



**City of  
Portland, Oregon**  
**Bureau of Development Services**  
FROM CONCEPT TO CONSTRUCTION

Dan Saltzman, Commissioner  
Paul L. Scarlett, Director  
Phone: (503) 823-7300  
Fax: (503) 823-6983  
TTY: (503) 823-6868  
[www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)

## BDS Budget Advisory Committee

### Meeting Agenda

Thursday, October 29, 2015

12:00 noon - 1:30 pm

1900 SW Fourth Ave., 2<sup>nd</sup> floor, Room 2500A

1. 12:00 p.m.	<b>Welcome</b> <ul style="list-style-type: none"><li>• Self-Introductions</li></ul>	Paul Scarlett / Adrienne Edwards
2. 12:10 p.m.	<b>Commissioner Dan Saltzman</b>	
3. 12:30 p.m.	<b>Bureau Overview</b> <ul style="list-style-type: none"><li>• Mission / Vision</li><li>• BDS Director's Budget Goals</li><li>• Organizational Structure / Key Issues<ul style="list-style-type: none"><li>○ Land Use Services</li><li>○ Plan Review / Permitting Services</li><li>○ Inspection Services / Enforcement</li><li>○ Administrative Services</li></ul></li></ul>	Paul Scarlett Division Managers
4. 12:45 p.m.	<b>Budget Process</b> <ul style="list-style-type: none"><li>• Budget 101</li><li>• Timeline of Events</li><li>• BAC Role / Tasks</li></ul>	Deborah Sievert Morris
5. 1:00 p.m.	<b>BDS Finances &amp; Financial Planning</b> <ul style="list-style-type: none"><li>• Operating Fund</li><li>• Financial Plan</li><li>• State law</li><li>• Economic outlook &amp; revenue forecast</li><li>• Workload &amp; revenue statistics</li></ul>	Elshad Hajiyev
6. 1:20 p.m.	<b>Discussion / Recap</b>	Committee

#### Handouts:

1. BDS Director's Budget Goals Memo
2. BDS Organizational Chart
3. FY 2016-17 Budget Preparation Process
4. FY 2015-16 Line Item Budget
5. Explanation of Line Items
6. BudgetSpeak Dictionary
7. Workload Parameters
8. Non-Cumulative Cost Recovery Report
9. Business Continuity Plan

#### Optional Materials

- FY 2015-16 Requested Budget
- 5-Year Financial Plan

# Bureau of Development Services

## FY 2016-17 Budget Advisory Committee (BAC) Roster

Name	Representing	Organization
Andre Baugh	Community	Group AGB, Ltd.
Paul Grove	Residential Construction	Home Builders Association
Barrett Karnes	Community	REACH CDC
Maryhelen Kincaid	Development Review Advisory Committee (DRAC)	DRAC / East Columbia Neighborhood Association
Kirk Olsen	Development Review Advisory Committee (DRAC)	Trammell Crow Co.
Cristina Palacios	Community	Community Alliance of Tenants
Susan Steward	Industry	Building Owners & Managers' Association
Steve White	Community	Oregon Public Health Institute
Shawn Burgett	BDS Land Use Services	BDS
Mike Liefeld	BDS Enforcement	BDS
Kathy Saunders	Permitting Services	BDS
Paul Scarlett	BDS Management	BDS
David Tebeau	BDS Inspections FPP / FIR	BDS
Rachel Whiteside	BDS Labor Management Committee / Information Technology Advancement Project	BDS