

# Housing Options Made for Everyone Committee (HOME)



August 27, 2025, 1:00 – 2:30 p.m.

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City Council Chambers, Bend City Hall  
710 NW Wall Street, Bend, OR 97703

The hybrid meeting starts at 1:00p.m. in person and virtually via Zoom.

For those participating online, attendees may join the meeting by clicking the Zoom link below.

<https://bendoregon-gov.zoom.us/j/83369969004?pwd=4SbiTjHuRxvMuzaI4uEj2b8sNJBgS6.1>

Zoom Meeting ID: 833 6996 9004

Passcode Required: 652832

Call-in Phone Number: 1-888-788-0099

YouTube Livestream Link: <https://youtube.com/live/vquRknXGfdE?feature=share>

## Agenda

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- 1. Introductions (10 minutes):** Sara Odendahl – Chair, Carly Colgan - Vice-Chair, Ryan Starr, Benjamin Pray, Keith Wooden, Todd Prior, Eliza Wilson, Matt Martino, Morgan Greenwood, and Mayor Melanie Kebler
- 2. Facilitator Introduction (5 minutes) – Jen Rusk**
- 3. Public Comment (2 minutes each):**  
Visitors can attend in person or use the “Raise Hand” feature when promoted to provide public comment via Zoom.
- 4. Icebreaker Activity (15 minutes) – Melissa Kamanya**
- 5. Conflict of Interest Disclosure and Public Meeting Law (15 minutes) – Ian Leitheiser**  
Attachment A
- 6. HOME Roadmap (30 minutes) – Racheal Baker & Matt Stuart**  
Attachment B
  - a. Expected Outcomes
  - b. HOME Committee Participation
  - c. Role of Chair and Vice-Chair
  - d. Policy Topics to Explore
  - e. Proposed Timeline
- 7. Adjourn**



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### Accessible Meeting Information

This meeting/event location is accessible. Sign language interpreter service, assistive listening devices, materials in alternate format such as Braille, large print, electronic formats, or any other accommodations are available upon advance request. Please contact Misty Driggers no later than 24 hours in advance of meeting at [mdriggers@bendoregon.gov](mailto:mdriggers@bendoregon.gov) Providing, at least, 2 days' notice prior to the event will help ensure availability.

For questions or comments on the agenda, contact Racheal Baker  
[rbaker@bendoregon.gov](mailto:rbaker@bendoregon.gov)



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# Snack Selection

**Mellissa Kamanya, Affordable Housing Coordinator**

8/27/2025

# Option 1: This one always wins.

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- Cost : \$20 per session, or \$120 total
- PROs
  - Almost everyone has experience with this.
  - Protein, carbs, and fruit\* creates a balanced approach.
- CONs
  - Allergies.
  - Messy.
  - Staff involvement is moderate.



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# Option 2: Everyone else is doing this.

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- Cost : \$75 per session, or \$450 total
- PROs
  - On trend.
  - Try something new and innovative every month.
- CONs
  - Items in demand – hard to get or make
  - Unknown items, will you like them?
  - Staff involvement is high.



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# Option 3: Local and cheap.

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- Cost : \$0 per session, or \$0 total
- PROs
  - Everything is locally sourced.
  - No cost.
- CONs
  - High risk, uncertain outcomes.
  - Staff involvement is high.



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# Option 4: Quick win.

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- Cost : \$30 per session, or \$300 total
- PROs
  - There are options for everyone.
  - There is enough for everyone.
  - Staff involvement is minimal.
  - The budget can include the purchase of beverages.
- CONs
  - Bulk means less variety – you will have these snacks and drinks at every session.



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# Option 5: All in.

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- Cost : \$300 per session, or \$1800 total
- PROs
  - Supports a local business.
  - Everyone loves it.
  - Staff involvement is minimal.
- CONs
  - Spent all the funds in the first session.
  - Previous experience with vendor not showing up or changing costs.



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# Option 6: Potential for Conflicts.

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- Cost : \$120 per session, or \$720 total
- PROs
  - Customizable.
  - Interactive.
  - You all have preferences regarding chocolate flavors, brands, and types.
- CONs
  - Potential conflict with members with strong chocolate preferences.
  - Staff involvement is high for set up and clean up.



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# Choice Ranking

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Option	Total Cost (Budget = \$300)	Pros	Cons	Staff Involvement
PB & J Sandos	\$120			moderate
Trending Snacks	\$450			high
Free Foraged Snacks	\$0			high
Costco Snacks	\$300			low
Food Truck	\$1,800			low
Chocolate Fountain	\$300			high

# Language Assistance Services & Accommodation Information for People with Disabilities

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You can obtain this information in alternate formats such as Braille, electronic format, etc. Free language assistance services are also available. Please contact Mellissa Kamanya at [mkamanya@bendoregon.gov](mailto:mkamanya@bendoregon.gov) or 541-382-5615. Relay Users Dial 7-1-1.



## **Servicios de asistencia lingüística e información sobre alojamiento para personas con discapacidad**

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# **Advisory Bodies and Public Meetings, Public Records and Ethics - HOME Committee**

**Ian Leitheiser, City Attorney**

August 27, 2025

# City Advisory Body Overview

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Bend Municipal Code 1.20 – Advisory Boards, Committees and Commissions

- 8 currently active, permanent committees (not counting Budget Committee)
- Rules about appointment, status, and operation that apply to all advisory bodies:
  - Authority is limited to making recommendations to Council “on matters germane” to the advisory body; no individual or advisory body can bind the City
  - Selection and removal: at Mayor/Council discretion
  - Some general appointment criteria including a balance of viewpoints, and representation of all the community

# HOME Committee

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The HOME Committee is a temporary committee established by Resolution 3448

- Provide analysis, priorities, and recommendations to the City Council for Council consideration in developing a Housing Funding Work Plan



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# Public Meetings Law Applies to Governing Bodies

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- “Governing Body” is City Council and every board, committee, commission, task force or subcommittee of each body that makes a decision for the City or a recommendation to any other governing body.
- An advisory body is a governing body if the body is authorized to make recommendations to a public body.

# What Constitutes a Public Meeting?

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A meeting is any gathering of a quorum of a governing body to make a decision or deliberate toward a decision or recommendation on any matter

- Provide notice (email distribution list and post on City's website)
- Minutes or another record must be created
- Open to the general public
- Accessible

# Public Meetings Law Prohibitions

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Meeting other than in a properly-noticed public meeting to make a decision or deliberate toward a decision is not allowed

Meeting = convening

- Gathering in person
- Electronic communication
- Serial written communication
- Using intermediaries to communicate

# Public Records

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- **Public record:** Any writing that contains information related to the conduct of the public's business, prepared, owned, used or retained by a public body. Public records may exist in any format, including paper, pictures, sounds, symbols, files, photos, recordings or in electronic form (including email, texts, social media, instant messaging, etc.).
- If individuals use personal email addresses to communicate about official business, those emails are similarly subject to search and production, unless an exemption applies. You are therefore strongly encouraged to engage in communications regarding official business only on official email accounts.
- Text messages are public records (does not matter if City-owned or personal phone). Do not send substantive City-related discussion via text. Use texts to schedule, provide whereabouts, give contact info, etc. If you use more substantively, should be copied to separate public record format (e.g., official email).



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# Who Has Access to Public Records

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- The law states **“every person has a right to inspect any public record of a public body in this state, except as otherwise expressly provided by ORS 192.338, ORS 192.345, and ORS 192.355.”**
- Anyone can ask for any public record. No nexus required, and no relevance test. The identity or motives of the requestor are rarely a factor in deciding whether records must be disclosed.
- Default: favors disclosure. It is a disclosure law, not a confidentiality law. A record must be disclosed unless there is a specific exemption in state law justifying non-disclosure.



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# Volunteers as Public Officials

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As a volunteer on a City committee, commission, or board, you are now a “public official” for the purpose of the ethics law, regardless of whether you are compensated. Volunteers may be elected, appointed or selected by a public body.



# Ethics – ORS Chapter 144

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Ethics law involves several concepts:

1. Taking advantage of official position
2. Conflicts of interest
3. Gifts

Regulated by the Oregon Government Ethics Commission (OGEC)



Conflicts involve financial gain or the avoidance of financial detriment

# Use of Official Position is Prohibited

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**ORS 244.040:** A public official cannot use or attempt to use their position to obtain financial benefit, if the opportunity for financial benefit would not otherwise be available but for the position held by the public official

# Conflicts

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Actual Conflict of Interest: Action, decision or recommendation which ***would*** be to the private pecuniary benefit or detriment of official, relative, client or any business with which the official, relative, client or business with which the person is associated. ORS 244.020(1)

Potential Conflict of Interest: Action, decision or recommendation which ***could*** be to the private pecuniary benefit or detriment of official, relative, client or any business with which the official, relative, client or business with which the person is associated. ORS 244.020(12)



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# Conflicts

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- A conflict must be announced each time the public official is met with the conflict of interest (only one time at meeting, but must be made again at next meeting if issue comes up)
- The ethics obligation is personal to the public official. A violation does not void an official action, but there is potential personal liability for the violation.
- If you see an actual conflict of interest or potential conflict of interest on the horizon, the City Attorney's Office can advise. OGEC is also a resource.

# QUESTIONS

# Language Assistance Services & Accommodation Information for People with Disabilities

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# **HOME Committee Roadmap**

**Racheal Baker, Housing Division Manager and  
Matt Stuart, Real Estate Director**

Wednesday, August 27th, 2025

**To meet the community's needs, more homes must be built in Bend.**



**The Bend City Council established a temporary Housing Options Made for Everyone (HOME) Committee to compare and prioritize various subsidy and incentive tools that will create more homes in Bend.**

# Housing Options Made for Everyone (HOME) Committee

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- Bend Municipal Code, Chapter 1.20, supports the City of Bend's elected officials to approve and direct advisory bodies and committees.
- City Council explored the need for a Housing Options Made for Everyone (HOME) Committee at its work session on May 21, 2025.
- On June 18th, City Council adopted a Resolution approving the HOME Committee that directs the appointed body explore twelve (12) subsidy and incentive tools.



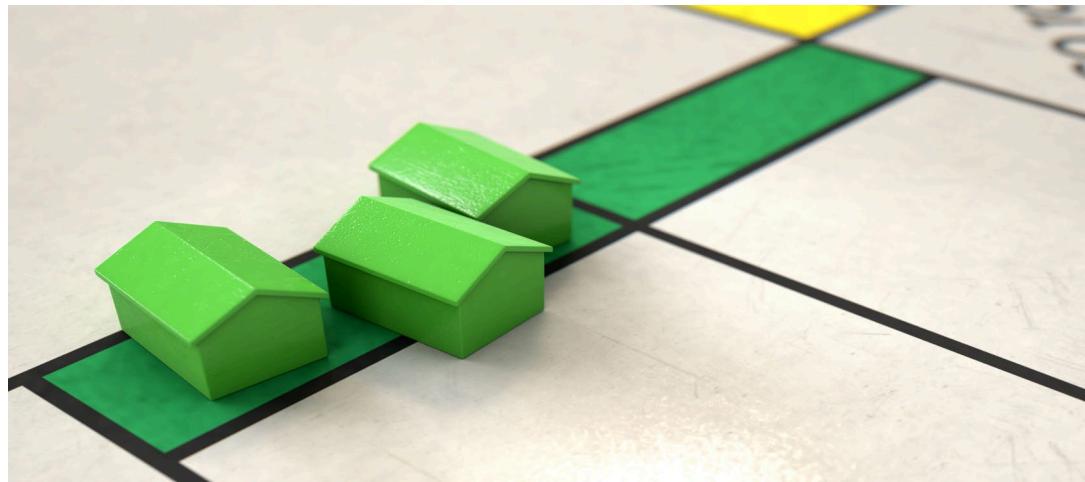
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# City of Bend's Current Subsidy Tools

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*For the past 20 years, Bend created programs to support needed housing and shelter.*

- Community Development Block Grant (CDBG) - 2004
- Affordable Housing Fee (AHF) - 2006
- Surplus of City Owned Properties for Affordable Housing – 2014-2016, 2023
- Commercial and Industrial Construction Tax (CICT) – 2020
- Houseless Fund – American Rescue Plan Act (ARPA) – 2021
- Middle-Income Housing Pilot Project - 2023
- Pathways to Removing Obstacles to Housing (PRO Housing) Grant - 2024
- Tax Increment Assistance for Housing Affordability (Site Specific and Investment Areas) - 2024
- Climate Equity and Resilience Through Action Grant - Space Efficient Housing – 2025 (TBD)



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# Approaches for Greater Subsidy

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Increasing Current Fees (AHF and CICT)

Urban Renewal / Tax Increment Financing

Land Trust (City Owned)

Vacancy Tax

Dedicated Revenue (non-tax based)

Credit Enhancement

501(c)(3) Tax Exempt Bond

General Obligation (GO) Bond

Land Value Tax

- Necessary to maintain current production levels, if state and federal resources no longer available.

- All approaches would require dedicated staff either taken from current work or newly hired.



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# City of Bend's Current Incentive Tools

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- Expedited Review for Affordable Housing (2003)
- Property Tax Exemption
- Qualified Rental Housing (2003)
- Nonprofit (2022)
- Density and Height Bonus for Affordable Housing (2015)
- System Development Charges Exemptions (2017)
- Pre-approved plans for Accessory Dwelling Units (2023)
- Building Master Reissue Permit Pilot Program (2024)
- Adoption of Development Code Updates from City of Bend and Oregon Legislation (2015, 2016, 2018, 2019, 2020, 2021, 2023, 2024)
- Urban Growth Boundary (UGB) Expansion Areas – Parkside Place (2018), Stevens Road (2021), Caldera Ranch (2024)

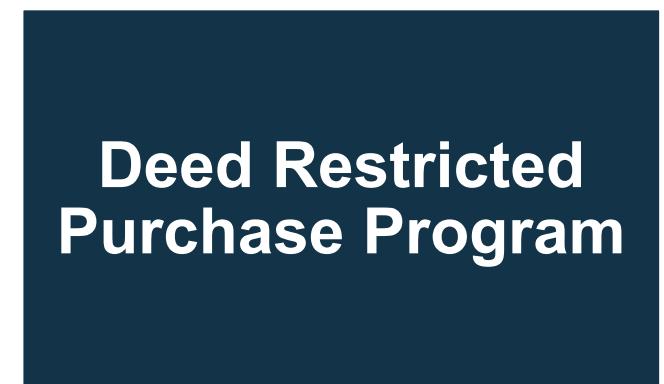
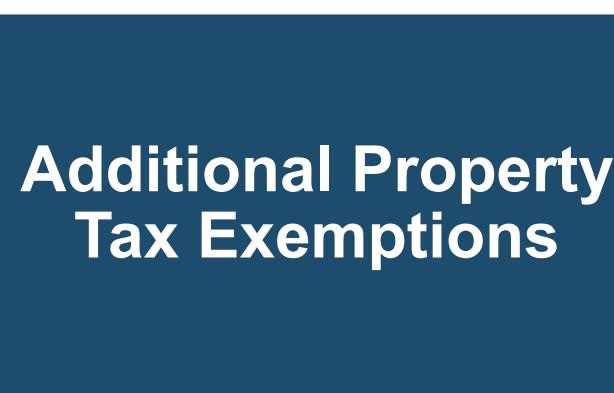


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# Approaches for More Incentives

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- Can revisit tax exemption programs or SDC methodology and administration
- Long-term lease incentives and deed-restricted purchase programs will require external partnerships and injections of revenue to begin or expand



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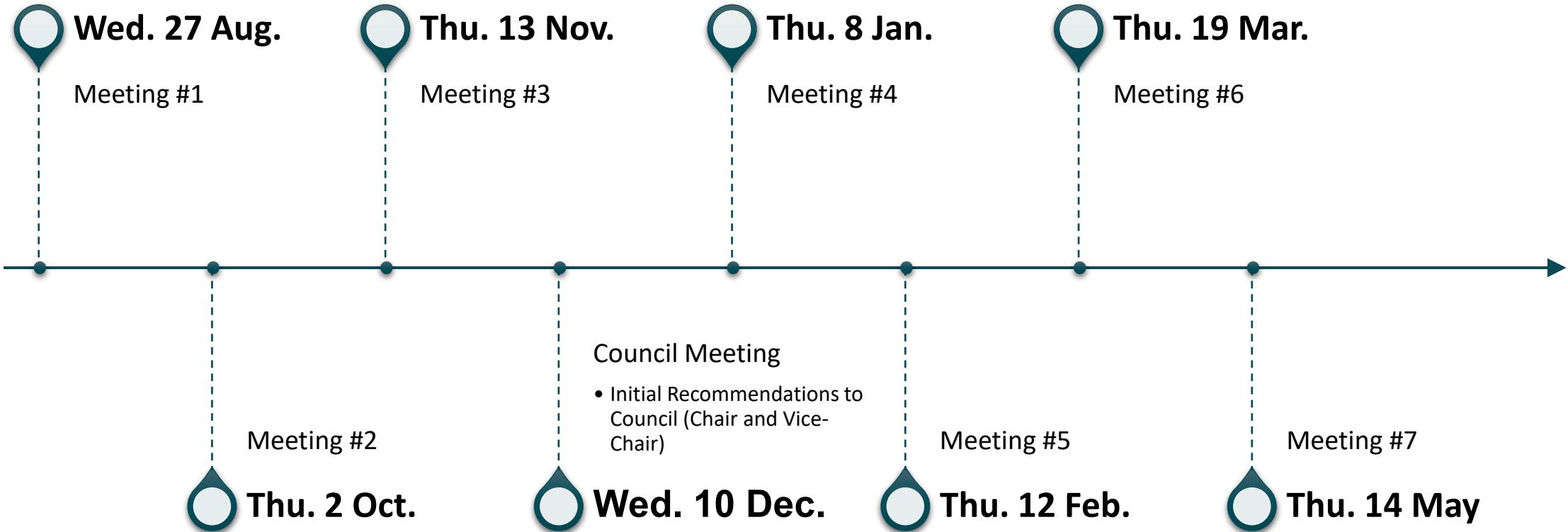
# HOME Committee Guidelines

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- Compliance with ethics, public meeting, and public records laws
- Limited role to direction of Council (input requested)
- Council liaisons, City staff, meeting facilitator, and committee Chair and Vice Chair available for any questions regarding role or responsibilities
- Council members available as liaisons for any clarifications on the elected body's direction
- Committee's Chair and Vice Chair appointed by Mayor
- Report to Council at their request (December '25 and Summer '26)
- A quorum will consist of five (5) voting members for conducting business, and the majority of those members present, and voting shall be required to decide any matter
- The results of all voting must be recorded in the minutes

# HOME Timeline

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