

**H**OUSING  
**A**DVISORY  
**C**OMMITTEE



**MEETING CANCELLED**  
**Thursday, June 28, 2012**  
**9:00 a.m.**

**Housing Authority of  
Washington County  
Department of Housing Services  
111 NE Lincoln Street, Suite 200-L**



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**IX. ADJOURNMENT**

Next Meeting:

Thursday, July 26, 2012

2012 Meeting Schedule
June 28
July 26
August 23
September 27
September 28 – Retreat
October 25
November 15
Friday, December 14 - Luncheon



**HOUSING ADVISORY COMMITTEE**  
Department of Housing Services  
June 28, 2012 at 9:00 A.M.

**AGENDA**

- I. ROLL CALL**
- II. ACTION – APPROVAL OF MINUTES**
  - A. May 24, 2012 Meeting Minutes
- III. DISCUSSION - ORAL COMMUNICATIONS and MEMBER UPDATES**
- IV. EXECUTIVE DIRECTOR’S REPORT**
- V. STAFF REPORTS**
  - A. Financial Statement: Year-to-Date Income Statements
  - B. Section 8 and Low Rent Public Housing
  - C. Affordable Housing
  - D. Special Projects
  - E. Report on Homelessness
- VI. OLD BUSINESS**
- VII. NEW BUSINESS**
- VIII. RESOLUTIONS/ACTION ITEMS**
- IX. ADJOURNMENT**



**MINUTES**  
**HOUSING ADVISORY COMMITTEE OF WASHINGTON COUNTY**  
**May 24, 2012, 9:00am**

Washington County Department of Housing Services – Juvenile Services Building  
111 NE Lincoln Street, Suite 200-L, Hillsboro, OR 97124 – Housing Conference Room

**COMMITTEE MEMBERS PRESENT**

Ramsay Weit                      Laurie Butler  
Peter Hainley                     Ron Lehr  
Tricia Peterson                 LaShanda Williams  
David Nase                        Renee Bruce

**STAFF PRESENT**

Val Valfre, Executive Director  
Kim Armstrong, Program Coordinator  
Gary Calvert, Asset Manager  
Michael O'Neill, Financial Manager  
Annette Evans, Homeless Program Coordinator

**COMMITTEE MEMBERS ABSENT**

Donna Pottle

**GUESTS PRESENT**

Renee Bruce called the meeting to order at 9:02 a.m.

**I. ROLL CALL** - A quorum was present.

**II. ACTION - APPROVAL OF MINUTES**

Motion: Approve the minutes from April 26, 2012— Ramsay Weit

Second: Ron Lehr

Vote: All approve

**III. DISCUSSION - ORAL COMMUNICATIONS**

- Ron Lehr commented that the presentation about the Individual Development Account (IDA) and Family Self-Sufficiency (FSS) programs at the May HAC meeting was informative and helpful.
- Renee Bruce will not be available for the HAC meeting scheduled for June 28. Ron Lehr may also miss the June HAC.
- Washington County FY2012-13 budget presentations are currently underway.

**IV. EXECUTIVE DIRECTOR'S REPORT**

- North Bethany Workforce Housing

The North Bethany ordinance changes have gone through a public hearing. Staff recommendations for the voluntary affordable housing density bonus in North Bethany have gone forward.



There are three affordability options for developers requesting a density bonus—two focused on ownership units, and one on rental units.

- Option 1 – build 20% as workforce housing with no long-term affordability
- Option 2 – build 10% as workforce housing with 30-year affordability.
- Option 3 – build 10% as workforce rental housing with 30-year affordability

The proposed ordinance is available on the County website at:

<http://www.co.washington.or.us/LUT/Divisions/LongRangePlanning/2012-land-use-ordinances.cfm>

Ramsay Weit commented that this incentive may not result in the development of many units, but including this incentive is an important step.

- Nonprofit Corporation Low Income Housing Tax Exemption

Chair Duyck will consider bringing this program to a Board work session after the data from the Cost Study on Homelessness is available (summer 2012).

A meeting with nonprofit housing partners and staff from Washington County and the City of Beaverton took place on Monday, May 21, at 10am to discuss approaches for securing staff and leadership approval in different jurisdictions. City of Beaverton staff is generally supportive, and will approach Mayor Doyle about moving forward in Beaverton.

Val Valfre noted that the HAC may consider recommending this strategy for Board consideration.

- Housing Alliance Initiative—Veterans Workgroup

The workgroup is looking for funding sources and preparing to submit a funding request for the 2013 Biennium session.

- Upcoming Events

Robin Boyce from the Housing Development Center would make a presentation on Low Income Housing Tax Credit (LIHTC) development at the Board work session at 8:30am on June 12. HAC members are welcome to attend. Ron Lehr suggested including some information on 4% tax credit deals as well.

Gary Calvert provided a landlord forum for Washington County landlords on Wednesday, June 23. This event includes valuable information on property management, inspections, and landlord best practices for private landlords in the County.

## V. STAFF REPORTS

### A. Financial Statement

Michael O'Neill presented financials. Information on the Housing Authority budget for FY2012-13 is included under Section VIII: Resolutions and Action Items.



#### B. Section 8 and Low Rent Public Housing

- Average vacancy days per unit are 13.09. Twenty days and under is rated as outstanding.
- Occupancy rates remain very high in public housing and for Section 8 vouchers.
- The Public Housing and Section 8 Unified Waitlist have been closed to new applications as of September 1. The waitlist is currently over 5,900.
- Work order effectiveness is very high, but there may be slight decreases in response rates with reduced staffing levels.
- There are 69 FSS participants, with a total of \$201,982 in escrow accounts (~\$3,800 average).

#### C. Affordable Housing

- Occupancy rates remain high in affordable housing. Occupancy rates vary by property, with some developments maintaining higher occupancy. Generally this is due to building age and location.

#### D. Special Projects

- Project-Based Vouchers

The FY2012 PHA Plan includes approval to project-base an additional 50 vouchers. Val Valfre will work with the Office of Community Development to determine how these vouchers are allocated. These vouchers will be targeted to high-needs populations identified in the Consolidated Plan that may not be served through Section 8 currently. New vouchers may be allocated to existing categories, or new categories may be created.

Project-based vouchers were awarded to four housing projects in March. An outside certified appraiser will need to approve rent reasonableness for the Bridges to Housing program in order to allocate Project-based vouchers.

Val Valfre will meet with staff from the Office of Community Development next week to assign these vouchers based on Consolidated Plan priorities.

#### E. Report on Homelessness

Annette Evans presented the following report.

In 2012, Washington County provided 4,500 bed stays through the Severe Weather Shelter (SWS) network, utilizing over 11,000 volunteer hours.

In 2012, the SWS operated four drop-in emergency shelters. Sunrise Church operated a 90-day enrollment program. Of the 40 households who participated in the



SOS program for 90 days, 14 exited the program with jobs and 17 moved into housing. The SOS program had an average cost of \$12 per bed night.

Beaverton First Baptist reported that 6 households exited with jobs, and 4 households (10 people) exited into housing. Four participants were also able to exit into recovery programs.

- Cost Study on Homelessness

The cost study is the first step in the longer process of using a data-driven approach to redirect dollars towards homeless services and programs and using cost/benefit analysis to continue to build political will and increase funding for these services. Other communities, such as Knox County, Tennessee and Asheville, North Carolina have seen significant outcomes with this approach, including a funding pool provided by foundation funding and contributions from local businesses.

The cost study will collect data and costs associated with chronically homeless populations in Washington County, including all household types (single adults, couples, families with children, and unaccompanied youth).

Proposers who submitted for the RFQ were interviewed May 23. The advisory committee will meet on June 14 to make a decision on the consultant to undertake the cost study.

Ron Lehr expressed some concern about overpromising results for interventions and programs. Ramsay Weit clarified that the cost study is simply about costs, and will not include cost savings as a result of implementing programs. The second phase of the project will include a longitudinal analysis of the cost savings/benefits of a recommended program mix. Annette Evans also agreed that it will be important to keep outcomes reasonable, and that if the cost study is able to quantify the systemwide costs of homelessness, the costs and potential savings will be more readily identified.

- HEARTH Act Implementation

Contracts have gone out to partners advising them to comply with new HEARTH Act rules, regulations, and definitions, including more stringent recordkeeping requirements. The new HUD homeless definition will integrate into the CoC Check-up process.

- Federal Continuum of Care (CoC) Check-Up Process

The CoC Check-Up process will work to insure that new recordkeeping requirements do not add unnecessary work for partners and/or barriers for clients.

HSSN approved the 1-year work plan to develop a system-wide coordinated and centralized assessment system.



- Emergency Food and Shelter Program (EFSP)  
The RFP for EFSP funding will be released today. Washington County may not meet the threshold requirements for poverty and unemployment to qualify for funding. The most current poverty and unemployment data will be used.
- Supportive Services for Veteran Families (SSVF) Program  
No additional update provided in the meeting.  
HPAC Homeless Consumer Position Vacancy  
No additional update provided in the meeting.
- Oregon Ending Homelessness Advisory Council (EHAC)  
No additional update provided in the meeting.

## VI. OLD BUSINESS

- Tax Exemptions for Affordable Housing  
Next steps in this process will include engaging nonprofit partners to secure jurisdictional support for this program. Organizations will be invited participate at the next HAG meeting.
- Aloha-Reedville Study and Livable Community Plan  
The Aloha-Reedville Citizens Advisory Committee (CAC) met on May 9, and upcoming meetings will take place on June 13 and July 11. The June and July CAC meetings will be extended to 5:30-9pm at the TVF&R facility on SW Blanton and 209<sup>th</sup>. Normally CAC meetings take place 6-8:30pm. These CAC meetings will include small working groups to brainstorm and discuss potential strategies. The project will include workshops in the summer and fall to develop scenarios for consideration. Scenarios will be analyzed and presented to the community for feedback, revision, and the selection of a preferred scenario in the late fall and early winter.  
  
Project staff attended a scenario planning training event in Charlotte, NC on May 7-8 as part of the HUD-provided technical assistance and training for Sustainable Communities grantees.  
  
The current Existing Conditions report and all appendices are available on the project website at  
<http://www.co.washington.or.us/LUT/PlanningProjects/alohareedville/document-and-maps.cfm>.
- Workforce Systems, Inc.  
HAWC partnered with WorkSystems, Inc and other regional housing authorities to submit an application for a Department of Labor Workforce Innovation Fund Grant. The proposal has been submitted, and there is currently no additional information available.





- Mixed-Income Housing Work Group

The mixed-income housing work met on April 26 and May 17 from 3-4:30pm. The next meeting is scheduled for Thursday, June 21 from 3-4:30pm in the Beaverton City Hall Council chambers, and will include discussion of Washington County Urban Renewal Areas (URAs) and some potential area-specific strategies for mixed-income housing.

## VII. NEW BUSINESS

- Aloha Park: Sale Consideration Discussion

An outline of possible sale considerations for Aloha Park was provided to the committee. Aloha Park is a revenue-generating property, but the revenue is restricted for use at the Aloha Park property. The Housing Authority has a significant portfolio of other affordable properties that need additional capital improvements in order to remain in good condition. It may be possible to sell the property and use the equity for improvements on other properties.

A Capital Needs Assessment (CNA) has been conducted for the property. A possible sale may need to include a set-aside of some portion of the reserves for Aloha Park capital needs over the next 30 years.

Laurie Butler asked how much equity might be realized through the sale. Gary Calvert estimated that equity from the sale could be approximately \$2 million. Sale proceeds would likely go to fully-funding County bond reserves, improvements to existing affordable properties, and other activities.

It may be possible to set up a 501(c)(3) to acquire the property, rather than selling to an existing nonprofit. However, the County is less comfortable with this option, and it may concern existing nonprofit development partners. HAWC would like to preserve its valuable relationships with existing partners, and is sensitive to appearing as a competitor.

Peter Hainley commented that his primary concern is the impact on existing Aloha Park residents. Gary Calvert stated that if the property is sold (and the loan paid off before 2014), that all 80 of the current residents would be eligible for enhanced vouchers. These vouchers would allow residents to either remain in Aloha Park and pay rent based on their income (30% of gross), or move to new units with voucher assistance. The use agreement also requires that the property remains affordable through ~2040. A new buyer would have also have access to a limited amount of the cash flow from the property.

Some local nonprofits may be interested in discussing a possible sale, including REACH and Bienestar. The Housing Authority could condition an RFP for a potential sale by requiring qualified buyers to provide high-quality resident services.

The committee generally expressed support for selling the property in order to access the equity, provided that a qualified buyer who provides quality resident services could be found. The group supported pursuing this option on a timeline



that would grant enhanced vouchers to current residents. The group requested additional information on the health and safety improvements needed at other properties, and more detailed explanations of the impact of various options on current residents—this will be provided at a future HAC meeting.

If HAWC wishes to pursue selling the property, the issue should be presented to the Board before December 2012.

## VIII. RESOLUTIONS/ACTION ITEMS

The Department of Housing Services budget will also be approved today. The Housing Services budget includes a required County-wide cost-of-living adjustment and increase in County maintenance fees, and a reduction of four staff positions.

The Housing Services budget includes a general fund allocation for the Aloha-Reedville project match. The Homeless Programs budget remains flat, but staff is working with the County Administrative Office to make adjustments to mitigate the lack of funding increases.

- HAWC FY2012-13 Annual Budget

Cash Flow is budgeted to increase slightly in FY2012-13. Current FY12 estimates show shortfalls due to HUD funding reductions in Section 8 and Public Housing.

The Section 8 Administrative shortfall is expected to continue in calendar year 2013 with a reduction from 91% to 80%. To offset this shortfall, HAWC requested and received a one-year, one-time waiver of the bond reserve payment. This one-year waiver will add one year to the time needed to generate the bond reserve.

The Section 8 program includes a surplus in restricted Housing Assistance Payments (HAP). HUD is recapturing a portion of this restricted surplus.

The Public Housing program is projected to have lower billable rent than budgeted for FY2012. This is the result of more aggressive fraud recovery efforts and resulting termination of some clients, as well as lower-income new residents.

The Public Housing program also includes a HUD recapture of reserves.

Kaybern Terrace is a small USDA Rural Development-funded property, and continues to operate near breakeven.

Aloha Park continues to operate well and generate cash flow. Aloha Park revenues are restricted for use on the Aloha Park property.

The Local Fund includes transfers to other programs and a very small amount of unrestricted assets.

The Affordable Housing program continues to operate reasonably well. However, the program is not currently generating sufficient funds to keep the properties in top condition.



Motion: Recommend HAWC FY2012-13 Annual Budget for approval— Dave Nase

Second: Laurie Butler

Vote: All approve

The committee commented that HAWC is doing a good job with the shortfalls and limited funding available, but that HAWC and the County should consider diversifying funding resources in order to improve HAWC's long-term financial stability in the face of ongoing Federal reductions.

#### IX. ADJOURNMENT

Meeting adjourned at 10:58a.m.

Adolph "Val" Valfre, Jr.  
Secretary/ Executive Director



#### IV. EXECUTIVE DIRECTOR'S REPORT

Since May, the Department has continued to pursue a very challenging agenda. I am most fortunate to have a staff of professionals who run their programs and staff in an efficient and timely manner, allowing me to address strategic issues in the community.

- **North Bethany Workforce Housing:** The Board will hold the second of two Public Hearings on the proposed A-Engrossed Ordinance No. 745 at its May 26 meeting. This ordinance addresses the placeholders related to implementation of the North Bethany Subarea Plan of the Bethany Community Plan. We anticipate the adoption of the proposed ordinance, and have worked diligently with our partners to ensure that Ordinance No. 745 retained all three options for density bonus incentives to promote workforce ownership and rental housing in the North Bethany area. These options are voluntary but we are hopeful that some affordable housing will be developed as a result of this incentive program. The inclusion of an incentive program to encourage affordable housing development also sets a good precedent and creates a template for future ordinances.
- **Nonprofit Corporation Low-Income Housing Tax Exemption:** I met with Cornelius City Manager Rob Drake on June 4<sup>th</sup> to discuss ORS 307.540-548 Nonprofit Low-Income Property Tax Exemption. He was supportive and offered to submit a proposal to the Cornelius City Council this summer.

The City of Beaverton recently directed staff to develop a proposal supporting this initiative for City Council review. Property tax exemption will be included as a tool in Beaverton's strong urban development initiative program. The City of Hillsboro is also making positive efforts to support this initiative with its City Council, including tax exemption funds in its budget for the 2012-2013 fiscal year. In addition, several Washington County Board members have suggested bringing the topic of tax exemptions to a work session for further review.

- **Housing Alliance Initiative – Veterans Workgroup:** The Housing Alliance has been reviewing options to create a bill to provide dedicated funding for housing and services for military veterans for the next legislative session. I am participating in a Housing Alliance workgroup seeking support for this important effort and will attend a Housing Alliance meeting in Salem on June 25 to discuss this issue further.
- **Low Income Housing Tax Credits Presentation:** Robin Boyce from Housing Development Center was our guest at the June 12 Board Work Session. Ms. Boyce gave a sterling presentation that generated a very positive response from the Washington County Board of Commissioners. There was also a very favorable article on the presentation by the Hillsboro Argus ([http://www.oregonlive.com/argus/index.ssf/2012/06/editorial\\_in\\_prosperous\\_washin.html](http://www.oregonlive.com/argus/index.ssf/2012/06/editorial_in_prosperous_washin.html)).



- **Workforce Innovation Fund Award:** We were pleased to hear that WorkSystems, Inc., was awarded a \$5.5 million Workforce Innovation Fund grant from the Department of Labor. This grant proposal was a collaborative effort that included HAWC, three other regional housing authorities (Home Forward, Vancouver Housing Authority, and Clackamas Housing Authority) and the three regional Workforce Investment Boards. More information on this project is included under Old Business.
  
- **Beaverton Neighborhood Pride Project:** The Housing Authority is participating with a host of other community partners in Beaverton in a major effort to stabilize and revitalize target neighborhoods. I will have more to share about this project in future letters
  
- **Upcoming Events**
  - No Housing Authority Board of Directors Meeting on July 3. Next Board meeting is on August 7, 2012.
  - Oregon's 2012 Consolidated Funding Cycle (CFC) results: The State delayed the announcement of CFC awards from June 22 to June 27, 2012, in order to allow an additional check of the scoring process. The Oregon Housing Council will approve the proposed list of awardees at its meeting on July 13.



**V. STAFF REPORTS**  
**A. Financial Statement**  
**1. Financial Report to the Housing Advisory Committee**  
**April 2012**

**Cash Flow:**

Along with comparison to budget, comparison to prior year is shown for all programs. The prior year amounts are 10/12 of the actual amounts for the entire fiscal year. **All amounts are Fiscal Year to Date unless otherwise noted.**

Debt service payments, reserve contributions, and insurance expense are spread throughout the year rather than being reflected at the time of disbursement.

For the first nine months of the Fiscal Year, cash flow from operations, of negative \$144,147 fell short of the budgeted amount by \$237,484, and of the prior year by \$278,419. The variance is predominately due to reductions in HUD funding.

Section 8 had negative cash flow of \$52,768, which was \$7,445 unfavorable to budget. The variance due to subsidy loss through June 30 is expected to reach \$99,000 for the fiscal year, and the operating loss for the program should be approximately \$80,000. This loss will be offset by beginning balances of \$65,000 and transfers from the local fund, made possible by a deferral of contributions to the County Affordable Housing Bond Reserve.

Public Housing had negative cash flow of \$456,282, which was \$231,372 unfavorable to budget. \$152,723 of this unfavorable variance is due to reduced funding from HUD. The total funding shortfall should reach \$332,680 by Fiscal Year End. We also have a \$103,149 unfavorable rent variance, due to the declining income of, and thus increased subsidy to, our tenants. Operating expenses have a slightly favorable variance to budget, eliminating the maintenance cost overruns previously reported. The funding and rent shortfalls will continue through the first half of FY13, at which time our subsidy should increase to normal levels, eliminating both the subsidy and the rent variances. Until then, the shortfalls will be taken from existing Public Housing cash reserves.

Aloha park had positive cash flow of \$96,430, which was \$19,884 favorable to budget. All cash generated by Aloha Park is restricted for use by that property.

Affordable Housing cash flow from operations of \$220,640 is unfavorable to budget by \$27,333 and to the prior year by \$23,894. The cash flow falls marginally short of the amount required to fund County bond reserves year to date by \$2,391, but replacement reserve withdrawals, to be requested from HUD, should recover this shortfall. The County bond reserve contribution is waived this year and will be used to offset the Section 8 Administrative Fee shortfall for the next year.

**Statement of Net Assets (Balance Sheet) –**

Section 8 has unrestricted net assets of \$14,836, but to maintain a positive balance we will be applying local funds required to make up for the funding shortfall, as previously mentioned.

Restricted Cash in the Public Housing program will, over time, be transferred to Affordable Housing. The Public Housing balance of \$3,340,107 exceeds the combined Affordable/Local fund deficit of \$2,786,624 by \$553,483, of which up to \$261,000 is reserved for Section 8 relief, and \$60,000 is budgeted for Homeless programs and Aloha/Reedville.



**V. STAFF REPORTS**  
**A. Financial Statement**  
**2. Year-To-Date Cash Flow - Expanded**  
Working Capital Basis  
**HOUSING AUTHORITY – UNAUDITED**  
July 2011 – April 2012

	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
Operating revenue							
Hud operating subsidies	1,426,607	850,290	16,029	36,682	2,434	7,161	2,339,203
Gross billable rent	-	406,340	52,810	438,817	43,420	3,551,730	4,493,117
Vacancy loss	-	(3,201)	(425)	(16,418)	-	(158,822)	(178,866)
Premiums (concessions)	-	(22)	-	(847)	-	(29,355)	(30,224)
Other tenant revenue	-	37,986	-	(7,577)	52	91,434	121,895
Tenant revenue	-	441,103	52,385	413,975	43,472	3,454,987	4,405,922
Other revenue (incl GF subsidy)	30,300	3,736	839	7,251	20,821	213,018	275,965
Total operating revenue	1,456,907	1,295,129	69,253	457,908	66,727	3,675,166	7,021,090
Operating expenses:							
Repair and maintenance	-	1,076,487	12,839	149,636	3,220	954,921	2,197,103
Operations	1,189,497	256,116	6,862	88,875	8,546	583,957	2,133,853
Utilities	-	53,476	8,348	48,913	4,048	340,867	455,652
Insurance	3,645	33,112	511	9,278	864	77,360	124,770
PILOT	-	39,410	-	-	-	-	39,410
Bad debt, net of recoveries	-	236	-	3,940	-	55,190	59,366
Other	50,357	640	-	-	1,052	-	52,049
Total operating expenses	1,243,499	1,459,477	28,560	300,642	17,730	2,012,295	5,062,203
Net program income	213,408	(164,348)	40,693	157,266	48,997	1,662,871	1,958,887
Other ongoing cash outflows:							
HAWC administration	266,176	291,934	199	141	2,463	1,722	562,635
Debt service	-	-	28,958	60,695	10,237	1,440,509	1,540,399
Total outflows	266,176	291,934	29,157	60,836	12,700	1,442,231	2,103,034
Cash flow from operations	(52,768)	(456,282)	11,536	96,430	36,297	220,640	(144,147)
Other unrestricted cash inflows (outflows):							
Investment income - unrestricted	847	12,010	72	171	5,866	(24,946)	(5,980)
Capital fund receipts	-	95,109	-	-	-	-	95,109
Capitalized modernization	-	(95,125)	-	-	-	-	(95,125)
Transfers to (from) Local Fund	-	-	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	-	-	-	(25,200)	-	(61,400)	(86,600)
Section 18 transfers from Public Housing	-	-	-	-	5,650	772,060	777,710
Net unrestricted cash flows	(51,921)	(444,288)	11,608	71,401	47,813	906,354	540,967
Restricted cash flows:							
Housing Assistance Payments earned	14,581,731	-	-	-	-	-	14,581,731
Housing Assistance Payments	(15,644,333)	-	-	-	-	-	(15,644,333)
Investment income - restricted	16,985	22,729	-	-	-	-	39,714
Transfers from unrestricted - CAO	-	-	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	25,200	-	61,400	86,600
Purchased from replacement reserves	-	-	-	-	-	(40,171)	(40,171)
Sec 18 transfers to Affordable Housing	-	(777,710)	-	-	-	-	(777,710)
Total restricted cash flows	(1,045,617)	(754,981)	-	25,200	-	21,229	(1,754,169)
Net cash flows	(1,097,538)	(1,199,269)	11,608	96,601	47,813	927,583	(1,213,202)



**V. STAFF REPORTS**  
**A. Financial Statement**  
**3. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
HOUSING AUTHORITY – UNAUDITED  
July 2011 – April 2012

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	2,339,203	2,550,620	(211,417)	2,703,975	(364,772)
Gross billable rent	4,493,117	4,576,870	(83,753)	4,370,673	122,444
Vacancy loss	(178,866)	(163,492)	(15,374)	(141,879)	(36,987)
Premiums (concessions)	(30,224)	(44,055)	13,831	(37,743)	7,519
Other tenant revenue	121,895	172,530	(50,635)	149,438	(27,543)
Tenant revenue	4,405,922	4,541,853	(135,931)	4,340,488	65,434
Other revenue (incl GF subsidy)	275,965	265,562	10,403	262,359	13,606
Total operating revenue	7,021,090	7,358,035	(336,945)	7,306,822	(285,732)
Operating expenses:					
Repair and maintenance	2,197,103	2,167,340	(29,763)	2,133,588	(63,515)
Operations	2,133,853	2,203,133	69,280	2,138,686	4,833
Utilities	455,652	459,885	4,233	427,818	(27,834)
Insurance	124,770	127,261	2,491	121,089	(3,681)
PILOT	39,410	34,666	(4,744)	39,410	-
Bad debt, net of recoveries	59,366	67,298	7,932	123,125	63,759
Other	52,049	63,641	11,592	90,554	38,505
Total operating expenses	5,062,203	5,123,224	61,021	5,074,270	12,067
Net program income	1,958,887	2,234,811	(275,924)	2,232,552	(273,665)
Other ongoing cash outflows:					
HAWC administration	562,635	572,125	9,490	577,336	14,701
Debt service	1,540,399	1,569,349	28,950	1,520,944	(19,455)
Total outflows	2,103,034	2,141,474	38,440	2,098,280	(4,754)
Cash flow from operations	(144,147)	93,337	(237,484)	134,272	(278,419)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(5,980)	(18,474)	12,494	(12,243)	6,263
Capital fund receipts	95,109	97,099	(1,990)	157,101	(61,992)
Capitalized modernization	(95,125)	(97,099)	1,974	(294,501)	199,376
Transfers to (from) Local Fund	-	(55,000)	55,000	(94,968)	94,968
Transfers to restricted cash - CAO	-	(223,031)	223,031	(228,148)	228,148
Transfers from (to) restricted cash - Repl Re	(86,600)	(86,600)	-	(68,320)	(18,280)
Section 18 transfers from Public Housing	777,710	757,313	20,397	742,931	34,779
Net unrestricted cash flows	540,967	467,545	73,422	336,124	204,843
Restricted cash flows:					
Housing Assistance Payments earned	14,581,731	15,504,237	(922,506)	15,496,916	(915,185)
Housing Assistance Payments	(15,644,333)	(15,151,250)	(493,083)	(15,204,282)	(440,051)
Investment income - restricted	39,714	64,386	(24,672)	59,438	(19,724)
Transfers from unrestricted - CAO	-	223,031	(223,031)	228,148	(228,148)
Transfers from (to)unrestricted - Repl Res	86,600	86,600	-	68,320	18,280
Purchased from replacement reserves	(40,171)	-	(40,171)	-	(40,171)
Sec 18 transfers to Affordable Housing	(777,710)	(753,683)	(24,027)	(742,931)	(34,779)
Total restricted cash flows	(1,754,169)	(26,679)	(1,727,490)	(94,391)	(1,659,778)
Net cash flows	(1,213,202)	440,866	(1,654,068)	241,733	(1,454,935)





**V. STAFF REPORTS**  
**A. Financial Statement**  
**4. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
**SECTION 8 – UNAUDITED**  
July 2011 – April 2012

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	1,426,607	1,479,016	(52,409)	1,468,263	(41,656)
Gross billable rent	-	-	-	-	-
Vacancy loss	-	-	-	-	-
Premiums (concessions)	-	-	-	-	-
Other tenant revenue	-	-	-	-	-
Tenant revenue	-	-	-	-	-
Other revenue (incl GF subsidy)	30,300	14,728	15,572	16,958	13,342
Total operating revenue	1,456,907	1,493,744	(36,837)	1,485,221	(28,314)
Operating expenses:					
Repair and maintenance	-	-	-	-	-
Operations	1,189,497	1,215,608	26,111	1,205,833	16,336
Utilities	-	-	-	-	-
Insurance	3,645	3,700	55	3,610	(35)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	-	-
Other	50,357	51,658	1,301	55,489	5,132
Total operating expenses	1,243,499	1,270,966	27,467	1,264,932	21,433
Net program income	213,408	222,778	(9,370)	220,289	(6,881)
Other ongoing cash outflows:					
HAWC administration	266,176	268,101	1,925	267,777	1,601
Debt service	-	-	-	-	-
Total outflows	266,176	268,101	1,925	267,777	1,601
Cash flow from operations	(52,768)	(45,323)	(7,445)	(47,488)	(5,280)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	847	(92)	939	4,137	(3,290)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	15,572	(15,572)	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(51,921)	(29,843)	(22,078)	(43,351)	(8,570)
Restricted cash flows:					
Housing Assistance Payments earned	14,581,731	15,504,237	(922,506)	15,496,916	(915,185)
Housing Assistance Payments	(15,644,333)	(15,151,250)	(493,083)	(15,204,282)	(440,051)
Investment income - restricted	16,985	25,690	(8,705)	23,053	(6,068)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	(1,045,617)	378,677	(1,424,294)	315,687	(1,361,304)
Net cash flows	(1,097,538)	348,834	(1,446,372)	272,336	(1,369,874)



**V. STAFF REPORTS**  
**A. Financial Statement**  
**5. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
PUBLIC HOUSING (Excl. Kaybern) – UNAUDITED  
July 2011 – April 2012

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	850,290	1,003,013	(152,723)	1,173,033	(322,743)
Gross billable rent	406,340	509,489	(103,149)	507,358	(101,018)
Vacancy loss	(3,201)	(3,707)	506	(3,250)	49
Premiums (concessions)	(22)	(380)	358	(317)	295
Other tenant revenue	37,986	41,146	(3,160)	40,404	(2,418)
Tenant revenue	441,103	546,548	(105,445)	544,195	(103,092)
Other revenue (incl GF subsidy)	3,736	3,770	(34)	4,168	(432)
Total operating revenue	1,295,129	1,553,331	(258,202)	1,721,396	(426,267)
Operating expenses:					
Repair and maintenance	1,076,487	1,100,383	23,896	1,116,225	39,738
Operations	256,116	264,047	7,931	255,165	(951)
Utilities	53,476	55,978	2,502	53,853	377
Insurance	33,112	33,301	189	32,488	(624)
PILOT	39,410	34,666	(4,744)	39,410	-
Bad debt, net of recoveries	236	(2,731)	(2,967)	55,628	55,392
Other	640	-	(640)	1,333	693
Total operating expenses	1,459,477	1,485,644	26,167	1,554,102	94,625
Net program income	(164,348)	67,687	(232,035)	167,294	(331,642)
Other ongoing cash outflows:					
HAWC administration	291,934	292,597	663	296,982	5,048
Debt service	-	-	-	-	-
Total outflows	291,934	292,597	663	296,982	5,048
Cash flow from operations	(456,282)	(224,910)	(231,372)	(129,688)	(326,594)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	12,010	17,019	(5,009)	17,759	(5,749)
Capital fund receipts	95,109	97,099	(1,990)	157,101	(61,992)
Capitalized modernization	(95,125)	(97,099)	1,974	(157,101)	61,976
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	(444,288)	(207,891)	(236,397)	(111,929)	(332,359)
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	22,729	38,696	(15,967)	36,386	(13,657)
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	(777,710)	(753,683)	(24,027)	(742,931)	(34,779)
Total restricted cash flows	(754,981)	(714,987)	(39,994)	(706,545)	(48,436)
Net cash flows	(1,199,269)	(922,878)	(276,391)	(818,474)	(380,795)



**V. STAFF REPORTS**  
**A. Financial Statement**  
**6. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
KAYBERN TERRACE (USDA) – UNAUDITED  
July 2011 – April 2012

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	16,029	21,284	(5,255)	22,048	(6,019)
Gross billable rent	52,810	51,000	1,810	50,852	1,958
Vacancy loss	(425)	(1,530)	1,105	(428)	3
Premiums (concessions)	-	(21)	21	(17)	17
Other tenant revenue	-	155	(155)	176	(176)
Tenant revenue	52,385	49,604	2,781	50,583	1,802
Other revenue (incl GF subsidy)	839	1,073	(234)	1,207	(368)
Total operating revenue	69,253	71,961	(2,708)	73,838	(4,585)
Operating expenses:					
Repair and maintenance	12,839	12,895	56	14,244	1,405
Operations	6,862	11,108	4,246	10,674	3,812
Utilities	8,348	8,119	(229)	7,688	(660)
Insurance	511	557	46	543	32
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	71	71	(744)	(744)
Other	-	-	-	-	-
Total operating expenses	28,560	32,750	4,190	32,405	3,845
Net program income	40,693	39,211	1,482	41,433	(740)
Other ongoing cash outflows:					
HAWC administration	199	2,984	2,785	3,225	3,026
Debt service	28,958	28,958	-	28,958	-
Total outflows	29,157	31,942	2,785	32,183	3,026
Cash flow from operations	11,536	7,269	4,267	9,250	2,286
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	72	66	6	(68)	140
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(4,317)	4,317
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	-	-	-	-	-
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	11,608	7,335	4,273	4,865	6,743
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	11,608	7,335	4,273	4,865	6,743



**V. STAFF REPORTS**  
**A. Financial Statement**  
**7. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
ALOHA PARK – UNAUDITED  
July 2011 – April 2012

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	36,682	32,793	3,889	26,116	10,566
Gross billable rent	438,817	441,893	(3,076)	306,343	132,474
Vacancy loss	(16,418)	(8,667)	(7,751)	(4,986)	(11,432)
Premiums (concessions)	(847)	(13,355)	12,508	(8,513)	7,666
Other tenant revenue	(7,577)	7,003	(14,580)	1,745	(9,322)
Tenant revenue	413,975	426,875	(12,900)	294,590	119,385
Other revenue (incl GF subsidy)	7,251	8,972	(1,721)	6,396	855
Total operating revenue	457,908	468,640	(10,732)	327,102	130,806
Operating expenses:					
Repair and maintenance	149,636	100,688	(48,948)	85,179	(64,457)
Operations	88,875	119,474	30,599	82,755	(6,120)
Utilities	48,913	53,722	4,809	33,172	(15,741)
Insurance	9,278	8,841	(437)	5,953	(3,325)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	3,940	5,938	1,998	3,399	(541)
Other	-	11,342	11,342	8,888	8,888
Total operating expenses	300,642	300,005	(637)	219,346	(81,296)
Net program income	157,266	168,635	(11,369)	107,756	49,510
Other ongoing cash outflows:					
HAWC administration	141	4,271	4,130	2,917	2,776
Debt service	60,695	87,818	27,123	43,070	(17,625)
Total outflows	60,836	92,089	31,253	45,987	(14,849)
Cash flow from operations	96,430	76,546	19,884	61,769	34,661
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	171	867	(696)	370	(199)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(117,200)	117,200
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Res	(25,200)	(25,200)	-	(17,920)	(7,280)
Section 18 transfers from Public Housing	-	-	-	-	-
Net unrestricted cash flows	71,401	52,213	19,188	(72,981)	144,382
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	25,200	25,200	-	17,920	7,280
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	25,200	25,200	-	17,920	7,280
Net cash flows	96,601	77,413	19,188	(55,061)	151,662



**V. STAFF REPORTS**  
**A. Financial Statement**  
**7. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
LOCAL FUND – UNAUDITED  
July 2011 – April 2012

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	2,434	2,434	-	2,434	-
Gross billable rent	43,420	44,311	(891)	39,951	3,469
Vacancy loss	-	(1,329)	1,329	(3,935)	3,935
Premiums (concessions)	-	-	-	(219)	219
Other tenant revenue	52	6,917	(6,865)	4,195	(4,143)
Tenant revenue	43,472	49,898	(6,426)	39,992	3,480
Other revenue (incl GF subsidy)	20,821	33,333	(12,512)	35,030	(14,209)
Total operating revenue	66,727	85,665	(18,938)	77,456	(10,729)
Operating expenses:					
Repair and maintenance	3,220	25,059	21,839	23,512	20,292
Operations	8,546	9,965	1,419	14,502	5,956
Utilities	4,048	3,027	(1,021)	2,870	(1,178)
Insurance	864	784	(80)	846	(18)
PILOT	-	-	-	-	-
Bad debt, net of recoveries	-	-	-	135	135
Other	1,052	641	(411)	24,844	23,792
Total operating expenses	17,730	39,476	21,746	66,709	48,979
Net program income	48,997	46,189	2,808	10,747	38,250
Other ongoing cash outflows:					
HAWC administration	2,463	2,342	(121)	4,620	2,157
Debt service	10,237	12,065	1,828	10,238	1
Total outflows	12,700	14,407	1,707	14,858	2,158
Cash flow from operations	36,297	31,782	4,515	(4,111)	40,408
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	5,866	8,407	(2,541)	7,819	(1,953)
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	-	-
Transfers to (from) Local Fund	-	(70,572)	70,572	(94,968)	94,968
Transfers to restricted cash - CAO	-	-	-	-	-
Transfers from (to) restricted cash - Repl Re	-	-	-	-	-
Section 18 transfers from Public Housing	5,650	9,748	(4,098)	9,168	(3,518)
Net unrestricted cash flows	47,813	(20,635)	68,448	(82,092)	129,905
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	-	-	-	-	-
Transfers from (to)unrestricted - Repl Res	-	-	-	-	-
Purchased from replacement reserves	-	-	-	-	-
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	-	-	-	-	-
Net cash flows	47,813	(20,635)	68,448	(82,092)	129,905



**V. STAFF REPORTS**  
**A. Financial Statement**  
**9. Year-To-Date Cash Flow – Expanded**  
Working Capital Basis  
**AFFORDABLE HOUSING – UNAUDITED**  
July 2011 – April 2012

	YTD Actual	YTD Budget	Fav (unfav) Variance	Prior YTD	Fav (unfav) Variance
Operating revenue					
Hud operating subsidies	7,161	12,080	(4,919)	12,080	(4,919)
Gross billable rent	3,551,730	3,530,177	21,553	3,466,169	85,561
Vacancy loss	(158,822)	(148,259)	(10,563)	(129,281)	(29,541)
Premiums (concessions)	(29,355)	(30,299)	944	(28,678)	(677)
Other tenant revenue	91,434	117,309	(25,875)	102,918	(11,484)
Tenant revenue	3,454,987	3,468,928	(13,941)	3,411,128	43,859
Other revenue (incl GF subsidy)	213,018	203,686	9,332	198,602	14,416
Total operating revenue	3,675,166	3,684,694	(9,528)	3,621,810	53,356
Operating expenses:					
Repair and maintenance	954,921	928,315	(26,606)	894,430	(60,491)
Operations	583,957	582,931	(1,026)	569,758	(14,199)
Utilities	340,867	339,039	(1,828)	330,236	(10,631)
Insurance	77,360	80,078	2,718	77,650	290
PILOT	-	-	-	-	-
Bad debt, net of recoveries	55,190	64,020	8,830	64,708	9,518
Other	-	-	-	-	-
Total operating expenses	2,012,295	1,994,383	(17,912)	1,936,782	(75,513)
Net program income	1,662,871	1,690,311	(27,440)	1,685,028	(22,157)
Other ongoing cash outflows:					
HAWC administration	1,722	1,830	108	1,816	94
Debt service	1,440,509	1,440,508	(1)	1,438,678	(1,831)
Total outflows	1,442,231	1,442,338	107	1,440,494	(1,737)
Cash flow from operations	220,640	247,973	(27,333)	244,534	(23,894)
Other unrestricted cash inflows (outflows):					
Investment income - unrestricted	(24,946)	(44,741)	19,795	(42,260)	17,314
Capital fund receipts	-	-	-	-	-
Capitalized modernization	-	-	-	(15,883)	15,883
Transfers to (from) Local Fund	-	-	-	-	-
Transfers to restricted cash - CAO	-	(223,031)	223,031	(228,148)	228,148
Transfers from (to) restricted cash - Repl Re	(61,400)	(61,400)	-	(50,400)	(11,000)
Section 18 transfers from Public Housing	772,060	747,565	24,495	733,763	38,297
Net unrestricted cash flows	906,354	666,366	239,988	641,606	264,748
Restricted cash flows:					
Housing Assistance Payments earned	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-
Investment income - restricted	-	-	-	-	-
Transfers from unrestricted - CAO	-	223,031	(223,031)	228,148	(228,148)
Transfers from (to)unrestricted - Repl Res	61,400	61,400	-	50,400	11,000
Purchased from replacement reserves	(40,171)	-	(40,171)	-	(40,171)
Sec 18 transfers to Affordable Housing	-	-	-	-	-
Total restricted cash flows	21,229	284,431	(263,202)	278,548	(257,319)
Net cash flows	927,583	950,797	(23,214)	920,154	7,429



**V. STAFF REPORTS**  
**A. Financial Statement**  
**10. Statement of Net Assets**  
**HOUSING AUTHORITY – UNAUDITED**  
**April 30, 2012**

Assets	Section 8	Public Housing	Kaybern (USDA)	Aloha Park	Local Fund	Affordable Housing	Total
<b>Current assets:</b>							
Unrestricted cash and cash equivalents	(33,379)	1,583,389	22,368	86,531	963,042	(3,777,058)	(1,155,107)
Restricted cash and cash equivalents	182,102	56,724	1,080	33,062	31,700	272,263	576,931
Accounts receivable, net	57,767	54,864	(1,037)	14,866	(284)	92,353	218,529
Current portion of contracts receivable	—	4,913	—	—	2,436	—	7,349
Other current assets	729	12,360	102	5,357	276	34,353	53,177
<b>Total current assets</b>	<b>207,219</b>	<b>1,712,250</b>	<b>22,513</b>	<b>139,816</b>	<b>997,170</b>	<b>(3,378,089)</b>	<b>(299,121)</b>
<b>Non-current assets:</b>							
Restricted cash and cash equivalents	2,234,315	3,340,107	36,115	92,058	100	710,846	6,413,541
Contracts receivable	—	—	—	—	438,037	—	438,037
Capital assets, non-depreciable	—	3,866,387	50,000	41,617	201,672	4,095,129	8,254,805
Capital assets, depreciable, net	—	4,270,943	66,370	178,452	571,275	17,647,861	22,734,901
<b>Total non-current assets</b>	<b>2,234,315</b>	<b>11,477,437</b>	<b>152,485</b>	<b>312,127</b>	<b>1,211,084</b>	<b>22,453,836</b>	<b>37,841,284</b>
<b>Total assets</b>	<b>2,441,534</b>	<b>13,189,687</b>	<b>174,998</b>	<b>451,943</b>	<b>2,208,254</b>	<b>19,075,747</b>	<b>37,542,163</b>
<b>Liabilities</b>							
<b>Current liabilities:</b>							
Accounts payable	9,084	102,132	—	10,882	314	89,959	212,371
Deferred revenue	—	37,472	12	(692)	99	2,313	39,204
Accrued interest payable - bonds and notes	—	—	2,428	894	162	446,932	450,416
Current portion of notes and contracts payable	—	—	5,864	64,142	8,876	289,201	368,083
Current liabilities payable from restricted assets:							
Tenant and other deposits	182,102	56,724	1,080	33,062	31,700	272,263	576,931
Total curr. liabilities payable from restr. assets	182,102	56,724	1,080	33,062	31,700	272,263	576,931
<b>Total current liabilities</b>	<b>191,186</b>	<b>196,328</b>	<b>9,384</b>	<b>108,288</b>	<b>41,151</b>	<b>1,100,668</b>	<b>1,647,005</b>
<b>Non-current liabilities:</b>							
Contracts and notes payable	—	—	330,994	92,271	701,857	26,628,704	27,753,826
<b>Total non-current liabilities</b>	<b>—</b>	<b>—</b>	<b>330,994</b>	<b>92,271</b>	<b>701,857</b>	<b>26,628,704</b>	<b>27,753,826</b>
<b>Total liabilities</b>	<b>191,186</b>	<b>196,328</b>	<b>340,378</b>	<b>200,559</b>	<b>743,008</b>	<b>27,729,372</b>	<b>29,400,831</b>
<b>Net Assets</b>							
Invested in capital assets, net of related debt	—	8,137,330	(220,488)	63,656	62,214	(5,174,915)	2,867,797
Restricted	2,235,512	3,340,107	36,115	92,058	100	710,846	6,414,738
Unrestricted	14,836	1,515,922	18,993	95,670	1,402,932	(4,189,556)	(1,141,203)
<b>Total net assets</b>	<b>2,250,348</b>	<b>12,993,359</b>	<b>(165,380)</b>	<b>251,384</b>	<b>1,465,246</b>	<b>(8,653,625)</b>	<b>8,141,332</b>
<b>Total liabilities and net assets</b>	<b>2,441,534</b>	<b>13,189,687</b>	<b>174,998</b>	<b>451,943</b>	<b>2,208,254</b>	<b>19,075,747</b>	<b>37,542,163</b>



**V. STAFF REPORTS**  
**B. Section 8 and Low Rent Public Housing**  
**1. Section 8 Waiting List**  
*May 2012*

<b>Wait List Time Based on # of HH Members</b>												
# HH Members	1	2	3	4	5	6	7	8	9	10	11	Total
#Families	2,104	1,482	1,001	554	325	153	68	33	13	6	1	<b>5,740</b>
Average Days	894	876	896	877	877	863	995	880	1,069	725	1,288	<b>890</b>

<b>Wait List Based on Gender</b>			
Gender	Female	Male	Total
Total	4,000	1,740	<b>5,740</b>

<b>Wait List Based on Race</b>								
Race	Am. Indian	Asian	Black	Native Hawaiian	White	Multiple	Unk.	Total
	60	189	710	44	4,468	82	187	<b>5,740</b>

<b>Wait List Based on Ethnicity</b>				
HH Ethnicity	Hispanic	Not Hispanic	Unknown	Total
	1,053	4,612	75	<b>5,740</b>

<b>Wait List Based on HH Type</b>					
Type	Disabled	Elderly	Family	Other	Total
	1,530	404	2,916	890	<b>5,740</b>





**V. STAFF REPORTS**  
**B. Section 8 and Low Rent Public Housing**  
**2. Public Housing Average Vacancy Days**

*Fiscal Year-to-Date*  
*May 2012*

**Average Vacancy Days - Public Housing**

<b>Month</b>	<b>Total Vacant Units</b>	<b>Total Counted Vacancy Days</b>	<b>Average Vacancy Days Per Unit</b>
July 2010*	2	31	14.50
August 2010	5	98	18.60
September 2010	6	116	18.33
October 2010	9	228	24.33
November 2010	12	288	23.00
December 2010	16	328	19.50
January 2011	21	450	20.43
February 2011	24	486	19.21
March 2011	27	502	17.59
April 2011	34	544	15.12
May 2011	39	620	15.03
June 2011	43	651	15.14
<hr/>			
July 2011**	3	36	12.00
August 2011	7	100	14.29
September 2011	13	191	14.69
October 2011	15	225	15.00
November 2011	21	311	14.81
December 2011	27	383	14.19
January 2012	27	383	14.19
February 2012	28	397	14.18
March 2012	31	426	13.74
April 2012	35	458	13.09
May 2012	38	510	13.42

\* Begin FY 2011 Reporting

\*\* Begin FY 2012 Reporting



**V. STAFF REPORTS**  
**C. Affordable Housing**

• **SECTION 8 AND LOW RENT PUBLIC HOUSING**

- a) Section 8 Waiting List: May 5,740— (April – 5,985). The waitlist was closed on September 1, 2011. Existing waitlist clients will be served as vouchers become available, but no new applications will be accepted until the waitlist is reopened.
- b) Public Housing Average Vacancy Days: Vacancy days for the month of May 2012 were at 13.42 (last month – 13.094). FY2012 reporting began July 1. Vacancy days are measured on a fiscal year basis. Our goal is 18 days and HUD rates 20 days or below as an “A”. This measurement reflects the time period between the existing tenant turning in the keys to the unit, the maintenance staff readying the unit for occupancy and the new tenant taking possession of the keys/unit.
- c) Occupancy Rates:  
 \*Public Housing: 99% (last month – 99.18%).  
 \*Section 8: 98% (last month – 99%). Our monthly allocation of Section 8 HAP funds is 99%. Our goal of budget authority is 95% minimum.

We had 2,574 vouchers leased up in May (last month – 2,584). Fifteen (15) new vouchers were issued, and 40 applicants with vouchers are searching for housing (last month 7 new, 42 looking).

- d) Work Order Effectiveness:  
Average maintenance response time for work orders is a major indicator that correlates closely with resident satisfaction and preservation of our capital assets. For May, the average maintenance response time for emergency and routine work orders for the public housing portfolio reflected increased unit move outs and is as follows:

	<u>Avg. Response</u>	<u>Our Goal</u>	<u>HUD Standard</u>
Emergency WO's	2.09hrs	3.0 hrs	24 hrs
Routine WO's	4.63 days	3 days/24 hrs	25 days

- f) FSS Participation  
 Total FSS Participants: 71 (58 from Section 8 and 13 from Public Housing)  
 Total FSS participants w/escrow balance: 42 (32 from Section 8 and 10 from Public Housing)  
 Total Escrow Balance: \$183,622  
 Average Escrow Balance: \$4,372  
 Highest Escrow Accounts: \$16,844 and \$17,657

• **AFFORDABLE HOUSING**

The 613 affordable housing units solely owned by HAWC are consolidated for reporting purposes under our private property management group, Infinity Property Management, to provide consistent reporting. Kaybern Terrace is now managed by Infinity and included in the affordable unit count.

- a) Infinity-Managed Properties: 97.17% Occupancy (17 vacancies / 613 units), compared to 96.08% (24 vacancies / 613 units), last month. NTR – 97%.



- **MAINTENANCE ACTIVITIES**

Special Projects:

- Completed all repairs from annual inspections.
- Vinyl flooring replaced in one (1) Public Housing unit.
- Water heater replaced at two (2) Public Housing units.
- Cabinet replaced in one (1) Public Housing unit.
- Gutters were replaced in five (5) occupied Public Housing units.
- Burn spot in vinyl flooring repaired in one (1) Public Housing unit.
- Picnic tables installed at the 125<sup>th</sup> Complex.
- Fencing replaced with new wood fence at one (1) Public Housing unit.
- Eck removed and rebuilt at one (1) Public Housing unit.

Turnovers:

- Completed three (3) Public Housing unit turnovers with an average of 13.67 Maintenance days per unit.
- Turnover cleaning was completed in three (3) turnover units by a contracted vendor.
- Carpet replaced on three (3) turnovers by contracted vendor.
- Interior painting completed on all three (3) turnovers by in-house maintenance staff.



**V. STAFF REPORTS**  
**D. Programs and Special Projects**

• **PROJECT-BASED VOUCHERS**

	Total Allocated	Total Awarded	Remaining Available
Category I (chronic homeless)	102	12	90
Category II (30% or under MFI)	98	46	52
Special Needs	25	25	0
Total PBVs	225	83	142

With the additional 50 project-based vouchers authorized in the FY2012 PHA plan allocated to Category II, there are 225 project-based vouchers (PBV) allocated as follows: 102 PBVs in Category I (chronically homeless), 25 “special needs” category vouchers, and 98 PBVs in Category II (30% or less MFI).

	Category I (chronic homeless)			Category II (30% MFI or under)			Special Needs		
	Awarded	Project-based	Leased	Awarded	Project-based	Leased	Awarded	Project-based	Leased
Luke-Dorf (Pluss Apartments)							12	12	10
LifeWorks NW (Tom Brewer House)							13	13	7
CPAH (The Knoll)	12	12	12						
Enterprise Community Partners (Fircrest Manor Apartments)				15	in process				
REACH CDC (The Orchard, new development)				8					
Northwest Housing Alternatives (new development)				8					
Bridges To Housing				7					
CPAH (The Barcelona, new development)				8					
Total PBVs	12	12	12	46	0	0	25	25	17

**Note:** 3 additional units at Tom Brewer House were leased-up as of 6/1/2012



**V. STAFF REPORTS**  
**E. Report on Homelessness**

- **COST STUDY ON HOMELESSNESS**

The Vision Action Network and the Washington County Department of Housing Services convened a Homeless Cost Study Advisory Committee to provide oversight to the development of a cost study on homelessness. A Request For Qualifications (RFQ) was published seeking proposals to design and conduct a cost study on chronic homelessness with two proposals received. Interviews were held, with selection of the proposal submitted by Dr. Thomas Potiowsky, Northwest Economic Research Center (NERC). The Cost Study Advisory Committee was briefed on the selection of NERC at their June 14 meeting

The purpose of this study is to understand the amount of money various systems (hospitals, law enforcement, emergency medical services, jail, community corrections, etc.) are currently spending on services that do not permanently end homelessness. The report will reveal the economics of homelessness and inform strategic planning around resource utilization and performance outcomes in alignment with the County's 10-Year Plan to End Homelessness.

- **EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM**

Funded under the McKinney-Vento Act, as amended by HEARTH, the purpose of the Emergency Solutions Grant (ESG) Program is to assist individuals and families quickly regain stability in permanent housing after experiencing a housing crisis or homelessness. Recipients which are state governments, large cities, urban counties, and U.S. territories, receive ESG grants and make these funds available to eligible sub recipients. The Emergency Solutions Grants (ESG) Program replaces the Emergency Shelter Grants Program, and expands the eligible activities to include homelessness prevention and rapid re-housing components.

The Washington County Office of Community Development (OCD) administers the ESG Program. In FY2010, the formula funding for Washington County provided \$88,350, as compared to the FY2011 estimate of \$137,797 given the increased federal funding under the HEARTH Act.

Early this year, the OCD identified that funds attributed to Beaverton and Hillsboro were being redirected to Oregon Housing and Community Services (OHCS), as a federal statute penalizes entitlement jurisdictions (e.g. Washington County) when a city within that jurisdiction exceeds 50,000 in population (e.g. both Beaverton and Hillsboro), resulting in an estimated FY2012 loss of \$100,182 in funding. Ms. Jennie Proctor, OCD, requested that OHCS carve-out the Washington County funding for Beaverton and Hillsboro, and return these funds to the jurisdiction for which the HUD funds were appropriated. To date, OHCS has met with the Community Action Partnership Organization (whose role is to advise the State on homeless funding) to discuss its allocation formula. The result was a less than favorable response to



Washington County’s request. Without funding formula policy reform, Washington County will continue to be penalized as city populations reach the 50,000 person threshold; e.g. Tigard is approximately 1,500 people from the 50,000 population threshold, at which time the ESG funds attributed to the city by HUD will be shifted away from the County to OHCS.

Federal Homeless Program Funds	FY 2010 \$1,846 billion	FY 2011 \$1,901 billion	FY 2012 \$1,901 billion	FY 2013 [proposed] \$2,231 billion
CoC Homeless Assistance Competitive Grant Funding	\$1,686 billion	\$1,676 billion	\$1,651 billion	\$1,945 billion
Award - Competitive Funds Washington County CoC	\$2.1 million	\$2.1 million	n/a <sup>1</sup>	
Emergency Shelter & Solutions Grant (ESG) Formula Funding	\$160 million	\$225 million	\$250 million	\$286 million
Award – ESG Funds to Washington County	\$88,350	\$137,797 <sup>2</sup>	\$234,639 <sup>3</sup>	
ESG “net funds” diverted from Washington County to OHCS (Loss of resources from Washington County)	n/a <sup>4</sup>	\$63,110	Est. \$66,958	

• **EMERGENCY FOOD AND SHELTER PROGRAM**

The Emergency Food and Shelter Program (EFSP) was created in 1983 to supplement the work of local social service organizations within the United States to help hungry and homeless people in need of emergency assistance.

A public notice was released seeking Phase 30 Request For Proposals (RFP) to provide emergency food, rent and shelter assistance. The EFSP Allocation Committee has received the applications submitted, and awaits the national funding formula to finalize the local award of funds public, private and nonprofit agencies in Clark County, Washington, and Clackamas, Multnomah and Washington counties in Oregon.

Federal budget appropriation for the EFSP has decreased in recent years under the Federal Emergency Management Agency (FEMA) budget, with the President’s FY2013 budget request of \$100 million, a \$20 million decrease as compared to \$120 million in FY2012. United Way and Catholic Charities have provided strong

<sup>1</sup> HUD has not yet released the Notice of Funds Available (NOFA) for the FY2012 CoC Homeless Assistance Competitive Grant.

<sup>2</sup> FY2011 Emergency Shelter Grant award \$137,797 to Washington County OCD, and est. \$24,382 Emergency Solutions Grant from OHCS to Community Action via state formula.

<sup>3</sup> FY2012 Emergency Solutions Grant award \$157,499 to Washington County OCD, and est. \$77,140 from OHCS to Community Action via state formula.

<sup>4</sup> Beaverton and Hillsboro diverted funds under Emergency Shelter Grant Program unknown at report writing.



advocacy at the federal level to increase the amount of EFSP funding available. On June 7, the full House passed the FY2013 funding bill to include \$120 million, the same as in FY2012. The Senate Appropriations has approved legislation to provide \$150 million, but the full Senate has yet to consider the bill as of June 13, 2012.

The EFSP National Board uses a formula involving population and poverty data provided by the US Census, and unemployment data provided by the Bureau of Labor Statistics to determine eligibility of a civil jurisdiction to receive an allocation of funds.

Historical EFSP funding in Washington County:

\$ 62,988 2011 State Set-aside: \$0.00 shelter, \$50,390 rent, \$12,598 food  
\$ 376,296 2010 EFSP & ARRA: \$135,467 shelter, \$162,829 rent, \$78,000 food  
\$ 281,091 2009 EFSP: \$87,291 shelter, \$101,840 rent, \$49,800 food

- **HEARTH ACT IMPLEMENTATION**

On June 7, the House Appropriations Subcommittee on Transportation, Housing, and Urban Development (T-HUD) approved its funding bill for FY2013. The legislation provides \$2 billion for HUD's McKinney-Vento Homeless Assistance Grants, nearly \$100 million above the FY2012 level. The National Alliance to End Homelessness estimates the \$2 billion to be less than sufficient to fund the Continuum of Care (CoC) and Emergency Solutions Grant (ESG) activities, and may impact full implementation of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, enacted into law in 2009.

The Senate Appropriations Committee has already approved its version of the legislation, which included \$2.146 billion for McKinney-Vento programs.

The HEARTH Act includes six sets of regulatory rules amending the McKinney-Vento Act. The Washington County HSSN is working to implement the HEARTH Act rules as the regulatory statutes are released in phases. Rules released include:

- Homeless Definition that identifies eligible persons at risk of homelessness and those who are literally homeless (*final effective 1/4/2012*)
- Emergency Solutions Grant (ESG) Program (*interim effective 12/5/2011*)
- Consolidate Plan Conforming Amendment (*interim effective 12/5/2011*)
- Homeless Management Information System (HMIS) that establishes data standards and includes codification of the CoC planning model (*interim effective 12/9/2011*)

Not yet released are the regulatory provisions for a new:

- CoC Program that consolidates the Supportive Housing (SHP), Shelter Plus Care (S+C) and SRO Mod-Rehab programs
- Rural Housing Stability Assistance Program

HUD will determine which provisions of the HEARTH Act to implement in order to maximize the impact on the people served by these homeless assistance funds.



- **FEDERAL CONTINUUM OF CARE (COC) CHECK-UP & ACTION PLAN**

In April 2012, the HSSN completed a HUD CoC Check-up process to assist local communities to analyze capacity and readiness to implement the HEARTH Act.

On June 8, the HSSN launched a 12-month process to:

- Goal: Improve accessibility to housing and services through development of a system-wide *Coordinated and Centralized Assessment System (CCAS)* serving people at risk of homelessness and people experiencing homelessness.  
Implementation Timeline: By June 2013
- Goal: Expand HMIS data collection and develop system-wide information sharing policy to support coordinated homeless response system, to include HUD and non-HUD funded projects. Develop HMIS System-wide information sharing policy and reporting tools.  
Implementation Timeline: By March 2013
- Goal: Prevent and end chronic homelessness and Veteran homelessness by 2015, as defined by the Federal Strategic Plan “Opening Doors”. Increase CoC capacity to house chronically homeless people and homeless Veterans.  
Implementation Timeline: By June 2015

- **HPAC HOMELESS CONSUMER POSITION VACANCY**

Ms. Billie Butler was appointed to fill the vacant Homeless/Formerly Homeless Consumer position on the Homeless Plan Advisory Committee (HPAC). Ms. Butler has experienced homelessness with her children in Washington County, and the metro-area. The HPAC provides oversight to the implementation of the 10-Year Plan and leadership to effectively collaborate with state and local partners to develop additional resources to meet the ambitious goals included in the Plan.

## VI. OLD BUSINESS

- **TAX EXEMPTIONS FOR AFFORDABLE HOUSING**

The goal of this effort is to create a streamlined, consistent process for applying for and receiving a property tax exemption across Washington County. This initiative supports the Consolidated Plan recommendation for intergovernmental cooperation and consistency, and is one of the key strategies of the County’s 10-Year Plan to End Homelessness.

As of February 2012, TVF&R and the Hillsboro School District had approved this exemption program for three-year pilot periods. Reviews of the ORS 307.540-548 clarified that the governing body (the city or county with legislative authority over the property) must approve the ordinance and participate in the exemption program in order for any exemption to be legal — service districts alone are not sufficient under the law. Housing staff met with City of Hillsboro staff and the new Hillsboro City





Manager to determine if it would be possible to approve an ordinance in time for exemptions to be processed this year.

Chair Duyck will consider bringing this program to a Board work session after the data from the Cost Study on Homelessness is available (summer 2012).

A meeting with nonprofit housing partners and staff from Washington County and the City of Beaverton took place on Monday, May 21, at 10am to discuss approaches for securing staff and leadership approval in different jurisdictions. City of Beaverton staff is generally supportive, and will approach Mayor Doyle about moving forward in Beaverton. Washington County staff will also continue working with the City of Hillsboro. Val Valfre met with Rob Drake, the City Manager for Cornelius, on June 4 to discuss this strategy. Mr. Drake is supportive, and staff provided sample ordinance language and other information to assist implementing this program in Cornelius.

Meeting date	Jurisdiction	Name	Position	Support	Additional Activity
November 2010	City of Tigard	Craig Dirksen Craig Prosser	Mayor City Manager	Supportive-- currently adopted & supported in Tigard	
November 2010	City of Hillsboro	Jerry Willey Sara Jo Chaplan	Mayor (former) City Manager	General program support	4/2: meeting with new City Manager Seek Council support
January 2011	Hillsboro School District	Mike Scott Adam Stewart	Superintendent CFO	Board approved support on 2/28/12, effective July 1, 2012-June 30, 2015	
February 2011	City of Beaverton	Denny Doyle Don Mazziotti	Mayor Community Development Director	Supportive	Seek Council support
February 2011	Tigard-Tualatin School District	Rob Saxton	Superintendent	Supportive-- currently partners with Tigard	
March 2011	Beaverton School District	Ron Porterfield Claire Hertz	Deputy Superintendent CFO	General program support	
July 2011	City of Forest Grove	Peter Truax Micheal Sykes	Mayor City Manager	General program support	
August 2011	Forest Grove School District	Yvonne Curtis Michael Schofield	Superintendent Business Director	General program support	
October 2011	TVF&R	Mike Duyck Dustin Morrow Debra Guzman	Fire Chief Deputy Chief CFO	Board approved support in December 2011, effective July 1, 2012-June 30, 2015	Would like to work with nonprofits & HAWC to improve safety at affordable properties
April 2012	Washington County	Andy Duyck	BOC Chair	under consideration	Awaiting Cost Study results
June 2012	City of Cornelius	Rob Drake	City Manager	General program support	No eligible properties currently, supports adopting ordinance

- **ALOHA-REEDVILLE STUDY AND LIVABLE COMMUNITY PLAN**  
**Sustainable Housing and Communities**

The Citizen Advisory Committee (CAC) will meet on June 14, 2012 to continue small-group work to brainstorm and developing possible strategies to address broad categories — Housing, Transportation, and Economic Development. The next CAC meeting is scheduled for Wednesday, July 11. The June and July meetings have been extended to 5:30-9pm, to allow for additional work group time in lieu of a Saturday workshop. CAC meetings normally take place from 6-8:30pm in the TVF&R facility on SW Blanton and 209<sup>th</sup>.



The July CAC is anticipated to include a beta-test of a scenario planning mapping activity that will provide an opportunity for all CAC members (and any other interested community members or stakeholders) to discuss community issues, define some community goals and visions, and consider trade-offs and strategies that will impact the community's future

The project team has heard some concern about how well our current 2,000+ public comments reflect the real feedback of the community. A community survey has been developed to collect additional feedback from the Aloha Reedville community, and help bring more perspectives and local voices into the discussion.

The survey is open online at Survey Monkey (<http://www.surveymonkey.com/s/VH7FYQ2>), and a survey link will be posted on the Aloha-Reedville website soon. A Spanish-language version will be posted in the very near future.

Additional outreach, engagement, and capacity-building activity, including workshops and special events targeting faith-based communities, Hispanic community members, renters, and other groups will be included in Phase 2 work. The Center for Intercultural Organizing has been engaged to assist in engaging and building capacity for immigrant communities in the study area, and Centro Cultural of Washington County has been contracted to assist with more targeted outreach to the Latino community.

Project staff has had a number of opportunities to engage with peer organizations and receive capacity-building training in scenario planning and other tools that will assist in this planning effort. Staff attended a two-day training in Charlotte, NC in May, and a peer-to-peer workshop in Seattle, WA on June 14-15. Staff is also working with FHWA staff to discuss a scenario planning capacity-building training in Washington County, likely to be scheduled sometime in the fall or early winter.

The current Existing Conditions report and all appendices are available on the project website at

<http://www.co.washington.or.us/LUT/PlanningProjects/alohareedville/document-and-maps.cfm>.

- **WORKFORCE INNOVATION GRANT WITH WORKSYSTEMS, INC.**

HAWC partnered with WorkSystems, Inc to submit an application for a Department of Labor Workforce Innovation Fund grant. Other partners include the Housing Authority of Clackamas County, Home Forward, the Housing Authority of Vancouver, and the Southwest Washington Workforce Investment Board.

HAWC's target is to serve 50 clients over the 18 months of the grant program, doubling the number of jobseekers that may be served (25 client 'slots' are already available through our current partnership with WorkSystems). Grant funds will also provide additional resources for education, classes, on-the-job training, and internships for program participants.

The grant proposal was submitted on March 22, 2012.

**UPDATE:** On June 14, WorkSystems, Inc announced that the consortium was awarded a \$5.5 million Workforce Innovation Fund grant from the US Department of Labor!



- **MIXED-INCOME HOUSING WORK GROUP**

This work group will explore the general concept of mixed-income housing and its feasibility in Washington County, and was an action identified in the 2010-2015 Consolidated Plan Action Plan. The work group is not constrained, and may consider any number of configurations of mixed-income housing at a variety of income levels, and may consider its feasibility in the County overall and/or in specific locations. The work group may explore any number of options and recommend configurations and strategies that appear to be most useful for Washington County.

The third meeting of the work group exploring the feasibility of mixed-income housing in Washington County took place on Thursday, May 17 from 3-4:30pm in the First Floor meeting room in Beaverton City Hall. The June meeting is scheduled for Thursday, June 21, from 3-4:30pm at in the Council Chambers at Beaverton City Hall. The July meeting is proposed for Thursday, July 19, 3-4:30pm at a TBD Beaverton location.

## VII. NEW BUSINESS

- **CITY OF TIGARD GOAL 10 REVIEW**

Washington County Housing Department will provide a staff member to participate on the Technical Advisory Committee for the City of Tigard's Goal 10 Population and Housing Review. Kim Armstrong will represent the Housing Department, and is working to find a Land Use and Planning staff member to assist with this project as well.

- **MEYER MEMORIAL TRUST APPLICATION REVIEW**

Peter Hainley suggested that the Housing Department consider submitting a Meyer Memorial Trust application to promote the ongoing and future collaborative initiatives of the Homeless Program and the faith community. A draft proposal and budget were developed to support an Employment Mentorship Program that assists homeless persons and those at risk of homelessness pursue job opportunities. The proposal is currently being revised following a very constructive critique by Mr. Hainley.

## VIII. RESOLUTIONS/ACTION ITEMS

## IX. ADJOURNMENT