



**CITY OF REDMOND**  
Community Development Department

411 SW 9<sup>th</sup> Street  
Redmond, OR 97756-2213

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

[www.ci.redmond.or.us](http://www.ci.redmond.or.us)

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

**January 30, 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 Absent:** 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**

Vice-Chair Powell called the special meeting of the Housing and Community Development Committee (HCDC) to order at 12:05 p.m. on Tuesday, January 30, 2018, with a quorum of members (5 of 7) present.

**CITIZEN COMMENTS**

None.

**APPROVAL OF MINUTES**

1. November 17, 2017  
**Motion 1** (5/0/0): Mr. Wall moved to approve the November 17, 2017, minutes. Mr. Curley seconded the motion which passed unanimously.
2. December 15, 2017  
**Motion 2** (5/0/0): Ms. Michaels moved to approve the December 15, 2017, minutes. Ms. Barker seconded the motion which passed unanimously.

**DISCUSSION ITEMS**

1. PY 2018-2019 CDBG RFP  
Ms. McDonald reviewed the Community Development Block Grant (CDBG) Request for Proposals (RFP) for Program Year 2018-2019. She outlined format and content changes proposed previously. Advantages to using parts of the Bend CDBG RFP included that people applying for funds in both Redmond and Bend would benefit from having a similar application process.

Committee members discussed the improved scoring process, suggested adding a definition for “moderate” income per federal Housing and Urban Development (HUD) requirements and clarifying when the moderate income level would apply, and asked why responses to Redmond’s RFPs were different from those in a larger city such as Bend.

**Motion 3** (5/0/0): Ms. Powell moved to recommend using the proposed format and releasing the 2018-2019 Request for Proposals. Mr. Curley seconded the motion which passed unanimously.

### **COMMITTEE COMMENTS**

Scoring Subcommittee for 2017-2018 RFP: Mr. Curley asked for an update on subcommittee membership. Ms. McDonald outlined the review process and said Chair Swander and Ms. Michaels had agreed to serve but a third member would be welcome. Mr. Curley volunteered to serve. Vice-Chair Powell said she would serve as backup if needed.

HCDC membership: Mr. Curley asked if Ms. Hunter was still a member as she had missed several meetings. Ms. Michaels urged committee members to help staff with new member recruitment. Ms. McDonald said recruiting architects, builders, contractors, and others with a housing development focus would help move affordable housing initiatives forward. A service recipient (former) is also needed.

Fair Housing Assessment: Mr. Wall requested a project update. Ms. McDonald said an extension had been granted and the survey ([www.FairHousingSurvey2018.com](http://www.FairHousingSurvey2018.com)) would remain open to February 28, 2018. She discussed outreach efforts and survey results to date (Redmond, 175 responses; Bend, 500). She urged members to take the survey and to encourage everyone they knew to do the same.

### **STAFF COMMENTS**

Ms. McDonald said proposals for the 2017-2018 RFP were due on February 2, 2018. She outlined upcoming agenda items needing to move forward from this committee to City Council. She reported attending the National Community Development Association winter legislative conference in Washington, DC, last week. Information provided included HUD requirements and impact of the Congressional budget process on Redmond's 2018-2019 funding allocation.

Ms. McDonald stressed the importance of having a quorum of committee members attend all scheduled HCDC meetings to assure the City meets its funding deadlines.

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

### **ADJOURN**

With no further business, Vice-Chair Powell adjourned the meeting at 12:50 p.m.

APPROVED by the Redmond Housing and Community Development Committee and SIGNED by me this 16<sup>th</sup> day of February, 2018.

ATTEST:

/s/ Whitney Swander  
Whitney Swander  
Chair

/s/ Jodi Burch  
Jodi Burch  
Deputy Director Central Services