



# Portland Housing Bureau

**Portland Housing Advisory Commission**  
**Tuesday, December 4, 2012**  
 3:00 p.m. – 5:00 p.m.  
 Portland Housing Bureau  
 421 SW 6<sup>th</sup> Ave, Ste 500  
 Portland, OR 97204

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

## Meeting Minutes

**Members Present:** Marc Jolin, Sarah Zahn, Andrew Colas, Shannon Singleton, Jesse Beason, Rey Espana

**Members Excused:** Christine Lau, Carter MacNichol, Deborah Imse, Carmen Rubio, Elisa Harrigan

Agenda Item	Discussion Highlights	Outcomes / Next Steps
<b>Welcome &amp; Review Meeting Purpose</b>	Shannon Singleton chaired the PHAC meeting. The meeting will be spent on discussion of the newly rolled out LTE program, PHB budget, the PHAC retreat and a new member update. During the budget discussion, the BAC will convene and Paul Stewart and Kim McCarty will become voting members should that body take any official action.	
<b>Review Minutes</b>	Shannon asked for the minutes to be reviewed. There was one change to correct Shannon's name at the top. The minutes will need to be approved next meeting when there is a quorum.	✓ Approve minutes at next meeting.
<b>Multi-Unit Limited Tax Exemption Overview</b>	Dory Van Bockel, LTE Coordinator for the Portland Housing Bureau, gave an overview of the Multi-Unit Limited Tax Exemption Program and the recent changes that have been enacted. There is now a cap on how much foregone revenue can be allowed each year, with the limit being set at \$1 million this year. A competitive process similar to the NOFA was carried out to determine who was eligible for these funds.  PHB received six applications, three of which met the minimum threshold requirements to enter the evaluation stage. Of the rejected proposals, one project had already applied for permits (not allowed under the new rules) and the other two did not meet the equity goals or conduct the neighborhood contact process.	

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	<p>The three projects that did meet the minimum requirements were scored based on the public benefit they provided. All three scored well on equity and public benefit and were awarded funding.</p> <p>Project #1: Pacific Tower – This was a request to extend an existing abatement for twenty years to maintain the building’s current affordability. Located in the Downtown Waterfront URA, average rent is at 40% MFI and the units are targeted towards seniors. The housing provides access to amenities, accessible units and are located in an area where affordable housing is scarce. The project also met the financial needs test and was approved.</p> <p>Project #2: Boulevard Square – This is an affordable homeownership project with 24 for-sale units at 80% and below MFI. This project is partnering with Proud Ground to sell the units and will contain 30 off street parking spaces. The developer has had successful previous achievement in MWESB goals and is shooting for LEED platinum certification. This project was approved for the tax exemption.</p> <p>Project #3: Wilmore Apartments – This project contains 65 units, 30% of which will be at or below 60% MFI. There is a ground floor commercial component (will not be abated), 35 parking spaces and 83 bike parking spaces. The project sponsors have an equity marketing plan in place and have created an incentive for Veterans. The LTE was approved.</p>	
<p><b>FY 2013-14 Budget Discussion</b></p>	<p>The Budget Advisory Committee (BAC) officially convened and Kim McCarty and Paul Stewart joined the meeting as members of the BAC. As of now, a similar timeline to last year’s budget process is being assumed, but with the new incoming Mayor there could be changes. PHAC sub-BAC members (Marc Jolin, Deborah Imse, Kim McCarty and Paul Stewart) will meet in between PHAC meetings and report back. The size of our budget from 2012-13 adopted to our 2013-14 forecasted will go down by \$41 million, due to large development projects dwindling down. Reduction-wise, we are looking at around \$1.9 million, due to reductions in federal entitlements and the city’s general fund. Even though administrative costs have actually gone down, the percentage in the budget has gone up due to an overall reduction in admin dollars. There will likely not be one time only money available.</p> <p>PHB is convened a cross functional staff committee similar to last year’s to look at ways to</p>	

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	<p>close budget gaps and spend money more efficiently. They are also looking at operational improvements that will free up staff time. The cross functional team is also looking at resource development and, at this time they recommend carrying over \$60,000 for the possible resource development strategies such as finding a consultant to assist in applying for grants or other resource development opportunities. Discussion included a need for more capital to be generated, and the suggestion that PHB needs to build an initiative of stakeholders in the community to create a higher level of engagement to advance resource development goals.</p> <p>The letter that PHAC sent to City Council last year can be used a good starting point for this year's, outlining PHB's funding priorities and explaining why funding to PHB programs is vital. What other ways can PHAC effectively provide input on the budget? Finance can provide different "cut scenarios" for PHAC to react to.</p> <p>An equity lens also needs to be used when deciding how cuts will be made. What does an equity lens look like? The lens may be different depending on strategic plan area. The general consensus amongst PHAC members is that PHB should avoid any further staff reductions because it would be detrimental to the Bureau's ability to carry out its mission. It would also be detrimental to the great progress PHB has made as a leader in furthering the City's equity agenda. The soup can't be thinned anymore and program reductions may need to be considered. What is currently being used to evaluate equity? PHB is still working with its contractors on equity tracking. Staff can check back with them to see what progress they have made since the first discussions, but funding decisions can't necessarily be tied to this at this early stage.</p> <p>The letter that PHAC sends to the new mayor will need to give sufficient background on PHB's programs and will need to help him understand when recommendations are positive, negative or neutral. It should also mention the great strides towards equity PHB has made thus far. On the construction side, further distinction needs to be broken down within MWESB to show how many minorities are benefiting from PHB's funding, not only who is using the programs and services but from the aspect of how many minorities are obtaining high paying jobs because of the equity agenda and how the funding is being used as well.</p> <p>The letter can be used to show concrete strides toward equity and include examples in the private sector and how contractors are getting creative in their approach to reaching equity goals.</p>	

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	<p>Five year trends in some of our programs need to be considered, as well as our system capacity as a whole. Sub-BAC can come back to PHAC next month with some recommendations. PHAC members can attend the Sub-BAC meeting on 12/17 send an email with questions and/or ideas to the group.</p>	
<b>Retreat Update</b>	<p>The group discussed a handout that prioritized the 9 focus areas discussed at the retreat. Some federally required items will be added to the list. Planning will start in January.</p>	<p>PHAC's Executive Committee was established: Jesse Beason, Chair, Marc Jolin and Deborah Imse.</p>
<b>New Member Update</b>	<p>Several names were given as potential new members, but the search continues. New leaders will be elected at the next PHAC meeting.</p>	
<b>Other Items</b>	<p>There will be a meet and greet for potential NOFA proposers, minority chambers and MWESB contractors on Thursday, December 6<sup>th</sup>. There were 22 letters of interest submitted this year.</p> <p>A new date for the January PHAC meeting needs to be decided on due to an upcoming holiday.</p>	<p>► Daniel will work with PHB staff to find an alternate PHAC meeting date in January.</p>