

**Ashland Housing and Human
Services Commission**
Regular Meeting Agenda



June 25: 4:30 – 6:30pm
Siskiyou Room, Community Development Building
51 Winburn Way

1. (4:30) **Approval of Minutes** (5 min)
May 28, 2015
2. (4:35) **Public Forum** (10 min)
3. (4:45) **July 20th Housing Trust Fund Study Session Discussion** (15 min)
4. (5:00) **Rental Registry Discussion** (15 min)
5. (5:15) **Election of New Officers** (10 min)
6. (5:25) **Social Services Grant Debrief and Next Steps** (20 min)
7. (5:45) **Student Fair Housing Issue Next Steps** (15 min)
8. (6:00) **Liaison Reports** (15 min)

Liaison Reports
Council (Pam Marsh)
SOU Liaison (Position Vacant)
Staff (Linda Reid)
General Announcements
9. (6:15) **July 23, 2015 Meeting Agenda Items**
Commissioner items suggested (10 min)
Quorum Check – Commissioners not available to attend upcoming regular meetings should declare their expected absence.
10. (6.25) **Upcoming Events and Meetings**
Next Housing Commission Meeting
4:30-6:30 PM; July 23, 2015
City Council Study Session 5:30-7:30 PM; July 20, 2015 in the Siskiyou Room in the Community Development Building at 51 Winburn Way.
11. (6:30) **Adjournment**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Development office at 541-488-5305 (TTY phone is 1-800-735-2900). Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title 1).

CITY OF ASHLAND

Ashland Housing and Human Services Commission
Draft Minutes May 28, 2015

CALL TO ORDER

Vice Chair Coriann Matthews called the meeting to order at 4:30 pm in the Siskiyou Room at the Community Development and Engineering Offices located at 51 Winburn Way, Ashland OR 97520.

Commissioners Present:	Council Liaison
Joshua Boettiger, arrived at 5:15	Pam Marsh
Coriann Matthews	
Heidi Parker	SOU Liaison
Gina DuQuenne	Vacant
Sue Crader	
Rich Rohde	Staff Present:
Connie Saldana	Linda Reid, Housing Specialist
Commissioners Absent:	Carolyn Schwendener, Admin Assistant
Regina Ayars	

Approval of Minutes

Rohde/Crader m/s approval of minutes of the April 23, 2015 Housing and Human Services Commission meeting. Voice Vote: motion passed unanimously; minutes were approved as presented.

Public Forum

No one present spoke.

Social Service Award Discussion and Recommendation

The HHS Commission was given the task of recommending to City Council the allocation of the funds for the social service grant monies. On May 27, 2015 each applicant who requested grant money gave a presentation before the HHS Commission. The Commissioners briefly discussed the process they individually took in order to come up with their recommendations for these monies.

Most of the Commissioners had previously given Reid their numerical values for each of the organizations they wished to allocate funds to. Reid took a few minutes to input the remainder of the Commissioners numbers into a spreadsheet.

After a group discussion the following is the names of the organizations along with the allocation of funds that was agreed upon by the Commissioners as a group. The total Social Service Grant money to be awarded is \$130,660.

- | | |
|---|----------------|
| 1. <i>Community Health Center</i> | \$8,000 |
| 2. <i>Planned Parenthood of SW Oregon</i> | \$1,500 |
| 3. <i>Children's Advocacy Center of JC</i> | \$3,750 |
| 4. <i>Center for Nonprofit Legal Services Inc.</i> | \$5,000 |
| 5. <i>RVCOG (Meals on Wheels)</i> | \$3,700 |
| 6. <i>Community works Inc (Helpline)</i> | \$4,700 |
| 7. <i>CASA of Jackson County</i> | \$3,000 |
| 8. <i>Maslow Project</i> | \$8,000 |
| 9. <i>On Track, Inc.</i> | \$6,000 |
| 10. <i>Community Works (Sexual Assault Victim Serv)</i> | \$1,800 |

11. <i>St. Vincent de Paul</i>	\$20,000
12. <i>Community Works Inc (Dunn House)</i>	\$11,760
13. <i>Access</i>	\$4,600
14. <i>Children's Dental Clinic of JC</i>	\$2,850
15. <i>Community Works Inc (Homeless & Runaway)</i>	\$6,000
16. <i>Options for Homeless Residents of Ashland</i>	\$40,000

Councilor Marsh expressed her appreciation to the Commissioners for doing such a fine job. Marsh asked the Commissioners if they could take a little time to evaluate this process.

The Commissioners determined there were a few changes that could be made in the next grant cycle. Here is a list of some of the suggestions.

- *The application form itself could include more specific questions.*
- *Specify what financial forms need to be filled out.*
- *Presentations could be more direct. Some presentations seemed more like storytelling and need to be more focused*
- *Ask the applicant more questions either on the application or at the presentations. Example "What if you didn't receive this funding? How would that affect your project? ""What are you going to do with the money? " Give us a brief overview of your program.*
- *Would like to receive feedback from the applicant.*
- *Would like a little more time between the applications and the presentations. Discuss the applications as a group and then hear their presentations.*

Marsh asked the Commissioners if they felt they had enough membership with this group to make this kind of discussion. Would it be helpful to have someone from the Budget Committee or a Council member included in the decision making process, inquired Marsh? The Commissioners recognized that depending on the applicants and the employment of some of the Commissioners it would be possible to not have a quorum. However the consensus was that they will make that determination after they evaluate how well they express their decisions to the Council. Boettiger pointed out that the goal is fluid communication with the Council. They are open to the possibility of additional assistance with the process if necessary.

The recommendations go to the City Council on June 16, 2015. Matthews, Crader and Rohde will attend that Council meeting with Reid.

Quorum Check:

Next Housing Commission Meeting – 4:30-6:30 PM; June 25, 2015

Possibility that Matthews might be absent

Saldana will not be able to attend

July 20, 2015 City Council Study Session-Housing Trust Fund Discussion.

Crader invited the Commissioners to attend the Economic and Culture tourism grants deliberation. They follow the same format as the Social Service Award.

Adjournment

The meeting was adjourned at 7:00 p.m.

Respectfully submitted by Carolyn Schwendener

Housing and Human Services Commission Memo

TITLE: Council Study Session on the HTF
DEPT: Community Development
DATE: June 25, 2015
SUBMITTED BY: Linda Reid, Housing Program Specialist

Housing and Human Services Commission Housing Trust Fund Subcommittee
Regina Ayars, Heidi Parker, Rich Rohde, Connie Saldana

Purpose

Ask the council at the May 18, 2015 study session to authorize the Housing and Human Services (H&HS) commission to develop a plan for creating a sustainable funding stream for the existing Housing Trust Fund (HTF). The plan would be approved by the council prior to the 2016 budget cycle.

Background

- 2003 Approval of the Affordable Housing Action Plan which identifies the HTF as "a key strategy" for the city to undertake to support the development of affordable housing
- 2006 Interviews with regional affordable housing providers for input on funding gaps that HTF could address
- 2007 Public survey of Ashland citizen for input on the development of the HTF
- 2008 June, HC finalizes recommendations and submits them to the council for approval
- 2008 September, council signs ordinance 2966 creating HTF and resolution funding it with rehabilitation loan repayments of approx. 99k
- 2012 Proceeds, \$125,000, from the sale of the Chitwood property added to the HTF.
- 2015 Current balance in the HTF is \$166,350 with no sustainable revenue stream

Examples of Ongoing Sources of Funding for Housing Trust Funds

Lodging or Hotel Tax [Ashland's Transient Occupancy Tax]: *Hotel or Lodging Tax* generates significant income for local jurisdictions and can be dedicated to affordable housing.

Recent changes to the *Short Term Rental* ordinance will generate additional revenue that can be dedicate to the HTF. An increase in short term rentals are known to reduce the availability of long term rental housing and increase rental rates.

Restaurant Tax [Ashland's Meal Tax]: As a luxury or tourist tax on dining out, a *Restaurant Tax* charges diners a small tax on the total bill. The tax can be limited to large restaurants grossing a certain level of sales and with a liquor license.



In Lieu Fees and Fractional Payments for Inclusionary Zoning (Ashland's Annexation Ordinance): Some Inclusionary Zoning ordinances allow developers to opt out of constructing affordable housing units by paying an *In-Lieu Fee* equal to the value of the required affordable housing units. Some ordinances require *Fractional Payments* for the value of un-built portions of required housing units. While these fees generate modest revenue, Inclusionary Zoning policies are most successful when they create affordable housing development, not revenue. Ashland's inclusionary Zoning requirement for newly annexed lands was grandfathered in when the Legislature voted to ban the strategy several biennia ago. Currently, legislation is pending to permit the use of inclusionary zoning to create affordable housing in all communities.

Linkage Fees and Systems Development Charges [Ashland's SDCs]: *Systems Development Charges* are imposed by local governments on new development (commercial and residential) for the cost of providing new public services and infrastructure such as sidewalks, schools, parks and affordable housing. *Linkage Fees* are a type of development impact fee charged specifically for the cost of affordable housing, often based on jobs and housing nexus studies. This is the most common revenue source dedicated to affordable housing and services.

Business Registration Fee (Ashland's Business License): An annual *Business Registration Fee* can be charged for the permission to do business within a particular jurisdiction. The fees can range according to the size and type of business. While all organizations must register, organizations with income tax exemption do not pay the fee.

Recent addition of property owners with more than 2 rental units will generate some additional revenue that could be dedicated to the HTF.

What are the Financial Benefits?

Housing trust funds are unique in that they benefit from a dedicated source of ongoing revenue. That revenue is committed to producing and preserving housing affordable to lower income households. The key is having a public source of revenue that is committed through legislation or ordinance. Housing trust funds are extremely flexible and thus can be used to support innovative ways of addressing many types of housing needs. They exist in small towns of about 1000 people as well as in the largest states in the country.

On average, each dollar spent by a housing trust fund leverages seven dollars in additional funding for housing, such as loans from banks. These funds are usually administered by government entities, such as a city housing department, which award funds through a competitive application process.

City Housing Trust Funds are effective:

There are 73 city housing trust funds in twenty-seven states, bolstered by another 148 jurisdictions participating in Massachusetts' Community Preservation Act, and 250 communities certified in New Jersey by the Council on Affordable Housing—a total of 471 city housing trust funds. Three good examples

Examples

The Affordable Housing Fund in Bend, Oregon was established to develop affordable housing for families at or below 80% AMI. The fee of 1/5 of 1 percent of the building permit valuation for all building permits raises the funding.



Established in 2006, and extended in 2011, the housing program has preserved or created 371 affordable homes and apartments. To date, the housing program has loaned more than \$5.8 million to affordable housing developments. This funding leveraged an additional \$39.6 million in federal, state and private funds—a ratio of nearly 1:7.

Tucson Housing Trust Fund Citizens Advisory Committee (THTFCAC) was created by ordinance November 14, 2006 to identify sources of funds and allocate them in support of affordable housing. From 2006 until 2011 the fund allocated \$546,344: 70% to home-ownership and down payment assistance, 25% to rental and rental rehabilitation projects, and 5% for housing repair projects.

CLOSING COMMENTS

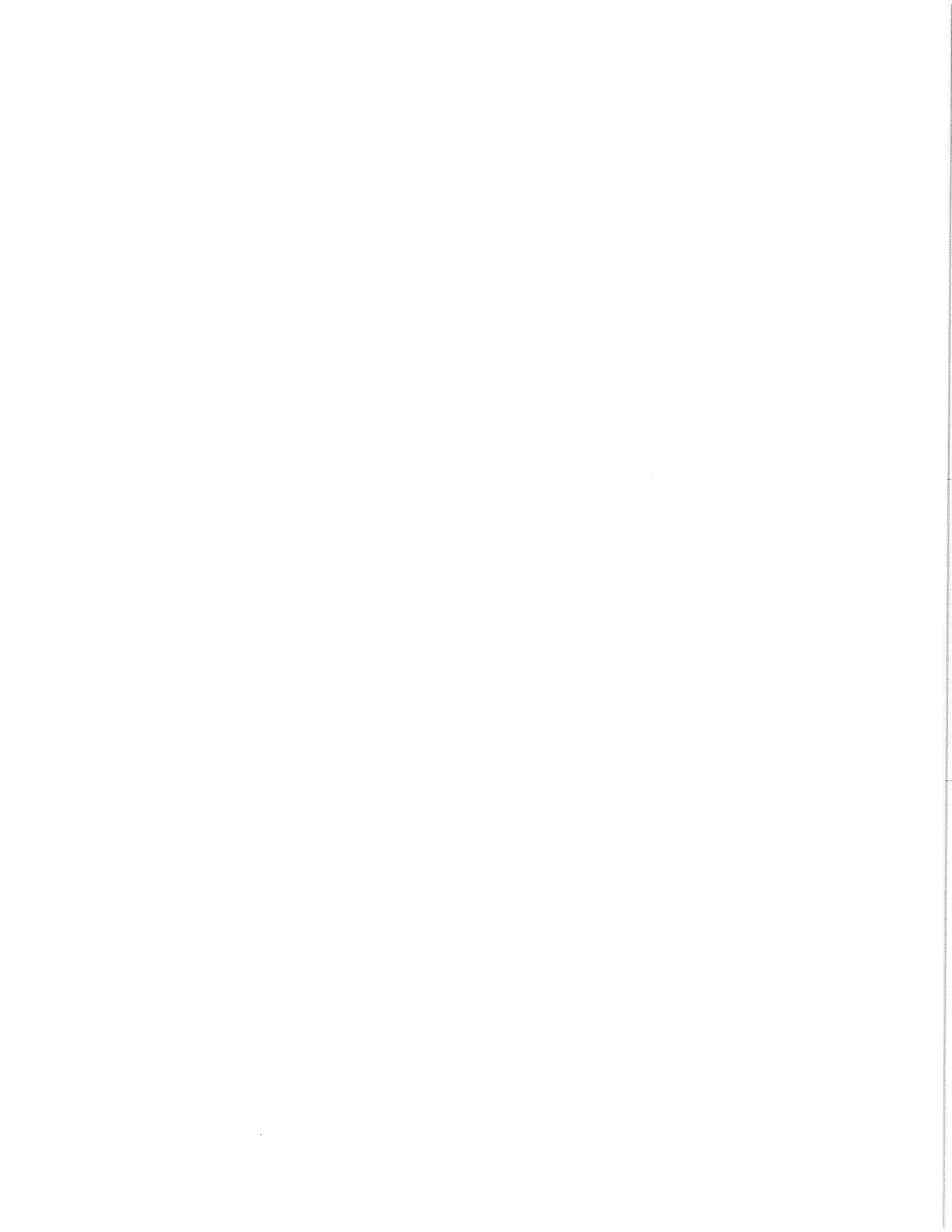
As was clear from the number of applicants and monetary size of the recent requests for CDBG funds, the Ashland Community will not be able to realize its goals of developing “decent and affordable housing, transitional housing and shelters for low and moderate-income persons, as well as provide services for the homeless” with CDBG funds alone. There simply isn’t enough money to go around.

Establishing a dedicated funding source for the existing Housing Trust Fund is vital if we are to meet the housing goals that have been re-stated with each Strategic Plan since 2003. That is why the Housing & Human Services Commission is asking the City Council to take the following steps:

1. Identify and authorize a sustainable funding source for the existing Housing Trust Fund.
2. Authorize the Housing & Human Services Commission to set up parameters for utilization of the HTF monies, with the Council having final approval, prior to the 2016 budget cycle.

In memory of two, now deceased, Housing Commissioners; Steve Hauck and Aaron Benjamin, who actively advocated for the Housing Trust Fund, we respectfully request the Council’s immediate attention to this very important issue.





Housing and Human Services Commission Memo

TITLE: Rental Registry Spreadsheet
 DEPT: Community Development
 DATE: June 19, 2015
 SUBMITTED BY: Linda Reid, Housing Program Specialist

Rental Property Name	Rental Property Address	Number of Units	Studio Units	1 Bdrm Units	2 Bdrm Units	3 Bdrm Units
	565 Allison	6		2	2	2
Regency Apts.	140 High	9		7	1	1
Chief Tyee	102 Garfield	32		6	26	
Johnston Manor	607 Park	17		15	2	
Ashley Gardens	245 Tolman Creek Rd	40		8	28	4
Ashley Senior	2301 Siskiyou Blvd	62		59	3	
Butler Apts.	40 Granite	8		5	3	
Tolman Creek Park LLC		38				
	164 1/2 Central	1			1	
	372 Iowa	1		1		
	374 Iowa	1			1	
	197 Hillcrest	1		1		
A&G Howe Prop. Mgt.	855 Park	18		9	8	1
A&G Howe Prop. Mgt.	20 Lincoln	10		4	6	
A&G Howe Prop. Mgt.	1035 Eureka	6			6	
A&G Howe Prop. Mgt.	532 Allison	4		4		
A&G Howe Prop. Mgt.	430,434,434 1/2 Beach	3		1	1	1
A&G Howe Prop. Mgt.	1070 Terra	1				1
Thormahlen Properties	1354 Quincy	24		12	12	
Thormahlen Properties	2080 Siskiyou Blvd	24		12	12	
Thormahlen Properties	130 Hargadine	4			4	
Thormahlen Properties	433/435 Holly St.	15		9	6	
Circle A Apts.	803 N. Main	12		10	1	1
Tudor Properties	725 Terra St.	192	192			
Pine Terrace Apts.	482 Iowa	6			6	
Bischof Rentals	436 Beach Street	11		3	8	
Bischof Rentals	118-120 High St.	2		1		1
Total		548	193	168	137	12



Housing and Human Services Commission Memo

TITLE: Final 15-16 Social Service Grant Allocations
 DEPT: Community Development
 DATE: June 25, 2015
 SUBMITTED BY: Linda Reid, Housing Program Specialist

Organization	Amount Received Last Round (if any)	Amount Requested	Tentative Applicant Allocation (Manually Adjusted)	Final Allocations
Winterspring	\$1,632	\$ 5,000	\$ -	\$ -
The Rose Circle Mentoring Network, Inc.	\$510	\$ 5,000	\$ -	\$ 3,000
Community Health Center	\$31,323	\$ 37,000	\$ 8,000	\$ 8,000
Planned Parenthood of Southwestern Oregon	\$4,080	\$ 7,500	\$ 1,500	\$ 1,500
Children's Advocacy Center of Jackson County	\$4,080	\$ 5,000	\$ 3,750	\$ 3,750
Jackson County SART	\$6,120	\$ 5,000	\$ -	\$ -
Community Volunteer Network RSVP of Jackson County	\$1,224	\$ 2,000	\$ -	\$ -
Community Volunteer Network FGP	\$1,530	\$ 2,000	\$ -	\$ -
Center for Nonprofit Legal Services, Inc.	\$6,120	\$ 7,500	\$ 5,000	\$ 5,000
Rogue Valley Council of Governments (Meals on Wheels)		\$ 9,000	\$ 3,700	\$ 3,700
Community Works Inc. (HelpLine)	\$8,298	\$ 10,625	\$ 4,700	\$ 4,700
CASA of Jackson County	\$3,570	\$ 7,500	\$ 3,000	\$ 3,000
Hearts with a Mission		\$ 4,000	\$ -	\$ -
Maslow Project		\$ 12,500	\$ 8,000	\$ 8,000
OnTrack, Inc.	\$3,570	\$ 10,000	\$ 6,000	\$ 6,000
Community Works Inc. (Sexual Assault Victim Services)	\$2,636	\$ 2,730	\$ 1,800	\$ 1,800
St. Vincent de Paul	\$16,320	\$ 25,000	\$ 20,000	\$ 20,000
Community Works Inc. (Dunn House)	\$15,055	\$ 16,000	\$ 11,760	\$ 11,760
Access	\$4,692	\$ 6,000	\$ 4,600	\$ 4,600
Children's Dental Clinic of Jackson County	\$4,080	\$ 3,500	\$ 2,850	\$ 2,850
Community Works Inc. (Homeless and Runaway)	\$6,120	\$ 7,500	\$ 6,000	\$ 6,000
Options for Homeless Residents of Ashland		\$ 47,500	\$ 40,000	\$ 37,000
			Total	Total
Total Requested		\$ 237,855	\$ 130,660	\$ 130,660
Total Amount Available		\$ 130,660	\$ -	
*Average Allocation is the average of the amounts that individual Commissioner's felt should be awarded to each applicant				



