



CITY OF REDMOND
Community Development Department

716 SW Evergreen Avenue
Redmond, OR 97756-2242

Phone **541-923-7721**
Fax 541-548-0706

www.ci.redmond.or.us

HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE
MINUTES

January 20, 2017

716 SW Evergreen Avenue, City Hall Conference Room A, Redmond, Oregon

Members Present: Chair Whitney Swander, Vice-Chair Steve Curley, Charlene Hunter, Suzanne Michaels, Geoff Wall (*absent: Diana Barker, Joni Powell, Lori Scharton, Alexandra Sweet*)

Youth Ex Officio: Vacant

City Staff: Katie McDonald, *Assistant Planner*; Deborah McMahon, *Planning Manager*; Cameron Prow, *TYPE-Write II*

Visitors: Anne Graham, *City Council Liaison and Citizen*; Graham Fox, *Deschutes Public Library System*

Media: None

(The 3 digits after a motion title show the number of members voting in favor/opposed/abstaining.)

CALL TO ORDER – INTRODUCTIONS

Chair Swander called the regular meeting of the Housing and Community Development Committee (HCDC) to order at 3:05 p.m. with a quorum of members (5 of 9) present.

CITIZEN COMMENTS

Ms. Graham reported Neighbor Impact is partnering with Housing Works on a joint venture, Housing Impact, to build seven new affordable housing units in Sisters, Oregon.

Mr. Wall, Housing Works, summarized the background and purpose of the joint venture which is targeting this housing for 80% AML (average median income) residents. He expressed support for the “carrot” approach to create affordable housing.

Ms. McMahon discussed what the City of Redmond does to support and encourage developers to build more affordable housing units. The City intends to refine its annexation process and policies during the comprehensive plan update next year.

Mr. Fox (away from the microphone) said he has been seeing a larger and younger homeless population at Redmond Public Library the last couple of weeks. Sarah, one of the library staff, has been helping members of the homeless community develop technology skills to communicate via phone and e-mail.

APPROVAL OF MINUTES

1. October 21, 2016

2. November 18, 2016

Motion 1 (5/0/0): Mr. Wall moved to approve the minutes from the October 21 and November 18, 2016, meetings. Ms. Michaels seconded the motion which passed unanimously

DISCUSSION ITEMS

1. CDBG 2016-2017 Quarter 1 Update

Ms. McMahon said the 1st quarter report for fiscal year 2016-2017 was not available at this time due to a change in staff. She has scheduled a meeting with Chelsea Dickens, who no longer works for the City, to discuss the quarterly report status and other issues.

Chair Swander requested an update on the small loan program which provides funds to small businesses for economic development purposes. Her concerns included timeliness and who the funds belong to when they are returned.

Ms. McMahon said the City's goal was to assure that Neighbor Impact can meet the terms and move forward. She is awaiting a commitment from Scott Cooper about reporting and understanding of insurance. During the HCDC meeting, she reported receiving an e-mail from Mr. Cooper that he had made three changes to the Neighbor Impact contracts (definitions under Project Schedule, Unexpended, and Grantee Recognition). She will work with Toni Strutz from HUD to resolve those issues so the contracts can move out the door. She has received verification from the City Recorder that the public notice about the RFP was posted on the City website, sent to everyone on the City's e-mail list, and sent to the newspaper. Following discussion, she agreed to send another notice with an extended timeline and to reach out to the service providers.

Ms. McDonald said the City might need to reopen the Consolidated Plan to allow more diversity of funding availability, which would encourage more proposals if Mr. Cooper cannot use the money in a timely manner.

Vice-Chair Curley requested an update on the J Bar J housing project.

Ms. McDonald said J Bar J had a budget of \$250,000 and was using a realtor to help find an appropriate house. Key for this project is to find an owner-occupied or a never-rented home to avoid opening up the Universal Rental Relocation Act. January is a busy time for this service agency and next week is the point-in-time count. She summarized sale and documentation requirements; assistance is available from HUD (Housing and Urban Development) and Jim Long, Affordable Housing Manager for the City of Bend. The closing date is March 31. HUD (Housing and Urban Development) will conduct a timeliness audit on May 2, 2017.

2. CDBG 2017-2018 Request for Proposal Review

Chair Swander reported working with Ms. McMahon, Ms. McDonald, and Community Development Director Kate Porsche to issue the Request for Proposals (RFP) for the next round of Community Development Block Grant funding to assure service providers had enough time to respond.

Ms. McDonald discussed outreach efforts including the Homeless Leadership Coalition (first of January). She outlined how the City has administered its CDBG program to date. Ms. McMahon said no one signed up for the first workshop and only the Assistance League signed up for the second workshop. Due to the weather, the City is planning to reach out directly to service providers to schedule another workshop. She will forward the next workshop invitation to HCDC members.

Committee members discussed difficulty in receiving/accessing the notice about the workshops, rationale for the February 17 application deadline, value of more effective outreach by the City in building relationships with service providers, application process, potential for the City to become an applicant (public infrastructure), adoption process for the first Consolidated Plan, and community needs for housing and ADA (Americans with Disabilities Act) compliance. Chair Swander asked how the committee could assist the City during the staff transition, impact of the City's budget schedule on this program, and the committee's role in the annual budgeting process.

Ms. McMahon responded to committee concerns and suggested ways to improve flexibility in how the City manages its CDBG funds. Staff will research strategies and report back to the HCDC.

3. City Council Homelessness Work Session II Update

Chair Swander said she and Ms. McDonald led the 2nd work session with Council on December 6, 2016. Councilors received an overview of systems providing services to the homeless population. Discussion points included roles of the Homeless Leadership Coalition and the High Desert Home Plan, how the systems work together, and the role of the City in this effort. She recommended that Council support the High Desert Home Plan the same way the HCDC did. She did not know if Council had moved forward on this item. She stated media coverage of this event lacked accuracy.

Ms. McDonald said the workshop went well. In contrast to the tri-county overview, Redmond has more faith-based and private services than state and federally funded ones. She discussed differences between the tri-county approach and what Redmond service providers have been doing. The Homeless Leadership Coalition has increased its level of federal funding. Having an administrator should make it easier for the Homeless Leadership Coalition to bring more dollars and options to Redmond. A 3rd Council work session on homelessness will be held in spring 2017.

Ms. Graham said she came away from the December workshop with a lack of clarity about the Homeless Leadership Coalition's leadership role in addressing homelessness issues. She said homeless people needed a centralized way to access the services available to them. Some councilors have reviewed the High Desert Home Plan.

Chair Swander said the Homeless Leadership Coalition's purpose was to coordinate the actions and interests of the service providers.

Ms. McDonald explained that the tri-county system treats any door as the right door. Initiating contact with any agency helps the client gain access to other service providers.

COMMITTEE COMMENTS

Chair Swander announced members would be invited to participate in a Doodle poll to set a new regular meeting date and time.

STAFF COMMENTS

Service Provider Update: Ms. McDonald reported staff convened a meeting of Redmond-specific providers on January 13, who are serving people with housing crises, to encourage collaboration and communication. J Bar J has a new youth outreach coordinator. The Redmond cold-weather shelter gave an update yesterday. The shelter has been open 57 nights at 3 different locations, served 77 individuals (average 11-15 people per night), and provided 634 bed nights. Only one household with children was served; this household travels throughout Central and Eastern Oregon. Most of the people served are repeats and not in camps. The shelter is being hosted a month at a time by Highland Baptist Church, Redmond Community Church, Grace Gate, and Mountain View Fellowship.

Next meeting: Friday, February 17, 2017, 3 p.m.

ADJOURN

With no further business, Chair Swander adjourned the meeting at 4:05 p.m.

APPROVED by the Redmond Housing and Community Development Committee and SIGNED by me this 16th day of February, 2017.

ATTEST:

 /s/ Whitney Swander
Whitney Swander
Chair

 /s/ Deborah McMahon
Deborah McMahon
Planning Manager