



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 18, 2016
3:00 PM
Agenda

HCD MEMBERS
MEETING OBJECTIVE

- Sub-Committee report
- ADA Transition Plan Citizen Participation and Strategies

Katie McDonald
Chair

TIME ITEM
 3:00 PM **CALL TO ORDER/INTRODUCTIONS**

Steve Curley
Vice-Chair

3:05 PM **CITIZEN COMMENTS**
LIAISON COMMENTS

Diana Barker

3:10 PM **ACTION ITEMS**

Suzanne Michaels

APPROVAL OF MINUTES
 a. February 19, 2016

Joni Powell

3:15 PM 1. Recommendation of CDBG Program Year 16/17 funding
(Exhibit 1)

Lori Scharton

3:30 PM **DISCUSSION ITEMS**

Whitney Swander

1. Affordable Housing Presentation
 - Jim Long, Affordable Housing Manager, City of Bend
2. ADA Transition Plan Presentation
 - Annie McVay, Parks Division Manager, City of Redmond *(Exhibit 2)*

Geoff Wall

Vacant

4:50 PM **COMMITTEE COMMENTS**
 4:55 PM **STAFF COMMENTS**
 5:00 PM **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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required space: am/pm, after Mr./Ms.

HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE
MINUTES

February 19, 2016

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

Members Present: Chair Katie McDonald, Vice-Chair Steve Curley, Suzanne Michaels, Joni Powell, Lori Scharton, Whitney Swander, Geoff Wall (*absent: Diana Barker; 1 vacancy*)

Youth Ex Officio: Vacant

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

Council Liaison: Anne Graham

Visitors: None

Media: None

(The 3 digits after a motion title show the number of members voting in favor/opposed/abstaining.)

CALL TO ORDER – INTRODUCTIONS

Chair McDonald called the meeting to order at 3:05 p.m. with a quorum of members (6 of 8) present. Mr. Curley arrived at 3:21 p.m. after approval of the minutes.

CITIZEN COMMENTS

None.

APPROVAL OF MINUTES

1. December 18, 2015

Motion 1 (6/0/0): Ms. Michaels moved to approve the December 18, 2015, minutes as written. Ms. Scharton seconded the motion which passed unanimously.

2. January 15, 2016

Members requested corrections to DISCUSSION ITEMS, 2. 2016 Work Plan, on:

* Page 2 – Paragraph 3 to read: “Ms. Dickens said NeighborImpact was working on its home source program for update of its CDBG (Community Development Block Grant) funds.”

* Page 3 – Paragraph 4: Start new Paragraph 5 after Sentence 3 with “The 2007 Affordable Housing Plan” Start new Paragraph 6 after Sentence 2 of new Paragraph 5 with “She will invite City Public Works staff” Change last sentence of new Paragraph 6 to read: “She invited Ms. Michaels to attend the next staff meeting on the ADA Transition Plan.”

Motion 2 (6/0/0): Mr. Wall moved to approve the minutes from the January 15, 2016, meeting as amended. Ms. Swander seconded the motion which passed unanimously.

ACTION ITEMS

1. CDBG Proposal Selection Subcommittee Appointments

Ms. Dickens reported the City received one economic development proposal from the Opportunity Foundation of Central Oregon (OFCO). Three public service proposals have been received from NeighborImpact (Home Source), Assistance League of Bend (expanding services to Redmond students), and United Way (Thrive program). No housing proposals have been received yet. She outlined eligibility requirements for Proposal Selection Subcommittee members. The application deadline is February 19, 2016, 4 p.m.

Ms. Michaels discussed the new program. OFCO will team up with Central Oregon Community College to provide classroom instruction at the Redmond campus for people dealing with developmental disabilities. OFCO also plans to partner with Oregon Vocational Rehabilitation Division and Sisters Coffee Company to reactivate the coffee kiosk between Building 2 and Redmond WorkSource as an on-the-job training opportunity.

Mr. Curley, Ms. Powell, and Ms. Swander volunteered to serve on the Proposal Selection Subcommittee.

Chair McDonald appointed Mr. Curley, Ms. Powell, and Ms. Swander to the Proposal Selection Subcommittee.

DISCUSSION ITEMS

1. 2016-2017 Work Plan

Ms. Richards recommended committee members review the draft work plan for the next fiscal year and adopt it by the March 2016 meeting. The work plan helps inform the annual budget.

Committee discussion focused primarily on the ADA (Americans with Disabilities Act) Transition Plan strategy. Suggestions included providing a fuller description of how citizens will be involved, adding City staff to the list of people invited to participate, replacing the "TBD" timeframe for both action items with specific dates, holding meetings in locations outside City Hall), and recruiting participants who have disabilities to gain a fuller understanding of the challenges they face. Ms. Michaels, HCDC liaison to the ADA Transition Plan, reported meeting a couple times with Carol Fulkerson of the disability coalition and discussing how to encourage more public participation.

Ms. Richards said the City had hired a consultant (MIG) to inventory barriers and write the plan. This project is being managed by the Engineering Department. City staff met and discussed the need for public participation in the ADA Transition Plan. She summarized the citizen participation process which staff will administer.

Motion 3 (7/0/0): Mr. Curley moved to adopt the 2016-2017 work plan as presented. Ms. Scharton seconded the motion which passed unanimously.

B. 2007 Affordable Housing Plan Presentation

Ms. Dickens reported the City's CDBG grant for the next fiscal year was expected to be \$200,027 and provided a breakdown of how those monies will be allocated. The new grant amount would be higher than in 2015 due to increases in both the general and low-to-median-income populations. She made a PowerPoint presentation on the City's Affordable Housing Plan adopted November 27, 2007. Her summary included objectives, affordable housing strategies, and other key issues. She and Chair McDonald will attend the University of Oregon Sustainable Cities Initiative (SCI) mid-term student presentations in Eugene, Oregon, on February 24, 2016. Updated housing plans from the students are expected to be available in early April 2016.

Ms. Richards provided a copy of an Affordable Housing Toolkit compiled by the Portland State Affordable Housing Toolkit Team. Staff are writing a new draft which will be presented to this committee for review. Housing bills in the Oregon Legislature could change what Redmond is allowed to do to encourage more affordable housing.

Mr. Curley left at 4 p.m.

C. High-Density Housing Overlay District Presentation

Ms. Richards discussed (PowerPoint) advantages to higher-density residential uses being sited closer to the city center where more commercial services are available. Redmond's high-density zones are currently on the periphery. One area under consideration is south of Fred Meyer along Canal Boulevard, which is the first future transit route identified.

Committee concerns included housing values, which housing stock is affordable to which population, and potential sites in the Professional Business Medical District. Following discussion, members generally agreed that siting higher-density housing along South Canal Boulevard would be appropriate due to the services available and planned improvements.

LIAISON COMMENTS

Councilor Graham announced a new city councilor had been appointed (Angela Boothroyd) and that Council approved the Obsidian Trails Master Plan which will include affordable housing units. She summarized Council concerns about the impact of too much low-income housing on property tax revenues which are used to fund City operations. Potential code changes are under consideration.

COMMITTEE COMMENTS

Chair McDonald recommended extending the length of committee meetings to 1½ hours (3-4:30 p.m.) to better address the topics under consideration. Following discussion, committee members and staff agreed to this change.

Chair McDonald requested dates for the committee to tour the same sites visited by the SCI students.

STAFF COMMENTS

Next meeting: Friday, March 18, 2016, 3 p.m.

Tentative agenda: ADA Transition Plan progress report, improving citizen participation, decision filter for prioritizing barrier removal, and guest speaker Jim Long (City of Bend affordable housing manager).

ADJOURN

With no further business, Chair McDonald adjourned the meeting at 4:13 p.m.

APPROVED by the Redmond Housing and Community Development Committee and SIGNED by me this _____ day of _____, 2016.

ATTEST:

Katie McDonald
Chair

Heather Richards
Community Development Director



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STAFF REPORT

DATE: March 18, 2016
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 2016/2017 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 2016/2017 (PY 16/17) 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 was \$208,791 and the City of Redmond's allocation for PY 16/17 increased to \$227,889. The 2016/2017 Annual Action Plan for the City of Redmond extends from July 1, 2016 to June 30, 2017. The 2016/2017 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 proposal process. Proposals were solicited and received on February 19, 2016. Four proposals were received for Public Services, two proposals were received for Economic Development activities, and no applications were received for New Housing projects. City staff reviewed the proposals 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:

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Applicant	Project	Description	Consolidated Plan Needs Addressed	Funding Request
NeighborImpact	Microenterprise Loan Program	The loan program offers small business loans up to \$5,000 for those that do not have access to traditional credit.	Increase economic opportunities	\$110,000
Opportunity Foundation of Central Oregon	COCC Coffee Kiosk	Provide on-the-job training for individuals with disabilities to learn how to work in a retail environment handling food and beverages and while serving an underserved business district.	Job training/ education	\$34,490
Assistance League of Bend	Operation School Bell	Provides new school clothes to low- and moderate-income children identified by FAN advocates.	Support for public services	\$30,000
Boys and Girls Club of Redmond/ Terrebonne	Lynch Elementary Extension Project	Partner with M.A. Lynch Elementary to provide affordable after school care and activities to students.	Support for public services and affordable childcare	\$30,000
NeighborImpact	HomeSource	Support educational and coaching programs for Redmond residents.	Support for public services	\$31,000
United Way of Deschutes County	Thrive Program	Provide a social worker in the library to conduct outreach to people in need of social services and connect individuals to housing, food, medical and mental health services.	Support for public services	\$10,000

The Sub-Committee met on March 11, 2016 to review the proposals. The Sub-Committee recommendation for consideration is based on funding formulas, demonstrated need, as well as the average score of members. The total funding allocation for PY 16/17 is \$227,889.

The Sub-Committee discussed all options in regards to the lack of new housing applications. Those options include to not award the set aside and seek new proposals or reallocate those funds to economic development. Fifteen percent of the five-year Consolidated Plans allocations are reserved for economic development activities and the committee decided that the best use of PY 16/17 funding would be to allocate housing funds to the below economic development activities. This, however, will not allow for new economic development activities during the last two years of the Consolidated Plan unless an amendment is made. The Sub-Committee recommends for staff and the Housing and Community Development Committee to pursue new projects that would increase housing in future plan years and 65 percent of the allocation go to housing/prevention of homelessness activities the next two years.

RECOMMENDED FUNDING FOR PY 16/17

ECONOMIC DEVELOPMENT						
Applicant	Average Score	Category	Amount Available	Amount Requested	Applicant Performance	Funding Recommendation
Opportunity Foundation of Central Oregon	88	Goal #2: Economic Development	\$148,310	\$34,490	18 Jobs Created/ Workforce Trained	\$38,320*
NeighborImpact Microenterprise Loan Program	80.5	Goal #2: Economic Development	\$148,310	\$110,000	30 Businesses	\$110,000
PUBLIC SERVICE						
Applicant	Average Score	Category	Amount Available	Amount Requested	Applicant Performance	Funding Recommendation
United Way of Deschutes County	94	Goal #3: Public Services	\$34,000	\$10,000	240 Persons Assisted	\$10,000
Boys and Girls Club of Redmond/ Terrebonne	88.25	Goal #3: Public Services	\$34,000	\$30,000	80 Persons Assisted	\$24,000
HomeSource of NeighborImpact	79.75	Goal #3: Public Services	\$34,000	\$31,000	75 Persons Assisted	\$0
Assistance League of Bend	66.25	Goal #3: Public Services	\$34,000	\$30,000	347 Persons Assisted	\$0

*The Sub-Committee would like to allocate an additional \$3,830 for marketing and promotion of the coffee kiosk in Redmond and to the neighboring businesses. The Sub-committee believes this will aid in the program to be more self-sufficient in the future.

Fiscal Impact:

This is a grant-funded program and will be budgeted in the FY 2016/17 budget.

Course of Action:

A public hearing is scheduled for May 3, 2016, 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: Opportunity Foundation of Central Oregon, COCC Coffee Kiosk for funding amount \$38,320; NeighborImpact, Microenterprise Loan Program for funding amount \$110,000; United Way, Thrive Program for funding amount \$10,000; and Boys and Girls Club of Redmond/Terrebonne, Lynch Elementary Extension Program for funding amount \$24,000 as part of the City of Redmond’s CDBG Annual Action Plan Program Year 2016-2017.

Chelsea Dickens
Grant Program Coordinator



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STAFF REPORT

DATE: March 18, 2016
TO: Housing and Community Development Committee Members
THROUGH: Heather Richards, Community Development Director
FROM: Annie McVay, Project Manager
SUBJECT: American with Disabilities Act (ADA) Transition Plan

Addresses Council Goal:

Goal #3, G Continue to renovate City facilities and infrastructure to ADA standards through a prioritized Access Plan. Ensure that plan development and implementation is facilitated in cooperation and with input from the disabled community and general public.

Report in Brief:

The City is in the process of developing an ADA Transition Plan. A key element of this plan is public and stakeholder involvement in helping determine prioritization criteria in addressing the list of ADA deficiencies in the City. The City is seeking HCD comment on proposed criteria and also determining priority areas in the City to survey for ADA deficiencies.

Background:

The Americans with Disabilities Act (ADA) of 1990 is a civil rights statute that prohibits discrimination against people who have disabilities. Title II of the Act specifically addresses making public services and public transportation accessible to those with disabilities and stipulates that every public agency with more than 50 employees have an ADA Transition Plan. The City has met ADA requirements on all new construction and improvements and has completed partial inventories of existing ADA deficiencies for parks and buildings but has not completed a formal ADA Transition Plan.

The ADA Transition Plan is a comprehensive review of priority public rights of way, park facilities and public buildings. The Plan:

- identifies ADA deficiencies in each of the areas
- describes the methods to be used to make the facilities accessible
- prioritizes the ADA project needs, and
- provides a schedule for making the access modifications.

Discussion:

The City has contracted with MIG in the development of the ADA Transition Plan. MIG has begun the effort of inventorying public buildings, parks and recreational facilities. It is not feasible to obtain a comprehensive inventory of all public rights of way (intersections, curb ramps, sidewalks etc.) in the time frame of the plan completion, so the City is determining priority areas to be inventoried. There will be a prioritization activity as part of the HCD meeting to gain the expertise of the Committee in selecting the priority areas.

The City and MIG has developed draft prioritization criteria for addressing the project deficiency list (see attachments). The criteria will serve as a decision filter to determine the priority level of all the ADA deficient areas identified through the survey process. The City will present the criteria to the Committee and seeks input on the criteria. As a later part of the process, the HCD will review the project list and timeline.

Annie McVay
Parks Division Manager

Attachments:

Draft prioritization criteria for parks, buildings and rights-of-way

Exhibit B Rights of Way

Draft Curb Ramp Priorities Matrix

ADA 35.151(d)(2) Geospatial Proximity Priorities

A	B	C	D	E	F	G	H
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Curb Ramp Installation Priorities (Category)	Priority Description	Location of Citizen Complaint / Request (ADA Title II Program Access)	Location Serving Government Offices & Public Facilities	Location of Social Need	Location Fills an Identified Gap	Location of High Pedestrian Use	Location Serving Transportation	Location Serving Commercial Districts, Employers	Location Serving Other Areas	
1	Existing curb ramp considered unsafe / has unsafe features	High Priority								
		A1	B1	C1	D1	E1	F1	G1	H1	
2	Sidewalk with no curb ramp access	A2	B2	C2	D2	E2	F2	G2	H2	
3	Curb ramp has no detectable warning	A3	B3	C3	D3	E3	F3	G3	H3	
4		A4	B4	C4	D4	E4	F4	G4	H4	
5		A5	B5	C5	D5	E5	F5	G5	H5	
6		A6	B6	C6	D6	E6	F6	G6	H6	
7		A7	B7	C7	D7	E7	F7	G7	H7	
8		A8	Medium Priority							
			B8	C8	D8	E8	F8	G8	H8	
9	No deficiencies identified	Low Priority							G9	H9
		A9	B9	C9	D9	E9	F9			

Exhibit A
Parks and Buildings

Draft Prioritization Criteria:

- ***Level of use by the public:*** Facilities that have a high level of public use can be assigned a higher priority;
- ***Program uniqueness:*** Some programs are unique to a building, facility, or park and cannot occur at another location. Seasonal availability and programs that emphasize health and wellness can be assigned a higher priority;
- ***Geographic distribution:*** Selecting a range of facilities that are distributed throughout the City, and considering the proximity of these facilities to public transportation help provide maximum accessibility for all residents;
- ***Critical nature of the service provided:*** Facilities that provide services related to accessibility, health, safety, and the administration of essential City services such as permitting and licensing can be assigned a higher priority; and
- ***Identified complaints:*** Facilities that have a history of citizen complaints related to accessibility can be assigned a higher priority.