

Chapter 3.38 Portland Housing Advisory Commission (PHAC)

3.38.010 PHAC Established.

There is established in ~~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, programs, 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~~ recommendations on Portland housing policy issues.
2. Recommend and pPromote 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 to ensure an adequate supply of affordable housing to all residents of the City.
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. Oversee ~~Press~~ PHB's efforts 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 PHB on strategies for investment of public resources in furtherance of the PHB's mission.

3. Advise PHB on oversight and asset management of regulated affordable housing units within its asset portfolio.

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~~ City Council on its legislative agenda to increase federal and state support for housing and supportive services.

3. Advise PHB and City Council 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.~~

~~6~~ 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.

~~7~~ 8. Advise PHB on its external communications strategy to make sure that it supports PHB's mission.

~~8~~ 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~~ eleven and no more than fifteen members.

B. The Commissioner in Charge of the Housing Bureau shall ~~City of Portland shall~~ ~~nominate~~ appoint all members.

C. The Commissioner in Charge of the Housing Bureau may designate a staff representative to serve as a non-voting ex officio member.

D ~~C~~. Membership appointment shall achieve a balanced citizen-based perspective embracing a high level of knowledge of and expertise in market-rate and regulated affordable rent-restricted housing development and finance, asset management and regulatory compliance, homeownership, and housing access and stabilization services.

E D. Membership appointment shall take into account the ~~income~~ socio-economic, gender, racial, ethnic, cultural, and geographic diversity of the ~~community~~ City of Portland.

F E. Members will be expected to serve, ~~not with regard to transcend~~ their individual interests and affiliations, but in the context of the addressing affordable housing and homelessness issues in the city as a whole. ~~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 their appointment for one additional two-year term at the discretion of the Commissioner in Charge of the Housing Bureau.

I. The Commissioner in Charge of the Housing Bureau may ~~rescind the appointment of a member in the event that the duties and responsibilities of appointment are not being fulfilled.~~

J 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.~~

K. The Housing Bureau may ~~approve the reimbursement of reasonable expenses of the appointed members that are incurred while a member is fulfilling authorized duties of the PHAC.~~

L J. The PHAC shall adopt necessary bylaws and rules of procedure ~~(bylaws)~~ as necessary required for the governance of its proceedings.

3.38.050 Meetings

The PHAC will hold regularly scheduled monthly meetings, at a schedule established by the Commission itself.

3.38.060 Quorum

Quorum shall be defined as one-half plus one of all appointed members. A quorum shall be necessary for the PHAC to take any action. Actions of the PHAC shall be passed upon a majority vote of the members present.

3.38.070 Chairperson

A chairperson shall be selected from the appointed members by the Commissioner in Charge of the Housing Bureau.

3.38.080 Committees

A. The PHAC will have the following standing committees, whose membership shall be determined by the Chairperson and the Commissioner in Charge of the Housing Bureau:

1. Executive Committee

2. Bylaws and Rules Committee

B. The PHAC may create non-standing committees and task forces to address issues within the parameters of the Commission's duties and responsibilities.

3.38.050090 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~~100 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~~110 Cooperation.

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