

Agenda

City of Plymouth Special City Council Meeting

**Tuesday, April 15, 2008
5:30 p.m.**

Medicine Lake Room

1. Call to Order
2. Planning Commission Interviews
3. Discuss Youth Advisory Council
4. Quarterly Update with City Manager
5. Adjourn

CITY OF PLYMOUTH
CITY COUNCIL AGENDA REPORT

TO: Laurie Ahrens, City Manager 
FROM: Sandy Engdahl, City Clerk, through Cal Portner, Administrative Services
Director
SUBJECT: Appointment to Planning Commission
DATE: April 11, 2008 for Special Council Meeting of April 15, 2008

Attached are applications from residents who are interested in being appointed to the vacant At Large seat on the Planning Commission. John Cooney who was reappointed for a one year term at the January 22 Council meeting, rather than a three year term, submitted his resignation. At the March 11 Council Meeting, the Council directed staff to advertise this vacancy and to solicit applications. The deadline for applications was April 10.

Recommendation: Council conducts the interviews and directs staff to place the appointment on the April 22 Council agenda. Further, that in order to keep the rotation of appointments consistent on the Planning Commission, the term of the appointment expire on January 31, 2011.



Planning Commission

Name	Ward	Numbers and E-Mail	Initially Appointed	Term Expires
Jim Davis 18015 48 th Court N. Plymouth, MN 55446	Ward 1	VM: 763-509-5016 H: 763-478-0314 O: 763-572-6115 E-Mail: oncebmy@comcast.net	1/09/07	1/31/11
Terry Jaffoni 16530.22 nd Ave. N. Plymouth, MN 55447	Ward 2	VM: 763-509-5020 H: 763-473-5307 E-mail: Terry_Jaffoni@yahoo.com	1/09/07	1/31/10
James Holmes, Chair 120 Magnolia Ln. N. Plymouth, MN 55441	Ward 3	VM: 763-509-5022 H: 763-591-9722 O: 763-543-8831 E-Mail: jrholmes_us@yahoo.com	12/18/01	1/31/10
Frank Weir 5845-A Teakwood Ln. N. Plymouth, MN 55442	Ward 4	VM: 763-509-5017 H: 763-559-5364 E-Mail: fhweirmn@aol.com	3/26/02	1/31/09
Karl Naset, Vice-Chair 2400 Black Oaks Ln. N. Plymouth, MN 55447	At-Large	VM: 763-509-5018 H: 763-476-7601 O: 763-478-9623 E-Mail: karl@maxxon.com	12/13/05	1/31/09
Erik Aamoth 17335 25 th Ave. N. Plymouth, MN 55447	At-Large	VM: 763-509-5021 H: 763-258-8293 O: 651-296-9137 E-Mail: erikaamoth@yahoo.com	1/09/07	1/31/11
	At-Large			1/31/11

Liaisons: Barbara Senness, Planning Manager 763-509-5452
Kathleen Murdock, Council Coordinating Representative 763-509-5002

Meetings are held the first and third Wednesdays of the month at 7:00 p.m. in the Council Chambers. Members are appointed for three-year terms expiring January 31st of that year. The Chair and Vice Chair shall be appointed by the Commission and confirmed by the Mayor from among the members of the Commission and shall serve for a term of one year.

Sandy Engdahl

Subject: FW: Resignation

From: John Cooney [mailto:john@cooneyprinting.net]
Sent: Fri 2/29/2008 2:55 PM
To: Kelli Slavik
Subject: Resignation

Dear Mayor Slavik:

Due to a recent move outside of the City, I am unable to continue in my role as a Plymouth Planning Commissioner.

Thank you for giving me the opportunity to serve my community as a Planning Commissioner. I feel fortunate to have been able to volunteer in this capacity and to work with exceptional staff in helping to determine the development and re-development within the City.

Thank you again to you and the rest of the City Council for allowing me this privilege to serve the residents of Plymouth.

Sincerely,

John Cooney

CITY OF PLYMOUTH

RESOLUTION NO. 2008-

**APPROVING APPOINTMENT TO THE
PLANNING COMMISSION**

WHEREAS, _____, who serves as the At Large representative on the Planning Commission has submitted his resignation,

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that _____ is hereby appointed as an At Large representative on the Planning Commission with a term to expire January 31, 2011.

Adopted by the City Council on April 22, 2008.

Planning Commission Applicants

Interview	First	Last	Address	Ward	Planning	PRAC	HRA	EQC	HRC	HSB	Watersheds	PACT
No	Amanda	Coler	13743 54thAve. N.	1	1	1	2	2	3	3	3	2
Yes	Terry	Daily	4905 Yuma Ln. N.	1	1							
Yes	Jan	Haugen	15760 27th Ave. N.	1	1	3	3	2	3	3	2	2
Yes	Michael	Hennessy	17115 30th Ave. N.	2	1	1	2			2	3	3
Yes	Scott	Nelson	10200 26th Ave. N.	3	1							
Yes	Gordon	Petrash	4540 Kimberly Ct. N.	1	1							

Agenda Packet (Dummy)

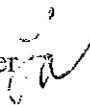
MEMO

CITY OF PLYMOUTH

3400 PLYMOUTH BOULEVARD, PLYMOUTH, MN 55447

DATE: April 10, 2008

TO: Mayor and City Council
Department Directors

FROM: Laurie Ahrens, City Manager 

SUBJECT: Plymouth HRA

The attached report relating to the HRA was prepared by Steve Juetten, Jim Barnes, and Denise Whalen at my request. Over the past year, staff has discussed several philosophical issues that I would like to bring to your attention. There is no timeframe associated with these issues, but some Council direction would be helpful to staff at some point.

The report references Chapter 469 of Minnesota Statutes as "Attachment A". I have not included this in your packet due to the size, but let me know if you would like a copy.

The policy questions are:

1. When should the HRA establish TIF districts? When should the City?
2. Should more TIF districts be established to meet certain needs and goals?
3. Should the City use tax abatement as a tool?
4. Should the HRA or City look into land banking?
5. Should the HRA or City start focusing more on Economic Development?
6. Should the HRA or City focus more on Redevelopment?
7. Are current staffing and administrative charges okay?
8. What should TIHAP be used for and should it be continued, reduced, or expanded?
9. Should the HRA's tax levy be reduced, expanded or remain the same?
10. Should the HRA or City take on additional housing initiatives?
11. Does the City Council have a preference on who serves as Executive Director?
12. Others?

Please let Steve or me know if you have any questions or would like to discuss this on a regular agenda or study session at some point. Thanks!

I. WHAT IS THE HRA?

Statutory Authority:

Housing and Redevelopment Authorities (Authority) are public bodies that are authorized under State Statute 469.001 through 469.047 (attachment 1). The primary purposes of Authorities are to provide a sufficient supply of adequate and safe housing; redevelop blighted areas; and to remedy the shortage of housing affordable to low and moderate income residents.

The Statute provides that an Authority is a public body corporate and politic and has all of the powers to carry out sections 469.001 through 469.047, except that the power to levy and collect taxes or special assessments is limited to approval by the city council.

Some of the powers given to Authorities include:

1. Buy and sell property
2. Own and manage rental property including federal public housing
3. Initiate Redevelopment of blighted properties
4. Borrow money and receive grants from federal, state and other public and private sources
5. Issue bonds
6. Administer the Federal Section 8 program
7. Develop and administer Rehabilitation and Down Payment Assistance programs

History of Plymouth HRA:

The City of Plymouth established the Housing and Redevelopment Authority in and for the City of Plymouth, Minnesota (HRA) in 1975 with the findings that there exists substandard and deteriorated areas in the city that cannot be redeveloped without the assistance of government; adequate housing accommodations are not available to veterans and servicemen and their families; and there is a shortage of decent, safe and sanitary dwelling accommodations available to persons of low income and their families.

During the organizational meeting, the City Council reviewed and approved the establishment of the Plymouth HRA, adopted by-laws (attachment 2), and adopted an Official Seal for the HRA. The original Board consisted of five council members with staggered terms. The goal was to replace the council members with other citizens as their terms expire. Today, the HRA is made up of five commissioners, one of which is a City council member. All commissioners are appointed by the City Council and serve 5 year, staggered terms.

Since its inception, city staff has provided staffing services to the HRA. Currently, the HRA has five full time staff members. They include a Housing Programs Manager, two HRA Specialists, one HRA Technician, and one Office Support Representative. In

addition to the full time staff, the HRA receives additional support from the City Manager, the Community Development Director, and the Support Services Manager. These last two staff members provide an equivalent of .35% of a FTE. The HRA employs an Executive Director. Currently, the City Manger is the Executive Director of the HRA, however in the past, this position has been held by the Community Development Director.

The table below provides a breakdown of staff and to which program their salary is allocated.

Position	(220) CDBG	(250) Section 8	(251) HRA General	Total
Community Development Director			10%	10%
Housing Programs Manager			100%	100%
Support Services Manager			25%	25%
HRA Specialist	80%		20%	100%
HRA Specialist		100%		100%
HRA Technician		100%		100%
Office Support Representative	10%	60%	30%	100%

All of the staff salaries are covered by federal programs CDBG and Section 8 or the HRA's General fund. The HRA's General fund is supported by a special property tax levy that the City Council approves each year. The following table provides a 10 year history of the HRA tax levy.

Year	Amount	Year	Amount
1999	\$446,214	2004	\$582,349
2000	\$464,344	2005	\$607,556
2001	\$483,178	2006	\$542,835
2002	\$538,423	2007	\$503,617
2003	\$552,120	2008	\$524,477

It should be noted that a majority of the HRA tax levy is allocated to support one of the HRA senior buildings, Plymouth Towne Square.

HRA City Council Relationship:

As mentioned above, the HRA is a separate public body corporate and politic and can carry out most of the powers of the Authority Statutes without the approval of the City Council. However, there are certain actions that may be undertaken by the HRA that require City Council review and approval. These actions include the creation of special taxing districts such as Tax Increment Districts; approval of a tax levy or special assessments, and the issuance of General Obligation Revenue Bonds.

While the above statement holds true from a purely legal stand point, the City of Plymouth and the HRA are more closely tied. The HRA and the City have a cooperation agreement in place that allows the HRA to receive accounting services for many of its programs and budgetary concerns from the City's Finance Division. In addition, this cooperation agreement also provides that the Community Development Department Act as staff for the HRA and its board.

Over the years, the HRA Board has worked somewhat independently of the City Council in administering their existing programs. However they often seek review and input from the Council on new initiatives. Examples of this is when the HRA updated their Strategic Plan in 2003 and when they initiated the development of a second senior building in the city. While the HRA is its own independent government body, there are other close ties to the City that differ from Authorities in other communities. Things such as having a Council member sit on the HRA or having city staff, including the City Manager be involved on a daily basis. In many other communities, Authorities are completely separate from the City, having their own staff and budgets.

II. CURRENT HRA STRATEGIC PLAN

The Current HRA Strategic plan was updated in 2003 (attachment 3). Along with the mission and vision statements, the current plan focuses on four strategic areas including Affordable Housing, Redevelopment, Economic Development and Human Services. The Strategic plan lists many of the HRA's current and ongoing programs. The HRA Board is in the process of updating the Strategic plan and will begin discussing the update in May of 2008.

III. CURRENT HRA PROGRAMS AND PROJECTS

1. **Community Development Block Grant** – The City of Plymouth is a Community Development Block Grant (CDBG) Entitlement community and has been since 1991. The City delegates the administration of this program to the Plymouth HRA. The annual allocation received by the City has been declining in recent years. The table below provides a history over the past ten years.

Year	Allocation Amount	Year	Allocation Amount
1999	\$311,000	2004	\$317,000
2000	\$311,000	2005	\$302,894
2001	\$322,000	2006	\$272,208
2002	\$321,000	2007	\$269,761
2003	\$324,000	2008	\$259,392

The HRA has operated the current programs since the City became an entitlement community. These programs include the following.

- a. *Owner-Occupied Rehabilitation Program* – This program provides assistance to homeowners in the form of a deferred loan of up to \$20,000. The loan is forgiven after 20 years or if the current owner moves. In order to be eligible for this program an owner must have an income at or below 80 percent of the area median income, be current on their mortgage and property taxes and is an owner-occupant. Typical improvements include, roof replacement, siding replacement or repainting, updating mechanical systems and window replacement. On average we assist 8-10 residents per year. We have assisted 163 homeowners since 1991. When the HRA issues Rehab loans they are not considered “loans” on our financial statements. They are considered “grants” for accounting purposes.
 - b. *First Time Homebuyer Program* – This program provides down payment, closing costs, and mortgage reduction assistance to individuals who are looking to purchase their first home. The program provides up to \$25,000 in assistance in the form of a no interest loan that is due after 30 years or when they sell their home. In order to be eligible for this program an applicant must be a first time homebuyer, have an income at or below 80 percent of the area median income and be qualified by an approved lender for their primary mortgage. To date we have assisted 146 new homeowners since 1991. In the past, the HRA considered these loans as “grants on our financial statements. In 2004, we changed the requirements of the program and they are no considered loans and are booked as a receivable in our financial statements.
 - c. *Social Services* – This program provides funding to various non-profit agencies that offer services in the City. The services include homeownership counseling, senior transportation, employment assistance, assistance for at-risk youth and legal guidance for renters.
 - d. *Affordable Housing Development* – This program is used to assist with funding affordable housing projects within the City. It is a small program that averages \$15,000 per year for its allocation. Over the past six years the primary applicant for these funds has been Hammer Residences. Hammer typically applies for funding to assist in making their program homes more accessible (adding elevators) or adding life safety equipment such as fire sprinklers.
2. **Tax Increment Housing Assistance Program** – This program was created in 2001 as a means to assist affordable rental housing projects in the City. When the City and/or HRA creates tax increment districts they sometimes include pooling of funds from the new tax increments to assist other housing projects within the City, but separate from the actual TIF district providing the funds. The City has done this on four occasions. TIF districts 7-2 and 7-4 pooled funds to assist the Stone Creek Village project with a low interest loan and TIF districts 7-6 & 1-1

have a pooling provision that would provide up to \$958,000. The later districts are currently committed to assist the HRA's senior building, Vicksburg Crossing.

3. **Senior Apartment Buildings** – The Plymouth HRA owns and operates two independent senior apartment buildings in the City. Grace Management provides management services for both buildings with assistance from HRA staff and the City's Finance Division.
 - a. *Plymouth Towne Square (PTS)* – PTS was built in 1993 and opened its doors the fall of 1994. The building has a total of 99-units providing affordable housing options to seniors. This building is subsidized by the HRA tax levy with an average annual subsidy of \$270,000. The intent of this building has always been to offer affordable rental options for seniors in our community. At this point, residents are asked to contribute 35% of their gross monthly income towards rent. The HRA Subsidy makes up the difference to the point that the building is able to meet all of the operating expenditures, including debt service.
 - b. *Vicksburg Crossing* – Vicksburg Crossing is the newest HRA senior building that was opened in the winter of 2006. The building has 34 affordable units and 62 market rate units. The affordable units are different than the units at PTS. At Vicksburg Crossing, the rent is set at \$675 for an affordable unit. This was done so that the HRA could minimize any annual subsidy to the building.

Now in its second year of operation, the building has struggled somewhat in meeting the original lease-up goals (we currently have 74 leased apartments). The reason for this has been a significant change in the overall housing market, which has had an impact on the buildings ability to attract residents who currently own a home and can not sell it. While the building lost money in 2007, staff is hopeful that our management company will be able to achieve the lease-up rates they identified in the 2008 budget, which is projected to be 95% occupied at the end of 2008.

4. **Business Revolving Loan Program** – In 2000, the City of Plymouth assisted a local company in their application for a loan from what was then called the Minnesota Department of Trade and Economic Development. The company was successful and as a condition of receiving the loan the City would receive the first \$100,000 in repayments to be used to help other local companies. When the City received these funds they set up a revolving loan program and developed policies. We have had little success in utilizing this program as of yet. In 2003, staff met with local lenders to discuss the program and make suggested changes to the policies in an effort to make the program more effective. While the policies were changed based on recommendations from the lending community the program still struggles. We have had a few businesses over the past five years show interest in the program but they never used the program. The primary reason

stated was related to their overall business plans and financing and not our program policies.

5. Section 8

History:

On May 21, 1976, the HRA directed staff to proceed with setting up a Section 8 application with the intent that the City of Plymouth HRA will be its own sponsor for the Section 8 program to meet its 1975-76 housing assistance goals.

In June, 1976, a letter was prepared by Herbert Lefler, attorney for the Plymouth HRA and sent to the U.S. Department of Housing and Urban Development stating that Plymouth HRA is qualified to participate in the Section 8 Housing Assistance Payments Program for existing housing.

Also in June, 1976, HRA staff submitted an application for 50 Section 8 tenant-based certificates, and in October, 1976, the HRA received an award of 50 Section 8 certificates, but for some unknown reason by April, 1978 the HRA only had 47 Section 8 certificates. On April 7, 1978, the HRA applied for an additional 25 Section 8 certificates, and on June 1, 1978, 25 Section 8 certificates were awarded, for a new total of 72 certificates.

In 1983, Congress accepted HUD's proposal that more flexibility in tenant-based assistance was appropriate and created the Voucher Demonstration in the Housing and Urban-Rural Recovery Act of 1983. Then, in the Housing and Community Development Act of 1987, Congress replaced the Voucher Demonstration with a permanent voucher program. Two important features of the voucher program responded to the desire to provide families with more flexibility: 1) Vouchers were to make up the difference between a payment standard based on the fair market rent (FMR) and 30 percent of the family's adjusted income. A family with a voucher could choose to rent a more expensive unit, thus widening their housing choice. While the subsidy was capped by the payment standard, a family could decide to pay the additional costs. 2) Portability was introduced, which allows the family to use the voucher in a jurisdiction other than where the issuing housing authority operates. Over time, portability was extended to the certificate program as well. It was also expanded so that a family may use its voucher to live in any jurisdiction in the country that operates a Section 8 tenant-based program. Portability has proven to be an important tool in helping families move to neighborhoods offering better services, better environments, and better opportunities for moving to self-sufficiency.

In 1998, the Department of Congress reached agreement that an important element in the reinvention of HUD and its programs was the streamlining of the Section 8 certificate and voucher programs into a single program with a single set of regulations. The merged program continues the voucher program policy of permitting a family to rent above the payment standard, but subject to a limitation that

the family cannot pay more than 40 percent of their income for rent. The merger also helped streamline program rules by eliminating the so-called “take one, take all” (if an apartment complex accepted one Section 8 client, they had to accept every qualified Section 8 client), “endless lease,” and the 90-day notification for lease termination provisions contained in the previous law. In addition, while maintaining the policy that tenant screening and selection is the responsibility of the landlord, it permits a housing authority to screen prospective tenants as well. It also requires that leases contain language providing that tenancy may be terminated for criminal activity.

In 1998, Plymouth certificates became vouchers. The table below indicates the number of Plymouth vouchers along with the number of portability vouchers that staff has administered in Plymouth for other housing authorities for the years 2003 through February, 2008.

Vouchers Administered	2003	2004	2005	2006	2007	2008
Port-In (Avg./Month)	175	177	214	221	237	231
Regular HCV	162	162	162	174	177	178
Mainstream	15	15	15	15	15	15
Enhanced			48	36	33	32
Total	352	354	439	446	462	456

Funding:

The Section 8 Housing Choice Voucher Program is funded by HUD. To cover the cost of the program, HUD provides funds to allow housing authorities to make housing assistance payments (HAP) on behalf of the families. HUD also pays the housing authority a fee for the costs of administering the program.

The funding process that HUD uses has changed over the last few years. Prior to 2005, staff prepared an annual estimate of required annual contributions (ACC) and an operating budget to ensure that costs do not exceed the annual contributions provided by HUD. HAPs, ongoing administrative fees, and audit costs are included in the calculation of annual contributions. HUD approved the budget through a notification letter and supporting funding exhibit to the ACC establishing the amount of the annual contributions available for leasing over the term of the award. It did not indicate to the housing authority a fixed number of units or a specific mix of units by bedroom size. Since 2005, the HRA has received funding based on 162 regular housing choice vouchers, 50 enhanced vouchers, and 15 mainstream vouchers for a total of 225. Although the funding is based on 225 vouchers, the housing authority may serve more or less than 225 clients depending on the HRA’s portion of rent. The housing authority determines the number and type of units that will be leased and must manage its program to ensure that (1) annual HAP contributions are fully utilized, and (2) costs do not exceed annual contributions. Maintaining the balance

between under and over-spending presents a significant challenge to the housing authority.

The following table depicts the revenues and expenditures (not reimbursed by HUD) for the years 2003 through 2008 (projected). The administrative fee is the amount the Section 8 program receives for administering 225 vouchers. The administrative fee - portability is the amount received from other housing authorities for their vouchers that are used in Plymouth. If a Plymouth voucher holder moves to another jurisdiction, the HRA pays the receiving housing authority the HAP and a monthly administrative fee. Currently, there are three Plymouth vouchers being used in other housing jurisdictions. Other line items noted are the interest earned on investments; the unrealized gain/loss on investments; HUD settlements (revenue received for a prior funding year); fraud recovery (amounts due from clients that owe the housing authority money); and, DHAP (administrative fee on vouchers that are being administered for HUD for victims of the Katrina hurricane that reside in Plymouth or an adjacent community). DHAP will conclude on February 28, 2009.

Description	2003	2004	2005	2006	2007	2008 Projected
Admin. Fee	\$126,442	\$108,502	\$142,652	\$145,519	\$152,815	\$165,221
Admin. Fee Portability	\$93,524	\$110,643	\$119,017	\$84,329	\$94,305	\$96,000
Interest Earned	\$11,181	\$14,592	\$22,889	\$24,811	\$21,751	
Unrealized Gain/Loss on Investment	0	[\$2,690]	[\$6,784]	\$4,973	0	
HUD Settlement				\$24,076 (for 2005)		
Fraud Recovery	\$1,381	0	\$2,710	\$1,433	\$4,072	
DHAP Admin.					\$17,250	\$3,680
Total Revenue	\$232,528	\$231,047	\$280,484	\$285,141	\$290,193	\$264,901
Expenses	\$177,042	\$184,198	\$239,856	\$250,673	\$267,234	\$242,449
<i>Net</i>	<i>\$55,486</i>	<i>\$46,849</i>	<i>\$40,628</i>	<i>\$34,468</i>	<i>\$22,959</i>	<i>\$22,452</i>

Application Process and Unit Selection Process:

The HRA will advertise in a variety of ways that they are accepting applications for the Section 8 Housing Choice Voucher Program. When the pre-applications are received they are reviewed, and if the applicants meet the minimum program requirements, they are placed on a waiting list. When a voucher is available for issuance, staff contacts the next person on the waiting list to come in for a briefing. During the briefing, the applicant is informed of the program rules and requirements for compliance. At that time, the applicant is required to complete a full application and sign various verification forms that will confirm their preference such as currently paying more than 50 percent of their gross income towards rent; living in transitional housing; or, living in a shelter. If everything checks out, the applicant is issued a voucher and begins their search for a unit in Plymouth. The HRA requires

the family to live in Plymouth for at least one year. After that time, the family can move to another jurisdiction.

The housing unit selected by the family must meet an acceptable level of health and safety before the housing authority can approve the unit. When the voucher holder finds a unit that it wishes to occupy and reaches an agreement with the landlord over the lease terms, the housing authority inspects the dwelling for code compliance and determines that the rent requested is reasonable.

Staff Allocations:

Currently, 100 percent of the salary/benefits for two employees (HRA Specialist and Housing Technician) are charged to Section 8. One office support representative has 60 percent of their time charged to Section 8. The support services manager and the community development director also spend time working on Section 8 matters, but their time is not being charged to Section 8. Ten percent of the community development director's salary/benefits and 25 percent of the support service manager's salary/benefits are charged to the HRA General fund.

City Allocations:

The city also charges allocations to the Section 8 program as noted in the budget each year. Such allocations are for photocopying, software maintenance, facilities management (equipment, office space), hardware replacement, telephone, major software/hardware, and information technology overhead. These allocations are reviewed annually by city and HRA staff.

Status Update – Willow Creek:

On February 15, 2008, HUD issued PIH Notice 2008-12 regarding enhanced voucher requirements for over-house families. This notice set forth enhanced voucher policies applicable to families residing in units where the actual number of bedrooms exceeds the family unit size for which the family qualifies for under the subsidy standards.

On February 22, 2008, staff participated in a conference call with Jack Cann, Housing Preservation Project (HPP), HUD Minneapolis staff, and HUD Washington staff to discuss the PIH Notice and what steps should be taken regarding the over-housed families at Willow Creek.

On February 26, 2008, letters were mailed to all the over-housed families at Willow Creek outlining their options as set forth in PIH Notice 2008-12. Copies of the letters were sent to Jack Cann at HPP.

Staff will continue to work with the apartment manager and residents at Willow Creek to ensure that compliance for PIH Notice 2008-12 is achieved.

III. POLICY ISSUES TO BE CONSIDERED

The list below provides a number of policy issues staff has identified the Council may want to discuss.

1. When should the HRA establish TIF districts? When should the City?
2. Should more TIF districts be established to meet certain needs and goals?
3. Should the City use tax abatement as a tool?
4. Should the HRA or City look into land banking?
5. Should the HRA or City start focusing more on Economic Development?
6. Should the HRA or City focus more on Redevelopment?
7. Are current staffing and administrative charges okay?
8. What should TIHAP be used for and should it be continued, reduced, or expanded?
9. Should the HRA's use of the tax levy be reduced, expanded or remain the same?
10. Should the HRA or City take on additional housing initiatives?
11. Does the City Council have a preference on who serves as Executive Director?
12. Others?

Dated: November 15, 1996

**BYLAWS
of the
HOUSING AND REDEVELOPMENT AUTHORITY
in and for the City of Plymouth, Minnesota**

PREAMBLE

The Housing and Redevelopment Authority in and for the City of Plymouth was created as a public body, corporate and politic by an act of the Legislature of the State of Minnesota entitled "Municipal Housing and Redevelopment Act", Minnesota Statutes 469.01 et seq approved and in force April 23, 1947. On the 15th day of December, 1975, the Plymouth City Council adopted a resolution declaring the need for a housing and redevelopment authority in accordance with the Act, and on the 5th day of January, 1976 appointed the first Commissioners of the Authority. The Authority operates in accordance with the aforesaid Act with the powers and duties provided to it under Minnesota Statutes.

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the "Housing and Redevelopment Authority in and for the City of Plymouth, Minnesota".

Section 2. Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority.

Section 3. Office of Authority. The office of the Authority shall be at City Hall in the City of Plymouth, State of Minnesota, but the Authority may hold its meetings at such other place or places as it may designate.

ARTICLE II - MEMBERSHIP, OFFICERS AND PERSONNEL

Section 1. Membership. The membership of the Authority shall be the Commissioners appointed in accordance with the provisions of the Minnesota Municipal Housing and Redevelopment Act.

Section 2. Officers. The officers of the Authority shall be a Chair, a Vice-Chair, and a Secretary, and such other officers as shall from time to time be chosen and appointed by the Commissioners.

Section 3. Chair. The Chair shall preside at all meetings of the Authority. At each meeting the Chair shall submit such recommendations and information as he may consider proper concerning the business, affairs and policies of the Authority.

Section 4. Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. Should the position of Chair become vacant, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Authority shall select a new Chair.

Section 5. Secretary. The Secretary shall be responsible for certification of official actions of the Authority and other duties assigned to the position by the Authority.

Dated: November 15, 1996

Section 6. Executive Director. The Authority may appoint an Executive Director who shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. The Executive Director shall be responsible for:

- a. Securing, supervising and directing any personnel required for work to be accomplished by the Authority;
- b. Providing for the taking of and preparing minutes of each meeting of the Authority;
- c. Maintaining appropriate files as deemed necessary by the Commissioners, including files of minutes, publication of meetings, and meeting agendas;
- d. The general administration and financial management of the affairs of the Authority pursuant to policies determined by the Commissioners;
- e. The execution of contracts, deeds and other instruments made on behalf of the Authority unless otherwise directed by the Authority or Federal or State agencies furnishing funds to the Authority;
- f. The safe custody of the seal of the Authority and the power to affix said seal to all contracts and instruments authorized to be executed by the Authority;
- g. Delegation or assignment of any of the foregoing responsibilities to personnel under the Executive Director's supervision; and
- h. Any other lawful responsibilities assigned by the Chair or Commissioners.

The Executive Director shall be responsible for the care and custody of all funds of the Authority and the deposit of such funds in the name of the Authority in such accounts or banks as the Authority may select or in accordance with agreements governing the management of the Authority's funds authorized by the Authority. The Secretary shall sign and the Chair shall counter-sign all orders and checks for the payment of funds, except as otherwise authorized by resolution of the Authority or in accordance with agreements governing the management of the Authority's funds authorized by the Authority. The Executive Director shall be responsible for keeping regular books of accounts showing receipts and expenditures.

Section 7. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the bylaws or rules and regulations of the Authority.

Section 8. Election or Appointment. The Chair, Vice-Chair, and Secretary shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified.

The Executive Director shall be appointed by the Authority. Any person appointed to fill the office of Executive Director, or any vacancy therein, shall have such term as the Authority fixes, but no Commissioner of the Authority shall be eligible for this office.

Section 9. Vacancies. Should the office of the Chair, Vice Chair or Secretary become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Executive Director becomes vacant, the Authority shall appoint a successor as provided for in the previous section.

Section 10. Additional Personnel. The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the

Dated: November 15, 1996

Municipal Housing and Redevelopment Act of Minnesota applicable thereto. The selection and compensation of such personnel (including the Executive Director) shall be determined by the Authority subject to the laws of the State of Minnesota.

ARTICLE III - MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority shall be held on the regular meeting date in March of each year at the regular meeting place as designated by the Authority.

Section 2. Regular Meetings. Monthly meetings shall be held without notice at the regular meeting place of the Authority at the day and time determined by a vote of a majority of the members of the authority.

Section 3. Special Meetings. Special Meetings of the Authority may be called by the Chair, or two members of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered at any time prior to the time of the proposed meeting to each member of the Authority or may be mailed to the business or home address of each member of the Authority at least two (2) days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if all of the members of the Authority are present at a special meeting, any and all business may be transacted at such special meeting.

Section 4. Quorum. The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the Commissioners present.

Section 5. Order of Business. At the regular meetings of the Authority the following shall be the order of business:

1. Call to Order.
2. Approval of the minutes of the previous meeting.
3. Staff Reports.
4. Other Business.
5. Adjournment.

Section 6. Manner of Voting. The voting on resolutions coming before the Authority shall be by roll call, and the yeas and nays shall be entered upon the minutes of such meeting. All other votes may be by voice or a show of hands as determined by the Chair, unless a roll call is requested by a member of the Authority.

ARTICLE IV - AMENDMENTS

Amendments to Bylaws. The bylaws of the Authority shall be amended only with the approval of at least three of the members of the Authority at a regular or a special meeting.

Plymouth Housing And Redevelopment Authority

Strategic Plan

Adopted February 20, 2003

Mission Statement

The Plymouth Housing and Redevelopment Authority promotes and contributes to the economic health of the community through the creation and maintenance of affordable, life-cycle housing, and active participation in the City's development and redevelopment processes.

Vision Statement

The Plymouth Housing and Redevelopment Authority is a major contributor to creating an economically healthy and diverse community:

- Which is supportive of quality affordable housing.
- That offers a variety of affordable life-cycle housing choices dispersed throughout the City to meet the needs of a diverse population.
- Where the existing housing stock is well maintained.
- Where some older commercial buildings and areas of the community are redeveloped in a timely fashion.
- Which acquires additional resources to address affordable housing and redevelopment issues.
- Where the HRA works in partnership with citizens, businesses, the City Council, and other organizations.
- Where the social services necessary to support housing and jobs in the community are available and coordinated.

Goals

1. Maintain the high quality of service and innovation in all of the HRA's programs.
2. Provide technical and financial assistance to non-profit and private housing providers and developers to assist in increasing the range of housing options in the community.
3. Explore opportunities to increase the available resources for affordable housing while minimizing as much as possible the impact on local financial resources.
4. Work with all proposed housing developments to the extent possible, to meet the housing goals stated in the City's Comprehensive Plan.
5. Collaborate with the City Council and Planning Commission in carrying out the Housing Implementation Strategies of the Comprehensive Plan.
6. Continue to maintain Plymouth Towne Square as an affordable and independent living housing option for Plymouth seniors.
7. Communicate with stakeholders and interested parties about HRA activities.

Action Plan

This action plan identifies specific actions that the HRA will work towards in 2003 and 2004. Attached is a more detailed timeline for each action step.

Affordable Housing

1. First Time Homebuyers – Objective: to assist low and moderate homebuyers in purchasing their first home.
 - A. Existing FTHB program – Assist a minimum of 5 first time homebuyers annually by providing down payment and closing cost assistance utilizing existing CDBG funding. Maximize efforts to increase the number of assisted homebuyers by applying to the State, County and other funding sources when opportunities are presented and are feasible.
 - B. Revise first time homebuyer program guidelines – Update program guidelines to ensure they are current with market trends and provide needed assistance to new residents.
 - C. Increase available resources – Investigate and consider becoming an administrator for programs such as the Minnesota Housing Finance Agency's CASA, MCPP, & MMP first mortgage products.
 - D. Maintain affordability – Use restrictive covenants and the right of first refusal to maintain affordability of HRA assisted housing.
2. Preservation Of Existing Housing Units – Objective: to preserve the existing housing stock and assist low and moderate homeowners with needed repairs.
 - A. Existing rehab program – Assist a minimum of 5 homeowners annually by providing rehabilitation assistance utilizing existing CDBG funding. Maximize efforts to increase the number of assisted homebuyers by applying to the State, County and other funding sources when opportunities are presented and are feasible.
 - B. Revise owner-occupied rehabilitation program guidelines - Update program guidelines to ensure they are current with market trends and provide needed assistance to existing residents.

Increase available resources – Investigate and consider becoming an administrator or contract with an existing administrator, for programs such as the Minnesota Housing Finance Agency's Fix-Up and Community Fix-Up owner-occupied rehabilitation programs.

3. Rental Housing – The objective is to provide area residents with affordable rental housing options throughout the City
 - A. Financing programs – Review applications brought before the HRA for Housing Revenue Bonds with the objective to increase the supply of affordable rental housing.
 - B. Section 8 voucher program - Continue to encourage and maintain the high landlord participation, voucher utilization, and "port-in" rate for the very successful Section 8 program. Whenever possible, apply for additional vouchers through HUD to increase the number of households served.
 - C. Section 8 project-based vouchers – Implement the eight project-based Section 8 vouchers committed to the Stone Creek Village apartments. When opportunities are presented, evaluate the option of converting "traditional" vouchers into project-based vouchers to ensure the vouchers remain in the community.

D. Plymouth Towne Square – Continue the high level of upkeep, maintenance, and service at the HRA's Plymouth Towne Square senior apartments. Review the entire property annually, including the rent structure, operating budget and reserves to ensure we are minimizing the property tax subsidy while providing the residents with an affordable place to live.

4. Development Of New Housing Units- Objective: to increase the supply of affordable and lifecycle housing within the City.

A. Identify available tools – Develop a comprehensive list of available financial and regulatory options and utilize the sources to the maximum extent possible to assist all developers in the creation of additional affordable units.

B. Mixed use projects – Identify potential sites for a mixed use development in the City Center area, and begin dialogue with property owner(s) and possible development partners. Based on the results of this effort, develop a project plan as needed.

C. Regulatory policies – Develop a set of recommendations relating to City controlled regulatory relief such as set-back requirements, density bonuses and minimum lot widths that can be adopted by the City Council and used as tools to produce additional affordable units.

D. City controlled fees – Develop a set of criteria under which the HRA will buy-down certain fees related to residential development.

Redevelopment – Objective: to identify areas of the City which are blighted or obsolete and assist with the redevelopment.

A. Collaborate with City – Use all tools available to assist and support the City in its redevelopment priorities , particularly with mixed-use developments.

B. Identify potential redevelopment areas – Identify and evaluate older housing and commercial/industrial sections in the City that might benefit from some type of redevelopment and make recommendations to the City Council.

C. Coordinate with other departments – Keep abreast of other City department activities, such as the Street Reconstruction Program, and evaluate the need for additional redevelopment in the area.

Economic Development – Objective: to work with local businesses to promote HRA activities and to assist the business community with their needs.

A. Respond to local businesses – Provide technical assistance and guidance to local businesses when requested.

B. Coordinate with business organizations – Coordinate efforts relating to HRA activities with business organizations such as the Twin West Chamber of Commerce.

C. Market HRA programs to local businesses – Provide Plymouth business with current information and brochures relating to programs that will benefit the business and its employees.

Human Services – Objective: to work with local social and community services agencies to identify needed services within the City.

- A. *Evaluate current services* – Annually evaluate the current mix of agencies receiving HRA and City funds to make sure they complement other priorities within the Strategic Plan.
- B. *Maintain a list service providers* – Maintain a list of human service providers in the community to ensure we are coordinating our funding, to the extent possible, with our Strategic Plan objectives.

Plymouth Housing and Redevelopment Authority
Action Plan – Timeline
Adopted February 20, 2003

CATEGORY	ACTION ITEM	TIMING
Affordable Housing		
1. First Time Homebuyer	A. Existing program	Ongoing
	B. Revise FTHB guidelines	1 st Q 2003
	C. Increase available resources	2 nd Q 2003
	D. Maintain affordability	Ongoing
2. Preservation of Existing Housing Units	A. Existing program	Ongoing
	B. Revise rehab guidelines	1 st Q 2003
	C. Increase available resources	2 nd Q 2003
3. Rental Housing	A. Existing programs	Ongoing
	B. Section 8 voucher program	Ongoing
	C. Section 8 project based vouchers	2 nd Q 2003
	D. Plymouth Towne Square	
	• Maintain high level of operation	Ongoing
	• Review overall facility	3 rd Q Annually
4. Development of New Housing Units	A. Identify available tools	2 nd Q 2003
	B. Mixed use projects	
	• Investigate City Center potential	ASAP
	• Evaluate other potential sites	2 nd Q 2003
	• Develop project plan	3 rd Q 2003- 2004
	C. Regulatory policies	1 st Q 2004
	D. City controlled fees	2 nd Q 2003
Redevelopment		
	A. Collaborate with City	Ongoing
	B. Identify potential areas	Ongoing
	C. Coordinate with other departments	Ongoing
Economic Development		
	A. Collaborate with local businesses	Ongoing
	B. Coordinate with business organizations	Ongoing
	C. Market HRA programs to local businesses	4 th Q 2003
Human Services		
	A. Evaluate current services	2 nd Q 2003
	B. Maintain list of service providers	Ongoing

