



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET

March 25, 2015



Michael Mirra
Executive Director

TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

Stanley Rumbaugh, Chair
Dr. Arthur C. Banks, Vice Chair
Janis Flauding
Rose Lincoln Hamilton
Minh-Anh Hodge

REGULAR MEETING BOARD OF COMMISSIONERS

WEDNESDAY, March 25, 2015

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold their Board Regular Meeting on **Wednesday, March 25, 2015 at 4:45 PM**

The meeting will be held at:

**902 South L Street
Tacoma, WA**

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

I, Christine Wilson, certify that on or before March 20, 2015, 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	emailed to tips@q13fox.com
KSTW-TV/Channel 11	1000 Dexter Avenue N #205 Seattle, WA 98109	fax: 206-861-8865
Tacoma News Tribune	1950 South State Tacoma, WA 98405	fax: 253-597-8274
The Tacoma Weekly	PO Box 7185 Tacoma, WA 98406	fax: 253-759-5780

and other individuals and resident organizations with notification requests on file

Christine Wilson
Executive Administrator



TACOMA HOUSING AUTHORITY

Revised

**AGENDA
REGULAR MEETING
BOARD OF COMMISSIONERS
March 25, 2015 4:45 PM
902 South L Street**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING**
 - 3.1 Minutes of February 25, 2015 – Regular Session
- 4. GUEST COMMENTS**
- 5. COMMITTEE REPORTS**
- 6. COMMENTS FROM THE EXECUTIVE DIRECTOR**
- 7. ADMINISTRATION REPORTS**
 - 7.1 Finance
 - 7.2 Client Services
 - 7.3 Property Management
 - 7.4 Real Estate Development
 - 7.5 Administration
- 8. NEW BUSINESS**
 - 8.1 Rent Reform: Proposed Delay of Further Rent Reform until 2017 (see Michael's memo)
 - 8.2 Children's Savings Account Project: Board letter to Sequoia Foundation
 - 8.3 2015-3-25 (1) Purchase and Sale Agreement Salishan Area 2B Metro Parks
 - 8.4 2015-3-25 (2) Approval for tenant account receivable write offs
 - 8.5 2015-3-25 (3) Revision to THA Policy THA G-05 Exercise and Delegation of Executive Director Authority
- 9. COMMENTS FROM THE COMMISSIONERS**
- 10. EXECUTIVE SESSION (if any)**
- 11. ADJOURNMENT**

MEETING MINUTES



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, February 25, 2015

(The italicized font indicates quorum changes gained/lost/or maintained in the document).

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 902 South L. Street, Tacoma, WA at 4:45 PM on Wednesday, March 25, 2015.

1. CALL TO ORDER

Vice Chair Banks called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:53 PM.

2. ROLL CALL

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

PRESENT	ABSENT
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Commissioners

Stanley Rumbaugh, Chair (arrived at 5:01 PM)

Arthur C. Banks, Vice Chair

Janis Flauding, Commissioner

Rose Lincoln Hamilton, Commissioner

Minh-Anh Hodge, Commissioner

Staff

Michael Mirra, Executive Director (by phone, intermittently)

Christine Wilson, Executive Administrator

Ken Shalik, Finance and Director

April Black, Deputy Executive Director

Barbara Tanbara, Human Resources Director

Greg Claycamp, Client Services Director (by phone, intermittently)

Kathy McCormick, RED Director

Todd Craven, Administration Director

Pat Patterson, Property Management Director

Vice Chair Banks declared there was a quorum present @ 4:54 PM and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Vice Chair Banks asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, January 28, 2015.

Commissioner Flauding moved to adopt the minutes, Commissioner Lincoln Hamilton.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

Access Point 4 Housing (AP4H) presentation: AP4H is Pierce County's centralized intake system for serving homeless persons and families. Tammy Boros is its Director of Housing & Shelter Services. She presented to the board. She explained the centralized intake process for Pierce County. It includes screening households and scheduling appointments for those who are eligible for services. She said that following screening the next step is the assessment of the household. This includes a comprehensive strength-based assessment. Referrals to other resources are given as needed. The final step in this centralized intake process is navigation or referral to the community placement roster and the associated timelines for referral. Ms. Boros reported that there are on average 1,163 calls into AP4H each month; 285 are homeless. The system has only 56 vacancies for housing placement. Chair Rumbaugh asked for the current number on the placement roster awaiting housing. Ms. Boros stated there are 500 households waiting for placement. Chair Rumbaugh followed up asking how long it takes to be housed. Ms. Boros said that it takes an average of 90 days to place a household. Ms. Boros then reviewed the placement preferences: homeless families with children, members in the household who are ill, the disabled. All others are taken based on the date stamp. Commissioner Banks mentioned that he receives 3-4 calls per month from people stating that they have not received return calls from AP4H and asked Ms. Boros its policy for returning those calls. Ms. Boros stated that most calls are returned within 24 hours; however, it may take up to 48 hours due to the volume of calls. She added that each call in and out are tracked in the AP4H database. Chair Rumbaugh asked how THA can be helpful. Ms. Boros asked the BOC to continue supporting our partners by providing voucher based housing and to keep the barriers to housing as minimal as possible. Chair Rumbaugh asked if there was an area that is troublesome for their programs. Ms. Boros stated there are no areas of concern and underscored again her appreciation for the great support by THA for their programs over the past year.

Richard Gill, 6th Avenue Apartments resident addressed the board thanking the board for his housing. He has been ill for the past several months and doing much better now. He

states he could not have recovered without his housing. He went on to explain that the tenants in his building are like family. Nutritionists have come into the building teaching cooking, and preparing healthy foods. He is also very appreciative for his health insurance. He did mention his concern about the length of time for a response from security and would like to see that improve.

5. COMMITTEE REPORTS

Real Estate Development Committee – Chair Rumbaugh stated the committee met this week and discussed a possible property acquisition that will be discussed this evening in Executive Session.

Finance Committee – Commissioner Lincoln Hamilton stated the committee did meet and the agencies financials are in good order.

Citizen Oversight Committee – None

6. ADMINISTRATIVE REPORTS

Executive Director

ED Mirra directed the board to his report. He recounted the negotiations with HUD over the terms of its extension of the MTW contracts. He and Chair Rumbaugh discussed the relationship between the changes in those contracts and THA's RAD application. ED Mirra noted that our local partners have been sending letters to HUD and our Congressional delegation expressing support of THA's use of its MTW authority.

Finance

Director Shalik directed the board to his report. He noted that his report includes the final review for 2014. This report is due to HUD on February 28th. THA will meet this deadline. The Bay Terrace loan has been paid down and is reflected in the financials. HUD has \$1.5M of THA HAP dollars sitting on the shelf. This will be monitored closely. Director Shalik stated that THA is in good financial shape.

Chair Rumbaugh called to adopt a consent motion ratifying the payment of cash disbursements totaling \$5,082,837 for the month of January, 2015. Commissioner Flauding moved to ratify the payment of cash disbursements. Commissioner Lincoln Hamilton seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

Real Estate Management and Housing Services

Director Black directed the board to her report. The board will see next month that Director Patterson will assume the Property Management board report. Director Black reviewed the unit turn rate and the maintenance absentee issues. Human Resources Manager Toby Kaheiki has been assigned to a workgroup to solve this issue. Director Black addressed Commissioner Flaudings concern about work orders raised at the last board meeting. Although the work order processes have not been completely resolved, her team is moving towards combining requests to create efficiencies when tenants request a work order. On the voucher side of the house, 99% of the vouchers are being utilized. She anticipates exceeding 100% of vouchers utilization. A Rental Assistance Department employee will be recognized by the Veterans Administration for her work with the VASH Program. Chair Rumbaugh asked Director Black to have the employee come to an upcoming board meeting so the board can express its appreciation.

Real Estate Development

Director McCormick directed the board to her report. She reported her department is working closely with Metro Parks and evaluating the projects in Salishan. THA has been awarded \$15M in 9% tax credits for Bay Terrace Phase II. There was not a lot of competition this year, which helped our application. She expects to execute the tax credit contract by the end of 2015, and to break ground approximately one-year from now. Construction costs are heading up, so we need to move quickly on the project. LASA expects to open the end of March, she will provide the board information on the ribbon cutting.

Community Services

No report given this month.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 RESOLUTION 2015-2-25 (1), 902 South L Street Administration Building Tenant Improvement - Contractor

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

Whereas, On January 27, 2015 Tacoma Housing Authority (THA) staff advertised an Invitation to Bid (ITB) proposals from interested General Contractors to provide THA with competitive bids to perform the construction for

the 902 South L Street Tenant Improvement project;

Whereas, The ITB was posted on the Washington Electronic Business Solutions and THA's websites and forwarded to twelve (12) plan centers;

Whereas, five firms submitted proposals by the deadline of February 17, 2015;

Whereas, the lowest responsive and responsible bidder was Stetz Construction in the amount of \$1,196,115;

Whereas, in order to keep a healthy contingency and stay within the budget, Deductive Alternates 1 and 2 were accepted;

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

The Executive Director is authorized to negotiate, and if those negotiations are successful, to execute a contract with Stetz Construction in the amount of \$1,174,515 plus contingency of \$65,740, as needed. The total amount of the contract is not to exceed \$1,240,255.00 including contingency for the construction for the 902 South L Street Tenant Improvement project.

Approved: February 25, 2015

Stanley Rumbaugh, Chair

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

Upon roll call, the vote was as follows:

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

Motion Approved:

9. COMMENTS FROM COMMISSIONERS

Chair Rumbaugh and ED Mirra recently visited with the Attorney General's (AG) Civil Rights office. They discussed the Supreme Court's *McCleary* decision and offered a way to understand the mandate so it can accommodate expenditures on programs like THA's McCarver project.

10. EXECUTIVE SESSION AND AFTERWARD

The board moved into Executive Session (ES) at 6:05 PM for 20 minutes to discuss a possible real estate transaction. At 6:25 PM the ES was extended for 10 minutes. The board came back into regular session at 6:35 PM. .

Commissioner Banks moved to authorize ED Mirra to enter into a purchase and sale agreement for the purchase of Lakeside Landing at a price not to exceed \$31.5M and contingent on financing and due diligence inspection and subject to final board approval. Commissioner Flauding seconded the motion.

Upon roll call, the vote was as follows:

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

Motion Approved:

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 6:40 PM.

APPROVED AS CORRECT

Adopted: March 25, 2014

Stanley Rumbaugh, Chair

Finance Committee
Commissioner Lincoln Hamilton

Real Estate and Development Committee
Commissioner Rumbaugh

Citizen Oversight Committee
Commissioner Banks

ADMINISTRATION REPORTS

EXECUTIVE DIRECTOR REPORT



TACOMA HOUSING AUTHORITY

To: THA Board of Commissioners
From: Michael Mirra, Executive Director
Date: March 25, 2015
Re: Executive Director's Report

This is my monthly report for March 2015. The departments' reports supplement it.

1. MTW NEGOTIATIONS WITH HUD

I append a description of the most recent proposal the MTW agencies submitted to HUD for the terms of our extended MTW contracts. This was also a prominent topic of the recent CLPHA conference that Stan, April, Ken, Greg and I attended. We can provide some more detail at the board meeting.

2. STRATEGIC PLANNING

The cabinet is in the final stretch of its review of the performance measures, baselines and targets for each of the board's strategic objectives. I hope we will have them for the board's review and approval in April.

3. FURTHER RENT REFORM: REVISED SCHEDULE

I propose that we delay until 2017 the implementation date of any further rent reform we may undertake. I will ask for the Board's concurrence. I propose this delay for six reasons:

- *Staff needs more time to plan this well.*
- *Another year will give us more HOP data to inform our policy choices.*
- *Staff does not have the time in 2015 rent reform will require.*
- *Our present estimate and that of our advisors is that the worst of the plausible budget cuts for 2016 will be lower than we feared: 3% and not 7%*
- *We can manage those cuts without terminating households from our program by reducing or delaying other expenditures that should not substantially impair operations or our innovative initiatives.*
- *If necessary to manage 2016 budgets without terminating households from our programs, HUD has approved the substance of our proposal to extend the HOP "soup thinning" to the rest of the voucher participants following further community consultation.*

I provide more details in the attached memo.



TACOMA HOUSING AUTHORITY

To: THA Board of Commissioners
From: Michael Mirra, Executive Director
Date: March 19, 2015
Re: Proposed Delay to 2017 for Further Rent Reform

I write to propose that we delay until 2017 the implementation date of any further rent reform we may undertake. I will ask for the Board's concurrence. I propose this delay for six reasons:

- *Staff needs more time to plan this well.*
- *Another year will give us more HOP data to inform our policy choices.*
- *Staff does not have the time in 2015 rent reform will require.*
- *Our present estimate and that of our advisors is that the worst of the plausible budget cuts for 2016 will be lower than we feared: 3% and not 7%*
- *We can manage those cuts without terminating households from our program by reducing or delaying other expenditures and projects or because those projects will make money to sustain themselves.*
- *If necessary to manage 2016 budgets without terminating households from our programs, HUD has approved the substance of our proposal to extend the HOP "soup thinning" to the rest of the voucher participants following further community consultation.*

I provide more details about each below.

Some Background

Rent reform refers to the changes we have made and may continue to make in the amount and duration of housing subsidy we provide to households. We began planning such changes in 2011 in contemplation of the budget cuts Congress then set in motion to begin in 2013. These cuts were called "sequestration." We calculated that in 2013 they would remove \$3 million from our budget, or about 7%.

The Board set some principles and goals to govern how we would manage such budget cuts. The main ones derive from our vision statement, mission statement and strategic objectives. Particular to these budget cuts, we sought to do the following:

- *We do not want to remove families from our rental assistance programs.*
THA has never terminated any family from its programs for lack of appropriated funds. The Board had no appetite to start.

- *We need to sustain reasonable standards of portfolio management.*
THA proper maintenance of our portfolio is an important legal obligation. It is an important obligation we owe to our neighbors and our city. That portfolio is also our “front door”. The community’s regard for everything we and HUD do depends on the condition of our properties. Unfortunately, Congress only funds us at about 80 to 85% of what it takes to manage public housing. In addition, these sequestration budget cuts loomed in the middle of our struggles to devise and afford our new meth policy.
- *We need to adequately manage our programs.*
Similar to our portfolio management, our proper management of the voucher program affects our community’s support for our work and our ability to elicit the voluntary participation by landlords that the program requires. Yet, Congress only provides about 70% of what it costs to do that.
- *We need to preserve the range of our supportive services and other activities, especially our innovative programming like the Education Project, even if we must reduce the reach of some of our initiatives.*

There are only a limited number of ways to take \$3 million out of THA’s budget. We spend about \$5.5 million on staff and related costs. We could not reduce that by even a significant part of \$3 million without crippling THA. We also could not reduce the portfolio’s budget by that amount without falling significantly short of our standards of stewardship, especially in the middle of our meth remediation. We also did not wish to reduce the level of supportive services or our innovative programs, which are so important to our housing mission.

There is really only one place to cut \$3 million from THA. That would be from our largest expense: the \$30 million we spend every year in rental assistance payments. And there are only two ways to cut this amount: remove about 400 households from the program or “thin the soup” and reduce what everyone receives to no one loses everything.

In a discussion that should be familiar to us all, we decided to “thin the soup”. That is a main reason for the Housing Opportunity Program (HOP) that we launched in 2012. (Other aspects of HOP serve other programmatic reasons such as a flat subsidy to remove the disincentive for earned income and to make it easier to administer, explain and understand. We also imposed a 5-year time limit on work-able households to give them a reason to strive and to give other people a turn at the subsidy.) The HOP subsidy is less than the regular voucher amount. This chart shows some of the differences, as of last summer:

	THA HOP Program	THA Voucher Program (not counting PBVs)
Number of households	185	2,495
Average income of all households	\$14,058	\$13,283
% A.M.I. of average income	22%	20%
Average income of work-able households	\$14,981	\$13,853
Average family size of all households	2.36	2.47
Average subsidy paid	\$ 449	\$ 618
Average rent burden	37.8% (all HOP) 29% (non-work-able)	27%

We limited the HOP “soup thinning” to only households newly joining the rental assistance programs. We did not apply it to households then presently on the voucher program. They continue to receive the full subsidy. We intended to consider expanding the rent reform to that population after we had a chance to examine our experience with HOP and assess the prospects of future budget cuts.

As it turned out, we did not experience a full “sequestration” cut in 2013. Instead, it was a smaller cut of about \$1.2 million or so. Because we had started HOP, however, we were able to manage it without terminating anybody off our programs. We were even able to continue issuing new HOP vouchers at a time when most other PHAs were freezing or cutting.

Reasons to Delay Further Rent Reform Until 2017

We initially planned to expand the “soup thinning” to the present voucher population starting in 2015 in anticipation of the resumption of sequestration. However, Congress reached a two year budget deal for 2014-2015 that essentially froze us at the 2013 budget levels. For that reason, we then planned to implement further rent reform in 2016. I propose we delay further rent reform until 2017, for six main reasons:

- *Staff needs more time to plan and implement this well.*
 Further rent reform will take extensive study, community consultation and implementation. We already knew that. We have begun this work. Yet, there is much more to do. In particular, we need to learn more than we presently know about helping HOP families increase their earned income before their 5 year time limits expires. Other PHAs around the country are facing this same question. We are consulting with them. Notably, THA is about to sign a contract with the Urban

Institute for literature reviews, program design and program evaluation services. That expertise will help.

- *Another year will give us more HOP data to inform our policy choices.*
Our HOP experience will teach us a lot about the effect of flat subsidies and time limits. We have about 2 years' worth of data. Another year will give us 3 years' worth of data. That will give our final policy choices a firmer grounding in experience, more than any other PHA.
- *Staff does not have the time in 2015 rent reform will require.*
Last month I recounted the tasks we are facing in 2015.
 - redesign of our software
 - rad refinancing and fix up of our portfolio
 - remodel of 902 south I and the fic
 - re-opening the hop waiting list
 - re-organization transition
 - strategic planning
 - rent reform

All this makes 2015 an ambitious year for all of THA's staff. They seem ready for the challenge. But they ask that we take rent reform off the list for 2015 to allow them the time and energy to do it all well.

- *Our present estimate and those of our advisors is that the worst of the plausible budget cuts for 2016 will be lower than we feared: 3% and not 7%*
Projecting what Congress will do is always difficult, especially in recent years. Our general approach has been to budget to the worst of the plausible appropriation levels. We have consulted widely about what that is for 2016. We judge that a 3% cut is a reasonable target (about \$1.5 million). That will be a challenge. But it is better than the 7% sequestration cut we had originally feared. This lessens the imperative to do rent reform for the purpose of saving money in 2016. I think the long term budget weather remains stormy and do not anticipate another delay in rent reform.
- *We can manage those cuts without terminating households from our program by reducing or delaying other expenditures and projects or because those projects will make money to sustain themselves.*
We judge that we can manage a 3% cut without terminating families from the rental assistance program and without dipping into reserves. It would require a combination of (i) stop issuing HOP vouchers; (ii) delaying expenditures; (iii) elimination of positions and the projects they serve; (v) making money, as we hope, on the projects so they sustain themselves, e.g real estate developments; (iv) pulling back our rapid rehousing investment. I attach April's memo conveying this judgment.

- *If necessary to manage 2016 budgets without terminating households from our programs, HUD has approved the substance of our proposal to extend the HOP “soup thinning” to the rest of the voucher participants following further community consultation.*

HUD officials have (verbally) assured us that, if necessary, they would allow us to extend the HOP rent reform “soup thinning” to the rest of the voucher population if budget cuts would otherwise require us to remove households from the rental assistance program. We proposed this option for our 2015 MTW plan. HUD did not approve our proposal on the curious grounds that it was only a contingency we wanted on hand if necessary. HUD insisted that we provide a calendar date for its implementation, something we could not do because we do not know if we would ever need it. In later discussions that HUD officials promised to memorialize with a letter, they told us that if budget cuts made the option necessary to avoid voucher terminations, they would approve the option. We would not be able to implement it unless we undertook further community consultation and only if the community comments did not redirect us. This option allows us to respond to budget cuts if they occur.

I hope this allows the Board a reasonable amount of reassurance to allow it to delay any further rent reform until 2017.

Thank you.



TACOMA HOUSING AUTHORITY

To: Michael Mirra
From: April Black
Date: March 9, 2015
Re: Sequestration Savings Options: summary

The purpose of this memo is to provide a synopsis of the options available to THA to save money in the event of funding sequestration in 2016. According to multiple sources, sequestration is unlikely; however, Congressional documents still allow for cuts between 3-5%. THA's Finance Director, Ken Shalik, has made a conservative estimate that THA could lose up to 4% of its HAP funding, or \$1.6 million, in the event of sequestration.

Below is a brief list of options for ways THA could weather this financial cut without terminating households from THA's rental assistance programs.

	Description of savings	Amount
Options with no direct impact to THA customers		
Delay THA's increase in its investment into homelessness through Pierce County	THA is currently scheduled to invest an additional \$250,000 into Pierce County's Rapid Rehousing system. We can delay this and/or decrease THA's current investment in this system.	\$250,000
Project-oriented positions	In 2014, THA's Cabinet identified 10 existing positions that were deemed project-oriented and able to be eliminated should sequestration become a reality. The annual value of these positions is approximately \$1,039,000. Acknowledging that some of these positions support large projects such as RAD and Development, I conservatively estimate the loss of 5 positions at a savings of \$500,000.	\$500,000

Sequestration Savings Options: summary

March 9, 2015

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Delay hiring Chief Operations Officer	In the event of sequestration, we could delay hiring this position and avoid the added expense.	\$150,000
Decrease contracted administrative services	THA currently budgets for contracted administrative services such as third party evaluation contracts, financial modeling, learning and development, compensation analysis, etc. We could reduce these contracts by \$150,000 in the event of sequestration.	\$150,000
Decrease staff training investments	For 2015, THA budgeted \$306,000 in staff training. We could reduce this by 50% in the event of sequestration.	\$150,000
Options with direct impact on THA customers		
Implement rent reform	THA staff and consultants have analyzed rent reform proposals that could save THA up to \$3 million in 2016. Proposals include minor adjustments to tenant rent payments (savings up to \$1 million) and wholesale implementation of HOP (savings up to \$3 million).	\$1,000,000 to 3,000,000
Reduce the number of households served through attrition	THA could choose not to re-issue rental subsidies as households go off the program. About 200 households go off the program per year. This could save THA approximately \$500,000 in 2016.	\$500,000

90% Utilization Requirement

Definition (3/10):

- Option 1:** The Agency must utilize 90% or more of its HCV program funds for the following purposes:
- HCV Housing Assistance Payments;
 - Local, non-traditional rental subsidy programs (e.g. sponsor-based or supportive housing, local voucher-like programs);

OR

- Option 2:** The Agency must utilize 90% or more of its unit months available for the following purposes:
- HCV Housing Assistance Payments;
 - Local, non-traditional rental subsidy programs (e.g. sponsor-based or supportive housing, local voucher-like programs);

AND

- The Agency must utilize 85% or more of its HCV program funds for the following purposes:
- HCV Housing Assistance Payments;
 - Local, non-traditional rental subsidy programs (e.g. sponsor-based or supportive housing, local voucher-like programs);

Summary Results of Use of CY2014 HCV Funds for MTW Agencies*

Option 1 ONLY	Option 2 ONLY	Meets Both Options	MEET DEFINITION (3/10)	DOES NOT MEET DEFINITION (3/10)
2	11	9	23	16**

* Calculated off of 38 agencies, considering Santa Clara/San Jose as one agency.

- ** Of the 16 that do not meet the definition:
- 2 agencies are close to meeting only Option 1
 - 0 agencies are close to meeting only Option 2
 - 0 agencies are close to meeting both Options 1 and 2

FINANCE



TACOMA HOUSING AUTHORITY

Motion

Adopt a consent motion ratifying the payment of cash disbursements totaling \$4,212,899 for the month of February, 2015.

Approved: March 25, 2015

Stanley Rumbaugh, Chair

TACOMA HOUSING AUTHORITY
Cash Disbursements for the month of February, 2015

		Check Numbers		Amount	Totals
		From	To		
A/P Checking Account					
Low Rent Module Checks	Check #'s	2,798	- 2,799	105	
Accounts Payable Checks	Check #'s	84,274	- 84,462		
Business Support Center				321,365	Program Support
Moving To Work Support Center				102,360	
Section 8 Programs				36,112	Section 8 Operations
SF Non-Assist Housing - 9SF Homes				2,805	Local Funds
Salishan 7				38,797	
Hillsdale Heights				1,229	
Salishan Developer Fee				3,000	
AG Hsg Recovery Grant				16,304	
Development Activity				5,976	Development
Salishan Area 2B-Dev				861	
Hillside Terrace 2500 Court G Development				200	
Prairie Oaks (LASA)				351,876	
CTED - IDA				4,000	
Community Services MTW Fund				3,481	Community Service
Gates Ed Proj Grant				184	
WA Families Fund				75	
AMP 1 - No K, So M, No G				41,374	
AMP 2 - Fawcett, Wright, 6th Ave				52,304	
AMP 3 - Lawrence, Orchard, Stevens				98,586	
AMP 6 - Scattered Sites				7,705	
AMP 7 - HT 1 - Subsidy				4,949	
AMP 8 - HT 2 - Subsidy				2,470	
AMP 9 - HT 1500 - Subsidy				1,098	Public Housing
AMP 10 - SAL 1 - Subsidy				11,895	
AMP 11 - SAL 2 - Subsidy				12,652	
AMP 12 - SAL 3 - Subsidy				9,521	
AMP 13 - SAL 4 - Subsidy				12,185	
AMP 14 - SAL 5 - Subsidy				13,742	
AMP 15 - SAL 6 - Subsidy				13,182	
Allocation Fund				48,080	Allocations-All Programs
THA SUBTOTAL				1,218,473	
Hillside Terrace 1 through 1500				3,036	
Bay Terrace				1,515	
Salishan I - through Salishan 6				10,747	Tax Credit Projects - billable
Salishan Association - Operations				344	
TAX CREDIT SUBTOTAL (Operations - billable)				15,641	1,234,114
Section 8 Checking Account (HAP Payments)					
SRO/HCV/TBRA/VASH/FUP/NED	Check #'s	481,501	- 481,519	17,785	
	ACH	73,136	- 74,523	2,428,788	\$ 2,446,573
Payroll & Payroll Fees - ADP					\$ 532,211
TOTAL DISBURSEMENTS				\$	4,212,899



TACOMA HOUSING AUTHORITY

Date: March 25, 2015
To: THA Board of Commissioners
From: Ken Shalik
Director of Finance
Re: Finance Department Monthly Board Report

1. FINANCIAL STATEMENT COMMENTS

I present the February, 2015 disbursement report for your approval.

The next financial report presentation will be in May, 2015 where we review the financials for the period ending March 31st. The first couple months of the year do not present a clear picture. March will provide us some initial information for how we are performing for the year

We just received our funding announcement for or Section 8 Housing Assistance payments for 2015. We were funded at 101.25% of our eligibility. This accounts for an approximate \$400K above what was budgeted.

2. INVESTMENTS

Surplus funds are invested in Heritage checking and the Washington State Investment Pool. Rates with Heritage Bank currently remain at .40%. The Washington State Local Government Investment Pool currently provides a return rate of .11%.

3. AUDIT

The Washington State auditors will be commencing the Single Audit portion shortly, followed by the financial portion, and finally the accountability audit.

4. BUDGETS

The 2015 budget has been realigned to coincide with the new structure as outlined in the reorganization plan, and has been input into the VisualHOMES system. There was no change in the overall dollar amount.

5. YEAR END CLOSING UPDATE

All deadlines were met for the 2014 Fiscal Year end closing.

TACOMA HOUSING AUTHORITY
CASH POSITION - February 2015

Account Name	Current Balance	Interest
HERITAGE BANK		
Accounts Payable	\$ 1,488,496	0.40%
Section 8 Checking	7,167,297	0.40%
THA Affordable Housing Proceeds	3,104,833	0.40%
Note Fund Account	100	0.40%
Credit Card Receipts	100	0.40%
THA Investment Pool	289	0.40%
THA LIPH Security Deposits	91,284	0.40%
THDG - Tacoma Housing Development Group	78,829	0.40%
LF - SF 9Homes Alaska	24,781	0.40%
LF - SF 9Homes Alaska Sec Dep Acct	2,752	0.40%
LF - SFH No. Shirley	24,579	0.40%
LF - SFH N Shirley Security Deposit Acct	1,001	0.40%
Salishan 7	1,046,744	0.40%
Salishan 7 Security Deposit	26,892	0.40%
Salishan 7 Replacement Reserve	124,752	0.40%
Salishan 7 Operating Reserve	198,517	0.40%
Payroll Account	5,998	0.40%
General Fund Money Market	536,985	0.40%
WASHINGTON STATE		
Investment Pool	\$ 1,627,850	0.10%
1. TOTAL THA CASH BALANCE	\$ 15,552,077	
Less:		
2. Total MTW Cash Balance	\$ 5,873,947	
<i>Less Minimum Operating Reserves</i>		
2.01 Public Housing AMP Reserves (4 months Operating Exp.)	1,140,000	
2.02 S8 Admin Reserves (3 months Operating Exp.)	726,000	
2.10 Total Minimum Operating Reserves	\$ 1,866,000	
3. MTW Cash Available (Lines 2-2.10)	\$ 4,007,947	
<i>MTW Reserve Commitments</i>		
3.01 2nd Phase Hillside Terrace Redevelopment	\$ 2,420,000	
3.02 Renovation/Remodel of 2nd Floor of Admin Building	1,477,987	
3.03 Renovation/Remodel of Salishan FIC Building	579,500	
3.04 Renovation of Salishan Maintenance Shop	286,500	
3.05 RAD Conversion Costs - Capital Contributions to Projects	1,500,000	
3.06 Software Conversion for Operational Platform (VH)	600,000	
3.07 Education Projects - McCarver & Others	310,000	
3.08 Exigent Health & Safety Issues (Meth Remediation)	229,281	
3.10 Total Reserve Commitments (Lines 3.01 through 3.08)	\$ 7,703,268	

TACOMA HOUSING AUTHORITY

CASH POSITION - February 2015

4. Non MTW Cash

Other Restrictions:

4.01 FSS Escrows	\$	119,658		
4.02 VASH, FUP & NED HAP Reserves		115,589		
4.03 Mod Rehab Operating Reserves		136,517		
4.04 Security Deposit Accounts		122,234		
4.05 Salishan Sound Families - 608		68,330		
4.06 Gates Foundation - 612, 614 & 615		186,200		
4.07 WA Families Fund - 675, 713		34,413		
4.08 Bond Financed Single Family Homes Reserve		90,000		
4.09 Salishan 7 Reserves		748,268		
4.10 THDG - 048		78,829		
4.11 Area 2B Sales Proceeds (Afford Hsg)		3,104,833		
4.20 Total - Other Restrictions			\$	5,016,270

Agency Liabilities:

4.30 Windstar Loan - 042		274,868		
4.40 Total - Agency Liabilities			\$	274,868
4.45 Development Draw Receipts for Pending Vendor Payments			\$	-
4.50 Development Advances/Due Diligence Commitments ¹			\$	70,000

5. Total Non MTW Cash Restrictions (Lines 4.20+4.40+4.45+4.50)			\$	5,361,138
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6. THA UNENCUMBERED (Non-MTW) CASH (Lines 1-2-5)			\$	4,316,992
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7. Agency Current Commitments:

	Board Approval	Expended	Obligation Balance
Salishan Campus (PY exp plus 2014 budget)	\$ 196,174	\$ 126,174	\$ 70,000

¹ Total Current Commitments outstanding			\$ 70,000
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Agency Advances that resulted in reduced amount of Unencumbered Cash (line 6)

Hillside Terrace Redevlpmnt - Chase Loan, LP Equity Funds	\$	-	
Prairie Oaks - Pierce Co CDBG, Lakewood CDBG, HTF	\$	546,339	
Total Agency Advances	\$	546,339	

CLIENT SERVICES



TACOMA HOUSING AUTHORITY

DATE: March 25, 2015

TO: THA Board of Commissioners

FROM: Greg Claycamp
Client Services Department

RE: Monthly Board Report

STRATEGIC OBJECTIVE: HOUSING AND SUPPORTIVE SERVICES

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

Director's Note: This month, we present the first report from the newly created **Department of Client Services**. The new Department combines **Community Services** and **Rental Assistance and Leasing** as two Divisions. It is our intent to integrate these two divisions within a client-centered model of practice that more proactively identifies the strengths and challenges of the households we serve, and supports these households to succeed in the ways that the **Housing and Supportive Services Strategic Objective** envisions.

We are using this occasion to introduce some changes to our reporting format. You will note that the Community Services section is markedly different, and we hope much improved in relevance and conciseness. Additional changes will be made to the Community Services and Rental assistance sections as THA's Strategic Plan is finalized in the coming months.

I also wish to congratulate our new Associate Directors within Client Services. **Julie LaRocque** is now **Associate Director for Rental Assistance**, and will be primary author of that Division's section of this report. **Mia Navarro** is now **Associate Director for Community Services** and is primary author for that Division's section.

SECTION ONE: COMMUNITY SERVICES

FROM: Mia Navarro
Community Services Division

In an effort to measure and improve performance in alignment with THA's strategic objective performance measures, the Community Services Division (CS) is restructuring its data collection and reporting processes. The new CS board report will track our progress in meeting the performance measures relevant to CS for the Housing and Supportive Services strategic objective.

As a result, it will look very different than it has in the past. It will look different with regard to what we report, how we report it, and how often we report it.

What we report. Historically, CS has reported primarily on outputs: activities we have performed monthly and over the course of the year. Moving forward, we will be reporting primarily on the results of our activities in the form of client outcomes.

How we report it. We are shifting away from tables full of numbers, toward graphical representations of the data. The graphs presented here are interim representations as we await the implementation of more powerful data visualization software.

How often we report it. Since we will be primarily reporting on outcomes, the frequency of reporting for most measures will decrease to one to four times per year, depending on the measure. For example, we can report the unduplicated number of households served by each program and the department as a whole each month and year to date. Exit data, however, makes more sense to report on an annual basis so that we have a large enough sample size to analyze trends. The majority of CS programs are long term programs (2-5 years), so exits are not frequent enough to warrant monthly reporting.

This month, we are reporting entries, exits, and unduplicated numbers served for the month of February and year to date. We also present a success story from the Education Project and one from General Services.

1. NUMBER OF PEOPLE AND HOUSEHOLDS SERVED

This information will be reported monthly.

1.1 Program Entries, Exits, and Unduplicated Number of Households Served

FEBRUARY 2015	Program/ Caseload Entries this Month	Program/ Caseload Exits this Month	Unduplicated Number Served (Month)	Unduplicated Number Served (YTD)
General Programs				
Case Staffing	17	3	24	32
Families in Transition (FIT)	1	1	28	31
Family Self Sufficiency (FSS)	0	3	116	117
General Services	12	2	25	41
Hardship	3	0	8	10
Housing Opportunity Program (HOP) Case Management	0	0	9	14
Education Project				
Children's Savings Account (CSA)	N/A**	N/A**	N/A**	N/A**
McCarver	0	1	35	39
Scholar Incentive Program (SIP)	N/A*	N/A*	N/A*	N/A*
College Housing Assistance Program	N/A***	N/A***	N/A***	N/A***
Elderly & Disabled				
Elderly & Disabled	6	3	6	6
DEPARMTMENT TOTAL*	39	13	251	290

**Some households may be enrolled in more than one program, so this number will not necessarily be the sum of the program numbers every time.*

Definitions

Entries: The number of households that were added to the program during the month.

Exits: The number of households that left the program during the month, whether successful or unsuccessful. A greater analysis of successful vs. unsuccessful exits will be presented on an annual basis when there is more exit data to analyze.

Unduplicated Number of Households Served: This is the number of households served during the month, and over the course of the year to date. It will include clients that may have carried over from the previous year and or previous month, new entries for the month, and exits for the month, because they were all served during that month.

*** Planning for the launch of the Children's Savings Accounts continues. We are in the process of analyzing data to determine the best way to structure the program. We have been meeting with community members and key stakeholders to gather input and information that will inform the details of how the program will be set up.*

**** Data for the College Housing Assistance Program will be available in April.*

2. SUCCESS STORIES

This information will be reported monthly.

2.1 Education Project

Jessica is a young single mother of five. She was homeless with her children and had spent years trying to get housing that she could afford. She got into the McCarver program and immediately got to work to turn her life around. Jessica worked with her caseworker diligently to find employment. At times she has had to work three jobs to be able to support her family. Her goal has always been to go back to school so she could find employment that would pay enough for her to support her family. She enrolled in the University of Phoenix online.

A year and a half ago, Jessica faced a terrible tragedy. Her youngest child died in an accident. Since then she has been in a depression. Still, with support and determination, she has persevered.

This summer she graduated from University of Phoenix with her BA. Her goal has been to find a job that would pay a livable wage so that she wouldn't have to work as many hours and be away from her children so much. In December she got hired at a local

nursing home in a community engagement position. The position pays \$20 an hour with full benefits. She is now able to be home more and support her family.

As her circumstances have improved, she and her family are working through their loss. Her children are thriving. One was just named Scholar of the Month at McCarver. Jessica has begun to talk about the major loss she suffered and is considering attending counseling, which has been a long journey for her. We are so proud of her hard work and her amazing journey.

2.2 General Services

Linda is a THA voucher holder and client of the Community Services Division. Linda has a history of depression and it has prohibited her from leaving her house for weeks at a time. She was struggling with no income and knew that she needed to get to work. As she felt a little better she would apply for jobs and never heard back from employers. She would slip back into depression and didn't leave her house for six weeks.

We got her engaged with a mental health provider and got her on medication and she slowly got better. In November she had improved spirits and was ready to get back to her employment goals because she was still struggling with paying her rent and growing tired of asking her children to help her pay her bills monthly.

She was never in a good place to go through the hardship process which includes filling out the paperwork, going to service providers, and returning the paperwork. We were finally able to fill that out and get that submitted and approved for March. In February, the client attended the first information session for the Customer Service and Cash Handling classes from WorkForce Central that started March 16th. She is excited to start class on the 16th and is grateful that THA didn't give up on her.

SECTION TWO: RENTAL ASSISTANCE AND LEASING

FROM: Julie LaRocque
Rental Assistance Division

Housing Choice Voucher utilization is reported at 99.48% for the month of February 2015. This is an increase from 99.1 for January 2015. We are continuing to issue HOP subsidies to bring this average to 100% of MTW baseline numbers

The DSHS/HOP (family unification) vouchers, College Assistance Program vouchers and Nativity House vouchers have been added to the monthly count.

We have met with DSHS to help them with their process to lease up the DSHS/HOP vouchers. They have a good plan in place and we expect the vouchers to be utilized soon. We will meet monthly to oversee their progress.

The College Housing Assistance Program is moving forward. In order to fill the remaining 10 vouchers, Tacoma Community College has reopened their waiting list.

Nativity House is open and leasing. So far 3 units have been housed with 24 units in various levels of approval. The goal for Nativity House is to lease up all 50 units by the end of February. THA staff is ready to move on these referrals in order to meet their deadline.

Below is a breakdown of the utilization of our special programs:

Program Name	Units Allocated	Units Leased	Number of shoppers*
Veterans Administration Supportive Housing (VASH)	158	134	15 shoppers 9 referrals needed
Non-Elderly Disabled Vouchers (NED)	100	84 (including 11port outs)	14 shoppers 2 referrals needed
Family Unification Program (FUP)	50	46	2 shoppers 2 referrals needed
DSHS/HOP	20	0	3 shoppers 17 referrals needed
McCarver Program	50	36	8 shoppers 10 referrals needed 24 pending final lease up info 24 referrals needed
College Housing Assistance Program (CHAP)	25	7	
Nativity House	50	4	

PROPERTY MANAGEMENT



TACOMA HOUSING AUTHORITY

Date: March 25, 2015

To: THA Board of Commissioners

From: Pat Patterson

Director of Property Management

Re: Department of Property Management Monthly Board Report

1. OCCUPANCY OVERVIEW

- *Occupancy:*

Unit occupancy is reported for the first day of the month. This data is for the month of February. The high vacancy rate in the family properties is attributable to THA's meth strategy, units being offline for rehabilitation and the sale of our Market Rate homes.

PROPERTY	UNITS AVAILABLE	UNITS VACANT	UNITS OFFLINE	UNITS OCCUPIED	% Month OCCUPIED
All Hillside/Bay Terrace	132	3	0	129	97.7%
Family Properties	147	30	15	117	79.6%
Salishan	631	11	0	620	98.3%
Senior/Disabled	353	10	0	343	97.2%
All Total	1,263	54	15	1,209	95.7%

- *Vacant Unit Turn:*

On page four (4) there is a table with all of the units turned in fiscal year 2015. Twenty-One (21) units were turned and rented in the month of February. The average unit turn time for the month of February was **49 days for eighteen(18) clean units**.

Three (3) of the units that were turned in February tested positive for meth. All contaminated units have gone out to bid and are scheduled to be rent ready in the month of February 2015. You will see their average turn times in future reports.

As of March 2, 2015, 146 of the 454 units that have been tested for contamination have tested positive for methamphetamine. Since February 1, 2015, (3) units have tested positive for methamphetamine making the 2015 current hot rate 7% and the overall hot rate for 2014 was 11%.

1.1 Vacant clean unit turn status

The average turn days for clean units in February were 49 days (18 units). We had some aged units that were re-assigned in our turn order listing based on our Tax Credit units taking priority. Additionally the number of units to turn caused some delays in making them rent ready. We are averaging 10-20 vacant units per month. We will be looking for trends to reduce these numbers and find reasons for these move outs. Weekend and holiday days (e.g. two weekends in a 20 day period would account for (4) days in the average, though they were not work days) and attendance issues within the maintenance team still remain a challenge as we strive to reduce our unit turn days. Maintenance staff during the month of February had an 8% absentee rate. This is 4% over our average.

You will see a high number of unit turns in Salishan (10). The volume of these units made it difficult to achieve our (20) day expectation with our current staffing models. We had a goal to have all of these units as well as other aged units rented by the end of February which was achieved.

Below is a list of units that exceeded our 20 day expectation. All of these units are a result of the above mentioned issues.

- AMP 2, 2302 6th Avenue #314 (183 days). This unit had a small kitchen fire and as a result the unit was taken offline for repairs and was placed out for bid.
- AMP3 5309 S Orchard St #44 (43 days). The delay of this unit was that staff was re directed to work in our Tax Credit portfolio to get units back on line. Once the turn started, maintenance work was completed in (13) days. (8) days were contributing to leasing efforts.
- AMP 3 5303 S Orchard St # 18 (93 days). The delay of this unit was that staff was re directed to work in our Tax Credit portfolio to get units back on line by years end 2014. There were also some staffing challenges that contributed to the delay. There was some significant damage to the unit due to wear and tear. Once maintenance started the turn they completed the work in 28 days. (12) days were contributed to leasing efforts.
- AMP 3 5313 S Orchard Street #63 (54 days). The delay of this unit was that staff was re directed to work in our Tax Credit portfolio to get units back on line. This unit has some extensive damage due to wear and tear. Once maintenance started the turn it was completed in (26) days. (11) days were due to leasing efforts.
- AMP 9 1512 Court F Street #188 (44 days). This is a Market rate Tax Credit unit that has a Large Household set a side. These units are traditionally hard to market and rent. The unit was showed to (6) different families before being accepted. (32) days were contributed to leasing efforts.

- AMP 11 4315 Salishan Blvd (26 days). Unit was scheduled in the order received. Due to the high number of vacant units in Salishan it was difficult to have the unit turned with in our (20) day expectation. Turn was completed in (18) days and (8) days were contributed to leasing efforts.
- AMP 11 4376 Salishan Blvd (27 Days). Unit was scheduled in the order received. Due to the high number of vacant units in Salishan it was difficult to have the unit turned with in our (20) day expectation. Maintenance work was completed in (24) days. The additional (3) days were the delay in testing.
- AMP 11 4307 East Q Street (58 Days). Unit was scheduled in the order received. Due to the high number of vacant units in Salishan it was difficult to have the unit turned with in our (20) day expectation. Due to the condition of the unit and staff availability we decided to contract out the dry wall repair and the painting. Maintenance work was completed in (35) days. (15) days were contributed to leasing efforts. There was a delay of (8) days due to the holidays in getting the unit tested by our 3rd party vendor.
- AMP 13 4490 East Q Street (51 Days). Unit was scheduled in the order received. Due to the high number of vacant units in Salishan it was difficult to have the unit turned with in our (20) day expectation. Due to the condition of the unit and staff availability we decided to contract out the dry wall repair and the painting. Maintenance completed the work in this unit in (42) days due to the availability of need supplies. (8) days were contributed to leasing efforts.
- AMP 13 4469 East R Street (24 Days). Unit was scheduled in the order received. Due to the high number of vacant units in Salishan it was difficult to have the unit turned with in our (20) day expectation. Maintenance work was completed in (123) days. (1) day was contributed to leasing efforts.
- AMP 14 3917 Everett Ave (49 Days). Unit was scheduled in the order received. Due to the high number of vacant units in Salishan it was difficult to have the unit turned with in our (20) day expectation. Downtime contributed to (5 Days) due to testing. Maintenance work contributed to (35 days) and leasing efforts were (9 days).
- AMP 15 2005 EAST 44TH Street (58 Days). Unit turn was completed in (18) day. This unit was being held for a transferring tenant with a reasonable accommodation (RA). After several attempts to house the tenant, it was decided to move onto the next applicant. (40) days were contributed to leasing efforts.

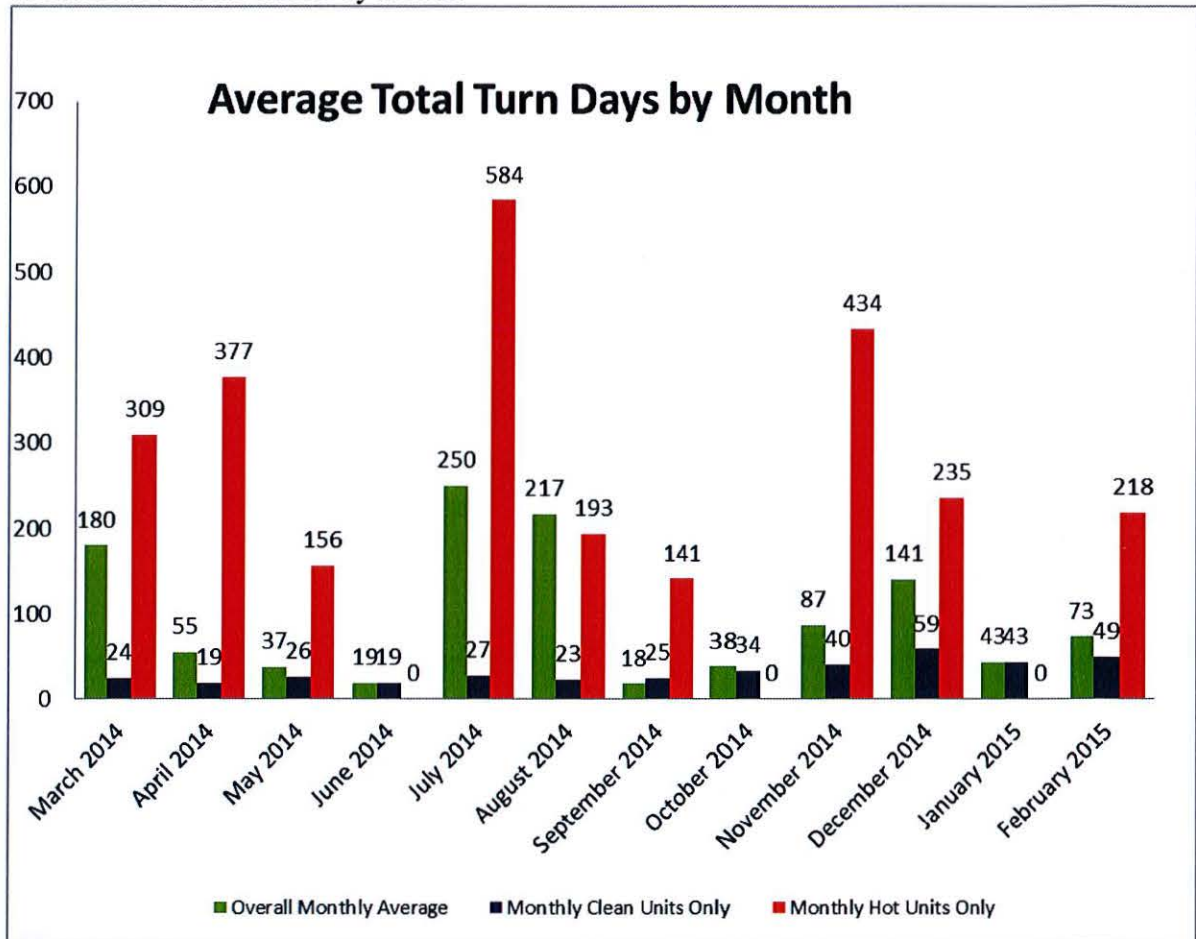
- AMP 15 2063 EAST 44TH Street (29 Days). Unit was scheduled in the order received. Due to the high number of vacant units in Salishan it was difficult to have the unit turned with in our (20) day expectation. (6) days were due to a delay in testing. Maintenance completed the work in (23) days
- AMP 15 2008 E 43RD Street (54 Days). Unit was scheduled in the order received. Due to the high number of vacant units in Salishan it was difficult to have the unit turned with in our (20) day expectation. Due to the condition of the unit and staff availability we decided to contract out the dry wall repair and the painting. Maintenance completed the turn in 43 days. (10) days were contributed to leasing efforts
- AMP 15 4303 EVERETT Avenue (36 Days). Unit was scheduled in the order received. Due to the high number of vacant units in Salishan it was difficult to have the unit turned with in our (20) day expectation. Maintenance completed the work in (32) days. (4) days were contributed to leasing efforts.

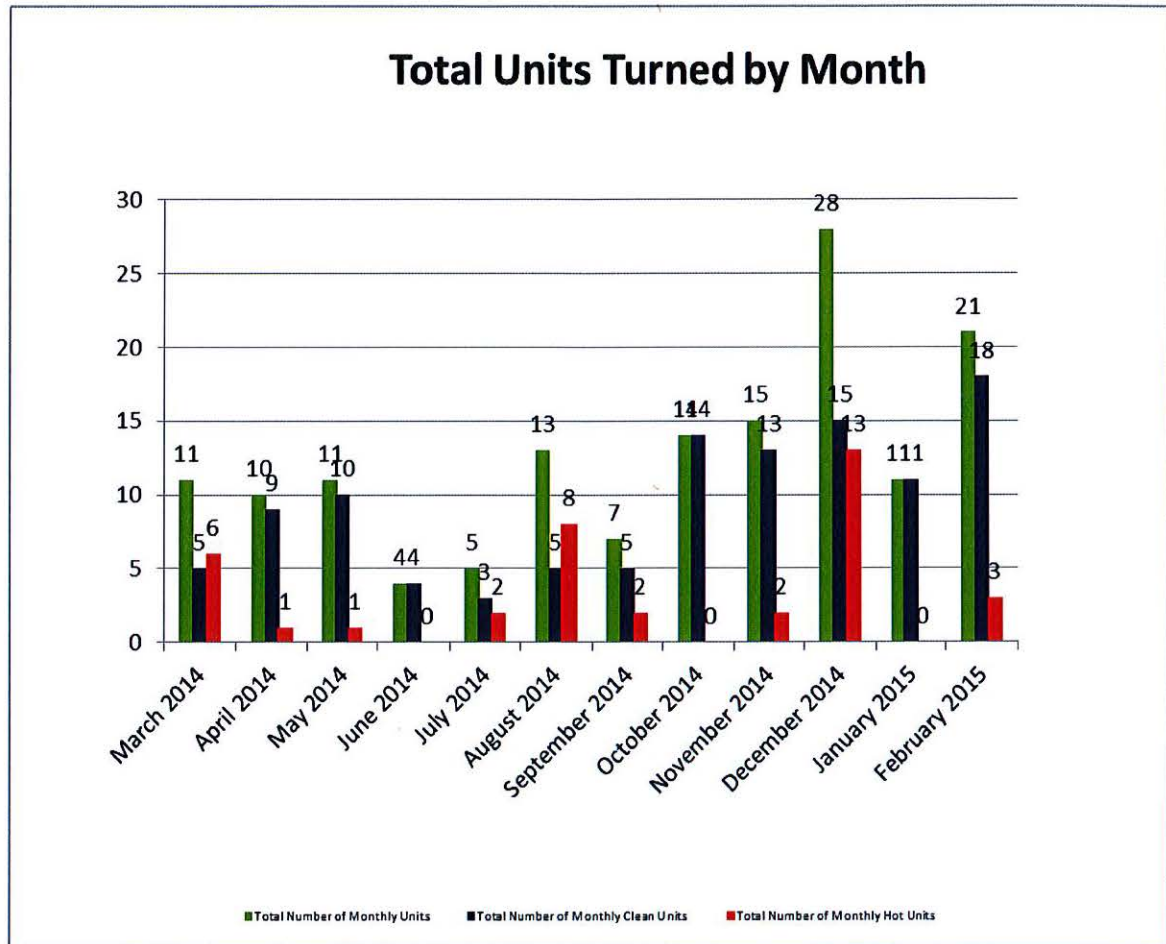
1.2 Contaminated unit turns

As of March 2, 2015 there were 54 vacant units in THA's portfolio. Of these units:

- 41 are not contaminated
- 0 are awaiting testing
- 7 are in remediation/reconstruction
- 13 units are on hold for rehab/water intrusion
- 21 units were completed by contractor and returned to sites

The tables below shows the calendar year trend in average unit turn days each month and the number of units turned by month:





1.3 Work Orders

In the month of February, all emergency work orders were completed within 24 hours. In February, maintenance staff completed 178 non-emergency work orders and a total of 369 for the calendar year. The annual average number of days to complete a non-emergency work order is 30.37.

In the table on page 7, you may note a spike in aged work orders. This spike is attributed to a new process for work order entry. Staff have been entering each individual work item, rather than a single work order for each unit. We have hired a temporary Property Management Assistant to help us close the work items that have been completed but not yet entered and to “line up” the oldest work orders for immediate completion. The Asset Management Committee has made the decision to stop creating single item work orders. Although this process was suggested by our 3rd party consultants, we found that the increased efforts to close these work orders became unmanageable. We will now create a single work order that will have multiple tasks attached that will allow us to close out our work orders in a timely manner.

We are still trying to bring down the number of outstanding work orders as well as trying to improve our customer service in this area. Processes that we are trying to improve are as follows:

- Make every attempt to address routine work orders within (5) days. When this is not possible, we contact the tenants and give an alternate date that they can expect service.
- Improve our communicating with the tenants when service will be delayed when procurement is needed to service the request
- Lastly close out the work orders within (48) hours of completion.

Open Work Order Summary by Portfolio For the Month of February, 2015

Portfolio	Emergency		Non Emergency		
	Opened Emergency WO	Days Open	Open Non- Emergency WO	< 25 Days	>25 Days
All Hillside					
BT BAY TERRACE (PH)	0	0	9	2	7
HT1500 HILLSIDE TERRACE 1500 Block	0	0	4	1	3
HT2 HILLSIDE TERRACE PH II	0	0	6	1	5
	0	0	19	4	15
Family Properties					
020 BERGERSON TERRACE	2	0	13	6	7
022 LOW RENT SCATTERED SITES (19)	0	0	14	3	11
023 DIXON VILLAGE	0	0	13	7	6
044 ALASKA 9 HOMES	0	0	5	2	3
	2	0	45	18	27
Salishan					
SAL1 SALISHAN ONE LLC (S8)	1	0	25	16	9
SAL2 SALISHAN TWO LLC (PH)	2	0	51	40	11
SAL3 SALISHAN THREE LLC (PH)	0	0	44	24	20
SAL4 SALISHAN FOUR LLC (S8)	1	0	35	13	22
SAL5 SALISHAN V LLC (PH)	2	0	93	10	83
SAL6 SALISHAN SIX LLC (PH)	0	0	79	17	62
SAL7 SALISHAN SEVEN	0	0	62	8	54
	6	0	389	128	261
Senior / Disabled Properties					
006 NORTH K ST	2	0	69	9	60
008 E.B. WILSON	1	0	54	13	41
009 FAWCETT APARTMENTS	1	0	26	4	22
010 WRIGHT AVE	2	0	29	14	15
012 LUDWIG APARTMENTS	1	0	24	4	20
013 NORTH G ST	2	0	11	7	4
014 6TH AVE	8	0	51	18	33
	17	0	264	69	195
Agency Totals:	25	0	717	219	498

Work Order Summary by Portfolio For the Month of February, 2015

Completed Work Orders								
Portfolio	Emergency				Non-Emergency			
	Month	YTD			Month	YTD		
	# 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)
All Hillside								
BAY TERRACE	0	0.0%	0	0.0%	3	2.67	9	10.11
HILLSIDE TERRACE 1500 Block	0	0.0%	0	0.0%	2	2.00	5	3.40
HILLSIDE TERRACE PH 1	0	0.0%	0	0.0%	2	2.00	3	15.33
HILLSIDE TERRACE PH II	0	0.0%	0	0.0%	2	5.00	10	10.20
	0	0.0%	0	100.0%	9	2.89	27	9.48
Family Properties								
BERGERSON TERRACE	1	100.0%	4	100.0%	4	8.75	14	10.43
DIXON VILLAGE	0	0.0%	1	100.0%	0		9	5.78
MARKET RATE SFR	0	0.0%	0	0.0%	0		1	45.00
SCATTERED SITES	0	0.0%	1	100.0%	1	31.00	1	31.00
	1	100.0%	6	100.0%	5	13.20	25	10.96
Salishan								
SALISHAN I	1	100.0%	1	100.0%	40	66.10	55	58.76
SALISHAN II	2	100.0%	3	100.0%	23	49.43	37	39.14
SALISHAN III	0	0.0%	0	0.0%	20	92.80	26	73.77
SALISHAN IV	1	100.0%	3	66.7%	28	61.86	31	57.68
SALISHAN V	2	100.0%	2	100.0%	9	48.22	27	33.89
SALISHAN VI	0	0.0%	1	100.0%	10	16.50	45	11.80
SALISHAN VII	0	0.0%	2	100.0%	4	14.75	6	12.67
	6	100.0%	12	91.7%	134	59.90	227	43.65
Senior / Disabled Properties								
6TH AVE	7	85.7%	8	87.5%	6	16.83	9	19.00
E.B. WILSON	1	100.0%	7	100.0%	6	1.83	42	3.43
FAWCETT APARTMENTS	1	100.0%	1	100.0%	5	1.80	9	2.89
LUDWIG APARTMENTS	0	0.0%	1	100.0%	2	31.50	9	32.22
NORTH G ST	2	100.0%	2	100.0%	3	0.33	5	1.00
NORTH K ST	1	100.0%	1	100.0%	5	1.60	7	18.29
WRIGHT AVE	2	100.0%	5	100.0%	3	1.33	9	0.67
	14	92.9%	25	96.0%	30	6.57	90	8.56
Agency Totals:	21	95.2%	43	95.3%	178	46.72	369	30.37

REAL ESTATE

DEVELOPMENT



TACOMA HOUSING AUTHORITY

DATE: March 25, 2015

TO: THA Board of Commissioners

FROM: Kathy McCormick
Director of Real Estate Development

RE: Real Estate Development Department Monthly Board Report

1. SALISHAN/HOPE VI

1.1 Phase II Construction

1.1.1 *Area 2A, Community Core Development*

The Board approved the general Master Plan Concept at its June 2012 meeting. Staff is reviewing the Master Plan Concept and may suggest some revisions based on current community needs and opportunities and propose an alternative plan for the Salishan Core. Potential uses of the site will be coordinated with Metro Parks and the city to ensure complementary community uses for the Eastside neighborhood and Salishan.

1.1.2 *Area 3 Lot Sales*

DR Horton has four models open. DR Horton is pleased with the level of interest. To date, 16 low income households have been approved to purchase homes at Salishan. During the 2nd quarter, DR Horton closed on 25 houses, 4 of which were sold to low income buyers. During the third quarter, DR Horton closed on thirty (30) houses, five (5) of which were sold to income eligible households. During the 4th quarter DR Horton closed on thirty one (31) homes, 5 of which were sold to income eligible households.

1.1.3 *Area 2B*

D.R. Horton has commenced with construction activities.

Area 2B Property Sale to Metro Parks

THA is working with Metro Parks of Tacoma on the sale of two home ownership parcels and one parcel of open space located in Salishan's Area 2B. This sale is consistent with the community goals and will allow park visitors to enter off of Portland Avenue and travel East on 51st street to enter Swan Creek. A resolution is before the BOC this month for the PSA.

1.1.4 *Arlington Road*

THA received an unsolicited Letter of Interest for the parcel known as Arlington Road. This is an approximately 5-acres site located at the north end of Salishan along Portland Avenue. THA continues to negotiate with the prospective purchaser as outlined in the resolution approved by the board in

April, 2014. Pursuant to that letter we signed a non-binding letter of interest for the sale. THA is negotiating a Purchase and Sale Agreement with the buyer. Final terms will be brought to the Board for its approval before it is executed. Summit Housing is moving slowly on closing this agreement as they want to be reasonable sure of receiving tax credits for this and other projects they are pursuing in Pierce County.

2. PUBLIC HOUSING PROJECTS

2.1 Bay Terrace Phase I

Summary of Project Activities. Phase I Restructuring - All of the documents required to meet the obligations of the CFCF grant award have been completed.

2.1.1 *Construction.*
None to report.

2.1.2 *Lease-Up and Operations.*
All Phase I units are leased and the project has entered the lease up stabilization period. A conversion to permanent financing is scheduled for the end of March 2015.

2.1.3 *Community Meetings.*
Staff will organize an additional community meeting within the next couple of months to display the design concept and programming for Phase II.

2.2 Bay Terrace – Phase II

Phase II Proposal: Staff has developed and reviewed several Phase II programs in preparation for a 9% tax credit application to be submitted in January 2015. A program incorporating the following unit mix is the focus of an architectural concept study and contractor pricing. The current development budget for this project is projected to be \$21 Million, which will provide 74 units in a mix of one, two and three bedrooms. This will also include community spaces that are complementary to Phase I. At this time, staff is talking with the contractor about their proposed construction cost, as it is higher than projected.

2.2.1 *Financing.*
HOME Funds. On January 21, 2015, staff received official notification of the award of \$1 million in HOME funds from the Tacoma Community Redevelopment Authority.

On January 23, 2015 staff submitted a 9% tax credit application to the Washington State Housing Finance Commission. On February 4, 2015 the Finance Commission issued the list of accepted projects of which Bay Terrace Phase II was one! This award will generate approximately \$15 million in private equity for

Staff will prepare and publicize a Request for Proposals for lenders and investors in August 2015. Jim Brawner is the Financial Advisor for this transaction.

3. Bergerson Terrace

The First Phase of work is underway. Demolition and Asbestos abatement work has been completed in 10 units. Plumbing and Electrical rough-in are finished, drywall repairs are complete and painting is nearing completion in ten of the units. Floor preparation for the concrete floor overlay is finishing up and the floor overlay is scheduled to be installed March 11th in 10 units. Demolition of the final 5 units of the first phase is scheduled to begin the first of April.

15 units are to be completed in the first phase and the remaining 21 units in the second Phase. The Second Phase of work will be completed when THA does its RAD conversion for the Property. THA is currently in the process of completing Physical Needs Assessments of all its Public Housing properties. The Second Phase will incorporate items identified in this assessment as well as the remaining 21 first floor units.

4. OTHER PROJECTS

4.1 AG Program

Good News Group has completed final punch work for 1910 E 59th St. THA received a full price offer from an income qualified buyer and is expecting it to close by the end of March.

Libby Builders is the responsible and responsive bidder for 6615 S Puget Sound. Demolition has been completed. Plumbing, mechanical and electrical work is in process. Construction is scheduled to be finished by the end of April.

4.2 LASA Supportive Housing Project

THA issued a Notice to Proceed effective June 9, 2014 to Pavilion Construction. The estimated construction time frame is nine (9) months. Project is on schedule:

Begin relocation activities	July 2013 Completed
Submit for Building Permit	September 2013 Completed
Issue ITB for Contractor	October 2013 Completed
Award Contractor Contract	November 2013-Completed
Financial closing	June 2014-Completed
Construction Start	June 2014
Complete Construction	March 19, 2015

4.2.1 Construction

Pavilion Construction, the General Contractor has set the goal for Substantial

Completion and Certificate of Occupancy for March 26, 2015. This is aggressive and ahead of schedule when including time added for Change Orders allowed until April 13th.

4.2.2 Property Management

THA is contracting with REIS property management company to provide services for Prairie Oaks. On a parallel track, staff is coordinating with LASA, Pierce County Housing Authority, REIS and THA Compliance and Asset Management to identify everyone's roles and prepare for lease-up

4.3 Construction Management Services for the City of Tacoma

The contract with the City is in effect. Staff continues to make site visits and complete reports for the projects.

4.4 THA 902 Administration Building Tenant Improvement Project

Staff held the preconstruction meeting on March 1 with the contractor, Stetz Construction. Stetz is currently working on their submittals and ordering materials. They plan to start construction activities on March 30, 2015.

4.5 Market Rate Scattered Sites

Staff is currently developing the Scope of Work and Specifications for five of the scattered sites. The ITB for this project is expected to be available for bid in April.

4.6 Consulting and Community Engagement

Trinity Presbyterian Church, Life Changing Ministries and the Salvation Army are participating in the design studio being conducted through UWT. In addition, students from UW Real Estate and Business School are preparing a business plan for the Salvation Army portion of the site. The combination of the business plan and design will be submitted as a student project to the Bank of America Affordable Housing Competition. This annual competition is designed encourage students to consider affordable housing careers.

5. DEVELOPMENT PIPELINE PROJECTS

5.1 Intergenerational Housing at Hillsdale Heights

The Many Lights Foundation (MLF) continues work on this project and was approved for a predevelopment loan with IMPACT capital. THA staff assisted with the predevelopment budget for this project and will continue the discussions with MLF about a joint development, where THA would own the units and master lease to the MLF. They are open to this concept.

On February 21, 2015, staff met with the Many Lights Foundation Board of Directors to discuss development options and a foundation to establish a joint

development. The presentation was well received and the Many Lights Foundation will meet internally to identify some next steps and questions for THA.

5.2 Hilltop Lofts

The Schematic Design phase of the project was completed in early December. Staff and the A&E team are working on scope changes to keep the project within a financeable budget. It is anticipated a follow-up public meeting will be scheduled early 2015. Staff submitted a Stage 1 funding application to the Department of Commerce on December 15, 2014 requesting \$3 Million from the Housing Trust Fund.

5.3 New Look Apartments/Alberta Canada Building Acquisition

Staff presented a proposal to MLKHDA to transfer the managing member interest of New Look Apartments from MLKHDA to THA. The proposal is essentially the same transaction as was agreed to previously with MLKHDA. In addition to updating the prior due diligence work, THA is requiring a status report and/or confirmation on the improvements that were to have been made to the property following THA's last set of inspections. THA requested a decision by MLKHDA's Board of Directors by March 4, 2015. On February 27, 2015, THA was informed that MLKHDA rejected THA's offer.

5.4 Acquisition

5.4.1 A proposal to acquire Lakeside Landing was presented to the board during the February meeting. THA responded to the seller's call for offers and presented an offer to acquire Lakeside Landing on March 5, 2015. THA anticipates seller decision late-March/early-April, 2015.

5.4.2 An offer was made to purchase a property at 1011 S. L Street. The sellers accepted another offer.

6. PHAS INDICATOR FOR MODERNIZATION ACTIVITIES

The following are the schedules as of March 3, 2015 for THA's obligation and expenditure of the public housing capital funds it receives from HUD.

Grant	Total Grant	Obligation Start Date	Obligated	% Obligated	Obligation Deadline	Expended	% Expended	Expended Deadline
2010 CFP	\$2,345,627	7/15/10	\$2,345,627	100%	7/14/12	\$2,345,627	100%	7/14/14
2010 CFP (1 st R)	\$1,216,978	7/15/10	\$1,216,978	100%	7/14/12	\$1,216,978	100%	7/14/14
2011 CFP	\$1,721,353	8/3/11	\$1,721,353	100%	8/2/13	\$393,521	22%	8/2/15
2011 CFP (1 st R)	\$736,455	8/3/11	\$736,455	100%	8/2/13	\$736,455	100%	8/2/15
2011 CFP (2 nd R)	\$549,895	8/3/11	\$549,895	100%	8/2/13	\$549,895	100%	8/2/15
CFCF	\$1,881,652	8/3/11	\$1,881,652	100%	8/2/13	\$1,841,456	97%	8/2/15
2012 CFP	\$1,593,197	3/12/12	\$1,593,197	100%	3/11/14	\$0	0%	3/11/16
2012 CFP (1 st R)	\$1,026,290	3/12/12	\$1,026,290	100%	3/11/14	\$1,026,920	100%	3/11/16
2012 CFP (2 nd R)	\$128,701	3/12/12	\$128,701	100%	3/11/14	\$128,701	100%	3/11/16
2013 CFP	\$1,319,864	9/9/13	\$0	0%	9/8/15	\$0	0%	9/8/17
2013 CFP (1 st R)	\$322,158	9/9/13	\$322,158	100%	9/18/15	\$322,158	100%	9/8/17
2013 CFP (2 nd R)	\$1,015,495	9/9/13	\$1,015,495	100%	9/18/15	\$942,384	92%	9/8/17
2014 CFP	\$1,590,067	5/13/14	\$0	0%	5/12/16	\$0	0%	5/12/18
2014 CFP (1 st R)	\$277,032	5/13/14	\$0	0%	5/12/16	\$0	0%	5/12/18
2014 CFP (2 nd R)	\$873,158	5/13/14	\$290,178	33%	5/12/16	\$0	0%	5/12/18

ADMINISTRATION



TACOMA HOUSING AUTHORITY

To: THA Board of Commissioners
From: Todd Craven, Director of Administration
Date: March 25, 2015
Re: March 2015 Administration Department Board Report

Salesforce Implementation

I am happy to report that THA and eightCloud, our new software vendor, have a signed contract to begin development of THA's new enterprise software system. The contract we signed will have eightCloud build us a system on the Salesforce platform over the next one to two years. We were successful in negotiating favorable terms for THA that will also provide a lucrative incentive for eightCloud to further develop the system they build for THA and sell it to others. According to the contract, if eightCloud enters into a contract with another organization and uses work that was derived from the work they will do for us, THA will earn a 5% royalty off of the gross revenues. If eightCloud ends up building an "app" for us that they sell to others through the Salesforce AppExchange, THA will earn a 25% royalty off of the gross revenues. We believe that this is a good enticement for us to end up with a good product and to help market it with eightCloud, while still providing eightCloud the margin they need to operate as a for-profit developer.

This week (the week of March 9, 2015), we held two separate kickoff meetings, one on Monday with eightCloud and our management team, and one on Wednesday without eightCloud but with all agency staff. Both kickoffs went very well. The management team is excited to start working with the eightCloud team and understands the commitment it will take all of us to make this a success. The purpose of the internal kickoff was to create some positive energy and excitement around the project. I think we did a very good job creating this excitement. We solicited ideas from the staff about how they think we should use Salesforce to transform the agency and how we transact business, we showed several videos about Salesforce, including case studies from the State of Colorado and the American Red Cross, and we answered questions posed by staff. All groups who attended were attentive and seemed to grasp the breadth of the project and shared our excitement.

The next steps are to prioritize the processes to be automated in Salesforce and start scheduling meetings with our subject matter experts and the eightCloud team. We also need to finalize the second contract, which is for the Salesforce licensing. We were successful in reducing our annual rates by roughly twelve percent and will need to get the contract in place and Salesforce turned on so the eightCloud team can begin development.

Stay tuned for more details as we continue to make progress on this project.

RAD Update

On February 27, 2015, HUD approved THA's application for a RAD conversion of all THA public housing properties. THA also received a Commitment to Enter into a Housing Assistants Payments (CHAP) for all properties within the first phase of conversion. THA will have until February 27, 2016 to submit applications for the second phase of RAD conversions. We continue to work with our financial consultant, Jim Brawner, Legal Counsel, and HUD to add Bay Terrace to our RAD conversion and dispose of the Scattered Sites through Section 32. Furthermore, THA is finalizing a financing strategy with Jim Brawner for both phases of the RAD conversion. The first phase strategy consists of 4% Tax Credit Equity and Bond Financing to form a single partnership for all Senior and Family Properties. A recommendation is forthcoming in addition to a presentation from Jim Brawner to applicable parties.

This concludes the March 2015 Administration Department report to the Board.

NEW BUSINESS

RESOLUTION #1



TACOMA HOUSING AUTHORITY

RESOLUTION 2015-3-25 (1)

Date: March 25, 2015
To: THA Board of Commissioners
From: Michael Mirra
Executive Director
Re: Purchase and Sale Agreement Salishan Area 2B Metro Parks

Background

This resolution would approve an agreement to sell to Metro Parks two Salishan home ownership lots and one 16 acre parcel of open unbuildable space for \$295,000. See attached map.

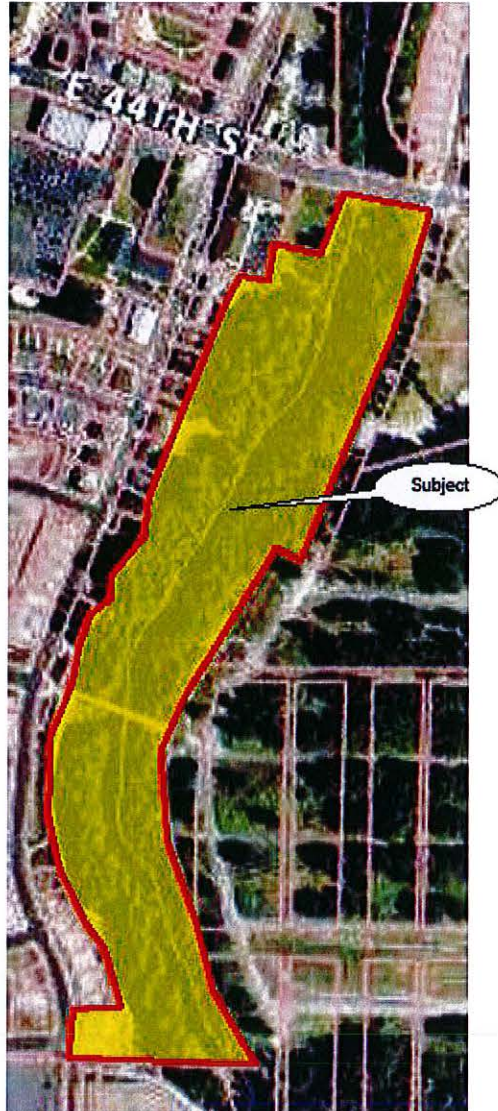
THA's Salishan HOPE VI redevelopment project is nearing complete build-out. The remaining areas that need to be developed include (a) the Salishan Core; and (b) the Arlington Road site. During the design of Salishan THA staff worked closely with Metro Parks Tacoma staff in planning for the possible future use of 51st St. as access to Swan Creek Park. The two home ownership parcels will allow for this access. The unbuildable open property is on the west slope of First Creek in Area 2 B. This land is not suitable for building. It is essentially a buffer zone of natural vegetation. Selling it to Metro Parks will transfer its maintenance as well. That is good. The sales price for all parcels will be \$295,000.

Metro Parks would like to close on this transaction by December 31, 2015. In order for THA to close we need to obtain a Disposition Amendment from HUD.

- Purchase price is \$295,000.
- Restrictions on use of open space for parks, recreation, open space, vehicular and pedestrian access
- Feasibility Period Complete: 60 Calendar days from effective date (date PSA signed)
- Acquisition Closing: No later than Dec. 31, 2015 (contingent upon HUD approval)

Recommendation

Approve Resolution No. 2015-3-25 (1) authorizing the Executive Director to enter into negotiations with Metro Parks of Tacoma for the sale of two home ownership parcels and one 16 acre parcel of open space located in Salishan's Area 2B as shown on the attached map, for a purchase price of \$295,000..



Aerial with Parcel Overlay - Salishan Land



TACOMA HOUSING AUTHORITY

RESOLUTION 2015-3-25 (1)

Purchase and Sale Agreement Salishan Area 2B Metro Parks

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

Whereas, THA collaborated with Metro Parks Tacoma during the design process for Salishan to provide future access to Swan Creek Park from 51st Street;

Whereas, the transfer of about 16 acres of undeveloped land on the west slope of First Creek in Area 2b, would free THA of its maintenance while preserving adequate THA control over its future development.;

Whereas, the Executive Director and the Board of Commissioners find the terms of the Purchase and Sale Agreement acceptable to THA;

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

1. The Executive Director has the authority to negotiate and, if those negotiations are successful, to execute a Purchase and Sale Agreement with Metro Parks Tacoma for their purchase of land in Salishan indicated on the attached map.

Approved: March 25, 2015

Stanley Rumbaugh, Chair

RESOLUTION #2



TACOMA HOUSING AUTHORITY

RESOLUTION 2015-3-25 (2)

DATE: March 25, 2015
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Approval of tenant account receivable write offs

Background

This resolution would allow THA to write off tenant account receivables. THA does this periodically.

THA has established a process of writing off tenant accounts receivable bad debt. THA incurs this bad debt when a program participant leaves the public housing or Housing Choice Voucher program owing a balance. The debt may arise from excessive damage to a unit, unpaid rent, or tenant fraud/unreported income. There are also instances where a property owner is overpaid rental assistance payments and the owner has not repaid THA for this amount.

Until we write off tenant accounts receivable balances as a bad debt, these balances stay on the active tenant ledger in our accounting system and General Ledger (GL). The receivable balance also remains as part of our tenant receivables that we report to HUD in our year-end financials. Once we write off the debt, we can remove from THA's receivable balance and assign it to the collection agency for collection purposes. THA receives 50% of any proceeds that the collection agency recovers.

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

Some accounts included in this resolution will not be sent to collections because the tenants have passed away. Those accounts are indicated with asterisks (*) below.

Recommendation

Approve Resolution 2015-3-25 (2) authorizing THA to write off tenant accounts totaling:
\$14,855.22



TACOMA HOUSING AUTHORITY

RESOLUTION 2015-3-25 (2)

Approval Write-Off of Tenant Account Receivables

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

WHEREAS, Tacoma Housing Authority (THA) provided housing assistance payments to property owners in excess to the amount the owner is entitled to receive and the owner has not repaid this amount 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. authorizes THA staff to “write off” the following accounts and send these debts to an external collection agency to pursue collection action:

Collection Status	M-O Project #	Client #	Balance
W-O Collect			
	Bergerson Terrace	00143347	\$794.20
	Salishan VII	XX001008	\$66.00
	North K Street	00116473	\$885.38
	S M Str (EB Wilson)	00139268	\$3,786.04
	S Wright Str		

	00144762	\$1,065.77
W-O No Collect		
N G Str		
	00135998	\$968.57
North K Street		
	00008262	\$44.08
	00141573	\$751.16
	00124658	\$131.19
	00146495	\$6.64
	Subtotal	\$933.07
S M Str (EB Wilson)		
	00141487	\$445.19
Section 8		
	00014524	\$726.00
	00014636	\$970.00
	711683	\$730.00
	716690	\$829.00
	716866	\$614.00
	717235	\$1,030.00
	718073	\$1,012.00
	Subtotal	\$5,911.00
Write offs Grand Total		\$14,855.22

Approved:

Stanley Rumbaugh, Chair

* Uncollectable accounts where tenant is deceased, bankruptcy or old balance under \$30.00

RESOLUTION #3



TACOMA HOUSING AUTHORITY

RESOLUTION 2015-3-25 (3)

DATE: March 25, 2015
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Revision to THA Policy G-05 Exercise and Delegation of Executive Director Authority

Background:

This resolution would amend THA Policy G-05 governing delegation of the executive director's authority. The changes are necessary to account for THA's recent reorganization that eliminated some positions and created others.

In the event that the Executive Director is unavailable, 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. THA Policy G-05 provides for such a delegation to designated senior staff without the executive director's express authorization in the unlikely event that the executive director is not available when the welfare of the agency requires a decision. The proposed revision removes the Director of Real Estate Management from the delegation list, as that position no longer exists. The revision also adds the Deputy Executive Director and Chief Operating Officer to the delegation list.

Recommendation

Approve Resolution 2015-3-25 (3) revision to THA Policy THA G-05 Exercise and Delegation of Executive Director Authority.



TACOMA HOUSING AUTHORITY

RESOLUTION 2015-3-25 (3)

Amendment to Policy Governing Delegation of Executive Director Authority

WHEREAS, the Executive Director may delegate authority;

WHEREAS, THA Policy THA G-05 Exercise and Delegation of Executive Director Authority outlines the process for the delegation of the executive director's authority to designated senior staff in the unlikely event that he or she is not available when the agency's welfare requires a decision.

WHEREAS, THA's recent re-organization eliminated some senior positions and created others, requiring a change in the delegation policy.

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

THA Policy G-05 is amended in the way set forth in the attached redlined draft.

Approved: March 25, 2015

Stanley Rumbaugh, Chair



TACOMA HOUSING AUTHORITY

Policy No.	G-05
Policy	Exercise and Delegation of Executive Director Authority
Date	March 25, 2015

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

THA Resolution 2015-3-25(3)
THA Resolution 2012-11-28 (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.

If the Executive Director is not available and in the absence of his or her express delegation, the Deputy Executive Director, or, if he or she is not available, the Chief Operating Officer, or, if he or she is not available, the Director of Finance, 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.