

## **BPB BAC Meeting #1: November 29, 2018**

### **Introductions**

Roster of this year's [BAC members](#).

### **Overview Presentation**

Today is to get everyone grounded on the budget, budget process, and the exercise we'll do at our next BAC meeting.

BPS Ground Rules were shared.

Joe gave an overview of the Roles and Purpose of the BAC

- Understand the BPS work program, priorities and funding sources
- Share community priorities, particularly the needs and priorities of historically under-represented communities.
- Inform and advise on how BPS prioritizes its resources to achieve desired community outcomes.

Michelle provided background about the changes from previous budget processes compared to this year (slides 12-15).

Last year (and in previous years) bureaus submitted Add Packages: requests for additional General Fund to do specific work. This year, Directions to Develop will come from Council members directly if there are projects they'd like to see prioritized in the upcoming Fiscal Year.

This year there is opportunity for the BAC to help us work on how we describe our core funding and narratives of our work via the Program Offers write-ups.

Karen noted we are still waiting for information from OEHR about what specifics will need to be included in terms of equity write-up and analysis, which we'll send to BAC members for discussion at our second meeting.

Joe, Michele and Julia walked through BPS' **10 Program Offers for FY19-20**.

- Comprehensive & Strategic Planning
- Code Development
- Area Planning
- Environmental & River Planning
- Smart Cities
- Climate, Energy & Sustainable Development
- Waste Collection
- Sustainability Engagement
- Business Operations
- Director's Office

Draft write-ups for each Program Offer were provided. These are all very much in draft form, and we're looking for input from the BAC members about if the narratives best highlight the work of each program;

suggestions for performance measures; and helping to think about equity impacts each program has for/on the community.

The [organizational chart](#) is complementary to the Program Offers. BPS is quite a matrix organization, so many people from different programs work on different projects and may work on multiple teams, depending on the project.

Development services fees, which we have this year that cover most of the Code Development team, are limited next year, so we're working on this funding gap. At most, we will see about 1/3 of the funds we're receiving this FY from BDS from land use fees, which is about 10 percent of our General Fund budget.

At the December 18 meeting, we will talk about the Program Officers:

- Do the descriptions make sense?
- Do the levels of resources make sense?
- Do they create a compelling story about our work?
- How can we better reflect and align the write-ups with Community Priorities (see the ["what" document](#))?

BAC members should review specific Program Offers for discussion:

- Kevin VC: Area Planning, Biz Ops, Directors Office
- NaTasha: Environ & River Planning, Smart Cities
- Kat: Comprehensive & Strategic Planning, Code Development
- Liliana: Smart Cities, Sustainability Engagement
- John: Waste Collection, Climate
- Katie: Code Development, Area Planning
- Eli: Code Development, Climate
- Jill: Waste Collection, Environ & River Planning
- Khanh: Comprehensive & Strategic Planning, Sustainability Engagement

By December 18, we will have additional information for the BAC:

- BPS Workplan with notation about funding, required projects, how much of the budget is already allocated, estimated FTE per program.

Additional handout: [BPS 2018-20 Strategic Plan](#).