



Bureau of Planning and Sustainability
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DRAFT

Budget Advisory Committee

Meeting #2 Summary

Thursday, December 19, 2013

4:00 – 6:00 p.m.

BAC members present

Al Burns, BPS COPPEA rep
Catherine Ciarlo, CH2M-Hill
Ralph DiNola, New Buildings Institute
Christine Ervin, consultant
Ingrid Fish, BPS non-union rep
Erin Flynn, PSU
NaTasha Gaskin, BPS DCTU rep

Heather Hoell, Venture Portland
Annette Mattson, PGE
Linda Nettekoven,
David Posada, GBD
Katherine Schultz, Planning and
Sustainability Commission

BAC members not able to attend

Janis Adler, Portland Utility Review Board

Susan Anderson, BPS Director

Staff present

Michael Armstrong, BPS
Julie Ocken, BPS
Joe Zehnder, BPS

Welcome and Recap of First BAC Meeting

Michael provided a brief recap of the first BAC meeting. The posted summary of that meeting includes links to further information shared at the meeting. During the first meeting the BAC looked at overall City resources, citywide trends and started the discussion about BPS programs, which will finish in the second meeting. One obligation of the BAC is to produce a ranking of BPS programs and projects for City Council. This year, staff are proposing to have the BAC rank programs at a finer-grained level rather than the more roll-up rankings previous BACs were asked to produce.

Complete Review of BPS Programs

Michael reviewed the Sustainability Outreach and Assistance Programs on the [Program Summary](#).

BAC members asked about the general level of the bureau's internal operations staffing. Joe and Michael noted that BPS made numerous cuts and restructurings in these areas in the past two years, and the bureau believes that its internal services (customer service, communications, technical and graphic services, and finance and HR) are appropriately sized.

In response to a question about how BPS programs are evaluated, Michael said that BPS does not have a uniform approach across the bureau because of how disparate the programs and policies are. The Sustainability Outreach programs tend to do more program evaluation because they provide direct services to clients, which makes it easier to evaluate impacts. Joe noted that the Comp Plan Update



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will be examined by the State to make sure it meets those standards, but not necessarily internal to the bureau or the city.

BAC members also asked for clarification about how many street fairs are supported by the bureau's event recycling program and how ONI is involved in neighborhood clean ups.

Budget Equity Tool

This is the first year the City is requiring this as part of bureaus' budget submissions. Bureaus have been asked to try it out and are welcome to provide feedback on the form and process. The equity tool focuses on communities of color, immigrant communities and people with disabilities.

Criteria for Program Evaluation and Ranking

BAC members discussed possible criteria for evaluating BPS programs and projects. Using the criteria from the 13-14 BAC as a starting point, BAC members arrived at the following proposed criteria for 14-15:

To what extent does the program or project:

1. Fulfill a legal mandate?
2. Respond to time-sensitive needs or opportunities?
3. Serve a role BPS is uniquely able to provide?
4. Enable other BPS programs to succeed?
5. Have a big impact on:
 - Prosperity
 - Complete neighborhoods
 - Carbon reduction
6. Reduce disparities?
7. Advance innovation?
8. Support community priorities?

For the first four criteria, BPS managers will provide information for BAC members' consideration. For criteria 5 through 8, BAC members will provide scores that will then be compiled into aggregate rankings.

In addition to providing information for the first four criteria, BPS staff will update the "Program Summary" spreadsheet to include funding source and will note in which of the four BPS strategic plan roles each program or project fits.

Next Steps and Ranking Homework

BPS staff will update the spreadsheet and provide the information above for each program. We will send this to BAC members. BAC members will be ranking programs based on this information and their own thoughts, hopefully prior to the third BAC meeting.

The next BAC meeting was originally scheduled for Monday, January 6, 4:00 - 6:00 p.m.

However, it has since been rescheduled to Monday, January 13, 4:00 - 6:00 p.m.