



Portland Housing Bureau

Portland Housing Advisory Commission
Tuesday, January 18
 3:30 p.m. – 5:30 p.m.
 Steel Bridge Conference Room
 421 SW 6th Ave
 Portland, OR 97204

- ✓ = PHAC public member action item
- ▶ = PHB staff member action item

DRAFT 1-18-11 Meeting Minutes

Members Present: Jesse Beason, Andrew Colas, Carmen Rubio, Deborah Imse, Marc Jolin, Christine Lau, Traci Manning, Toby Washington, Mark White, Brian Wilson.

Members Excused: Carter MacNichol, Rey Espana

| Agenda Item | Discussion Highlights | Outcomes / Next Steps |
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| Welcome & Review Meeting Purpose | The Director set out the goal for the evening: review the proposed FY2011-2012 budget, and get members prepared to draft a letter to City Council in support of PHB. Over the next couple of months, PHAC will work on its governance, including naming a chair or co-chairs. | ✓ PHAC members reviewed and approved the meeting minutes from January 4, 2011. |
| Public Comment | No public comment submitted. | |
| Debrief the 1/13 Public Budget Hearing | Marc Jolin, Mark White, Traci Manning, and Christine Lau attended the PHB FY2011-2012 Budget Hearing on January 13, 2011. The hearing was not very well attended, but followed a series of very well-attended hearings on the Strategic Plan. There will be additional opportunities for public comment as | |

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| <p>Debrief the 1/13 Public Budget Hearing (cont.)</p> | <p>the City begins its budget hearings process.</p> <p>PHAC members in attendance noted that it was interesting to hear testimony from members of the Lents & Gateway communities regarding the timing of the 30% TIF Set-Aside for Housing, and whether it should be reconsidered. Most URACs have concerns about housing. The two main ideas presented at the hearing were: 1) put a moratorium on the TIF Set-Aside; and/or 2) focus work on preservation and rehabilitation of existing, market-rate affordable housing in lieu of new development.</p> <p>PHB Director Margaret Van Vliet acknowledged the thinking behind the request for adjusting funding in Lents and Gateway. She emphasized the importance of improving the partnerships PHB has with the private market, the various public school districts, including David Douglas, and the Portland Development Commission.</p> <p>PHAC also discussed the testimony from Gary Cobb, a representative from Central City Concern, who stressed the importance of transitional housing. There is concern that Priority 2 and 4 of the PHB Strategic Plan do not focus on the service aspect of housing. Marc Jolin suggested that the Coordinating Committee on the 10 Year Plan to End Homelessness review Priorities 2 and 4 to see how they can be better aligned.</p> <p>Deborah Imse emphasized that PHB must remain alert to market conditions: forecasters are confident that, within 2-3 years, there will</p> | <p>▶ PHB staff is working on a timeline map of upcoming PHAC meetings and agenda topics. Staff will be sure to include time to discuss private market trends.</p> <p>▶ The 30% TIF Set-Aside policy will be up for review next year. We are currently in the final year of the 5-year policy. PHB will be forming a review group for the policy, and will be recruiting members of the PHAC to join.</p> |

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| | <p>be a housing shortage. PHB and the PHAC will need to partner with the private market to make sure we are looking outside the box when considering development.</p> | |
| <p>Review PHB FY2011-2012 Preliminary Budget Request</p> | <p>Mike Johnson reviewed an updated draft Budget Worksheet, organized in the same order as the SP Investment Priorities.</p> <p>City Bureaus were asked to make a 1.5% cut in General Fund budgets. For PHB, that meant a cut of about \$92,000. The economic forecast for the city shows that the General Fund is pretty stable.</p> <p>The Decision Packages (also referred to as Add Packages) are the amounts the City uses to add or subtract from the base budget. Packages are all focused on General Fund; they are additional “asks” of the General Fund after the base budget is determined and required cuts are taken into account. The Packages include about \$4.7 Million in “serial one-time only” funding.</p> <p>A Decision Package is being proposed for Priority 2: Prevention and Rapid Re-Housing to offset the expiration of HPRP federal funding. Since Short Term Rent Assistance is a successful program, PHB hopes that Council will agree to backfill that budget hole. Council will not usually backfill holes created by the disappearance of other funding. However, HPRP filled a hole in STRA left by a shortage of General Fund.</p> <p>If PHB is not awarded all of the Decision Packages, Executive Team will work more to</p> | <p>► PHB staff will send PHAC members a link to the City Economist’s review of the General Fund forecast.</p> |

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| | <p>prioritize and re-organize or re-distribute the funds asked.</p> <p>While Transitional Housing appears in Priority 4, it will not be “zeroed out” in favor of the other Priorities.</p> <p>PHAC members expressed that it would be helpful to see what is different about this year’s budget compared to last. They asked for a tool that would show the trade-offs, and identify what programs or projects are changing.</p> <p>PHAC members noticed the percentage spent on Administration & Support has increased slightly. The actual amount spent on Admin and Support is smaller, but the percentage appears bigger because the overall budget amount is smaller.</p> <p>Economic Opportunity is very important and is also facing cuts; PHB staff explained that the Ec Opp program now resides with PDC. The workforce elements of the program will be transitioning to Worksystems.</p> <p>Moving forward, PHB will continue to try and convert General Fund to recurring instead of one-time only or serial one-time.</p> | <p>▶ PHB staff will send PHAC members a worksheet annotated to show changes between FY 2010-11 funding and FY 2011-12 funding. Staff will also distribute the budget “narrative” for FY2011-2012 once it is developed.</p> <p>▶ When the budget is finalized, PHB staff will share cuts made to programs with PHAC members.</p> <p>✓ PHB’s budget work session is scheduled for April 4, 2011. The date is subject to change, and PHB staff will send updates. PHAC members are encouraged to attend the work session.</p> |
| <p>Identify Themes for PHAC Letter to Council</p> | <ul style="list-style-type: none"> • Encourage Council to convert PHB one-time funds to recurring. • Recognize the bit hit on resources. • Show support of new bureau, and ask the Council to also support it. • Reference the Strategic Planning effort | <p>▶ PHB staff will help PHAC members draft a letter to City Council by January 31. Finalizing the letter may happen via email, or if PHAC members are interested in working on it, PHB</p> |

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| | <p>that went on in the bureau, leading to the ability to budget in line with the four priorities.</p> <ul style="list-style-type: none"> • State the commitment to equity. • Highlight some of the current need in housing. • Identify cost savings that have come along with the new bureau. • Acknowledge that PHB did not use as much General Fund last year because of the federal stimulus. Now that the stimulus has expired, PHB needs more GF. | <p>can arrange a conference call or small group meeting.</p> |
| <p>Update on State and Federal Legislative Agendas</p> | <p>PHB Staff member Beth Kaye is the legislative affairs manager for the Bureau. She distributed handouts summarizing the City's State and Federal agendas for Housing.</p> <p>Ms. Kaye also shared the Housing Alliance's draft "Housing Opportunity Agenda." The agenda this year is modest, with a focus on holding on to hard-won resources, such as the dedicated Document Recording Fee.</p> <p>The Housing Alliance brings together advocates, local governments, housing authorities, CDCs, environmentalists, service providers, business interests and others dedicated to increasing the resources available to meet our housing needs to support a common statewide legislative and policy agenda.</p> | <p>✓ PHAC members are invited to attend Lobby Day in Salem on February 14, 2011. Beth Kaye will send additional information.</p> |
| <p>Next Steps Agenda Highlights</p> | <p>At the next PHAC meeting, staff will share an outline of agenda topics coming up for PHAC.</p> | |

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| | <p>PHAC is moving to a monthly schedule, the first Tuesday of each month. The next meeting is Tuesday, February 1, 2011 at 3:00pm at the Portland Housing Bureau.</p> | |