



# **TACOMA HOUSING AUTHORITY**

## **BOARD OF COMMISSIONERS**

### **BOARD PACKET**

**December 15, 2010**






# TACOMA HOUSING AUTHORITY

Michael Mirra  
*Executive Director*

## BOARD OF COMMISSIONERS

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

## REGULAR MEETING BOARD OF COMMISSIONERS

**WEDNESDAY, DECEMBER 15, 2010**

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold their Regular Meeting **Wednesday, December 15, 2010 at 4:00 p.m.**

The meeting will be held at:

**K Street  
911 North K Street**

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, December 10, 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 DECEMBER 15, 2010, 4:00 PM 911 North K Street**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING**
  - 3.1 Minutes of October 27, 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 Creation of a Real Estate Development Committee of the Board
  - 8.2 Resolution 2010-12-15 (1), Amending THA Policy G-05 Exercising and Delegating ED Authority
- 9. COMMENTS FROM THE COMMISSIONERS**
- 10. COMMENTS FROM THE EXECUTIVE DIRECTOR**
- 11. EXECUTIVE SESSION**
  - 11.1 Collective Bargaining Update
- 12. ADJOURNMENT**

# MEETING MINUTES



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, OCTOBER 27, 2010

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 902 South L Street, Tacoma, WA at 4:00 PM on Wednesday, October 27, 2010.

### 1. CALL TO ORDER

Chair Banks 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
Arthur C. Banks, Chair Janis Flauding, Vice Chair Greg Mowat, Commissioner	Ken Miller, 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

Chair Banks declared there was a quorum present @ 4:03 PM and proceeded.

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

Chair Banks asked for any corrections to or discussion of minutes for the Meeting of the Board of Commissioners of Wednesday, September 22<sup>nd</sup>. Commissioner Mowat moved to adopt the minutes, Commissioner Flauding seconded.

Upon roll call, the vote was as follows:

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

**Motion approved.**

Chair Banks asked for any corrections to or discussion of minutes for the Special Meeting of the Board of Commissioners of Friday, October 15th. Commissioner Flauding moved to adopt the minutes, Commissioner Mowat seconded.

Upon roll call, the vote was as follows:

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

**Motion approved.**

**4. GUEST COMMENTS**

Mr. Steve Weinman provided the board with comments relating to the MTW plan and the notification for tenant changes. Mr. Weinman expressed concern that landlords are brought into the communication loop when those changes occur. Director Davis stated that the Landlord Advisory Group that has been formed will assist in closing those communications gaps. Mr. Jesus Delgado, through a Spanish language translator from Tacoma Community House and provided by THA, also commented. Mr. Delgado had questions about MTW allowing tenants to transfer between public housing and voucher programs. Director Davis stated this is an option under MTW. Mr. Delgado expressed concerns about the nuances with tenant rent and utilities reform. He believes some tenants will not be protected. Mr. Delgado also inquired about the statement in the plan, "People Coming from Correctional or Psychiatric Institutions." He asked if these individuals be living in THA Programs. ED Mirra stated that individuals with a criminal history or who have disabilities can apply. THA is not proposing to change its tenant screening criteria. Some of them may not be able to qualify because of their criminal history or tenant history. THA is concerned about such persons. Under the MTW proposal, THA is planning to set aside more of its vouchers for use in housing specially managed for hard-to-house populations. Chair Banks asked about the current preference THA places on applicants on the waiting list. Director Davis stated that a proposal will be brought to the board next Spring recommending removal of these preferences.

**5. COMMITTEE REPORTS**

Finance Committee – Commissioner Mowat stated the finance report forthcoming is in good order.

**6. ADMINISTRATIVE REPORTS**

**Finance Administration**

Director Shalik directed the board to his monthly report and added that the HAP dollars are coming in lower than projected due to 100 vouchers that will be dispersed. Other than those dollars, there are no other fluctuations. This month's cash position includes the MTW fund restrictions.

Commissioner Flauding moved to ratify the payment of cash disbursements totaling \$6,309,341 for the month of September, 2010, Commissioner Mowat seconded.

Upon roll call, the vote was as follows:

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

## **MOTION APPROVED**

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

Director Davis directed the board to her monthly report. She touched on the recent REAC score of 87 for AMP 2. Portfolio Manager Patterson explained that all of the AMP scores are under review. He also reported that staff is reviewing the punch list provided by HUD to assist us with the next set of inspections. Director Davis introduced Ms. Tehani Bowman, Property Manager for Salishan and announced that Ms. Julie LaRocque will service as Interim Director of REMHS while Director Davis is out on leave. Julie will also retain her Rental Assistance Manager duties.

### **Real Estate Development**

Interim Director Hansen referred the board to her monthly report. She announced the Salishan 7 grand opening is scheduled for December 8<sup>th</sup> from 10-noon. With the remaining capital fund dollars remaining, both Ludwig and Fawcett senior buildings will receive new windows and exterior siding.

### **Community Services**

Director Vignec referred the board to her report. She was able to report the very positive results of THA's 2009-2010 College Bound Scholarship enrollment effort: 91% of THA's eligible 8<sup>th</sup> graders enrolled. She handed out a report with the details. The report is also on THA's web site.

## **7. OLD BUSINESS**

None.

## **8. NEW BUSINESS**

### **8.1 RESOLUTION 2010-10-27 (1), APPROVAL OF THA'S MOVING TO WORK APPLICATION**

#### **Certifications of Compliance with Regulations: Board Resolution to Accompany the Annual Moving to Work Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the Annual

Moving to Work Plan for the PHA fiscal year beginning 1/1/2011, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the PHA and conducted a public hearing to discuss the Plan and invited public comment.
2. The Agency took into consideration public and resident comment before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan;
3. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
4. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
5. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
6. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
7. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part
8. The PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.

9. The PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
10. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
11. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105( a).
12. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
13. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
14. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
15. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
16. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
17. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.
18. All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its Plan and will continue to be made available at least at the primary business office of the PHA.

Housing Authority of the City of Tacoma  
PHA Name

WA005  
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and

statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

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Name of Authorized Official

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Title

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

Upon roll call, the vote was as follows:

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

**Motion approved**

**8.2 RESOLUTION 2010-10-22(2), AMENDMENT TO THA VOUCHER ADMINISTRATIVE PLAN – OCCUPANCY STANDARDS**

**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. The Board authorizes THA staff to amend Chapter 6 of the Administrative Plan as indicated on the attachment adopting new occupancy standards for the Housing Choice Voucher Program.

**Approved:** October 27, 2010

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Dr. Arthur Banks, Chairman

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

Upon roll call, the vote was as follows:

AYES: 3  
NAYS: None  
Abstain: None

Absent: 2

**Motion Approved**

**9. COMMENTS FROM COMMISSIONERS**

Commissioner Flauding thanked Director Davis and staff for their hard work on the Moving to Work Plan. She also thanked the guests for attending and sharing their views with the board. Chair Banks and Commissioner Mowat concurred with Commissioner Flauding.

**10. COMMENTS FROM THE EXECUTIVE DIRECTOR**

ED Mirra directed the board to his report. He thanked staff for their preparation of the MTW Plan and resolutions adopted this evening. These resolutions allow 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. He also noted the likelihood that HUD's future budgets may be cut. If so, these changes will allow THA to manage those cuts better. These changes 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.

ED Mirra introduced Mr. Walter Zisette, the new Real Estate Development Director. Walter spoke for a few minutes, explaining his pleasure at joining THA and the work he looks forward to undertaking. Mr. Zisette will begin his work at THA on November 29<sup>th</sup>. Chair Banks thanked Tina Hansen for her service to THA over the past 10 months as the Interim Director of Real Estate Development. He said that her leadership of the department has not gone unnoticed.

**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 5:30 PM.

**APPROVED AS CORRECT**

**Adopted:** December 15, 2010

\_\_\_\_\_  
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 \$5,897,719 for the month of October, 2010.

Approved: December 15, 2010

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Dr. Arthur C. Banks, Chairman

**TACOMA HOUSING AUTHORITY**  
**Cash Disbursements for the month of October 2010**

Bank	Check Numbers		Amount	Totals
	From	To		
Heritage Bank				
A/P Checking	71,483	71,732		
Low Rent	1,956	1,989	2,979	
Central Office Cost Center			252,769	
Moving To Work			12,477	
Section 8 Programs			81,796	
SF Non-Assist Housing - 9SF Homes			1,648	
Stewart Court			5,666	
Wedgewood			211	
Salishan 7			492	
Salishan Program Income			27	
Salishan Area 3			6,081	
NSP Grant			210	
Development Activity			1,047	
Salishan Area 2B-Dev			383,080	
Salishan 7 - Dev A/C			1,705,981	
Community Services General Fund			375	
Wash. Families Fund 2006			161	
Chef Grant			850	
Gates Ed Grant			109	
2006 ROSS Fam H.O.			10,561	
2007 ROSS Fam H.O.			4,190	
2008 ROSS Svc Coord			715	
AMP 1 - No K, So M, No G			121,397	
AMP 2 - Fawcett, Wright, 6th Ave			88,895	
AMP 3 - Lawrence, Orchard, Stevens			53,894	
AMP 4 - Hillside Terr - 1800/2500			29,037	
AMP 5 - Salishan Common Areas			9,560	
AMP 6 - Scattered Sites			2,691	
AMP 7 - HT 1 - Subsidy			2,186	
AMP 8 - HT 2 - Subsidy			8,346	
AMP 9 - HT 1500 - Subsidy			1,261	
AMP 10 - SAL 1 - Subsidy			11,619	
AMP 11 - SAL 2 - Subsidy			9,637	
AMP 12 - SAL 3 - Subsidy			4,555	
AMP 13 - SAL 4 - Subsidy			8,342	
AMP 14 - SAL 5 - Subsidy			7,216	
AMP 15 - SAL 6 - Subsidy			12,012	
Allocation Fund			7,643	
THA SUBTOTAL			2,849,716	
Hillside Terrace I - Operations			831	
Hillside Terrace II - Operations			824	
1500 Block Hillside Terrace - Operations			701	
Salishan I - Operations			2,919	
Salishan II - Operations			2,258	
Salishan III - Operations			1,957	
Salishan IV - Operations			2,465	
Salishan V - Operations			2,178	
Salishan VI - Operations			2,002	
Salishan Association - Operations			3,042	
TAX CREDIT SUBTOTAL (Development - loans / Operations - billable)			19,178	2,868,894.48
Section 8 Checking				
SRO/HCV/TBRA	Checks	447,616	448,814	1,204,711
	ACH	16,584	17,470	1,404,344
				\$ 2,609,055
US Bank				
Payroll & Payroll Fees - ADP				\$ 419,769
TOTAL DISBURSEMENTS				\$ 5,897,719



# TACOMA HOUSING AUTHORITY

## **Motion**

Adopt a consent motion ratifying the payment of cash disbursements totaling \$4,435,124 for the month of November, 2010.

Approved: December 15, 2010

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Dr. Arthur C. Banks, Chairman

**TACOMA HOUSING AUTHORITY**  
**Cash Disbursements for the month of November, 2010**

Bank	Check Numbers		Amount	Totals
	From	To		
Heritage Bank				
A/P Checking	71,734	71,902		
Low Rent	1,990	2,011	1,835	
Central Office Cost Center			188,951	
Moving To Work			9,798	
Section 8 Programs			5,894	
SF Non-Assisted Housing - N. Shirley			0	
SF Non-Assist Housing - 9SF Homes			618	
Stewart Court			6,966	
Wedgewood			222	
Salishan 7			106	
Tacoma Housing Development Group			56	
Hillsdale Hts. TCRA Loan			64	
Salishan Program Income			49	
Salishan Area 3			14,006	
NSP Grant			2,050	
Development Activity			1,301	
Salishan Area 2B-Dev			125,295	
Salishan Area 4			1,475	
Salishan 7 - Dev A/C			959,220	
Bea's Fund			429	
Community Services General Fund			5,357	
Salishan Sound Family			635	
Wash. Families Fund 2006			261	
Chef Grant			709	
Gates Ed Grant			282	
2006 ROSS Fam H.O.			428	
2007 ROSS Fam H.O.			1,344	
2006 ROSS NN			711	
2008 ROSS Svc Coord			74	
AMP 1 - No K, So M, No G			27,045	
AMP 2 - Fawcett, Wright, 6th Ave			40,075	
AMP 3 - Lawrence, Orchard, Stevens			45,327	
AMP 4 - Hillside Terr - 1800/2500			17,844	
AMP 5 - Salishan Common Areas			83	
AMP 6 - Scattered Sites			3,298	
Allocation Fund			7,658	
THA SUBTOTAL			1,469,464	
Hillside Terrace I - Operations			331	
Hillside Terrace II - Operations			344	
1500 Block Hillside Terrace - Operations			312	
Salishan I - Operations			72	
Salishan II - Operations			151	
Salishan III - Operations			75	
Salishan IV - Operations			106	
Salishan V - Operations			98	
Salishan VI - Operations			11	
Salishan Association - Operations			2,974	
TAX CREDIT SUBTOTAL (Development - loans / Operations - billable)			4,474	1,473,938.28
Section 8 Checking				
SRO/HCV/TBRA	Checks	447,616	449,972	1,181,214
	ACH	17,471	18,330	1,383,646
				\$ 2,564,861
US Bank				
Payroll & Payroll Fees - ADP				\$ 396,325
TOTAL DISBURSEMENTS				
				\$ 4,435,124



# TACOMA HOUSING AUTHORITY

**Date:** December 15, 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 October and November, 2010 disbursement reports for your approval.

The Finance Department is submitting the financial statement for the month of October, 2010. We are still on track for having a surplus for the Fiscal Year. There are some anomalies that I will address below, but am not seeing any area of concerns that need to be addressed at this time.

- Line 2 – Tenant Revenue Other – Higher than budgeted. The majority of the income is from late fees, legal fees and tenant move out (maintenance charges).
- Line 7 – Capital Fund Revenue – We will meet budget by end of the year. The lower income YTD is due to timing issues.
- Line 13 – Developer Fee Income – We are still on track to receive the money budgeted by Fiscal Year end close. We have not received any of the payments as of this date.
- Line 10 – Other Government grants – Approximately \$200,000 is payment from Tacoma Utility companies for rebates for Salishan 7. This will not be received until the project is completed. It is still anticipated that funds will be received by June, 2011.
- Lines 16 thru 36 – Administrative Expenses – There are many areas with variances. Other than timing issues, I am not seeing any areas of concern that I would address at this time.
- Line 39 – Relocation Costs – This is for reasonable accommodation moves, or moves for Capital Fund work. This is an estimate, and we will revise later on in year, if the full amount is not needed.
- Line 40 – Tenant Service Other – This is a timing issue. One of the ROSS grants closed in October, and contracts that were in place are being paid to close out the grant.
- Line 62 – Section 8 HAP Payments – The expense is lower than budgeted thru October due to occupancy. The occupancy will be increasing through December, and the costs will be increasing.

Overall, the financial position is very healthy at the moment with a projected \$171,853 surplus (line 68), as compared to a budgeted \$11,744. As stated earlier, this will most likely change as we get further into the year.

## **2. INVESTMENTS**

Surplus funds had been invested in Heritage checking and the Washington State Investment Pool. Rates with Heritage Bank remain at .51%. The Washington State Local Government Investment Pool currently provides a return rate of .25%.

## **3. INFORMATION TECHNOLOGY/SOFTWARE IMPLEMENTATION**

VisualHOMES User Conference was held November 8-10. Ken Shalik, Jennifer Minogue, Todd Craven and Dave Gjerstad attended the conference. Approximately 150 users from 45 agencies attended the conference. This is the first conference since Yardi purchased VisualHOMES. Yardi executive and sales staff attended to answer questions regarding the merger of the two software companies. There is a Mr. Yardi and he is still involved with the company. Yardi has 13,000 customers and over 1,600 employees. Visual Homes had 80 customers and 30 employees at the time purchase. The Yardi purchase of VisualHOMES makes them the largest combined housing authority software vendor with approximately 60% of the market.

### **Some other significant key points;**

- Yardi will market both Yardi and VisualHOMES products in the future.
- Yardi has no plan at this time to migrate any customers to Yardi Products.
- Yardi and VisualHOMES will joint venture 3<sup>rd</sup> party software offerings.
- Yardi will implement their support model over the next few months.
- Our software support will continue to come from existing VisualHOMES Staff.
- Joint venture software development will happen in the future.
- Yardi will be encouraging certified 3<sup>rd</sup> party vendors who provide added value resources.
- Current support costs are being reviewed. No increases are expected in the immediate future.

Staff was able to network and share knowledge with many of the VisualHOMES clients. Staff met independently with Yardi staff to gain a better understanding of their corporate culture and plans regarding the VisualHOMES software. We came away with an understanding that this merger was relatively recent and more direction will be forthcoming over the next year. We felt as a group that this merger will be a good thing over the long run.

### **Significant Software and Hardware Initiatives Underway**

- Planning for S8Tran08 Upgrade – December/January
- Planning for LRTran07 Upgrade – February/March
- Analysis and Review of Tax Credit Upgrade Module – VisualHOMES
- I.T. Disaster Recovery Project Planning – In Progress

# FINANCE DEPARTMENT MONTHLY REPORT

December 2010

Page 3

- MTW Software Module Data Conversion and Testing – Sept to Dec
- PIC 50058 Testing – October-December
- THA Tenant Adjustment Application Development and Testing – November/December
- MTW Baseline Data Extractions – July 2010 to June 2011
- Visual Homes Software Upgrade to version 9.9
- SharePoint Implementation Training, Planning and Deployment – 2010/11

We experienced no new issues for the month of November. Software upgrade 9.9 eliminated a couple of outstanding issues which now number 22. The majority of outstanding issues are related MTW, S8TRAN08 and LRTRAN07 system enhancements which are expected to be completed over the next few months.

## 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>1</u>	<u>0</u>	<u>2</u>	<u>0</u>	<u>0</u>
<b>= Outstanding issues– end of period</b>	<b>3</b>	<b>15</b>	<b>3</b>	<b>0</b>	<b>21</b>
% of Outstanding resolved this period	25%	0%	40%	0%	13%
Bug report submitted	0	4	0	0	4
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	0	0	0
<b>Total Outstanding Issues</b>	<b>3</b>	<b>15</b>	<b>3</b>	<b>0</b>	<b>21</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.

#### **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. The main update for this area is that the Safeco insurance policies for our Tax Credit portfolio renewed on November 1. We are happy to announce that the premiums actually went down!

We also continue to work on improvements to our financial and asset management reports. These reports are critical to the success of the agency and already offer a new level of clarity to our operations and long-term strategic goals in asset management. The next meeting for the Asset Management Committee is on November 18.

#### **5. YEAR-END UPDATE**

The Asset Management and Compliance area is responsible for Asset Management, Risk Management, Financial Reporting, Procurement, Compliance, and oversight of the Desk Manual Project. One of the major successes the finance area has seen in the past couple years is the added transparency to our financial reporting systems, including real-time access to data and a solid site-based approach to the financial system. In this regard, we continue to work on improvements to our financial and asset management reports. In addition, our purchasing area will be working with staff managing the Tax Credit portfolio over the next month to determine purchasing requirements for the next calendar year.

#### **6. BUDGET**

We are in the process of attempting to change our Fiscal Year to a Calendar Year. The request has been sent to both the HUD field office and REAC. The Washington State auditors have provided their written support for the change. In an email we received end of November, we were informed by REAC that THA can expect to receive a written response on this request by mid-December.

**TACOMA HOUSING AUTHORITY  
AGENCY WIDE**

		October, 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	223,543	895,690	839,971	6.63%	2,637,070	2,519,913	4.65%
2	Tenant Revenue - Other	7,376	27,947	14,667	90.55%	83,841	44,000	90.55%
3	HUD grant - Section 8 HAP reimbursemen	2,660,201	10,554,286	10,669,171	-1.08%	31,662,858	32,007,514	-1.08%
4	HUD grant - Section 8 Admin fee earned	215,690	921,793	880,755	4.66%	2,645,379	2,642,264	0.12%
5	HUD grant - Public Housing subsidy	206,425	825,702	759,900	8.66%	2,402,106	2,279,701	5.37%
6	HUD grant - Community Services/HOPE	24,986	194,523	141,987	37.00%	433,569	425,961	1.79%
7	HUD grant - Capital Fund Operating Reve	357	41,050	263,420	-84.42%	673,150	790,259	-14.82%
8	Management Fee Income	189,611	732,960	749,631	-2.22%	2,273,880	2,248,893	1.11%
9	Fee For Service Income	8,532	23,605	26,865	-12.14%	70,815	80,596	-12.14%
10	Other Government grants	0	66,145	106,624	-37.96%	228,435	319,872	-28.59%
11	Investment income	3,553	16,409	17,833	-7.99%	49,227	53,500	-7.99%
12	Fraud Recovery Income - Sec 8	2,806	6,706	10,458	-35.88%	20,118	31,375	-35.88%
13	Other Revenue- Developer Fee Income	0	0	836,552	-100.00%	2,509,657	2,509,657	0.00%
14	Other Revenue	13,149	219,965	217,133	1.30%	659,895	651,398	1.30%
15	<b>TOTAL OPERATING RECEIPTS</b>	<b>3,556,229</b>	<b>14,526,781</b>	<b>15,534,968</b>	<b>-6.49%</b>	<b>46,350,000</b>	<b>46,604,903</b>	<b>-0.55%</b>
	<b>OPERATING EXPENDITURES</b>							
	<i>Administrative Expenses</i>							
16	Administrative Salaries	383,139	1,152,032	1,154,368	-0.20%	3,428,092	3,463,104	-1.01%
17	Administrative Personnel - Benefits	116,453	418,794	461,584	-9.27%	1,371,382	1,384,752	-0.97%
18	Accounting & Audit Fees	0	0	25,167	-100.00%	75,500	75,500	0.00%
19	Management Fees	129,380	510,525	642,830	-20.58%	1,931,575	1,928,489	0.16%
20	Rent	12,814	51,254	53,591	-4.36%	153,762	160,774	-4.36%
21	Advertising	425	1,479	4,183	-64.65%	9,437	12,550	-24.80%
22	Data Processing Expenses	9,072	61,377	101,532	-39.55%	279,131	304,595	-8.36%
23	Office Supplies	6,751	18,952	32,467	-41.63%	86,856	97,400	-10.83%
24	Publications & Memberships	2,218	5,165	14,958	-65.47%	45,495	44,875	1.38%
25	Telephone	5,957	28,789	29,700	-3.07%	86,367	89,100	-3.07%
26	Postage	4,517	15,669	15,883	-1.35%	47,007	47,650	-1.35%
27	Leased Equipment & Repairs	2,431	17,041	24,052	-29.15%	51,123	72,155	-29.15%
28	Office Equipment Expensed	8,832	10,246	20,000	-48.77%	55,000	60,000	-8.33%
29	Legal	2,311	10,419	39,833	-73.84%	111,257	119,500	-6.90%
30	Local Milage	272	1,707	5,463	-68.76%	17,121	16,390	4.46%
31	Staff Training/Out of Town travel	2,546	22,058	60,015	-63.25%	176,174	180,045	-2.15%
32	Contract Services	20,549	80,305	128,783	-37.64%	370,915	386,350	-4.00%
33	Other administrative expenses	4,803	20,778	29,820	-30.32%	92,334	89,461	3.21%
34	Due diligence - Development projects	0	0	16,667	-100.00%	35,000	50,000	-30.00%
35	Contingency	0	0	833	-100.00%	0	2,500	-100.00%
36	<b>Total Administrative Expenses</b>	<b>712,470</b>	<b>2,426,590</b>	<b>2,861,730</b>	<b>-15.21%</b>	<b>8,423,528</b>	<b>8,585,190</b>	<b>-1.88%</b>

		October, 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	55,966	183,852	197,409	-6.87%	581,128	592,226	-1.87%
38	Tenant Service Personnel - Benefits	18,387	74,950	75,961	-1.33%	224,850	227,884	-1.33%
39	Relocation Costs	0	832	12,167	-93.16%	2,496	36,500	-93.16%
40	Tenant Service - Other	4,823	88,253	46,433	90.06%	124,759	139,300	-10.44%
41	<b>Total Tenant Services</b>	<b>79,176</b>	<b>347,887</b>	<b>331,970</b>	<b>4.79%</b>	<b>933,233</b>	<b>995,910</b>	<b>-6.29%</b>
	<b>Project Utilities</b>							
42	Water	8,367	32,543	29,709	9.54%	97,629	89,126	9.54%
43	Electricity	13,395	51,848	61,196	-15.28%	155,544	183,588	-15.28%
44	Gas	4,534	14,658	20,456	-28.34%	73,974	61,367	20.54%
45	Sewer	28,387	98,628	93,468	5.52%	295,884	280,404	5.52%
46	<b>Total Project Utilities</b>	<b>54,683</b>	<b>197,677</b>	<b>204,828</b>	<b>-3.49%</b>	<b>623,031</b>	<b>614,485</b>	<b>1.39%</b>
	<b>Ordinary Maintenance &amp; Operations</b>							
47	Maintenance Salaries	69,476	210,494	192,061	9.60%	608,094	576,182	5.54%
48	Maintenance Personnel - Benefits	16,057	57,780	54,314	6.38%	173,340	162,941	6.38%
49	Maintenance Materials	9,993	50,810	58,400	-13.00%	152,430	175,200	-13.00%
50	Contract Maintenance	49,044	208,701	241,800	-13.69%	726,103	725,400	0.10%
51	<b>Total Routine Maintenance</b>	<b>144,570</b>	<b>527,785</b>	<b>546,574</b>	<b>-3.44%</b>	<b>1,659,967</b>	<b>1,639,723</b>	<b>1.23%</b>
	<b>General Expenses</b>							
52	Protective Services	5,674	38,939	40,133	-2.98%	136,817	120,400	13.64%
53	Insurance	15,495	55,475	65,353	-15.11%	196,425	196,059	0.19%
54	Other General Expense	72,672	289,936	290,104	-0.06%	869,808	870,312	-0.06%
55	Payment in Lieu of Taxes	1,381	4,977	4,948	0.59%	14,931	14,843	0.59%
56	Bad Debt - Tenant Rents	8,150	8,833	8,833	0.00%	26,500	26,500	0.00%
57	Interest Expense	56,038	225,599	221,297	1.94%	676,797	663,890	1.94%
58	<b>Total General Expenses</b>	<b>159,410</b>	<b>623,759</b>	<b>630,668</b>	<b>-1.10%</b>	<b>1,921,278</b>	<b>1,892,004</b>	<b>1.55%</b>
59	<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 1,150,309</b>	<b>\$ 4,123,698</b>	<b>\$ 4,575,771</b>		<b>\$ 13,561,037</b>	<b>\$ 13,727,312</b>	
	<b>Nonroutine Expenditures</b>							
60	Ext. Maint/Fac Imp/Gain/Loss Prop Sale	0	26,268	33,333	-21.20%	78,804	100,000	-21.20%
61	Casualty Losses	0	9,828	0	#DIV/0!	9,828	0	#DIV/0!
62	Sec 8 HAP Payments	2,653,608	10,122,195	10,501,318	-3.61%	31,266,585	31,503,954	-0.75%
63	<b>Total Nonroutine Expenditures</b>	<b>2,653,608</b>	<b>10,158,291</b>	<b>10,534,651</b>	<b>-3.57%</b>	<b>31,355,217</b>	<b>31,603,954</b>	<b>-0.79%</b>
64	<b>TOTAL EXPENDITURES</b>	<b>3,803,917</b>	<b>14,281,989</b>	<b>15,110,422</b>	<b>-5.48%</b>	<b>44,916,254</b>	<b>45,331,266</b>	<b>-0.92%</b>
65	<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(247,688)</b>	<b>244,792</b>	<b>424,546</b>	<b>-42.34%</b>	<b>1,433,746</b>	<b>1,273,637</b>	<b>12.57%</b>
	<b>Reserve/Capital Affecting Operations</b>							
66	THA transfer to development projects	1,378	1,378	(518,075)	-100.27%	(1,554,226)	(1,554,226)	0.00%
67	Reserve Appropriations	35,210	37,662	97,444	-61.35%	292,333	292,333	0.00%
68	<b>THA SURPLUS/(DEFICIT)</b>	<b>(211,100)</b>	<b>283,832</b>	<b>3,915</b>		<b>171,853</b>	<b>11,744</b>	

# TACOMA HOUSING AUTHORITY

## CASH POSITION - November, 2010

Account Name	Current Balance	Interest
<b>HERITAGE BANK</b>		
Accounts Payable	\$ 5,187,131	0.510%
Section 8 Checking	2,785,877	0.510%
THA Investment Pool	283	0.510%
THA LIPH Security Deposits	105,086	0.510%
THDG - Tacoma Housing Development Group	29,327	0.510%
LF - Windstar	300	0.510%
LF - Stewart Court	75,378	0.510%
LF - Stewart Ct Security Deposit Account	13,937	0.510%
LF - SF 9Homes Alaska	177,299	0.510%
LF - SF 9Homes Alaska Sec Dep Acct	8,208	0.510%
LF - SFH No. Shirley	2,838	0.510%
LF - SFH N Shirley Security Deposit Acct	1,002	0.510%
LF - Wedgewood Homes	321,240	0.510%
LF - Wedgewood Homes Security Deposit Acct	16,083	0.510%
LF - Salishan 7	3,158	0.000%
LF - Salishan 7 Security Deposit Acct	-	
General Fund Money Market	3,492,560	0.510%
<b>WASHINGTON STATE</b>		
Investment Pool	\$ 1,167,527	0.270%
<b>US BANK</b>		
Payroll Account	\$ 6,811	
<b>CHASE</b>		
IDA Account	70,481	0.01%
<b>TOTAL THA CASH BALANCE</b>	<b>\$ 13,464,525</b>	
<b>Less:</b>		
<i>MTW Restrictions:</i>		
HAP Reserves	\$ 1,727,614	
Section 8 Voucher Operating Reserves	171,072	
PH Operating Reserves	4,075,030	
Total - MTW Restrictions	\$ 5,973,716	
<i>Other Restrictions:</i>		
FSS Escrows	183,083	
VASH & FUP Operating Reserves	283,225	
Mod Rehab Operating Reserves	124,996	
Security Deposit Accounts	127,619	
Salishan Sound Families - 608	246,522	
IDA Accounts - 604,605,611	70,481	
THDG - 048	29,327	
Total - Other Restrictions	\$ 1,065,253	
<i>Agency Liabilities:</i>		
Windstar Loan - 042	338,025	
Citibank Loan for Area 3 - Guarantee	3,300,000	
Total - Agency Liabilities	\$ 3,638,025	
<i>THA Designated Reserve for Development:</i>		
	\$ 553,842	
<b>Total Restrictions</b>	<b>\$ 11,230,835</b>	
<b>THA UNENCUMBERED CASH</b>	<b>\$ 2,233,690</b>	
<b>Agency Current Commitments:</b>		
Salishan Infrastructure Area 2B - Latest	\$ 300,000	
Habitat for Humanity Loan	75,000	
Salishan Education & Training - On hold		
Development Projects		
<b>Total Current Commitments outstanding</b>		<b>\$ 375,000</b>



REAL ESTATE MANAGEMENT  
AND  
HOUSING SERVICES



# TACOMA HOUSING AUTHORITY

Date: December 15, 2010

To: THA Board of Commissioners

From: Julie LaRocque  
Interim 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	10/6/2010	94	High
3	Ludwig, Bergerson, Dixon	9/24/2010	65	Standard
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	72	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 99.56% 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 November 2010.

OCCUPANCY SUMMARY REPORT					
PROGRAM	UNITS AVAILABLE	UNITS VACANT	UNITS OCCUPIED	% MTH OCCUPIED	% YTD OCCUPIED
AMPs 1-6	594	14	580	97.6%	98.1%
Tax Credit Units	600	29	571	94.5%	95.0%
Local fund units	69	4	65	94.2%	94.5%

### 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 November is 22.6. Below is a table with a breakdown of the units turned during the month of November 2010.

AMP	Downtime	Make ready	Leasing	Total
1	1	3	8	12
1	1	11	0	12
2	0	2	13	15
2	0	4	3	7
2	0	5	8	13
3	3	6	10	19
4	0	80	4	84
6	0	14	5	19
<b>Totals</b>	<b>5</b>	<b>125</b>	<b>51</b>	<b>181</b>
<b>Averages</b>	<b>.6</b>	<b>13.9</b>	<b>5.7</b>	<b>22.6</b>

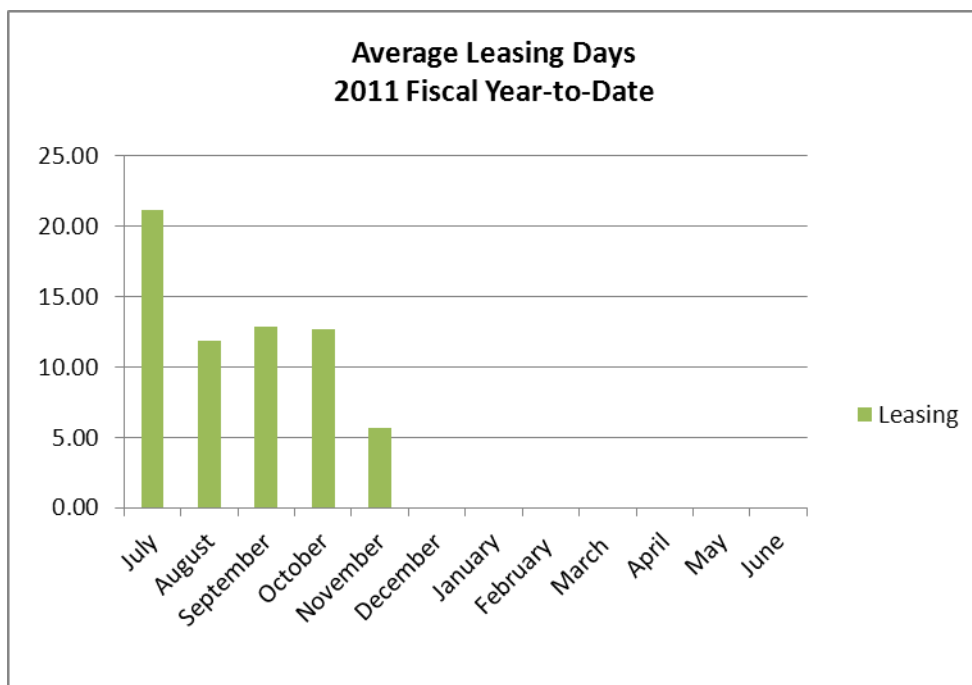
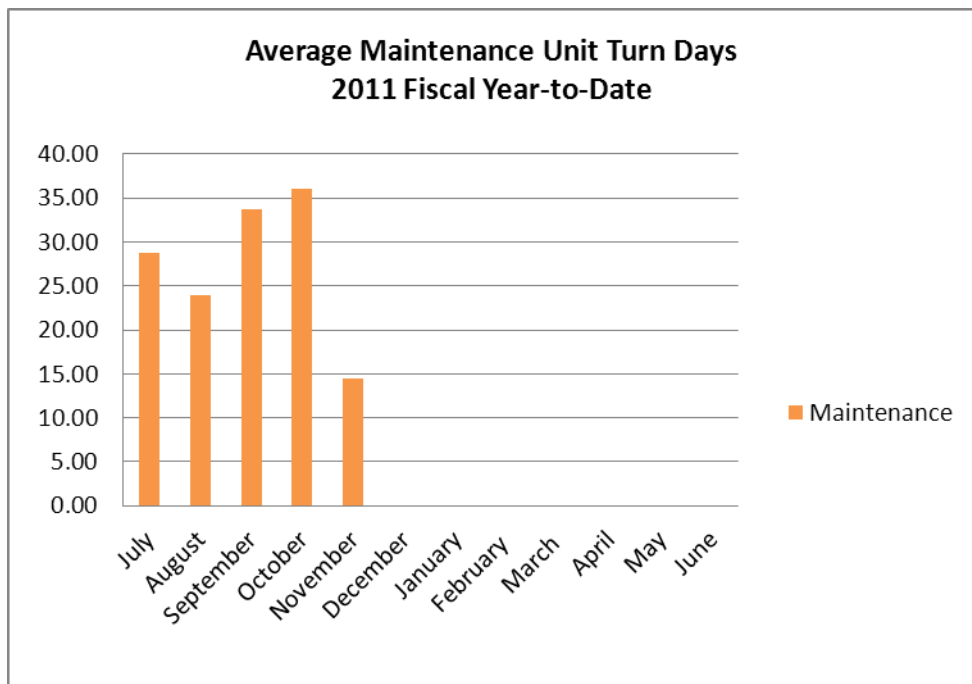
The average fiscal year-to-date average unit turns across all AMPs are 36.81 days per turn. This is a decrease from last month. AMP 4 has had 2

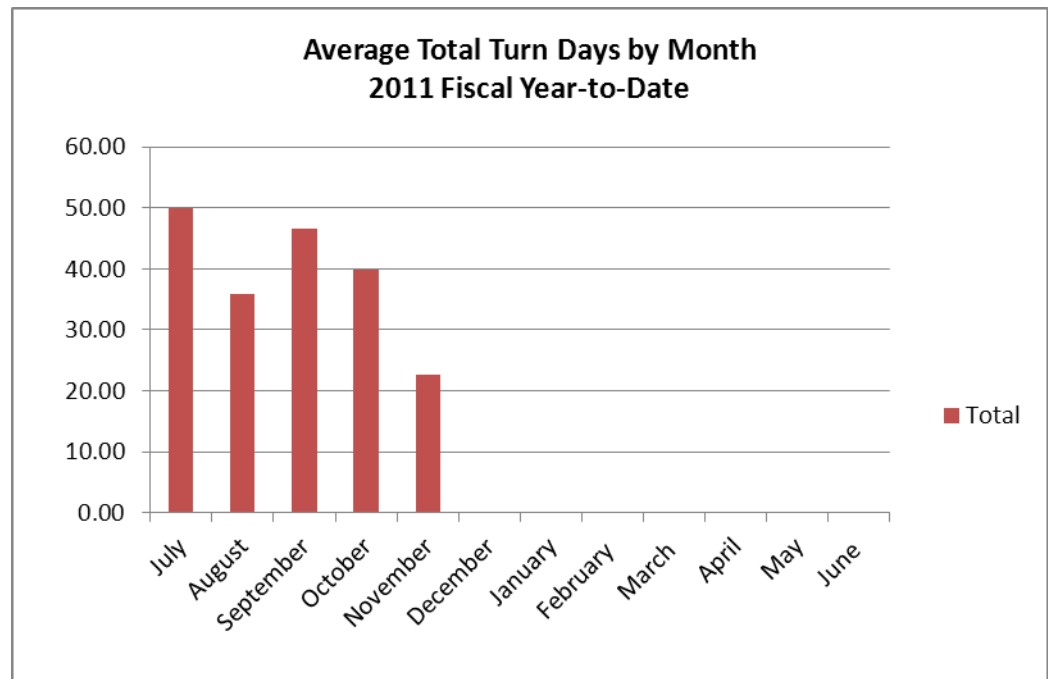
evictions that has required extensive repairs to the units. This will drive the unit turn report up once the units are leased.

<b>NOVEMBER 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	12	19	92	118	229	0	19.08
AMP 2	12	6	147	54	207	54	17.25
AMP 3	9	21	192	139	352	140	39.11
AMP 4	6	4	297	123	424	190	70.67
AMP 6	1	0	14	5	19	0	19.00
AMP 7	0	0	0	0	0	0	0
AMP 8	0	0	0	0	0	0	0
AMP 9	1	41	56	23	120	0	120.00
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>43</b>	<b>122</b>	<b>979</b>	<b>482</b>	<b>1,583</b>	<b>384</b>	<b>36.81</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 November all emergency work orders were completed within 24 hours. Maintenance has done a great job completing all work orders in the required times. AMP'S 10 – 14 still are experiencing a high number of work orders for the appliances. All appliance service calls are being assessed within 3 days.

**Work Order Completion Table:**

<b>WORK ORDER COMPLETION REPORT (PHAS/MASS #4)</b>								
	Emergency				Non Emergency			
	November 2010		FYTD		November 2010		FYTD	
AMP # *	# Completed	% Completed in 24 hrs	# Completed	% Completed in 24 hrs (99% HUD Std)	# Completed	Avg Completion Days	# Completed	Avg Completion Days (25 days HUD Std)
AMP 1	4	100%	12	100%	15	4.74	159	4.21
AMP 2	1	100%	12	100%	26	2.35	287	8.75
AMP 3	9	100%	42	97.6%	42	6.76	323	7.06
AMP 4	4	100%	26	96.2%	7	28.86	110	7.33
AMP 6	1	100%	21	95.2%	9	1.89	73	3.68
AMP 7	0	0%	0	0%	0	0	9	3.11
AMP 8	0	0%	0	0%	0	0.00	5	3.20
AMP 9	0	0%	0	0%	0	0	0	0
AMP 10	1	100%	1	100%	4	8.00	57	22.33
AMP 11	0	0%	8	100%	2	15.00	63	22.54
AMP 12	1	100%	5	100%	2	16.00	40	16.25
AMP 13	0	100%	5	100%	0	0	64	23.72
AMP 14	1	100%	1	100%	3	6.00	77	12.51
AMP 15	1	100%	2	100%	8	14.25	59	9.08
Non-AMP	1	0%	6	100%	9	4.11	48	1.15
TOTALS	22	100%	141	97.9%	127	7.07	1,375	9.45

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

**Outstanding Work Orders Table:**

<b>Outstanding Work Orders as of November 30, 2010</b>			
<b>AMP #</b>	<b>Open Non-Emergency</b>	<b>&lt;25 Days open</b>	<b>&gt;25 Days open</b>
AMP 1	22	17	5
AMP 2	7	7	0
AMP 3	5	4	1
AMP 4	2	1	1
AMP 6	5	5	0
AMP 7	12	0	12
AMP 8	5	0	5
AMP 9	7	0	7
AMP 10	4	2	2
AMP 11	15	7	8
AMP 12	15	5	10
AMP 13	8	1	7
AMP 14	13	6	7
AMP 15	13	12	1
Non-AMP	8	0	8
<b>TOTALS</b>	<b>141</b>	<b>67</b>	<b>74</b>

**3. SALISHAN ASSOCIATION**

CDC Management Services, LLC has been hired as the new management company to run the Salishan Association. The company has extensive experience in running Associations such as Salishan, and has been involved in managing HOPE 6 properties, such as High Point. The contract commenced on December 1<sup>st</sup>. They will be taking on all aspects of managing the Association, to include day to day management, collection of dues, all other accounting functions and community building. They have been working with Ken Shalik to transition the responsibilities to their staff on January 1<sup>st</sup>. The Association Board and CDC is in the process of interviewing candidates who all ready are employed by CDC to manage the day to day activities. Even though there will a day to day manager located in Salishan, they will have a management team that works with CDC to support them in their functions.

#### 4. RENTAL ASSISTANCE DIVISION

##### a. Performance Report Summary:

*Public Housing Information Center (PIC) reporting:*

THA's reporting rate for accurately submitting HCV program participation data (50058) to HUD is at 98.45%. HUD requires a housing authority to accurately submit at 95% or better.

*Housing Choice Voucher (HCV) Utilization:*

Housing Choice Voucher utilization is reported at 99.38% for the month of November and 97.88 % for calendar year to date. Budget utilization is reported at 93.88% for the month and 96.64% for calendar year to date.

HCV UTILIZATION SUMMARY REPORT					
Voucher			HAP		
	Month			Month	
Voucher Allocation	3,543		Budget	2,556,618	
Voucher Leased	3,521		Actual	2,362,016	
% Utilized	99		% Utilized	97%	



REAL ESTATE

DEVELOPMENT



# TACOMA HOUSING AUTHORITY

DATE: December 15, 2010

TO: THA Board of Commissioners

FROM: Walter Zisette  
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. Several links and advertisements for “Educational Service Providers” as tenants or owners in the new ETRC are now on the THA website. Staff continues to pursue other funding opportunities.

#### 1.1.2 Area 3

- *Lot Sales:* Habitat for Humanity has completed the first nine homes in Area 3 and is nearly complete on the next two homes. Staff continues to pursue local and regional homebuilders for additional lot sales in Area 3.

#### 1.1.3 Area 2B

- *Infrastructure:*  
Infrastructure is complete.
- *Salishan 7:* Current program plans include (90) project-based Section 8 rental units and (1) unrestricted manager’s unit. All foundation, footing, roofing and siding work is complete. Gypsum wallboard taping and texturing has moved into block 31. Mechanical, electrical and plumbing are ongoing in block 31. Exterior painting has moved to the final three buildings, waiting for weather improvements. Final punch activities will be ongoing in block 28. In-block landscaping is moving into block 31 with weather delays. The units to date have all passed the LEED certification for platinum with 95 points. The first 18 units were turned over to THA on

September 29, 2010. The next 27 units were turned over on October 29, 2010. The next 20 units will be turned over on December 15, 2010.

*1.1.4 Arlington Rd:* Staff continues to speak to Senior Care Facility Owners in conducting market research for a Senior care facility at Salishan, and in prospecting for potential developers.

## **1.2 Financial**

*Salishan Seven:* As was mentioned above, the construction of Salishan Seven is proceeding on schedule. There is no finance news at this time. THA hosted the grand opening on Wednesday, December 8, to celebrate the opening/completion of Salishan 7/Phase III and to mark the culmination of the development of affordable rental units. Walsh will be turning the final blocks over on December 15 and January 18 respectively.

## **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 1800/2500 Hillside Terrace**

*2.1.1 Financing:* Financing of this project is on hold. Staff reviewed the HUD NOFA for Capital Fund Education and Training Facilities to determine if this grant could apply to the project. Upon completion of the review, staff has concluded that THA would not meet the requirements for a successful application.

*2.1.2 Architecture:* Negotiations with the architect are on hold.

*2.1.3 Construction:* Pre-construction services are on hold.

*2.1.4 Demolition/Disposition:* Staff is reviewing options for demolition and disposition for the site.

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

#### **3.1 Capital Fund Construction:**

- 3.1.1* Staff has engaged Casey Group Architects and they have begun Phase 3 of their contract. The architect is working on design and bid documentation for the Ludwig and Fawcett re-siding and window projects. Staff is budgeting approximately \$1.2MM in capital funds for this effort. Additional upgrades will include upgrading attic insulation at North K, G and Ludwig. Dixon Village (2 buildings) and several scattered sites will receive new roofing.
- 3.1.2* Staff has completed preliminary budget estimates for renovations to the 902 L Street parking lots. Bid documents will be prepared next and the work is anticipated to be completed in the spring of 2011.

#### **3.2 ARRA Construction**

- 3.2.1* *AMP1:* K Street and G Street Apartments; Tatley-Grund (TGI), the General Contractor has completed all contract work within budget and on time. Closeout documents are being finalized.
- 3.2.2* *AMP2:* Wright Street, Fawcett Apartments and 6<sup>th</sup> Avenue; Christensen Inc. has completed all contract work within budget and on time. Letters of Substantial Completion have been sent. The final punch list has been issued.
- 3.2.3* *AMP 3:* Is 100% complete. Staff is finalizing all close-out requirements with the contractor.
- 3.2.4* *Asphalt Removal & Replacement (AMPs 1, 2, & 3):* Northwest Asphalt has completed all work and a letter of Substantial Completion is being prepared.
- 3.2.5* *Final Closeout:* Staff is working on grant closeout. HUD is scheduled for an on-site review in mid-January 2011.

#### **3.3 Grants**

- 3.3.1* *NSP 1:* THA has sold four of the houses. The only house without an offer is located at 2323 S Ash. Staff is looking for new houses to purchase. THA received approximately \$510,000 of additional NSP1 funding. We

are awaiting news from the Department of Commerce regarding how they will distribute the latest round of NSP funds. Staff has reviewed several homes for purchase and has pending purchase and sale agreements in process.

- 3.3.2 *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. PROJECTS IN THE PIPELINE**

- 4.1 *The 2316 Building:* Staff has been in discussion with the Tacoma City Association of Colored Women's Club's Inc. (CWC) with regard to a development opportunity. The CWC owns a 30,000 sf site with a small 2-story building, located at 2316 Yakima Ave. in Tacoma. CWC is interested in developing this property and has approached THA to be a potential partner in this development. THA and CWC have agreed that THA's role will be that of the developer. THA and CWC are currently negotiating a Memorandum of Understanding (MOU) for the predevelopment phase. Staff plans to bring a resolution before the BOC in January for this MOU. The current vision for the property is that of a mixed-use facility with meeting space for public and private rentals, rental housing, office and meeting space for community organizations, CWC meeting and office space, some commercial rental space as well as a dining/banquet/meeting room and a deli service.

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

- 5.1 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.
- 5.2 ARRA AMP 1: Three Section 3 employees have been hired to date.

## 6. PHAS INDICATOR FOR MODERNIZATION ACTIVITIES

The following are the obligated and expenditures as of December 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%	\$1,542,507	83%	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	151,000.00	6%	\$141,413	6%	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%	\$3,180,838	78%	3/18/09	3/17/10	3/17/12

\*ARRA Capital Fund Recovery Grant

# COMMUNITY SERVICES



# TACOMA HOUSING AUTHORITY

DATE: December 15, 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 source's annual goals by service area. It summarizes progress toward attaining annual goals during the month of November 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	1	39	60	65%
Earned Income Increased	1	39	30	130%
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 November, 17 participants attended GED classes which included 6 new enrollments. A total of 77 participants have attended since January 1, 2010.

Activities	Month	YTD	Annual Goal	% of Goal
Participants attending Bates GED classes	6	77	18	428%
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.

FSS staff revised and strengthened the FSS orientation and selection process to ensure that individuals selected for the program are committed and able to fulfill the program's requirements over the five-year period. New orientation for prospective FSS participants began on Monday September 27. A total of 28 people attended the four required evening sessions. Topics included an overview of the FSS program, discussion on the importance and role of education and employment in achieving self-sufficiency, basic orientation to our homeownership program and an introduction to how to start a small business. The final orientation session featured a recent FSS graduate sharing her experience with the program.

The four-session orientation is followed by six sessions of financial literacy training presented by Tacoma Goodwill. Those participants who complete the entire orientation, financial literacy training and sign a Contract of Participation will be admitted to the FSS program. We project that 25 of 28 prospects will make successfully complete the entrance requirements and enroll in the FSS program.

Status	Month	YTD	Annual Goal	% of Goal
Current Participants	107	136	161	84%
Graduates	0	11	5	220%
Removed/Voluntarily Withdrawn	0	18	n/a	n/a
New Contracts Signed	5	19	18	106%
Escrow Balance	\$233,207.83			

#### 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 Exodus Housing Next Chapter Domestic Violence Healing class started in November with five participants enrolled in the course.

Activities	Month	YTD	Annual Goal	% of Goal
Life Skills Enrollment	5	18	20	90%
Life Skills Completion	0	13	15	87%
Parenting Enrollment	0	17	25	68%
Parenting Completion	0	21	20	105%

#### 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	15	36	120	30%
Financial Literacy Completion	0	9	72	13%
Credit Counseling Enrollment	0	1	17	6%
Credit Counseling Completion	0	2	10	20%
Homeownership Counseling	6	77	17	453%
Individual Development Account Participants	22	45	30	150%
Qualified Withdrawals	0	8	30	27%
Home Purchase	1	10	10	100%
Other Asset Purchases	1	7	20	35%

#### 1.6 Neighborhood Networks and VITA

THA has Neighborhood Networks computer labs at Bergerson Terrace, Dixon Village, Hillside Terrace 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. During September and October the AmeriCorps members went door to door at Bergerson, Dixon and Hillside Terrace to ask residents about their which times of the day or evening they would like the labs to be open. The AmeriCorps members adjusted the lab schedules accordingly. The Asset-Building Program Manager interviewed individuals interested in a part-

time short-term position coordinating the VITA. The VITA coordinator will begin in the short-term position in January 2011.

Activities	Month	YTD	Annual Goal	% of Goal
Computer Lab Participation	37	168	150	112%
VITA Tax Returns for THA clients	0	55	125	44%
EITC Received (PH only)	0	17	85	20%

### 1.7 Youth Activities

THA contracts with Girl Scouts of Western Washington to provide a youth mentoring program for Hillside Terrace, Bergerson Terrace and Salishan. There are currently 121 troop members, 72 of which are THA residents.

Northwest Leadership Foundation (NLF) began its after school tutoring program at Lister Elementary school in October. We have 26 public housing youth enrolled in the youth tutoring program.

Activities	Month	YTD	Annual Goal	% of Goal
Youth tutoring	0	35	35	100%
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	40	55	73%
Youth mentoring (PH only)	7	58	45	129%
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 serves the 360 residents of THA's seven senior apartment buildings. During the month of November, the

Specialist had 173 client contacts (89 unduplicated). In addition, 18 unduplicated home visits were made and 18 residents received 1:1 situational and wellness counseling.

Activities	Month	YTD	Annual Goal	% of Goal
Unduplicated client contacts	89	266	260	102%
Referrals	7	39	55	71%
Unduplicated situation/wellness counseling	18	101	150	67%
Assistance with correspondence for Entitlement Programs	2	28	40	70%

### 1.9 Families in Transition (FIT)

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

	WFF/Sound Families		Hillside Terrace		Tax Credit	
<b>Total Current Caseload</b>	<b>19</b>		<b>3</b>		<b>5</b>	
	Month	YTD	Month	YTD	Month	YTD
Entrances	0	6	1	1	0	3
Graduations	0	3	0	2	0	2
Exits	0	0	0	1	0	2
Terminations	0	1	0	0	0	0

# HUMAN RESOURCES



# TACOMA HOUSING AUTHORITY

Date: December 15, 2010

To: THA Board of Commissioners

From: Barbara Tanbara, HR Director

Re: December HR Department Board Report

## 1. BENEFITS

**1.1 Employee Benefits and Cost Sharing** –As we have been discussing for months, THA received very high increases for our OPEIU and non-represented medical insurance premiums. The increases for our three plans came in as follows:

- United Employees Benefit Trust 14.73%
- Group Health Options 33%
- Regence Innova 16.2%

The Trades Council plans are different than these plans and only experienced a 5% increase. This precipitated a series of meetings with OPEIU, our Benefit Committee members, and non-represented employees to get their feedback on our options for both cost sharing and other options we could consider. We decided to retain the current benefits for our Regence and UEBT plans and change the coverage on Group Health to 80%-20% coverage (down from 90%-10%). With the change in the Group Health plan, the increase came down to 14.1%. THA has absorbed 10% of the increase for each plan; the balance is being covered by employees, depending on their elections. I have included the memos we sent to our OPEIU and non-represented employees to give them the final decision.

This coverage is for the 2011 calendar year only. During 2011, the Benefit Committee and I expect to examine our options more deeply and look for ways to maintain our great coverage while containing costs. We hope to make some proactive changes for the 2012 plan year.

**1.2 Open Enrollment** – Our annual Open Enrollment period has begun and will end on Dec 23<sup>rd</sup>. This year we were able to offer self-service online enrollment via ADP.

## 2. COMPENSATION

**Classification and Salary Study** - THA conducted a classification and salary study back in 2003. After what will be eight years, it is time for us to go through that process again. After the beginning of 2011, we will put out an RFP for a new compensation system vendor. We want to ensure that each position is properly “leveled” within the organization and that we are competitive in our salaries.

We will also be looking for two improvements in our system. First, that we have a more transparent and easily understood system than our current one. Second, we want to look at incentive alternatives that we could use to incent our top performers. We will be working closely with both unions and non-represented employees during this process.

### **3. EMPLOYEE RELATIONS**

**3.1. THA Employee Appreciation Luncheon** – We held our annual Employee Appreciation luncheon last week at C. I. Shenanigans. Including employees and family members, we had close to 110 participants. We honored 13 employees who had hit their milestone anniversaries of 5 – 10 -15 and one 20 year employee. Michael spoke and thanked the employees for their hard work and great results. Janis Flauding represented the Board at the luncheon and said thanks to all the employees for another good year. It was great fun and a terrific opportunity to get together and recognize our strongest asset – our employees.

**3.2. Grievances and Complaints** - For CYTD 2010, we have no union grievances, no City of Tacoma Human Rights/EEOC complaints and no lawsuits. If we receive no complaints yet this month, it will be the first year in my known THA history that THA has not received any of these complaints.

**3.3. THA Employee Newsletter** – our THA Employee Newsletter was published in November. The next one is for February 2011.

### **4. LABOR RELATIONS**

#### **4.1. OPEIU Wage and Insurance Benefit Opener Negotiations**

We began meeting with OPEIU in November to discuss wage and benefit changes for the new year. We have had very productive meetings and the union helped a lot with brainstorming ideas of how to solve the medical insurance premium increase problem. The union even invited me to present directly to their membership the options we were considering.

We meet again on Dec 15<sup>th</sup> to discuss the potential for wage increases. The current THA- OPEIU collective bargaining agreement (CBA) expires in December 2011. Bargaining for the new CBA will begin in October 2011.

### **5. STAFFING**

#### **5.1. Staffing**

*Real Estate Development Department*– After a 6-month search, last month we welcomed Walter Zisette to THA. Building on their past accomplishments, we look forward to the contributions he and the department will make to THA and its mission.

*Real Estate Management & Housing Services* - We hired our Property Manager, Tehani Bowman and our two new Clerks, Heather Hintz and Therese Ramos. We are about to make an offer for a new Site Manager and are interviewing for a new Site Assistant. We also have posted for the new position of Assistant Manager in Rental Assistance. When April returns from her leave, we will again post for the Policy and Planning Analyst position. We made an offer for that position but the candidate took another position.

*Community Services* – We hired our three new Case Workers, Vicki White, Nicole Fillmore-Meshesha and Josh Crites. They will also hire a temporary person to fill the role of Vita Site Coordinator through next March.

*Finance & Administration*- We hired our new IT Help Desk Technician, Aaron Tripp.

**5.2. THA Recruitment/Turnover Report** - I have included the *2010 Recruitment/Turnover Report* through December. We lost a total of 14 employees this year compared to 17 in 2009 and 26 in 2008. While we didn't hit our target of keeping turnover below 10% annually, we are working diligently on it.



# TACOMA HOUSING AUTHORITY

**To:** All OPEIU-represented employees  
**From:** Barbara Tanbara, HR Director  
**Date:** November 30, 2010  
**Re:** Changes with our Medical Insurance Plans

---

As so many of you heard in the meetings with me and/or your Shop Stewards and OPEIU Business Rep, Allan Jacobson, THA has experienced the largest increases ever in medical insurance plans for January 2011. We have worked with the union and our employees to review options and settled on the following plans. Non-represented employees will be seeing increases also.

## United Employees Benefit Trust (UEBT)

The UEBT plan will maintain the same benefit levels for 2011 except for the changes required by UEBT this year (see attached document). Due to the higher premiums, both THA and its employees will be paying more for coverage in 2011. The 2011 monthly employee contribution amount is in the right hand column.

UEBT	2010 UEBT Monthly Employee Medical Premium	2011 UEBT Monthly Employee Medical Premium
		90%-10% coverage
Employee	74.35	77.90
EE + Spouse	74.35	124.10
EE + First child	74.35	124.10
EE + Multiple Children	74.35	124.10
EE +Spouse + First Child	74.35	124.10
EE +Spouse +Multiple Children	74.35	124.10

## Group Health Options

The Group Health Options plan came in at 33% premium increase. In order to limit the increase to a more manageable level (14.1%), we have changed Group Health coverage to an 80%-20% plan. There will be additional needed changes which are shown on the attached document. Due to the higher premiums, both THA and its employees will be paying more for coverage in 2011. The 2011 monthly employee contribution amount is in the right hand column.

GROUP HEALTH	2010 Group Health Monthly Employee Medical Premium	2011 Group Health Monthly Employee Medical Premium
		Change to 80%-20% coverage
Employee	60.73	50.60
EE + Spouse	72.36	132.90
EE + First child	65.39	83.63
EE + Multiple Children	70.06	116.66
EE +Spouse + First Child	77.02	165.93
EE +Spouse +Multiple Children	81.69	198.96

Unfortunately, we are not ready to announce the salary increases that we hope for in January 2011. Those increases will help offset some of the medical premium increase. You can make election changes during this Open Enrollment period beginning Fri, Dec 3<sup>rd</sup>. If you have any questions, please contact Corinne or me at any time.



# TACOMA HOUSING AUTHORITY

**To:** All non-represented employees  
**From:** Barbara Tanbara, HR Director  
**Date:** November 30, 2010  
**Re:** Changes with our Medical Insurance Plans

---

As so many of you heard in the meetings with me, THA has experienced the largest increases ever in medical insurance plans for January 2011. We have worked with our employees to review options and settled on the following plans. Represented employees will be seeing increases also.

## Regence Innova

The Regence Innova plan will maintain the same benefit levels for 2011. At this time, we know of no plan changes for 2011. Due to the higher premiums, both THA and its employees will be paying more for coverage in 2011. The 2011 monthly employee contribution amount is in the right hand column.

Regence Innova	2010 Regence Monthly Employee Medical Premium	2011 Regence Monthly Employee Medical Premium
		90%-10% coverage
Employee	60.47	83.77
EE + Spouse	126.70	183.37
EE + First child	84.39	154.60
EE + Multiple Children	84.39	154.60
EE + Spouse + First Child	137.42	254.20
EE + Spouse + Multiple Children	137.42	254.20

## Group Health Options

The Group Health Options plan came in at 33% premium increase. In order to limit the increase to a more manageable level (14.1%), we have changed Group Health coverage to an 80%-20% plan. There will be additional needed changes which are shown on the attached document. Due to the higher premiums, both THA and its employees will be paying more for coverage in 2011. The 2011 monthly employee contribution amount is in the right hand column.

GROUP HEALTH	2010 Group Health Monthly Employee Medical Premium	2011 Group Health Monthly Employee Medical Premium
		Change to 80%-20% coverage
Employee	60.73	50.60
EE + Spouse	72.36	132.90
EE + First child	65.39	83.63
EE + Multiple Children	70.06	116.66
EE + Spouse + First Child	77.02	165.93
EE + Spouse + Multiple Children	81.69	198.96

Unfortunately, we are not ready to announce the salary increases that we hope for in January 2011. Those increases will help offset some of the medical premium increase. You can make election changes during this Open Enrollment period beginning Fri, Dec 3<sup>rd</sup>. If you have any questions, please contact Corinne or me at any time.

## THA Recruitment-Turnover Report 2010

\*data reflects regular employees only

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept.</i>	<i>Oct.</i>	<i>Nov.</i>	<i>Dec</i>	<b>YTD</b>
<b>Total # Employees</b>	<b>110</b>	<b>110</b>	<b>110</b>	<b>110</b>	<b>109</b>	<b>109</b>	<b>110</b>	<b>112</b>	<b>112</b>	<b>111</b>	<b>110</b>	<b>110</b>	<b>110</b>
Voluntary Separation	1	1	1	1	0	0	0	2	2	3	1	0	<b>12</b>
Involuntary Separation	0	0	0	0	0	0	1	0	0	0	0	0	<b>1</b>
Retirement	0	0	0	0	0	0	0	0	0	0	0	1	<b>1</b>
<b>Total Seperations w/out Lay-Off's</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>14</b>
<b>Turnover Rate w/out Lay- off's</b>	<b>0.9%</b>	<b>0.9%</b>	<b>0.9%</b>	<b>0.9%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.9%</b>	<b>1.8%</b>	<b>1.8%</b>	<b>2.7%</b>	<b>0.9%</b>	<b>0.9%</b>	<b>12.7%</b>
<b>2009 T/O Rate w/out Lay-Off's</b>	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%
<b>2008T/O Rate w/out Lay-Off's</b>	0.0%	1.0%	2.0%	1.0%	0.0%	1.0%	3.5%	0.9%	1.8%	2.6%	1.7%	3.5%	20.0%
<b>Hires/Promotions</b>													<b>YTD</b>
New or Different Positions	0	0	1	0	0	0	0	0	0	0	0	0	<b>1</b>
Replacement due to Separation	0	0	1	1	0	1	0	0	2	2	4	1	<b>12</b>
Replacement due to Promotion/ Transfer	1	0	1	1	1	0	0	0	0	0	0	0	<b>4</b>
Sunset Positions	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>Total</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>17</b>



**NEW BUSINESS**

## RESOLUTION #1



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2010-12-15 (1)

**Date:** December 15, 2010

**To:** THA Board of Commissioners

**From:** Michael Mirra  
Executive Director

**Re:** Amending THA Policy G-05 Exercising and Delegating Executive Director Authority

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### **Background**

THA has a policy governing the Executive Director's exercise and delegation of his or her authority. THA Policy G-05. This policy states the authority of the Executive Director; it authorizes him or her to delegate his authority; and it states how THA can make a decision in the rare instance when the Executive Director is not available. Funders and other financial partners have sometimes required us to send them a copy of this policy when we have asked them to rely on signatures other mine.

This is a good time to refresh and update this policy. I attach a redlined copy of the policy showing the changes I ask the Board to adopt. There are two changes:

- One change would add the Director of Real Estate Development to the succession of directors who can act in narrow circumstances during those rare instance when the Executive Director is not available to make a decision.
- Another change would update the title of Director of Finance and Administration and the title of the Director of Real Estate Management and Housing Services.

### **Recommendation**

I recommend that the Board adopt this resolution.

**RESOLUTION 2010-12-15(1)**

**AMENDING THA POLICY G-05 PERTAINING TO THE EXERCISE AND  
DELEGATION OF THE EXECUTIVE DIRECTOR'S AUTHORITY**

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

**Whereas,** THA Policy G-05 governs the Executive Director's exercise and delegation of authority.

**Whereas,** this policy needs some updating in the manner set forth in the attached redlined version. These changes add the Real Estate Development Director to the succession of directors who can act for the Executive Director in narrow circumstances when he or she is not available. The changes also update the titles of the Director of Finance and Administration and the Director of Real Estate Management and Housing Services.

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

1. THA Policy G-05 is amended in the manner set forth in the attached redlined version.

**Approved: December 15, 2010**

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Dr. Arthur Banks, Chairman



# TACOMA HOUSING AUTHORITY

<b>Policy No.</b>	G-05
<b>Policy</b>	Exercise and Delegation of Executive Director Authority
<b>Date</b>	<del>August 22, 2007</del> <u>December 15, 2010</u>

## 1. Purpose

To state the general authority and responsibilities of the Executive Director and authorize the delegation of this authority to others in the Executive Director's absence.

## 2. Sources for Policy

~~[none]~~THA Resolution 2010-12-15(1)

## 3. Scope of Policy

This policy pertains to the full range of the Executive Director's authority.

## 4. Who is Responsible for Implementing Policy

Who	Responsibilities
Executive Director and THA Staff	To comply with all terms of this policy.

## 5. Definitions

[none]

## 6. Forms Associated with this Policy

[none]

## 7. Policy

### 7.1 Powers and Duties

The Executive Director is responsible, under the general direction of the Board of Commissioners, for the administration of the Tacoma Housing Authority.

### 7.2 Delegation or Ratification of Authority

The Executive Director may delegate to any subordinate Tacoma Housing Authority employee the authority to exercise or perform any of the Executive Director's powers or duties. The Executive Director may also ratify any such exercise or performance. This delegation or ratification must be in writing or must be pursuant to this policy. Acts performed within such delegation or ratification shall constitute acts of the Executive Director.

~~In the absence of express delegation, the Finance Director or, in his or her absence, the Director of Housing Programs, is authorized to exercise or perform the powers and duties of the Executive Director if the Finance Director, (or in his or her absence, the Director of Housing Programs,) determines that all of the following are true:~~

If the Executive Director is not available and in the absence of his or her express delegation, the Director of Finance and Administration, or, if he or she is not available, the Director of Real Estate Management and Housing Services, or if he or she is not available, the Director of Real Estate Development, is authorized to exercise or perform the powers and duties of the Executive Director if one of them on such an occasion determines that all of the following are true:

- (i) the welfare of the agency requires the exercise or performance of these powers and duties;
- (ii) the Executive Director is not available by phone, email or otherwise either to exercise or perform them or to expressly delegate responsibility to do so within the time required by the circumstances; and,
- (iii) there is not a current and contrary delegation of authority.

# EXECUTIVE DIRECTOR REPORT



# TACOMA HOUSING AUTHORITY

Michael Mirra  
*Executive Director*

Date: December 15, 2010

To: THA Board of Commissioners

From: Michael Mirra  
Executive Director

Re: Executive Director's Report: December 2010

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

## **1. SALISHAN PHASE 3 RIBBON CUTTING**

THA hosted a very successful celebration on December 8<sup>th</sup> to cut the ribbon on Salishan Phase 3. Commissioner Flauding welcomed about 60 guests who then heard from Mayor Strickland, former Mayor Baarsma, City Councilmember Marty Campbell, County Councilmember Elect Rick Talbert, Bill Reid of Walsh Construction, Steve Walker of the Washington State Housing Finance Commission, and representatives of the Governor, Senator Patty Murray and Congressman Norm Dicks. The Mayor and Bill Reid announced two bits of very good news. The Mayor announced Salishan's receipt of the Home Depot Foundation award for Excellence in Sustainable Communities. She and Commissioner Miller went to Denver last week to receive this award at the National League of Cities conference. Bill Reid announced the news that Salishan Phase 3 will receive LEED Platinum designation as well as 5 stars from the Master Builder's Built Green program, the highest award.

I will have copies of the program for the Commissioners.

If there was a theme to the remarks, it was the importance of THA's many partners who helped to envision Salishan, plan it, design it, finance it, build it and care for it. It was very pleasant to have that occasion to thank them. All in all, it was a good day for Salishan and for THA.

## **2. CITY OF TACOMA'S AFFORDABLE HOUSING POLICY ADVISORY GROUP**

I am very pleased to enclose the final report of the City of Tacoma's Affordable Housing Policy Advisory Group. The Board may recall that the City Council convened this group by resolution in April 2010. The Council named Blaine Johnson and me as Co-Chairs. It also named Walter Zisette among the group members from the nonprofit and for-profit development communities. [At the time, Walter worked for Common Ground.]

The Council directed the group to report to the Council by December 15<sup>th</sup> on the group's recommended policies for the preservation and development of affordable housing for low-income households in the City. The group presented its report to the Council's Neighborhood & Housing Committee on December 6<sup>th</sup>. I also enclose a copy of the group's cover letter to that Committee and a copy of the powerpoint we used to present our report.

The report reviews the data showing that Tacoma has a "crisis" arising from the shortage of affordable housing for low-income households. It estimates the number of affordable units the City presently needs and the number of additional units it will need between now and 2030. The report also states the four main themes of its recommendations to produce these units:

- (1) *Non-Profit Development:* This report recommends how the City can become a more effective source of financial and regulatory assistance to nonprofit developers of affordable housing. The housing that these organizations develop are a principal source of affordable housing in the City. This part of the housing stock is also the most effective at serving the neediest households, including those with special needs. Helping these nonprofit developers succeed in their mission, and become more competitive for financing from other sources, is one of the report's two principal themes.
- (2) *For-Profit Development:* The report's second principal theme is to harness the engine of private, for-profit developers and make it financially worthwhile for them to include affordable units in market rate projects. For this purpose, the report recommends a range of incentive and limited mandatory inclusionary programs. Enlisting for-profit development efforts in this way is important for three reasons. First, nonprofit development efforts will not likely ever be enough. There is not enough financing available to do the job. Second, for-profit developers can usually build at a lower per-unit cost because their financing sources do not impose expenses common with non-profit financing. Third, including affordable units into market rate projects also promotes economic and other demographic integration. The report also notes, however, that such incentive and inclusionary programs generally do not serve the lower income tiers. For this reason, both the for-profit and the non-profit development efforts are necessary to address the range of the City's housing needs.
- (3) *Reduce Cost of Housing Development:* The report recommends ways that the City can reduce the cost of housing development generally. These measures would make all housing more affordable, including housing for low-income households.
- (4) *Accommodation of Appropriate Density:* The report also recommends how the City can accommodate the increased density it will need for the additional 43,353 households it projects to be living in Tacoma by 2030. Increased density is not only necessary for growth management goals. It is also an important element for affordable housing for all income tiers, including low income households. A crucial

theme of these recommendations is that increased density can be attractive and congenial to the values that make neighborhoods vibrant and appealing. This is mainly a design challenge. The recommendations focus on ways to meet it.

The report conveys 25 policy recommendations for these purposes. The report lists fourteen of them as high priorities. They include the following:

- Voluntary Housing Incentives Programs
- Required Inclusionary Programs for Upzones and Master Planned Communities
- Repeal of the “Miller Amendment” and its replacement with a Mixed-Income Downtown Housing Program.
- Local Housing Trust Fund [The Report recommends that the City try again for a voter approved funding source for this Fund focused on seniors and veterans.]
- Contingent Loan or Credit Enhancement Program

A significant aspect of the report’s recommendations is their support by a consensus of the group. This is notable because of the diverse array of views within the group. The group will remain convened, either formally or informally, to further assist the Council in implementing these recommendations.

THA’s participation in the Advisory Group took quite a bit of time and effort. THA has participated and presently participates in other similar efforts for the City, the County, the State, as well as advocacy groups like the Tacoma-Pierce County Affordable Housing Consortium and trade groups like the Association of Washington Housing Authorities.. I enclose a printout from the Project Data Base listing the projects of this sort, both opened and closed. They all take a lot of time and effort. Let me review why these commitments of resources can be very worthwhile for THA. In general, they serve THA in three ways:

**First**, they directly serve THA’s Advocacy and Public Education strategic objective. That objective reads:

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

For example, the Advisory Group was a chance to speak up for THA’s contribution to the City and the needs of the people it serve. It was also an opportunity to serve our City by sharing our expertise and experience.

**Second**, these efforts help THA influence the policy and regulatory environment that in large measure determine our own success. For example, the Advisory Group recommends that the City

create a contingent loan or credit enhancement program. Such a program will greatly reduce THA's borrowing expenses for its developments.

**Third**, these efforts allow THA to develop more relationships and partnerships that make our work easier. For example, the Advisory Group was a chance for THA to start or strengthen relationships with the for-profit development community and the downtown business community.

In general, this type of activity serves THA very well.

**CITY OF TACOMA**  
**AFFORDABLE HOUSING POLICY ADVISORY GROUP**

December 6, 2010

By Hand

Councilmember Lauren Walker, Chair  
Neighborhood & Housing Committee of the City Council  
12th Floor  
747 Market Street  
Tacoma, WA 98402

Re: Final Report

Dear Councilmember Walker and Committee Members:

We enclose the Final Report of the Affordable Housing Policy Advisory Group. On April 27, 2010, by Resolution 38017, the City Council convened this Advisory Group. The Council directed the group to (1) review the work of the Council's Neighborhood and Housing Committee and the Pierce County Housing Affordability Task Force; (2) review demographic data, (3) provide input and consultation necessary to refine the Committee's affordable housing policy recommendations; (4) recommend a series of policy actions that are consistent with or complementary to the City Comprehensive Plan; and (5) build a consensus of Advisory Group members. The Resolution directed the Group to provide its final report to your Committee by December 15, 2010. We are very pleased to do so.

We would like to note some features of the Group's effort that produced this important document and that should enhance its usefulness to the Council. The Council wisely gave the Group a diverse membership representing a range of perspectives, expertise and experiences within the for-profit and non-profit development community. Group members contributed their strong opinions and different approaches. The Council asked the Group to recommend affordable housing policies on complicated topics that had long divided that community. The Council then asked the Group to get this done by consensus, and on time. We are also very pleased to report that we have succeeded.

We believe we succeeded because of a few important factors. The Group's members have an impressive experience and expertise on a wide range of issues. They respected each other's value and perspective. Finally, and most importantly, they shared a dedication to our City and its welfare and a focused intention to serve in this way.

We also benefited by the patient and amiable expert assistance of City staff. We particularly thank the City for the support of Ric Teasley, Housing Division Manager, and Ian Munce, Urban Planner, both of the City's Community and Economic

Development Department. The City is fortunate to have such talented and committed professionals in its service.

The Advisory Group believes that its main gift to the City Council is the consensus the Group was able to deliver in support of its recommendations. We hope that this consensus will assist the Council make its own policy choices. We must note some urgency that the City Council do this quickly, for several reasons that our report describes. **First**, the City has a crisis shortage of affordable housing for its residents. This shortage is projected to worsen as the City's population grows and ages. This shortage will imperil many other important civic initiatives, interests and values. **Second**, the City has important legal obligations to address this need. **Third**, while the challenge is formidable, there is no reason to despair. The City has important policy tools to try that will give it an effective constructive influence. Our report recommends twenty-five of them. We list fourteen of them as high priorities. We strongly urge the City to act on them in short order.

Finally, we know that the City's assessment and implementation of many of our recommendations will require considerable further work. All Advisory Group members are willing to remain convened if as a Group we can be of further assistance to the City.

All of us thank you for your leadership on these important challenges. We appreciate the chance you gave us to serve. We hope you find our report useful.

Cordially,

/s/

/s/

Michael Mirra – Co-chair

Blaine Johnson – Co-chair

**Group Members:**

Connie Brown  
Sandy Burgess  
Lyn Messenger  
Tom O'Connor  
Gary Pedersen  
John Purbaugh  
Mike Pyatok  
Tiffany Speir  
Walter Zisette



## Tacoma Housing Authority Project Database

### ALL ADVOCACY/PUBLIC ED. PROJECTS

December 8, 2010

Project Title	Number	Status Due Date
1. B&O TAX EXEMPTION FOR PHA VENDORS	EX-2010-9	OPEN 7/31/2011
2. BILL AND MELINDA GATES FOUNDATION ADVISORY COMMITTEE ON HOMELESS PROGRAMS	EX-2007-14	OPEN 10/1/2011
3. CITY OF TACOMA HOUSING POLICY	EX-2010-1	OPEN Ongoing
4. CITY OF TACOMA'S SPECIAL NEEDS HOUSING ORDINANCE	EX-2006-32	CLOSED 9/1/2007
5. CLARIFY STATE PROCUREMENT LAWS GOVERNING PHAS	EX-2007-19	CLOSED 7/1/2011
6. DOWNTOWN, GET DOWN! AFFORDABLE HOUSING IN DOWNTOWN TACOMA	EX-2007-10	CLOSED
7. FIRE DISTRICT NEGOTIATIONS WITH PUBLIC HOUSING AUTHORITIES FOR PAYMENT FOR FIRE SERVICES	EX-2007-13	CLOSED 9/30/2008
8. HOMELESSNESS AND FOSTER CARE: STATE LEGISLATIVE SOLUTIONS	EX-2008-1	OPEN 7/1/2011
9. NEW TACOMA NEIGHBORHOOD COUNCIL AFFORDABLE HOUSING TASK FORCE	EX-2007-6	CLOSED 10/31/2007
10. PIERCE COUNTY FAMILY HOMELESSNESS PLAN INITIATIVE	EX-2009-11	OPEN 1/1/2011
11. PIERCE COUNTY HOUSING AFFORDABILITY TASK FORCE	EX-2006-31	OPEN 1/1/2012
12. PROJECT BASED VOUCHERS POLICY ISSUES: LEGISLATIVE AND ADMINISTRATIVE ADVOCACY	EX-2006-34	CLOSED 1/8/2008

**ALL ADVOCACY/PUBLIC ED. PROJECTS****December 8, 2010**

<b>Project Title</b>	<b>Number</b>	<b>Status Due Date</b>
13. REGIONAL HOUSING PLANNING PROCESSES	EX-2007-3	CLOSED 2/13/2009
14. REVIEW OF WASHINGTON STATE AFFORDABLE HOUSING TASK FORCES	EX-2007-11	CLOSED 10/31/2008
15. SALISHAN PHASE II RIBBON CUTTING CELEBRATION	EX-2009-3	CLOSED 8/31/2009
16. STATE FUNDED HOUSING ASSISTANCE FOR HOMELESS YOUTH: LEGISLATIVE ADVOCACY	EX-2006-29	CLOSED 6/1/2008
17. STIMULUS FUNDING PRESS CONFERENCE	EX-2009-6	CLOSED 4/17/2009
18. TACOMA LIGHT LINK EXTENSION ADVISORY PANEL	EX-2010-8	OPEN 2/2/2011
19. TACOMA-PIERCE COUNTY AFFORDABLE HOUSING CONSORTIUM	EX-2006-38	OPEN Ongoing
20. TACOMA-PIERCE COUNTY ROAD HOME LEADERSHIP TEAM	EX-2006-33	CLOSED
21. THA COMMUNITY COMMUNICATION STRATEGY	EX-2006-35	OPEN 4/24/2009
22. THA LIBRARY	EX-2006-15	OPEN 12/31/2010
23. UNITED WAY OF PIERCE COUNTY'S HOUSING AND INCOME IMPACT TEAM	EX-2010-6	OPEN Ongoing
24. WASHINGTON STATE LEGISLATIVE ACTIVITY	EX-2006-36	OPEN Ongoing
25. WINTHROP HOTEL REDEVELOPMENT OR SALE	EX-2006-30	OPEN 1/1/2011