



CITY OF
PORTLAND, OREGON

PORTLAND HOUSING BUREAU

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TIF Set Aside Review Charter

Why: 2011 marks the fifth year of the Set Aside policy that was adopted and implemented in 2006. Policy ordinance directs city to perform a review and recommend changes to Council in fifth year.

Three-Stage Review Process:

- Technical Review
- Programmatic Review
- Public and Stakeholder Input

Technical Review Committee (Completed)

Committee:

Finance leadership from PHB, Office of Management and Finance, City Debt Management and Portland Development Commission

Purpose:

Recommend structural changes that will promote more predictable budgeting, greater transparency and account for the administration of Set Aside by PHB.

Key Questions:

- Should staffing and overhead be subject to the Set Aside?
- How account for Program Income under the Set Aside?
- How to manage PHB's cash flow for Set Aside expenditures?
- Process for adopting exceptions to Set Aside to carry-out time-sensitive projects?

Stakeholder Review Committee (May – July, 2011)

Committee Roster:

Traci Manning – Central City Concern/Portland Housing Advisory Commission Member
Jesse Beason – Proud Ground/PHAC Member
Arlene Kimura – East Portland Action Plan
Kimberly Branam – Portland Development Commission
Daniel Ledezma – Commissioner Fish's Office
Skip Newberry – Mayor's Office
Guillermo Maciel – Multnomah County Chair Cogen's Office
John Miller – Oregon Opportunity Network
Kate Allen – Portland Housing Bureau

Joni Hartmann – Network for Oregon Affordable Housing
Bernie Bottomly – Portland Business Alliance

Purpose:

Provide technical advice to PHB as it develops recommended updates to the Set Aside to improve administration, transparency and reporting and to align the policy with priorities set by the PHB Strategic Plan, Portland Plan, Urban Renewal Area Plans, City Policies and current and future Portland housing needs.

Key Questions:

- What should be the policy targets for an updated Set-Aside?
- How should policy targets consider geographic vs. city-wide housing needs?
- How can we simplify the policy?
- Should the Set Aside percentage vary among the Urban Renewal Areas?
- Should the Set Aside target become 30% city wide?
- How should policy apply to newly created URAs?
- How should the city's Location Policy apply to projects funded by the Set-Aside?
- What is the best process for amending or updating the policy as needed?

Meeting Schedule

May 26 – 1:00pm – 2:30pm Portland Housing Bureau

- Background on Set Aside policy
- Review of key elements of Set Aside policy
- Walkthrough most recent report and discuss 5-year policy performance
- Review of city housing policies and goals

June 9 – TBD

- Review and discussion of Technical Committee recommendations
 - Budgeting – Expenses versus revenues
 - Program Income
 - Reporting simplification and increased transparency
- Create draft recommendations for improvement in Set Aside budgeting and reporting
- Review of income guideline framework

June 23 – TBD

- Continue discussion on income guideline framework
- Discussion on need/non-need for income spending guidelines within Set Aside policy
- Discussion on intersection of Set Aside policy with city Housing Location Policy, housing trends, and city's unmet housing needs
 - Need for adjusting percentages within URAs?
 - Shift policy to apply as 30% city-wide or keep as URA-by-URA?
- Draft recommendations on income guidelines and development targets

July 7 – TBD

- Review draft recommendations and add/amend
- Finalize recommendations for presentation at two public meetings

Public Review and Vetting (July/August, 2011)

- Stakeholder Committee meetings will be open to the public.
- Meeting notes and draft recommendations will be posted for public comment.
- PHB/PHAC will hold two public meetings (Downtown and Eastside) to review PHB Recommendations and seek input in July/August, 2011.
- PHB to deliver recommendations to at public City Council hearing.