ones in *italics* will be done through the next year.



Here is a narrative of this same proposal

THA's Vision [with indicators]

The resolution will adopt the vision statement. Next year, staff will present indicators.

THA's Mission Statement

The resolution will adopt a mission statement.

Strategic Objectives [with performance measures]

The resolution will adopt strategic objectives. These are a version of the mission statements we now have. Staff and others have helpfully observed that they are not really mission statements. Instead, they are better understood as objectives that further the agency's mission. So we have renamed them as "strategic objectives." We have also edited them pursuant to the Board's direction at its Summer retreat. Next year, staff will present performance measures.

Strategies [with performance measures]

Each strategic objective would have one or more strategies that THA will try in order to fulfill the objectives. We already have these. However, we need to update them. Staff will devise these over the next year.

These directives will in turn inform the following:

- staff projects [with performance measures. As we do now, we will link each project to one of more strategies.
- executive dashboard displaying the performance measures and the results
- the annual budget
- the Board performance job objectives for the Executive Director
- the Executive Director's job objectives for staff

With these directives in place, the staff at its annual retreat and the Board at its will review the vision, mission and strategic objectives, with their indicators and performance measures. Those should be stable. Changes should be rare if we have chosen correctly.

Board meetings, however, and the retreats will change in a notable way. The Board will use them to focus on the performance measures for the strategic objectives and strategies, noting how we are doing or trending and asking why or why not. To help this, we will devise a digital executive dashboard system that will display the performance measures. We will install an electronic "smart board" in the conference room to permit these displays if the Board wishes.

Cabinet meetings will change in a similar way.

3. **NEXT STEPS AND SCHEDULE**

This hierarchy of directives also suggests how we should proceed. Since each directive informs the ones “downstream”, we need to devise them in turn starting with the highest level.

First, with the attached resolution, I ask the Board to adopt the attached amendments to THA’s Statement of Vision, Mission and Values.

Second, with the same resolution, I ask the Board to adopt the Strategic Objectives, which are the re-titled mission statements, changed as the Board’s directed during the summer.

Third, over the next year, staff will draft for Board review:

- indicators for the vision statement
- strategies for accomplishing each Strategic Objective, with performance measures.

I hope to have this done by Christmas next year. This time is worth taking for two main reasons. (i) These directives are meaningful only if staff understand them and help to write them. This will take time. We should not rush. (ii) We are still amid some important transitions. Ken is new. Mike is leaving. Other staff are just coming in. I would like to let them settle in before engaging them in such a discussion.

Fourth, once these are in place, we will load them into the Project Data Base, which is set up to link these directives to the project work of the agency. We will also devise the digital tracking and display system for the performance measures, i.e. the executive dashboard.

4. **SOME MORE DETAIL**

This strategic process should allow for the following:

- 4.1 It will provide an annual occasion for the Board and staff to think about the agency strategically and at relative leisure and in an enjoyable manner, apart from the clamor and frenzy of the agency's daily routine.
- 4.2 The process will review and reset as appropriate the various strategic directives, their performance measures and results since the last review.
- 4.3 It should integrate the annual budget process, the annual drafting and submission of the HUD Plan, and the setting and reviewing of staff performance evaluations. This means that over the course of the year the process will also produce the budget, the annual HUD plan and performance evaluations. In this way, the annual strategic planning becomes part of the agency's normal annual cycle.

- 4.4 It will allow the Board to exercise its responsibility to set the agency's strategic direction. Senior staff, under the Executive Director's direction, will staff this process. Other staff will participate as appropriate.
- 4.5 The process will be expandable so that every few years or so, or as necessary, THA can involve wider constituencies from within THA and from the community.
- 4.6 The process should be easy to manage. It should not be exhausting but invigorating, and enjoyable.
- 4.7 This project will also create the on-line tools to track these strategic choices and performance measures, and link them to the agency's actual work. Other projects will pertain to this effort, including the project to devise our performance measures, and to create our "executive dashboard."



TACOMA HOUSING AUTHORITY

Strategic Objectives

December 17, 2008

Housing and Real Estate Development

THA will efficiently develop housing and other properties that are affordable, high quality, suitable to a range of needs and uses, sustainable and attractive.

Building Communities

THA, by what it builds and how it builds, will create and strengthen communities and help them be safe, vibrant, prosperous, attractive and just.

Property Management

THA will manage its properties so they are safe and enjoyable places to live, efficient to operate, good neighbors, and attractive assets to their neighborhoods.

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.

Financially Sustainable Operations

THA seeks to be more self-sustaining. It seeks to become less dependent on program income, especially program income from the federal government.

Environmental Responsibility

THA will develop and manage its properties and operations to improve the local and global environment. By its example and its expertise, THA will help others do the same.

Advocacy/Public Education

THA will advocate for the value of its work and for the interests of the people it serves. It will be a resource for high quality advice, data and information on housing, community development, and related topics.

Administration

THA will have excellent administrative systems. Its staff will have skills that make THA highly efficient and effective in the customer service it provides to the public and among its departments.



TACOMA HOUSING AUTHORITY

Statements of Vision, Mission and Values

Amended December 17, 2008

THA's Vision

THA envisions a future where everyone has an affordable, safe and nurturing home, where neighborhoods are attractive places to live, work, attend school, shop and play, and where everyone has the support they need to succeed as parents, students, wage earners and neighbors.

THA's Mission

THA provides high quality, stable and sustainable housing and supportive services to people in need. It does this in ways that help them become self sufficient, that strengthen communities and that use its public and private resources efficiently and effectively.

THA's Values

Service

Work in service to others is honorable. We will do it honorably, effectively, efficiently, with pride, compassion and respect.

Integrity

We strive to uphold the highest standards of integrity and ethical behavior.

Stewardship

We will be careful stewards of the public and private financial and environmental resources entrusted to us.

Communication

We value communication. We strive to be open and forthcoming with our customers, employees and colleagues, our partners, and our communities. We will listen to others.

Diversity of Staff

We value the diversity of our staff. It makes us stronger and more effective.

Collegial Support and Respect

The work we do is serious. We seek to create an atmosphere of teamwork, support and respect. We also value a good humor.

Excellence

We strive for excellence. We will always seek to improve.



TACOMA HOUSING AUTHORITY

RESOLUTION 2008-12-02¹⁷(1)

Amending THA's Statement of Vision, Mission and Values And Adopting THA's Strategic Objectives

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

WHEREAS, on February 02, 2007 by resolution 2007-02-02 (1), the Board adopted THA's Statements of Vision, Mission and Values;

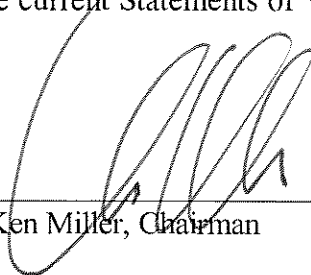
WHEREAS, the Board and staff have reviewed these statements and considered how they can better reflect the work THA does or seeks to do;

WHEREAS, the Board approves the attached draft Statements of Vision, Mission and Values and attached draft Strategic Objectives.

Resolved . . .

1. The Board adopts in substantially the attached form, the Statements of Vision, Mission and Values and Strategic Objectives to replace the current Statements of Vision, Mission and Values.

Approved: December 17, 2008



Ken Miller, Chairman