

PROSPER
PORTLAND



Portland
Housing Bureau

82nd Avenue Area TIF District

**Community Leadership Committee Meeting
February 2026**

Agenda

1. Welcome!
2. Introductions and Roll Call
3. Guiding Agreements
4. Administrative Items/ Housekeeping
5. **Bylaws and Governance**
6. **Co-Chair Nominations**
7. Public Comment
8. Next Steps



**CLC Decision
Items**

**Meeting Goals: CLC to establish bylaws
according to the City and governance charter**

Introductions & Roll Call

Icebreaker:

What's your favorite thing about your neighborhood?

Guiding Agreements

- Show up and choose to be present
- Participate in an authentic and active way
- All ideas are valid
- Uphold commitments and come prepared
- Listen to understand
- Exercise consideration and respect in your speech and actions



Administrative Items



**Portland
Housing Bureau**



**PROSPER
PORTLAND**

This is your footer

Building an Equitable Economy

Housekeeping



Check your email

- We may occasionally send materials to review in advance of meetings, or ask for feedback



Reach out with questions

- Confused? Have concerns or questions? Please reach out to project staff.



RSVP to meetings

- Let us know how you'll be attending meetings so we can prepare and order food.

Prosper Portland Staff:

hartingerk@prosperportland.us

Portland Housing

Bureau Staff:

mesha.jones@portlandoregon.gov

Community Liaison:

Kyoung.shin@apano.org

Facilitator

TBD

Project Email Address:

eastportlandtif@prosperportland.us

Office of Civic Life Training Reminders

- HR Harassment & Discrimination
- Advisory Bodies HRAR 2.02 Training
- Shared Equity Language PowerPoint

Link to Trainings and Quizzes:

<https://www.portland.gov/civic/advisorygroups/advisory-body-trainings>

Send an email to EastPortlandTIF@ProsperPortland.us to let us know you have completed them

CLC Honoraria

- Attendance Tracking - minutes
- \$50/meeting, up to \$599/year
- Quarterly Stipend Payment Cadence

We will email you a link to sign up or opt out of the honoraria program
[Honoraria Form Link here](#)

Form W-9 Request for Taxpayer Identification Number and Certification
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service
Go to www.irs.gov/FormW9 for instructions and the latest information.
Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see Purpose of Form, below.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor C corporation S corporation Partnership Trust/estate

LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____
Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

Other (see instructions) _____

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____
(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions. Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Note: If the account is in more than one name, see the instructions for line 1. See also What Name and Number To Give the Requester for guidelines on whose number to enter.

Part II Certification
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person _____ Date _____

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New
Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Charter, Bylaws and Governance



**Portland
Housing Bureau**



**Portland
Housing Bureau**



**PROSPER
PORTLAND**

Building an Equitable Economy

82nd Ave Area Governance Charter

Elements of Charter

Creation and Purpose

- I. Roles and Responsibilities
- II. Scope of Work and Processes
- III. Committee Membership, Appointments, Removals and Terms
- IV. Resources
- V. Staffing
- VI. Operating Procedures
- VII. Accountability
- VIII. Amendments to this Charter

Exhibit C: Governance Charter

82nd AVENUE AREA TIF DISTRICT Community Governance Charter

Creation and Purpose

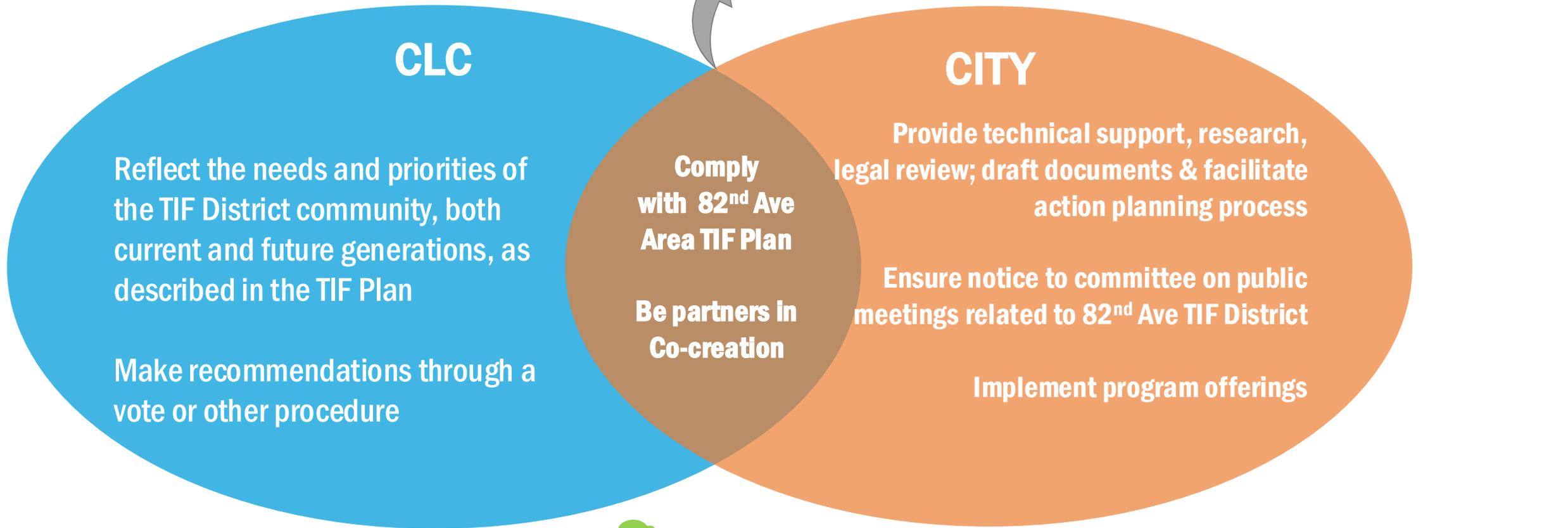
The 82nd Avenue Area TIF District Community Leadership Committee (the “Committee”) is hereby created. The Committee’s purpose is to advise Prosper Portland and City staff, the Executive Director of Prosper Portland and the Director of the Portland Housing Bureau (PHB) (collectively, the “Directors”), the Mayor and the City Administrator’s office, the Portland City Council (“City Council”) and the Prosper Portland Board of Commissioners (“Board”) on the implementation of the TIF Plan by providing essential guidance, public recommendations, and oversight of the City of Portland’s and Prosper Portland’s implementation of the TIF Plan. As the Committee will advise City Council and the Board directly on certain decisions, it is a public body pursuant to ORS Chapter 192.

This Charter was created to ensure and institutionalize the representation, elevation and centering of Priority Community needs and voices over the life of the TIF Plan. Priority Communities members include African American and Black persons; Indigenous and Native American persons; persons of color; immigrants and refugees of any legal status; renters; mobile home residents; persons with disabilities; elders and youth; LGBTQIA+; low-income people; houseless people; and other population groups that are systemically vulnerable to exclusion from the 82nd Avenue area due to gentrification and displacement.

The following sections describe the processes and roles that will be followed to develop and present public recommendations to decision-makers about the implementation of the District Plan. Consequences for not following this Charter can be found in Section VI.

I. Roles and Responsibilities

Charter: Roles & Responsibilities



CLC Bylaws

Elements of Bylaws

- I. Creation of Body
- II. City Role
- III. Frequency of Meeting
- IV. Membership and Term**
- V. General Operating Procedures**
- VI. Removal of Members and Resignation**
- VII. Officers and Subcommittees
- VIII. Facilitator Role
- IX. Communications
- X. Public Meetings and Records
- XI. Amendment of Bylaws

IV. Membership and Term

- Length of Member Terms
- Length of Co-chair terms*



V. General Operating Procedures

- Voting & Decision-making style



VI. Removal of Members and Resignation

- Membership removal



82nd Ave Area Inaugural CLC

PROSPER PORTLAND BOARD NOMINEES – Term of 3 Years



Pamela Hodge



Michael Ong Liu



Jacob Loeb



Jorge Melendez



Joshua
Pangelinan



Yamungu Seraya



Stephen Udycz

CITY ADMINISTRATOR'S OFFICE NOMINEES – Term of 2 Years



Erika Abdelatif



Khanh Le



Erin Maxey



Aaron Milano



Theo Hathaway
Saner



Liz Winchester

Length of Terms

Determine length of terms *after inaugural appointments*.

Inaugural Appointments: 13 Seats

- 7 Seats for 3 years
- 6 Seats for 2 years

Max anyone can serve is 8 years;
could be less, could be # terms

Example from Cully:

- *Subsequent terms are three years*
- *8-year max, may reconsider this*

Decision: How long should subsequent terms be?

Break?



Voting & Operating Procedures

Assuming quorum is met:

Question 1: How many “yes” votes to move something forward?

Majority of members present

Consensus of members present

Modified Consensus (-1, -2, etc.) of members present

Question 2: What operating process/procedure does the group want to follow?

Roberts Rules of Order

Consensus Decision-Making

Votes Require to Pass an Item



	Majority of Members Present	Consensus of Members Present	Consensus of Members Present - Minus One	Consensus of Members Present - Minus Two
13 Members Present	<p>7</p>	<p>13</p>	<p>12</p>	<p>11</p>
10 Members Present	<p>6</p>	<p>10</p>	<p>9</p>	<p>8</p>

Yes No

Voting & Operating Procedures

Assuming quorum is met:

Question 1: How many “yes” votes to move something forward?

Majority of members present

Consensus of members present

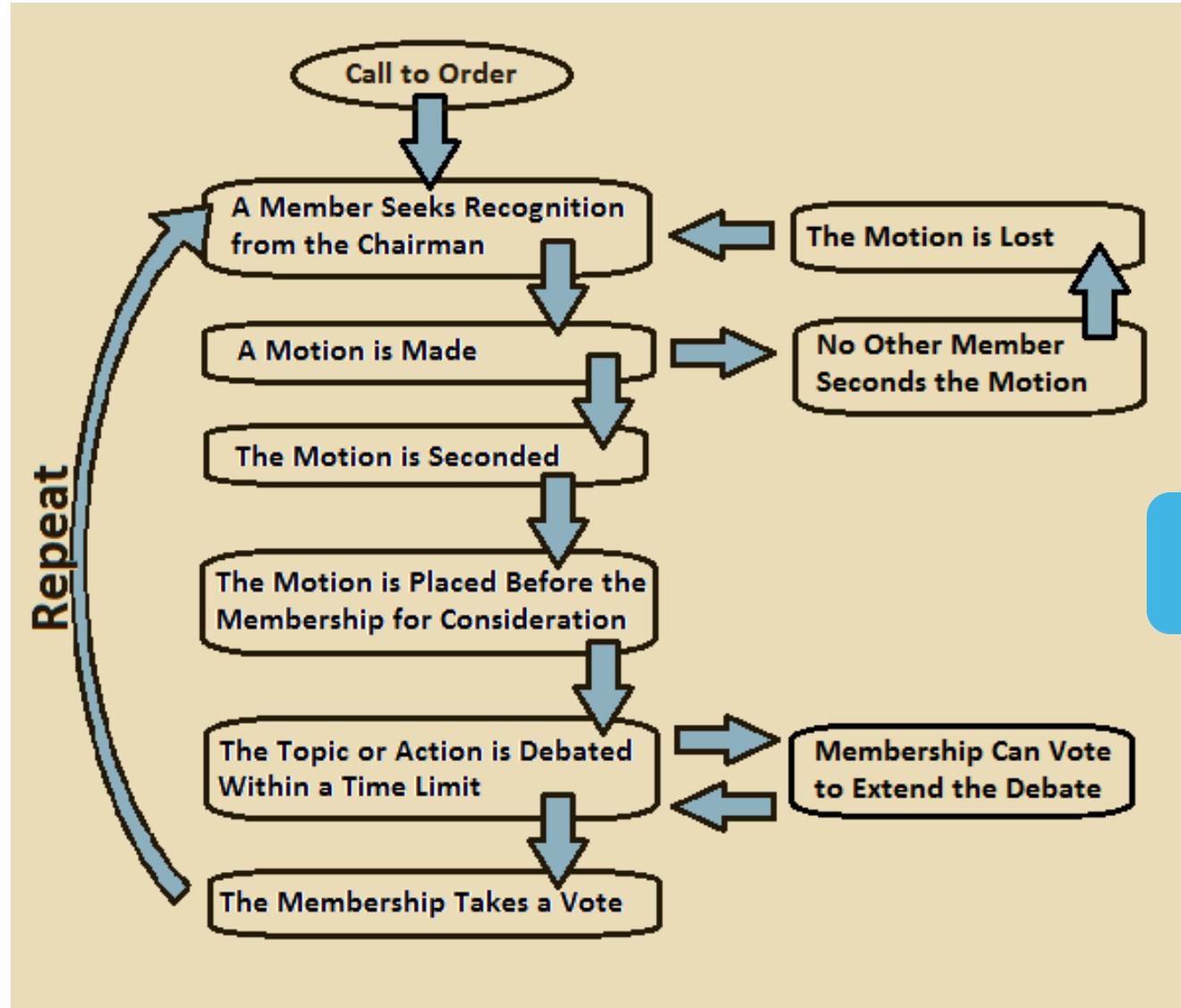
Modified Consensus (-1, -2, etc.) of members present

Question 2: What operating process/procedure does the group want to follow?

Roberts Rules of Order

Consensus Decision-Making

Robert's Rules of Order



Majority Vote Must be Achieved

Consensus Decision Making

Consensus Decision Making

This still requires a quorum and a final vote.

Modified Consensus Decision Making

Consensus Minus One

Consensus Minus Two

Consensus Minus Three



Robert's Rules vs. Consensus Decision Making



Robert's Rules	Consensus Decision-Making
Formal, parliamentary framework – goal is to reach a decision quickly. Can create “winners” and “losers.”	Less formal and structured – seeks to modify proposals until they are acceptable to most.
Highly efficient	Can be time consuming; benefits from strong facilitation
Best when decision is needed quickly or working with a large group	Best when relationships and strong commitments to outcomes are important; when buy-in is important

Bylaws - Removal of Members



Section VI.B. *Absence Notice*

Any member who does not give notice that they intend to be absent from a scheduled meeting for more than **??%** percent of the meetings in any 12 months of the service may be removed by joint decision of the Prosper Portland Executive Director and PHB Director.

Decision: is there a percentage that feels right here?

Co-chairs

Responsibilities

Term Length

Nominations?



**Portland
Housing Bureau**



**Portland
Housing Bureau**



**PROSPER
PORTLAND**

Building an Equitable Economy

Co-Chairs Responsibilities

 CLC Decision Item



Regular check-ins with city staff from PHB and Prosper Portland, Community Liaison and Facilitator



Create sub-committees as needed with input from CLC members



Co-develop agendas with City staff and Community Liaison

Do co-chair terms run with single membership terms? Or something different?

Co-Chairs Nominations



Nominate yourself or
someone else



Share why you are
nominating
that person



Voting will take place
next meeting?

Public Comment

02:00



**Portland
Housing Bureau**



**PROSPER
PORTLAND**

Building an Equitable Economy

Next Steps

- 1 Next meeting date: March 18
- 2 Complete Honoria opt in/out
- 3 Complete your Public Official trainings if you haven't already

Extra Slides



**Portland
Housing Bureau**



**PROSPER
PORTLAND**

Building an Equitable Economy

What's Next



Dec '25 – Jan '26

- Cross-district onboarding with Exploration Steering Committee & Working Groups
- TIF 101
- District-Specific TIF Plans & Action Planning Process

Feb – March '26:

- Bylaws
- Co-chair Elections
- Community Context: District Data, SOAR
- ★ Public Engagement Planning

Spring – Summer '26

- Portland Housing Bureau Programs Overview
- Affordable Housing Priorities Discussion
- ★ Affordable Housing Investments

Summer – Fall '26:

- Urban & Economic Development Priorities Discussion
- Prosper Portland Programs Overview
- ★ Urban & Economic Development Investments

Fall – Winter '26:

- Preliminary Action Plan Draft
- Outreach & Engagement
- Refined Action Plan Draft
- Outreach & Engagement
- Approvals: Council Committee, Prosper Portland Board, City Council

★ Opportunities for cross-district sharing