TACOMA COMMUNITY REDEVELOPMENT AUTHORITY Meeting Agenda

May 13, 2021 Meeting No. 711

Zoom Virtual Meeting - Call in and link information provided

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. <u>Loan Write-off Request – Felicia Medlen</u> 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

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

EXECUTIVE SESSION

Discussion with counsel regarding legal risk of property ownership.

FOR THE GOOD OF THE ORDER

ADJOURN

Tacoma Community Redevelopment Authority Meeting Minutes Meeting No. 710



April 22, 2021 Meeting No. 710

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

Tacoma Community Redevelopment Authority Meeting Minutes Meeting No. 710

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 1st Quarter of 2021. Item presented for information only, no action was taken.

5. 35th 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 35th 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 35th 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

Program Code Transaction Description Check Number Effective Date Payee Check Amount ACH903 10 3/4/2021 Landau Associates Inc. 35th and Pacific - Environmental Analysis 16.253.36 ACH904 10 3/4/2021 EISENHOWER & CARLSON, PLI Carol Verner - Legal Fees 159.40 ACH904 10 3/4/2021 EISENHOWER & CARLSON, PLI 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, PLIJulia Arias - Legal Fee 45.40 10 ACH904 3/4/2021 EISENHOWER & CARLSON, PLI Multiple Files - Legal Fees 1,237.00 ACH904 10 3/4/2021 EISENHOWER & CARLSON, PLIRTSS - Legal Fee 2,393.00 **ACH904** 10 3/4/2021 EISENHOWER & CARLSON, PLI Spivey, Girtha - Legal Fee 77.00 ACH905 10 Coupon Books - Feb 2021 30.31 3/4/2021 FISERV DIRECTSOURCE 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 30 175.00 3/4/2021 PUGET SOUND TITLE & ESCRC Lane, Jamie 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 60 175.00 3/4/2021 PUGET SOUND TITLE & ESCRC Grice, Tammy ACH906 30 3/4/2021 PUGET SOUND TITLE & ESCRC Delgado Trujillo, Felix 175.00 14 ACH907 3/4/2021 Pacific Coast Renovations, LLC Aargaard, Amanda - SFR Warranty Repair Work 35,130.65 14 3/4/2021 Pacific Coast Renovations, LLC **ACH907** Briney-Gilmore - Loan Disbursements 42,806.08 **ACH907** 14 3/4/2021 Pacific Coast Renovations, LLC Grahman, 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 3/4/2021 Defiance Construction LLC ACH909 14 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, PLIHelen, 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 61,683.76 3/18/2021 CITY OF LAKEWOOD March 18, Cash Disbrusement 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 35th & Pacific 10,964.90 3/25/2021 Landau Associates Inc. ACH921 114.00 10 3/25/2021 EISENHOWER & CARLSON, PLI Barem, Mary - Legal

ACH921	10	3/25/2021 EISENHOWER & CARLSON	, PLI English, William - Legal	190.00
ACH921	43	3/25/2021 EISENHOWER & CARLSON	, PLI Woodcock, Edwin & Courtney - Legal	76.00
ACH921	10	3/25/2021 EISENHOWER & CARLSON	, PLIIn 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	, PLI Nystrom-Fischer, Lori Ann - Legal	76.00
ACH921	10	3/25/2021 EISENHOWER & CARLSON	, PLI Sanders, Stephen & Monica - Legal	266.00
ACH921	10	3/25/2021 EISENHOWER & CARLSON	, PLITCRA Admin - Legal	703.00
ACH921	10	3/25/2021 EISENHOWER & CARLSON	, PLITCRA Admin - Legal	703.00
ACH921	43	3/25/2021 EISENHOWER & CARLSON	, PLI 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	, PLI Uldrikson, Nancy - Legal	1,064.00
ACH921	20	3/25/2021 EISENHOWER & CARLSON	, PLI Valhalla Hall - Legal	190.00
Report Total				282,380.77
Not included in last mont	:hs 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
				679.74



TO: Tacoma Community Redevelopment Authority

FROM: Karlee Iverson, Financial Assistant

SUBJECT: Loan Write-Off Requests

DATE: May 13, 2021

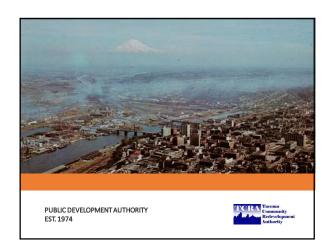
The following Loans in our Portfolio have no recourse action to be taken. Staff requests that these loans be written off and removed from accounting and loan servicing systems due to an executed settlement agreement.

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

Total \$48,966.27

Recommending Approval:	Approved:	
Elicia Medlen		
Felicia Medlen, TCRA Administrator	TCRA President	





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

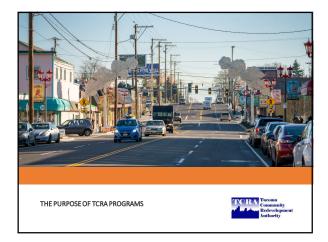
Enter into grant agreements and undertake or perform any public program to carry out the purposes of a federal program

PUBLIC DEVELOPMENT AUTHORITY
EST. 1974

Exhibit 4

1

4/26/2021





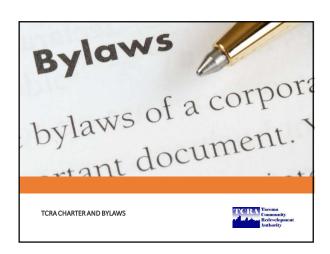


Exhibit 4

2



January – October, regular meetings occur on the 2nd and 4th Thursdays of the month at 7:30 AM
 November – December, meetings are on the 1nd and 3nd 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

TCRACHARTER AND BYLAWS



Exhibit 4 3

TCRA Orientation 4/26/2021

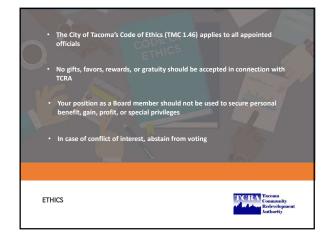
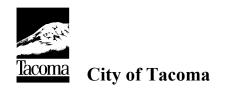






Exhibit 4 4



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.

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

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.



City of Tacoma Memorandum

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