



OFFICE OF  
**Community  
& Civic Life**

Promote the common good

## Bureau Advisory Committee Meeting Minutes



City Hall, 1221 SW 4<sup>th</sup> Ave, Lovejoy Rm



Monday November 18th, 2019



5:30 – 7:05pm

### Welcome and Introductions:

In attendance: Meron Semere, Dianne Riley, Stan Penkin, Adam Lyons, Jose Gomez, Christina Wienholz, Katherine Couch

Civic Life Staff: Suk Rhee, Michael Montoya, Michelle Rodríguez, Pollyanne Birge, Katherine Couch, Andrea Williams

Interpretation: Almaluna

Absent: Muzammil Afzal, Nyla McCarthy, Manijeh Mehrnoosh, Abdi Mohamed, Enriquez Zegarra

Public Comment: none

### Conflict of Interest Disclosure Form:

BAC Members to fill out and return to Civic Life (attached)

### BAC Member Training refresher review:

- **HR 2.02 Training:**
  - Video: [https://www.youtube.com/watch?v=Vq043nrjo\\_c&feature=youtu.be](https://www.youtube.com/watch?v=Vq043nrjo_c&feature=youtu.be)
    - Please ignore the incorrect instructions at the end specific to City staff
  - Please fill out the HR Acknowledgement Form attached
  - [HR Admin Rule 2.02](#): As a reference document
- **Building Shared Equity Training:**
  - PPT: <https://www.portlandoregon.gov/civic/article/729073>
- **Public Officials Ethics and Responsibilities Training:**
  - Video (please do not distribute outside this advisory body, this video is attorney client privilege): <https://www.portlandoregon.gov/civic/article/741121>
    - Please fill out the Public Officials acknowledgment attached

### Timeline and Bylaws:

Timeline:

- Budget timeline (attached)
- Budget cycle (attached)

#### BYLAWS:

- BAC is an advisory body that advises the Director of Civic Life, not City Council.
- The BAC meetings are public and are subject to [state public meeting laws](#):
  - No meetings without publishing meeting agendas
  - No communication about business of this committee on personal devices/accounts.
- The City's Tribal Relations Director is the point person for ALL Tribal relations and engagement.
- No quorum requirement for BAC, since it is not a voting body.
  - Discussion RE: membership of the BAC in Section D IV "discretion of the Director".

#### Mayor's 2020 Budget Priorities and Guidelines:

##### [Mayor Budget Guidelines](#)

- Review of document and discussion: Michael Montoya lead
  - Discussion about the 2% cut for Public Safety from Mayor's guidelines and the collaborative inner-bureau approach to public safety.
  - Question to BAC: What is BAC's role in #4 of Mayor Wheeler's priorities:
    - **Priority Issue Area 4: Leadership Action on Climate Change** We are facing a climate crisis. Scientists have issued a warning that avoiding catastrophic impacts of climate change will require an unprecedented transformation over the next decade. All the while we are seeing Portland's emission reductions start to plateau. Portland will continue to act as a national and global leader on the issue of climate change, and all City bureaus will have a critical role to play.
  - Conversation RE: new BOC "Add Requests" process
    - **General Fund Add Requests:** The reprieve from budget cut proposals provides less flexibility to consider new add requests. Bureaus may submit requests for new General Fund discretionary resources; however, all new funding requests should be paired with a proposal to offset at least 50% of the proposed cost with an efficiency or reduction package proposed individually or in partnership with other bureaus. Requests for new resources should demonstrate meaningful progress towards achieving approved Council and bureau strategic plans.

- Question RE: Cannabis revenue allocation process. It is a council decision. Conversation about where it is currently allocated and a note that there is a work session scheduled for early spring.
- Conversation:
  - How are we applying our equity goals?
  - How are we engaging the electorate and new voters?
  - How are we addressing climate change action in our efforts?

**BAC Calendar for 2019/20:**

- December 16th at 5:30pm
- January 6th at 5:30pm
- January 13th at 5:30pm
- February - No meeting
- March 16<sup>th</sup> at 5:30pm
- April - No meeting
- May 18th at 5:30pm
- June-August 2019 BREAK No meetings