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CITY OF  
**PORTLAND, OREGON**  
PORTLAND HOUSING BUREAU

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**Nick Fish, Commissioner**  
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Date: December 1, 2010

To: Commissioner Nick Fish

From: Beth Kaye, Public Involvement and Legislative Affairs Manager

Re: Portland Housing Advisory Commission: Proposed Draft  
\*Create Portland Housing Advisory Commission and dissolve Housing and Community Development Commission (Ordinance; Replace Code Chapter 3.38)

1. INTENDED WEDNESDAY FILING DATE: December 8, 2010
2. REQUESTED COUNCIL AGENDA DATE: December 15, 2010
3. CONTACT NAME AND NUMBER: Beth Kaye, 503.823.2393
4. PLACE ON:  Consent  Regular 3:00pm Time Certain
5. BUDGET IMPACT STATEMENT ATTACHED:  Yes  No  N/A

#### 6. BACKGROUND/ANALYSIS

The creation of the new Portland Housing Advisory Commission and the dissolution of the Housing and Community Development Commission requires a replacement of Chapter 3.38 of the City Code. The replacement text is on the following pages as Exhibit A.

In addition to the name changes, there are quite a number of substantive changes, as we are moving from an inter-jurisdictional commission focused on federal resources with responsibility for coordinating among diverse public agencies that implement housing programs, to a Portland-specific commission focused on a much broader range of housing resources and charged with advising the Portland Housing Bureau, the Housing Commissioner, and City Council.

An electronic copy of this memo is available at [www.portlandonline.com/phb/phac](http://www.portlandonline.com/phb/phac).

#### 7. FINANCIAL IMPACT

There is no foreseen financial impact.

#### 8. RECOMMENDATION/ACTION REQUESTED

Please approve this ordinance creating the Portland Housing Advisory Commission and dissolving the Housing and Community Development Commission.

## **EXHIBIT A**

*Proposed Draft  
December 2, 2010*

### **Chapter 3.38 Portland Housing Advisory Commission (PHAC)**

#### **Sections:**

- 3.38.010 PHAC Established
- 3.38.020 PHAC Mission.
- 3.38.030 Duties.
- 3.38.040 Membership.
- 3.38.050 Staffing.
- 3.38.060 Consolidated Plan Consortium.
- 3.38.070 Cooperation.

#### **3.38.010 PHAC Established.**

Upon adoption of this ordinance by the City of Portland, the Portland Housing Advisory Commission (PHAC) is established. The PHAC is designated as the primary public forum for discussion of housing policy, strategy, and resources in the City of Portland.

#### **3.38.020 PHAC Mission.**

The mission of the PHAC is to advise the Director of the Portland Housing Bureau (PHB), the Housing Commissioner, and the Portland City Council on housing and homelessness policy, strategy, and resource issues, promote improvements within the Portland Housing Bureau and the larger housing system, highlight opportunities for influence between the City housing system and other systems, as well as provide a forum for public input on housing and homelessness issues.

#### **3.38.030 Duties.**

The PHAC is delegated to carry out the following functions:

- A. Housing Policy and Planning.
  - 1. Provide a sounding board on Portland housing policy issues.
  - 2. Promote improvements within PHB.
  - 3. Identify opportunities where PHB might influence the larger housing system to become more streamlined and to better align system resources, to support PHB's mission.

4. Advise PHB on City priorities for affordable housing development.
5. Monitor and periodically recommend updates to PHB's Strategic Plan.
6. Monitor and annually recommend updates to the Consolidated Plan Priorities for allocation of federal housing and community development resources.
7. Recommend annual production and performance goals to carry out PHB's Strategic Plan and the Consolidated Plan.
8. Press PHB to implement its commitment to equity in all facets of its work.

B. Budget Review and Recommendations.

1. Function as the Budget Advisory Committee for the Portland Housing Bureau.
2. Assist PHB to align its resources from all sources to its mission and priorities.
3. Identify opportunities for PHB to influence other public agency budgets and proposed work programs in furtherance of its mission.

C. Resource Development.

Assist PHB to identify and recommend ways to increase the resources available to maintain and expand the supply and availability of affordable housing and necessary support services through new initiatives and programs.

D. Program Development and Evaluation.

1. Advise PHB on the effectiveness of housing programs at meeting PHB's mission.
2. Advise on strategies for investment of public resources in furtherance of the PHB's mission.

E. Public-Private Partnerships.

1. Advise PHB on strategies to improve access to public and private sources of financing for affordable housing initiatives. Sources of financing include banks, philanthropic institutions and other socially-motivated investors, the State Housing Trust Fund, Block Grant and entitlement funders, and bond issuing agencies.
2. Foster housing production by identifying opportunities to streamline the regulatory process.
3. Actively encourage the support, personal commitment, and participation of highly respected community leaders in furthering the City's affordable housing agenda.

F. Community and Intergovernmental Relations.

1. Provide a forum for members of the community to provide comment about community needs and priorities.
2. Advise PHB on its legislative agenda to increase federal and state support for housing and supportive services.
3. Advise PHB on opportunities to coordinate regional housing policy with the Metropolitan Service District and other local governments.
4. Advise PHB on opportunities to coordinate policy development with local housing and social service groups.
5. Assist PHB to extend and deepen its community partnerships.
6. Assist PHB to integrate the perspectives of Urban Renewal Advisory Committees (URACs), and advise it on other ways it can engage the URACs to inform its broader agenda.
7. Periodically review PHB's broader public involvement strategy and implementation to make sure that community members and stakeholders have many opportunities to participate in PHB's work.
8. Advise PHB on its external communications strategy to make sure that it supports PHB's mission.
9. Periodically review PHB's information and referral strategy to make sure that it operates effectively and recommend changes.

**3.38.040 Membership.**

- A. The PHAC shall consist of at least twelve and no more than fifteen members.
- B. The City of Portland shall appoint all members.
- C. Membership appointment shall achieve a balanced citizen-based perspective embracing a high level of knowledge of and expertise in market-rate and rent-restricted housing development and finance, asset management, homeownership, and housing access and stabilization services.
- D. Membership appointment shall take into account the income, racial, ethnic, cultural, and geographic diversity of the community
- E. Members will be expected to transcend their individual interests and affiliations to focus on the big picture.
- F. For the initial appointments to PHAC, the following terms will apply: six members shall be appointed for a term of two years; and six for a term of three years.
- G. All subsequent appointments to the PHAC shall be for terms of two years.
- H. Members appointed for one two-year term shall be eligible to renew for one additional two-year term.

- I. Members shall serve without compensation. However, the City may authorize reimbursement of the reasonable expenses of the members for carrying out the work of the PHAC.
- J. The PHAC shall adopt rules of procedure (bylaws) as necessary for the governance of its proceedings.

**3.38.050 Staffing.**

PHB staff shall be provided for the ongoing functions of the PHAC. The Bureau shall provide notice of PHAC meetings to liaison staff representing the other key implementing and policy agencies in the local housing delivery system.

**3.38.060 Consolidated Plan Consortium**

The Portland Housing Bureau shall continue to lead the Portland Consortium that includes the City of Gresham and Multnomah County, for the purpose of applying for federal housing and community development entitlement funds, and funding for homeless programs and services. PHB shall also continue to lead the same Consortium in preparing the Analysis of Impediments to Fair Housing and its periodic updates. PHB shall continue to provide staffing for these efforts, according to funding agreements reached among the participating jurisdictions.

**3.38.070 Cooperation.**

All city boards, bureaus, and agencies of any kind shall cooperate with the PHAC and shall provide information at the Commission's request.