



CITY OF REDMOND
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HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE **MINUTES**

June 20, 2018

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

Members Present: Chair Whitney Swander, Vice-Chair Joni Powell, Diana Barker, Geoff Wall
(*absent: Steve Curley, Suzanne Michaels; 3 vacancies*)

Youth Ex Officio: *Vacant*

City Staff: Jodi Burch, *Accounting & Financial Reporting Director*; Cameron Prow, *TYPE-Write II*

Visitors: Marion Tripp

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 Swander called the regular meeting of the Housing and Community Development Committee (HCDC) to order at 12:36 p.m., Friday, June 20, 2018, with a quorum of members (4 of 6) present.

CITIZEN COMMENTS

Ms. Tripp thanked Ms. Burch for inviting her to attend today's meeting.

APPROVAL OF MINUTES

1. May 18, 2018

Mr. Wall requested replacing "Housing Works" with "Habitat for Humanity" in DISCUSSION ITEM 2, SDC Affordable Housing Credits, Paragraph 1, Line 3.

Motion 1 (4/0/0): Ms. Barker moved to approve the May 18, 2018, minutes as amended. Ms. Powell seconded the motion which passed unanimously.

DISCUSSION – ACTION ITEMS

1. Approval of Draft PY 2018-2019 Annual Action Plan

Ms. Burch summarized (staff report) the background, review process and timeline, scoring results, public comment opportunities, and final award amounts. City staff determined all four proposals met CBDG (Community Development Block Grant) eligibility in alignment with National Objectives and City Consolidated Plan Goals. It was subsequently determined the City's ADA (Americans with Disabilities Act) infrastructure improvements on Redmond's north side did not meet HUD (U.S. Department of Housing and Urban Development) low-income requirements. She reviewed the criteria (handout) for L/M Limited Clientele activities. Though the proposed ADA improvements could potentially qualify under the City's ADA Transition Plan, the City Engineer and City Manager would support withdrawing the City's northside ADA project from consideration and reallocating the \$173,310 in CDBG 2018-19 funds at a later date.

Following discussion, Chair Swander recommended tabling a decision until after consideration of DISCUSSION–ACTION ITEM 2.

2. PY 2018-2019 NSP3 Allocation and CDBG Reallocation Discussion

Ms. Burch reported the State of Oregon and HUD confirmed about \$250,000 in Neighborhood Stabilization Program (NSP3) funds will be available to the City on July 1, 2018. The City will issue an RFP to allocate the NSP3 funds. Due to reclassification of “economic development” funds allocated in Years 1 and 2 of the current Consolidated Plan to “public service,” the City must repay about \$50,000. The \$50,000 would have to be reallocated to economic development, housing, or infrastructure projects. She suggested an HCDC subcommittee to work on RFP development.

HCDC concerns included when the NSP3 funds had to be spent (May 1, 2019), which categories the extra funds could be allocated to, encouraging the City to apply with other infrastructure projects, and making multiple awards from the additional funds.

1. Approval of Draft PY 2018-2019 Annual Action Plan (continued)

Ms. Burch said HUD notified the City on May 1 that Program Year (PY) 2018-19 entitlement funds would be \$266,625. City staff drafted the 2018-19 Annual Action Plan with updated award amounts to reflect the 19% increase in 2018-19 funding from PY 2017-18. *Fiscal impact:* This grant-funded and restricted program is included in the City’s Fiscal Year 2018-19 budget. City Council will hold a public hearing for approval of the PY 2018-19 Annual Action Plan on June 26, 2018. HUD approval of the Annual Action Plan is expected in mid-August 2018.

Motion 2 (4/0/0): Ms. Powell moved to unallocate the funds to the City of Redmond and recommend the amended Community Development Block Grant Program Year 2018-19 Annual Action Plan to City Council for approval. Mr. Wall seconded the motion which passed unanimously.

3. Committee Structure Discussion

Ms. Burch reported committee member Charlene Hunter resigned for personal reasons. Ms. Burch presented a copy of Redmond City Code Sections 2.480 through 2.488 and reviewed membership requirements. She also presented and reviewed membership criteria for the City of Bend’s Affordable Housing Advisory Committee. HUD has no membership requirements for the HCDC.

HCDC concerns included member recruitment efforts, retaining the human service component of HCDC membership, and potential changes to membership requirements.

Ms. Burch said she would revise membership requirements based on models of other communities for committee review at the July 2018 meeting.

4. House Bill 4079 Update

Ms. Burch reported the City’s application will be submitted for City Council approval on July 10 and is due to the State of Oregon on July 15. Deschutes County has submitted a letter of support but has not specified what that support would look like. At this time, the county is unwilling to donate the requested parcel of land. She noted the level of ambiguity in this project discouraged more specific commitments.

HCDC members expressed concern about the impact of the County’s position on the success of Redmond’s application.

5. Conflict of Interest Policy

Ms. Burch presented the City of Redmond Ethic/Conflict of Interest Policy No. GEN 109. She said the City had always had this policy but, in the past, it was applicable only to employees. Volunteers,

such as committee members, are now also subject to this policy. She discussed the difference between state and federal policies.

Chair Swander, Vice-Chair Powell, Ms. Barker, and Mr. Wall each signed a statement saying she or he had received this policy.

COMMITTEE COMMENTS

Mr. Wall reported Executive Director Tom Kemper retired from Housing Works in April 2018. The new executive director, David Brandt, will start in mid-July 2018.

STAFF COMMENTS

Ms. Burch suggested skipping the July 2018 meeting as no CDBG issues were pending.

ADJOURN

Next HCDC meeting: Friday, August 17, 2018, 3 p.m.

With no further business, Chair Swander adjourned the meeting at 1:16 p.m.

APPROVED by the Redmond Housing and Community Development Committee and SIGNED by me this 21st day of September, 2018.

ATTEST:

/s/ Whitney Swander
Whitney Swander
Chair

/s/ Jodi Burch
Jodi Burch
Accounting & Financial Reporting Director