

Housing Authority of Portland Board of Commissioners Meeting



The first residents began moving in to Humboldt Gardens, HAP's second HOPE VI redevelopment, the week of June 2.

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
June 17, 2008, 4:00 PM



HOUSING AUTHORITY OF PORTLAND

INDEX FOR ELECTRONICALLY DISTRIBUTED BOARD OF COMMISSIONERS BOARD MEETING PACKET FOR JUNE 17, 2008

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PUBLIC NOTICE:

THE HOUSING AUTHORITY OF PORTLAND
BOARD OF COMMISSIONERS

will meet on

Tuesday, June 17, 2008

At 4:00 pm

At the Multnomah County Building – Commission Room
501 SE Hawthorne Blvd, Portland

TO: COMMUNITY PARTNERS

FROM: STEVE RUDMAN

DATE: June 10, 2008

The Board of Commissioners of the Housing Authority of Portland will meet on Tuesday, June 17, 2008 at the Multnomah County Building – Commission Room 501 SE Hawthorne Blvd, Portland at 4:00 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, June 13, 2008.

CONSENT CALENDAR MINUTES

**HOUSING AUTHORITY OF PORTLAND
BOARD OF COMMISSIONERS MEETING
Multnomah County Building – Board Room
501 SE Hawthorne Blvd
Portland, OR
June 17, 2008 4:00 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 May 20, 2008 BOC Meeting

CONSENT CALENDAR (Consent Calendar/Minutes TAB)

Following Resolutions:			
08-06	TOPIC	Presenter/POC	Phone #
01	Authorize Banking Transaction Signature Authority	Todd Salvo	503.802.8535
02	Recognition of Tom Peters	Mike Andrews	503.802.8507

REPORTS / RESOLUTIONS

08-06-	TOPIC	Presenter/POC	Phone #
Report	Executive Director's Report (Exec Director TAB)	Steve Rudman	503.802.8455
03	Authorization to Approve the FY2008 Moving to Work Report	Shelley Marchesi	503.802.8427
04	Authorize Adoption of the Ratified AFSCME Agreement	Brenda Carpenter	503.802.8502
05	Authorize Revisions to the Section 8 Administrative Plan Regarding the Waiting List	Katie Such Jill Riddle	503.802.8505 503.802.8565
06	Authorization to Adopt the Acquisition Policy	Dianne Quast Mike Andrews	503.802.8338 503.802.8507
07	Authorization to Enter Into a Swap Agreement for The Morrison	Mike Andrews	503.802.8507
08	Authorization to Approve the Conceptual Design Preferred Alternative for the Resource Access Center	Mike Andrews Julie Livingston	503.802.8507 503.802.8424

09	Authorization to Enter Into a Construction Contract for Dahlke Manor	Mike Andrews John Manson	503.802.8507 503.802.8511
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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 **July 15, 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
May 20, 2008
Housing Authority of Portland
135 SW Ash, Portland, OR**

COMMISSIONERS PRESENT:

Chair Jeff Bachrach, Vice-Chair Lee Moore, Commissioners Gretchen Kafoury, Harriet Cormack, Gavin Thayer, Nathan Teske, Alternate Resident Mary LaTourette

STAFF PRESENT:

Steve Rudman, Margaret Van Vliet, Todd Salvo, Peter Beyer, Michael Andrews, Shelley Marchesi, Brenda Carpenter, Veronica Sherman King, Jill Riddle, Betty Dominguez, John Manson, Rachael Duke, Michael Havlik, Carrie Anne Markoff, Pamela Prideaux, Celia Strauss, Amity Lindsay-Bell, Rosanne Marmor, Robert Dell

LEGAL COUNSEL:

Steve Abel

Chair Bachrach called the meeting to order at 6:20 PM.

PUBLIC COMMENT:

Susan Emmons (NW Pilot Project) expressed that she represented all local housing advocates in her gratitude to Margaret Van Vliet for years of hard-working service. Emmons praised Van Vliet's responsiveness, problem solving abilities, willingness to bring folks together, and passion for housing clients. Ms. Emmons presented her with a rare "Housing with a Heart" hat and a wand.

REPORTS AND RESOLUTIONS:

RESOLUTION 08-05-11

Recognition of Margaret Van Vliet, Deputy Executive Director

Chair Bachrach read Resolution 08-05-11, recognizing the service of Deputy Executive Director Margaret Van Vliet. Commissioner Kafoury moved to adopt the resolution and Vice-Chair Moore seconded the motion. Van Vliet accepted the framed resolution and expressed her gratitude at the recognition.

The vote was as follows:

**Chair Bachrach, Aye
Vice-Chair Moore, Aye
Commissioner Kafoury, Aye
Commissioner Cormack, Aye
Commissioner Thayer, Aye
Commissioner Teske, Aye**

MEETING MINUTES:

Chair Bachrach called for a motion to adopt the minutes of the April 15, 2008 Board of Commissioners meeting. Commissioner Kafoury moved to adopt the minutes and Commissioner Cormack seconded the motion.

The vote was as follows:

Chair Bachrach, Aye
Vice-Chair Moore, Aye
Commissioner Kafoury, Aye
Commissioner Cormack, Aye
Commissioner Thayer, Abstained
Commissioner Teske, Aye

BOARD ORGANIZATION:

Vice-Chair Moore moved to replace Ex-Commissioner Catherine Such as Board Treasurer with Commissioner Cormack and Commissioner Teske seconded the motion.

The vote was as follows:

Chair Bachrach, Aye
Vice-Chair Moore, Aye
Commissioner Kafoury, Aye
Commissioner Cormack, Aye
Commissioner Thayer, Aye
Commissioner Teske, Aye

EXECUTIVE DIRECTOR'S REPORT:

Executive Director Rudman reviewed his report, adding that, earlier that evening, the Gresham City Council approved an amendment to our Cooperative Agreement allowing HAP to add public housing units at Rockwood and Pine Square. Rudman highlighted the topic of our Congregate Housing Services Program (CHSP) arrangement with Portland Impact, the extension of our Moving to Work (MTW) agreement with HUD (scheduled for approval in July), and the months of work that culminated in the new Three-Year Business Plan.

RESOLUTION 08-05-01

Enter into Contract with On-Call Environmental Consultant

Mike Andrews presented the resolution to authorizing the contract with PBS Engineering to Enter an On-call Environmental Testing and Consulting Contract for \$250,000 with PBS Engineering. Without discussion, Commissioner Cormack moved to adopt the resolution; seconded by Commissioner Kafoury.

The vote was as follows:

Chair Bachrach, Aye
Vice-Chair Moore, Aye
Commissioner Kafoury, Aye

Commissioner Cormack, Aye
Commissioner Thayer, Aye
Commissioner Teske, Aye

RESOLUTION 08-05-04

Authorization of Fairview Woods Land Conveyance

Michael Havlik, Fairview Mayor Mike Weatherby, and Fairview City Administrator Joe Gall presented the resolution for authorization to convey Lot 9 of the Bridge Street Forest to the City of Fairview. Lot 8 was previously conveyed, though both lots are interconnected. Cooperative projects have since helped manage both lots, but conveyance to the City of Fairview will provide a focused vision for the property, can involve the whole neighborhood, and will improve security.

Mayor Weatherby noted that the relationship between HAP, the City of Fairview, and Guardian Management has been rewarding. His goals before and after the conveyance are to build relationships with the HAP clients in Fairview and to foster the participation of every Fairview citizen. Mayor Weatherby thanked the Board for the authorization and the resulting ability to create the park envisioned by the City of Fairview; he invited the Board to consider holding a future meeting in Fairview and Executive Director Rudman said that will happen.

Chair Bachrach called for a motion to adopt the resolution. Commissioner Teske moved to adopt and Commissioner Kafoury seconded the motion.

The vote was as follows:

Chair Bachrach, Aye
Vice-Chair Moore, Aye
Commissioner Kafoury, Aye
Commissioner Cormack, Aye
Commissioner Thayer, Aye
Commissioner Teske, Aye

REPORT ON CONGREGATE HOUSING SERVICES PROGRAM (CHSP):

Veronica Sherman King, Roseanne Marmor, and Susan Stoltenberg (Portland Impact) presented the report. Since the November 2006 transfer of CHSP to Portland Impact, successes include the greater leveraging of resources to the program—providing benefits to CHSP clients as well as clients of other leveraged programs. Portland Impact has been able to bring together many local partners (Oregon School of Massage, Linfield Nursing School, grief counselors, others) and include CHSP participants in activities organized for other programs. Specific examples of leveraged benefits include having youth groups paint units for clients of several programs, joint dinner and entertainment events, and joint shopping trips. The transfer has also reduced overhead costs.

Goals include increasing CHSP clients from 90 to 120, while managing the ratio of Medicaid v. private-paid clients. Portland Impact and HAP also look forward to re-dedicating funds once the agreed-upon staff transition period has elapsed. Portland Impact's goals are to provide services to help clients maintain their dignity and remain where they prefer to live.

Lessons learned include keeping meals as community activities and allowing the use of food stamps for meals. One client (a terminal cancer patient) prompted Portland Impact to contact the client's former band, which has since shown interest in continuing to perform for the clients.

Commissioner Kafoury asked how Portland Impact's new offices are; Ms. Stoltenberg responded that they are great and provide services for 5000 (food bank, clothing, medical services, etc.). Chair Bachrach asked what services HAP had done when the program was in-house. Ms. Sherman King noted that leveraged services were available when CHSP was at HAP, but they were neither as broad nor as well integrated because Portland Impact has been able to focus on hiring loyal caseworkers who do not need to multi-task. Thus, Portland Impact has been able to provide more caseworker contact. Chair Bachrach asked where the continuing HAP employees work—three positioned in separate sites, with supervision from Portland Impact and regular communication with Roseanne Marmor. Commissioner Thayer asked about the financial impact of transferring food services from ecumenical organizations to in-house; an increase (3%) of funds from HUD has helped make the transition manageable. Chair Bachrach asked if the same strategy will be pursued with the Evening Trade Apprenticeship Preparation (ETAP) program. Executive Director Rudman noted that there is difficulty in finding a partner that cares as much as HAP, especially because few organizations have anything similar to ETAP. Potential partners include PCC, CAWS.

RESOLUTION 08-05-02

Enter into Contract with On-Call Legal Services for Bond & Tax Credit

Mike Andrews presented Resolution 08-05-02 for authorization to enter into on-call contracts for legal services with four separate law firms. Andrews noted the services are needed for bonds and the financing of several projects that are underway. A broad range of tasks will need to be performed as the projects progress. Additionally, HAP has experience in working with the firms listed in the resolution. Chair Bachrach requested a restructuring of the agreements to provide for discretion regarding how much can be spent with each firm, up to \$1mm total among the four firms vs. up to \$250k for each firm. Legal Counsel, Steve Abel drafted an amendment to reflect the change.

Chair Bachrach called for a motion to adopt the resolution with the change. Commissioner Kafoury moved to adopt and Vice-Chair Moore seconded the motion.

The vote was as follows:

Chair Bachrach, Aye

Vice-Chair Moore, Aye
Commissioner Kafoury, Aye
Commissioner Cormack, Aye
Commissioner Thayer, Aye
Commissioner Teske, Aye

RESOLUTION 08-05-03

Authorize Loan Structure Between PDC and HAP for the Grove Hotel

Mike Andrews presented the resolution to execute documents for full reimbursement of HAP from PDC. Chair Bachrach asked if the \$400,000 development fee is included. Andrews verified that it was included in the loan documents. Commissioner Cormack and Executive Director Rudman stressed that City Commissioner Randy Leonard should tour the finished project.

Chair Bachrach called for a motion to adopt the resolution. Commissioner Cormack moved to adopt and Commissioner Kafoury seconded the motion.

The vote was as follows:

Chair Bachrach, Aye
Vice-Chair Moore, Aye
Commissioner Kafoury, Aye
Commissioner Cormack, Aye
Commissioner Thayer, Aye
Commissioner Teske, Aye

RESOLUTION 08-05-05

Authorizing a Memorandum of Understanding for Transition Projects, Inc. for the Resource Access Center

Mike Andrews presented the resolution and summarized topics covered in the Board RAC Briefing on May 19. Commissioner Cormack confirmed that community meetings had been well attended. The MOU is to establish a relationship, identify roles, and identify the principles both organizations are pursuing. Andrews noted that there would be more specific agreements in the future with TPI and other building tenants. Commissioner Kafoury requested consistent naming convention for TPI in future resolutions. Commissioner Teske asked Mike Andrews to verify his understanding that HAP will run the housing while TPI runs the shelter and RAC; verified.

Chair Bachrach called for a motion to adopt the resolution. Commissioner Kafoury moved to adopt and Commissioner Cormack seconded the motion.

The vote was as follows:

Chair Bachrach, Aye
Vice-Chair Moore, Aye
Commissioner Kafoury, Aye
Commissioner Cormack, Aye

Commissioner Thayer, Aye
Commissioner Teske, Aye

RESOLUTION 08-05-06

Authorizing Intergovernmental Agreement between HAP, the City of Portland, and PDC, and a Development and Disposition Agreement Between HAP and PDC

PDC's DDA terms were not available at the meeting. The delay was due to HAP requiring terms different from the PDC's standard DDA, which was designed as an agreement between the PDC and a private developer. The goal for HAP was to establish more of a partnership between agencies, without full review and approval powers residing in the PDC and with an earlier transfer of title than the PDC's standard DDA provided. Andrews expected agreeable terms to be presented and the DDA to be signed by the end of June, so as to avoid siting complications. Vice-Chair Moore asked if the delay was unreasonable. Mr. Andrews replied that the delay could be seen as a result of the PDC's current reorganization and the unusual terms HAP was requesting.

Chair Bachrach called for a motion to adopt the resolution. Commissioner Teske moved to adopt and Commissioner Kafoury seconded the motion.

The vote was as follows:

Chair Bachrach, Aye
Vice-Chair Moore, Aye
Commissioner Kafoury, Aye
Commissioner Cormack, Aye
Commissioner Thayer, Aye
Commissioner Teske, Aye

RESOLUTION 08-05-07

Authorizing a Construction Contract with Richart Family, Inc., for Renovation of Cambridge Court

Mike Andrews and John Manson presented Resolution 08-05-07, authorizing a construction contract with Richart Family, Inc., for renovation of Cambridge Court. John Manson summarized Cambridge Court's location, history, and program; the scope of work; aspects of the bidding process; Richart's bid being below what was budgeted; and Richart's successful history of work with HAP. Vice-Chair Moore asked whether Richart's goal for target business participation (10%) should be higher, given the neighborhood. Manson noted that Richart does much of its work in-house, so participation by other businesses will be lower. Additionally, Richart has agreed to meet with HAP and review its outreach efforts.

Chair Bachrach called for a motion to adopt the resolution. Commissioner Teske moved to adopt and Chair Bachrach seconds.

The vote was as follows:

Chair Bachrach, Aye
Vice-Chair Moore, Aye

Commissioner Kafoury, Aye
Commissioner Cormack, Aye
Commissioner Thayer, Aye
Commissioner Teske, Aye

RESOLUTION 08-05-08

Authorizing Policy Revisions for the Annual Re-certification of Section 8 Participants

Jill Riddle presented Resolution 08-05-08, authorizing policy revisions for the annual re-certification of Section 8 participants. Riddle summarized that HAP's Moving to Work status with HUD has allowed it to test biennial re-certification, as opposed to HUD's standard annual re-certification, on disabled and elderly participants. The result was that Case Managers could spend more time in contact with participants and other service providers, which has resulted in better service to the participant and landlord and more time to complete organizational training and administrative tasks. GOALS participants will be certified annually so as to better manage their escrow account.

Commissioner Teske asked if there was an estimate for how many participants ever have sudden increases in income that would prevent re-certification. Ms. Riddle expected that few participants have experienced such increases, but will be tracking it under the new policy. She noted that current policy allows all participants to maintain Section 8 certification until re-certification (excepting those whose income has increasing from zero and participants in the GOALS program). Commissioner Teske asked if GOALS opportunities will be highlighted for the participants. Riddle replied that they can make the information available and track whether participants take advantage of it.

Chair Bachrach called for a motion to adopt the resolution. Commissioner Kafoury moved to adopt and Commissioner Cormack seconds.

The vote was as follows:

Chair Bachrach, Aye
Vice-Chair Moore, Aye
Commissioner Kafoury, Aye
Commissioner Cormack, Aye
Commissioner Thayer, Aye
Commissioner Teske, Aye

RESOLUTION 08-05-09

Authorizing Renewal of Employee Health Plans

Brenda Carpenter presented Resolution 08-05-09, authorizing renewal of employee health plans. Carpenter reported that a resolution for a contract with members of the AFSCME union might be available in one month. There was progress in negotiation with the Trades union, but an agreement will take more time. Authorization was needed then, as opposed to after agreements are reached with the unions, in order to provide an open enrollment period. Regarding union negotiations, the increase in the cost of

the health plans went over what was budgeted, so HAP was working with the unions to increase individual contributions.

Chair Bachrach called for a motion to adopt the resolution. Vice-Chair Moore moved to adopt and Commissioner Cormack seconds.

The vote was as follows:

Chair Bachrach, Aye
Vice-Chair Moore, Aye
Commissioner Kafoury, Aye
Commissioner Cormack, Aye
Commissioner Thayer, Aye
Commissioner Teske, Aye

Report on the Moving to Work Ten-Year Agreement:

Shelley Marchesi and Todd Salvo reported that our MTW agreement with HUD was near its end. The agreement gave HAP broad authority to depart from requirements of the 1973 Housing Act in hopes that added discretion would result in more housing and more efficient administration. Since our first agreement, HUD had created a new standardized agreement and set the term as ten years. The new agreement is more stringent on measurement of results, but has a better funding formula, will allow programs such as Resolution 08-05-08, and allows transfer of funds between programs. HAP's asset-based model may clash with the methods prescribed by the new MTW agreement, but we can pursue legislation to address any issues that arrive.

The agreement requires a public-hearing process, which will start in June. Approval of the Board would be sought in July. Commissioner Cormack asked if partner organizations would be involved in the hearings. Marchesi noted that the process has varied for different Housing Authorities. Executive Director Rudman noted that the term limits required by the new agreement would likely provoke a response. However, housing advocates also want proof that the MTW program benefits clients, so we could communicate to them how term limits help accomplish that. Additionally, we have better relationships with local housing advocates than some Housing Authorities in other cities. Chair Bachrach asked, to verify, whether term limit language is included in rent abatement documentation; verified. Commissioner Thayer encouraged tracking the clients we are serving through the programs initiated under the plan.

Ms. Marchesi also informed the Board of a drive-by shooting that occurred at New Columbia earlier that day. Shots were fired at a house; no one was injured.

RESOLUTION 08-05-10
Adopting a Three-Year Business Plan

Deputy Executive Director Margaret Van Vliet presented Resolution 08-05-10, adopting a Three-Year Business Plan. Van Vliet summarized the plan as a means of showing how the different pieces of HAP knit together and what HAP's goals are. Activities in the plan were already underway, having stemmed from previous plans. Full plan

implementation requires cross-departmental cooperation. Employees, who may need to carry out such cooperation, are a key audience. Board action requirements are marked in the timeline and evidence that the Board will remain engaged in HAP operations beyond merely approving the plan.

Commissioner Kafoury expressed appreciation for having the information pulled together. Commissioner Cormack appreciated how the plan reflects comments made by the board. Commissioner Thayer looked forward to using the plan as a strong foundation HAP can use to adapt to new situations.

Chair Bachrach called for a motion to adopt the resolution. Commissioner Thayer moved to adopt and Commissioner Kafoury seconds.

The vote was as follows:

Chair Bachrach, Aye
Vice-Chair Moore, Aye
Commissioner Kafoury, Aye
Commissioner Cormack, Aye
Commissioner Thayer, Aye
Commissioner Teske, Aye

Chair Bachrach adjourns the meeting at 8:20 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: June 17, 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: June 10, 2008
TO: Board of Commissioners
FROM: Steve Rudman
SUBJECT: June Executive Director's Report

We have a variety of business at the June board meeting, ranging from approval of our annual Moving to Work report to ratification of our labor agreement with AFSCME to Section 8 and development matters.

Year Nine Moving to Work (MTW) Report

This is the time we account for the past fiscal year to the U.S. Department of Housing and Urban Development (HUD). The report comes in the form of a document that not only chronicles our accomplishments in various areas but also provides a snapshot of who our different federal programs serve.

When I reviewed this year's report, I was struck by the fact that we continue to serve those who are most vulnerable in our community. More than 87 percent of public housing households and 85 percent of our Section 8 households earn between 0-30 percent of the area median income for their family size. Nearly 50 percent of the population between these two programs is either elderly or disabled, and 83 percent of the households living in our public housing elderly/adult communities have a head of household with a disability. I think it's important to review these demographics from time to time to remind ourselves of the importance of these programs to individual and community stability.

I also was struck by the breadth of activity underway at the agency. While New Columbia was a strong focus in previous reports, this year's look back reflects the fact that change and program innovation have become constants across our operations. I would point your attention to the progress we are making in the Public Housing Preservation Initiative, the asset building potential for the families participating in the Opportunity Housing Initiative at Fairview Woods, and the

initial steps we have taken to streamline and simplify rent policies as examples of how we are striving to improve our different programs on behalf of those they serve.

We continue to make good progress in our discussions with HUD around the standard 10-year agreement that the department would like MTW housing authorities to sign. The negotiation around the degree of flexibility MTW agencies will have in complying with HUD's asset management regulations still is underway. As a result, we will expect to bring you the draft agreement for discussion at the July board meeting, with approval consideration to follow in August.

New Three-Year Agreement with AFSCME

I am very pleased to report that we have reached agreement on a new three-year contract with AFSCME Local 3135, which represents 130 HAP employees. The discussions, which began early this year, were extremely productive. I appreciate the hard work by our bargaining team, led by Brenda Carpenter, and by AFSCME representatives, led by Jeff Craig, HAP employee and president of the local chapter. In the end, we reached an agreement that recognizes HAP's need to slow the growth of total compensation, yet fairly compensates our AFSCME employees for the excellent work they do for this agency. AFSCME membership voted to accept and approve the agreement by an overwhelming majority – testament to the spirit of partnership throughout the negotiations.

The memo in your board packet from Brenda Carpenter provides information on the key points of the agreement. In addition, we are providing the Executive Committee with a financial analysis of the agreement at their meeting this week.

We also are in the midst of negotiations with the bargaining units that represent our trade employees. We are making progress in these discussions and are hopeful that the agreement we reach also will reflect the economic realities the agency faces in a way that is fair to our employees.

Section 8 Waiting List

We are nearing the end of the 3,000-household Section 8 waiting list that we randomly selected from the 9,800 applications we received when we reopened the list for three weeks in late 2006. Those of you on the board at the time asked that we look at ways to give those who applied but did not make the 3,000 – about 6,800 households – consideration of some kind when we reopened the list.

We are proposing that we contact those households before opening the waiting list again. If they still are interested in assistance, we will place them on a new list in the order in which their names were drawn in 2006. In light of the age of the list, and the fact that we may not have current addresses for many who applied in 2006, we think we will work through the new list in a year or less, at which time we will reopen the waiting list to the general public.

While this one-time action moves the reopening date out further for those who have not been able to apply for assistance since 2006, it still falls within the two to three year timeframe we have estimated that the list would be closed.

And, in the meantime, we are able to balance this situation with the very good news that we will reopen the waiting lists at 33 of our 37 public housing communities on June 18. All of our public housing sites have been closed to new applicants since April 2007 as the waiting lists for all bedroom sizes exceeded two years. When the lists reopen, applicants will be able to apply for up to three locations. We have notified our various community partners of the reopening and are running ads in *The Oregonian* and several community papers to get the word out as widely as we can.

Before I leave this section of my report, I also would like to discuss the work underway to strengthen our Section 8 program. This involves improving customer service for landlords and participants. On the landlord front, Jill Riddle has met with the leadership of the Metro Multifamily Housing Association (MMHA) to understand landlord concerns with the program and has organized several general landlord briefings to help landlords understand the service improvements we have made and how to work with the program. Last week, she participated in a panel discussion before the Housing and Community Development Commission. The panel, which also included landlord representatives and advocates, discussed the turn back rate for Section 8 vouchers – currently running at 30 percent – and what might be done to improve that situation. (HUD considers anything above 25 percent cause for concern). She will speak to the general membership of MMHA at their monthly meeting on June 18. We are hopeful that the dialogue we are having will help us find ways to retain and recruit more landlords, one of the steps we believe is essential to improving the turn back rate.

Resource Access Center

Work on the Resource Access Center is at a very exciting point: both the housing program and the facility itself are beginning to take greater shape. The multi-organization team leading the redevelopment is very focused on how the center will work both inside and outside the building. Representatives from the group visited similar operations in Los Angeles, Austin and Seattle to understand how they operated and what lessons those who have come before us have learned in the process of developing and operating their centers.

In addition, two public design workshops were held in May. They were well-attended and included persons who have been homeless and received some of the services the center will provide. As I write this, we are nearing a preferred design alternative, which we will present to you for consideration at the June board meeting. Transition Projects' board also will be reviewing this alternative, following a peer review by staff from the Bureau of Housing and Community

Development, the Portland Development Commission, Transition Projects and HAP. The project's Community Advisory Committee will discuss the preferred alternative and the center's housing program at their meeting next Monday, June 16.

While this project may not match the scale of New Columbia, it certainly equals it in complexity, visibility, and interest from a multitude of parties. I am very pleased at the progress our development team is making leading this effort and keeping it on track to meet target dates of June 1, 2009 for starting construction and fall 2010 for occupancy.

Dahlke Manor Renovations

Our major development projects have not taken our attention away from our Public Housing Preservation Initiative and the significant amount of capital work needed for our public housing portfolio. As we bring you approval requests for contracts on individual projects, know that they are part of an overall plan to methodically address the most significant needs in the portfolio. This work can be large, such as the extensive renovation and new community center at Maple Mallory, or smaller in scope, such as the water piping replacement and ventilation system upgrades at Dahlke Manor. Whatever the size, these efforts are critical to the health and long life of our public housing assets.

Katie Such – Day Seven

It is hard to believe that Katie has been at HAP for just over a week. It is an understatement to say she has hit the deck running. Katie is proving to be a great addition to our management team, and those who have had the chance to meet her and work with her in her first week have remarked on her sense of humor, openness, and ability to move a discussion to decision. However, we understand that our gain is the board's loss, at least in one sense, and so will join in the recognition of Katie's board service with tremendous gratitude for what she gave HAP in her volunteer role.

Upcoming Events

Our thanks to all of you for accommodating the change in schedule for the June board meeting. We have moved our meeting start to 4 p.m. rather than 6:15 p.m. and will be meeting at our usual location at the Multnomah County building. The July board meeting is July 15, and we will not have a work session that month.

STAFF REPORTS

Purchasing Department		MONTHLY CONTRACT REPORT			Contracts Approved 4/1/08 -- 5/31/08		
Contractor	Contract Amount	Incurred Amount	Description	Department	Execution Date	Expiration Date	

PROFESSIONAL SERVICES

Inclusivity, LLC	\$4,000		Facilitate partnering session re: Resource Access Center project	Development & Community Revitalization	5/28/2008	5/9/2008
Vickers Nelson Associates	\$31,000		Facility needs assessment / due diligence for Pine Square Apartments.	Development & Community Revitalization	5/2/2008	6/30/2008
Glumac	\$5,000		Video surveillance design services for Maple Mallory/Slavin Court.	Development & Community Revitalization	4/17/2008	7/15/2008
W.B. Wells & Assocoates	\$5,000		Topographic survey at Cambridge Court Apartments.	Development & Community Revitalization	4/8/2008	3/10/2008
Professional Minority Group	\$100,000		Highrise door project (peepholes and dead bolts inserted through asbestos-lined doors)	Real Estate Operations	4/8/2008	10/31/2008
Merak Surveying, LLC	\$8,150		Physical survey for Resource Access Center (RAC), including boundary survey, topographic survey & ALTA survey.	Development & Community Revitalization	4/10/2008	12/30/2008
Johnson Gardner, LLC	\$8,500		Market Survey for the Resource Access Center (RAC).	Development & Community Revitalization	4/4/2008	12/31/2008

PUBLIC IMPROVEMENTS/CONSTRUCTION

K & S Environmental	\$7,490		Decommission oil tank located at 5224 N. Vancouver Avenue.	Development & Community Revitalization	5/1/2008	5/19/2008
R & H Construction	\$659,583		Construction Manager/General Contractor for the Grove Hotel.	Development & Community Revitalization	4/25/2008	6/30/2008
Hunter-Davisson, Inc.	\$13,000		Install wall mount HVAC unit in Server Room at Hollywood East.	Real Estate Operations	4/21/2008	5/15/2008

Contractor	Contract Amount	Incurred Amount	Description	Department	Execution Date	Expiration Date
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INTERGOVERNMENTAL AGREEMENT

Portland Community College Workforce Network	\$29,741		Provide computer based educational services at the Plaza Townhomes; college will provide staffing in the computer lab for 20 hours per week.	Resident Services	4/14/2005	3/31/2009
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SERVICES

Lile Moving & Storage	NTE \$25,000 annually		IRFP #02/08-35; agency-wide contract for Moving and Storage services; w/option to extend for an additional two one-year intervals.	Development & Community Revitalization	4/6/2008	3/31/2009
Eastside Moving & Storage	NTE \$25,000 annually		IRFP #02/08-35; agency-wide contract for Moving and Storage services; w/option to extend for an additional two one-year intervals.	Development & Community Revitalization	4/8/2008	3/31/2009
Czopek & Erdenberger	\$3,300		Space planning services for DCR Department	Development & Community Revitalization	4/23/2008	12/31/2008

GOODS / SUPPLIES

Neopost/Hasler	\$4,716		Hasler mixed mail feeder; scale, upgraded software and postage equipment. Contract for first year \$388/month.	Purchasing	5/2/2008	1/31/2013
Mark Neilson Oil Products	NTE \$99,999 annually		Fuel cards for HAP fleet. State of Oregon Contract #7570.	Real Estate Operations	4/10/2008	3/27/2011

Contractor	Contract Amount	Incurred Amount	Description	Department	Execution Date	Expiration Date
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AMENDMENTS TO EXISTING CONTRACTS

TACS	\$4,700		Continued assistance in providing diversity training for HAP staff.	Human Resources Administration	5/1/2008	12/31/2008
DCI Engineers	\$5,000		Amends contract for preparation of a Tier 3 Evaluation and Concept Design at Northwest Tower, Seismic Evaluation at Sellwood Center and extends term.	Development & Community Revitalization	4/8/2008	12/31/2008
Bourke Construction, Inc.	\$21,717		Shower valve plate covers, additional plumbing lines not shown on plans and sheetrock repair at locations not shown on plans for Sellwood Center Piping Retrofit.	Development & Community Revitalization	4/3/2008	4/4/2008
Bourke Construction, Inc.	\$4,513		Painting of first floor game room, lobby and common space at Sellwood Center.	Development & Community Revitalization	4/23/2008	4/4/2008
Professional Minority Group	\$2,730		Removal of mold bearing sheetrock and damaged insulation in walls and ceilings in units 17 and 18 at Slavin Court.	Development & Community Revitalization	4/18/2008	3/31/2008
Hood to Coast Restoration	\$4,214		Install sub flooring, furnace, ventilation and duct work and misc. electrical including smoke detectors re: repair fire damaged scattered site (3554 SE 62nd Avenue).	Development & Community Revitalization	4/1/2008	6/30/2008
Johnson Gardner, LLC	\$8,000		Market Survey for University Place	Development & Community Revitalization	4/9/2008	12/31/2008

DASHBOARD REPORT

Housing Authority of Portland - Dashboard Report For April of 2008

Property Performance Measures

Occupancy	Number of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage	Unit Mix						
						Studio/SRO	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5+ Bdrm	Total
Public Housing	44	2,163	2,128	74	96.5%	510	839	352	407	20	0	2,128
Public Housing Mixed Financed Owned *	1	40	40	0	100.0%	0	15	15	10	0	0	40
Public Housing Mixed Finance Tax Credit *	4	296	296	3	99.0%	0	93	89	62	45	7	296
Total Public Housing	49	2,499	2,464	77	96.9%	510	947	456	479	65	7	2,464
Affordable Owned with PBA subsidy	6	496	496	10	98.0%	72	229	104	91	0	0	496
Affordable Owned without PBA subsidy	9	861	861	25	97.1%	12	262	444	125	18	0	861
Total Affordable Owned Housing	15	1,357	1,357	35	97.4%	84	491	548	216	18	0	1,357
Tax Credit Partnerships	20	2,302	2,302	109	95.3%	890	597	446	211	141	17	2,302
Total Affordable Housing	35	3,659	3,659	144	96.1%	974	1,088	994	427	159	17	3,659
Eliminate Duplicated PH Properties/Units	-5	-336	-336	-3		0	-108	-104	-72	-45	-7	-336
Combined Total PH and AH	79	5,822	5,787	218	96.2%	1,484	1,927	1,346	834	179	17	5,787
Special Needs (Master Leased)	36	422	422									
Total with Special Needs	115	6,244	6,209									

* property/unit counts also included in Affordable Housing Count

Financial	Per Unit Per Month						Fiscal YTD ending 12/31/2007				as of 12/31/2007	
	Property Revenue	Subsidy Revenue	Total Revenue	Operating Expense w/o HMF	HAP Management Fees (HMF)	NOI	# of Properties/units Positive Net Operating Income (NOI)		# of Properties/units Negative Net Operating Income (NOI)		# of Properties meeting Debt Coverage Ratio (DCR)	# of Properties not meeting DCR
							Properties	Units	Properties	Units		
Nine months ending 12/31/2007												
Public Housing	\$184.86	\$246.18	\$431.03	\$346.24	\$59.17	\$25.62	25	1,583	19	616		
Affordable Owned	\$477.59	\$167.08	\$644.67	\$368.83	\$49.85	\$225.99	14	1,281	2	156	4	8
Tax Credit Partnerships	\$462.15	\$13.88	\$476.03	\$298.87	\$16.85	\$160.31	19	2,162	0	0	9	8

Public Housing Demographics

Public Housing Residents	Households				% Family Type (head of household)				Race % (head of household)					Ethnicity % (hoh)	
	# of Households	% of Households	Average Family Size	Average Unit Size	Adults no Children	Family with Children	Elderly	Disabled Not Elderly	Black African American	White	Native American	Asian	Hawaiian/Pacific Island	Hispanic/Latino	Non-Hispanic/Latino
0 to 10% MFI	480	20.5%	2.2	1.8	9.5%	11.0%	0.7%	5.0%	5.5%	13.9%	0.6%	0.5%	0.3%	4.1%	16.4%
11 to 20%	1,020	43.5%	1.6	1.4	33.6%	9.9%	11.9%	22.9%	9.2%	31.2%	1.5%	2.1%	0.2%	3.5%	40.0%
21 to 30%	496	21.2%	1.9	1.6	14.6%	6.5%	6.4%	9.0%	3.9%	15.5%	0.9%	0.9%	0.3%	2.9%	18.3%
31 to 50%	269	11.5%	2.5	2.0	5.5%	6.0%	2.1%	3.4%	2.7%	7.8%	0.4%	0.6%	0.1%	1.7%	9.8%
51 to 80%	68	2.9%	3.1	2.3	1.2%	1.7%	0.3%	0.6%	1.1%	1.6%	0.0%	0.1%	0.0%	0.5%	2.4%
Over 80%	14	0.6%	2.4	1.9	0.4%	0.2%	0.1%	0.1%	0.2%	0.4%	0.1%	0.0%	0.0%	0.1%	0.5%
All	2,347	100.1%	2.0	1.6	64.8%	35.3%	21.4%	41.1%	22.6%	70.4%	3.5%	4.2%	0.9%	12.7%	87.4%

Waiting List

0 to 10% MFI	604	51.2%	2.6	2.1		1.5%	10.8%	16.5%	28.4%	2.8%	2.1%	0.8%	8.1%	41.1%
11 to 20%	308	26.1%	2.9	2.3		1.2%	7.0%	10.6%	14.2%	0.5%	0.5%	0.3%	3.5%	22.1%
21 to 30%	134	11.4%	2.9	2.3		0.6%	1.9%	4.7%	5.3%	0.5%	0.6%	0.0%	1.7%	9.3%
31 to 50%	114	9.7%	2.8	2.2		0.9%	1.0%	4.2%	4.5%	0.3%	0.3%	0.1%	1.4%	7.8%
51 to 80%	17	1.4%	3.9	2.6		0.1%	0.3%	0.5%	0.7%	0.1%	0.0%	0.2%	0.1%	1.3%
Over 80%	2	0.2%	5.0	3.5		0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.2%
All	1,179	100.0%	2.8	2.2		4.3%	20.9%	36.7%	53.0%	4.2%	3.6%	1.3%	14.8%	81.7%

Other Activity

	#s, days, hrs
Public Housing	
Names pulled from Wait List	154
Denials	21
New rentals	30
Vacates	27
Evictions	3
# of work orders received	1,280
# of work orders completed	1,246
Average days to respond	8.3
# of work orders emergency	9
Average response hrs (emergency)	8

Housing Authority of Portland - Dashboard Report For April of 2008

Rent Assistance Performance Measures

Utilization and Activity

	Current Month Status						Current Month Activity				Calendar Year To Date				
	Vouchers Available	Vouchers Paid	Utilization Percentage	Average Voucher Cost	HUD Subsidy Over(Under) Utilized	Remaining Waiting List Size	Waiting List Names Pulled	New Vouchers Leased	Vouchers Terminated	Voucher Inspections Completed	Utilization Percentage	Average Voucher Cost	HUD Subsidy Over(Under) Utilized	New Vouchers Leased	Vouchers Terminated
Tenant Based Vouchers	6,440	6,538	102%	\$560	-\$24,047	1,036	311	214	51	941	100%	\$558	\$243,088	431	179
Project Based Vouchers	1,036	944	91%	\$451	-\$167,936			11	15	91	90%	\$461	-\$549,673	89	50
SRO/Mod Vouchers	562	530	94%	\$335				13	28	109	95%	\$341	\$14,975	49	66
All Vouchers	8,038	8,012	100%	\$532	-\$191,983			238	94	1,141	99%	\$532	-\$291,610	569	295

Demographics

	Households				% Family Type (head of household)				Race % (head of household)					Ethnicity % (hoh)	
	# of Households	% of Households	Average Family Size	Average Unit Size	Adults no Children	Family with Children	Elderly	Disabled Not Elderly	Black	White	Native American	Asian	Hawaiian/ Pacific Islnd	Hispanic	Non Hispanic
Tenant Based Voucher Participants															
0 to 10% MFI	1,156	18.1%	2.3	2.1	7.2%	10.9%	0.2%	1.1%	8.8%	8.5%	0.7%	0.5%	0.1%	1.0%	17.1%
11 to 20%	2,586	40.4%	2.0	1.9	25.1%	15.3%	8.1%	18.0%	13.1%	24.3%	1.0%	2.6%	0.1%	2.2%	38.2%
21 to 30%	1,454	22.7%	2.5	2.1	11.6%	11.1%	6.0%	7.5%	6.7%	14.2%	0.4%	1.5%	0.1%	1.3%	21.4%
31 to 50%	1,059	16.5%	3.0	2.5	5.1%	11.5%	2.3%	3.3%	6.5%	8.9%	0.4%	1.0%	0.1%	0.8%	15.7%
51 to 80%	138	2.2%	3.3	2.9	0.4%	1.7%	0.2%	0.4%	1.0%	0.8%	0.1%	0.3%	0.0%	0.1%	2.1%
Over 80%	8	0.1%	3.9	3.1	0.1%	0.1%	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.1%
All	6,401	100.0%	2.4	2.1	49.4%	50.6%	16.8%	30.3%	36.2%	56.8%	2.6%	6.0%	0.5%	5.4%	94.6%

Waiting List

0 to 10% MFI	463	44.7%	1.9			1.5%	14.4%	15.7%	23.8%	3.4%	1.4%	0.5%	2.7%	37.0%
11 to 20%	244	23.6%	2.2			2.2%	9.8%	7.4%	13.1%	1.2%	1.5%	0.3%	2.1%	19.1%
21 to 30%	165	15.9%	2.3			1.7%	4.7%	5.4%	8.8%	0.9%	0.9%	0.0%	1.4%	12.2%
31 to 50%	155	15.0%	2.3			1.6%	3.4%	4.2%	9.7%	0.4%	0.2%	0.1%	2.1%	11.5%
51 to 80%	8	0.8%	1.9			0.1%	0.1%	0.4%	0.2%	0.1%	0.0%	0.1%	0.3%	0.4%
Over 80%	1	0.1%	1.0			0.0%	0.1%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.1%
All	1,036	100.0%	2.1			7.2%	32.5%	33.1%	55.8%	5.9%	4.1%	1.0%	8.6%	80.2%

Short Term Rent Assistance

	# of Households Participating	\$ Amount of Assistance Provided	Average Cost per Household
Shelter Plus Care	346	\$166,987	\$483
Short Term Rent Assistance	282	\$129,122	\$458

Resident Services

Resident Programs

Housing Program Served	Households Served/ Participants	Monthly Funding Amount	Average Funds per Participant							
Congregate Housing Services	Public Housing	95	\$139,583	\$1,469						
Resident Services Coordination		# HH Stabilized	# HH Transitioned	# Mental/Physical Health Stabilized						
	Public Housing	1	2	4						
Community Supportive Services		# HH Enrolled	# in Self Sufficiency	# In GOALS						
	Public Housing	57	27	5						
	Section 8	24	14	1						
GOALS Program		# of Participants	Escrow \$ Held	New Enrollees	# of Graduates	Escrow \$ Disbursed	Terminations or Exits	Escrow \$ Forfeited	Avg Annual Earned Income Increase Over Last Year	
	Public Housing	96	\$180,652	1	1	\$3,770	1	\$0	\$3,337	
	Section 8	343	\$1,134,665	7	8	\$38,515	6	\$0	\$960	

Agency Financial Summary

Nine months ending 12/31/2007	Fiscal Year to Date	Prior YTD	Increase (Decrease)
Subsidy Revenue	\$46,606,059	\$44,804,659	\$1,801,400
Grant Revenue	\$6,932,621	\$6,122,617	\$810,004
Property Related Income	\$10,642,173	\$11,451,803	(\$809,630)
Development Fee Revenue	\$3,523,699	\$6,267,814	(\$2,744,115)
Other Revenue	\$1,167,916	\$2,988,578	(\$1,820,662)
Total Revenue	\$68,872,468	\$71,635,471	(\$2,763,003)
Housing Assistance Payments	\$38,126,051	\$36,521,636	\$1,604,415
Operating Expense	\$24,299,003	\$23,652,789	\$646,214
Depreciation	\$3,195,601	\$3,283,978	(\$88,377)
Total Expense	\$65,620,655	\$63,458,403	\$2,162,252
Operating Income	\$3,251,813	\$8,177,068	(\$4,925,255)
Other Income(Expense)	-\$1,031,042	\$3,570,837	(\$4,601,879)
Capital Contributions	\$13,152,792	\$10,090,622	\$3,062,169
Increase(Decrease) Net Assets	\$15,373,563	\$21,838,528	(\$6,464,964)
Total Assets	\$321,457,557	\$302,228,435	\$19,229,122
Liquidity Reserves	\$11,559,244	\$10,056,279	\$1,502,966

Development/Community Revitalization

New Development / Revitalization	Units	Construction Start	Construction End	Current Phase	Total Cost
Humboldt Gardens	130	Apr-07	Jul-08	Construction	\$40,484,042
Pine Square	142	tbd	tbd	Predevelopment	\$6,400,000
Rockwood Station	195	tbd	tbd	Predevelopment	tbd
Ainsworth Court	88	tbd	tbd	Concept	tbd
Helen Swindells	105	tbd	tbd	Concept	tbd
University Place	50	Feb-09	Feb-10	Predevelopment	\$4,144,000
Trenton St. lots @ NC	0	tbd	tbd	Concept	tbd
Sears Army Site	0	tbd	tbd	Concept	tbd
Multnomah Village Lots	0	tbd	tbd	Concept	tbd
The Grove Hotel	60	Feb-08	Jul-08	Construction	\$3,800,000
The Resource Center (Access Center)	0	tbd	tbd	Predevelopment	tbd
Hillsdale Terrace	0	tbd	tbd	Concept	tbd
Capital Improvement					
Slavin Court Renovation	24	Apr-08	Jan-09	Construction	\$1,999,101
Dahlke Manor Plumbing	115	Jul-08	Nov-08	Pre-development	\$1,161,712
Cambridge Court	20	May-08	Jul-08	Predevelopment	\$1,322,000
Pending Sales					
	Units	Listing Price			
Humboldt Gardens Scattered	14	\$750,000			
PH Scattered Sites	2	\$312,664			

RESOLUTIONS



MEMORANDUM

**SUBJECT: RESOLUTION 08-06-01
UPDATING BANK TRANSACTION AUTHORITY, SIGNATURE
RECORDS FOR THE HOUSING AUTHORITY OF PORTLAND**

TO: BOARD OF COMMISSIONERS

**FROM: Steven D. Rudman 503-802-8455 stever@hapdx.org
Contact: Todd Salvo 503-802-8535 todds@hapdx.org**

DATE: June 10, 2008

ISSUE:

Resolution 08-06-01 authorizes the removal of Margaret S. Van Vliet and the addition of Catherine Such to signature authority on all bank checking accounts, savings accounts, safekeeping agreements, investment accounts, and borrowing agreements, on behalf of the Housing Authority of Portland.

RECOMMENDATION:

Executive Director recommends approval of Resolution 08-06-01.



RESOLUTION 08-06-01

UPDATING BANK TRANSACTION AUTHORITY AND SIGNATURE RECORDS FOR HOUSING AUTHORITY OF PORTLAND BANKING RELATIONSHIPS

WHEREAS, the Housing Authority of Portland's Board of Commissioners deems it necessary for the Authority to open and maintain bank transaction accounts, savings accounts, investment accounts, safekeeping accounts, and borrowing agreements with financial institutions that are appropriately insured and in accordance with ORS Chapter 295; and,

WHEREAS, the Authority maintains checking and savings accounts for the purpose of depositing and disbursing funds and for investment; investment accounts for the purpose of investing funds; safekeeping accounts for the purpose of holding investments and collateral; and borrowing agreements for the purpose of funding projects and,

WHEREAS, Margaret S. Van Vliet is no longer the Deputy Executive Director of the Housing Authority of Portland,

WHEREAS, Catherine Such is the new Deputy Executive Director of the Housing Authority of Portland,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for the Housing Authority of Portland, Oregon that any two of the following individuals are authorized to perform all bank transactions necessary in the normal course of business, including but not limited to: opening and closing accounts, signing of checks, endorsement of checks and drafts payable to the Authority and its operating entities, ordering of wire transfers on behalf of the Authority and its operating entities, and certification of Tax Identification Numbers associated with the accounts.

Steven D. Rudman
Todd Salvo
Catherine Such

Brenda Carpenter
Peter Beyer

And, the following individuals are authorized to perform transactions necessary to conduct the business of investment, safekeeping, and borrowing on behalf of the Housing Authority of Portland, as authorized by the Board of Commissioners:

Steven D. Rudman
Todd Salvo
Catherine Such
Peter Beyer

This resolution shall be effective June 17, 2008, and shall remain in force until rescinded or modified by a like resolution of the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Portland, Oregon, directs Housing Authority staff to obtain signatures of these authorized persons and update the records.

ADOPTED: June 17, 2008

HOUSING AUTHORITY OF PORTLAND

Jeff Bachrach, Chair

Attest:

Steven D. Rudman, Secretary

Resolution 08-06-02 for Tom Peters will be presented at the Board meeting.



MEMORANDUM

**SUBJECT: RESOLUTION 08-06-03
APPROVING THE MOVING TO WORK ANNUAL REPORT FOR
THE FISCAL YEAR ENDING MARCH 31, 2008**

TO: BOARD OF COMMISSIONERS

**FROM: Steven D. Rudman 503.802.8455 stever@hapdx.org
Shelley Marchesi 503.802.8427 shelleym@hapdx.org**

DATE: June 10, 2008

ISSUE:

Resolution 08-06-03 approves the Year Nine Moving To Work Annual Report (FY 2008) for submission to the Department of Housing and Urban Development.

BACKGROUND:

On December 31, 1996, the Department of Housing and Urban Development (HUD) requested high performing housing authorities to submit proposals to participate in the Moving to Work (MTW) Demonstration Program to design and test new ways of providing housing assistance and need services to low-income households.

HAP submitted an MTW Application to HUD on May 18, 1997, after receiving input from residents and the public. The application requested authorization to adopt new policies and procedures to more effectively serve the low-income people of Portland.

HAP was selected by HUD as one of twenty-four housing authorities to participate in the MTW Demonstration Program on October 31, 1997. HAP requested, and received, an extension of this agreement in 2001 and again in 2006. This current extension, which lasts until March 31, 2009, recognizes past successes of the MTW program as well as the additional reforms that can take place in future years. HUD has initiated negotiations with MTW agencies for a new ten-year standard agreement. If HAP chooses to sign the new agreement, it would extend the agency's participation in MTW until fiscal year 2018.

HAP has submitted eight previous Moving To Work annual reports to HUD as authorized by the HAP Board of Commissioners. Reflecting the Board's request during review of the FY 2006 report, the FY 2008 annual report includes two sections that are not required by HUD for MTW purposes:

- 1) a summary of HAP's affordable housing portfolio, both workforce and special needs housing; and
- 2) a summary of HAP's coordination of the regional short term rent assistance program.

The report now provides the Board and community stakeholders with a more comprehensive look at the work HAP is doing to support and house lower income residents in the community.

RECOMMENDATION:

Staff recommends approval of Resolution 08-06-03.



RESOLUTION 08-06-03

APPROVING THE MOVING TO WORK ANNUAL REPORT FOR THE FISCAL YEAR ENDING MARCH 31, 2008

WHEREAS, on January 13, 1999, HUD and the Authority signed an MTW Agreement which provides the Housing Authority of Portland with the authority to investigate and adopt new policies and to flexibly use HUD funding to maximize the effectiveness of this important resource; and

WHEREAS, HUD has requested that the Housing Authority of Portland Board Commissioners approve the submission of its Nine Year Report; and

WHEREAS, on June 17, 2008, the HAP Board of Commissioners reviewed and approved the Moving To Work Nine Year Report;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of Portland that staff is directed to submit this approved Moving to Work Agreement Nine Year Report to the Department of Housing and Urban Development.

Adopted: June 17, 2008

HOUSING AUTHORITY OF PORTLAND

Jeff Bachrach, Chair

Attest:

Steven D. Rudman, Secretary



MEMORANDUM

**SUBJECT: RESOLUTION 08-06-04
RATIFYING THE LABOR AGREEMENT BETWEEN THE HOUSING
AUTHORITY OF PORTLAND (HAP) AND THE AMERICAN FEDERATION
OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME), LOCAL
3135**

TO: BOARD OF COMMISSIONERS

**FROM: Steven D. Rudman 503.802.8455 stever@hapdx.org
Contact: Brenda K. Carpenter 503.802.8502 brendac@hapdx.org**

DATE: June 10, 2008

ISSUE:

Ratification of the labor agreement between HAP and AFSCME.

BACKGROUND:

In May of 2004, HAP and AFSCME agreed to a three-year collective bargaining agreement effective April 1, 2004 through March 31, 2007. Last year, HAP management requested, and AFSCME agreed, to extend the collective bargaining agreement for one year rather than engage in full contract discussions. The Board of Commissioners approved this action via resolution 07-05-02.

The contract was extended due to financial considerations and in order to have full contract discussions with AFSCME at the same time they would be occurring with the Building Trades Council. HAP's collective bargaining agreement with the Building Trades Council expired on March 31, 2008.

Bargaining with AFSCME started in early 2008 and representatives from HAP management, the AFSCME Business Agent for Council 75, and union employees met numerous times between February and May of 2008. On May 22, 2008, the parties reached a tentative agreement for a three year contract. AFSCME has 130 members in the bargaining unit; the bargaining unit members ratified the agreement on June 4, 2008 by a vote of 84 to one with three abstentions.

Key bargaining objectives and interests that were met include:

1. Maintain positive labor relations. HAP and the AFSCME representatives conducted negotiations in a spirit of mutual trust and respect. Both sides were able to articulate their interests and the atmosphere created at the table led to increased communication and facilitated smooth, timely contract negotiations.
2. Slow the growth of total compensation. The bargaining teams' recognition of the economic climate of the agency and the continued trend toward the loss of revenue

governed the economic discussions at the table. The economic settlement was very fair to both sides. No cost of living increases were granted over the duration of the contract. However, for the next two years employees will receive 4% increases. In the third year of the contract, the increase will be 5%. The top of each salary range will move 4% in the first year, ensuring that all AFSCME employees receive an increase. However, wage range growth in the second and third year of the contract will be limited to 2%. This cap will significantly slow the growth of wages for the highest compensated employees in each salary range over the life of the contract. To recognize commitment to the agency, longevity bonuses equal to 3% of base pay are granted for the first time and will be given to employees who reach 15, 18, 21, 24, 27, and 30 years of service with HAP. This item is not expected to cost the agency significantly since only a few AFSCME members have significant longevity at the agency.

3. Health benefit plan cost containment. AFSCME agreed to have single employees, who make up 55% of the membership, contribute towards the cost of health care. Effective July 1, 2008, single employees will begin paying 5% of the cost of single party health care coverage. This figure will increase to 10% for the second year and 15% in the third year of the contract. AFSCME employees who elect two-party and family coverage will see their premium share decrease from 20% to 15% in each of the three years of the agreement. HAP will continue to maintain its control over annual budgetary increases to address the rising cost of health insurance. AFSCME has also agreed to continue to participate in the labor management healthcare benefit committee. This committee has been very successful in cooperatively exploring ways to design and deliver effective health care plans while containing rapidly rising benefit costs. This committee also provides the forum to negotiate benefits on an annual basis since benefits are a mandatory subject of bargaining.
4. Rewriting contract language that was unclear and out-of-date. Building on the last full contract talks that occurred in 2004, a comprehensive review of the contract language was conducted and language has been rewritten for clarity and ease of interpretation.
5. Other contract items negotiated. In addition to the above, several other changes were made to the contract. One significant change is that the probationary period for new employees was extended from six months to nine months. This was a key objective to achieve for management during the contract negotiations. Also of note is that the agency is giving the day after Thanksgiving off as a new holiday. This was exchanged for the four hours given during the month of December to each AFSCME employee, and for reducing the bargaining unit's sick leave incentive from two days (16 hours) to one (8 hours) to employees who meet the criteria outlined in the contract. This change, which was very well received, will eliminate the operational problems encountered trying to staff the agency during the day after Thanksgiving and will allow us to stop the well established practice of giving four hours off to each employee in December.

RECOMMENDATION:

Staff recommends approval of Resolution 08-06-04 ratifying the agreement effective April 1, 2008 to March 31, 2011 between the Housing Authority of Portland and the American Federation of State, County and Municipal Employees, Local 3135.



RESOLUTION 08-06-04

RATIFICATION OF THE LABOR AGREEMENT BETWEEN THE HOUSING AUTHORITY OF PORTLAND AND THE AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME), LOCAL 3135

WHEREAS, it is the policy of the Housing Authority of Portland to recognize the right of its employees to enter into a collective bargaining agreement under the Public Employees Collective Bargaining Act to govern their wages, hours and working conditions; and

WHEREAS, the current labor agreement with AFSCME expired on March 31, 2008; and

WHEREAS, the duly authorized representatives of the Housing Authority of Portland have met in negotiation meetings with representatives of AFSCME; and

WHEREAS, the representatives of the Housing Authority of Portland and AFSCME, tentatively agreed to a new three-year contract on all Articles of the contract, including but not limited to wages, and health care benefits, and ratified by members of AFSCME; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of Portland to ratify the new contract effective April 1, 2008, that shall govern the employment relations with members of the American Federation of State, County, and Municipal Employees, Local 3135 through March 31, 2011, and authorize the Executive Director to sign the labor agreement.

Adopted: June 17, 2008

HOUSING AUTHORITY OF PORTLAND

Jeff Bachrach, Chair

Attest:

Steven D. Rudman, Secretary



MEMORANDUM

**SUBJECT: RESOLUTION 08-06-05
ADOPTING REVISIONS TO SECTION 8 POLICIES TO ALLOW AN
ADDITIONAL ONE-TIME WAITING LIST PLACEMENT OPPORTUNITY
FOR APPLICANTS NOT SELECTED BY LOTTERY IN JANUARY 2007**

TO: BOARD OF COMMISSIONERS

**FROM: Steven D. Rudman 503.802.8455 stever@hapdx.org
Contact: Jill Riddle 503.802.8565 jillr@hapdx.org**

DATE: June 10, 2008

BACKGROUND:

In November 2006 HAP adopted revisions to its Housing Choice Voucher (HCV) waiting list policies, allowing HAP to select an adequate number of applications to maintain full utilization of available HCV assistance for a period of two to three years. During the waiting list opening in November 2007, HAP received approximately 9,800 applications and randomly selected 3,000 families for placement on the waiting list. The Board of Commissioners asked HAP to consider allowing families who applied, but were not selected to have a future priority at such future date when the waiting list re-opens.

There are approximately 1,000 families remaining on the list to date. HAP anticipates full utilization of the waiting list by fall of 2008. Using its Moving To Work authority, HAP proposes to offer an opportunity for waiting list placement to applicants not selected by lottery in January 2007 before re-opening the list to new applicants.

HAP will inform community partners and will post notification of this opportunity in the newspaper and other local publications making previous applicants aware of this additional opportunity for waiting list placement. HAP intends to mail a notification to the applicants with numbers of 3,001 and higher as assigned by lottery in January 2007. Applicants will be asked to complete a written verification of continued interest. Applicants that respond as required by HAP will be placed on the waiting list in order of the numbers that were previously assigned by lottery in January 2007.

If the notification is returned by the post office with a forwarding address, the notification will be re-sent to the address indicated. The applicant will have 15 business days to respond from the date the letter was re-sent. If the applicant fails to respond as required by HAP they will forfeit the opportunity to be selected for placement on the waiting list. No additional opportunity will be offered to applicants failing to respond, they will be encouraged to re-apply when the waiting list opens.

RECOMMENDATION:

Staff recommends approval of Resolution 08-06-05.



RESOLUTION 08-06-05

ADOPTING REVISIONS TO SECTION 8 POLICIES TO ALLOW AN ADDITIONAL ONE-TIME WAITING LIST PLACEMENT OPPORTUNITY FOR APPLICANTS NOT SELECTED BY LOTTERY IN JANUARY 2007

WHEREAS, in November 2007 HAP adopted revisions to its Housing Choice Voucher (HVC) waiting list policies allowing HAP to select an adequate number of applications to maintain full utilization of available HCV assistance for a period of two to three years; and

WHEREAS, in November 2007 HAP opened its HCV waiting list, received approximately 9,800 applications, and randomly selected 3,000 applications for placement on the list.

WHEREAS, HAP has approximately 1,000 applicants remaining on the list to date; and anticipates full utilization of the waiting list application numbers 1 through 3000 by fall of 2008.

WHEREAS, the HAP Board of Commissioners has asked HAP to consider allowing families who applied but were not selected to have a priority when the waiting list re-opens; and

WHEREAS, HAP's Moving To Work contract with HUD authorizes HAP to create its own local Section 8 program that responds to local housing needs and community priorities;

THEREFORE, HAP proposes to use this Moving To Work authority to offer an opportunity for waiting list placement to applicants not selected by lottery in January 2007 before re-opening the list.

NOW, THEREFORE, BE IT RESOLVED that the HAP Board of Commissioners authorizes the Executive Director to offer an additional one-time opportunity for waiting list placement to applicant numbers 3001 and higher not selected by lottery in January 2007 before re-opening the Section 8 waiting list.

Adopted: June 17, 2008

HOUSING AUTHORITY OF PORTLAND

Jeff Bachrach, Chair

Attest:

Steven D. Rudman, Secretary



MEMORANDUM

**SUBJECT: RESOLUTION 08-06-06
AUTHORIZATION OF THE HOUSING AUTHORITY OF PORTLAND
REAL ESTATE ACQUISITION POLICY**

TO: BOARD OF COMMISSIONERS

**FROM: Dianne Quast 503.802.8338 Dianneq@hapdx.org
Michael Andrews 503.802.8507 Michaela@hapdx.org**

DATE: June 10, 2008

BACKGROUND:

The purpose of the proposed Real Estate Acquisition Policy is to provide a framework that will guide HAP's development activities over the coming years, as the prior acquisition policy expired in calendar year 2007. The Housing Authority of Portland has adopted a Three Year Business Plan, with goals to preserve and expand affordable housing options within the jurisdiction. Two primary tactics for meeting these goals include the acquisition of multifamily properties or developable land.

The proposed Real Estate Acquisition Policy addresses acquiring property for multiple goals, including: Public Housing Preservation Initiative goals, East County and City of Portland objectives.

The policy identifies how sites will be selected for consideration, how potential investments will go through a due diligence process by the Development and Real Estate Operations Departments and how funds will be identified for the proposed projects.

As acquisition opportunities become available, management and staff at HAP will consider them in the context of this policy, and to the extent such opportunities are forwarded for Board consideration, such requests for approval will also be presented in the framework outlined in this policy.

Additionally, the policy authorizes the Executive Director to enter into Purchase and Sales Agreements, with the stipulation that the purchase is subject to Board approval. The proposed policy does not sunset, but may be subject to updates or modifications as needed.

RECOMMENDATION:

Staff recommends approval of Resolution 08-06-06, authorizing the Housing Authority of Portland's Real Estate Acquisition Policy.



RESOLUTION 08-06-06

AUTHORIZES THE HOUSING AUTHORITY OF PORTLAND REAL ESTATE ACQUISITION POLICY

WHEREAS, the Housing Authority of Portland (the "Authority") has adopted a Three Year Business Plan, with goals to preserve and expand affordable housing options within the jurisdiction; and

WHEREAS, two essential approaches to preserving and expanding housing options include acquiring existing multifamily buildings and acquiring developable land; and

WHEREAS, the acquisition of multifamily properties or developable land must support established HAP policy objectives, jurisdictional goals, and operating/business plan objectives; and

WHEREAS, a framework is needed for identifying and evaluating sites proposed through a variety of means, including a buyer's agent retained by HAP, sellers agents proposing potential sites, and jurisdictional partners; and

WHEREAS, as suitable sites are evaluated and identified, HAP has the need to act promptly to secure opportunities in a competitive market; and

WHEREAS, the need to respond promptly requires pre-authorization for the Executive Director to enter into Purchase and Sale Agreements, with the stipulation that the purchase is subject to BOC approval; and

WHEREAS, the Real Estate Acquisition Policy was formulated to address the above delineated requirements.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of Portland adopts the June 17, 2008 Real Estate Acquisition Policy.

Adopted: June 17, 2008

HOUSING AUTHORITY OF PORTLAND

Jeff Bachrach, Chair

Attest:

Steven D. Rudman, Secretary



MEMORANDUM

SUBJECT: RESOLUTION 08-06-07

A RESOLUTION PROVIDING FOR THE AUTHORIZATION TO PURSUE AND EXECUTE AN INTEREST RATE SWAP ARRANGEMENT FOR THE PURPOSE OF PROVIDING INTEREST RATE PROTECTION FOR THE FLOATING RATE DEBT OBLIGATIONS OF AND TO ACHIEVE A FIXED RATE COST OF FUNDS USED BY THE CIVIC REDEVELOPMENT LIMITED PARTNERSHIP, AN OREGON LIMITED PARTNERSHIP OF WHICH THE HOUSING AUTHORITY OF PORTLAND IS THE SOLE GENERAL PARTNER, TO FINANCE THE ACQUISITION AND CONSTRUCTION OF A 140-UNIT AFFORDABLE MULTIFAMILY RESIDENTIAL HOUSING PROJECT IN THE CITY OF PORTLAND, OREGON, COMMONLY KNOWN AS THE MORRISON; AND FOR OTHER ACTIONS SPECIFIED BELOW RELATING TO THE INTEREST RATE SWAP ARRANGEMENT

TO: BOARD OF COMMISSIONERS

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

DATE: June 10, 2008

ISSUE:

The Board is being asked to authorize the Executive Director to execute and deliver on behalf of the Authority, as general partner of Civic Redevelopment Limited Partnership documents necessary to obtain a ten or fifteen year interest rate swap on the Bonds with any approved Freddie Mac provider.

BACKGROUND:

The underlying permanent loan for the Morrison is variable rate debt, with Freddie Mac as the lender. There are many advantages to variable rate debt, but it has also been HAP's stated policy that we will hedge that debt so as to avoid overall interest rate exposure. Our original intention with the Morrison was to hedge the variable rate with an interest rate cap that would essentially be an insurance policy against the rate rising higher than a level we believed tolerable. Unfortunately, because of the issues earlier this year in the capital markets, the cap provider informed us (which was their right under the documents, although somewhat unprecedented) that the cap would not be available to the partnership that owns the Morrison, with HAP as the general partner.

Please note that the construction-period financing on the Morrison is variable rate debt, and was always intended to be. Replacing the original hedge is an issue for us prior to the conversion of the permanent loan. It is quite common to have variable rate financing

during construction - it's the permanent mortgage exposure that policy dictates we guard against.

As a result, we have been pursuing alternative arrangements to the original cap. We will need to seek your approval for another hedge instrument called a "swaption." This is an option to enter into an interest rate swap, which is a different kind of hedge than a cap, but is still essentially an insurance policy against permanent interest rate risk.

Staff request approval to enter into an option to purchase a swap; such option would be obtained within the next 75 days, and subsequent to permanent loan closing, staff further request permission to execute the swap itself. A swap is a financial instrument whereby two parties agree to exchange variable rate debt for fixed rate debt. Pricing for such financial instruments can be quite volatile; in the event that market pricing is more favorable to the partnership than the option price at the time of the execution of the swap, the executive director would be authorized to enter into a swap other than that contemplated by the purchase of the option.

RECOMMENDATION:

Staff recommends approval of Resolution 08-06-07.



RESOLUTION 08-06-07

A RESOLUTION PROVIDING FOR THE AUTHORIZATION TO PURSUE AND EXECUTE AN INTEREST RATE SWAP ARRANGEMENT FOR THE PURPOSE OF PROVIDING INTEREST RATE PROTECTION FOR THE FLOATING RATE DEBT OBLIGATIONS OF AND TO ACHIEVE A FIXED RATE COST OF FUNDS USED BY THE CIVIC REDEVELOPMENT LIMITED PARTNERSHIP, AN OREGON LIMITED PARTNERSHIP OF WHICH THE HOUSING AUTHORITY OF PORTLAND IS THE SOLE GENERAL PARTNER, TO FINANCE THE ACQUISITION AND CONSTRUCTION OF A 140-UNIT AFFORDABLE MULTIFAMILY RESIDENTIAL HOUSING PROJECT IN THE CITY OF PORTLAND, OREGON, COMMONLY KNOWN AS THE MORRISON; AND FOR OTHER ACTIONS SPECIFIED BELOW RELATING TO THE INTEREST RATE SWAP ARRANGEMENT

WHEREAS, the Housing Authority of Portland (the "Authority") seeks to encourage the provision of long-term housing for low-income persons residing in the City of Portland, Oregon (the "City"); and

WHEREAS, the Authority participated in the formation of the Civic Redevelopment Limited Partnership, an Oregon limited partnership (the "Partnership"), for the purpose of acquiring, constructing, owning and operating a 140-unit affordable multifamily residential housing project located at 1959 SW Morrison St., commonly known as The Morrison (the "Project"); and

WHEREAS, the Authority is the sole general partner of the Partnership; and

WHEREAS, the Partnership previously applied to the Authority for financial assistance for the development of the Project; and

WHEREAS, pursuant to ORS 456.055 and 456.175, the Authority issued tax exempt bonds (the "Bonds") on behalf of the Partnership in the original principal amount of thirteen million four hundred forty five thousand dollars (\$13,445,000) to make a loan (the "Loan") to the Partnership for such purpose; and

WHEREAS, it is anticipated the Loan will be paid down to an even million eight hundred thousand dollars (\$7,800,000) (the "Permanent Loan Amount"), and the corresponding amount of the Bonds redeemed, on or about July 31, 2008 in connection with the conversion of the Loan from the construction phase to the permanent phase (the "Conversion"); and

WHEREAS, the Bonds and the Loan bear interest at a variable rate; and

WHEREAS, to protect against fluctuations in interest rates, the Partnership previously purchased a fifteen year interest rate cap from Bear Stearns Trading Risk Management Inc. (“Bear Stearns”), which, due to the downgrade of Bear Stearns’ short-term credit rating, was recently terminated; and

WHEREAS, the Partnership received a termination payment from Bear Stearns of \$166,061 (the “Termination Payment”); and

WHEREAS, the Authority, as general partner of the Partnership, now desires to enter into an interest rate swap arrangement (the “Hedge”) to gain rate protection for the Partnership’s floating rate debt obligations with respect to the Project, and to achieve a low, fixed rate cost of funds at an approximate cost of \$166,000; and

WHEREAS, ORS 287.014 to 287.029 as amended by Chapter 195, Oregon Laws 2003, permits the Authority to enter agreements for the exchange of interest rates; and

WHEREAS, ORS 456.135 authorizes the Authority to delegate to one or more of its agents and employees such powers as it deems proper; and

WHEREAS, the Board of Commissioners (the “Board”) originally enacted a swap policy in March 2004, which, as amendment, controls the exchanges of interest payments made by HAP with a counterparty.

NOW, THEREFORE, BE IT RESOLVED:

1. Authority to Acquire an Interest Rate Swap. The Executive Director of the Authority is authorized and directed to execute and deliver on behalf of the Authority, as general partner of the Partnership, such documents as the Executive Director deems necessary or appropriate, including, but not limited to, a swaption, to obtain a ten or fifteen year interest rate swap on the Bonds with any Approved Provider at a fixed rate of not to exceed four percent (4%) and a notional amount of not to exceed the Permanent Loan Amount and otherwise meeting the requirements of ORS 287.014 to 287.029, as amended by Chapter 195, Oregon Laws 2003, in order to reduce the Authority’s (and hence the Partnership’s) exposure to higher interest rates with regard to the Bonds, and to amend, extend, or renew such interest rate swap (collectively, the “Interest Rate Swap”). The Board authorizes and approves the use of the Termination Payment as the Executive Director deems necessary or appropriate to obtain either the Interest Rate Swap or an option to enter into a conforming Interest Rate Swap, whichever provides the Authority the most favorable terms.

In connection with the Interest Rate Swap, the Board finds and determines that:

(A) The Interest Rate Swap and other related documentation will be executed for a purpose permitted by ORS 287.014 to 287.029, as amended by Chapter 195, Oregon Laws 2003, and for the benefit of the Authority;

(B) The requirement of ORS 287.014 to 287.029, as amended by Chapter 195, Oregon Laws 2003, have been met;

(C) The Authority will comply with the requirements of the administrative rules, if any, promulgated by the Oregon Municipal Debt Advisory Commission relating to agreements for exchange of interest rates entered into by issuers other than a state issuer; and

(D) The Authority will notify the State Treasurer of the execution by the Authority of the Interest Rate Swap and other related documentation will be executed for a purpose permitted and other related documentation.

For purposes of this Section 1, the term “Approved Provider” shall mean:

- Dexia and its subsidiaries
 - DEPFA BANK plc and its subsidiaries
 - Bank of America, N.A., and its subsidiaries
 - Royal Bank of Canada and its subsidiaries
 - PNC Bank, National Association, and its subsidiaries
 - JPMorgan and its subsidiaries
 - Lehman Brothers and its subsidiaries
 - BNP Paribas Bank and its subsidiaries
 - Bank of New York and its subsidiaries
 - Wachovia Bank, National Association, and its subsidiaries
2. Acting Officers Authorized. Any action required by this resolution to be taken by the Chair of the Board or Executive Director of the Authority may in the absence of such person be taken by the duly authorized acting Chair of the Board or acting Executive Director of the Authority, respectively.
 3. Ratification and Confirmation. All prior actions of the Authority or its officers prior to the date hereof in furtherance of the development of the Project and the acquisition of the Hedge and consistent with the terms of this resolution are ratified and confirmed.
 4. Effective Date. This resolution shall be in full force and effect from and after its adoption and approval.

ADOPTED: June 17, 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 and Secretary of the Housing Authority of Portland (the "Authority") and keeper of the records of the Authority, CERTIFY:

1. That the attached Resolution 08-06-07 (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 the 17th day of June, 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 17th day of June, 2008.

HOUSING AUTHORITY OF PORTLAND

Executive Director and Secretary



MEMORANDUM

**SUBJECT: RESOLUTION 08-06-08
ADOPTS THE “MID-RISE” SCHEME AS THE PREFERRED
ALTERNATIVE FOR THE RESOURCE ACCESS CENTER
DEVELOPMENT AND AUTHORIZES THE DEVELOPMENT TEAM TO
PROCEED WITH DESIGN AND ENGINEERING OF THE “MID-RISE”
SCHEME**

TO: BOARD OF COMMISSIONERS

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

DATE: June 10, 2008

ISSUE:

Resolution 08-06-08 recognizes that design work completed to date for the Resource Access Center Development (“Development”) has resulted in the identification of a preferred design for the building and formally adopts this preferred design as the Preferred Alternative. Furthermore, this resolution authorizes HAP to pursue this Preferred Alternative through the design and engineering phase of the project, including an Environmental Review as required by the National Environmental Policy Act of 1969.

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 Development. This building will be a fundamental component in the execution of Home Again: A 10-Year Plan to End Homelessness. The Portland Development Commission will contribute approximately \$28,000,000 in capital to the development as well as a full-block site neighboring Union Station.

The conceptual design phase concluded on May 31, 2008. Although the development team will refine the design and financing of the project between now and the start of construction in June 2009, the major program elements are expected to be:

- **Approximately 160 units of housing**, including permanent supportive housing units. This housing will be owned by a tax credit partnership with HAP as general partner. Public housing and Section 8 operating subsidies are anticipated.
- **A day access center** to deliver services to the homeless in our community and assist them in ending their homelessness. This facility will be owned by the tax credit partnership and will be master-leased to Transition Projects, Inc. (TPI). Funding for TPI’s expansion of current operations is expected to come from the City’s Bureau of Housing & Community Development (BHCD).
- **A 90-bed men’s shelter** to replace TPI’s Glisan Street shelter. This facility will be owned by a non-profit single-purpose corporation wholly owned by HAP. This

facility will also be master-leased to TPI and funding will be through TPI's existing sources and BHCD.

- Approximately 5,600 square feet of ground floor commercial/retail space, which will be owned by the non-profit corporation.
- Auxiliary support functions (parking, loading, lobbies, etc.) in appropriate ownerships.

In April, 2008, HAP established a Community Advisory Committee (CAC) to advise the Board of Commissioners on project-specific topics (housing program, design, Good Neighbor Agreement). The CAC membership includes representatives of local service providers and homeless advocacy groups, the Old Town/Chinatown and Pearl District neighborhood and business associations, nearby businesses, cultural institutions and educational facilities, public safety experts, project partners, and clients.

Holst Architecture developed five schemes during the conceptual design phase (March 1, 2008 to May 31, 2008). All five schemes were shared with the CAC and interested members of the public at a public design workshop on May 17, 2008. Workshop participants recommended the design team abandon one scheme ("O" scheme) and further develop the remaining four ("L", "U", "bars", "mid-rise"). These four schemes were discussed in greater detail at a second workshop on May 31, 2008. Participants provided verbal and written feedback supporting the "mid-rise" scheme as the preferred design due to its ability to concisely accomplish diverse project goals:

- **Landmark urban infill design**/response to proximity of Union Station
- **Functional architectural design**, including:
 - Equitable access to building services (elevators, laundry, waste, recycling) for all units
 - Equitable access to sunlight, views and natural ventilation for all units
 - Separate identities for RAC, shelter and housing functions
 - Minimal conflicts between RAC, shelter and housing functions
- **Wise use of public resources** during construction and operations
- **Durable construction** (100-year building)

Approximately 35 people attended each workshop.

The four schemes have been evaluated by Walsh Construction Company, the project's Construction Manager/General Contractor, for constructability and cost. Because the "mid-rise" is in part a concrete structure (building codes require two of the four schemes to be built of concrete), Walsh estimates a 16- to 17-month construction schedule from June 2009 through October 2010. This is consistent with the master project schedule. The "mid-rise" construction cost is currently estimated at \$31,460,000, including an 8% estimating contingency and a 6% inflation index to start of construction. This number is within the established \$31,500,000 construction budget and is the second least expensive of the four schemes. (The "U" scheme is lower at \$30,800,000, but represents a significant compromise in the achievement of project goals.) HAP staff note that the project is experiencing budget pressures and the current conceptual

construction budget may be modified to reflect fewer available resources. As the design work is refined, the construction cost will also be refined.

Project partners met on June 12, 2008 to evaluate the design, operations, cost, and achievement of project goals of the four schemes. The consensus opinion was that “mid-rise” performs best overall and that it should be recommended to the HAP Board of Commissioners as the Preferred Alternative. The TPI Board of Commissioners will consider a similar recommendation on June 21, 2008. PDC staff are currently writing a letter of support that will be shared with the Boards of PDC, HAP and TPI.

RECOMMENDATION:

The Community Advisory Committee and staff recommend the approval of Resolution 08-06-08.



RESOLUTION 08-06-08

RESOLUTION 08-06-08 AUTHORIZES THE RESOURCE ACCESS CENTER DEVELOPMENT TEAM TO PROCEED WITH DESIGN AND ENGINEERING OF THE “MID-RISE” SCHEME AS THE PREFERRED ALTERNATIVE

WHEREAS, HAP is a public corporate body created by the City of Portland, and has the powers to plan, undertake, construct, acquire, finance, own and operate housing developments and community service facilities; and

WHEREAS, the Portland City Council adopted Resolution No. 36367 on December 21, 2005, thereby adopting Home Again: A Ten Year Plan to End Homelessness (“10-Year Plan”), which seeks permanent solutions to homelessness by focusing on the most chronically homeless populations, streamlining access to existing services to prevent and reduce homelessness, and concentrating resources on programs that offer measurable results; and

WHEREAS, the 10-Year Plan contemplates a Resource Access Center (“RAC”) to provide homeless people with quick and direct access to programs that move them directly into permanent housing; and

WHEREAS, the RAC will be part of a larger development that will include permanent supportive housing, low-income housing, affordable housing, a 90-bed men’s shelter, and commercial/retail space (“Development”); and

WHEREAS, Holst Architecture was selected through a competitive procurement to design the Development and has studied the merits of five schemes during the conceptual design phase; and

WHEREAS, a Community Advisory Committee (“CAC”) was established to advise the HAP Board of Commissioners on project-specific topics, including design; and

WHEREAS, the CAC and members of the general public reviewed and commented on the conceptual design schemes at two public design workshops and identified the “mid-rise” scheme as best able to achieve project goals; and

WHEREAS, project partners have reviewed the conceptual design schemes and identified the “mid-rise” scheme as best in terms of design, operations, cost, and achievement of project goals; and

WHEREAS, a single Preferred Alternative must be selected for further development during the design process and to support an Environmental Review;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Portland, the “mid-rise” scheme is the Preferred Alternative for the Resource Access Center Development.

Adopted: June 17, 2008

HOUSING AUTHORITY OF PORTLAND

Jeff Bachrach, Chair

Attest:

Steven D. Rudman, Secretary



MEMORANDUM

**SUBJECT: RESOLUTION 08-06-09
AUTHORIZING A CONSTRUCTION CONTRACT WITH
_____ FOR CAPITAL IMPROVEMENTS AT DAHLKE
MANOR**

TO: BOARD OF COMMISSIONERS

**FROM: Steven D. Rudman 503.802.8455 stever@hapdx.org
Contact: Michael Andrews 503.802.8507 michaela@hapdx.org
John Manson 503.802.8511 johnm@hapdx.org**

DATE: June 10, 2008

ISSUE:

Resolution 08-06-09 requests authorization to enter into a contract with _____ in the amount of \$ _____ for capital improvements at Dahlke Manor.

BACKGROUND:

Dahlke Manor is a 9 story apartment building located in the Lloyd District area of NE Portland, built in 1971, and operated by HAP as public housing. Dahlke Manor provides 115 one bedroom housing units.

Dahlke Manor is in need of domestic water piping replacement, upgrades to its common area ventilation system, and other improvements. Water supply piping and common area ventilation systems have not been renovated since the building was constructed 37 years ago. In 2007 HAP commissioned an engineering study of water supply piping that stated the galvanized piping is badly corroded, lines are clogged with debris, and the system is in need of replacement. In addition, an earlier study recommended improvements to common area ventilation to provide adequate building pressurization. Construction Services staff, working in conjunction with Real Estate Operations and with input from consultants, developed a program to provide improvements to the mechanical systems, and to address other deferred maintenance and building upgrades.

Work scope includes new hot and cold water lines, hot water heaters, new make-up air unit for common area ventilation, new carpeting for common area hallways, water repellent application on the exterior brick. Video surveillance is also included in the program.

Drawings, specifications, and contract documents were completed by HAP Construction Services staff with support from Iselin Architects, R&W Engineering, and PBS Environmental.

A bid solicitation notice was advertised in April of 2008 in the Daily Journal of Commerce, The Skanner, the Portland Observer, the Asian Reporter and the El Hispanic News.

HAP received bids from seven (7) firms on May 29th. _____, has been selected as the lowest responsible and responsive bidder.

Target business participation for this contract is _____%.

The costs of improvements are within the pre-bid estimate and within the amount budgeted for the work. The cost of the work will be funded with capital fund sources.

RECOMMENDATION:

Staff recommends approval of Resolution 08-06-09.



RESOLUTION 08-06-09

RESOLUTION 08-06-09 AUTHORIZES THE EXECUTIVE DIRECTOR TO EXECUTE A CONSTRUCTION CONTRACT WITH _____ FOR CAPITAL IMPROVEMENT WORK AT DAHLKE MANOR

WHEREAS, the Housing Authority of Portland, Oregon (HAP) owns and operates Dahlke Manor, a one hundred fifteen unit public housing property; and

WHEREAS, HAP has solicited and received bids for capital improvement work at Dahlke Manor in compliance with HAP's Procurement Policy; and

WHEREAS, bids were solicited, received and opened in accordance HAP's Contract Review Board Rules; and

WHEREAS, HAP Construction Services and Real Estate Operations staff collaborated on a scope of improvements designed to address deferred maintenance and better meet the needs of residents, and the successful bidder is the lowest responsive and responsible bidder; and

WHEREAS, the Dahlke Manor capital improvements are consistent with goals and priorities established in HAP's Public Housing Preservation Initiative, and

WHEREAS, approval by the Board of Commissioners of the Housing Authority of Portland is required prior to the execution of construction contracts exceeding \$100,000, and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of Portland hereby authorizes the Executive Director to execute a contract with _____ in the amount of \$_____.

Adopted: June 17, 2008

HOUSING AUTHORITY OF PORTLAND

Jeff Bachrach, Chair

Attest:

Steven D. Rudman, Secretary