

**Portland Utility Board
Budget Committee Meeting**

January 8, 2019 11:00 am – 1:00 pm

Portland State University Smith Memorial Student Union Room 327

1825 SW Broadway

Attendees:

PUB Members: Colleen Johnson
Allan Warman
Ted Labbe
Dory, Robinson
Robert Martineau
Dan Peterson (Arrived at 11:30 am)
Micah Meskel (Arrived at 11:20 am)
Lee Moore (Arrived at 11:45 am)
Vera Zaharova, ex-officio
Van Lee, ex-officio
Ana Brophy, ex-officio

Absent:

*Mike Weedall
*Heidi Bullock

*Notice of absence provided prior to meeting

Staff: Cecelia Huynh
Ken Bartocci
Jonas Biery
Cristina Nieves
Yung Ouyang
Public: Carol Cushman

I. Call to Order of Budget Committee #60

Colleen Called the meeting to order. Allan announced the meeting as a subcommittee. (Status changed after Micah Meskel’s arrival at 11:20am)

She reminded everyone that the meeting was of community volunteers tasked to advise City Council on items related to the Water Bureau and the Bureau of Environmental Services.

She gave an overview of the agenda: it focused on an update from Jessica Kinard on staffing, BES Program Summaries, BES and PWB Program Changes, and program level discussion.

Colleen noted the sign-up sheet for public comment. She noted comments were limited to three minutes.

II. Disclosure of Communications

Colleen announced that she and Allan met with Jessica Kinard and Cinthia Diaz Calvo, to talk about staffing and introduce Cinthia Diaz Calvo as the new PUB coordinator through May.

Ted said he had usual interactions with bureau of environmental services mid-level staff.

Allan said he met with BDS to talk about the subsidizing of the waste water treatment.

Dory said she is no longer with DEQ now a City of Portland Employee with the Bureau of Development Services. She also requested the PUB chairs to assess if this new status is an impediment to serve as PUB members.

III. Public Comment

No public comment.

IV. Round of Introductions

Colleen introduced Cinthia Diaz Calvo, and all attendees stated their name and organization.

V. BES FY2019-2020 Refined Program Narratives, Jonas

Jonas gave an update change on the overhead, by a couple 100 thousand less in ongoing as previously anticipated. Offsetting that is the pay equity discussion. This will utilize more of the General Fund savings. BES is still working on technical details around budget software navigation and can start populating the software. The forecast is still where BES projected. 5-year financial plan BES is working on as well.

The BES program narratives are still incomplete, and the program owners are still revising their reports. However, no core content will be changed. Equity section was added to program narratives. FTEs need to be reflected on there. Technical rider is on track and will send materials on the week of the 14th.

Allan asked Jonas where to find the sub stations of the working plan and the auditing center tutions (?)

Jonas said he did not know specifically and will provide more detail later.

Colleen asked Ken about performance measures and if the PUB will be able to review those by the 17th.

Ken responded that he had some but not all performance measures.

Jonas said the data for the past 4 years exists but not the current one. Some measures are repeated and can make a forecast.

Colleen asked clarification about the 2019-20 numbers.

Jonas said they will enter the most recent year data and the target for 2019-20 and the software will calculate a table that looks like the table they have in the report.

Colleen shared concerns about the 2019-20 numbers.

Ana asked for design costs to be considered and bureaus should assume those costs as well.

Jonas said that he expects the metrics will change and could reflect new metrics.

Colleen asked Jonas what can be expected in terms of the revisions for the Jan 17th.

Jonas committed to have updates, feedback from program owners by end of Monday. Any other feedback and information the PUB may need, to please let BES know prior to Monday.

VI. PWB FY2019-2020 Refined Program Narratives, Cecelia

Cecelia said there was a challenge getting personnel costs in place and waiting for CBO. PWB received confirmation of funding received. The funding maintaining parks is ongoing. Grade (?) funds will continue to maintain Mt. Tabor.

Allan asked what target is PWB at now and Cecelia responded 7.4%.

Cecelia provided 5 programs offer drafts and added the equity impact. Includes the fall BMP. Operating cap. The revised budget will look different, but it will be high level with asset. The revised budget may look different because it will include capital projects also. CBO is still working on the formatting for this.

What was sent out as drafts of Performance measures before will include different metrics and will address the condition of the hydrants. Revisions will be made in more detail and include measures that are PWB wants to look at going forward.

Colleen asked if the report will look like BES's report that includes past year's, current and target data.

Yong said he will get clarification on the targets. Suspecting it is a strategic target.

Lee asked what type of metrics are being considered for the maintenance of the hydrants. Mechanics or how much pressure the hydrants provides. Data is not being looked at geographically.

Cecelia said that the metrics were not being look at geographically.

Lee said that metrics should be looked at geographically and if they are not, then in that case he has a concern about truly understanding the metrics. One thing is mechanical operations and the other is pressure. The Fire department would be very concerned about the level of the pressure.

Rob provided metrics from a field perspective the modeling group tracks pressure in the system and all boundaries. All are sufficient. Metrics involve how often are they tested and what method was used to test. There are different levels. Metric on how many per year are tested. It will be cost prohibited to test all hydrants every year. Nothing should be less than 40. The regulation asks for 20 and PWBs minimum is actual twice the actual OAR.

Lee does not see any of those metrics reflected in the report. Some may not meet requirement.

Rob said he would leave the operations and regulations up to the bureau management to bring those numbers closer together.

Van said that to take a moment to evaluate the metrics on hydrants. The hope is to dial back and be more thoughtful on what is being communicated.

Cecelia said that it is likely that there will be fewer metrics than more.

Ted went back to the metrics saying that a less granular and more broad report would be more effective and believes the public would appreciate the broad information. It's more like What % of geography in the City is served by emergency hydrant. 95% 96%. May be information that city may want and what the bureaus want, to make it interpretable. Asset management is whole other level.

Colleen said that part of PUB is taking a look at these reviews and ensuring it's available. She also asked about the total.

-- DRAFT --

Cecelia said that next Monday we'll get to the half of the total. If we can get feedback on these we can incorporate feedback on the next report.

Colleen asked on the program budget she didn't know what the acronyms are.

Yong clarified acronyms

Cecelia asked if the narratives or changes should be in a different column.

Yong clarified that changes should go on that section but there will be edits to the format.

Allan asked to have the same format

Cecelia said that they couldn't modify because the template is CBO's.

Colleen said that if Cecelia and Jonas both go through CBO, they could possibly get a similar format.

Jonas said they would load the information into the CBO software which would create a similar report but what we can do is communicate report in the same format, now that we know what it looks like.

Yong said the software was not very flexible with fonts and bullets.

Allan said that the format should be identical.

Colleen said on the program budget with the Bull Run – it will increase but it doesn't align with the program in the next section. The 355 thousand doesn't include personnel costs and inflation changes and capital projects. She didn't understand why there was so much difference.

Cecelia said yes. We can do a better job at relating to the table. But it will be different because of the capital projects.

Dory asked about the ground water program – can you provide an example of what the information/education looks like. Is the pirate theme once a year?

Cecelia said the pirate theme is once a year.

Dory is interested in seeing how City has been the shepherd of these programs, because ground water program has been lacking at the state level.

Colleen asked on the equity program – what is the historic management property plan?

Mike said that since this is federal land we have to go through the Cultural and Historical Native American resources. Because we are in the midst of swapping parts of land, so we can get our stuff underneath the things we own, we need permission to make those changes. It takes a decade or more to get it done.

Ted said that Portland is one of those cities that have a government relationship with tribes. Travel nations.

Colleen asked about the water treatment program (positions were added) was there a swop 2 for 2?

Cecelia said yes.

Colleen is still confused about the customer service; your taking 2 permanent full-time customer service representatives and moving them to the meter program and then eliminating 2 limited term customer service positions. That is a loss of 4 positions. Colleen recalls last year how much these positions were

-- DRAFT --

needed, and the swop is happening this year. The switch seems big and quickly, after not too long ago approving 2 new positions.

Cecelia said a year ago we didn't feel comfortable making the ask of 2 positions. PWB was being cautious about the approach is to feel good about the efficiencies.

Colleen said that they did suggest, 9 months ago, rather than asking position water could reallocate. Water refused and now things are being switched around. Colleen expressing frustration.

Cecelia said the two limited term positions are meant to go away. Maybe they did not understand correctly last year.

Van asked a question to CBO about format template.

Yong pointed to page 11 on the customer service, it should not be a dollar sign. I thought we fix it. The bottom row 104 FTE instead of 104 \$.

Cecelia said the information still was not going to match or look the same. Revisit the format and the report.

Van said the Portland community always asks what FTE and all the acronyms are.

Micah asked how within that table we can adjust population growth to have more accurate calculations.

Jonas clarified that bureaus are trying the best they can to flag those community changes to adjust the narratives.

Lee asked about regulatory requirements - what are you connecting the information to? Are there opportunities for efficiency and how do you see that. Regulatory requirements can add a lot of work to your table.

Jonas said we are moving in that direction

Vera said the ground rule when it comes to service related population growth can we all agree to put it under one section. What section will we find that information easily. Change in programs in one section and easy to find, etc.

Yong- I thought the explanation was supposed to put the changes on that box.

Jonas said it is not always clear, but he is optimistic. The guidance is not ideal but very helpful. Challenge to keep the program narratives down is in conflict with being thorough with metrics and all of that. What is the most meaningful information that is needed.

Cecelia echoed Jonas

Yong said they don't want too many changes made by bureaus.

Colleen confirmed BES will get to us by Monday. Additional 6 by Monday from Cecelia, when all is due.

Cecelia – Feb 4th.

12:55 pm Discuss next meeting Agenda

The 17th next meeting

Allan will call in to that meeting.

-- DRAFT --

Talking about parking and to increase public attendance. Lee- felt disregarded and could resign.