



**Housing and Community Development Committee Agenda**  
**411 SW 9<sup>th</sup> St Conference Room 210**  
**Friday, March 16, 2018**  
**3:00 – 4:30 pm**

**HCD MEMBERS**

**TIME ITEM**

Whitney Swander Chair	3:00 PM	<b>CALL TO ORDER/INTRODUCTIONS</b>
Joni Powell Vice-Chair	3:05 PM	<b>CITIZEN COMMENTS</b>
Diana Barker	3:10 PM	<b>APPROVAL OF MINUTES</b> 1. January 19, 2018 2. February 16, 2018
Charlene Hunter	3:15 PM	<b>DISCUSSION /ACTION ITEMS</b> 1. Staffing & CDBG Program Update (Verbal) 2. House Bill 4079 Update (Verbal) 3. Recommendation of CDBG Program Year 2018-19 Funding (Exhibit 1) 4. NSP3 Funding Update
Suzanne Michaels		
Steve Curley		
Geoff Wall		
Vacant Position	4:10 PM	<b>COMMITTEE COMMENTS</b>
Vacant Position	4:20 PM	<b>STAFF COMMENTS</b>
Hanna Cao Ex-Officio	4:30 PM	<b>ADJOURN</b>

**Next HCD meeting April 20, 2018**

Anyone needing accommodation to participate in the meeting must notify the City's ADA Coordinator, at least 72 hours in advance of the meeting at 541-504-3036 or at [access@ci.redmond.or.us](mailto:access@ci.redmond.or.us), or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs Telecommunications Device for the Deaf (TDD) or Speech To Speech (STS) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) or 1-800-735-3896 (STS Spanish). The City of Redmond does not discriminate on the basis of disability status in the admission or access to, or treatment, or employment in, its programs or activities.



**DRAFT**

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**HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE**  
**MINUTES**

**January 19, 2018**

Redmond City Hall, 411 SW 9<sup>th</sup> Street – Room 210, Redmond, Oregon

**Members Present:** Chair Whitney Swander, Suzanne Michaels (*absent: Vice-Chair Joni Powell, Diana Barker, Steve Curley, Charlene Hunter, Geoff Wall; 2 vacancies*)

**Youth Ex Officio:** Yilun “Hanna” Cao

**City Staff:** Katie McDonald, *Grants Coordinator/Assistant Planner*; Cameron Prow, *TYPE-Write II*

**Visitors:** None

**Media:** None

*(Agenda items appear in the order discussed. The 3 digits after a motion title show the number of committee 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 3:12 p.m. without a quorum of members (2 of 7) present.

**CITIZEN COMMENTS**

None.

**APPROVAL OF MINUTES**

Chair Swander postponed approval of the November 17 and December 15, 2017, minutes due to lack of a quorum.

**DISCUSSION ITEMS**

- Welcome New Members and Council Liaison  
Ms. McDonald welcomed Hanna Cao, Youth Ex Officio member, and thanked her for participating.  
  
Ms. McDonald said Ginny McPherson, the new City Council liaison, was unable to attend due to a scheduling conflict.
- Election of Chair and Vice-Chair  
Chair Swander postponed election of officers for calendar year 2018 due to lack of a quorum.
- Update RFP 2017-2018 Housing/Public Facility/ADA/Infrastructure  
Ms. McDonald reported holding two subrecipient workshops this week. One meeting was held with the City of Redmond during which they discussed potential projects. Housing Works and J Bar J attended a second meeting and both indicated interest in pursuing the funds available. She outlined next steps in the application schedule. Subrecipient proposals are due on February 9. The Scoring Committee will meet on February 14 or 15 to hear oral presentations. At its next

meeting, the HCDC will need to make a funding recommendation to City Council and recommend an amendment to the Annual Action Plan.

Ms. Michaels volunteered to serve on the Scoring Committee.

Ms. McDonald said she met with Andrew Spreadborough about why Neighbor Impact was not awarded funds in the previous proposal process. She reported movement of funds in the micro-enterprise loan program. One loan for \$16,500 went out and three more loans (\$15,000 each) are in process. She will provide a full update on financials at the February HCDC meeting.

4. NSP Rollover into CDBG

Ms. McDonald explained how the Neighborhood Stabilization Program (NSP) has worked in Redmond. Housing Works has administered NSP funds provided to the City to help first-time buyers of foreclosed homes make down payments. Repayment of these funds occurs when the homes are sold, helping to sustain the program. About \$250,000 of program income is available, but the City has provided NSP down payment assistance only once in the last two years. The City is moving forward with the state's request to transfer unused NSP funds to the Community Development Block Grant (CDBG) program, since the Consolidated Plan allows for down payment assistance. The City will have to amend its Annual Action Plan for the program year in which these funds become available to the CDBG program. She said the City expected to hear by March 2018 when these funds will be available.

5. Assessment of Fair Housing Update

Ms. McDonald said the City's due date for its fair housing assessment had been postponed due to HUD's (U.S. Housing and Urban Development) statement that fair housing assessments due before 2020 were on hold. However, the City's outreach will continue. She urged members to take the survey at [www.FairHousingSurvey2018.com](http://www.FairHousingSurvey2018.com) and encourage everyone they know to participate.

6. PY 2018-2019 CDBG RFP

Ms. McDonald presented the draft Request for Proposals for Program Year 2018-2019 and reviewed changes she made based on HCDC discussions and issues with prior RFPs. She used a lot of the City of Bend's CDBG RFP due to Bend's greater experience as an entitlement city and the potential for applicants to propose eligible activities in both jurisdictions. The Application Schedule and Deadlines will need to be updated due to lack of a quorum at today's meeting.

Chair Swander suggested changing "work program" to "work plan." Ms. Michaels said the revised document was more user-friendly for applicants and contained lots of good information.

## **COMMITTEE COMMENTS**

Ms. Cao asked how today's federal government shutdown would affect Redmond. Ms. McDonald said only federal employees would be affected as funding for the City's CDBG program was already in the federal budget. Chair Swander said employees considered essential would report to work, but federal employees of publicly owned land in Deschutes County, such as the U.S. Forest Service, would not.

Ms. Cao said China's program for assisting cities dealing with the homeless or those with very low income was very different, and noted distribution was based on the population.

## **STAFF COMMENTS**

Ms. McDonald said she would attend a three-day National Community Development Association conference in Washington, DC, next week. She will share what she learns with this committee. She will poll committee members to schedule a special meeting on January 29 for the 2018-2019 RFP.

Next regular HCDC meeting: Friday, February 16, 2018, 3 p.m.

**ADJOURN**

With no further business, Chair Swander adjourned the meeting at 3:56 p.m.

APPROVED by the Redmond Housing and Community Development Committee and SIGNED by me  
this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST:

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Whitney Swander  
Chair

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Jodi Burch  
Deputy Director Central Services



**DRAFT**

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**HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE**  
**MINUTES**

**February 16, 2018**

Redmond City Hall, 411 SW 9<sup>th</sup> Street – Room 210, Redmond, Oregon

**Members Present:** Vice-Chair Joni Powell, Diana Barker, Steve Curley, Suzanne Michaels, Geoff Wall  
(*absent: Chair Whitney Swander, Charlene Hunter; 2 vacancies*)

**Youth Ex Officio:** Yilun “Hanna” Cao

**City Staff:** Katie McDonald, *Grants Coordinator/Assistant Planner*; Jodi Burch, *Finance Department*;  
Deborah McMahan, *Planning Manager*; Keith Witcosky, *City Manager*; Cameron Prow,  
*TYPE-Write II*

**Visitors:** Ginny McPherson, *City Council Liaison*; Sloan Holloway

**Media:** None

*(Agenda items appear in the order discussed. The 3 digits after a motion title show the number of committee members voting in favor/opposed/abstaining.)*

**CALL TO ORDER – INTRODUCTIONS**

Ms. McDonald called the regular meeting of the Housing and Community Development Committee (HCDC) to order at 3:05 p.m. on Friday, February 16, 2018, with a quorum of members (4 of 7) but without the Chair and Vice-Chair present. She stated both Chair Swander and Ms. Hunter were absent from today’s meeting due to other commitments.

Mr. Curley volunteered to serve as Temporary Chair and the members unanimously accepted his offer.

**CITIZEN COMMENTS**

None.

**APPROVAL OF MINUTES**

1. January 30, 2018

**Motion 1** (4/0/0): Ms. Barker moved to approve the January 30, 2018, minutes as presented. Ms. Michaels seconded the motion which passed unanimously.

**DISCUSSION ITEMS**

1. Welcome New Members and Council Liaison

Ms. McDonald welcomed Ms. Cao and Ms. McPherson.

Temporary Chair Curley passed control of the meeting to Vice-Chair Powell who arrived at 3:08 p.m.

2. Election of Chair and Vice-Chair

Ms. McDonald reported receiving an e-mail from Chair Swander, indicating she would be willing to serve as Chair for 2018.

**Motion 2** (5/0/0): Mr. Wall moved to re-elect the current Chair (Ms. Swander) and Vice-Chair (Ms. Powell) for calendar year 2018. Ms. Barker seconded the motion which passed unanimously.

3. 2017-2018 Recommendation of Funding

Ms. McDonald reported Vice-Chair Powell, Mr. Curley, and Ms. Michaels served on the subcommittee that met on February 13, 2018, to review the one proposal received. Ms. Burch and City Engineer Mike Caccavano also attended that meeting.

Subcommittee members discussed their reasons for the high score earned by the City of Redmond's proposal. The City proposed using the entire amount (\$144,736) to make ADA (Americans with Disabilities Act) infrastructure improvements and adding \$53,000 of its own funds. Reconstructing 66 curb ramps to ADA standards – primarily on Obsidian, Quartz, and Salmon Avenues – would improve safety and remove barriers. One of the reasons the City selected this area was based on public input about safety concerns. These streets connect with Canal Boulevard which will be reconstructed from Obsidian to Yew Avenue over the next year.

Ms. McDonald presented the staff report on the proposed Community Development Block Grant (CDBG) Substantial Amendment to the Annual Action Plan for Program Year (PY) 2017-2018. Her review included the background, how the City's proposal complied with regulatory requirements, outreach done to generate proposals, prior unsuccessful attempts to allocate these funds, fiscal impact, and scoring criteria. The City's proposal earned an average score of 94 (of 100) points possible. City Council's hearing on March 27, 2018, will serve as the final public comment opportunity for citizens.

4. Amendment to the 2017-2018 Annual Action Plan – Recommendation to City Council

**Motion 3** (5/0/0): Ms. Powell moved to recommend the Substantial Amendment to the 2017-2018 CDBG Annual Action Plan to City Council for Public Hearing and Resolution. Mr. Curley seconded the motion which passed unanimously.

5. Update RFP 2018-2019

Ms. McDonald said the first subrecipient workshop on the Request for Proposals for PY 2018-2019 was held this week. Neighbor Impact was the only attendee. The second subrecipient workshop will be held on February 21, 2018. She reviewed the funding to be allocated in accordance with Consolidated Plan goals of affordable housing, economic development, and ADA infrastructure. The City's deadline is August 16, 2018. She has not yet received confirmation about when the 2018-2019 funds will become available, which is dependent on release of the federal budget.

6. House Bill 4079

Ms. McMahon discussed the background, goal, and application process for Redmond to participate in the House Bill 4079 Pilot Program, passed by the Oregon Legislature in 2016. The City wants to address unmet affordable housing needs and protect a 40-acre parcel owned by Deschutes County from conversion to other uses. The parcel is on Urban Reserve lands in the Eastside Framework Plan. The biggest barrier to affordable housing is the cost of land. The City is negotiating with the county on the cost. Deschutes County and Redmond Economic Development, Inc., have submitted letters of support. The City's pre-application has been accepted. Redmond is competing against Bend and Eugene. The next step is to submit a draft plan for HCDC feedback. The full application is due by June 1, 2018, with an answer expected in January 2019.

Committee concerns included cost of acquiring the County-owned parcel, number of affordable housing units that could be built (affordable vs. market rate), housing types, compatible uses, zoning of adjacent lands, how to keep the land affordable, what happens when a homeowner sells and moves out of this area, projects like this in other states, and distance to the transfer station.

Mr. Holloway asked about developer incentives.

**COMMITTEE COMMENTS**

Ms. Barker forwarded a request from members of Leadership Redmond interested in serving on City committees if child care assistance was available.

Mr. Wall provided an update on Cook Crossing, which the HCDC supported very early on. Valentine's Day festivities this week included a mixed-generation event. The seniors served as foster grandparents and students helped them learn how to use their iPhones to send photos to family members.

**STAFF COMMENTS**

Volunteer Appreciation/Ethics Training: Monday, February 26, 2018, 5-8 p.m., City Hall Room 207-208.

**ADJOURN**

Next HCDC meeting: Friday, March 16, 2018, 3 p.m.

With no further business, Vice-Chair Powell adjourned the meeting at 3:45 p.m.

APPROVED by the Redmond Housing and Community Development Committee and SIGNED by me this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST:

\_\_\_\_\_  
Whitney Swander  
Chair

\_\_\_\_\_  
Jodi Burch  
Deputy Director Central Services



# CITY OF REDMOND

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## STAFF REPORT

**DATE:** March 16, 2018  
**TO:** Redmond Housing and Community Development Committee  
**FROM:** Jodi Burch, Deputy Director Central Services  
**SUBJECT:** Community Development Block Grant Substantial Amendments to the 2018-19 Annual Action Plan (Year 5)

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### Addresses Council Goal:

6. Community Enhancement: Create an image and identity that generates a sense of community pride, ensures a high quality of life and safety for residents, and attracts new residents/businesses and facilitates opportunities for success.

### Report in Brief:

This report outlines the process and methodology for the Community Development Block Grant (CDBG) Scoring Subcommittee’s recommendation for consideration of Program Year 2018-19 funding to the Housing and Community Development Committee Members and City Council Members. It also outlines next steps in the process.

### Background:

On September 27, 2013, the City of Redmond accepted entitlement status in the federal Housing and Urban Development (HUD) Community Development Block Grant program (CDBG). As an entitlement community, Redmond is required to annually develop programs and funding priorities in conformance with the statutory standards, program regulations and other federal regulations.

The City of Redmond has not received notification from HUD on the allocation for Plan Year 2018-19, however the City expects funding to be comparable to the 2017-18 award of \$222,670. The investments in each program year need to help the City progress toward accomplishing the overarching goals identified in the 2014-2018 Redmond Consolidated Plan for Housing and Community Development.

The five primary goals in the City’s Consolidated Plan are:

**Goal 1: Provide decent affordable housing and work towards prevention of homelessness.**

Objectives and Strategies: The Strategic Plan proposes to allocate funding to increase the supply of rental housing, especially those units occupied by the lowest income residents (less than 50% of AMI) and reduce housing cost burden. CDBG funds will support the creation of affordable housing units through gap financing for land acquisition, site clearance, demolition and public improvements for qualified projects, and down payment assistance for home ownership.

**Goal 2: Increase economic opportunities.**

Objectives and Strategies: CDBG funds will support programs to increase the economic opportunities of LMI persons through creation of jobs, education and job training and microenterprise assistance.

**Goal 3: Support agencies/organizations that serve low- and moderate- income persons and special needs populations by helping them to expand services.**

Objectives and Strategies: Dedicate 15% of CDBG funds each year to agencies/organizations that provide food to the hungry, affordable childcare to working LMI parents, or services to seniors and the homeless.

**Goal 4: Further Fair Housing and Administration in Redmond.**

Objectives and Strategies: Conduct an analysis of impediments to fair housing choice to assess Redmond's fair housing needs and develop a plan to address any impediments. The City will work with an advisory committee and residents on the analysis and plan. The City will also contract with the Fair Housing Council of Oregon to provide training and counseling for Redmond property owners, residents and developers.

**Goal 5: ADA and Infrastructure.**

Objectives and Strategies: Removal of architectural barriers in public places, public facility improvements and development of infrastructure expands access to public programs and services.

Each CDBG activity must meet one of three national objectives: benefit low- and moderate- income persons (LMI Area Benefit, LMI Limited Clientele or LMI Jobs), aid in the prevention or elimination of slums or blight (urban renewal areas qualify); or meet other community development needs having a particular urgency that the grantee is unable to finance on its own. In addition, expenditure of CDBG funds is highly structured with specific formulas:

- 70% of all funds needs to be spent to benefit low and moderate-income residents in the community.
- A maximum of 15% of funds can be spent on public services.
- A maximum of 20% of funds can be spent on administration and planning efforts.

**Discussion:**

The application and selection process for Year 5 of the Consolidated Plan was open and competitive. Four proposals were received by the March 7, 2018 deadline. Two proposals were for public services, one proposal for housing and one for ADA improvements.

The HCDC Scoring Subcommittee, comprised of one City staff person (non-scoring) and three members of the HCDC, met on March 14, 2018, listened to presentations from each applicant and scored the proposals according to the matrix listed in the Request for Proposals. Proposals were also reviewed for compliance with CDBG regulations, National Objectives and at least one priority in the Consolidated Plan. All proposed projects satisfied regulatory requirements.

Scores were based on the following:

CATEGORY	POINTS
Experience managing federally funded projects (CDBG preferred)	5
Agency Capacity – financial and staffing, references	15
Consolidated Plan priority, number served (Housing or Activity need)	25
Benefit to Special Needs and Low- and Moderate-Income Persons	25
Project Budget, leverage of other funds, partnerships with other agencies	15
Activity management and completion within one (1) year	15
Total	100

**Discussion (continued):**

The table below depicts the four applications received, their average score, which Consolidated Plan category they respond to, the estimated amount available in this year’s Action Plan for that category, and the applicant’s anticipated performance. Applicants recommended for funding are highlighted.

<b>PUBLIC SERVICES (Approx. \$30,000 available)</b>					
<b>Applicant</b>	<b>Average Score</b>	<b>Category</b>	<b>Description</b>	<b>Amount Requested</b>	<b>Applicant Performance</b>
JBarJ Youth Services, Inc. – Big Brothers Big Sisters	81	Goal #3: Public Services	Staffing to match bigs and littles	\$30,000	85 Youth Assisted
Thrive	96	Goal #3: Public Services	Staffing to connect persons w/ services	\$30,000	320 Persons Assisted

<b>HOUSING &amp; ADA/INFRASTRUCTURE (Approx. \$145,000 available)</b>					
<b>Applicant</b>	<b>Average Score</b>	<b>Category</b>	<b>Description</b>	<b>Amount Requested</b>	<b>Applicant Performance</b>
Neighbor Impact	74	Goal #1: Housing	Downpayment Assistance	\$145,000	4-5 Persons Assisted
City of Redmond	88	Goal #5: ADA	Replace Curb Ramps	\$145,000	N/A

Based upon this selection process, the Subcommittee recommends that the HCDC recommend the following projects to City Council for CDBG funding in PY 2018-19:

Thrive	Est. \$ 30,000
City of Redmond	Est. \$ 145,000
Administration and Planning	Est. \$ 45,000

**Fiscal Impact:**

This is a grant-funded and restricted program and will be budgeted in the FY 2018-19 budget.

**Next Steps:**

The recommendation of funding by HCDC is the first step in the process to award the funds to subrecipients as HUD must first make the funds available to the City and must approve the City’s recommendations for funding. The following are key dates in the process:

- Mar 16: HCDC recommends projects for funding
- Mar/Apr: City receives notification of allocation (funds available) from HUD
- Apr: City drafts Annual Action Plan, which is made available for a mandatory 30-day public comment period
- May 22 (est): City Council holds public hearing and approves Annual Action Plan
- Jun: City files Annual Action Plan with HUD (within 60 days of notice of allocation or August 16<sup>th</sup>, whichever comes first)
- Jun/Jul: HUD approves Annual Action Plan (within 45 days of City’s submission)
- Jul/Aug: Subrecipient agreements are signed

**Alternative Courses of Action:**

1. Vote to recommend project funding to City Council
2. Request additional information
3. Vote not to recommend project funding to City Council

**Recommendation/Suggested Motion:**

“I move to recommend the following projects to City Council: Thrive Central Oregon: Staffing to Connect Those in Need with Services for 15% of total award funding (approx. \$30,000), City of Redmond: ADA Curb Ramp Replacements for 65% the total award (approx. \$145,000) and administration funds of 20% of the total award (approx. \$45,000), as part of the City of Redmond’s CDBG Annual Action Plan Program Year 2018-19.”

Jodi Burch  
Deputy Director Central Services