



**Portland
Housing
Bureau**

Portland Housing Advisory Commission
Tuesday, February 1, 2011
 3:00 p.m. – 5:00 p.m.
 Steel Bridge Conference Room
 421 SW 6th Ave
 Portland, OR 97204

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

DRAFT 2-1-11 Meeting Minutes

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

Members Excused: Carter MacNichol, Rey Espana, Carmen Rubio, Toby Washington

| Agenda Item | Discussion Highlights | Outcomes / Next Steps |
|---|--|--|
| Welcome & Review Meeting Purpose | <p>The Director set out the goal for the evening: review the submitted budget proposal for FY2011-2012, and discuss projects currently underway at PHB including the TIF Set-Aside update and Analysis of Impediments report.</p> <p>Commissioner Nick Fish attended the meeting.</p> <p>PHAC members reviewed the minutes from the 1-18-11 meeting, and had one revision to language about the Economic Opportunity program and the discussion regarding where the program will reside. Staff updated the language.</p> | <p>✓ PHAC members reviewed and approved the meeting minutes from January 18, 2011, as amended.</p> |
| Public Comment | <p>No public comment submitted.</p> | |

| Agenda Item | Discussion Highlights | Outcomes / Next Steps |
|--|---|--|
| <p>Recap FY2011-2012 Budget Submission & Upcoming Process</p> | <p>Staff and PHAC members reviewed the budget submission for FY2011-2012.</p> <p>Margaret Van Vliet notified PHAC that PHB leadership had to deliver the news to seven staff members that their positions would be cut at the end of the fiscal year. The biggest impact was to the Housing Development and Finance Team, as well as the Data Team and Policy Teams. The cuts will be in effect July 1; affected staff can work through June 30.</p> <p>Margaret stressed that PHB will focus on continuing to provide good service, even with the staff cuts. Some functions will shift due to the cuts. For example, there may be more emphasis on resource development, but less of other work. The legislative work for the bureau may be focused more centrally through the Government Affairs Office.</p> <p>Overall, the budget reflected the new priorities set out in the Strategic Plan. Commissioner Fish commended PHB on its budget proposal, and the Advisory Commission for its excellent work through the process. With the budget in decline, it is important to right-size the bureau and focus more on developing new resources for the future.</p> <p>The Commissioner shared that there is a citywide surplus, so he expects Council to be able to fund the “shadow budget” (i.e., ongoing services and programs funded each year by one-time allocations of general fund). This equals about \$11 Million.</p> <p>PHB is dependent on one-time funding,</p> | <p>► Staff and PHAC members acknowledged that the budget process was a little bumpy this year with the new group formed. Next year should run more smoothly as staff and commission members will be better prepared.</p> |

| Agenda Item | Discussion Highlights | Outcomes / Next Steps |
|------------------------------------|--|--|
| | <p>disproportionately so compared to other City bureaus. PHB's share is about \$4.8M of the \$11M total. Of the surplus, as much as \$1.5M will be ongoing, so there could be a push to convert some one-time funding into ongoing for PHB.</p> <p>PHB is requesting Council fund two neighborhood inspector positions (housed at BDS). These positions had previously been funded by CDBG but PHB has determined that using this resource to fund this program poses some compliance issues with HUD. This request will come from the Commissioner's Office, not PHB directly.</p> <p>PHB will be presenting its proposed budget to City Council on April 4 (subject to change). PHAC members are encouraged to attend.</p> | <p>► Staff will confirm the City Council meeting time with PHAC members, and will request members to attend if they can.</p> |
| <p>TIF Set-Aside Update</p> | <p>David Sheern, a program coordinator with the Housing Policy Team at PHB presented some information about the history of the TIF Set-Aside, and how we will move forward to review and renew it now that it is in the final year of its five-year policy.</p> <p>The 2009-2010 TIF Annual Report was just published; the report includes the 2009-10 data as well as all the previous years.</p> <p>In preparing to review the policy, a Technical Committee has been formed to review the policy. Many questions will be answered through the review including:</p> | <p>► Staff will send out a link to the 2009-2010 TIF Annual Report.</p> |

| Agenda Item | Discussion Highlights | Outcomes / Next Steps |
|---|--|---|
| | <ol style="list-style-type: none"> 1. Is 30% a floor or ceiling? 2. Should the 30% be URA-wide, or for each URA? 3. What about creating the policy when a URA is already in existence? <p>There are continuing discussions around the set-aside and whether or not TIF funds should go to TIF-generating projects. Others have discussed using TIF funds for schools, or outside of the districts. This would involve changing state laws around TIF.</p> <p>The review process will also include a stakeholder advisory committee. Staff will look to recruit PHAC members to sit on the committee. Timeline for the project is from now until Spring; staff is determining what kind of time commitment the advisory group will have.</p> | <p>✓ PHAC members interested in sitting on the stakeholder committee should contact Andy Miller.</p> |
| <p>Briefing on 2011 Analysis of Impediments to Fair Housing Report</p> | <p>Kim McCarty and Jenny Kalez briefed PHAC members on the current process underway to update the Analysis of Impediments Report.</p> <p>The Report focuses on the most up-to-date data, and analyzes impediments people face when trying to access housing. The Report will identify recommendations to address those impediments.</p> <p>Two committees have been formed, a Technical Committee focused on the data gathering and presentation, and an advisory committee, which will look at impediments and then focus on developing recommendations.</p> <p>Three PHAC members sit on the advisory</p> | <p>✓ PHAC members are interested in hearing from the Fair Housing Council about the results of their audit testing.</p> |

| Agenda Item | Discussion Highlights | Outcomes / Next Steps |
|---|---|--|
| | <p>committee: Andrew Colas, Deborah Imse, and Christine Lau.</p> <p>PHAC will review a draft of the Analysis of Impediments Plan at the April 5 PHAC meeting.</p> | |
| <p>PHAC Governance and Meeting Map</p> | <p>Margaret Van Vliet shared a draft agenda map for upcoming meetings for the PHAC.</p> <p>PHAC members reviewed the map and had some suggestions:</p> <ul style="list-style-type: none"> • Find time for the 25-Year Portland Strategy – this will go in hand with the Portland Plan. • Regionalism – important focus. • Discuss data and evaluation. • Invite Tom Hughes to PHAC meeting to discuss regionalism and equity. <p>PHAC also discussed governance for the advisory commission, and recommended that PHAC have a quarterly rotating chair and co-chair. The Chair’s responsibility will be to facilitate the meeting, work with staff to coordinate the agendas, and some attendance of other meetings when necessary.</p> | <p>▶ Staff will begin work to schedule a full or half-day retreat sometime in June.</p> <p>▶ Staff will develop a rotating chart for meeting chairs, beginning in March with Jesse Beason as chair, and Andrew Colas as co-chair. Rotation will move alphabetically.</p> |
| <p>Next Steps Agenda Highlights</p> | <p>Staff will recruit PHAC members to attend the City Council budget meeting, scheduled for April.</p> <p>PHAC meets the first Tuesday of each month. The next meeting is Tuesday, March 1 2011 at 3:00pm at the Portland Housing Bureau.</p> | |