



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET


June 22, 2011



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, June 22, 2011

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold their Regular Meeting **Wednesday, June 22, 2011 at 4:00 p.m.**

The meeting will be held at:

**E.B. Wilson
1202 South M Street
Tacoma, WA 98405**

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

I, Christine Wilson, certify that on or before Friday, June 17, 2011, 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

Christine Wilson
Executive Administrator



TACOMA HOUSING AUTHORITY

**AGENDA
BOARD OF COMMISSIONERS
JUNE 22, 2011, 4:00 PM
1202 South M Street**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING**
 - 3.1 Minutes of May 25, 2011 Regular meeting
 - 3.2 Minutes of June 3, 2011, Study Session
- 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
- 7. OLD BUSINESS**
- 8. NEW BUSINESS**
 - 8.1 **THA Resolution 2011-6-22 (1)**, Revised FY 2011 Agency Budget
 - 8.2 **THA Resolution 2011-6-22 (2)**, Authorization to Submit ROSS Service Coordinator Grant Application
 - 8.3 **THA Resolution 2011-6-22 (3)**, Revision to Seasholtz Consulting Inc. Contract for Moving to Work Consulting Services
 - 8.4 **THA Resolution 2011-6-22 (4)**, Authorization to Support the PSRC "Growing Transit Communities" Regional Planning Consortium
 - 8.5 **THA Resolution 2011-6-22 (5)**, Payment Standards for Housing Choice Voucher Program
 - 8.6 **THA Resolution 2011-6-22 (6)**, Stewart Court Funding Applications Approval
- 9. COMMENTS FROM THE COMMISSIONERS**
- 10. COMMENTS FROM THE EXECUTIVE DIRECTOR**
- 11. EXECUTIVE SESSION**
- 12. ADJOURNMENT**

MEETING MINUTES



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, MAY 25, 2011

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 602 South Wright Avenue, Tacoma, WA at 4:00 PM on Wednesday, May 25, 2011.

1. CALL TO ORDER

Vice Chair Flauding called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:07 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 (arrived at 4:11 PM)	
Staff	
Michael Mirra, Executive Director	
Christine Wilson, Executive Administrator	
April Black, REMHS Director	
Barbara Tanbara, Human Resources Director	
Nancy Vignec, Community Services Director	
Walter Zisette, RED Director	
*participated in the board meeting via conference phone	

Vice Chair Flauding declared there was a quorum present @ 4:08 PM.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Vice Chair Flauding asked for any corrections to or discussion of minutes for the Meeting of the Board of Commissioners of Wednesday, April 27th. Chair Banks moved to adopt the minutes, Commissioner Miller seconded.

Upon roll call, the vote was as follows:

AYES: 3

NAYS: None
Abstain: None
Absent: 2

Motion approved.

4. GUEST COMMENTS

Ms. Emily Pierce-North, resident of the EB Wilson building commented that the SAFE by-laws need to be revised. She added that SAFE needs to put their funds to better use, and community rooms in the senior building need to be updated by using different colors of paint. She believes that if the community surrounding were more appealing and attractive then residents would be more willing to come out of their units and participate in group activities. Ms. Pierce-North did state that she is happy with the number of activities available to residents. Ms. Marion Bass, resident from Salishan, also attended and expressed her desire that the Safe Street program be active in Salishan. She is concerned with what she described as an increase in gang activity and drug dealers present in Salishan.

5. COMMITTEE REPORTS

Real Estate Development Committee – Commissioner Rumbaugh reported on Hillside Terrace discussions at the last committee meeting. The committee may have a plan to present to the BOC soon. He also reported that staff is making progress with the Citibank loan discussions.

Finance Committee – No report

6. ADMINISTRATIVE REPORTS

Finance Administration

ED Mirra presented for Director Shalik and directed the board to Ken's monthly report. He noted that there continues to be a budget surplus. There will be a budget revision study session June 10th that will change those numbers. This budget will continue the FY 2011 budget thru December 31st, 2011.

Chair Banks moved to ratify the payment of cash disbursements totaling \$3,777,147 for the month of April 2011., Commissioner Rumbaugh 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 Black directed the board to her monthly report. She introduced Mr. Josh Crites, the new Planning and Policy Analyst. Mr. Crites came from the Community Services department where he served as the Families in Transition Caseworker. She touched on the unit turn report. The unit turn average is higher than last month due to the number of turns of long vacant units. Director Black expects this trend to decrease again as the number of this long vacant units are turned. She referred the BOC to the MTW update and changes. Those included moving from four rent reform activities to one rent reform activity. These changes are the subject of a Board study session in June. They will come to the board for approval at the July Board meeting. Commissioner Flauding asked for a Salishan appliance update. Director Black stated the number of work orders have decreased and added that she expects the appliance issue is close to resolution.

Real Estate Development

Director Walter Zisette referred the board to his monthly report. He discussed the Salishan Core Campus adding that RED staff delivered surveys to Salishan residents, renters and homeowners, as well as community members and businesses surrounding Salishan. Director Zisette stated these survey results would be ready for discussion in June. He added that a sale is pending on 28 Area 3 lots. He also reported that the Washington State Housing Trust Fund received \$50M for the legislative bienium. This bodes well for THA's prospect for funding from the Trust Fund for both the Hillside Terrace and Stewart Court properties.

Community Services

Director Vignec referred the board to her report and clarified for the commissioners that all of the tables listed in her report refer to calendar years. Commissioner Rumbaugh asked if Bates Technical College is continuing to assist THA clients with GED classes. Director Vignec stated yes until September. After that the future for these classes is unknown. She added that these GED classes are very important and valuable to our clients. She also stated that Bates will offer more parenting classes in May which are important to our FIT families. She noted adding that the partnerships between Bates and THA are very helpful.

Human Resources

Director Tanbara referred the board to her report. She is please that our turnover trend is hovering at 7%. She noted that this is a very big improvement over the past year. Commissioner Rumbaugh is concerned with Director Black's need for staff to keep up with the unit turns and is requesting a cost benefit analysis on labor costs v. lost revenue of units that are off-line. Director Tanbara stated that she will work with Director Black to gather those numbers for review and will report back to the BOC.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 THA RESOLUTION 2011-5-25 (1), 2009 & 2010 Cap Funds Renovations at 2 Facilities

Whereas, The Housing Authority of the City of Tacoma (the “Authority”) solicited bids for Phase 3- Renovations at 2 Facilities;

Whereas, The timely advertisements for bids were placed in the following publications, websites and dates; the Skanner and the Tacoma Small Business Incubator on April 28, 2011; the WEBS government projects website on April 28, 2011; bid documents were provided to 13 plan centers, and the Blue Book website on April 28, 2011.

Whereas, Seven (7) companies received the bid package;

Whereas, Bids were received in the following amounts;

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

Company	Base Bid	Fawcett Deductive Alt. #1	Fawcett Deductive Alt. #2	Fawcett Deductive Alt. #3	Fawcett Deductive Alt. #4	Ludwig Deductive Alt. #1	Ludwig Deductive Alt. #2	Ludwig Deductive Alt. #3	Responsive- Responsible Y / N
Porter Construction	\$1,430,500.00	\$1,700.00	\$6,000.00	\$900.00	\$1,500.00	\$3,200.00	\$10,000.00	\$1,500.00	NO
CDK Construction Services	\$1,521,907.00	\$1,900.00	\$5,000.00	\$1,000.00	\$4,500.00	\$2,500.00	\$25,000.00	\$000.00	YES
Shinstine Associates	\$1,574,500.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$4,000.00	\$3,800.00	\$000.00	YES

Whereas, Staff determined that the lowest responsive and responsible bidder is CDK Construction Services; and

Whereas, Total financing for the work is from 2009 & 2010 Capital Funds;

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

1. The Executive Director is authorized to negotiate and execute Contract Number WA: 5-AMPS 1, 2, 3 - CFP-01-11 for renovation of Fawcett Apartments, Ludwig Apartments, and insulation at North K Street and North G Street Apartments with CDK Construction Services in compliance with all bid documentation

requirements in the amount of \$1,521,907.00 plus a Not-to-Exceed contingency of \$152,200.00. If those negotiations are not successful he is authorized to do so with the next lowest responsive and responsible bidder or to reissue the invitation to bid and elicit more bids.

Approved: May 25, 2011

Dr. Arthur C. Banks, Chairman

Commissioner Rumbaugh motioned to approve the resolution. Chair Banks seconded the motion.

Upon roll call, the vote was as follows:

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

Motion approved

8.2 RESOLUTION 2011-5-25(2), (SECOND SUPPLEMENTAL INDENTURE – INFRASTRUCTURE IMPROVEMENT REVENUE BONDS)

A RESOLUTION authorizing the execution and delivery of a Second Supplemental Trust Indenture with respect to the Housing Authority of the City of Tacoma Infrastructure Improvement Revenue Bonds, Series 2008, to provide that certain amounts contributed by the Authority in connection with the sale of 28 homeownership lots will be credited to the Authority's \$3,300,000 maximum General Revenues pledge to the payment of the Bonds, and that certain additional amounts that may be received by the Authority in connection with the sale of such lots will be pledged to the payment of the Bonds and applied to redeem Bonds prior to maturity.

Whereas, the Housing Authority of the City of Tacoma (the "Authority") seeks to encourage the provision of long-term housing for low-income persons residing in the City of Tacoma, Washington;

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

Whereas, RCW 35.82.020 defines "housing project" to include, among other things, "any work or undertaking . . . to provide decent, safe and sanitary urban or rural dwellings, apartments, mobile home parks or other living accommodations for persons of low income";

Whereas, RCW 35.82.020(11) and 35.82.130 together provide that a housing authority may issue bonds, notes or other obligations for any of its corporate purposes;

Whereas, RCW 35.82.070(5) provides that a housing authority may pledge any interest in real property;

Whereas, 42 USC 1437z-2 permits the Secretary of the United States Department of Housing and Urban Development (“HUD”) to authorize a public housing agency to mortgage or otherwise grant a security interest in a public housing project or other property of the public housing agency;

Whereas, pursuant to Resolution No. 2007-10-24(1) adopted on October 24, 2007, as amended and supplemented by Resolution No. 2007-12-12(2) adopted on December 12, 2007, the Authority issued its Infrastructure Improvement Revenue Bonds, Series 2008 (the “Bonds”), in the original aggregate principal amount of \$13,200,000, to provide part of the funds with which to construct infrastructure improvements on property owned by the Authority, as part of the Salishan redevelopment project, to provide housing for low-income persons within the City of Tacoma, Washington (the “Project”);

Whereas, the Bonds are payable, in part, from the net proceeds from the sale of 182 certain individual lots, as depicted on Plat of Salishan Division 3, prepared by Parametrix, dated December 4, 2007 (the “Lots”) and General Revenues of the Authority up to a maximum amount of \$3,300,000; and

Whereas, as set forth in a First Supplemental Trust Indenture and a Resolution No. 2010-6-23(2), the Authority and Citicorp Municipal Mortgage Inc. (the “Bondowner Representative”), as the owner of all of the outstanding Bonds, previously agreed to restructure certain provisions of the Bonds and the related documents to, among other things, extend the maturity date of the Bonds, modify the redemption provisions of the Bonds, revise minimum Lot sale prices and certain provisions relating to the release of Lots from the lien of the Deed of Trust, and provide for future pledges of security interests in certain individual lots located in Salishan Division 4 or Area 2b (“Additional Collateral – Area 2b”) as additional security for the Bonds; and

Whereas, the Authority and the Bondowner Representative have agreed that 28 Lots (the “Quadrant Lots”) may be sold to the Quadrant Corporation (“Quadrant”) pursuant to a Real Estate Purchase and Sale Agreement between the Authority and Quadrant dated May 5, 2011 (the “Quadrant Purchase and Sale Agreement”) at prices below the minimum Lot sale prices permitted by the Bond documents, provided that the Authority will deposit of money equal to that shortfall in the sale price for the Quadrant Lots with the Trustee for the Bonds and that the maximum principal amount of the Authority’s General Revenue Pledge shall be reduced by the amount so contributed by the Authority; and

Whereas, the Authority and the Bondowner Representative have further agreed that any Lot Premiums or Upside Component (each as defined in the Quadrant Purchase and Sale

Agreement) actually received by the Authority pursuant to the Quadrant Purchase and Sale Agreement shall be applied to redeem and pay the Bonds prior to their maturity date; and

Whereas, in order to effect the modification of the terms of the Bonds agreed to by the Authority and the Bondowner Representative, it is necessary to amend certain provisions of the Trust Indenture (as amended from time to time, the “Indenture”) relating to the Bonds between the Authority and The Bank of New York Mellon Trust Company, N.A., as successor trustee (the “Trustee”); and

Whereas, it is in the best interest of the Authority to modify the terms of the Bonds and amend the Indenture;

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

1. Authorization of Documents and Execution Thereof. The Board approves the Second Supplemental Indenture substantially in the form on file with the Executive Director of the Authority, with such changes as the Executive Director of the Authority shall deem necessary or appropriate. The Board authorizes and approves the execution by the Executive Director of the Authority and delivery of the Second Supplemental Indenture and any other documents reasonably required to be executed by the Authority to carry out the transactions contemplated by this resolution or the Second Supplemental Indenture. The Board authorizes and approves the performance by the Authority of its obligations contained in, and the consummation by the Authority of all other transactions contemplated by this resolution and the Indenture as amended by the First Supplemental Indenture and the Second Supplemental Indenture.
2. Acting Officers Authorized. Any action required by this resolution to be taken by the Chair of the Board or Executive Director of the Authority may in the absence of such person be taken by the duly authorized acting Chair of the Board or acting Executive Director of the Authority, respectively.
3. Ratification and Confirmation. Any actions of the Authority or its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.
4. Effective Date. This resolution shall be in full force and effect from and after its adoption and approval.

Adopted: May 25, 2011

Dr. Arthur C. Banks, Chairman

Commissioner Miller motioned to approve the resolution. Chair Banks 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

Commissioner Rumbaugh noted that he believes the federal 2012 budget will roll out sooner than later due to the 2012 presidential election. ED Mirra stated this will be a benefit to THA to know what the HUD budget prior to writing the THA FY2012 budget. ED Mirra also added that THA, KCHA, and SHA are working with the Senate congressional appropriations staff and Congressman Dicks staff on MTW language for the budget.

10. COMMENTS FROM THE EXECUTIVE DIRECTOR

ED Mirra directed the board to his report. He noted that Common Ground has offered to train commissioners in advocacy and asked Commissioners to let him know of their interest. Pierce Transit will be cutting their transit budget by 20% now and 15% later. He reported that Chair Banks and ED Mirra sent a letter to the Pierce Transit Board asking them to spare routes that serve Salishan and other THA properties.

11. EXECUTIVE SESSION

None.

12. ADJOURNMENT

There being no further business to conduct, Commissioner Rumbaugh moved to adjourn, and Chair Banks seconded the motion. All voted in favor. The meeting adjourned at 5:05 PM.

APPROVED AS CORRECT

Adopted: June 22, 2011

Dr. Arthur C. Banks, Chair



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES STUDYSESSION FRIDAY, June 3, 2011

The Commissioners of the Housing Authority of the City of Tacoma met in Study Session at 902 South L Street, Tacoma, WA at 12:00 PM on Friday, June 3, 2011.

1. CALL TO ORDER

Vice Chair Flauding called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 12:10 PM.

2. ROLL CALL

Upon roll call, those present and absent were as follows

PRESENT

ABSENT

Commissioners

Arthur Banks, Chairman (arrived at 12:15PM)

Janis Flauding, Vice Chair

Ken Miller, Commissioner

Greg Mowat, Commissioner

Stanley Rumbaugh, Commissioner

Staff

Michael Mirra, Executive Director

Christine Wilson, Executive Administrator

April Black, REMHS Director

Nancy Vignec, Community Services Director

Barbara Tanbara, Human Resources Director

Vice Chair Flauding declared there was a quorum present @ 12:11 PM and proceeded.

3. REVIEW OF ADMIN AND ACOP PLANS

Director Black led the discussion on the proposed policy revisions to the Admin and ACOP Plans. She stated that both plans have been completely re-written to provide clear policy guidance on all aspects of administration of our traditional housing programs. These policy changes will save THA staff time and money in order to continue offering excellent customer service while federal dollars are decreasing, will spare our customers needless paper shuffling, will encourage workable and non-working people to increase their earned income, and will reward working people. The Board asked about the grounds that would have THA deny admission and the standards that would govern an appeal from the denial. Commissioner Mowat asked for sets of numbers that makes the case for the need to make this significant change.

4. ADJOURNMENT

There being no further business to conduct, Commissioner Mowat moved to adjourn, and Commissioner Rumbaugh seconded the motion. Meeting adjourned at 1:48 PM.

APPROVED AS CORRECT

Adopted: June 22, 2011

Dr. Arthur C. Banks, Chair

Finance Committee
Commissioner Mowat

Real Estate and Development Committee
Commissioner's Miller and Rumbaugh

ADMINISTRATION REPORTS

FINANCE
AND
ADMINISTRATION



TACOMA HOUSING AUTHORITY

Motion

Adopt a consent motion ratifying the payment of cash disbursements totaling \$3,517,392
for the month of May, 2011.

Approved: June 22, 2011

Dr. Arthur C. Banks, Chairman

TACOMA HOUSING AUTHORITY
Cash Disbursements for the month of May, 2011

Bank	Check Numbers		Amount	Totals
	From	To		
HERITAGE BANK				
A/P Checking Account				
Low Rent Module Checks	Check #s	2,147 - 2,179	2,630	
Accounts Payable Checks	Check #s	73,218 - 73,435		
Central Office Cost Center			207,378	Program Support
Moving To Work Support Center			37,828	
Tax Credit Program Support Center			-	
Section 8 Programs			3,429	Section 8 Operations
SF Non-Assisted Housing - N. Shirley			1	Local Funds
SF Non-Assist Housing - 9SF Homes			1,228	
Stewart Court			7,367	
Wedgewood			1,174	
Salishan 7			2,615	
Tacoma Housing Development Group			1,113	
Salishan Program Income			222	Development
Salishan Area 3			1,099	
NSP Grant			11,382	
Development Activity			3,584	
Salishan Area 2B-Dev			10,012	
Hillside Terrace H6 Predevelopment			12,620	
Bea's Fund			685	Community Service
CTED - IDA			7,680	
Community Services General Fund			3,430	
Paul G. Allen Foundation Grant			126	
Gates Ed Grant			188	
2007 ROSS Fam H.O.			1,108	
2008 ROSS Svc Coord			289	
2011 WA Families Fund			96	Public Housing
AMP 1 - No K, So M, No G			35,187	
AMP 2 - Fawcett, Wright, 6th Ave			23,604	
AMP 3 - Lawrence, Orchard, Stevens			26,673	
AMP 4 - Hillside Terr - 1800/2500			18,980	
AMP 6 - Scattered Sites			5,628	
Allocation Fund			34,718	Allocations-All Programs
THA SUBTOTAL			462,074	
Hillside Terrace 1 through 1500			4,195	Tax Credit Projects - billable
Salishan I - through Salishan 6			2,914	
Salishan Association - Operations			15,670	
TAX CREDIT SUBTOTAL (Operations - billable)			22,778	
				484,852.43
Section 8 Checking Account (HAP Payments)				
SRO/HCV/TBRA/VASH/FUP	Check #s	455,946 - 457,107	1,048,588	
	ACH	22,964 - 23,928	1,550,442	\$ 2,599,030
US BANK				
Payroll & Payroll Fees - ADP				\$ 433,509
TOTAL DISBURSEMENTS			\$	3,517,392



TACOMA HOUSING AUTHORITY

Date: June 22, 2011

To: THA Board of Commissioners

From: Ken Shalik
Director of Finance and Administration

Re: Finance & Administration Department Monthly Board Report

1. FINANCIAL STATEMENT COMMENTS

I present the May, 2011 disbursement report for your approval.

The Finance Department is submitting the financial statement for the month of April, 2011. We are still on track for having a surplus for the Fiscal Year budgeted to originally end on June 30, 2011. There are some anomalies I will address below, but am not seeing any area of concerns that need to be addressed at this time. A few of the categories have started to deviate higher than normal due to Salishan 7 lease-up effective which started the end of October. Full lease up was completed the end of March, with operational expenses coming on line January 1st. Also, the Local Asset Management Plan will affect the Management Fee and Rental Income areas. The budget revision slated for approval at this board meeting will address the areas below.

- Line 1 – Tenant Revenue- Dwelling rent – The increase in rent will continue now that Salishan 7 units are online.
- 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 9 – Fee for Service. – Under the Local Asset Management Plan, we will no longer be using this category. The categories charged under Fee for Service will now become part of our Management fee
- Line 13 – Developer Fee Income – We are still on track to receive the money budgeted this Fiscal Year.
- Lines 16 thru 36 – Administrative Expenses – There are many areas with variances. I am not seeing any areas of concern, but will address variances when doing the budget revision/extension.
- Line 39 – Relocation Costs – This is for reasonable accommodation moves, or moves for Capital Fund work. This is an estimate, and will revise during the budget extension.
- Lines 40 – Tenant Service Other – More funds had been expended from ROSS grants than budgeted. This is not a concern as it is reimbursed through the grant.
- Line 52 – Protective Services – We are providing extra Security for Salishan and currently paying for it from THA funds.

- Line 67 – Reserve Appropriation – We are near final completion of our Area 2B infrastructure for Salishan. We have utilized approximately \$350,000 from Reserves to complete.

Overall, the financial position is very healthy at the moment with a projected \$675,145 surplus (line 68), as compared to a budgeted \$11,744. This amount will most likely change as we get further into the year and institute changes per our budget revision, but the agency remains in good financial shape.

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 .15%.

3. INFORMATION TECHNOLOGY/SOFTWARE ACTIVITIES

Todd Craven and Ken Shalik attended the YARDI/VisualHOMES user conference in Washington D.C. in June. The news was encouraging as there were assurances that VisualHOMES products would continue receiving support at a high level and they would continue working with us on improvements.

The agency is moving forward with its SharePoint deployment and enhancements having investigated multiple 3rd party packages which provide a better user interface.

I.T. sponsored a Lunch and Learn opportunity in May. Staff were introduced to Blogging as an activity encouraged on our SharePoint Intranet. We already had many avenues for staff to communicate with all levels of the organization and this is an additional compliment to those methods. Our first Blogs will allow staff to comment on our MTW, ACOP and Admin plans.

We have lost another important part of our THA Family. Jennifer Minogue has resigned her position and her last day was June 3rd. Jennifer has been with us for approximately four years. Her tenure here at THA was not as long as we would have liked, but her accomplishments were many and very significant. During those four years she has helped guide us through the pitfalls of our software implementation as she became the go to person for VisualHOMES issues, information and training. Our web site is ONE of her many accomplishments which is a result of her creativity and collaboration with staff.

Significant Software and Hardware Initiatives Underway

- Planning for S8Tran08 Upgrade – July, 2011
- Planning for LRTran07 Upgrade – Looking to implement end of 2011
- Analysis and Review of Tax Credit Upgrade Module – VisualHOMES
- I.T. Disaster Recovery Project Planning – In Progress
- MTW Software Module Data Conversion and Testing – Jan thru September

- PIC 50058 Testing – April - June
- THA Tenant Adjustment Application Development and Testing – Completed
- Vacate Unit Application - Completed
- MTW Baseline Data Extractions – July 2010 to June 2011
- SharePoint Implementation Training, Planning and Deployment – 2010/11
- Network Upgrade – 2011
- Agency Subject Matter Experts Database Development – May to September
- Document Management Project Kickoff – July
- ISYS Upgrade, Training and Implementation – April to August

4. ASSET MANAGEMENT AND COMPLIANCE

The Asset Management and Compliance area is responsible for Asset Management, Risk Management, Financial Reporting, Procurement, Compliance, and oversight of the Desk Manual Project.

In Compliance, we submitted our list of MTW participants to REAC, which means that we will stop submitting any 50058's to PIC until REAC performs their task in converting these electronic files to MTW. In the meantime, our reporting rates may drop slightly but we believe we will remain in very good shape, as they were 99.67% for Public Housing and 99.26% for Section 8 last month. This number represents the percentage of files we submit to HUD on an annual basis versus how many files HUD expects us to submit. HUD requires that we maintain at least a 95% reporting rate. However, if this rate drops below 95% due to our MTW 50058 conversion, HUD will not hold this against the Housing Authority as we are subject to their schedule for performing the conversion.

5. YEAR-END UPDATE

We completed the submission of our audited FY 2010 financial statements to REAC the last week of March and HUD completed its review of our submission. REAC approved our submission without any comments, a rather unusual event. In the past years REAC always had at least one or two comments on suggested changes to our submission.

6. BUDGET

We are in the final stages of revising the 2011 budget to accommodate the 18 month fiscal year. The Budget revision is submitted for approval this board meeting.

**TACOMA HOUSING AUTHORITY
AGENCY WIDE**

		April, 2011				Thru 06/30/2011		
		CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED YTD	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE
	OPERATING RECEIPTS							
1	Revenue - Dwelling rent	321,159	2,593,891	2,099,928	23.52%	3,112,669	2,519,913	23.52%
2	Tenant Revenue - Other	7,187	60,041	36,667	63.75%	67,049	44,000	52.38%
3	HUD grant - Section 8 HAP reimbursemen	2,599,957	26,300,835	26,672,928	-1.40%	31,501,002	32,007,514	-1.58%
4	HUD grant - Section 8 Admin fee earned	258,166	2,250,120	2,201,887	2.19%	2,600,144	2,642,264	-1.59%
5	HUD grant - Public Housing subsidy	181,638	1,965,118	1,899,751	3.44%	2,258,142	2,279,701	-0.95%
6	HUD grant - Community Services/HOPE	23,703	344,709	354,968	-2.89%	393,651	425,961	-7.59%
7	HUD grant - Capital Fund Operating Reve	86,036	726,954	658,549	10.39%	752,345	790,259	-4.80%
8	Management Fee Income	305,084	2,226,094	1,874,078	18.78%	2,571,313	2,248,893	14.34%
9	Fee For Service Income	282	34,813	67,163	-48.17%	34,813	80,596	-56.81%
10	Other Government grants	0	310,954	266,560	16.65%	313,145	319,872	-2.10%
11	Investment income	6,751	57,020	44,583	27.90%	68,424	53,500	27.90%
12	Fraud Recovery Income - Sec 8	6,454	39,820	26,146	52.30%	47,784	31,375	52.30%
13	Other Revenue- Developer Fee Income	0	500,492	2,091,381	-76.07%	2,509,657	2,509,657	0.00%
14	Other Revenue	183,674	605,328	542,832	11.51%	631,394	651,398	-3.07%
15	TOTAL OPERATING RECEIPTS	3,980,091	38,016,189	38,837,419	-2.11%	46,861,531	46,604,903	0.55%
	OPERATING EXPENDITURES							
	<i>Administrative Expenses</i>							
16	Administrative Salaries	412,296	2,885,089	2,885,920	-0.03%	3,469,651	3,463,104	0.19%
17	Administrative Personnel - Benefits	130,817	1,091,778	1,153,960	-5.39%	1,360,134	1,384,752	-1.78%
18	Accounting & Audit Fees	0	74,599	62,917	18.57%	75,500	75,500	0.00%
19	Management Fees	271,777	1,719,562	1,607,074	7.00%	2,153,474	1,928,489	11.67%
20	Rent	20,775	163,488	133,978	22.03%	214,186	160,774	33.22%
21	Advertising	0	1,479	10,458	-85.86%	6,775	12,550	-46.02%
22	Data Processing Expenses	8,388	142,902	253,829	-43.70%	251,482	304,595	-17.44%
23	Office Supplies	5,454	48,320	81,167	-40.47%	67,984	97,400	-30.20%
24	Publications & Memberships	886	36,323	37,396	-2.87%	43,588	44,875	-2.87%
25	Telephone	7,402	71,987	74,250	-3.05%	86,384	89,100	-3.05%
26	Postage	3,217	32,936	39,708	-17.06%	39,523	47,650	-17.06%
27	Leased Equipment & Repairs	6,499	48,894	60,129	-18.69%	68,673	72,155	-4.83%
28	Office Equipment Expensed	4,206	32,551	50,000	-34.90%	55,000	60,000	-8.33%
29	Legal	1,932	24,012	99,583	-75.89%	48,814	119,500	-59.15%
30	Local Milage	739	4,403	13,658	-67.76%	13,284	16,390	-18.95%
31	Staff Training/Out of Town travel	12,072	68,573	150,038	-54.30%	122,288	180,045	-32.08%
32	Contract Services	58,132	271,644	321,958	-15.63%	385,973	386,350	-0.10%
33	Other administrative expenses	10,126	93,765	74,551	25.77%	112,518	89,461	25.77%
34	Due diligence - Development projects	0	0	41,667	-100.00%	60,000	50,000	20.00%
35	Contingency	0	0	2,083	-100.00%	0	2,500	-100.00%
36	Total Administrative Expenses	954,718	6,812,305	7,154,325	-4.78%	8,635,230	8,585,190	0.58%

		April, 2011				Thru 06/30/2011		
		CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE
	Tenant Service							
37	Tenant Service - Salaries	89,191	552,589	493,522	11.97%	653,060	592,226	10.27%
38	Tenant Service Personnel - Benefits	27,151	215,713	189,903	13.59%	258,856	227,884	13.59%
39	Relocation Costs	1,932	6,802	30,417	-77.64%	6,802	36,500	-81.36%
40	Tenant Service - Other	2,393	140,735	116,083	21.24%	168,882	139,300	21.24%
41	Total Tenant Services	120,667	915,839	829,925	10.35%	1,087,599	995,910	9.21%
	Project Utilities							
42	Water	5,623	84,840	74,272	14.23%	101,808	89,126	14.23%
43	Electricity	14,052	164,364	152,990	7.43%	197,237	183,588	7.43%
44	Gas	5,849	54,673	51,139	6.91%	65,608	61,367	6.91%
45	Sewer	21,433	270,480	233,670	15.75%	324,576	280,404	15.75%
46	Total Project Utilities	46,957	574,357	512,071	12.16%	689,228	614,485	12.16%
	Ordinary Maintenance & Operations							
47	Maintenance Salaries	77,503	506,167	480,152	5.42%	598,197	576,182	3.82%
48	Maintenance Personnel - Benefits	17,203	138,451	135,784	1.96%	166,141	162,941	1.96%
49	Maintenance Materials	15,794	137,398	146,000	-5.89%	164,878	175,200	-5.89%
50	Contract Maintenance	41,439	527,944	604,500	-12.66%	683,533	725,400	-5.77%
51	Total Routine Maintenance	151,939	1,309,960	1,366,436	-4.13%	1,612,749	1,639,723	-1.65%
	General Expenses							
52	Protective Services	29,999	132,414	100,333	31.97%	158,897	120,400	31.97%
53	Insurance	16,941	145,995	163,383	-10.64%	195,194	196,059	-0.44%
54	Other General Expense	79,337	722,232	725,260	-0.42%	866,678	870,312	-0.42%
55	Payment in Lieu of Taxes	1,198	11,987	12,369	-3.09%	14,384	14,843	-3.09%
56	Bad Debt - Tenant Rents	0	10,696	22,083	-51.57%	26,500	26,500	0.00%
57	Interest Expense	61,122	614,667	553,242	11.10%	737,600	663,890	11.10%
58	Total General Expenses	188,597	1,637,991	1,576,670	3.89%	1,999,254	1,892,004	5.67%
59	TOTAL OPERATING EXPENSES	\$ 1,462,878	\$ 11,250,452	\$ 11,439,427		\$ 14,024,061	\$ 13,727,312	
	Nonroutine Expenditures							
60	Ext. Maint/Fac Imp/Gain/Loss Prop Sale	0	26,268	83,333	-68.48%	81,522	100,000	-18.48%
61	Casualty Losses	0	39,470	0		39,470	0	
62	Sec 8 HAP Payments	2,625,820	25,545,356	26,253,295	-2.70%	30,904,427	31,503,954	-1.90%
63	Total Nonroutine Expenditures	2,625,820	25,611,094	26,336,628	-2.75%	31,025,419	31,603,954	-1.83%
64	TOTAL EXPENDITURES	4,088,698	36,861,546	37,776,055	-2.42%	45,049,479	45,331,266	-0.62%
65	OPERATING SURPLUS/(DEFICIT)	<u>(108,607)</u>	<u>1,154,643</u>	<u>1,061,364</u>	<u>8.79%</u>	<u>1,812,051</u>	<u>1,273,637</u>	<u>42.27%</u>
	Reserve/Capital Affecting Operations							
66	THA transfer to development projects	0	(499,404)	(1,295,188)	-61.44%	(1,554,226)	(1,554,226)	0.00%
67	Reserve Appropriations	0	417,320	243,611	71.31%	417,320	292,333	42.76%
68	THA SURPLUS/(DEFICIT)	<u>(108,607)</u>	<u>1,072,559</u>	<u>9,787</u>		<u>675,145</u>	<u>11,744</u>	

TACOMA HOUSING AUTHORITY

CASH POSITION - May, 2011

Account Name	Current Balance	Interest
HERITAGE BANK		
Accounts Payable	\$ 4,223,940	0.510%
Section 8 Checking	3,993,555	0.510%
THA Investment Pool	284	0.510%
THA LIPH Security Deposits	105,398	0.510%
THDG - Tacoma Housing Development Group	44,453	0.510%
LF - Windstar	301	0.510%
LF - Stewart Court	157,419	0.510%
LF - Stewart Ct Security Deposit Account	13,803	0.510%
LF - SF 9Homes Alaska	211,339	0.510%
LF - SF 9Homes Alaska Sec Dep Acct	6,639	0.510%
LF - SFH No. Shirley	5,693	0.510%
LF - SFH N Shirley Security Deposit Acct	1,005	0.510%
LF - Wedgewood Homes	148,996	0.510%
LF - Wedgewood Homes Security Deposit Acct	16,089	0.510%
General Fund Money Market	3,502,921	0.510%
KEY BANK		
LF - Salishan 7	476,829	0.000%
LF - Salishan 7 Security Deposit Acct	25,319	0.000%
WASHINGTON STATE		
Investment Pool	\$ 1,419,010	0.150%
US BANK		
Payroll Account	\$ 5,232	
CHASE		
IDA Account	69,727	0.01%
TOTAL THA CASH BALANCE	\$ 14,427,951	
Less:		
<i>MTW:</i>		
MTW Reserves	\$ 5,468,847	
<i>Other Restrictions:</i>		
FSS Escrows	218,309	
VASH, FUP & NED Operating Reserves	719,601	
Mod Rehab Operating Reserves	133,071	
Security Deposit Accounts	149,701	
Salishan Sound Families - 608	205,040	
IDA Accounts - 604,605	69,727	
THDG - 048	44,453	
<i>Total - Other Restrictions</i>	\$ 1,539,902	
<i>Agency Liabilities:</i>		
Windstar Loan - 042	330,211	
Citibank Loan for Area 3 - Guarantee (Current)	2,632,302	
Additional Reserve Set Aside for Area 3 Loss on sales	2,400,000	
<i>Total - Agency Liabilities</i>	\$ 5,362,514	
<i>THA Designated Reserve for Development:</i>	\$ 553,842	
Total Restrictions	\$ 12,925,105	
THA UNENCUMBERED CASH	\$ 1,502,847	
Agency Current Commitments:	Balance	
Habitat for Humanity Loan	45,000	
Salishan Education & Training - On hold		
Development Projects		
Total Current Commitments outstanding		\$ 45,000

	Reconciliation of Significant changes in Cash			
	Significant changes in cash			
	Reimbursement from City of Tacoma Power-Sal 7 - Incentive Program	47,775		
	Reimbursement from City of Tacoma Power-Sal 7 - Electrical Meters	91,000		
	Reimbursement from City of Tacoma Power -Area 3	11,000		
	Net Increases/decreases	149,775		
	Unencumbered Cash - March, 2011	3,736,335		
	Expected Unencumbered Cash - April, 2011	3,886,110		
	Actual Unencumbered Cash - April, 2011	1,502,847		
	Difference - Immaterial due to other timing differences and April entries not completed at the time of this report.	2,383,263		

REAL ESTATE MANAGEMENT
AND
HOUSING SERVICES



TACOMA HOUSING AUTHORITY

Date: June 22, 2011

To: THA Board of Commissioners

From: April Black
Director of Real Estate Management and Housing Services

Re: Department of Real Estate Management and Housing Services Monthly Board Report

1. PROPERTY MANAGEMENT DIVISION

1.1. Performance Report Summaries:

1.1.1. Occupancy:

Unit occupancy is reported for the first day of the month. This data is for the month of May 2011.

PROGRAM	UNITS AVAILABLE	UNITS VACANT	UNITS OCCUPIED	% MTH OCCUPIED	% YTD OCCUPIED
AMPs 1-6	594	19	575	97.0%	97.6%
Tax Credit Units	690	2	688	99.8%	99.8%
Local fund units	69	3	66	95.7%	94.4%
All Total	1,353	21	1,318	98.2%	98.4%

1.1.2. Vacant Unit Turn:

The following page includes a table with all of the units turned calendar year to date (January-April 2011). Fourteen (14) units were turned and rented in the month of May. The average unit turn for the month of May was 44 days; average units turns calendar year-to-date are 83 days. We are continuing to experience a high number of vacancies through the leasing up of Salishan Gardens and transfers to the Voucher program.

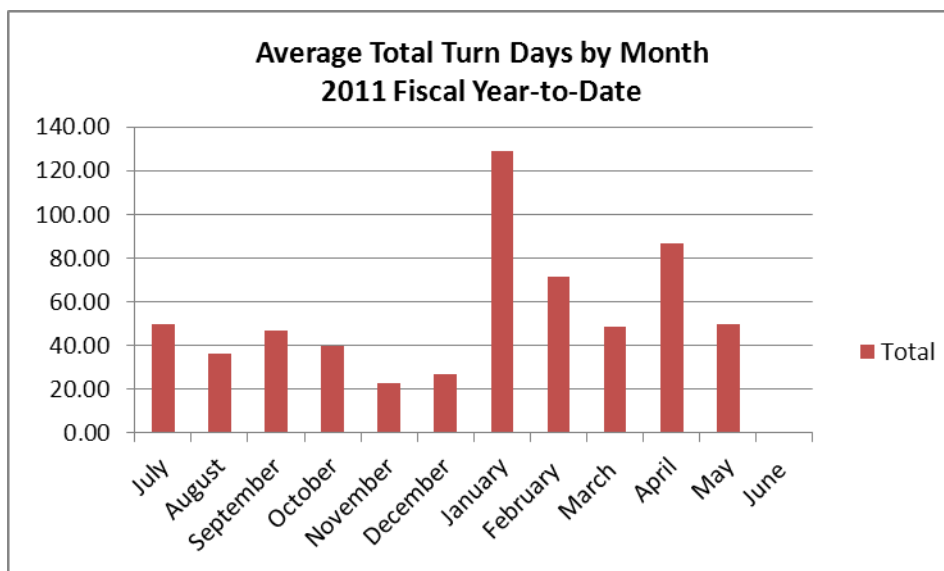
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Calendar Year to Date through the end of May, 2011

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AMP	Units Turned	Avg Turn Days	Units Currently Vacant	Avg # Days Vacant
Amp 1 (G ST, K St, M ST)	8	17.0	2	0.0
Amp 2 (6th Ave, Fawcett, Wright)	6	25.2	2	2.0
Amp 3 (Bergerson, Dixon, Ludwig)	13	30.7	2	0.0
Amp 4 (Old Hillside Terrace)	15	43.4	1	15.0
Amp 6 (PH Scattered Sites)	3	58.3	4	65.5
Hillside Terrace Tax Credit	9	93.9	0	0.0
Salishan Tax Credit	44	137.3	1	0.0
Local Fund (Stewart, Market Rate Homes)	6	44.8	2	182.0
Agency Summary	104	83	14	46

Below is a trend report of the average days to turn a unit.



Below is a table with the list of the current portfolio-wide vacancies as of June 10, 2011

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Nbr	AMP	Project	Unit Nbr	Address	Apt Nbr	Beds	Unit Status	Vacate Date	Days Vacant
1	01	008	00962	1202 SOUTH M ST	309	1	Vacant	5/31/2011	13
2	02	009	00871	3201 S FAWCETT AVE	223	1	Repair-Make Ready	5/31/2011	13
3	03	012	01111	5425 S LAWRENCE ST	108	1	Vacant	5/31/2011	13
4	01	013	01080	401 NORTH G ST	206	1	Vacant	5/31/2011	13
5	01	013	01091	401 NORTH G ST	303	1	Repair-Make Ready	6/10/2011	3
6	02	014	01169	2302 6TH AVENUE	208	1	Vacant	5/27/2011	17
7	04	018	01220	2517 S YAKIMA AVE	44	2	Downtime	6/13/2011	0
8	04	018	01259	2530 COURT G	38	2	Vacant	5/16/2011	28
9	03	020	01397	5303 S ORCHARD ST	10	2	Vacant	5/31/2011	13
10	06	022	01466	1818 S. 92ND ST		4	Repair-Make Ready	1/31/2011	133
11	06	022	01473	1020 NORPOINT WAY NE		3	Repair-Make Ready	6/3/2011	10
12	06	024	01480	3417 SOUTH 12TH STREET		3	Vacant	4/14/2011	60
13	06	025	01523	4033 EAST J STREET		3	Repair-Make Ready	4/15/2011	59
14	06	025	01524	3005 SOUTH 13TH STREET		3	Repair-Make Ready	4/12/2011	62
15	MR	044	01118	1118 SOUTH SHERIDAN		5	Repair-Make Ready	12/13/2010	182
16	MR	044	01211	1211 S TRAFTON		5	Vacant	11/17/2010	208
17	11	31P	01689	4312 EAST Q STREET		3	Repair-Make Ready	5/31/2011	13
Average Days Vacant									49.4

1.1.3. Work Orders:

Work order completion is no longer scored under PHAS. THA will continue to track its work order management and maintains the same expectation that emergency work orders be completed within 24 hours and all others within 25 days. In the month of May all 27 emergency work orders were completed within 24 hours. This month, maintenance staff completed 269 non-emergency work orders. The average number of days to complete a non-emergency work order was 14.05 for the month and 12.02 FYTD. We should expect a high volume of reported work orders due to pre REAC inspections that will be conducted in the month of June and July. REAC inspections are scheduled for the month of August.

Work Order Completion Table:

WORK ORDER COMPLETION REPORT (PHAS/MASS #4)								
AMP # *	Emergency				Non Emergency			
	May 2011		FYTD		May 2011		FYTD	
	# Completed	% Completed in 24 hrs	# Completed	% Completed in 24 hrs (99% HUD Std)	# Completed	Avg Completion Days	# Completed	Avg Completion Days (25 days HUD Std)
AMP 1	3	100%	27	100%	51	2.22	376	3.78
AMP 2	0	100%	23	100%	15	2.07	433	6.44
AMP 3	9	100%	75	98.7%	56	6.82	599	7.02

WORK ORDER COMPLETION REPORT (PHAS/MASS #4)								
	Emergency				Non Emergency			
	May 2011		FYTD		May 2011		FYTD	
AMP 4	9	100%	71	98.6%	39	22.51	268	10.65
AMP 6	5	100%	39	97.4%	5	16.20	124	5.62
AMP 7	0	100%	1	100%	2	.50	27	7.59
AMP 8	0	0%	0	0%	5	7.00	22	24.55
AMP 9	0	0%	0	0%	1	0.00	3	18.67
AMP 10	0	0%	2	100%	14	20.93	110	23.34
AMP 11	0	0%	9	100%	14	28.57	157	29.39
AMP 12	0	0%	5	100%	7	14.14	97	28.49
AMP 13	0	0%	6	100%	17	52.88	113	32.67
AMP 14	0	0%	1	100%	15	24.33	170	23.62
AMP 15	0	0%	3	100%	15	11.67	113	19.29
Non-AMP	1	100%	9	88.9%	13	2.08	146	3.67
TOTALS	27	100%	271	98.5%	269	14.05	2,759	12.02

The issue with the appliances is now under control. Below is an update on the appliance issue:

- To date, we have less than 10 outstanding work orders for appliances. The oldest appliance work order is from May 18th.
- We are now receiving an average of 2 calls for work orders per day.
- Beginning June 15th, Salishan staff will be able to start responding to the appliance work orders as they come in with diagnosis completed within 3-5 days and repairs being completed within 10 days.
- Salishan site staff will begin pre-REAC site inspections beginning June 20th and we expect that more appliance work orders will be generated at that time. Because of this, we are amending the current vendor contract to access his services on an on-call basis so he is available if the work order load increases beyond our capacity because of these inspections.
- One of THA's Americorp volunteers will assist Salishan Management staff in completing tenant education materials regarding use and care of the appliances in each Salishan and begin distributing them by July 15th.

On the following page you will find detailed appliance work order data as of June 14, 2011:

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Unit Info	Notes	Resident Caused	Days open	Parts	Part Cost	Labor Cost
35P-01801-1	DRYER KNOB needs to be replaced; dryer is working	N	CLOSED	Timer	65	135
31P-01673-1	WASHER not washing clothes; spin and rinse cycle	N	CLOSED			135
34S-08147-1	DRYER completely not working	N	CLOSED	Timer Knob/Clips	16	135
34S-08152-1	WASHER off balance	Y	CLOSED	No Parts Needed		135
35P-01811-1	WASHER will not drain and spin ***Washer was rep	Y	CLOSED	Motor	140	135
33S-08074-1	RANGE tenant left note in the outside drop black	UNKNOWN	CLOSED			135
31S-08042-2	WASHER not working	Y	CLOSED	Drive Belt	2.25	135
36S-08245-1	DRYER not working at all	N	CLOSED			135
33P-01725-1	WASHER not draining water	Y	CLOSED			135
47S-08312-1	WASHER not spinning	Y	CLOSED	Warranty		135
35S-08167-1	WASHER not spinning; when I told tenant about the	Y	CLOSED			135
34S-08139-1	DRYER not working; not turning on; back date the	N	CLOSED			135
35P-01806-1	WASHER does not spin and water doesn't drain	Y	CLOSED			135
30P-01604-1	WASHER is not spinning	Y	CLOSED			135
47S-08264-2	WASHER tear in the gasket due to tenant damage; n	Y	30 days			135
33S-08083-1	DRYER tenant told HQS Inspector that dryer was no	UNKNOWN	17 days			135
35P-01805-2	WASHER was returned to unit last week; machine wo	N	CLOSED	Motor	140	135
31P-01682-1	WASHER not spinning; clothes were not cleaned and	Y	14 days			135
35P-01794-1	WASHER not working and is off track	Y	CLOSED			135
33P-01697-1	DRYER not working properly	N	13 days			135
33P-01729-1	DRYER not heating properly	N	13 days			135
36S-08243-1	WASHER was returned to unit 6/1; then tenant call	N	CLOSED	Motor	140	135
36P-01835-1	RANGE oven door/handle fell off	Y	CLOSED			135
33P-01692-1	DRYER not heating properly	N	8 days			135
35P-01805-2	WASHER 2nd one returned to unit and not spinning	Y	8 days			135
34S-08137-1	DRYER completely not working	N	5 days			135
34P-01779-1	DRYER completely not working	N	5 days			135

Outstanding Work Orders Table:

Outstanding Work Orders as of May 2011			
AMP #	Open Non-Emergency	<25 Days open	>25 Days open
AMP 1	15	15	0
AMP 2	3	3	0
AMP 3	80	8	0
AMP 4	8	2	6
AMP 6	9	1	8
AMP 7	1	1	0
AMP 8	1	1	0
AMP 9	0	0	0
AMP 10	7	7	1
AMP 11	12	12	3
AMP 12	8	8	2
AMP 13	4	4	1
AMP 14	10	10	1
AMP 15	7	7	4
Non-AMP	6	6	4
TOTALS	99	99	30

2. SALISHAN ASSOCIATION

Based on the directives from the Salishan Association Board, the goals for the Salishan Association Manager for the months of June and July 2011 are:

- Create and publish resident handbook.
- Create Annual Management Plan for the Association with Board of Directors, (Prioritize action items)
- Locate residents and owner volunteers to sit on committees and organize events
- Successfully administer a summer lunch program at Courtyard Park in partnership with St Leo's

3. RENTAL ASSISTANCE DIVISION

3.1. Public Housing Information Center (PIC) reporting:

THA's reporting rate for accurately submitting HCV program participation data (50058) to HUD is at 99.26%. HUD requires a housing authority to accurately submit at 95% or better.

3.2. Housing Choice Voucher (HCV) Utilization:

Housing Choice Voucher utilization is reported at 99% for the month of June 2011 and 100% for calendar year to date. Budget utilization is reported at 96% for the month and 98% for calendar year to date.

4. UPDATE FROM JUNE 3rd BOARD STUDY SESSION:

During the June 3rd Board study session, commissioners asked for detail about the proposed policy regarding how decisions are made during the applicant/participant appeal process. Below is an excerpt from the policy documents regarding the factors to be considered:

The PHA will consider the following factors when making its decision to terminate assistance:

The seriousness of the case, especially with respect to how it would affect other residents

The extent of participation or culpability of individual family members, including whether the culpable family member is a minor or a person with disabilities or (as discussed further in section 12-II.E) a victim of domestic violence, dating violence, or stalking

The length of time since the violation occurred, the family's recent history and the likelihood of favorable conduct in the future

In the case of drug or alcohol abuse, whether the culpable household member is participating in or has successfully completed a supervised drug or alcohol rehabilitation program or has otherwise been rehabilitated successfully

The PHA will require the participant to submit evidence of the household member's current participation in or successful completion of a supervised drug or alcohol rehabilitation program, or evidence of otherwise having been rehabilitated successfully.

In the case of program abuse, the dollar amount of the overpaid assistance and whether or not a false certification was signed by the family

5. UPDATE FROM PREVIOUS BOARD MEETING:

Safe Streets has agreed to bring its services back to Salishan. A Safe Streets representative attended our last Community Support Team meeting with THA property management and community services staff, Tacoma Police Department and Securetrans. They will begin working with Anne Hendricks at the Association office to form a safety committee to engage Salishan residents. Safe Streets will also attend the Salishan National Night Out event on August 2nd.

REAL ESTATE

DEVELOPMENT



TACOMA HOUSING AUTHORITY

DATE: June 22,2011

TO: THA Board of Commissioners

FROM: Walter Zisette
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

- *Campus Center Development.* Staff have initiated an outreach process intended to gain input on program-related questions that need to be addressed in order to effectively plan for, finance and operate services and facilities in the core area of Salishan. Our outreach strategy has two forms: (1) meet with leaders of faith-based, neighborhood, business, educational, and social service organizations; and (2) coordinate our outreach and program planning for Salishan with other planning efforts taking place in the area, especially: Tacoma 360, MetroParks planning and development efforts for Swan Creek open space, and community development efforts being conducted by the Puyallup Tribe.

In addition, THA staff developed a survey that is being distributed through the schools, churches and the community at large. Staff will consider the community feedback in conjunction with the above input. The survey was distributed in English and was translated in to Korean, Vietnamese, Cambodian, Spanish and Russian. In addition, it is available on Survey Monkey.

1.1.2 Area 3

- *Lot Sales:* THA will close on the sale of 28 lots to Quadrant this month. Staff continues discussions with interested homebuilders on the remaining lots. Staff is keeping the Cabinet updated with THA's negotiations involved in actual offers.

1.1.3 Area 2B

- *Salishan 7:* The construction of Salishan 7 is completed and fully leased. The Erosion Control facilities are well established, and seasonal weather changes eliminate the need for continued monitoring for the City of Tacoma Environmental Services Department. Walsh, THA and Torti Gallas received a Green Building Build Washington Award from the Washington Association of General Contractors for Salishan 7.

1.1.4 Arlington Rd: Staff will issue an RFP in the June for proposals from prospective Senior Care Facility developers.

1.1.5 18 Market Rate Rentals (Area 2B): Staff is preparing a draft budget and schedule to determine how quickly we will be able to develop these units.

1.2 Financial

Salishan Seven: As was mentioned above, Salishan Seven is fully leased. Staff expects to convert to the permanent loan in July after the new signage is installed.

2. PUBLIC HOUSING PROJECTS

2.1 1800/2500 Hillside Terrace

2.1.1 Financing: Staff has developed a financial strategy to redevelop the 104 public housing units currently located at the 1800 and 2500 blocks of Hillside Terrace using 9% competitive low income housing tax credits. This community will be replaced with 140 units of a mix of subsidized and non-subsidized affordable housing. All 140 units will be developed on the 2500 block, leaving the 1800 block in THA ownership, reserved for future development. The project will be developed in two project phases, of 70 units each. All units will be reserved for individuals and families with incomes at or below 50% of Area Medium Income.

In response to a funding application submitted to the Tacoma Community Redevelopment Authority (TCRA), THA was notified on June 9, 2011 that TCRA will contribute an award to the Hillside Terrace project. The award is a combination of \$498,000 in HOME funds and \$127,000 from CDBG.

On January 27, 2011 staff submitted a stage 1 application to the Housing Trust Fund. On June 9, 2011 THA was notified that we have been invited to submit a second round application. Of the 148 original stage 1 applicants 79 are invited to submit a round 2 application. The Stage 2 applications are

due July 27, 2011.

On February 2, 2011 staff submitted a CFCF Education Grant Application to HUD. On June 9, 2011 staff received notification that HUD would not be funding the Hillside Terrace community facility. Staff is requesting a debrief meeting with HUD. HUD has announced the release of a 2011 CFCF NOFA. Staff will assess whether to reapply after the above mentioned debrief of our last application.

On April 28, 2011 staff submitted a funding application to Pierce County for SHB 2060 funds. Staff provided a project presentation to Pierce County on June 8, 2011.

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 preparing a Demolition/Disposition application to HUD. This process coincides with TCRA's request to begin relocation notices and meetings with residents as part of their threshold requirements for funding approval. Staff anticipates presenting a resolution to the board during the July 27, 2011 Board meeting.

2.1.5 *Community Meetings:* Staff is scheduling a community meeting to be held on June 29, 2011.

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

3.1 Capital Fund Construction:

3.1.1

The contract for Ludwig and Fawcett re-siding and window replacement, and attic insulation upgrades at North K and North G was awarded May 25th. A Preconstruction meeting for Fawcett was held on June 1st and construction at Fawcett is anticipated to begin June 6th. The Preconstruction meeting for Ludwig was June 15th and the work will begin June 20th. THA Staff have budgeted approximately \$1.2M in capital funds for these projects.

3.1.2 RED and Property Management Staff determined the final selections for the scattered sites. RED staff will begin creating bid documents the middle of June and anticipates awarding the first phase of work in August.

3.1.3. RED Staff received direction from the City of Tacoma concerning the landscaping plans at the 902 L Street parking lots. Bid documents are back in progress and should be available for bid solicitation in July. Work will be completed in late summer.

3.1.4. RED staff working together with Property Management staff have awarded contracts for misc. projects including; Water damage at Bergerson Terrace and a ADA accessible ramp at Hillside Terrace and construction work is presently underway.

3.2 ARRA Construction

Final Closeout: The grant has been fully expended and final close out for audit is in progress

Grants

3.2.1 NSP 1: By the end of June THA will have sold two NSP 1 houses, 2323 S. Ash Street and 5806 S Cheyenne. Staff is actively searching for additional houses to purchase. The only NSP 1 house THA needs to sell at this point is 6636 S Lawrence.

4. OTHER PROJECTS

THA Administrative Office Space – The current budget of \$700,000 has been approved and the team is finalizing the conceptual plans to fall within this budget. The work will be for the first floor of the 902 South L Street building.

5. PROJECTS IN THE PIPELINE

5.1 *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 30,000sf 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.

5.2 *ORB Architects/Hillsdale Heights Partnership.* Staff has been approached by ORB Architects to enter into a joint venture partnership turnkey project where ORB would design, develop housing, to THA's specifications and needs, at Hillsdale Heights.

- 5.3** *Sunrise Townhomes.* Through a real estate broker, staff has been communicating with the owner of this 81-unit apartment complex located across the street from Salishan at E. 46th Street & Portland. The property is in need of significant physical improvements that may be able to be financed using the 4% tax credit program and tax-exempt bonds. Our broker believes that the owner of this property may accept a purchase offer. We are currently conducting a feasibility analysis on this prospect in order to help us determine our offer strategy with the owner.
- 5.4** *Stewart Court:* On June 9, 2011 staff was invited by the Housing Trust Fund (HTF) to submit a Stage 2 application for \$482,228. Staff is now working with representatives of other departments to design a workout process, refinance strategy, and a capital needs/replacement reserves strategy that will convert this THA asset into a property that is financially and physically sustainable.
- 5.5** *Multifamily Investment opportunities:* Staff is tracking current multifamily listings and acquisition opportunities in the Tacoma area that meet the following investment goals: (1) minimal renovations and capital needs; (2) rapid resale potential; (3) reliable cash flows; (4) reliable short term return on investment.

Properties that meet these goals included HUD-assisted housing, housing located near other THA properties (offering management efficiencies), market rate housing in strong market areas of the City (such as downtown and the Tacoma Mall area), and housing offered at prices ranging from \$33,000/unit to \$94,000/unit.

This exercise will assist THA in determining an optimum real estate investment strategy.

6. M/WBE CONTRACT COMPLIANCE and SECTION 3 HIRING

- 6.1** No new updates.

7. PHAS INDICATOR FOR MODERNIZATION ACTIVITIES

The following are the obligated and expenditures as of May 27, 2011.

Grant	Total Grant	Obligated	% Obligated	Expended	% Expended	Obligation Start Date	Obligation End Date	Disbursement End Date
2007 CFP (P)	\$2,909,072	\$ 2,909,072	100%	\$2,909,072	100%	09/13/07	09/12/09	09/12/11
2008 CFP (P)	\$1,849,412	\$1,849,412	100%	\$1,771,872	96%	6/13/08	06/12/10	06/12/12
2008 CFP (1 st R)	\$1,351,655	\$1,351,655	100%	\$1,351,655	100%	6/13/08	06/12/10	06/12/12
Sal. HOPE VI (Revitalization)	\$35,000,000	\$35,000,000	100%	\$35,000,000	100%	04/26/01	12/31/10	12/31/10
2009 CFP	\$2,410,953	\$760,841	32%	\$607,050	38%	9/15/09	9/14/11	9/14/13
2009 CFP (1 st R)	\$703,863	\$703,863	100%	\$355,885	51%	9/15/09	9/14/11	9/14/13
2009 CFP (2 nd R)	\$54,932	\$54,932	100%	0	0	9/15/09	9/14/11	9/14/13
2009 CFP (3 rd R)	\$2,724	\$2,724	100%	0	0	4/12/10	4/12/12	4/12/14
2010 CFP	\$2,345,627	\$848,281	36%	\$190,335	8%	7/15/10	7/15/12	7/15/14
2010 CFP (1 st R)	\$1,216,978	\$196,759	16%	0	0	7/15/10	7/15/12	7/15/14
2010 CFP (2 nd R)	\$219,721	\$0	0%	0	0	7/15/10	7/15/12	7/15/14
CFRG*	\$4,096,616	\$4,096,616	100%	\$3,903,149	95%	3/18/09	3/17/10	3/17/12

*ARRA Capital Fund Recovery Grant

COMMUNITY SERVICES



TACOMA HOUSING AUTHORITY

DATE: June 22, 2011

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. 2011 GOALS

Thirteen major funding sources support the Community Services department's staff and activities. Most of these sources identify performance measures and goals. This report groups the various funding sources' annual goals by service area. It summarizes progress toward annual goals during the month of May and for the calendar year 2011.

1.1 Employment

Activities	Month	YTD	Annual Goal	% of Goal
Clients referred for employment services	13	83	120	69%
Clients participated in employment services	16	58	90	64%
Clients enrolled in employment readiness soft skills workshops	0	17	60	28%
Clients completed employment readiness soft skills workshops	0	9	50	18%
Enrolled in job readiness training	2	3	6	50%
Job placement	4	13	30	43%
Entered Apprenticeship	0	0	2	0%
Earned income increased	4	13	30	30%

Employment placements were steady this month. Four THA residents found full-time employment and two have begun GED classes to improve their chances of becoming employed. We offered one-on-one interview coaching to 6 clients. We sent 121 vacant position leads to job seekers this month.

1.2 Education

Bates continues to offer GED classes at the FIC. Standard class size is 18. During the month of June, 16 participants attended GED classes, three participants completed a GED test, and two participants attained a GED.

Activities	Month	YTD	Annual Goal	% of Goal
Participants attending Bates GED classes	16	40	75	53%
Completes one or more GED tests	3	3	10	30%
Attains GED	2	3	6	50%

1.3 Family Self-Sufficiency Program

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

Status	Month	YTD	Annual Goal	% of Goal
Current Participants	111	121	161	75%
Graduates	0	3	8	38%
Removed/Voluntarily Withdrawn	3	7	n/a	n/a
New Contracts Signed	6	17	58	29%
Escrow Balance	\$271,715.53			

1.4 Life Skills and Parenting Classes

THA's Education Program Manager arranged for a counselor from Lister elementary to offer parenting classes at the FIC. The classes are conducted in English and Spanish. They will be offered once a week through the end of the school year.

THA entered into a contract with Exodus Housing for the Family Renewal and Empowerment Program. This Program consists of interactive, educational and developmentally appropriate training for parents and their children who have experienced domestic violence and unhealthy family relationships. The first session started on May 11 and will run for six weeks. THA also entered into contract negotiations with Bates Technical College for parenting classes for our FIT families. Projected start date for these classes is June, 2011.

Activities	Month	YTD	Annual Goal	% of Goal
Life Skills Enrollment	4	4	20	20%
Life Skills Completion	1	1	15	7%
Parenting Enrollment	0	0	25	0%
Parenting Completion	0	0	20	0%

1.5 Asset Building

The department provides financial literacy, credit counseling, homeownership counseling and individual development accounts to help THA clients build assets and prepare to become homeowners.

During the month of May, South Sound Outreach began to provide credit counseling services on-site at the FIC. Participants completed a six-week series of financial literacy classes.

Activities	Month	YTD	Annual Goal	% of Goal
Financial Literacy Enrollment	18	62	120	52%
Financial Literacy Completion	10	27	95	28%
Credit Counseling Enrollment	4	9	15	60%
Credit Counseling Completion	2	3	8	38%
Homeownership Counseling	4	17	20	85%
Individual Development Account Participants	7	37	50	74%
Qualified Withdrawals	0	3	10	30%
Home Purchase	0	2	10	20%
Other Asset Purchases	0	2	5	40%

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.

THA's Volunteer Income Tax Assistance (VITA) site received a Pursuit of Excellence award from the Internal Revenue Service. The award recognizes the VITA site's stakeholder partnerships, education and communication services to the community.

Activities	Month	YTD	Annual Goal	% of Goal
Computer Lab Participation	221	755	200	378%
VITA Tax Returns for THA clients	26	42	75	56%
EITC Received (PH only)	1	9	85	11%

THA AmeriCorps have used the community rooms and computer labs at Bergerson, Dixon and Hillside as a focal point for planning activities at these communities. For example:

- Drafting a plan with residents for a community garden at Hillside Terrace;
- Improving the resources for children at the labs by having free books available, providing educational toys and games for younger children; and
- Upgrading the labs with four computers donated by Tacoma Public Schools.

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 118 troop members, 61 of which are THA residents. The troop members have taken the life skills/financial literacy post-test and the results will be available in the June report.

THA completed its contract with Northwest Leadership Foundation (NLF) for an after school tutoring program at Lister Elementary school. NLF reported 30 public housing youth were enrolled in the youth tutoring program.

Activities	Month	YTD	Annual Goal	% of Goal
Youth tutoring	30	30	35	86%
80% or better on computer skills post-test	21	21	25	84%
GPA improved .5 or more	7	7	15	47%
Life skills/financial literacy completed	0	0	65	0%
80% or better on life skills/financial literacy post-test	0	0	55	0%
Youth mentoring	61	61	45	136%
Youth mentoring ongoing more than six months	35	35	40	88%

1.8 Senior and Disabled Services

The Senior and Disabled Services Program Specialist serves the 360 residents of THA's seven senior apartment buildings. He completed 181 client contacts (117 unduplicated) in the month of May.

In May, he referred residents to the following services:

- Assurance Wireless – Free cell phone program
- MDC – Utilities assistance
- Northwest Furniture Bank
- Meals On Wheels
- DSHS COPEs
- Social Security

The Specialist arranged for nutritional food programs for senior apartment residents. BASH, a home delivery food bank, delivered food baskets to 225 senior apartment residents. 90 senior residents signed up for Farmers Market vouchers worth \$40 each.

Every Monday, Elderly/Disabled Services visits each building for 45 minutes to an hour. This regularly scheduled time gives residents an opportunity to get services without making an appointment. Every Monday the bulletin boards are updated and information literature is distributed.

Activities	Month	YTD	Annual Goal	% of Goal
Unduplicated client contacts	117	210	260	81%
Referrals	7	19	50	38%
Unduplicated situation/wellness counseling	26	55	140	39%
Assistance with correspondence for Entitlement Programs	7	19	40	48%

1.9 Families in Transition (FIT)

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

	WFF/Sound Families		Hillside Terrace		Tax Credit	
Total Current Caseload	20		3		5	
	Month	YTD	Month	YTD	Month	YTD
Entrances	5	8	1	1	0	0
Graduations	1	4	0	0	0	0
Exits	0	0	0	0	0	0
Terminations	0	0	0	0	0	0

2. SUMMER ACTIVITIES

In late May, Community Services mailed a flyer to all Salishan residents informing them of the learning and activities options for the eastside this summer. We will continue to update this information and disseminate it.

While school is out this summer, opportunities for young residents of THA will continue. Starting on June 20, St. Leo's Food Connection will provide free brown bag lunches for school aged children. The sites this year will be Salishan, Hillside Terrace, and Bergerson Terrace. The young people pick up their lunches at noon and can come back two hours later and get a snack. The computer labs at Hillside Terrace and Bergerson Terrace will be open for them to read, study, and connect with their friends.

At Salishan, the Salishan Community Association, Salishan residents, and Community Services have lined up exciting opportunities at Courtyard Park (on 43rd near the Family Investment Center) to fill the two hours between lunch and snacks. One day a week Tacoma Public Library will provide their summer reading program, and on another day the Boys and Girls Club of Puget Sound will provide recreational opportunities. Two Salishan community members will serve as stipend volunteers to coordinate these opportunities. The community volunteers are working on finding entertainers and sports volunteers to come to Courtyard Park and do a free activity with those young people who wish to participate.

NEW BUSINESS

RESOLUTION #1



TACOMA HOUSING AUTHORITY

RESOLUTION 2011-6-22 (1)

Date: June 22, 2011
To: THA Board of Commissioners
From: Michael Mirra
Executive Director
Re: Revised FY 2011 Agency Budget

Background

Each year, the Housing Authority of the City of Tacoma, (THA) prepares an annual budget for its upcoming fiscal year. The Annual Budget reflects an estimate of expected revenues and expenditures for each of its major programs. It is also detailed by department, with the expectation that each Department Director will manage and control their department budget in accordance with Federal, State and Local regulations.

The original FY 2011 Budget was submitted and approved by the Board of Commissioners during the June, 2010 Board of Commissioners meeting. Subsequently, THA has received approval from HUD to change its Fiscal Year to a calendar year. In order to transition to a calendar year, THA's 2011 Fiscal year has been extended from 12 months to 18 months and will end on December 31. THA normally does a mid-year review where staff updates the budget based on more current information. Accordingly, THA is revising its FY 2011 budget to reflect the changes and extend the budget to reflect the current Fiscal Year's 18 month period.

The budget revision reflects actual expenses through December 31st, 2010, and projections for Calendar Year 2011. These projections are based on previous years' data, and what had been expended for the initial six month period. Since this is only a budget revision, we did not use a full budget development process; yet staff was consulted, and provided substantial input for the revisions we are proposing for the board's approval. A board study session was held on June 10, 2011 to discuss the revision.

Recommendation

Approve Resolution 2011-06-22 (1) to formally approve THA's Revised FY 2011 Budget.



TACOMA HOUSING AUTHORITY

RESOLUTION 2011-6-22 (1)

FISCAL YEAR 2011 BUDGET REVISION

Whereas, The Board of Commissioners of the Housing Authority of the City of Tacoma ("Authority") approved the FY 2011 Budget on June 23, 2010

Whereas, The THA 2011 Fiscal Year was changed to a Calendar Year in 2011, including a six month extension from June 30 to December 31.

Whereas, Authority staff determined that the FY 2011 Budget should be revised based on updated information on funding and expenditure needs.

Whereas, Authority staff has prepared, and the Board of Commissioners of the Housing Authority of the City Tacoma have reviewed and provided input to the proposed Revised FY 2011 budget:

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

1. The Board of Commissioners of the Housing Authority of the City of Tacoma adopts the Revised FY 2011 Budget and hereby authorizes the Executive Director to implement and execute said document. Revised expenses and other cash outflows are projected as follows:

<u>Expenses</u>	
Executive	\$ 641,691
Human Resources	529,083
Finance & Administration	2,525,468
Community Services	2,088,260
Development	2,454,662
Rental Assistance	51,539,700
Property Management	<u>9,540,913</u>
Subtotal	69,319,777
 <u>Additional Cash Outflows</u>	
Capital Expenditures	15,671,523
Debt Service	<u>279,110</u>
Subtotal	15,950,633
 TOTAL APPROVED BUDGET	 <u>\$ 85,270,410</u>

Approved: June 22, 2011

Dr. Arthur C. Banks, Chairman



TACOMA HOUSING AUTHORITY

To: THA Board of Commissioners

From: Ken Shalik
Finance Director

Date: June 10, 2011

Re: THA Operating Budget Revision – FY 2011

We are submitting the FY 2011 Operating Revision as requested at the June 10, 2011 study session. Detailed documentation was provided for the session.

The highlights of the budget revision are as follows:

- The budget revision extends the budget from June 30th to December 31st, and is for 18 months..
- Total Operating receipts are budgeted at \$70,290,466
- Total Expenses are budgeted at \$69,319,776
- Total Capitalized Items/Transfers to Development budget is \$1,110,140 and Reserve Appropriation is \$1,579,067
- 2011 Operating Surplus is \$1,439,616

Attachment A. THA Resources and Planned Uses provides a Reserve analysis to include Year end projections based on the FY 2011 Budget Revision.

- Line 12F – Moving to Work Reserves is projected at \$3,673,643. These reserves represent slightly less than one months HAP payments (\$2,500,000) and four months Public Housing Reserves (1,500,000), with no Reserves for Section 8 Admin Fees.
- Line 12K – Business Activity or Unrestricted Reserves is estimated to be \$2,012,976 not including the Area 3 lot sale Citibank Guarantee and additional set aside for loss.
- Total Agency Reserves is estimated at \$5,866,619.

It is understandable with the potential impending Reserve recaptures by HUD and Congress to be tempted to reduce the Reserves below this level. It is important that we maintain our reserves at current levels, while being alert for opportunities to increase our funding streams from areas outside of HUD funding.

Any recapture in 2012 will happen regardless of what moves we make in the current year, and it is important that we maintain reserves at a level that allows us to continue operating to the best benefit of our clients, and does not put us in jeopardy of becoming a troubled Housing Agency due to a lack of reserves.

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp.12/31/2012)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing Authority City of Tacoma PHA Code: WA005

PHA Fiscal Year Beginning: July 1, 2010 Board Resolution Number: 2011-06-22 (1)

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☐ Operating Budget approved by Board resolution on: _____
- ☐ Operating Budget submitted to HUD, if applicable, on: _____
- ☒ Operating Budget revision approved by Board resolution on: 06/22/11
- ☐ Operating Budget revision submitted to HUD, if applicable, on: _____

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, 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 and 3802)

Print Board Chairperson's Name: Arthur C. Banks	Signature:	Date: 06/22/2011
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Attachment A. THA Resources and Planned Uses: FY 2011 Budget

		MTW PROGRAM					NON-MTW						
	A. Rental Assistance - HAP (Non MTW)	B. Rental Assistance MTW	C. THA MTW Rental Units	D. Community Services Support	E. MTW Demonstration Administration	F. Total MTW Reserves	G. Non MTW THA Rental Units	H. Community Service Grants	I. Non-MTW Real Estate Development	J. Non MTW Administration	K. Total Reserve without Restrictions	L. THA TOTAL (Column F + K)	
1	Beginning Reserve - 07/01/10	246,000	1,349,600	3,376,710	0	0	4,726,310	599,400	0	5,700,000	564,470	6,863,870	11,590,180
2	Projected HUD HAP Funding	1,798,421	46,218,292				46,218,292						46,218,292
3	Projected HUD HAP Expense	(1,798,421)	(45,391,326)				(45,391,326)						(45,391,326)
4	Projected FYE 2011 HAP Surplus/(Deficit)	0	826,966				826,966						826,966
5	Projected Operating Income		3,808,182	7,720,673	442,718	3,045,901	15,017,474	1,120,813	1,330,657	3,355,957	1,448,851	7,256,278	22,273,752
6	Projected Operating Expense		(4,152,345)	(7,499,311)	(510,567)	(4,091,084)	(16,253,307)	(591,273)	(1,577,692)	(2,010,166)	(1,697,590)	(5,876,722)	(22,130,029)
7	Projected FY 2011 Operational Surplus/(Deficit) (lines 4 + 5 + 6)		482,804	221,362	(67,849)	(1,045,184)	(408,867)	529,540	(247,036)	1,345,791	(248,739)	1,379,556	970,689
8	Debt Service - Principal Payments			(69,800)			(69,800)	(209,310)				(209,310)	(279,110)
9	FY 2011 Available Resources before projects/initiatives (lines 1 + 7 + 8)	246,000	1,832,404	3,528,272	(67,849)	(1,045,184)	4,247,643	919,630	(247,036)	7,045,791	315,731	8,034,116	12,281,759
10	FY 2011 Projects/Initiatives/Funding from Operations/Reserves												
a	Salishan Area 2 Completion								(536,140)		(536,140)		
b	Hillside Terrace Redevelopment												
c	Stewart Court Exterior Improvements			(60,000)									
d	Capitalized Software					(66,000)							
e	902 South L Renovation					(400,000)							
f	902 Parking Lot Improvements					(48,000)							
g	Salishan Community First Creek Pledge								(25,000)				
h	Other Development Initiatives												
10	Total FY2011 Initiatives	0	0	(60,000)	0	(514,000)	(574,000)	0	0	(561,140)	0	(561,140)	(1,135,140)
11	Salishan Area 3 Pledged Reserves *								(3,060,000)		(3,060,000)		(3,060,000)
	Area 3 lot sale additional loss set-aside								(2,400,000)		(2,400,000)		(2,400,000)
12	Ending Reserve Balance - 12/31/11 (lines 9 + 10 + 11)	246,000	1,832,404	3,468,272	(67,849)	(1,559,184)	3,673,643	919,630	(247,036)	1,024,651	315,731	2,012,976	5,686,619

* Total Salishan Area 3 Citibank pledged commitment is for \$3,300,000. When the bond was restructured, interest payments reduce the pledge amount. As payments did not recommence until May, 2011, the pledge of \$3.3 million is being reduced by \$240,000 to account for interest payments from May thru December.

HAP Reserve - Total Restriction

Reserves with Restrictions

Unrestricted Reserves

**FY 2011 Tacoma Housing Authority Budget
Agency Wide**

	FY 2010	FY 2011 12 mth	FY 2011	FY 2011	FY 2011
	Actual	Budget	Jul-Dec10	Jan-Dec 11	Final Request
			Actual	Req	
INCOME					
1 Revenue - Dwelling rent	\$2,478,184	\$2,519,913	\$1,409,722	\$3,566,967	\$4,976,689
2 Tenant Revenue - Other	\$43,809	\$44,000	\$37,286	\$50,900	\$88,186
3 HUD grant - Section 8 HAP reimbursement	\$30,302,130	\$32,007,514	\$15,844,835	\$32,171,878	\$48,016,713
4 HUD grant - Section 8 Admin fee earned	\$2,545,263	\$2,642,264	\$1,331,472	\$2,463,582	\$3,795,054
5 HUD grant - Public Housing subsidy	\$2,609,959	\$2,279,701	\$1,180,879	\$2,234,600	\$3,415,479
6 HUD grant - Community Services/HOPE	\$599,907	\$425,961	\$247,239	\$433,527	\$680,766
7 HUD grant - Capital Fund Operating Revenue	\$336,167	\$790,259	\$622,316	\$203,814	\$826,130
8 Management Fee Income	\$1,994,809	\$2,248,894	\$1,258,578	\$3,113,635	\$4,372,213
9 Fee For Service Income	\$0	\$80,596	\$17,260	\$0	\$17,260
10 Other Government grants	\$98,621	\$319,872	\$149,959	\$243,118	\$393,077
11 Investment income	\$84,076	\$53,500	\$31,415	\$150,000	\$181,415
12 Fraud Recovery Income - Sec 8	\$21,952	\$31,375	\$21,200	\$37,500	\$58,700
13 Other Revenue- Developer Fee Income	\$1,468,934	\$2,509,657	\$0	\$2,509,657	\$2,509,657
14 Other Revenue	\$468,805	\$651,398	\$265,900	\$693,227	\$959,127
TOTAL OPERATING RECEIPTS	\$43,052,616	\$46,604,904	\$22,418,061	\$47,872,405	\$70,290,466

OPERATING EXPENDITURES

Administrative

15 Administrative Salaries	\$3,365,924	\$3,463,104	\$1,624,081	\$3,851,281	\$5,475,362
16 Administrative Personnel - Benefits	\$1,206,877	\$1,384,752	\$614,380	\$1,548,934	\$2,163,314
17 Accounting & Audit Fees	\$64,055	\$75,500	\$18,642	\$57,748	\$76,390
18 Management Fees	\$1,697,663	\$1,928,489	\$880,175	\$2,441,007	\$3,321,182
19 Rent	\$0	\$160,774	\$77,608	\$222,173	\$299,781
20 Advertising	\$16,240	\$12,550	\$811	\$15,900	\$16,711
21 Data Processing Expenses	\$148,294	\$304,595	\$90,999	\$213,658	\$304,657
22 Office Supplies	\$94,463	\$97,400	\$26,875	\$97,050	\$123,925
23 Publications & Memberships	\$41,642	\$44,875	\$24,154	\$49,985	\$74,139
24 Telephone	\$98,422	\$89,100	\$43,627	\$99,400	\$143,027
25 Postage	\$37,401	\$47,650	\$19,078	\$60,800	\$79,878
26 Leased Equipment & Repairs	\$44,770	\$72,155	\$25,802	\$65,169	\$90,971
27 Office Equipment Expensed	\$52,567	\$60,000	\$15,255	\$73,714	\$88,969
28 Legal	\$61,272	\$119,500	\$19,255	\$183,750	\$203,005
29 Local Mileage	\$10,716	\$16,390	\$2,340	\$17,040	\$19,380
30 Staff Training/ Out of Town Travel	\$108,010	\$180,045	\$30,469	\$191,843	\$222,312
31 Professional Services	\$298,426	\$386,350	\$138,703	\$545,350	\$684,053
32 Other Administrative Expenses	\$76,624	\$89,461	\$34,977	\$182,372	\$217,349
33 Due Diligence - Perspective Development	\$57,781	\$50,000	\$0	\$75,000	\$75,000
34 Contingency	\$0	\$2,500	\$0	\$0	\$0
Total Administrative Expenses	\$7,481,147	\$8,585,190	\$3,687,231	\$9,992,173	\$13,679,404

**FY 2011 Tacoma Housing Authority Budget
Agency Wide**

	FY 2010 Actual	FY 2011 12 mth Budget	FY 2011 Jul-Dec10 Actual	FY 2011 Jan-Dec 11 Req	FY 2011 Final Request
Tenant Services					
35 Tenant Services - Salaries	\$777,391	\$592,226	\$304,752	\$803,468	\$1,108,220
36 Tenant Service Personnel - Benefits	\$287,812	\$227,884	\$124,428	\$313,582	\$438,010
37 Relocation Costs	\$65,667	\$36,500	\$1,270	\$18,000	\$19,270
38 Tenant Service - other	\$270,686	\$139,300	\$108,548	\$105,597	\$214,145
Total Tenant Services	\$1,401,556	\$995,910	\$538,998	\$1,240,647	\$1,779,645
Utilities					
39 Water	\$101,628	\$89,126	\$48,727	\$127,711	\$176,438
40 Electric	\$211,581	\$183,588	\$90,782	\$190,714	\$281,496
41 Gas	\$76,702	\$61,367	\$28,276	\$63,204	\$91,480
42 Sewer	\$324,636	\$280,404	\$155,105	\$360,002	\$515,107
Total Project Utilities	\$714,547	\$614,485	\$322,890	\$741,631	\$1,064,521
Ordinary Maintenance & Operations					
43 Maintenance Salaries	\$654,925	\$576,182	\$295,394	\$611,265	\$906,659
44 Maintenance Personnel - Benefits	\$276,245	\$162,941	\$83,172	\$178,514	\$261,686
45 Maintenance Materials	\$259,983	\$175,200	\$76,497	\$160,500	\$236,997
46 Contract Maintenance	\$715,890	\$725,400	\$315,273	\$670,106	\$985,379
Total Routine Maintenance	\$1,907,043	\$1,639,723	\$770,336	\$1,620,385	\$2,390,721
General Expenses					
47 Protective Services	\$346,816	\$120,400	\$69,867	\$143,661	\$213,528
48 Insurance	\$186,206	\$196,060	\$83,729	\$179,644	\$263,373
49 Other General Expense	\$653,460	\$870,312	\$386,874	\$1,005,199	\$1,392,073
50 Payment in Lieu of Taxes	\$14,902	\$14,843	\$6,341	\$15,403	\$21,744
51 Collection Loss	\$80,739	\$26,500	\$5,404	\$25,000	\$30,404
52 Interest Expense	\$0	\$663,890	\$430,638	\$750,890	\$1,181,528
Total General Expenses	\$1,282,123	\$1,892,004	\$982,853	\$2,119,796	\$3,102,649
TOTAL OPERATING EXPENSES	\$12,786,416	\$13,727,311	\$6,302,308	\$15,714,633	\$22,016,941
Nonroutine Expenses and Capital Expenditures					
53 Ext Maint/Fac Imp/Gain/Loss prop sale	\$101,305	\$100,000	\$26,268	\$61,000	\$87,268
54 Casualty Loss	\$363	\$0	\$25,321	\$500	\$25,821
55 Section 8 HAP Payments	\$30,302,130	\$31,503,954	\$15,166,015	\$32,023,732	\$47,189,747
Total Nonroutine Expenditures	\$30,403,798	\$31,603,954	\$15,217,604	\$32,085,232	\$47,302,836
TOTAL EXPENSES	\$43,190,214	\$45,331,265	\$21,519,912	\$47,799,865	\$69,319,777
OPERATING SURPLUS/(DEFICIT)	(\$137,598)	\$1,273,639	\$898,149	\$72,540	\$970,689
56 Capitalized Items/Development Projects	\$0	(\$1,554,226)	(\$218,455)	(\$891,685)	(\$1,110,140)
57 Reserve Appropriations	\$0	\$292,333	\$212,717	\$1,366,350	\$1,579,067
THA BUDGET SURPLUS/(DEFICIT)	(\$137,598)	\$11,746	\$892,411	\$547,205	\$1,439,616

**FY 2011 Tacoma Housing Authority Budget
Agency Total by Department**

Executive	Human	Finance/	Community	Development	Rental	REM	Agency
	Resources	Administratio	Services		Assistance		Total

INCOME

1 Revenue - Dwelling rent	\$0	\$0	\$0	\$0	\$0	\$0	\$4,976,689	\$4,976,689
2 Tenant Revenue - Other	\$0	\$0	\$0	\$0	\$0	\$0	\$88,186	\$88,186
3 HUD grant - Section 8 HAP reimbursemen	\$0	\$0	\$0	\$0	\$0	\$48,016,713	\$0	\$48,016,713
4 HUD grant - Section 8 Admin fee earned	\$0	\$0	\$0	\$12,000	\$0	\$3,783,054	\$0	\$3,795,054
5 HUD grant - Public Housing subsidy	\$0	\$0	\$0	\$0	\$0	\$0	\$3,415,479	\$3,415,479
6 HUD grant - Community Services/HOPE	\$0	\$0	\$0	\$680,766	\$0	\$0	\$0	\$680,766
7 HUD grant - Capital Fund Operating Reve	\$0	\$0	\$0	\$140,794	\$391,439	\$0	\$293,897	\$826,130
8 Management Fee Income	\$0	\$0	\$381,556	\$275,089	\$153,349	\$131,208	\$3,431,011	\$4,372,213
9 Fee For Service Income	\$0	\$0	\$17,260	\$0	\$0	\$0	\$0	\$17,260
10 Other Government grants	\$0	\$0	\$0	\$152,622	\$240,455	\$0	\$0	\$393,077
11 Investment income	\$0	\$0	\$68,785	\$74	\$93,400	\$8,469	\$10,687	\$181,415
12 Fraud Recovery Income - Sec 8	\$0	\$0	\$0	\$0	\$0	\$58,700	\$0	\$58,700
13 Other Revenue- Developer Fee Income	\$0	\$0	\$0	\$0	\$2,509,657	\$0	\$0	\$2,509,657
14 Other Revenue	\$0	\$0	\$48,086	\$512,030	\$317,280	\$25,180	\$56,551	\$959,127

TOTAL OPERATING RECEIPTS	\$0	\$0	\$515,687	\$1,773,375	\$3,705,580	\$52,023,324	\$12,272,500	\$70,290,466
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OPERATING EXPENDITURES**Administrative**

15 Administrative Salaries	\$342,196	\$252,913	\$1,508,202	\$0	\$691,665	\$1,346,996	\$1,333,390	\$5,475,362
16 Administrative Personnel - Benefits	\$107,438	\$101,457	\$571,870	\$0	\$197,834	\$575,318	\$609,397	\$2,163,314
17 Accounting & Audit Fees	\$0	\$0	\$12,500	\$0	\$21,500	\$19,500	\$22,890	\$76,390
18 Management Fees	\$0	\$0	\$0	\$50,250	\$208,291	\$1,742,772	\$1,319,869	\$3,321,182
19 Rent	\$0	\$0	\$0	\$10,521	\$50,544	\$189,785	\$48,931	\$299,781
20 Advertising	\$0	\$0	\$0	\$4,000	\$3,750	\$0	\$8,961	\$16,711
21 Data Processing Expenses	\$19,771	\$0	\$130,190	\$45,277	\$10,494	\$40,105	\$58,820	\$304,657
22 Office Supplies	\$3,767	\$1,781	\$17,634	\$27,556	\$7,066	\$36,568	\$29,553	\$123,925
23 Publications & Memberships	\$54,028	\$7,469	\$3,170	\$1,140	\$3,750	\$1,495	\$3,087	\$74,139
24 Telephone	\$6,335	\$2,002	\$41,768	\$10,779	\$5,307	\$3,502	\$73,334	\$143,027
25 Postage	\$865	\$188	\$4,811	\$16,484	\$888	\$40,192	\$16,450	\$79,878
26 Leased Equipment & Repairs	\$691	\$0	\$25,906	\$1,908	\$27,317	\$22,782	\$12,367	\$90,971
27 Office Equipment Expensed	\$2,500	\$0	\$52,500	\$8,900	\$2,500	\$15,369	\$7,200	\$88,969
28 Legal	\$5,000	\$28,935	\$2,784	\$0	\$120,191	\$3,000	\$43,095	\$203,005
29 Local Mileage	\$1,529	\$140	\$2,580	\$2,289	\$2,590	\$1,932	\$8,320	\$19,380
30 Staff Training/ Out of Town Travel	\$30,738	\$17,512	\$53,322	\$27,021	\$25,000	\$19,501	\$49,218	\$222,312
31 Professional Services	\$27,500	\$91,191	\$77,812	\$92,276	\$181,165	\$56,986	\$157,123	\$684,053
32 Other Administrative Expenses	\$21,509	\$23,948	\$8,441	\$13,585	\$5,340	\$12,616	\$131,910	\$217,349
33 Due Diligence - Perspective Development	\$0	\$0	\$0	\$0	\$75,000	\$0	\$0	\$75,000
34 Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Administrative Expenses	\$623,867	\$527,535	\$2,513,489	\$311,986	\$1,640,193	\$4,128,419	\$3,933,915	\$13,679,404

**ousing Authority Budget
al by Department**

	Executive	Human	Finance/	Community	Development	Rental	REM	Agency
	Resources	Resources	Administration	Services		Assistance		Total
Tenant Services								
35 Tenant Services - Salaries	\$0	\$0	\$0	\$1,108,220	\$0	\$0	\$0	\$1,108,220
36 Tenant Service Personnel - Benefits	\$0	\$0	\$0	\$438,010	\$0	\$0	\$0	\$438,010
37 Relocation Costs	\$0	\$0	\$0	\$0	\$5,457	\$0	\$13,813	\$19,270
38 Tenant Service - other	\$14,105	\$0	\$0	\$183,884	\$0	\$3,344	\$12,812	\$214,145
Total Tenant Services	\$14,105	\$0	\$0	\$1,730,114	\$5,457	\$3,344	\$26,625	\$1,779,645
Utilites								
39 Water	\$0	\$0	\$0	\$2,640	\$5,518	\$0	\$168,280	\$176,438
40 Electric	\$0	\$0	\$0	\$6,725	\$1,533	\$0	\$273,238	\$281,496
41 Gas	\$0	\$0	\$0	\$4,871	\$869	\$0	\$85,740	\$91,480
42 Sewer	\$0	\$0	\$0	\$522	\$72,053	\$0	\$442,532	\$515,107
Total Project Utilities	\$0	\$0	\$0	\$14,758	\$79,973	\$0	\$969,790	\$1,064,521
Ordinary Maintenance & Operations								
43 Maintenance Salaries	\$0	\$0	\$0	\$0	\$0	\$0	\$906,659	\$906,659
44 Maintenance Personnel - Benefits	\$0	\$0	\$0	\$2,000	\$0	\$0	\$259,686	\$261,686
45 Maintenance Materials	\$0	\$0	\$0	\$638	\$833	\$6,822	\$228,704	\$236,997
46 Contract Maintenance	\$0	\$0	\$0	\$12,781	\$112,085	\$6,215	\$854,298	\$985,379
Total Routine Maintenance	\$0	\$0	\$0	\$15,419	\$112,918	\$13,037	\$2,249,347	\$2,390,721
General Expenses								
47 Protective Services	\$0	\$0	\$0	\$2,302	\$3,330	\$0	\$207,896	\$213,528
48 Insurance	\$3,719	\$1,548	\$11,979	\$13,681	\$7,436	\$34,329	\$190,681	\$263,373
49 Other General Expense	\$0	\$0	\$0	\$0	\$2,788	\$170,823	\$1,218,462	\$1,392,073
50 Payment in Lieu of Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$21,744	\$21,744
51 Collection Loss	\$0	\$0	\$0	\$0	\$0	\$0	\$30,404	\$30,404
52 Interest Expense	\$0	\$0	\$0	\$0	\$585,000	\$0	\$596,528	\$1,181,528
Total General Expenses	\$3,719	\$1,548	\$11,979	\$15,983	\$598,554	\$205,152	\$2,265,714	\$3,102,649
TOTAL OPERATING EXPENSES	\$641,691	\$529,083	\$2,525,468	\$2,088,260	\$2,437,094	\$4,349,953	\$9,445,392	\$22,016,941
Nonroutine Expenses and Capital Expenditures								
53 Ext Maint/Fac Imp/Gain/Loss prop sale	\$0	\$0	\$0	\$0	\$17,568	\$0	\$69,700	\$87,268
54 Casualty Loss	\$0	\$0	\$0	\$0	\$0	\$0	\$25,821	\$25,821
55 Section 8 HAP Payments	\$0	\$0	\$0	\$0	\$0	\$47,189,747	\$0	\$47,189,747
Total Nonroutine Expenditures	\$0	\$0	\$0	\$0	\$17,568	\$47,189,747	\$95,521	\$47,302,836
TOTAL EXPENSES	\$641,691	\$529,083	\$2,525,468	\$2,088,260	\$2,454,662	\$51,539,700	\$9,540,913	\$69,319,776
OPERATING SURPLUS/(DEFICIT)	(\$641,691)	(\$529,083)	(\$2,009,781)	(\$314,885)	\$1,250,918	\$483,624	\$2,731,587	\$970,689
56 Capitalized Items/Development Projects	\$0	\$0	(\$6,000)	\$0	(\$536,140)	\$0	(\$568,000)	(\$1,110,140)
57 Reserve Appropriations	\$0	\$0	\$0	\$103,783	\$967,284	\$0	\$508,000	\$1,579,067
Surplus/Deficit	(\$641,691)	(\$529,083)	(\$2,015,781)	(\$211,102)	\$1,682,062	\$483,624	\$2,671,587	\$1,439,616

**2011 Tacoma Housing Authority Budget
MTW LIPH**

	AMP 1	AMP 2	AMP 3	AMP 4	AMP 6	Sal 7	Tax Credit AMPS	Stewart Court	LIPH Total
	K, M & G St. Apts. Elderly Disabled 160 Units	Fawcett, Wright, 6th St. Apts. (Elderly/Disabled) 152 Units	Lawrence, Bergerson Terrace, Dixon Village 144 Units	Hillside Terrace (1800 & 2500 Blocks) 104 Units	Single Family Homes 34 Units				
INCOME									
1 Revenue - Dwelling rent	\$633,321	\$606,740	\$655,652	\$341,157	\$114,164	\$1,050,382	\$0	\$465,039	\$3,866,454
2 Tenant Revenue - Other	\$15,336	\$6,709	\$22,502	\$14,790	\$2,568	\$625	\$0	\$19,316	\$81,846
3 HUD grant - Section 8 HAP reimburseme	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4 HUD grant - Section 8 Admin fee earned	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5 HUD grant - Public Housing subsidy	\$544,966	\$440,431	\$495,547	\$409,440	\$141,485	\$0	\$1,383,610	\$0	\$3,415,479
6 HUD grant - Community Services/HOPE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7 HUD grant - Capital Fund Operating Rev	\$79,116	\$75,299	\$71,201	\$51,490	\$16,791	\$0	\$0	\$0	\$293,897
8 Management Fee Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9 Fee For Service Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10 Other Government grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
11 Investment income	\$1,777	\$1,250	\$1,875	\$1,875	\$500	\$0	\$0	\$611	\$7,888
12 Fraud Recovery Income - Sec 8	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13 Other Revenue- Developer Fee Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
14 Other Revenue	\$13,845	\$12,737	\$3,234	\$11,886	\$0	\$2,000	\$0	\$11,407	\$55,109
TOTAL OPERATING RECEIPTS	\$1,288,361	\$1,143,166	\$1,250,010	\$830,638	\$275,508	\$1,053,007	\$1,383,610	\$496,373	\$7,720,673

OPERATING EXPENDITURES

Administrative

15 Administrative Salaries	\$191,871	\$194,965	\$120,619	\$94,677	\$31,459	\$46,500	\$0	\$65,449	\$745,539
16 Administrative Personnel - Benefits	\$86,216	\$80,916	\$62,840	\$43,542	\$14,410	\$20,985	\$0	\$32,895	\$341,805
17 Accounting & Audit Fees	\$3,600	\$3,985	\$4,000	\$2,725	\$890	\$890	\$5,000	\$785	\$21,875
18 Management Fees	\$272,444	\$258,802	\$226,133	\$157,083	\$51,721	\$94,796	\$0	\$60,534	\$1,121,512
19 Rent	\$10,114	\$9,608	\$8,476	\$6,574	\$3,414	\$5,320	\$0	\$3,403	\$46,909
20 Advertising	\$1,694	\$684	\$1,174	\$376	\$241	\$200	\$0	\$2,321	\$6,690
21 Data Processing Expenses	\$9,461	\$8,753	\$12,779	\$11,067	\$1,202	\$2,000	\$0	\$2,657	\$47,919
22 Office Supplies	\$5,093	\$5,650	\$4,818	\$5,432	\$596	\$1,200	\$0	\$1,734	\$24,523
23 Publications & Memberships	\$200	\$150	\$200	\$200	\$0	\$0	\$0	\$0	\$750
24 Telephone	\$22,244	\$18,610	\$13,508	\$6,966	\$1,091	\$3,600	\$0	\$2,543	\$68,562
25 Postage	\$1,553	\$1,005	\$1,898	\$1,887	\$546	\$750	\$0	\$406	\$8,045
26 Leased Equipment & Repairs	\$2,288	\$1,786	\$2,766	\$2,673	\$506	\$1,250	\$0	\$786	\$12,055
27 Office Equipment Expensed	\$500	\$0	\$0	\$0	\$0	\$2,500	\$0	\$0	\$3,000
28 Legal	\$4,381	\$5,000	\$5,726	\$7,830	\$1,000	\$3,000	\$0	\$7,450	\$34,387
29 Local Mileage	\$750	\$750	\$970	\$500	\$1,200	\$1,200	\$0	\$600	\$5,970
30 Staff Training/ Out of Town Travel	\$4,523	\$4,543	\$5,561	\$4,155	\$1,047	\$5,000	\$0	\$3,036	\$27,865
31 Professional Services	\$3,031	\$2,189	\$2,469	\$2,592	\$794	\$1,500	\$0	\$435	\$13,010
32 Other Administrative Expenses	\$8,943	\$8,163	\$8,174	\$5,708	\$1,461	\$78,614	\$0	\$298	\$111,361
33 Due Diligence - Perspective Developme	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
34 Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Administrative Expenses	\$628,905	\$605,559	\$482,111	\$353,987	\$111,578	\$269,305	\$5,000	\$185,332	\$2,641,776

**2011 Tacoma Housing Authority Budget
MTW LIPH**

		AMP 1	AMP 2	AMP 3	AMP 4	AMP 6	Sal 7	Tax Credit AMPS	Stewart Court	LIPH Total
Tenant Services										
35	Tenant Services - Salaries	\$9,819	\$9,327	\$2,515	\$0	\$0	\$0	\$0	\$0	\$21,661
36	Tenant Service Personnel - Benefits	\$2,963	\$2,815	\$759	\$0	\$0	\$0	\$0	\$0	\$6,537
37	Relocation Costs	\$2,313	\$2,500	\$2,000	\$2,500	\$2,000	\$2,500	\$0	\$0	\$13,813
38	Tenant Service - other	\$3,873	\$3,774	\$2,097	\$1,856	\$252	\$742	\$0	\$250	\$12,844
	Total Tenant Services	\$18,968	\$18,416	\$7,371	\$4,356	\$2,252	\$3,242	\$0	\$250	\$54,855
Utilities										
39	Water	\$27,571	\$23,375	\$44,237	\$32,322	\$894	\$26,045	\$0	\$8,834	\$163,278
40	Electric	\$97,807	\$66,674	\$34,887	\$18,632	\$1,481	\$5,772	\$0	\$7,474	\$232,727
41	Gas	\$47,016	\$27,941	\$8,701	\$177	\$127	\$600	\$0	\$1,281	\$85,843
42	Sewer	\$83,831	\$68,809	\$125,628	\$75,003	\$1,880	\$42,194	\$0	\$30,860	\$428,205
	Total Project Utilities	\$256,225	\$186,799	\$213,453	\$126,134	\$4,382	\$74,611	\$0	\$48,449	\$910,053
Ordinary Maintenance & Operations										
43	Maintenance Salaries	\$138,352	\$154,280	\$194,983	\$146,111	\$67,014	\$46,740	\$0	\$56,114	\$803,594
44	Maintenance Personnel - Benefits	\$39,835	\$41,713	\$57,792	\$41,438	\$19,087	\$13,247	\$0	\$21,454	\$234,565
45	Maintenance Materials	\$31,470	\$35,215	\$54,046	\$39,627	\$13,510	\$10,000	\$0	\$6,737	\$190,605
46	Contract Maintenance	\$146,955	\$138,820	\$120,351	\$130,910	\$39,410	\$70,788	\$0	\$58,849	\$706,083
	Total Routine Maintenance	\$356,612	\$370,027	\$427,173	\$358,086	\$139,021	\$140,775	\$0	\$143,153	\$1,934,846
General Expenses										
47	Protective Services	\$51,626	\$39,386	\$65,018	\$14,120	\$2,531	\$0	\$0	\$7,528	\$180,208
48	Insurance	\$35,926	\$31,559	\$31,465	\$28,896	\$11,508	\$8,439	\$0	\$9,175	\$156,969
49	Other General Expense	\$3,365	\$2,930	\$2,469	\$2,500	\$833	\$1,250	\$1,166,881	\$0	\$1,180,228
50	Payment in Lieu of Taxes	\$3,774	\$3,687	\$3,525	\$2,562	\$825	\$560	\$6,811	\$0	\$21,744
51	Collection Loss	\$2,500	\$4,000	\$4,500	\$4,000	\$2,500	\$2,500	\$0	\$2,875	\$22,875
52	Interest Expense	\$0	\$0	\$0	\$0	\$0	\$125,000	\$0	\$90,024	\$215,024
	Total General Expenses	\$97,190	\$81,562	\$106,977	\$52,078	\$18,197	\$137,749	\$1,173,692	\$109,602	\$1,777,047
TOTAL OPERATING EXPENSES										
		\$1,357,900	\$1,262,364	\$1,237,084	\$894,641	\$275,429	\$625,682	\$1,178,692	\$486,786	\$7,318,577
Nonroutine Expenses and Capital Expenditures										
53	Ext Maint/Fac Imp/Gain/Loss prop sale	\$30,000	\$3,000	\$10,000	\$11,700	\$5,000	\$0	\$0	\$60,000	\$119,700
54	Casualty Loss	\$15,493	\$0	\$0	\$5,500	\$0	\$0	\$0	\$4,828	\$25,821
55	Section 8 HAP Payments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Nonroutine Expenditures	\$45,493	\$3,000	\$10,000	\$17,200	\$5,000	\$0	\$0	\$64,828	\$145,521
	TOTAL EXPENSES	\$1,403,393	\$1,265,364	\$1,247,084	\$911,841	\$280,429	\$625,682	\$1,178,692	\$551,614	\$7,464,098
	OPERATING SURPLUS/(DEFICIT)	(\$115,032)	(\$122,198)	\$2,926	(\$81,203)	(\$4,921)	\$427,325	\$204,918	(\$55,241)	\$256,575
56	Capitalized Items/Development Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
57	Reserve Appropriations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Surplus/Deficit	(\$115,032)	(\$122,198)	\$2,926	(\$81,203)	(\$4,921)	\$427,325	\$204,918	(\$55,241)	\$256,575

FY11 Budget - Supporting Schedule for Housing Development Capital Expenditures
July 1, 2010 through Dec. 31, 2011

Project	Funding Source	Total Amount	Market Loans	Low-interest Loans	HUD Capital Grant	State & Local Grants	Equity	Land Sales	Reserves & Program Income	HTF	Federal Appropriation	Developer Fees
1) Hillside Terrace Housing												
	TCRA	600,000				600,000						
	TOTAL	600,000	-	-	-	600,000	-	-	-	-	-	-
2) THA Admin												
	CAP Funds	355,000			355,000							
	Reserves	448,000							448,000			
	TOTAL	803,000	-	-	355,000	-	-	-	448,000	-	-	-
3) Scattered Sites												
	Capital Funds	480,115			480,115							
	TOTAL	480,115	-	-	480,115	-	-	-	-	-	-	-
4) AMP 1	K Street, G Street EB Wilson											
	Capital Funds	638,928			638,928							
	TOTAL	638,928	-	-	638,928	-	-	-	-	-	-	-
5) AMP 2	6th Avenue, Wright, Fawcett											
	Capital Funds	1,508,610			1,508,610							
	TOTAL	1,508,610	-	-	1,508,610	-	-	-	-	-	-	-
6) AMP 3	Ludwig, Bergerson, Dixon											
	Capital Funds	1,199,055			1,199,055							
	TOTAL	1,199,055	-	-	1,199,055	-	-	-	-	-	-	-
7) Asphalt R&R												
	K Street, G Street											
	6th Avenue, Wright, Fawcett											
	Ludwig, Bergerson, Dixon	110,000			110,000							
	TOTAL	110,000	-	-	110,000	-	-	-	-	-	-	-
8) Area 2B Infrastructure												
	THA Program Income	121,220							121,220			
	Utility Reimbursements	414,920				414,920						
	TOTAL	536,140	-	-	-	414,920	-	-	121,220	-	-	-
11) Salishan Seven												
	TCAP	7,595,675					7,595,675					
	Construction Loan	2,000,000	2,000,000									
	TOTAL	9,595,675	2,000,000	-	-	-	7,595,675	-	-			
12) Salishan Core Master Planning												
	Program Income	100,000							100,000			
	TOTAL	100,000	-	-	-	-	-	-	100,000	-	-	-
13) Stewart Court												
	HTF	100,000								100,000		
	TOTAL	100,000	-	-	-	-	-	-	-	100,000	-	-
Grand Total Capital Expenditures:		15,671,523	2,000,000	-	4,291,708	1,014,920	7,595,675	-	669,220	100,000	-	-

RESOLUTION #2



TACOMA HOUSING AUTHORITY

RESOLUTION 2011-6-22(2)

DATE: June 22, 2011
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Authorization to Submit ROSS Service Coordinator Grant Application

Background

On April 21, 2011, the Department of Housing and Urban Development (HUD) issued a Notice of Funding Availability (NOFA) for the Resident Opportunity and Self-Sufficiency (ROSS) Service Coordinator grant. Tacoma Housing Authority is eligible to apply for \$240,000 for a three-year grant. Grant applications are due July 13, 2011.

ROSS Service Coordinator grants are used to fund staff to coordinate supportive services and other activities designed to help public housing residents attain economic and housing self-sufficiency. These services enable participating families to increase earned income, reduce or eliminate welfare assistance and progress toward economic independence. THA established its Service Coordinator program for our family developments with a \$240,000 HUD grant awarded in 2008. THA plans to continue the program with the Service Coordinator grant HUD offers in 2011

The Service Coordinator grant includes funding for a project coordinator for three years, administrative expenses and training. The proposed budget is outlined below.

<u>Proposed Activity</u>	<u>(1 year)</u> <u>Amount</u>	<u>(3 years)</u> <u>Amount</u>
<u>PERSONNEL</u>		
Program Coordinator (Salary and Fringe Benefits)	\$68,000	\$204,000
<u>ADMINISTRATIVE COSTS</u>	\$10,000	\$ 30,000
<u>STAFF TRAINING AND TRAVEL</u>	\$ 2000	\$ 6000
TOTAL	\$80,000	\$240,000

Recommendation

Approve Resolution 2011-6-22(2) authorizing the Executive Director to submit a HUD Resident Opportunity and Self-Sufficiency (ROSS) Service Coordinator grant application with a proposed budget of \$240,000 for a three-year term to provide supportive services and other activities to help public housing residents attain economic and housing self-sufficiency.



TACOMA HOUSING AUTHORITY

RESOLUTION 2011-6-22(2)

AUTHORIZATION TO SUBMIT ROSS SERVICE COORDINATOR GRANT APPLICATION

Whereas, On April 21, 2011, the Department of Housing and Urban Development (HUD) issued a Notice of Funding Availability (NOFA) for the Resident Opportunity and Self-Sufficiency (ROSS) Service Coordinator grant;

Whereas, The NOFA specifies that Tacoma Housing Authority ("Authority") is eligible to apply for \$240,000 for a term of three years;

Whereas, The Authority plans to continue its Service Coordinator program at its family housing developments;

Whereas, The Authority plans to provide services to help public housing residents attain economic and housing self-sufficiency through the Service Coordinator program;

Whereas, The Authority has developed a preliminary budget of \$240,000 for the provision of Service Coordinator program components;

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

1. That the Executive Director of the Tacoma Housing Authority submit a HUD ROSS Service Coordinator grant application with a proposed budget of \$240,000 for a three-year term to provide services to help public housing residents attain economic and housing self-sufficiency.

Approved: June 22, 2011

Dr. Arthur Banks, Chairman

RESOLUTION #3



TACOMA HOUSING AUTHORITY

RESOLUTION 2011-06-22(3)

DATE: June 22, 2011
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Revision to Seasholtz Consulting Inc. Contract for Moving to Work Consulting Services

Background

THA has been working with Seasholtz Consulting Inc. since July 2010. Seasholtz Consulting has provided detailed impact analysis work that has helped THA determine whether or not to move forward with MTW activities and to estimate cost and time savings/expenses for each MTW activity. Seasholtz Consulting has also assisted with implementation planning and staff training for our MTW activities. We wish to extend this contract to complete implementation of the 2011 MTW Plan and to analyze proposed activities to be included in the upcoming 2012 MTW Plan.

THA has been provided with an estimate for an extension of work for Seasholtz Consulting Inc. to assist Tacoma Housing Authority (THA) with implementation and analysis activities related to its 2011 MTW plan and impact analysis related to its 2012 MTW plan. This work is directly related to the planning, modeling, impact analysis, and implementation support work Seasholtz Consulting and THA have completed since July 2010. This contract extension will allow THA to engage these services through March 2012. The additional contract cost will not exceed \$60,000; bringing the revised contract amount to \$160,000.

Recommendation

Approve Resolution 2011-06-22 (3) authorizing the Executive Director sign a contract amendment for the Seasholtz Consulting Inc. Contracts in the amount not-to-exceed \$160,000.



TACOMA HOUSING AUTHORITY

RESOLUTION 2011-06-22 (3)

WHEREAS, Tacoma Housing Authority (THA) has engaged the services of Seasholtz Consulting Inc. for assistance in analyzing activities related to THA's Moving-to-Work designation;

WHEREAS, the scope of work must be expanded;

WHEREAS, the length of the contract must be extended;

WHEREAS, the amount of the contract must be increased.

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

1. Approve Resolution 2011-06-22 (3) authorizing the Executive Director to sign a contract amendment for the Seasholtz Consulting Inc. Contracts in the amount not-to-exceed \$160,000.

Approved: June 22, 2011

Dr. Arthur Banks, Chairman

RESOLUTION #4



TACOMA HOUSING AUTHORITY

RESOLUTION 2011-6-22(4)

DATE: June 22, 2011
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Authorization to Support the Puget Sound Regional Council's "Growing Transit Communities" Regional Planning Consortium

Background

The Puget Sound Regional Council (PSRC) has invited THA to participate in a consortium of Puget Sound jurisdictions, agencies and organizations. It is called the Growing Transit Communities Consortium. This resolution would authorize THA to participate and authorize me to sign the memorandum of understanding and other documents that PSRC is asking us to sign. PSRC also directed the language of the resolution.

PSRC has convened this consortium as part of its implementation of a \$5 million grant it received from HUD, DOT and EPA.. This is a planning effort to devise regional strategies for the following purposes:

- Provide more transportation choices.
- Promote equitable, affordable housing.
- Enhance economic competitiveness.
- Support existing communities.
- Coordinate and leverage federal policies and investment.
- Value communities and neighborhoods.

I believe that THA should participate in this Consortium and the Growing Transit Communities Program for the following reasons:

1. to help direct Program outcomes in a way that may benefit THA's mission;
2. to help THA become more informed about competitive grants and funding opportunities;
3. the City of Tacoma has asked THA to participate.

A condition of the grant awarded to PSRC and its partners in this project is that the members of the Growing Transit Communities Consortium enter into a Memorandum of Understanding (MOU) that demonstrates how partners will collaboratively achieve the outcomes identified in

the approved grant work program. HUD's Office of Sustainable Housing and Communities requires that the following areas be included in the MOU:

- Project goals
- Partner roles and responsibilities
- Decision-making protocols
- Governance structure
- Accountability
- Joinability – procedures for additional partners to join as the project is implemented
- Sub-agreements
- Benefits and expected contributions

The MOU and THA's participation in the Growing Transit Communities Program require no commitment of THA financial resources; THA would be committing staff time as a partner in this program.

Recommendation

Approve Resolution 2011-6-22(4) authorizing the Executive Director to: (1) execute PSRC's Growing Transit Communities Consortium MOU; and (2) authorizing the Executive Director, or his representative, to participate in the meetings and deliberations of the Consortium.



TACOMA HOUSING AUTHORITY

RESOLUTION 2011-6-22(4)

AUTHORIZATION TO EXECUTE THE PUGEST SOUND REGIONAL COUNCIL'S MEMORANDUM OF UNDERSTANDING FOR ITS GROWING TRANSIT COMMUNITIES CONSORTIUM

Whereas, the US Department of Housing and Urban Development's Office of Sustainable Housing and Communities has awarded the central Puget Sound region with a federal Partnership for Sustainable Communities grant to implement its six livability principles;

Whereas, the Federal Partnership for Sustainable Communities grant in the central Puget Sound region is the *Growing Transit Communities* program;

Whereas, the central Puget Sound region has established a strong foundation for regional collaboration and planning with the adoption of VISION 2040, Transportation 2040, and a coordinated Regional Economic Strategy, which, combined together, provide a regional sustainable development vision and policy framework;

Whereas, the purpose of the Growing Transit Communities program is to address some of the greatest barriers to implementation of the regional plans;

Whereas, it is in the interest of elected officials; public agencies; leaders of and for affordable housing, communities and neighborhoods, business, education, the environment, philanthropy, finance, real estate, and transportation to cooperatively engage in the work related to the Growing Transit Communities program for its successful completion;

Whereas, the Growing Transit Communities program will be managed by the Puget Sound Regional Council in cooperation with its partners;

Whereas. In order to facilitate collaboration and engagement among the partners of the Growing Transit Communities Program, the Puget Sound Regional Council has create a Consortium;

Whereas, a Memorandum of Understanding that describes how Consortium Partners will collaboratively achieve the Growing Transit Communities Program's goals; roles and responsibilities; decision-making; governance; accountability; and joinability has been prepared;

Whereas, the Tacoma Housing Authority has been invited by the City of Tacoma and the Puget Sound Regional Council to be a partner in the Growing Transit Communities Program

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

1. That the Executive Director of the Tacoma Housing Authority is authorized to execute the Growing Transit Communities Memorandum of Understanding; and,

2. That the Executive Director of the Tacoma Housing Authority, or his representative, is authorized to represent the Tacoma Housing Authority in meetings and deliberations he deems appropriate and in the best interests of THA.

Approved: June 22, 2011

Dr. Arthur Banks, Chairman

RESOLUTION #5



TACOMA HOUSING AUTHORITY

RESOLUTION 2011-06-22(5)

DATE: June 22, 2011
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Payment Standards for Housing Choice Voucher Program

Background

THA has the ability to set its payment standards within 90% to 110% of the Fair Market Rents (FMR) determined by HUD. THA's current payment standards are set at 96% of the FY2010 FMR. I am proposing to increase these to 96% of the FY2011 FMR.

Rental Assistance staff has used market rent data available through Dupre + Scott and data available regarding units currently assisted through THA's voucher program. Dupre + Scott data shows that the current rental vacancy rate is 5.6%; which reflects ample rental options for renters. This external data also shows that rental prices have remain unchanged over the past six months. Those rental prices fall within the payment standards being proposed to the board.

Current THA Payment Standard				
Studio	1 bedroom	2 bedroom	3 bedroom	4 bedroom
636	743	926	1349	1518
Proposed THA Payment Standard				
Studio	1 bedroom	2 bedroom	3 bedroom	4 bedroom
668	780	973	1418	1596

We will be consulting the THA Landlord Advisory group on June 14, 2011 and will provide information regarding their comments at the Board meeting. Initial feedback from the landlords was that THA should adopt payment standards that are 100% of the FMR. The Landlord Advisory Group had recommended this based on their assessment of the market. It was also recommended to ease the burden that will be caused by the change in the voucher occupancy standards. At this point, external market data does not support raising payment standards to that level.

Recommendation

I recommend adopting payment standards at 96% of the current fair market rents.



TACOMA HOUSING AUTHORITY

RESOLUTION 2011-06-22 (5)

Payment Standards for Housing Choice Voucher Program

WHEREAS, HUD updates its Fair Market Rents annually;

WHEREAS, housing authorities may adopt payment standards between 90-110% of the effective Fair Market Rents;

WHEREAS, THA will adopt payment standards that are appropriate based on available rental market data.

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

1. Approve Resolution 2011-06-22 (5) authorizing THA to adopt payment standards at 96% of the current fair market rent.

Approved: June 22, 2011

Arthur Banks, Chairman

RESOLUTION #6
(Walk-on resolution)

EXECUTIVE DIRECTOR REPORT



TACOMA HOUSING AUTHORITY

Michael Mirra
Executive Director

Date: June 22, 2011

To: THA Board of Commissioners

From: Michael Mirra, Executive Director

Re: Executive Director's Report: June 2011

This is my monthly report for June 2011. It supplements the Departments' reports.

1. LOOK AHEAD TO THE 2012 BUDGET

This month's resolution contains one to revise THA's 2011 budget. It mainly extends our budget by 6 months to December 31, 2011. This is necessary to account for our shift to a calendar year fiscal year. As Ken Shalik's report explains we are in pretty good shape.

The more notable budget decisions will concern the 2012 budget. We will start that discussion shortly. I write to look ahead to some of the likely significant factors and decisions we face:

- The main one will be the FY2012 federal budget. It seems likely that we will face a significant cut in the budget for public housing operations.
- Next year we will also be without developer fees that we received this year.
- Two other factors will likely balance these losses. First, next year we will start to realize savings from our changes to the voucher occupancy standards and rent rules for both the voucher program and the public housing program. Second, Congress may again increase the HAP appropriation like it did in 2011. Our MTW status will allow us to balance these gains against the losses. Ken Shalik judges that the likely gains will replace all or most of the likely losses.
- We will also learn later this year, perhaps this summer, if we succeed in negotiating an agreement with Citibank that will allow us to sell the balance of the Area 3 Salishan lots at prices that will forfeit to Citibank the balance of our \$ 3.3 million cash pledge but have Citibank absorb the remainder of the losses. If Citibank agrees to this, it will free up \$2.5 million in reserves.

- When our reserve level clarifies, we can decide how much of it to spend, if any, on the type of property purchases we have been discussing.

2. RE-ORGANIZATION: NEW DEPARTMENT OF ADMINISTRATION

I am pleased to confirm my decision to re-organize some of our administrative functions that presently reside in the Finance Department and place them in a separate new Department of Administration. I do this for the reasons I mentioned when I discussed this with each of the commissioners. I also discussed this with the affected staff, the cabinet and persons outside THA. I judge this will help us make more progress with those functions and perform them more effectively. I do not expect this change will be very noticeable to the Board. I enclose a copy of my memo to the cabinet outlining some more details.

3. ALL STAFF RETREAT

On June 8th, THA staff met in its annual All Staff Retreat. We met at the new Cheney Stadium. The staff evaluation forms confirm that it was a good day. The agenda included a review of the year's accomplishments. It is a long and impressive list, and reaffirming. Reviewing a list like that when we are all in a room together visually reminds us that THA is not large an organization. Yet we do a lot.



TACOMA HOUSING AUTHORITY

To: THA Cabinet
From: Michael Mirra
Date: June 9, 2011
Re: Creation of a Department of Administration

I have scheduled time on the Cabinet's agenda for June 13th to discuss the proposal to move the administrative responsibilities of the Finance Department into a separate new Department of Administration. These responsibilities are: asset management, risk management, compliance, information technology, procurement and processes (*i.e.* desk manuals). I have discussed this proposal with each person in the cabinet, the staff of the Finance Department, and each Commissioner (as well as a few other persons outside of THA I sometimes consult.) The decidedly predominant view among them favors this proposal. I am strongly inclined that way myself, but I would like a final cabinet discussion before I decide.

To help with that discussion I write to recount the main reasons to create this new department, as well as the reasons that recommend against it. I also note below additional suggestions I received about the scope of the new department's responsibilities.

Reasons to Create a Department of Administration	Reasons Not To Do This
A Department of Administration will give a greater and more effective focus and stature to important administrative functions. Those functions have been stalled in part because of the Finance Department's need to attend to its core financial functions.	A new Department of Administration would give me another direct report, for a total of seven. In general, I would like fewer, not more, direct reports.
In a comparable way, removing these administrative responsibilities from Finance will allow it to focus on its core financial services and financial strategic planning unimpeded by administrative responsibilities.	Giving more prominence to the administrative functions may have me think more about them when I need to think less about them.
The administrative functions of asset management, compliance and procurement oversee the performance of other departments. To be effective at this, the staff with these oversight responsibilities need a peer relationship with the directors whose departments they oversee. Presently, they report to the Finance Director.	
NOTE: Creating this new department does not create any additional positions. We are planning to hire an asset manager. We would do that under either arrangement.	

I judge that we can manage the reasons not to create this department. If this reorganization works to effectively perform its administrative functions, I will be thinking less about them than I presently do and I would regard the addition of a direct report as a reasonable price to incur for that advantage.

My discussions have elicited the following additional suggestions or questions. Their resolution would not directly affect the decision to create the new department. Instead, they pertain to the scope of the new department's responsibilities.

- **Asset Management**

One suggestion would make asset management in its own department or at least have it report directly to the executive director. Such an arrangement would acknowledge the important ownership function that asset management performs. I agree that asset management is important in this way. However, I do not presently favor having it as a separate function reporting to me. I do not wish two additional direct reports. I also am confident that I will have adequate exposure to asset management through the Asset Management Committee, which does report to me.

We are about to engage a consultant to help us design the asset management function and its data systems. Let us ask the consultant to advise us on this question of where the asset management function should reside.

- **Compliance**

Another suggestion would put compliance inside the Real Estate Management and Housing Services Department. Doing this would give that department an additional resource to do this work. This is how Bremerton and KCHA do it. Yet I do not favor this. My main concern relates to the compliance function's role as an oversight responsibility. Its job is to make sure the other departments are functioning properly. In this way, it resembles asset management and procurement. The distinguishing feature of this oversight responsibility is the exercise of a judgment that is adequately independent from the department it oversees. We would lose that independence if the compliance function were part of that department.

- **Procurement and Purchasing**

This reorganization will require us to resolve a long-standing puzzle about the relationship between procurement and purchasing. I will ask Ken and the new director of Administration to propose an answer. My preliminary view is that purchasing is clearly a function of the Finance Department and should remain there. It is concerned with buying and tracking purchases. Procurement is different. It is largely concerned with making sure we comply with the state and federal laws governing public procurement of contractors, architects and other services those laws govern. For example, this function will help determine whether to use an Invitation to Bid, a Request for Proposals, or a Request for Qualifications. This function would belong in the new Administration Department. Its main job is to make sure we comply with our procurement policy and to advise on its interpretation.

If, as I expect to do, I create this new department I would then ask Barbara to post the position of its director internally to THA staff. We all expect that Todd will apply and indeed have him in mind for this position. Most people expressed great confidence in him for this job. I note that he already manages most of these functions from within the Finance Department. Because of

his availability and his abilities, I do not feel the need to advertise this position outside the agency. However, I am also ready to consider any other internal candidate who may apply.

I look forward to the discussion and making a decision afterward.

Thank you.