



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

Dan Saltzman, Commissioner  
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## BDS Budget Advisory Committee

**Meeting Agenda**  
**Tuesday, November 29, 2016**  
**12:00 noon - 1:30 pm**  
**1900 SW Fourth Ave., 2<sup>nd</sup> floor, Room 2500A**

<b>1. 12:00 p.m.</b>	<b>Welcome</b> <ul style="list-style-type: none"><li>• Self-Introductions</li></ul>	Paul Scarlett
<b>2. 12:10 p.m.</b>	<b>Commissioner Dan Saltzman / Matt Grumm</b>	Commissioner Saltzman or Matt Grumm
<b>3. 12:20 p.m.</b>	<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</li><li>○ Business Operations &amp; Finance Services</li><li>○ Public Information &amp; Enforcement Services</li></ul></li></ul>	Paul Scarlett BDS Division Managers
<b>4. 12:35 p.m.</b>	<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
<b>5. 12:50 p.m.</b>	<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
<b>6. 1:10 p.m.</b>	<b>Discussion</b>	Committee
<b>7. 1:25 p.m.</b>	<b>Next Meeting (Tue. Dec. 20)</b>	

**Handouts:**

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| <ol style="list-style-type: none"> <li>1. BDS Brochure</li> <li>2. BDS Director's Budget Goals Memo</li> <li>3. BAC Role &amp; Schedule</li> <li>4. BDS Organizational Chart</li> <li>5. FY 2017-18 Budget Preparation Process</li> <li>6. FY 2016-17 Line Item Budget</li> <li>7. Explanation of Line Items</li> <li>8. BudgetSpeak Dictionary</li> </ol> | <ol style="list-style-type: none"> <li>9. Major Workload Parameters</li> <li>10. Non-Cumulative Cost Recovery Report</li> <li>11. FY 2016-17 BAC Report</li> </ol> <p><u>Optional Materials</u></p> <ul style="list-style-type: none"> <li>• FY 2016-17 Requested Budget</li> <li>• 5-Year Financial Plan</li> </ul> |
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## Bureau of Development Services

### FY 2017-18 Budget Advisory Committee (BAC) Roster

Name	Representing	Organization
Andre Baugh	Community	Group AGB, Ltd.
Barrett Karnes	Community	REACH CDC
Claire Carder	Development Review Advisory Committee (DRAC)	Neighborhood Coalitions
Joe Schneider	Development Review Advisory Committee (DRAC)	Skanska
Cristina Palacios	Community	Community Alliance of Tenants
Susan Steward	Industry	Building Owners & Managers' Association
Charles Myrick	Represented Staff (DCTU) Neighborhood Inspections	BDS
Raul Torres	Non-Represented Staff Business Operations	BDS
Kim Tallant	Management Land Use Services	BDS
Rachel Whiteside	Represented Staff (COPPEA) Information Technology Advancement Project	BDS