



City of Tacoma

City Council Action Memorandum

TO: Hyun Kim, City Manager
FROM: Felicia Medlen, Division Manager, Housing
Tanja Carter, Community and Economic Development Director
COPY: City Council and City Clerk
SUBJECT: Resolution- Surplus Property Transfer: 912 S 25th
DATE: August 5, 2025

SUMMARY AND PURPOSE:

A resolution declaring surplus and authorizing the execution of a Development Agreement and a Quit Claim Deed to convey vacant undeveloped residential property at 912 S 25th Street to the Tacoma Ministerial Alliance.

BACKGROUND:

This Department's Recommendation is Based On: This property transfer aligns with the City's goals of utilizing surplus property for affordable housing. This project will consist of six units and each of them will be affordable homeownership units available to low-income households. The Tacoma Ministerial Alliance was identified through a direct negotiation process in 2023. The project scope has been finalized and the developer's private construction financing for the project has been secured.

COMMUNITY ENGAGEMENT/ CUSTOMER RESEARCH:

In accordance with the 2019 City Policy for the Sale/Disposition of City-owned Real Property, this surplus property was offered to the Puyallup Tribe of Indians for consideration of their first rights of refusal and was determined not to meet their current needs for acquisition.

There has not been any direct engagement with the community on this property however, affordable housing is a consistent need voiced by the community; the development aligns with the City's Affordable Housing Action Strategy under the Objective 1, Create More Homes for More People.

2025 STRATEGIC PRIORITIES:

Equity and Accessibility:

Please state how this legislation will reduce racial and other inequities, disparities, or discrimination to under-represented communities. Please state what positive impacts on equity, equality, diversity or inclusion, if any, would result from enacting this legislation.

The Tacoma Ministerial Alliance asserts that it works closely with Black churches in Tacoma and will use these connections as part of the overall marketing strategy to find eligible buyers for the units that are developed. This would be seen as a successful affirmative marketing strategy that involves targeted outreach and advertising for the available units in a manner that households least likely to find out about the units are directly engaged with. The need for more units and resources targeted toward Black households was a recommendation from the City's 2021 Homeownership Disparity Study and this project will advance efforts to address that recommendation. All of the units will be restricted to buyers having an income that is at or below 80% area median income (AMI). This advances the City's efforts to increase the availability of affordable homeownership units in the City.

Economy/Workforce: Equity Index Score: Moderate Opportunity

Increase the percentage of people relocating to the city and affordability of housing compared to neighboring jurisdictions.



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Livability: *Equity Index Score:* Moderate Opportunity

Decrease the percentage of individuals who are spending more than 45% of income on housing and transportation costs.

Explain how your legislation will affect the selected indicator(s).

This property transfer will result in 6 homeownership units which will be restricted to homebuyers at or below 80% AMI for a period of 50 years.

ALTERNATIVES:

Presumably, your recommendation is not the only potential course of action; please discuss other alternatives or actions that City Council or staff could take. Please use table below.

Alternative(s)	Positive Impact(s)	Negative Impact(s)
1.Deny conveyance	None	6 fewer affordable housing units would be developed.

EVALUATION AND FOLLOW UP:

N/A

STAFF/SPONSOR RECOMMENDATION:

The Community and Economic Development Department recommend Council approve the Declaration of Surplus and execution of a Development Agreement with Tacoma Ministerial alliance.

FISCAL IMPACT:

This execution and deed is at no cost so there is no financial impact.

Fund Number & Name	COST OBJECT (CC/WBS/ORDER)	Cost Element	Total Amount
1.Revenue			
2.Expense			
TOTAL			

What Funding is being used to support the expense?

N/A

Are the expenditures and revenues planned and budgeted in this biennium's current budget?

NO, PLEASE EXPLAIN BELOW

There are no expenditures or revenues related to this transaction.

Are there financial costs or other impacts of not implementing the legislation?

No

Will the legislation have an ongoing/recurring fiscal impact?

No



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Will the legislation change the City's FTE/personnel counts?

No

ATTACHMENTS:

- Site Location Map
- Development Agreement