



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET

August 24, 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

ANNUAL MEETING BOARD OF COMMISSIONERS

WEDNESDAY, AUGUST 24, 2011

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold their Regular Meeting **Wednesday, August 24, 2010 at 4:00 p.m.**

The meeting will be held at:

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

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

I, Christine Wilson, certify that on or before Friday, August 19, 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
ANNUAL MEETING
BOARD OF COMMISSIONERS
AUGUST 24, 2011, 4:00 PM
1724 E. 44th Street**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ELECTION OF BOARD OFFICERS**
- 4. APPROVAL OF MINUTES OF THE PREVIOUS MEETING**
 - 4.1 Minutes of July 27, 2011 Board meeting
- 5. GUEST COMMENTS**
- 6. COMMITTEE REPORTS**
- 7. COMMENTS FROM THE EXECUTIVE DIRECTOR**
- 8. ADMINISTRATION REPORTS**
 - 8.1 Finance
 - 8.2 Administration
 - 8.3 Real Estate Management and Housing Services
 - 8.4 Real Estate Development
 - 8.5 Community Services
- 9. NEW BUSINESS**
 - 9.1 THA Resolution 2011-8-24 (1), MTW Plan Revision
 - 9.2 THA Resolution 2011-8-24 (2), Adoption of Administrative Plan
 - 9.3 THA Resolution 2011-8-24 (3), Adoption of ACOP
 - 9.4 THA Resolution 2011-8-24 (4), Authorize Investment Institutions and Authorized Signers
- 10. COMMENTS FROM THE COMMISSIONERS**
- 11. EXECUTIVE SESSION**
- 12. ADJOURNMENT**

ANNUAL MEETING



TACOMA HOUSING AUTHORITY

Agenda
Annual Meeting
Board of Commissioners
August 24, 2011, 4 PM
(1724 E. 44th Street, Tacoma, WA 98404)

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

REVIEW OF BY-LAWS



BY-LAWS

of the

HOUSING AUTHORITY OF THE CITY OF TACOMA

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

Adopted and amended by Resolution 2009-7-22 (1) on July 22, 2009
Adopted and amended by Resolution 2008-01-23 (3) on January 23, 2008
Adopted and amended by Resolution 1003-1 on October 22, 2003
Adopted and amended by Resolution 0201-2 on March 28, 2001

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

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1. NAME, PURPOSE, SEAL, OFFICE

1.1 Authority Name

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

1.2 Purpose of the Authority

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

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

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

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

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

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

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

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

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

- (c) Commercial space in any building financed under this subsection that exceeds four stories in height will not constitute more than twenty percent of the interior area of the building. Before financing any development under this subsection the Authority will make a written finding that financing is important for project feasibility or necessary to enable the Authority to carry out its powers and purposes under this chapter.
- 1.2.20 To contract with a public authority or corporation, created by a county, city, or town under RCW 35.21.730 through 35.21.755, to act as the developer for new housing projects or improvement of existing housing projects.
- 1.2.21 To participate in Federal, State, County, and City of Tacoma housing programs by receipt of loans, grants and annual or other contributions.
- 1.2.22 To receive loans, grants and annual or other contributions from any other source, public or private; providing that nothing will jeopardize any current or future programs from HUD.
- 1.2.23 To promote, engage in, prepare and publish without limitation, alone or in conjunction with any public or private entity or organization, or any charitable or non-profit entity or organization, or any governmental agency, research studies, surveys and any and all data-gathering devices and analysis pertaining to the provision of safe, sanitary and suitable living accommodations of any and every type and kind to all persons of low income.
- 1.2.24 To advise, consult, coordinate and perform all functions, for or with any public or private corporation or organization, any charitable or nonprofit corporation or organization, or governmental agency, for the purpose of providing safe, sanitary and suitable living accommodations of any and every type and kind.
- 1.2.25 To sell bonds as may be convenient to or required to accomplish the stated purpose of the Authority.
- 1.2.26 To call upon Tacoma's chief law officer or employ its own legal counsel and staff to perform legal services.
- 1.2.27 To delegate to one or more of its agents or employees any powers or duties it considers proper.
- 1.2.28 To do any and all lawful things reasonable, necessary or convenient to accomplish the purposes stated above.

- 1.2.29 The Authority may also exercise powers contained in other chapters of the Revised Code of Washington, including without limitation the power to enter into intergovernmental agreements with other local public housing authorities pursuant to Chapter 39.34 RCW and to operate within the jurisdictions of such other housing authorities pursuant to such agreement, or to contract with other governmental entities pursuant to Chapter 39.34 RCW for other purposes permitted by law.
- 1.2.30 As set forth in Resolution 37456 of the City of Tacoma, including any further amendments to it, the Authority may exercise the powers of a Public Development Authority, including those powers set forth in RCW 35.21.730 through .759 (as may be amended from time to time) in the City of Tacoma and in other jurisdictions throughout the state, subject to required local approval. These powers include expanding THA's primary mission to include serving or providing investment capital for low income communities or low-income persons in accordance with IRC §45D and the New Market Tax Credit Program Regulations.

1.3 Seal of the Authority

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

1.4 Office

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

2. BOARD OF COMMISSIONERS

2.1 General Powers

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

2.2 Number, Qualifications and Tenure

2.2.1 The Board consists of five (5) Commissioners.

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

term.

2.2.3 Directly Assisted Commissioner

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

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

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

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

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

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

3. OFFICERS

3.1 Number, Election and Vacancies

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

3.2 Chairperson

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

3.3 Vice Chairperson

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

3.4 Executive Director

3.4.1 Duties

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

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

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

3.4.2 Compensation

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

3.4.3 *Custody and Use of Seal*

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

3.5 **Secretary**

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

3.6 **Additional Duties**

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

3.7 **Additional Personnel**

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

4. MEETINGS

4.1 **Meeting**

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

4.1.1 *Annual meetings*

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

4.1.2 *Regular meetings*

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

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

4.1.3 Special meetings

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

4.2 Executive Session

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

4.3 Quorum

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

4.4 Adjournment

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

4.5 Order of Business

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

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

4.6 Resolutions

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

4.7 Rules of Order

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

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

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

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

4.8 Manner of Voting

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

4.9 Motions

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

4.10 Attendance by Telephone.

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

5. AMENDMENTS

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

ANNUAL CERTIFICATION



TACOMA HOUSING AUTHORITY

ANNUAL COMMISSIONER CERTIFICATION

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

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

MEETING MINUTES



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, JULY 27, 2011

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

2. ROLL CALL

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

| Present | Absent |
|---|--|
| Janis Flauding, Vice Chair Greg Mowat, Commissioner Ken Miller, Commissioner (arrived at 4:20 PM) Stanley Rumbaugh, Commissioner (arrived at 4:10 PM) | Arthur C. Banks, Chair |
| Staff Dennesha McCurry, Executive Assistant Ken Shalik, Finance and Administration Director April Black, REMHS Director Barbara Tanbara, Human Resources Director Nancy Vignec, Community Services Director Walter Zisette, RED Director | Michael Mirra, Executive Director Christine Wilson, Executive Administrator |

Vice Chair Flauding declared there was a quorum present @ 4:01 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, June 22nd. Commissioner Mowat moved to adopt the minutes, Commissioner Miller seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

Mary, a resident of Salishan commented on witnessing members of security bothering children who are just playing on the property. She has witnessed security approaching and harassing teens that are just playing football. Mary further commented that safe streets are needed to prevent gang and drug trafficking in the area. She feels people are afraid to join due to the fear of retaliation.

Commissioner Miller asked April Black to meet with Mary on the issues presented and follow-up with the Board of Commissioners. Ms. Emily Pierce-North commented on safe streets and remarked that they need revising. Ms. Pierce-North proceeded to read a letter to the Board of Commissioners thanking them for the work they do and informing about her personal background on safety. Emily expressed how she is someone in the community whom residents confide in, trust and have confidence in. Next, Hope Rehn shared an update on the SAFE picnic which she commented “it went very well”. She also provided names and locations of SAFE liaisons available to residents to use as a point of contact. Hope gave a brief update on the SAFE program.

5. COMMITTEE REPORTS

Real Estate Development Committee – Commissioner Miller recently met with Executive Director Mirra and Director Walter Zisette and received an in depth overview.

Finance Committee – Commissioner Mowat stated he met with Michael and Ken and that the financial reports are in better shape than first imagined and they continue to be on track for a modest surplus.

6. ADMINISTRATIVE REPORTS

Finance Administration

Director Shalik began with an introduction and welcome to Todd Craven as the new Director of Administration.

Director Shalik directed the board to his monthly report.

Commissioner Mowat moved to ratify the payment of cash disbursements totaling \$3,896,945 for the month of June 2011. Commissioner Miller seconded.

Upon roll call, the vote was as follows:

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

Motion Approved

Real Estate Management and Housing Services

Director Black directed the board to her monthly report. Unit turn times have improved and the average moveouts are down 25%. The moveouts are expected to continue on a downward trend. The staff continues to prepare for REAC and the work orders are well within the HUD average. There was a spike in work orders during the month of July due to REAC. Commissioner Rumbaugh inquired about the spike in AMP-3 and Director Black commented that she was not sure where the spike was coming from and would report back next month. Jimmy suggested that it could be due to the large volume of work orders received all at one time. This could be due to a time and reporting issue. Director Black mentioned the Salishan National Night Out will be held Tuesday, August 2nd. A report will be provided at the next meeting.

Director Black directed the board to her report pages 4-7 for an investigative update on E.B. Wilson. The following respond to the concerns that the Board heard at its July board meeting from some residents:

- There have been no deaths in the building this year. The last reported death was in 2009.
- Security reports were pulled to investigate any reports of the smell of marijuana. It was made clear that E.B. Wilson is a smoke free building and there is no medical marijuana allowed in the building.
- A community meeting will be scheduled with the liaison and city crime prevention.
- There has been a spike in drug activity on 13th and M street and behind the Safeway. We plan to get residents and hilltop coalition members involved to arm themselves with information.
- Security Camera's – we will provide a report next month.

Next month, we will ask the Board to review and approve the administration and moving to work plan.

Real Estate Development

Director Zisette referred the board to his monthly report. He discussed the Salishan Core Campus survey results. Director Zisette commented that the intern has gathered 323 surveys. Next month he will present a brief program statement of activities, facilities and finance. An announcement was made to attend Salishan's National Night Out event on Tuesday, August 2nd at the FIC. Director Zisette added that THA will offer Quadrant 130 lots in Area 3. We have acquired Real Estate Brokers to search out acquisition opportunities, buildings and land.

Community Services

Director Vignec referred the board to her report and noted that they are half way through the goals they have set for themselves. Vice Chair Flauding asked how the McCarver families were notified of the program. Director Vignec replied that in the spring McCarver families were informed of the program and applications were distributed to shelters and transitional housing. Commissioner Rumbaugh asked how many families have been served. Director Vignec stated that 50 families are currently in the program and 57 applications have been received to date, noting that some applicants did not qualify. We are currently completing suitability assessments. After the assessments are approved the families can go out and find houses. One of the requirements of the program is that families have to keep their children enrolled in McCarver Elementary school. We are tracking performance measures and will document our data collections, evaluate the process and chart our basic metrics for the board.

Commissioner Miller asks, "how will you get more applicants if there are less than 50?" Director Vignec stated that they will make further contact with shelter and transitional housing programs. Director Vignec reported on the Dr. Mount video that posted on YouTube and being circulated through the internet and media. Commissioner Miller asked how many hits the video has gotten. Director Vignec stated that the hits were flat until recently which climbed to 126,000. The City of Olympia called and indicated that they are aware the report is false and the News Tribune wrote a fact checking column on the video. THA has created a document that communicates THA's factual responses to Dr. Mount's claims. The full THA document is posted on the News Tribunes blog site. Commissioner Miller stated that THA should not burn any more resources on this topic. It was commented that Channel 7 was at Salishan this afternoon. Director Vignec shared that Channel 7 News is partners with the News Tribune and we thanked them for getting accurate news out about Salishan.

Human Resources

Director Tanbara referred the board to her report. She announced that THA is actively in collective bargaining discussions with the Trades Council. There are three sessions scheduled in August. Two Directors and three Managers have gone through Executive coaching and we are currently looking for leadership development to roll-out to a larger group of people.

Performance evaluations are out for maintenance personnel. We plan to add another maintenance position after negotiations. Commissioner Miller asked if there were any Development opportunities for candidates that fall short. Any coaching? Director Tanbara stated that hiring managers are charged with meeting with staff to determine what they can do to improve. Managers are to discuss development goals during evaluations.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 RESOLUTION 2011-7-27-(1), ARCHITECTURAL & ENGINEERING (A&E) SERVICES FOR THA ADMINISTRATIVE OFFICES SPACE STUDY AND DESIGN – CONTRACT AMENDMENT

Whereas, On March 23, 2011, The Board of Commissions (BOC) of Tacoma Housing Authority (THA) authorized the Executive Director to award a contract with Buffalo Design for Architectural and Engineering Services for THA's Administrative spaces;

Whereas, The first focus of work is the 902 S L Street building;

Whereas, The BOC authorized a Not to Exceed amount of \$95,000 for work that included a complete study of the building, a conceptual design master plan and for design development through construction administration for the Housing Choice Voucher area;

Whereas, Based on the final conceptual plans the total amount for the design and engineering is \$144,903;

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

Approve Resolution 2011-7-27 (1) authorizing the Executive Director to increase the contract amount by \$53,260 for a total amount not to exceed of \$144,903 to cover the additional A&E work

Due to the deferment of this resolution, no vote was called:

AYES: None
NAYS: None
Abstain: None
Absent: None

Approved:

Dr. Arthur C. Banks, Chairman

8.2 RESOLUTION 2011-7-27(2), SUBMISSION OF FUNDING APPLICATION FOR STEWART COURT APARTMENTS.

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

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

Whereas, The Authority submitted a Stage 1 application for funding for the Stewart Court Apartment complex to the Housing Trust Fund for the 2011 Funding Round;

Whereas, The Authority’s Stage 1 application was successful and the Authority received an invitation to submit a Stage 2 application;

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

1. The Executive Director or his designee is authorized to commit Tacoma Housing Authority funds up to \$1,269,600.00 to the project for the rehabilitation work at the Stewart Court Apartment complex.

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

Upon roll call, the vote was as follows:

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

Approved: July 27, 2011

Dr. Arthur C. Banks, Chairman

8.3 RESOLUTION 2011-07-27 (3), DISPOSITION APPLICATION FOR 1800/2500 HILLSIDE TERRACE

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

Whereas, The redevelopment of 1800/2500 Hillside Terrace will result in the demolition of all existing public housing units, and the redevelopment of a mixed income community, including new rental units, new infrastructure and new community facilities;

Whereas, Ownership of the rental units will be conveyed via a long-term lease from the Tacoma Housing Authority to the tax credit ownership entities;

Whereas, The redevelopment of 1800/2500 Hillside Terrace and the disposition of land will result in more affordable rental units to benefit low and very low income residents of Tacoma;

Whereas, There is a continuing need for affordable housing within the city of Tacoma as identified in the City’s consolidated plan; and

Whereas, The disposition is consistent with the 2011 Annual Plan

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

1. The Executive Director or his designee is authorized and directed to complete and submit the Inventory Removal Application for 1800/2500 Hillside Terrace.

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

Upon roll call, the vote was as follows:

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

Approved: July 27, 2011

Dr. Arthur C. Banks, Chairman

8.4 RESOLUTION 2011-7-27(4), HILLSIDE TERRACE PHASE I AUTHORIZING RESOLUTION

A RESOLUTION of the Housing Authority of the City of Tacoma authorizing (i) the formation of a limited liability limited partnership of which the Authority will be the sole general partner in connection with the acquisition, construction and operation of an affordable multifamily rental housing project located at 2500 Yakima Avenue in the City of Tacoma, Washington; (ii) the submission of applications for funding and credit enhancement for such housing project; and (iii) the disposition by sale or lease of all or portions of the project site to the partnership; and providing for other matters properly related thereto.

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

Whereas, the Authority is authorized by the Housing Authorities Law (chapter 35.82 RCW) to, among other things: (i) “prepare, carry out, acquire, lease and operate housing projects; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof” (RCW 35.82.070(2)); (ii) “lease or rent any dwellings . . . buildings, structures or facilities embraced in any housing project” (RCW 35.82.070(5)); (iii) “make and execute contracts and other instruments, including but not limited to partnership agreements” (RCW 35.82.070(1)); (iv) “delegate to one or more of its agents or employees such powers or duties as [the Authority] may deem proper” (RCW 35.82.040); and (v) “make . . . loans for the . . . acquisition, construction, reconstruction, rehabilitation, improvement, leasing, or refinancing of land, buildings, or developments for housing persons of low income.”

Whereas, the phrase “housing project” is defined by RCW 35.82.020 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, the Authority expects to develop an affordable multifamily rental housing project consisting of approximately 70 dwelling units, to be located at 2500 Yakima Avenue in the City (the “Project”). The total financing for the project will require the use of various funding sources, which may include low-income housing tax credits, the issuance of tax-exempt bonds, loans from public and private lenders, and/or grants. Certain of those sources will require creation of a partnership or limited liability company to maximize the benefits and minimize the risks to the Authority.

Whereas, the Board finds and determines that both the Partnership (as defined below) and the Project will provide for the necessary support of the poor within the City.

Whereas, based on its consideration of the funding sources available for the Project, the need for affordable housing in the City, and other matters, the Authority’s Board of

Commissioners (the “Board”) has deemed it necessary to proceed with the transactions described in this resolution.

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

1. The Authority is authorized to: participate in the formation of, and become the sole general partner in, a Washington limited liability limited partnership (the “Partnership”), which Partnership shall have an initial limited partnership agreement (the “Partnership Agreement”) and a certificate of limited partnership (the “Certificate of Limited Partnership”) substantially in the forms on file with the Authority’s Executive Director (the “Executive Director”), with such changes as the Executive Director may deem necessary or advisable (and not inconsistent with the terms of this resolution). The Board intends that the Partnership will develop the Project and receive low income housing tax credits in connection therewith.
2. The Executive Director and his designee (each, an “Authorized Officer” and, together, the “Authorized Officers”), and each of them acting alone, are authorized on behalf of the Authority to: (i) execute, deliver and file (or cause to be executed, delivered and filed), to the extent required by law, and cause the Authority to perform its duties under, the Partnership Agreement, the Certificate of Limited Partnership, all such forms, certificates, applications and other documents that are necessary to form the Partnership; (ii) approve any changes to the Partnership Agreement and the Certificate of Limited Partnership, including any material changes, that any Authorized Officer may deem necessary or advisable (and not inconsistent with the terms of this resolution); (iii) determine the name of the Partnership (it being understood that the words “2500 Yakima” should appear in the name to the greatest extent feasible); and (iv) take any other action that they deem necessary and advisable to give effect to this resolution and the transactions contemplated herein. The Authority’s Executive Director is delegated the authority to cause, in his discretion, the Partnership to be created as a Washington limited liability company, in which case all references in this resolution to limited partnership, partnership agreement, general partner, limited partner, and certificate of limited partnership shall be deemed to be references to limited liability company, operating agreement, managing member, investor member, and certificate of formation, respectively.
3. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority (in its individual capacity and/or in its capacity as the Partnership’s general partner) to: (i) apply for, and enter into contracts relating to, such funding for the Project as they deem necessary or desirable, including without limitation public and/or private sector financing, an allocation of private activity bond volume cap from the Washington State Department of Commerce (if it is determined that tax-exempt bonds should be issued to finance the Project), Washington State Housing Trust Fund grant(s) and/or loans(s), and other federal, state and local funds; (ii) apply for any and all necessary approvals from the U.S. Department of Housing and Urban Development in connection with such funding; (iii) lend or grant all or any portion of the money derived from such funding sources to the Partnership, and/or cause any contracts relating to such funding to

be assigned to the Partnership; (iv) apply to the Washington State Housing Finance Commission for an allocation of (or approval of the use of) low income housing tax credits for the Project (depending on whether the Authorized Officers determine to pursue “9%” or “4%” tax credits), prepare, execute and enter into such agreements (including a credit reservation and carryover allocation contract), provide such documents (including cost certifications) necessary to secure such allocation, and cause such allocation (or any portion thereof) to be assigned to the Partnership if the allocation is initially made to the Authority; (v) seek and approve investors to serve as subsequent limited partners in the Partnership in connection with the receipt of low income housing tax credits for the Project; (vi) negotiate with potential investors regarding their acquisition of limited partnership interests in the Partnership and, if the Executive Director determines the same to be advisable, limited partner or member interests in limited partnerships and/or limited liability companies formed to finance other Authority tax credit projects; (vii) prepare all appropriate resolutions for Board review and approval; (viii) prepare all documents required so that the Authority and the Partnership comply with state and federal securities laws; (ix) negotiate contracts relating to the use, management and naming of Project buildings; (x) take all necessary and appropriate actions to dispose of the Project by sale or lease to the Partnership (including entering into any option to lease, or lease, necessary to provide the Partnership with control of the Project site); (xi) apply for bond insurance and other credit enhancement for any bonds to be issued by the Authority for the Project (but only if the Authority’s Executive Director determines such credit enhancement to be cost effective); (xii) solicit investment banking firms to serve as the lead underwriter(s) and as members of a selling group (if any) for any bonds to be issued for the Project, and select such lead underwriter(s) and the members of any selling group (if the Executive Director determines that a selling group is desirable); (xiii) apply for ratings of any bonds to be issued by the Authority for the Project (but only if the Authority’s Executive Director determines such ratings to be desirable); (xiv) assist in the preparation of any official statement to be used in connection with the offering of any bonds by the Authority for the Project; and (xv) otherwise execute the Authority’s rights under the Partnership Agreement. Nothing herein shall commit the Authority to issuing bonds to finance the Project.

4. The Authorized Officers, and each of them acting alone, are hereby directed, and granted the discretionary authority, to execute and deliver any and all other certificates, documents, agreements and instruments that are necessary or appropriate in their discretion to give effect to this resolution and to consummate the transactions contemplated herein, including, but not limited to, a development services agreement between the Partnership and the Authority (and/or others) providing for the development of the Project, contracts with architects, engineers and other consultants, and construction contracts.
5. The Authority is authorized to expend such funds as may be necessary to be paid by the Authority in connection with filing fees, application fees, registration fees and other costs relating to the actions authorized by this resolution. To the extent any fees or predevelopment costs are incurred and payable by the Partnership prior to the time the Authority enters into a formal loan agreement, the Authority may lend up to \$1,021,416

million to the Partnership to pay such costs, with the loan bearing interest at such rate that the Executive Director determines, in his discretion (which may be 0% *per annum*).

6. Any action required by this resolution to be taken by the Executive Director of the Authority may, in his absence, be taken by the duly authorized acting Executive Director of the Authority.
7. 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.
8. This resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED by the Board of Commissions of the Housing Authority of the City of Tacoma at an open public meeting this 27th day of July, 2011.

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

Upon roll call, the vote was as follows:

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

Approved: July 27, 2011

Dr. Arthur C. Banks, Chairman

8.5 RESOLUTION 2011-07-27 (5), HILLSIDE TERRACE PHASE II AUTHORIZING RESOLUTION

A RESOLUTION of the Housing Authority of the City of Tacoma authorizing (i) the formation of a limited liability limited partnership of which the Authority will be the sole general partner in connection with the acquisition, construction and operation of an affordable multifamily rental housing project located at 2500 Court G in the City of Tacoma, Washington; (ii) the submission of applications for funding and credit enhancement for such housing project; and (iii) the disposition by sale or lease of all or portions of the project site to the partnership; and providing for other matters properly related thereto.

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

Whereas, the Authority is authorized by the Housing Authorities Law (chapter 35.82 RCW) to, among other things: (i) “prepare, carry out, acquire, lease and operate housing projects; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof” (RCW 35.82.070(2)); (ii) “lease or rent any dwellings . . . buildings, structures or facilities embraced in any housing project” (RCW 35.82.070(5)); (iii) “make and execute contracts and other instruments, including but not limited to partnership agreements” (RCW 35.82.070(1)); (iv) “delegate to one or more of its agents or employees such powers or duties as [the Authority] may deem proper” (RCW 35.82.040); and (v) “make . . . loans for the . . . acquisition, construction, reconstruction, rehabilitation, improvement, leasing, or refinancing of land, buildings, or developments for housing persons of low income.”

Whereas, the phrase “housing project” is defined by RCW 35.82.020 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, the Authority expects to develop an affordable multifamily rental housing project consisting of approximately 70 dwelling units, to be located at 2500 Court G in the City (the “Project”). The total financing for the project will require the use of various funding sources, which may include low-income housing tax credits, the issuance of tax-exempt bonds, loans from public and private lenders, and/or grants. Certain of those sources will require creation of a partnership or limited liability company to maximize the benefits and minimize the risks to the Authority.

Whereas, the Board finds and determines that both the Partnership (as defined below) and the Project will provide for the necessary support of the poor within the City. .

Whereas, based on its consideration of the funding sources available for the Project, the need for affordable housing in the City, and other matters, the Authority's Board of Commissioners (the "Board") has deemed it necessary to proceed with the transactions described in this resolution.

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

1. The Authority is authorized to: participate in the formation of, and become the sole general partner in, a Washington limited liability limited partnership (the "Partnership"), which Partnership shall have an initial limited partnership agreement (the "Partnership Agreement") and a certificate of limited partnership (the "Certificate of Limited Partnership") substantially in the forms on file with the Authority's Executive Director (the "Executive Director"), with such changes as the Executive Director may deem necessary or advisable (and not inconsistent with the terms of this resolution). The Board intends that the Partnership will develop the Project and receive low income housing tax credits in connection therewith.
2. The Executive Director and his designee (each, an "Authorized Officer" and, together, the "Authorized Officers"), and each of them acting alone, are authorized on behalf of the Authority to: (i) execute, deliver and file (or cause to be executed, delivered and filed), to the extent required by law, and cause the Authority to perform its duties under, the Partnership Agreement, the Certificate of Limited Partnership, all such forms, certificates, applications and other documents that are necessary to form the Partnership; (ii) approve any changes to the Partnership Agreement and the Certificate of Limited Partnership, including any material changes, that any Authorized Officer may deem necessary or advisable (and not inconsistent with the terms of this resolution); (iii) determine the name of the Partnership (it being understood that the words "2500 Court G" should appear in the name to the greatest extent feasible); and (iv) take any other action that they deem necessary and advisable to give effect to this resolution and the transactions contemplated herein. The Authority's Executive Director is delegated the authority to cause, in his discretion, the Partnership to be created as a Washington limited liability company, in which case all references in this resolution to limited partnership, partnership agreement, general partner, limited partner, and certificate of limited partnership shall be deemed to be references to limited liability company, operating agreement, managing member, investor member, and certificate of formation, respectively.
3. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority (in its individual capacity and/or in its capacity as the Partnership's general partner) to: (i) apply for, and enter into contracts relating to, such funding for the Project as they deem necessary or desirable, including without limitation public and/or private sector financing, an allocation of private activity bond volume cap from the Washington State Department of Commerce (if it is determined that tax-exempt bonds should be issued to finance the Project), Washington State Housing Trust Fund grant(s) and/or loans(s), and other federal, state and local funds; (ii) apply for any and all necessary approvals from the U.S. Department of Housing and Urban Development in connection

with such funding; (iii) lend or grant all or any portion of the money derived from such funding sources to the Partnership, and/or cause any contracts relating to such funding to be assigned to the Partnership; (iv) apply to the Washington State Housing Finance Commission for an allocation of (or approval of the use of) low income housing tax credits for the Project (depending on whether the Authorized Officers determine to pursue “9%” or “4%” tax credits), prepare, execute and enter into such agreements (including a credit reservation and carryover allocation contract), provide such documents (including cost certifications) necessary to secure such allocation, and cause such allocation (or any portion thereof) to be assigned to the Partnership if the allocation is initially made to the Authority; (v) seek and approve investors to serve as subsequent limited partners in the Partnership in connection with the receipt of low income housing tax credits for the Project; (vi) negotiate with potential investors regarding their acquisition of limited partnership interests in the Partnership and, if the Executive Director determines the same to be advisable, limited partner or member interests in limited partnerships and/or limited liability companies formed to finance other Authority tax credit projects; (vii) prepare all appropriate resolutions for Board review and approval; (viii) prepare all documents required so that the Authority and the Partnership comply with state and federal securities laws; (ix) negotiate contracts relating to the use, management and naming of Project buildings; (x) take all necessary and appropriate actions to dispose of the Project by sale or lease to the Partnership (including entering into any option to lease, or lease, necessary to provide the Partnership with control of the Project site); (xi) apply for bond insurance and other credit enhancement for any bonds to be issued by the Authority for the Project (but only if the Authority’s Executive Director determines such credit enhancement to be cost effective); (xii) solicit investment banking firms to serve as the lead underwriter(s) and as members of a selling group (if any) for any bonds to be issued for the Project, and select such lead underwriter(s) and the members of any selling group (if the Executive Director determines that a selling group is desirable); (xiii) apply for ratings of any bonds to be issued by the Authority for the Project (but only if the Authority’s Executive Director determines such ratings to be desirable); (xiv) assist in the preparation of any official statement to be used in connection with the offering of any bonds by the Authority for the Project; and (xv) otherwise execute the Authority’s rights under the Partnership Agreement. Nothing herein shall commit the Authority to issuing bonds to finance the Project.

4. The Authorized Officers, and each of them acting alone, are hereby directed, and granted the discretionary authority, to execute and deliver any and all other certificates, documents, agreements and instruments that are necessary or appropriate in their discretion to give effect to this resolution and to consummate the transactions contemplated herein, including, but not limited to, a development services agreement between the Partnership and the Authority (and/or others) providing for the development of the Project, contracts with architects, engineers and other consultants, and construction contracts.
5. The Authority is authorized to expend such funds as may be necessary to be paid by the Authority in connection with filing fees, application fees, registration fees and other costs relating to the actions authorized by this resolution. To the extent any fees

or predevelopment costs are incurred and payable by the Partnership prior to the time the Authority enters into a formal loan agreement, the Authority may lend up to \$500,000 million to the Partnership to pay such costs, with the loan bearing interest at such rate that the Executive Director determines, in his discretion (which may be 0% *per annum*).

6. Any action required by this resolution to be taken by the Executive Director of the Authority may, in his absence, be taken by the duly authorized acting Executive Director of the Authority.
7. 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.
8. This resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED by the Board of Commissions of the Housing Authority of the City of Tacoma at an open public meeting this 27th day of July, 2011.

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

Upon roll call, the vote was as follows:

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

Approved: July 27, 2011

Dr. Arthur C. Banks, Chairman

9. COMMENTS FROM COMMISSIONERS

None

10. COMMENTS FROM THE EXECUTIVE DIRECTOR

None

11. EXECUTIVE SESSION

The board of commissioners went into Executive Session at 5:15 pm to discuss collective bargaining issues for 30 minutes and concluded at 5:45pm.

12. ADJOURNMENT

There being no further business to conduct, Commissioner Miller moved to adjourn, and Commissioner Flauding seconded the motion. All voted in favor. The meeting adjourned at 5:45 PM.

APPROVED AS CORRECT

Adopted: August 24, 2011

Janis Flauding, Chair

Finance Committee
Commissioner Mowat

Real Estate and Development Committee
Commissioner's Miller and Rumbaugh

EXECUTIVE DIRECTOR REPORT



TACOMA HOUSING AUTHORITY

Michael Mirra
Executive Director

Date: August 17, 2011

To: THA Board of Commissioners

From: Michael Mirra, Executive Director

Re: Executive Director's Report: August 2011

This is my monthly report for August 2011. The Departments' reports supplement it.

1. **SOME THEMES OF THA's WORK**

THA staff are busy and working hard. This is good. By themselves, however, busyness and hard work do not indicate that an organization is heading in a sensible, intentional direction. So I am pleased to note the following work that suggests that we are and that we are refining our intentions and our direction. The Board can look for the detail of this work in the department reports. Here are some themes.

1.1. **Strategic Choices and Planning**

Our strategic planning is again underway! The committees are convened, one for each of the eight strategic objectives. Their job is to review the language of the strategic objective and select performance measures for recommendation to the cabinet and me. We will in turn then offer our recommendations to the Board. I thank the Commissioners for volunteering for the various committees. Their participation will allow the Board to recognize the staff recommendations when they get to the Board.

This work will be an important step. It will place the Board where it belongs: making the basic strategic choices for THA, choosing the performance measures that it will use to tell if we are making progress and then tracking results. This in turn will allow staff to be more intentional about the work it chooses to undertake.

This work will take a considerable amount of effort. Our present schedule has us get recommendations to the Board by Halloween. We will know whether this is realistic once the Committees get deeper into their work. One likely approach will be to bring the recommendations to the Board in phases rather than wait until all are ready.

Even while we further develop our strategic choices, our work nicely reflects the strategic choices that the Board made when it adopted the present strategic objectives in 2008. I attach a printout of the list of open, closed and future projects serving each

strategic objective. They denote some very good work chosen for their pertinent to the objective. A fuller report is available showing each project's description, performance measures and results. If a Commissioner would like a copy please let me know.

Here are some examples of this work.

1.2. Real Estate Development

- Finishing Salishan
- Hillside Terrace redevelopment
- Senior Building redo
- Exploring property purchases

1.3. Assistance

- Changing the MTW plan, the ACOP and the Administration Plan to better encourage earned income, to better serve specialized populations such as homeless youth, disabled persons and others needing supportive services, and to further reduce both the papershuffle customers must face to participate in our program and THA's administrative expenses.
- THA's Education Project
- THA's Asset Building programs
- High usage rates for vouchers
- Success in getting more vouchers for specialized populations (veterans, families with children in foster care, and non-elderly disabled persons)

1.4. Property Management

- Continued improvement in unit turns, work order response and other indicia of good property management
- Building the asset management function
- Improved REAC scores

1.5. Building Community

- Salishan Association
- Salishan Homeownership for People of Color
- Salishan Shine
- Swan Creek and First Creek Planning
- Bergerson Terrace mural

1.6. Environmental Responsibility

- Salishan
- Hillside Terrace design

1.7. Financial Sustainability

- Changes to voucher and public housing programs to make them more financially sustainable
- Hillside Terrace planning to earn developer fees and operational income
- Diversification of program income to include private sources such as the Gates Foundation
- Selling development services

1.8. Advocacy and Public Education

- Pierce County Affordable Housing Task Force
- Tacoma's Affordable Housing Policy Advisory Group
- THA Data and Information Digital Library
- Legislative advocacy (local, state and federal)

1.9. Administration

- Desk Manual and Forms Project
- Digital dashboard
- Risk Management Project
- Employee Benefit Package Review
- Budget Process Design
- Improving purchasing processes

Overall, I think we have chosen our work well. The strategic planning will enhance this work in at least three ways: it will make our choices even more intentional and aligned with strategic direction from the Board; it will allow us to tell how we will measure success; it will allow us to more easily identify relative priorities.

2. FEDERAL BUDGET NEWS

Congress and the President have agreed on the outline of sorts to reduce the federal deficit and the debt. The broad terms of the deal direct Congress to cut \$1 trillion from the budget over the next ten years, about \$100 billion per year. These cuts will **not** come from defense, Social Security or Medicare. The deal also directs another \$1.5 trillion or so in across the board cuts over that time unless by the end of the year a designated Committee of 12 people from the House and Senate does not agree and Congress does not enact an equivalent amount in specific cuts and/or new taxes.

This deal means at least two things for THA. **First**, Congress can now resume its work on a budget for FY 2012. That is good because those talks had been stalled pending the debt discussions. The debt deal does not direct how much in cuts should come from the budget of any specific federal agency, including HUD. The amount, however, is likely to be a lot. Congress has the normal deadline of October 1st to get it done. It may miss that deadline, which would also be normal. THA is participating with the Seattle Housing Authority and the King County Housing Authority in discussions with House and Senate budget writers. The

main topic of these discussions is language we have proposed that will determine how the likely cuts will affect MTW agencies.

Second, the longer term consequences of this deal are hard to assess but they are likely to be dreary for HUD programs. Reducing the debt and the deficit will likely require tax increases and cuts in defense and Medicare. Yet Congress has been reluctant to do any of that. That would mean that the cuts may fall disproportionately on programs for the needy. That would also mean that the deficit and the debt will not diminish significantly.

All this, of course, remains contingent on the results of the 2012 elections.

3. FEDERAL AGENDA

We are also communicating with our federal delegation about issues particular to THA. I attach my memo of July 28, 2011 to the delegation. We have also discussed this agenda with the City, which will support it with its own efforts.



Tacoma Housing Authority Project Database

ALL PROJECTS

August 17, 2011

| Project Title | Number | Status Due Date | Priority |
|---|------------|---------------------|----------|
| ADMINISTRATION | | | |
| 1. ADMIN - CY2012 DEPARTMENT BUDGET | AD-2011-4 | OPEN 9/30/2011 | 2 |
| 2. ADMIN - DEPARTMENT FORMS AND PROCESSES | AD-2011-6 | OPEN Ongoing | 2 |
| 3. ADMIN - DEPARTMENT PERFORMANCE MEASURES | AD-2011-7 | OPEN Ongoing | 2 |
| 4. ADMIN - DESK MANUALS AND FORMS PROJECT | AD-2009-3 | OPEN 12/31/2010 | 2 |
| 5. ADMIN - DEVELOP DEPARTMENT LIBRARY | AD-2011-5 | OPEN 10/31/2011 | 3 |
| 6. ADMIN - DOCUMENT MANAGEMENT SYSTEM DESIGN AND CREATION | AD-2006-2 | OPEN 6/29/2012 | 2 |
| 7. AGENCY WIDE CALENDAR | EX-2006-10 | FUTURE | |
| 8. ALL STAFF RETREAT 2006 | EX-2006-27 | CLOSED 2/28/2007 | |
| 9. ALL STAFF RETREAT 2007 | EX-2007-4 | CLOSED 7/6/2007 | |
| 10. ALL STAFF RETREAT 2008 | EX-2008-4 | CLOSED 7/21/2008 | |
| 11. ALL STAFF RETREAT 2009 | EX-2009-2 | CLOSED 8/31/2009 | |
| 12. ALL STAFF RETREAT 2010 | EX-2009-18 | CLOSED 6/30/2010 | |
| 13. ALL STAFF RETREAT 2011 | EX-2011-3 | CLOSED 7/1/2011 | 1 |

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|----------------------|--|---------------|----------------------------|-----------------|
| 14. | ANNUAL STATE AUDIT FY 07 | FD-2006-14 | CLOSED 5/31/2008 | |
| 15. | ANNUAL STATE AUDIT FY 08 | FD-2008-6 | CLOSED 9/7/2009 | |
| 16. | APRIL DAVIS' ORIENTATION | EX-2009-13 | CLOSED 3/5/2010 | |
| 17. | ASSET MGT - DESIGN OF RISK MANAGEMENT FUNCTION | AD-2009-1 | CLOSED 6/30/2010 | 2 |
| 18. | ASSET MGT - DEVELOP AGENCY VEHICLE PLAN | AD-2011-11 | OPEN 5/31/2012 | 2 |
| 19. | ASSET MGT - DEVELOP LIFE-CYCLE ANALYSIS TOOLS | AD-2011-10 | OPEN 11/30/2011 | 1 |
| 20. | ASSET MGT - DEVELOPMENT OF ASSET MANAGEMENT PLAN | AD-2011-9 | OPEN 3/31/2012 | 2 |
| 21. | ASSET MGT - HIRE ASSET MANAGER | AD-2011-12 | FUTURE | |
| 22. | ASSET MGT - TAX CREDIT YEAR 15 ANALYSIS | AD-2011-14 | OPEN 12/31/2011 | 1 |
| 23. | ASST MGT - CONVERT SALISHAN PROPERTY TAKEOFFS INTO DLR DATABASE | AD-2011-8 | OPEN 9/30/2011 | 3 |
| 24. | BoA NEIGHBORHOOD BUILDER AWARD | EX-2011-2 | OPEN 6/1/2011 | |
| 25. | BUDGET PROCESS FY 2008 | FD-2006-16 | CLOSED 2/29/2008 | |
| 26. | BUDGET PROCESS FY 2010 | FD-2008-7 | CLOSED 9/7/2009 | 1 |
| 27. | BUDGET PROCESS FY 2011 | FD-2009-13 | OPEN 6/30/2010 | |
| 28. | BUILDING & GROUNDS TECHNICIAN POSITION | HR-2009-6 | CLOSED | |

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|----------------------|---|---------------|----------------------------|-----------------|
| 29. | CABINET LEADERSHIP DEVELOPMENT | HR-2009-5 | CLOSED 2/28/2011 | |
| 30. | COAST MANAGEMENT CO: THA'S CLAIM | FD-2008-1 | CLOSED 5/22/2008 | |
| 31. | COMPLIANCE - DESIGN AND DEVELOP SYSTEM FOR TRACKING COMPLIANCE REPORTING CYCLES | AD-2011-15 | OPEN 10/31/2011 | 2 |
| 32. | COMPLIANCE - QA REVIEWS | AD-2011-16 | OPEN 10/31/2011 | 2 |
| 33. | CONTRACT ADMINISTRATION: RESOLVE PROBLEMS IN CURRENT CONTRACTS | RM-2008-8 | CLOSED 5/22/2009 | |
| 34. | CUSTOMER SERVICE IMPROVEMENT PLAN | EX-2006-14 | FUTURE | |
| 35. | DEPARTMENT NAME CHANGES | EX-2008-11 | CLOSED 12/31/2009 | |
| 36. | DESIGN THE ANNUAL BUDGET PROCESS | FD-2009-2 | OPEN 6/30/2010 | |
| 37. | DESIGN YEAR END CLOSE PROCESS | FD-2009-3 | CLOSED 3/31/2010 | |
| 38. | DESK MANUAL PROJECT PLAN | EX-2006-6 | CLOSED 6/30/2010 | |
| 39. | DIRECTOR OF REAL ESTATE DEVELOPMENT ORIENTATION | HR-2010-6 | CLOSED 1/31/2011 | |
| 40. | DIVERSITY MANAGEMENT PLAN | HR-2006-11 | FUTURE | |
| 41. | DOCUMENT MANAGEMENT AND ORGANIZATION | RD-2011-8 | OPEN 12/31/2011 | 1 |
| 42. | EMPLOYEE BENEFIT PACKAGE REVIEW | HR-2010-3 | OPEN 12/31/2011 | 1 |
| 43. | EMPLOYEE ENGAGEMENT SURVEY | HR-2009-7 | CLOSED 1/31/2011 | 1 |

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|----------------------|--|---------------|----------------------------|-----------------|
| 44. | EMPLOYEE ENGAGEMENT SURVEY | HR-2011-2 | OPEN 12/30/2011 | 1 |
| 45. | EMPLOYEE FUND | HR-2007-11 | CLOSED | |
| 46. | EMPLOYEE RECOGNITION PLAN | HR-2006-12 | FUTURE | |
| 47. | EXECUTIVE COACHING-FINANCE & ADMINISTRATION DEPARTMENTS | HR-2011-6 | OPEN 12/31/2011 | 1 |
| 48. | EXECUTIVE DIRECTORS' INITIAL CONSULTATIONS | EX-2007-2 | CLOSED 4/1/2005 | |
| 49. | EXECUTIVE OFFICE ORGANIZATION | EX-2006-44 | OPEN 9/30/2011 | 2 |
| 50. | FINANCE DIRECTOR RECRUITMENT AND HIRING | HR-2008-4 | CLOSED 12/31/2008 | |
| 51. | FISCAL YEAR 2011 ANNUAL PLAN | RM-2010-1 | CLOSED 4/16/2010 | |
| 52. | FORMS MANAGEMENT PROJECT PLAN | EX-2007-20 | CLOSED 6/30/2010 | |
| 53. | H1N1 VIRUS RESPONSE | HR-2009-3 | CLOSED 4/30/2010 | |
| 54. | HUD RECAPTURE OF PHASE DOWN INCOME | EX-2007-21 | CLOSED 2/1/2009 | |
| 55. | IMPLEMENT ADP BENEFIT SOFTWARE | HR-2007-9 | FUTURE | |
| 56. | IMPLEMENT ADP HUMAN RESOURCES SOFTWARE | FD-2007-3 | CLOSED 6/30/2008 | |
| 57. | IMPLEMENTATION OF NEW ADMINISTRATIVE PLAN | RM-2011-1 | OPEN 9/30/2011 | 1 |
| 58. | IMPROVED REPORTING OF MANAGEMENT DATA | FD-2006-2 | OPEN 1/31/2010 | |

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|----------------------|--|---------------|----------------------------|-----------------|
| 59. | IN-HOUSE RESIDENT TRAINING PROGRAM | HR-2009-4 | FUTURE | |
| 60. | INSURANCE CONTRACT RENEWAL | HR-2007-4 | CLOSED 6/30/2008 | |
| 61. | INSURANCE POLICIES & OPEN ENROLLMENT HR-2006-13 | HR-2006-13 | CLOSED 6/30/2007 | |
| 62. | IT - AGENCY COMPUTER ASSESSMENT | AD-2011-17 | OPEN 9/30/2011 | 3 |
| 63. | IT - COMPUTERS FOR MAINTENANCE PERSONNEL | AD-2011-18 | OPEN 9/30/2011 | 2 |
| 64. | IT - COST TRACKING (SHAREPOINT) | AD-2011-19 | FUTURE | 3 |
| 65. | IT - DIGITAL DASHBOARD DISPLAY OF PERFORMANCE MEASURES AND RESULTS | AD-2006-3 | OPEN 12/30/2011 | 2 |
| 66. | IT - DISASTER RECOVERY PLAN | AD-2011-20 | OPEN 10/31/2011 | 1 |
| 67. | IT - INFRASTRUCTURE REDESIGN WITH FIRST FLOOR REMODEL | AD-2011-21 | OPEN 11/30/2011 | 2 |
| 68. | IT - INTRA-AGENCY FORMS (SHAREPOINT) | AD-2011-22 | OPEN 1/31/2012 | 3 |
| 69. | IT - ISYS ROLL OUT | AD-2011-23 | OPEN 11/30/2011 | 3 |
| 70. | IT - LONG-RANGE PLAN | AD-2011-24 | OPEN 5/31/2012 | 2 |
| 71. | IT - LOW RENT TRANSATIONS UPGRADES | AD-2011-25 | FUTURE | |
| 72. | IT - MTW CUSTOM SOFTWARE DESIGN, DEVELOPMENT, IMPLEMENTATION AND POST-IMPLEMENTATION | AD-2011-26 | OPEN 9/15/2011 | 1 |
| 73. | IT - REPORT INTEGRITY REVIEW | AD-2011-27 | OPEN 10/31/2011 | 1 |

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|----------------------|---|---------------|----------------------------|-----------------|
| 74. | IT - SERVER ROOM RECONFIGURATION | AD-2011-28 | FUTURE | |
| 75. | IT - SHAREPOINT IMPLEMENTATION | AD-2010-3 | OPEN 12/31/2012 | |
| 76. | IT - UPGRADE AGENCY TO OFFICE 2010 | AD-2009-2 | OPEN 12/30/2010 | |
| 77. | IT PROJECT MASTER OUTLINE | AD-2009-4 | FUTURE | |
| 78. | LITERACY IMPROVEMENT AMONG THA STAFF | HR-2009-2 | FUTURE | |
| 79. | LONG RANGE REVENUE FORECAST | FD-2006-17 | OPEN 6/30/2010 | |
| 80. | MAINTENANCE SPECIALIST PERFORMANCE EVALUATION FORM | HR-2010-5 | OPEN 7/8/2011 | 1 |
| 81. | MERIT BASED PAY SYSTEM | HR-2006-4 | OPEN 12/31/2011 | 3 |
| 82. | MOVING TO WORK STATUS FOR THA | RM-2009-7 | CLOSED 7/1/2010 | |
| 83. | MOVING TO WORK: NEGOTIATING MTW CONTRACT | RM-2010-3 | CLOSED 11/30/2010 | |
| 84. | OLD - INTRANET | AD-2006-4 | CLOSED | |
| 85. | OPEIU COLLECTIVE BARGAINING 2006 | HR-2006-5 | CLOSED 10/15/2006 | |
| 86. | OPEIU COLLECTIVE BARGAINING FOR NEW CONTRACT | HR-2011-4 | OPEN 2/15/2012 | 2 |
| 87. | OPEIU COLLECTIVE BARGAINING: 2008 WAGE RE-OPENER | HR-2006-17 | CLOSED 3/31/2008 | |
| 88. | OPEIU COLLECTIVE BARGAINING: NEW CONTRACT 2009 | HR-2007-8 | CLOSED 2/1/2009 | |

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|------|---|---------------|----------------------------|-----------------|
| 89. | OPEIU WAGE & INSURANCE BENEFIT RE-OPENER 2010 | HR-2010-2 | CLOSED 12/31/2010 | |
| 90. | OPEN ENROLLMENT | HR-2007-5 | CLOSED 6/30/2008 | |
| 91. | PACIFIC NORTHWEST REGIONAL COUNCIL OF NAHRO 2007 CONFERENCE IN TACOMA | EX-2006-39 | CLOSED 5/7/2007 | |
| 92. | PCHA BANKRUPTCY LAWSUIT AGAINST THA | FD-2010-3 | CLOSED 12/31/2010 | |
| 93. | PCI - DESIGN AND DEVELOP FIXED ASSETS TRACKING SYSTEM (SHAREPOINT) | AD-2011-2 | OPEN 2/29/2012 | 2 |
| 94. | PCI - DESIGN AND DEVELOP SYSTEM FOR STORING CONTRACTS AND LOGGING CONTRACT INFORMATION (SHAREPOINT) | AD-2011-3 | OPEN 10/31/2011 | 2 |
| 95. | PCI - PURCHASING CARD IMPLEMENTATION | AD-2011-1 | OPEN 11/30/2011 | 1 |
| 96. | PERFORMANCE EVALUATION SYSTEM | HR-2006-3 | CLOSED 6/30/2007 | |
| 97. | PERFORMANCE EVALUATION SYSTEM: REVISE AND IMPLEMENT | HR-2007-6 | FUTURE | |
| 98. | PIERCE COUNTY TRADE COUNCIL CBA IMPLEMENTATION | HR-2006-14 | CLOSED 1/1/2008 | |
| 99. | POLICY REVIEW | EX-2006-2 | OPEN 6/1/2011 | |
| 100. | POLISHING THE APPEARANCE OF THA WORK PRODUCT | EX-2006-4 | FUTURE | |
| 101. | PROJECT MANAGEMENT DATA BASE | EX-2006-26 | OPEN 12/31/2011 | |
| 102. | PROPERTY INVENTORY | EX-2008-3 | CLOSED 7/20/2009 | |
| 103. | REAL ESTATE DEVELOPMENT DIRECTOR RECRUITMENT | HR-2010-4 | CLOSED 10/29/2010 | |

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|----------------------|---|---------------|----------------------------|-----------------|
| 104. | REAL ESTATE MANAGEMENT DIRECTOR RECRUITMENT AND HIRING | HR-2009-1 | CLOSED 9/1/2009 | |
| 105. | REASONABLE ACCOMMODATION POLICY IMPLEMENTATION | EX-2006-41 | OPEN 1/1/2012 | 2 |
| 106. | RECRUITMENT FOR A HOUSING DEVELOPMENT DIRECTOR | HR-2006-15 | CLOSED 6/15/2007 | |
| 107. | REVIEW AND REVISE JOB DESCRIPTIONS | HR-2006-9 | CLOSED 3/10/2007 | |
| 108. | SAFETY COMMITTEE | HR-2011-5 | OPEN 4/30/2012 | 2 |
| 109. | SALARY AND CLASSIFICATION STUDY | HR-2011-1 | OPEN 12/30/2011 | 3 |
| 110. | SALARY RANGE REVIEW | HR-2006-2 | CLOSED 8/1/2006 | |
| 111. | SALISHAN ASSOCIATION RENTAL CAP AMENDMENT | RM-2009-5 | CLOSED 12/31/2009 | |
| 112. | SALISHAN RELATED LAY-OFF PLANS | HR-2006-8 | CLOSED 12/31/2007 | |
| 113. | SALISHAN WEB PRESENCE RESTRUCTURE | RD-2011-5 | OPEN 12/31/2011 | 2 |
| 114. | SHARE DRIVE | EX-2006-46 | OPEN 4/2/2010 | 2 |
| 115. | SITE BASED MANAGEMENT AND BUDGETING TRANSITION | RM-2006-1 | CLOSED 9/30/2010 | 1 |
| 116. | SITE BASED OPERATIONS TRANSITION | HR-2007-1 | CLOSED 7/11/2008 | |
| 117. | SMITH V. G STREET APARTMENTS - THA | EX-2010-5 | CLOSED | 1 |
| 118. | SOFTWARE UPGRADE - VISUAL HOMES | FD-2006-5 | CLOSED 6/30/2008 | |

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|----------------------|--|---------------|----------------------------|-----------------|
| 119. | SOFTWARE UPGRADES FOR TAX CREDIT COMPANIES | FD-2008-5 | CLOSED | |
| 120. | STATEMENTS OF VISION, MISSION, AND VALUES PUBLICATION | EX-2007-5 | CLOSED 2/29/2008 | |
| 121. | STRATEGIC PLANNING PROCESS DESIGN AND INITIAL IMPLEMENTATION | EX-2008-21 | OPEN 1/31/2012 | 1 |
| 122. | SUBSCRIPTIONS AND MEMBERSHIP MANAGEMENT | EX-2008-2 | CLOSED 8/31/2009 | |
| 123. | TACOMA HOUSING AUTHORITY SOFTWARE REPORTING | FD-2008-3 | CLOSED 9/30/2008 | |
| 124. | THA 2007 ANNUAL HUD PLAN | RM-2007-2 | CLOSED 4/17/2007 | |
| 125. | THA 2008 ANNUAL HUD PLAN | RM-2008-1 | CLOSED 4/23/2008 | |
| 126. | THA 2010 ANNUAL HUD PLAN AND 2010-2014 FIVE YEAR PLAN | RM-2009-1 | CLOSED 6/30/2009 | |
| 127. | THA BOARD RETREAT 2007 - FEBRUARY | EX-2006-45 | CLOSED 7/1/2007 | |
| 128. | THA BOARD RETREAT 2007 - SPRING | EX-2007-7 | CLOSED 7/13/2007 | |
| 129. | THA'S ORGANIZATIONAL CHART AND CHART OF RESPONSIBILITIES | EX-2006-5 | CLOSED 10/9/2006 | |
| 130. | TOP PLACES TO WORK DESIGNATION | HR-2008-3 | FUTURE | |
| 131. | TRADES COUNCIL COLLECTIVE BARGAINING | HR-2011-3 | OPEN 8/31/2011 | 1 |
| 132. | TRADES COUNCIL NEGOTIATIONS-CBA EXPIRES 5/31/08 | HR-2008-2 | CLOSED 4/3/2009 | |
| 133. | TRADES COUNCIL WAGE AND INSURANCE BENEFIT RE-OPENER 2010 | HR-2010-1 | CLOSED 8/27/2010 | |

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|---|---------------|----------------------------|-----------------|
| 134. TRAINING PLANS: GENERAL | HR-2006-7 | OPEN 12/31/2011 | 3 |
| 135. VISUAL HOMES ISSUE TRACKING SYSTEM | AD-2010-1 | CLOSED 12/31/2010 | 2 |
| 136. WASHINGTON STATE QUALITY AWARDS | EX-2006-1 | OPEN 11/1/2011 | 2 |
| 137. WEB SITE DEVELOPMENT PROJECT | FD-2006-6 | CLOSED 3/31/2010 | |
| 138. YEAR END CLOSE PROCESS FY 06 | FD-2006-13 | CLOSED 6/1/2008 | |

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|----------------------------|--|---------------|----------------------------|-----------------|
| ADVOCACY/PUBLIC ED. | | | | |
| 139. | ASSIST IN IMPLEMENTING AN ALTERNATIVE MTW PHAS | RM-2011-2 | OPEN 7/31/2012 | 1 |
| 140. | B&O TAX EXEMPTION FOR PHA VENDORS | EX-2010-9 | OPEN 7/31/2011 | |
| 141. | BILL AND MELINDA GATES FOUNDATION ADVISORY COMMITTEE ON HOMELESS PROGRAMS | EX-2007-14 | OPEN 10/1/2011 | |
| 142. | CITY OF TACOMA HOUSING POLICY | EX-2010-1 | OPEN Ongoing | 2 |
| 143. | CITY OF TACOMA'S SPECIAL NEEDS HOUSING ORDINANCE | EX-2006-32 | CLOSED 9/1/2007 | |
| 144. | CLARIFY STATE PROCUREMENT LAWS GOVERNING PHAS | EX-2007-19 | CLOSED 7/1/2011 | |
| 145. | DOWNTOWN, GET DOWN! AFFORDABLE HOUSING IN DOWNTOWN TACOMA | EX-2007-10 | CLOSED | |
| 146. | FIRE DISTRICT NEGOTIATIONS WITH PUBLIC HOUSING AUTHORITIES FOR PAYMENT FOR FIRE SERVICES | EX-2007-13 | CLOSED 9/30/2008 | |
| 147. | GROWING TRANSIT COMMUNITIES CONSORTIUM: PUGET SOUND REGIONAL COUNCIL: 2011-2014 | EX-2011-4 | OPEN 2/28/2014 | 3 |
| 148. | HOMELESSNESS AND FOSTER CARE: STATE LEGISLATIVE SOLUTIONS | EX-2008-1 | OPEN 7/1/2011 | 3 |
| 149. | NEW TACOMA NEIGHBORHOOD COUNCIL AFFORDABLE HOUSING TASK FORCE | EX-2007-6 | CLOSED 10/31/2007 | |
| 150. | PIERCE COUNTY FAMILY HOMELESSNESS PLAN INITIATIVE | EX-2009-11 | OPEN 1/1/2011 | |
| 151. | PIERCE COUNTY HOUSING AFFORDABILITY TASK FORCE | EX-2006-31 | OPEN 1/1/2012 | |

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|----------------------|---|---------------|----------------------------|-----------------|
| 152. | PROJECT BASED VOUCHERS POLICY ISSUES: LEGISLATIVE AND ADMINISTRATIVE ADVOCACY | EX-2006-34 | CLOSED 1/8/2008 | |
| 153. | REGIONAL HOUSING PLANNING PROCESSES | EX-2007-3 | CLOSED 2/13/2009 | |
| 154. | REVIEW OF WASHINGTON STATE AFFORDABLE HOUSING TASK FORCES | EX-2007-11 | CLOSED 10/31/2008 | |
| 155. | SALISHAN PHASE II RIBBON CUTTING CELEBRATION | EX-2009-3 | CLOSED 8/31/2009 | |
| 156. | STATE FUNDED HOUSING ASSISTANCE FOR HOMELESS YOUTH: LEGISLATIVE ADVOCACY | EX-2006-29 | CLOSED 6/1/2008 | |
| 157. | STIMULUS FUNDING PRESS CONFERENCE | EX-2009-6 | CLOSED 4/17/2009 | |
| 158. | TACOMA LIGHT LINK EXTENSION ADVISORY PANEL | EX-2010-8 | CLOSED 2/2/2011 | 3 |
| 159. | TACOMA-PIERCE COUNTY AFFORDABLE HOUSING CONSORTIUM | EX-2006-38 | OPEN Ongoing | |
| 160. | TACOMA-PIERCE COUNTY ROAD HOME LEADERSHIP TEAM | EX-2006-33 | CLOSED | |
| 161. | THA COMMUNITY COMMUNICATION STRATEGY | EX-2006-35 | OPEN 4/24/2009 | |
| 162. | THA LIBRARY | AD-2006-5 | OPEN 3/1/2011 | 2 |
| 163. | UNITED WAY OF PIERCE COUNTY'S HOUSING AND INCOME IMPACT TEAM | EX-2010-6 | OPEN Ongoing | |
| 164. | WASHINGTON STATE LEGISLATIVE ACTIVITY | EX-2006-36 | OPEN Ongoing | |
| 165. | WINTHROP HOTEL REDEVELOPMENT OR SALE | EX-2006-30 | OPEN 1/1/2012 | |

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|----------------------|---|---------------|----------------------------|-----------------|
| ASSISTANCE | | | | |
| 166. | 2007 CLIENT-CENTERED COMMUNITY NEEDS ASSESSMENT | CS-2007-2 | CLOSED 5/25/2007 | |
| 167. | 2007 HUD SUPER NOFA | CS-2007-1 | CLOSED 8/30/2007 | |
| 168. | 2008 HUD SUPER NOFA | CS-2008-4 | CLOSED 8/29/2008 | |
| 169. | 2009 YOUTH SUMMER ACTIVITIES | CS-2009-2 | CLOSED 9/11/2009 | |
| 170. | ANALYSIS OF THE HOUSING AND ECONOMIC RECOVERY ACT OF 2008 | EX-2008-19 | CLOSED 12/5/2008 | |
| 171. | COLLEGE BOUND SCHOLARSHIP ANNUAL SIGN UP: 2009 - 2010 | CS-2009-3 | CLOSED 9/30/2010 | |
| 172. | COLLEGE BOUND SCHOLARSHIP ANNUAL SIGN UP: 2010-2011 | CS-2010-2 | OPEN 9/30/2011 | 2 |
| 173. | COMMUNITY SERVICE STRATEGY | CS-2006-2 | OPEN 12/15/2011 | 1 |
| 174. | COMPUTER LABS: INCREASING HOURS AND USAGE | CS-2009-1 | CLOSED 3/30/2011 | 2 |
| 175. | EDUCATION PROJECT | CS-2006-6 | OPEN 4/1/2014 | 1 |
| 176. | FAMILY UNIFICATION PROGRAM APPLICATION | RM-2010-6 | CLOSED 6/30/2011 | 2 |
| 177. | FAMILY UNIFICATION PROGRAM IMPLEMENTATION | RM-2009-8 | CLOSED 9/1/2010 | 2 |
| 178. | FAMILY UNIFICATION PROGRAM VOUCHERS: APPLICATION 2009 | RM-2008-4 | CLOSED 9/1/2009 | |
| 179. | FRONT DOOR PROJECT FOR HOMELESS STUDENTS | CS-2006-18 | OPEN 9/30/2010 | 2 |
| 180. | GRANT FUNDING AND EARNED INCOME FOR COMMUNITY SERVICES | CS-2006-7 | OPEN Ongoing | 1 |

ALL PROJECTS**August 17, 2011**

| | Project Title | Number | Status | Priority |
|------|--|------------|----------------------|----------|
| | | | Due Date | |
| 181. | HOMEOWNERSHIP PROGRAMS: INTERIM REPORT ON OUTCOMES AND PROTECTION AGAINST UNWISE BORROWING | CS-2007-6 | CLOSED 7/1/2008 | |
| 182. | HOUSING CHOICE VOUCHER LANDLORD RELATIONS | RM-2006-3 | OPEN Ongoing | |
| 183. | HUD VOLUNTARY COMPLIANCE AGREEMENT | EX-2006-24 | CLOSED 3/22/2008 | |
| 184. | INDEPENDENT YOUTH HOUSING PROGRAM FOR FOSTER CARE GRADUATES | EX-2007-23 | OPEN 1/1/2010 | |
| 185. | MCCARVER ELEMENTARY SCHOOL INITIATIVE | CS-2010-3 | OPEN 6/30/2017 | 1 |
| 186. | MOVING TO WORK IMPLEMENTATION | RM-2010-4 | OPEN Ongoing | 1 |
| 187. | NEIGHBORHOOD STABILIZATION PROGRAM I | RD-2008-3 | OPEN 1/1/2011 | |
| 188. | NON-ELDERLY DISABLED VOUCHER APPLICATION - DSHS PARTNERSHIP | CS-2008-6 | CLOSED 7/1/2011 | 2 |
| 189. | OUTCOME TRACKING SYSTEM FOR COMMUNITY SERVICES | CS-2006-8 | CLOSED 11/30/2009 | |
| 190. | PASSAGE POINT PROJECT | EX-2006-28 | CLOSED 2/1/2010 | |
| 191. | PIERCE COUNTY HOUSING AUTHORITY-THA COORDINATION | RM-2006-14 | OPEN 12/31/2010 | 3 |
| 192. | REFERRAL AND INFORMATION PLAN | CS-2006-4 | CLOSED 5/1/2009 | |
| 193. | SALISHAN CHILDREN'S IDA PROJECT | CS-2010-1 | FUTURE | |
| 194. | UTILIZE 2010 ALLOCATION OF 100 NON ELDERLY DISABLED (NED) VOUCHERS | RM-2011-3 | OPEN 12/30/2011 | 1 |
| 195. | VETERANS ADMINISTRATION SUPPORTIVE HOUSING (VASH) APPLICATION | RM-2010-7 | CLOSED 1/26/2011 | 1 |

ALL PROJECTS**August 17, 2011**

| Project Title | | Number | Status Due Date | Priority |
|----------------------|---|---------------|----------------------------|-----------------|
| 196. | VITA SITE IMPLEMENTATION 2006-07 | CS-2006-17 | CLOSED 12/1/2007 | |
| 197. | VITA SITE IMPLEMENTATION 2007-08 | CS-2007-8 | CLOSED 10/1/2008 | |
| 198. | VITA SITE IMPLEMENTATION 2008-09 | CS-2008-7 | CLOSED 7/31/2009 | |
| 199. | WASL PILOT PROJECT AND VOUCHERS | RM-2006-12 | CLOSED 6/30/2008 | |
| 200. | WELCOME HOME PROJECT FOR HOMELESS FAMILIES | CS-2006-16 | CLOSED 1/30/2009 | |
| 201. | YOUTH HOUSING | CS-2006-10 | OPEN 1/1/2012 | 2 |

ALL PROJECTS**August 17, 2011**

| Project Title | | Number | Status Due Date | Priority |
|-----------------------------|---|---------------|----------------------------|-----------------|
| BUILDING COMMUNITIES | | | | |
| 202. | MLK CORRIDOR REDEVELOPMENT PLANNING | RD-2009-5 | OPEN 12/31/2011 | 1 |
| 203. | SALISHAN ACTIVE, HEALTHY, CONNECTED | RM-2008-3 | CLOSED 10/31/2010 | |
| 204. | SALISHAN BUS SERVICE MODIFICATIONS | RM-2009-6 | CLOSED 1/1/2010 | |
| 205. | SALISHAN HOMEOWNERSHIP FOR PEOPLE OF COLOR | CS-2007-3 | OPEN 2/1/2012 | 2 |
| 206. | SALISHAN SHINE | EX-2007-22 | OPEN 2/1/2010 | |

ALL PROJECTS**August 17, 2011**

| August 17, 2011 | | | Priority |
|------------------------------|-----------|--------------------|----------|
| Project Title | Number | Status Due Date | |
| ENVIRONMENTAL RESPONSIBILITY | | | |
| 207. SWAN AND FIRST CREEK | RD-2011-1 | OPEN 12/31/2011 | |

ALL PROJECTS**August 17, 2011**

| Project Title | | Number | Status Due Date | Priority |
|---------------------------------|--|---------------|----------------------------|-----------------|
| FINANCIAL SUSTAINABILITY | | | | |
| 208. | CONTRACT ADMINISTRATION BUSINESS STRATEGY | RM-2006-6 | CLOSED | 3 |
| 209. | FUND DEVELOPMENT | EX-2006-16 | FUTURE | |
| 210. | MEDICAID REIMBURSEMENT PROJECT | CS-2006-15 | CLOSED 4/1/2009 | |
| 211. | MORTGAGE BROKERAGE SERVICES | CS-2008-1 | FUTURE | |
| 212. | PROJECT MANAGEMENT DATA BASE: MARKETING AND SALE | EX-2009-8 | OPEN 4/1/2010 | |
| 213. | REAL ESTATE DEVELOPMENT ACTIVITIES TOOL KIT | RD-2011-3 | OPEN 7/1/2011 | 2 |
| 214. | REASONABLE ACCOMMODATION MARKETABILITY STUDY PROJECT | EX-2009-21 | OPEN 12/31/2010 | |
| 215. | RHODES BUILDING PURCHASE | RD-2007-6 | CLOSED 9/19/2008 | |
| 216. | SCATTERED SITE PUBLIC HOUSING UNITS DISPOSITION | RD-2006-10 | OPEN 6/30/2010 | |
| 217. | SELLING ENVIRONMENTAL CONSULTING AND CERTIFICATION SERVICES | RD-2007-5 | CLOSED | |
| 218. | SELLING PROPERTY INSPECTION SERVICES | RM-2007-6 | FUTURE | 2 |
| 219. | SELLING PROPERTY MANAGEMENT SERVICES | RM-2007-4 | FUTURE | 2 |
| 220. | VISUAL HOMES: TRAINING AND CONSULTANT SERVICES | FD-2007-4 | CLOSED | |
| 221. | YAKIMA AVENUE LOT SALE | RD-2006-8 | OPEN Ongoing | |

ALL PROJECTS**August 17, 2011**

| Project Title | | Number | Status Due Date | Priority |
|----------------------------|---|---------------|----------------------------|-----------------|
| PROPERTY MANAGEMENT | | | | |
| 222. | ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACOP) REVISIONS | RM-2010-2 | OPEN 6/30/2011 | 1 |
| 223. | ASSET MGT - DESIGN OF ASSET MANAGEMENT FUNCTION | AD-2006-1 | OPEN 7/7/2012 | 1 |
| 224. | ASSET MGT - MANAGEMNET AGREEMENTS FOR THA-OWNED AND OPERATED PROPERTIES | AD-2011-13 | FUTURE 12/31/2011 | 3 |
| 225. | CRIME CONTROL EFFORTS | RM-2008-5 | CLOSED 12/31/2008 | 2 |
| 226. | DISASTER PLAN | RM-2006-2 | OPEN 1/31/2012 | |
| 227. | FIRE ALARM TRAINING FOR RESIDENTS OF SENIOR BUILDINGS | RM-2007-8 | CLOSED 8/30/2008 | |
| 228. | HEARING TRACKING SYSTEM | RM-2006-9 | OPEN 3/31/2012 | 2 |
| 229. | IMPLEMENTATION OF ON-CALL AGREEMENT | HR-2006-16 | CLOSED 6/30/2007 | |
| 230. | NEIGHBORHOOD AND COMMUNITY RELATIONS | RM-2006-4 | CLOSED | |
| 231. | REAL ESTATE MANAGEMENT AND HOUSING SERVICES: MISCELLENEOUS | RM-2006-7 | FUTURE | 3 |
| 232. | RESIDENT COUNCILS AND ADVISORY COUNCILS CIVIC PARTICIPATION | RM-2007-3 | FUTURE | 2 |
| 233. | SALISHAN ASSOCIATION MANAGEMENT | RM-2008-9 | OPEN Ongoing | 2 |
| 234. | SALISHAN SPEED BUMPS | RM-2009-4 | CLOSED 8/31/2009 | |
| 235. | SEGREGATION OF SENIORS AND YOUNGER DISABLED PERSONS IN THA HIGH RISES | RM-2008-7 | FUTURE | 3 |

ALL PROJECTS

August 17, 2011

| Project Title | | Number | Status Due Date | Priority |
|---------------|--|-----------|--------------------|----------|
| 236. | SMOKING BAN EXTENSION TO OTHER THA PROPERTIES | RM-2008-6 | FUTURE | 2 |

ALL PROJECTS**August 17, 2011**

| Project Title | | Number | Status Due Date | Priority |
|--------------------------------|---|---------------|----------------------------|-----------------|
| REAL ESTATE DEVELOPMENT | | | | |
| 237. | 1800 "G" STREET - PROJECT DEVELOPMENT | RD-2011-9 | OPEN 7/31/2013 | 1 |
| 238. | 1800 HILLSIDE TERRACE | RD-2010-5 | FUTURE | |
| 239. | ADMIN SPACE STUDY AND DESIGN/CONSTRUCTION | RD-2011-4 | OPEN 1/16/2013 | |
| 240. | ARRA FORMULA CAPITAL FUNDS | RD-2010-2 | OPEN 3/17/2012 | |
| 241. | COORDINATION OF HOUSING DEVELOPMENT WITH LOCAL GOVERNMENTS | RD-2006-3 | OPEN Ongoing | |
| 242. | ELKS PROJECT | RD-2011-10 | OPEN 10/31/2011 | 2 |
| 243. | G STREET RE-PIPE | RD-2010-3 | CLOSED 7/15/2010 | |
| 244. | GENERAL CONTRACTOR ROLE FOR THA: AN ANALYSIS | RD-2011-11 | OPEN 9/30/2011 | 3 |
| 245. | HILLSDALE HEIGHTS HOUSING DEVELOPMENT | RD-2006-1 | OPEN 12/31/2011 | |
| 246. | HILLSIDE TERRACE 2500 BLOCK REDEVELOPMENT | RD-2006-6 | OPEN 12/31/2013 | 1 |
| 247. | HILLSIDE TERRACE HOPE VI GRANT APPLICATION - 2008 | RD-2008-1 | CLOSED 8/28/2009 | |
| 248. | HILLSIDE TERRACE HOPE VI OR CHOICE NEIGHBORHOODS GRANT | RD-2010-6 | CLOSED 12/1/2010 | |
| 249. | INTERGENERATIONAL HOUSING DEVELOPMENT AND THA | RD-2011-12 | OPEN 7/4/2012 | 3 |
| 250. | LAKESIDE LANDING ACQUISITION | RD-2008-2 | CLOSED 6/30/2009 | |
| 251. | LOWER PORTLAND AVENUE COMMUNITY DEVELOPMENT PROJECT | RD-2008-4 | OPEN 1/1/2012 | |

ALL PROJECTS**August 17, 2011**

| Project Title | | Number | Status Due Date | Priority |
|----------------------|--|---------------|----------------------------|-----------------|
| 252. | MIXED FINANCE MATRICES | RD-2009-2 | OPEN 7/1/2010 | |
| 253. | NEW SALISHAN MAINTENANCE BUILDING PHASE 2A | RD-2007-3 | CLOSED 6/10/2009 | |
| 254. | POINT RUSTON AFFORDABLE HOUSING COMPONENT | RD-2009-1 | OPEN 10/1/2010 | |
| 255. | PROCURE LEGAL SERVICES | RD-2007-1 | CLOSED 1/15/2007 | |
| 256. | REAL ESTATE DEVELOPMENT OR PURCHASE OPPORTUNITIES | RD-2006-2 | OPEN Ongoing | |
| 257. | REVOLVING LOAN FUND PROJECT | EX-2008-15 | OPEN 5/1/2010 | |
| 258. | SALISHAN CITIBANK LOAN PAYMENT OR RENEGOTIATION | RD-2010-1 | OPEN 2/28/2011 | |
| 259. | SALISHAN EDUCATION, TRAINING AND RETAIL CENTER | RD-2007-8 | OPEN 1/1/2011 | |
| 260. | SALISHAN HOME SALES - AREA 3 | RD-2007-4 | OPEN 6/30/2014 | |
| 261. | SALISHAN REDEVELOPMENT | RD-2006-5 | OPEN 1/1/2012 | |
| 262. | STEWART COURT REHABILITATION & WORKOUT | RD-2011-6 | OPEN 3/31/2012 | 1 |
| 263. | STIMULUS MONEY PROJECT | EX-2009-1 | OPEN 4/1/2010 | |
| 264. | THA AS PUBLIC DEVELOPMENT AUTHORITY (PDA). | EX-2008-13 | CLOSED 7/1/2009 | 2 |
| 265. | THA PARKING LOT | RD-2010-4 | OPEN 5/27/2011 | |
| 266. | WINDSTAR APARTMENTS: WADE V. GRE AND THA | EX-2008-23 | CLOSED 4/28/2006 | |

ALL PROJECTS**August 17, 2011**

| Project Title | Number | Status | Priority |
|-----------------------------------|---------------|--------------------|-----------------|
| | | Due Date | |
| 267. WORKFORCE HOUSING INITIATIVE | RD-2011-7 | OPEN 12/31/2011 | 1 |



TACOMA HOUSING AUTHORITY

To: Senator Patty Murray
Senator Maria Cantwell
Representative Norm Dicks
Representative Adam Smith

From: Michael Mirra

Date: July 28, 2011

Re: THA's Need for Federal Assistance and Approvals

I hope this finds you all well.

I write to let you know about two of the Tacoma Housing Authority's ambitious plans and developments. They will require either funding or approvals from HUD. If you can be helpful, we would be very grateful. Please let me know if you need any further information.

1. OLD HILLSIDE TERRACE REDEVELOPMENT

Old Hillside Terrace is old public housing that THA owns and operates at the 1800 & 2500 blocks on Tacoma's Hilltop. It is substandard, obsolete and unsightly. We need to tear it down and rebuild it. We have a plausible financing plan to do this, using mostly private funds. The proposed project would replace 104 old public housing units with 140 units of rental housing in a mix of public housing and unsubsidized affordable housing, with important community buildings and services. These are our goals for this project:

- no decrease in number of units affordable to the neediest families
- increase in the number of units overall
- increase in the range of incomes to include workforce units
- Head Start facility and other community services
- environmentally innovative
- lovely design

The project's budget totals \$36 million. Most of this money will come from private investors through the Low-Income Housing Tax Credits Program (competitive "9%" credits) and from commercial lenders. THA is also contributing \$2.3 million of its own funds. We need HUD's assistance and approval in five ways:

1.1 Community Center – Capital Fund Grant Request

On July 21, THA submitted an application to HUD's Capital Fund Community Facilities (CFCF) Program for \$1.85 million to help build a 7,150 square foot community center at New Hillside Terrace. The community center will not only serve as a central gathering place for the community and for community activities, but it will also house a new Head Start facility, that the Tacoma Public Schools District will operate.

The CFCF Program is highly competitive, but because our program will serve the highest need families in the community, and because our partnership with Tacoma Public Schools is strong, we are hopeful.

The CFCF Program sits within the Capital Fund Program within Public and Indian Housing at HUD.

1.2 Demolition and Disposition Application and Support

THA needs HUD's permission to demolish Old Hillside. In August 2011, THA will submit a request to HUD for this permission. We expect HUD to complete its review within 90 days (by the end of October). HUD's approval of this request would effectively "turn off" the public housing subsidy that THA currently receives for this property. It would also enable THA to relocate current residents to comparable affordable housing in the community; and to remove buildings and infrastructure from the site, preparing it for redevelopment.

1.3 Tenant Protection Vouchers

THA needs Housing Choice Vouchers (HCV) to relocate the present residents to other affordable housing in the community that will not cost more than the rent they paid at Old Hillside. These vouchers are called HCV Tenant Protection Vouchers. THA will apply to HUD for 104 of them, enough for everyone at Old Hillside.

In the past, HUD has indicated that its approval and allocation of these vouchers are nearly "automatic" given their vital importance to the public housing tenants being displaced by redevelopment. Yet, we must worry whether the funding will be available. We hope that Congress and the Administration continue the long-term commitment to funding an adequate supply HCV Tenant Protection Vouchers. It is hard to do redevelopment, even with mostly private funds as we propose, without these vouchers for the families we must displace to get such work done.

HUD's Special Applications Center, under the Deputy Secretary for Public Housing investments, will review our requests for demolition and disposition approval – and for the related HCV Tenant Protection Vouchers.

1.4 Replacement Housing Factor (RHF) Funds

THA, like other public housing authorities, gets a type of money from HUD called Replacement Housing Factor (RHF) funds. We need to use RHF for THA's contribution to the cost of building New Hillside Terrace. As you know, THA is a Moving to Work (MTW) public housing authority. MTW agencies have flexibility to use their funds – including their RHF funds – to leverage debt and otherwise to fund projects like Hillside Terrace that meet local housing needs. However, in 2010

HUD issued a Capital Fund Guidance that would have the effect of limiting this flexibility and preventing us from using the RHF funds to build New Hillside.

THA is participating with other MTW agencies, led by the Seattle Housing Authority, in an effort to prevail on HUD to reverse or amend its 2010 Capital Fund Guidance in ways that would allow RHF funds to be used to support projects, like Hillside Terrace.

These discussions are with HUD's Deputy Assistant Secretary for Public Housing investments, Dominique Blom.

1.5 Blended Subsidies

An innovative feature of the Hillside Terrace project – another example of the leverage potential afforded to Moving to Work agencies – is the Blended Subsidy program, pioneered by the Portland Housing Authority (now, called Home Forward).

With blended subsidies in place at Hillside Terrace, THA will be able to “turn on” public housing subsidies that will have been turned off when the old property was demolished. Turning these subsidies back on will keep them in use for the community. That is good. Then, because public housing operating subsidies alone will not be enough to operate New Hillside Terrace, THA will also draw from its MTW funds to layer additional subsidies up to the monthly HAP payment standard per unit. This will allow the property to function in good order and to meet debt service.

THA needs two types of HUD approvals to make blended subsidies work at New Hillside Terrace. **First**, HUD needs to approve THA's 2012 Moving to Work Plan, which will include Blended Subsidies as an activity. (The MTW Office at HUD will receive our 2012 MTW proposed plan in October.) **Second**, HUD will need to review and approve our Mixed Finance Application for Hillside Terrace in which THA will request that HUD return public housing subsidies to Hillside Terrace, through our blended subsidy authority provided in our MTW Plan.

2 SALISHAN COMMUNITY CAMPUS

As you know Salishan's rental construction is about finished. It has become the development jewel the community envisioned when we started. Your help made it possible!

We still have the community campus to complete. This is the important center of the community. It is where Community Health Care has built the impressive Kimi and Dr. George Tanbara Medical and Dental Clinic. We also seek to build the following community facilities:

- **public library:** You may know that the Tacoma Public Library closed its library across the street from Salishan. This was a serious blow to East Tacoma. Salishan's community campus is the best hope for East Tacoma to recover its library. The City has committed \$ 3 million to purchase and furnish space for a new library in Salishan. We now need to build the building to hold it.
- **Boys & Girls Club:** You may also know that East Tacoma has also lost its Boys & Girls Club. Salishan's community center may be the best chance to recover it.
- **Green grocer, credit union and child care provider**
We also seek to construct buildings to house social services, a green grocer, a credit union and a childcare provider.

Building these structures for these purposes will require financing that THA is trying to assemble. We will need help. If and when Congress resumes its consideration of earmarks, these facilities would be a very good use of such funds.

Cc: Mayor Marilyn Strickland
Tacoma City Council
Rey Arellano, Interim City Manager
Randy Lewis
Len Simon

ADMINISTRATION REPORTS

FINANCE



TACOMA HOUSING AUTHORITY

Motion

Adopt a consent motion ratifying the payment of cash disbursements totaling \$4,487,885 for the month of July, 2011.

Approved: August 24, 2011

Janis Flauding, Chairman

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

| Bank | Check Numbers | | Amount | Totals |
|---|---------------|-------------------|-----------|--------------------------------|
| From | To | | | |
| HERITAGE BANK | | | | |
| A/P Checking Account | | | | |
| Low Rent Module Checks | Check #'s | 2,214 - 2,261 | 5,292 | |
| Accounts Payable Checks | Check #'s | 73,737 - 73,973 | | |
| Central Office Cost Center | | | 240,105 | Program Support |
| Moving To Work Support Center | | | 42,472 | |
| Section 8 Programs | | | 21,554 | Section 8 Operations |
| SF Non-Assisted Housing - N. Shirley | | | 895 | Local Funds |
| SF Non-Assist Housing - 9SF Homes | | | 2,000 | |
| Stewart Court | | | 12,345 | |
| Wedgewood | | | 5,727 | |
| Salishan 7 | | | 17,465 | |
| Tacoma Housing Development Group | | | 1,415 | Development |
| Hillsdale Heights | | | 997 | |
| Salishan Program Income | | | 359 | |
| Salishan Area 3 | | | 7,623 | |
| NSP Grant | | | 4,679 | |
| Development Activity | | | 12,828 | |
| Salishan Area 2B-Dev | | | 1,303 | |
| Salishan 7 - Dev A/C | | | 810,853 | |
| Hillside Terrace Predevelopment | | | 5,528 | Community Service |
| Community Services General Fund | | | 8,999 | |
| Gates Ed Grant | | | 7,692 | |
| 2007 ROSS Fam H.O. | | | 5,327 | |
| 2008 ROSS Svc Coord | | | 1,723 | |
| 2011 WA Families Fund | | | 2,096 | Public Housing |
| AMP 1 - No K, So M, No G | | | 38,836 | |
| AMP 2 - Fawcett, Wright, 6th Ave | | | 46,384 | |
| AMP 3 - Lawrence, Orchard, Stevens | | | 40,837 | |
| AMP 4 - Hillside Terr - 1800/2500 | | | 29,114 | |
| AMP 5 - Salishan Common Areas | | | 1,341 | |
| AMP 6 - Scattered Sites | | | 11,298 | |
| AMP 7 - HT 1 - Subsidy | | | 2,834 | |
| AMP 8 - HT 2 - Subsidy | | | 2,373 | |
| AMP 10 - SAL 1 - Subsidy | | | 11,641 | |
| AMP 11 - SAL 2 - Subsidy | | | 5,317 | |
| AMP 12 - SAL 3 - Subsidy | | | 6,622 | |
| AMP 13 - SAL 4 - Subsidy | | | 5,073 | |
| AMP 14 - SAL 5 - Subsidy | | | 17,679 | |
| AMP 15 - SAL 6 - Subsidy | | | 12,309 | |
| Allocation Fund | | | 33,326 | Allocations-All Programs |
| THA SUBTOTAL | | | 1,484,260 | |
| Hillside Terrace 1 through 1500 | | | 2,786 | Tax Credit Projects - billable |
| Salishan I - through Salishan 6 | | | 294 | |
| Salishan Association - Operations | | | 9,258 | |
| TAX CREDIT SUBTOTAL (Operations - billable) | | | 12,337 | 1,496,596.93 |
| Section 8 Checking Account (HAP Payments) | | | | |
| SRO/HCV/TBRA/VASH/FUP | Check #'s | 458,268 - 459,407 | 1,035,051 | |
| | ACH | 24,876 - 25,773 | 1,523,103 | \$ 2,558,154 |
| US BANK | | | | |
| Payroll & Payroll Fees - ADP | | | | \$ 433,134 |
| TOTAL DISBURSEMENTS | | | | \$ 4,487,885 |



TACOMA HOUSING AUTHORITY

Date: August 24, 2011

To: THA Board of Commissioners

From: Ken Shalik
Director of Finance

Re: Finance Department Monthly Board Report

1. FINANCIAL STATEMENT COMMENTS

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

The Finance Department is submitting the financial statement for the month of June, 2011. The agency wide financials remain in very good shape for the Fiscal Year. I will only comment specifically on a couple of areas at this time. We are gearing up for full implementation of our MTW activities effective January 1st. In order to effectively communicate with the tenants, certain administrative expenses will increase the second half of CY 2011. Also we will be hiring additional Community Service staff to assist the tenants with hardships and additional services required through MTW. In reviewing the YTD actual amounts, I have made adjustments in the "Projected Actual" column for areas that I believe adjustments will be made due to timing issues. A couple of areas I would like to point out.

- Line 12 – Developer Fee Income – Due to cost savings in the Salishan 7 development we will be receiving approximately \$400,000 less in Developer Fee than budgeted.
- Lines 16 thru 36 – Administrative Expenses – There are many areas with variances. I am not seeing any areas of concern. Certain areas will increase as we provide additional information to tenants concerning our Moving to Work activities.
- Lines 46 - 50 – Maintenance Expenses – These expenses will most likely spike in the next couple of months due to preparation for REAC inspections.

Overall, the financial position is very healthy at the moment with a projected \$2,284,745 surplus (line 67), as compared to a budgeted \$1,767,475. I am not seeing any areas of real concern as we continue through the budget year.

2. INVESTMENTS

Surplus funds had been invested in Heritage checking and the Washington State Investment Pool. Rates with Heritage Bank currently remain at .51%, but will be reduced to .40% effective September 1. The Washington State Local Government Investment Pool currently provides a return rate of .15%.

3. YEAR-END UPDATE

There is nothing to report at this time.

4. BUDGET

We are preparing documents to commence the 2012 budget cycle in August.

**TACOMA HOUSING AUTHORITY
AGENCY WIDE**

| | | June, 2011 | | | | Thru 12/31/2011 | | |
|----|---|-----------------------|------------------------|-------------------|---------------|---------------------|-------------------|---------------|
| | | CURRENT MTH ACTUAL | YEAR TO DATE ACTUAL | BUDGETED YTD | VARIANCE | PROJECTED ACTUAL | BUDGETED | VARIANCE |
| | OPERATING RECEIPTS | | | | | | | |
| 1 | Revenue - Dwelling rent | 315,901 | 3,230,538 | 3,317,793 | -2.63% | 5,030,538 | 4,976,689 | 1.08% |
| 2 | Tenant Revenue - Other | 2,803 | 68,173 | 58,791 | 15.96% | 102,260 | 88,186 | 15.96% |
| 3 | HUD grant - Section 8 HAP reimbursemen | 2,620,900 | 31,542,230 | 32,229,715 | -2.13% | 47,713,345 | 48,344,573 | -1.31% |
| 4 | HUD grant - Section 8 Admin fee earned | 216,078 | 2,700,614 | 2,530,036 | 6.74% | 3,850,921 | 3,795,054 | 1.47% |
| 5 | HUD grant - Public Housing subsidy | 181,643 | 2,328,405 | 2,276,986 | 2.26% | 3,492,608 | 3,415,479 | 2.26% |
| 6 | HUD grant - Community Services/HOPE | 4,824 | 380,222 | 453,844 | -16.22% | 570,333 | 680,766 | -16.22% |
| 7 | HUD grant - Capital Fund Operating Reve | 6,168 | 742,398 | 550,753 | 34.80% | 792,398 | 826,130 | -4.08% |
| 8 | Management Fee Income | 235,714 | 2,736,041 | 2,926,315 | -6.50% | 4,104,062 | 4,389,473 | -6.50% |
| 9 | Other Government grants | 0 | 331,451 | 262,051 | 26.48% | 397,177 | 393,077 | 1.04% |
| 10 | Investment income | 18,220 | 159,553 | 120,943 | 31.92% | 201,553 | 181,415 | 11.10% |
| 11 | Fraud Recovery Income - Sec 8 | 3,525 | 44,684 | 39,133 | 14.18% | 62,026 | 58,700 | 5.67% |
| 12 | Other Revenue- Developer Fee Income | 0 | 500,492 | 1,673,105 | -70.09% | 2,109,657 | 2,509,657 | -15.94% |
| 13 | Other Revenue | 32,345 | 707,855 | 639,418 | 10.70% | 901,783 | 959,127 | -5.98% |
| 14 | TOTAL OPERATING RECEIPTS | 3,638,121 | 45,472,656 | 47,078,884 | -3.41% | 69,328,659 | 70,618,326 | -1.83% |
| | OPERATING EXPENDITURES | | | | | | | |
| | <i>Administrative Expenses</i> | | | | | | | |
| 15 | Administrative Salaries | 281,146 | 3,438,464 | 3,650,241 | -5.80% | 5,307,696 | 5,475,362 | -3.06% |
| 16 | Administrative Personnel - Benefits | 116,288 | 1,320,652 | 1,442,209 | -8.43% | 2,030,978 | 2,163,314 | -6.12% |
| 17 | Accounting & Audit Fees | 0 | 75,698 | 50,927 | 48.64% | 76,390 | 76,390 | 0.00% |
| 18 | Management Fees | 189,113 | 2,097,085 | 2,214,121 | -5.29% | 3,145,628 | 3,321,182 | -5.29% |
| 19 | Rent | 20,775 | 205,039 | 199,854 | 2.59% | 307,559 | 299,781 | 2.59% |
| 20 | Advertising | 0 | 1,479 | 11,141 | -86.72% | 10,219 | 16,711 | -38.85% |
| 21 | Data Processing Expenses | 7,947 | 169,408 | 203,105 | -16.59% | 294,112 | 304,657 | -3.46% |
| 22 | Office Supplies | 7,751 | 58,575 | 82,617 | -29.10% | 102,863 | 123,925 | -17.00% |
| 23 | Publications & Memberships | 695 | 37,341 | 49,426 | -24.45% | 56,012 | 74,139 | -24.45% |
| 24 | Telephone | 7,794 | 86,841 | 95,351 | -8.93% | 130,262 | 143,027 | -8.93% |
| 25 | Postage | 4,794 | 41,425 | 53,252 | -22.21% | 69,638 | 79,878 | -12.82% |
| 26 | Leased Equipment & Repairs | 2,297 | 59,334 | 60,647 | -2.17% | 89,001 | 90,971 | -2.17% |
| 27 | Office Equipment Expensed | 9,495 | 44,385 | 59,313 | -25.17% | 76,578 | 88,969 | -13.93% |
| 28 | Legal | 7,302 | 39,200 | 135,337 | -71.04% | 178,800 | 203,005 | -11.92% |
| 29 | Local Milage | 628 | 6,645 | 12,920 | -48.57% | 13,968 | 19,380 | -27.93% |
| 30 | Staff Training/Out of Town travel | 5,565 | 80,748 | 148,208 | -45.52% | 171,122 | 222,312 | -23.03% |
| 31 | Contract Services | 2,462 | 302,592 | 456,035 | -33.65% | 578,888 | 684,053 | -15.37% |
| 32 | Other administrative expenses | 30,878 | 146,168 | 144,899 | 0.88% | 219,252 | 217,349 | 0.88% |
| 33 | Due diligence - Development projects | 31,039 | 31,039 | 50,000 | -37.92% | 50,000 | 75,000 | -33.33% |
| 34 | Contingency | 0 | 0 | 0 | | 0 | 0 | |
| 35 | Total Administrative Expenses | 725,969 | 8,242,118 | 9,119,603 | -9.62% | 12,908,962 | 13,679,405 | -5.63% |

| | | June, 2011 | | | | Thru 12/31/2011 | | |
|----|--|-----------------------|------------------------|----------------------|---------------|----------------------|----------------------|---------------|
| | | CURRENT MTH ACTUAL | YEAR TO DATE ACTUAL | BUDGETED | VARIANCE | PROJECTED ACTUAL | BUDGETED | VARIANCE |
| | | | | | | | | |
| | Tenant Service | | | | | | | |
| 36 | Tenant Service - Salaries | 57,398 | 666,257 | 738,813 | -9.82% | 1,039,386 | 1,108,220 | -6.21% |
| 37 | Tenant Service Personnel - Benefits | 22,623 | 261,841 | 292,007 | -10.33% | 404,762 | 438,010 | -7.59% |
| 38 | Relocation Costs | 985 | 8,463 | 12,847 | -34.12% | 12,695 | 19,270 | -34.12% |
| 39 | Tenant Service - Other | 9,616 | 157,816 | 142,763 | 10.54% | 236,724 | 214,145 | 10.54% |
| 40 | Total Tenant Services | 90,622 | 1,094,377 | 1,186,430 | -7.76% | 1,693,566 | 1,779,645 | -4.84% |
| | Project Utilities | | | | | | | |
| 41 | Water | 2,279 | 104,426 | 117,625 | -11.22% | 156,639 | 176,438 | -11.22% |
| 42 | Electricity | 1,225 | 183,022 | 187,664 | -2.47% | 274,533 | 281,496 | -2.47% |
| 43 | Gas | 3,831 | 63,291 | 60,987 | 3.78% | 94,937 | 91,480 | 3.78% |
| 44 | Sewer | 12,581 | 333,652 | 343,405 | -2.84% | 500,478 | 515,107 | -2.84% |
| 45 | Total Project Utilities | 19,916 | 684,391 | 709,681 | -3.56% | 1,026,587 | 1,064,521 | -3.56% |
| | Ordinary Maintenance & Operations | | | | | | | |
| 46 | Maintenance Salaries | 48,700 | 607,220 | 604,439 | 0.46% | 910,830 | 906,659 | 0.46% |
| 47 | Maintenance Personnel - Benefits | 12,942 | 166,952 | 174,457 | -4.30% | 250,428 | 261,686 | -4.30% |
| 48 | Maintenance Materials | 18,360 | 173,456 | 157,998 | 9.78% | 260,184 | 236,997 | 9.78% |
| 49 | Contract Maintenance | 40,127 | 641,474 | 656,919 | -2.35% | 962,211 | 985,379 | -2.35% |
| 50 | Total Routine Maintenance | 120,129 | 1,589,102 | 1,593,814 | -0.30% | 2,383,653 | 2,390,721 | -0.30% |
| | General Expenses | | | | | | | |
| 51 | Protective Services | 19,385 | 159,192 | 142,352 | 11.83% | 238,788 | 213,528 | 11.83% |
| 52 | Insurance | 14,711 | 177,590 | 175,582 | 1.14% | 266,385 | 263,373 | 1.14% |
| 53 | Other General Expense | 76,009 | 872,601 | 928,049 | -5.97% | 1,308,902 | 1,392,073 | -5.97% |
| 54 | Payment in Lieu of Taxes | 1,199 | 14,385 | 14,496 | -0.77% | 21,578 | 21,744 | -0.77% |
| 55 | Bad Debt - Tenant Rents | 0 | 10,669 | 20,269 | -47.36% | 29,004 | 30,404 | -4.61% |
| 56 | Interest Expense | 68,901 | 653,174 | 787,685 | -17.08% | 1,029,761 | 1,181,528 | -12.84% |
| 57 | Total General Expenses | 180,205 | 1,887,611 | 2,068,433 | -8.74% | 2,894,417 | 3,102,650 | -6.71% |
| 58 | TOTAL OPERATING EXPENSES | \$ 1,136,841 | \$ 13,497,599 | \$ 14,677,961 | | \$ 20,907,183 | \$ 22,016,942 | |
| | Nonroutine Expenditures | | | | | | | |
| 59 | Ext. Maint/Fac Imp/Gain/Loss Prop Sale | 0 | 26,268 | 58,179 | -54.85% | 39,402 | 87,268 | -54.85% |
| 60 | Casualty Losses | (10,340) | 29,130 | 17,214 | 69.22% | 29,130 | 25,821 | 12.82% |
| 61 | Sec 8 HAP Payments | 2,548,668 | 30,615,902 | 31,459,831 | -2.68% | 46,523,853 | 47,189,747 | -1.41% |
| 62 | Total Nonroutine Expenditures | 2,538,328 | 30,671,300 | 31,535,224 | -2.74% | 46,592,385 | 47,302,836 | -1.50% |
| 63 | TOTAL EXPENDITURES | 3,675,169 | 44,168,899 | 46,213,185 | -4.42% | 67,499,568 | 69,319,778 | -2.63% |
| 64 | OPERATING SURPLUS/(DEFICIT) | (37,048) | 1,303,757 | 865,699 | 50.60% | 1,829,091 | 1,298,548 | 40.86% |
| | Reserve/Capital Affecting Operations | | | | | | | |
| 65 | THA transfer to development projects | (3,919) | (580,855) | (1,410,140) | -58.81% | (1,363,323) | (1,410,140) | -3.32% |
| 66 | Reserve Appropriations | 31,741 | 731,282 | 1,879,067 | -61.08% | 1,818,977 | 1,879,067 | -3.20% |
| 67 | THA SURPLUS/(DEFICIT) | (9,226) | 1,454,184 | 1,334,626 | | 2,284,745 | 1,767,475 | |

| TACOMA HOUSING AUTHORITY | | | |
|---|-----------|----------------------|-------------|
| CASH POSITION - July, 2011 | | | |
| Account Name | | Current Balance | Interest |
| HERITAGE BANK | | | |
| Accounts Payable | | \$ 3,949,067 | 0.510% |
| Section 8 Checking | | 4,656,684 | 0.510% |
| THA Investment Pool | | 284 | 0.510% |
| THA LIPH Security Deposits | | 105,488 | 0.510% |
| THDG - Tacoma Housing Development Group | | 35,483 | 0.510% |
| LF - Stewart Court | | 139,884 | 0.510% |
| LF - Stewart Ct Security Deposit Account | | 13,939 | 0.510% |
| LF - SF 9Homes Alaska | | 188,335 | 0.510% |
| LF - SF 9Homes Alaska Sec Dep Acct | | 6,695 | 0.510% |
| LF - SFH No. Shirley | | 6,246 | 0.510% |
| LF - SFH N Shirley Security Deposit Acct | | 1,006 | 0.510% |
| LF - Wedgewood Homes | | 53,360 | 0.510% |
| LF - Wedgewood Homes Security Deposit Acct | | 15,916 | 0.510% |
| Salishan 7 | | 177,700 | 0.510% |
| Salishan 7 Security Deposit | | 26,732 | 0.510% |
| General Fund Money Market | | 3,505,908 | 0.510% |
| KEY BANK | | | |
| LF - Salishan 7 | | 799,654 | 0.000% |
| LF - Salishan 7 Security Deposit Acct | | 25,573 | 0.000% |
| WASHINGTON STATE | | | |
| Investment Pool | | \$ 1,419,195 | 0.150% |
| US BANK | | | |
| Payroll Account | | \$ 5,372 | |
| CHASE | | | |
| IDA Account | | 74,408 | 0.01% |
| TOTAL THA CASH BALANCE | | \$ 15,206,929 | |
| Less: | | | |
| MTW: | | | |
| MTW Reserves | | \$ 5,600,646 | |
| Other Restrictions: | | | |
| FSS Escrows | 219,649 | | |
| VASH, FUP & NED HAP Reserves | 859,983 | | |
| Mod Rehab Operating Reserves | 150,157 | | |
| Security Deposit Accounts | 150,075 | | |
| Salishan Sound Families - 608 | 201,595 | | |
| IDA Accounts - 604,605 | 74,408 | | |
| THDG - 048 | 35,483 | | |
| Total - Other Restrictions | | \$ 1,691,349 | |
| Agency Liabilities: | | | |
| Windstar Loan - 042 | 330,211 | | |
| Citibank Loan for Area 3 - Guarantee (Current) | 1,877,022 | | |
| Additional Reserve Set Aside for Area 3 Loss on sales | 2,400,000 | | |
| Total - Agency Liabilities | | \$ 4,607,233 | |
| THA Designated Reserve for Development: | | \$ 553,842 | |
| Total Restrictions | | \$ 12,453,071 | |
| THA UNENCUMBERED CASH | | \$ 2,753,858 | |
| Agency Current Commitments: | | | |
| Salishan Campus - On hold | | | |
| Development Projects | | | |
| 902 1st Floor Reconfiguration - MTW funds | | 700,000 | |
| Total Current Commitments outstanding | | \$ 700,000.00 | \$ - |

ADMINISTRATION



TACOMA HOUSING AUTHORITY

Date: August 24, 2011
To: THA Board of Commissioners
From: Todd Craven
Director of Administration
Re: Administration Department August 2011 Board Report

1. Reporting to the Board

This is the first report of the Administration Department. As many of the responsibilities of this department are administrative in nature, there will be fewer occasions to update the Board than the departments focused on operational concerns. The following are circumstances that will trigger an update from the department:

- When a purchase is over \$100,000, triggering Board approval;
- When Executive Director decides something is significant enough to warrant an update to the Board.

2. Description of New Department

Since this department is new, we thought this would be a good opportunity to give the Board a description of the department, its area of responsibilities, and give a quick overview of some of the projects we are working on. The major functions of the department are:

- Information Technology
- Procurement and Contract Compliance
- Regulatory Compliance
- Asset Management
- Risk Management

Our job is to serve and support our internal customers, who are THA staff and the Executive Director. In Information Technology, we do this by delivering quality customer service and providing technology solutions that best meet the needs of our customers. Through our oversight functions (compliance, asset management), we serve the Executive Director and the Board as ownership entities by ensuring the programs and properties we manage are well-managed, efficiently run, and in compliance with all applicable Federal, State, and Local regulations, as well as funder commitments. We are proud of our service in all of these areas because we understand clearly that by providing quality customer service, efficient information systems, and necessary oversight of the portfolio, we are helping THA serve more clients through its programs and services.

3. Department Projects

Attached is a list of the major current and future projects for the Administration Department. I will not go through each one here, but wanted to give an overview of the types of projects the department is involved and the top priority projects in each area.

a. IT Projects

The IT projects in the department range from performing a computer assessment for each department in the agency to creating a digital dashboard for the agency. Many of the IT projects relate to agency-wide needs and focus on meeting end-user needs.

Disaster Recovery Plan

The IT disaster recovery plan addresses the possibility of a disaster causing the destruction or impairment of our IT systems. Currently, we use tape backups to store our information off-site. Using this method it could take several days to restore service to the agency. The plan we are working on now will use a duplication technology that will store a copy of all of our data and systems off site. Using this method, our systems could be back up and running within a matter of hours.

MTW Custom Software Design, Development and Implementation

Due to the cost of custom programming and the short timeframe for development, we decided late last year to design and develop the enhancements to our VisualHOMES software, which were required by our MTW activities, ourselves rather than having Yardi or another software vendor do it for us. This decision has allowed us the flexibility to easily make updates as our plan changed over the last six months. We are at the tail end of the cycle and are waiting for VisualHOMES to finish some of the work we required of them in order to make our custom application work. This should be done by the end of August. At that time, we will begin a rigorous training program for staff that will use the program.

Report Integrity Review

This month, we hired a new business analyst in IT, Jennifer Watts. She is an expert in reporting and analysis and we are lucky to have her. One of the first projects she is working on is to go through the reports staff are currently using with several goals in mind: 1) reduce the number of reports available through consolidation, 2) ensure reports are in the correct format and descriptions and titles accurately reflect the data represented on the reports, and 3) test the data integrity of the reports. This is an important project because over the past several years we have created many reports on an as-needed basis—which is typical after a major software implementation—and it is now time to shore them up and provide a comprehensive list of useful reports to staff.

b. Administration Projects

The administration projects include development of department forms and processes and overseeing the creation of the agency library, document management system, and the desk manuals.

c. Asset Management and Compliance Projects

Asset Management and Compliance projects include the development of life-cycle analysis tools and the Asset Management and Risk Management plans.

Design of Asset Management Function

In the last couple of years, we made several steps to enhance the Asset Management function within the agency, including the creation an Asset Management Committee and the development of a library of Asset Management reports. Because of this, we now have transparent information regarding the overall performance of our properties (financial, operational, and capital) and a group set up to review this information and make strategic decisions regarding the future of our portfolio. We are now in the process of hiring a consultant to help us get to the next step, which is to establish solid systems and put in place a firm Asset Management function, which may include the hiring of an Asset Manager.

Develop Life-Cycle Analysis Tools

Life-cycle analysis is fundamental to the analysis of any property. The tools we will develop will tell us what kind of shape the property is in, how much it will cost to maintain the property over the next thirty years, and how much money THA is allocating to these capital needs. We need to develop these tools using our current systems in order to project into the future and make strategic decisions regarding all of our properties, including rehabilitation, maintenance focus, and disposition.

Tax Credit Year 15 Analysis

Year 15 is approaching for several of our Tax Credit properties. The first one is up in 2018. What this means is that it is the end of the compliance period and THA will have the opportunity to regain complete ownership of the properties. If we do everything right, we will be able to do this at very little cost to the agency; if we do not do this right, it could cost us more to buy back the property than we can afford. We need to perform this analysis now so we can develop strategies for ensuring that the cost to THA is low.

d. Procurement Projects

Procurement projects include the design and development of systems for tracking fixed assets, storing contract documents and information, and implementing purchasing cards and processes.

Purchasing Card Implementation

With the creation of the new department, there are certain responsibilities that will need to shift over time. One of these is the function of purchasing. We are currently investigating alternatives to our current processes and systems in order to create more efficiency and make the function easier to manage. One of the options we are considering is the use of credit cards (“purchasing” cards). Many other housing authorities have moved to a purchasing card system, so we have others to learn from in this regard. Our process will be to visit other HA’s to learn about the obstacles and best practice, decide whether this is the best option for THA, choose a vendor (bank), and implement the system.

Thank you for the opportunity to brief you on these projects. Our staff is dedicated to providing the highest quality service and work and we are excited about the current and future opportunities to serve the agency and its clients.



Tacoma Housing Authority Project Database

ALL OPEN PROJECTS OF ADMINISTRATION AUGUST 15, 2011

| | Project Title | Number | Strategic Objective | Status | Due Date | Summary | Priority |
|----|--|-----------|---------------------|--------|-----------|---|----------|
| | | | | | | | |
| 1. | ADMIN - CY2012 DEPARTMENT BUDGET | AD-2011-4 | ADMINISTRATION | OPEN | 9/30/2011 | Work with department staff to develop comprehensive budget for IT, Compliance, Asset Management, and Procurement. | 2 |
| 2. | ADMIN - DEPARTMENT FORMS AND PROCESSES | AD-2011-6 | ADMINISTRATION | OPEN | ONGOING | Develop processes and forms related to department functions. | 2 |
| 3. | ADMIN - DEPARTMENT PERFORMANCE MEASURES | AD-2011-7 | ADMINISTRATION | OPEN | ONGOING | Develop set of metrics to measure performance of all functional areas within the department. | 2 |

ALL OPEN PROJECTS OF ADMINISTRATION**AUGUST 15, 2011**

| | Project Title | Number | Strategic Objective | Status | Due Date | Summary | Priority |
|----|--|-----------|------------------------|--------|------------|--|----------|
| | | | | | | | |
| 4. | ADMIN - DESK MANUALS AND FORMS PROJECT | AD-2009-3 | ADMINISTRATION | OPEN | 12/31/2010 | THA needs current desk manuals for each position. These manuals, more detailed than the agency policies and procedures, will (i) help train new staff in their positions; (ii) help to standardize practices where uniformity is desirable or necessary; (iii) establish standards of performance. | 2 |
| 5. | ADMIN - DEVELOP DEPARTMENT LIBRARY | AD-2011-5 | ADMINISTRATION | OPEN | 10/31/2011 | Develop structure to store and retrieve important documents, publications, and other information related to department matters. | 3 |
| 6. | ADMIN - DOCUMENT MANAGEMENT SYSTEM DESIGN AND CREATION | AD-2006-2 | ADMINISTRATION | OPEN | 6/29/2012 | THA needs a system to efficiently account for its business relationships and transaction histories and to provide for the safe and easy storage and retrieval of documents, in both paper and electronic form. | 2 |

ALL OPEN PROJECTS OF ADMINISTRATION**AUGUST 15, 2011**

| | Project Title | Number | Strategic Objective | Status | Due Date | Summary | Priority |
|----|---|---------------|----------------------------|---------------|-----------------|--|-----------------|
| 7. | ASSET MGT - DESIGN OF ASSET MANAGEMENT FUNCTION | AD-2006-1 | PROPERTY MANAGEMENT | OPEN | 7/7/2012 | THA is a real estate development and property management firm. It needs to organize its asset management function by which it assesses, plans and manages its portfolio of all its properties, both residential and nonresidential. This project pertains to the effort to organize that function inside the agency. | 1 |
| 8. | ASSET MGT - DEVELOP AGENCY VEHICLE PLAN | AD-2011-11 | ADMINISTRATION | OPEN | 5/31/2012 | THA's vehicle fleet is aging and in disrepair. Need plan that addresses THA's immediate needs for replacement and our strategy for managing our fleet in the future. Includes assessing true number of vehicles needed, ability to "share" or "rent" vehicles, and the use of personal vehicles | 2 |

ALL OPEN PROJECTS OF ADMINISTRATION**AUGUST 15, 2011**

| | Project Title | Number | Strategic Objective | Status | Due Date | Summary | Priority |
|-----|---|---------------|----------------------------|---------------|-----------------|---|-----------------|
| 9. | ASSET MGT - DEVELOP LIFE-CYCLE ANALYSIS TOOLS | AD-2011-10 | ADMINISTRATION | OPEN | 11/30/2011 | Need tool to assess the life-cycle of THA's properties and to perform reserve analysis. The information is currently stroed in THA's financial systems and FAME database for Capital Needs but a tool needs to be developed to integrate the information in both of these db's. | 1 |
| 10. | ASSET MGT - DEVELOPMENT OF ASSET MANAGEMENT PLAN | AD-2011-9 | ADMINISTRATION | OPEN | 3/31/2012 | Develop comprehensive, property-specific plan for managing, assessing, and overseeing THA's portfolio. | 2 |
| 11. | ASSET MGT - TAX CREDIT YEAR 15 ANALYSIS | AD-2011-14 | ADMINISTRATION | OPEN | 12/31/2011 | Perform and document analysis of year-15 needs and develop strategies for ensuring THA's interests are protected. | 1 |
| 12. | ASST MGT - CONVERT SALISHAN PROPERTY TAKEOFFS INTO DLR DATABASE | AD-2011-8 | ADMINISTRATION | OPEN | 9/30/2011 | Convert data provided by Walsh Construction and RED into format able to import into THA's FAME (DLR) database. This project is related to THA's Capital Needs Assessment. | 3 |

ALL OPEN PROJECTS OF ADMINISTRATION**AUGUST 15, 2011**

| Project Title | | Number | Strategic Objective | Status | Due Date | Summary | Priority |
|---------------|---|------------|---------------------|--------|------------|---|----------|
| 13. | COMPLIANCE - DESIGN AND DEVELOP SYSTEM FOR TRACKING COMPLIANCE REPORTING CYCLES | AD-2011-15 | ADMINISTRATION | OPEN | 10/31/2011 | Develop system and processes for tracking compliance reporting cycles. Includes reporting to HUD, WSHFC, CTED, assigned contract management agency, and investors. Does not include financial reporting. | 2 |
| 14. | COMPLIANCE - QA REVIEWS | AD-2011-16 | ADMINISTRATION | OPEN | 10/31/2011 | Put in place process and schedule for performing regular file reviews at all properties and for all projects. Includes resource planning and determining what additional staff may be required to to perform these tasks or whether we can reallocate tasks currently performed in compliance to other areas of the agency. | 2 |
| 15. | IT - AGENCY COMPUTER ASSESSMENT | AD-2011-17 | ADMINISTRATION | OPEN | 9/30/2011 | Assess the remaining life of all computers used in the agency and recommend replacement, refurbishment, or reallocation. | 3 |

ALL OPEN PROJECTS OF ADMINISTRATION**AUGUST 15, 2011**

| Project Title | | Number | Strategic Objective | Status | Due Date | Summary | Priority |
|---------------|--|------------|---------------------|--------|------------|--|----------|
| 16. | IT - COMPUTERS FOR MAINTENANCE PERSONNEL | AD-2011-18 | ADMINISTRATION | OPEN | 9/30/2011 | Determine best way to allow maintenance personnel at THA's properties access to a computer for emails and possibly timecard input. One option may be to use a tablet such as a Xoom or iPad. | 2 |
| 17. | IT - DIGITAL DASHBOARD DISPLAY OF PERFORMANCE MEASURES AND RESULTS | AD-2006-3 | ADMINISTRATION | OPEN | 12/30/2011 | In another project THA will identify the various performance measures for its work. This project will devise ways to track and display the agency's results according to these measures. | 2 |
| 18. | IT - DISASTER RECOVERY PLAN | AD-2011-20 | ADMINISTRATION | OPEN | 10/31/2011 | Develop and implement plan to address what THA will do to recover from an IT disaster. | 1 |
| 19. | IT - INFRASTRUCTURE REDESIGN WITH FIRST FLOOR REMODEL | AD-2011-21 | ADMINISTRATION | OPEN | 11/30/2011 | Work with vendors and engineers to develop IT infrastructure plan which will be implemented as part of the redesign of the first floor of the the 902 Admin building. | 2 |

ALL OPEN PROJECTS OF ADMINISTRATION**AUGUST 15, 2011**

| Project Title | | Number | Strategic Objective | Status | Due Date | Summary | Priority |
|---------------|--|------------|---------------------|--------|------------|--|----------|
| 20. | IT - INTRA-AGENCY FORMS (SHAREPOINT) | AD-2011-22 | ADMINISTRATION | OPEN | 1/31/2012 | Investigate options of using SharePoint to administer agency forms where data entered can be stored in SQL. | 3 |
| 21. | IT - ISYS ROLL OUT | AD-2011-23 | ADMINISTRATION | OPEN | 11/30/2011 | Develop plan and strategy for rolling out ISYS software to the agency. | 3 |
| 22. | IT - LONG-RANGE PLAN | AD-2011-24 | ADMINISTRATION | OPEN | 5/31/2012 | Develop long-range IT plan. What can we do to plan for the future? Options are virtualization, cloud-based environment, or status quo. | 2 |
| 23. | IT - MTW CUSTOM SOFTWARE DESIGN, DEVELOPMENT, IMPLEMENTATION AND | AD-2011-26 | ADMINISTRATION | OPEN | 9/15/2011 | Design, develop, and implement MTW Add-On system for rent calculations. | 1 |
| 24. | IT - REPORT INTEGRITY REVIEW | AD-2011-27 | ADMINISTRATION | OPEN | 10/31/2011 | Review all Crystal Reports used in the agency for accuracy, usability, and access. | 1 |

ALL OPEN PROJECTS OF ADMINISTRATION

AUGUST 15, 2011

| | Project Title | Number | Strategic Objective | Status | Due Date | Summary | Priority |
|-----|--|-----------|---------------------|--------|------------|---|----------|
| 25. | IT - SHAREPOINT IMPLEMENTATION | AD-2010-3 | ADMINISTRATION | OPEN | 12/31/2012 | SharePoint is Microsoft application that is defined as a platform from which you can run your business applications, collaborate, manage information and a host of other functions related to business systems. | |
| 26. | IT - UPGRADE AGENCY TO OFFICE 2010 | AD-2009-2 | ADMINISTRATION | OPEN | 12/30/2010 | Upgrade Agency Software to Office 2010 - Project Timeline Dependent on MicroSofts Release of Office 2010 | |
| 27. | PCI - DESIGN AND DEVELOP FIXED ASSETS TRACKING SYSTEM (SHAREPOINT) | AD-2011-2 | ADMINISTRATION | OPEN | 2/29/2012 | Design a system on THA's SharePoint site for users to log, track, and dispose of assets. | 2 |
| 28. | PCI - DESIGN AND DEVELOP SYSTEM FOR STORING CONTRACTS AND LOGGING CONTRACT INFORMATION | AD-2011-3 | ADMINISTRATION | OPEN | 10/31/2011 | Analyze current system on SharePoint, develop needs and requirements, put contract information and contract docs into SharePoint, alert users. | 2 |
| 29. | PCI - PURCHASING CARD IMPLEMENTATION | AD-2011-1 | ADMINISTRATION | OPEN | 11/30/2011 | Implement a system for purchasing using credit cards. | 1 |

ALL OPEN PROJECTS OF ADMINISTRATION**AUGUST 15, 2011**

| Project Title | | Number | Strategic Objective | Status | Due Date | Summary | Priority |
|---------------|-------------|-----------|---------------------|--------|----------|---|----------|
| 30. | THA LIBRARY | AD-2006-5 | ADVOCACY/PUBLIC ED. | OPEN | 3/1/2011 | THA will establish a library for the storage and retrieval of documents and data pertinent to housing policy, programs and services, and management. This library will make THA more effective in its role as a source of high quality advice and information on housing topics to the community and its policy makers. It will also help make the large amount of material we collect more useful to use internally. | 2 |



Tacoma Housing Authority Project Database

ALL FUTURE PROJECTS OF ADMINISTRATION AUGUST 15, 2011

| | Project Title | Number | Strategic Objective | Status | Due Date | Summary | Priority |
|----|---|------------|---------------------|--------|------------|--|----------|
| | | | | | | | |
| 1. | ASSET MGT - HIRE ASSET MANAGER | AD-2011-12 | ADMINISTRATION | FUTURE | | Need to hire full-time asset manager to oversee THA's portfolio and manage the day-to-day activities associated with Asset Management. | |
| 2. | ASSET MGT - MANAGEMNET AGREEMENTS FOR THA-OWNED AND OPERATED PROPERTIES | AD-2011-13 | PROPERTY MANAGEMENT | FUTURE | 12/31/2011 | Create standard agreement between Asset Management and Property Management in the management of THA's properties. | 3 |

ALL FUTURE PROJECTS OF ADMINISTRATION**AUGUST 15, 2011**

| Project Title | | Number | Strategic Objective | Status | Due Date | Summary | Priority |
|---------------|-------------------------------------|------------|---------------------|--------|----------|--|----------|
| 3. | IT - COST TRACKING (SHAREPOINT) | AD-2011-19 | ADMINISTRATION | FUTURE | | <p>Develop system to track IT costs. We want to be able to answer the following questions:</p> <ol style="list-style-type: none">1. How much does each functional area of the agency spend on IT?2. How much does each functional area cost IT? <p>The answers to these questions should bring to light red flags that will lead to strategies for savings.</p> | 3 |
| 4. | IT - LOW RENT TRANSACTIONS UPGRADES | AD-2011-25 | ADMINISTRATION | FUTURE | | Develop detailed plan and then implement LRTran07. | |
| 5. | IT - SERVER ROOM RECONFIGURATION | AD-2011-28 | ADMINISTRATION | FUTURE | | Reconfigure server room so that it is a better use of space and fits into THA's long-range IT plan. Eliminate redundancies and inefficiencies in power and infrastructure configurations. | |
| 6. | IT PROJECT MASTER OUTLINE | AD-2009-4 | ADMINISTRATION | FUTURE | | This Outline is used on all IT Projects | |

REAL ESTATE MANAGEMENT
AND
HOUSING SERVICES



TACOMA HOUSING AUTHORITY

Date: August 24, 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 July 2011.

| OCCUPANCY SUMMARY REPORT | | | | | |
|--------------------------|-----------------|--------------|----------------|----------------|----------------|
| PROGRAM | UNITS AVAILABLE | UNITS VACANT | UNITS OCCUPIED | % MTH OCCUPIED | % YTD OCCUPIED |
| AMPs 1-6 | 594 | 11 | 585 | 98.5% | 98.8% |
| Tax Credit Units | 690 | 17 | 583 | 95.6% | 95.6% |
| Local fund units | 69 | 5 | 64 | 92.8% | 92.8% |
| All Total | 1,353 | 31 | 1,322 | 95.6% | 95.6% |

1.1.2. Vacant Unit Turn:

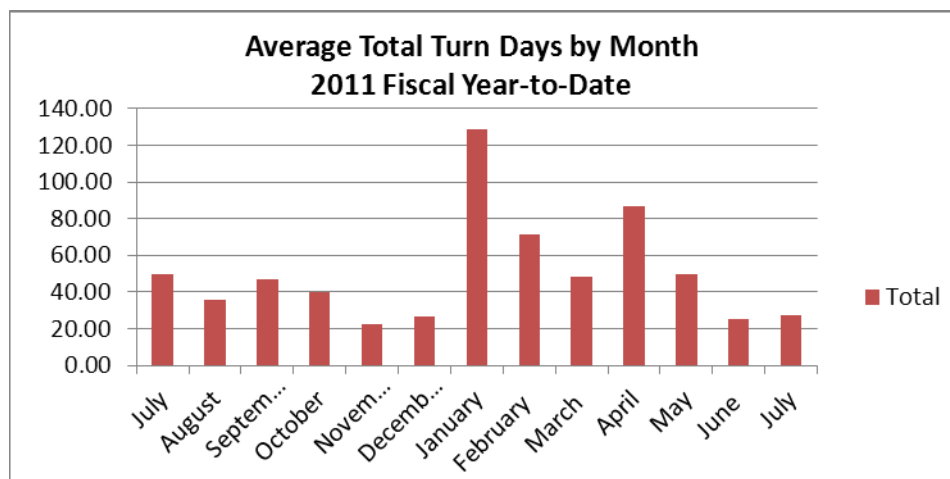
The following page includes a table with all of the units turned calendar year to date (January-June 2011). Nine (9) units were turned and rented in the month of June. The average unit turn for the month of July was 27 days; average units turns calendar year-to-date are 70 days.

Calendar Year to Date through the end of July, 2011

| AMP | Units Turned | Avg Turn Days | Units Currently Vacant | Avg # Days Vacant |
|---|--------------|---------------|------------------------|-------------------|
| Amp 1 (G St, K St, M St) | 16 | 13.8 | 2 | 7.5 |
| Amp 2 (6th Ave, Fawcett, Wright) | 12 | 22.7 | 1 | 20.0 |
| Amp 3 (Bergerson, Dixon, Ludwig) | 16 | 28.6 | 0 | 0.0 |
| Amp 4 (Old Hillside Terrace) | 18 | 41.1 | 3 | 428.7 |
| Amp 6 (PH Scattered Sites) | 8 | 62.1 | 1 | 4.0 |
| Hillside Terrace Tax Credit | 9 | 93.9 | 1 | 31.0 |
| Salishan Tax Credit | 53 | 118.5 | 8 | 21.5 |
| Local Fund (Stewart, Market Rate Homes) | 5 | 46.0 | 3 | 176.7 |
| Agency Summary | 137 | 70 | 19 | 108 |

August 2011 Board of Commissioners Meeting
REAL ESTATE MANAGEMENT and HOUSING SERVICES DEPARTMENT MONTHLY
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Page 2

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 August 12, 2011

| Nbr | AMP | Project | Unit Nbr | Address | Apt Nbr | Beds | Unit Status | Vacate Date | Days Vacant | Maint Turn Date | Applicant Ready Date |
|---------------------|-----|---------|----------|-------------------------|---------|------|-------------------|-------------|-------------|-----------------|----------------------|
| 1 | 02 | 009 | 00877 | 3201 S FAWCETT AVE | 330 | 1 | Vacant | 7/11/2011 | 32 | 07/18/2011 | 07/18/2011 |
| 2 | 03 | 012 | 01117 | 5425 S LAWRENCE ST | 200 | 1 | Repair-Make Ready | 8/1/2011 | 11 | 08/19/2011 | 08/04/2011 |
| 3 | 04 | 018 | 01220 | 2517 S YAKIMA AVE | 44 | 2 | Vacant | 6/13/2011 | 60 | 07/15/2011 | 08/08/2011 |
| 4 | 06 | 022 | 01465 | 5910 S. CHEYENNE | | 4 | Repair-Make Ready | 7/27/2011 | 16 | | 08/01/2011 |
| 5 | 07 | 028 | 01540 | 2341 COURT G STREET | 228 | 2 | Vacant | 6/30/2011 | 43 | 07/22/2011 | 08/09/2011 |
| 6 | MR | 044 | 01118 | 1118 SOUTH SHERIDAN | | 5 | Repair-Make Ready | 12/13/2010 | 242 | 08/15/2011 | |
| 7 | MR | 044 | 01211 | 1211 S TRAFTON | | 5 | Vacant | 11/17/2010 | 268 | 04/01/2011 | |
| 8 | 10 | 30P | 01615 | 4102 SALISHAN BLVD | | 2 | Repair-Make Ready | 8/1/2011 | 11 | | |
| 9 | 12 | 33P | 01729 | 1822 EAST HARPER | | 3 | Repair-Make Ready | 7/25/2011 | 18 | | |
| 10 | 12 | 33S | 08103 | 4330 EAST SALISHAN BLVD | | 3 | Repair-Make Ready | 7/12/2011 | 31 | 08/18/2011 | |
| 11 | 14 | 35P | 01796 | 3934 ROOSEVELT AVE | | 2 | Vacant | 7/18/2011 | 25 | 08/19/2011 | |
| 12 | 14 | 35P | 01797 | 3940 ROOSEVELT AVE | | 3 | Repair-Make Ready | 7/21/2011 | 22 | 08/19/2011 | |
| 13 | 14 | 35P | 01812 | 3917 EVERETT AVE | | 3 | Repair-Make Ready | 6/28/2011 | 45 | 07/29/2011 | 07/12/2011 |
| 14 | 15 | 36P | 01854 | 2016 E 43RD STREET | | 3 | Repair-Make Ready | 7/5/2011 | 38 | 08/17/2011 | |
| 15 | 15 | 36S | 08244 | 4221 EVERETT AVENUE | | 3 | Repair-Make Ready | 6/16/2011 | 57 | 08/19/2011 | |
| 16 | 16 | 47S | 08257 | 4658 COURT Q | | 3 | Repair-Make Ready | 7/11/2011 | 32 | 08/17/2011 | |
| Average Days Vacant | | | | | | | | | 59.4 | | |

The two market rate units that have been vacant for 200+ days have been set aside for Non Elderly Disabled (NED) voucher participants. We are currently working with DSHS to finalize an agreement to modify these units for this use.

1.1.3. Work Orders:

In the month of July all 11 emergency work orders were completed within 24 hours. This month, maintenance staff completed **350** non-emergency work orders. The average number of days to complete a non-emergency work order was 8.26 for the month and 8.79 FYTD. The high number of work orders is due to REAC work orders that have not been totally completed.

Work Order Completion Table:

| WORK ORDER COMPLETION REPORT (PHAS/MASS #4) | | | | | | | | |
|--|-------------|-----------------------|-----------------------|-------------------------------------|---------------|---------------------|-----------------------|---------------------------------------|
| | Emergency | | | | Non Emergency | | | |
| | July 2011 | | Jan through July 2011 | | July 2011 | | Jan through July 2011 | |
| AMP # * | # Completed | % Completed in 24 hrs | # Completed | % Completed in 24 hrs (99% HUD Std) | # Completed | Avg Completion Days | # Completed | Avg Completion Days (25 days HUD Std) |
| AMP 1 | 2 | 100% | 23 | 100% | 20 | 2.40 | 242 | 3.69 |
| AMP 2 | 1 | 100% | 12 | 100% | 55 | 1.36 | 200 | 1.80 |
| AMP 3 | 4 | 100% | 39 | 100% | 135 | 14.03 | 404 | 7.23 |
| AMP 4 | 4 | 100% | 44 | 100 | 35 | 4.03 | 190 | 12.37 |
| AMP 6 | 0 | 100% | 21 | 100% | 29 | 9.79 | 83 | 11.84 |
| AMP 7 | 0 | 0% | 1 | 100% | 0 | 0.00 | 15 | 4.80 |
| AMP 8 | 0 | 0% | 0 | 0% | 0 | 0.00 | 27 | 23.59 |
| AMP 9 | 0 | 0% | 0 | 0% | 0 | 0.00 | 15 | 7.67 |
| AMP 10 | 0 | 0% | 0 | 100% | 9 | 11.78 | 72 | 21.92 |
| AMP 11 | 0 | 100% | 0 | 100% | 17 | 8.06 | 120 | 27.91 |
| AMP 12 | 0 | 100% | 0 | 100% | 18 | 13.89 | 84 | 25.14 |
| AMP 13 | 0 | 100% | 0 | 100% | 2 | 13.00 | 53 | 52.83 |
| AMP 14 | 0 | 0% | 0 | 100% | 4 | .50 | 91 | 33.90 |
| AMP 15 | 0 | 0% | 1 | 100% | 6 | 5.33 | 121 | 29.47 |
| AMP 16 | 0 | 0 | 1 | 100% | 144 | 4.93 | 93 | 19.01 |
| Non-AMP | 0 | 0% | 3 | 66.79% | 6 | 2.33 | 89 | 4.52 |
| TOTALS | 11 | 100% | 145 | 99.3% | 350 | 8.79 | 1,899 | 14.21 |

Outstanding Work Orders Table:

The high number of outstanding work orders relate to REAC preparation. Due to the volume of work orders created staff prioritized the work orders for the most critical fixes.

| Outstanding Work Orders as of July 2011 | | | |
|---|--------------------|---------------|---------------|
| AMP # | Open Non-Emergency | <25 Days open | >25 Days open |
| AMP 1 | 6 | 6 | 0 |
| AMP 2 | 21 | 21 | 0 |
| AMP 3 | 2 | 1 | 1 |
| AMP 4 | 77 | 73 | 4 |
| AMP 6 | 13 | 10 | 3 |
| AMP 7 | 5 | 1 | 4 |
| AMP 8 | 15 | 1 | 14 |
| AMP 9 | 6 | 0 | 6 |
| AMP 10 | 19 | 4 | 15 |
| AMP 11 | 91 | 77 | 14 |
| AMP 12 | 55 | 25 | 30 |
| AMP 13 | 14 | 3 | 11 |
| AMP 14 | 25 | 10 | 15 |
| AMP 15 | 27 | 8 | 19 |
| AMP 16 | 19 | 12 | 7 |
| Non-AMP | 8 | 2 | 6 |
| TOTALS | 403 | 254 | 149 |

1.1.4. REAC Inspections

We are in the midst of REAC inspection. Below is a report on the scores we have received to date compared to the 2010 score. We will be appealing some of the scores that have been received but we are happy to see improvement from last year. As part of the QA process we will be appealing some of the finding which could improve some of the scores.

| PASS INSPECTION REPORT | | | | |
|------------------------|-------------------------------|------------|------------|------------------------------------|
| AMP | Properties | 2010 Score | 2011 Score | Performance (High/Std/Troubled) |
| 1 | K Street, G Street, EB Wilson | 92 | | |
| 2 | 6th Ave, Wright, Fawcett | 86 | | |
| 3 | Ludwig, Bergerson, Dixon | 93 | | |
| 4 | Hillside 1800, Hillside 2500 | 33 | | |
| 6 | LIPH Scattered Sites | 42 | 52 | Troubled |
| 7 | Hillside 1 Tax Credit | 94 | 89 | Standard |
| 8 | Hillside 2 Tax Credit | 93 | 94 | High |
| 9 | Hillside 1500 Tax Credit | 92 | | |
| 10 | Salishan 1 Tax Credit | 55 | | |
| 11 | Salishan 2 Tax Credit | 60 | 74 | Standard |
| 12 | Salishan 3 Tax Credit | 75 | 96 | High |
| 13 | Salishan 4 Tax Credit | 69 | 88 | Standard |
| 14 | Salishan 5 Tax Credit | 72 | | |
| 15 | Salishan 6 Tax Credit | 82 | | |

2. SALISHAN ASSOCIATION

Salishan National Night Out (NNO) was held Tuesday, August 2nd. It was a great success with the most participation in recent history—over 400 people attended.

3. RENTAL ASSISTANCE DIVISION

Housing Choice Voucher utilization is reported at 93.% for the month of July 2011 and 97.3% for calendar year to date. Budget utilization is reported at 81.9% for the month and 95.6% for calendar year to date. The drop in utilization is due to the addition of 157 Life Manor Vouchers and the set a side for 50 McCarver Vouchers. These vouchers are currently being leased up and should raise our monthly averages by next month.

Public Comments for Administrative/ ACOP and Moving to Work Plan Amendment

| Source of comment: | Date and Media Type | Comments about waiting list changes | THA Response |
|-------------------------|---------------------|--|---|
| THA staff | 6/04/11 email | While I appreciate what THA is trying to do in streamlining the waitlist process through a lottery, I feel that abandoning all preferences will harm the very neediest in our community. I would like to appeal the proposed elimination of the disability preference. | THA has 7 buildings that are designated elderly/disabled that will continue to serve only that population. The change to the waitlist will allow more working families the opportunity to receive assistance. |
| Public Hearing resident | 8/8/11 | It is not fair that people who have been on the waitlists for years all of a sudden be put into a lottery and have people who have been added after them have the chance to be pulled ahead of them. THA is being abusive | The removal of preferences will allow everyone an equal chance of having their name pulled from the waiting lists. THA will further consider this question and delay the final proposal until the September board meeting |
| Public Hearing | 8/8/11 | Who will run the lottery for the waitlist? | THA will use the computer system to select random households |
| Public Hearings | 8/8/11 | Why are there more younger people moving into the Senior/Disabled buildings | Households are pulled off the waitlist according to preference and time and date of application |
| Northwest Justice | 8/8/11 | Is your income targeting changing to service 80% of area median income? | No, THA will ensure that at least 75% of families admitted to the programs will be at 50% of the area median income or below |
| Source of comment | Date | Comments about rent calculation changes | THA Responses |
| staff | 6/15/11 | Will there be a child support deduction code in Visual Homes? | THA will install a child support selection on the software system |
| Staff | 6/29/11 | The interim language is confusing with too many exceptions and not fair to those who have less income. | We have made changes to simplify the interim policy and changed the decrease language from \$200 to 10% to make it more fair for all households |
| Staff | 6/18/11 | How will child support payment deductions be verified? | Only payments through a State or Local agency will be used for deductions. |
| Staff | 6/17/11 | If a family only gets 3 interims between recertification's, do they | There will be a box on the change of |

Public Comments for Administrative/ ACOP and Moving to Work Plan Amendment

| | | | |
|-------------------|---------|---|--|
| | | get to choose when they use them? | circumstances form for families to check if they want to use on of their interims if they qualify. |
| Northwest Justice | 6/30/11 | For the interim decrease policy, would someone dying in a household make an interim decrease? | A person passing away and being removed from the household will not count against the 3 interim decrease policy |
| Public Hearings | 8/8/11 | The new rent calculation method does not benefit residents. It only helps the housing authority | The tiered rent model will allow families to increase their income in the bands and not see an increase until they reach the next band. |
| Public Hearings | 8/8/11 | The threshold for the medical deduction is going to harm me. The deduction allows me to afford going to appointments | THA will monitor the effects of this policy on households |
| Phone call | 8/9/11 | When will the rent calculation changes take place | MTW Recertification's will take place at your next scheduled annual date in 2012. |
| Phone call | 8/9/11 | Will the rent calculation that was in the newsletter be my final rent? | The chart shown in the newsletter was an example |
| Public Hearing | 8/8/11 | The elimination of the dependent deduction will not be offset by using the 28.5% of income | Some families with large dependent deductions will see increases in their rent portion. Other families may see decreases |
| Source of comment | Date | Criminal Screenings | THA Response |
| Staff | 6/16/11 | SRO and VASH, will they be under the same eligibility rules for sex offenders? | Single Room Occupancy (SRO) will fall underneath the same eligibility rules for sex offender as the rest of Section 8 households, VASH will not. |
| Northwest Justice | 6/30/11 | Sex offenders can be anything from a very small offense like a 17 year old that has slept with a 15 year old to more serious offenses. As written, the new policy is very broad. People who are not lifetime sex offenders should not be lumped into that group | We will move forward with the policy; however any family denied would have the opportunity for an informal review. |
| Northwest Justice | 6/30/11 | Screening 13 year olds can be very confusing. THA could find itself in a situation where they get information they should not | THA will move the age to 16 and up for the screenings. THA has had issues with |

Public Comments for Administrative/ ACOP and Moving to Work Plan Amendment

| | | | |
|-------------------|---------|--|--|
| | | legally have. In addition many minor records are sealed. | families being screened and cleared to move in but finding out later the youths in the household had extensive criminal and gang activity. Families who are denied will have the right to an informal review and |
| Public Hearing | 8/18/11 | If a child has a criminal background is 17, will the mother be denied housing | Depending on the nature and timing of the crime, the family could be denied. THA has an appeal process that will look at the circumstances of the family. |
| Public Hearings | 8/8/11 | Will THA get records for teens whose records have been sealed | THA will get records that are provided through Washington State Patrol. These should not include sealed records. |
| Source of Comment | Date | Medical Marijuana | THA Response |
| Northwest Justice | 6/30/11 | If person is on Section 8 voucher with a prescription for Medical Marijuana and is kicked out by landlord, would they also lose their voucher? | THA's proposed new policy is no medical marijuana in federally assisted housing. THA will have language in the informal hearing process that allows the officer to look at Consideration of Circumstances |
| Public Hearings | 8/8/11 | The pill form has no THC and does not have the effects of marijuana | The information that THA has been provided states that the FDA-approved Marinol and Cesamet have the same effects as marijuana. |
| Phone Call | 8/16/11 | If someone is dying and sick they should not have to go through the review or grievance process. It is too much to ask. | I person may request to use medical marijuana through the reasonable accommodation process. |
| Phone Calls | 8/16/11 | If someone is in their own home they should be allowed to use medical marijuana | THA proposes to uphold the ban on medical marijuana in the program, unless it is approved through a reasonable accommodation. |
| Public Hearings | 8/8/11 | Once the federal government legalizes medical marijuana THA will have to change their policy | THA will update policy as needed |

Public Comments for Administrative/ ACOP and Moving to Work Plan Amendment

| Source of comment | 8/8/11 | Inspections | THA Response |
|-------------------|--------|---|--|
| Public Hearing | 8/8/11 | Will we still have yearly inspections? | THA will continue yearly inspections, but may use MTW flexibility in the future to |
| Source of Comment | Date | THA Transfer Policy | THA Response |
| Public Hearing | 8/8/11 | It is not fair that THA will not let project based voucher holders transfer after one year. THA is taking away residents right to move. | Families that have a project based voucher receive a safe, decent and sanitary place to live while those on the waitlist continue to wait. By allowing households who already have a housing unit to skip those on the waitlist, unassisted households must wait longer for housing. |
| Source of Comment | Date | Utility Allowances | THA Response |
| Public Hearing | 8/8/11 | Are people going to have to start paying for sewer/water now? | The changes in the utility allowance structure will not affect what utilities you are paying. The changes simplify the way in which the utility allowance is calculated for a household |
| Public Hearing | 8/8/11 | How do you figure out the utility allowances | THA uses the following to determine the utility allowances: <ul style="list-style-type: none"> • Underlying household consumption provided by HUD utility model and adjusted for Seattle-Tacoma weather; using build date of 1996+ • Weighting applied to multi-family and single family data using actual THA structure type breakdowns • Latest Tacoma Public Utilities \$/kWh rates applied to underlying consumption data • Latest sewer, water and trash collection rates from Tacoma Public Utilities used |

Public Comments for Administrative/ ACOP and Moving to Work Plan Amendment

| | | | |
|----------------|--------|---|---|
| | | | All tenants paying sewer/water also receive a trash allowance based on 20 gallon can assumption |
| Public Hearing | 8/8/11 | THA is benefiting from the utility allowance changes and is pocketing the money | Utility allowances vary from year to year and the numbers are based on average consumption rates and Tacoma Public Utilities \$/kWh consumption data |
| Phone call | 8/5/11 | Can THA help me pay for my utilities? | THA has always had a utility allowance within the rent calculation and will continue to do so in a simplified manner. THA however does not provide utility assistance and will no longer issue utility reimbursement checks. Metropolitan Development Council and Tacoma Utilities have assistance programs to look into. |
| Phone calls | 8/8/11 | Do I have to pay utilities now? | The utilities you pay now will not change. THA has simplified the utility allowance chart. |
| Source | Date | All other questions and comments | THA Response |
| Phone call | 8/5/11 | I am on social security; do I have to get a job now? | The MTW program is meant to encourage work-able populations to seek and maintain employment. The escalating minimum rents will not affect senior/disabled buildings |
| Public Comment | 8/8/11 | Salishan has taken a turn for the worse and is a dangerous place to live. | The statistics that THA receives from the Tacoma Police Department and THA's private security company does not show that this is the case. However, many of the policies that THA is adopting will allow for stricter screening of applicants and stronger eviction language to allow THA to keep its properties safe. |

Public Comments for Administrative/ ACOP and Moving to Work Plan Amendment

| | | | |
|-----------------|---------|--|---|
| Phone call | 8/7/11 | I am angry that there were not multiple meetings. I am unable to make the meeting on the 8 th and will not be able to voice my thoughts. I disagree with all of the changes. | THA has also been accepting questions and comments by phone, letter, fax and email. This phone call was returned on 8/9/11 and a phone meeting has been scheduled for the resident to ask questions, offer feedback and or comments.. |
| Phone call | 8/7/11 | Will Senior/Disabled buildings be underneath Moving to Work | All Senior/Disabled buildings will fall underneath the new rent reform structures |
| Phone call | 8/9/11 | I am in a senior building do I have to downgrade to a studio? | No |
| Staff | 6/18/11 | Security Deposits need to be paid in full at the time of move in with no payment plan | We have adopted that language |
| SAFE | 8/8/11 | SAFE is concerned they were not brought in on changes made to program | THA staff has set up a meeting in September to talk with SAFE about policy |
| Staff | 6/18/11 | Can we have a higher pet fee? | The CFR's limit us to a nominal fee, however we can also institute a refundable pet deposit in addition to the fee |
| Staff | 6/17/11 | Residents should pay with money orders when they move. | That language has been adopted in the ACOP |
| Hearing Officer | 7/19/11 | The Admin plan needs to cover the conduct of covered persons | We have added a section in Chapter 12 that extends the family obligations to visitors |
| Hearing Officer | 7/19/11 | The requirement that residents need to bring documents the day before informal hearings is too burdensome | We have removed that language from Chapter 16 |
| Phone Call | 8/16/11 | The reasonable accommodation process has been difficult to understand and the staff at THA has not been helpful. The process would be even more difficult for elderly/disabled to understand | Thank you for your input. This resident has been given the number of the civil rights compliance officer and this topic will be taken up with staff |
| Hearing Officer | 7/19/11 | The ACOP needs a glossary | We have added a glossary at the end of the document |

REAL ESTATE

DEVELOPMENT



TACOMA HOUSING AUTHORITY

DATE: August 24, 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, Metro Parks 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. The department now has a part time intern who is soliciting additional feedback by going door to door at Salishan. It is staff's hope that by August we will have a good idea of the most popular and feasible concepts. The concepts most likely to be used and accepted by community members will be included in a draft program statement that will be circulated to community members for comment, and to potential tenants and partners for their review and feedback.

1.1.2 Area 3

- *Lot Sales:* THA closed on the sale of 28 lots to Quadrant in June. Quadrant Home's sales model on Roosevelt Avenue is in the drywall stage, and foundations are in for three additional homes. Quadrant has no sales to date. Staff continues discussions with interested homebuilders on the remaining lots. Staff is keeping the Cabinet updated with THA's negotiations involved in actual.

1.1.3 Area 2B

- *Salishan 7:* The construction of Salishan 7 is completed and fully leased. Walsh, THA and Torti Gallas received a Green Building Build Washington Award from the Washington Association of General Contractors for Salishan 7. The Final warranty walks for the landscape irrigation will begin in late July.

1.1.4 Arlington Rd (Area 4): Staff will issue an RFP in August for development proposals from Assisted Living agencies for this site. If the responses to the RFP – and the offers received – are not acceptable to THA– staff will conduct an analysis of other real estate development scenarios for this site.

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. All project financing converted to the permanent loan in early August..

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 July 27, 2011 staff submitted a stage 2 application to the Housing Trust Fund.

On July 21, 2011 staff submitted a CFCF Education Grant Application to HUD.

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. Staff received notification that the project will not receive an award from this funding round. Pierce County encouraged THA to submit another application for the next funding cycle.

- 2.1.2 *Project Planning:* Staff is working with the legal firm of Gordon Derr to prepare an application for a partial street vacation and boundary line adjustments for the 2500 block Court G alley.
- 2.1.3 *Architecture:* Staff is planning to hold scope of work and design discussions with GGLO in August and September..
- 2.1.4 *Construction:* Pre-construction services are on hold.
- 2.1.5 *Demolition/Disposition:* On August 2, 2011, staff submitted a demolition/disposition application to HUD. The applications seeks HUD approval to demolish the 104 existing and dispose them to the newly formed tax credit partnerships at a future date.
- 2.1.6 *Community Meetings:* Staff will continue to hold resident and community meetings as updates and new information become available. A special presentation on the project was made to the Hilltop Action Coalition on August 9. The board expressed strong support for the project.
- 2.1.7 *Relocation:* Staff has submitted a draft Relocation Plan for the executive director to review. Once a final draft is ready it will be submitted to HUD for review. The Plan follows the requirements of the Uniform Relocation Act and 104(d) to ensure that the residents are fairly treated during this time of transition. All residents in good standing as of June 1, 2011 will receive a transfer to another public housing unit or a Section 8 voucher with assistance in locating a new unit to rent with the voucher. This assistance may include such things as transportation to view units, interpretation

services and credit repair. In addition, staff will meet with each resident to determine correct unit size and special needs of each household as well as calculate a Replacement Housing Payment for each household. Residence in good standing will have first preference to return to the redevelopment site.

3. CAPITAL FUNDS

3.1 Capital Fund Construction:

3.1.1

CDK Construction Services is the successful General Contractor for the Ludwig and Fawcett re-siding and window replacement, and attic insulation upgrades at North K and North G. Construction work at Fawcett is underway. Siding Demo is 100% complete. The window installation is at 40% and the Siding installation is at 20%. Due to compatibility issues between the ½” Rigid Insulation (R Board) and the Weather Resistant Barrier (WRB), the ½” R Board was deleted. To improve soundproofing on the North Elevation, 1” Rigid Foam Insulation was added under the WRB. The Weather Resistant Barrier is 50% Siding Demolition at Ludwig began July 18th and is 90% complete. Siding installation is scheduled to begin August 15th.

3.1.2. The Scattered Sites bid documents will be completed in August and be put out to bid in September.

3.1.3. The 902 L Street Parking lot Improvements contract was awarded August 3rd and work is scheduled to begin the end of August.

3.1.4. The landscape architect has delivered the initial design plans to The Casey Group for review and THA Staff are scheduled to meet and review the design August 4th. Plans are to design low maintenance landscape improvements at AMPs 1, 2 and 3. THA Staff have budgeted approximately \$100,000.00 in capital funds for these projects.

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: The only NSP 1 house THA needs to sell at this point is 6636 S Lawrence. Staff is searching for new properties. We have our eye on one at 1669 S. 45th Street. We are currently scheduled to close in mid-August.

3.3 QUAD TRAIL

THA RED Staff are working for the City of Tacoma as Project Managers on the QUAD Trail section running from E. 48th Street to E. 56th Street along First Creek.

- 3.3.1 Procurement: The City of Tacoma will make bid documents available to THA September 1st. THA staff will advertise for bids and award contract.
- 3.3.2 Construction Management; THA Staff will supervise the General Contractor and manage construction of the trail.
- 3.3.3 The Scope of Work includes; base prep, 10' wide paved asphalt trail and chain fencing.

4. OTHER PROJECTS

THA Administrative Office Space – The conceptual design is complete and the design team is starting the Design Development phase of the project. The project is scheduled to be out to bid in early fall 2011. The new space will meet the goals for the project which are: security – improve security for the 1st floor customer service staff and eliminate secured access requirement for the 2nd floor, efficient, sustainable, professional, provides privacy for clients, is hospitable to children, and is phase-able.

The design is on hold pending review of options for location of THA main administrative office.

5. PROJECTS IN THE PIPELINE

- 5.1 *The 2316 Building*: Staff continues to meet with the Tacoma City Association of Colored Women's Club's Inc. (CWC) with regard to a development opportunity. CWC is currently developing internal capacity and is reevaluating their long term goals for their property. They continue to be interested in THA having a role in the project, but at this time have determined to put any formal plans on hold.
- 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** *Stewart Court:* On July 25, 2001 staff submitted a Housing Trust Fund (HTF) Stage 2 application. . The current budget for the project is \$1,751,543. THA is requesting \$482,000 from HTF. This proposal will require THA to loan the project \$1,269,543. HTF plans to announce awards in Nov. 2011.
- 5.4** *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.

In order to assist THA find properties to purchase, staff issued an RFP to procure a roster of real estate brokers. Of the seven proposals submitted, THA selected two brokers with an expertise in multifamily rental property.

THA's ability to purchase new properties will depend on the outcome of our negotiations with Citibank. We presently have set aside \$2.5 million of our reserves to cover our Citibank losses. If our negotiations are successful, we hope to free up some of those reserves for a purchase.

6. M/WBE CONTRACT COMPLIANCE and SECTION 3 HIRING

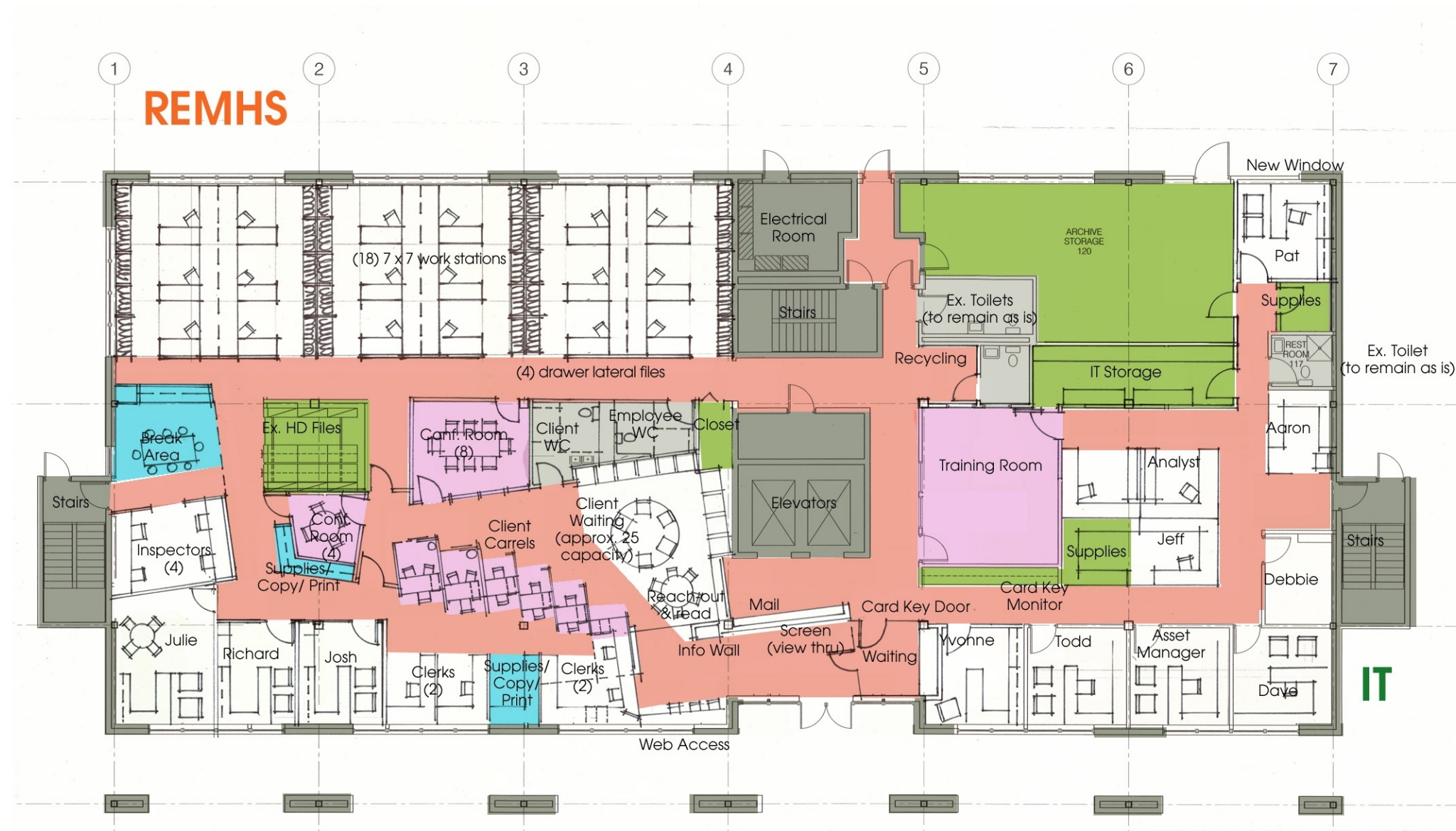
- 6.1** No new updates.

7. PHAS INDICATOR FOR MODERNIZATION ACTIVITIES

The following are the obligated and expenditures as of August 6, 2011.

| <u>Grant</u> | <u>Total Grant</u> | <u>Obligated</u> | <u>% Obligated</u> | <u>Expended</u> | <u>% Expended</u> | <u>Obligation Start Date</u> | <u>Obligation End Date</u> | <u>Disbursement End Date</u> |
|-------------------------------|---------------------------|-------------------------|---------------------------|------------------------|--------------------------|-------------------------------------|-----------------------------------|-------------------------------------|
| 2008 CFP (P) | \$1,849,412 | \$1,849,412 | 100% | \$1,777,245 | 96% | 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 | \$2,197,179 | 91% | \$619,474 | 26% | 9/15/09 | 9/14/11 | 9/14/13 |
| 2009 CFP (1 st R) | \$703,863 | \$703,863 | 100% | \$703,863 | 100% | 9/15/09 | 9/14/11 | 9/14/13 |
| 2009 CFP (2 nd R) | \$54,932 | \$54,932 | 100% | \$54,932 | 100% | 9/15/09 | 9/14/11 | 9/14/13 |
| 2009 CFP (3 rd R) | \$2,724 | \$2,724 | 100% | \$2,724 | 100% | 4/12/10 | 4/12/12 | 4/12/14 |
| 2010 CFP | \$2,345,627 | \$626,501 | 27% | \$231,803 | 9% | 7/15/10 | 7/15/12 | 7/15/14 |
| 2010 CFP (1 st R) | \$1,216,978 | \$196,759 | 16% | \$127,100 | 10% | 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% | \$4,096,616 | 100% | 3/18/09 | 3/17/10 | 3/17/12 |

*ARRA Capital Fund Recovery Grant



Revised First Floor Plan
39 headcount

COMMUNITY SERVICES



TACOMA HOUSING AUTHORITY

DATE: August 24, 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 July and for the calendar year 2011.

1.1 Employment

| Activities | Month | YTD | Annual Goal | % of Goal |
|--|-------|-----|-------------|-----------|
| Clients referred for employment services | 19 | 108 | 120 | 90% |
| Clients participated in employment services | 21 | 80 | 90 | 89% |
| Clients enrolled in employment readiness soft skills workshops | 14 | 37 | 60 | 62% |
| Clients completed employment readiness soft skills workshops | 10 | 25 | 50 | 50% |
| Enrolled in job readiness training | 2 | 6 | 6 | 100% |
| Job placement | 4 | 22 | 30 | 73% |
| Entered Apprenticeship | 0 | 0 | 2 | 0% |
| Earned income increased | 4 | 22 | 30 | 30% |

In July, participation in employment readiness soft skills workshops increased. The CS employment team sees this increase as a good sign, because many of our clients need to improve their workplace soft skills in order to succeed as employees. We plan to add new components to the soft skills training, for example, "What to expect in the first 30 days of employment" and workplace etiquette.

We are proud to announce four residents were placed in jobs in July. Job placement rates were somewhat lower this month than in previous months, however, participants in our workshops reported positive experiences with potential employer in an interview setting.

Requests for assistance from WorkSource Affiliate Site non-resident participants increased in July. CS staff provided assistance with basic computer functions, resume critique, and information regarding job search websites.

1.2 Education

Bates continues to offer GED classes at the FIC. Standard class size is 18. During the month of July, 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 | 106 | 122 | 153 | 80% |
| Graduates | 1 | 5 | 8 | 63% |
| Removed/Voluntarily Withdrawn | 2 | 11 | n/a | n/a |
| New Contracts Signed | 0 | 18 | 58 | 31% |
| Escrow Balance | \$255,762.12 | | | |

1.4 Life Skills and Parenting Classes

The six week domestic violence support class with Exodus Housing ended with 7 out of 8 participants successfully completing the program. THA entered into a contract with Bates Technical College for parenting classes for our FIT families. The first class was held on July 13, 2011.

| Activities | Month | YTD | Annual Goal | % of Goal |
|------------------------|-------|-----|-------------|-----------|
| Life Skills Enrollment | 8 | 8 | 20 | 40% |
| Life Skills Completion | 7 | 7 | 15 | 47% |
| Parenting Enrollment | 7 | 7 | 25 | 28% |
| Parenting Completion | 0 | 0 | 20 | 0% |

1.5 Asset Building

The department provides pre-purchase counseling, 1st time homebuyer seminars, post-purchase counseling, financial literacy workshops, credit counseling, and individual development accounts to help THA clients build assets and prepare to become successful homeowners, business owners or change careers and further their education.

| Activities | Month | YTD | Annual Goal | % of Goal |
|---|-------|-----|-------------|-----------|
| Financial Literacy Enrollment | 16 | 100 | 120 | 83% |
| Financial Literacy Completion | 6 | 47 | 95 | 49% |
| Credit Counseling Enrollment | 4 | 16 | 15 | 107% |
| Credit Counseling Completion | 4 | 7 | 8 | 88% |
| Homeownership Counseling | 25 | 48 | 20 | 240% |
| Individual Development Account Participants | 7 | 51 | 50 | 102% |
| Qualified Withdrawals | 0 | 3 | 10 | 30% |
| Home Purchase | 0 | 3 | 10 | 30% |
| 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.

| Activities | Month | YTD | Annual Goal | % of Goal |
|----------------------------------|-------|------|-------------|-----------|
| Computer Lab Participation | 323 | 1078 | 200 | 539% |
| VITA Tax Returns for THA clients | 26 | 42 | 75 | 56% |
| EITC Received (PH only) | 1 | 9 | 85 | 11% |

THA AmeriCorps used the community rooms and computer labs at Bergerson, Dixon and Hillside as a focal point for planning activities at these communities. Food Connection began offering free summer lunch programs for THA residents in June. The summer lunches proved to be very popular. At Bergerson Terrace and Hillside Terrace 20-30 children come in each day for a healthy lunch and a snack later. Many stay to read or use the computers in the community labs

Earlier in the summer, the AmeriCorps held community meetings at Bergerson Terrace for residents to help guide the design of a mural for the play area wall. City of Tacoma muralists completed the painting in early August. The muralists applied a clear protective coating and provided THA special cleaning supplies for the mural. Photos are attached to this report.

1.7 Youth Activities

THA's contract with Girl Scouts of Western Washington to provide a youth mentoring program for Hillside Terrace, Bergerson Terrace and Salishan ended in June. There were 122 troop members, 61 of which were THA residents. This marked the end of a long successful contractual relationship with the Girl Scouts of Western Washington. At the conclusion of the contract, Girl Scouts committed to continue their programing at no cost to THA for another three years with possibility of extension beyond the three years.

| 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 | 20 | 20 | 65 | 31% |
| 80% or better on life skills/financial literacy post-test | 21 | 21 | 55 | 38% |
| 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 153 client contacts (103 unduplicated) in the month of July.

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.

| Activities | Month | YTD | Annual Goal | % of Goal |
|---|-------|-----|-------------|-----------|
| Unduplicated client contacts | 103 | 241 | 260 | 93% |
| Referrals | 5 | 30 | 50 | 60% |
| Unduplicated situation/wellness counseling | 13 | 75 | 140 | 54% |
| Assistance with correspondence for Entitlement Programs | 3 | 30 | 40 | 75% |

1.9 Families in Transition (FIT)

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

| | WFF/Sound Families | | Hillside Terrace | | Tax Credit | |
|-------------------------------|--------------------|-----|------------------|-----|------------|-----|
| Total Current Caseload | 19 | | 3 | | 5 | |
| | Month | YTD | Month | YTD | Month | YTD |
| Entrances | 2 | 14 | 0 | 1 | 0 | 0 |
| Graduations | 1 | 4 | 0 | 0 | 0 | 0 |
| Exits | 0 | 0 | 0 | 0 | 0 | 0 |
| Terminations | 0 | 0 | 0 | 0 | 0 | 0 |

1.10 McCarver Special Housing Program

The McCarver Special Housing Program began accepting applications in May. We are currently in the final stages of approving rental assistance for the families that pass program requirements and suitability assessments.

Carlena Allen joined the Community Services staff as a McCarver program case worker. A second case worker will join her next month. Both case workers will be housed at McCarver Elementary. They will work with the families to secure housing and then to achieve the goals set in their Family Success Plans.

| Activities | YTD | Annual Goal | % of Goal |
|--|-----|-------------|-----------|
| Applications submitted | 60 | 50 | 120% |
| Applicants program eligible | 46 | 50 | 92% |
| Applicants approved for voucher | 26 | 50 | 52% |
| Applicants issued vouchers and searching for housing | 6 | 50 | 12% |

We expect to start the school year with about 35 program participants. We will continue to take applications through the fall. We anticipate McCarver staff and the school district homeless liaison will refer additional homeless families when school begins in September.

We have a number of performance measures for the McCarver program. These relate to student achievement and parent advancement toward economic self-sufficiency. We will begin reporting on progress toward these goals in next month's report.

2. SALISHAN SUMMER ACTIVITIES

Brown Bags and Books, a summer food program with learning activities led by community volunteers and the Salishan Association, continued in July at Courtyard Park in Salishan. 40-50 children participated each day. Tacoma Public Library offered their summer reading program on Thursdays. Boys and Girls Club offered arts and crafts activities on Tuesdays.

On July 24, REACH, THA, and Tacoma 360 sponsored a free Get Smart BBQ at the THA Family Investment Center in Salishan. This event provided youth ages 16-24 educational support services, career assessment, and support for work or college planning. College and career planners from REACH, Goodwill, and TCC were on hand to work with the participants. Approximately 35 Salishan youth participated. CS will track their continued progress with REACH following the initial Get Smart enrollment.

3. 2011 ROSS SERVICE COORDINATION GRANT APPLICATION

On July 12, THA submitted its 2011 Resident Opportunity and Self-Sufficiency (ROSS) Service Coordinator grant application to HUD. This was a request for \$240,000 for a three year term. If awarded, the grant will fund salary and benefits for a THA service coordinator for three years. The grant does not offer funds for THA to contract for services. THA and its service provider partners made significant in-kind commitments to offer programming through the service coordinator program. The grant requires a minimum 25% in-kind match. In-kind match from THA and its partners totaled \$969,305 or 403.8% of the grant request.

| Three Year Service Commitment | Service Provider | In-Kind Value |
|---|---|----------------------|
| GED/High School Equivalency | Bates Technical College | \$13,500 |
| Job Retention Services | THA | \$2,307 |
| Computer Labs | THA | \$60,000 |
| Nutrition Classes, Health Advocates | Comprehensive Health Education Foundation | \$443,448 |
| Youth programming | Girl Scouts | \$350,000 |
| AmeriCorps member training and support | Northwest Leadership Foundation | \$45,900 |
| Assistance and support for THA's Volunteer Income Tax Assistance site | Pierce County Asset Building Coalition | \$54,150 |
| | TOTAL | \$969,305 |





NEW BUSINESS

RESOLUTION #1



TACOMA HOUSING AUTHORITY

RESOLUTION 2011-8-24 (1)

DATE: August 24, 2011
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Approval of THA's 2011 Moving to Work Plan Amendment

Background

The Board approved THA's 2011 Moving to Work Plan in October 2010. By this resolution Staff seeks the Board's authorization to ask HUD for permission to modify, and simplify, the plan. Staff discussed these changes with the Board at its June study session. Since then staff has elicited comments from stakeholders and customers. THA posted its plan amendment for public review on the THA website beginning July 19, 2011. Staff hosted two public hearings on August 8, 2011. Additional review included:

- THA employee feedback sessions on June 29, 2011
- Resident Focus group
- Resident mailing to all Public Housing and Section 8 households
- 30 day public notice period
- Meetings at elderly/disabled buildings
- Newsletters to all landlords explaining changes
- Meeting with Northwest Justice
- Meeting with the landlord advisory group
- Separate landlord meeting

Staff also received comments by phone call and email. A full list of comments and questions is attached. Staff considered all these views.

As we have discussed with Board, the MTW plan is meant to accomplish three main objectives:

- Reduce costs and achieve greater cost effectiveness in federal expenditures;
- Give incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient; and
- Increase housing choices for low-income families.

Highlights of the plan amendment include:

- All MTW households will go on a biennial recertification schedule
- Elimination of the elderly/disabled and dependent deductions
- Apply a 28.5% TTP calculation within the tiered rent table
- Implement medical allowance bands starting at \$2500 for eligible elderly/disabled
- Simplified Utility Allowances
- Interim reductions will only be processed if the adjusted income decreases by 10%
- Allow a maximum of three interim decreases per recertification period

Detail about these policy changes is included in resolutions 2011-8-24 (2) and (3).

Recommendation

Approve Resolution 2011-8-24 (1) authorizing the Executive Director to submit the Housing Authority of the City of Tacoma's Fiscal Year 2011 Moving to Work (MTW) Plan Amendment.

RESOLUTION 2011-8-24 (1)

Annual Moving to Work Plan Certifications of Compliance

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Certifications of Compliance with Regulations:

Board Resolution to Accompany the Annual Moving to Work Plan Amendment

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

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

1. The PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the PHA and conducted a public hearing to discuss the Plan and invited public comment.
2. The Agency took into consideration public and resident comment before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan Amendment;
3. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
4. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
5. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age



TACOMA HOUSING AUTHORITY

Discrimination Act of 1975.

6. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
7. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part
8. The PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
9. The PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
10. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
11. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
12. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
13. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
14. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
15. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.

16. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).

17. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.

18. All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its Plan and will continue to be made available at least at the primary business office of the PHA.

| | |
|--|--------------------|
| <u>Housing Authority of the City of Tacoma</u> | <u>WA005</u> |
| PHA Name | PHA Number/HA Code |

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

| | |
|-----------------------------|-------|
| _____ | _____ |
| Name of Authorized Official | Title |

RESOLUTION #2



TACOMA HOUSING AUTHORITY

RESOLUTION 2011-08-24 (2)

DATE: August 24, 2011
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Adoption of THA Administrative Plan

Background

The Administrative Plan relates to the administration of the Housing Choice Voucher program. HUD requires all public housing authorities to have one to govern the program. . The purpose of the administrative plan is to establish policies for carrying out the programs in a manner consistent with HUD requirements and local goals and objectives contained in the THA's Moving to Work plan. This administrative plan is a supporting document to the PHA agency plan, and is available for public review as required by CFR 24 Part 903.

Before bringing the document to the board for approval, THA elicited community comment during a 30 day public comment period using the following methods:

- The Administrative Plan was posted on THA's website
- Newsletters to all Public Housing and Section 8 households explaining changes
- Newsletters to all landlords explaining changes
- THA staff feedback sessions and focus groups
- Meeting with Northwest Justice Project
- Meeting with the landlord advisory group
- Feedback session with THA's contracted hearing officer
- Two Public Hearings
- Separate landlord meeting
- Meetings at THA's senior/disabled buildings

Staff also took phone calls and emails throughout the comment period. The full range of comments and questions is attached.

Below is a list of major policy changes, the current policy/practice, proposed policy and associated policy chapters in the documents.

| Topic | Current Policy | Proposed policy | Community Comment | THA Recommendation |
|--|---|--|---|---|
| Medical marijuana Admin Plan Page 68 | Silent on the topic; not allowed at EB Wilson because it is a "smoke-free" property | Disallow the use of medical marijuana. Revisit the topic if State establishes legal means to obtain medical marijuana | The feedback on this issue has been positive. Questions about changes if the federal government makes medical marijuana legal. | Move forward with the policy. THA will not allow medical marijuana in its programs. THA can revisit the subject if there are changes in federal or state laws. |
| Criminal background screening for households members Page 72 Admin Plan | Screen all household members over the age of 18 | Screen all household members over the age of 13 | Legal advocates disagreed with this policy. The reasoning was that many young people need stable housing to improve their situations. | THA will screen all household members over the age of 16. This will allow THA to still screen household members in an age group that has caused problems. Households will have an opportunity for an informal review if denied. |
| Criminal background screening for households members Page 69 | Deny admission to households with drug/violent activity within the past 3 years | Deny admission to households with drug/violent activity within the past 5 years | Comment on this section was positive from staff. There was little comment from outside THA. | Move forward with the policy |
| Criminal background screening for households members Page 69 | Deny households with a <i>lifetime</i> registered sex offender. | Deny households with a registered sex offender. | Comment from legal advocates was that policy was too strict. "People who had minor issues while younger could be caught up in this policy." | Move forward with the policy. Households will have an opportunity for an informal review if denied. |

| Topic | Current Policy | Proposed policy | Community Comment | THA Recommendation |
|--|---|---|--|---|
| Criminal background screening for households members Page 69 | Deny households where anyone has ever produced methamphetamine in <i>federally assisted housing</i> | Deny households where anyone has ever produced methamphetamine | Positive feedback both inside and outside the agency | Move forward with Policy |
| Income and subsidy determinations Admin Plan Pages 51,141, 189, 270 | <ul style="list-style-type: none"> Recertify all household income and expenses annually Verify all household income, medical expenses and assets Complex utility allowance calculation for each unit \$400 annual elderly deduction \$480 annual deduction for each dependent Rent adjustment for all medical expenses that exceed 10% of annual gross income Rent based on a 30% TTP*** calculation Process interims for all decreases in income | <ul style="list-style-type: none"> 25 minimum rent (no more utility reimbursement payments); the minimum rent will escalate to \$50+ in later years for the work-able population Apply a 28.5% TTP calculation within the table All households will be on tiered rents Eliminate dependent and eld/dis deductions Implement medical allowance bands starting at \$2500 (for eligible elderly/disabled HHs) Conduct biennial recertifications Allow households to | <p>Overall there were not many comments on the income and subsidy determinations with a small amount of them being negative.</p> <p>There were numerous questions about the policies, but most residents were satisfied once their specific question was answered.</p> <p>There were some at the public hearing that stated the new income and subsidy determinations harm the residents and help the housing authority.</p> <p>Staff has provided valuable feedback</p> | <p>Move forward with the policies:</p> <p>All of the policies have been approved by the board and HUD as part of the Moving to Work Plan except the new interim policy. The Moving to Work Plan amendment simplifies the previously approved activities.</p> <p>The Moving to Work changes need to be incorporated into THA Policy.</p> |

| | | | | |
|--|--|--|--|--|
| | | <ul style="list-style-type: none"> • self-certify assets below \$25,000 • Simplify the utility allowance schedule • Only process 3 interim decreases biennially • Decreases must be 10% of adjusted income in order to be processed. | <p>which led to a revised interim policy. We have changed the minimum decrease amount from \$200 per month to 10% of adjusted income. The change will allow families of lower income more opportunity for decreases if needed.</p> | |
|--|--|--|--|--|

*PH = Public Housing; **PBV = Project-based voucher; ***TTP=Total tenant payment

During the course of the public comment period staff did not feel we had adequately communicated with the applicants on the waiting lists to gather enough feedback to make changes to THA's waiting list management. We will take an additional thirty (30) days to solicit feedback from applicants through a mailing to all applicants and additional public hearings before requesting approval of the Administrative Plan chapter relating to wait list management.

Recommendation

Approve Resolution 2011-8-24 (2) authorizing THA to adopt the Administrative plan with the exception of Chapter 4 - APPLICATIONS, WAITING LIST AND TENANT SELECTION



TACOMA HOUSING AUTHORITY

RESOLUTION 2011-08-24 (2), ADOPTION OF THA ADMINISTRATIVE PLAN

WHEREAS, The Administrative Plan relates to the administration of the Housing Choice Voucher program and is required by HUD

WHEREAS, The Administrative plan is to establish policies for carrying out the programs in a manner consistent with HUD requirements and local goals and objectives contained in the THA's Moving to Work Plan

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

1. Approve Resolution 2011-8-24 (2) authorizing THA to adopt the Administrative plan as amended with the exception of Chapter 4 - APPLICATIONS, WAITING LIST AND TENANT SELECTION

Approved: August 24, 2011

Janis Flauding, Chair

RESOLUTION #3



TACOMA HOUSING AUTHORITY

RESOLUTION 2011-08-24 (3)

DATE: August 24, 2011
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Adoption of THA Admissions and Continued Occupancy Policy

Background

The Admissions and Continued Occupancy Policy (ACOP) relates to the administration of the Public Housing program. HUD requires every public housing authority with public housing units to have an ACOP. The purpose of the ACOP is to establish policies for carrying out the program in a manner consistent with HUD requirements and local goals and objectives contained in the THA's Moving to Work Plan. This ACOP plan is available for public review as required.

Before bringing the document to the board for approval, THA elicited community comment during a 30 day public comment period using the following methods:

- The ACOP was posted on THA's website
- Newsletters to all Public Housing and Section 8 households explaining changes
- Newsletters to all landlords explaining changes
- THA staff feedback sessions and focus groups
- Meeting with Northwest Justice Project
- Feedback session with THA's contracted hearing officer
- Two Public Hearings
- Meetings at THA's senior/disabled buildings

Staff also took phone calls and emails throughout the comment period. The full range of comments and questions is attached.

Below is a list of major policy changes, the current policy/practice, proposed policy and the associated policy chapters in the documents.

| Topic | Current Policy | Proposed policy | Community Comment | THA Recommendation |
|---|---|--|---|---|
| Medical marijuana ACOP Plan page 89 | Silent on the topic; not allowed at EB Wilson because it is a "smoke-free" property | Disallow the use of medical marijuana. Revisit the topic if State establishes legal means to obtain medical marijuana. | The feedback on this issue has been positive. There have been some questions on what will happen if the federal government makes medical marijuana legal. | THA will not allow medical marijuana in its programs. THA can revisit the subject if there are changes in federal or state laws. |
| Criminal background screening for households members Page 72 | Screen all household members over the age of 18 | Screen all household members over the age of 13 | Legal advocates disagreed with this policy. The reasoning was that many young people need stable housing to improve their situations. | THA will screen all household members over the age of 16. This will allow THA to still screen household members in an age group that has caused problems. Households will have an opportunity for an informal review if denied. |
| Criminal background screening for households members Page 69 | Deny admission to households with drug/violent activity within the past 3 years | Deny admission to households with drug/violent activity within the past 5 years | Comment on this section was positive from staff. There was little comment from outside THA. | Move forward with the policy |
| Criminal background screening for households members Page 69 | Deny households with a <i>lifetime</i> registered sex offender | Deny households with a registered sex offender; | Comment from outside the agency was that the policy was too strict. Some thought that people who had minor issues while younger | Move forward with the policy. All households that are denied will have an opportunity for an informal review. |

| Topic | Current Policy | Proposed policy | Community Comment | THA Recommendation |
|---|--|--|--|--|
| | | | could be caught up in this policy. | |
| Criminal background screening for households members Page 69 | Deny households where anyone has ever produced methamphetamine in <i>federally assisted housing</i> | Deny households where anyone has ever produced methamphetamine | Positive feedback both inside and outside the agency | Move forward with Policy |
| Income and subsidy determinations | <ul style="list-style-type: none"> • Recertify all household income and expenses annually • Verify all household income, medical expenses and assets • Complex utility allowance calculation for each unit • \$400 annual elderly deduction • \$480 annual deduction for each dependent • Rent adjustment for all medical expenses that exceed 10% of annual gross income • Rent based on a 30% TTP*** calculation • | <ul style="list-style-type: none"> • 25 minimum rent (no more utility reimbursement payments); the minimum rent will escalate to \$50+ in later years for the work-able population • Apply a 28.5% TTP calculation within the table • All households will be on tiered rents • Eliminate dependent and eld/dis deductions • Implement medical allowance bands starting at \$2500 (for eligible elderly/disabled HHs) • Conduct biennial recertification • Allow households to self-certify assets below \$25,000 • Simplify the utility allowance schedule | <p>Overall there were not many comments on the income and subsidy determinations with a small amount of them being negative.</p> <p>There were questions about the policies, but most residents were satisfied once their specific question was answered.</p> <p>There were some at the public hearing that stated the new income and subsidy determinations harm the residents and help the housing authority</p> | <p>Move forward with the policies:</p> <p>All of the policies have been approved by the board and HUD as part of the Moving to Work Plan except the new interim policy. The Moving to Work Plan Amendment simplifies the previously approved activities. The Moving to Work changes need to be incorporated into THA Policy.</p> |

| Topic | Current Policy | Proposed policy | Community Comment | THA Recommendation |
|----------------|--|---|--|--|
| Interim Policy | <ul style="list-style-type: none"> Process interims for all decreases in income | <ul style="list-style-type: none"> Limit interims to only process 3 interim decreases biennially Decreases must be 10% of adjusted income in order to be processed. | Staff has provided valuable feedback which has led to us creating this interim policy. We have changed the minimum decrease amount from \$200 per month to 10% of adjusted income. The change will allow families of lower income more opportunity for decreases if needed | Move forward with revised interim policy |

*PH = Public Housing; **PBV= Project-based voucher; ***TTP=Total tenant payment

During the course of the public comment period staff did not feel we had adequately communicated with the applicants on the waiting lists to gather enough feedback to make changes to THA's waiting list management. We will take an additional thirty (30) days to solicit feedback from applicants through a mailing to all applicants and additional public hearings before requesting approval of the Administrative Plan chapter relating to wait list management.

Recommendation

Approve Resolution 2011-8-24 (3) authorizing THA to adopt the ACOP excluding Chapter 4 APPLICATIONS, WAITING LIST AND TENANT SELECTION



TACOMA HOUSING AUTHORITY

RESOLUTION 2011-8-24 (3), ADOPTION OF THA ADMISSIONS AND CONTINUED OCCUPANCY POLICY

WHEREAS, The Admissions and Continued Occupancy Plan (ACOP) relates to the administration of the Public Housing program and is required by HUD

WHEREAS, The ACOP is to establish policies for carrying out the programs in a manner consistent with HUD requirements and local goals and objectives contained in the THA's Moving to Work Plan

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

1. Approve Resolution 2011-8-24 (3) authorizing THA to adopt the amended ACOP excluding Chapter 4 APPLICATIONS, WAITING LIST AND TENANT SELECTION

Approved: August 24, 2011

Janis Flauding, Chair

RESOLUTION #4



TACOMA HOUSING AUTHORITY

DATE: August 24, 2011

TO: Board of Commissioners

FROM: Michael Mirra, Executive Director

RE: Authorize Investment Institutions and Authorized Signers

Background

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

The resolution replaces Resolution 2010-8-25(2), which had authorized the prior officers as signers for the bank and investment accounts of the Tacoma Housing Authority and identifies the new ones, as well as the authorized THA staff members.

Recommendation

Approve Resolution 2011-8-24 (4) replacing 2010-8-25(2) authorizing the signers for the financial institutions.



TACOMA HOUSING AUTHORITY

RESOLUTION 2011-8-24 (4)

AUTHORIZED SIGNERS FOR FINANCIAL INSTITUTION ACCOUNTS

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

Whereas, This resolution does that and replaces Resolution 2010-8-25(2), which had authorized previous offices as signers; and

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

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

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

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

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

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

| | |
|----------------|---------------------------|
| Janis Flauding | Chairman _____ |
| Greg Mowat | Vice Chair _____ |
| Michael Mirra | Executive Director _____ |
| Kenneth Shalik | Director of Finance _____ |

Duane Strom

Finance Manager _____

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

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

Approved: August 24, 2011

Janis Flauding, Chair

RESOLUTION #5



TACOMA HOUSING AUTHORITY

RESOLUTION 2011-8-24 (5)

DATE: August 24, 2011
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Architectural & Engineering (A&E) Services for THA Administrative Offices
Space Study and Design – Contract Amendment

Background

On March 23, 2011 the Board of Commissioners authorized the Executive Director to award a contract to Buffalo Design for Architectural and Engineering Services for THA's Administrative spaces. The 902 South L Street office was the first focus of this contract. The Board of commissioners authorized the Executive Director to negotiate a not the exceed amount of \$95,000 for the 902 South L Street offices. This work includes a complete study of the building, a conceptual design master plan and for design development through construction administration for the Housing Choice Voucher area first. The work included reviewing existing conditions, interviewing staff, preparing concept and final design for interior office spaces, preparing bid documents, assistance with bidding and construction administration.

Buffalo Design has completed the existing conditions study, interviewed staff, and has produced several design concepts for the building. Staff and the Architect have determined the final conceptual design and the A&E team is currently working on Design Documents. The final conceptual design was unknown at the time of the March resolution. The Not to Exceed fee was an estimate based on pricing from the 2001 renovations with an estimated escalation amount. The final design concept for the building is now for the entire first floor and incorporates more design features and changes than the 2001 renovation. These features include revamping the HVAC duct system, reconfiguring the lobby, several offices and the addition of meeting space.

The current contract for the work through Conceptual Design is \$59,995 leaving \$35,045 for Design Development through Construction Administration. The fee for these services is \$84,944. Staff has issued a modification for the Design Development portion of the work in the amount of \$31,684. This resolution is requesting authorization to increase the contract amount by \$53,260 to \$144,903 to cover the remaining A&E work.

Recommendation

Approve Resolution 2011-8-24 (5) authorizing the Executive Director to increase the contract amount for the Architectural and Engineering Services for the THA Administrative Offices Space Study and Design project in an amount not-to-exceed \$53,260 with Buffalo Design. The Finance Department has reviewed this resolution for its fiscal impact, and supports adoption.



TACOMA HOUSING AUTHORITY

RESOLUTION 2011-8-24 (5)

ARCHITECTURAL & ENGINEERING (A&E) SERVICES FOR THA ADMINISTRATIVE OFFICES SPACE STUDY AND DESIGN – CONTRACT AMENDMENT

WHEREAS, On March 23, 2011, The Board of Commissions (BOC) of Tacoma Housing Authority (THA) authorized the Executive Director to award a contract with Buffalo Design for Architectural and Engineering Services for THA's Administrative spaces;

WHEREAS, The first focus of work is the 902 S L Street building;

WHEREAS, The BOC authorized a Not to Exceed amount of \$95,000 for work that included a complete study of the building, a conceptual design master plan and for design development through construction administration for the Housing Choice Voucher area;

WHEREAS, Based on the final conceptual plans the total amount for the design and engineering is \$144,903;

WHEREAS,

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

Approve Resolution 2011-8-24 (5) authorizing the Executive Director to increase the contract amount by \$53,260 for a total amount not to exceed of \$144,903 to cover the additional A&E work

Approved: August 24, 2011

Janis Flauding, Chair