



# Portland Housing Bureau

Mayor Ted Wheeler • Director Kurt Creager

## RSC Draft Ground Rules

1. Speak your truth and listen to understand.
2. Expect discomfort and accept non-closure.
3. Honor others' perspectives and contributions.
4. Share the air.

## Decision Making Process

The Commission's agenda will consist of policy topics set by the Housing Commissioner, Housing Bureau, and Commission's Executive Committee. All City Council Commissioners are invited to submit items for the Rental Services Commission Agenda.

There are two types of agenda items for the Commission:

**Information Item** – The topic is presented with a short introduction, followed by a brief opportunity for the Commission to offer perspective. Staff then produces a memo summarizing concerns or considerations raised by the Commission,

**Discussion and Recommendation** – The second form for an agenda item is as a discussion topic. The format for a discussion item has three parts.

First, the Commission is introduced to the topic and provided a high-level overview as well as an opportunity for initial questions and suggestions. Housing Bureau staff will then follow up with research and additional meetings if needed to prepare for the work session.

Second, at the work session, updated information or draft proposals are brought by staff to the Commission, to collect further feedback and considerations on the subject. Public testimony for each topic will be heard at its work session.

Third, the topic is brought back to the Commission for a final opportunity to provide input. The Commission is presented with an overview of the main perspectives present in the first two meetings. Commission members can indicate support for a shared proposal or recommendation that is summarized by Housing Bureau staff. Staff then send a letter to the Housing Bureau Director, Housing Commissioner, and City Council representing the Commission's points of view. These letters will summarize the perspectives shared by multiple members of the Commission, with the names of the Commissioner members supporting that point of view listed next to it.

Items offered by City Council Commissioners are placed on the agenda as information items by default. The Housing Commissioner (Mayor Wheeler) can designate the topic as a discussion item, or remove it from the agenda.

## Workplan

The 15-month workplan provides an overview of the main agenda points for the Commission. It follows the structure described for discussion topics. Each item is scheduled to come before the Commission three times.

The workplan covers 5 topics during its 15-month scope, with the opportunity to introduce an additional topic on December 18, 2018. In order, the Commission will address Rental Unit Registration, Data Needs, Security Deposits, Screening Criteria, and Regional Coordination.

Limiting each two-hour meeting to one topic is intended to provide sufficient time for the Commission to provide their input on each topic, while allowing for the potential to add items of interest to the agenda as needed. The work sessions for Data Needs and Rental Unit Registration are scheduled for the same meeting, recognizing the overlap between the topics.

### Draft 15-Month Workplan

Dec 19, 2017	Topic Introduction for Data Needs
Jan 16, 2018	Topic Introduction for Rental Unit Registration
Feb 20, 2018	Work Session for Data Needs Work Session for Rental Unit Registration
Mar 20, 2018	Final Meeting for Data Needs
Apr 17, 2018	Final Meeting for Rental Unit Registration
May 15, 2018	Topic Introduction for Security Deposits
Jun 19, 2018	Topic Introduction for Screening Criteria
Jul 17, 2018	Work Session for Security Deposits
Aug 21, 2018	Final Meeting for Security Deposits
Sep 18, 2018	Work Session for Screening Criteria
Oct 16, 2018	Final Meeting for Screening Criteria
Nov 20, 2018	Topic Introduction for Regional Coordination
Dec 18, 2018	Topic Introduction TBD
Jan 15, 2019	Work Session for Regional Coordination
Feb 19, 2019	Final Meeting for Regional Coordination