



**Housing and Community Development Committee Agenda**  
**411 SW 9<sup>th</sup> St Conference Room 210**  
**Friday, January 19, 2018**  
**3:00 – 4:30 pm**

**HCD MEMBERS**

	<b>TIME</b>	<b>ITEM</b>
	3:00 PM	<b>CALL TO ORDER/INTRODUCTIONS</b>
<b>Whitney Swander</b> Chair	3:05 PM	<b>CITIZEN COMMENTS</b>
<b>Joni Powell</b> Vice-Chair	3:10 PM	<b>APPROVAL OF MINUTES</b> 1. November 17, 2017 2. December 15, 2017
<b>Diana Barker</b>	3:15 PM	<b>DISCUSSION /ACTION ITEMS</b> 1. Welcome New Members and Council Liaison 2. Election of Chair & Vice Chair 3. Update RFP 2017-2018 Housing/ Public Facility/ ADA/ Infrastructure – (Verbal) 4. NSP Rollover into CDBG – (Verbal) 5. Assessment of Fair Housing Update –(Verbal) 6. PY 2018-2019 CDBG RFP – (Handout)
<b>Charlene Hunter</b>	4:00 PM	<b>COMMITTEE COMMENTS</b>
<b>Suzanne Michaels</b>	4:15 PM	<b>STAFF COMMENTS</b>
<b>Steve Curley</b>	4:30 PM	<b>ADJOURN</b>
<b>Geoff Wall</b>		
<b>Vacant Position</b>		
<b>Vacant Position</b>		
<b>Hanna Cao</b> Ex-Officio		
<b>Next HCD meeting February 16, 2018</b>		

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**DRAFT**

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

**November 17, 2017**

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

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

**Youth Ex Officio:** Vacant

**City Staff:** Katie McDonald, *Grants Coordinator/Assistant Planner*; Chuck Arnold, *Economic Development/Urban Renewal Project Manager*; Molly Mansfield, *Utility Billing Manager*; 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 and 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 7) present.

**CITIZEN COMMENTS**

None.

**APPROVAL OF MINUTES**

1. September 15, 2017

**Motion 1** (5/0/0): Ms. Barker moved to approve the September 15, 2017, minutes as written. Mr. Curley seconded the motion which passed unanimously.

**DISCUSSION and ACTION ITEMS**

1. Downtown Urban Renewal Advisory Committee Presentation

Mr. Arnold said having each City committee understand what the others were doing would improve collaboration opportunities. He discussed the purpose of the City's urban renewal district and what DURAC (Downtown Urban Renewal Advisory Committee) does. His summary (PowerPoint) covered the purpose, boundary, background (started in 1995), funding, strategic projects (New Historic Redmond Hotel reopening 2018-2019), property assistance program, catalytic projects (Centennial Park expansion, Family Entertainment Center, Family Recreation Center), diverse housing project (Cook Crossing), and industrial job incentives. Redmond Urban Renewal Agency (URA) is partnering with Central Oregon Intergovernmental Council to build a new transit hub and with the Bicycle and Pedestrian Advisory Committee to fund some Homestead Trail improvements. He noted the URA and DURAC will hold a joint meeting on November 21, 2017.

HCDC concerns included redevelopment of the old city hall site (716 SW Evergreen Avenue), developer incentives to build affordable housing units, value of mixed-income housing in neighborhoods, and transit expansion planning. Chair Swander asked about a joint HCDC/DURAC initiative. Mr. Arnold suggested the Chairs and Vice-Chairs of HCDC and DURAC meet to explore possibilities.

2. Utility Assistance Program

Ms. Mansfield outlined (November 13, 2017, letter) the City's utility assistance program from 2001 to present. This program is available only to residential single-family homes (owners and renters) who must apply annually. Eligibility is based on income and number of people in the household (like Section 8 vouchers) and has been tightened to address some fraudulent claims. The City currently serves about 16 households, saving qualified applicants about \$16 per month; this cost is not covered by any funding source. The City partners with High Country Disposal for a similar assistance program for garbage. Program information is posted on the City website and appears in the City newsletter on a quarterly or six-month basis. To date, no qualified applicants have been turned down. In 2013, the City changed its policy to work with property owners rather than tenants. Monies donated on residents' bills are administered through a partnership with St. Vincent de Paul for emergency assistance and the City receives a quarterly report (who was helped, how much was spent). She said better marketing was needed about donation opportunities.

Ms. McDonald suggested the utility assistance program might need to calculate income eligibility based on area median income (30%, 50%, or 80%). Central Electric Co-Op and Pacific Power both have round-up options and participate in a state energy assistance funding program.

HCDC discussion covered how people learn about this program, availability of an online application, funding source, total discount per year, partnering with Neighbor Impact to identify customers needing assistance, demographics of affected residents, if the City provides translation services (available from the Latino Community Association) or forms in Spanish, and assistance available through other organizations (Family Access Network, Highland Baptist Church, City Center Church, St. Vincent de Paul).

3. Proposal Review Program Year 2017-2018 Housing and ADA/Infrastructure RFP

Ms. McDonald presented options for moving forward with \$144,736 in unallocated funds from the approved 2017-2018 Annual Action Plan. Her staff report included the background, federal Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program objective, five primary goals in the Consolidated Plan, and results of the open and competitive request for proposals (RFP) process. Two proposals were received for Housing and ADA (Americans with Disabilities Act)/Infrastructure by the November 3, 2017, deadline, each requesting the full amount of unallocated funds. Both proposed projects satisfied the National Objectives of benefitting low- and moderate-income persons and addressed Goal 1 of the Consolidated Plan for housing. However, the higher-scoring proposal from Neighbor Impact was incomplete as it did not address CDBG regulations about rehabilitating a leased property. Following consultation with HUD, staff recommended allowing Neighbor Impact two weeks to clarify its proposal as submitted to verify compliance with HUD's Leasing/Ownership regulations regarding property rehabilitation. If Neighbor Impact proposal changed significantly, the proposal would be deemed incomplete and the RFP process would reopen for \$144,736 in unallocated funds.

HCDC concerns included if the RFP process allowed staff time to clarify eligibility of applications with HUD and the precedent of allowing an incomplete application to move forward. Following discussion, HCDC members agreed to postpone consideration of the two Housing and ADA/Infrastructure proposals for Program Year 2017-2018 to the December 2017 meeting.

4. 2017-2018 Annual Action Plan Unallocated Funds  
Following discussion, HCDC members agreed to postpone consideration of unallocated funds from the 2017-2018 Annual Action Plan to the December 2017 meeting.

5. Assessment of Fair Housing  
Ms. McDonald reviewed (PowerPoint) the background and next steps involved in the Assessment of Fair Housing which is due to HUD in October 2018. The City of Redmond and City of Bend are partnering to get this work done and have had one meeting. She requested two volunteers to help staff with outreach and marketing.

HCDC members asked how staff for both cities would work on this project and if Redmond's assessment could be coordinated with the tri-county (Crook, Deschutes, Jefferson) Assessment of Fair Housing by the Housing Authority (Housing Works).

Ms. McDonald said the Redmond and Bend assessments were on a different timeline, but Redmond would seek support as appropriate from Housing Works.

Vice-Chair Powell said she might be able to help in January 2018. Following discussion, HCDC members suggested Ms. McDonald ask the two members absent from today's meeting if they would be interested.

**COMMITTEE COMMENTS**

Vice-Chair Powell announced she would be absent from the December 2017 meeting.

**STAFF COMMENTS**

Ms. McDonald said Ms. Hunter had informed her she would miss the November and December meetings.

Next HCDC meeting: Friday, December 15, 2017, 3 p.m.

**ADJOURN**

With no further business, Chair Swander adjourned the meeting at 4:38 p.m.

APPROVED by the Redmond Housing and Community Development Committee and SIGNED by me this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:

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

\_\_\_\_\_  
Katie McDonald  
Grants Coordinator/Assistant Planner



**DRAFT**

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

**December 15, 2017**

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

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

**Youth Ex Officio:** *Absent*

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

**Visitor:** Anne Graham; Yilun “Hanna” Cao

**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 3:06 p.m. with a quorum of members (5 of 7) present.

**CITIZEN COMMENTS**

Ms. Graham introduced Ms. Cao who is living with her and her husband. Ms. Cao, an exchange student, attended Summit High School in Bend last year and will attend Ridgeview High School in Redmond for her senior year. Her goal is to be a diplomat, so she felt some exposure to American government would be good. Ms. Cao will be the Youth Ex Officio member starting in January 2018.

**APPROVAL OF MINUTES**

1. September 5, 2017
2. October 20, 2017

Ms. Prow requested removal of Ms. McDonald’s name from DISCUSSION ITEM 3 on the October 20 minutes.

**Motion 1** (5/0/0): Ms. Michaels moved to approve the September 5, 2017, minutes as written and the October 20, 2017, minutes as amended. Mr. Curley seconded the motion which passed unanimously.

**DISCUSSION – ACTION ITEMS**

1. Housing/ADA/Infrastructure RFP – Recommendation  
Ms. McDonald presented the Subcommittee Recommendation and staff report. A Request for Proposals (RFP) was issued for the Housing/ADA (Americans with Disabilities Act)/Infrastructure unallocated funds. Two proposals were received following an open and competitive process, each for the full amount of \$144,736. The HCDC Subcommittee determined both proposals satisfied the

National Objectives of benefiting low- and moderate-income persons and addressed Goal 1 of the Consolidated Plan. The subcommittee then heard presentations from both applicants. Subcommittee members expressed concerns about the proposals' budget details, applicant experience, lack of research showing viability of identifying properties that would meet the proposed needs, and applicant performance. Based on the disclaimer included in the RFP, the subcommittee did not deem either proposal feasible as submitted. The subcommittee recommended rejecting both proposals and re-issuing an RFP for the unallocated amount of \$144,736.

Chair Swander reported meeting with Ms. McDonald, City Manager Keith Witcosky, and Planning Manager Deborah McMahon, following last month's HCDC meeting, to discuss how the City should proceed with the quality of the applications received. A smaller HCDC subcommittee met via e-mail and formulated the recommendation contained in the staff report.

Ms. McDonald said she invited both applicants to the November 2017 HCDC meeting, but neither one contacted her nor attended the meeting.

Mr. Wall declared a conflict of interest due to being a potential future applicant for these funds.

**Motion 2** (4/0/1): Ms. Michaels moved that the Redmond Housing and Community Development Committee recommend rejecting both proposals and issuing a revised Request for Proposals for the 2017-2018 Housing/ADA/Infrastructure unallocated funds. Ms. Barker seconded the motion which passed with Ms. Barker, Mr. Curley, Ms. Michaels, and Ms. Swander voting in favor, none opposed, and Mr. Wall abstaining due to a potential conflict of interest.

## 2. RFP Language

Ms. McDonald presented the staff report and sample RFP language from Bend and Corvallis. She outlined discussion points and a recommendation to amend the RFP language to include clearer provisions on eligibility, scoring matrices, and a disclaimer. She suggested stronger language in the proposal about feasibility, minimum standards, different scoring tiers for different funding activities (public service, housing, infrastructure), and reviewing eligibility of proposals prior to subcommittee scoring.

HCDC concerns and suggestions for new RFP language included:

- Subcommittee scoring criteria, refining scoring criteria for the 2017-2018 RFP
- Whether the City could apply for the 2017-2018 unallocated funds for ADA infrastructure
- Origin of Redmond's current scoring matrix
- Add a step to the review process for staff to screen applications for eligibility and completeness prior to subcommittee scoring
- Add language to give the subcommittee the authority to reject unfeasible applications
- Don't establish a minimum score (retain flexibility)
- Ask more questions and get answers at subrecipient meetings
- Evaluate proposals for efficiency and return on investment
- Stronger recordkeeping and reporting requirements
- Clarify performance timeline in RFP
- Add language that grant agreement may include deed restrictions
- Prior scoring matrix feels arbitrary
- Score applications by section (budget, scope, organizational capacity, etc.)
- Add a Table of Contents
- Be more prescriptive about the type of information applicants should include in their applications
- Add the six "rights" listed in the application and review process from the Bend RFP language.

Ms. Burch discussed the City's performance regarding allocated, expended, and unallocated funds.

Ms. McDonald suggested using a two-step review process for the unallocated 2017-2018 dollars, adding timeframes, clarifying the format, keeping elements that work well, adding stronger language for scoring and rejecting criteria, and setting clear expectations. She said timelines were critical to move the process forward as soon as possible for the unallocated 2017-2018 Housing/ADA/Infrastructure funds. She stated the 2018-2019 RFP for July 1, 2018, funding should go out within the next 30 days. She recommended opening an RFP earlier in each program year and offering as much assistance in the planning phase as possible.

Ms. McDonald requested three volunteers to work on the 2017-2018 RFP with a goal of getting it finished and out by January 5, 2018. Ms. Michaels, Chair Swander, and Mr. Wall volunteered.

**Motion 3** (5/0/0): Ms. Swander moved to re-issue the 2017-2018 Housing/ADA/Infrastructure RFP with amended language that includes a two-step review process, updated disclaimer language, addition of a scoring key, and formatting edits. Ms. Barker seconded the motion which passed unanimously.

HCDC members agreed by consensus to hold the 2018-2019 RFP to the January 2018 meeting.

### 3. Assessment of Fair Housing Survey and Next Steps

Ms. McDonald discussed (PowerPoint) survey development work she has been doing with the City of Bend. Her summary included survey draft questions, outreach efforts, timeline for program participants, and the process needed to conduct the surveys. The goal of the community survey is to identify fair housing issues and patterns and determine if people who encounter these issues know what to do about them. Though Redmond and Bend staff are working together on survey development, each city will conduct its own surveys. The City of Redmond will dedicate a page on its website to "Fair Housing" and have a link to the survey for community members. The stakeholder survey will go out to organizations and people in this realm. Both the community and stakeholder surveys will take place the first week of February 2018. Marketing of the surveys will be done through print ads and Facebook ads from the National Fair Housing Council, City newsletters, and City utility billing statements. As surveys are returned, additional outreach to underrepresented areas might be needed. Redmond's fair housing assessment must be submitted by October 2018 for the City to maintain its CDBG (Community Development Block Grant) funding.

HCDC concerns included percentage of participation needed by Redmond citizens and how people will know to use the City website to take the survey.

Ms. McDonald asked for HCDC assistance in getting Spanish on board right away as she has been experiencing roadblocks (organizations not returning communications, Survey Monkey setup). She requested Ms. Cao's assistance with the schools.

Ms. Michaels volunteered to help with outreach and analysis in January 2018.

## **COMMITTEE COMMENTS**

Ms. Barker recommended a fuller introduction by members and staff to help Ms. Cao understand their roles on this committee.

Committee members: Ms. Barker, real estate broker; Mr. Curley, Director, Small Business Development Center at Central Oregon Community College; Ms. Michaels, citizen (former Development Director, Opportunity Foundation, and finance background); Chair Swander, High Desert Education Service District; and Mr. Wall, Chief Financial Officer with Housing Works (affordable housing builder in Crook,

Deschutes, and Jefferson Counties). Staff: Ms. McDonald, Community Development Department Grants Coordinator/Assistant Planner, Ms. Burch, Finance Department; and Cameron Prow, meeting minutes.

Ms. Cao summarized her background, interests, and professional goals. She said her college major would be financial engineering, but her dream was to be a diplomat. She said this meeting introduced her to a lot of concepts she didn't understand but she would work hard to learn more. She commended committee members for trying to improve their community.

**STAFF COMMENTS**

Next meeting: Friday, January 19, 2018, 3 p.m.

**ADJOURN**

With no further business, Chair Swander adjourned the meeting at 4:35 p.m.

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

ATTEST:

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

\_\_\_\_\_  
Katie McDonald  
Grants Coordinator/Assistant Planner