



CITY OF REDMOND
Community Development Department

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Housing and Community Development Committee Agenda
716 SW Evergreen Ave Conference Room A
Friday, March 20, 2015
12:00 PM
Agenda

HCD MEMBERS

- Katie McDonald
Chair
- Steve Curley
Vice-Chair
- Diana Barker
- Suzanne Michaels
- Angela Quattlebum
- Joni Powell
- Geoff Wall
- Lori Scharton
- Whitney Swander

MEETING OBJECTIVES

- Swear in new members
- Make recommendation to prioritize projects applying for OHC tax credits
- Sub-committee report

PROPOSED AGENDA

TIME	ITEM
12:00 PM	CALL TO ORDER/INTRODUCTIONS
12:00 PM	SWEARING IN OF NEW MEMBERS
12:05 PM	LIAISON COMMENTS
12:10 PM	CITIZEN COMMENTS
12:15 PM	APPROVAL OF MINUTES <ul style="list-style-type: none"> a. February 20, 2015 (<i>Exhibit 1</i>)
12:20 PM	DISCUSSION ITEMS <ul style="list-style-type: none"> A. Affordable Housing Development Presentations <ul style="list-style-type: none"> • The Commonwealth Companies • Housing Works B. Sub-Committee Report <ul style="list-style-type: none"> • Recommendation of CDBG Program Year 15/16 funding (<i>Exhibit 2</i>)
12:50 PM	COMMITTEE COMMENTS
1:00 PM	STAFF COMMENTS
	ADJOURN

Anyone needing accommodation to participate in the meeting must notify the City's ADA Coordinator, at least 48 hours in advance of the meeting at 541-504-3032, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs Telecommunications Device for the Deaf (TDD) or Speech To Speech (STS) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) or 1-800-735-3896 (STS Spanish). The City of Redmond does not discriminate on the basis of disability status in the admission or access to, or treatment, or employment in, its programs or activities.



DRAFT

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HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE
Minutes

Friday, February 20, 2015

City Hall Conference Room A, 716 SW Evergreen Avenue, Redmond, Oregon

Members Present: Vice-Chair Steve Curley, Diana Barker, Geoff Wall (excused: *Katie McDonald*)

City Staff: Heather Richards, *Community Development Director*; Chelsea Dickens, *Grant Coordinator*;
Cameron Prow, *TYPE-Write II*

Visitors: Anne Graham, *City Council Liaison*; Janet Burton, *Central Oregon Association of Realtors*,
Jay Willett, *Fred Real Estate*; Lori Scharton, Susan Tunno, Whitney Swander

Media: None

*(scribe CP's note: The minutes were created from an audio record and notes taken at the meeting.
The three digits after a motion title show the number of members voting in favor/against/abstaining.)*

CALL TO ORDER – INTRODUCTIONS

Vice-Chair Curley called the meeting to order at 3:12 p.m. with a quorum of members (3 of 4) present.

LIAISON COMMENTS

Ms. Graham reported that Council was pleased with the results of the January 2015 meeting and the quality of the work.

CITIZEN COMMENTS

None.

DISCUSSION ITEMS

A. 2015-16 Work Plan Goals – Draft

Ms. Dickens presented the draft work plan for fiscal year 2015-2016. Community Development Block Grant Funding Action 4 will be removed as it will be done by the end of this fiscal year.

Following discussion, members agreed by consensus to postpone approval of the 2015-2016 work plan to the March 2015 meeting when more members are available.

Ms. Graham noted that work plans are supposed to express the committee's desires.

B. Review SDC Credit Program

Ms. Dickens presented the Affordable Housing SDC Credit Application and explained how the program works. Nonprofit organizations building single- or multi-family housing for residents with annual incomes at 60% or less of Deschutes County Area Median Income (AMI) can apply for a reduction of their system development charges. The City has slightly over \$92,000 available in its

SDC credit bank. Ms. Richards summarized the history of this program (prior applicants, housing types), which started in 2010 with approximately \$130,000, and future funding opportunities.

Visitor concerns included prioritizing projects based on the income level served or targeting residents at 30-40% of AMI.

Committee concerns included funding source for SDC credit program, how other communities inside/outside Central Oregon manage SDCs (rates, credit rates, funding sources), legal constraints to creating new funding sources, and AMI levels of residents who have participated in the past. Members asked staff to present the results of their research at the March meeting.

C. 2015-2016 CDBG Funding – Received Proposals and Nominate Selection Subcommittee

Ms. Dickens reported the City has received four proposals to date. The deadline for submittal is 4 p.m., February 20, 2015. The City will receive \$208,791 for 2015-2016, which is higher than the first-year award of \$190,727. Ms. Richards explained the relationship between the City's Consolidated (five-year) Plan and the Annual Action Plans.

Member concerns included HUD's reason for increasing the amount of the annual award and retaining items on the Action Plan whether or not proposals are received for them.

Ms. Barker, Mr. Curley, and Ms. Swander volunteered to serve on the Selection Committee. Selection Committee members agreed to meet the first week of March 2015 to review proposals before presenting their recommendations to the entire committee.

APPROVAL OF MINUTES

Ms. Prow requested correction of the footer's title to Housing and Community Development Committee and the date to January 16, 2015.

Motion 1 (3/0/0): Mr. Wall moved to approve the January 16, 2015, minutes as amended. Mr. Curley seconded the motion which passed unanimously.

COMMITTEE COMMENTS

Mr. Wall said it was nice to see new members coming on board.

STAFF COMMENTS

Ms. Dickens said the Mayor will appoint four new members to this committee on February 24, 2015.

Ms. Richards requested committee assistance to fill the remaining regular member and Youth Ex Officio positions. She reminded members to attend the All City Commission/Committee forum on February 23, 2015, 6 p.m., in City Hall Conference Room A.

Mr. Curley suggested the homeschooling network as a recruiting resource for the ex officio position.

ADJOURN

With no further business, Vice-Chair Curley adjourned the meeting at 4:03 p.m.

APPROVED by the Housing and Community Development Committee and SIGNED by me this _____ day of _____, 2015.

ATTEST:

Katie McDonald
Chair

Heather Richards
Community Development Director



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STAFF REPORT

DATE: March 20, 2015
TO: Housing and Community Development Members
THROUGH: Heather Richards, Community Development Director
FROM: Chelsea Dickens, Grant Program Coordinator
SUBJECT: Community Development Block Grant Selection Sub-Committee Recommendation for Program Year 2015/2016 Funding

Addresses Council Goal:

4. Community Enhancement – Create an image and identity that generates a sense of community pride, ensuring the high quality of life and safety of our citizens, attracting new residents and businesses and facilitating their success and safety as well.

Report in Brief:

This report outlines the process and methodology for the Community Development Block Grant (CDBG) Selection Sub-Committee's recommendation for consideration of Program Year 2015/2016 (PY 15/16) funding to the Housing and Community Development Committee Members and City Council Members.

The Housing and Community Development Committee will need to take a vote on a funding recommendation to the Redmond City Council.

Background:

On September 27, 2013, the City of Redmond accepted entitlement status in the federal Housing and Urban Development (HUD) CDBG program. The objective of the CDBG program is "to develop viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income", often described as a three-legged stool of housing, neighborhood revitalization and economic development.

Recipient communities receive an annual financial allocation to undertake a wide range of community-based activities directed toward neighborhood revitalization, economic development, and community services, facilities, and improvements. Entitlement communities develop their own programs and set their own funding priorities in conformance with the statutory standards, program regulations and other federal regulations. The City of Redmond's allocation for PY 15/16 \$208,791. The 2015/2016 Annual Action Plan for the City of Redmond extends from July 1, 2015 to June 30, 2016. The 2015/2016 Annual Action Plan needs to outline how the City would like to spend these funds to achieve the goals of the CDBG Consolidated Plan, 2014-2018.

The Consolidated Plan identified four primary goals with the following objectives and strategies:

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Goal 1: Provide decent affordable housing and work towards prevention of homelessness.

Objectives and Strategies: The Strategic Plan proposes to allocate funding to increase the supply of rental housing, especially those units occupied by the lowest income residents (less than 50% of AMI) and reduce housing cost burden.

CDBG funds will support the creation of affordable housing units through gap financing for land acquisition, site clearance, demolition and public improvements for qualified projects, and down payment assistance for home ownership.

Goal 2: Increase economic opportunities.

Objectives and Strategies: CDBG funds will support programs to increase the economic opportunities of LMI persons through creation of jobs, education and job training and microenterprise assistance.

Goal 3: Support agencies/organizations that serve low- and moderate- income persons and special needs populations by helping them to expand services.

Objectives and Strategies: Dedicate 15% of CDBG funds each year to agencies/organizations that provide food to the hungry, affordable childcare to working LMI parents, or services to seniors and the homeless.

Goal 4: Further Fair Housing in Redmond.

Objectives and Strategies: Conduct an analysis of impediments to fair housing choice to assess Redmond’s fair housing needs and develop a plan to address any impediments. The City will work with an advisory committee and residents on the analysis and plan. The City will also contract with the Fair Housing Council of Oregon to provide training and counseling for Redmond property owners, residents and developers.

Expenditure of CDBG funds is highly regulated and formulaic. 70% of all funds needs to be spent to benefit low and moderate income residents in the community. A maximum of 15% of funds can be spent on public services. And a maximum of 20% of funds can be spent on administration and planning efforts. In addition, funding for Consolidated Plan goals states that over the five-year plan 50% of the allocation will be dedicated to provide decent affordable housing an work towards homeless prevention and 15% of the allocation will be dedicated to increase economic opportunities.

The Consolidated Plan recommends the following allocations to achieve these standards: :

Provide decent affordable housing and work towards homeless prevention	50% of allocation over the next five years.
Increase economic opportunities	15% of allocation over the next five years.
Support agencies that provide public services serving low and moderate income residents.	15% of allocation over the next five years.
Administration and Planning	20% of allocation over the next five years.

Each CDBG activity must meet one of three national objectives: benefit low- and moderate- income persons (LMI Area Benefit, LMI Limited Clientele, and LMI Jobs), aid in the prevention or elimination of slums or blight (urban renewal areas qualify); or meet other community development needs having a particular urgency that the grantee is unable to finance on its own.

Discussion:

To select projects and programs that will further the goals of the Consolidated Plan, the City conducted a competitive application process. Applications were solicited and received on February 20, 2015. Four applications were received. City staff reviewed the proposal to determine that the proposed projects met CDBG eligibility, National Objectives and at least one priority in the Consolidated Plan. All projects satisfied regulatory requirements and were forwarded to the Sub-Committee for review along with project score sheets and instructions. Those proposals were:

Applicant	Project	Description	Consolidated Plan Needs Addressed	Funding Request
Housing Works	Veterans Way & Canal Blvd – 48-Unit Development	Land acquisition to build 48-units for affordable rental housing for seniors. Targeting households earning less than 50% AMI.	Additional units of affordable housing	\$102,000
Opportunity Foundation of Central Oregon	Subsidize Job Developer Staff	Expand current Supported Employment Program to meet the needs of new Federal and State guidelines.	Job training/ education	\$31,318
NeighborImpact	HomeSource	Support educational and coaching programs for Redmond residents.	Support for public services	\$25,000
Boys and Girls Club of Redmond/ Terrebonne	Expansion of Services	Hire new staff to support expanded services to students and Tom McCall Elementary and Ridgeview High School.	Support for public services	\$30,000

The Sub-Committee met on March 2, 2015 to review the proposals. At that time it was determined that some clarifications and questions needed to be asked of the applicants. City staff was directed to contact applicants either via email or to set up a time for an interview with the Sub-Committee.

The Sub-Committee recommendation for consideration is based on funding formulas as well as the average score of members. The total funding allocation for PY 15/16 is \$208,791.

Applicant	Average Score	Category	Amount Available	Amount Requested	Applicant Performance	Funding Recommendation
Housing Works	83.5	Goal #1: Housing	\$105,033	\$102,000	48 Units Created	\$105,033
Opportunity Foundation of Central Oregon	80.5	Goal #2: Economic Development	\$31,000	\$31,318	10 Jobs Created/ Workforce Trained	\$31,000
HomeSource of NeighborImpact	91.5	Goal #3: Public Services	\$31,000	\$25,000	75 Persons Assisted	\$31,000
Boys and Girls Club of Redmond/ Terrebonne	66.5	Goal #3: Public Services	\$31,000	\$30,000	28 Persons Assisted	\$0

Fiscal Impact:

This is a grant-funded program and will be budgeted in the FY 2015/16 budget.

Course of Action:

A public hearing is scheduled for May 5, 2015, following a mandatory 30-day public comment period, to consider adoption of the Annual Action Plan, at which time the City Council will listen to public testimony, deliberate and decide on whether or not to take approving an adopting Ordinance.

Recommendation/Suggested Motion:

The Sub-Committee recommends for the Housing and Community Development Committee to move to recommend the following projects to City Council: Housing Works, Veterans Way 48-Unit Development for funding amount \$105,033; Opportunity Foundation of Central Oregon, Subsidize Job Developer Staff for funding amount \$31,000; and HomeSource of Neighbor Impact for funding amount \$31,000 as part of the City of Redmond's CDBG Annual Action Plan PY 15/16.

Chelsea Dickens
Grant Program Coordinator
