



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

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**BDS Budget Advisory Committee**

**Meeting Agenda**  
**Thursday, December 13, 2018**  
**12:00 p.m. – 1:30 pm**  
**1900 SW Fourth Ave., 7<sup>th</sup> floor, Room 7A**

<b>1. 12:00 p.m.</b>	<b>Welcome</b> • Review Nov. 13, 2018 Meeting Notes	Rebecca Esau
<b>2. 12:05 p.m.</b>	<b>Budget Preparation Update</b> • BDS Budget Drop-In Sessions • Current BDS Financial Status • BDS Financial Advisory Committee • Economic Outlook • BDS Revenue Forecasting Process	Elshad Hajiyev, BDS Kyle O’Brien, BDS
<b>3. 12:35 p.m.</b>	<b>BDS Equity Goals / Equity Assessment Tool</b>	Dora Perry, BDS
<b>4. 12:55 p.m.</b>	<b>BDS Budget Focus / Goals Discussion</b> • BDS Director’s Budget Goals ○ Commitment to Equity ○ People – Bureau Culture & Organizational Development ○ Systems/Processes – Efficient, transparent services that are continually improved upon ○ Tools – Software, hardware, & other equipment ○ Organizational Structure & Programs ○ Fiscal Sustainability	Rebecca Esau All
<b>5. 1:25 p.m.</b>	<b>Budget Advisory Committee Report</b>	Mark Feters, BDS

**Handouts:**

1. Draft 11-13-18 BAC Meeting Notes
2. BDS Financial Advisory Committee Draft Meeting Minutes 12-05-18
3. Employee Budget Ideas (all)
4. Top Employee Budget Ideas
5. Equity Assessment Tool
6. Non-Cumulative Cost Recovery Report
7. Major Workload Parameters
8. Business Continuity Plan Summary
9. BDS Reserve Summary
10. BDS Budget Goals Memo

# Bureau of Development Services

## FY 2019-20 Budget Advisory Committee (BAC) Roster

<b>Name</b>	<b>Representing</b>	<b>Organization</b>
Coya Crespín	Community	Community Alliance of Tenants (CAT)
Paul Delsman	Industry	DRAC
Holly Huntley	Industry	DRAC
Susan Steward	Industry	Building Owners & Managers' Association
John Duran	Represented Staff (DCTU) Business Operations & Finance Services	BDS
Priscilla Partch	Represented Staff (PTE 17) LMC Co-Chair / Permitting Services	BDS
Brianne Pickett	BDS Equity Committee	BDS
Leigh Wheeler	Non-Represented Staff Business Operations & Finance Services	BDS