

Housing Authority of Portland Board of Commissioners Meeting



On January 31, a graduation ceremony was held for nine Jefferson High School students who successfully completed the Humboldt Gardens pre-apprenticeship training program.

Housing Authority of Portland
Board of Commissioners Meeting
Multnomah County Building
501 SE Hawthorne Blvd.
(located at the east end of the Hawthorne bridge)
Portland, Oregon
February 19, 2008, 6:15 PM



HOUSING AUTHORITY OF PORTLAND

INDEX FOR ELECTRONICALLY DISTRIBUTED BOARD OF COMMISSIONERS BOARD MEETING PACKET FOR FEBRUARY 19, 2008

Page	2	Index
Page	4	Notification Letter
Page	6	Agenda/Consent Calendar
Page	8	Minutes
Page	18	Executive Directors Report
Page	23	Staff Reports
Page	62	Dashboard Report
Page	64	Resolutions

PUBLIC NOTICE:

THE HOUSING AUTHORITY OF PORTLAND
BOARD OF COMMISSIONERS
will meet on
Tuesday, February 19, 2008
At 6:15 pm
At the Multnomah County Building – Commission Room
501 SE Hawthorne Blvd, Portland

TO: COMMUNITY PARTNERS

FROM: STEVE RUDMAN

DATE: February 12, 2008

The Board of Commissioners of the Housing Authority of Portland will meet on Tuesday, February 19, 2008 at the Multnomah County Building in Commission Room, 501 SE Hawthorne Blvd, Portland OR, at 6:15 P.M. The commission meeting is open to the public.

The meeting site is accessible, and persons with disabilities may call 503-802-8501 or 503-802-8554 (TTY) for accommodations (e.g. assisted listening devices, sign language, and/or oral interpreter) by 12:00 pm (noon), Friday, February 15, 2008.

CONSENT CALENDAR MINUTES



HOUSING AUTHORITY OF PORTLAND
BOARD OF COMMISSIONERS MEETING
 Multnomah County Building – Board Room
 501 SE Hawthorne Blvd
 Portland, OR
 February 19, 2008 6:15 PM

INTRODUCTION AND WELCOME

PUBLIC COMMENT

General comments not pertaining to specific resolutions. Any public comment regarding a specific resolution will be heard when the resolution is considered.

MEETING MINUTES (Consent Calendar/Minutes TAB)

Topic
Minutes of January 22, 2008 BOC Meeting

REPORTS / RESOLUTIONS

08-02-	TOPIC	Presenter/POC	Phone #
Report	Executive Director's Report (Exec Director TAB)	Steve Rudman	503.802.8455
Report	Annual Contracting Report	Brenda Carpenter Jerry Walker	503.802.8502 503.802.8509
Report	Resource Access Center Update	Mike Andrews	503.802.8507
01	Authorization of Resource Access Center Inducement Resolution	Mike Andrews	503.802.8507
02	Authorize an A&E Agreement for the Resource Access Center	Mike Andrews Julie Livingston	503.802.8507 503.802.8424
03	Authorization to Enter into an A&E Contract for University Place	Mike Andrews Julie Livingston	503.802.8507 503.802.8424

ADJOURN

EXECUTIVE SESSION (if needed)

The Board of Commissioners of the Housing Authority of Portland may meet in Executive Session pursuant to ORS 192.660(2). Only representatives of the news media and designated staff are allowed to attend. News media and all other attendees are specifically directed not to disclose information that is the subject of the session. No final decision will be made in the session.

The **next regular meeting** of the Board of Commissioners is scheduled for **March 18, 2008 at 6:15 PM** and it will take place at the Multnomah County Building, 501 SE Hawthorne Blvd., Portland.



**HOUSING AUTHORITY OF PORTLAND
BOARD OF COMMISSIONERS MEETING MINUTES
January 22, 2008
Housing Authority of Portland
135 SW Ash, Portland, OR**

COMMISSIONERS PRESENT:

Chair Jeff Bachrach, Commissioners: Gretchen Kafoury, Katie Such, Nathan Teske, Gavin Thayer and Alternate Resident Commissioner Mary Latourette

STAFF PRESENT:

Mike Andrews, Brenda Carpenter, Shelley Marchesi, Veronica Sherman, Dianne Quast, Todd Salvo, Julie Satterwhite, Jill Riddle, Rachael Duke, Margaret Van Vliet, John Manson, Michael Havlik, Julie Livingston, Peter Beyer, Jerry Walker, Cinna'mon Williams, John Keating, Betty Dominguez, Pamela Kambur, Celia Strauss, Pamela Prideaux

LEGAL COUNSEL:

Steve Abel

Chairman Bachrach opened the meeting at: 6:20pm

PUBLIC COMMENT

The first person with public testimony was Karl Chromy, a Section 8 resident, who said he had received a miscalculated check from HAP and claimed that HAP had failed to take any action on the matter. He called for Steve Rudman's resignation and said he has filed a claim with the City for \$30mm. Jill Riddle met with Mr. Chromy at the meeting to discuss the matter further.

On another matter, Bobby Weinstock (Portland Pilot Project) thanked HAP for creating The Morrison, and providing seniors, who were homeless a year ago, with a warm and safe home. He thanked people individually for coming together to create a beautiful, accessible building which is deeply affordable and has on-site supportive services. Bobby read a quote from one resident, by the name of Betty, who said, "I feel better living inside, the inside of me feels better."

Chairman Bachrach thanked Bobby for his comments and added a thank you to Victor Smeltz, who was with HAP in the beginning phases of The Morrison project.

MEETING MINUTES

Chairman Bachrach called for a motion to adopt the minutes of the December 18, 2007 Board of Commissioners meeting. Commissioner Kafoury made a motion to adopt the minutes and Commissioner Teske seconded the motion.

The vote was as follows:

Chair Bachrach – Aye
Commissioner Such - Aye
Commissioner Thayer – Aye
Commissioner Teske – Aye
Commissioner Kafoury – Aye

REPORTS

Executive Director's Report

Executive Director Rudman reviewed his monthly report, adding that the Gresham City Council tour of some of HAP's downtown Portland properties was a success. Rudman also announced that Mike Bennett, currently a Gresham City Commissioner, will be joining HAP's Board of Commissioners.

Regarding HAP's 10th year Moving-To-Work Plan, Rudman pointed out that the population HAP serves has not changed, but that we are looking at how to change the nature of the relationship of how we serve the population. Consideration of minimum rents has been removed from the Plan, as well as the language suggesting our properties would become 'non-smoking', and, instead, would consider a policy to make additional properties 'non-smoking.' About preferences for working families, Rudman said that wording has been changed to reflect that HAP may consider this type of policy rather than saying we will consider it. He urged the Board to put this into context and that it would not be a wholesale change to the recommendation, saying that we want to commit to public process, there is not time to do this justice right now, and that we might not get to it this year.

Executive Director Rudman discussed the report of New Columbia's development goals, saying that this project was a great experience and the report reflects the huge breadth and depths of what HAP and our project partners were able to accomplish. He also said that New Columbia has the reputation of being one of the most successful HOPE VI projects in the country.

For an update on Humboldt Gardens Rudman reported that the project is moving along and that we expect first occupancy to take place in June 2008. He said John Keating has been raising money for the Opportunity Center and that many of the same contributors who gave money to the mixed-use buildings at New Columbia are contributing again.

Executive Director Rudman reviewed the resolutions regarding use of the CM/GC contracting approach for both University Place and the Resource Access Center. He closed by saying that David Keller would be facilitating the board retreat on February 8 & 9. He added that on January 31, nine Jefferson High School students would graduate from a pre-apprenticeship program they participated in at Humboldt Gardens.

New Columbia Final Report

Shelley Marchesi began by saying this report, which outlines the goal areas and our achievements, was a while in the making but that we wanted to wait until we could add the homeownership goals. This report speaks to the complexity of the project and folks agree we did a fairly good job. She pointed in the report the awards and recognition the New Columbia project has received, and said that we are still receiving requests for tours of the property and continue to be invited to conferences to speak. She added that there is a link to the report on HAP's website.

Veronica King said she remembers Executive Director Rudman's commitment to HAP's directors and staff, that we would develop a HOPE VI project at New Columbia like no other, in that we would attend to the residents, as well as the development, and we proved that by the way we tracked families and evaluated data, and the highlight is the economic impact it has had on women and minorities in the construction industry.

Mike Andrews talked about the goals that he felt stood out; homeownership, and economic participation, adding that the statistics speak to this success. 60% of homeowners at New Columbia were first-time owners, 56% of the homes have children living in them. Andrews stated that 24% of all construction contracts were awarded to targeted businesses, and cited Jerry Walker, John Manson, and Walsh Construction for their commitment to making this happen.

Chairman Bachrach thanked staff, adding that although homeownership is not our priority, this helps us understand what we could do.

RESOLUTIONS

08-01-01 - Authorization of FY 2009 Moving To Work Annual Plan

Deputy Executive Director Margaret Van Vliet said that Executive Director Rudman did a good job of highlighting some of the issues around the Moving to Work Annual Plan and asked the board if they had any questions. Chairman Bachrach suggested that we let the guests testify first.

Susan Emmons (NW Pilot Project) began by thanking the board for dropping minimum rents from this Moving to Work Plan. She said she thought, although a difficult decision, it was a good idea for HAP to spin off the congregate care program. She said that since the Moving to Work Plan looks at initiatives, she feels HAP is drifting counter to the consultant plan and worries about the direction we seem to be going by looking at serving a higher income group. She expressed concerns about who HAP considers to be "working able," citing that this is a tricky area and that she would like to see the board/staff better understand what we mean by this and whether it is HAP's role to make the determination. Emmons did say that she loved the idea of HAP bringing back banked subsidies, but that it is a tough job to do well. She questioned if HAP knows if our management firms are doing a good job and said that jurisdictions should be

handling the supportive services. She asked if HAP and the city are equal partners in The Grove equation.

Emmons recalled that in the board's last work session, Vice Chair Moore said that anecdotes are useful, but that data is even better citing that the GOALS program is a model program and we should be telling our partners that this is a model, here is the outcome. Emmons referred to some of the quotes on the art at The Morrison and was told that they all came from Howard Shapiro during his years as a member of HAP's Board.

Micky Ryan shared her continuing concerns regarding the Moving to Work Plan; public input, numeric goals and what they mean, the OHI program (she thought this would be limited to Fairview and Humboldt Gardens, but it is now going to be implemented at New Columbia when it hasn't been started at HG yet), working able preferences and the legality of it, changes in the demographic of who we serve.

Chairman Bachrach thanked Ryan, saying that HAP struggles with the same concerns she is addressing and HAP will study market preferences and that it is easy to track 0-30% demographics, as well as it's a good idea. Regarding The Grove, Chairman Bachrach said it is not a done deal and there is more to come.

Commissioner Thayer asked how pre-MTW data compares with current data saying he was concerned about how new programs will impact the population we are serving. Commissioner Kafoury asked if we do retention. Executive Director Rudman and Deputy Executive Director Van Vliet said that under Veronica King's leadership, certain benchmarks have been set and that enrollees are tracked, adding that this needs to be done with more vigor and we need to do longitudinal tracking, but that we don't have the budget for it. Executive Director Rudman said that we own the housing and contract out for services, such as Human Solutions. Deputy Executive Director Van Vliet said that HAP has instituted measures in the GOALS program, but that a higher evaluation process would be very expensive.

Treasurer Such thanked HAP for knocking back the smoke-free properties part of the MTW Plan. She mentioned the preference for working families and asked if there was any data on what percentage of affordable housing was 0-30% and Deputy Executive Director Van Vliet said we could provide that information. Treasurer Such asked if those who are wait listed would self-select as working families and added that she hopes we are shrewd negotiators in getting the best deal for HAP. Commissioner Teske said that working household preference allows for families to increase their incomes and eventually move away from subsidies. Deputy Executive Director Van Vliet answered that, yes, it works in theory. Commissioner Teske then asked if this wouldn't change the profile of mixed income over time and Deputy Executive Director said that the portion would be so small that the balance wouldn't change. Marchesi added that we are also talking about mixing housing.

Chairman Bachrach asked of the variable, can working families be 0-30%? Executive Director Rudman said that only for Section 8 or Public Housing, not Affordable Housing. He said The Morrison is a good example, with 45 of its residents being 0-30%. Treasurer Such suggested that we consider estimating the framework of OHI and share the information with the board. Executive Director Rudman said that we will research and study this further before community process.

Chairman Bachrach called for a motion. Treasurer Such made a motion to adopt and Commissioner Teske seconded the motion.

The vote was as follows:

Chair Bachrach – Aye
Commissioner Such - Aye
Commissioner Thayer – Aye
Commissioner Teske – Aye
Commissioner Kafoury – Aye

REPORT

Humboldt Gardens Project Update

Mike Andrews began by handing out some recent aerial photos of the property and said the project is ahead of schedule and on budget. Dianne Quast announced that IPM will manage Humboldt Gardens and that they were selected because of the great job they are already doing at some of our other properties, adding that they have been a great partner with The Grove. She said that 60 households are considering returning to Humboldt Gardens and that everyone will go through the same screening process and after they review OHI requests, there will likely be some fallout. There will be a temporary property management office functioning when the wait list opens in March and they expect to begin moving in residents in June.

John Keating gave his report on the Opportunity Center saying that it will be a beautiful mixed-use 4-story building on Union Avenue and that the neighborhood association has been very supportive. Keating said the building would look much like Trenton, but on a smaller scale. HAP has received \$225,000 so far in funds for the property management office, a community policing office, and a coffee shop. Albina Head Start will return and occupy two classrooms in the building. Keating said many of the same funders who contributed to the Trenton building at New Columbia have contributed to the Opportunity Center, such as the Paul Allen Foundation, The Bill and Melinda Gates Foundation, US Bank, Key Bank and also Juan Young Trust. He said that the Boys & Girls Club will be on board by the time summer begins and will use the Humboldt School playground. Keating added that we are still following our goals and there is much to be pleased about.

Commissioner Thayer asked how many of the 60 returning households are OHI. Dianne Quast said we don't have that level of detail yet. Veronica King added there is a good mix of residents; seniors, working able, and elderly.

John Manson reported on the status of workforce goals. He said we began with 20% targeted business, and the CM/GC team (Walsh and CJ Jackson) reached a targeted goal of 35%. Out of that group there were 30 new hires. We ended up with 61% of the workforce being women and minorities, when our goal was 20%.

RESOLUTIONS

08-01-02 - Authorize a Construction Change Order for the Purchase of Video Surveillance Equipment at Humboldt Gardens

John Manson reviewed the resolution. Commission Thayer asked if HAP would be retrofitting existing buildings and if this is part of the PH Preservation. He gave examples of criminal activity that has been taking place lately in SE Portland, saying that better equipment would help prevent it. Executive Director Rudman said upgrading any current equipment should be part of any renovation. Andrews gave Maple Mallory as an example of a project that has received upgraded equipment that has helped record criminal activity. Commissioner Teske asked if there is money in the budget for it. John Manson said yes, the ongoing costs will be factored into the operating budget. Chairman Bachrach asked about a maintenance contract and Manson said we would use development sources to fund as long a contract as possible.

Chairman Bachrach called for a motion. Treasurer Such made a motion to adopt and Commissioner Thayer seconded the motion.

The vote was as follows:

Chair Bachrach – Aye
Commissioner Such - Aye
Commissioner Thayer – Aye
Commissioner Teske – Aye
Commissioner Kafoury – Aye

08-01-03 - Authorize a Construction Change Order for the Opportunity Center at Humboldt Gardens

John Manson reviewed the resolution. Chairman Bachrach asked why the Commission was being asked to approve the change, given it was funded by private donations rather than construction contingency. Manson answered that all construction change orders over \$100,000 were typically presented to the Commission for approval.

Commissioner Thayer suggested getting open access computers at other properties at some point.

Chairman Bachrach called for a motion. Commissioner Kafoury made a motion to adopt and Commissioner Such seconded the motion.

Mike Andrews announced that Jenice Jackson, with CJ Jackson, developed a small apprenticeship program and there would be a graduation at Jefferson HS on January 31 at 3:00pm.

The vote was as follows:

Chair Bachrach – Aye
Commissioner Such - Aye
Commissioner Thayer – Aye
Commissioner Teske – Aye
Commissioner Kafoury – Aye

08-01-04 - Authorization to Approve Management Company Selection at Humboldt Gardens

Dianne Quast began by saying that many lessons were learned from New Columbia, particularly around the issues of compliance, and that we needed a company who had experience managing properties involving service providers. Michael Havlik reviewed the resolution said we combined the RFQ/RFP process and did a direct mailing to 75 property management firms and received five proposals. Commissioner Kafoury asked if IPM manages any other properties for HAP and Havlik answered that they manage five other properties, including The Morrison and The Grove Hotel. Dianne Quast said that HAP is very pleased with their lease up adding that the new management contract contains a new quarterly evaluation with all our property management companies. Commissioner Such said it is useful to track returns that opt out of OHI.

Chairman Bachrach called for a motion. Commissioner Kafoury made a motion to adopt and Commissioner Such seconded the motion.

The vote was as follows:

Chair Bachrach – Aye
Commissioner Such - Aye
Commissioner Thayer – Aye
Commissioner Teske – Aye
Commissioner Kafoury – Aye

08-01-05 - Authorization of University Place Inducement Resolution

Mike Andrews reviewed the resolution saying that this is a procedural step and that there will be more several future contracts going before the board for approval and that this is a necessary step in the way we finance projects. The first request is to issue up

to \$4.5m in bonds for tax exempt development. He said we are required to repay debt on University Place, and doing this earlier helps make the case. We can only repay the debt if we redevelop the site. Chairman Bachrach asked if we talking with PDC on how to restructure this and Andrews said that we are.

Chairman Bachrach called for a motion. Commissioner Teske made a motion to adopt and Commissioner Thayer seconded the motion.

The vote was as follows:

Chair Bachrach – Aye
Commissioner Such - Aye
Commissioner Thayer – Aye
Commissioner Teske – Aye
Commissioner Kafoury – Aye

08-01-06 - Authorize Exemption from Procurement Rule & Authorization to Use CM/GC Form of Contracting for University Place

Jerry Walker outlined the resolution and the CM/GC process saying after following the mandate, no one attended the hearing, and he received no calls about the notice. Chairman Bachrach asked if there is a 'used by' date, causing this resolution to expire and Walker said no.

Chairman Bachrach called for a motion. Commissioner Kafoury made a motion to adopt and Commissioner Teske seconded the motion.

The vote was as follows:

Chair Bachrach – Aye
Commissioner Such - Aye
Commissioner Thayer – Aye
Commissioner Teske – Aye
Commissioner Kafoury – Aye

08-01-07 - Authorize Exemption from Procurement Rule & Authorization to Use CM/GC Form of Contracting for Resource Access Center

Mike Andrews reviewed the resolution and Jerry Walker said he followed the same process as mandated and that no one attended the hearing and that he received on calls.

Chairman Bachrach called for a motion. Commissioner Kafoury made a motion to adopt and Commissioner Such seconded the motion.

The vote was as follows:

**Chair Bachrach – Aye
Commissioner Such - Aye
Commissioner Thayer – Aye
Commissioner Teske – Aye
Commissioner Kafoury – Aye**

ADJOURN

There being no further business, Chairman Bachrach adjourned the meeting at 8:00 pm.

EXECUTIVE SESSION:

The Board of Commissioners of the Housing Authority of Portland did not meet in Executive Session pursuant to ORS 192.660(2)(c).

Attached to the Official Minutes of the Housing Authority of Portland are all Resolutions adopted at this meeting, together with copies of all memoranda and material submitted to the Commissioners and considered by them when adopting the foregoing Resolutions. A taped recording of the proceedings is also kept on file.

Celia M. Strauss
Recorder, on behalf of
Steven D. Rudman, Secretary

ADOPTED: February 19, 2008

HOUSING AUTHORITY OF PORTLAND

Jeff Bachrach, Chair

ATTEST:

Steve Rudman, Secretary

EXECUTIVE DIRECTOR'S REPORT

M E M O R A N D U M



DATE: February 12, 2008
TO: Board of Commissioners
FROM: Steve Rudman
SUBJECT: February Executive Director's Report

This month we have a relatively light Board agenda, which I will discuss in this report. I also want to use my report to update you on progress we are making with our fiscal year 2009 budget and activities underway in our Rent Assistance Department in the face of a tightening rental market.

First, let me thank you for devoting a day and a half to the board's annual planning retreat. I recognize that Saturdays are precious commodities for all of us, and all the more so for citizen volunteers. From my perspective, it was great to be able to step back from the press of daily responsibilities to consider how we might best fulfill our mission over the next three years. The time you spent on long-term goals will be of great benefit to staff as we complete a business plan over the next several months.

February Board Meeting

At this month's meeting, we will present our annual contracting report and take up matters that position us to move forward with downtown developments when various issues, such as siting for the Resource Access Center, are resolved.

You will see from the annual contracting report that we continue to build on the significant progress we've made as an agency in reaching out to and including target businesses in the work we contract. The progress is most dramatic in construction, which is also where we make the greatest investment in outside resources. In this arena, we are exceeding our target business participation goal of 20 percent. For major construction projects now underway, the total utilization rate is 26 percent. And for the smaller capital work at our public housing properties, we have developed a list of approved contractors that includes a

significant number of target businesses, so we expect to see progress in that arena as well.

This has taken the active participation of our purchasing, development, construction management, and property management teams. I'd also like to recognize our purchasing staff for their ongoing work to build diverse relationships in the business community. Through their interaction with groups such as the different business chambers, they are helping people understand our commitment to inclusion. They are turning around an impression, rightly or wrongly held, that HAP contracting was not open to those who qualify by ethnicity, race, gender, or size as a target business.

Teeing Up Development Projects

As all of us learned during the New Columbia years, keeping development projects on track can require artful schedule management. Or, as Tuck Wilson used to say, "the schedule is our friend."

In this spirit, we are bringing forward two resolutions that will allow us to keep the development of the Resource Access Center and the redevelopment of University Place on fast tracks once they move beyond the stage they are in now. We are recommending architectural and engineering (A&E) teams for both projects.

If you recall, you approved us moving forward with initial A&E work for pre-development efforts for the Access Center. We now would like to formalize and extend the relationship we have with Holst, the architects selected through an RFP process this fall. A note about Holst: in the many discussions with neighborhood groups, there has been an appetite for a signature building that will advance the overall revitalization of Old Town/Chinatown. Holst was selected in part for their credentials, and for their passion for the project and ability to work with the community, but also because the selection team believed they could deliver exactly this type of building.

William Wilson Architects was the choice of the A&E selection committee for University Place. The committee was impressed with the firm's experience in affordable housing overall and with projects of this size, as well as the level of target business participation.

Both firms understand that work will not progress on either project until the site for the Resource Access Center is determined. That siting decision, in turn, has ramifications for the housing program that will operate at University Place. We are hopeful both questions will be resolved in the next month, giving us the ability to proceed with development.

Rent Assistance Developments

As you learned at the retreat, our new Rent Assistance Director Jill Riddle, has been hard at work in her first eight months at HAP. She has moved our Section 8 operations to a case management model where clients are assigned to specific staff members once they are signed up for the program. She also has created a team to focus on landlords. Both shifts are designed to bring faster resolution to issues and improve customer service for this \$50 million operation.

Under Jill's leadership, we have also made several program changes that we believe will make it easier than ever for landlords to participate in the program. We have reduced the number of days it takes for an initial inspection for a new participant, and we are now using a local database on rents compiled by Metro Multifamily Housing Association to determine if a rent is reasonable. We expect the new method to be a better barometer for rent levels in our sub markets than the system we were using previously.

All of this couldn't come at a better time, as the rental market is tightening up after several years of softness. In these types of markets, it is important to have a program that is very landlord-friendly.

Recognizing the challenge for Section 8 participants in a tight rental market, we have increased payment standards. Payment standards determine the maximum amount of assistance a housing authority can provide. They can be set between 90 and 110 percent of HUD's Fair Market Rents (FMRs), gross rent estimates set at the 40th percentile of market rents in a designated area. Effective February 1, payment standards were increased for all unit sizes. For example, they were increased from \$676 to \$694 for a one-bedroom unit and from \$795 to \$832 for a two-bedroom unit.

The higher the payment standard, the more options a participant has in terms of location. High payment standards also help to deconcentrate poverty by making it easier for participants to rent in locations that have lower poverty rates and higher rents.

It is important to note that we can afford changes in our payment standards because Congress returned Section 8 funding to healthier levels in 2007. We anticipate 2008 funding will cover our program costs with these higher payment standards.

Fiscal Year 2009 Budget

We are nearing completion of the budget for our upcoming fiscal year. I am pleased to report that we are beginning to see progress in our quest for a sustainable business model. Our heavy involvement in real estate development activities will continue to mean that some years have robust surpluses and cash flow, while others are fairly lean. Setting aside those development activities and income, we need each of our operating groups to strive toward a self-sustaining

model. We're closer than we've ever been, though we're not there yet, which is why we're going to be cautious about adding to ongoing operating expenses.

I can say, however, that the budget we present to you for approval in March will not be based on any lay-offs for the first time in five years. I don't think there could be better news from my perspective.

Upcoming Activities

The next board meeting is Tuesday, March 18 at 6:15 p.m. at the Multnomah County Building.

STAFF REPORTS

M E M O R A N D U M



Date: February 12, 2008
To: Board of Commissioners
From: Jerry Walker, Purchasing Manager
Subject: Annual Contracting Report

Introduction

This report provides an overview of our contracting achievements for the last calendar year and a glimpse of future contracting goals. You will also be briefed on two major contracting efforts currently underway: electronic contract file management and tracking, and the Attorney General's model rules, which may result in resolutions for your consideration in the spring.

HAP currently has approximately 200 active contracts; most are small, with many totaling between \$20,000 and \$100,000 annually. To keep you apprised of contracting activity, there is a monthly contract report included in your Board packet that provides you with a contract title description, the cost or not to exceed cost, and the contract originator. The monthly contract report was revised slightly in November for clarity and to reduce reporting redundancy. Only new contracts and contract amendments executed during the last 60 days are reported now reported to you.

Target Business Participation (D/M/W/ESB)

In October 2006, HAP adopted the Economic Participation in Contracting Policy by the Board's approval of Resolution 06-10-06. This policy strengthened and refined a similar 2002 policy initiative. Key strategic objectives of the 2006 Economic Participation in Contracting Policy are:

- An aspiration to obtain 20% participation by target businesses¹ in our contracting overall and
- An aspiration to have 20% of labor hours in each apprenticeable trade worked by state registered apprentices on project in excess of \$200,000.

To achieve these two key objectives, HAP attends minority chamber meetings, Oregon Association of Minority Enterprises (OAME) meetings, and other outreach meetings and functions to present procurement opportunities and elicit bidding by target businesses. In addition, we encourage all of our prime contractors to hire target business firms and to

¹ Target businesses are those companies certified by State of Oregon Office of Minority, Women and Emerging Small Business (OMWESB) as Disadvantaged (DBE), Minority-owned (MBE), Woman-owned (WBE), or Emerging Small Businesses (ESB); SBA Small Disadvantaged Businesses and HAP Resident –owned businesses.

support our Section 3 initiatives. Section 3 refers to the federal mandate regarding hiring of low and very low-income persons.

The purchasing staff has worked with Real Estate Operations to establish a pool of on-call contractors to perform work in various categories of work (i.e. plumbing, asbestos abatement, painting, landscaping, building maintenance etc.). Although no work is guaranteed for contractors in the “Flexible Services” pool, the annual amount of each contract does not exceed \$100,000. This effort significantly increased economic participation of target businesses, since 10 of the 22 on-call or “Flexible Services” contractors are State-certified targeted businesses.

In addition, HAP has been recognized for on-going commitments to utilize target businesses in our contracting processes. During their annual luncheon in May 2007, OAME recognized HAP as the Public Agency of the Year for our target business utilization on the New Columbia redevelopment. Also of significance, in April 2007, the Oregon Hispanic Chamber of Commerce recognized HAP (during a monthly luncheon membership meeting) because several of their members successfully worked on the New Columbia HOPE VI project.

HAP continues to be active in local minority chambers and other organizations advocating for small businesses. The Purchasing Department staff has taken on additional responsibilities this year and is acting as HAP’s representative at several of these meetings. We have been able to expand our presence at these functions and allowed HAP to be acknowledged as a co-sponsor (for various outreach events or training efforts) by primarily providing in-kind services whenever agency sponsorship funding was not available. In addition, the staff has taken leadership roles in multi-jurisdictional efforts to:

- Increase target business technical assistance,
- Maximize multi-jurisdictional process standards,
- Establish local best practices for public contracting,
- Plan trainings and skill building workshops for public agency staff,
- Eliminate barriers for target business participation in public contracting.

Our participation in multi-jurisdictional efforts has been instrumental in generating process improvement activities within the agency relative to contracting and procurement.

Construction Project Targeted Business Participation

The following table includes target business utilization by construction project based on data available in mid January. The data represents actual utilization or subcontracting planned to be performed on the various projects.

<u>Project Name</u>	<u>Contract Amount</u>	<u>Target Business Dollars</u>	<u>% Utilization</u>
Sellwood Center Piping Retrofit	\$ 748,000	\$ 579,992	78%
Fountain Place Plumbing Retrofit	\$ 934,000	\$ 75,000	8%
Scattered Sites Renovation	\$ 145,285	\$ 120,763	83%
Maple Mallory	\$ 3,046,000	\$ 85,388	3%
Clark Center	\$ 1,046,000	\$ 550,068	53%
Humboldt Gardens (Demo Abate)	\$ 2,045,579	\$ 580,610	28%
Humboldt Gardens (Right of Way)	\$ 1,335,370	\$ 514,489	39%
Humboldt Gardens (Housing)	\$20,059,051	\$ 5,272,709	26%
Humboldt Gardens (Mixed Use)	\$ 8,021,025	\$ 1,786,380	22%

Workforce Training and Hiring Program

The City of Portland provides compliance with workforce training and hiring requirement on our construction projects. The following information represents the latest data reported by the City of Portland on HAP projects.

Humboldt Gardens

Apprentices worked 19% (12,235 hours) of the total 64,174 hours worked on the project to date. Minorities and Women worked 62% (39,938 hours) of the total 64,174 hours worked to date on the project.

Clark Center Annex

Apprentices worked 19% (837) of the total 4,472 hours worked on the project. Minorities and Women worked 58% (2,577 hours) of the total 4,472 hours worked on the project.

Current Major Contracting Projects

There are two current projects that will result in operational efficiencies relative to contract tracking and contract files. An internal team comprised of IT, Finance, Development and Purchasing is working to refine electronic contract tracking by revising our data collection system and process steps. Among other things, this project will enable us to track target business participation on professional services. Another team will soon begin a project to launch an electronic filing and retrieval system that should make contract filing, document retrieval and contract archiving much more efficient. These two projects should be fully completed and in place by the summer of 2008.

Another major project concerns the possibility of HAP adopting the Attorney General's Model Rule for Public Contracting in lieu of having separate agency contracting rules. While there appear to be some compelling reasons to embrace this concept, internal discussions have just been initiated to explore this concept. Purchasing staff are leading discussions around this issue with legal guidance from Stoel Rives before coming to you with any policy recommendations to approve this change. Following comprehensive discussions and legal review, we may present a resolution for your consideration in April or May of this year if we decide to propose adopting the model rules in lieu of separate agency contracting rules.

Conclusion

HAP continues to make great strides in demonstrating agency-wide commitment to the utilization of target businesses in our contracting processes. The enhanced Economic Participation Policy adopted by the Board in 2006 continues to be an effective blueprint to follow.

Direction from the Board of Commissioners and the Executive Team has set a positive tone and framework for real results to occur. In addition to that support, a key to our success has come from the agency's operations staff that, in partnership with the purchasing staff, have embraced and implemented creative strategies resulting in increased economic participation from targeted businesses.

Purchasing Department

NEW CONTRACT REPORT

(Contracts Approved 10/1/06 thru 9/30/07)

Contractor	Contract Amount	Description	Department	Execution Date	Expiration Date
PROFESSIONAL SERVICES					
Jackie Strong	\$1,800	Presenter for ETAP training	Resident Services	12/6/2006	11/20/2006
Ceridian Corporation	\$62,500	Software for HR/Payroll services	Human Resources Administration	9/27/2006	10/2/2007
Lynda Wannamaker, LLC	\$81,213	Completion of determination of categorical exclusion reports for PH scattered sites	Development & Community Revitalization	10/19/2006	9/30/2007
KPFF Consulting Engineers	\$4,500	Five year tree monitoring program required by COP	Development & Community Revitalization	10/12/2006	10/31/2010
YEI	\$80,000	Case management services for Goals for kids	Resident Services	12/21/2006	9/30/2007
Portland Impact	\$407,274	Service delivery of CHSP	Resident Services	10/31/2006	9/30/2007
TACS	\$15,000	Diversity training & needs assessment	Human Resources Administration	12/8/2006	12/31/2007

Contractor	Contract Amount	Description	Department	Execution Date	Expiration Date
Barry Nann	\$25,000	Site mgr & maint mgr training	Real Estate Operations	12/12/2006	11/30/2007
Bina Patel	\$16,225	Financial literacy training	Resident Services	12/14/2006	3/31/2007
Jacalyn Hardy	\$3,000	ETAP presenter for life skills	Resident Services	12/7/2006	10/1/2007
Kellie Coleman-Johnson	\$2,000	ETAP presenter for life skills	Resident Services	12/6/2006	10/2/2007
PBS Engineering & Environmental Consulting	\$2,500	Phase 1 environmental assessment	Real Estate Operations	12/6/2006	3/4/2007
Jan Kasameyer	\$53,000	Resident service coordinator. For affordable	Resident Services	4/4/2007	10/31/2007
Meyer Wyse LLP	\$2,500	Facilitation of the 2007 BOC Planning Retreat	Executive Department	1/25/2007	3/30/2007
Dusty McCord	\$4,200	Develop video to descibe services offered through the Resident Services Department including HOPE VI/Humboldt Gardens.	Resident Services	3/14/2007	8/31/2007
Hare in the Gate Productions	\$25,000	Complete filming and production work on "Imagining Home"	Development & Community Revitalization	3/19/2007	8/1/2007

Contractor	Contract Amount	Description	Department	Execution Date	Expiration Date
PBS Engineering & Environ	\$1,820	Geophysical Investigation	Real Estate Operations	3/6/2007	5/9/2007
ACME Business Consulting	\$56,000	Strategic Funding/Operating Review	Finance & Accounting	4/11/2007	10/31/2007
Benthin Engineering, Inc.	\$20,000	Survey work at Hillsdale Terrace	Development & Community Revitalization	3/20/2007	3/30/2007
Cathey Briggs	\$5,000	A fact based and informative summary that pulls together in one document the descriptive and factual information on New Columbia.	Development & Community Revitalization	3/8/2007	4/30/2007
Karen Gibson	\$15,660	Evaluation of the Iris Court Complex - Humboldt Gardens Revitalization Project 2007-2009	Resident Services	6/14/2007	4/30/2009
Northwest College of Construction	\$14,910	Humboldt Gardens affiliated agreement for a joint contractor apprenticeship program including hiring and training needs for this project.	Development & Community Revitalization	9/28/2006	10/1/2007
Bina Patel	\$5,000	Financial Literacy professional service contract	Resident Services	6/4/2007	5/21/2007
Worthey Consulting, LLC	\$6,600	Yardi Construction Module support	Finance & Accounting	6/6/2007	6/5/2009

Contractor	Contract Amount	Description	Department	Execution Date	Expiration Date
Kristina Smock	\$5,250	Assist with developing strategies to define and enforce rights and responsibilities of HAP tenants to strengthen HAP's role as a responsible landlord and member of the community.	Executive Department	7/24/2007	8/31/2007
Dana Wedel	\$4,500	Literacy program targeting east African women at the Plaza Townhomes	Resident Services	7/24/2007	9/30/2007
Ashcreek Associates	\$7,400	Preliminary Geotechnical study @ Hillsdale Terrace	Development & Community Revitalization	8/10/2007	3/31/2007
Glumac	\$5,000	Security and access systems educational seminar and review.	Development & Community Revitalization	8/30/2007	10/31/2007
Carlson Testing, Inc.	\$3,700	Construction Testing & Inspection Services at RHP	Development & Community Revitalization	9/12/2007	10/31/2007
Sylvia McFarland	\$15,000	PH Evaluation Project	Development & Community Revitalization	9/28/2007	11/30/2007
Robertson, Merryman, Barnes Architects, Inc.	NTE \$99,999 annually	On call A/E Services	Development & Community Revitalization	6/18/2007	4/1/2009
Andrews Architects	NTE \$99,999 annually	On call A/E Services	Development & Community Revitalization	6/13/2007	4/1/2009

Contractor	Contract Amount	Description	Department	Execution Date	Expiration Date
SRM Architecture & Marketing, Inc.	NTE \$99,999 annually	On call A/E Services	Development & Community Revitalization	4/23/2007	4/1/2009
William Wilson Architects PC	NTE \$99,999 annually	On call A/E Services	Development & Community Revitalization	6/28/2007	4/1/2009
Bob Schroeder	NTE \$99,999 annually	On call Project Management services, Const. Project Management	Development & Community Revitalization	4/18/2007	4/1/2009
Sound Community Ventures	NTE \$99,999 annually	On call Project Management, pre development	Development & Community Revitalization	4/25/2007	4/1/2009
Cathey Briggs	NTE \$50,000 annually	On call Project Management services, public outreach & comm. Stakeholder coordination	Development & Community Revitalization	4/1/2007	4/1/2009
Shiels Oblatz Johnsen (UPCC)	NTE \$99,999 annually	On call Project Management	Development & Community Revitalization	4/18/2007	4/1/2009
KLK Consulting	NTE \$50,000 annually	On call project management, construction pm	Development & Community Revitalization	4/18/2007	4/1/2009
PBS Engineering & Environmental Consulting	NTE \$99,999 annually	Task on-call environmental services for Development Department	Development & Community Revitalization	7/2/2007	5/31/2009

Contractor	Contract Amount	Description	Department	Execution Date	Expiration Date
PUBLIC IMPROVEMENTS/CONSTRUCTION					
Richart Family	\$10,750	Bathroom repair in special needs prop	Real Estate Operations	11/30/2006	3/31/2007
Roll Paint Company	\$2,050	Interior painting of special needs prop	Real Estate Operations	11/29/2006	3/1/2007
Classique Floors	\$2,750	Carpet install @ special needs prop	Real Estate Operations	12/8/2006	3/1/2007
Hydro-Temp Mechanical	\$934,400	Fountain Place plumbing retrofit	Development & Community Revitalization	12/28/2006	6/17/2007
Hood to Coast Restoration	\$2,688	Work at Grant St. sn property	Real Estate Operations	12/18/2006	3/18/2007
Pacificmark Construction	\$31,295	Townhouse Terrace Community Room	Development & Community Revitalization	12/8/2006	2/5/2007
Hood to Coast Restoration	\$2,909	Repair water leaks	Real Estate Operations	2/5/2007	3/28/2007
Mike Patterson Plumbing Inc.	\$1,435	Install new owner provided sink and connect plumbing, remove existing toilet and reset after new flooring is installed.	Real Estate Operations	3/7/2007	5/9/2007

Contractor	Contract Amount	Description	Department	Execution Date	Expiration Date
Dial one Roofing of Oregon, Inc.	\$1,750	Roof repair and maintenance, clean gutters, seal HVAC	Real Estate Operations	4/3/2007	6/4/2007
Coburn Custom Floors	\$3,750	Remove carpeting & sand and refinish hardwood flooring in dining and living room.	Real Estate Operations	4/30/2007	7/9/2007
Professional Minority Group	\$53,465	Hazardous material abatement	Development & Community Revitalization	4/4/2007	5/7/2007
Pristine Carpet & Floor	\$9,684	Flooring Installation (carpet/vinyl)	Real Estate Operations	4/23/2007	5/31/2007
Seabold Construction	\$4,500	Cost estimate for each level of repairs and estimated life of repairs.	Development & Community Revitalization	6/5/2007	5/30/2008
Hood to Coast Restoration	\$9,500	Kitchen updates Laurelhurst property	Real Estate Operations	9/24/2007	6/30/2007
Hood to Coast Restoration	\$145,621	Scattered Sites Renovation	Development & Community Revitalization	5/18/2007	9/30/2007
Flying Tiger Construction	\$8,700	Concrete sidewalk repairs at 12 public housing locations	Real Estate Operations	8/29/2007	12/31/2007
Williams & Ryan Construction, LLC	\$49,405	Slavin Court Site Renovation	Development & Community Revitalization	9/4/2007	11/15/2007

Contractor	Contract Amount	Description	Department	Execution Date	Expiration Date
Pacificmark Corporation	NTE \$99,999 annually	On-call Building Maintenance Services	Purchasing	10/4/2007	9/14/2008
FX Repair & Remodeling	NTE \$99,999 annually	On-call Building Maintenance Services	Purchasing	10/4/2007	9/14/2008
Guerrero's Construction	NTE \$99,999 annually	On-call Building Maintenance Services	Purchasing	10/4/2007	9/14/2008
Hood to Coast Restoration	NTE \$99,999 annually	On-call Building Maintenance Services	Purchasing	10/4/2007	9/14/2008
FX Repair & Remodeling	NTE \$99,999 annually	On-call Painting Services	Purchasing	10/4/2007	9/14/2008
Bill Suell Painting	NTE \$99,999 annually	On-call Painting Services	Purchasing	10/4/2007	9/14/2008
Guerrero's Construction	NTE \$99,999 annually	On-call Painting Services	Purchasing	10/4/2007	9/14/2008
J. Boyd Landscaping	NTE \$99,999 annually	On-call Landscaping Services	Purchasing	10/4/2007	9/14/2008
Diversified Abilities	NTE \$99,999 annually	On-call Landscaping Services	Purchasing	10/4/2007	9/14/2008

Contractor	Contract Amount	Description	Department	Execution Date	Expiration Date
Boanerges Group, dba R.W.P.	NTE \$99,999 annually	On-call HVAC Services	Purchasing	10/4/2007	9/14/2008
FX Repair & Remodeling	NTE \$99,999 annually	On-call HVAC Services	Purchasing	10/4/2007	9/23/2008
Sonoma Pacific	NTE \$99,999 annually	On-call HVAC Services	Purchasing	10/4/2007	9/23/2008
Bourke Construction	\$748,000	Sellwood Center Piping Retrofit	Development & Community Revitalization	9/28/2007	12/30/2007
Pacificmark Corporation	\$15,084	Renovation Services for Salvation Army Daycare	Development & Community Revitalization	7/30/2007	9/8/2006
Walsh Construction Company	\$90,000	Emergency Shoring @ Ruth Haefner Plaza	Development & Community Revitalization	9/20/2007	12/30/2007
Spectra Contract Flooring	\$61,531	Carpeting of NWT Common Areas	Development & Community Revitalization	1/26/2007	5/11/2007

Contractor	Contract Amount	Description	Department	Execution Date	Expiration Date
GOODS / SUPPLIES					
Delizioso's Catering	\$5,000	Meal preparation for CHSP	Resident Services	9/28/2006	10/31/2006
ie Solutions	\$30,000	IT services	Information Technology	10/2/2006	9/30/2007
Cochran Broadway	\$3,500	Install of UPS for HWE computer equip	Information Technology	12/19/2006	1/31/2007
Cochran Broadway	\$35,380	UPS Upgrade for server room	Information Technology	10/23/2006	10/23/2007
GE Commercial Finance	\$169	Equipment agreement monthly lease payment for Konica Bizhub 350 multi-functional copy/printer/fax/scanner for Purchasing Dept. 60 month contract.	Purchasing	7/11/2007	7/10/2012
Copytronix	\$78	Maintenance Agreement for Konica Copier in Purchasing Dept. Monthly amount for copier.	Purchasing	7/11/2007	7/10/2012

Contractor	Contract Amount	Description	Department	Execution Date	Expiration Date
SERVICES					
LeCola Phillips	\$2,000	Urine analysis for ETAP participants	Resident Services	12/7/2006	10/3/2007
Lifeworks NW	\$81,535	Early literacy services to NC, Multnomah Manor, Gateway Park, and Rockwood Landing	Resident Services	2/17/2007	6/30/2008
Flex car	\$20,000	Fleet supplement for HAP	Real Estate Operations	3/9/2007	3/31/2009
CAWS	\$231,595	Transition ETAP transfer to CAWS	Resident Services	3/30/2007	3/31/2009
Tice Electric Company	\$1,511	Install 60-minute timer switches on bathroom exhaust fans at six properties.	Real Estate Operations	3/27/2007	5/25/2007
AAA Heating & Cooling, Inc.	\$625	HVAC - full system maintenance. See attached Exhibit A.	Real Estate Operations	4/12/2007	7/9/2007
Catholic Charities	\$53,014	Family Self Sufficiency and Resident Service coordination	Resident Services	5/14/2007	4/15/2009
Northwest Commercial Property Maintenance, Inc.	\$2,444	Day porter service.	Real Estate Operations	4/12/2007	5/6/2008

Contractor	Contract Amount	Description	Department	Execution Date	Expiration Date
Convirgent	\$48,294	Fire Alarm Control Panels	Development & Community Revitalization	6/15/2007	8/31/2007
Resilient LLC; dba Julie Dodge	\$7,500	Employment readiness and problem - solving training & curriculum development	Resident Services	5/18/2007	6/30/2007
SoValTi Family Services Group; Valerie Williams-Goss	\$3,000	Mental Health Group counseling services for Humboldt Gardens	Resident Services	8/27/2007	5/31/2009
Insights Teen Parent Program	\$35,345	Part of Short-Term Rent Assistance RFP 07-01, Contract ra08itp to provide services to African-American Families and Pregnant/Parent Teens.	Rent Assistance	7/10/2007	6/30/2008
Transition Projects, Inc.	\$73,878	Part of Short-Term Rent Assistance RFP 07-01, Contract ra08tpi to provide services to Special Needs Adults and General Adults.	Rent Assistance	7/10/2007	6/30/2008
Central City Concern	\$31,893	Part of Short-Term Rent Assistance RFP 07-01, Contract ra08ccc to provide services to General Adults.	Rent Assistance	7/10/2007	6/30/2008
Portland Impact	\$148,847	Part of Short-Term Rent Assistance RFP 07-01, Contract ra08pi to provide services to Special Needs Families Inner NE Families, Inner SE Families, Slavic Families and General Adults.	Rent Assistance	7/10/2007	6/30/2008
Neighborhood House	\$65,190	Part of Short-Term Rent Assistance RFP 07-01, Contract ra08nh to provide services to medically needy families, W&N families, African Immigrant Families and General Adults.	Rent Assistance	7/9/2007	6/30/2008

Contractor	Contract Amount	Description	Department	Execution Date	Expiration Date
Native American Rehabilitation Association	\$20,729	Part of Short-Term Rent Assistance RFP 07-01,k Contract ra08nar to provide services to Native American Families and Native American Adults/Unaccompanied Youth.	Rent Assistance	7/10/2007	6/30/2008
Northwest Pilot Project	\$52,544	Part of Short-Term Rent Assistance RFP 07-01, Contract ra08nwp to provide services to Special Needs Adults and General Adults.	Rent Assistance	7/10/2007	6/30/2008
IRCO	\$39,529	Part of Short-Term Rent Assistance RFP 07-01, Contract ra08irc to provide services to African Immigrant Families and Asian Families.	Rent Assistance	7/10/2007	6/30/2008
Catholic Charities EI Programa Hispano	\$63,805	Part of Short-Term Rent Assistance RFP 07-01, Contract ra08eph to provide services to Latino Families.	Rent Assistance	9/17/2007	6/30/2008
Sound Community Ventures	\$27,000	Portfolio Review and Year 15 Strategies	Finance & Accounting	7/24/2007	3/31/2008
Volunteers of America	\$146,697	Part of Short-Term Rent Assistance RFP 07-01, Contract ra08voa to provide services to Domestic Violence Families and Adults	Rent Assistance	7/24/2007	6/30/2008
Human Solutions	\$453,745	Part of Short-Term Rent Assistance RFP 07-01, Contract ra08hsi to provide services to Special Needs Families, Outer NE/SE Families, East County Families, Special Needs Adults/Unaccompanied Youth and General Adults/Unaccompanied Youth	Rent Assistance	7/24/2007	6/30/2008

Contractor	Contract Amount	Description	Department	Execution Date	Expiration Date
SE Works	\$43,491	Part of Short-Term Rent Assistance RFP 07-01, Contract ra08sew to provide services to general adults and Inner SE Families	Rent Assistance	7/24/2007	6/30/2008
Native American Youth and Family Center	\$42,938	Part of Short-Term Rent Assistance RFP 07-01, Contract ra08nay to provide services to N/NE Families, Outer NE/SE Families, East County Families, Native American Families, General Adults	Rent Assistance	7/24/2007	6/30/2008
JOIN	\$63,961	Part of Short-Term Rent Assistance RFP 07-01. Contract ra08joi to provide services to assist Adults and Families move toward self-sufficiency.	Rent Assistance	8/9/2007	6/30/2008
Cascadia	\$24,250	Part of Short-Term Rent Assistance RFP 07-01. Contract ra08cas to deliver a flexible, transitional tenant based rent assistance program to increase housing stability.	Rent Assistance	8/9/2007	6/30/2008
Self-Enhancement, Inc.	\$113,724	Part of Short-Term Rent Assistance RFP 07-01. Contract ra08sei to deliver a flexible, transitional tenant based rent assistance program to N/NE Families, African American Families and Adults increase housing stability.	Rent Assistance	8/9/2007	6/30/2008
Janus Youth Programs Dennis Morrow	\$30,000	Seeds of Harmony Garden operations	Resident Services	10/23/2007	8/31/2010
Cascade Aids	\$25,810	Part of Short-Term Rent Assistance RFP 07-01, Contract ra08cap to provide tenant-based rent assistance.	Rent Assistance	8/22/2007	6/30/2008

Contractor	Contract Amount	Description	Department	Execution Date	Expiration Date
Multnomah County DD	\$15,942	Part of Short-Term Rent Assistance RFP 07-01, Contract ra08dd for tenant-based rent assistance.	Rent Assistance	8/22/2007	6/30/2008
Outside-In	\$12,303	Part of Short-Term Rent Assistance RFP 07-01, Contract ra08osi for tenant-based rent assistance.	Rent Assistance	8/22/2007	6/30/2008
Lifeworks NW	\$229,000	Youth Prevention Services	Resident Services	9/6/2006	6/30/2007

Contractor	Contract Amount	Description	Department	Execution Date	Expiration Date
INTERGOVERNMENTAL AGREEMENT -- EXPENSE					
PSU	\$9,771	Consensus Program for the Plaza	Real Estate Operations	12/12/2006	2/27/2007
PSU	\$8,000	Oregon Consensus Training Program on Colaborative Decision-Making	Human Resources Administration	4/2/2007	6/30/2007
INTERGOVERNMENTAL AGREEMENT -- REVENUE					
City of Portland	\$466,020	Part of Short-Tern Rent Assistance STRA Program.	Rent Assistance	9/13/2007	8/31/2008
City of Gresham	\$9,397	Part of Short-Term Rent Assistance STRA Program	Rent Assistance	9/27/2007	6/30/2008
Metro-Fi	\$11,100	Install antenna on Hollywood East roof	Real Estate Operations	1/22/2007	1/21/2012
Metro-Fi	\$11,100	Install antenna on Shrunken Riverview Tower	Real Estate Operations	4/12/2007	4/11/2012
Metro-Fi	\$12,300	Install antenna on Sellwood Center high-rise	Real Estate Operations	7/24/2007	6/2/2012

Contractor	Contract Amount	Description	Department	Execution Date	Expiration Date
AMENDMENTS TO EXISTING CONTRACTS					
Robert Becker Interior Design	\$10,000	Add small project management to the scope of work, add to funds	Real Estate Operations	10/15/2007	9/31/08
Pacific Screening		Extends term of contract	Real Estate Operations	4/11/2007	3/31/2008
Telelanguage	\$16,000	Extends contract; agency-wide contract	Real Estate Operations	5/31/2007	4/30/2008
Lifeworks		Extend end-date	Resident Services	8/13/2007	9/30/2007
Commercial Drapery	\$30,000	Extend contract end-date for an additional year.	Real Estate Operations	9/17/2007	7/31/2008
Bonnie Newman		Extends contract end-date; Resident services for foot care at Dahlke Manor	Real Estate Operations	9/30/2006	12/31/2007
Protective Security Investigations	\$40,000	Extends contract	Real Estate Operations	12/15/2006	9/30/2007
Harrang Long	\$50,000	Renewal of term one additional year	Human Resources Administration	3/6/2007	11/30/2007

Contractor	Contract Amount	Description	Department	Execution Date	Expiration Date
Christine Rains	\$15,000	Extends graphic design contract for an additional year.	Executive Department	2/7/2007	12/31/2007
Hare in the Gate Productions	\$10,000	Extends term of contract	Development & Community Revitalization	3/19/2007	12/18/2007
Stoel Rives	\$150,000	Renew legal services contract; extend contract	Human Resources Administration	2/13/2007	12/31/2007
Portland Community College	\$48,300	Workforce Development 50% Goals Public Housing Residents; Extends contract for an additional year	Resident Services	4/5/2007	1/28/2008
Portland Community College	\$14,100	Staffing of Neighborhood Networks Labs. Increases the contract amount to cover extended period of service on contract	Resident Services	8/13/2007	6/30/2007
Portland Community College	\$28,325	Computer-based services at the Plaza Townhomes; Increase contract and extend date	Resident Services	10/23/2007	3/31/2008
DePaul Services	\$60,000	Extend contract for on-site security guard services	Real Estate Operations	12/20/2006	12/31/2007
CAWS		Extend term of contract	Resident Services	3/1/2007	3/31/2007
ie Solutions	\$10,000	Back-fill behind on projects	Human Resources Administration	2/27/2007	9/30/2007

Contractor	Contract Amount	Description	Department	Execution Date	Expiration Date
Ford Graphics	\$6,000	Printing Services for Humboldt Gardens; extend contract	Development & Community Revitalization	6/20/2007	6/30/2007
Ford Graphics	\$25,000	Printing Services for Humboldt Gardens; extend contract	Development & Community Revitalization	8/29/2007	6/30/2008
Bina Patel	\$1,305	Develop & add additional services to the contract	Resident Services	3/21/2007	3/31/2007
Brown & Brown	\$10,000	Hire two crew staff to monitor the New Columbia pocket parks and surrounding alleys and additional services.	Development & Community Revitalization	5/9/2007	9/30/2007
Brown & Brown	\$16,131	Youth Outreach	Development & Community Revitalization	10/4/2007	4/30/2008
Michael Willis Architects	\$50,000	Increases the contract amount as per the approved rates in Attachment F of contract	Development & Community Revitalization	6/22/2007	8/31/2008
Walsh Construction Company	\$51,181	Contract modification; Preconstruction Services	Development & Community Revitalization	3/22/2006	2/28/2009
Walsh Construction Company	\$140,711	Contract modification; Mod #1 Demo/Abatement	Development & Community Revitalization	3/22/2006	7/31/2007
Walsh Construction Company	\$1,335,370	Contract modification; Mod #2 ROW	Development & Community Revitalization	3/22/2006	7/8/2008

Contractor	Contract Amount	Description	Department	Execution Date	Expiration Date
Walsh Construction Company	\$20,059, 051	Contract modification; Mod #3 Housing & Site Work	Development & Community Revitalization	3/22/2006	7/22/2008
Cascadia Behavioral Healthcare		Extends end-date	Resident Services	12/1/2006	11/30/2007
Cascadia Behavioral Healthcare	\$1,100	Extends end-date	Resident Services	12/22/2006	12/15/2007
PBS Engineering and Environmental	\$30,000	Amend to increase contract amount by \$30,000 or 20% of original amount. This is a requirement of the contract.	Development & Community Revitalization	4/17/2007	3/31/2008
Brister and Associates	\$5,000	Extends contract and compensate for the additional two months.	Resident Services	9/30/2006	12/31/2006

Purchasing Department

CONSTRUCTION PROJECTS REPORT

Project: Sellwood Center Piping Retrofit

Target Business Participation Report

Prime Contractor	Subcontractors	Type of Work	Status	Total Contract Amount	Self Performed or Subcontracted Amount	Target Contract Amount	% of Total Target Business Participation
Bourke Construction, Inc. Construction Manager General Contractor (CMGC)			MBE	\$748,000	\$231,040	\$231,040	31%
	Interior Technologies	Access Panels			\$18,213		
	Lake Oswego Interiors	Asbestos Abatement			\$20,172		
	Burt-Sher	Residential Case Work	WBE		\$35,154	\$35,154	5%
	Beaverton Plumbing	Plumbing	ESB		\$313,798	\$313,798	42%
	Portland Electric	Electrical			\$77,800		
	First Case Heating & Cooling	HVAC			\$51,823		
					\$748,000	\$579,992	78%

Purchasing Department							
CONSTRUCTION PROJECTS REPORT							
Project: Fountain Place Plumbing Retrofit							
<i>Target Business Participation Report</i>							
Prime Contractor	Subcontractors	Type of Work	Status	Total Contract Amount	Self Performed or Subcontracted Amount	Target Contract Amount	% of Total Target Business Participation
Hydro Temp				\$934,000	\$859,400		
	Vanguard Electric	Electrical	ESB		\$51,000	\$51,000	5%
	Mid Valley Insulation	Insulation	ESB		\$24,000	\$24,000	3%
					\$934,400	\$75,000	8%

Purchasing Department							
CONSTRUCTION PROJECTS REPORT							
Project: Scattered Sites Renovation							
<i>Target Business Participation Report</i>							
Prime Contractor	Subcontractors	Type of Work	Status	Total Contract Amount	Self Performed or Subcontracted Amount	Target Contract Amount	% of Total Target Business Participation
Hood to Coast Restoration, Inc.			ESB	\$145,285	\$105,448	\$105,448	62%
	Beaverton Plumbing	Plumbing	WBE		\$15,355	\$15,355	11%
	Bridgetown Electric	Electric			\$24,482		
					\$145,285	\$120,803	83%

CONSTRUCTION PROJECTS REPORT

Project: Maple Mallory

Target Business Participation Report

Prime Contractor	Subcontractors	Type of Work	Status	Total Contract Amount	Self Performed or Subcontracted Amount	Target Contract Amount	% of Total Target Business Participation
Richart Family, Inc.				\$3,046,000	\$1,580,639		
	Blairco	HVAC			\$34,720		
	Advanced Boring	Line Boring			\$4,300		
	Pyraid Drywall	Drywall			\$155,899		
	Hendrickson Plumbing	Plumbing			\$286,776		
	T & L Communc.	Low Voltage			\$81,430		
	Zilco Environmental	Abatement			\$33,784		
	Oak Hill Roofing	Roofing			\$15,070		
	Coles Masonry	Masonry			\$40,073		
	Contour Countertops	Countertops			\$38,303		
	JB Insulation	Insulation			\$11,950		<i>Continued</i>

CONSTRUCTION PROJECTS REPORT

Project: Maple Mallory

Target Business Participation Report

Prime Contractor	Subcontractors	Type of Work	Status	Total Contract Amount	Self Performed or Subcontracted Amount	Target Contract Amount	% of Total Target Business Participation
<i>Continued</i>							
	K & O Contracting	Siding	MBE			\$85,388	3%
	Floorever Inc.	Flooring			\$258,173		
	Camex Construction	Finish Carpentry			\$36,709		
	Viking Demolition	Demolition			\$73,000		
	Anderson Glass	Storefront Windows			\$35,268		
	PC Contracting	Sewer Connection			\$15,130		
	Landscape Management	Landscaping			\$30,080		
					\$2,731,304	\$85,388	3%

CONSTRUCTION PROJECTS REPORT

Project: Clark Center

Target Business Participation Report

Prime Contractor	Subcontractors	Type of Work	Status	Total Contract Amount	Self Performed or Subcontracted Amount	Target Contract Amount	% of Total Target Business Participation
C. J. Jackson			MBE	\$1,046,000	\$297,069	\$297,069	28%
	3D Cleaning Service	Cleaning Service	ESB		\$10,345	\$10,345	1%
	Bill Suell Painting	Painting	MBE		\$14,441	\$14,441	1%
	Boanerges Group	Plumbing	MBE/ESB		\$73,799	\$73,799	7%
	Faison Construction	Concrete	MBE/ESB		\$7,367	\$7,367	1%
	Grey Wolf HVAC, Inc.	HVAC	MBE		\$28,656	\$28,656	3%
	Northwest Interior Group, Inc.	Stucco	WBE		\$100,068	\$100,068	10%
	Superior Interior	Vertical Blinds/Supplier	WBE		\$1,920	\$1,920	0.2%
	City of Roses Disposal	Recycle	MBE		\$2,090	\$2,090	0.2%
	Grant Supply	Doors	WBE		\$3,235	\$3,235	0.3%
	Affordable Electric	Electrical	ESB		\$8,263	\$8,263	1%
	Northwest Masonry	Joint Steel	ESB		\$2,815	\$2,815	0.3%
					\$550,068	\$550,068	53%

CONSTRUCTION PROJECTS REPORT

Project: Humboldt Gardens, Demo Abatement

Target Business Participation Report

Prime Contractor	Subcontractors	Type of Work	Status	Total Contract Amount	Self Performed or Subcontracted Amount	Target Contract Amount	% of Total Target Business Participation
Walsh Construction Company				\$2,045,579	\$698,103		
	CEC Services	Security	MBE/ESB/DBE		\$49,530	\$49,530	2%
	Champion Sweeping	Sweeping	MBE/ESB/DBE		\$1,050	\$1,050	0.1%
	Faison Construction	Building No. 1	MBE/ESB/DBE		\$13,407	\$13,407	1%
	FM Burch & Associates	Outreach Consultant	MBE/ESB/DBE		\$25,000	\$25,000	1%
	Island Landscape	Landscape	MBE/ESB/DBE		\$34,504	\$34,504	2%
	Jonath Colon	Outreach Consultant	MBE/ESB/DBE		\$25,000	\$25,000	1%
	M&M Construction	Site Prep	ESB		\$155,645	\$155,645	8%
	MSD Construction	Temp Fencing	MBE/ESB		\$12,033	\$12,033	1%
	NGT Construction (2nd Tier)	Trucking	WBE/DBE		\$66,560	\$66,560	3%
	Professional Minority Group	Abatement	MBE/ESB/DBE/ WBE		\$163,952	\$163,952	8%
							<i>Continued</i>

CONSTRUCTION PROJECTS REPORT

Project: Humboldt Gardens, Demo Abatement

Target Business Participation Report

Prime Contractor	Subcontractors	Type of Work	Status	Total Contract Amount	Self Performed or Subcontracted Amount	Target Contract Amount	% of Total Target Business Participation
<i>Continued</i>							
	Ramos Landscape	Landscape	MBE/ESB/DBE		\$18,203	\$18,203	1%
	Salem Striping & Curbing	Striping	MBE/ESB		\$4,051	\$4,051	0.2%
	Vancouver Paving	Paving	WBE/DBE		\$11,675	\$11,675	1%
					\$1,278,713	\$580,610	28%

CONSTRUCTION PROJECTS REPORT

Project: Humboldt Gardens, Right of Way

Target Business Participation Report

Prime Contractor	Subcontractors	Type of Work	Status	Total Contract Amount	Self Performed or Subcontracted Amount	Target Contract Amount	% of Total Target Business Participation
Walsh Construction Company				\$1,335,370	\$476,472		
	Alcantar & Associates	Survey	ESB		\$33,170	\$33,170	2%
	Kodiak Benge	Site Prep	WBE		\$425,419	\$425,419	32%
	Tom Nelson & Associates	Survey	ESB		\$4,750	\$4,750	0.4%
	Green Art Landscape	Irrigation and Landscape	MBE/ESB/DBE		\$51,150	\$51,150	4%
					\$990,961	\$514,489	39%

CONSTRUCTION PROJECTS REPORT

Project: Humboldt Gardens, Housing

Target Business Participation Report

Prime Contractor	Subcontractors	Type of Work	Status	Total Contract Amount	Self Performed or Subcontracted Amount	Target Contract Amount	% of Total Target Business Participation
Walsh Construction Company				\$20,059,051	\$11,943,739		
	A2 Fabrication	Metal	WBE/ESB/DBE		\$10,000	\$10,000	0.05%
	Alarm Tracks (Fire & Security)	Low Voltage	MBE/ESB/DBE		\$33,173	\$33,173	0.2%
	Ampere Electric (Merit)	Electrical	MBE/ESB/DBE		\$390,000	\$390,000	2%
	B&K Sheetmetal	Sheetmetal Flashings	ESB		\$26,001	\$26,001	0.1%
	Crown Fire Systems	Fire Protection	ESB		\$84,424	\$84,424	0.4%
	El Hispanic News	Advertising	MBE/WBE		\$149	\$149	0%
	Jo'Rita Bishop	Sitework	ESB		\$4,063	\$4,063	0.02%
	M&M Construction	Sitework	ESB		\$538,918	\$538,918	3%
	NW Masonry Restoration	Masonry	ESB		\$45,696	\$45,696	0.2%
							<i>Continued</i>

CONSTRUCTION PROJECTS REPORT

Project: Humboldt Gardens, Housing

Target Business Participation Report

Prime Contractor	Subcontractors	Type of Work	Status	Total Contract Amount	Self Performed or Subcontracted Amount	Target Contract Amount	% of Total Target Business Participation
<i>Continued</i>	South Border Drywall	Drywall	MBE/ESB		\$179,644	\$179,644	1%
	TA Onchi	Door Supplier	MBE/WBE		\$148,717	\$148,717	1%
	Vancouver Paving	Paving	WBE/DBE		\$54,920	\$54,920	0.3%
C.J. Jackson	SubContractor		MBE/ESB		\$3,117,116	\$3,117,116	16%
	Academy Specialties	Specialties Supplier	WBE/ESB/DBE		\$30,240	\$30,240	0.2%
	Coast Industries	Night Security	DBE/MBE		\$115,667	\$115,667	1%
	Courtesy Janitorial	Janitorial	DBE/MBE		\$19,954	\$19,954	0.1%
	Edwards Painting	Painting	ESB		\$112,991	\$112,991	1%
	Faison Consturction	Sub Contractor	DBE/MBE/ESB		\$28,603	\$28,603	0.1%
	Green Art Landscape	Landscaping	DBE/MBE/ESB		\$290,853	\$290,853	1%
	MSD Construction	Chainlink Fencing	MBE/ESB		\$41,580	\$41,580	0.2%
					\$17,216,448	\$5,272,709	26%

CONSTRUCTION PROJECTS REPORT

Project: Humboldt Gardens, Mixed Use

Target Business Participation Report

Prime Contractor	Subcontractors	Type of Work	Status	Total Contract Amount	Self-Performed or Subcontracted Amount	Target Contract Amount	% of Total Target Business Participation
Walsh Construction Company				\$8,021,025	\$1,118,511		
	Ampere Electric	Electrical	MBE/ESB/DBE		\$346,000	\$346,000	4%
	B&K Sheetmetal	Sheetmetal	ESB		\$63,660	\$63,660	1%
	Buffalo Welding	Steel	MBE/DBE		\$392,682	\$392,682	5%
	Classique Floors	Flooring	ESB/WBE/DBE		\$40,956	\$40,956	1%
	Crown Fire Systems	Fire Protection	ESB		\$135,649	\$135,649	2%
	NW Masonry Restoration	Masonry	ESB		\$37,789	\$37,789	0.5%
	Point Monitor	Low Voltage	ESB		\$89,470	\$89,470	1%
	South Border Drywall	Drywall	MBE/ESB		\$285,277	\$285,277	4%
	TA Onchi, LLC (supplier)	Doors and Hardware	MBE/WBE		\$256,682	\$256,682	3%
	WCTJ Painting	Painting	MSB/ESB		\$116,011	\$116,011	1%
	G & L Janitorial	Janitorial	ESB		\$22,204	\$22,204	0.3%
					\$2,904,891	\$1,786,380	22%

Purchasing Department

NEW CONTRACT REPORT

(Contracts Approved 12/01/07 -- 01/31/08)

Contractor	Contract Amount	Incurred Amount	Description	Department	Execution Date	Expiration Date
<i>PROFESSIONAL SERVICES</i>						
Mary Roberts	\$5,000		Facilitate operating planning session	Executive	12/13/2007	3/31/2008
Wyatt Fire Protection	\$35,000		Install fire sprinkler system at the Grove Hotel	Development	12/21/2007	1/31/2008
Casterline Associates	\$5,000		Review/advise on HAP PH operating subsidy	Finance	1/7/2008	1/31/2008

Contractor	Contract Amount	Incurred Amount	Description	Department	Execution Date	Expiration Date
<i>PUBLIC IMPROVEMENTS/CONSTRUCTION</i>						
IRS Environmental of PDX	NTE \$99,999 annually		On-call service - abatement	Purchasing	12/1/2007	11/30/2008
PMG	NTE \$99,999 annually		On-call service - abatement	Purchasing	12/1/2007	11/30/2008
AAM Environmental	NTE \$99,999 annually		On-call service - abatement	Purchasing	12/1/2007	11/30/2008
Advanced Entry Systems	\$8,804		ADA doors at multiple locations	Real Estate Operations	12/17/2007	3/31/2008
Minority Abatement Contractors	\$9,987		Asbestos pipe insulation removal - the Grove Hotel	Development	12/20/2007	4/30/2007
RJ & Co. Property Mgmt	NTE \$99,999 annually		On-call apartment cleaning	Purchasing	1/1/2008	12/31/2008
Diversified Abilities	NTE \$99,999 annually		On-call apartment cleaning	Purchasing	1/1/2008	12/31/2008
Green Team Cleaning Services	NTE \$99,999 annually		On-call apartment cleaning	Purchasing	1/1/2008	12/31/2008
Oregon Electric	NTE \$99,999 annually		On-call electrical service	Purchasing	1/1/2008	12/31/2008
Portland Mechanical Contractors	NTE \$99,999 annually		On-call plumbing services	Purchasing	1/1/2008	12/31/2008

Contractor	Contract Amount	Incurred Amount	Description	Department	Execution Date	Expiration Date
<i>GOODS/SUPPLIES</i>						
IKON Financial Services	\$3,700		Upgrade copier at Gallagher Plaza to Ricoh MP2000; \$61.65 monthly payments for 60 months; beginning January 2008.	Real Estate Operations	1/7/2008	1/7/2013
IKON Financial Services	\$6,550		Assumption agreement for copier transfer from CAWS to NC Community Building Office; \$131 monthly beginning 11/1/07 thru end of lease.	Development	1/22/2008	5/16/2011
IKON Financial Services	\$1,584		Lease copier for first floor, New Market West \$38 monthly payments for 36 months; beginning 1/28/08; \$216 one-time annual maintenance. contract.	Rent Assistance	1/28/2008	1/31/2010
<i>AMENDMENTS TO EXISTING CONTRACTS</i>						
Web Intelligent Laundry Systems			Operation of laundry room and supply of laundry equipment	Real Estate Operations	11/27/2007	12/7/2007
Paul Parker	NTE \$7,500		Extends term	Executive	12/27/2007	3/31/2008
Jennifer Schoonard			Extends term	Executive	1/15/2008	3/31/2008

DASHBOARD REPORT

**The Dashboard Report was not available at time of press.
Will be distributed at Board meeting on
Tuesday, February 19, 2008.**

RESOLUTIONS



MEMORANDUM

SUBJECT: RESOLUTION 08-02-01
APPROVES AN INDUCEMENT RESOLUTION DECLARING THE HOUSING AUTHORITY OF PORTLAND'S INTENTION TO ISSUE AND SELL ITS REVENUE BONDS IN A PRINCIPAL AMOUNT OF NOT TO EXCEED \$40,000,000 AND TO REIMBURSE THE BORROWER FROM PROCEEDS OF THE BONDS FOR EXPENDITURES MADE BY THE BORROWER BEFORE THE ISSUE DATE OF THE BONDS, FOR THE DEVELOPMENT OF THE RESOURCE ACCESS CENTER AND A YET TO BE DETERMINED NUMBER OF LOW INCOME HOUSING UNITS.

TO: BOARD OF COMMISSIONERS

FROM: Steven D. Rudman 503.802.8455 stever@hapdx.org
Contact: Mike Andrews 503-802-8482 michaela@hapdx.org

DATE: February 12, 2008

ISSUE:

The Board is being asked to approve an Inducement Resolution that declares its intention to issue and sell its revenue bonds in a principal amount of not to exceed \$40,000,000 and to reimburse the borrower from proceeds of the bonds for expenditures made by the borrower before the issue date of the bonds, for the development of the Resource Access Center and a yet to be determined number of low income housing units.

BACKGROUND:

In December 2005 Portland and Multnomah County adopted *Home Again: A Ten Year Plan to End Homelessness* ("Plan"). The Plan seeks permanent solutions to the City's homeless problem and is built on three principles: (1) focus on the most chronically homeless populations; (2) Streamline access to existing services to prevent and reduce other homelessness; and (3) concentrate resources on programs that offer measurable results. Within the Plan is contemplated a Resource Access Center ("RAC") which would address the principles stated about and provide people with quick and direct access to programs that move them directly into permanent housing. The Resource Access Center is critical to the implementation of the City's next phase in its *Ten Year Plan to End Homelessness* and will assist the region in furthering its goals to solve homelessness.

In June 2007, Mayor Potter asked Commissioner Sten to take the lead in siting the Resource Access Center to which Commissioner Sten agreed. His goal was to identify and secure a site by year-end. To that end Commissioner Sten and the City of Portland

requested the Housing Authority of Portland (HAP) serve as the developer and owner of the Resource Access Center as evidenced by their memo dated September 17, 2007.

HAP, with the participation of Transition Projects, Inc., the Portland Development Commission (PDC), and the Bureau of Housing and Community Development (BHCD), proposes to develop a significant new building in Old Town/China Town as part of the City of Portland's 10-Year Plan to End Homelessness. The building known as the Resource Access Center ("RAC") will be part of a larger, full block redevelopment effort. The overall redevelopment project will include the following components:

- The Resource Access Center, a central intake and information sharing area that includes employment opportunities, housing information, local services, free classes and frequently updated resources, restrooms, showers, lockers, mail service and meals.
- A 90-bed shelter for men (to replace and expand an existing shelter in the neighborhood) to be operated by Transition Projects, Inc.
- In-door queuing areas for the shelter and the RAC
- Mixed income housing above the RAC; to include Affordable (0%-80%) and Permanent Supportive Housing ("PSH") (0%-30%) rental units;
- Parking for the RAC, TPI, the housing and, 130 additional spaces obligated on the site under a prior commitment
- Active, pedestrian oriented ground floor retail/commercial uses;
- A gateway element

When HAP agreed to take on the development of this project there were three sites near the Steel Bridge bridgehead under consideration - Block P, Block A&N, and Block 25. HAP issued a Request for Proposals for an A&E team in October 2007 for work that would include the development of an architectural program and site feasibility studies for those three sites and Holst Architecture was eventually selected. However, through work by the City and the PDC and with input from Transition Projects, Inc., Block 25 was settled upon before the A&E team began its siting studies.

Subsequent to that the Old Town/Chinatown community became actively engaged and expressed deep concern over the selection of Block 25 as home to the Resource Access Center. New, additional sites (most prominently Block U) were suggested for consideration and the PDC's Board of Commissioners directed their staff and HAP to research the viability of those sites and to bring those findings back to a February 27, 2008 meeting where the final decision is expected to be made. To that end, HAP staff together with Holst Architecture has participated in numerous meetings with a number of stakeholders and is preparing design and financial analysis of the Block 25 and Block U sites for presentation on February 27th.

Once a final site determination is made, the A&E team will proceed with full architectural design and additional third party reports will be commissioned. The Resource Access Center financing plan is expected to include tax exempt bonds and 4% Low Income Housing Tax Credits along with other sources. The Inducement Resolution will serve as a

declaration of HAP's official intent to reimburse expenditures for the Project made before the issue date of the Bonds from proceeds of the Bonds.

RECOMMENDATION:

Staff recommends approval of Resolution 08-02-01.



RESOLUTION 08-02-01

A RESOLUTION DECLARING AN INTENT TO ISSUE NOT TO EXCEED \$40,000,000 OF REVENUE BONDS FOR THE RESOURCE ACCESS CENTER PROJECT

WHEREAS, the Housing Authority of Portland (the "Authority") is a public body corporate and politic of the State of Oregon and is empowered by ORS 456.005 to 456.235 (the "Act") to issue revenue bonds for the purpose of financing housing projects; and

WHEREAS, the Authority intends to form an Oregon limited partnership or limited liability company of which the Authority will be the sole general partner or managing member (the "Borrower") to finance the construction of the Resource Access Center development, located on a site to be determined but within the boundaries of the Old Town/Chinatown neighborhood in Portland, Oregon, to provide housing for low-income persons (the "Development"), the estimated cost of which is not expected to exceed \$90,000,000; and

WHEREAS, the Authority anticipates that the Borrower will request that the Authority issue and sell its revenue bonds (the "Bonds"), in an amount not to exceed \$40,000,000 pursuant to the Act to assist the Borrower in financing the housing component of the Development (the "Project"); and

WHEREAS, the Authority desires to provide such assistance, if certain conditions are met; and

WHEREAS, the use of the proceeds of the sale of the Bonds by the Borrower will permit the Borrower to finance the Project, thereby providing decent, safe, and sanitary housing for persons and families of lower income (as defined in the Act) for a period of not less than 15 years and otherwise promoting the general health and welfare of the inhabitants within the jurisdictional limits of the Authority; and

WHEREAS, the Authority deems it necessary and advisable that it take such action as may be required under the Act to authorize and issue the Bonds to finance part of the cost of the Project in a total amount not to exceed \$40,000,000; and

WHEREAS, Treasury Regulations Section 1.103-8(a)(5) requires that, in order for expenditures for an exempt facility that are made before the issue date of bonds issued to provide financing for that facility to qualify for tax-exempt financing, the issuer must declare an official intent under Treasury Regulations Section 1.150-2 to reimburse any such

expenditures from the proceeds of those bonds, and one of the purposes of this resolution is to satisfy the requirements of such regulations;

NOW, THEREFORE, BE IT RESOLVED BY:

1. To assist in the financing of the Project, with the public benefits resulting there from, the Authority declares its intention, subject to the conditions and terms set forth herein, to issue and sell its revenue bonds or other obligations (the "Bonds") in a principal amount of not to exceed \$20,000,000, and to reimburse the Borrower from proceeds of the Bonds for expenditures for the Project made by the Borrower before the issue date of the Bonds.
2. The proceeds of the Bonds will be used to assist in financing the Project, and may also be used to pay all or part of the costs incident to the authorization, sale, issuance and delivery of the Bonds.
3. The Bonds will be payable solely from the sources specified by resolution of the Board of Commissioners of the Authority. The Bonds shall bear such rate or rates of interest, payable at such times, shall mature at such time or times, in such amount or amounts, shall have such security, and shall contain such other terms, conditions and covenants as shall later be provided by resolution of the Board of Commissioners of the Authority.
4. The Bonds shall be issued subject to the conditions that (a) the Authority, the Borrower and the purchaser of the Bonds shall have first agreed to mutually acceptable terms for the Bonds and the sale and delivery thereof and mutually acceptable terms and conditions of the loan or other agreement for the Project, and (b) all governmental approvals and certifications and findings required by laws applicable to the Bonds first shall have been obtained. If necessary, the Executive Director of the Authority or his or her designee is authorized to seek an allocation of volume cap for the Bonds from the Private Activity Bond Committee of the Debt Management Division of the Oregon State Treasury.
5. For purposes of applicable Treasury Regulations, the Borrower is authorized to commence financing of the Project and advance such funds as may be necessary therefore, subject to reimbursement for all expenditures to the extent provided herein out of proceeds, if any, of the issue of Bonds authorized herein. However, the adoption of this resolution does not constitute a guarantee that the Bonds will be issued or that the Project will be financed as described herein. The Board of Commissioners of the Authority shall have the absolute right to rescind this resolution at any time if it determines in its sole judgment that the risks associated with the issuance of the Bonds are unacceptable.
6. It is intended that this resolution shall constitute a declaration of official intent to reimburse expenditures for the Project made before the issue date of the

Bonds from proceeds of the Bonds, for the purposes of Treasury Regulations Sections 1.103-8(a)(5) and 1.150-2.

7. Foster Pepper PLLC, Seattle, Washington, is hereby retained as bond counsel to supervise the proceedings and approve the validity and tax exempt status of the Bonds.
8. Any actions of the Authority or its officers prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

ADOPTED: February 19, 2008

HOUSING AUTHORITY OF PORTLAND

Jeff Bachrach, Chair

ATTEST:

Steven D. Rudman, Secretary

CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting Executive Director of the Housing Authority of Portland (the "Authority") and keeper of the records of the Authority, CERTIFY:

1. That the attached Resolution No. 08-02-01 (the "Resolution") is a true and correct copy of the resolution of the Board of Commissioners of the Authority, as adopted at a meeting of the Authority held on February 19, 2008, and duly recorded in the minute books of the Authority.

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

IN WITNESS WHEREOF, I have hereunto set my hand this 19th day of February, 2008.

HOUSING AUTHORITY OF PORTLAND

Executive Director and Secretary



MEMORANDUM

**SUBJECT: RESOLUTION 08-02-02
AUTHORIZES THE EXECUTIVE DIRECTOR TO EXECUTE TWO TASK
ORDERS WITH HOLST ARCHITECTURE FOR PROFESSIONAL
DESIGN SERVICES FOR THE RESOURCE ACCESS CENTER**

TO: BOARD OF COMMISSIONERS

**FROM: Steven D. Rudman 503.802.8455 stever@hapdx.org
Contact: Mike Andrews 503.802.8507 michaela@hapdx.org**

DATE: February 12, 2008

ISSUE:

Resolution 08-02-02 authorizes the Executive Director to execute two task orders with the firm of Holst Architecture to provide design services for the Resource Access Center. Task Order #1 will include pre-development services related to the selection of a site, will not exceed \$150,000, and will be paid for by the Portland Development Commission through a pre-development services agreement between HAP and PDC. Task Order #2 will include full design services for the Resource Access Center. The scope of work and associated fee will be negotiated following selection of a site. The fee is expected to be approximately 8% of the construction cost.

BACKGROUND:

The City of Portland has asked the Housing Authority to act as developer and owner of a new building in Old Town/Chinatown called the Resource Access Center. The program for the building will include:

- 120-240 units of permanent supportive housing and tax credit housing. Between 40-80 housing units will be operated by Transition Projects, Inc; the remainder will be operated by HAP.
- A day access center for the homeless, a 90-bed men's shelter, and administrative offices that will be master-leased to Transition Projects, Inc.
- Ground floor commercial/retail space.
- Appropriate auxiliary support functions (parking and loading, lobbies, etc.).

HAP issued a competitive public RFP for professional design services in October 2007. Nine proposals were received in November 2007. The selection committee—which included the Executive Director of Transition Projects, Inc., the Chair of the Old Town/Chinatown Business Association, and HAP and PDC staff with backgrounds in development, design and construction—selected four firms for interviews. By unanimous decision of the committee, Holst Architecture was selected on the basis of the firm's commitment to high quality design and demonstrated ability to adhere to

challenging project schedules and budgets. Holst also supports HAP's aspirational goal of 20% target business participation.

The Holst Architecture team includes all design and engineering consultants necessary to complete the site and building design work and fulfill the City's land use requirements.

Note: Holst is currently working under a limited Notice to Proceed on Task Order #1. The current fee is \$90,165.00, including reimbursable expenses. A Fair Cost Estimate has been completed that supports this number. Following approval of this resolution, Task Order #1 will be expanded to include analysis of additional sites that have been identified since the scope was first drafted.

RECOMMENDATION:

Staff recommends the approval of Resolution 08-02-02.



RESOLUTION 08-02-02

Resolution 08-02-02 authorizes the Executive Director to execute two task orders with the firm of Holst Architecture to provide design services for the Resource Access Center. Task Order #1 will include pre-development services related to the selection of a site, will not exceed \$150,000, and will be paid for by the Portland Development Commission through a pre-development services agreement between HAP and PDC. Task Order #2 will include full design services for the Resource Access Center. The scope of work and associated fee will be negotiated following selection of a site. The fee is expected to cost approximately 8% of the construction cost. For each Task Order, a 3rd party Fair Cost Estimate will be completed after the scope has been identified and before the Task Order is executed.

WHEREAS, the City of Portland has identified the Housing Authority of Portland as the developer and owner of the Resource Access Center; and

WHEREAS, a competitive public RFP process to select a professional design team has been completed; and

WHEREAS, the firm of Holst Architecture has been selected by unanimous decision of the selection committee; and

WHEREAS, the Holst Architecture team includes architects, engineers and other design professionals necessary to complete the design of the Resource Access Center; and

WHEREAS, approval by the Board of Commissioners of the Housing Authority of Portland is required prior to the execution of Task Orders over \$100,000;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Portland:

The Executive Director is authorized to execute two Task Orders between HAP and Holst Architecture for pre-development and full design services related to support the Resource Access Center.

Adopted: February 19, 2008

HOUSING AUTHORITY OF PORTLAND

Jeff Bachrach, Chair

Attest:

Steven D. Rudman, Secretary



MEMORANDUM

**SUBJECT: RESOLUTION 08-02-03
AUTHORIZES THE EXECUTIVE DIRECTOR TO EXECUTE A
CONTRACT WITH WILLIAM WILSON ARCHITECTS FOR
PROFESSIONAL DESIGN SERVICES FOR THE REDEVELOPMENT OF
THE UNIVERSITY PLACE APARTMENTS BUILDING**

TO: BOARD OF COMMISSIONERS

**FROM: Steven D. Rudman 503.802.8455 stever@hapdx.org
Contact: Mike Andrews 503.802.8507 michaela@hapdx.org**

DATE: February 12, 2008

ISSUE:

Resolution 08-02-03 authorizes the Executive Director to execute a contract with the firm of William Wilson Architects to provide design services for the redevelopment of the University Place Apartments building.

BACKGROUND:

HAP purchased the University Place Apartments building in 2002 as a redevelopment opportunity. Built in 1908, the building shows its age and deferred capital needs are extensive. With high maintenance costs and replacement reserves requirements, the property is operating at a deficit. Staff has begun pre-development work with the intent of demolishing the existing 24 units and rebuilding a new six-story building with 45-50 studio units.

The Board of Commissioners has already taken two actions related to the redevelopment of University Place. In October 2007 the Board authorized an application for funding to the Portland Development Commission and in January 2008 the Board authorized an inducement resolution that declared the agency's intent to issue and sell bonds.

HAP issued a competitive public RFP for professional design services in December 2007. Nine proposals were received in January 2008. The selection committee—which included a representative from the Bureau of Housing & Community Development, a community member with development expertise currently employed at Shiels Obletz Johnson, and HAP DCR staff—selected four firms for interviews. William Wilson Architects was selected by unanimous decision of the committee on the basis of the firm's past experience, commitment to high quality design, and demonstrated ability to adhere to challenging project schedules and budgets.

The full contract value is \$526,500, or approximately 12% of estimated construction costs. This percentage is higher than recent past projects due to three factors: 1) the small size of the building; 2) land use entitlements necessary to build in the Central City; and 3) the inclusion of expanded scope for interior design services, design and

documentation necessary for LEED certification, and enhanced energy design and modeling that may be required under a pending new State of Oregon energy code. Target Business participation is approximately 25.6% of the contract value.

The median of fee proposals received was \$542,790. William Wilson's fee is lower than the median, includes some services others did not, and is reasonable for the size of the building and the complexity of the scope of services requested by the Housing Authority.

William Wilson Architects will be directed to begin schematic design under a limited Notice to Proceed for two reasons:

- 1) HAP is working with project partners at the Portland Development Commission and the Bureau of Housing and Community Development to secure local funding for the project no later than April 2008. Schematic design work will refine the construction budget and inform the project's financial needs.
- 2) The financial closing date is scheduled for late November 2008 to support the sale of private activity bonds. Lengthy land use entitlement processes must be concluded prior to the closing.

The value of the limited Notice to Proceed is expected to be approximately \$85,000. A full Notice to Proceed for the full contract value will be issued when local funding has been secured.

RECOMMENDATION:

Staff recommends the approval of resolution 08-02-03.



RESOLUTION 08-02-03

Resolution 08-02-03 authorizes the Executive Director to execute a contract with the firm of William Wilson Architects to provide design services for the redevelopment of University Place. William Wilson Architects will be directed to proceed with schematic design work under a limited Notice to Proceed and, pending receipt of local funding for the project in April 2008, will be directed to continue with full design services under a full Notice to Proceed. The value of the limited Notice to Proceed is approximately \$85,000 and the full contract value is \$526,500.

WHEREAS, the Housing Authority of Portland intends to redevelop the University Place Apartments building and the Board of Commissioners has taken two past actions to support the redevelopment; and

WHEREAS, schematic design work needs to begin immediately to support development of the project's financing strategy; and

WHEREAS, a competitive public Request for Proposals process to select a professional design team has been completed; and

WHEREAS, the firm of William Wilson Architects has been selected by unanimous decision of the selection committee; and

WHEREAS, approval by the Board of Commissioners of the Housing Authority of Portland is required prior to the execution of Contracts over \$100,000; and

WHEREAS, the Housing Authority is working with the Portland Development Commission and the Bureau of Housing and Community Development to secure the necessary local funding for the project and that funding is expected to be in place in April 2008;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Portland:

The Executive Director is authorized to: 1) execute a contract between HAP and William Wilson Architects; 2) issue a Limited Notice to Proceed for schematic design; and 3) issue full Notice to Proceed after local funding is secured.

Adopted: February 19, 2008

HOUSING AUTHORITY OF PORTLAND

Attest:

Jeff Bachrach, Chair

Steven D. Rudman, Secretary