



CITY OF REDMOND

411 SW 9th Street
Redmond, OR 97756-2213

Phone **541-923-7735**
Fax 541-548-0706

www.ci.redmond.or.us

HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE
MINUTES

February 19, 2020

Redmond City Hall, 411 SW 9th Street – Room 210, Redmond, Oregon

Members Present: Chair Geoff Wall, Diana Barker, Michelina Huffman, Rebecca Parker, Clair Sagiv, Theresa Thorson, Marion Tripp (*absent: Vice-Chair Whitney Swander, Heather DeWolf*)

Youth Ex Officio: **Vacant**

City Staff: Elizabeth McNannay, *Interim CDBG (Community Development Block Grant) Coordinator*; John Roberts, *Deputy City Manager*; Keith Leitz, *Human Resources/Risk Management*; Meghan Gassner, *Urban Renewal Program Analyst*; Cameron Prow, *TYPE-Write II*

Visitors: None

Media: None

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

CALL TO ORDER – INTRODUCTIONS

Chair Wall called the regular meeting of the Housing and Community Development Committee (HCDC) to order at 4:03 p.m., Wednesday, February 19, 2020, with a quorum present (7 of 9 members).

CITIZEN COMMENTS

None.

APPROVAL OF MINUTES

1. November 20, 2019

Motion 1 (7/0/0): Ms. Barker moved to approve the November 20, 2019, minutes as presented. Ms. Parker seconded the motion which passed unanimously.

DISCUSSION/ACTION ITEMS

1. CDBG Interim Strategy, Timeline & Staff

2. Status of Housing Coordinator/Policy Position

Mr. Roberts outlined the background of Redmond's Community Development Block Grant (CDBG) program. Due to concerns about affordable housing, homelessness, and statewide housing legislation, City Council decided to continue the CDBG program. Ms. McNannay has been hired on an interim basis until a full-time Housing Coordinator is on board and up to speed.

3. 2020 CDBG Allocation

Ms. McNannay reported Redmond's allocation for fiscal year (FY) 2020-2021 would be \$256,709: 20% administration/planning/training, up to 15% public services, and 65% other eligible projects. She suggested the public service target be at 13% to assure the City won't exceed the 15% cap.

Mr. Roberts compared Redmond's allocation to those for other Oregon cities (Ashland, Bend).

4. Review of 2019 Project Approval Process
5. Format for 2020 Application Review and Approval

Chair Wall discussed the City's approval process in prior years including FY 2019-2020. Following discussion,

Ms. McNannay suggested staff do a threshold review – prior to HCDC review and scoring – to assure applicants are qualified, specifically, that applications are complete and applicants can comply with HUD (U.S. Housing and Urban Development) requirements. She emphasized the need for transparent scoring criteria. Approval process timeline: application deadline (February 21), applicant interviews (mid-March), and annual action plan deadline (mid-May 2020). She and Mr. Roberts discussed potential impacts of adding NSP (Neighborhood Stabilization Program) funds to next year's allocation.

HCDC concerns included how to fairly allocate the limited funds available, time to review applications prior to applicant interviews, impact of changing HUD requirements over the last few years, and distribution outlets for the City's RFP (Request for Proposals). Following discussion, HCDC members agreed to the approval process recommended by staff.

COMMITTEE COMMENTS

Ms. Parker requested training on CDBG and housing (terms, history, trends) during monthly meetings.

Ms. Barker asked staff to share Council and other City presentations with HCDC members.

Ms. Huffman requested a closed-captioned version of PowerPoint presentations.

Chair Wall provided an update on Housing Works' projects at Greenwood Avenue/5th Street (47 units available in summer 2021) and Reindeer Avenue/Canal Boulevard (67 units workforce housing).

STAFF COMMENTS

Mr. Leitz conducted (PowerPoint) ethics training for HCDC members. He identified resources available and encouraged members to contact him with any questions.

HCDC members clarified how to handle conflicts of interest and quorum concerns when committee members are also applicants and what kind of gifts could/could not be accepted.

ADJOURN

Next HCDC meeting: March 18, 2020, 4 p.m. (3rd Wednesday)

With no further business, Chair Wall adjourned the meeting at 5:13 p.m.

APPROVED by the Redmond Housing and Community Development Committee and SIGNED by me this 4th day of May , 2020.

ATTEST:

 /s/ Geoff Wall
Geoff Wall
Chair

 /s/ John Roberts
John Roberts
Deputy City Manager