



# **TACOMA HOUSING AUTHORITY**

## **BOARD OF COMMISSIONERS**

### **BOARD PACKET**

**September 22, 2010**



# TACOMA HOUSING AUTHORITY

Michael Mirra  
*Executive Director*

## BOARD OF COMMISSIONERS

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

## REGULAR MEETING BOARD OF COMMISSIONERS

**WEDNESDAY, SEPTEMBER 22, 2010**

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold their Regular Meeting **Wednesday, September 22, 2010 at 4:00 p.m.**

The meeting will be held at:

**401 North G Street  
Tacoma, WA 98405**

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

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I, Christine Wilson, certify that on or before Friday, September 17, 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 Oaksdale Avenue SW Renton, WA 98055-1224	fax: 206-861-8915
Tacoma News Tribune	1950 South State Tacoma, WA 98405	fax: 253-597-8274
The Tacoma Weekly	PO Box 7185 Tacoma, WA 98406	fax: 253-759-5780

*and other individuals and resident organizations with notification requests on file*

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Christine Wilson  
Executive Administrator



# TACOMA HOUSING AUTHORITY

## **AGENDA BOARD OF COMMISSIONERS SEPTEMBER 22, 2010, 4:00 PM 401 North G Street**

**1. CALL TO ORDER**

**2. ROLL CALL**

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

3.1 Minutes of August 25, 2010 Annual Meeting

3.2 Minutes of August 25, 2010 Regular Meeting

**4. GUEST COMMENTS**

**5. COMMITTEE REPORTS**

**6. ADMINISTRATION REPORTS**

6.1 Finance and Administration

6.2 Real Estate Management and Housing Services

6.3 Real Estate Development

6.4 Community Services

6.5 Human Resources

**7. OLD BUSINESS**

**8. NEW BUSINESS**

8.1 THA Resolution 2010-9-22 (1), Write Off's

8.2 THA Resolution 2010-9-22 (2), Submission of Funding Applications and Secure Financing for 1800 Hillside Terrace

8.3 THA Resolution 2010-9-22 (3), Public Records Act Exemption from Creating Index

**9. COMMENTS FROM THE COMMISSIONERS**

**10. COMMENTS FROM THE EXECUTIVE DIRECTOR**

**11. EXECUTIVE SESSION**

**12. ADJOURNMENT**

# MEETING MINUTES



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES ANNUAL SESSION WEDNESDAY, August 25, 2010

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 1724 East 44<sup>th</sup> Street, Tacoma, WA at 4:00 PM on Wednesday, August 25, 2010.

### 1. CALL TO ORDER

Chairman Miller called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:00 PM.

### 2. ROLL CALL

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

#### PRESENT

#### ABSENT

#### Commissioners

Ken Miller, Chairman

Arthur Banks, Commissioner

Janis Flauding, Vice Chair

Greg Mowat, Commissioner

Stanley Rumbaugh, Commissioner

#### Staff

Michael Mirra, Executive Director

Christine Wilson, Executive Administrator

Ken Shalik, Finance and Administration Director

April Davis, REMHS Director

Barbara Tanbara, Human Resources Director

Nancy Vignec, Community Services Director

Tina Hansen, Interim RED Director

Chairman Miller declared there was a quorum present @ 4:02 and proceeded.

**3. DESIGNATED EXECUTIVE DIRECTOR TO BE TEMPORARY CHAIRPERSON**

Chair Miller called for a motion to designate Executive Director Mirra to be temporary Chairperson for the nomination of chair. Motion made by Commissioner Mowat and seconded by Commissioner Flauding.

Upon roll call, the vote was as follows:

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

**Motion approved.**

**4. NOMINATIONS FOR CHAIRPERSON**

Temporary Chair Mirra called for nominations for the office of Chair of the board of Commissioners. Commissioner Mowat nominated Commissioner Banks to serve as Chair. Commissioner Flauding seconded the motion.

Upon roll call, the vote was as follows:

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

**Motion approved.**

**5. EXECUTIVE DIRECTOR MIRRA RETURNS CHAIR TO CHAIRPERSON**

Executive Director Mirra turned the chair over to Commissioner Flauding.

**6. NOMINATIONS AND VOTE FOR VICE CHAIR**

Commissioner Flauding called for nominations for the office of Vice Chair for the coming year. Commissioner Miller nominated Commissioner Flauding to serve as Vice Chair. Commissioner Mowat seconded the motion.

Upon roll call, the vote was as follows:

AYES: 3  
NAYS: None  
Abstain: None

Absent: 2

**Motion carried**

**7. REMARKS FROM THE NEWLY ELECTED OFFICERS AND EXECUTIVE DIRECTOR**

Vice Chair Flauding thanked the Board for their confidence.  
Executive Director Mirra extended thanks to the Commissioners for their service.

**8. APPOINTMENT TO STANDING COMMITTEES**  
Finance Committee – Commissioner Mowat

HOPE VI Community Task Force – This standing committee will remain adjourned until the need arises to resume the duties of the task force.

**9. BY-LAW REVIEW AND RECOMMENDATION**

There were no recommendations for amendments to the by-laws.

**10. COMMISSIONER ANNUAL CERTIFICATION**

In accordance with section 5.4 of the By-laws, the Board Secretary, Executive Director Mirra, acknowledged receipt from all Commissioners of certification of whether any conflict of interest occurred during the prior calendar year. No conflicts exist in the reported year 2009-2010.

**11. ADJOURNMENT**

There being no further business to conduct at the Board of Commissioners Annual Meeting, Vice Chair Flauding moved to adjourn, Commissioner Miller seconded the motion. All votes were in favor.

The Board of Commissioners Annual Reorganization meeting adjourned at 4:06 PM.

**APPROVED AS CORRECT**

**Adopted:** September 22, 2010

\_\_\_\_\_  
Dr. Arthur C. Banks, Chair



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, August 25, 2010

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 1724 East 44<sup>th</sup> Street, Tacoma, WA at 4:00 PM on Wednesday, August 25, 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 4:06 PM.

### 2. ROLL CALL

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

Present	Absent
Janis Flauding, Vice Chair Greg Mowat, Commissioner Ken Miller, Commissioner	Dr. Arthur C. Banks, Chair (arrived at 4:12 PM)  Stanley Rumbaugh, Commissioner

#### Staff

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

Vice Chair Flauding declared there was a quorum present @ 4:06 PM and proceeded.

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

Vice Chair Flauding asked for any corrections to or discussion of minutes for the Meeting of the Board of Commissioners of Wednesday, July 28<sup>th</sup>. Commissioner Mowat moved to adopt the minutes, Commissioner Miller seconded.

Upon roll call, the vote was as follows:



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

**Motion approved.**

#### **4. GUEST COMMENTS**

Mr. Jesus Delgado, Salishan resident, provided comment to the BOC thru an interpreter. Mr. Delgado is recommending that the Salishan managers walk thru Salishan so they can see when people are violating their leases by storing items on their porches and behind their units. Additionally, Mr. Delgado would like to see a new American Flag replaced on the flag pole located near the Family Investment Center (FIC). He said that the present one is. Commissioner Miller asked what the process is for residents who have this type of concern. ED Mirra stated that the first step a resident can consider is to address his or her concerns to the neighbor who is causing the concern. If that does not work or if the resident does not wish to speak to the neighbor, then the resident can alert the Site Managers. The resident can also alert the Manager of the Salishan Association. Mr. Delgado stated he has done these things and the problems have not been resolved. ED Mirra asked that he please stay in contact with property management staff and to consider taking photographs of his concerns and presenting to staff. Commissioner Miller asked where on the priority list are cluttered porches to be addressed. Director Davis stated they will be increased site walks weekly which will begin in September. If necessary, violation notices will be issued and followed up on. Chair Banks requested a follow-up to the BOC on the action taken regarding Mr. Delgado's concerns.

#### **5. COMMITTEE REPORTS**

Finance Committee – ED Mirra reported that Commissioner Mowat and Director Shalik did not have the opportunity to meet, however, an email exchange indicated that all was in order.

#### **6. ADMINISTRATIVE REPORTS**

##### **Finance Administration**

Director Shalik directed the board to his monthly report and added that the close of year-end 2009 will occur on time. Thank you to the Finance staff for their excellent work. Chair Miller asked Director Shalik to express to the staff the boards appreciation.

Commissioner Mowat moved to ratify the payment of cash disbursements totaling \$7,402,763 for the month of July, 2010.

Upon roll call, the vote was as follows:

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

### **Real Estate Management and Housing Services**

Director Davis directed the board to her monthly report. She was very pleased to report that THa and HUD have signed THA's MTW contract. THA is now officially an MTW public housing authority. Director Davis discussed the disappointing REAC scores and told the board that THA will appeal some of them. Commissioner Miller asked what the low scores mean for MTW. Director Davis indicated that HUD will not use these scores to affect THA. Our MTW contract states that we retain our High Performer status pending HUD design of a special assessment system for MTW agencies. She does not know when that system will become available. Commissioner Miller asked if we anticipate problems with the Tax Credit investors who may be concerned because some of the low REAC scores pertained to tax credit units. Director Davis indicated that she does not believe we will have any problems. The investors rely on separate set of inspections for tax credit compliance purposes. However, we will be alerting the investors to the REAC scores. Discussion also ensued on unit turn numbers and these numbers are not satisfactory to staff. Chair Banks asked if the condition of the property impacts the unit turn days. Director Davis indicated that this is the case. Another problem arises because tenants often turn down a unit that we offer, delaying our ability to fill the unit. Tenants are able to turn down two units before we put them back at the bottom of the waitlist. Commissioner Mowat indicated he was not aware that tenants can turn down units. Director Davis stated that she is looking into contracting out unit turns so maintenance staff can focus on work orders. She added that the system continues to improve daily and thanked staff for stepping up to the challenge. Director Davis discussed the struggle with the current structure of property management out at Salsishan and explained her plan to reorganization the staff with no additional FTE's and stated she will keep the BOC updated on the progress of the reorganization. On behalf of the staff who wished to thank Commissioner Flauding for her tireless work for Salishan and tenants generally,, ED Mirra presented her with a certificate acknowledging her entry into the Registry of the Great, Grand and Good.

### **Real Estate Development**

Interim Director Hansen referred the board to her monthly report. Discussion ensued about the HOPE VI and Choice Neighborhood NOFA's that were just released by HUD. THA can only apply for one NOFA. ED Mirra stated that Director Hansen will lead the effort to decide whether TAH should apply and if so which one. ED Mirra added that he encourages the BOC to drive by our senior/disabled buildings undergoing building improvements with ARRA funding.

## **Community Services**

Director Vignec referred the board to her report and stated that the percentages in her tables will show that we are halfway thru the year. She asked the commissioners if they had any questions and there were none.

### **7. OLD BUSINESS**

None.

### **8. NEW BUSINESS**

#### **8.1 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

\_\_\_\_\_  
Dr. Arthur C. Banks, Chair

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

Upon roll call, the vote was as follows:

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

**Motion approved**

**8.2 RESOLUTION 2010-08-2(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:

Dr. Arthur C. Banks, Chair \_\_\_\_\_

Janis Flauding, 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

\_\_\_\_\_  
Dr. Arthur C. Banks, Chair

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

Upon roll call, the vote was as follows:

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

**Motion Approved**

### **8.3 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

\_\_\_\_\_  
Dr. Arthur C. Banks, Chair

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

Upon roll call, the vote was as follows:

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

**Motion approved**

#### **8.4 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**

\_\_\_\_\_  
Dr. Arthur C. Banks, Chair

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

Upon roll call, the vote was as follows:

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

**Motion Approved**

#### **9. COMMENTS FROM COMMISSIONERS**

None

**10. COMMENTS FROM THE EXECUTIVE DIRECTOR**

ED Mirra directed the board to his report. He reminded the Board that staff are preparing proposals for the Board's review that would make important changes to our housing programs. They include the changes to the voucher occupancy standards and how THA calculates rent in both the voucher and public housing programs. These changes serve two main purposes. They are necessary to help THA cover the \$750,000 operational deficit THA faces next year. Once fully implemented over two to three years, the savings should also allow THA to serve more voucher households. They will also fulfill THA's obligations as a MTW agency to explore ways (i) to encourage our clients to increase their earned income, (ii) to give them more options in their housing; (iii) to make THA more efficient. Commissioner Miller asked if it would be useful to talk about these changes prior to sending them out to the public. Chair Banks asked if there was a time line associated with these changes; he is concerned about the economy and the lack of jobs available. Director Davis reviewed the time line. Commissioner Miller stated it appears that may be tension between THA saving money and serving more families vs. transforming client's lives. Director Davis acknowledged that no change can serve all purposes. Chair Banks asked if our current tenants will be grandfathered in with their current situation. ED Mirra noted that the changes will be phased in. He recounted the prior discussions on these topics. The public meetings will inform the Board's further discussions in advance of its decision.

**11. EXECUTIVE SESSION**

None.

**12. ADJOURNMENT**

There being no further business to conduct, the Board of Commissioners, Commissioner Mowat moved to adjourn, and Commissioner Flauding seconded the motion. Meeting adjourned at 5:15 PM.

**APPROVED AS CORRECT**

**Adopted:** September 22, 2010

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Dr. Arthur C. Banks, Chair



Finance Committee  
*Commissioner Mowat*

# ADMINISTRATION REPORTS

FINANCE  
AND  
ADMINISTRATION



# TACOMA HOUSING AUTHORITY

## **Motion**

Adopt a consent motion ratifying the payment of cash disbursements totaling \$6,575,609 for the month of August, 2010.

Approved: September 22, 2010

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Dr. Arthur C. Banks, Chair



# TACOMA HOUSING AUTHORITY

**Date:** September 22, 2010

**To:** THA Board of Commissioners

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

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

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## 1. FINANCIAL STATEMENT COMMENTS

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

The Finance Department is submitting the financial statement for the month of July, 2010. As this financial is for the first month of the new fiscal year I am not overly concerned about any underages/overages in any particular line item at this point in time. I believe the three month mark is the first real period that we can see if there are patterns that need to be addressed. For the first month one of the Fiscal Year we ended up with an operating surplus of \$359,544. As the year progresses and more accurate information is accumulated, this will change.

## 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 (100% required for all public depositories) and rates remain at .51% for our checking and money market accounts. The Washington State Investment pool meets the state requirements with interest rates at .28%.

## 3. INFORMATION TECHNOLOGY/SOFTWARE IMPLEMENTATION

The most significant Information Technology initiative during the Month of August has been providing baseline data to John Seasholtz MTW consultant. This endeavor required significant staff time with data extractions and reporting continuing throughout the MTW implementation and as required for future trending analysis.

We have contracted with Visual Homes to provide software and data conversion services for Moving-To-Work. This software has been installed in our test system and we are currently developing test scripts and identifying a test team to vet these new processes.

## FINANCE DEPARTMENT MONTHLY REPORT

September 2010

Page 2

We will be implementing into production Moving-To-Work software updates as well as the most recent 9.9 release of the Visual Homes software. Thorough testing and a well defined implementation plan will ensure our success with this software update.

### Significant Software and Hardware Initiatives Underway

- Testing of Purchase Requisitions – PRQ .net
- Planning for S8Tran08 Upgrade – Hold
- Planning for LRTran07 Upgrade – Hold
- Analysis and Review of Tax Credit Upgrade Module – Visual Homes
- THA Analysis and Review of Grants Processing and Reporting – Hold Status
- I.T. Disaster Recovery Project Planning - September
- MTW Software Module Data Conversion and Testing – Sept to Nov
- PIC 50058 Testing – October/November
- THA Tenant Adjustment Application Development and Testing - September

We experienced no new issues for the month of August. We currently have 24 outstanding issues with Visual Homes support. The majority of outstanding issues are related to module updates or enhancement requests. We are expecting a number of issues to be resolved as we implement the next several modules including MTW, S8TRAN08, LRTRAN07 and software release 9.9.

### Outstanding Issues List Matrix

<b>Current Month Scorecard</b>	<b>Priority</b>				
	<b>Low</b>	<b>Medium</b>	<b>High</b>	<b>Critical</b>	<b>Total</b>
Support issues brought forward	4	15	5	0	24
+ New issues this period	0	0	0	0	0
- Total Issues resolved this period	<u>0</u>	<u>0</u>	<u>2</u>	<u>0</u>	<u>2</u>
<b>= Outstanding issues– end of period</b>	<b>4</b>	<b>15</b>	<b>5</b>	<b>0</b>	<b>24</b>
% of Outstanding resolved this period	0%	0%	0%	0%	0%
Bug report submitted	1	4	1	0	6
Modification needed	1	6	2	0	9
Training required	0	0	0	0	0
Upgrade available	0	0	0	0	0
Action required from THA	1	5	1	0	7
Under VH review	0	0	0	0	0
In VH development	1	0	0	0	1
In THA testing	0	0	1	0	1
<b>Total Outstanding Issues</b>	<b>4</b>	<b>15</b>	<b>5</b>	<b>0</b>	<b>24</b>

- **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

#### 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. In the area of asset management, we continue to define metrics to oversee the performance of our portfolio and are in the process of forming an internal Asset Management Committee to assess strategic decisions regarding our properties. We will provide more information on this process and our metrics once we have them finalized.

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#### 5. YEAR-END UPDATE

Finance Department staff finished the unaudited Financial Data Schedule (FDS) and REAC submission for FY 2010 the third week of August. We are awaiting REAC review of this unaudited submission, which might be completed by October or November. Finance staff is now working on preparing the financial statements that will be audited by the State Auditor. It is anticipated that we will complete these statements well before the statutory deadline of five months after the fiscal year end (November 30) and that the State Auditors will commence the audit late November or 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 processes have been mapped and review sessions have been scheduled with each Department Director and the respective process owner. We anticipate that through this process, additional changes will be made to the process maps before process generation can begin. Once the Director and the process owner agree on the process, the map will be provided to the Cabinet for final feedback before beginning content development.

A list of the scheduled review sessions is provided below.

- New Hire & Orientation (Completed)
- Procurement (Completed)
- Accounts Receivable
- Financial Transactions
- Homeless/Family Placement (FIT)
- Recertification
- IT Help Desk
- Grant Accounting
- Move In & Waitlist
- Property Inspection
- Client Termination
- Investor Reporting



**TACOMA HOUSING AUTHORITY  
AGENCY WIDE**

		July, 2010				Thru 06/30/2011		
		CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED YTD	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE
	<b>OPERATING RECEIPTS</b>							
1	Tenant Revenue - Dwelling rent	217,468	217,468	209,993	3.56%	2,609,616	2,519,913	3.56%
2	Tenant Revenue - Other	5,613	5,613	3,667	53.08%	67,356	44,000	53.08%
3	HUD grant - Section 8 HAP reimbursemen	2,627,902	2,627,902	2,667,293	-1.48%	31,534,824	32,007,514	-1.48%
4	HUD grant - Section 8 Admin fee earned	260,459	260,459	220,189	18.29%	2,685,508	2,642,264	1.64%
5	HUD grant - Public Housing subsidy	195,699	195,699	189,975	3.01%	2,348,388	2,279,701	3.01%
6	HUD grant - Community Services/HOPE	66,212	66,212	35,497	86.53%	494,544	425,961	16.10%
7	HUD grant - Capital Fund Operating Reve	0	0	65,855	-100.00%	790,000	790,259	-0.03%
8	Management Fee Income	160,850	160,850	187,408	-14.17%	1,940,200	2,248,893	-13.73%
9	Fee For Service Income	14,125	14,125	6,716	110.31%	119,500	80,596	48.27%
10	Other Government grants	32,799	32,799	26,656	23.05%	353,588	319,872	10.54%
11	Investment income	4,584	4,584	4,458	2.82%	55,008	53,500	2.82%
12	Fraud Recovery Income - Sec 8	1,050	1,050	2,615	-59.84%	12,600	31,375	-59.84%
13	Other Revenue- Developer Fee Income	0	0	209,138	-100.00%	2,509,657	2,509,657	0.00%
14	Other Revenue	198,743	198,743	54,283	266.12%	684,916	651,398	5.15%
15	<b>TOTAL OPERATING RECEIPTS</b>	<b>3,785,504</b>	<b>3,785,504</b>	<b>3,883,742</b>	<b>-2.53%</b>	<b>46,205,705</b>	<b>46,604,903</b>	<b>-0.86%</b>
	<b>OPERATING EXPENDITURES</b>							
	<i>Administrative Expenses</i>							
16	Administrative Salaries	263,692	263,692	288,592	-8.63%	3,414,304	3,463,104	-1.41%
17	Administrative Personnel - Benefits	97,229	97,229	115,396	-15.74%	1,316,748	1,384,752	-4.91%
18	Accounting & Audit Fees	0	0	6,292	-100.00%	75,500	75,500	0.00%
19	Management Fees	109,004	109,004	160,707	-32.17%	1,808,048	1,928,489	-6.25%
20	Rent	13,398	13,398	13,398	0.00%	160,776	160,774	0.00%
21	Advertising	100	100	1,046	-90.44%	11,200	12,550	-10.76%
22	Data Processing Expenses	16,892	16,892	25,383	-33.45%	302,704	304,595	-0.62%
23	Office Supplies	4,467	4,467	8,117	-44.97%	83,604	97,400	-14.16%
24	Publications & Memberships	1,009	1,009	3,740	-73.02%	42,108	44,875	-6.17%
25	Telephone	9,847	9,847	7,425	32.62%	118,164	89,100	32.62%
26	Postage	2,751	2,751	3,971	-30.72%	43,012	47,650	-9.73%
27	Leased Equipment & Repairs	6,753	6,753	6,013	12.31%	81,036	72,155	12.31%
28	Office Equipment Expensed	0	0	5,000	-100.00%	50,000	60,000	-16.67%
29	Legal	3,058	3,058	9,958	-69.29%	116,696	119,500	-2.35%
30	Local Milage	117	117	1,366	-91.43%	13,404	16,390	-18.22%
31	Staff Training/Out of Town travel	7,371	7,371	15,004	-50.87%	173,452	180,045	-3.66%
32	Contract Services	20,180	20,180	32,196	-37.32%	372,160	386,350	-3.67%
33	Other administrative expenses	4,520	4,520	7,455	-39.37%	84,240	89,461	-5.84%
34	Due diligence - Development projects	0	0	4,167	-100.00%	35,000	50,000	-30.00%
35	Contingency	0	0	208	-100.00%	0	2,500	-100.00%
36	<b>Total Administrative Expenses</b>	<b>560,388</b>	<b>560,388</b>	<b>715,433</b>	<b>-21.67%</b>	<b>8,302,156</b>	<b>8,585,190</b>	<b>-3.30%</b>

		July, 2010				Thru 06/30/2011		
		CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE
	<b>Tenant Service</b>							
37	Tenant Service - Salaries	43,578	43,578	49,352	-11.70%	522,936	592,226	-11.70%
38	Tenant Service Personnel - Benefits	19,739	19,739	18,990	3.94%	236,868	227,884	3.94%
39	Relocation Costs	475	475	3,042	-84.38%	5,700	36,500	-84.38%
40	Tenant Service - Other	37,636	37,636	11,608	224.22%	176,632	139,300	26.80%
41	<b>Total Tenant Services</b>	<b>101,428</b>	<b>101,428</b>	<b>82,993</b>	<b>22.21%</b>	<b>942,136</b>	<b>995,910</b>	<b>-5.40%</b>
	<b>Project Utilities</b>							
42	Water	6,381	6,381	7,427	-14.09%	76,572	89,126	-14.09%
43	Electricity	12,261	12,261	15,299	-19.86%	147,132	183,588	-19.86%
44	Gas	3,322	3,322	5,114	-35.04%	39,864	61,367	-35.04%
45	Sewer	21,505	21,505	23,367	-7.97%	258,060	280,404	-7.97%
46	<b>Total Project Utilities</b>	<b>43,469</b>	<b>43,469</b>	<b>51,207</b>	<b>-15.11%</b>	<b>521,628</b>	<b>614,485</b>	<b>-15.11%</b>
	<b>Ordinary Maintenance &amp; Operations</b>							
47	Maintenance Salaries	46,436	46,436	48,015	-3.29%	557,232	576,182	-3.29%
48	Maintenance Personnel - Benefits	14,600	14,600	13,578	7.52%	175,200	162,941	7.52%
49	Maintenance Materials	8,887	8,887	14,600	-39.13%	166,644	175,200	-4.88%
50	Contract Maintenance	41,782	41,782	60,450	-30.88%	701,384	725,400	-3.31%
51	<b>Total Routine Maintenance</b>	<b>111,705</b>	<b>111,705</b>	<b>136,644</b>	<b>-18.25%</b>	<b>1,600,460</b>	<b>1,639,723</b>	<b>-2.39%</b>
	<b>General Expenses</b>							
52	Protective Services	11,718	11,718	10,033	16.79%	140,616	120,400	16.79%
53	Insurance	13,163	13,163	16,338	-19.43%	187,956	196,059	-4.13%
54	Other General Expense	63,185	63,185	72,526	-12.88%	818,220	870,312	-5.99%
55	Payment in Lieu of Taxes	1,199	1,199	1,237	-3.07%	14,388	14,843	-3.07%
56	Bad Debt - Tenant Rents	0	0	2,208	-100.00%	26,500	26,500	0.00%
57	Interest Expense	26,773	26,773	55,324	-51.61%	660,000	663,890	-0.59%
58	<b>Total General Expenses</b>	<b>116,038</b>	<b>116,038</b>	<b>157,667</b>	<b>-26.40%</b>	<b>1,847,680</b>	<b>1,892,004</b>	<b>-2.34%</b>
59	<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 933,028</b>	<b>\$ 933,028</b>	<b>\$ 1,143,943</b>		<b>\$ 13,214,060</b>	<b>\$ 13,727,312</b>	
	<b>Nonroutine Expenditures</b>							
60	Ext. Maint/Fac Imp/Gain/Loss Prop Sale	17,568	17,568	8,333	110.82%	110,816	100,000	10.82%
61	Casualty Losses	6,327	6,327	0	#DIV/0!	6,327	0	#DIV/0!
62	Sec 8 HAP Payments	2,471,489	2,471,489	2,625,330	-5.86%	31,307,868	31,503,954	-0.62%
63	<b>Total Nonroutine Expenditures</b>	<b>2,495,384</b>	<b>2,495,384</b>	<b>2,633,663</b>	<b>-5.25%</b>	<b>31,425,011</b>	<b>31,603,954</b>	<b>-0.57%</b>
64	<b>TOTAL EXPENDITURES</b>	<b>3,428,412</b>	<b>3,428,412</b>	<b>3,777,606</b>	<b>-9.24%</b>	<b>44,639,071</b>	<b>45,331,266</b>	<b>-1.53%</b>
65	<b>OPERATING SURPLUS/(DEFICIT)</b>	<b><u>357.092</u></b>	<b><u>357.092</u></b>	<b><u>106.136</u></b>	<b><u>236.45%</u></b>	<b><u>1,566.634</u></b>	<b><u>1,273.637</u></b>	<b><u>23.00%</u></b>
	<b>Reserve/Capital Affecting Operations</b>							
66	THA transfer to development projects	0		(129,519)	-100.00%	(1,554,226)	(1,554,226)	0.00%
67	Reserve Appropriations	2,452	2,452	24,361	-89.93%	292,333	292,333	0.00%
68	<b>THA SURPLUS/(DEFICIT)</b>	<b><u>359,544</u></b>	<b><u>359,544</u></b>	<b><u>979</u></b>		<b><u>304,741</u></b>	<b><u>11,744</u></b>	

**TACOMA HOUSING AUTHORITY**  
**CASH BALANCES - August, 2010**

Account Name	Current Balance	Interest		
HERITAGE BANK				
Accounts Payable	\$ 4,326,295	0.510%		
Section 8 Checking	2,902,912	0.510%		
THA Investment Pool	283	0.510%		
THA LIPH Security Deposits	104,951	0.510%		
THDG - Tacoma Housing Development Group	31,291	0.510%		
LF - Windstar	1,176	0.510%		
LF - Stewart Court	85,899	0.510%		
LF - Stewart Ct Security Deposit Account	13,794	0.510%		
LF - SF 9Homes Alaska	200,250	0.510%		
LF - SF 9Homes Alaska Sec Dep Acct	7,809	0.510%		
LF - SFH No. Shirley	2,013	0.510%		
LF - SFH N Shirley Security Deposit Acct	1,001	0.510%		
LF - Wedgewood Homes	521,669	0.510%		
LF - Wedgewood Homes Security Deposit Acct	16,657	0.510%		
General Fund Money Market	3,489,584	0.510%		
WASHINGTON STATE				
Investment Pool	\$ 1,166,719	0.270%		
US BANK				
Payroll Account	\$ 7,578			
CHASE				
IDA Account	72,839	0.01%		
TOTAL THA CASH BALANCE	\$ 12,952,722			
LESS:				
Restrictions:				
HAP Reserves	\$ 1,862,488			
Section 8 Voucher Operating Reserves	188,211			
FSS Escrows	230,899			
Mod Rehab Operating Reserves	129,087			
PH Operating Reserves	4,024,373			
Security Deposit Accounts	119,205			
Salishan Sound Families - 608	252,629			
IDA Accounts - 604,605,611	72,839			
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	\$ 10,784,557			
THA UNENCUMBERED CASH				
	\$ 2,168,165			
Agency Current Commitments:				
	Commitment	Expended	Balance	
Salishan Infrastructure Area 2B - Latest	\$ 2,350,000	\$ 2,001,000	\$ 349,000	
Habitat for Humanity Loan	\$ 75,000	\$ 75,000	-	
Salishan Education & Training - On hold	\$ 234,000		-	
Salishan 5 (905) - Not needed for Sal 5			-	
Other Development Projects				
Total Current Commitments outstanding		\$ 349,000		

REAL ESTATE MANAGEMENT  
AND  
HOUSING SERVICES



# TACOMA HOUSING AUTHORITY

Date: September 22, 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

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## 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	8/18/2010	76	Standard
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

## 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 August 2010.

PROGRAM	UNITS AVAILABLE	UNITS VACANT	UNITS OCCUPIED	% MTH OCCUPIED	% YTD OCCUPIED
AMPs 1-6	594	13	581	97.8%	98.4%
Tax Credit Units	602	22	550	94.4%	95.3%
Local fund units	119	14	105	88.0%	88.2%
<b>All Total</b>	<b>1315</b>	<b>49</b>	<b>1266</b>	<b>96.3%</b>	<b>97.4%</b>

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

- (a) To earn maximum points for this sub-indicator housing authorities must complete unit turns at an average rate of 20 days or less per AMP. The average unit turn rate for the month of August is 35.9. Below is a table with a breakdown of the units turned during the month of August 2011. If the aged vacant unit at AMP 10 were to be removed from this average, the average unit turn time would be 25.3.

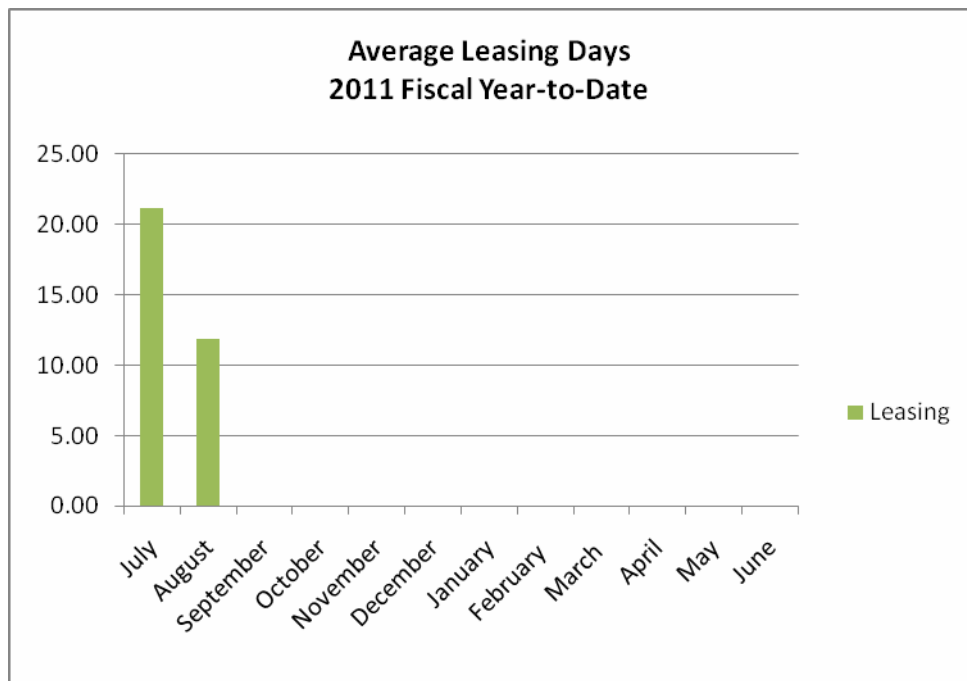
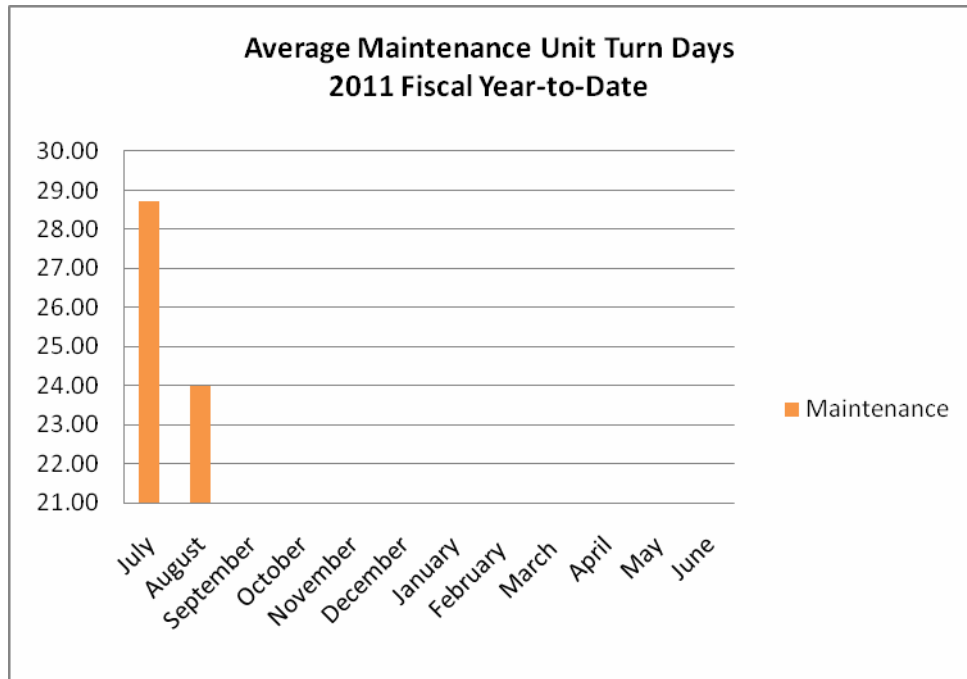
AMP	Downtime	Make ready	Leasing	Total
1	0	3	19	22
1	0	8	21	29
1	0	7	2	9
1	3	7	29	39
3	17	21	3	41
4	0	3	9	12
10	0	99	0	99
<b>Totals</b>	<b>20</b>	<b>148</b>	<b>83</b>	<b>251</b>
<b>Averages</b>	<b>2.9</b>	<b>21.1</b>	<b>11.9</b>	<b>35.9</b>
<b>Avg. without aged vacant</b>	<b>3.3</b>	<b>8.2</b>	<b>13.8</b>	<b>25.3</b>

The average fiscal year-to-date average unit turns across all AMPs are 37.67 days per turn.

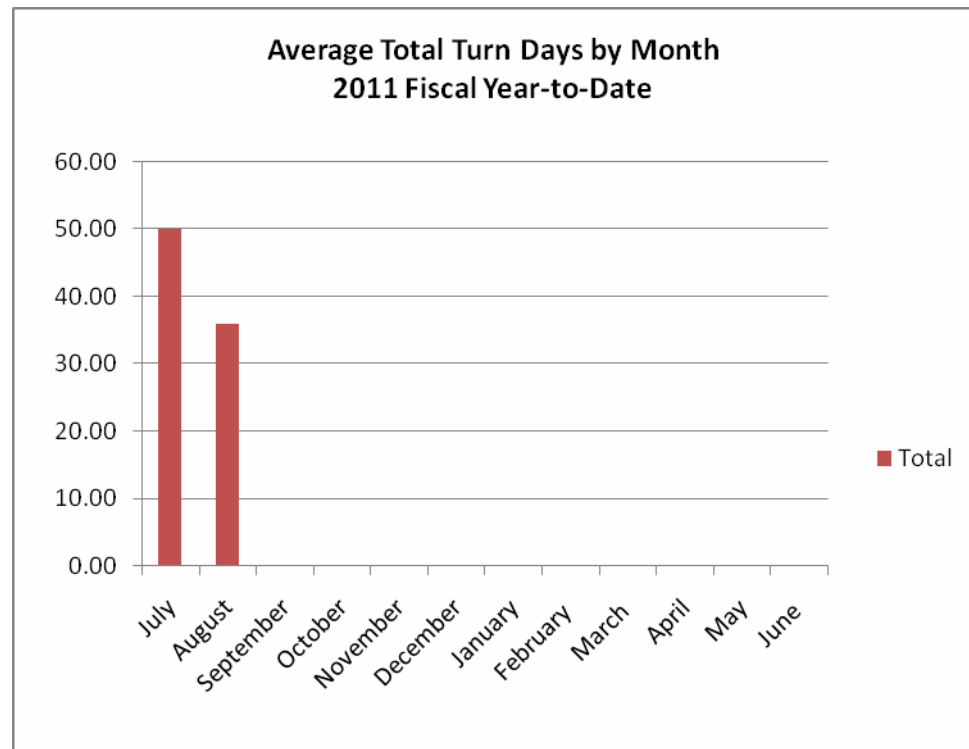
<b>AUGUST 2011 FYTD VACANT UNIT TURN REPORT (MASS #1)</b>							
AMP # *	Units Turned	Down Time	Make Ready	Lease Up	Days to Turn	Exempt Days	Avg Turn
AMP 1	5	3	28	83	114	0	22.80
AMP 2	1	0	4	0	4	0	4.00
AMP 3	4	18	62	87	167	140	41.75
AMP 4	2	3	24	21	48	0	24.00
AMP 6	0	0	0	0	0	0	0
AMP 7	0	0	0	0	0	0	0
AMP 8	0	0	0	0	0	0	0
AMP 9	0	0	0	0	0	0	0
AMP 10	2	31	181	20	232	0	116
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
<b>TOTALS</b>	<b>15</b>	<b>55</b>	<b>299</b>	<b>211</b>	<b>565</b>	<b>140</b>	<b>37.67</b>

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

**Work Order Completion Table:**

<b>WORK ORDER COMPLETION REPORT (PHAS/MASS #4)</b>								
	Emergency				Non Emergency			
	August 2010		FYTD		August 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	2	100%	5	100%	19	2.42	44	3.27
AMP 2	4	100%	7	85.7%	102	12.08	140	9.27
AMP 3	7	100%	17	94.1%	45	4.11	84	4.49
AMP 4	3	100%	13	100%	18	5.11	53	2.83
AMP 6	2	100%	15	100%	16	8.63	35	5.51
AMP 7	0	0%	0	0%A	2	.50	3	2.00
AMP 8	0	0%	0	0%	4	.50	5	3.20
AMP 9	0	0%	0	0%	0	0	0	0
AMP 10	0	0%	0	0%	5	18.40	36	21.75
AMP 11	0	0%	8	75%	6	20.67	30	32.10
AMP 12	0	0%	4	100%	10	23.80	17	16.82
AMP 13	0	0%	4	100%	13	28.08	47	22.17
AMP 14	0	0%	0	0%	12	21.92	58	11.69
AMP 15	0	0%	0	0%	5	35.00	33	10.42
Non-AMP	1	100%	1	100%	1	1.00	5	3.20
TOTALS	19	100%	74	94.6%%	258	11.45	590	10.67

\*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 August 31, 2010			
AMP #	Open Non-Emergency	<25 Days open	>25 Days open
AMP 1	48	9	39
AMP 2	39	21	18
AMP 3	15	14	1
AMP 4	4	2	2
AMP 6	1	1	0
AMP 7	14	2	12
AMP 8	5	0	5
AMP 9	7	0	7
AMP 10	10	4	6
AMP 11	9	5	4
AMP 12	8	5	3
AMP 13	10	5	5
AMP 14	6	4	2
AMP 15	2	1	1
Non-AMP	4	1	3
TOTALS	182	74	108

**3. Salishan Association**

*3.1 Salishan Association Board:*

(a) Elections

The Board of Directors will have their elections at the September 16<sup>th</sup> meeting. The positions include a Board President, Treasurer and Secretary. Elections have been postponed the past two months because not all Board members were present.

**4. Community Development and Safety**

*4.1 Salishan Association:*

- (a) The Board has set aside \$35,000 for 8 speed bumps to be installed on various streets in Salishan. In the next month we will be conducting studies with speed guns and evaluating the highest traffic

areas and speeds on various streets to determine the location of these speed bumps.

- (b) The Tacoma Housing Authority and the Salishan Association are both collaborating with Metro Parks to form a MetroParks Strategic Planning Committee regarding the acreage behind Salishan. At this time MetroParks is preparing to convene a community process to devise its strategic plan for this area. This is exciting and could include many of the amenities that we have sought in Salishan such as skateboard park, sprayground, and/or boys and girls club. Meetings should begin in September or October.

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

CHEF, along with WithinReach, is engaged in a unique collaboration to establish public housing developments as model healthy communities. The goal is to help create public housing communities where residents support the growth and development of children and youth, access state and federal benefit programs and health care services, breathe clean air, are physically active, eat healthy, connect with neighbors and advocate for change in the systems and policies that affect their health and well-being. They will be engaging the Salishan Association in this endeavor by training and supporting residents in a Community Healthy Worker Program. We hope to begin this project within the next couple of months.

## 5 RENTAL ASSISTANCE DIVISION

### 5.1 **Performance Report Summary:**

#### 5.1.1 *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.

#### 5.1.2 *Housing Choice Voucher (HCV) Utilization:*

Housing Choice Voucher utilization is reported at 97.06% for the month of August 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%	

## 6 MOVING TO WORK (MTW)

The Fiscal Year 2011 Moving to Work Plan is currently available for public review on THA's website. Staff will begin holding public hearings regarding the plan on October 5<sup>th</sup>. There are a total of four public meetings scheduled in early October. A study session for the Board is scheduled for October 15<sup>th</sup> and we will be requesting Board approval of the Plan at the October 27<sup>th</sup> Board meeting.

REAL ESTATE

DEVELOPMENT



# TACOMA HOUSING AUTHORITY

DATE: September 22, 2010

TO: THA Board of Commissioners

FROM: Tina Hansen  
Interim Director of Real Estate Development

RE: Real Estate Development Department Monthly Board Report

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## 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. Lua Pritchard has expressed an interest in partnering with Service Employees International Union (SEIU) to lease space for training classes in the ETRC. Evergreen College has mentioned the ETRC remains a possibility for their needs, although purchasing the building they are in or remaining on the Hilltop is their preference at this time. An advertisement for “Educational Service Providers” as tenants or owners in the new ETRC will start this month on the THA website. 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 year.

#### 1.1.2 Area 3

- *Lot Sales:* Habitat for Humanity has completed the first six homes in Area 3, is 75% complete on the next three, and has two homes in the framing stage. Staff continues to pursue homebuilders for additional lot sales in Area 3 and will begin advertising this month.

#### 1.1.3 Area 2B

- *Infrastructure:*  
Landscape irrigation main water supply lines are complete in the

north end and are ongoing in the south half. Import and placement of topsoil is ongoing and planting of nursery stock is underway. The final lift of asphalt paving is scheduled for the middle of September in the north half (48<sup>th</sup> going north to 46<sup>th</sup>). Infrastructure work is 98% 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. Framing of the final home (block 31 lot10) is underway. Siding work continues up to block 28 lot 12a. Gypsum wallboard installation is up to block 28 lot 18. Mechanical, electrical and plumbing are ongoing through block 28. Roofing is underway in block 28 lots 12a, 12b, 12c. Interior painting and trim out is underway in block 24. In-block landscaping is complete in block 25 and ongoing in block 24. The initial final air penetration tests 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 has spoken to local Senior Care facility owners, DSHS, and Pierce County officials and continues to conduct preliminary market research into the feasibility of a Senior care facility at Salishan in evaluating the best use and development of the Arlington Road property

## **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 later this month 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 has been working with HUD and its HUD attorney, Ballard Spahr, to work through HUD's questions and provide the additional information requested. Staff believes HUD approval will be obtained by September 30.

- 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 Construction Oversight Committee (COC) was held as scheduled on September 9, 2010. The committee was updated on all elements of Salishan. It was discussed that there would be one to two more meetings as the project is nearing completion. The white paper on the success of the project and the committee will be updated to reflect the final outreach achievements. The next meeting is scheduled for January 13, 2011.

## **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. Staff has conducted a self score for a 2010 HOPEVI and Choice Neighborhood applications and determined the project would not be competitive. The memos regarding both grant review are either attached or will come to the Commissioners by email a few days before the board meeting.. Staff is continuing to work through the development of the overall 1800 Hillside Terrace development budget while preparing to submit various applications for funding this fall.

- 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. GGLO provided a fee schedule for A&E services for the 1800 block design development. Staff is currently negotiating with the final fee.
- 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 *AMP1:* K Street Apartments; Tatley-Grund (TGI), the General Contractor has completed all contract work within budget. The final punch has been completed.

*G Street Apartments;* Demolition and window removal, reframing and installation of the new windows are finished. Weather Resistant Barrier and siding installation is 98% complete. Roof repairs are 99% finished. Exterior painting is 80% concluded. All work is anticipated to be finished toward the end of September.

- 3.3.2 *AMP2: Wright Street;* Demolition is 95% complete, and Weather Resistant Barrier installation is 75 % finished. Window removal, reframing and installation of the new windows are 80% complete. Siding furring strips and insulation installation is ongoing. Additional framing was required to correct the existing parapet framing that was not per as-built drawings. Siding installation is scheduled to begin the first of September.

*Fawcett Apartments;* Siding repairs and cleaning, deck and railing installation are finished. Punch and closeout will finish up mid-September.

*6<sup>th</sup> Avenue;* All exterior work is finished, with the exception of a small amount of touchup painting. Final punch is scheduled for September.

- 3.3.3 *AMP3:* Renovations at Bergerson Terrace, Ludwig and Dixon Village

apartments are complete. Staff is working through the project closeout with the contractor. The contractor did an excellent job and the project was completed ahead of schedule and under budget.

3.3.4 *Asphalt Removal & Replacement (AMPs 1, 2, & 3)*: Northwest Asphalt has completed all asphalt repairs with the exception of G Street. G Street asphalt repairs are scheduled for mid-September. Sealcoating and striping have been completed at Dixon, Bergerson, Ludwig, Sixth, Wright and Fawcett. K Street and G Street are scheduled for completion in mid-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. Two closed in August and two should close in September. 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 continue to 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 September 9, 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-seven percent (37%) of all contracts have been awarded to Tacoma based companies, and forty-six percent (46%) 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 January 13, 2011.

**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 September 6, 2010.

<b>Grant</b>	<b>Total Grant</b>	<b>Obligated</b>	<b>% Obligated</b>	<b>Expended</b>	<b>% Expended</b>	<b>Obligation Start Date</b>	<b>Obligation End Date</b>	<b>Disbursement End Date</b>
2007 CFP (P)	\$2,909,072	\$ 2,909,072	100%	2,909,072	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 <sup>st</sup> 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 <sup>st</sup> R)	\$703,863	\$703,863	100%	\$278,150	40%	9/15/09	9/14/11	9/14/13
2009 CFP (2 <sup>nd</sup> R)	\$54,932	\$54,932	100%	0	0	9/15/09	9/14/11	9/14/13
2009 CFP (3 <sup>rd</sup> 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 <sup>st</sup> R)	\$1,216,978	\$1,216,978	100%	0	0	7/15/10	7/15/12	7/15/14
2010 CFP (2 <sup>nd</sup> 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%	\$2,713,981	66%	3/18/09	3/17/10	3/17/12

\*ARRA Capital Fund Recovery Grant

# COMMUNITY SERVICES



# TACOMA HOUSING AUTHORITY

DATE: September 22, 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 August and for the calendar year 2010.

#### 1.1 Employment

The CS department offers employment services through its case workers. The case workers refer clients to local vocational training programs and then track their progress. The Goodwill employment specialist contract ended in August, but case workers will continue to refer clients to Goodwill Industries.

Activities	Month	YTD	Annual Goal	% of Goal
Clients enrolled in vocational training program	0	12	20	60%
Clients completed vocational training program	0	9	12	75%
Clients enrolled in employment readiness soft skills program	0	44	52	85%
Clients completed employment readiness soft skills program	0	6	44	14%
Job Placement	3	35	60	58%
Earned Income Increased	3	35	30	117%
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 August, 11 participants attended GED classes which included 3 new enrollments. A total of 54 participants have attended since January 1, 2010.

Activities	Month	YTD	Annual Goal	% of Goal
Participants attending Bates GED classes	11	54	18	300%
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	114	130	153	85%
Graduates	1	8	5	160%
Removed/Voluntarily Withdrawn	3	8	n/a	n/a
New Contracts Signed	2	12	10	120%
Escrow Balance	\$310,184.43			

## 1.4 Life Skills and Parenting Classes

THA contracts with Bates Technical College for Life Skills and Parenting classes and parenting support groups. A new session of the Bates Positive Parenting Class started August 3<sup>rd</sup> and has nine participants enrolled.

Activities	Month	YTD	Annual Goal	% of Goal
Life Skills Enrollment	0	13	20	65%
Life Skills Completion	0	13	15	87%
Parenting Enrollment	9	17	25	68%
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	0	1	17	6%
Credit Counseling Completion	0	2	10	20%
Homeownership Counseling	12	40	17	235%
Individual Development Account Participants	28	45	30	150%
Qualified Withdrawals	0	8	30	27%
Home Purchase	0	7	10	70%
Other Asset Purchases	0	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.

Activities	Month	YTD	Annual Goal	% of Goal
Computer Lab Participation	38	137	150	91%
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) completed its summer at Lister Elementary school in August. NLF summer camp completed and served 48 of our public housing youth.



Activities	Month	YTD	Annual Goal	% of Goal
Youth tutoring	0	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)	0	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.

The Senior and Disabled Services Program Specialist serve the 360 residents of THA's seven senior apartment buildings. During the month of August, the Specialist had 138 client contacts (90 unduplicated). In addition, 22 unduplicated home visits were made, 18 residents received 1:1 situational and wellness counseling, and 6 residents received correspondence assistance.

Activities	Month	YTD	Annual Goal	% of Goal
Unduplicated client contacts	90	243	260	93%
Referrals	6	25	55	45%
Unduplicated situation/wellness counseling	18	89	150	59%
Assistance with correspondence for Entitlement Programs	6	22	40	55%

### 1.9 Families in Transition (FIT)

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

	<b>WFF/Sound Families</b>		<b>Hillside Terrace</b>		<b>Tax Credit</b>	
<b>Total Current Caseload</b>	<b>20</b>		<b>4</b>		<b>5</b>	
	<b>Month</b>	<b>YTD</b>	<b>Month</b>	<b>YTD</b>	<b>Month</b>	<b>YTD</b>
Entrances	2	6	0	0	0	1
Graduations	1	3	0	0	0	1
Exits	0	0	0	0	0	0
Terminations	0	1	0	0	0	0

## 2. GRANTS

### 2.1 Forest Foundation

The Forest Foundation awarded a \$25,000 grant to the Tacoma Housing Development Group (THDG), THA's non-profit affiliate. We will use these funds to support self-sufficiency programs and financial literacy training for public housing and Housing Choice Voucher participants. The grant we help us further develop our Individual Development Accounts (IDA) program and position to apply for an Assets for Independence IDA grant in January 2011.

### 2.2 Paul G. Allen Family Foundation

THA submitted an application to the Paul G. Allen Family Foundation for a three-year grant totaling \$184,500. We proposed to use the PGAFF funds to establish a "Preparing for Success" program. This intensive case management program will serve clients who are not yet ready to join THA's FSS or IDA programs. Participants will engage in life skills training, financial management, parenting education and employment preparation. We expect to serve 25 clients per year, with a total of 75 served over the three year period. This project will significantly increase THA's capacity to serve clients that are not eligible for our existing case management programs.

# HUMAN RESOURCES



# TACOMA HOUSING AUTHORITY

Date: September 22, 2010

To: THA Board of Commissioners

From: Barbara Tanbara, HR Director

Re: September HR Department Board Report

## 1. BENEFITS

**Employee Benefit Broker RFP** - Our employee benefit broker/consultant RFP went out and we received 5 strong proposals. Our Benefit committee, consisting of THA employees - OPEIU and non-represented, management and line personnel will help me select the best firm to help us with our plan review. We want to look at our total benefit package, focusing on offering the best coverage possible while finding creative ways to contain costs.

Separately from our new broker, I will be examining what options are available to THA for healthcare plans through associations, trusts and other vehicles that a broker would not typically handle. We may choose to restructure our payments for our benefit broker so that they will assist with examining options that don't offer broker fees.

Also, healthcare reform will have a big impact on our decisions about any changes to our healthcare plans. "Grandfathered plans" have advantages and before we make any changes, we will need to consider the adverse impact of losing grandfathered plan status. Finally, because the Trades Council employees are on a Laborer's plan (by their request), they are not involved in the Committee.

## 2. EMPLOYEE RELATIONS

- 2.1. THA Employee Summer Picnic** – We held our annual summer picnic in August. Including employees and family members, we had close to 200 participants. We were able to keep costs down by purchasing the meat and asking employees to bring potluck side dishes. It was a terrific time and wonderful weather. It was a great time to get together and re-connect.
- 2.2. Grievances and Complaints** - For CYTD 2010, we have no union grievances, no City of Tacoma Human Rights/EEOC complaints and no lawsuits.
- 2.3. THA Employee Newsletter** – our Employee Newsletter will be published next in November.

### **3. LABOR RELATIONS**

#### **3.1. Trades Council Union Negotiations**

We concluded our salary opener negotiations with the Trades Council. The maintenance personnel were given a 1.5% salary increase effective in July. The current THA-PCWBCTC collective bargaining agreement (CBA) expires in July 2011. Bargaining for the new CBA will begin sometime in April 2011.

#### **3.2. OPEIU Union Negotiations**

Sometime in Nov-Dec, we will begin our negotiations with OPEIU to discuss our 2011 salary increase and insurance benefits opener. These negotiations are delayed due to the benefit review work the Benefit Committee is currently doing. We still hope to have it done by the end of 2010.

The current THA- OPEIU collective bargaining agreement (CBA) expires in December 2011. Bargaining for the new CBA will begin in October 2011.

### **4. STAFFING**

#### **4.1. Director of Real Estate Development search**

Our Director of Real Estate Development search is progressing on schedule. The posting expired last week. We have 74 candidates and over 1400 hits on the posting on our new internet based recruitment software. We have a wonderful pool of candidates to choose from.

I phone screened the 12 initial candidates that Michael, Tina Hansen, Ken Shalik and I selected as the best for this position. After narrowing down that group, Tina, Ken and I interviewed 7 of those candidates by Skype and have one more to do this week. So far, we have 2, possibly 4 finalists who will be brought in for interviews by the end of the month. This week we will begin conducting background and professional references on our finalist candidates. We are planning to have that done before the candidates arrive for their interviews.

We are very optimistic that we will have a top notch person to fill the role and work with our outstanding team by early November.

#### **4.2. Staffing – The REM&HS department is going through a re-organization at Salishan.**

The size of the operation requires a different approach than our typical AMP's. We just hired a temporary Site Assistant to help us with some of the extra workload. Pat Patterson's position has been re-titled Portfolio Manager to better reflect his duties and we are in the process of hiring a new Property Manager who will oversee all staff at Salishan.

April is also moving forward with hiring her Moving to Work position, titled Planning and Policy Analyst. This position will handle the MTW program and be responsible for

monitoring changes in HUD regulations, along with their impact on Moving to Work. The position will also update the ACOP and Admin Plans, both of which are impacted by the MTW plan.

**4.3. THA Recruitment/Turnover Report** - I have included the *2010 Recruitment/Turnover Report* through August. In the first eight months of the year, eight employees have separated - six voluntary, one involuntary and one was laid off at the end of their Sunset period. Annualized turnover has risen to 9.5% (10.9% including the sunset employee). By this time last year, we had lost seventeen employees, so turnover is still roughly half compared to last year at this time. Our focus remains on keeping the turnover below 10%.

Interestingly, I have begun to see changes coming in the jobs picture. This is one not witnessed on the nightly news, but it is a change. I receive job postings from a number of agencies throughout the area. We also send our job postings to them. I am beginning to see the number of job postings I receive increasing steadily. One of our employees who will be departing in September took a supervisory position with the city (we did not have a similar opportunity available for him). Another got a higher level position with a sizeable salary increase. A third found a position that was not grant funded and one where she was not in jeopardy of being bumped if lay-off's occurred. Our employees will begin to see more options for them and we will need to work even harder to retain our top employees.

THA Recruitment-Turnover Report 2010														
*data reflects regular employees only														
	Jan	Feb	March	April	May	June	July	Aug	Sept.	Oct.	Nov.	Dec	YTD	Annualized
Total # Employees	110	110	110	110	109	109	110	112					110	110
Voluntary Separation	1	1	1	1	0	0	0	2					6	8
Involuntary Separation	0	0	0	0	0	0	1	0					1	0
Retirement	0	0	0	0	0	0	0	0					0	0
Total Seperations w/out Lay-Off & Sunset	1	1	1	1	0	0	1	2	0	0	0	0	7	10.5
End of Sunset Assignment	1	0	0	0	0	0	0	0					1	1
Lay-Off	0	0	0	0	0	0	0	0					0	0
Total All Separations	2	1	1	1	0	0	1	2	0	0	0	0	8	12
Turnover Rate w/out Lay-off's	0.9%	0.9%	0.9%	0.9%	0.0%	0.0%	0.9%	1.8%					6.4%	9.5%
Total Turnover Rate	1.8%	0.9%	0.9%	0.9%	0.0%	0.0%	0.9%	1.8%					7.3%	10.9%
2009 T/O Rate w/out Lay-Off's	0.9%	1.8%	4.4%	0.0%	0.9%	0.9%	2.6%	1.8%	0.0%	1.8%	0.0%	0.0%		15.0%
2009 Total Turnover Rate	0.9%	1.8%	4.4%	0.0%	0.9%	1.7%	2.6%	1.8%	0.0%	1.8%	0.0%	0.0%		16.8%
Hires/Promotions														YTD
New or Different Positions	0	0	1	0	0	0	0	0					1	
Replacement due to Separation	0	0	1	1	0	1	0	0					3	
Replacement due to Promotion/ Transfer	1	0	1	1	1	0	0	0					4	
Sunset Positions	0	0	0	0	0	0	0	0					0	
Total	1	0	3	2	1	1	0	0	0	0	0	0	8	

**NEW BUSINESS**



## RESOLUTION #1



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2010-9-22 (1)

DATE: September 22, 2010  
TO: Board of Commissioners  
FROM: Michael Mirra, Executive Director  
RE: Approval of tenant account receivable write offs

### **Background**

THA has established a process of writing off tenant receivable bad debt. This debt is incurred when a program participant leaves a THA program with a balance owing. The balance may be incurred by excessive damage to a public housing unit, unpaid rent, tenant fraud/unreported income or abandonment of an assisted unit.

Until we write off tenants as a bad debt, they stay on the active tenant ledger in our accounting system and General Ledger (GL). The receivable balance also remains as part of our Tenant receivables that are reported to HUD on our year end financials. At year end, they are reported as an Allowance for bad debt, which also is reported as a bad debt on the GL. This number gets higher and higher each year when write offs are not done, which does not reflect well on the agency. Initial write offs were conducted in June. As we continue to systematically go through the ledgers for the different projects we will be writing off old balances. As this currently represents a 3+ year period, they will be significantly higher until we become current.

Once the debt is written off, it is taken off of THA's receivable balance and is then provided to the collection agency in order for the agency to attempt to collect. THA will receive 50% of any proceeds that are collected.

Each individual included in this tenant account write off has been notified of their debt. THA mails two notices to the last known address of the individual. These notices provide the opportunity for the individual to pay the debt or enter into a repayment agreement with THA. Sending a tenant to collections is the last resort for THA to collect the tenant debt.

### **Recommendation**

Approve Resolution 2010-9-22 (1) authorizing THA to write off tenant accounts totaling: \$34,944.54.



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2010-9-22 (1)

**WHEREAS**, Tacoma Housing Authority (THA) provided housing services to Housing Choice Voucher and Public Housing participants who discontinued housing assistance with debt owing to THA.

**WHEREAS**, each individual included in this tenant account write off has been notified of their debt and given the opportunity to pay prior to this resolution.

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

1. Approve Resolution 2010-9-22 (1) authorizing THA staff to “write off” the following accounts and send these debts to an external collection agency to pursue collection action:

Client Number	Client Program	Total Debt
XX000708	Stewart Court	1,783.91
XX000256	Stewart Court	3,112.25
XX000432	Stewart Court	1,228.71
XX000187	Stewart Court	973.32
XX000191	Stewart Court	839.35
XX000710	Stewart Court	1,320.23
XX000258	Stewart Court	4,975.34
XX000276	Stewart Court	2,588.05
XX000678	Stewart Court	2,518.60
XX000264	Stewart Court	2,669.00
XX000241	Stewart Court	2,728.52
XX000228	Stewart Court	4,039.15
XX000272	Stewart Court	2,750.31
XX000194	Stewart Court	1,933.32
XX000729	Stewart Court	1,484.48
<b>Total:</b>		<b>34,944.54</b>

**Approved:** September 22, 2010

\_\_\_\_\_  
Dr. Arthur C. Banks, Chairman

## RESOLUTION #2



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2010-9-22 (2)

DATE: September 22, 2010  
TO: Board of Commissioners  
FROM: Michael Mirra, Executive Director  
RE: Submission of Funding Applications and Secure Financing for Hillside Terrace.

### **Background**

On November 17, 2009 THA submitted a 2009 HOPEVI Grant Application for the redevelopment of the 1800 and 2500 Hillside Terrace. On June 4, 2010 THA received notification that they were unsuccessful in securing the necessary grant from the 2009 HOPE VI funding round. The Board is also receiving staff's tentative recommendations not to apply for HOPE VI this year because we judge that we are not competitive enough to justify the effort an application would require. Our main problem is our lack of the required commitments for the rest of the financing.

With this resolution, staff seeks the Board's authorization to to seek alternative financing for Hillside Terrace. If we are successful enough in seeking this alternative financing it may make us competitive for next year's HOPE VI application. If not, it will allow us to proceed with the project in phases, starting with the 1800 block. The alternative financing sources include tax credits (4% and 9%), tax exempt bonds, capital funds, HOME funds from the Tacoma Community Redevelopment Authority (TCRA), Pierce County SHB 2060 funds, and the new Washington State Housing Finance Commission (WSHFC) Washington Works program. By way of example of a Phased approach, the below table summarizes the proposed funding for Phase I, which would redevelop the 1800 Block:

Source	Construction Period	Permanent Period
<i>Equity</i>		
LIHTC Investor Equity	\$ 283,041	\$ 1,415,208
<i>Hard Debt</i>		
Conventional Construction Loan	\$ 3,500,345	
Conventional Permanent Loan		\$ 657,467
<i>Soft Debt</i>		
TCRA	\$ 800,000	\$ 800,000
THA Equity		\$ 135,866
Capital Funds		\$ 899,115
Washington Works		\$ 850,011
SHB 2060		\$ 200,000
<b>Total</b>	<b>\$ 4,583,386</b>	<b>\$ 4,957,667</b>

Even if we do not get a HOPE VI application, the phased approach would allow us to start allow the redevelopment in 2011.

**Recommendation**

Approve Resolution 2010-9-22 (2) authorizing the Executive Director or his designee to apply for various funding from various sources to secure capital for the demolition and redevelopment of new housing units at the old Hillside Terrace Apartments, including without limitation low-income tax credits, private sector financing, grants or loans from the Tacoma Community Redevelopment Authority, Pierce County, Washington State Housing Finance Commission, Washington State Housing Trust Fund Grant(s) and other federal, state and local funds.



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2010-9-22(2)

Submission of Funding Applications and Secure Financing for Hillside Terrace.

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

**WHEREAS**, RCW 35.82.070(2) provides that a housing authority may “prepare, carry out, acquire, lease and operate housing projects; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof...;”

**WHEREAS**, Tacoma Housing Authority (THA) applied for and were unsuccessful receiving award for a 2009 HOPEVI Grant for the 1800 and 2500 block of Hillside Terrace Apartments under a previously approved mix-financed HOPE VI Grant application;

**WHEREAS**, THA other sources of financing either to become more competitive for next year’s HOPE VI application or to do the project in phases without HOPE VI funding;

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

1. The Executive Director or his designee is authorized to apply for various funding from various sources to secure capital for the demolition and redevelopment of new housing units at the old Hillside Terrace Apartments, including without limitation low-income tax credits, private sector financing, grants or loans from the Tacoma Community Redevelopment Authority, Pierce County, Washington State Housing Finance Commission, Washington State Housing Trust Fund Grant(s) and other federal, state and local funds.

**Approved:** September 22, 2010

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Dr. Arthur C. Banks, Chairman

## RESOLUTION #3





# TACOMA HOUSING AUTHORITY

## RESOLUTION 2010-9-22 (3)

**Date:** September 15, 2010  
**To:** THA Board of Commissioners  
**From:** Michael Mirra  
Executive Director  
**Re:** Public Records Act Exemption from Creating Index

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### **Background**

Washington State's Public Records Act requires every local government agency to maintain and make available for public inspection and copying a current "index." The index would provide identifying information concerning all records, including electronic records, issued, adopted, or promulgated after January 1, 1973. RCW 42.56.070(3). This would be very onerous to create and maintain. THA has produced thousands of public documents since 1973. THA does not have the money or the staff to create such an index. HUD's funding, already inadequate, would not provide additional money for the effort.

The Public Records Act allows an agency like THA to exempt itself from the requirement to compile such an index if the effort would be unduly burdensome, and if the local government agency issues and publishes a formal order specifying the reasons why and the extent to which compliance would unduly burden or interfere with agency operations.

This resolution would do just that. It would not relieve THA from any other obligation under the Public Records Act.

### **Recommendation**

I recommend that the Board adopt this resolution relieve THA of the need to create the Public Records index.



# TACOMA HOUSING AUTHORITY

## **RESOLUTION 2010-9-22(3) Public Records Exemption from Creating Index**

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

WHEREAS, Washington State's Public Records Act, RCW 42.56.070(3), requires every local government agency to maintain and make available for public inspection and copying a current index which provides identifying information concerning the following records, including electronic records, issued, adopted or promulgated after January 1, 1973:

- a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;
- (b) Those statements of policy and interpretations of policy, statute, and the Constitution which have been adopted by the agency;
- (c) Administrative staff manuals and instructions to staff that affect a member of the public;
- (d) Planning policies and goals, and interim and final planning decisions;
- (e) Factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports, or surveys, whether conducted by public employees or others; and
- (f) Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory, or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party.

WHEREAS, RCW 42.56.070(4) relieves local government agencies of the obligation to maintain such an index if to do so would be unduly burdensome, and if the local government agency issues and publishes a formal order specifying the reasons why and the extent to which compliance would unduly burden or interfere with agency operations; and

WHEREAS, since January 1, 1973, the Tacoma Housing Authority has issued, adopted and promulgated thousands of documents including, but not limited to: correspondence between staff and correspondence between staff and the public; statements of policy, interpretations of policy, and policy revisions; administrative staff manuals and instructions; planning policies and goals; and factual reports and studies; and

WHEREAS, compiling and indexing this information, and maintaining an index, would require hundreds of hours of staff time, and would require the Housing Authority to postpone or eliminate existing planned activities, create new positions or pay existing employees to do the work outside their normal work hours; and

WHEREAS, the Housing Authority's funding, which comes primarily from rents and a subsidy from the US Department of Housing and Urban Development (HUD), are currently insufficient to cover existing operating and maintenance costs; and

WHEREAS, the HUD would not increase the Housing Authority's funding to cover the cost of compiling, indexing, and maintaining the required index, which will cause further strains on the Housing Authority's already severely strained budget; and

WHEREAS, The Housing Authority will provide any document it is obligated to provide by the Act, including such indices it already maintains for its own use;

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

1. For the reasons set forth above, the Board of Commissioners finds that maintaining an index of information and documents, as required by RCW 42.56.070(3), would be unduly burdensome and would interfere with Housing Authority operations.

**Approved: September 22, 2010**

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Dr. Arthur C. Banks, Chairman

# EXECUTIVE DIRECTOR REPORT



# TACOMA HOUSING AUTHORITY

Michael Mirra  
*Executive Director*

Date: September 14, 2010

To: THA Board of Commissioners

From: Michael Mirra  
Executive Director

Re: Executive Director's Report: September 2010

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

## 1. PROPOSED CHANGES IN THA's HOUSING PROGRAMS

Staff have been very busy preparing its proposals to the Board in October on some changes to the rules of our Housing Choice Voucher and Public Housing Programs. The Board has been hearing of these for a while. The study session on October 15<sup>th</sup> will provide more detail. This detail will include the comments we have been receiving about the proposals from the clients, landlords and others who have attended or will have attended our public meetings on the matter. The staff will ask the Board to review and adopt them at the October meeting on October 27th.

These changes serve two main purposes. **First**, they will allow us to save money in the operation of the programs and cover our operational deficit. As the Board may remember, next year we face an operational deficit of \$750,000. Without further savings, that would require the elimination of another 6 to 8 positions, on top of the 10% cut and 9 positions we lost or did not fill in the present budget year. When the proposed changes take full effect in 2 – 3 years, the savings should also allow us to serve an increased number of voucher families. **Second**, the changes are meant to fulfill our MTW obligation to find ways to: (i) encourage families to increase their earned income; (ii) to increase their housing options; (iii) to make us more efficient.

I attach some of the written material we are distributing to clients, landlords and others explaining our proposal. We look forward to the discussion with the Board.

## 2. HOPE VI/CHOICE NEIGHBORHOOD GRANTS

Staff have also been busy reviewing HUD's Notice of Funding Availability for HOPE VI and Choice Neighborhoods. These were of interest to us as a possible source of money for

our plans to tear down and rebuild Old Hillside. We can only apply for one of them. You will see Tina's recommendation that we not apply for either. We judge that we would not be competitive enough to justify the high expense the application effort would require. [Tina's staff is still examining some additional the financial data on the HOPE VI possibilities. There is a small chance that she will find a way to close the financial gap.] More likely, Tina will set forth an alternative plan that would either make us more competitive for next year's HOPE VI application or get the project done without it.

The main reasons for our recommendation are as follows:

### **HOPE VI**

- We would lose important points this year for the same reason we lost them last year: we cannot get advance commitments for the balance of the financing. By next year, we have a plausible chance of arranging the rest of the financing.
- We lose important points because the site is not vacant and ready to go. We will consider demolishing Hillside for next year.

### **Choice Neighborhoods**

- We suffer from the same lack of financing necessary to be competitive for Choice Neighborhoods that prevented us from being competitive for the HOPE VI.
- We lose additional points because we cannot show two or more previous projects that "transformed" a neighborhood. We can show Salishan, but that is only one project. We lost other points as well on other criteria that Tina describes in her material.
- Perhaps more importantly, our application suffers from a continuing uncertainty about our appropriate role in the transformation of the Hilltop and what we would propose the money to do beyond the demolition and rebuilding of Hillside Terrace. As the Board knows, we are still in the middle of this discussion with ourselves.
- Choice Neighborhood's NOFA also offers a "planning grant" of up to \$250,000. We also do not propose to apply for this, for two additional reasons. We would have to contribute at least \$166,000 of our money to match this planning grant. More importantly, if we get the planning grant, it may make Hillside ineligible for next year's HOPE VI grant.



# THA FACTSHEET

## What is Moving to Work?

Tacoma Housing Authority (THA) has been designated as a Moving to Work (MTW) demonstration site by the U.S. Department of Housing and Urban Development (HUD).

### What is Moving to Work?

MTW allows housing authorities to design new ways to: 1) help families become self-sufficient; 2) reduce costs; and 3) increase housing choice for low-income families. We can then share our successful ideas with other housing agencies.

### What does this mean for the Housing Authority?

As an MTW agency, the Housing Authority has the flexibility to change certain HUD regulations and provisions. This will allow THA to achieve its mission and goals and do a better job of meeting the needs of our community.

### What are THA's Primary Goals under MTW?

- Greater family self-sufficiency
- Expanded housing opportunities
- Greater efficiency and lower costs to THA

### What does this mean for me as a:

- **Community Partner:** THA will work more closely with its community partners to provide services and programs that meet the needs and concerns of the Tacoma residents.
- **THA Client:** New and existing clients will have more housing choices and activities to help them achieve self-sufficiency. Some will pay more for their housing and utilities. Some will pay less. Some will pay the same.
- **Landlord:** THA will work with new and existing landlords to provide high quality residences for our clients.



### What Changes Are We Proposing?

THA proposes some changes to meet our goals. A **complete list and details of the various activities can be found in our MTW Annual Plan at [www.tacomahousing.org](http://www.tacomahousing.org)**.

The following Factsheets also provide some details. In addition to those, THA plans these changes:

- Extended absence period for active duty soldiers
- A McCarver Elementary School Project to link housing and education
- A local project-based voucher program
- Allowing transfers between the Public Housing and Housing Choice Voucher program
- Local expense and allowance policies
- Local income and asset policies
- Local interim and verification processing policies
- A modified Voucher inspection process
- Limit moves by Voucher households
- Voucher policies for special housing programs.

### We Want Your Opinion

If you have views about our proposals we would like to hear them. Here is how you can tell us:

#### • **Write to us at:**

Yvonne Ginoulis  
[yginoulis@tacomahousing.org](mailto:yginoulis@tacomahousing.org)  
902 South L Street  
Tacoma, WA 98405

#### • **Come to a Public Meeting**

- Tuesday, October 5<sup>th</sup> at 5:00 pm
- Wednesday, October 6<sup>th</sup> at 9:00 am
- Thursday, October 7<sup>th</sup> at 1:00 pm
- Tuesday, October 12<sup>th</sup> at 6:00 pm

All public meetings will be held at THA's Family Investment Center in Salishan. The address is:  
1724 E 44<sup>th</sup> St in Tacoma.

#### • **Come to THA's Board of Commissioners Meeting**

THA's Board of Commissioners will decide on these changes at its meeting:

**October 27<sup>th</sup> at 4:00 pm at 902 S L St., Tacoma**



## THA FACTSHEET

# Rent Option 1: Fixed Rent

*For households who are working at least 20 hours per week*

*Below is a description of a policy change that THA is considering. The details of this change will not be finalized until early 2011. The information below is just a proposal.*

Under this plan, households whose allowable earned income is equal to at least 20 hours per week of employment **would choose one of two rent options.**

One of the choices is called **Fixed Rent**. If this option is approved, households could to earn more income without paying more rent.

Households who choose this option would have their rent “locked” for five years. THA will not consider increases or decreases in income for that five year period.

### **Some advantages of Fixed Rent:**

- If your income goes up, your rent will not go up. However, if you move, then your rent will be recalculated.
- You will not have to go through the annual recertification process for five years.

### **A disadvantage of this Fixed Rent:**

- If your income decreases, THA will not reduce your rent. There will be some exceptions to this for hardship but you would have to meet a number of criteria.

Fixed Rent is very good for households who expect their income to go up over the next five years. It is also good for households who do not like going through the annual housing authority paperwork.

This activity is meant to help families become more economically self-sufficient. THA plans to implement this activity over a two year period beginning July 1, 2011.

Households working at least 20 hours per week will need to choose between Fixed Rent and Tiered Rent at the first annual review after July 1, 2011. (Tiered Rent is described in a separate THA Factsheet.)







## THA FACTSHEET

# Rent Option 2: Tiered Rent

For households who are working at least 20 hours per week

*Below is a description of a policy change that THA is considering. The details of this change will not be finalized until early 2011. The information below is just a proposal.*

Under this plan, households whose allowable earned income is equal to at least 20 hours per week of employment **would choose one of two rent options.**

One of the choices is called **Tiered Rent**. If a family chooses this option, the amount of rent they pay will be a fixed amount based on where their income is within a range of income, instead of being based on the family's exact income.

Even if the family's income increases, their rent would not increase until the income was high enough to move them into the next income band. Below is an example of how the tiered rent model might look for a two-bedroom household.

Annual Household Income	Monthly Rent for 2 Bedrooms
\$10,000-10,999	\$27
\$11,000-11,999	\$51
\$12,000-12,999	\$74
\$13,000-13,999	\$97
\$14,000-14,999	\$121
\$15,000-17,499	\$144
\$17,500-19,999	\$202
\$20,000-24,999	\$261
\$25,000-29,999	\$377

In this example, a household making \$15,000 per year would pay \$144 per month for rent. Even if their income went up to \$17,000 per year, the rent would stay the same.

### Some advantages of Tiered Rent:

- This encourages families to increase their earned income without having to immediately pay a higher rent.
- Households could report decreases in income and request a rent reduction three times per year. With the other fixed rent option 1 you cannot request a rent reduction.

### Some disadvantages of Tiered Rent:

- If income increases above your current income band your rent will increase.
- You will be responsible for reporting changes in income.
- THA will review your income and rent amount at least annually.

Tiered Rent is for households who are not sure whether their income will remain stable.

This is meant to help families become more economically self-sufficient. THA plans to implement this activity over a two year period beginning July 1, 2011. Households working at least 20 hours per week will need to choose between Fixed Rent and Tiered Rent at the first annual review after July 1, 2011. (Fixed Rent is described in a separate THA Factsheet).



# THA FACTSHEET

## Minimum Rents

*This change would apply to all households*

*Below is a description of a policy change that THA is considering. The details of this change will not be finalized until early 2011. The information below is just a proposal.*

THA plans to implement a minimum rent for all households. Currently, some households have very low income and pay no rent at all. There are also households that receive a monthly check to assist them with utility costs. **Under this proposal, the monthly utility checks would end and all households would pay a minimum rent.**

**This would save** money so THA can maintain its level of service and even serve more people on our waiting lists.

**Minimum rents will be based on household type.**

- In households where all adults are elderly or disabled, the minimum rent will be \$25.
- In households where there is one work-able member, the minimum rent will be \$25. The rent will go up every two years. (A work-able member is defined as an adult who is not elderly or disabled.)
- In households where there is more than one work-able member, the minimum rent will be \$50 and will go up every two years.

Here is an example of minimum rents:

	Year 1	Year 3	Year 5
Elderly/disabled	\$25	\$25	\$25
1 work able adult	\$25	\$50	\$100
2 or more work able adults	\$50	\$100	\$200

**This change will encourage people to work and increase their income. Also, THA needs to ask everyone to pay something for their housing. THA does not have the money to allow some households to pay nothing and also to receive a utility check.**

**THA will provide help to people whose rent will be increasing.** THA will help affected households apply for energy assistance, WorkSource, DSHS, and Child Support Enforcement. THA will also help with job training and education programs.

**If this applies to you, you will have at least 90 days notice to prepare for the change.** THA plans to implement this activity for all households on July 1, 2011. All households affected by this change will receive notice of a rent increase in March 2011.





# THA FACTSHEET

## Recertifications Every Three Years for Fixed-Income Households

*Below is a description of a policy change that THA is considering. The details of this change will not be finalized until early 2011. The information below is just a proposal.*

This change would apply to Public Housing and Housing Choice Voucher households if all adult members are either elderly or disabled, and at least 90% of the household income is from a fixed source such as Social Security, SSI, or a pension.

Households that fit this criteria will have recertifications (what you may call “annuals”) **every three years instead of every year.**

Instead of meeting with the housing authority every year to have your income and expenses reviewed, **you would only need to provide income and expense information every three years.**



### Other Important Changes:

- **You would not need to provide as much medical expense information.** THA would not ask for medical expense information unless your annual expenses exceed \$2,500 per year. Instead, we would have you pay slightly less rent to account for your expenses. This will protect your privacy.
- **Your rent amount would remain the same for three years** unless you have a large decrease in your income.
- **This change would save you and THA some time.** You would have time to do other things because you wouldn't be meeting with THA every year. THA would be able to serve more clients because we would not be spending time reviewing your rent every year.

