

# TACOMA COMMUNITY REDEVELOPMENT AUTHORITY

## Meeting Agenda

May 13, 2021  
Zoom Virtual Meeting - Call in and link information provided

Meeting No. 711

7:30 A.M. ROLL CALL

### CALL TO ORDER

*THE FOLLOWING ITEMS ARE PRESENTED FOR BOARD REVIEW AND DISCUSSION:*

### CONSENT AGENDA

1. TCRA Meeting Minutes for April 22, 2021 Exhibit 1
2. March Check Register Exhibit 2

### ADMINISTRATION

3. Loan Write-off Request – Felicia Medlen Exhibit 3  
Staff will request Board action on loans in the TCRA portfolio that have no recourse action to be taken.
4. TCRA Board Member Orientation – Erika Bartlett Exhibit 4  
Staff will provide Board members with information about the purpose of the TCRA and the Board's roles and responsibilities. The new Board Member Virtual Toolkit and updates to the TCRA webpage will also be covered. Presentation is for informational purposes only, no action is required.

### HOUSING

5. Notice of Funding Availability for Affordable Housing Projects – Heidi Burbidge Exhibit 5  
Staff will provide information on the upcoming TCRA 2021 Affordable Housing Notice of Funding Availability. Presentation is for informational purposes only, no action is required.

### ECONOMIC DEVELOPMENT

6. City of Tacoma Deferral of Revolving Loan Fund Payments for Stabilization Loan Borrowers – Will Suarez Exhibit 6  
Staff will request Board action on the deferment of Revolving Loan Fund payments for two borrowers of the City of Tacoma COVID Stabilization Loan.

### EXECUTIVE SESSION

Discussion with counsel regarding legal risk of property ownership.

### FOR THE GOOD OF THE ORDER

### ADJOURN



**MINUTES**  
Meeting No. 710

April 22, 2021  
Virtual Zoom Meeting Video and Call-information provided

Steve Snider called the meeting to order at 7:31 AM.

**ROLL CALL**

TCRA Members Present: Meredith Neal, Kimber Starr, Lacey Barker, Terri Scott, Dan Montopoli, Jason Kors, Ian Northrip, Steve Snider, Miriam McBride, Joseph van Dyk

TCRA Members Absent: Karsen Keever

TCRA Staff in Attendance: Felicia Medlen, Erika Bartlett, Heidi Burbidge, Danai Mangum, Karlee Iverson, Drena Sellars, Carrie Wickstrom

Guests in Attendance: Jennifer Hines, Eric Alozie

***THE FOLLOWING ITEMS WERE PRESENTED FOR BOARD REVIEW AND DISCUSSION:***

**CONSENT AGENDA**

1. TCRA Meeting Minutes for March 25, 2021

**MOTION:** Lacey Barker moved to adopt items presented in the Consent Agenda. Ian Northrip seconded the motion, which passed unanimously.

**ADMINISTRATION**

2. Welcome New Members

New members Miriam McBride and Joseph van Dyk were introduced to the Board. Item presented for information only, no action was taken.

3. Loan Write-off Request

Staff provided the Board with a summary of loans in the TCRA portfolio that have no recourse action to be taken due to the six-year statute of limitation for collection of expiring and foreclosure/trustee sales resulting in no surplus funds.

**MOTION:** Meredith Neal moved to write off the loans and remove them from accounting and loan servicing systems. Dan Montopoli seconded the motion, which passed unanimously.

4. Administrator's Quarterly Report

Staff provided an update on active projects the TCRA has funding commitments in and an overview of actions being taken on behalf of the Board for compliance with grant programs during the 1<sup>st</sup> Quarter of 2021. Item presented for information only, no action was taken.

5. 35<sup>th</sup> and Pacific Environmental Analysis Report

The Board was provided with a Technical Memorandum of the most recent environmental analysis, dated April 2021, performed on City-owned six parcels located at South 35<sup>th</sup> Street and Pacific Avenue. Staff recommended that the Board proceed with the transfer of the property from the City to the TCRA for the purpose of affordable housing development, direct staff to develop and implement a community engagement strategy, and authorize the release of a Request For Proposal after community engagement is complete.

**MOTION:** Joseph van Dyk moved to authorize that staff proceed with the transfer of 35<sup>th</sup> and Pacific from the City of Tacoma to the TCRA conditional upon the Board's review and approval of the transfer agreement. Kimber Starr seconded the motion. Voice vote was taken and carried. The motion was declared adopted.

Ayes: 7 Nays: 3 Absent: 1 Abstain: 0

6. Conifer South Acquisition Project

Staff provided an update on Tacoma Housing Authority's Conifer South Acquisition Project.

**MOTION:** Jason Kors moved to rescind TCRA's award of Community Development Block Grant funds in the amount of \$1,500,000 in to the Tacoma Housing Authority in support of the Conifer South Acquisition Project. Terri Scott seconded the motion, which passed unanimously.

**FOR THE GOOD OF THE ORDER**

**ABSENT MEMBERS WERE EXCUSED**

**MOTION:** Dan Montopoli moved to excuse Karsen Keever. Meredith Neal seconded the motion, which passed unanimously.

**ADJOURN**

The meeting adjourned at 9:11 AM.

Respectfully Submitted,

Dan Montopoli

Check Number	Program		Payee	Transaction Description	Check Amount
	Code	Effective Date			
ACH903	10	3/4/2021	Landau Associates Inc.	35th and Pacific - Environmental Analysis	16,253.36
ACH904	10	3/4/2021	EISENHOWER & CARLSON, PL	Carol Verner - Legal Fees	159.40
ACH904	10	3/4/2021	EISENHOWER & CARLSON, PL	Dion Thomas - Legal Fees	39.00
ACH904	10	3/4/2021	EISENHOWER & CARLSON, PL	Helen Smith - Legal Fees	77.00
ACH904	10	3/4/2021	EISENHOWER & CARLSON, PL	Julia Arias - Legal Fee	45.40
ACH904	10	3/4/2021	EISENHOWER & CARLSON, PL	Multiple Files - Legal Fees	1,237.00
ACH904	10	3/4/2021	EISENHOWER & CARLSON, PL	RTSS - Legal Fee	2,393.00
ACH904	10	3/4/2021	EISENHOWER & CARLSON, PL	Spivey, Girtha - Legal Fee	77.00
ACH905	10	3/4/2021	FISERV DIRECTSOURCE	Coupon Books - Feb 2021	30.31
ACH906	14	3/4/2021	PUGET SOUND TITLE & ESCRC	Hurd, Wilma	525.00
ACH906	30	3/4/2021	PUGET SOUND TITLE & ESCRC	Schooler, Susan	175.00
ACH906	30	3/4/2021	PUGET SOUND TITLE & ESCRC	Talavera Zuniga, Jose	175.00
ACH906	30	3/4/2021	PUGET SOUND TITLE & ESCRC	Workman, Aaron	175.00
ACH906	57	3/4/2021	PUGET SOUND TITLE & ESCRC	Tacoma Rescue Mission	175.00
ACH906	30	3/4/2021	PUGET SOUND TITLE & ESCRC	Lane, Jamie	175.00
ACH906	30	3/4/2021	PUGET SOUND TITLE & ESCRC	Loewen, Nicholas	175.00
ACH906	60	3/4/2021	PUGET SOUND TITLE & ESCRC	Caron, Donna	175.00
ACH906	60	3/4/2021	PUGET SOUND TITLE & ESCRC	Grice, Tammy	175.00
ACH906	30	3/4/2021	PUGET SOUND TITLE & ESCRC	Delgado Trujillo, Felix	175.00
ACH907	14	3/4/2021	Pacific Coast Renovations, LLC	Aargaard, Amanda - SFR Warranty Repair Work	35,130.65
ACH907	14	3/4/2021	Pacific Coast Renovations, LLC	Briney-Gilmore - Loan Disbursements	42,806.08
ACH907	14	3/4/2021	Pacific Coast Renovations, LLC	Graham, Jim and Jackie - Loan Disbursements	20,781.52
ACH908	14	3/4/2021	Pacific Coast Renovations, LLC	Karanasos, Sheryl - Loan Disbursement	8,357.88
ACH908	14	3/4/2021	Pacific Coast Renovations, LLC	Karanasos, Sheryl - Rehab Cost	6,436.66
ACH909	14	3/4/2021	Defiance Construction LLC	Romaneschi, Chanda - Loan Disbursements	12,013.86
ACH910	80	3/11/2021	Enriquez, Rey and Melanie	Enriquez, Rey D - Refund on overpayment loan payoff	31.00
ACH911	10	3/11/2021	EISENHOWER & CARLSON, PL	Helen, Smith - Legal Fees	1,471.00
ACH912	80	3/11/2021	CITY OF LAKEWOOD	15121 Boat St SW - LKW AFH Reimbursement	2,662.21
ACH913	10	3/11/2021	Tacoma News Inc	Hiltop Loft - Legal Fees	762.11
ACH914	80	3/18/2021	CITY OF LAKEWOOD	March 18, Cash Disbursement	61,683.76
ACH915	14	3/25/2021	NVL LABORATORIES, INC	Graham, Jim & Jackie - Lead Testing	1,220.92
ACH916	14	3/25/2021	Timber Coast Construction	Middlebrook, Rhonda - Contractor Draw	12,224.93
ACH917	14	3/25/2021	Defiance Construction LLC	Romaneschi, Chanda - Contractor Draw	12,013.86
ACH918	10	3/25/2021	Rebuilding Together SouthSound	Tacoma Home Repair -	21,062.25
ACH919	80	3/25/2021	CITY OF LAKEWOOD	Chisolm, Cynthia - Recording Fees	110.91
ACH920	10	3/25/2021	Landau Associates Inc.	35th & Pacific	10,964.90
ACH921	10	3/25/2021	EISENHOWER & CARLSON, PL	Barem, Mary - Legal	114.00

ACH921	10	3/25/2021	EISENHOWER & CARLSON, PL	English, William - Legal	190.00
ACH921	43	3/25/2021	EISENHOWER & CARLSON, PL	Woodcock, Edwin & Courtney - Legal	76.00
ACH921	10	3/25/2021	EISENHOWER & CARLSON, PL	In Time Renovations - Legal	3,808.50
ACH921	10	3/25/2021	EISENHOWER & CARLSON, PL	Lewis, Bertha - Legal	799.30
ACH921	10	3/25/2021	EISENHOWER & CARLSON, PL	Nystrom-Fischer, Lori Ann - Legal	76.00
ACH921	10	3/25/2021	EISENHOWER & CARLSON, PL	Sanders, Stephen & Monica - Legal	266.00
ACH921	10	3/25/2021	EISENHOWER & CARLSON, PL	TCRA Admin - Legal	703.00
ACH921	10	3/25/2021	EISENHOWER & CARLSON, PL	TCRA Admin - Legal	703.00
ACH921	43	3/25/2021	EISENHOWER & CARLSON, PL	Woodcock, Edwin & Courtney - Legal	76.00
ACH921	10	3/25/2021	EISENHOWER & CARLSON, PL	Hummel, LeAnna - Legal	2,169.00
ACH921	30	3/25/2021	EISENHOWER & CARLSON, PL	Uldrikson, Nancy - Legal	1,064.00
ACH921	20	3/25/2021	EISENHOWER & CARLSON, PL	Valhalla Hall - Legal	<u>190.00</u>
Report Total					<u><u>282,380.77</u></u>

**Not included in last months report:**

16964	20	2/19/2021	Guardian Security System	Valhalla Hall Fire System	173.57
16965	60	2/19/2021	Harris, Jeslyn	Harris, Jeslyn-refund on overpayment of loan payoff	275.00
16966	14	2/19/2021	Scales, Audrey	Scales, Audrey - refund on overpayment of loan	106.17
16967	14	2/19/2021	Furbush, Karen	Furbush, Karen - refund on overpayment of loan	125.00
					<u><u>679.74</u></u>



TO: Tacoma Community Redevelopment Authority  
 FROM: Karlee Iverson, Financial Assistant  
 SUBJECT: Loan Write-Off Requests  
 DATE: May 13, 2021

The following Loans in our Portfolio have no recourse action to be taken. Staff requests that these loans be written off and removed from accounting and loan servicing systems due to an executed settlement agreement.

Loan #	Program	W/O Amount	Reason	Term	Closing Date	Loan Amount	Year
01RMH621	Major Home Repair	\$ 2,931.36	Settlement Agreement	20 year deferred	9/12/2007	\$ 25,000.00	2019
43HMF621	Major Home Repair	\$ 46,034.91	Settlement Agreement	20 year deferred	12/21/2000	\$ 46,300.00	2019
		<b>\$ 48,966.27</b>				<b>\$ 71,300.00</b>	

**Total \$48,966.27**

Recommending Approval:

Felicia Medlen  
 Felicia Medlen, TCRA Administrator

Approved:

\_\_\_\_\_  
 TCRA President



THE TACOMA REDEVELOPMENT AUTHORITY:  
A PARTNERSHIP FOR HOUSING AND  
COMMUNITY DEVELOPMENT



---

---

---


---

---


---

---

---



PUBLIC DEVELOPMENT AUTHORITY  
EST. 1974



---

---

---

---

---

---

---

---

As a public development authority, the TCRA is vested with specific powers, such as:

- Own and sell real and personal property
- Contract with individuals, associations, corporations, the State of Washington, and the United States
- Enter into litigation
- Lend and borrow funds
- Enter into grant agreements and undertake or perform any public program to carry out the purposes of a federal program

PUBLIC DEVELOPMENT AUTHORITY  
EST. 1974



---

---

---

---

---

---

---

---



THE PURPOSE OF TCRA PROGRAMS



---

---

---

---

---

---

---

---

- Rebuild or revitalize blighted areas
- Develop housing programs including home rehabilitation, counseling, and maintenance training services
- Expand housing, job, and income opportunities
- Stimulate economic development
- Establish better access between homes and jobs
- Enhance cultural, recreational, and educational facilities and opportunities

THE PURPOSE OF TCRA PROGRAMS



---

---

---


---

---


---

---

---



TCRA CHARTER AND BYLAWS



---

---

---

---

---

---

---


---



The TCRA's Charter and Bylaws are legal documents that outline:

- The functions and operations of the TCRA
- Meeting structure and schedule
- The tenure and duties of Board members and officers
- The election process for Board officers
- Quorum and voting requirements

TCRA CHARTER AND BYLAWS



---

---

---

---

---


---

---

---

- January – October, regular meetings occur on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month at 7:30 AM
- November – December, meetings are on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays
- Meetings are run according to Robert's Rules of Order
- Board members are appointed by City Council and serve two-year terms
- Board officers are elected by TCRA members and include the President, Treasurer, and Secretary
- Quorum, or the minimum number of members required to transact business, is currently four members

TCRA CHARTER AND BYLAWS



---

---

---

---

---


---

---

---



ETHICS



---

---

---

---

---


---

---

---

- The City of Tacoma's Code of Ethics (TMC 1.46) applies to all appointed officials
- No gifts, favors, rewards, or gratuity should be accepted in connection with TCRA
- Your position as a Board member should not be used to secure personal benefit, gain, profit, or special privileges
- In case of conflict of interest, abstain from voting

ETHICS



---

---

---

---

---

---

---

---



SUNSHINE LAWS: OPEN PUBLIC MEETING AND PUBLIC RECORDS ACTS



---

---

---

---

---

---

---

---

- Open Public Meeting Act (42.30 RCW)
- Public Records Act (42.56 RCW)
- Require that most of the TCRA's proceedings be open or available to the public
- TCRA Board Member Virtual Toolkit – a password-protected, online resource for TCRA Board members

SUNSHINE LAWS: OPEN PUBLIC MEETING AND PUBLIC RECORDS ACTS



---

---

---

---

---

---

---

---



**TO:** Tacoma Community Redevelopment Authority Board

**FROM:** Heidi Burbidge, Management Analyst II

**SUBJECT:** Notice of Funding Availability for Affordable Housing Projects

**DATE:** May 13, 2021

SUMMARY

Provide information on the upcoming Tacoma Community Redevelopment Authority (TCRA) 2021 Affordable Housing Notice of Funding Availability (Affordable Housing NOFA).

BACKGROUND

***Available Funding***

Each year the TCRA issues a Notice of Funding Availability for Affordable Housing with the primary objective of expanding opportunities for safe, healthy and affordable housing for low-income individuals and households. On May 17, 2021 staff will issue the 2021 Affordable Housing NOFA. Funding for this NOFA comes from two sources, the HOME Investment Partnership Program (HOME) and the City’s Affordable Housing Fund.

<b>Fund Source</b>	<b>Amount</b>
HOME	\$1,168,999
Affordable Housing Fund	
General Fund	\$2,150,000
HB 1406	\$831,088
<b>Total:</b>	<b>\$4,150,087</b>

The HOME program is a federal formula block grant to states and local governments and is designed exclusively to create decent and safe affordable housing for low-income households. Funding is provided to the City of Tacoma by the U.S. Department of Housing and Urban Development (HUD). Through the 2021-22 Annual Action process, the City Council has allocated \$946,211 in 2021 HOME Investment Partnerships Program (HOME) and \$222,788 in HOME Program Income for the TCRA to administer.

The City's is comprised of general fund contributions from City Council and proceeds of HB 1406 sales tax remitted to the City by the state for the purpose of affordable housing. These funds can be used to build new affordable housing and acquire existing affordable housing. A total of \$2,981,088 of AHF funds will be available through the NOFA.

### ***Project/Program Eligibility***

During the eligibility review period, TCRA staff determines whether funding requests are comprised of eligible activities. Activities that will be considered eligible for funding are as follows:

#### ***Multi-Family Rental***

- Construction of new multi-family rental housing made available to tenants earning 80% or less of the Area Median Income, adjusted for household size;
- Rehabilitation of existing multi-family rental housing made available to tenants earning 80% or less of the Area Median Income, adjusted for household size;
- Acquisition of existing multi-family rental housing which will be rehabilitated and made available to tenants earning 80% or less of Area Median Income, adjusted for household size;

#### ***Single-Family Homeownership***

- Construction of new single-family housing which will be sold at an affordable price to first-time homebuyers earning 80% or less of the Area Median Income, adjusted for household size;
- Homebuyer assistance (i.e. downpayment or closing cost assistance) to first-time homebuyers earning 80% or less of Area Median Income, adjusted for household size.

### ***Funding Priorities***

While all projects which are found to meet the eligibility criteria will be considered for funding, priority for 2021 projects will be given to projects as follows:

- Projects that will use funds to acquire property within a 12 month timeframe, with the construction or rehabilitation of units to be completed within 24 months of an award;
- Projects which are targeted at low-income households earning at or below 50% or less of Area Median Income (not applicable for homeownership).

***Review Process***

Staff will prepare a technical review to evaluate projects based on an analysis of:

- Organizational capacity
- Project soundness
- Financial feasibility
- Community need and benefit
- Readiness to proceed.

A technical review summary will be provided for each of the projects evaluated.

***Anticipated Timeline***

NOFA release:	May 17, 2021
Funding applications due:	June 25, 2021
Eligible applicants present projects to the TCRA Board:	July 22, 2021
Final funding recommendations:	August 26, 2021

**NEXT STEPS**

The 2021 Affordable Housing NOFA will be released on May 17, 2021. Staff will provide notice by email to affordable housing developers, community organizations and other interested parties who have requested notification. A notice for the release will also be published in the Tacoma News Tribune.



**TO:** Tacoma Community Redevelopment Authority Board  
**FROM:** Will Suarez, Business Loan Officer, Community and Economic Development Department  
**COPY:** Carol Wolfe, Division Manager, Community and Economic Development Department  
Jeff Robinson, Director, Community and Economic Development Department  
**SUBJECT:** City of Tacoma Deferral of Revolving Loan Fund payments for Stabilization loan borrowers  
**DATE:** May 13, 2021

---

**SUMMARY AND PURPOSE:**

The purpose of this memo is to request deferments of Revolving Loan Fund (RLF) payments for two borrowers of the City of Tacoma COVID-19 Stabilization loan. The RLF borrowers listed were given a repayment deferment from April 30, 2020, through May 1, 2021, without penalty. Both businesses below received a \$15,000 loan using Revolving Loan Funds.

Tacoma S&C LLC (Tacoma Strength)  
Tacoma Improvement Club LLC (Tacoma Brewing Company)

Out of a total of 35 RLF loans made through the COVID-19 Stabilization loan program last April 2020, Tacoma S&C LLC and Tacoma Improvement Club LLC were the only loan recipients that requested an extension of their deferment. Reasons for the extended referrals include:

- 1) Tacoma Improvement Club LLC's 50 regular wholesale accounts and 25-semi-regular accounts remain closed or barely operating. The taproom produces half of the business revenue and remains closed.
- 2) Tacoma S&C LLC made limited income due to state regulations preventing gyms from operating above 25-50% for most of this year.

Both industries were further impacted by the rollback to phase 2 of the Healthy Washington County Phases announced on April 12, 2021.

The total amount deferred for both businesses for a period of 6-months would be \$4,036.68.

**STAFF RECOMMENDATION:**

Staff recommends that the TCRA Board allow Tacoma S&C LLC and Tacoma Improvement Club LLC to defer loan payments (principal and interest) from May 1, 2021, through October 31, 2021, and that those six months of deferment be added to the loan maturity date.

**ATTACHMENTS:**

None