



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET

August 22, 2012



TACOMA HOUSING AUTHORITY

Michael Mirra
Executive Director

BOARD OF COMMISSIONERS

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

ANNUAL MEETING BOARD OF COMMISSIONERS

WEDNESDAY, AUGUST 22, 2012

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold their Regular Meeting **Wednesday, August 22, 2012 at 4:00 p.m.**

The meeting will be held at:

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

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

I, Christine Wilson, certify that on or before Friday, August 17, 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	email: tips@q13fox.com
KSTW-TV/Channel 11	602 Oaksdale Avenue SW Renton, WA 98055-1224	fax: 206-861-8915
Tacoma News Tribune	1950 South State Tacoma, WA 98405	fax: 253-597-8274
The Tacoma Weekly	PO Box 7185 Tacoma, WA 98406	fax: 253-759-5780

and other individuals and resident organizations with notification requests on file

Christine Wilson
Executive Administrator



TACOMA HOUSING AUTHORITY

**AGENDA
ANNUAL MEETING
BOARD OF COMMISSIONERS
AUGUST 22, 2012, 4:00 PM
1724 E. 44th Street**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ELECTION OF BOARD OFFICERS**
- 4. APPROVAL OF MINUTES OF THE PREVIOUS MEETING**
 - 4.1 Minutes of July 25, 2012 Board meeting
- 5. GUEST COMMENTS**
- 6. COMMITTEE REPORTS**
- 7. COMMENTS FROM THE EXECUTIVE DIRECTOR**
- 8. ADMINISTRATION REPORTS**
 - 8.1 Finance
 - 8.2 Administration
 - 8.3 Real Estate Management and Housing Services
 - 8.4 Real Estate Development
 - 8.5 Community Services
- 9. NEW BUSINESS**
 - 9.1 THA Resolution 2012-8-22 (1), Approval of Collective Bargaining Agreement with Office & Professional Employees International Union, Local 23
 - 9.2 THA Resolution 2012-8-22 (2), Fiscal Year 2012 Annual Budget Revision
 - 9.3 THA Resolution 2012-8-22 (3), Commissioner Job Description
 - 9.4 THA Resolution 2012-8-22 (4), Compensation Adjustment for non-represented employees
- 10. COMMENTS FROM THE COMMISSIONERS**
- 11. EXECUTIVE SESSION**

Real Estate Transaction
- 12. ADJOURNMENT**

ANNUAL MEETING



TACOMA HOUSING AUTHORITY

Agenda
Annual Meeting
Board of Commissioners
August 22, 2012, 4 PM
(1724 E. 44th Street, Tacoma, WA 98404)

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

ELECTION OF OFFICERS

REVIEW OF BY-LAWS



BY-LAWS

of the

HOUSING AUTHORITY OF THE CITY OF TACOMA

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

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

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

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1. NAME, PURPOSE, SEAL, OFFICE

1.1 Authority Name

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

1.2 Purpose of the Authority

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

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

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

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

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

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

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

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

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

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

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

1.3 Seal of the Authority

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

1.4 Office

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

2. BOARD OF COMMISSIONERS

2.1 General Powers

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

2.2 Number, Qualifications and Tenure

2.2.1 The Board consists of five (5) Commissioners.

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

term.

2.2.3 Directly Assisted Commissioner

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

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

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

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

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

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

3. OFFICERS

3.1 Number, Election and Vacancies

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

3.2 Chairperson

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

3.3 Vice Chairperson

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

3.4 Executive Director

3.4.1 Duties

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

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

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

3.4.2 *Compensation*

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

3.4.3 *Custody and Use of Seal*

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

3.5 **Secretary**

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

3.6 **Additional Duties**

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

3.7 **Additional Personnel**

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

4. MEETINGS

4.1 **Meeting**

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

4.1.1 *Annual meetings*

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

4.1.2 *Regular meetings*

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

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

4.1.3 Special meetings

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

4.2 Executive Session

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

4.3 Quorum

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

4.4 Adjournment

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

4.5 Order of Business

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

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

4.6 Resolutions

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

4.7 Rules of Order

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

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

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

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

4.8 Manner of Voting

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

4.9 Motions

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

4.10 Attendance by Telephone.

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

5. AMENDMENTS

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

ANNUAL CERTIFICATION



TACOMA HOUSING AUTHORITY

ANNUAL COMMISSIONER CERTIFICATION

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

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

MEETING MINUTES



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, July 25, 2012

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 2330 South G Street P 1/2 Wednesday July 25, 2012.

1. CALL TO ORDER

Vice Chair Mowat called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:10 PM.

2. ROLL CALL

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

Present	Absent
Janis Flauding, Chair (participated via phone) Greg Mowat, Vice Chair Arthur C. Banks, Commissioner (participated via phone)	Stanley Rumbaugh, Commissioner
Staff Michael Mirra, Executive Director Christine Wilson, Executive Administrator Ken Shalik, Finance Director April Black, REMHS Director Barbara Tanbara, Human Resources Director Nancy Vignec, Community Services Director Tina Hansen, RED Manager Todd Craven, Administration Director	Walter Zisette, RED Director

Chair Flauding declared there was not a quorum present @ 4:11 PM.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Vice Chair Mowat asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, June 27, 2012. Commissioner Banks moved to adopt the minutes, Commissioner Flauding seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

Vice Chair Mowat asked for any corrections to or discussion of minutes for the Special Session of the Board of Commissioners for Wednesday, July 9, 2012. Commissioner Banks moved to adopt the minutes, Commissioner Flauding seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

Vice Chair Mowat asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, July 17, 2012. Commissioner Flauding moved to adopt the minutes, Commissioner Banks seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

None

5. COMMITTEE REPORTS

Real Estate Development Committee – None

Finance Committee – Vice Chair Mowat reported the finance reports are in good order.

6. ADMINISTRATIVE REPORTS

Executive Director

ED Mirra referred the board to his report and welcomed questions. He discussed Hilltop's revitalization and THA's possible roles to promote it. He recounted the consultations on the topic that he and other staff have had with important community voices. He summarized several emerging possible roles for THA. ED Mirra also noted Commissioner Ken Miller's recent resignation from the THA board and how staff will miss Ken and his contributions to the work of the agency.

Finance

Director Shalik directed the board the finance report. The mid-year budget review is scheduled for August 17th. He is pleased to report the agency is in healthy financial shape with the agency cash position and reserves.

Commissioner Flauding moved to ratify the payment of cash disbursements totaling \$3,765,786 for the month of June, 2012. Commissioner Banks seconded.

Upon roll call, the vote was as follows:

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

Motion Approved

Real Estate Management and Housing Services

Director Black directed the board to her report. She reviewed with the board the new vacant and turned units report inserted in her board report. She stated unit turns have increased along with transfers from our various waitlists and voucher offers for reasonable accommodation approvals that have sat idle for too long. The NED voucher program remains under-utilized at 68%. Staff continues to work with DSHS on their referrals; however, poor health often prevents persons referred from using the voucher. Director Black remains hopeful these vouchers will be fully in use within the next few months. She also provided a follow-up report to the board on the concerns that Hope Rehn, President of SAFE, expressed at the last board meeting. Ms. Rehn complained that staff were not attending to unauthorized guests in the senior buildings and that a Wright Street resident has never lived in the unit. April reported that staff had thoroughly investigated these concerns and had found them to be unfounded. Staff continues to speak with Ms. Rehn and other residents regularly regarding reports of unauthorized occupants. April provided the commissioners with THA policies regarding unauthorized guests and absence from a unit.

Real Estate Development

RED Manager Tina Hansen presented for Director Zisette and directed the board to his report. She reviewed the details of the board report. Roberta Schuur reported on the New Look Apartment project. The project is a mixed use of commercial and residential units. MLKHDA would like THA to buy this property. Ms. Schuur added that THA staff continues to review this project.

Community Services

Director Vignec directed the board to her report. She reviewed the McCarver evaluation report presented by Geo Education and Research. Director Vignec noted that THA and partners hosted a recent visit by HUD's Deputy Secretary Maurice Jones. He came to visit McCarver Elementary School and hear about the project and to see New Salishan and other sites downtown.

Human Resources

Director Tanbara directed the board to her report. OPEIU negotiations are proceeding nicely. In partnership with OPEIU and other non-represented employee representatives, THA is developing a three-year plan for our healthcare and other insurance benefits. Next she directed the board to the recruitment – turnover report for 2012. Staff turnover is still higher than she would like. Her assessment for the turnover includes strong managers that are in place and employees being held accountable. She offered an executive session to the board for a further discussion, Vice Chair Mowat suggested a September executive session for review. Director Tanbara continues to work on the salary range survey and the new compensation structure.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 RESOLUTION 2012-7-25 (1), AMENDING RESOLUTION 2009-11-18 (2), ESTABLISHING PETTY CASH ACCOUNTS, APPOINTING CUSTODIANS, AND ESTABLISHING AUTHORIZED BALANCES

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

Whereas, the State Auditor's Office prescribes that all Petty Cash Accounts be established by Resolution of the governing body; and

Whereas, Section 8 of THA's Procurement Policy authorizes purchases up to \$500 to be processed through the use of a petty cash account; and

Whereas, THA's Procurement Policy requires THA's finance officer or designee to periodically audit the petty cash accounts; and

Whereas, THA's management has identified the need to increase the Rental Assistance petty cash account to efficiently process small purchases and reimbursements; and

Whereas, THA's management has identified the need to realign the Property Management petty cash accounts based on existing functional areas to efficiently process small purchases and reimbursements.

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

1. The following petty cash accounts are authorized in the amounts and with the custodians and transactions limits detailed below:

Department/Location	Custodian	Authorized Balance	Transaction Limit
Finance / 902 So L	As designated in writing by the Finance Director	\$1,000	\$500
Rental Assistance / 902 So L	As designated in writing by the Real Estate Management Director	\$250	\$50
Community Services / FIC	As designated in writing by the Community Services Director	\$250	\$50
Property Management / Wedgewood Apartments	As designated in writing by the Real Estate Management Director	\$200	\$50
Property Management / Senior Projects	As designated in writing by the Real Estate Management Director	\$250	\$50
Property Management / Family Projects	As designated in writing by the Real Estate Management Director	\$250	\$50
Property Management / Hillside Terrace Projects	As designated in writing by the Real Estate Management Director	\$250	\$50

Department/Location	Custodian	Authorized Balance	Transaction Limit
Property Management / Go-To-Team	As designated in writing by the Real Estate Management Director	\$250	\$50
TOTAL		\$2,700	

2. The Finance Director shall adopt such procedures as may be necessary to implement the provisions of this resolution. Such procedures shall include but not be limited to, (1) defining limitations on the use of petty cash funds, and (2) providing accounting and reporting procedures for operation and replenishment of the petty cash accounts.

3. Resolutions prior to this resolution establishing petty cash accounts, appointing custodians for accounts and establishing amounts of monies to be on deposit in each account are hereby rescinded.

AYES:

NAYS:

Abstain:

Absent:

Motion Approved

Janis Flauding, Chair

8.2 **RESOLUTION 2012-7-25(2), HILLSIDE TERRACE PHASE II AUTHORIZATION TO SUBMIT APPLICATIONS FOR FINANCIAL FUNDING**

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

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

Whereas, THA has developed a new phased strategy for the 2500 block of Hillside Terrace to include a Phase I for 70 new affordable housing units and Phase II for the development of the of an additional 70 affordable housing units which will require its own funding and financing sources; and

Whereas, the development of 70 units for Phase II using private and public funds, including tax credit equity and tax-exempt bond proceeds, is financially feasible, and leverages the Authority’s capital contribution effectively.

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

1. The Executive Director or his designee is authorized to apply for funding from various sources to secure capital for the development of new housing units at the 2500 block Hillside Terrace Phase II Apartments. He or she may apply for such funding for the Project as he or she deems necessary or desirable, including without limitation low-income tax credits, and other financing, including grants or loans from the Tacoma Community Redevelopment Authority, Pierce County, the Washington State Housing Finance Commission, the Washington State Housing Trust Fund; and other federal, state and local funds.

Upon roll call, the vote was as follows:

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

Motion Approved

Janis Flauding, Chair

**8.3 RESOLUTION NO. 2012-7-25(3), HILLSIDE TERRACE PHASE I
AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO SIGN
FUNDING AGREEMENTS WITH TCRA**

A RESOLUTION of the Housing Authority of the City of Tacoma authorizing the Executive Director to Execute and Sign Funding Agreements and Loan Documents concerning the Hillside Terrace Phase I Project between THA and the City of Tacoma's Community Redevelopment Authority.

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

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

Whereas, RCW 35.82.070(5) provides that a housing authority may, among other things and if certain conditions are met, “lease or rent any dwellings . . . buildings, structures or facilities embraced in any housing project”; and

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

Whereas, Resolution 2010-9-22 (2) authorized THA’s Executive Director to submit funding applications for the 1800 and 2500 blocks Hillside Terrace redevelopment project;

Whereas, THA has received funding awards from the City of Tacoma’s Community Redevelopment Authority (“TCRA”) in the amounts of \$1,065,342.17 (HOME funds) and \$184,657.83 (CDBG funds) for the Hillside Terrace Phase I project; and,

Whereas, the TCRA has requested that its Agreements and Loan Documents concerning awarded funds for the Hillside Terrace, Phase I project be executed prior to July 31, 2012;

NOW, THEREFORE,

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

The Executive Director is authorized to execute funding agreements with the Tacoma Community Redevelopment Authority (TCRA) in the amounts of \$1,065,342.17 (HOME funds) and \$184,657.83 (CDBG funds) for the Hillside Terrace Phase I project.

Upon roll call, the vote was as follows:

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

Motion Approved

Janis Flauding, Chair

8.4 RESOLUTION NO. 2012-7-25(4), AUTHORIZATIONS TO PROCEED WITH RENOVATION OF STEWART COURT APARTMENTS

A RESOLUTION of the Housing Authority of the City of Tacoma authorizing the Executive Director to apply for capital funding in connection with the renovation of THA's Stewart Court Apartments, and to create a tax credit partnership for the project.

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 Authority's area of operation; and,

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

Whereas, RCW 35.82.070(5) provides that a housing authority may, among other things and if certain conditions are met, "lease or rent any dwellings . . . buildings, structures or facilities embraced in any housing project"; and,

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

Whereas, the Authority has an opportunity to apply for funding for the renovation of its Stewart Court Apartments, which Apartments contain a total of 59-units of housing affordable to low-income households, and which Apartments are in urgent need of certain exterior and other renovations (the "Project"); and,

Whereas, the development of the Project will further the Authority's mission; and,

Whereas, financing for the Project will require several sources of funds, including low income housing tax credits and a Housing Trust Fund loan; and,

Whereas, THA will need to create a tax credit partnership in order to select a tax credit investor, and to apply for financing needed for the Project;

Whereas, authorizations from the Board to apply for capital financing and to create a tax credit partnership do not commit the agency to accept financing, nor do they commit the agency to carry out renovations at Stewart Court;

NOW, THEREFORE,

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

1. Apply for Funding. The Executive Director or his designee is authorized to apply for funding needed to complete the Project. Sources of funding include, without limitation: Low-Income Housing Tax Credits, the Washington State Housing Trust Fund, Pierce County affordable housing funds, and funds administered by the City of Tacoma's Community Redevelopment Authority.
2. Tax-Credit Partnership. The Executive Director is further authorized to participate in the creation of a tax-credit partnership needed to seek and select a tax-credit investor, and to secure tax credit financing for the project.
3. Acting Officers Authorized. Any action required by this resolution to be taken by the Executive Director of the Authority may in his absence be taken by the acting Executive Director of the Authority.
4. Ratification and Confirmation. Any actions of the Authority or its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.
5. Effective Date. This resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED by the Board of Commissioners of the Housing Authority of the City of Tacoma at an open public meeting this 25th day of July, 2012.

Upon roll call, the vote was as follows:

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

Motion Approved

Janis Flauding, Chair

9. **COMMENTS FROM COMMISSIONERS**
10. **EXECUTIVE SESSION: none**
11. **ADJOURNMENT**

There being no further business to conduct the meeting ended at 5:25 PM.

APPROVED AS CORRECT

Adopted: July 25, 2012

Janis Flauding, Chair

Finance Committee

Commissioner Mowat

Real Estate Development Committee

Commissioner Rumbaugh

EXECUTIVE DIRECTOR REPORT



TACOMA HOUSING AUTHORITY

Michael Mirra
Executive Director

Date: August 15, 2012
To: THA Board of Commissioners
From: Michael Mirra, Executive Director
Re: Executive Director's Report:

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

1. MID-YEAR BUDGET REVIEW

The Board will be conducting its mid-year review of the budget. This review is one of two subjects of the study session on Friday. At its regular meeting, the Board will consider a resolution that would adjust the Budget. I will not recount the information in the material the Board will receive about this budget review. Instead, I write only to note that THA's finances are in pretty good shape and to mention some reasons for that.

THA's financial stability is most evident relative to other organizations. We do have our share of financial strain. Last year, for example, THA eliminated about 10% of our positions (about 10 positions). Because we anticipated the budget cuts, we stopped filling vacancies earlier in the year. That spared us more than two lay off. This is relatively mild compared to some nearby public housing authorities, which last year needed extensive layoffs and other measures. Other sorts of public agencies have also had a hard time. Our reserves are also adequate and our recurring income and expenses are balanced.

We have managed this while still leaving THA with the resources for adequate services, innovation and ongoing real estate development.

While we have our financial anxieties, and while we must be alert for the congressional budget for 2013, we can take a moment to reflect on the reasons for this measure of financial stability. I think there are several factors at work:

- The first factor is the Board's cautious approach to budget projections. We have always had to pass a year's budget without knowing what the congressional appropriations would be for that year. This requires us to make some guesses. We have been conservative in our guesses. We have also been conservative about our

expenditures. We have have kept our recurring expenses in line with our recurring income.

- The second factor has been our MTW status. This has certainly allowed for much of our innovation. It has also been a reason for our financial stability, in two ways. It has allowed us to change how we do our work to save money. For example, the Board allowed us to reduce the frequency of certifications from annually to every two or three years. MTW status has also allowed us to change our voucher program in ways that saved on rental payments. These savings allow us to serve more households, to use part of the savings to sustain the public housing program and to pay for innovative activities.

This financial caution has come at a cost. Our staffing is lean. Our wage and salary adjustments have been very modest. All staff can point to work that we are not getting done as quickly as we would wish. Staff are working hard.

In this mid-term budget review, you will see that we propose to recoup some of the cuts we made, to invest in systems and equipment to better support our staff, and to narrow the extent our wages and salaries trail comparable organizations, both public and private, profit and nonprofit. We can do that and still leave THA in good shape.

2. MTW

At the Friday study session, the Board will hear an update from April and her staff about further changes in our housing programs that staff will likely propose later in the year for the Board to consider. These changes will be notable. For example, work-able households newly admitted to the program would have a five year time limit on their assistance. All newly admitted households of all sorts would receive a fixed subsidy rather than an amount based upon their income. THA would recertify the eligibility of a senior or disabled household every three years instead of every two years.

I do not propose to recount the details of these proposals. Instead, I wish only to note that they are important. They continue THA's exploration of how to implement the guiding principles of the MTW program:

- savings administrative costs
- encouraging families to increase earned income
- increasing housing choices, including increasing the number of households we can serve

Staff devised these proposals after extensive consultation with program participants, community partners, advocates and Northwest Justice Project. In particular, I note the consultation with people on THA's waiting list. People on the waiting list generally are absent from these sorts of discussions. Yet time limit proposals for example affect them directly by

shortening the time they must wait on the waiting list. Their views have been interesting to consider.

The proposals coming to the Board arise out of a lot of staff work and thought. I am grateful to April and her team for their leadership.

3. MISCELLANEOUS

THA received an interesting, and flattering, invitation from the United States Interagency Council on Homelessness. The Secretaries of fifteen executive departments of the federal government constitute this Council. The Council asked if I could address its September meeting in Washington, D.C.. It would like to hear about three THA initiatives in particular:

- THA's Education Project and the McCarver Elementary School Project especially
- THA's planned redirection of voucher funds into Pierce County's programs for homeless youth and rapid rehousing
- The planned collaboration with DSHS to match housing dollars with child welfare services.

The Council apparently has heard about these initiatives and would like to learn more.

Its interest and invitation is a credit to the THA Board and staff for taking the risks and making the hard effort to try new ways to do this hard work of ours.

ADMINISTRATION REPORTS

FINANCE



TACOMA HOUSING AUTHORITY

Motion

Adopt a consent motion ratifying the payment of cash disbursements totaling \$4,152,443 for the month of July, 2012.

Approved: August 22, 2012

Janis Flauding, Chair

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

d	Check Numbers				Amount	Totals
	From	To				
A/P Checking Account						
	Low Rent Module Checks	Check #'s	2,600	-	2,610	1,346
	Accounts Payable Checks	Check #'s	76,609	-	76,879	
	Business Support Center					278,591
	Moving To Work Support Center					128,811
029	Section 8 Programs					19,656
	SF Non-Assisted Housing - N. Shirley					320
	SF Non-Assist Housing - 9SF Homes					5,946
	Stewart Court					19,376
	Wedgewood					7,445
	Salishan 7					25,731
	Hillsdale Heights					2,602
	Salishan Developer Fee					17
	Salishan Area 3					9,673
	NSP Grant					14,165
	Development Activity					27,059
	Salishan Area 2B-Dev					4,845
	Salishan Area 4					3,457
	Hillside Terrace Development					77,912
	Hillside Terrace 2500 Yakima Development					131,982
	Bea's Fund					217
	Community Services General Fund					4,947
	Paul G. Allen Foundation Grant					22
	2006 WA Families Fund					12,563
624	Gates Ed Grant					18,918
	2011 ROSS Svc Coord					21
672	WA Families Fund					462
	Pierce Co. 2163 Funds					634
	WA Families Fund - Systems Innovation					61
	AMP 1 - No K, So M, No G					40,437
	AMP 2 - Fawcett, Wright, 6th Ave					27,277
	AMP 3 - Lawrence, Orchard, Stevens					46,418
	AMP 4 - Hillside Terr - 1800/2500					27,707
	AMP 5 - Salishan Common Areas					1,329
	AMP 6 - Scattered Sites					90,123
	AMP 7 - HT 1 - Subsidy					7,565
	AMP 10 - SAL 1 - Subsidy					10,816
	AMP 11 - SAL 2 - Subsidy					7,966
	AMP 12 - SAL 3 - Subsidy					8,086
	AMP 13 - SAL 4 - Subsidy					7,392
	AMP 14 - SAL 5 - Subsidy					9,348
	AMP 15 - SAL 6 - Subsidy					8,315
	Allocation Fund					49,514
	THA SUBTOTAL					1,139,067
943	Hillside Terrace 1 through 1500					2,286
956	Salishan I - through Salishan 6					442
	Salishan Association - Operations					9,237
	TAX CREDIT SUBTOTAL (Operations - billable)					11,965
						1,151,032
Section 8 Checking Account (HAP Payments)						
	SRO/HCV/TBRA/VASH/FUP	Check #'s	471,347	-	472,173	971,932
		ACH	35,842	-	36,713	1,565,365
						\$ 2,537,297
Payroll & Payroll Fees - ADP						\$ 421,105
Other Wire Transfers						
	Local Funds Semi-Annual Bond Payment - Heritage					-
	Salishan Seven Debt Service - WCRA					19,108
	Area 3 Revenue Bonds Monthly Interest - Citibank					23,901
						\$ 43,009
TOTAL DISBURSEMENTS						\$ 4,152,443



TACOMA HOUSING AUTHORITY

Date: August 22, 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 July, 2012 disbursement report for your approval.

The Finance Department is submitting the financial statement for the month of June, 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. The projected actual column in this report is reflective of the funding we anticipate receiving based on HUD final pro-rations of Housing Assistance Payments (line 3), Section 8 Admin fees (line 4), and Public Housing subsidy (line 5). At the end of June's reporting period, THA is in very good financial shape with a surplus before capital expenditures (line 68) of \$1,589,088, and a projected actual of \$1,300,271. The total THA anticipated surplus (line 71), which includes Capital Income and Expenditures is \$823,400. We are presenting a mid-year budget adjustment this month which will adjust the budget to account for HUD income allocated at a higher % than original budget, bring certain categories more into line, and adjust for changes in the agency's operational and capital needs from the original budget. Below I will address other major anomalies between Budgeted and Actual numbers:

- Line 7 - HUD Grant Capital Fund Operating Revenue – We have drawn down a portion of the funds that are available for MTW flexibilities. We will be holding off on additional draws for this purpose until further notice. On the projected actual amount, we will continue to include funds received for both relocation and debt service payments. I will be adjusting this line item during the mid-year revision process.
- Line 9 – Other Government Grants – This includes \$150,000 in Development for reimbursement for predevelopment costs for Hillside redevelopment from TCRA. This funding is in the process of being secured.
- 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.

FINANCE DEPARTMENT MONTHLY REPORT

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- 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 to book this income..
- Lines 15 – 34 – Administrative Expenses: There are a number of areas that have significant variances at the moment. We will continually monitor and we are making adjustments in the mid-year budget revision. Also, due to timing issues, numbers will continue to adjust as we progress through the year.
- 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 of date, none of the funding for Hillside Terrace is included, as we have not commenced demolition of Old Hillside. We have also changed the scope of Stewart Court rehab and other capital items for the year 2012. These issues will be dealt with during the mid-year review.

Financially, we are in very good shape. As the year progresses we will continue looking closely at 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. To date there has been no resolution of this issue but we are keeping on top of the situation. We have had an initial discussion with the MTW office without resolution. We will continue to process through the intricacies of this issue. Hopefully, we will reach resolution in the next couple of months.

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

Matthew Rose from the Washington State Auditor's Office is currently auditing our financial statements, assisted by Stacie Boyd, a newcomer to housing authority audits. They are

FINANCE DEPARTMENT MONTHLY REPORT

August 2012

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projected to complete the financial statement audit by the first week in September. Currently Matthew Rose is projected to return again in October to complete the accountability portion of the audit. The State Auditor's Office will issue the Financial Statement and Single Audit report no later than mid-September before the REAC submission deadline of September 30th. The State Auditor's Office is expected to hold their exit conference in November or December and issue the accountability audit report at that time.

**TACOMA HOUSING AUTHORITY
AGENCY WIDE**

	June, 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	316,297	1,913,975	1,899,411	0.77%	3,827,950	3,798,822	0.77%
2 Tenant Revenue - Other	7,886	43,986	30,440	44.50%	87,972	60,879	44.50%
3 HUD grant - Section 8 HAP reimbursemer	2,810,410	17,282,361	16,764,479	3.09%	34,126,000	33,528,957	1.78%
4 HUD grant - Section 8 Admin fee earned	315,504	1,368,725	1,263,430	8.33%	2,695,000	2,526,859	6.65%
5 HUD grant - Public Housing subsidy	159,449	960,364	906,632	5.93%	1,920,728	1,813,264	5.93%
6 HUD grant - Community Services	9,691	86,247	96,581	-10.70%	172,494	193,161	-10.70%
7 HUD grant - Capital Fund Operating Reve	60,413	265,752	769,778	-65.48%	861,493	1,539,555	-44.04%
8 Management Fee Income	249,132	1,512,287	1,566,576	-3.47%	3,074,574	3,133,152	-1.87%
9 Other Government grants	(3,205)	53,053	211,339	-74.90%	146,106	422,677	-65.43%
10 Investment income	5,466	32,055	26,536	20.80%	64,110	53,072	20.80%
11 Fraud Recovery Income - Sec 8	5,100	42,604	17,500	143.45%	45,208	35,000	29.17%
12 Other Revenue- Developer Fee Income	0	0	265,000	-100.00%	0	530,000	-100.00%
13 Other Revenue	38,211	260,725	270,322	-3.55%	521,450	540,643	-3.55%
14 TOTAL OPERATING RECEIPTS	3,974,354	23,822,134	24,088,021	-1.10%	47,543,085	48,176,041	-1.31%
OPERATING EXPENDITURES							
<i>Administrative Expenses</i>							
15 Administrative Salaries	293,118	1,786,913	1,930,423	-7.43%	3,816,779	3,860,846	-1.14%
16 Administrative Personnel - Benefits	119,977	710,108	838,891	-15.35%	1,520,216	1,677,781	-9.39%
17 Audit Fees	1,756	19,934	33,940	-41.27%	67,880	67,880	0.00%
18 Management Fees	198,162	1,195,490	1,277,337	-6.41%	2,390,980	2,554,673	-6.41%
19 Rent	23,707	142,242	140,504	1.24%	284,484	281,007	1.24%
20 Advertising	0	0	2,783	-100.00%	4,500	5,565	-19.14%
21 Information Technology Expenses	15,304	69,986	99,295	-29.52%	199,972	198,589	0.70%
22 Office Supplies	3,683	27,127	31,190	-13.03%	54,254	62,380	-13.03%
23 Publications & Memberships	748	32,449	22,633	43.37%	48,449	45,265	7.03%
24 Telephone	9,239	49,870	44,063	13.18%	99,740	88,125	13.18%
25 Postage	2,616	17,005	22,741	-25.22%	34,010	45,481	-25.22%
26 Leased Equipment & Repairs	5,757	26,117	25,804	1.21%	52,234	51,607	1.21%
27 Office Equipment Expensed	5,549	27,048	27,775	-2.62%	54,096	55,550	-2.62%
28 Legal	10,946	34,584	28,135	22.92%	69,168	56,270	22.92%
29 Local Milage	668	4,087	4,110	-0.56%	8,174	8,220	-0.56%
30 Staff Training/Out of Town travel	2,418	48,138	59,285	-18.80%	96,276	118,570	-18.80%
31 Administrative Contracts	29,518	119,814	194,135	-38.28%	319,628	388,270	-17.68%
32 Other administrative expenses	2,801	31,034	42,967	-27.77%	62,068	85,933	-27.77%
33 Due diligence - Development projects	25,976	99,392	125,000	-20.49%	198,784	250,000	-20.49%
34 Contingency	0	0	17,500	-100.00%	0	35,000	-100.00%
35 Total Administrative Expenses	751,943	4,441,338	4,968,506	-10.61%	9,381,692	9,937,012	-5.59%

		June, 2012				Thru 12/31/2012		
		CURRENT MTH ACTUAL	YEAR TO DATE ACTUAL	BUDGETED	VARIANCE	PROJECTED ACTUAL	BUDGETED	VARIANCE
	Tenant Service							
36	Tenant Service - Salaries	60,979	379,630	413,460	-8.18%	789,630	826,920	-4.51%
37	Tenant Service Personnel - Benefits	25,341	155,645	185,885	-16.27%	321,290	371,769	-13.58%
38	Relocation Costs	2,624	11,479	202,550	-94.33%	404,300	405,099	-0.20%
39	Tenant Service - Other	9,104	46,832	35,151	33.23%	93,664	70,302	33.23%
40	Total Tenant Services	98,048	593,586	837,045	-29.09%	1,608,884	1,674,090	-3.89%
	Project Utilities							
41	Water	8,903	61,106	61,745	-1.03%	122,212	123,490	-1.03%
42	Electricity	13,613	103,640	100,263	3.37%	207,280	200,525	3.37%
43	Gas	3,676	30,868	33,290	-7.28%	61,736	66,580	-7.28%
44	Sewer	27,726	192,650	191,135	0.79%	385,300	382,270	0.79%
45	Total Project Utilities	53,918	388,264	386,433	0.47%	776,528	772,865	0.47%
	Ordinary Maintenance & Operations							
46	Maintenance Salaries	48,467	266,991	289,254	-7.70%	555,341	578,507	-4.00%
47	Maintenance Personnel - Benefits	17,334	82,438	82,376	0.08%	164,876	164,752	0.08%
48	Maintenance Materials	16,512	81,664	96,739	-15.58%	198,328	193,477	2.51%
49	Contract Maintenance	57,574	361,098	365,474	-1.20%	722,196	730,947	-1.20%
50	Total Routine Maintenance	139,887	792,191	833,842	-5.00%	1,640,741	1,667,683	-1.62%
	General Expenses							
51	Protective Services	14,766	78,841	84,973	-7.22%	157,682	169,946	-7.22%
52	Insurance	14,701	86,465	101,419	-14.74%	187,930	202,837	-7.35%
53	Other General Expense	119,860	537,889	479,284	12.23%	1,015,778	958,568	5.97%
54	Payment in Lieu of Taxes	1,198	7,192	6,076	18.37%	14,384	12,152	18.37%
55	Collection Loss	12	8,715	19,860	-56.12%	40,000	39,720	0.70%
56	Interest Expense	140,507	473,144	470,382	0.59%	946,288	940,763	0.59%
57	Total General Expenses	291,044	1,192,246	1,161,993	2.60%	2,362,062	2,323,986	1.64%
58	TOTAL OPERATING EXPENSES	\$ 1,334,840	\$ 7,407,625	\$ 8,187,818		\$ 15,769,908	\$ 16,375,636	
	Nonroutine Expenditures							
59	Ext. Maint/Fac Imp/Gain/Loss Prop Sale	0	22,628	28,650	-21.02%	45,256	57,300	-21.02%
60	Casualty Losses	0	0	2,500	-100.00%	0	5,000	-100.00%
61	Sec 8 HAP Payments	2,565,049	15,056,327	15,554,065	-3.20%	30,612,654	31,108,130	-1.59%
62	Total Nonroutine Expenditures	2,565,049	15,078,955	15,585,215	-3.25%	30,657,910	31,170,430	-1.64%
63	TOTAL EXPENDITURES	3,899,889	22,486,580	23,773,033	-5.41%	46,427,818	47,546,066	-2.35%
64	OPERATING SURPLUS/(DEFICIT)	<u>74,465</u>	<u>1,335,554</u>	<u>314,988</u>	<u>324.00%</u>	<u>1,115,267</u>	<u>629,975</u>	<u>77.03%</u>
65	Debt Service Principal Payments	(3,374)	(103,130)	(253,233)	-59.27%	(528,324)	(506,465)	4.32%
66	Surplus/Deficit Before Reserve Appropriations	71,091	1,232,424	61,755	1895.67%	586,943	123,510	
67	Reserve Appropriations	42,650	356,664	398,102	-10.41%	713,328	796,204	-10.41%
68	Surplus/Deficit Before Capital Expenditures	<u>113,741</u>	<u>1,589,088</u>	<u>459,857</u>		<u>1,300,271</u>	<u>919,714</u>	
69	Revenue - Capital Grants	86,797	389,093	2,681,884	-85.49%	932,352	5,363,768	-82.62%
70	Capitalized Items/Development Projects	(52,631)	(748,084)	(2,949,289)	-74.64%	(1,409,223)	(5,898,577)	-76.11%
71	THA SURPLUS/(DEFICIT)	<u>147,907</u>	<u>1,230,097</u>	<u>192,453</u>		<u>823,400</u>	<u>384,905</u>	

TACOMA HOUSING AUTHORITY			
CASH POSITION - July 2012			
Account Name		Current Balance	Interest
HERITAGE BANK			
Accounts Payable		\$ 3,334,128	0.400%
Section 8 Checking		6,659,076	0.400%
THA Investment Pool		286	0.400%
THA LIPH Security Deposits		112,918	0.400%
THDG - Tacoma Housing Development Group		31,064	0.400%
LF - Stewart Court		36,332	0.400%
LF - Stewart Ct Security Deposit Account		7,313	0.400%
LF - SF 9Homes Alaska		203,336	0.400%
LF - SF 9Homes Alaska Sec Dep Acct		6,684	0.400%
LF - SFH No. Shirley		4,596	0.400%
LF - SFH N Shirley Security Deposit Acct		1,003	0.400%
LF - Wedgewood Homes		49,565	0.400%
Salishan 7		760,622	0.400%
Salishan 7 Security Deposit		26,825	0.400%
Payroll Account		6,694	0.400%
General Fund Money Market		3,520,304	0.400%
WASHINGTON STATE			
Investment Pool		\$ 1,522,181	0.180%
CHASE			
IDA Account		65,416	0.01%
TOTAL THA CASH BALANCE		\$ 16,348,343	
Less:			
MTW:			
MTW Reserves		\$ 7,280,845	
Other Restrictions:			
FSS Escrows		184,390	
VASH, FUP & NED HAP Reserves		806,356	
Mod Rehab Operating Reserves		140,805	
Security Deposit Accounts		153,634	
Salishan Sound Families - 608		182,582	
IDA Accounts - 604,605		65,416	
Paul Allen Foundation - 609		37,106	
Gates Foundation - 621 & 622		114,613	
WA Families Fund - 672 & 711		67,687	
Wedgewood Replacement Reserve		702,114	
THDG - 048		31,064	
Total - Other Restrictions		\$ 2,485,766	
Agency Liabilities:			
Windstar Loan - 042		323,863	
Citibank Loan for Area 3 - Guarantee (Current)		1,580,322	
Additional Reserve Set Aside for Area 3 Loss on sales		2,400,000	
Total - Agency Liabilities		\$ 4,304,184	
Development Set Aside for Due Diligence:		\$ 220,216	
Total Restrictions		\$ 14,291,011	
THA UNENCUMBERED CASH		\$ 2,057,332	
Agency Current Commitments:		Obligated	Balance
Salishan Campus - On hold			
Development Projects			
902 1st Floor Reconfiguration - MTW funds		400,000	102,843
Total Current Commitments outstanding			\$ 102,843

ADMINISTRATION



TACOMA HOUSING AUTHORITY

To: THA Board of Commissioners
From: Todd Craven, Director of Administration
Date: August 22, 2012
Re: August 2012 Board Update

Changes to Department Structure

Effective August 6, 2012, we made some structural changes within the department. Dave Gjerstad's role changed from THA's Information Technology Manager to Application Architect. Dave Gjerstad has been THA's IT Manager for over ten years. In this time, he showed his versatile programming skills and his ability to create systems that solve problems, ease the burden of our work, and help us to ensure compliance with the policies and programs we develop. Dave has been performing this as a secondary role to his IT Manager role but developing and supporting systems has become a job in itself.

What this means is that we no longer have the IT Manager position filled and all staff in the department report to me. We believe this change will help to move important projects along and will open up the possibilities of what we can do with technology at THA.

Without the IT Manager role, it is critical that we stay on top of the needs of the rest of the agency in the most efficient way possible. Without efficiencies, we will not be able to respond to issues and meet needs in a proactive way. To help us ensure that our department continues to provide the best service possible, we took the following measures:

1. We created several surveys on our Intranet page for staff in other departments to complete. These surveys address the major service areas within our department: Help Desk, Application Development and Support, Compliance, End User Training, Reporting Systems, Risk Management, and a General Department Survey. We invite all staff to complete these surveys to let us know what we're doing well and where we can improve.
2. We are in the process of revamping our help desk system. We have solid system for tracking help desk requests from staff and we use this system to track the types of issues we encounter and develop a knowledgebase that staff will be able to use. Through improved setups, regularly scheduled cleanup, and automated follow-up, we can make this system better.
3. We engaged our network support consultants to provide more proactive support to our agency. What this means is that rather than hiring our consultants to solve a particular problem or complete a specific project, they will monitor our systems to identify issues before they become big enough to bring our systems down. This will help save time on our end since one of the major time uses within the department is addressing printer, network, or server issues that we can avoid through proactive support. It will also benefit the rest of the agency by reducing system downtime.

Information Technology

As I mentioned in the previous section, we are in the process of making several changes within the IT area that will improve efficiency, enable staff to focus on core tasks, and reduce the reactive

nature of IT as much as possible. Below is an update on some of the others we are working on in IT.

MTW Software Changes

Each year, THA writes a new MTW Plan that changes current activities, adds new activities, and could possibly remove activities. Many of these changes affect our software systems and the way that staff complete various processes. We developed a custom software program in order to facilitate our activities and we will continually update this program as well as create additional custom applications to support the agency's MTW initiatives.

Reporting

THA's reporting systems continue to improve. Jennifer Watts has done a tremendous job creating and updating our reports to ensure we provide accurate, timely, and understandable reports to line staff and managers throughout the agency. We created a well-structured library on the Intranet where staff can access and run reports. We also have a controlled process in place for creating, documenting, and publishing reports.

Jennifer has also been instrumental in helping our MTW team create the reports needed for MTW reporting and assist in software changes and data migrations required for our MTW activities.

First Floor Remodel

Over the last several months, as we remodeled the first floor. Our IT staff spent a good deal of time ensuring we had the technology available for staff to continue to do their work with as little interruption as possible. Unfortunately, during this transition, we had our VisualHOMES server go down, causing us to bring up a new server much faster than we would have liked. We are still dealing with network and printer issues caused by this, but are nearing the end. IT Staff worked hard to deal with these issues and staff throughout the agency have been incredibly patient with us while we sorted this out. This is a good example of how more proactive network support will help us in the future.

Asset Management

In January, we began working with Housing Development Center (HDC) out of Portland to help us put in place a solid Asset Management program. This relationship has been a great success and they helped us to understand our current capabilities, our limitations and holes, and recommended that we hire an Asset Manager to bridge THA's current capacities in property management, financial analysis, and development. This position was approved in the 2012 budget and it is currently posted externally. We hope to be able to fill it within the next month.

In the meantime, we continue to hold Asset Management Committee meetings on important agency topics, including Hillside Terrace, Stewart Court, the Rental Assistance Demonstration, Public Housing Conversions, among others, and make recommendations to the Cabinet. In addition, HDC provided us with a great list of metrics and benchmarks to use in our portfolio analysis, and we are in the process of creating reports that will use these measures and give us a better sense of the health of our properties and identify current and future needs.

Risk Management

We oversee the property, liability, and auto insurance needs for the agency. We are responsible for procuring insurance, brokerage services, identifying risks to insure, and processing claims. Our brokerage contract with Alliant Insurance Services, who helps us procure insurance for our Tax Credit Portfolio, is up this year and we are currently assessing the direction we want to go with the insurance for these properties. Over the last few months, we worked with AHRP, the new affordable housing pool created by HARRP, to obtain quotes for insuring our Tax Credit portfolio and we are in the process of analyzing whether AHRP is the best option or if it is in our best interest to go out for bid for brokerage services. We perform this analysis within the Asset Management Committee and in consultation with our Tax Credit investors.

Compliance

Compliance includes oversight of THA's reporting to funders, HUD, and other compliance agencies. In addition, our compliance function works closely with staff throughout the agency to train on process, solve issues, and make recommendations.

Over the past year, we spent much of our time becoming experts in the MTW PIC module, a HUD system. In late 2011, we transitioned our 50058's from "regular" PIC to MTW PIC. 50058's are files with information about the population we serve. HUD uses it to evaluate us. This transition had to be coordinated among our software vendor, HUD's IT staff, and our own IT staff. We handled the actual conversion internally. The transition went incredibly smoothly, especially compared to what other agencies experienced. Post-transition, we needed to learn the new system, figure out how to interpret the new reports, and learn how to translate the new error and warning messages. Our Compliance Auditor, Debbie Ornellas, did a terrific job coming up to speed. Our staff, as well as other MTW agencies, are coming to rely on her expertise of the MTW PIC system, which is much less transparent than the old system and takes a lot more patience to work with.

Procurement

Procurement is part of our everyday business. We oversee contract compliance and part of our responsibility is ensuring that others in the agency have access to the contracts we have in place. In the past, this was done through email or stopping by our Procurement Specialist to review a contract. Now, however, we have all of our active contracts scanned and stored on the Intranet where anyone can go to view them. This was done using an application that Dave Gjerstad developed. This application allows us to store any document related particular vendor, including 1099's and insurance certificates, and staff can add notes regarding vendor performance or lookup important information regarding a contract such as contract amounts and expiration dates. Getting the contracts scanned and saved was a huge endeavor, but an important one. Now that we have them all in there, it will be much easier to maintain and keep current.

Business Process Improvement

The Business Process Improvement Project is our effort to document and improve upon all of the processes used within the agency. We designated a committee to head this up and will use discussion boards and document libraries on our Intranet to manage the committee and complete the written documents. This will take dedication and commitment from all directors and managers in the agency in order to complete. Our first committee meeting is scheduled for Monday, August 20.

Thank you for the opportunity to brief you on the work of the Administration Department.

REAL ESTATE MANAGEMENT
AND
HOUSING SERVICES



TACOMA HOUSING AUTHORITY

Date: August 22, 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:

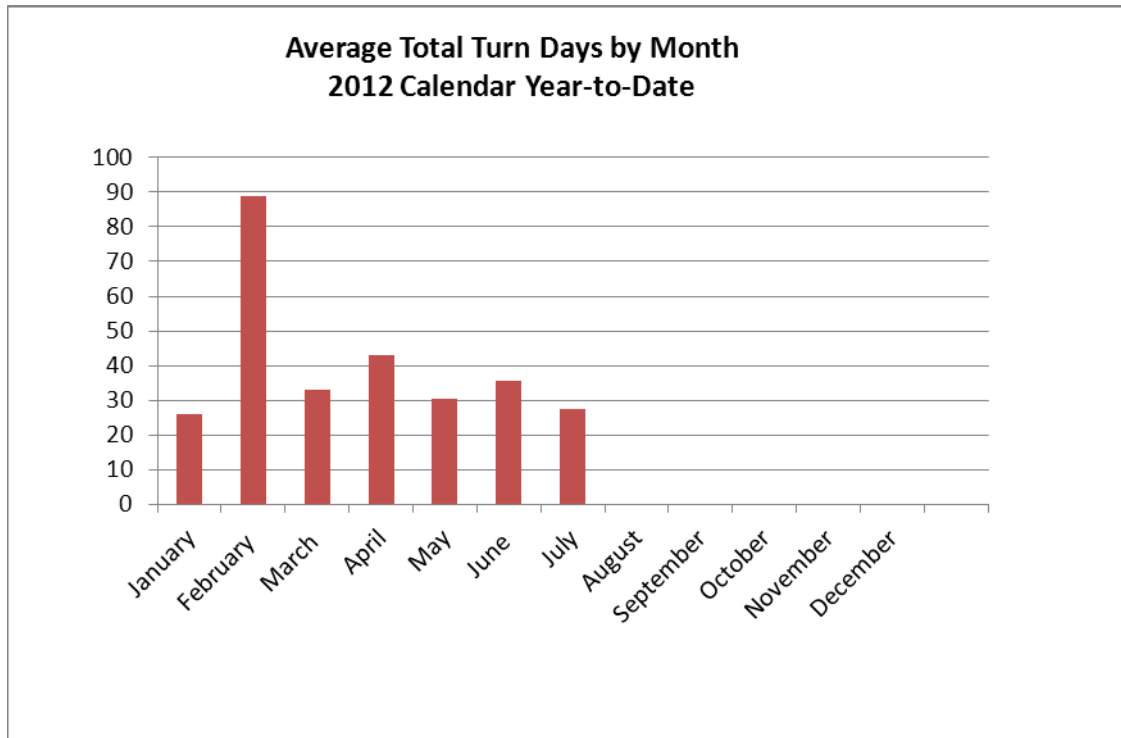
Unit occupancy is reported for the first day of the month. This data is for the month of July 2012.

OCCUPANCY SUMMARY REPORT					
PROGRAM	UNITS AVAILABLE	UNITS VACANT	UNITS OCCUPIED	% MTH OCCUPIED	% YTD OCCUPIED
All Hillsides	164	0	164	100.0%	98.7%
Family Properties	206	16	190	92.2%	95.0%
Salishan	628	18	610	97.1%	98.5%
Senior/Disabled	354	2	352	97.3%	98.0%
All Total	1,352	36	1,316	97.3%	98.0%

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 July. The average unit turn for the month of July was 27.36 days and 50.65 days FYTD. We continue to have a high number of intent to vacate notices due to our recent voucher releases which has caused a delay in turning our units.

The table below includes additional unit turn information by AMP:



Vacant and Turned Units - for 1/1/2012 thru 7/31/2012

	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	1	5.0	0
HILLSIDE TERRACE 1500 Block	2	83.5	0	0.0	0
HILLSIDE TERRACE PH 1	2	60.5	0	0.0	0
HILLSIDE TERRACE PH II	2	57.5	0	0.0	0
All Hillside	6	67.2	1	5.0	0
Family Properties					
ALL SCATTERED SITES	4	146.3	1	85.0	4
BERGERSON TERRACE	6	21.3	1	0.0	0
DIXON VILLAGE	5	34.8	0	0.0	0
STEWART COURT APARTMENTS	6	72.2	10	72.3	0
Family Properties	21	62.9	12	67.3	4
Salishan					
SALISHAN I	2	54.5	1	36.0	0
SALISHAN II	7	45.3	1	26.0	0
SALISHAN III	1	38.0	1	35.0	0
SALISHAN IV	11	52.4	2	27.5	0
SALISHAN V	5	49.0	5	40.0	0
SALISHAN VI	9	34.4	2	34.5	0
SALISHAN VII	2	32.0	3	33.3	0
Salishan	37	44.8	15	34.7	0
Senior / Disabled Properties					
6TH AVE	3	26.3	0	0.0	0
E.B. WILSON	10	25.1	1	13.0	0
FAWCETT APARTMENTS	4	20.8	0	0.0	0
LUDWIG APARTMENTS	6	31.2	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	2	18.0	2	7.5	0
Senior / Disabled Properties	32	27.7	3	9.3	0

August 2012 Board of Commissioners Meeting
REAL ESTATE MANAGEMENT and HOUSING SERVICES DEPARTMENT MONTHLY
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1.3 Work Orders:

In the month of July all 15 emergency work orders were completed within 24 hours. This month, maintenance staff completed 325 non-emergency work orders and a total of 2,511 for the calendar year. The annual average number of days to complete a non-emergency work order is 15.04.

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%	2	100.0%	21	1.00	99	5.83
HILLSIDE TERRACE 1500 Block	2	100.0%	4	100.0%	7	6.43	29	5.66
HILLSIDE TERRACE PH 1	0	0.0%	1	100.0%	10	4.70	35	4.57
HILLSIDE TERRACE PH II	2	100.0%	6	83.3%	9	2.89	52	9.48
	4	100.0%	13	100.0%	47	2.98	215	6.48
Family Properties								
ALL SCATTERED SITES	0	0.0%	2	100.0%	12	53.83	62	18.11
BERGERSON TERRACE	0	0.0%	10	100.0%	14	8.07	115	5.17
DIXON VILLAGE	0	0.0%	0	0.0%	4	9.75	75	5.00
STEWART COURT APARTMENTS	0	0.0%	2	100.0%	8	13.38	66	11.48
	0	0.0%	14	100.0%	38	23.82	318	8.97
Salishan								
SALISHAN I	0	0.0%	1	100.0%	19	10.26	171	19.91
SALISHAN II	0	0.0%	8	100.0%	19	16.21	174	19.62
SALISHAN III	0	0.0%	2	100.0%	36	15.72	169	16.21
SALISHAN IV	4	100.0%	10	100.0%	36	13.17	207	22.22
SALISHAN V	0	0.0%	4	100.0%	30	9.57	297	20.95
SALISHAN VI	0	0.0%	2	100.0%	34	14.38	211	26.96
SALISHAN VII	0	0.0%	7	100.0%	13	7.00	113	18.12
	4	100.0%	34	100.0%	187	12.89	1,342	20.95
Senior / Disabled Properties								
6TH AVE	3	100.0%	12	100.0%	5	1.40	116	4.16
E.B. WILSON	2	100.0%	12	100.0%	15	3.00	151	8.50
FAWCETT APARTMENTS	1	100.0%	4	100.0%	8	2.75	72	13.24
LUDWIG APARTMENTS	0	0.0%	3	100.0%	2	0.50	41	4.12
NORTH G ST	1	100.0%	5	100.0%	6	2.17	72	6.14
NORTH K ST	0	0.0%	5	100.0%	1	0.00	73	5.07
WRIGHT St	0	0.0%	2	100.0%	16	1.69	111	15.25
	7	100.0%	43	100.0%	53	2.17	636	8.48
Agency Totals:	15	93.3%	104	99.0%	325	10.98	2,511	15.04

Outstanding Work Orders Table:

Open Work Orders As of July 2012					
Portfolio	Open Emergency WO	Days Open	Open Non- Emergency WO	< 25 Days	>25 Days
All Hillside					
HILLSIDE TERRACE	0	0	2	1	1
HILLSIDE TERRACE 1500 Block	0	0	3	0	3
HILLSIDE TERRACE PH 1	0	0	8	4	4
HILLSIDE TERRACE PH II	0	0	8	1	7
	0	0	21	6	15
Family Properties					
ALL SCATTERED SITES	0	0	34	7	27
BERGERSON TERRACE	0	2	3	3	0
DIXON VILLAGE	0	0	9	7	2
STEWART COURT APARTMENTS	1	1	13	11	2
	1	3	59	28	31
Salishan					
SALISHAN I	0	0	21	17	4
SALISHAN II	0	0	25	18	7
SALISHAN III	0	1	14	10	4
SALISHAN IV	1	1	23	17	6
SALISHAN V	0	0	15	11	4
SALISHAN VI	1	1	20	15	5
SALISHAN VII	0	0	13	8	5
	2	3	131	96	35
Senior / Disabled Properties					
6TH AVE	0	0	7	4	3
E.B. WILSON	0	0	17	7	10
FAWCETT APARTMENTS	0	0	5	5	0
LUDWIG APARTMENTS	0	0	16	7	9
NORTH G ST	0	0	9	4	5
NORTH K ST	0	0	8	3	5
WRIGHT St	0	0	8	4	4
	0	0	70	34	36
Agency Totals:	3	6	281	164	117

2. RENTAL ASSISTANCE DIVISION

Housing Choice Voucher utilization is reported at 97% for the month of July 2012. 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	102	12
Non-Elderly Disabled Vouchers (NED)	100	82	18
Family Unification Program (FUP)	50	42	5
McCarver Program	50	46	0
Life Manor	150	149	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 has begun to forward referrals for its vouchers. They now have staff in place to support their clients. Their goal is to fill all of their referrals by August 2012. They appear to be on pace to do so.

The NED vouchers are moving but still slower than we would hope. The units leased and the shoppers total 100. DSHS is ready to make referrals quickly if the shoppers are unable to lease up.

REAL ESTATE

DEVELOPMENT



TACOMA HOUSING AUTHORITY

DATE: August 22, 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.

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.

Staff is arranging to list the remaining lots with a commercial broker, Coldwell Banker Commercial. Coldwell Banker is now assembling a sales package that it will use to attract home builders to the community.

In August, 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 childcare 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 received a Tax Exempt Bond Cap commitment from the Washington State Housing Finance Commission for Phase I in the amount of \$12 million.

By the end of August, Letters of Intent and Term Sheets with Chase Bank (Lender) and Enterprise Community Investments (Investor) will be executed.

Closing on all project funding sources for Phase I of the project is scheduled for November 15, 2012.

2.1.3 Project Planning.

None to Report.

2.1.4 Procurement.

None to Report. Staff is working with Absher to convene a project oversight committee to monitor the project's contracting goals.

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 September 2012. The architect is beginning to create the construction package to be

available for bidding by Absher in September 2012.

2.1.6 *Construction.*

Absher Construction Company will provide a Design development cost estimate from the permit set. This estimate will be complete by August 17, 2012. Absher is scheduled to begin the bidding process in September 2012. Staff anticipates presenting to the HA Board of Commissioners the Maximum Allowable Construction Cost (MACC) during the October 24, 2012 Board meeting.

2.1.7 *Demolition/Disposition.*

Approved by HUD in June. No new report.

2.1.8 *Community Meetings.*

None to Report

2.1.9 *Relocation.*

Staff has formed a relocation team with internal resources. The team officially began relocation activities on April 2, 2012. The team completed one-on-one meetings with residents, which started on April 16 to assess their needs and to begin seeking comparable units in the community. THA has interviewed all residents. Site staff is meeting with residents again to review what their benefit package may look like based on their particular circumstances. Thus far approximately twelve households have moved out of old Hillside. Site staff has prioritized assisting households with school age children find replacement housing before school start.. 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.*

No new report.

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 Oversight Committee Convenes	September
Execute Construction Contract	September
Construction Bidding Process	September
Phase I Project Area Vacated	October
Close on all Financing	November
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 work is finished and final punch was completed the first of the month. Closeout documents are pending.

WINDOW AND SIDING REPLACEMENTS

Stetz Construction, the successful contractor began work June 18th.. Two sites are finished and work is progressing at two other sites. Work is on schedule and in budget.

ROOF AND GUTTER REPAIRS

D & B Roof & Home Services, the successful contractor started work in mid-July and anticipates completion of the project the third week of August.

EXTERIOR PREP AND PAINTING

Bid documents for complete exterior siding preparation and painting at 12 Scattered Sites will be ready to be advertised for bid by mid-August, if funding is secured.

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. Creation of bid specifications and documents will begin the end of August or first of September. Completion of this work will require adjustments to the Capital budget that are pending approval.

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 closed on the S. 45th Street The house located at 925 E. 51st should be ready for sale by the end of August. Inventory remains low at the moment but THA continues to look for new houses to purchase.

4.2 *THA Administrative Office Space*

Shinstine/Associates LLC has completed the third phase of the project. Staff moved in in mid August

4.3 *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. In addition, THA will apply for Housing Trust Fund, Pierce County 2163 and Lakewood HOME funding assistance. As part of the State’s adopted “jobs package”, LASA is fortunate to have received a preliminary allocation of Housing Trust Fund support for this project in the amount of \$3,062,000. THA submitted a revised Phase I application to the HTF on May 31 and has received an invitation to submit a Stage II application, due on August 29.

THA issued an RFQ on May 31 for Architectural and Engineering Services. Proposals were due on June 20. Staff recommended and the board approved the

hiring of RicefergusMiller to lead the A&E team. A programming and site charette have been held. Weekly design meetings will begin at the end of August.

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.

5.2 *Stewart Court*

Staff from THA's Asset Management Committee have been working with THA's Asset Management Consultant, the Housing Development Center of Portland, to develop a rehabilitation strategy and operational workout plan for this property that has urgent exterior repair needs and has a history of operating in the red. This year, the Washington State Housing Trust Fund expressed an interest in this strategy by inviting THA to submit an HTF application for \$482,000 to help pay for rehabilitation needs.

ORB Architects has completed a detailed Capital Needs Assessment for this property. Using this CNA, staff has finalized the proposed rehabilitation scope for the project and will be submitting the Stage 2 HTF application for \$482,000 on August 29.

By refinancing this property using an HTF award, plus Tax-Exempt Bonds and Low-Income Housing Tax Credits, THA will be able to finance all needed renovations and repairs, enhance the curb appeal of the property, and improve cash flow from operations.

Construction is scheduled to begin in March 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.

The final transfer of this site from the City to THA will likely need to wait for the City to complete a process it has recently begun to establish for how it will transfer property that it owns and has determined to be surplus.

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 is discussing such a purchase as well as a purchase of the investors' 99% ownership. With either type of purchase, THA would manage the property. Staff is also conferring with the property's lenders to transfer the debts to THA on terms that would make the deal feasible. On August 9, THA presented a revised schedule to NEF which would have THA begin as property manager and General Partner effective January 1, 2013. This will allow THA time to conduct full due diligence and negotiate with the permanent lender to get a lower interest rate on the permanent loan.

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 August 6, 2012 for THA's obligation and expenditure of the public housing capital funds it receives from HUD.

<u>Grant</u>	<u>Total Grant</u>	<u>Obligation Start Date</u>	<u>Obligated</u>	<u>% Obligated</u>	<u>Obligation Deadline</u>	<u>Expended</u>	<u>% Expended</u>	<u>Expended Deadline</u>
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	\$2,403,392	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	\$2,321,605	99%	7/14/12	\$629,809	27%	7/14/14
2010 CFP (1 st R)	\$1,216,978	7/15/10	\$1,216,978	100%	7/14/12	\$196,759	16%	7/14/14
2010 CFP (2 nd R)	\$219,721	7/15/10	\$219,721	100%	7/14/12	\$0	0%	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

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Grant	Total Grant	Obligation Start Date	Obligated	% Obligated	Obligation Deadline	Expended	% Expended	Expended Deadline
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	\$0	0%	8/2/13	\$0	0%	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: August 22, 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 July and for the calendar year 2012.

1.1 Employment

Activities	Month	YTD	Annual Goal	% of Goal
Clients referred for employment services	26	70	130	54%
Clients who received employment services	35	153	100	153%
Clients enrolled in employment readiness soft skills workshops	10	45	80	56%
Clients completed employment readiness soft skills workshops	4	27	50	54%
Enrolled in job readiness training	11	18	20	90%
Job placement	3	17	35	49%
WorkSource Participants Assisted	15	63	35	180%
Entered Apprenticeship	1	1	3	33%
Earned income increased	6	17	35	49%

1.2 Education

Bates Technical College continued offering GED classes on-site at the Family Investment Center. At the end of May, Bates began an ESL class three days a week at the FIC. The class focuses on clients entering health care professions, however, anyone interested in ESL instruction is welcome to attend.

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	21	130	75	173%
Completes one or more GED tests	6	6	8	75%
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.

The FIT program participates in the Homeless Management Information Systems (HMIS) that tracks homeless individuals and families receiving services in Pierce County and the State. The three FIT caseworkers enter information on all of their families. Pierce County Community Connections manages the HMIS and tracks how all the agencies serving the homeless in our county are doing with entering their data. In July a scorecard was released showing 14 agencies with 95% or better accuracy. THA received an A – Honorable Mention because we achieved the required benchmark of 95% data accuracy.

Please see the letter from FIT client Robert McAfee at the end of this report. Mr. McAfee explains how the FIT program's stable housing, case management, financial literacy classes, parenting and life skills classes have helped him turn his life around.

	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	0
Graduations	0	1	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	6	21
Number of successful completions (eviction averted)	3	5
Number terminated	2	7

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.

Activities	Month	YTD
Number of households referred for services	2	18
Number of successful completions	1	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	47	49	50	98%
Families able to pay 20% of their rent	0	0	50	0%
Adults enrolled in education program	11	33	30	110%
Adults complete education program	2	5	20	25%
Average school attendance rate	96%	96%	90%	107%
Reduction in referrals for discipline	n/a		25%	0%
Increase in children reading on grade level	n/a		20%	0%
Increase in math on grade level	n/a		20%	0%
Increase in average state test in reading	n/a		15%	0%
Increase in average state test in math	n/a		15%	0%

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.
- We have baseline data for reading and math on grade level but do not yet have data to show increases in these outcomes.
- The state tests are administered annually in the spring, and scores are released in the summer. We have baseline scores from spring 2011 and will compare that to the spring 2012 data.

The school district reports school turnover annually. We will report the 2011-2012 rate as soon as the district makes this information available.

Activities	Baseline 2010-2011	2011-2012
Turnover rate at McCarver Elementary	107%	n/a

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.

In the month of July, a client completed participation in the PFS program by moving from Public Housing to an unsubsidized housing and reducing her reliance on public assistance. Preparing for Success clients continue to explore educational and work training opportunities. One PFS participant started the Goodwill Industries Warehouse Logistical training with the hopes of completing the training before the end of August.

Activities	Month	YTD	Annual Goal	% of Goal
First year cohort enrolled (2011)	25	25	25	100%
First year cohort completed (fall 2012)	1	3	15	20%
Second year cohort 2012 referrals	2	16	40	40%
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	96	128	153	84%
Graduates	1	11	0	
Removed/Voluntarily Withdrawn	2	20	n/a	
New Contracts Signed	1	19	0	
Escrow Balance	\$206,018.95			

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. A new contract with Bates Technical College will begin in August for the 2012-2013 school year.

Activities	Month	YTD	Annual Goal	% of Goal
Life Skills Enrollment	0	10	25	40%
Life Skills Completion	0	4	15	27%
Parenting Enrollment	0	12	25	48%
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	57	90	63%
Financial Literacy Completion	0	30	72	42%
Credit Counseling Enrollment	0	0	20	0%
Credit Counseling Completion	0	0	10	0%
Homeownership Counseling	12	57	79	72%
Individual Development Account Participants	12	19	18	106%
Qualified Withdrawals	1	3	18	17%
Home Purchase	1	1	8	13%
Other Asset Purchases	0	2	10	20%
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.

Activities	Month	YTD	Annual Goal	% of Goal
Computer Lab Participation (cumulative visits)	200	1259	1200	105%

THA's AmeriCorps volunteers Kiarra McGee and Sergio Beltran, finished their service year this summer. We held a BBQ at Hillside Terrace and Bergerson Terrace to celebrate the end of the school year and to acknowledge a very enjoyable and productive year of service for Kiarra and Sergio. Over 50 residents attended across the two sites, including some Dixon Village youth we brought over in a THA van. We are working through the Northwest Leadership Foundation for two new AmeriCorps volunteers for 2012-2013.

1.12 Youth Activities

We have two partners who are providing free tutoring and mentoring services at no cost to THA. One partnership is with Roberts Family Development Center to provide after school tutoring at the FIC. The other partnership is with Write@253 to provide tutoring in writing and youth leadership mentoring also at the FIC.

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

1.13 Senior and Disabled Services

The Senior and Disabled Services Program Specialist had 173 client contacts (113 unduplicated) in the month of July. There were 21 unduplicated home visits. 23 residents received 1:1 situational and wellness counseling.

In July, tenants were referred to the following services:

- FISH Food Bank
- Medicare – 1

Fifty senior tenants received \$40 worth of Farmer's Market vouchers each residents. BASH, a home delivery food bank, stopped delivering food baskets in July due to not having a driver

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

Transportation was provided for 23 tenants, to and from the SAFE picnic, which was held at the 602 S. Wright St. at the Senior & Disabled building.

The Specialist also arranged for presentations by Molina and United Health Care Medical Insurance.

Activities	Month	YTD	Annual Goal	% of Goal
Unduplicated client contacts	113	264	260	102%
Referrals	4	30	50	60%
Unduplicated situation/wellness counseling	23	80	140	57%
Assistance with correspondence for Entitlement Programs	0	6	40	15%

2. PRESENTATIONS AND GRANTS

2.1 The Campaign for Grade Level Reading

The Annie E. Casey Foundation invited Michael Power to attend the annual convening of the Campaign for Grade Level Reading and the National Civic League in Denver, June 30 - July 1. The goal of the Campaign is to encourage cities and public agencies to promote efforts to have all children reading at grade level by the end of third grade. Research has consistently shown that children who are behind in reading upon entering fourth grade have major challenges throughout the rest of their school years and beyond.

At the conference, Michael was part of a panel on linking public housing agencies with schools and literacy efforts. He presented information about THA's Education Project and the McCarver Special Housing Program. He is now talking with Tacoma 360 and other community partners about how Tacoma can play a greater role in early literacy.

2.2 2008 ROSS Service Coordinator Close-Out Report

The CS department submitted the final close-out report for the 2008 Resident Opportunities and Self-Sufficiency Service Coordinator grant. This was a three year \$240,000 grant for period May 14, 2009 – May 13, 2012. Major accomplishments of this grant included:

- Exceeded the goals for employment placement by 44%
- Exceeded the goals for increased earned income by 48%

The program served a total of 269 public housing participants.

- 63 individuals increased their earned income
- The average estimated increase in annual income was \$4500
- The average value of Earned Income Tax Credits earned by participants in the Volunteer Income Tax Assistance sites was \$2378 per year
- 80 youth participated in summer youth programming
- 94 youth participated in mentoring relationships
- 50 youth participated in tutoring programs for school age students
- 122 youth participated in computer classes
- GPA for 19 youth improved by .50 or more

June 5, 2012

Dear Tacoma Housing Authority

The Families in Transition Program has been refreshing and a Blessing to me and my children. They have provided us with stable housing removing the Stress of finding and obtaining affordable rent. They have provided me with case-management which is awesome being able to discuss issues and setting weekly goals has re-inspired and motivated me to strive for my highest potential. This program offers a Financial Literacy and a Parenting/life skills class that has allowed me to take the appropriate steps to repairing my credit and to better bond with my children becoming a better father and role model. Looking back at where we were to where we are now I feel that this program is a total success and my children and I would like to thank "Everyone" from the case managers to the coordinators for allowing us the opportunity to get our life back on track once again we offer our sincere 'thank you' for your passion and willingness to help others.

Robert McAllister

NEW BUSINESS

RESOLUTION #1
This is a walk on Resolution

RESOLUTION #2



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-08-22 (2)

Date: August 22, 2012
To: THA Board of Commissioners
From: Michael Mirra
Executive Director
Re: Fiscal Year 2012 Agency Budget Revision

Background

Each year the Housing Authority of the City of Tacoma (THA) prepares a budget for the upcoming fiscal year. The Annual Budget reflects an estimate of the expected revenues and expenditures for each of its departments and major programs. The Board approved the FY 2012 Budget in December 2011. THA normally reviews the annual budget in the middle of year. The mid-term budget review serves several purposes:

- It is a more formal occasion for the Board to review how its original budget is doing against original projections. The Board actually does this every month, but doing it halfway through the year is a good time to notice trends;
- The mid-term review is an occasion to adjust the budget. Adjustments may be necessary or desirable for any of several reasons: (i) to account for information that we did not have back in December when the Board adopted the original budget. For example, in December we had to make some assumptions and guesses about our income since Congress had not yet adopted a budget for HUD; (ii) to account for actual income and expenditures during the first half of the year and to project them for the second half; (iii) to reflect changing needs or opportunities.

By this resolution, the Board adopts the attached proposed revision. It is the same proposed revision that the Board reviewed in its Study Session on August 17th. The background material that Board received then also pertain to this resolution.

Recommendation

Approve Resolution 2012-8-22(2) to formally approve THA's Revised FY 2012 Budget.



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-8-22(2) FISCAL YEAR 2012 ANNUAL BUDGET REVISION

Whereas, The Board of Commissioners of the Housing Authority of the City of Tacoma ("Authority") approved the FY 2012 Budget on December 14, 2011.

Whereas, Authority staff determined that the FY 2012 Budget should be revised on updated information on funding and expenditure needs.

Whereas, Authority staff has prepared and the the Board of Commissioners of the Housing Authority of the City of Tacoma as reviewed and provided input to the proposed Revised Fiscal Year 2012 annual budget:

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

1. The Board of Commissioners of the Housing Authority of the City of Tacoma adopts the Revised FY 2012 Budget and authorizes the Executive Director to implement and execute said document. Revised expenses and other cash outflows are projected as follows:

<u>Expenses</u>	
Executive	530,509
Human Resources	361,213
Finance	870,139
Administration	1,032,005
Development	2,631,100
Community Services	1,558,339
Real Estate Management Overhead	1,310,993
Rental Assistance	34,129,382
Property Management	<u>5,896,184</u>
Subtotal	48,347,864
 <u>Additional Cash Outflows</u>	
Capital Expenditures	4,756,276
Debt Service	<u>517,215</u>
Subtotal	5,273,491
 TOTAL APPROVED BUDGET	 <u>53,621,355</u>

Approved: August 22, 2012

Janis Flauding, Chair



TACOMA HOUSING AUTHORITY

To: THA Board of Commissioners

From: Michael Mirra
Executive Director

Date: August 17, 2012

Re: THA Operating Budget Revision – FY 2012

I am pleased to submit the staff proposal for the mid-year revision of the FY 2012 budget. I attach the two budget documents that the Board adopted in December, with the proposed revisions. We will review this proposal at the board's study session on Friday, August 17th. I expect to present this revision to the Board for its adoption at the August regular meeting.

The mid-term budget review serves several purposes:

- It is a more formal occasion for the Board to review how its original budget is doing against original projections. The Board actually does this every month, but doing it halfway through the year is a good time to notice trends;
- The mid-term review is an occasion to adjust the budget. Adjustments may be necessary or desirable for any of several reasons: (i) to account for information that we did not have back in December when the Board adopted the original budget. For example, in December we had to make some assumptions and guesses about our income since Congress had not yet adopted a budget for HUD; (ii) to account for actual income and expenditures during the first half of the year and to project them for the second half; (iii) to reflect changing needs or opportunities.

SUMMARY

In general, THA's finances are in good shape and would remain so with the proposed revision. In summary, staff proposes a mid-year budget review that does the following:

- It accounts for our receipt of \$1.3 million more income than we thought we would get. We are getting more because our guesses for the FY 2012 congressional appropriation were conservative. It also includes our Vouchers for Hillside relocation.
- It increases expenditures by \$ 400,000 on operational needs, including money to restore two of the ten positions the original budget had cut and training expenses;

- It reserves additional funds for some pending, potential property purchases;
- It spends \$110,000 money on a modest fix-up of the FIC;
- It adjusts our reserves to optimal levels;
- It keeps an eye on FY2013, including an anticipated \$600,000 increase in HAP dollars from our MTW program changes and an unknown effect of the FY2013 federal budget, which may include more cuts;
- It leaves THA's with the following bottom lines:

	Original Budget	Proposed Revision
Operating Surplus/(Deficit)	\$205,000	\$1.085 million
Reserves: MTW		
Minimum: \$2.582 million	\$5.5 million	\$5.65 million
Optimal: \$4.597 million		
Reserves : Non-MTW		
Minimum: \$1.5 million	\$2.8 million	\$2.1 million
Optimal: \$2 million		
Reserves: Citibank Loan		
Minimum: \$1.45 million	\$1.5 million	\$1.45 million
Optimal: \$14.5 million		
Salishan Lot Sales Set-Aside		
Minimum: \$2.4 million	\$2.4 million	
Optimal: \$2.4 million		

Staff used the following principles to guide its proposals. They are the same ones that staff used to propose the original budget:

- **THA's strategic directives**
- **Recurring and non-recurring expenses:** It is easier to spend money on nonrecurring expenses than on recurring expenses. Non-recurring expenses would come out of reserves. *E.g*, equipment purchase, temporary or sunset staff positions, property purchases, capital projects. Recurring expenses will need recurring income to cover them. *E.g*, regular staff, wage and salary increases, property purchases that will require ongoing subsidies. A related principle concerns hiring and layoffs. Adding regular staff is not only a recurring expense. It also engages us in the lives

of the people we newly hire and imposes an important responsibility to them. We should be reluctant to do that without a fairly high level of confidence that we will not need to lay them or other staff off once we learn of the 2013 congressional budget. Our current level of recurring surplus gives us confidence that we are making appropriate decisions. We will continually monitor our recurring surplus to adjust as necessary.

- **Expenses that improve our systems and those that only add to the size of present systems:** It is easier to spend money that would improve our systems rather than on expenses that would just add to the size of present systems. For example, proposals for technology, training or higher skill positions that would address inefficiencies are more appealing than just adding staff to an inefficient system.
- **Investments that will earn money or lead to further funding chances.** It is easier to spend money on purposes or activities that will later earn us money or lead to other funding chances by making us more attractive to funders. *E.g.*, property purchases that will earn us money; program initiatives that will attract funders because of its innovation.

DETAIL

The attached two documents provide the proposed budget revision in detail. They are similar in format to the two documents that the Board used in December to adopt the original budget. Attachment A provides the higher level look at the budget. Attachment B provides detailed line items. Ken S. has still further detail of all the proposed budget changes by line item and by Department. Please let me know if you would like this additional detail.

Here are some details that may particularly interest the Board:

- The revision includes approximately \$1.3 million we received from HUD above what we had projected to receive for Section 8 Housing Assistance Payments (HAP), Section 8 Administrative Fees, and Public Housing Operating Subsidies. Note: The revision does **not** include \$600,000 we believe HUD shorted us for HAP funding due to an odd HUD “re-benchmarking of our MTW baseline funding”. We think HUD is mistaken. We still hope to get this money back in our ongoing discussions with HUD.

- The revision defers and reduces our receipt of Capital Fund income to be transferred to operations, from initial budget projections. We will do this to better manage our reserves.
- The proposed revised budget spends \$130,000 to restore two of the ten positions that the original budget had cut and to restore key-holders to each of the seven senior buildings. It also provides for four temporary maintenance positions. In December, the Board asked staff to carefully consider whether those cuts were too severe in their effect on our ability to operate effectively. We have done so. We believe restoring two of the positions is a reasonable balance between our need for more staff, our continuing anxiety about the FY 2013 congressional budget and our wish not to hire up only to have to layoff staff in response to what may be disappointing appropriations next year.
- The revision restores \$31,000 for staff training.
- The proposal adds \$50,000 to the cost of the renovation of the 902 L Street building and \$107,000 to fix up the FIC and the maintenance shop at Salishan.
- The revision fully contemplates that we will keep going with the Hillside Terrace project.
- It sets aside about \$400,000 for the potential purchase of new properties.
- It includes \$187,500 of the \$375,000 that the board already approved for the LASA development project. If and when we secure funding for that project, THA will receive this money back.
- The revision removes approximately \$1 million for the Stewart Court fix-up. It reclassifies a portion of the expenses to the cost of due diligence, and defers the remaining capital expenditures until we finish the project scope for FY 2013.
- It spends includes \$180,000 of the funds that the board already approved for planning the Salishan core.
- It would spend \$75,000 to replace worn out vehicles.

- It would spend \$36,000 for IT improvements. These include improvements to our web site to make it more useful for THA customers and partners to do business with us on-line. The revisions also include money to buy two smart boards. These should be very useful. In particular, they are part of our plans for the digital dashboard that will display our performance measures to the board.
- We will remain at or above optimal for both our MTW and Non-MTW reserves and our Citibank loans.

On the last page of Attachment A, we list some “emerging needs and opportunities”, including additional property purchases. They are not part of the budget. We list them to anticipate the possibility for their inclusion in the FY 2013 budget or, if a good chance arises before then, for another revision to the FY 2012 budget.

Thank you.



Attachment A

BOARD OF COMMISSIONER DECISION POINTS: THA FY012 BUDGET REVISION August 22, 2012



The green boxes below denote the main decisions for the THA Board. The contents of the green boxes are staff proposals.



The yellow boxes below and other text contain information and staff proposals that will help the Board decide.

1. CUTS AND EFFICIENCIES FOR FY012: - Original Budget

Cuts and Efficiencies	Amount of Savings				Comments
	Staff Positions			\$	
	Unfilled Vacancies	Layoffs	Total		
a. Senior Project Manager - Development		1	1	\$111,000	Effective November 1, 2011
b. Manager - Property Management	1		1	\$65,000	Department Restructuring
c. Site Assistant - Property Management - Reinstate one at Mid-Year	2		2	\$90,000	Department Restructuring
d. Maintenance Assistant	1		1	\$55,000	Department Restructuring
e. Leasing & Occupancy Specialist - Leasing	1		1	\$60,000	Department Restructuring
f. Homeownership Specialist		1	1	\$60,000	Funding ends 12/31/11. 2012 funding not yet secured.
g. Accounting Specialist - Reinstate at Mid-Year	1		1	\$60,000	Left open when employee departed.
h. MTW Caseworkers	2		2	\$120,000	Scheduled in MTW analysis. Left vacant due to funding challenges for 2012.
i. HAP savings due to Occupancy Changes and Minimum rents and elimination of utility payments to tenants				\$1,000,000	
j. Benefit savings to offset totals over budgeted 15% increase					Unknown at this time.
Totals	8	2	10	\$1,621,000	

2. **RECURRING OPERATIONAL EXPENSES AND INCOMES; FY012**

Recurring Income	-	Cost of Recurring operations (with proposed savings)	=	Shortfall or surplus in recurring operations ¹
\$47,664,785		\$46,579,580		\$1,085,205

3. **NON-RECURRING INCOME: FY012**

Sources of Non-Recurring Income - Mid Year Revision	MTW	Non-MTW	
Operations			
a. Hillside Relocation reimbursement (Captial Funds and TCRA CBDG)	\$188,500	\$185,000	
b. CFP Funds moved to MTW to perform due diligence for Stewart Court Upgrades	\$308,000		
c. Developer Fee - Hillside Terrace Redevelopment and Community Facility		\$530,000	
d. Other Non-recurring Development Income		\$20,000	
<i>Operations Subtotal</i>	\$496,500	\$735,000	\$1,231,500
Capital			
a. PH Portfolio improvements paid out of CFP	\$906,765		
b. Hillside Terrace Community Facility Grant		\$170,000	
c. MTW funds for Capital Improvements/Hillside redevelopment (paid for by CFP grants)	\$2,501,720		
<i>Capital Subtotal</i>			
Total	\$3,408,485	\$170,000	\$3,578,485

4. **A LOOK AHEAD TO FY013 (ADDITIONAL RECURRING INCOME, SAVINGS OR EXPENSES TO EXPECT)**

Recurring FY013 Income	Recurring FY013 Expense	Amount
a. Fully realized HAP savings		\$600,000
b. Congressional FY 13 Budget Appropriations		??????
	Total	\$600,000

5. AVAILABLE RESERVES

Minimum necessary and Optimal Reserves

Type/Purpose of Reserves	Reserves 01/01/12	-	Minimum	Optimal	Amount to Reserve	=	Amount of reserves available to use in FY012
MTW Reserves ²	\$ 5,970,000		\$ 2,843,000	\$ 4,597,000	\$ 4,597,000		\$ 1,373,000
Business Activities (Non-MTW) reserves	\$ 2,900,000		\$ 1,500,000	\$ 2,000,000	\$ 2,000,000		\$ 900,000
Citibank Guarantee	\$ 1,750,000		\$ 1,450,000	\$ 1,450,000	\$ 1,450,000		\$ 300,000
Salishan Lot Sale additional set aside	\$ 2,400,000		\$ 2,400,000	\$ 2,400,000	\$ 2,400,000		\$ -
Totals	\$13,020,000		\$ 8,193,000	\$10,447,000	\$10,447,000		\$ 2,573,000

²MTW Reserves

Section 8 HAP

Section 8 Administrative Expenses

PH AMP 1 - 6 Expenses

Annual Amount	Minimum		Optimal	
	Period	Amount	Period	Amount
\$29,035,000	1/2 month	\$ 1,210,000	1 month	\$ 2,420,000
\$3,141,000	3 months	\$ 785,000	4 months	\$ 1,047,000
\$3,390,000	3 months	\$ 848,000	4 months	\$ 1,130,000
Total		\$ 2,843,000	Total	\$ 4,597,000

6. USES OF NON-RECURRING INCOME OR RESERVES FOR FY-2012

	MTW	Non-MTW	Citibank Guarantee	THA Reserve- Potential Salishan Lot Sale losses above guarantee	
Reserves - 01/01/12	\$5,970,000	\$2,900,000	\$1,750,000	\$2,400,000	
2012 Non Recurring Income	\$ 3,904,985	\$ 905,000			
Non-Recurring Expense or Reserve Request					Amount
a. Recurring Surplus/(Shortfall) ¹	\$1,085,205				\$
b. Operations & Support Department - Operational ³	(\$415,500)	(\$45,000)			\$
c. Operations & Support Departments - Capital ⁴	(\$668,000)	\$0			
d. Development Department - Operational ⁵	(\$496,500)	(\$1,328,500)			\$
e. Development Department - Capital ⁶	(\$3,728,485)	(\$359,791)			
f. Citibank Interest for Salishan Lots			(\$300,000)		\$
					\$
<i>Projected Reserves - 12/31/12</i>	\$ 5,651,705	\$ 2,071,709	\$ 1,450,000	\$ 2,400,000	

7. 2012 RESERVE LEVELS - Mid Year Budget Revision Data

Type/Purpose of Reserves	Projected Reserves 12/31/12	Minimum	Optimal	Excess Reserves Over Optimal
MTW Reserves	\$ 5,651,705	\$ 2,843,000	\$ 4,597,000	\$ 1,054,705
Business Activities (Non-MTW) reserves	\$ 2,071,709	\$ 1,500,000	\$ 2,000,000	\$ 71,709
Citibank Guarantee	\$ 1,450,000	\$ 1,500,000	\$ 1,450,000	\$ -
Salishan Lot Sale additional set aside	\$ 2,400,000	\$ 2,400,000	\$ 2,400,000	\$ -
Totals	\$11,573,414	\$ 8,243,000	\$10,447,000	

Back-up Detail

Non-recurring Operational/Support Department Costs Reserve Requests/Budget Changes

Operations & Support Departments

Operations & Support Department - Operational³

	Original		Revised		Change	
	MTW -CFP	Non-MTW	MTW -CFP	Non-MTW	MTW -CFP	Non-MTW
a. Reasonable Accomodation assistance for Occupancy changes	\$48,500		\$56,000		\$7,500	
b. Asset Management Development	\$115,000		\$115,000		\$0	
c. Website Improvements			\$20,000		\$20,000	
d. Digital Dashboard Consulting	\$20,000		\$0		(\$20,000)	
e. Salishan Community First Creek Pledge		\$25,000		\$25,000	\$0	\$0
f. Legal Expenses (Union Negotiations, MTW baseline issue)			\$24,000	\$1,000	\$24,000	\$1,000
g. Admin Fee paid for Port outs over initial budget			\$20,000		\$20,000	
h. Increased Departmental training - all departments (classified as NR, since will be reevaluated for 2013)			\$27,000	\$4,000	\$27,000	\$4,000
i. Compensation Consultant - HR			\$7,500		\$7,500	
j. Staff Consultant for RED staff				\$15,000	\$0	\$15,000
k. Additional MTW Consultant Contract Cost (Portion - PY pd '012, and extra modeling work that will be done inhouse in '013)			\$40,000		\$40,000	
l. Landscaping and additional temporary maintenance staff for 2012			\$50,000		\$50,000	
m. Additional Maintenance contracting and materials for unit turns and additional identified work			\$56,000		\$56,000	
<i>Operational Subtotal³</i>	<i>\$183,500</i>	<i>\$25,000</i>	<i>\$415,500</i>	<i>\$45,000</i>	<i>\$232,000</i>	<i>\$20,000</i>

Operations & Support Departments - Capital⁴

	Original		Revised		Change	
	MTW -CFP	Non-MTW	MTW -CFP	Non-MTW	MTW -CFP	Non-MTW
a. 902 South L 1st Floor Renovation	\$400,000		\$400,000		\$0	
b. Furniture and Eupipment - 902 South L Renovation	\$0		\$50,000		\$50,000	
c. FIC & Maintenance Building Renovations	\$0		\$107,000		\$107,000	
d. Inspector Vehicle Replacement	\$20,000		\$40,000		\$20,000	
e. Maintenance Vehicle Replacement with outfitting	\$0		\$55,000		\$55,000	
f. Smart Boards for Board Room and Training area	\$0		\$16,000		\$16,000	
<i>Capital Subtotal⁴</i>	<i>\$420,000</i>	<i>\$0</i>	<i>\$668,000</i>	<i>\$0</i>	<i>\$248,000</i>	<i>\$0</i>

Development Department Activity

Development Department - Operational⁵

	Original		Revised		Change	
	MTW -CFP	Non-MTW	MTW -CFP	Non-MTW	MTW -CFP	Non-MTW
a. Due Diligence - Development Opportunities		\$90,000		\$90,000	\$0	\$0
b. Salishan Sale Lot Holding Expenses		\$106,000		\$106,000	\$0	\$0
c. Salishan Core Planning		\$160,000		\$180,000	\$0	\$20,000
d. Hillside Predevelopment Funding by TCRA		\$150,000		\$0	\$0	(\$150,000)
e. Development Non Core Staff		\$225,000		\$225,000	\$0	\$0
f. Hillside Terrace Redevelopment relocation expenses	\$439,000		\$188,500	\$185,000	(\$250,500)	\$185,000
g. Pre-development Costs - LASA (Agency's 50% commitment)				\$187,500	\$0	\$187,500
h. Due diligence - Stewart Court Upgrades			\$308,000		\$308,000	\$0
i. Due diligence - Choice Neighborhood grant application				\$30,000	\$0	\$30,000
j. Legal and Consulting Services for Citibank Loan negotiation				\$25,000	\$0	\$25,000
k. Interest on Salishan Citibank Loan				\$300,000		\$300,000
<i>Development Activity - Operational - Subtotal⁵</i>	<i>\$439,000</i>	<i>\$731,000</i>	<i>\$496,500</i>	<i>\$1,328,500</i>	<i>\$57,500</i>	<i>\$597,500</i>

Development Department - Capital⁶

	Original		Revised		Change	
	MTW -CFP	Non-MTW	MTW -CFP	Non-MTW	MTW -CFP	Non-MTW
a. Stewart Court Exterior Upgrades	\$1,269,543		\$0		(\$1,269,543)	\$0
b. Scattered Site (AMP 6) Upgrades (CFP)	\$480,115		\$706,765		\$226,650	\$0
c. Dixon Village Renovations (CFP)	\$828,476		\$0		(\$828,476)	\$0
d. Senior Building improvements (CFP) (Finishing work started in 2011)			\$200,000		\$200,000	\$0
e. Hillside Terrace						
1. Hillside Terrace Community Facilities Grant	\$904,000	\$1,881,652	\$220,000	\$170,000	(\$684,000)	(\$1,711,652)
3. CFP RHF (Replacement Housing Factor) expenditures			\$1,169,720		\$1,169,720	\$0
4. MTW funds to be reimbursed by Capital Funds			\$1,019,000		\$1,019,000	\$0
5. Expenditures to meet Unrestricted commitment by THA		\$114,791		\$114,791	\$0	\$0
f. Hillside Terrace - Phase 2 Architectural (CFP-RHF)			\$100,000		\$100,000	\$0
g. Purchase of New Look Apts			\$313,000	\$75,000	\$313,000	\$75,000
					\$0	\$0
<i>Development Activity - Capital - Subtotal⁶</i>	<i>\$3,482,134</i>	<i>\$1,996,443</i>	<i>\$3,728,485</i>	<i>\$359,791</i>	<i>\$246,351</i>	<i>(\$1,636,652)</i>

Reserve Appropriations Requested

Operations

	Department		Original	Revised	Change
a. Community Services expenses paid out of Grants received Prior Years	Comm Svcs		\$64,404	\$64,404	\$0
b. For PH subsidy to comply with HUD offset requirement	REMHS/PH		\$431,800	\$301,800	(\$130,000)
c. Citibank Loan paid out of Guarantee	Development		\$300,000	\$300,000	\$0
d. Salishan Core Planning	Development		\$0	\$180,000	\$180,000
e. Pre-development Costs - LASA (Agency's 50% commitment)	Development		\$0	\$187,500	\$187,500
<i>Operations Subtotal</i>			\$796,204	\$1,033,704	\$237,500

Capital

	Department		Original	Revised	Change
a. Purchase of New Look Apts	Development		\$0	\$388,000	\$388,000
b. THA Non MTW commitment to Hillside Community Facility building development	Development		\$0	\$114,791	\$114,791
<i>Capital Subtotal</i>			\$0	\$502,791	\$502,791

Emerging Needs and Opportunities

	MTW -CFP	Non-MTW
a. Due diligence - PH conversion due diligence	\$350,000	
b. Due diligence - Winthrop redevelopment		\$95,000
c. Due diligence - Choice Neighborhood grant application		\$30,000
d. Purchase of Land at 11th and MLK		\$1,000,000
e. THA Contribution to Purchase of Market Rate Acquisition		\$400,000
<i>Total - Emerging Development Projects</i>	\$350,000	\$1,525,000

**2012 Tacoma Housing Authority Mid-Year Budget
Agency Wide**

	Original Budget	Revised Budget	Budget Adjustment
INCOME			
1 Revenue - Dwelling rent	\$3,798,822	\$3,748,822	(\$50,000)
2 Tenant Revenue - Other	\$60,879	\$80,879	\$20,000
3 HUD grant - Section 8 HAP reimbursement	\$33,528,957	\$34,500,957	\$972,000
4 HUD grant - Section 8 Admin fee earned	\$2,526,859	\$2,694,859	\$168,000
5 HUD grant - Public Housing subsidy	\$1,813,264	\$2,021,264	\$208,000
6 HUD grant - Community Services	\$193,161	\$193,161	\$0
7 HUD grant - Capital Fund Operating Revenue	\$1,539,255	\$952,800	(\$586,455)
8 Management Fee Income	\$3,133,152	\$3,133,152	\$0
9 Other Government grants	\$422,677	\$370,677	(\$52,000)
10 Investment income	\$53,072	\$53,072	\$0
11 Fraud Recovery Income - Sec 8	\$35,000	\$60,000	\$25,000
12 Other Revenue- Developer Fee Income	\$530,000	\$530,000	\$0
13 Other Revenue	\$540,643	\$556,643	\$16,000
TOTAL OPERATING RECEIPTS	\$48,175,740	\$48,896,285	\$720,545

OPERATING EXPENDITURES

Administrative

14 Administrative Salaries	\$3,860,846	\$3,944,846	\$84,000
15 Administrative Personnel - Benefits	\$1,677,781	\$1,677,781	\$0
16 Audit Fees	\$67,880	\$67,880	\$0
17 Management Fees	\$2,554,673	\$2,554,673	\$0
18 Rent	\$281,007	\$281,007	\$0
19 Advertising	\$5,565	\$5,565	\$0
20 Information Technology Expenses	\$198,589	\$240,589	\$42,000
21 Office Supplies	\$62,380	\$62,380	\$0
22 Publications & Memberships	\$45,265	\$45,265	\$0
23 Telephone	\$88,125	\$95,625	\$7,500
24 Postage	\$45,481	\$45,481	\$0
25 Leased Equipment & Repairs	\$51,607	\$57,607	\$6,000
26 Office Equipment Expensed	\$55,550	\$70,050	\$14,500
27 Legal	\$56,270	\$96,270	\$40,000
28 Local Mileage	\$8,220	\$8,220	\$0
29 Staff Training/ Out of Town Travel	\$118,570	\$161,570	\$43,000
30 Administrative Contracts	\$388,270	\$310,770	(\$77,500)
31 Other Administrative Expenses	\$85,933	\$91,433	\$5,500
32 Due Diligence - Prospective Development	\$250,000	\$795,500	\$545,500
33 Contingency	\$35,000	\$35,000	\$0
Total Administrative Expenses	\$9,937,012	\$10,647,512	\$710,500

Tenant Services

34 Tenant Services - Salaries	\$826,920	\$826,920	\$0
35 Tenant Service Personnel - Benefits	\$371,769	\$371,769	\$0
36 Relocation Costs	\$405,099	\$405,099	\$0
37 Tenant Service - other	\$70,302	\$100,302	\$30,000
Total Tenant Services	\$1,674,090	\$1,704,090	\$30,000

2012 Tacoma Housing Authority Mid-Year Budget

Agency Wide

	Original Budget	Revised Budget	Budget Adjustment
Utilities			
38 Water	\$123,490	\$123,490	\$0
39 Electric	\$200,525	\$200,525	\$0
40 Gas	\$66,580	\$66,580	\$0
41 Sewer	\$382,270	\$382,270	\$0
	\$772,865	\$772,865	\$0
Ordinary Maintenance & Operations			
42 Maintenance Salaries	\$578,507	\$634,507	\$56,000
43 Maintenance Personnel - Benefits	\$164,752	\$181,552	\$16,800
44 Maintenance Materials	\$193,477	\$209,977	\$16,500
45 Contract Maintenance	\$730,947	\$786,947	\$56,000
Total Routine Maintenance	\$1,667,684	\$1,812,984	\$145,300
General Expenses			
46 Protective Services	\$169,946	\$169,946	\$0
47 Insurance	\$202,837	\$202,837	\$0
48 Other General Expense	\$958,568	\$1,042,568	\$84,000
49 Payment in Lieu of Taxes	\$12,152	\$12,152	\$0
50 Collection Loss	\$39,720	\$39,720	\$0
51 Interest Expense	\$940,763	\$940,763	\$0
Total General Expenses	\$2,323,985	\$2,407,985	\$84,000
TOTAL OPERATING EXPENSES	\$16,375,635	\$17,345,435	\$969,800
Nonroutine Expenses and Capital Expenditures			
52 Ext Maint/Fac Imp/Gain/Loss prop sale	\$57,300	\$89,300	\$32,000
53 Casualty Loss	\$5,000	\$5,000	\$0
54 Section 8 HAP Payments	\$31,108,130	\$30,908,130	(\$200,000)
Total Nonroutine Expenditures	\$31,170,430	\$31,002,430	(\$168,000)
TOTAL EXPENSES	\$47,546,065	\$48,347,865	\$801,800
OPERATING SURPLUS/(DEFICIT)	\$629,675	\$548,420	(\$81,255)
55 Debt Service Principal Payments	(\$506,465)	(\$517,215)	(\$10,750)
Surplus/Deficit Before Reserve Appropriations	\$123,210	\$31,205	(\$92,005)
56 Reserve Appropriations - Operations	\$796,204	\$1,033,704	\$237,500
Surplus/Deficit Before Capital Expenditures	\$919,414	\$1,064,909	\$145,495
57 Revenue - Capital Grants	\$5,363,786	\$3,585,485	(\$1,778,301)
58 Capitalized Items/Development Projects	(\$5,898,577)	(\$4,756,276)	\$1,142,301
59 Reserve Appropriations - Capital	\$0	\$502,791	\$502,791
THA BUDGET SURPLUS/(DEFICIT)	\$384,623	\$396,909	\$12,286

FY 2012 Tacoma Housing Authority Mid-Year Budget

Agency Total by Departmental Areas

	Executive	Human	Finance	Administration	Development	Community	REM	Rental	Property	Agency
	Resources					Services	Overhead	Assistance	Budgets	Total
INCOME										
1 Revenue - Dwelling rent	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,748,822	\$3,748,822
2 Tenant Revenue - Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$80,879	\$80,879
3 HUD grant - Section 8 HAP reimbursement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$34,500,957	\$0	\$34,500,957
4 HUD grant - Section 8 Admin fee earned	\$0	\$0	\$0	\$0	\$0	\$142,416	\$0	\$2,552,443	\$0	\$2,694,859
5 HUD grant - Public Housing subsidy	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,021,264	\$2,021,264
6 HUD grant - Community Services	\$0	\$0	\$0	\$0	\$0	\$193,160	\$0	\$0	\$1	\$193,161
7 HUD grant - Capital Fund Operating Revenue	\$0	\$0	\$0	\$0	\$952,800	\$0	\$0	\$0	\$0	\$952,800
8 Management Fee Income	\$47,500	\$0	\$366,402	\$396,852	\$0	\$64,006	\$2,148,451	\$109,941	\$0	\$3,133,152
9 Other Government grants	\$0	\$0	\$0	\$0	\$230,800	\$139,877	\$0	\$0	\$0	\$370,677
10 Investment income	\$0	\$0	\$48,000	\$0	\$0	\$0	\$0	\$0	\$5,072	\$53,072
11 Fraud Recovery Income - Sec 8	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$0	\$60,000
12 Other Revenue- Developer Fee Income	\$0	\$0	\$0	\$0	\$530,000	\$0	\$0	\$0	\$0	\$530,000
13 Other Revenue	\$0	\$0	\$42,980	\$0	\$37,280	\$413,247	\$0	\$31,000	\$32,136	\$556,643
TOTAL OPERATING RECEIPTS	\$47,500	\$0	\$457,382	\$396,852	\$1,750,880	\$952,705	\$2,148,451	\$37,254,341	\$5,888,174	\$48,896,285
OPERATING EXPENDITURES										
Administrative										
14 Administrative Salaries	\$268,093	\$174,849	\$578,759	\$462,516	\$491,998	\$0	\$505,715	\$981,315	\$481,600	\$3,944,846
15 Administrative Personnel - Benefits	\$97,920	\$74,689	\$231,218	\$189,358	\$168,456	\$0	\$238,574	\$498,869	\$178,697	\$1,677,781
16 Audit Fees	\$0	\$0	\$5,000	\$0	\$5,000	\$0	\$0	\$25,000	\$32,880	\$67,880
17 Management Fees	\$0	\$0	\$0	\$0	\$76,837	\$106,799	\$161,995	\$1,248,524	\$960,518	\$2,554,673
18 Rent	\$0	\$0	\$0	\$0	\$25,200	\$0	\$36,550	\$170,547	\$48,710	\$281,007
19 Advertising	\$667	\$0	\$0	\$0	\$2,000	\$0	\$2,000	\$0	\$898	\$5,565
20 Information Technology Expenses	\$720	\$0	\$0	\$204,807	\$0	\$26,956	\$0	\$0	\$8,106	\$240,589
21 Office Supplies	\$1,750	\$700	\$5,000	\$2,000	\$4,500	\$11,900	\$2,550	\$20,000	\$13,980	\$62,380
22 Publications & Memberships	\$31,965	\$4,480	\$820	\$500	\$1,000	\$5,500	\$1,000	\$0	\$0	\$45,265
23 Telephone	\$4,200	\$1,300	\$0	\$28,000	\$5,000	\$6,170	\$5,000	\$2,700	\$43,255	\$95,625
24 Postage	\$600	\$60	\$0	\$500	\$700	\$4,450	\$5,000	\$28,000	\$6,171	\$45,481
25 Leased Equipment & Repairs	\$350	\$0	\$0	\$41,136	\$0	\$8,000	\$0	\$2,500	\$5,621	\$57,607
26 Office Equipment Expensed	\$0	\$0	\$2,000	\$28,500	\$3,000	\$16,900	\$1,500	\$14,000	\$4,150	\$70,050
27 Legal	\$3,000	\$20,000	\$0	\$0	\$35,000	\$0	\$5,000	\$18,000	\$15,270	\$96,270
28 Local Mileage	\$600	\$140	\$250	\$500	\$500	\$1,600	\$2,000	\$500	\$2,130	\$8,220
29 Staff Training/ Out of Town Travel	\$22,500	\$31,350	\$14,250	\$20,200	\$13,655	\$18,600	\$21,200	\$8,600	\$11,215	\$161,570
30 Administrative Contracts	\$10,000	\$37,950	\$26,600	\$40,600	\$35,000	\$55,190	\$83,000	\$17,500	\$4,930	\$310,770
31 Other Administrative Expenses	\$15,500	\$14,650	\$1,500	\$0	\$2,000	\$8,409	\$26,500	\$5,700	\$17,174	\$91,433
32 Due Diligence - Prospective Development	\$0	\$0	\$0	\$0	\$795,500	\$0	\$0	\$0	\$0	\$795,500
33 Contingency	\$25,000	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$35,000
Total Administrative Expenses	\$482,865	\$360,168	\$865,397	\$1,018,617	\$1,665,346	\$280,474	\$1,097,584	\$3,041,755	\$1,835,306	\$10,647,512
Tenant Services										
34 Tenant Services - Salaries	\$0	\$0	\$0	\$0	\$0	\$826,920	\$0	\$0	\$0	\$826,920
35 Tenant Service Personnel - Benefits	\$0	\$0	\$0	\$0	\$0	\$371,769	\$0	\$0	\$0	\$371,769
36 Relocation Costs	\$0	\$0	\$0	\$0	\$394,300	\$0	\$0	\$0	\$10,799	\$405,099
37 Tenant Service - other	\$20,000	\$0	\$0	\$0	\$0	\$52,000	\$1,200	\$2,000	\$25,102	\$100,302
Total Tenant Services	\$20,000	\$0	\$0	\$0	\$394,300	\$1,250,689	\$1,200	\$2,000	\$35,901	\$1,704,090

FY 2012 Tacoma Housing Authority Mid-Year Budget

Agency Total by Departmental Areas

	Executive	Human	Finance	Administration	Development	Community	REM	Rental	Property	Agency
	Resources					Services		Assistance	Budgets	Total
Utilities										
38 Water	\$0	\$0	\$0	\$0	\$100	\$1,500	\$2,100	\$0	\$119,790	\$123,490
39 Electric	\$0	\$0	\$0	\$0	\$100	\$4,250	\$25,000	\$0	\$171,175	\$200,525
40 Gas	\$0	\$0	\$0	\$0	\$100	\$3,750	\$0	\$0	\$62,730	\$66,580
41 Sewer	\$0	\$0	\$0	\$0	\$38,100	\$1,000	\$6,000	\$0	\$337,170	\$382,270
Total Project Utilities	\$0	\$0	\$0	\$0	\$38,400	\$10,500	\$33,100	\$0	\$690,865	\$772,865
Ordinary Maintenance & Operations										
42 Maintenance Salaries	\$0	\$0	\$0	\$0	\$0	\$7,500	\$45,000	\$0	\$582,007	\$634,507
43 Maintenance Personnel - Benefits	\$0	\$0	\$0	\$0	\$0	\$2,500	\$13,881	\$0	\$165,171	\$181,552
44 Maintenance Materials	\$0	\$0	\$0	\$0	\$2,000	\$4,000	\$10,500	\$5,000	\$188,477	\$209,977
45 Contract Maintenance	\$0	\$0	\$0	\$0	\$74,000	\$16,000	\$60,250	\$10,000	\$626,697	\$786,947
Total Routine Maintenance	\$0	\$0	\$0	\$0	\$76,000	\$30,000	\$129,631	\$15,000	\$1,562,353	\$1,812,984
General Expenses										
46 Protective Services	\$0	\$0	\$0	\$0	\$500	\$1,800	\$18,000	\$0	\$149,646	\$169,946
47 Insurance	\$2,645	\$1,045	\$4,742	\$13,388	\$6,236	\$12,877	\$11,477	\$28,949	\$121,478	\$202,837
48 Other General Expense	\$25,000	\$0	\$0	\$0	\$6,000	\$0	\$0	\$133,549	\$878,019	\$1,042,568
49 Payment in Lieu of Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,152	\$12,152
50 Collection Loss	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$39,720	\$39,720
51 Interest Expense	\$0	\$0	\$0	\$0	\$439,318	\$0	\$0	\$0	\$501,445	\$940,763
Total General Expenses	\$27,645	\$1,045	\$4,742	\$13,388	\$452,054	\$14,677	\$29,477	\$162,498	\$1,702,460	\$2,407,985
TOTAL OPERATING EXPENSES	\$530,509	\$361,213	\$870,139	\$1,032,005	\$2,626,100	\$1,586,339	\$1,290,993	\$3,221,253	\$5,826,884	\$17,345,435
Nonroutine Expenses and Capital Expenditures										
52 Ext Maint/Fac Imp/Gain/Loss prop sale	\$0	\$0	\$0	\$0	\$5,000	\$0	\$20,000	\$0	\$64,300	\$89,300
53 Casualty Loss	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000
54 Section 8 HAP Payments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,908,130	\$0	\$30,908,130
Total Nonroutine Expenditures	\$0	\$0	\$0	\$0	\$5,000	\$0	\$20,000	\$30,908,130	\$69,300	\$31,002,430
TOTAL EXPENSES	\$530,509	\$361,213	\$870,139	\$1,032,005	\$2,631,100	\$1,586,339	\$1,310,993	\$34,129,382	\$5,896,184	\$48,347,864
OPERATING SURPLUS/(DEFICIT)	(\$483,009)	(\$361,213)	(\$412,757)	(\$635,153)	(\$880,220)	(\$633,634)	\$837,458	\$3,124,959	(\$8,010)	\$548,420
55 Debt Service Principal Payments	\$0	\$0	\$0	\$0	(\$310,000)	\$0	\$0	\$0	(\$207,215)	(\$517,215)
Surplus/Deficit Before Reserve Appropriations	(\$483,009)	(\$361,213)	(\$412,757)	(\$635,153)	(\$1,190,220)	(\$633,634)	\$837,458	\$3,124,959	(\$215,225)	\$31,205
56 Reserve Appropriations - Operations	\$0	\$0	\$0	\$0	\$667,500	\$64,404	\$0	\$0	\$301,800	\$1,033,704
Surplus/Deficit Before Capital Expenditures	(\$483,009)	(\$361,213)	(\$412,757)	(\$635,153)	(\$522,720)	(\$569,231)	\$837,458	\$3,124,959	\$86,575	\$1,064,909
57 Revenue - Capital Grants	\$0	\$0	\$0	\$0	\$3,585,485	\$0	\$0	\$0	\$0	\$3,585,485
58 Capitalized Items/Development Projects	\$0	\$0	\$0	(\$16,000)	(\$4,088,276)	\$0	(\$612,000)	(\$40,000)	\$0	(\$4,756,276)
59 Reserve Appropriations - Capital	\$0	\$0	\$0	\$0	\$502,791	\$0	\$0	\$0	\$0	\$502,791
Surplus/Deficit	(\$483,009)	(\$361,213)	(\$412,757)	(\$635,153)	(\$522,720)	(\$569,231)	\$837,458	\$3,124,959	\$86,575	\$396,909

FY11 Budget - Supporting Schedule for Housing Development Capital Expenditures
January 1, 2012 through Dec. 31, 2012
MID YEAR REVISION

Project	Funding Source	Total Amount	Market Loans	Low-interest Loans	HUD Capital Grant	MTW/CAP	HUD CFCF	State & Local Grants	RHF MTW	Land Sales	Reserves & Program Income	HTF	Federal Appropriation
Hillside Demo/dispo/relocation													
	RHF	1,169,720							1,169,720				
	TOTAL	1,169,720	-	-	-	-	-	-	1,169,720	-	-	-	-
Hillside Terrace Community Rm													
	Reserves	114,791									114,791		
	CAP Funds	220,000				220,000							
	CFFP	170,000					170,000				-		
	TOTAL	504,791	-	-	-	220,000	170,000	-	-	-	114,791	-	-
Hillside Terrace Infrastructure													
	Cot Bond	-											
	Capital Funds	-											
	TOTAL	-	-	-	-	-	-	-	-	-	-	-	-
Hillside Terrace Housing Ph I													
	CFP	1,019,000				1,019,000							
	HTF	-											
	Construction Loan	-											
	TCRA	-											
	TOTAL	1,019,000	-	-	-	1,019,000	-	-	-	-	-	-	-
Hillside Terrace Housing Ph II													
	HTF	-											
	Construction Loan	-											
	MTW/RHF	100,000							100,000				
	TOTAL	100,000	-	-	-	-	-	-	100,000	-	-	-	-
New Look													
***	MTW/BA	388,000				313,000					75,000		
	TOTAL	388,000	-	-	-	313,000	-	-	-	-	75,000	-	-
Stewart Court													
	MTW/CAP	-											
	TOTAL	-	-	-	-	-	-	-	-	-	-	-	-
Senior Buildings													
	Capital funds	200,000			200,000								
	TOTAL	200,000	-	-	200,000	-		-	-	-	-	-	-
Scattered Sites													
	Capital Funds	706,765			706,765								
	TOTAL	706,765	-	-	706,765			-	-	-	-		
Grand Total Capital Expenditures:													
		4,088,276	-	-	906,765	1,552,000	170,000	-	1,269,720	-	189,791	-	-

*** Need to split between MTW and BA

RESOLUTION #3



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-8-22 (3)

Date: August 22, 2012
To: THA Board of Commissioners
From: Michael Mirra
Executive Director
Re: Commissioner Job Description

Background

This resolution would have the Board adopt a “job description” for a THA Commissioner. The attached draft of the job description seeks to outline the roles and duties of the Board and a Commissioner. This can be useful as the Board’s authoritative statement of expectations of its members.

This is good time to adopt such a statement. The Mayor’s next appointment to the Board will bring us someone who had not served previously. A job description will help orient the new person.

Recommendation

I recommend that the Board adopt this resolution.



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-8-22(3) Commissioner Job Description

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

Whereas, service on the THA Board as a Commissioner is an important responsibility that a person undertakes to THA and its mission and values;

Whereas, important laws and ethical requirements govern a person's service as Commissioner;

Whereas, a written job description can help the Board and individual commissioner remain mindful of those responsibilities and requirements;

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

1. The attach draft shall be the job description of a THA Commissioner.

Approved: August 22, 2012

Janis Flauding, Chair



TACOMA HOUSING AUTHORITY

JOB DESCRIPTION

THA FORM HR-05 (1)

JOB TITLE	COMMISSIONER	Date of Last Modification	August 14, 2012
Department	n/a		
Reports to	n/a		
Supervises	Executive Director		
Salary Range	Uncompensated		

THA treats all persons without unlawful regard to race, color, national origin, religion or creed, gender, disability, marital status, familial status, age (over 40 years old), sexual orientation and gender identity. THA will also reasonably accommodate individuals with disabilities to allow them to apply or to perform the essential functions of the job. Questions, concerns or complaints regarding THA's application of its nondiscrimination policies should be directed to: Civil Rights Compliance Coordinator, 902 South L Street, Tacoma, WA 98405; civilrights@tacomahousing.org or 253-682-6212.

1. PURPOSE OF POSITION

The Tacoma Housing Authority (THA) is governed by a five person Board of Commissioners. *See* Chap. 35.82.040. Pursuant to that statute, the Mayor of the City of Tacoma appoints commissioners to serve five (5) year terms. A commissioner shares in the Board's collective responsibility for THA and its activities.

The Board's responsibilities include the following:

- set and monitor THA's strategic direction and performance measures;
- hire an executive director; direct, support, and evaluate his or her performance; and replace him or her as appropriate;
- approve and review THA's budgets and expenditures and ensure proper financial oversight;
- approve THA operational decisions and activities that, pursuant to its policies, fall within the Board's scope of decision making;
- conduct its business in conformance with the Board By-laws and applicable laws, including Washington State's Open Public Meetings Act, Chap. 42.30 RCW.

2. DUTIES

A commissioner of the Tacoma Housing Authority has the following duties:

- exercise his or her authority and influence as a commissioner to advance the interests of the Tacoma Housing Authority, its work, its mission and its values;
- demonstrate adherence to high ethical standards, including those set forth in THA's policy on ethics and conflicts of interest and RCW 35.82.050;
- participate regularly and attentively in Board meetings and committee meetings and other activities as the Board may assign;
- participate constructively in Board and committee deliberations;
- ask questions and seek information so his or her decisions are adequately informed;
- help the Board make decisions within the processes set forth in the Board's By-laws and applicable law;
- understand that the Board makes decisions only as a Board convening pursuant to its By-Laws and applicable law; no individual commissioner may make a decision binding on the Board or THA.

3. QUALIFICATIONS

A commissioner of the Tacoma Housing Authority should have the following qualifications or attributes:

- a genuine interest in and support for the vision, mission and values of the Tacoma Housing Authority;
- high ethical standards and an ability to conform to THA's policy on ethics and conflicts of interest and the standards set forth in RCW 35.82.050;
- ability to commit the time and attention that Board service requires [The Board meets in regular session once a month. Meetings last an average of two (2) hours. Telephone participation is possible but not encouraged on a regular basis. Commissioners receive a Board packet in advance of every regular meeting. Reviewing the packet takes about an hour. Service on Board committees and other activities are available and sometimes necessary.]
- ability to participate constructively and respectfully in a deliberative Board that makes decisions as a Board;
- good listening skills and an ability to ask questions;
- ability to make decisions based upon varied information from varied sources, often relying on staff recommendations;

- ability to explain and defend Board decisions;
- ability to positively represent THA and its work among a broad range of audiences and interests, including the City of Tacoma, its neighborhoods and community groups, its business and labor community, the philanthropic community, the media, and local, state and federal officials;
- have a community standing and associations that would enhance THA's public reputation.

THA also appreciates a good humor.

4. COMPENSATION

The Commissioner serves as a volunteer. He or she receives no salary for his or her service to THA, in any capacity. He or she shall receive reimbursement or funding for necessary expenses, including traveling expenses, incurred in the discharge of his or her duties.

Note:

The above description is not comprehensive. A commissioner's responsibilities may include other duties as the Board may direct. This description also does not constitute an employment agreement between THA and the commissioner.

COMMISSIONER ACKNOWLEDGEMENT

I have read and understand this job description.

Signature

Date

RESOLUTION # 4

This is a walk on resolution