



Bureau of Planning and Sustainability
Innovation. Collaboration. Practical Solutions.

Budget Advisory Committee

Meeting #1 Summary

Friday, December 13, 2013

12:00 - 2:00pm

BAC members present

Janis Adler, Portland Utilities Review Board
Susan Anderson, BPS Director
Al Burns, BPS COPPEA rep
Catherine Ciarlo, CH2MHill
Ingrid Fish, BPS non-union rep

NaTasha Gaskin, BPS DCTU rep
Heather Hoell, Venture Portland
David Posada, GBD
Katherine Schultz, Planning and
Sustainability Commission

BAC members not able to attend

Ralph Dinola
Christine Ervin

Erin Flynn
Annette Mattson

Staff present

Michael Armstrong, BPS
Jackie Dingfelder, Mayor's office
Julie Ocken, BPS
Jessica Yang, BPS
Joe Zehnder, BPS
Tess Jordan, City Budget Office

Welcome and Introductions

Susan welcomed the BAC members and noted the healthy mix of new and returning members, representing [both BPS staff and external stakeholders](#).

Last year all bureaus took about a 6.8 percent cut, which was quite new for many bureaus. Susan observed that for BPS it was "usual" because the bureau has experienced significant cuts for a number of years already. She emphasized that this is the year to right-size the bureau and have the conversation with Council to explain what can and cannot get done at current funding levels.

Overview of Budget and BAC Process

Michael noted that the discussion in the BAC meetings is one of the key points for working through high-level program priorities. Michael and Susan talked through the [presentation](#) as an introduction and to provide common reference points for BAC members about overall trends in Portland as well as the City budget.



City of Portland, Oregon | Bureau of Planning and Sustainability | www.portlandonline.com/bps
1900 SW 4th Avenue, Suite 7100, Portland, OR 97201 | phone: 503-823-7700 | fax: 503-823-7800 | tty: 503-823-6868

Printed on 100% post-consumer waste recycled paper.

BPS Revenue and Expenditure Structure

The overall annual City budget, including the utility bureaus, is about \$3 billion. General Fund is about \$500 million of this. Some General Fund is restricted, but about \$400M is discretionary. General Fund resources come primarily from property taxes, utility and business license fees.

Total funding for BPS this year is about \$15 million. This figure has varied considerably in recent years depending how much [grant funding](#) the bureau has received. In FY13-14, BPS received about \$7 million from General Fund. General Fund one-time resources have dropped significantly between FY08-09 and FY13-14—from nearly \$4 million to about \$500,000 — but the \$7M in on-going General Fund has stayed fairly consistent.

Total personnel (FTE) funded by General Fund has dropped from 90 to 56 from FY08-09 to FY13-14. Staff funded by one-time General Fund has dropped from 23 FTE to 5.

While the number of staff has decreased, the workload for BPS has remained the same.

BPS is also in the midst of updating the bureau's Strategic Plan, and slides 28-33 highlight the draft plan direction. Susan will be sharing the draft plan with the Mayor in early January and will finalize it around the time of the budget submission.

BPS Programs and Projects

Michael (Policy, Research & Innovation) and Joe (Planning & Urban Design) provided an overview of BPS projects and programs in the [Program Summary document](#). This is what BAC members will be asked to rank for the Council submission. This year the BAC will be asked to rank programs and projects at this more fine-grained level than in past years.

At the next meeting, staff will present the Sustainability Outreach & Assistance programs and allow time for BAC members to continue to ask clarifying questions.

BAC members offered several comments, suggestions and questions, including:

- The uncertainties that accompany one-time funding are a significant issue for BPS staff in terms of recruitment, retention, and morale.
- The various ways the City provides services geographically (e.g., district liaison territories vs. neighborhood coalitions vs. neighborhood business districts) introduce inefficiencies and confusion. Are there opportunities to save funds and provide better integrated services?
- Are there any parts of BPS' workload that would be appropriate for other bureaus to take on?
- Can staff provide an overlay of the four Strategic Plan roles to the Programs and Projects list?
- Are there any new program options or proposals, such as allocating dedicated resources to professional development?

Next Meeting

Thursday, December 19, 2013

4:00 – 6:00 p.m.

1900 SW 4th Ave., seventh floor, Room 7A