



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET

October 24, 2012



TACOMA HOUSING AUTHORITY

Michael Mirra
Executive Director

BOARD OF COMMISSIONERS

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

Regular Meeting BOARD OF COMMISSIONERS

WEDNESDAY, October 24, 2012

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold their Board Regular meeting on **Wednesday, October 24, 2012 at 4:00 PM**

The meeting will be held at:

**902 South L Street
Tacoma, WA 98405**

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

I, Christine Wilson, certify that on or before Friday, October 19, 2012, I FAXED/EMAILED, the preceding PUBLIC MEETING NOTICE to:

City of Tacoma	747 Market Street Tacoma, WA 98402	fax: 253-591-5123
Northwest Justice Project	715 Tacoma Avenue South Tacoma, WA 98402	fax: 253-272-8226
KCPQ-TV/Channel 13	1813 Westlake Avenue North Seattle, WA 98109	emailed to tips@q13fox.com
KSTW-TV/Channel 11	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
OCTOBER 24, 2012, 4:00 PM
902 South L Street**

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

3.1 Minutes of September 26, 2012 Regular meeting

4. GUEST COMMENTS

5. COMMITTEE REPORTS

6. COMMENTS FROM THE EXECUTIVE DIRECTOR

7. ADMINISTRATION REPORTS

- 7.1 Finance
- 7.2 Real Estate Management and Housing Services
- 7.3 Real Estate Development
- 7.4 Community Services
- 7.5 Human Resources

8. NEW BUSINESS

- 8.1 THA Resolution 2012-10-24 (1), Authorizing formation LLLP Application for funding THA Stewart Court Apartments
- 8.2 THA Resolution 2012-10-24 (2), Adopting Non-smoking Policies for THA's Properties
- 8.3 THA Resolution 2012-10-24 (3), Approval of Wage Increase for Trades Council Employees

9. COMMENTS FROM THE COMMISSIONERS

10. EXECUTIVE SESSION

11. ADJOURNMENT

MEETING MINUTES



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, September 26, 2012

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, September 26, 2012.

1. CALL TO ORDER

Chair Flauding called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:02 PM.

2. ROLL CALL

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

PRESENT	ABSENT
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Commissioners

Janis Flauding, Chair
Greg Mowat, Vice Chair
Arthur C. Banks
Stanley Rumbaugh, Commissioner
(arrived at 4:35 PM)

Staff

Michael Mirra, Executive Director
Christine Wilson, Executive Administrator
Ken Shalik, Finance and Administration Director
April Davis, REMHS Director
Barbara Tanbara, Human Resources Director
Nancy Vignec, Community Services Director
Walter Zisette, RED Director
Todd Craven, Administration Director

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

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Flauding asked for any corrections to or discussion of minutes for the Annual Session of the Board of Commissioners for Wednesday, August 22, 2012. Commissioner Mowat moved to adopt the minutes, Commissioner Banks seconded.

Upon roll call, the vote was as follows:

AYES: 3
NAYS: None
Abstain: None
Absent: 1

Motion approved.

Chair Flauding asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, August 22, 2012. Commissioner Banks moved to adopt the minutes, Commissioner Mowat seconded.

Upon roll call, the vote was as follows:

AYES: 3
NAYS: None
Abstain: None
Absent: 1

Motion approved.

4. GUEST COMMENT

Mr. Gary Aleshire, Board Chair for Living Access Support Alliance (LASA) and Ms. Jan Hutchins, Executive Director for LASA addressed the board about the collaboration between THA and LASA. ED Hutchins described LASA's excitement about this newly formed development partnership between THA and LASA. The project will include a 15-unit homeless housing project along with a client service center and new office space for LASA. ED Hutchins stated her appreciation for the work of ED Mirra and Ms. Roberta Schur, Project Manager for RED. Chair Aleshire invited the BOC to all the upcoming milestones related to this project. It is their hope the ground breaking will occur in June of 2013.

5. COMMITTEE REPORTS

Real Estate Development Committee – Commissioner Rumbaugh provided his report. The committee continues to review various sites for acquisition. The LASA project continues as a point of discussion. There are no new updates on THA's offer to the MLKHDA for the New Look Apartments and commercial space. Director Zisette was directed to follow-up with MLKHDA.

Finance Committee – Vice Chair Mowat reported the agency financials are in good order. ED Mirra explained staff need direction from the board as staff drafts the 2013 budget for the board's consideration in December. He directed the board to his report that includes a table of the possible congressional budgets so far. He reviewed the several uncertainties that make it particularly hard this year to anticipate our HUD allocation for next year.

He recommended that staff write the budget presuming on the allocation provided by the current continuing resolution of the congress. This would be a “no change” allocation from 2012. He further recommended that staff prepare a hierarchical list of cuts or reserve uses totaling \$3.3 million in case the sequestration cuts occur. In that event, we would then implement as many items on that list as the cuts make necessary. Commissioner Rumbaugh and Mowat stated their support for this approach. Citizen Oversight Committee – Vice Chair Mowat provided a brief review of the newly created Citizen Oversight Committee for the Hillside Terrace construction. VC Mowat appreciates the vast experience of the committee members assembled to review the Hillside Terrace development project. The meeting was well attended with stakeholders representing community organizations, labor, and city officials. Vice Chair Mowat will make sure the minutes from the committee are distributed to the BOC. The committee will convene each month.

6. ADMINISTRATIVE REPORTS

Executive Director

ED Mirra referred the board to his report and welcomed questions. THA has been busy consulting with various community partners about our potential development partners. He described the upcoming Public Housing and Education Conference THA will host on October 9th. Officials will visit from other PHAs, school districts, HUD, funders and Tacoma School District. Director Vignec will provide a summary of the meeting in her next board report.

Finance

Director Shalik directed the board to the finance report. The 2012 budget has been adjusted to reflect the mid-year budget recently adopted. Director Shalik stated that the state audit has been completed and there are no audit findings. The REAC audit was also completed and submitted on-time. He stated his appreciation to his staff for the work they put into this effort. Discussions continue with THA and HUD related to the MTW baseline issue. There will be further discussions in October with ED Mirra.

Commissioner Mowat moved to ratify the payment of cash disbursements totaling \$4,239,622 for the month of August, 2012. Commissioner Banks seconded.

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	None
Abstain:	None
Absent:	0

Motion Approved

Real Estate Management and Housing Services

Director Black directed the board to her report. She continues to see a trend of 98% in occupancy rate. As of today there are 41 vacant units and 17 units were turned last month. There is a large number of vacancies at Stewart Court due to evictions. This has been a huge draw on staff time. Director Black gave kudos to the maintenance staff for their hardwork turning a large number of units. The grounds have looked well manacured and kept the entire summer. She also gave kudos to the grounds crew for their dedication of the properties. Commissioner Rumbaugh asked for an explanation for 10 vacancies at Stewart Court. Director Black stated that the former manager did not attend to tenants who have been continuously late on their rent. A new manager is not addressing the problems. Commissioner Mowat asked about the evict these evictions have on the property. Director Black recounted the challenges turning units that require substantial repairs. Director Black reviewed the recent shooting in Salishan. She reported the very good news that the person injured has made a full recovery. Director Black also stated THA continues to work with the TPCHD, TPD, and our attorney on the discovery of units exposed to methamphetamine. She described the plan staff is developing to test all units for which we suspect such acitivity and all units when they turn or at their annual inspection. A discussion ensued of the reasons and advantages for this proactive approach, which the Commissioners favored. Director Black also reported the RFP for security services contract will go out to review other companies and their services. Chair Flauding would like to assist in writing the scope of services that need to be included in the RFP. Finally, Director Black will be coordinating a Salishan community involvement meeting. Both Chair Flauding and Vice Chair Mowat would like to attend. She will coordinate their availability prior to scheduling this meeting.

Real Estate Development

Director Zisette directed the board to his report. He recently met with ManyLights Foundation and discussed its potential purchase of a portion of Hillsdale Height. He mentioned examples of other communities similar to what Many Lights seeks to develop: families hosting foster children next to seniors who would provide mentoring and respite care. He also discussed the memo included in this month's board packet that outlines proposed changes in rules govenring the allocation of low income housing tax credits. Director Zisette is encouraged that under the new rules THA will compete strongly for these tax credit dollars.

Community Services

Director Vignec directed the board to her report. Chair Flauding stated that she participated in Communities in Schools recent youth activity that distributed over 300 backpacks to THA children. The Rainier Moose "Rhubard" also attended this terrific event. Director Vignec went on to describe the recent grant opportunity with the Gates Foundation for \$150,000 to further education initiatives. This includes a schloar incentive program. Commissioner Banks mentioned the E. Wesley program which is

similar to this program and is also very valuable to our students. Director Vignec will consult with others who provide this type of program. She also reported two applications submitted earlier this year, HUD FSS Grant award and FSS HCV that were awarded. These grant dollars will provide another year of funding.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 RESOLUTION 2012-9-26 (1), CERTIFICATIONS OF COMPLIANCE WITH REGULATIONS: BOARD RESOLUTION TO ACCOMPANY THE ANNUAL MOVING TO WORK PLAN AMENDMENT

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 attached Annual

Moving to Work Plan Amendment for the PHA fiscal year beginning 1/1/2013, 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 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 out its review under the National Environmental Policy Act and other related authorities in accordance with 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 (C

Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).

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

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

Housing Authority of the City of Tacoma

PHA Name

WA005

PHA Number/HA Code

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

Name of Authorized Official

Title

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

AYES: 4
NAYS: None
Abstain: None
Absent: 0

Motion Approved: September 26, 2012

Janis Flauding, Chair

8.2 RESOLUTION 2012-9-26 (2), ARCHITECTURAL AND ENGINEERING SERVICES FOR STEWART COURT – CONTRACT AMENDMENT

WHEREAS, on February 22, 2012 The Board of Commissions (BOC) of Tacoma Housing Authority (THA) authorized the Executive Director to award a contract to ORB Architects for Architectural and Engineering (A&E) services for Stewart Court Apartments;

WHEREAS, the first focus of the work was the Capital Needs Assessment, scope definition and assistance with the Housing Trust Fund Stage 2 application in an amount not-to-exceed of \$32,000;

WHEREAS, the construction scope has been defined and the cost for the associated A&E services is \$369,926;

WHEREAS, the work to be completed in FY 2012 is covered in the Agency 2012 budget and remaining work will be included in the FY 2013 Agency budget;

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

Authorizes Executive Director or his designee to increase the contract amount for the Architectural and Engineering Services for Stewart Court Apartments project by \$369,926 for a total amount not-to-exceed of \$401,926 with ORB Architects.

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

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	None
Abstain:	None
Absent:	0

Motion Approved: September 26, 2012

Janis Flauding, Chair

8.3 RESOLUTION 2012-9-26 (3), APPROVAL OF TENANT ACCOUNT RECEIVABLE WRITE OFFS

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

WHEREAS, Tacoma Housing Authority (THA) provided housing assistance payments to property owners in excess to the amount the owner is entitled to receive and the owner has not repaid this amount to THA.

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

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

1. authorizes THA staff to “write off” the following accounts and send these debts to an external collection agency to pursue collection action:

Accounts to be written off and sent to collections		
Project or Section 8	TENANT #	BALANCED DUE
Fawcett Apts.	139340	\$39.82
Hillside Terrace Apts.	133648	\$436.94
Scattered Sites	132825	\$2,266.54
	109468	\$2,772.42
	127277	\$930.54
		\$5,969.50
Stewart Court Apts.	XX001166	\$3,455.43
	XX000270	\$201.05
	XX000987	\$2,845.62
	XX000725	\$2,863.14
		\$9,365.24
Salishan 7	XX001038	\$3,376.30
Section 8	117775	\$7,452.00
	00000779	\$91.20
	134328	\$5,302.00
	131102	\$7,678.00
	132025	\$6,660.00
	146090	\$386.00
	103598	\$1,138.00
	132162	\$969.00
	210016 OWNER	\$6,814.00
	00003448	\$47.00
	128248	\$1,004.00
		\$37,541.20
Total to Write off and send to collections		\$56,729.00

Accounts to be written off and not sent to collections		
Project or Section 8	TENANT #	BALANCEDUE
North K St. Apts.	130863	\$ 132.90
	124899	\$11.42
		\$144.32
EB Wilson Apts.	140887	\$116.86
	124651	\$30.89
	144457	\$2.09
	140853	\$91.77
		\$241.61
Fawcett Apts.	132382	\$92.74
Wright St. Apts.	130830	\$112.95
Ludwig Apts.	107653	\$77.76
G.St. Apts.	133324	\$219.66
	143256	\$573.70
		\$793.36
6th Ave. Apts.	443	\$95.72
	132359	\$151.83
	143559	\$102.65
	126162	\$33.47
		\$383.67
Section 8	4615	\$26.00
	100283	\$1,816.00
		\$1,842.00
Amount to be written off and not sent to collections*		\$3,688.41

*This total includes accounts where tenant is deceased or the balance is under \$30.

Commissioner Banks 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: 0

Motion Approved: September 26, 2012

Janis Flauding, Chair

8.4 RESOLUTION 2012-9-26 (4), PIERCE COUNTY SPECIAL PROGRAM HOUSING CONTRACT—YOUTH AND YOUNG ADULTS

WHEREAS, Tacoma Housing Authority (THA) has an approve Moving to Work (MTW) activity allowing it to use a regional approach for administering its special purpose housing programs ;

WHEREAS, Pierce County has been selected as the entity to oversee some of THA's special programs, select qualified service providers to administer the programs, and comply with all State and Federal regulations connected with THA's Moving to Work funds;

WHEREAS, Pierce County has conducted a competitive process and selected qualified service providers to administer these funds for rental assistance for homeless unaccompanied youth and young adults;

WHEREAS, this contract is intended to provide rental assistance for at least 20 homeless unaccompanied youth and young adults each year;

WHEREAS, this contract will have a term of October 1, 2012 through December 31, 2013 and may be extended for one year terms upon mutual agreement by Pierce County and THA;

WHEREAS, the contract amount exceeds the \$100,000 spending limit for the Executive Director.

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

1. Authorizes Executive Director be authorized and directed to execute a contract with Pierce County in the amount of \$187,500 for the purpose of providing rental assistance to homeless unaccompanied youth and young adults.

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

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	None
Abstain:	None
Absent:	0

Motion Approved: September 26, 2012

Janis Flauding, Chair

9. COMMENTS FROM COMMISSIONERS

None.

10. EXECUTIVE SESSION

The commissioners adjourned the regular meeting at 6:10 PM to discuss a union contract for 15 minutes in executive session . The commissioners came back into the regular board meeting at 6:25 PM. Appropriate announcements were made to the area outside the meeting room. Chair Flauding announced that no action was taken.

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 6:36 PM.

APPROVED AS CORRECT

Adopted: October 24, 2012

Janis Flauding, Chair

Finance Committee
Commissioner Mowat

Real Estate and Development Committee
Commissioner Rumbaugh

Citizen Oversight Committee
Commissioner Mowat

ADMINISTRATION REPORTS

EXECUTIVE DIRECTOR REPORT



TACOMA HOUSING AUTHORITY

To: THA Board of Commissioners
From: Michael Mirra
Executive Director

Date: October 17, 2012
Re: Executive Director's Report

This is my monthly report for October 2012. The Departments' reports supplement it.

1. DRAFTING THA 2013 BUDGET

At its September meeting, the Board provided very good direction to staff on the drafting of the 2013 budget for the Board's consideration later this year. I recounted that direction in an email to all staff on October 8, 2012. My email also reviewed the various congressional uncertainties we face that make this year a particularly puzzling one for budget writing. I enclose a copy. I sent that email to all staff because, on important matters, I seek to ensure that no one at THA, at least among those who pay attention, will ever be surprised by an important development unless we are all surprised. This is the case with the budget.

2. THA STRATEGIC PLANNING

I am pleased to report important progress on the ongoing strategic planning discussions. Staff now have three documents to present to the Board. I attach copies:

- THA Statements of vision, mission and values, with redlined suggested changes
- THA's strategic objectives, with redlined suggested changes.
- Proposed performance measures for the strategic objectives.

These drafts result from extensive work of the committee, on which some commissioners served, staff consultation and then cabinet review.

I will ask Christine to arrange a study session for the Board to review these proposals. She will try to do this as soon as schedules will allow after the new commissioner takes her seat on the Board. I hope we can have that study session in time to allow the Board to adopt the final version of the documents in December. We will ask Stephen Gorchester to join us for those discussions.

I am pleased at this progress and look forward to the Board's discussion.

3. MISCELLANEOUS

3.1 Ribbon Cutting on 902 South L Improvements

You may have noticed that our fix-up of the first floor of the 902 L Street building is almost done. We are planning a ribbon cutting tentatively scheduled for 3 PM, right before the November Board meeting on November 28th. I hope you are can attend.

3.2 Holiday Gatherings of Board Members

Holiday season is upon us. It generally presents chances for commissioners to gather at social gatherings, like ribbon cuttings or parties. I attach my annual reminder about the important rules of the Open Public Meetings Act. This law restricts what three Commissioners (a quorum)) may discuss outside an official meeting of the Board. As my memo explains, these rules are important but if you follow them they should not prevent you from attending, and enjoying, social gatherings.



TACOMA HOUSING AUTHORITY

Strategic Objectives

Amended by the Board: December 17, 2008 October 8, 2012

Assistance Housing and Supportive Services

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

Housing and Real Estate Development

THA will efficiently develop housing and properties that serve primarily families and individuals unable to find the affordable and supportive housing they need. Its work will promote the community's development. Its properties will be financially sustainable, environmentally innovative, and attractive. THA will efficiently develop housing and other properties that are affordable, high quality, suitable to a range of needs and uses, sustainable and attractive.

Building Communities

THA, by what it builds and how it builds, will create and strengthen communities and help them be safe, vibrant, prosperous, attractive and just.

Property Management

THA will manage its properties so they are safe, and enjoyable places to live, efficient to operate, good neighbors, and attractive assets to their neighborhoods and places where people want to live.

Financially Sustainable Operations

THA seeks to be more financially self-sustaining. It seeks to become less dependent on program income, especially program income from the federal government.

Environmental Responsibility

THA will develop and operate manage its properties and operations in a way that preserves and protects natural resources to improve the local and global environment. By its example and its expertise, THA will help others do the same.

Advocacy and /Public Education

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

Administration

THA will have excellent administrative systems. Its staff will have skills that make THA highly efficient and effective in the customer service it provides to the public and among its departments. It will provide a workplace that attracts, develops and retains motivated and talented employees.



TACOMA HOUSING AUTHORITY

Statements of Vision, Mission and Values

Amended by the Board December 17, 2008: October 1, 2012

THA's Vision

THA envisions a future where everyone has an affordable, safe and nurturing home, where neighborhoods are attractive places to live, work, attend school, shop and play, and where everyone has the support they need to succeed as parents, students, wage earners and neighbors.

THA's Mission

THA provides high quality, stable and sustainable housing and supportive services to people in need. It does this in ways that help them prosper and help our communities become safe, vibrant, prosperous, attractive and just. ~~self-sufficient, that strengthen communities and that use its public and private resources efficiently and effectively.~~

THA's Values

Service

Work in service to others is honorable. We will do it honorably, effectively, efficiently, with pride, compassion and respect.

Integrity

We strive to uphold the highest standards of integrity and ethical behavior.

Stewardship

We will be careful stewards of the public and private financial and environmental resources entrusted to us.

Communication

We value communication. We strive to be open and forthcoming with our customers, employees and colleagues, our partners, and our communities. We will listen to others.

Diversity of Staff

We value the diversity of our staff. It makes us stronger and more effective.

Collegial Support and Respect

The work we do is serious. We seek to create an atmosphere of teamwork, support and respect. We also value a good humor.

Excellence

We strive for excellence. We will always seek to improve.

Leadership

Everyone at THA, the Board, management and staff, shares the leadership it will take to extend these values throughout THA's work, to fulfill the mission and to advance the vision for our city.



TACOMA HOUSING AUTHORITY

CLEAN COPY, version 7

PLANNING CHART

THA PERFORMANCE MEASURES for STRATEGIC OBJECTIVES

Date of Version: October 8, 2012

Tacoma Housing Authority
902 South L Street
Tacoma, WA 98406
(253) 207-4421

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1. HOUSING AND SUPPORTIVE SERVICES: **Lead Person: NANCY**

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

Strategic Objective Indicators [Optional] <i>[indicators are measures of the problem, e.g, changing extent of homelessness in the city of Tacoma; they are not performance measures because they are too far beyond THA’s control; however they are useful to track to help us understand the challenge]</i>	Feasibility of Data Collection <i>Easy Moderate Hard</i>	Baseline <i>[if available]</i>	Target	Review Date

<div>Strategic Objective Performance Measures</div> <div><i>[performance measures are adequately within THA’s control to be a reasonable tool to assess our effectiveness; they will never be completely within THA’s control, e.g, number of units developed or purchased]</i></div> <div><i>[limit to 70 words if possible]</i></div>	<div>Feasibility of Data Collection</div> <div>Easy</div> <div>Moderate</div> <div>Hard</div>	<div>Baseline</div> <div>[if available]</div>	<div>Target</div>	<div>Review Date</div>												
<div>NUMBER OF HOUSEHOLDS AND PERSONS RECEIVING HOUSING OR RENTAL ASSISTANCE</div> <div>The number of households and persons receiving THA’s housing or rental assistance, including rental assistance that other organizations provide with THA funds and project based units owned by other organizations. (Project based voucher tenants in THA properties will count as THA tenants and not recipients of rental assistance):</div> <div><table><tr><td></td><td>THA Tenants</td><td>Recipients of THA Rental Assistance</td><td>Totals</td></tr><tr><td># of households</td><td></td><td></td><td></td></tr><tr><td># of persons</td><td></td><td></td><td></td></tr></table></div>		THA Tenants	Recipients of THA Rental Assistance	Totals	# of households				# of persons				Easy	2013	MTW targets	Annual
	THA Tenants	Recipients of THA Rental Assistance	Totals													
# of households																
# of persons																

Strategic Objective Performance Measures <i>[performance measures are adequately within THA’s control to be a reasonable tool to assess our effectiveness; they will never be completely within THA’s control, e.g, number of units developed or purchased]</i> <i>[limit to 70 words if possible]</i>	Feasibility of Data Collection Easy Moderate Hard	Baseline [if available]	Target	Review Date																																																						
PARTICIPANTS IN THA SUPPORTED PROGRAMS, BY INCOME AND SPECIAL NEEDS Demographics of the households receiving THA assistance as tenants, voucher holders or recipients of assistance from other organizations that THA funds: <table><tr><th colspan="3">Whom THA Serves by Income and Special Needs</th></tr><tr><td></td><td colspan="2">All Households Assisted by THA Supported Programs</td></tr><tr><td></td><td>Number</td><td>% of Total</td></tr><tr><td colspan="3">INCOME BY HOUSEHOLD</td></tr><tr><td>≤ 30% AMI</td><td></td><td></td></tr><tr><td>> 30% and ≤ 50% AMI</td><td></td><td></td></tr><tr><td>> 50% and ≤ 80%AMI</td><td></td><td></td></tr><tr><td colspan="3">Average Income of all households</td></tr><tr><td colspan="3">Average Income of work-able households</td></tr><tr><td colspan="3">Average Income of senior/disabled household</td></tr><tr><td>SENIORS INDIVIDUALS*</td><td></td><td></td></tr><tr><td>DISABLED INDIVIDUALS*</td><td></td><td></td></tr><tr><td>HOMELESS FAMILIES WITH CHILDREN*</td><td></td><td></td></tr><tr><td>HOMELESS ADULTS WITHOUT CHILDREN*</td><td></td><td></td></tr><tr><td>HOMELESS YOUTH*</td><td></td><td></td></tr><tr><td>HOMELESS VETERANS*</td><td></td><td></td></tr><tr><td>PERSONS COMING OUT OF CORRECTIONS*</td><td></td><td></td></tr><tr><td colspan="3">* served with special programs devoted to these populations</td></tr></table>	Whom THA Serves by Income and Special Needs				All Households Assisted by THA Supported Programs			Number	% of Total	INCOME BY HOUSEHOLD			≤ 30% AMI			> 30% and ≤ 50% AMI			> 50% and ≤ 80%AMI			Average Income of all households			Average Income of work-able households			Average Income of senior/disabled household			SENIORS INDIVIDUALS*			DISABLED INDIVIDUALS*			HOMELESS FAMILIES WITH CHILDREN*			HOMELESS ADULTS WITHOUT CHILDREN*			HOMELESS YOUTH*			HOMELESS VETERANS*			PERSONS COMING OUT OF CORRECTIONS*			* served with special programs devoted to these populations			Easy	2013		Annual
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Strategic Objective Performance Measures <i>[performance measures are adequately within THA’s control to be a reasonable tool to assess our effectiveness; they will never be completely within THA’s control, e.g, number of units developed or purchased]</i> <i>[limit to 70 words if possible]</i>				Feasibility of Data Collection <i>Easy</i> <i>Moderate</i> <i>Hard</i>	Baseline [if available]	Target	Review Date
Comparable Diversity Of Persons In All THA Supported Programs				Easy	2013	City Low Income Population Percentages	Annual
	% of Persons in All THA Supported Programs	% of City	% of Low-Income Pop. of City				
RACES & ETHNICITIES							
Black							
White							
Asian & Pacific Islander							
Hispanic							
Native Americans							
LIMITED ENGLISH PROFICIENT GROUPS							
Vietnamese							
Cambodian							
Spanish							
Russian							
Korean							
PERSONS OVER 62 and older							
PERSONS WITH DISABILITIES							
COMMUNITY SERVICES RECIPIENTS IN THA SUPPORTED PROGRAMS Unduplicated number of persons receiving supportive services that THA provides or arranges for participants in all THA supported programs.				Easy	2013	?	Annual

Strategic Objective Performance Measures <i>[performance measures are adequately within THA’s control to be a reasonable tool to assess our effectiveness; they will never be completely within THA’s control, e.g, number of units developed or purchased]</i> <i>[limit to 70 words if possible]</i>				Feasibility of Data Collection <i>Easy</i> <i>Moderate</i> <i>Hard</i>	Baseline [if available]	Target	Review Date
CHANGE IN EARNED INCOME Change in average earned income among work-able persons during their participation in all THA supported housing programs.				Moderate	2013	?	Annual
ASSET ACCUMULATION IN SURVEYED HOUSEHOLDS Assets indicators listed below among work-able households during their participation in THA supported housing programs. <ul style="list-style-type: none">percentage of THA households paying rent by check vs. those paying by money order				Moderate			
EDUCATIONAL OUTCOMES 1. Changes in the following measures of school performance among school age children during their families’ participation in THA public housing and voucher programs: <ul style="list-style-type: none">reading scoresstandardized test scores 2.				Moderate	2013	?	Annual
Education Performance Measures	Children in THA Public Housing and Voucher Programs	All Low-Income Students in Tacoma Public Schools	All Students in Tacoma Public Schools				
Reading Scores							
Standardized Test Scores							
Rates of High School Graduation							

Strategic Objective Performance Measures <i>[performance measures are adequately within THA's control to be a reasonable tool to assess our effectiveness; they will never be completely within THA's control, e.g, number of units developed or purchased]</i> <i>[limit to 70 words if possible]</i>	Feasibility of Data Collection <i>Easy</i> <i>Moderate</i> <i>Hard</i>	Baseline [if available]	Target	Review Date
SUCCESSFUL EXITS % and number of successful exits from THA housing or rental assistance programs NOTE: An exit is successful if it occurs for reasons other than eviction, termination or departure after service of an eviction notice, and, for households subject to the 5 year time limit, an exit is successful if upon exit the household's monthly income is at least twice the FMR for its family size.	Moderate	2013	?	Annual
COMMUNITY SERVICES COSTS (Cost for direct service staff, contractors and cash grants) <ul style="list-style-type: none"> average cost per person receiving community services average cost per person in THA's employment programs gaining new or better employment 	Moderate	2013	?	Annual

2. HOUSING AND REAL ESTATE DEVELOPMENT STRATEGIC OBJECTIVE: **Lead Person: WALTER**

THA will efficiently develop housing and properties that serve primarily families and individuals unable to find affordable and supportive housing they need. Its work will serve will promote the community’s development. Its properties will be financially sustainable, environmentally innovative, and attractive. ~~THA will efficiently develop housing and other properties that are affordable, high quality, suitable to a range of needs and uses, sustainable and attractive.~~

Strategic Objective Indicators [Optional] <i>[indicators are measures of the problem, e.g. changing extent of homelessness in the city of Tacoma; they are not performance measures because they are too far beyond THA’s control; however they are useful to track to help us understand the challenge]</i>	Feasibility of Data Collection <i>Easy Moderate Hard</i>	Baseline <i>[if available]</i>	Target	Review Date

Strategic Objective Performance Measures <i>[performance measures are adequately within THA's control to be a reasonable tool to assess our effectiveness; they will never be completely within THA's control, e.g., number of units developed or purchased]</i> <i>[limit to 70 words if possible]</i>	Feasibility of Data Collection Easy Moderate Hard	Baseline <i>[if available]</i>	Target	Review Date
TOTAL NUMBER OF UNIT-YEARS IN THA'S PORTFOLIO The total number of unit-years in THA's portfolio. NOTE: The unit-years for a property denotes the number of units in the property multiplied by the years of service that the property will provide at the standards of quality THA seeks for its properties without needing funds beyond its ordinary maintenance budget and the replacement reserves assigned to that property. NOTE: THA can increase its total unit-years in various ways. It can build or buy new units or rehabilitate old ones. Its total unit-years can decrease by an unaddressed decline in the condition of a property, or by a sale of a property.	Moderate to Hard	2013	?	Annual
AVERAGE UNIT-YEARS OF UNITS ADDED TO OR SUBJECTED FROM THA'S PORTFOLIO AS COMPARED TO THE PORTFOLIO AVERAGE <ul style="list-style-type: none"> • The unit-years of property added to or subjected from THA's portfolio. • The average unit-years of the added or removed property compared to the average unit-years for the entire portfolio prior to the addition or removal. NOTE: These measures denote the financial sustainability of the added properties. A high average unit-years of a property shows sustainability. A low average does not. Second , These measures show whether the added properties for the year strengthened or weaken the portfolio's financial sustainability.	Moderate to Hard	2013	?	Annual

Strategic Objective Performance Measures <i>[performance measures are adequately within THA's control to be a reasonable tool to assess our effectiveness; they will never be completely within THA's control, e.g., number of units developed or purchased]</i> <i>[limit to 70 words if possible]</i>	Feasibility of Data Collection Easy Moderate Hard	Baseline <i>[if available]</i>	Target	Review Date
NUMBER AND TYPE OF UNITS IN THA'S PORTFOLIO The number of units in THA's portfolio counted as follows: <ul style="list-style-type: none"> total units of any type serving any population units affordable and reserved to each of the following income tiers: <ul style="list-style-type: none"> ~ 0% - ≤30% AMI ~ 0% - ≤50% AMI ~ 0% - ≤80% AMI ~ 50% - ≤80% AMI (workforce housing) ~ > 81% AMI units of housing for persons with special needs (e.g., seniors, homeless families, homeless adults) 	Easy	January 1, 2013 portfolio size		Annual
SQUARE FOOTAGE OF NON-RESIDENTIAL USERS IN THA'S PORTFOLIO The number of square feet of non-residential space in THA's portfolio reserved for use by non-residential users, such as commercial tenants or service providers, whether they pay for the space or not.	Easy	January 1, 2013 portfolio size		Annual
QUALITY OF DEVELOPMENT OR PURCHASE The distinction of THA new developments as measured by recognition, certificates or community surveys for the following attributes: <ul style="list-style-type: none"> design affordability environmental innovation construction innovation community acceptance cost containment resident involvement in development activities 	Moderate			Annual

Strategic Objective Performance Measures <i>[performance measures are adequately within THA's control to be a reasonable tool to assess our effectiveness; they will never be completely within THA's control, e.g., number of units developed or purchased]</i> <i>[limit to 70 words if possible]</i>				Feasibility of Data Collection Easy Moderate Hard	Baseline <i>[if available]</i>	Target	Review Date
COST EFFICIENCY AND LEVERAGING OF THA DEVELOPMENTS OR PURCHASES				Moderate			Annual
ASSISTING DEVELOPMENT OF AFFORDABLE HOUSING BY OTHER ORGANIZATIONS The number of affordable housing units and unit-years that THA helped other organizations to finance or develop through one of the following ways: <ul style="list-style-type: none"> project basing vouchers or other subsidy type development services 				Easy	2012	?	Annual
HEALTHY DEVELOPMENTS FOR PORTFOLIO <ul style="list-style-type: none"> Walking distance to parks, schools, grocery stores and other community amenities promoting health. On-site parks, playground equipment, services, schools, community space and other amenities promoting health. 							

3. PROPERTY MANAGEMENT : **Lead Person: APRIL**

THA will manage its properties so they are safe, enjoyable places to live, efficient to operate, good neighbors, and attractive assets to their neighborhoods and places where people want to live.

Strategic Objective Indicators [Optional] <i>[indicators are measures of the problem, e.g, changing extent of homelessness in the city of Tacoma; they are not performance measures because they are too far beyond THA’s control; however they are useful to track to help us understand the challenge]</i>	Feasibility of Data Collection <i>[Is it feasible to collect this data?]</i>	Baseline <i>[if available]</i>	Target	Review Date

Strategic Objective Performance Measures <i>[performance measures are adequately within THA’s control to be a reasonable tool to assess our effectiveness; they will never be completely within THA’s control, e.g, number of units developed or purchased]</i> <i>[limit to 70 words if possible]</i>	Feasibility of Data Collection <i>Easy</i> <i>Moderate</i> <i>Hard</i>	Baseline [if available]	Target	Review Date									
OPERATING COSTS PER UNIT PER YEAR (PUPY) The cost per year of operating a THA unit: <ul style="list-style-type: none">• average PUPY for the entire portfolio• average PUPY for each property	Easy	2012	?	Annual									
MAXIMUM RENT AND RENT POTENTIAL REALIZED The following measures for the total portfolio and for each property: <table><tr><td></td><td>Public Housing</td><td>Non-Public Housing</td></tr><tr><td>% of maximum rent charged</td><td>n/a</td><td></td></tr><tr><td>% of charged rent collected</td><td></td><td></td></tr></table>		Public Housing	Non-Public Housing	% of maximum rent charged	n/a		% of charged rent collected			Moderate	2012	?	Annual
	Public Housing	Non-Public Housing											
% of maximum rent charged	n/a												
% of charged rent collected													
NET CASH FLOW Net cash flow: <table><tr><td></td><td>Without Additional THA Subsidy</td><td>With Additional THA Subsidy</td></tr><tr><td>Each property</td><td></td><td></td></tr><tr><td>Total portfolio</td><td></td><td></td></tr></table>		Without Additional THA Subsidy	With Additional THA Subsidy	Each property			Total portfolio			Easy	2012	?	Annual
	Without Additional THA Subsidy	With Additional THA Subsidy											
Each property													
Total portfolio													
REAC SCORES	Easy	2011: 3 AMPs over 90	2012: 6 AMPs over 85	Annually									
UNMET CAPITAL NEEDS THA will use its periodic Capital Needs Assessment.													

Strategic Objective Performance Measures <i>[performance measures are adequately within THA's control to be a reasonable tool to assess our effectiveness; they will never be completely within THA's control, e.g, number of units developed or purchased]</i> <i>[limit to 70 words if possible]</i>	Feasibility of Data Collection <i>Easy</i> <i>Moderate</i> <i>Hard</i>	Baseline [if available]	Target	Review Date
SURVEY OF RESIDENTS OR A SAMPLING OF RESIDENTS ON THEIR RATING OF THE FOLLOWING ON A SCALE OF 1 TO 5: <ul style="list-style-type: none"> • How safe they feel within the property • How safe they feel within the neighborhood • How they rate THA and its staff as a landlord <ul style="list-style-type: none"> ~ maintenance ~ courtesy ~ responsiveness ~ fair treatment • How they rate the property as a place to live • Would they choose to live in the property if they did not need its affordable rents 	Moderate	[from first survey]		Biennial
HEALTHY HOMES AND COMMUNITIES Measure of indoor air quality.	Hard	Current levels of air quality and resident health.[what are the metrics]		Annual
CUSTOMER ORGANIZING AND CONSULTATION The number of boards, councils or equivalent organizations of tenants, voucher holders or voucher landlord that for the year are functioning as indicated by the following: <ul style="list-style-type: none"> • regular meetings • participation in THA decision making 	Easy	2012	?	Annual

4. FINANCIALLY SUSTAINABLE OPERATIONS: **Lead Person: KEN**

THA seeks to be more financially self-sustaining. ~~It seeks to become less dependent on program income, especially program income from the federal government.~~

Strategic Objective Indicators [Optional] <i>[indicators are measures of the problem, e.g, changing extent of homelessness in the city of Tacoma; they are not performance measures because they are too far beyond THA’s control; however they are useful to track to help us understand the challenge]</i>	Feasibility of Data Collection <i>Easy Moderate Hard</i>	Baseline <i>[if available]</i>	Target	Review Date

Strategic Objective Performance Measures <i>[performance measures are adequately within THA's control to be a reasonable tool to assess our effectiveness; they will never be completely within THA's control, e.g., number of units developed or purchased]</i> <i>[limit to 70 words if possible]</i>	Feasibility of Data Collection Easy Moderate Hard	Baseline [if available]	Target	Review Date
OPERATING SURPLUS/DEFICIT <ul style="list-style-type: none"> Recurring operating expenses vs. recurring incomes End of year variance to budget 	Easy	Breakeven	Surplus on annual basis	Annual - Close of Fiscal Year
OPERATING RESERVES Number of months of operating cash available	Easy	Minimal: <ul style="list-style-type: none"> 1 month HAP Properties – 3 month Expenses Section 8 Admin – 3 months expenses. Business Activities – 1,500,000 minimum 	Benchmarks set up as optimal, with amount desired for future endeavors [See Budget attachment A]	Annual - Close of Fiscal Year
NON-HUD INCOME GENERATION <ul style="list-style-type: none"> Non-HUD operating income as % of total operating income. Non-HUD capital income as % of total capital income Total non-HUD income as % of total income 	Easy	TBD	Increasing over time	Annual - Close of Fiscal Year
Change in income Total income relative to prior years.	Easy		2% increase per year	Annual - Close of Fiscal Year
Debt service ratio $\frac{\text{Total income}}{\text{Total liabilities}}$	Easy		TBD	Annual - Close of Fiscal Year

5. ENVIRONMENTAL RESPONSIBILITY: **Lead Person: WALTER**

THA will develop and ~~operate~~manage its propertiesand operations in a way that preserves and protects natural resources. ~~operations to improve the local and global environment. By its example and its expertise, THA will help others do the same.~~

<div>Strategic Objective Indicators [Optional]</div> <div><i>[indicators are measures of the problem, e.g, changing extent of homelessness in the city of Tacoma; they are not performance measures because they are too far beyond THA’s control; however they are useful to track to help us understand the challenge]</i></div>	<div>Feasibility of Data Collection</div> <div>Easy</div> <div>Moderate</div> <div>Hard</div>	<div>Baseline</div> <div><i>[if available]</i></div>	<div>Target</div>	<div>Review Date</div>

Strategic Objective Performance Measures <i>[performance measures are adequately within THA's control to be a reasonable tool to assess our effectiveness; they will never be completely within THA's control, e.g., number of units developed or purchased]</i> <i>[limit to 70 words if possible]</i>	Feasibility of Data Collection <i>Easy</i> <i>Moderate</i> <i>Hard</i>	Baseline [if available]	Target	Review Date
Energy and resource consumption <ul style="list-style-type: none"> consumption per unit for: electricity, water, sewer, and garbage. consumption per square foot of administrative space for electricity, water, sewer, and garbage. 		Current expenditure levels on public services.		Annually
Compact and Livable Communities <ul style="list-style-type: none"> percent of maximum allowable buildable square footage, dwelling units per acre distance of THA developments from essential urban services (e.g., jobs, transportation, healthcare). 				
Purchasing of Products percent of total maintenance, janitorial and administrative expenditures on products certified by the EPA to be low in volatile organic compounds				

6. **ADVOCACY and PUBLIC EDUCATION: Lead Person: MICHAEL**

THA will advocate for the value of THA’s itswork and for the interests of the people it serves. It will be a resource for high quality advice, data and information on housing, community development, and related topics. THA will do this work at the local, state and national level.

Strategic Objective Indicators [Optional] <i>[indicators are measures of the problem, e.g, changing extent of homelessness in the city of Tacoma; they are not performance measures because they are too far beyond THA’s control; however they are useful to track to help us understand the challenge]</i>	Feasibility of Data Collection <i>Easy Moderate Hard</i>	Baseline <i>[if available]</i>	Target	Review Date
[none]				

Strategic Objective Performance Measures <i>[performance measures are adequately within THA's control to be a reasonable tool to assess our effectiveness; they will never be completely within THA's control, e.g., number of units developed or purchased]</i> <i>[limit to 70 words if possible]</i>	Feasibility of Data Collection <i>Easy</i> <i>Moderate</i> <i>Hard</i>	Baseline [if available]	Target	Review Date
<p>PUBLIC REGARD FOR THA The regard for THA's work overall and for its advocacy and public education work in particular as shown in scores from 1 to 5 and comments from the following periodic surveys:</p> <ul style="list-style-type: none"> personal interviews with elected officials and senior staff of the City of Tacoma, Pierce County and the elected officials and their staff for the local delegation to the Washington State legislature and the Congress; electronic survey of non-profit partners; funders; and community leaders and other "friends of THA". 	Easy	<p>4.1 out of 5 [for overall work]</p> <p>4 out of 5 [for advocacy and public education work]</p> <p>[These grades are from a Survey-Monkey of stakeholders and officials, August 2011]</p>	Average grade of 4 out of a scale of 5	Annual

Strategic Objective Performance Measures <i>[performance measures are adequately within THA's control to be a reasonable tool to assess our effectiveness; they will never be completely within THA's control, e.g, number of units developed or purchased]</i> <i>[limit to 70 words if possible]</i>	Feasibility of Data Collection <i>Easy</i> <i>Moderate</i> <i>Hard</i>	Baseline [if available]	Target	Review Date
THA AS AN EFFECTIVE ADVISOR: ADVISORY GROUPS <ul style="list-style-type: none"> • appointment to or service on most of the Advisory Groups convened locally on topics and by persons or groups that matter to THA. • effectiveness of THA's participation in these Advisory Groups as evidenced by (i) brief survey of the appointment authority and Advisory Group members to grade THA on a scale of 1 to 5, and (ii) THA's own assessment. 	Easy	(1) 9/10 = 90% (2) 3.5 [This is the average grade THA assigns to its efforts on recent , closed, advisory groups projects.]	(1) THA shall participate in 85% of the advisory groups convened on topics and by the groups or persons that matter to THA and its work; (2) A survey of the appointing authority and group members shall grade THA's participation at least a 4 on a scale of 5; THA will grade its own work a 4 on a scale of 5.	Annual

Strategic Objective Performance Measures <i>[performance measures are adequately within THA's control to be a reasonable tool to assess our effectiveness; they will never be completely within THA's control, e.g, number of units developed or purchased]</i> <i>[limit to 70 words if possible]</i>	Feasibility of Data Collection <i>Easy</i> <i>Moderate</i> <i>Hard</i>	Baseline [if available]	Target	Review Date
THA AS EFFECTIVE ADVOCATE: ADVOCACY EFFORTS <ul style="list-style-type: none"> • participation in the local and state focused advocacy efforts affecting public policy on housing, community development, poverty and related matters. • effectiveness of THA's participation in these efforts as evidenced by (i) brief survey of the other members of the effort for a grade on a scale of 1 to 5, and (ii) THA's own assessment. • the extent of desired outcomes among the focused advocacy efforts identified above in which THA participates 	Easy	7/10 3.8 [This is the average grade THA assigns to its efforts on recent , closed, advisory groups projects.] Of the 7 focused advocacy efforts, all of them were successes.	(1) THA will participate in 85% of the focused advocacy efforts directly pertinent to its work. (2) A survey of the appointing authority and group members shall grade THA's participation at least a 4 on a scale of 5; THA will grade its own work a 4 on a scale of 5.	Annual
THA CLIENTS AND VOUCHER LANDLORDS PARTICIPATION IN ADVOCACY The extent of participation in the focused advocacy efforts identified above in which THA participates with the help of persons from the following groups: (i) THA tenants; (ii) Salishan homeowners; (iii) THA voucher holders; (iv) low income Tacoma residents who need THA's housing; and (v) THA voucher landlords.	Moderate	No THA tenant, THA voucher holder or voucher landlord participated in THA's advocacy efforts.	50% of THA's advocacy efforts enjoy active support from persons in one of the three groups	Annual
THA BOARD PARTICIPATION IN ADVOCACY The extent of participation by THA Board members in the focused advocacy efforts identified above.				

Strategic Objective Performance Measures <i>[performance measures are adequately within THA's control to be a reasonable tool to assess our effectiveness; they will never be completely within THA's control, e.g., number of units developed or purchased]</i> <i>[limit to 70 words if possible]</i>	Feasibility of Data Collection <i>Easy</i> <i>Moderate</i> <i>Hard</i>	Baseline [if available]	Target	Review Date
THA ACCESS TO “CHAMPIONS” Number of local, state and federal legislators and officials within each of the following groups THA can consider reliably accessible to it and interested and supportive of its work: <ul style="list-style-type: none"> ● City Council of Tacoma ● City of Tacoma staff ● Pierce County Council ● Pierce County staff ● Local delegation to the Washington State legislature ● State of Washington Executive ● Local congressional delegation and staff ● Local philanthropy ● Regional philanthropy ● National philanthropy ● Local business ● Tacoma Hilltop ● Tacoma Eastside ● Downtown ● Neighborhood Councils and community groups ● Faith community ● Labor community 		<ul style="list-style-type: none"> ● City Council of Tacoma (9) ● City of Tacoma staff (5) ● Pierce County Council (2) ● Pierce County staff (2) ● Local delegation to the Washington State legislature (8) ● State of Washington Executive (0) ● Local congressional delegation and staff (6) ● Local philanthropy (2) ● Regional philanthropy (2) ● National philanthropy (0) ● Local business (1) ● Tacoma Hilltop (2) ● Tacoma Eastside (2) ● Downtown (1) 	40 total; at least one in each group	Annual

Strategic Objective Performance Measures <i>[performance measures are adequately within THA's control to be a reasonable tool to assess our effectiveness; they will never be completely within THA's control, e.g., number of units developed or purchased]</i> <i>[limit to 70 words if possible]</i>	Feasibility of Data Collection <i>Easy</i> <i>Moderate</i> <i>Hard</i>	Baseline [if available]	Target	Review Date
THA PARTICIPATION IN ADVOCACY GROUPS Membership and participation in the pertinent and worthwhile advocacy groups on the local, state and federal level.	Easy	TPCAHC PC Coalition for the Homeless PC Coalition for the Human Services WSLIA CLPHA NAHRO NLIHC [These constitute about 25% of the pertinent and worthwhile advocacy groups on the local, state and federal level.]	THA shall participate as a member in 75% of the groups it identifies as worthwhile to its work	Annual
THA'S RECEIPT OF NEW FUNDING AND GAIN OF NEW PARTNERSHIPS <ul style="list-style-type: none"> new non-formula dollars received <u>non-formula grants received</u> non-formula grants submitted new non-formula vouchers received <u>new non-formula vouchers received</u> new non-formula vouchers applied for new partnerships 	Easy			Annual

Strategic Objective Performance Measures <i>[performance measures are adequately within THA's control to be a reasonable tool to assess our effectiveness; they will never be completely within THA's control, e.g, number of units developed or purchased]</i> <i>[limit to 70 words if possible]</i>	Feasibility of Data Collection <i>Easy</i> <i>Moderate</i> <i>Hard</i>	Baseline [if available]	Target	Review Date
THA public events Number of THA public events such as: ribbon cuttings, visits by VIPS, public convening.	Easy		2 events 2 press releases	Annual
THA MEDIA MENTION <ul style="list-style-type: none"> number of media mentions of THA or its work. percentage of these mentions that THA's considers to be positive. 	Easy			Annual
REACH OF THA SOCIAL MEDIA number of "hits" or "likes" on THA's web site, facebook page and social media tools.	Easy			Annual

7. ADMINISTRATION: **Lead Person: TODD**

THA will have excellent administrative systems. Its staffemployees will have skills that make THA highly efficient and effective in the customer service it provides to the public and among its departments.

Strategic Objective Indicators [Optional] <i>[indicators are measures of the problem, e.g, changing extent of homelessness in the city of Tacoma; they are not performance measures because they are too far beyond THA’s control; however they are useful to track to help us understand the challenge]</i>	Feasibility of Data Collection <i>Easy Moderate Hard</i>	Baseline <i>[if available]</i>	Target	Review Date

Strategic Objective Performance Measures <i>[performance measures are adequately within THA 's control to be a reasonable tool to assess our effectiveness; they will never be completely within THA 's control, e.g, number of units developed or purchased]</i> <i>[limit to 70 words if possible]</i>		Feasibility of Data Collection <i>Easy</i> <i>Moderate</i> <i>Hard</i>	Baseline [if available]	Target	Review Date								
AUDIT SCORES BY OUTSIDE ENTITIES re THA PROPERTIES AND PROGRAMS <table><tr><td>State of Washington Auditor</td><td>Department of Commerce</td></tr><tr><td>WSHFC</td><td>Investors</td></tr><tr><td>HUD</td><td>Other</td></tr><tr><td></td><td></td></tr></table>		State of Washington Auditor	Department of Commerce	WSHFC	Investors	HUD	Other			Easy	1 finding 2010	0 findings	Annually
State of Washington Auditor	Department of Commerce												
WSHFC	Investors												
HUD	Other												
ADMINISTRATIVE COSTS PER HOUSEHOLD SERVED Total THA administrative budget <i>(not including cost of housing or rental assistance)</i> Total number of households served <i>(THA tenants, recipients of rental assistance, from THA or THA funded partners)</i>		Easy											
EMPLOYEE SATISFACTION <ul style="list-style-type: none">Scores on the THA employee satisfaction surveyRate of response on the THA employee satisfaction surveyEmployee turnover rate		Easy			Every 18 months for suruvey Annual for turnover rate								
OPERATING EFFICIENCY <u>Costs of Departments of Administration, Finance, HR and Executive</u> Total Expenses		Easy		TBD	Annually - Close of Fiscal Year								



TACOMA HOUSING AUTHORITY

To: THA Board of Commissioners
From: Michael Mirra, Executive Director
Date: October 17, 2012
Re: Social Gatherings of Commissioners

At this holiday time of year, Commissioners are more likely to find themselves attending the same social gathering. THA may host some of them. We will **not** issue a public notice of these gatherings as a regular or special meeting of the Board. I write, as I do every year about this time, to review the requirements of the Open Public Meetings Act and the precautions Commissioners must take during these gatherings to avoid violations. These precautions should not deter any of you from attending and enjoying these gatherings.

Three Commissioners constitute a Board quorum. If at least three of you attend such informal gatherings, the state's Open Public Meeting Act imposes limits on what you can discuss together. In general, the Board may not take any "action." The Act defines "action" broadly to include even "discussions:"

"Action" means the transaction of the official business of a public agency by a governing body **including** but not limited to receipt of public testimony, deliberations, **discussions, considerations**, review, evaluations, and final actions.
[emphasis added]

This means that three or more Commissioners should not discuss Board or THA business at such informal gatherings. If they do, they would violate two rules: the rule that all action occur at a properly called meeting; the rule that all meetings be open to the public.

The Act, however, permits such informal gatherings as long as no "action" takes place:

It shall **not** be a violation of the requirements of this chapter for a majority of the members to travel together or gather for purposes other than a regular meeting or special meeting as these terms are used in this chapter: **PROVIDED, That they take no action as defined in this chapter.** [emphasis added]

In addition to these rules, Commissioners should avoid the appearance of violating them. For this reason, they should avoid sitting or congregating in groups of three or more, if possible.

THA takes the Open Public Meetings Act requirements very seriously. Thank you for your understanding.

If you have any questions, please call me.

FINANCE



TACOMA HOUSING AUTHORITY

Motion

Adopt a consent motion ratifying the payment of cash disbursements totaling \$4,110,403 for the month of September, 2012.

Approved: October 24, 2012

Janis Flauding, Chair

TACOMA HOUSING AUTHORITY
Cash Disbursements for the month of September, 2012

		Check Numbers			
		From	To	Amount	Totals
A/P Checking Account					
Low Rent Module Checks	Check #'s	2,637	- 2,673	7,638	
Accounts Payable Checks	Check #'s	77,222	- 77,522		
Business Support Center				187,513	Program Support
Moving To Work Support Center				111,209	
Tax Credit Program Support Center				550	
Section 8 Programs				15,731	Section 8 Operations
SF Non-Assisted Housing - N. Shirley				63	Local Funds
SF Non-Assist Housing - 9SF Homes				2,917	
Stewart Court				23,702	
Wedgewood				504	
Salishan 7				14,108	
Tacoma Housing Development Group				15	
Salishan Developer Fee				1,978	Development
Hillside Terrace 2500 Yakima Relocation				32,272	
Salishan Area 3				1,079	
NSP Grant				5,387	
Development Activity				11,202	
Salishan Area 2B-Dev				1,160	
Hillside Terrace Development				84,339	
Hillside Terrace 2500 Yakima Development				211,327	
Community Services General Fund				7,621	Community Service
Paul G. Allen Foundation Grant				39	
2006 WA Families Fund				150	
Gates Ed Grant				4,425	
ROSS Svc Coord				1,838	
WA Families Fund				265	
Pierce Co. 2163 Funds				481	
WA Families Fund - Systems Innovation				4,365	
AMP 1 - No K, So M, No G				42,578	Public Housing
AMP 2 - Fawcett, Wright, 6th Ave				24,924	
AMP 3 - Lawrence, Orchard, Stevens				33,944	
AMP 4 - Hillside Terr - 1800/2500				18,265	
AMP 6 - Scattered Sites				86,298	
AMP 7 - HT 1 - Subsidy				3,745	
AMP 8 - HT 2 - Subsidy				3,162	
AMP 9 - HT 1500 - Subsidy				33	
AMP 10 - SAL 1 - Subsidy				11,272	
AMP 11 - SAL 2 - Subsidy				9,348	
AMP 12 - SAL 3 - Subsidy				8,459	
AMP 13 - SAL 4 - Subsidy				8,614	
AMP 14 - SAL 5 - Subsidy				9,720	
AMP 15 - SAL 6 - Subsidy				8,948	
Allocation Fund				75,719	
THA SUBTOTAL				1,076,904	
Hillside Terrace 1 through 1500				2,132	Tax Credit Projects - billable
Salishan I - through Salishan 6				8,016	
Salishan Association - Operations				6,706	
TAX CREDIT SUBTOTAL (Operations - billable)				16,853	1,093,757
Section 8 Checking Account (HAP Payments)					
SRO/HCV/TBRA/VASH/FUP/NED	Check #'s	472,890	- 473,575	963,597	
	ACH	37,610	- 38,485	1,517,094	\$ 2,480,692
Payroll & Payroll Fees - ADP					\$ 494,594
Other Wire Transfers					
Local Funds Semi-Annual Bond Payment - Heritage				-	
Salishan Seven Debt Service - WCRA				19,108	
Area 3 Revenue Bonds Monthly Interest - Citibank				22,253	\$ 41,360
TOTAL DISBURSEMENTS				\$	4,110,403



TACOMA HOUSING AUTHORITY

Date: October 24, 2012

To: THA Board of Commissioners

From: Ken Shalik
Director of Finance

Re: Finance Department Monthly Board Report

1. FINANCIAL STATEMENT COMMENTS

I present the September, 2012 disbursement report for your approval.

The Finance Department is submitting the financial statement for the month of August, 2012. I continue to point out that the Capital information only applies to funds that flow through THA and is not reflective of any development projects separate from the THA portfolio that are underway.

Overall, the financial health of the agency remains in very good shape. At the end of August's reporting period, THA is in very good financial shape with a surplus before capital expenditures (line 68) of \$2,069,157, and a projected actual of \$1,674,310. Currently, the total projected THA anticipated surplus at Year End (line 71), which includes Capital Income and Expenditures, is \$1,041,838.

Below I will address other major anomalies between Budgeted and Actual numbers:

- Line 6 – HUD Grant – Community Services – The grants are tracking lower than expected, but anticipate they may be closer to budget at Year end.
- Line 7 - HUD Grant Capital Fund Operating Revenue – This category includes Debt Service payments for our Capital Fund Finance Payments for Salishan, which will not be paid until the end of the year. It also includes the Relocation payments for Hillside Terrace, which are in starting to be expended, and thus reimbursed. The projected actual column reflects these expenditures.
- Line 9 – Other Government Grants – This includes \$184,000 in Development for reimbursement for relocation costs for Hillside redevelopment from TCRA. As relocation is just commencing, by the end of the year, these funds should be expended and reimbursed.
- Line 11- Fraud Recovery Income: This is for repayments of unreported income agreements for Section 8 tenants. The Section 8 staff has been more aggressive in this area in setting up the agreements than what was budgeted. This continues to trend higher than budget, even with the revision amount.

FINANCE DEPARTMENT MONTHLY REPORT

October 2012

Page 2

- Line 12 – Other Revenue – Developer Fee Income: This is developer fee income for the Hillside Terrace Redevelopment. No income has been booked or projected for this purpose. We will wait until the actual document signing with the investor, and knowledge of the date we will receive the fee, to book this income.
- Lines 15 – 34 – Administrative Expenses: There are a number of areas that have significant variances at the moment. We will continue to monitor. We made minor revisions at mid year. We should see some increases in areas such as Staff Training, IT, and Administrative Contract, but do not see any areas of concern.
- Line 38 – Relocation Services – We are in the process of relocating tenants at Hillside Terrace. By year end, the majority of this category should be expended.
- Line 39 – Tenant Services Other – The overage is based on Individual Development Payouts over the budgeted amount, and also tenant training expenses above what had been budgeted. As these are reimbursed by grant funding, there will be corresponding income to pay for these services.
- Line 61 – HAP Payments: We are currently under budget by approximately \$550K. . This is due to both lower HAP averages and leasing %. We are slightly below, but close to our MTW baseline We are currently in a lease up period and anticipating the expenses to increase as we get further into the year.
- Lines 69 & 70 – Capital Expenditures. Unless there are contracts in place we are not projecting either revenues or expenditures for capital purposes. These funds are associated with Capital Funds where funding is received from HUD, or funds that flow through the Housing Authority for the Hillside redevelopment project. As we are now gearing up for the Hillside Redevelopment project, expenditures should increase substantially within the next few months. This category also includes the purchase of the General Partner interest in the New Look Apts. We remain in the negotiation phase of that purchase.

•

Financially, we are in very good shape. We will continue to monitor our financials, our cash reserves, and agency needs. The goal is to ensure we are maximizing utilization of funds in a manner that keeps the agency strong, provides adequate reserves, and meets the needs of our clients and agency.

We continue to work with HUD on reestablishing our MTW baseline amount for Housing Assistance payments. This is the issue where HUD has re-benchmarked the baseline to our 2010 expenditures rather than our eligibility as stated in our MTW agreement, This represents an annual reduction in funding of approximately \$600,000. We are still without resolution on the issue, but Michael has had further discussions with HUD personnel at higher levels. We will continue to process through the intricacies of this issue. Hopefully, we will reach resolution by the end of the year.

2. INVESTMENTS

Surplus funds had been invested in Heritage checking and the Washington State Investment Pool. Rates with Heritage Bank currently remain at .40%. The Washington State Local Government Investment Pool currently provides a return rate of .17%.

3. AUDIT

The Washington State Auditor's Office (SAO) has completed auditing our financial statements and we are happy to report that there are no audit issues reported by the State Auditor's Office in connection with our Financial Statement and Single Audit. All of the required reports have been submitted on time, and we are waiting for hearing whether our audited information has been accepted without need for any additional changes from REAC. The SAO has completed the accountability portion of the audit and will hold their exit conference later this month or early November; they will issue the accountability audit report at that time.

4. BUDGETS

We are currently in the process of crafting the 2013 Agency budget. With the board's direction, we will be budgeting to 2012 levels, and identifying areas that we will either delay implementation of expenses, or areas that we will reduce expenditures if sequestration is in place for all of 2013. All departments have provided information for their budgets, and finance has completed input of the initial information. We are starting the negotiation process for the different budgeted areas, as well as identifying the areas that will allow us to reduce our MTW portion of the budget to sequestration levels, if needed. We have changed the board study session to November 30th .

**TACOMA HOUSING AUTHORITY
AGENCY WIDE**

	August, 2012				Thru 12/31/2012		
	CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED YTD	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE
OPERATING RECEIPTS							
1 Tenant Revenue - Dwelling rent	309,333	2,536,318	2,499,215	1.48%	3,804,477	3,748,822	1.48%
2 Tenant Revenue - Other	7,993	56,402	53,919	4.60%	84,603	80,879	4.60%
3 HUD grant - Section 8 HAP reimbursemer	2,790,171	22,860,845	23,000,638	-0.61%	34,126,000	34,500,957	-1.09%
4 HUD grant - Section 8 Admin fee earned	231,551	1,850,760	1,796,573	3.02%	2,695,000	2,694,859	0.01%
5 HUD grant - Public Housing subsidy	160,060	1,280,484	1,347,509	-4.97%	1,920,726	2,021,264	-4.97%
6 HUD grant - Community Services	15,515	112,250	128,774	-12.83%	168,375	193,161	-12.83%
7 HUD grant - Capital Fund Operating Reve	44,685	343,051	635,200	-45.99%	882,757	952,800	-7.35%
8 Management Fee Income	250,503	2,017,432	2,088,768	-3.42%	3,076,148	3,133,152	-1.82%
9 Other Government grants	40,408	108,785	247,118	-55.98%	328,342	370,677	-11.42%
10 Investment income	5,157	42,490	35,381	20.09%	63,735	53,072	20.09%
11 Fraud Recovery Income - Sec 8	5,390	59,523	40,000	48.81%	74,285	60,000	23.81%
12 Other Revenue- Developer Fee Income	0	0	353,333	-100.00%	0	530,000	-100.00%
13 Other Revenue	56,110	379,164	371,095	2.17%	568,746	556,643	2.17%
14 TOTAL OPERATING RECEIPTS	3,916,876	31,647,504	32,597,524	-2.91%	47,793,194	48,896,286	-2.26%
OPERATING EXPENDITURES							
<i>Administrative Expenses</i>							
15 Administrative Salaries	430,071	2,522,175	2,629,897	-4.10%	3,897,231	3,944,846	-1.21%
16 Administrative Personnel - Benefits	138,601	975,687	1,118,521	-12.77%	1,543,531	1,677,781	-8.00%
17 Audit Fees	0	32,767	45,253	-27.59%	67,880	67,880	0.00%
18 Management Fees	198,674	1,593,006	1,703,115	-6.47%	2,389,509	2,554,673	-6.47%
19 Rent	23,707	189,656	187,338	1.24%	284,484	281,007	1.24%
20 Advertising	0	531	3,710	-85.69%	4,500	5,565	-19.14%
21 Information Technology Expenses	15,939	99,415	160,393	-38.02%	209,123	240,589	-13.08%
22 Office Supplies	4,992	35,830	41,587	-13.84%	53,745	62,380	-13.84%
23 Publications & Memberships	1,012	36,159	30,177	19.82%	48,159	45,265	6.39%
24 Telephone	8,238	66,216	63,750	3.87%	99,324	95,625	3.87%
25 Postage	4,772	24,844	30,321	-18.06%	37,266	45,481	-18.06%
26 Leased Equipment & Repairs	15,887	47,885	38,405	24.69%	71,828	57,607	24.69%
27 Office Equipment Expensed	14,196	42,700	46,700	-8.57%	64,050	70,050	-8.57%
28 Legal	4,786	46,886	64,180	-26.95%	70,329	96,270	-26.95%
29 Local Milage	1,385	6,300	5,480	14.96%	9,450	8,220	14.96%
30 Staff Training/Out of Town travel	14,043	65,043	107,713	-39.61%	97,565	161,570	-39.61%
31 Administrative Contracts	0	126,504	207,180	-38.94%	269,756	310,770	-13.20%
32 Other administrative expenses	6,938	46,641	60,955	-23.48%	69,962	91,433	-23.48%
33 Due diligence - Development projects	32,806	144,312	530,333	-72.79%	216,468	795,500	-72.79%
34 Contingency	0	0	23,333	-100.00%	0	35,000	-100.00%
35 Total Administrative Expenses	916,047	6,102,557	7,098,341	-14.03%	9,504,158	10,647,512	-10.74%

		August, 2012				Thru 12/31/2012		
		CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE
	Tenant Service							
36	Tenant Service - Salaries	90,740	530,678	551,280	-3.74%	808,436	826,920	-2.24%
37	Tenant Service Personnel - Benefits	31,509	214,044	247,846	-13.64%	331,066	371,769	-10.95%
38	Relocation Costs	33,141	49,744	270,066	-81.58%	404,300	405,099	-0.20%
39	Tenant Service - Other	8,479	81,977	66,868	22.60%	112,966	100,302	12.63%
40	Total Tenant Services	163,869	876,443	1,136,060	-22.85%	1,656,767	1,704,090	-2.78%
	Project Utilities							
41	Water	16,010	87,886	82,327	6.75%	131,829	123,490	6.75%
42	Electricity	13,902	132,631	133,683	-0.79%	198,947	200,525	-0.79%
43	Gas	3,478	36,163	44,387	-18.53%	54,245	66,580	-18.53%
44	Sewer	36,287	257,203	254,847	0.92%	385,805	382,270	0.92%
45	Total Project Utilities	69,677	513,883	515,243	-0.26%	770,825	772,865	-0.26%
	Ordinary Maintenance & Operations							
46	Maintenance Salaries	67,116	382,257	423,005	-9.63%	612,925	634,507	-3.40%
47	Maintenance Personnel - Benefits	20,238	119,181	121,035	-1.53%	178,772	181,552	-1.53%
48	Maintenance Materials	16,730	119,286	139,985	-14.79%	203,929	209,977	-2.88%
49	Contract Maintenance	77,189	508,404	524,631	-3.09%	762,606	786,947	-3.09%
50	Total Routine Maintenance	181,273	1,129,128	1,208,655	-6.58%	1,758,231	1,812,983	-3.02%
	General Expenses							
51	Protective Services	6,355	100,674	113,297	-11.14%	151,011	169,946	-11.14%
52	Insurance	16,332	115,903	135,225	-14.29%	183,855	202,837	-9.36%
53	Other General Expense	35,515	658,925	695,045	-5.20%	928,388	1,042,568	-10.95%
54	Payment in Lieu of Taxes	1,199	9,590	8,101	18.38%	14,385	12,152	18.38%
55	Collection Loss	0	8,941	26,480	-66.23%	40,000	39,720	0.70%
56	Interest Expense	76,512	615,844	627,175	-1.81%	923,766	940,763	-1.81%
57	Total General Expenses	135,913	1,509,877	1,605,324	-5.95%	2,241,404	2,407,986	-6.92%
58	TOTAL OPERATING EXPENSES	\$ 1,466,779	\$ 10,131,888	\$ 11,563,624		\$ 15,931,385	\$ 17,345,436	
	Nonroutine Expenditures							
59	Ext. Maint/Fac Imp/Gain/Loss Prop Sale	0	22,628	59,533	-61.99%	33,942	89,300	-61.99%
60	Casualty Losses	0	0	3,333	-100.00%	0	5,000	-100.00%
61	Sec 8 HAP Payments	2,438,206	19,956,705	20,605,420	-3.15%	30,435,058	30,908,130	-1.53%
62	Total Nonroutine Expenditures	2,438,206	19,979,333	20,668,287	-3.33%	30,469,000	31,002,430	-1.72%
63	TOTAL EXPENDITURES	3,904,985	30,111,221	32,231,911	-6.58%	46,400,385	48,347,866	-4.03%
64	OPERATING SURPLUS/(DEFICIT)	<u>11,891</u>	<u>1,536,283</u>	<u>365,613</u>	<u>320.19%</u>	<u>1,392,809</u>	<u>548,420</u>	<u>153.97%</u>
65	Debt Service Principal Payments	(1,089)	(107,609)	(344,810)	-68.79%	(528,324)	(517,215)	2.15%
66	Surplus/Deficit Before Reserve Appropriations	10,802	1,428,674	20,803	6767.52%	864,485	31,205	
67	Reserve Appropriations - Operations	168,568	640,483	689,136	-7.06%	809,825	1,033,704	-21.66%
68	Surplus/Deficit Before Capital Expenditures	<u>179,370</u>	<u>2,069,157</u>	<u>709,939</u>		<u>1,674,310</u>	<u>1,064,909</u>	
69	Revenue - Capital Grants	257,124	1,240,596	2,390,323	-48.10%	1,953,327	3,585,485	-45.52%
70	Capitalized Items/Development Projects	(539,357)	(1,937,825)	(3,170,851)	-38.89%	(2,700,590)	(4,756,276)	-43.22%
71	Reserve Appropriations - Capital	1,915	114,791	335,194		114,791	502,791	-77.17%
71	THA SURPLUS/(DEFICIT)	<u>(100,948)</u>	<u>1,486,719</u>	<u>264,606</u>		<u>1,041,838</u>	<u>396,909</u>	

TACOMA HOUSING AUTHORITY			
CASH POSITION - September 2012			
Account Name		Current Balance	Interest
HERITAGE BANK			
Accounts Payable		\$ 3,089,289	0.400%
Section 8 Checking		6,638,635	0.400%
THA Investment Pool		286	0.400%
THA LIPH Security Deposits		112,994	0.400%
THDG - Tacoma Housing Development Group		29,085	0.400%
LF - Stewart Court		25,190	0.400%
LF - Stewart Ct Security Deposit Account		7,318	0.400%
LF - SF 9Homes Alaska		166,140	0.400%
LF - SF 9Homes Alaska Sec Dep Acct		6,688	0.400%
LF - SFH No. Shirley		4,737	0.400%
LF - SFH N Shirley Security Deposit Acct		1,004	0.400%
LF - Wedgewood Homes		42,607	0.400%
Salishan 7		776,758	0.400%
Salishan 7 Security Deposit		26,843	0.400%
Payroll Account		5,098	0.400%
General Fund Money Market		3,522,652	0.400%
WASHINGTON STATE			
Investment Pool		\$ 1,522,646	0.180%
CHASE			
IDA Account		64,168	0.01%
TOTAL THA CASH BALANCE		\$ 16,042,139	
Less:			
MTW:			
MTW Reserves		\$ 7,218,486	
Other Restrictions:			
FSS Escrows		175,668	
VASH, FUP & NED HAP Reserves		593,466	
Mod Rehab Operating Reserves		151,906	
Security Deposit Accounts		153,634	
Salishan Sound Families - 608		182,582	
IDA Accounts - 604,605		64,168	
Paul Allen Foundation - 609		25,314	
Gates Foundation - 621 & 622		85,902	
WA Families Fund - 672 & 711		46,560	
Wedgewood Replacement Reserve		702,497	
THDG - 048		29,085	
Total - Other Restrictions		\$ 2,210,782	
Agency Liabilities:			
Windstar Loan - 042		323,667	
Citibank Loan for Area 3 - Guarantee (Current)		1,530,872	
Additional Reserve Set Aside for Area 3 Loss on sales		2,400,000	
Total - Agency Liabilities		\$ 4,254,539	
Development Set Aside for Due Diligence:		\$ 199,383	
Total Restrictions		\$ 13,883,191	
THA UNENCUMBERED CASH		\$ 2,158,948	
Agency Current Commitments:		Obligated	Balance
Salishan Campus - On hold			
Development Projects			
902 1st Floor Reconfiguration - MTW funds		400,000	-
Total Current Commitments outstanding			\$ -

REAL ESTATE MANAGEMENT
AND
HOUSING SERVICES



TACOMA HOUSING AUTHORITY

Date: October 24, 2012

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 Occupancy:

Unit occupancy is reported for the first day of the month. This data is for the month of September 2012.

OCCUPANCY SUMMARY REPORT					
PROGRAM	UNITS AVAILABLE	UNITS VACANT	UNITS OFFLINE	UNITS OCCUPIED	% MTH OCCUPIED
All Hillside	166	3	33	130	97.7%
Family Properties	206	11	5	190	95.0%
Salishan	628	16	0	612	98.3%
Senior/Disabled	354	4	0	350	99.2%
All Total	1,354	34	38	1,282	97.8%

1.2 Vacant Unit Turn:

The following page includes a table with all of the units turned in fiscal year 2012. Eleven (11) units were turned and rented in the month of September. The average unit turn for the month of September was 52.64 days and 47.53 days FYTD. We continue to have a high number of vacancies notices due to our Housing Choice Voucher releases and evictions for non-payment or serious lease violations. Some units have been left with extensive damages and/or belongings have been abandoned.

As discussed in the September board meeting, we have made a decision to test all of our vacant units for methamphetamine contamination. We are also testing units where we suspect that residents are using or selling methamphetamine. We plan to begin testing 100% of THA-owned units at annual inspection very soon. This is a different approach than other property owners use and it is leading to a higher number of confirmed contaminated units than you will hear about in the market. Most owners test units when they know that methamphetamine has been produced in their unit(s). We are testing for use as well.

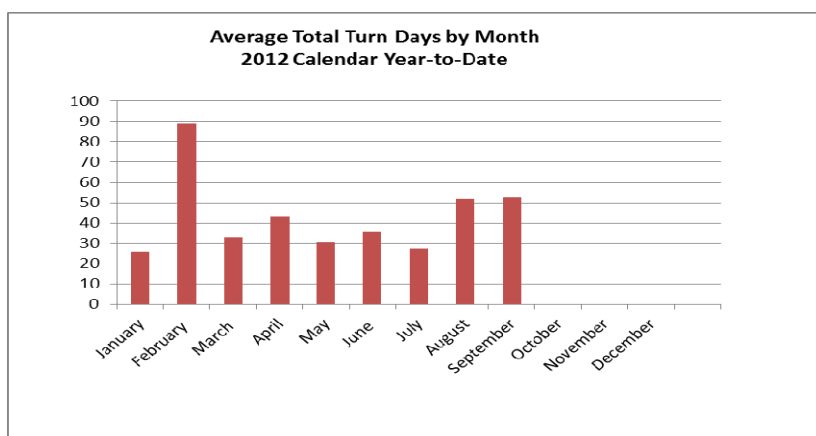
This testing is accomplishing a number of objectives for the agency:

- It is allowing THA to ensure the safety of our staff and residents. Heavy methamphetamine use can lead to higher contamination within a unit than the manufacture of methamphetamine. Testing all vacant units allows us to know whether contamination exists before we send staff to the unit to begin a unit turn and before we re-rent to a new resident.
- It allows us to proceed with eviction where methamphetamine is present. Use and sale of methamphetamine is a crime and leads to other crimes on our properties and we hope that we can curb that activity sooner by taking this approach.
- The results provide a baseline from which to test at annual inspections. Each test shows the current level of contamination in a unit. If the contamination increases after it has been occupied it will give staff compelling evidence that the occupant has used in their unit so we can take lease enforcement action swiftly.

There are currently twelve (12) units in the portfolio of 1,400 units that have tested positive for contamination. A contractor will need to remediate the contamination before the units can be turned for re-occupancy. The remediation will add 30-60 days to each unit turn.

The pre-testing adds 5-10 days to each unit turn because we are using a third-party contractor for testing. This time will be reduced once we have a company under contract and establish a smoother process.

The table below shows the calendar year trend in average unit turn days each month:



Vacant and Turned Units - for 1/1/2012 thru 9/30/2012

	Units Turned	Average Turn Days of Units Turned	Units Vacant	Average Vacant Days of Units Vacant	Units Exempt
All Hillside					
HILLSIDE TERRACE	0	0.0	53	6.5	0
HILLSIDE TERRACE 1500 Block	2	83.5	2	30.5	0
HILLSIDE TERRACE PH 1	2	60.5	0	0.0	0
HILLSIDE TERRACE PH II	1	62.0	1	16.0	0
All Hillside	5	70.0	56	7.5	0
Family Properties					
ALL SCATTERED SITES	3	42.7	2	88.5	5
BERGERSON TERRACE	7	25.1	1	2.0	0
DIXON VILLAGE	5	34.8	0	0.0	0
STEWART COURT APARTMENTS	11	61.7	8	96.5	0
Family Properties	26	44.5	11	86.5	5
Salishan					
SALISHAN I	3	53.0	2	24.5	0
SALISHAN II	9	44.6	4	50.8	0
SALISHAN III	2	49.0	2	10.5	0
SALISHAN IV	12	52.2	6	36.8	0
SALISHAN V	10	53.1	5	45.2	0
SALISHAN VI	12	43.1	1	46.0	0
SALISHAN VII	5	47.0	1	54.0	0
Salishan	53	48.4	21	39.0	0
Senior / Disabled Properties					
6TH AVE	4	26.0	0	0.0	0
E.B. WILSON	11	24.9	1	29.0	0
FAWCETT APARTMENTS	4	20.8	0	0.0	0
LUDWIG APARTMENTS	7	29.6	0	0.0	0
NORTH G ST	2	40.5	0	0.0	0
NORTH K ST	5	33.8	0	0.0	0
WRIGHT St	5	23.0	1	28.0	0
Senior / Disabled Properties	38	27.2	2	28.5	0

1.3 Work Orders:

In the month of September all 10 emergency work orders were completed within 24 hours. This month, maintenance staff completed 254 non-emergency work orders and a total of 3,216 for the calendar year. The annual average number of days to complete a non-emergency work order is 13.73. We continue to address the most pressing work orders while maintaining the grounds and our vacant units.

Work Order Completion Table:

Portfolio	Completed Work Orders							
	Emergency				Non-Emergency			
	Month		YTD		Month		YTD	
	# Completed	% Completed in 24 Hrs	# Completed	% Completed in 24 hrs (99% HUD Std)	# Completed	Avg Completion Days	# Completed	Avg Completion Days (25 days HUD Std)
All Hillside								
HILLSIDE TERRACE	0	0.0%	4	100.0%	26	9.35	148	5.97
HILLSIDE TERRACE 1500 Block	0	0.0%	5	100.0%	10	4.60	59	4.90
HILLSIDE TERRACE PH 1	0	0.0%	1	100.0%	10	2.30	54	4.15
HILLSIDE TERRACE PH II	0	0.0%	6	83.3%	6	7.33	69	8.58
	0	0.0%	16	100.0%	52	6.85	330	6.02
Family Properties								
ALL SCATTERED SITES	1	100.0%	4	100.0%	11	92.27	93	29.48
BERGERSON TERRACE	1	100.0%	12	100.0%	20	8.20	167	5.19
DIXON VILLAGE	0	0.0%	1	100.0%	4	6.75	94	6.28
STEWART COURT APARTMENTS	0	0.0%	3	100.0%	9	6.22	105	11.84
	2	100.0%	20	100.0%	44	28.68	459	11.85
Salishan								
SALISHAN I	0	0.0%	1	100.0%	28	2.64	253	15.27
SALISHAN II	0	0.0%	8	100.0%	12	7.25	215	17.97
SALISHAN III	1	100.0%	3	100.0%	17	3.53	213	14.13
SALISHAN IV	1	100.0%	12	100.0%	37	4.05	280	18.27
SALISHAN V	0	0.0%	5	100.0%	18	12.94	340	19.46
SALISHAN VI	0	0.0%	4	100.0%	17	15.29	256	23.83
SALISHAN VII	0	0.0%	7	100.0%	11	6.64	144	15.84
	2	100.0%	40	100.0%	140	6.69	1,701	18.14
Senior / Disabled Properties								
6TH AVE	2	100.0%	15	100.0%	3	5.67	135	4.24
E.B. WILSON	1	100.0%	14	100.0%	5	9.00	170	8.21
FAWCETT APARTMENTS	0	0.0%	4	100.0%	0		80	12.45
LUDWIG APARTMENTS	2	100.0%	5	100.0%	1	10.00	51	4.20
NORTH G ST	0	0.0%	5	100.0%	0		77	6.38
NORTH K ST	1	100.0%	7	100.0%	5	2.80	89	4.64
WRIGHT St	0	0.0%	2	100.0%	4	5.25	124	14.37
	6	100.0%	52	100.0%	18	5.94	726	8.08
Agency Totals:	10	100.0%	128	99.2%	254	10.48	3,216	13.73

Outstanding Work Orders Table:

Open Work Orders as of September 2012					
	Open Emergency WO	Days Open	Open Non- Emergency WO	< 25 Days	>25 Days
All Hillside					
HILLSIDE TERRACE	0	0	9	9	0
HILLSIDE TERRACE 1500 Block	0	0	0	0	0
HILLSIDE TERRACE PH 1	0	0	2	2	0
HILLSIDE TERRACE PH II	0	0	2	2	0
HILLSIDE TOTALS	0	0	13	13	0
Family Properties					
ALL SCATTERED SITES	0	0	20	6	14
BERGERSON TERRACE	0	0	2	2	0
DIXON VILLAGE	0	0	8	4	4
STEWART COURT APARTMENTS	0	0	31	6	25
FAMILY PROPERTIES TOTALS	0	0	61	18	43
Salishan					
SALISHAN I	0	0	17	14	3
SALISHAN II	0	0	18	11	7
SALISHAN III	0	0	8	7	1
SALISHAN IV	0	0	36	28	8
SALISHAN V	0	0	11	7	4
SALISHAN VI	0	0	15	5	10
SALISHAN VII	0	0	15	7	8
SALISHAN TOTALS	0	0	120	79	41
Senior / Disabled Properties					
6TH AVE	0	0	14	9	5
E.B. WILSON	0	0	25	9	16
FAWCETT APARTMENTS	0	0	7	2	5
LUDWIG APARTMENTS	0	0	15	4	11
NORTH G ST	0	0	10	3	7
NORTH K ST	0	0	10	4	6
WRIGHT St	0	0	10	5	5
SENIOR/DISABLE TOTALS	0	0	91	36	55
Agency Totals:	0	0	285	146	139

2. RENTAL ASSISTANCE DIVISION

Housing Choice Voucher utilization is reported at 95% for the month of September 2012. Rental Assistance has been working very hard to reach 100% utilization. We have had a significant number of port out units that were absorbed by other Housing Authorities and we will cross absorb this month. A large number of vouchers have been issued and have clients shopping over the last few months. October should show a rise in the number of utilized vouchers. Below is a breakdown of the progress leasing our special programs:

Program Name	Units Allocated	Units Leased	Number of shoppers*
Veterans Administration Supportive Housing (VASH)	130	93	7
Non-Elderly Disabled Vouchers (NED)	100	88 (13 port outs)	4
Family Unification Program (FUP)	50	38	12
McCarver Program	50	45	0
Life Manor	150	150	0

*"Shoppers" are households that have been approved for the program and are searching for housing.

The VA continues to make referrals for the regular VASH program as well as the Project Based units. We are meeting on a regular basis to ensure the referrals continue. The VA lost another case manager so they have slowed down on referrals due to being understaffed.

REAL ESTATE

DEVELOPMENT



TACOMA HOUSING AUTHORITY

DATE: October 24, 2012

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. Phase II Construction

1.1.1 Area 2A, Community Core Development

The Working Group - consisting of potential tenants of the Core, residents, and other stakeholders - had its fourth and final meeting for this phase of the project on June 6. The Board approved the general Master Plan Concept at its June meeting. Feasibility studies related to THA's ability to raise the money necessary to develop the project are now being conducted. THA has procured The Alford Group to assist us in assessing financial feasibility. The first step is a Philanthropic Market Assessment to gauge how the community perceives THA as a philanthropic entity. This will take approximately 16-18 weeks to complete. We will be forming a Committee this fall to help staff in identifying names of community leaders to interview and will review the report from Alford before it goes to the Board.

1.1.2 Area 3 Lot Sales, Citibank Loan

Due to low sales activity at Salishan, Quadrant has suspended all sales activity in the community effective July 1. Staff will review quarterly market reports that Quadrant will prepare in order to assess the timing of the potential resumption of sales activity at Salishan.

The remaining Area 3 lots are listed for sale with Coldwell Banker Commercial. Coldwell Banker has assembled a sales package that it will use to attract home builders to the community. Two high capacity builders have recently contacted Coldwell Banker, expressing their interest in the Area 3 lots. THA received an offer which staff is reviewing internally and with Citibank to determine if it is a feasible offer.

In October, staff will be meeting with CSG Advisors, THA's real estate finance consultant, to evaluate options for reaching a negotiated settlement

with Citibank on the remaining balance (\$9 million) of the infrastructure loan commitment THA has with the bank.

1.1.3 Arlington Rd (Area 4):

In August 2011, staff issued an RFP for development proposals from Assisted Living Developers for this site. THA did not receive any responses. Staff will conduct an analysis of other feasible real estate development scenarios for this site, and prepare a proposal for moving forward in late 2012.

2. PUBLIC HOUSING PROJECTS

2.1 1800/2500 Hillside Terrace

2.1.1 General Project Activities.

Staff from throughout THA are now engaged in a multitude of activities related to this redevelopment project including: relocating current residents to comparable housing of their choice; working with City staff on utility right-of-way issues and needs; finalizing design selections so that the architect can complete detailed construction drawings; coordinating the review of draft financial documents received from funders; working with Head Start, THA's partner in the project's community center, on a Memorandum of Understanding between the agencies; preparing preliminary development and finance strategies for Phase II of the project; meeting with community leaders in the Hilltop in order to brief them on the project; and, coordinating with HUD on reviews and approvals needed from the federal government.

2.1.2 Financing.

Staff has requested the transfer of \$11,500,000 in Tax Exempt Bond Cap from the Washington State Housing Finance Commission for Phase I. THA will be the issuer of the bonds.

Staff has finalized negotiations and executed the Letters of Intent and Term Sheets with Chase Bank (Lender) and Enterprise Community Investments (Investor).

On September 14, 2012, staff submitted the Rental Term Sheet to HUD for review of the Phase I mixed finance development.

Closing on all project funding sources for Phase I of the project is scheduled for December 13, 2012.

2.1.3 *Project Planning.*
None to Report.

2.1.4 *Procurement.*
None

2.1.5 *Architecture.*
GGLO completed the design development phase of the project. In July 2012, the design team submitted all design packages to the City for permit review. All permits are scheduled to be issued by the end of October 2012.

2.1.6 *Construction.*
On September 17, 2012, Absher Construction, Inc. began advertising for bids. Bids were received October 11, 2012. Staff will submit the bid results and a Board resolution during the October 24, 2012 Board of Commissioners meeting requesting the HA Executive Director to enter into the construction contract with Absher.

2.1.7 *Demolition/Disposition.*
Approved by HUD in June. No new report.

2.1.8 *Community Meetings.*
Staff assembled a construction oversight committee and facilitated the first meeting on August 30, 2012. The meeting was well attended with stakeholders representing community organizations, labor, and city officials. Below is a summary of the outreach goals for the project.

Summary of Absher Construction Company's total Resident Employment, WMBE Utilization, and Apprenticeship goal commitment:

Part 1: Section 3 Employment Plan - 20 Estimated New Hires

Part 2: Section 3 Business Concerns Plan - 10%

Part 3: WMBE Business Utilization Plan - 7% /MBE; 5% /WBE

Part 4: Apprenticeship Utilization Plan - 10%

2.1.9 *Relocation.*
Approximately 60% of the residents have moved to new units. Most of the households have selected the Tenant Protection Voucher. Based on the relocation schedule, the Phase I area will be vacant by the end of October and the balance of the site will be vacated by mid-December.

2.1.10 *Community/Education Center.*
Staff has finalized the Memorandum of Understanding (MOU) with Tacoma Public Schools to provide the Head Start program for Hillside Terrace.

2.1.11 Project Schedule.

HILLSIDE Terrace, Phase I - MAJOR PROJECT MILESTONES THROUGH 2012, EARLY 2013

Demolition/Disposition approval received from HUD	June
Begin Tenant Relocation Process	June
Phase I Permit Package Submitted to City for Review	July
Section 3 Construction Over Sight Committee Convenes	September
Execute Construction Contract	October
Construction Bidding Process	October
Phase I Project Area Vacated	October
Close on all Financing	December
1800 & 2500 Blocks Fully Vacated	December
Construction Notice to Proceed	December
Demolition Begins	December
Infrastructure Development Begins	January
Vertical Construction Begins	March

3. CAPITAL FUNDS

3.1 Capital Fund Construction.

3.1.1. Public Housing Scattered Site Renovations

THA has categorized the work in order of importance and according to funding availability. Currently, the categories of work are as follows:

ROOF AND GUTTER REPLACEMENTS

All roof and gutter replacements are completed and closeout documents are pending.

WINDOW AND SIDING REPLACEMENTS

Stetz Construction is progressing on schedule. Thirteen sites are completed, work is progressing at two sites and the remaining sites are scheduled for completion by the end of October. Work is on schedule and within budget.

ROOF AND GUTTER REPAIRS

D & B Roof & Home Services successfully completed all work and closeout documents are pending.

EXTERIOR PREP AND PAINTING

Bid documents were advertised and six contractors submitted bids of which five were responsive and responsible. The project was awarded to Libby Builders, the lowest responsive, responsible bidder. Libby Builders has successfully completed numerous projects for THA over many years. The Preconstruction meeting was held October 2nd with a scheduled start date of October 8th.

MISCELLANEOUS RENOVATIONS

The balance of the public housing scattered site restoration includes electrical and HVAC upgrades, structural repairs, plumbing repairs, kitchen renovation and flooring replacements. The project budget and scope of work are in process and bid documents will be ready to advertise in November. Completion of this work required adjustments to the Capital budget that were approved at the August Board meeting.

Note: THA received a High Performer status on its PHAS scores; therefore it will receive a High Performer bonus with its 2012 CFP grant.

4. OTHER PROJECTS

4.1 *Neighborhood Stabilization Program (NSP 1)*

THA received an offer on 925 E. 51st St. We should close on it in mid-November. Inventory remains low at the moment but THA continues to look for new houses to purchase.

THA is going to receive an additional \$960,000 from the City of Tacoma to continue the foreclosure work. The City received additional funding through the Attorney General's office. We anticipate entering into the contract with the City in November or December. The program will run for 36 months.

4.2 *LASA Supportive Housing Project*

Staff is working with a non-profit organization based in Lakewood that provides supportive services to homeless families to develop a 15-unit homeless family housing project on land owned by LASA. We will also be developing a client service center and new office space for LASA. THA will be the developer/owner of this project. LASA will provide case management services and will be the "master tenant" of the project once it is operational.

Project financing is structured as a 9% tax credit transaction. Staff submitted an application for and received an award from Pierce County 2163 funds in the amount of \$458,697. These funds from Pierce County are only available to projects that

serve homeless households. A Phase II Housing Trust Fund application was submitted in late August and staff submitted a HOME Application to the City of Lakewood in mid-September.

Led by the architecture and engineering team, we submitted for a pre-application review to the City of Lakewood. The meeting with the City was held on September 6th. In addition to the THA-LASA team, there were representatives from Planning, Zoning, Engineering, Fire, Water and Sewer Departments of the City of Lakewood. The project was very well received. There were a couple of site work related items we need to follow up on but overall we got everything we requested (i.e.. reduction in number of parking spots needed; rear set back requirements; and a design review designation). The design team meets regularly to develop the site plan and building design. We have started to work on the exterior elevations.

Project Schedule

Submit Tax Credit Application	January 2013
Begin relocation activities	January 2013
Submit for Building Permit	January 2013
Issue RFP for Investor/Lender	January 2013
Select Investor/Lender	March 2013
Issue ITB for Contractor	March 2013
Award Contractor Contract	April 2013
Financial closing	June 2013
Construction Start	June 2013
Complete Construction	March 2014

5. DEVELOPMENT PIPELINE PROJECTS

5.1 *Intergenerational Housing*

The ManyLights Foundation is considering making an offer to purchase some or all of THA's Hillsdale Heights property. THA and ManyLights have prepared an MOU that defines each agency's role in a potential joint venture to develop housing at Hillsdale Heights. Many Lights Board members are visiting with THA staff on Sept. 25 to discuss their specific interest in this property and to discuss their offer to Staff.

5.2 *Stewart Court*

ORB Architects has completed a detailed Capital Needs Assessment (CNA) for this property. The Design team worked with THA staff, using the CNA to develop the final proposed rehabilitation scope for the project, summarized here:

- **Building Envelope Improvements:**

The existing failing T-111 siding will be replaced with a fiber cement siding, not only being a sustainable product but adding curb appeal as it will have a variety of textures as well as color. During the siding replacement additional insulation will be added to improve the R-value of the walls. Gutters and downspouts will be replaced. The upper floor decks will receive a re-coat of waterproof coating. Attic insulation will be improved to meet current energy code requirements.

- **Building Systems and General Interior Improvements:**

The existing galvanized domestic plumbing supply is failing and will be replaced with a PEX system and insulated. The existing electrical panels will be replaced and bedroom circuits will be protected with Arc Fault breakers. Smoke detectors will be replaced with dual purpose smoke detector /carbon monoxide alarms. New whole house bath fans will be installed. The interior bi-pass and bi-fold closet doors will be replaced.

- **Site Improvements:**

The parking lots will have deteriorated areas of asphalt paving cut out and replaced; then the surface of all areas will receive a seal coat and re-stripping of parking stalls. The existing rock retaining walls will be repaired. Cracked treads on the exterior stairs will be removed and replaced with new precast units to match and all metal components will be cleaned and painted. Drainage issues will be addressed in several areas of the site. The ground floor unit patios and landscaping will be upgraded. A BBQ/picnic area with a gazebo type structure will be added to the site for residents use. A security vehicle entrance gate will be added to the property's existing security fence. This will enhance safety for the residents.

We do not intend to relocate residents during the construction activities as the majority of the work is on the exterior of the buildings and site work. The interior work, may require residents to stay overnight in a hotel for a night during this work.

ORB has started on the Design Development phase of services. They will have this phase complete October 30.

Financing for the project includes Housing Trust Funds. Staff submitted a Stage 2 HTF application for \$482,000 on August 29.

The total project cost is \$9,596,380. Funding sources are:

THA MTW loan	\$ 191,987
Conventional loan	\$1,897,984
Housing Trust Fund	\$ 482,000

Low Income Housing Tax Credits 4%	\$2,587,518
Seller financing Note	\$3,520,000
Deferred Developer Fee	<u>\$ 816,891</u>
Total	\$9,596,380

Construction cost is \$ 3,659,519, including all contingencies and is scheduled to begin in June 2013.

Current schedule:

Update residents	October 2012
Apply for LIHTC 4% and bonds	December 2012
Issue RFP for Lender	January 2013
Issue RFP for Investor	January 2013
Lender selection	March 2013
Investor selection	March 2013
Complete Plans and Specs	March 2013
Issue ITB for General Contractor	March 2013
Selection General Contractor	May 2013
Begin Construction	June 2013

5.3 *City-Owned Brown Star Grill Properties on MLK*

The City owns this site. THA has proposed to the City and community groups a project that would put 70 workforce apartments above retail on this site. THA is continuing its consultation with the City, and with leaders of the Hilltop community. THA is also consulting with major employers on the Hilltop and with the unions representing their employees. THA is discussing the interest those employees, employers and union may have in this housing and what collaboration in its development that interest might suggest. THA staff and City staff are now working on the specific terms of a potential transfer of this property to THA. Once staff is able to complete a draft term sheet for this transaction, the City Manager will review it.

Staff has recently begun meeting with Hilltop community representatives about the potential for preserving the exterior of the two older buildings on this site – and the impact that preserving these facades might have on a THA project at this site.

5.4 *Public Housing Conversion*

Staff is assessing the opportunity to convert some or all of THA's public housing using HUD's Section 8 Conversion program or HUD's new Rental Assistance Demonstration Program (RAD). With either program, THA would apply to HUD to dispose of certain public housing properties. Once HUD approves a proposed disposition or conversion, HUD would "turn off" the public housing operating subsidy and capital fund allocation for those units. Project-Based Vouchers would

replace that funding. The Conversion program would also allow THA to sell the disposed public housing properties into an LLC that would finance long term physical needs at the properties using 4% tax credits and tax exempt bond financing.

Earlier this month, HUD released new guidance on RAD which it began last year. The purpose of RAD is to help housing authorities to address operating losses and deferred maintenance at its public housing properties by leveraging private financial investments into public housing and by project-basing public housing subsidies now received by housing authorities. Staff is evaluating the opportunity included in the new guidance from HUD to apply by September 24 for the limited amount of RAD-style conversions that HUD is authorized to approve.

5.5 *New Look Apartments/Alberta Canada Building Acquisition*

This 49-unit mixed-use senior housing tax credit project is at the intersection of MLK and 11th in the Hilltop. Tax credit investors represented by the National Equity Fund (NEF) own 99% of the partnership that owns the property. Martin Luther King Housing Development Association (MLKHDA) owns 1% and is also the General Partner. MLKHDA is interested in selling its 1% ownership to THA. THA has presented a purchase and sale agreement to MLKHDA for the purchase of the GP interest. Based on initial feedback from their executive director, staff expects the PSA to be signed by the MLKHDA by the end of October. This will enable THA to continue its due diligence this fall in order to close by the end of the year.

5.6 *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. Other more specific investment criteria, communicated to staff by the Board's Development Committee, include: (1) 20 – 30 units, (2) \$50 - \$60,000 acquisition cost, and (3) suitable for a 3 – 6 year hold.

Properties that meet these goals might include HUD-assisted housing, housing located near other THA properties (offering management efficiencies), and market rate housing in strong market areas of the City (such as downtown and the Tacoma Mall area). This exercise will help THA determine an optimum real estate investment strategy. It should also inform THA's efforts to invest organizational reserve funds dedicated to real estate investments in its 2012 budget.

THA's real estate brokers are examining current listings and communicating with owners of non-listed properties that meet our buying criteria. Staff expects that the brokers will bring several acquisition opportunities to our attention within the next few weeks.

6. M/WBE CONTRACT COMPLIANCE and SECTION 3 HIRING

6.1 Shinstine/Associates has hired three Section 3 workers and they have two MWBE subcontractors: DL Hendrix – sheetrock (7%) and Cambell-Cox – flooring (9%).

7. PHAS INDICATOR FOR MODERNIZATION ACTIVITIES

The following are the schedules as of October 6, 2012 for THA’s obligation and expenditure of the public housing capital funds it receives from HUD.

Grant	Total Grant	Obligation Start Date	Obligated	% Obligated	Obligation Deadline	Expended	% Expended	Expended Deadline
2008 CFP	\$1,849,412	6/13/08	\$1,849,412	100%	06/12/10	\$1,849,412	100%	06/12/12
2009 CFP	\$2,410,953	9/15/09	\$2,410,953	100%	9/14/11	\$2,406,896	99%	9/14/13
2009 CFP (1 st R)	\$703,863	9/15/09	\$703,863	100%	9/14/11	\$703,863	100%	9/14/13
2009 CFP (2 nd R)	\$54,932	9/15/09	\$54,932	100%	9/14/11	\$54,932	100%	9/14/13
2009 CFP (3 rd R)	\$2,724	4/2/10	\$2,724	100%	4/2/12	\$2,724	100%	4/2/14
2010 CFP	\$2,345,627	7/15/10	\$2,343,862	99%	7/14/12	\$797,875	34%	7/14/14
2010 CFP (1 st R)	\$1,216,978	7/15/10	\$1,216,978	100%	7/14/12	\$426,242	35%	7/14/14
2010 CFP (2 nd R)	\$219,721	7/15/10	\$219,721	100%	7/14/12	\$219,721	100%	7/14/14
2011 CFP	\$1,721,353	8/3/11	\$77,810	4%	8/2/13	\$0	0%	8/2/15
2011 CFP (1 st R)	\$736,455	8/3/11	\$443,660	60%	8/2/13	\$379,659	52%	8/2/15
2011 CFP (2 nd R)	\$549,895	8/3/11	\$0	0%	8/2/13	\$0	0%	8/2/15
CFCF**	\$1,881,652	8/3/11	\$301,682	16%	8/2/13	\$21,265	1%	8/2/15
2012 CFP	\$1,593,197	3/12/12	\$0	0%	3/11/14	\$0	0%	3/11/16
2012 CFP (1 st R)	\$1,026,290	3/12/12	\$441,922	43%	3/11/14	\$0	0%	3/11/16
2012 CFP (2 nd R)	\$128,701	3/12/12	\$0	0%	3/11/14	\$0	0%	3/11/16

** Capital Fund Community Facilities Grant

COMMUNITY SERVICES



TACOMA HOUSING AUTHORITY

DATE: October 24, 2012

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. 2012 GOALS

Sixteen 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 September and for the calendar year 2012.

1.1 Employment

Activities	Month	YTD	Annual Goal	% of Goal
Clients referred for employment services	11	72	130	55%
Clients who received employment services	18	166	100	166%
Clients enrolled in employment readiness soft skills workshops	4	51	80	64%
Clients completed employment readiness soft skills workshops	4	29	50	58%
Enrolled in job readiness training	5	14	20	70%
Job placement	7	23	35	66%
WorkSource Participants Assisted	14	72	35	206%
Entered Apprenticeship	0	0	3	0%
Earned income increased	8	20	35	57%

1.2 Education

Bates Technical College continued offering GED classes on-site at the Family Investment Center. Bates ESL class ended in July. We were unable to accommodate their request for an afternoon class due to lack of classroom availability.

Activities	Month	YTD	Annual Goal	% of Goal
Participating in ESL classes	10	16	15	107%
Completes one or more ESL levels	0	1	5	20%
Participants attending GED classes	25	174	75	232%
Completes one or more GED tests	14	14	8	175%
Attains GED	0	6	6	100%

1.3 Families in Transition (FIT)

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

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

1.4 Case Staffing

Case staffing is short-term, intensive intervention with households in danger of failing as tenants. Case staffing focuses on helping the family regain housing stability and avert eviction through compliance with their lease. Property management identifies families for case staffing. It is typically limited to 90 days.

Activities	Month	YTD
Number of households referred for services	3	26
Number of successful completions (eviction averted)	1	8
Number terminated	1	9

1.5 MTW Hardship Exemption Casework

In January 2012 THA began Moving to Work rent calculations and biennial recertification cycles for all MTW households. THA anticipates that some households may be unable to pay their new rent and that up to 120 households will qualify for a hardship exemption. The exemption will allow the household up to six months to increase their income and pay the rent amount determined by MTW. In order for a household to qualify for a hardship, they must agree to participate in case management.

We have experienced some problems with the hardship exemption referral process and with the process for tracking successful completions or terminations. We expect to have more accurate data on completions and terminations with next month's board report.

Activities	Month	YTD
Number of households referred for services	1	20
Number of successful completions	0	1
Number terminated	0	0

1.6 McCarver Special Housing Program

THA's McCarver Elementary School Housing Program seeks to stabilize McCarver Elementary, a low-income school in Tacoma's Hilltop neighborhood. Starting in fall 2011, THA provided rental assistance for up to 50 McCarver families. Rental subsidies for participating families will decrease to zero over the five year McCarver project period. By the end of 2012, all families will pay 20% of their rent and THA will subsidize 80%. Participating families receive intensive case management services and assistance to help the parents improve their education and employment prospects.

All McCarver Program parents participated in monthly parenting classes with a trainer from the Puget Sound Educational Service District. The classes helped the

parents improve communication skills, discipline, and building positive connections with the school.

Activities	Month	YTD	Annual Goal	% of Goal
Families participating	45	49	50	98%
Families able to pay 20% of their rent	10	10	50	20%
Adults enrolled in education program	4	38	30	127%
Adults complete education program	1	6	20	30%
Average school attendance rate	93%	93%	90%	103%
Reduction in referrals for discipline	n/a		25%	0%
Increase in children reading on grade level	29%	29%	20%	145%
Increase in math on grade level	n/a		20%	0%
Increase in average state test in reading	24%	24%	15%	160%
Increase in average state test in math	18%	18%	15%	120%

Activities	Baseline 2010-2011	2011-2012
Turnover rate at McCarver Elementary	107%	96.6

Some data we will track over the five years of this program are not yet available.

- The school district is compiling the data on referrals for discipline.
- We do not yet have the 2012 district math assessment scores.

1.7 Preparing for Success

Preparing for Success is funded by a three-year grant from The Paul G. Allen Family Foundation. Case management focuses on helping clients overcome barriers to employment readiness.

Activities	Month	YTD	Annual Goal	% of Goal
First year cohort enrolled (2011)	25	25	25	100%
First year cohort completed (fall 2012)	2	5	15	33%
Second year cohort 2012 referrals	1	15	40	38%
Second year cohort 2012 enrolled	0	26	25	104%

1.8 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	99	134	153	88%
Graduates	1	13	0	
Removed/Voluntarily Withdrawn	2	23	n/a	
New Contracts Signed	3	25	0	
Escrow Balance	\$190,629.87			

1.9 Life Skills and Parenting Classes

THA contracts with Bates Technical College to provide Life Skills classes and parenting support for Families in Transition participants. Life Skills sessions focus on sound decision making, ways to enhance self-esteem and how to make appropriate choices around relationships. THA entered into a new contract with Bates Technical College for parenting and life skills classes to be taught during the 2012-2013 school year to FIT participants.

Activities	Month	YTD	Annual Goal	% of Goal
Life Skills Enrollment	0	10	25	40%
Life Skills Completion	0	4	15	27%
Parenting Enrollment	9	21	25	84%
Parenting Completion	0	8	20	40%

1.10 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 to change careers and further their education.

Activities	Month	YTD	Annual Goal	% of Goal
Financial Literacy Enrollment	0	64	90	71%
Financial Literacy Completion	0	33	72	46%
Credit Counseling Enrollment	0	0	20	0%
Credit Counseling Completion	0	0	10	0%
Homeownership Counseling	13	81	79	103%
Individual Development Account Participants	12	19	18	106%
Qualified Withdrawals	2	6	18	33%
Home Purchase	0	1	8	13%
Other Asset Purchases	2	6	10	60%
VITA Tax Returns for THA clients	0	35	90	39%
EITC Received (PH only)	0	15	95	16%
Tax Returns for all clients served at VITA Site	0	171	170	101%

1.11 Computer Labs

THA has computer labs at Bergerson Terrace, Dixon Village, and Hillside Terrace. The AmeriCorps members assigned to the computer labs are 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.

Our new AmeriCorps volunteers for the 2012-2013 school year are Courtney Lawson at Hillside Terrace and Dina Brown at Bergerson Terrace and Dixon Village.

Activities	Month	YTD	Annual Goal	% of Goal
Computer Lab Participation (cumulative visits)	48	1363	1200	114%

1.12 Youth Activities

Our summer youth programming ended in August. We will begin reporting youth tutoring activities and youth leadership mentoring activities in the November board report.

Activities	Month	YTD	Annual Goal	% of Goal
Youth tutoring	0	20	10	200%
Summer youth programming	0	60	40	150%
Youth leadership mentoring	0	6	45	13%

1.13 Senior and Disabled Services

The Senior and Disabled Services Program Specialist had 106 client contacts (87 unduplicated) in the month of September. There were 15 unduplicated home visits, and 18 residents received 1:1 situational and wellness counseling. In September, the Specialist referred clients to the following services:

- Aging and Disability Resources
- District Court
- MDC

BASH, a home delivery food bank, resumed delivery to the Senior & Disabled buildings. Two hundred tenants received food baskets.

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

- September calendar regarding scheduled building activities
- Upcoming Fire Safety presentation
- Free CPR classes
- Pierce County Emergency Operations Center OPEN HOUSE

Emergency preparedness presentations were done in every Senior & Disabled building by the Pierce County Emergency Operations. 20% of the tenants participated.

Mild exercise programs will be set up in all the buildings. The 911 N. K Street has their program running, and they meet 3 times a week. The program is organized and led by tenants.

Activities	Month	YTD	Annual Goal	% of Goal
Unduplicated client contacts	87	275	260	106%
Referrals	3	36	50	72%
Unduplicated situation/wellness counseling	18	99	140	71%
Assistance with correspondence for Entitlement Programs	2	10	40	25%

2. HOUSING AND EDUCATION CONFERENCE

On October 9, THA hosted a gathering of housing authorities, school districts, funders, evaluators, HUD representatives and others interested in housing and education. Plans for this gathering began to form a year ago when Atlanta, Fresno and San Antonio housing authorities each expressed an interest in visiting Tacoma's education projects. Michael suggested they all come to Tacoma at the same time.

Seven housing authorities participated on October 9. Representatives gathered at McCarver elementary school. Each housing authority responded to these questions:

- Why should a housing authority be interested in education?
- Why should a school district collaborate with a housing authority?

THA and the visiting housing authorities also offered overviews of their education initiatives.

2.1 Akron Metropolitan Housing Authority

Akron's Director of Strategic Engagement attended. AMHA is focused on early childhood education. The representative from Akron came a day early so she could spend time with KCHA visiting their early childhood programs. Akron's early childhood initiative has four components:

- a. Parents as the primary teachers of their children
- b. Home visitation services
- c. Monthly early childhood family outreach events
- d. Maternal depression intervention

2.2 Atlanta Housing Authority

Atlanta's Vice President of Strategy & Innovation and the Vice President of Human Development Services attended. Atlanta is focused on improving

education outcomes in seventeen mixed income communities. Excellent schools in each of these neighborhoods is a key factor in success of the housing community.

2.3 Fresno Housing Authority

Fresno brought the largest contingent of visitors: their Executive Director and one of their housing managers, a member of Fresno HA's board who is also the lead on the City of Fresno's First5 early childhood initiative, a City of Fresno Revitalization staff person, Fresno Unified School District's Chief Technology Officer, and the CEO of Fresno's Economic Opportunities Commission.

Fresno's education initiative focuses on partnerships and collaboration. They have built a strong and very productive partnership with Fresno Unified School District and Fresno Workforce development entities.

2.4 King County Housing Authority

KCHA's Executive Director, Director of Resident Services and Education Manager attended. They presented information about their efforts at one of KCHA's developments in south King County. They reported KCHA has data sharing agreements with three of the seventeen school districts in their jurisdiction. Key elements of KCHA's education initiatives:

- a. Resident mobility
- b. School stability
- c. Rapid rehousing of homeless students
- d. Place-based initiatives
- e. Data sharing

2.5 Home Forward of Portland

Home Forward brought four housing authority representatives: their Executive Director, Program Director for Policy & Planning, Community Initiatives Manager and Assistant Director for Rent Assistance, plus a member of the Reynolds School District board. They described their Alder Elementary School-Based Housing Assistance program. It is somewhat similar to THA's McCarver program.

Home Forward's education initiatives include:

- a. Data sharing
- b. Kindergarten round up
- c. Summer youth connect
- d. Partnerships with youth organizations
- e. Rent Assistance at Alder Elementary School

2.6 Seattle Housing Authority

SHA and Seattle University described their Choice Neighborhood project focused at Yessler Terrace. SHA's Executive Director and Community Services Administrator attended, along with the Director and Associate Director of Seattle University's Center for Service and Community Engagement. Key elements of SHA's education strategy:

- a. Meet youth where they are
 - Academic services delivered in homes
 - Academic services delivered in schools
 - Academic services delivered in community sites
- b. Empower parents with information and access
- c. Prepare schools to engage parents meaningfully
- d. Pursue measurable results

Tacoma Housing Authority participants were the Chair and Vice Chair of our Board of Commissioners, THA's Executive Director, Director of Community Services, Manager for Educational Programs, Executive Assistant, and McCarver caseworkers.

Other attendees included Tacoma Public Schools Superintendent, TPS Board member, McCarver Principal and School Counselor, McCarver project evaluator Geo Education and Research, representatives from the Bill & Melinda Gates Foundation, Organizational Research Services, Building Changes, Pierce County, the HUD Deputy Regional Director and the Deputy Chief of Staff for the HUD Secretary.

The conference featured lots of lively discussion that highlighted interesting similarities and contrasts among housing authorities' education initiatives. Some prominent themes were:

- The importance of data sharing and evaluation
- Benefits of partnership and collaboration
- Striving to make systems work together for the benefit of the people the systems are meant to serve

- Resilience, strengths, abilities and aspirations of the people served by the programs are key to those program's success

Five of the participating housing authorities were MTW agencies. The conference spotlighted the value of MTW flexibility in housing authorities' education initiatives. We also noted that the two non-MTW agencies at the conference were accomplishing significant progress with their education initiatives, even without MTW flexibility.

Conference attendee Jonathon Harwitz, Deputy Chief of Staff for the HUD Secretary, offered a telling summary observation. The gathered housing authorities have undertaken a variety of approaches to housing and education. They have this in common: the housing authorities at this conference are not preoccupied with compliance. Instead they are focused on positive outcomes for the people they serve.

HUMAN RESOURCES



TACOMA HOUSING AUTHORITY

DATE: October 24, 2012

TO: THA Board of Commissioners

FROM: Barbara Tanbara
Human Resources Director

RE: Human Resources Board Report

1. EMPLOYEE RELATIONS

1.1. 2013 Employee Opinion Survey

In March 2013, THA will once again conduct its Employee Opinion Survey for all THA employees. This is the third time we have used this survey, executing it every 18 months. Much of the project work the HR department has undertaken has been in response to feedback from our two previous surveys. We look forward to receiving the results and learning if what we are doing has helped make a difference and also where we can continue to improve.

1.2. Human Resources Strategic Planning

With the help and input of the Cabinet members and mid-level managers, the HR department has been busy planning for our key initiatives in 2013. We are taking direction from the work THA has done in our strategic planning process and the input from our customers. We have determined to prioritize our proactive work projects based on the following objectives:

- *Retention and employee engagement* – THA has very talented, dedicated and committed staff. THA continues to invest time and training for the employees' development and we want to ensure that we keep employees engaged and satisfied with their work.
- *Human Resource "systems simplification"* – along with the work being done in THA's Business Process Improvement project, the HR dept is putting together checklists which will give simple instructions to employees and their supervisors for accessing HR services. These checklists will help expedite the processes plus free up HR's time away from administrative work to more time for important projects and working directly with our customers. Examples include requesting FMLA leave, filing for short term disability, the reasonable accommodation process, etc.
- *Response to Employee Opinion Survey results* – Much of our focus has been focused on what we hear from our employees in our surveys. We will continue to adapt our plans and strategies using the survey results to gauge our success to date and to guide our future efforts.
- *Targeted projects for greater and quicker returns* - There are always ways THA and its HR department can improve. Continual improvement is part of our life at THA.

In 2013, we are focused on projects with a narrower scope so that we can demonstrate results to employees and ensure they know that we are listening.

1.3. Annual Employee Appreciation Luncheon

Our annual Winter Employee Appreciation luncheon is scheduled for December 6th at CI Shenanigans from 11:00-2:30pm. This event is THA's opportunity to acknowledge our employees' work during the year and to give recognition for special tenure milestones. We hope that one or more of our Commissioners might consider attending and sharing your appreciation for their work.

1.4. EEOC and Human Rights Complaints

For CY 2012, we have no City of Tacoma Human Rights or EEOC complaints and no lawsuits.

2. COMPENSATION

2012 OPEIU and Non-Represented Employee Salary Increases

Our OPIU and non-represented employees received their wage increases in September. Each employee received a memo explaining their increase amount and their new salary.

3. LABOR RELATIONS

3.1 Collective Bargaining

Our Trades Council contract opener for wage increase negotiations is completed. We agreed on a 2.35% increase, retroactive to July. With the board's approval, the increase will come in the employees' November 2, 2012 paycheck.

3.2 OPEIU Contract Implementation

The new OPEIU contract changes have required a lot of work to implement. Thus far we worked with Finance to change all OPEIU employees over to overtime calculated only over 40 hours in one week. We are still in the process of implementing the new Education Assistance program and our revised vacation leave cash-out program. Those two should be out by the end of the month. In addition, some THA policies are impacted by the changes and we are working to make those adjustments also.

3.3 Grievances

We have one ongoing OPEIU grievance. The grievance is still in process.

4. STAFFING

Our October 2012 YTD turnover trends to an annualized number of 14.7%. It is definitely higher than we want and we want to discuss our response in Executive session with the Commissioners. Due to the full agenda for October's board meeting, we will report in Executive session on our actions for turnover within the next two months.

THA Recruitment-Turnover Report 2012

*data reflects regular employees only

	Jan	Feb	March	April	May	June	July	Aug	Sept.	Oct.	Nov.	Dec	YTD	Annualized
Total # Employees	107	108	109	108	107	109	110	111	111				109	109
Voluntary Separation	0	0	2	2	0	1	0	1	0				6	8
Involuntary Separation	1	0	0	0	0	0	2	1	1				5	7
Retirement	0	0	0	0	0	0	1	0	0				1	1
Lay-Off's	0	0	0	0	0	0	0	0	0				0	0
Total Separations	1	0	2	2	0	1	3	2	1	0	0	0	12	16
2012 Turnover Rate w/out Lay-off's	0.9%	0.0%	1.8%	1.9%	0.0%	0.9%	2.7%	1.8%	0.9%				11.0%	14.7%
2011 Turnover Rate w/out Lay-off's	0.9%	0.0%	0.0%	0.9%	0.0%	1.8%	0.9%	1.8%	3.6%	0.9%	0.0%	0.9%	11.82%	
	1	0	0	1	0	2	1	2	4	1	0	1	13	
Hires/Promotions													YTD	
New or Different Positions	1	0	1	0	0	0	0	1	0				3	
Replacement due to Separation	1	0	1	0	1	1	2	0	2				8	
Replacement due to Promotion/ Transfer	1	0	2	0	0	1	0	1	0				5	
Sunset Positions	0	0	0	1	0	0	0	0	0				1	
Total	3	0	4	1	1	2	2	2	2	0	0	0	17	
2011	1	2	1	0	2	2	2	3	0	0	0	4	18	

NEW BUSINESS

RESOLUTION #1



TACOMA HOUSING AUTHORITY

RESOLUTION No. 2012-10-24 (1)

DATE: October 24, 2012

TO: Board of Commissioners

FROM: Michael Mirra, Executive Director

RE: Stewart Court Authorizing Formation of LLLP and Application for funding

Background

THA staff has developed a new financing and phasing plan in order to rehabilitate the Stewart Court Apartments. The scope of work for Stewart Court Apartments includes high priority exterior upgrades such as new siding, insulation, gutters and down spouts and site work, as well as replacing the electrical panels and domestic water supply system. This resolution is proposed at this time in order for THA to create the tax credit partnership entity needed to secure the financing that will pay for these improvements at Stewart Court.

The new partnership entity proposed for Stewart Court will own a 99% share of this 59-unit project. The units will continue to be made affordable to households at less than 50%, less than 65% and less than 80%, of area median income, respectively. The unit breakdown is as follows: 40 1-bedroom units and 19 2-bedroom units.

Staff is working with the project architects on the project design.

THA expects to lease the land and improvements to a limited liability limited partnership for approximately 99 years.

The financing structure for this phase is expected to include, but not be limited to, the following sources of funding: tax credit equity, HTF funding and private debt.

Board Resolution

The subject Resolution seeks Board approval to authorize the Executive Director to:

1. Form a limited liability limited partnership
2. To prepare, execute and submit to the Washington State Housing Finance Commission any agreements and other documents necessary to secure the proper approval of THA's use of low income housing tax credits for the project;

3. To execute, deliver and/or file, on behalf of the Authority in its own behalf and in its capacity as the LLLP's managing partner, as applicable, any other affidavits, certificates, letters, government forms, documents, agreements and instruments that the Executive Director determines to be necessary or desirable to give effect to this resolution and to consummate the transactions contemplated herein and/or in connection with the application for low income housing tax credits or other financing for the project; and
4. 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.

Recommendation

Approve Resolution 2012-10-24 (1) authorizing the Executive Director to approve, execute and deliver all documents necessary to assume the role of the LLLP's general partner.



TACOMA HOUSING AUTHORITY

RESOLUTION NO. 2012-10-24(1)

(Stewart Court Apartments)

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 301-3218 South Tyler Street 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 59 dwelling units, to be located at 321-3218 South Tyler Street, Tacoma, WA 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: (i) 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 and all 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 "Stewart Court Apartments LLLP" 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; (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 \$[_____] million to the Partnership to pay such costs, with the loan bearing interest at such rate as 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 24th day of October, 2012.

HOUSING AUTHORITY OF THE CITY
OF TACOMA

Janis Flauding, Chair



TACOMA HOUSING AUTHORITY

CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting Executive Director of the Housing Authority of the City of Tacoma (the “Authority”) and keeper of the records of the Authority, CERTIFY:

1. That the attached Resolution No. 2012-10-24(1) (the “Resolution”) is a true and correct copy of the resolution of the Board of Commissioners of the Authority, as adopted at a meeting of the Authority held on the 24th day of October, 2012, and duly recorded in the minute books of the Authority.

2. That such meeting was duly convened and held in all respects in accordance with law, and, to the extent required by law, due and proper notice of such meeting was given; that a quorum was present throughout the meeting and a majority of the members of the Board of Commissioners of the Authority present at the meeting voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 24th day of October, 2012.

HOUSING AUTHORITY OF THE CITY OF
TACOMA

Executive Director of the Authority

RESOLUTION #2



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-10-24 (2)

DATE: October 24, 2012
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Non-Smoking Policies for THA Properties

Background

Staff strongly recommends that THA prohibit smoking in all of its properties, including the inside of dwelling units. Below I restate the reasons. They summarize the information that the Tacoma-Pierce County Health Department and others provided to the Board at the July 17th study session regarding this topic:

- Second hand smoke poses serious health risks to neighboring residents, guests and THA staff who have to enter these units. These health risks imperil two fundamental obligations that THA has as landlord and employer: to provide safe housing to its residents; to provide safe working conditions to its staff.
- Smoking increases THA's property management costs;
- Smoking leads to greater risk of fire and increased insurance rates;
- According to the Health Department's survey of all of THA's resident, the majority of them favors non-smoking housing;
- A smoking ban would improve the marketability of THA's dwelling units;
- A smoking ban may decrease the smoking rates of THA's residents;
- Other public housing authorities and property managers have had positive experiences implementing non-smoking policies;
- HUD recommends that housing authorities implement non-smoking policies.

During the July 17th study session, the Commissioners offered a number of suggestions and requested some additional information. In response we have done the following:

- We have narrowed the proposed prohibition so that it does not restrict the use of candles, incense and barbeque grills;
- I attach the results from the Tacoma-Pierce County Health Department of its survey of THA residents.
- I attached what little information staff could obtain about the arguments against these types of policies;
- Staff held eleven (11) public hearings throughout the portfolio. In general, public comments favored this policy and asked for clear guidance about where smokers will be able to smoke on THA properties I attach the comments offered at the public hearings.

I also attach the draft Non-Smoking Lease Addendum. If the Board approves this resolution, staff will notify all residents that it will become effective March 1, 2013. This delayed effective date serves three purposes: (1) it will give residents that time to adjust to this new rule; (2) it will give each property time to identify outdoor areas where smoking will be allowed; (3) it will allow THA staff and representatives from the Tacoma-Pierce County Health Department and the Tobacco Free Alliance to offer residents smoking cessation and tobacco replacement resources.

Recommendation

Approve Resolution 2012-10-24 (2) authorizing the THA staff to implement a Non-Smoking lease addendum for all new and existing residents at THA properties.



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-10-24 (2)

PROHIBITION OF SMOKING IN THA UNITS

WHEREAS, the Board of Commissioners must approve all revisions to THA's public housing leases;

WHEREAS, providing safe housing is a fundamental attribute of THA's obligation as a landlord and providing a safe working environment is a fundamental attribute of THA's obligation as an employer;

WHEREAS, second hand smoke in THA's residential units poses serious health risks to other residents, guests and THA staff and for that reason it prevents THA from fulfilling these fundamental obligations as landlord and employer;

WHEREAS, smoking also makes the management of the portfolio more expensive and difficult;

WHEREAS, a survey of THA's residents indicates that most of them favor a prohibition of smoking.

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

THA staff is authorized to implement a Non-Smoking lease addendum for all new and existing residents at all THA properties after March 1, 2013.

Approved: October 24, 2012

Janis Flauding, Chairperson

SOURCE OF COMMENT	DATE	Non-Smoking Public Hearing	THA RESPONSE
North G Street	8/28/2012	Can people still smoke in their apartment?	No
North G Street	8/28/2012	How do you plan to enforce this?	Lease Violations
North G Street	8/28/2012	I live on the 3rd floor & I don't want smoke to come through my window.	We want input for designated areas.
North G Street	8/28/2012	I'd prefer smoking be on the other side of sidewalk, so I don't have to walk through smoke.	
North K Street	8/28/2012	Setting the boundary at the sidewalks would keep the 2nd hand smoke out of the building.	
North K Street	8/28/2012	There's a lot of traffic in the alley, that's not a good spot.	
North K Street	8/28/2012	Why are you proposing this? Some people have been smoking for 50+ years, and you expect them to quit?	We are asking they no longer smoke in the building due to the reasons we've discussed. (i.e. Health, Safety, Maintenance)
North K Street	8/28/2012	I feel nervous about smoking outside when it's dark.	
North K Street	8/28/2012	Will THA provide patches, gum, etc.?	THA will not provide these products but there are other organizations that do. The Tobacco Free Alliance has provided a list of resources at every building in THA's portfolio.
North K Street	8/28/2012	Aren't we already smoke free?	No, the only building that is smoke-free is EB Wilson
North K Street	8/28/2012	Our human rights are being violated.	Smokers are not under a protected class.
North K Street	8/28/2012	What about incense and candles?	They are allowed, only things that are smoked are banned.
6th Avenue	8/30/2012	What would the boundary be?	Possibly a 25 foot line from the building.
6th Avenue	8/30/2012	I was for it, and tried to get the managers to go for it. I was told I had to go to a different building, I went there but it was surrounded by smokers outside.	
6th Avenue	8/30/2012	How will you go about enforcement?	Lease Violations
6th Avenue	8/30/2012	We want to come up with options first.	Tehre will be a letter in the mail and you will have 60 days to sign them and send back.
6th Avenue	8/30/2012	At 40th & Lawrence there is a new senior/disabled building going up. Do you have any information on that? It's suppose to be HUD.	No, it may be through a different HUD owner.
6th Avenue	8/30/2012	When the borders are made, out there in the park there is already a good divider.	We will come up with a way to make the boundaries very clear.
6th Avenue	8/30/2012	You should put up clear directions and put up in every apartment letting them know what the rules are. And create a covered area.	
M Street	8/30/2012	Are they going to take away the smoking shelter in the parking lot?	No changes to this building due to it's current non-smoking policy
M Street	8/30/2012	People should not use the bus stop as a smoking shelter.	

Fawcett Avenue	9/11/2012	I have tried to quit smoking, but it doesn't work.	
Fawcett Avenue	9/11/2012	Weekly 1 hour support meeting here would be good. In the evenings.	
Fawcett Avenue	9/11/2012	Some people don't want to quit smoking.	
Fawcett Avenue	9/11/2012	I don't want to go out in the rain to smoke anyway.	
Wright Avenue	9/11/2012	I feel like I'm allergic to smoke because my eyes water and I can't breathe. I walk out of my apartment and it's in the hallway. I don't smoke but it comes in my windows. Even though they know, they still do..I agree with the non smoking rule.	
Wright Avenue	9/11/2012	If someone gets a violation of the non smoking rule, what would be turn around time before they would be evicted?	We don't have any specific turnaround time that would lead to eviction.
Wright Avenue	9/11/2012	I'm a non smoker but I lived with a husband who was very much a smoker and I just have a very hard time, plus I have a lot of people come to me and have trouble with this because they think their rights are being violated. It's going to be very interesting.	
Wright Avenue	9/11/2012	Why don't we have a building where everyone smokes?	If there is a building where everyone smokes, staff will still be exposed to second-hand smoke and there will be an increased risk of fire.
Wright Avenue	9/11/2012	Oh don't get me wrong, I'm not a smoker, but I feel as president of SAFE I wouldn't be president if I didn't stand up for the people, all the people. And I have heard lots of people comment on about the grandfather clause. How would you keep people from using the grandfather clause?	THA does not intend to use a "grandfather" clause because then the risks would still be present. All residents will be required to sign the new addendum.
Wright Avenue	9/11/2012	The only question I would have about everything you just said is will we get anything in writing to read before the changes? If I could ask for that from the office, could I have it? It was so much and I read it and didn't understand it and I'd like another copy from the office.	Additional copies of the addendum are in all THA offices.
Wright Avenue	9/11/2012	I know when I went out the door last night, there's that cigarette butt thing and it reeked so bad. Like stale cigarette smoke and it smelled so so bad. I had 1 lady who came home and came back down and said will you come up please? I went up to her apartment and I said when did you start smoking pot? It was so strong as if she was smoking	This is one of the main reasons we are proposing this policy. Smoke travels between apartments, especially in THA's senior buildings.
Salishan	9/11/2012	That means you're going to allow it outside the housing? Not going to allow it where you live at?	Smoking would be prohibited in units and common areas like playgrounds and patios. Smoking will be allowed in some areas of the property.
Salishan	9/11/2012	I'm just wondering what that's going to look like with everyone smoking on our sidewalks and throwing them on the ground. I know you people don't have control of that. I don't smoke and I don't want him smoking with everyone else on the sidewalk.	

Salishan	9/11/2012	I most likely would like a 50 foot from the door because I don't want smoking near my family. I tried to bringing a flower pot out but someone stole my flower pot. So now I just have a coffee can.	
Salishan	9/11/2012	So will the play areas and playgrounds in Salishan be smoke free also? This was more of a concern than their neighbors. They were concerned about smoking with the kids in the parks.	No smoking in units or parks.
Ludwig	9/13/2012	If you don't have a conscience for your own body, what about the rest of us? We're stuck!	
Ludwig	9/13/2012	I know there was someone here who suddenly got real bad real fast. She's been here for years and her neighbors smoke. She moved out.	
Ludwig	9/13/2012	I've gotten angry about this, I mean after 5 years what's this done to our bodies?	
Ludwig	9/13/2012	I'm on oxygen at night. My respiratory has gone down since I moved in here.	
Ludwig	9/13/2012	They took out of the prisons in 2012 and here we're moving into 2013 and it's still in Public Housing. It's going to damage our health if it hasn't already. I read that 90% of lung cancer is due to smoking along with other cancers.	
Ludwig	9/13/2012	The newsletter was helpful because as you use not many people attend meetings and you can sit and read it from cover to cover and it covers all the major things.	
Ludwig	9/13/2012	When do you think this no smoking will be implemented and how? Will it be done in steps or all at once?	In March, so everyone will be signing a lease at that time.
Ludwig	9/13/2012	I noticed that at that last meeting was mostly smokers worried about losing their rights and you said it was not a law that they can smoke.	
Ludwig	9/13/2012	There is a place downstairs for all the brochures. I'll put some down there. I might need a few more than these.	
Ludwig	9/13/2012	It's a long time in coming that's all I can say. But if a letter to Michael will help I will send it. At least we're pushing toward the goal. We've been breathing it in for years full strength. I'll write a letter too.	
Bergerson	9/13/2012	My lung is gone. I've been a smoker 43 years. Nobody can stop me from smoking because I want to. So I'm smoking so I'm going to smoke inside my house because it stinks. So my little daughter tells me I stink and she was born with asthma and bronchitis. So what are you going to do with me?	We are going to ask you to smoke outside.
Bergerson	9/13/2012	We're not going to stop smoking. You know who's fault this is? The people who make the tobacco. I have post traumatic depression. You going to kick me out? With my little daughter? I'm going to smoke anywhere.	We are going to ask you to smoke outside.
Bergerson	9/13/2012	They're not going to stop smoking. They've been smoking for I don't know how many years.	
Bergerson	9/13/2012	So 25 feet from your door is good for that kid. And second I hate the smell in my house. And not in the playground.	

7/12/12

Tacoma Housing Authority
Community Resident no-smoking survey results

Survey background:

In March 2012, the Tacoma Housing Authority (THA) board requested assistance from Tacoma-Pierce County Health Department (TPCHD) in conducting a survey with THA residents to determine the level of resident support for a no-smoking policy for THA properties.

In May 2012, resident meetings were held at 18 THA housing sites to provide information about the health benefits of no-smoking housing policies and seek feedback from the residents on no-smoking policies.

Respondent profile:

- 343 respondents (highest responses from Fawcett, North G Street and North K Street, lowest from Dixon Village and Stewart Court)
- Approximately 41% of all THA units have a smoker in the home
- About half of smoking households prohibit smoking in their homes
- An estimated 80% of respondents believe secondhand smoke is harmful

Respondent preferences for no-smoking buildings and policies:

- 84% of non smoking households believed THA should be entirely no-smoking
- In every building, over half of respondents preferred to live in a no-smoking building
- The majority of respondents from every building, excluding 6th Avenue, support a broad no- smoking policy for THA properties

TPCHD recommendation:

Based on resident feedback, the impact of second hand smoke and tobacco use on health and the mission of THA to provide high quality, stable and sustainable housing and supportive services to people in need, TPCHD recommends that the THA board develop and implement a portfolio wide no-smoking policy.



TACOMA HOUSING AUTHORITY

NON-SMOKING BUILDING ADDENDUM TO LEASE AGREEMENT

THA Form (PH-175)

This document is part of your lease agreement.

Smoking is not allowed in your apartment or house that you are renting, in other dwellings that the Landlord owns, or in common areas or other designated parts of the property. You, members of your household and your guests may not smoke in any of these places.

Breaking the no-smoking rule is the same as breaking your lease. If you, a household member or a guest break this rule, the Landlord may evict you. The Landlord may also charge you for the cost of cleaning your apartment of the smoke damage and replacing damages items.

1. The Purpose of the No-Smoking Policy.

The no smoking rule serves important purposes:

- 1.1 Second hand smoke poses a serious harm to the health of residents, guests and Landlord staff who must enter the dwelling unit.
- 1.2 It is expensive to clean and refurbish apartments where people have been smoking.
- 1.3 Smoking can cause fires.
- 1.4 Insurance costs more for buildings where people smoke.

2. This is a Non-smoking Property.

Smoking is not allowed in any of these areas:

- inside your apartment or house
- common areas (see definition below)
- within 25 feet of a door or window of a building
- in other the areas of the outdoor grounds of the property designated by signs as non-smoking

You may not allow members of your household or guests to smoke in violation of this rule.

3. "Common areas" are areas that are open to all residents or members of the public.

Common areas include the following:

- | | |
|-----------------------------------|--|
| (a) entryways | (g) public restrooms |
| (b) patios, balconies and porches | (h) community rooms |
| (c) roof terraces | (i) community kitchens |
| (d) lobbies and hallways | (j) laundry rooms |
| (e) elevators and stairways | (k) parking lots, garages and carports |
| (f) management offices | |

Common areas also include any other area of the buildings or property where Landlord staff, residents and guests may go.

4. Definition of Smoking

“Smoking” means igniting or possessing a lit cigarette, cigar, pipe, or any other device containing tobacco, marijuana or other legal or illegal substance that burns. “Smoking” also means inhaling, exhaling, breathing or carrying a lighted product.

5. Breaking Smoke-free Rules and Lease Terminations

If you, or a member of your household, or a guest breaks these rules the landlord may terminate your lease. The Landlord may also charge you for the cost of cleaning the smoke damage and replacing things that the smoke damages. These may include carpets and curtains.

6. Disclaimer by Landlord

6.1 Even though your Landlord has adopted a smoke-free rule it cannot guarantee that smoking will never happen. The Landlord will make reasonable efforts to enforce the rule. It may need help from residents to do that.

6.2 In buildings that used to allow smoking, the effects of that smoking may still linger.

6.3 The landlord cannot guarantee that your apartment or the property will have better air quality than other rental properties.

6.4 Your Landlord is not responsible for smoke exposure even if you, a member of your household, or your guests have respiratory ailments, allergies, or any other physical or mental condition relating to smoke.

Resident Signature

Date

Landlord Representative

Resident Signature (if applicable)

Date

Date

Hi Julie,

In working with about 100 PHAs all around the country, and especially here in Michigan, I have never run into any kind of opposition from the tobacco industry before or after adoption of a smoke-free policy. I've seen some rantings from some of the anti-smoke-free front groups, like FORCES, that the tobacco industry helped create years ago, but they've never shown up at any PHA meetings; their rantings are normally on their web pages or in quotes given to news reporters who have contacted them for comments. In my experience, the tobacco industry really doesn't have a good handle on how to deal with SF MUDS policies when they're being adopted voluntarily by PHA boards; they're more used to dealing with legislative proposals on the local, state or federal level.

Jim

Jim Bergman, J.D.
Smoke-Free Environments Law Project
Co-Director
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Ann Arbor, Michigan 48103
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jbergman@tcsg.org; <http://www.tcsg.org>; <http://www.tcsg.org/sfelp/home.htm>
<http://www.mismokefreeapartment.org>

From: National Smoke Free Housing List TCSG [\[mailto:SMOKEFREEHOUSING-TALK@COMMUNITY.LSOFT.COM\]](mailto:SMOKEFREEHOUSING-TALK@COMMUNITY.LSOFT.COM) **On Behalf Of** Julie Peterson
Sent: Tuesday, September 18, 2012 10:00 AM
To: SMOKEFREEHOUSING-TALK@COMMUNITY.LSOFT.COM
Subject: Request for assistance

On 9/18/12 12:59 PM, "Julie Peterson" <JulieP@CHEF.ORG> wrote:

Dear Colleagues,

We are working with a housing authority that is contemplating adoption of a no-smoking policy. As part of the due diligence, one of the commissioners has asked staff to check if any organized opposition from the tobacco industry has ever shown up to OPPOSE no-smoking policy adoption at a housing authority commission meeting. Or has there ever been any industry opposition or presence after a no-smoking policy has been adopted?

Thanks,
Julie

Julie Peterson
Senior Director of Public Affairs and Policy
Comprehensive Health Education Foundation
JulieP@chef.org

Reply to Information Request Re: Opposition from Tobacco Industry (9/18/2012)

We have worked directly on two housing authority conversions and no one from the tobacco industry or their surrogates spoke against the adoption – nor was anyone present representing that interest. I have also provided TA to several other PHA on their conversions and they have not raised this subject to me.

Our Bay Area Smokefree Housing Project has helped 15 cities successfully adopt smokefree housing (in-unit) policies and not once has the tobacco industry or their surrogates appeared. The only organized opposition that has arisen has been the local apartment association and realtors association (only in Belmont, the first city). We have found that the realtors' associations now tend to stay silent on the proposed ordinances since they have likely come to realize that smoke-free condos/townhouses are easier to sell.

Please check with the folks at Tobacco-Free Hawaii. This year both their state senate and state assembly passed a bill banning smoking in Hawaii public housing, only to have the bill vetoed by the Governor. Unfortunately the executive director of the housing authority was against the legislation. I don't know any more than that.

Serena

Serena Chen | Regional Advocacy Director

American Lung Association in California

424 Pendleton Way

Oakland, CA 94621

Phone: 510.982.3191

Fax: 510.638.8984

Serena.Chen@lung.org | <http://www.lung.org/california>

From: National Smoke Free Housing List TCSG [\[mailto:SMOKEFREEHOUSING-TALK@COMMUNITY.LSOFT.COM\]](mailto:SMOKEFREEHOUSING-TALK@COMMUNITY.LSOFT.COM) **On**

Behalf Of Julie Peterson

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Thanks,
Julie

Julie Peterson

Senior Director of Public Affairs and Policy

Comprehensive Health Education Foundation

JulieP@chef.org

May 15, 2012

Dear Tacoma Housing Authority Resident,

The Tacoma Housing Authority's (THA) mission is to provide affordable, healthy, and safe housing for all residents. In order to maintain and accomplish this goal, THA is reviewing policies related to smoking in THA buildings.

THA is considering a no smoking policy for a number of reasons including:

- To protect the health of residents, staff and service personnel
- To reduce apartment maintenance and turnover costs
- To improve safety by reducing the risk of fires

Smoking and secondhand smoke are known health hazards and can cause diseases to the lung and heart and cause cancer. Cigarettes left unattended are the leading cause of deadly fires and THA managers regularly receive complaints about smoke drifting into non-smoking units and smoke-free common areas.

Before considering a change, we would like to get your opinions on no smoking policies. Please take a few minutes to complete the survey. The survey does not ask for your name, so your responses will be completely anonymous.

In order to get us your feedback, please return your completed survey to the management office by May 31, 2012. If you need assistance with this survey or have any questions, please contact your Assistant Property Manager.

Thank you for sharing your feedback.

Sincerely,

THA Housing Operations

Wright St Smoke-Free Survey

May 2012

Directions:

- Please do not write your name on the survey.
- Except for question 4, please mark just one box per question.
- *Please return the survey to your building management office by May 31, 2012*

1. A. Do you currently smoke tobacco?

- ☐ Yes
☐ No → Skip to question 2

B. If you answered yes, are you interested in getting help to quit?

- ☐ Yes
☐ No

2. A. Does anyone else who lives in your household currently smoke tobacco?

- ☐ Yes
☐ No → Skip to question 3

B. If you answered yes, are you interested in getting help for this person to quit?

- ☐ Yes
☐ No

3. How harmful do you think secondhand smoke is to someone's health?

- ☐ Very harmful
☐ Somewhat harmful
☐ Not harmful

4. In the past 7 days, have you smelled tobacco smoke in the following areas of your apartment complex? *Please mark all that apply.*

- ☐ Indoor shared hallways
☐ Indoor shared stairwells
☐ Shared laundry rooms
☐ Lobby or lounge area
☐ Recreation or party room

5. Does smelling tobacco smoke in your home bother you or others you live with?

- ☐ Yes
☐ No

6. Which of these best describes your own rules about smoking in your household?

- ☐ Smoking is not allowed anywhere in my apartment or home
☐ Smoking is allowed at some times or in some rooms
☐ Smoking is always allowed in my entire apartment or home

7. Would you prefer to live in a building that is smoke-free? Smoke-free means smoking is not allowed anywhere in the building, including apartments, and people must be at least 25 feet from building entrances to smoke.

- ☐ Yes
☐ No

8. Do you think the Tacoma Housing Authority should be smoke-free in all its buildings?

- ☐ Yes
☐ No

Now we have some questions about safety.

9. How often do you feel safe in your apartment?

- ☐ Always feel safe
☐ Occasionally feel unsafe
☐ Frequently feel unsafe
☐ Usually feel unsafe

10. How often do you feel safe in your neighborhood?

- ☐ Always feel safe
☐ Occasionally feel unsafe
☐ Frequently feel unsafe
☐ Usually feel unsafe

Do you have any more comments for us?

Thank you for completing the smoke-free survey!

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Reasons Why Smoking Should Be Allowed

By Scott Barbour, eHow Contributor



In recent years, many laws have been passed banning smoking in public places such as restaurants, bars, parks and beaches. Supporters justify these bans on the grounds that both smoking and breathing secondhand smoke---that is, smoke from someone else's cigarette---are harmful to people's health. While such laws are well-intentioned, several persuasive arguments exist against increasing the proliferation of smoking bans and for allowing people to smoke with relatively few restrictions.

Individual Liberties

Americans are champions of personal freedom and feel strongly that they should be allowed to live as they choose without the government telling them what they can or cannot do, whether that means drinking alcohol, gambling or smoking cigarettes.

One person who propounds this view is Robert A. Levy, a senior fellow in constitutional studies at the Cato Institute, a libertarian think tank. Although he is a nonsmoker who supports many regulations on smoking, Levy states, "Most smoking bans are pernicious. They represent prying, busybody government at its worst."

Other Harmful Behaviors Are Allowed

Proponents of smoking bans insist that regulations are needed to protect the public from the harms of smoking. However, smoking advocates are quick to point out that

other harmful behaviors are permitted. Alcohol consumption is legal in all 50 states even though it is responsible for a great deal of harm, including drunk driving deaths, health problems and alcoholism. Opponents of smoking bans claim that it is hypocritical to forbid people from smoking while allowing them to drink alcohol---as well as to gorge on sweets and fatty foods that are known to cause diabetes and obesity.

Adults Should Be Allowed to Choose for Themselves

No sane person would suggest that children should be allowed to smoke. Most agree that reasonable laws are needed to prevent underage smoking. But once people reach adulthood, opponents of smoking bans insist, they have the right to make decisions for themselves---whether that means voting for their favorite candidate, joining the military or smoking.

The Risks Are Debatable

While the adverse health effects of smoking are proven, the harms of secondhand smoke are less clear-cut. Jacob Sullum, the senior editor of Reason, a magazine published by the Reason Foundation, a libertarian public policy organization, explains, "There is no evidence that brief, transient exposure to secondhand smoke has any effect on your chance of developing heart disease or lung cancer. ... [T]he doses of toxins and carcinogens bystanders passively absorb are much smaller than the doses absorbed by smokers, probably amounting to a fraction of a cigarette a day."

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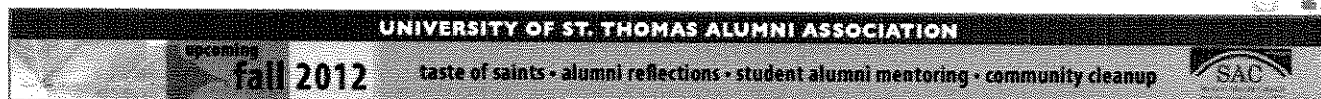
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Tobacco-free campus would create more problems

By [Gina Dolski](#), OPINIONS EDITOR | Thursday, September 23, 2010 12:16 AM

A campus with a tobacco ban is a utopia to some. To others, it's the worst idea imaginable. After St. Kate's campus-wide tobacco ban, there has been a lot of talk about how St. Thomas would benefit from a similar policy.



St. Catherine University became the second school to ban tobacco on campus. (Dan Cook/TommieMedia)

The idea of a tobacco-free campus may seem appealing, but the fantasy could quickly turn into a nightmare. As the saying goes, "When people are told they can't do something, it only makes them want to do it more."

Though I do not smoke or use tobacco, I am still wary of banning tobacco products on campus. Banning a product on campus – a product that is legal outside of school – will cause more problems than it solves.

If tobacco was banned on campus, it would place a larger burden on people who smoke than most people realize. The consequences of this could even potentially rub off on people who don't smoke.

Smokers would have to go off campus to smoke a cigarette if tobacco were banned. Who would want to walk off campus, especially in the winter, to smoke? My guess is practically no one.

Having to go off campus to use tobacco products makes it more likely that people will violate another policy: smoking in the residence halls.

There is no way to smoke in a dorm room without the smell of tobacco wafting down the entire hall. In that instance, not only would the person smoking be inconvenienced, but the community he or she lives in would be bothered as well.

A different perspective

For somebody who doesn't smoke, it is easy to get on board with the idea of a tobacco ban. But take a second to rethink the idea of a ban as a form of punishment.

Yes, there are people who do not strictly follow the 30-foot rule while smoking outside of buildings, but there are people who do. Should every person who uses tobacco, including those who follow the rules, be punished?

Let's look at a similar situation through a different lens. People who drink under the age of 21 are definitely breaking the law as well as campus rules. People who smoke directly next to a building on campus are definitely breaking campus rules as well.

Would it make sense to enact an alcohol ban on campus and punish people who follow the alcohol policy, simply because others violate the policy? I am positive a large percentage of students would be upset if this happened.

Banning tobacco on campus would punish those who follow the rules as well. Though only 17.7 percent of students smoke on this campus, according to a 2007 St. Thomas core survey, that is still a large community to consider.

A possible solution

Why not keep the idea of alcohol violations in mind for tobacco use as well? If people are violating policy by smoking in prohibited areas, then punish those individuals, rather than that entire community.

Enacting a strict punishment for those who violate a smoking policy would help control the problem of too many people smoking too close to buildings. Doing something to directly control that problem won't unfairly inconvenience people who do follow the campus policies, and is a better solution than banning tobacco completely.

Gina Dolski can be reached at gdolski@stthomas.edu.

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I. Brett Brakefield
Sep. 23, 2010 11:40 AM

Ideally, UST should punish those that violate the smoking policy. In practice that seems impossible to do. The current policy is unenforced and quite flawed. I understand that this is an opinion piece, but the amount of rhetoric used to make a point does not have a sound basis, logically speaking.

Appealing to an unrealistic alternative doesn't make the ban any less viable as an option. If smokers choose to smoke in their rooms they do more than just bother their community they've created a potential fire hazard. This extraordinary measure should not be a consideration in the banning discussion.

I'd like to claim I sympathize with the smoker's plight, especially those that stay more than 30 feet away, but I don't. Their carcinogenic exhalations convenience no one, but themselves (arguably not even themselves). Every night, if I want to inhale second hand smoke all I have to do is open my window. A situation not unique to me.

We should also do away with the physically taxing argument of walking off campus. The distance from north to south campus far exceeds the distance necessary to get off campus.

Lastly, the transgressions of others often affect the individual. UST's room sovereignty policy for instance.

2. Don Nollet
Sep. 23, 2010 12:50 PM

Substitute "tobacco" with "alcoholic beverages" in the above article, and see how it reads. Are those who are 21 or older allowed to consume alcohol on campus? Are male & female students allowed to co-habitate in the dormitories? Certainly, there is no public law on the books to prevent such personal choices. UST can take a step forward in the world by banning tobacco on campus. Smoking is an unhealthful & unnecessary habit. Part of education is setting standards to be followed, be they academic, behavioral or health-related.

3. Patrick Sullivan
Sep. 23, 2010 1:13 PM

Haven't heard any complaints about smoke-less tobacco..St. Thomas could not even possibly enforce an all out tobacco ban because of chewing tobacco. It would be impossible.

4. Frank Middlestead
Sep. 23, 2010 1:52 PM

It amazes me to come across individuals with such a narrow perspective on life that they're openly willing to engage in such a consideration. Yes smoking is extraordinarily detrimental to your health and to some not necessary. Take into account those that do smoke; who honestly believes that any smoker wishes harm upon their body? People begin to smoke for a variety of reasons, the idea that "smoking is cool" is far overused when analyzing one's decision to start. Studies show that stress, especially in a college setting is the #1 reason students engage in the act. There is a lot that comes along with receiving a good education from St. Thomas, difficult coursework and a high tuition rate to finance. If a student wished to indulge in the act of smoking for personal reasons, who are you to tell them no?

I do agree however, there needs to be regulations enforced for those who make the choice and I feel the suggested solution above is a step in the right direction.

5. John Westman
Sep. 23, 2010 2:06 PM

"UST can take a step forward in the world by banning tobacco on campus. Smoking is an unhealthful & unnecessary habit."

I don't think anyone would argue with you, Don, that smoking is unhealthful, it's certainly been drummed incessantly into my head and those also of my generation from birth. I just don't think that it is the job of the University to ban anything that might be unhealthful. Driving a vehicle is statistically not very good for your health either, you risk collisions that could seriously injure yourself or others. Vehicles produce emissions that smell bad and can damage the environment and the health of others. Should they be banned from campus as well? What about alcoholic beverages? They can impair judgement, introducing increased potential for personal endangerment and the endangerment of others. Should we ban those from campus altogether? I'm not trying to be dramatic here, I just don't believe that a behavior or object should be banned simply on the grounds of whether it is healthy or not.

6. Kathryn Pogin
Sep. 23, 2010 4:24 PM

The difficulties of walking off campus might not be a valid point- but how about the effect on neighborhood relations?

7. Mike Orth
Sep. 23, 2010 6:05 PM

I think it's important to distinguish the difference between a "tobacco-free" campus and a "smoke-free" campus. USG is only considering the feasibility of a "smoke-free" campus. There's no way we could stop people from chewing tobacco. I was reminded why I'm in favor of a smoking ban just today as I was on my way to and from class on south campus. Both ways I walked today I was stuck behind a smoker. I don't have any anger towards those who smoke. I understand it's a personal choice and it's their right. I would just like to see them take that activity away from students on campus. This should be a healthy environment that we promote. In the end our leaders on campus obviously need to take a practical approach to this idea. A ban certainly shouldn't take place overnight. All sides need to be heard first.

8. Brett Brakefield
Sep. 23, 2010 6:26 PM

Please elaborate.

9. Thomas Engrav
Sep. 23, 2010 8:46 PM

What Mike Orth said.

10. Trevor Johnston
Sep. 23, 2010 9:30 PM

"The difficulties of walking off campus might not be a valid point- but how about the effect on neighborhood relations?"

"That's a great point Kathryn. Could you imagine how many smokers would be conjugating just across Selby Ave away from N. campus alone? I can just see groups of smokers going out together and standing near a neighbor's home where they are disturbing neighbors. UST would simply be moving the issue of public smoking elsewhere, not resolving it. I have a handful of friends that are smokers that go to Iowa State University where they have a smoking ban. It's sometimes enforced, but overall an enormous joke. My ISU friends have shared stories with me of the people who did rarely get approached for smoking, simply ran away from campus security when they were asked for their ID's. Smokers will be smokers, and the more you push them not to smoke the more they will rebel. Perhaps, a compromise could work such as designating specific smoking areas.

11. Kathryn Pogin
Sep. 23, 2010 10:18 PM

Trevor- I think that's a good suggestion, particularly because most of the issue seems to hinge on the fact that many smokers are bothering other folks by standing too close to high traffic areas, and yet the vast majority of ash trays on campus are right where people don't want smokers smoking (i.e. right next to building entry ways).

12. Adam Mallory
Sep. 24, 2010 7:25 AM

Gina, this is a very worthwhile article, good work. I struggle to see the benefit of banning something that in my opinion has had no substantial effect on our community. When thinking about the affect of a ban, I don't usually think about other students, they are few and far between. I usually think about what a ban would mean for building service workers, campus employees, guests, parents, and professors. What happens when an employee whom has been working on campus for 15 years needs to go out for their 5 minute smoke break, but now needs to trek "somewhere" else to do so? I write "somewhere" because I struggle to think of any surrounding area that would be convenient. Where would the butts end up? Certainly not in any type of designated cigarette can. I rarely have an opinion about campus policy, but this one seems so obvious to me. I don't see a problem that needs to be solved. Unless someone can convince me of any real benefits a smoke free policy would provide to the campus community as a whole [inside and out], we should leave this "issue" alone.

13. Katie Guinn
Sep. 24, 2010 8:41 AM

Your arguments don't make any sense and are not enough to hold any weight. I'm appalled an opinion piece this underdeveloped is on a news website.

14. John Westman
Sep. 24, 2010 9:34 AM

Hey Katie, if you're going to make such an extreme claim, you might want to elaborate a little.

15. James Heaney
Sep. 24, 2010 10:49 AM

Good article. *Possibly* the best opinion piece I've read on TM, actually.

It's an interesting issue, because it isn't a morals issue and it isn't a rights issue. Smokers don't have an absolute right to smoke, but, at the same time, non-smokers don't have an absolute right to be free of it. Going smoke-free is not some bold step on the road to a progressivist health utopia. Conversely, going smoke-free is not the beginning of a slippery slope to fascist oppression. Our policy here just weighs competing interests and goes with the best solution for the most people. In a world where it seems like EVERY issue is black-and-white, this is rather refreshing.

Given Gina's arguments, and the damage a ban could do to neighbor relations, Trevor's compromise — easily enforced, DESIGNATED smoking areas away from buildings and set up with all the necessary smoker gear — makes the most sense. Let's do that, and if it fails due to smoker intransigence we can resurrect talk of a ban.

16. Mark Furniss
Sep. 25, 2010 10:43 AM

It's a classic liberal move to think you should be allowed to make people's decisions for them and control their lives. Let's start by saying that EVERYBODY knows smoking is bad. Ask any smoker, and they will tell you it's bad. Last time I checked, UST was located in America, so they use their freedom (liberals hate freedom) and they decide to do it anyways. Smoking is a choice, and people are free to make their own choices. If we're so concerned with other's health, maybe we should ask UST to ban pop, and french fries as well. Both of those are highly associated with health risks.

17. Katie Guinn
Sep. 25, 2010 12:28 PM

In response to John's claim that I did not elaborate enough I would like to point out that Gina cited only one fact in her entire piece (the St. Thomas CORE poll). A statistic that might I say was from two years ago so it would encompass only about 50% of this year's student population. Also, Gina made some fairly big leaps when she cited the consequences of a smoking ban. If she is going to make such big jumps she should probably have some research to back up what she claims would happen. Things like it would make more people smoke in the residence halls. Also, the comparison between tobacco users and alcohol users is a little thin. I would argue that the comparison is not valid because while tobacco can have negative health effects on others, Alcohol only hurts the person using it.

18. Kathryn Pogin
Sep. 25, 2010 1:27 PM

Mark, you're being silly. I'm about as liberal as they come at UST, and I'm arguing against the smoking ban. This is not about liberals versus conservatives.

19. John Westman
Sep. 25, 2010 2:51 PM

Katie,

I disagree with your statement that tobacco only, not alcohol has the potential to harm the person using it. It is estimated that out of all driving-related deaths in the US, over a third involved alcohol use by one of the parties involved. So there does exist the potential for alcohol to harm other people. I'm certainly not saying we should ban alcohol on campus because of potential consequences, I'm saying that the comparison between alcohol use and tobacco use does have some validity to it. Also, we have to remember that we're debating the usage of smoked tobacco outdoors. (I for one would be incensed if Saint Thomas allowed smoking indoors) Tobacco smoke dissipates into the atmosphere very quickly, so you're not exactly going to get lung cancer from breathing a miniscule amount when you're walking back and forth to class.

20. James Heaney
Sep. 27, 2010 10:24 AM

Following up on Katie, I'm as conservative as they come at UST, and I'm (tepidly) in favor of the smoking ban. The individual autonomy of the smoker does not give them a right to subject *other* people to their smoke (which is probably not unhealthy, but which *is* extremely irritating and smelly). Any true conservative will recognize the community co-equal rights in this matter immediately.

Moreover, any American conservative recognizes the right of the local polity to regulate or abolish substances or behaviours that highly correlate to individual self-harm — it is not liberalism (with its paramount concern for the needs of the collective and the State), but conservatism, with its paramount respect for the dignity of human life, which consistently stands up for (for example) anti-suicide laws. Conservatism does not stand *only* for liberty. Conservatism stands for all three of John Locke's inalienable rights: life, liberty, *and* property. The philosophy of governance Mark proposes is neither liberal nor conservative; it is merely callous.

This last part is not strictly relevant to the proposed smoking ban, but I thought it important to address Mark's misuse of conservative principles.

21. John Mettcalfe
Sep. 28, 2010 2:51 PM

.... anti-suicide laws? If someone wants to kill themselves, they do. I honestly don't think they care about the laws.

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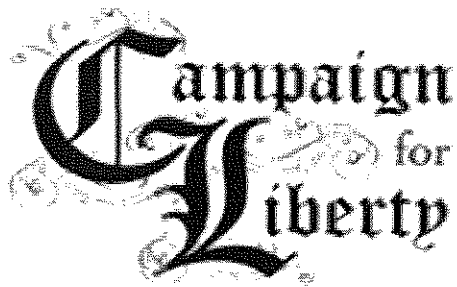
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"Smoke-Free Air" Laws Vs. Property Rights In Louisiana

By Len Gillerpine

06/20/2010

Len Gillerpine is a historian, radio DJ, and lover of liberty.

There has been much talk recently regarding proposed "smoke-free air" laws aimed at private bars and casinos in Louisiana. According to the Louisiana Campaign for Tobacco-Free Living (TFL), their mission is to "implement and evaluate comprehensive tobacco control initiatives that prevent and reduce tobacco use and exposure to secondhand smoke," also stating that "TFL envisions a healthier Louisiana through 100% tobacco-free living." Based on such rhetoric, one can't help but come to the conclusion that their ultimate goal is outright tobacco prohibition. A big part of TFL's recent campaign is their "Let's Be Totally Clear" ads. The proponents in the ads say things like "I don't enjoy the same rights you do," or "I deserve to breathe smoke-free air at work, just like you do." These sympathetically worded phrases are intended to tug at the heart strings, but are grossly misleading and trivial, to say the least. While most people who support smoke-free air laws presumably have good intentions, they entirely miss (or don't care to think about) the bigger picture. To pass such legislation would be a grave infringement on the property rights of bar and casino owners, as well as the rights of their patrons, who have been granted permission by the property owners to smoke tobacco. The fact is, no one is being *forced* to work in a smoky environment. If a musician, bartender or waitress would rather not work in a smoky environment, he or she is free to pursue other avenues of employment, or to use other non-coercive methods through which to achieve the desired result, such as a protest or boycott. If the market demands smoke-free bars and casinos, the market will get them. To use the strong arm of the government to force such policies on private establishments is unnecessarily authoritarian, to put it mildly.

Worth mentioning is that TFL's funding comes from a state excise tobacco tax! This means the government is taking money from tobacco *producers* to fund an *anti*-tobacco campaign. Is this not imparting an unfair (government granted) privilege to TFL, via the fruits of production of the very industry that is the target of the campaign? Upon further research, it is discovered that a percentage of state tobacco taxes are put into a "Tobacco Tax Health Care Fund," which is specifically intended to counter the tobacco industry. The absurdity of this scenario is a testament to the depravity of the system. The whole thing is absolutely ludicrous. [References : <http://lphi.org/CMSuploads/TFL07-08AnnualReport-10572.pdf> (pg. 27), [http://revenue.louisiana.gov/forms/publications/tt\(10_02\).pdf](http://revenue.louisiana.gov/forms/publications/tt(10_02).pdf) (pg. 2), and <http://www.legis.state.la.us/lss/lss.asp?doc=102595>]

The fallacy of the TFL campaign is embodied in its slogans, which include the eerie "Equal Air for All." On TFL's website, there are comments posted by supporters of the proposed "smoke-free air" laws. An interesting example is this one : "I think that everyone should have a choice. If someone wants to smoke, fine, but don't expect others to be forced to breath [sic] your secondhand smoke." Apparently this "freedom of choice" the commenter speaks of excludes smokers and establishment

owners. To carry this "argument" to its ultimate manifestation would mean complete tobacco prohibition in any area where someone might possibly encounter second-hand smoke, including within private homes, automobiles, etc. (Actually, this is already the case to an extent, e.g. smoking bans in home daycares, and taxis. See : <http://www.nacsonline.com/NACS/News/Daily/Pages/ND0301103.aspx>) Another commenter asserts, "The simple act of breathing smoke-free air seems like it should be a *natural* right, not the other way around." [Emphasis added.] There's no need to insult the reader's intelligence by pointing out the obvious egregiousness there. As with most prohibition movements, though, this is the general caliber of discourse amongst those who support smoking bans. This discourse can be summed up as follows : smoking = bad, therefore ban, ban, ban. The sad part is, many people, unthinkingly, go right along for the ride.

It is also very misleading to purport the presumption that all persons who work in bars are non-smokers, and are therefore disgusted by their (supposedly exploitative) work environment. In reality, many bar and casino employees (conceivably a majority) are, in fact, *smokers*. For them, it's a perk to be able to smoke at work. These employees hardly feel "exploited," and are very likely against the smoking bans.

Louisiana's bartenders, waiters and musicians may not be as much of a driving force behind the bans as the TFL ads would lead you to believe. Aside from TFL itself, it seems that another principal lobbyist is the Louisiana Restaurant Association (LRA.) A 2009 New York Times article by Phillip Lucas, regarding similar (unsuccessful) smoke-ban proposals, lends much insight to this supposition. The article quotes Wendy Warren, VP of communications at LRA, as saying "what they (exemptions for bars and casinos in Louisiana's 2007 smoking ban) did was give bars an unfair advantage over restaurants. Customers who smoke while eating shifted toward eating in bars." (<http://nola09.nytimes-institute.com/2009/05/20/house-panel-backs-full-smoking-ban>) Here, Ms. Warren concedes that the 2007 smoking bans *hurt* restaurant business. Rather than coming to the logical conclusion, however, of working toward removing the bans altogether, she instead unabashedly advocates *further* bans for the sake of promoting "fairness." It should be considered utterly preposterous, and downright dangerous, to try to achieve "fairness" (an arbitrary term to begin with) through the use of coercion on peaceable citizens acting in voluntary market arrangements. On the subject of fairness, consider that Mike Walker, Chair of LRA boasts that "I would also like to stress to each of you the importance of working together. It has been the lifeblood of the LRA for more than 63 years and has **afforded us the luxury of clout in the Louisiana Legislature and with our former and current U.S. Congressional Delegation.**" [Emphasis added.] (http://www.lra.org/lra/about/about_officers.asp) Whether or not this "clout" is real or perceived, or to what level of affect, is insignificant for the intent of this article. That fact that it is being used for vaunting purposes attests to the grotesque state of political affairs.

If it isn't clear enough that LRA is now backing TFL only to cripple their competitors, or to at least level the playing field, consider that in 2001, LRA lobbied *against* smoking bans in private establishments (and understandably so). (http://findarticles.com/p/articles/mi_qn4200/is_20010514/ai_n10172000/) For the sake of argument, let's give LRA the benefit of the doubt and assume that they were, at the outset, very free market oriented. Because of the unfair advantage the 2007 smoking bans gave to those private establishments exempt from the bans (bars and casinos), LRA may have realized that the only option for fair competition was to push for across-the-board smoking bans, i.e., equal tyranny for all. After all, it's generally easier to get a law passed than to get one repealed. This is yet another illustration of the insultingly idiotic system of politics of which we're forced to be a part. A free market would maintain no clemency for such nonsense.

Aside from the moral transgressions of criminalizing smoking, and the allowance thereof, in private establishments, there are also empirical arguments in opposition to "smoke-free air" laws. It is highly likely that the targeted establishments will suffer great losses as a result. People who are addicted to cigarettes naturally frequent venues that allow smoking. If that policy changes, many smokers will presumably find other means of entertainment, which would be to the detriment of the very people who are *supposedly* pushing the hardest for these laws, namely, the musicians, waiters and bartenders. The effect on the small "mom and pop" venues would be the most crippling, perhaps driving many out of business altogether. (Sometimes the loss of just two or three regular patrons can be the downfall of such a business.) Moreover, if such proposals were to succeed, this would simply promote further government intrusion into the private lives and personal habits of citizens. Once the anti-smoking foot is in the door, widespread activism for total tobacco prohibition may not be far behind. Try to imagine the resulting nightmare if U.S. drug policies were applied to tobacco products.

Also worth thinking about is that in comparison to smoke-related deaths, more people die each year from heart-related illness due to bad eating habits. Does that mean the government should dictate what every private restaurant owner is allowed to have on his menu? Should laws be passed that would allow government officials to raid eateries to make sure their desserts meet the proper government-approved fat content standards; or should there be freedom of choice and preservation of property rights? The answer to that question should be totally clear.

It's fundamentally important to take action as soon as possible. Spread the word; and if you're a Louisiana resident, contact your representatives, **post haste**, to voice your support for property rights and personal freedom, and in opposition to smoking bans. (<http://house.louisiana.gov/>) This measure has already passed the Senate, and will soon go to the House. The monster has already grown it's fangs. Let's do our part to make sure it doesn't escape it's lair. In addition to contacting your representatives, it might also be a good idea to send e-mails to Gov. Jindal, urging him to veto the bill if it comes to his desk. While it's frustrating to feel the need to beg our potentates to maintain our freedoms, this, unfortunately, seems to be the only way to handle the situation at this time.

To conclude on an encouraging note, the comments in response to a recent Nola.com piece about the smoking bans are, for the most part, very liberty oriented. (http://www.nola.com/politics/index.ssf/2010/05/senate_passes_bill_to_make_bar.html)

[For a detailed treatise on the subject, I highly recommend reading Thomas Lambert's "The Case Against Smoking Bans" - <http://www.cato.org/pubs/regulation/regv29n4/v29n4-4.pdf>]

UPDATE : Thankfully, the smoking ban proposal has been rejected by the House. This should not be seen as a final victory, however, as this monstrosity could reappear at any time. TFL has already begun to vamp up their ads, continuing to encourage public support. Louisiana liberty lovers should continue to fervently contact their representatives to voice their (intellectually and morally sound) arguments against any and all smoking ban proposals. Let it be known that TFL's anti-smoke lobbyists are hypocrites, as they, themselves, are doing nothing more than blowing smoke - a much more vile and repugnant smoke than that which emanates from any cigarette.

The Herald News

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Why smoke-free multi-unit housing makes sense

In a few weeks, almost 27,000 tenants of Boston Housing Authority's 64 apartment complexes will receive letters announcing that their buildings will be smoke-free and that they will have to agree to the new policy when they sign their annual leases. The policy is aimed at protecting nonsmokers, especially children, from breathing in secondhand cigarette smoke from neighboring units, which can cause asthma attacks, respiratory infections, lung cancer, and heart disease. Boston will join over 250 other public housing authorities who now have some restrictions on smoking, including all public housing in the state of Maine.

This new policy is not without its detractors, however, and many people have concerns about how enforceable this will be, given that a significant percentage of current tenants are smokers. As with any public health policy change, it is important to look at the merits of the proposal and weigh that against potential negative outcomes. So, let's look at the facts.

Massachusetts implemented a "no smoking in the workplace" law in July of 2004, after Gov. Mitt Romney signed the measure. At the time, over 100 local communities had already passed similar measures. While there were concerns about enforcement, problems turned out to be relatively few and far between, and even many smokers praised the law for removing secondhand smoke from bars and restaurants. The most significant benefit was a reduction in heart attacks among both smokers and non-smokers in the months following enactment. A study using data from both Saint Anne's and Charlton Hospitals found 23% fewer admissions for heart attacks in just the first six months following the ban when compared with the six month period just before.

Since 2004, concerns about the health effects of secondhand smoke continued to mount, and the U.S. Surgeon General Regina Benjamin issued a definitive report in 2010 in which she stated "there is no risk-free level of exposure to cigarette smoke." Citing smoking as the cause of 85% of lung cancers and a major cause of heart disease, stroke, aortic aneurysm and peripheral arterial disease, the report recommended that exposure to even small amounts of secondhand smoke is enough to increase the risk of a cardiovascular events, cancers, and even reproductive problems, like low birth weight deliveries.

According to the report, children exposed to secondhand smoke can suffer middle ear infections, impaired lung function and are more susceptible to sudden infant death syndrome. A study that found that 53 percent of children with asthma are exposed to secondhand tobacco smoke resulting in more visits to doctors and emergency rooms, sleep disturbance, and exercise limitations because of wheezing.

Given that smoking is dangerous to smokers and to those around them, it would seem natural that anyone wishing to avoid these dangers would simply stay away from smokers in all settings. That would seem to be an easy solution, however, recent studies have found that exposure to secondhand smoke can take place just from living in the same building with smokers in other apartments.

An analysis of airborne nicotine measurements collected in 49 low-income, multi-unit residences across the Greater Boston Area found that detectable levels of nicotine were measured in 94% of the residences, including 89% of homes where no one smoked. Surprisingly, some nonsmoking homes were exposed to the equivalent of approximately one cigarette per day smoked in their home even though no one in the apartment smoked.

In a study of tobacco exposure from secondhand smoke among more than 5,000 children, researchers led by Dr. Karen Wilson at the University of Rochester found that youngsters aged 6 to 18 years who lived in multi-unit housing had a 45% increase in cotinine, a chemical byproduct of tobacco, in their blood compared with children who lived in detached family homes. This was among youngsters who lived in units where nobody smoked inside their own apartment, meaning that the exposure was occurring primarily via secondhand smoke drifting in from other units. In other studies, nearly 50 percent of multi-unit housing residents report secondhand smoke infiltration from other units.

So, wouldn't better ventilation and insulation between apartment make sense? It would if it worked, but the evidence is clear that it cannot. The American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE), which sets the standard for indoor air quality, has concluded that no ventilation system or air purifier is capable of eliminating secondhand smoke. Consequently, ASHRAE does not recommend a ventilation standard for buildings that permit smoking. According to ASHRAE, "[a]t present, the only means of effectively eliminating [the] health risk associated with indoor exposure is to ban smoking activity."

In addition to health risks from secondhand smoke, all tenants in multi-unit housing are subject to increased risks of fire and property damage. Even one smoker in a multi-unit dwelling puts every other tenant at increased risk of displacement, injury or even death. The recent multi-unit fire in nearby Dartmouth is a horrific example of what can happen when even one person is careless. Even without fires, all residents pay some of the increased cost associated with extra maintenance in cleaning up the damage that smoke causes to furniture, carpeting and external cleanliness of buildings where smoking is allowed.

So, when all of the factors are considered, does restricting smoking from multi-unit housing make sense? Many private landlords in Fall River are already doing so, including one large downtown Section 8 apartment building that went entirely smoke-free in May of this year. "Landlords are realizing that they can do this simply by amending their leases. There is no legal barrier," noted Fall River Tobacco Control Coordinator Marilyn Edge. "Given that the vast majority of people even in Fall River do not smoke and even smokers prefer to live in smoke-free environments, it's really a 'no-brainer'," she adds.

The supposed right of individuals to smoke — a legal activity in one's own home — is often defended, especially for the poor who may have few options when it comes to housing. What is rarely defended, however, is the right of a non-smoker, at any income level, to live in a smoke-free environment. Given the multiple risks that smoking assures, perhaps the opportunity to live in a healthy environment is one we should be extending to all.

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RESOLUTION #3



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-10-24 (3)

Date: October 24, 2012
To: THA Board of Commissioners
From: Michael Mirra
Executive Director
Re: Approval of wage increase for Trades Council employees

Background

THA and the Pierce County, Washington Building and Trades Council have a collective bargaining agreement (CBA) for the bargaining unit comprised of THA's maintenance staff. THA and the Trades Council have reached a tentative agreement that would provide a 2.35% increase in wages and no change in benefits. This wage increase would be retroactive to the first full pay period of July. The bargaining unit has voted to ratify this agreement. I present a resolution that would have the Board approve it as well.

The CBA provides for another reopener in 2013. This increase does not commit either party to any position on that re-opener. This CBA is in effect until May 31, 2014; negotiations for the new CBA will begin in March 2014.

Recommendation

Approve Resolution 2012-10-24 (3) authorizing 2.35% wage increase, retroactive to the first full pay period in July 2012, for Trades Council employees.



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-10-24 (3)

APPROVAL OF 2.35 % WAGE INCREASE AGREEMENT WITH PIERCE COUNTY TRADES COUNCIL

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

Whereas, The collective bargaining agreement between the Tacoma Housing Authority (THA) and the Pierce County, Washington Building and Trades Council called for a salary and insurance benefit opener in 2012;

Whereas, THA and the Trades Council have reached an agreement on a salary increase of 2.35%, retroactive to the first full pay period in July 2012; and

Whereas, On October 10, 2012, the THA staff in the bargaining unit that the Trades Council represents have voted to ratify the salary increase agreement; and

Whereas, The Board of Commissioners finds that the wage increase for maintenance staff is fair and reasonable and that it would serve THA's interests;

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

The Board authorizes the Executive Director to implement the 2.35% wage increase, retroactive to the first full pay period in July 2012, pursuant to the wage re-opener provision of the current collective bargaining agreement with the Pierce County, Washington Building and Trades Council.

Approved: October 24, 2012

Janis Flauding, Chair