



CITY OF REDMOND
Community Development Department

411 SW 9th Street
Redmond, OR 97756-2213

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

www.ci.redmond.or.us

HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE
MINUTES

December 15, 2017

Redmond City Hall, 411 SW 9th 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 30th day of January, 2018.

ATTEST:

/s/ Joni Powell Vice Chair
Whitney Swander
Chair

/s/ Katie McDonald
Katie McDonald
Grants Coordinator/Assistant Planner