



### **NEWBERG AFFORDABLE HOUSING COMMISSION AGENDA**

**Tuesday, January 30, 2024, 4:00 PM**

**Teleconference meeting**

<https://us06web.zoom.us/j/84934324074>

Or Telephone: +1 360 209 5623 US

Webinar ID: 849 3432 4074

- I. CALL MEETING TO ORDER**
- II. ROLL CALL**
- III. APPROVAL OF MINUTES – October 24, 2023**
- IV. ELECTION OF CHAIR AND VICE CHAIR FOR 2024**
- V. PUBLIC COMMENTS**
- VI. UPDATE FOR THE FY 2023-24 NOTICE OF FUNDING AVAILABILITY FOR THE CONSTRUCTION EXCISE TAX FUND**
- VII. UPDATE FOR THE FY 2023-24 NOTICE OF FUNDING AVAILABILITY FOR THE NEWBERG AFFORDABLE HOUSING TRUST FUND**
- VIII. MISCELANEOUS ITEMS**
- IX. NEXT MEETING – APRIL 23, 2024**
- X. ADJOURNMENT**

*ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons with physical impairments, please notify the Community Development Department Office Assistant II of any special physical or language accommodations you may need as far in advance of the meeting as possible as and no later than 48 business hours prior to the meeting. To request these arrangements, please contact the Office Assistant II at (503) 537-1240. For TTY services please dial 711.*



# AFFORDABLE HOUSING MEETING

## AFFORDABLE HOUSING COMMISSION MINUTES

October 24, 2023 4:00pm  
414 E First Street, City Hall Permit Center  
Newberg Teleconference Meeting

*(This is for historical purposes as meetings are permanent retention documents and this will mark this period in our collective history)*

### I. CALL MEETING TO ORDER

Vice Chair Casey Banks called the meeting to order at 4:00 p.m.

### II. ROLL CALL

Members Present: Casey Banks  
Leslie Murray  
Melisa Dailey  
Randy Rickert  
Larry Hampton(Chair)

Members Absent: Megan Norton

Staff Present: Doug Rux, Community Development Director  
Clay Downing, Planning Manager  
Fé Bates, Administrative Assistant

### III. APPROVAL OF MINUTES – April 25, 2023 and July 25, 2023

**MOTION:** Member Melisa Dailey motioned to approve the minutes for April 25, 2023, as written. Member Leslie Murray seconded to approve the meeting minutes for the meeting of April 25, 2023.

**Motion carried:** 5 Yes    No   1   Absent    Abstain

**MOTION:** Member Casey Banks motioned to approve the minutes for July 25, 2023, as written. Member Randy Rickert seconded to approve the meeting minutes for the meeting of July 25, 2023.

**Motion carried:** 5 Yes    No   1   Absent    Abstain

### IV. PUBLIC COMMENTS:

Jim Talt testified about mobile and manufactured home parks and how the 6 parks that are located within the city can be a good source of affordable housing. He pointed out that there is a grant through the Housing Authority of Yamhill County that allows manufactured homeowners to receive a grant to update their manufactured home but that it has a cap that only allows manufactured homes that were built after 1978. Because of this clause there are quite a few manufactured homes that are in need of updating but the homeowners who are on a restricted

income cannot afford to do so on their own. He feels it would be a good idea for the City of Newberg's Affordable Housing Commission to partner with the Housing Authority of Yamhill County and provide a means for the manufactured homeowners living in homes built before 1978 by allocating some of the CET Funds towards this type of program.

CDD Rux confirmed that the City Council had approved manufactured homes to be added for use of CET funds, it was decided at that time to have the Housing Authority of Yamhill County manage that since they had more staff that could dedicate their time. It would be up to staff to do research to see if CET funds can be used for repairs. CCD Rux also pointed out that through the CBDG program has always had a cut-off for manufactured homes 1976 and older, if any updates were to be allowed to the older manufactured homes other funds would need to be used.

Jim Talt pointed out that the current program was coming to an end and thinks it would be important to see what can be done to continue the program before the staff is reallocated to other projects.

Chair Hampton, asked CDD Rux if there was a plan for the CET money decided yet from City Council. CDD Rux confirmed that there has been no direction from the City Council yet.

Commissioners requested additional information from staff.

Affordable Housing Commissioners discussed the possibility of allowing older manufactured homes to use other funds for updating older manufactured homes that are not currently allowed. It was decided to discuss if a recommendation should be made to the City Council later in the meeting.

## **V. 2022-2023 NOTICE OF FUNDING AVAILABILITY SUBMITTED APPLICATIONS STATUS – AFFORDABLE HOUSING TRUST FUND**

CDD Rux updated the Commissioners of the City Council actions of the 2021-2022 Notice of Funding application.

## **VI. 2023-2024 NOTICE OF FUNDING AVAILABILITY**

CDD Rux explained the Commissioners that staff worked with the Finance Department to reconcile the funds available with the delay in getting City Council approval for the previous round of awards. The numbers provided in the document are based on the award to North Valley Friends Church. If the conditions of that award are not fulfilled the numbers will change for the version to be presented to the City Council in December 2023.

## **VII. POLICIES AND PROCEDURES – SECTION 2 ELIGIBLE APPLICANTS**

CDD Rux brought up some feedback on the previous round of the NOFA identified a concern about private entities applying and being considered for funding. Specifically, the issue came up with the Bontrager's application for the Meridian Duplex drive project. Staff was asked to place the item on the agenda so that the Commission could discuss if modifications should be recommended to the City Council to change Section 2 Eligible Applicants, 2.2. If Commissioners decide to change it then the 2023-2024 NOFA will need to be changed and staff would need to take it City Council for approval.



# AFFORDABLE HOUSING MEETING

Commissioners discussed their opinion about changing the Eligible Applicants and possibly not allowing private entities. It was decided to accept the Policies and Procedures as it is for this round of applications and will discuss it for the 2024-2025 round in the January meeting.

**MOTION:** Member Melisa Dailey motioned to refer the 2023-2024 NOFA to City Council for approval. Member Leslie Murray seconded.

**Motion carried:** 5 Yes    No   1   Absent    Abstain

## VIII. HOUSING WORK PROGRAM

CDD Rux reviewed the projects that have been completed with the Commissioners, the various Oregon Legislature bills related to housing that may effect what might need to be added to the project list, how the City Council Goals and work effects the project list. CDD Rux pointed out some items that will need to be pushed out to later dates.

Commissioners discussed the various projects that currently is on the list that can come off and possible projects to go on. It was decided to take the housing implementation Strategy off the list.

- Projects Moved to Fiscal Year 2023-2024: Tiny Homes on Wheels, Recreational Vehicles, Utility Line, Second Kitchens, Housing, Commercial Conversion
- Projects Moved to Fiscal Year 2024-2025: Maximum Lot Size Standards, Minimum Density Standards, Property Tax Abatement, Housing On Religious and Institutional.
- Projects Moved to Fiscal Year 2025-2026: Expanding Density Bonuses, Reduce Complexity of Storm Cost
- Projects Moved to Fiscal Year 2026-2027: Reduce/waiving Building Permits.
- Keep Impact of Short-term Rentals on Affordable Housing on Fiscal year 2023-2024.
- Add Manufactured Homes to Fiscal year 2023-2024.
- Kept the rest of the items where they were.

## IX. UPDATE ON THE CONTRUCTION EXCISE TAX (CET) FUND

CDD Rux updated the Commissioners that at this time the solicitation for the NOFA for CET funds that have been collected is on hold until further direction is provided by City Council.

## X. UPDATE COMMUNITY DEVELOPMENT BLOCK GRANT

CDD Rux informed the Commissioners that the Community Development Block Grant (CDBG) project continues to move forward. To date City staff have signed off on thirty (30) projects for manufactured homes in manufactured home parks. Business Oregon has approved the extension request for the project to June 30, 2024. On-site inspections are being coordinated with Business Oregon per the grant requirements. The Fourth Draw Request has occurred with a total of \$340,932 expended of the \$500,000 grant. The balance to expend is \$159,068.



# AFFORDABLE HOUSING MEETING

## **XI. MISCELLANEOUS ITEMS –, Development activity, Newberg Workforce Housing Consortium**

CDD Rux introduced Planning Manager Clay Downing to Commission. PM Clay reviewed the *Vacation Rental and Short-term Rental White Paper* and the process with the City Council that is being undertaken. It was discussed what the role of the Affordable Housing Commission is in regard to the short-term rental work that Staff and City Council are doing.

CDD Rux informed the Commissioners that the City Council approved the 403-lot Collina at Springbrook subdivision to be constructed in 8 phases starting in 2024. The project includes 68 quadplex/duplex units in addition to detached single-family homes.

Crestview Crossing Phase II received Planning Commission approval for a modification to the Conditional Use Permit and Planned Unit Development to construct 196 apartment units rather than detached single-family dwellings. The Crestview Green Planned Unit Development project requested and received a 6-month extension to their Conditional Use permit for the 14 detached single-family homes, 96 townhouses, and a 24-unit apartment building development until December 2023. They have also submitted a new Conditional Use Permit application and a modification to the Phasing Plan and timeline for the project which will go before the Planning Commission at a public hearing.

The Newberg Workforce Housing Consortium (NWHC) has identified two development groups to construct workforce housing units in Newberg within the range of 80%-120% of Area Median Income. The groups are Edlen & Co/Quantum Assembly, and Redding/Higgins/Baker. Negotiations continue on the projects. The Consortium is coordinating with Strategic Economic Development Corporation (SEDCOR) and the Missing Middle Housing Fund on the development efforts.

## **XII. NEXT MEETING – January 23, 2024**

## **XIII. ADJOURNMENT**

**Approved by the Newberg Affordable Housing Commission this 30<sup>th</sup> day of January 2024.**

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Affordable Housing Commission Chair

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Fé Bates, Recording Secretary

**MEMORANDUM**

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TO: Affordable Housing Commission  
FROM: Clay Downing, Interim Community Development Director  
SUBJECT: Agenda Items  
DATE: January 24, 2024

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**City of Newberg Hires Scot Siegel, FAICP, as New Community Development Director**

Scot Siegel, FAICP, has accepted the position of Community Development Director. Mr. Siegel's prior experiences includes 10+ years of experience in Director roles for local governments including roles at City of Lake Oswego and Multnomah County, as well as 25+ years of private sector experience in land use and community development.

Mr. Siegel's first day is tentatively scheduled for Monday, 2/5.

**FY 2023-2024 Notice of Funding Availability (NOFA) for the Construction Excise Tax (CET) Fund**

On January 2, 2024, the Newberg City Council authorized staff to proceed with the NOFA for the CET Fund. Up to \$397,050 will be available from the City's CET Fund which will award funding to projects that provide developer incentives or affordable housing programs. For CET Fund applications, applications will be due to the city by April 4, 2024, and only one funding window will be offered at this time. The remainder of CET Fund monies will be awarded at a later date that is yet to be determined by the Newberg City Council.

During preparation of the NOFA for the CET Fund, staff prepared a memorandum that explains how funds were collected and allocated to various uses. This memorandum is attached as part of Item VI in the agenda.

The NOFA for the CET Fund applications was published January 18, 2024. NOFA details and application materials are available at <https://www.newbergoregon.gov/planning/page/construction-excise-tax> or upon request from the Community Development Department. The primary staff contact for application submittals and questions about this NOFA is Leanne Wagener ([leanne.wagener@newbergoregon.gov](mailto:leanne.wagener@newbergoregon.gov) or 503-554-7768).

**FY 2023-2024 NOFA for the Newberg Affordable Housing Trust Fund (NAHTF)**

On December 16, 2023, the Newberg City Council authorized staff to proceed with the NOFA for the NAHTF. Up to \$64,057 in loans and grants will be available from the NAHTF which is intended to assist with the creation and/or acquisition of new affordable housing or the maintenance of the existing affordable housing inventory. For NAHTF applications, the first



round of applications will be due on April 4, 2024, for the portion of funding that is time sensitive. However, other portions of the Newberg Affordable Housing Trust Fund monies will remain available for consideration while funds remain.

The NOFA for NAHTF applications was published January 18, 2024. NOFA details and application materials are available at <https://www.newbergoregon.gov/planning/page/affordable-housing-loansgrants-available> or upon request from the Community Development Department. The primary staff contact for application submittals and questions about this NOFA is Leanne Wagener ([leanne.wagener@newbergoregon.gov](mailto:leanne.wagener@newbergoregon.gov) or 503-554-7768).

### **Miscellaneous Items – Information Only**

During the Affordable Housing Commission's October 2023 meeting, there public comment and discussion related to the use of funds towards manufactured homes. The discussion highlighted restrictions to use of funds as well as interest in learning more about the use of local funds towards affordable housing programs to support improvements and upgrades for manufactured dwellings. Staff discussed the issue with City Council and shared information from the Oregon Housing and Community Services (OHCS) Manufactured Housing Replacement Program during a joint work session of the Newberg City Council and Affordable Housing Commission in December 2023. This program information is included as an attachment (Agenda Item VIII – Attachment 1).

On December 15, the Newberg City Council and Affordable Housing Commission convened for a join work session. Minutes for the joint work session were approved by the City Council and are included as an attachment (Agenda Item VIII - Attachment 2).

On January 15, major flooding occurred at Newberg City Hall that impacted all floors of the building and has resulted in the displacement of all staff from the building temporarily. Impacted departments and divisions included the City's Administration Department, Finance Department, Community Development Department, and Public Works Department's Engineering Division. In response to this displacement, City staff have been forced to work remotely and at alternatively City facilities. Community Development Department staff are currently working remotely and at the City's Wastewater Treatment Plant which is open to the public for planning, building, and engineering services as well as typical operations of the Wastewater Treatment Plant.

On January 16, 2024, the Newberg City Council received an informational presentation on the proposed Planning Division 2024 Work Plan. In preparation for this presentation, staff created a work plan for the Planning Division based on what are believed to be the most important items in meeting the City Council's 2023 Council Goals and fulfilling direction from the City Council. The work plan is available through the City Council's packet for January 16, 2024, which is available at <https://www.newbergoregon.gov/citycouncil/page/city-council-13>.

### **Attachments**

Agenda Item VI. CET Fund Calculation Memorandum

Agenda Item VIII. Attachment 1. Oregon Housing and Community Services (OHCS)  
Manufactured Housing Replacement Program

Agenda Item VIII. Attachment 2. Minutes for the Joint Work Session of the Newberg City  
Council and Affordable Housing Commission on December 15, 2023



## MEMORANDUM

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TO: Newberg City Council

FROM: Clay Downing, Interim Community Development Director and Leanne Wagener, Assistant Planner

SUBJECT: Construction Excise Tax (CET) Fund Allocation Breakdown

DATE: January 11, 2024

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On November 16, 2020, the City of Newberg adopted a Construction Excise Tax (CET), which later expired on July 1, 2023. Senate Bill 1533 from the 2016 Oregon Legislative session is the enabling legislation that allows local jurisdictions to implement a Construction Excise Tax. Revenues generated from a tax, 1% on the project building permit value, would be used to address housing affordability issues for homeowners or renters within Newberg for families that earn 80% or less of the median family income.

The tax was attributed to new construction. For residential it applied to new residential structures or new additional square footage in an existing residential structure, including remodeling that added living space (ORS 320.192(2)(a)). For commercial and industrial including mixed use development, it applied to new structures or additional square footage in an existing structure, including remodeling that added living space (ORS 320.192(3)(a)). The CET did not apply to building permits such as a mechanical permit for a furnace replacement, plumbing permit for a bathroom remodel, or a commercial tenant improvement that does not create a new structure.

During the time period that the CET was in effect, the City of Newberg collected \$1,560,961.67 in fees associated with this tax. The following information describes how CET-related funds may be used and how the funds are allocated to the required use categories.

### **How Collected Funds Could be Used:**

As authorized by ORS 320.192 and 320.195, the City shall receive an administrative fee equal to four percent of the gross construction excise taxes, without regard to subsequent reductions due to refunds, failed payments, or similar reduction. The city shall deduct the administrative fees directly from the collected construction excise taxes. The city may recover from the construction excise taxes any banking fees or penalties that arise from the collection of construction excise taxes such as returned check charges.

Except for funds withheld for administrative costs, construction excise taxes levied upon projects on residential improvements shall be used as follows:

- 50% to fund developer incentives;

- 15% to the Oregon Housing and Community Services Department to fund home ownership programs that provide down payment assistance; and
- 35% to fund developer incentives and affordable housing programs

Except for funds withheld for administrative costs, construction excise taxes levied upon projects on commercial, industrial, and mixed-use property shall be used as follows:

- 100% of the net revenue will be allocated to fund affordable housing programs, including developer incentives

Per ORS 197.309(5)(c) and (d) and 197.309(7), developer incentives allowed or offered include, but are not limited to:

- System development; and
- Land acquisition; and
- Local public improvements required by municipal governments.

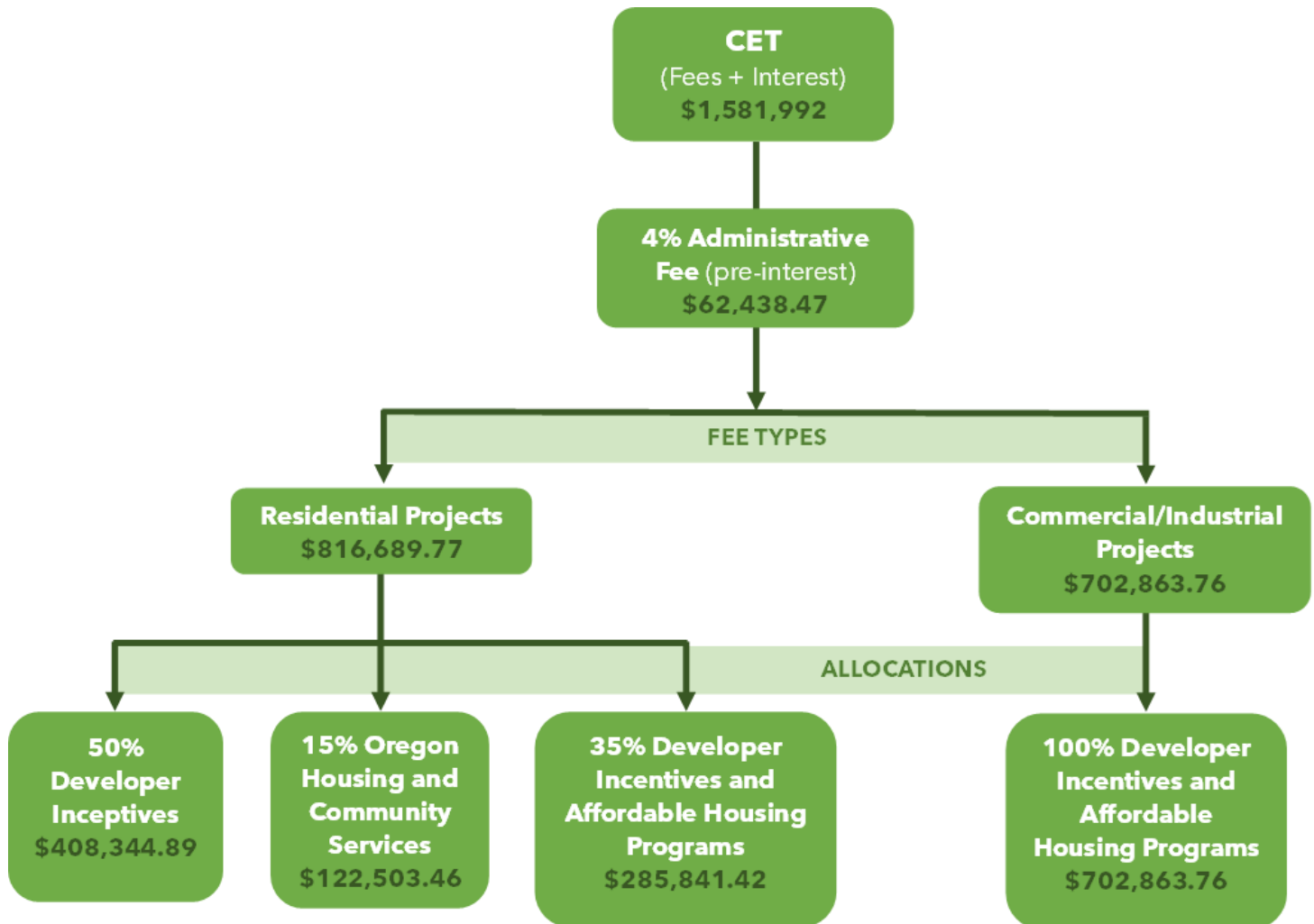
Per Section 9, Chapter 59, Oregon Laws 2016, affordable housing programs include, but are not limited to:

- Rent buy-downs and subsidies; and
- Down-payment assistance; and
- Foreclosure-prevention assistance.

### **Allocation of Funds:**

During the time period that the CET was in effect, the City of Newberg collected \$1,560,961.67 in fees associated with this tax. As of the writing of this memorandum, CET Fund has accrued interest over time in the amount of \$21,030.40. Figure 1 below depicts the breakdown and allocation of funds collected as of the writing of this memorandum.

**Figure 1. Allocation of CET Funds**



<https://www.oregon.gov/ohcs/mmcrp/pages/mhrp.aspx>

# Manufactured Housing Replacement Program

## Update as of 8/15/2023:

**The Manufactured Housing Replacement Loan Program has fully allocated its funding for the 2023-25 biennium and is no longer accepting applications at this time.**

## About the Program

The Oregon Housing and Community Services (OHCS) Manufactured Housing Replacement Program incentivizes manufactured homeowners to replace old and energy-inefficient homes with the help of a manufactured home replacement navigator.

## History

The OHCS Manufactured Home Replacement Program was developed because it is more economically, environmentally, and energy-efficient to replace older manufactured homes, rather than repair them. It is estimated that over half of the manufactured housing inventory in Oregon was built before 1976, the year that the U.S. Department of Housing and Urban Development (HUD) began regulating manufactured home construction standards. Additionally, another 25% were built before 1995, the year that HUD implemented energy standards to their building standards. This means that a large portion of manufactured homes are past their life span, energy-inefficient, and unsafe. By today's manufactured home standards, there is a significant need to replace the majority of manufactured homes in Oregon.

In 2019, the Oregon Legislature passed House Bill 2896 to preserve manufactured home parks in the state and create programs to provide loans to individuals to replace older and energy-inefficient homes. This bill, with the support of community members and organizations, allows OHCS the ability to assist manufactured homeowners with replacing their older manufactured homes with new, safe, and energy-efficient ones. From this piece of legislation, OHCS created the Manufactured Home Replacement Program to incentivize manufactured homeowners, with grants and forgivable loans, an affordable opportunity to replace their old and energy-inefficient homes.

## Overview

The Manufactured Home Replacement Program is a flexible program that works in conjunction with other grants and replacement incentives. By design, it provides assistance with the disposal of a current owner-occupied manufactured home, the purchase of a new energy-efficient manufactured home, and the additional work required to make a new manufactured home move-in ready. OHCS will assign a manufactured home replacement navigator to help eligible applicants through the process of planning the project, identifying financial resources, and coordinating the different parts of the replacement process.

**City of Newberg**  
**City Council/Affordable Housing Commission Meeting Minutes**  
**December 15, 2023**  
**Hybrid meeting format**

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**BUSINESS SESSION –**

Meeting called to order at 2:00 pm.

Councilors Present: Mayor Bill Rosacker, Councilors Molly Olson, Mike McBride, Robyn Wheatley, Peggy Kilburg, and Derek Carmon. Councilor Elise Yarnell Hollamon arrived at 2:12pm after roll was taken.

AHC Present: Commissioners Casey Banks, Melisa Dailey, Leslie Murray, Larry Hampton, and Megan Norton (Student Commissioner). Commissioner Randy Rickert joined the meeting at 2:06 pm via Zoom.

Staff Present: Interim Community Development Director Clay Downing, Assistant Planner Leanne Wagener, City Manager Will Worthey, City Recorder Rachel Thomas, Miller-Nash Attorney Christine Taylor, and Records Management Clerical Assistant Melissa Morris.

**PURPOSE OF JOINT MEETING**

Mayor Rosacker stated that requests had been made to use the Construction Excise Tax (CET) funds and the purpose of the meeting was to determine which projects would receive funding.

**DISCUSSION**

Notice of Funding Availability Criteria Discussion  
Memo Combined Council AHC Work Group.pdf  
2023-12-15 Joint Session Presentation.pptx

CM Worthey presented the Staff report and gave a PowerPoint presentation on the CET Fund Strategy for Affordable Housing Incentives. The presentation included information on applicable laws, the City's implementation of CETs, the use of CET revenue, deed restriction requirements, the Notice of Funding Availability (NOFA) process, and project eligibility criteria. During the presentation, he answered clarifying questions from Commissioners and Councilors about the CET Fund balance, deed restrictions, the NOFA process, and the scoring system proposed to determine project eligibility.

CM Worthey explained that he had grouped questions and comments previously received from Councilors and Commissioners into the following themes:

1. Helping the most people
2. Creating a long-lasting effect
3. Helping those with the lowest incomes
4. Funds management
5. Guiding projects to completion
6. Inadequate housing
7. Generational wealth generation

Staff, Councilors, and Commissioners discussed the use of CETs, eligibility criteria, and the NOFA process with the following key comments:

- Ideas were shared about how to improve the criteria, including a hard numbering system and flexible scoring language. It was also suggested to base the criteria on how many people would benefit from the project. However, hard numbers could make scoring difficult because the amount of funding was different each year.
- Mayor Rosacker asked the group to consider the proposal to give CET funding to the Housing Authority of Yamhill County (HAYC) for the continuation of the program to fund rehabilitating mobile homes which had been running successfully but had run out of money.
- The allocation and breakdown of CET funding was discussed. Fifty percent could be allocated to developer incentives, which could be larger projects, and 35 percent could be allocated to affordable housing projects. Funding developer incentives added more housing to Newberg rather than only renovating existing housing.
- To be eligible for affordable housing funding, a project must be able to demonstrate that it met affordable housing standards which would require providing information on income levels. It would be wise to verify that the funds were legally able to be used on projects to improve existing housing.
  - The first step for Staff was to verify that the proposal was legally sufficient and that all regulations and rules would need to be reviewed. Process was in place to challenge the expenditure of CET funds to determine if the use had been appropriate through circuit courts.
- In order to use 35 percent of the CET funds on affordable housing, there may need to be a separate set of criteria for affordable housing and for developer incentives. Fifty percent could be allocated to developer incentives to create affordable housing, and 35 percent could fund rent buy-downs, downpayment assistance, and foreclosure prevention.
- Previously, the lengthy CET funding decision making process had made Applicants become disinterested in continuing the process. Allowing access to all the funding at once may create the situation of smaller projects applying first and being considered before legacy projects which may take a year or more to go through the Application process.
- The City Council had already discontinued the CET program and no more CET funds would be collected. All that was left was to decide how to use the remaining funds to create affordable housing in the near future, which may not require creating a new set of criteria.
- There was discussion on creating criteria based on laws and principles rather than trying to create criteria to fit a known project. The two funding categories may require their own sets of criteria as they address very different kinds of projects and smaller projects to help homeownership would not have a large effect.
  - A member of the public had requested that the Council look into possibly funding the HAYC mobile home renovation project, and some members of the Council seemed to favor giving funding to the project before coming into the conversation on determining a set of criteria, which made some people feel uncomfortable.
  - The HAYC already had their own criteria and contractors lined up for their projects, and if funding was given to that project, the City would not need to create new criteria. The project could be given part of the available funding, but the HAYC would need to be considered on the same basis as other Applicants.
- There was concern about the NOFA structure in which developers tended to score higher on the scoring rubric and had priority access to available funding, which could leave less money for affordable housing programs. Without scoring programs first, there was a risk that there would not be money left for programs, however no restrictions had to be placed. Planning



Staff could be asked to do research on mobile and manufactured homes made before the 1970s. Good examples of affordable housing programs had principles which could be used as a basis for determining new criteria, such as levels of feasibility.

- Councilors and Commissioners considered whether they would like separate criteria for each pot of money, similar criteria for all of the funding, or to use the existing AHC criteria. Copies of the existing AHC criteria were distributed among the group.
  - CM Worthey noted that Staff had not been prepared to go through the AHC criteria items and suggested that the AHC create a new scoring rubric to forward to the City Council for approval. He suggested the addition of a Likert scale to the existing scoring system to make it more statistically relevant and make vague things more quantifiable.
- The AHC criteria were discussed. Point values were flexible within the existing AHC scoring system, which included the possibility of scoring a zero. In the Likert scale, "Very Dissatisfied" also scored a zero. There were scales online that could be copied which measured any human value such as quality, honesty, or satisfaction.
- CM Worthey suggested starting with a City Council Resolution directing Staff to develop a rubric with the AHCs would assistance and possibly adding a Likert scale. The Resolution could be added to the agenda for the January 2, 2024 City Council meeting.
  - The group discussed the upcoming meeting schedule, funding timelines, and funding deadlines. Applying near the beginning of the funding availability window had a higher chance of having funds available.
- The City could either hold up smaller projects to see if a developer with a bigger project applied, or it could define in advance what amounts to dedicate to larger and smaller projects. The group discussed the percentage breakdown of the CET funding. If funding were left over, another NOFA could be announced. However, one large project could potentially use all of the available funding.
  - Alternatively, setting one deadline would allow the Council to review all of the projects that applied at once.
- Criteria could be based on the impact versus dollars spent. The scoring rubric should help determine which projects were worthy of funding.

ICDD Downing confirmed next steps. The City Council would review a Resolution in January directing Staff and the AHC to draft a CET NOFA at a special meeting in February. The City Council would adopt the NOFA in March. He also outlined the City's process for reviewing and approving project proposals.

Councilors and Commissioners discussed the implementation timeline, Staff workload, collaboration between the Council and AHC, and bringing new Councilors and Commissioners up to speed on this project in January.

The Council and Commission also discussed the currently proposed timeline, which could potentially eliminate developers from being able to apply for the funding, as many developers would require six months or more to complete their submissions. Developers were aware of affordable housing funding possibilities, but the current proposed submission window would be a strain for developers already doing legacy projects. A shorter window may work better for developers doing legacy projects. Staff advised against rushing to draft new criteria, citing the notice requirements for public meetings, and suggested using the AHCs existing criteria to speed up the process. If the existing criteria were used, the City Council could approve the NOFA in January.

- Councilors and Commissioners debated about whether to use the existing criteria. Using the existing criteria could expedite the process. However, the criteria could contain incompatible elements and may not facilitate the best use of the money.

The legality of a scoring rubric was discussed. ICDD Downing advised consulting with the City Attorney. The affordable housing program rules may determine whether the scoring rubric was binding or just provided as a guideline with the decision left to committee discretion. If the City made an award that deviated from scoring procedure, it may need to make findings to justify that award decision. The NOFA could include language stating that the City reserved the right to not fund any projects that did not meet the expectations.

## **SUMMARY AND CLOSING COMMENTS**


CM Worthey noted that the general group consensus seemed to be to move forward using the existing AHC criteria.

ICDD Downing discussed the timeline, which would be considerably shorter using the existing AHC criteria as a starting point for revision and approval. A special meeting of the AHC could be scheduled, if necessary.

## **ADJOURNMENT**

Meeting adjourned at 3:52 pm.

## **ATTEST**

  
\_\_\_\_\_  
Bill Rosacker, Mayor

  
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City Recorder