

**Westside TIF Action Plan
Working Group Meeting #6
Prosper Portland, 220 NW 2nd Ave, 1st Floor Conference Room
November 6, 2025, 2:00 – 3:30 pm**

MEETING PURPOSE

The purpose of the meeting is to:

- Review final budget
- Discuss priorities for small business support
- Discuss governance models

MEETING MATERIALS

- Meeting slides

INPUT SOUGHT

- Confirmation of budget recommendations
- Priorities for small business support
- Approach for on-going governance

DECISIONS or RECOMMENDATIONS TO BE VOTED ON

- Final Budget
- Governance Approach

UPCOMING MILESTONES

- Next Working Group Meeting: Thursday, December 4th, 2 – 3:30 pm

Meeting Summary

(See also meeting presentation)

Welcome, Introductions

- Jessi Conner (Portland Housing Bureau) welcomed people to the meeting and reviewed the agenda.

Public Comment

- None

Final Budget Review

Jessi Conner (Portland Housing Bureau) and Sarah Harpole (Prosper Portland) presented the final budget with some slight adjustments from the last meeting to net out operational funds and reflect actual funds available for district investment. Prosper Portland's budget was reduced by approximately \$400,000 and PHB's budget was reduced by approximately

\$2 million. This was necessary to reflect a consistent accounting methodology between the two agencies. Sarah also highlighted Prosper's program income resources carried forward from previous the previous TIF district that are allocated to Old Town and Broadway Corridor totaling \$59 million.

The Working Group discussion noted:

- Sensitivity in Old Town regarding program income resources staying in Old Town; and a request that these commitments be itemized.
- Request for visibility to the admin and program delivery costs as a line item in the budget
- Request for updated financial forecast based on County yearly property tax assessments
- Continued questions and discomfort regarding the 25% admin and project delivery costs – including the need for greater transparency in what makes up the costs and disagreement regarding comparable case studies.

Staff agreed to organize another session with agency leadership around budget and administrative and program delivery costs. A vote on the Action Plan budget was delayed.

Small Business Support Priorities

Sarah Harpole asked the working group about any directives they would like to see in the Action Plan to help prioritize how small business support funds are spent.

The Working Group discussion noted the following interests:

- Increased foot traffic and focus on areas with clusters of activities to bring more synergy.
- Importance of tenant improvements and concern that microgrants don't have the same impact.
- Legacy retailers that are iconic to Portland that could use help with improvements.
- Desire to fill vacant storefronts and remove plywood; Consider supporting pop-ups moving into vacant spaces.
- Ensuring limited resources are invested in businesses poised for success – including via leverage / skin in the game, landlord relationship, quality of business plan/product demand, provision of technical assistance in addition to grant funds
- Type of businesses supported via restrictions requiring service to minors for some portion of business hours.

Governance

Sarah Harpole reviewed past governance and engagement practices and shared three potential governance scenarios. Sarah asked the Working Group members to discuss their preferences and vote on a recommended approach.

The Working Group discussion noted the following:

- Committees are labor intensive, what are the budget implications of these choices?
It was noted that the distinctions are likely minimal because the need for governance/engagement exists – it is a question of how and with whom?
- One member noted that the three Central City ESDs already hold a joint standing meeting that could be a form for this. There is a mix of property owners, developers, residents, businesses that attend. Others expressed concern with this approach.
- When polled, the group unanimously indicated that they were not interested in having an advisory body that was empaneled by City Council, in part due to the process required, perceptions that this was not necessary, and concerns about politicizing the group.
- The group expressed concerns regarding 5-year term duration and a desire to have staggered terms.
- The group expressed appreciation for the opportunity to bring more voices to the table.

Consensus in the room that this group should continue with staggered terms and bring on more representation but not recommending that the committee be appointed by council.

The working group requested a list of current membership representation.

Next Steps

Sarah Harpole reviewed next steps and thanked working group members for their time.

Attendance

Westside Working Group	Present
Sydney Mead, Downtown Clean & Safe	X
Vanessa Sturgeon, TMT Development / PMC	X
Diana Stuart, DNA	X
Matthew Claudel, OTCA	X
Peter Andrews, Melvin Mark	X
Randall Friesen, Columbia Pacific Building and Construction Trades Council	
Elizabeth Nye, Lan Su	X
Cody McNeal, Unico	
Giovanni Bautista, resident / Metro housing policy analyst	X
Beth Burns, p:ear	X
Jessica Elkan, James Beard	X
Angel Medina, Republica / Todos Media	
Jennifer Cole, PNCA	
Alisha Sullivan, Winter Lights Festival	X
Jennifer Polver, Pioneer Courthouse Square	X
Alan Jones, Jones Architecture	
Guests & Staff	
Brian Moore	
Sarah King	
Jennifer Mannhard	X
Kiana Ballo	X
Jessica Conner	X

Josh Roper	
Gwen Thompson	
Wendy Smith	
Mariam R	
Thuan Duong	
Sarah Harpole	X