

October 17th, 2018

Dear BAC Members,

Thank you for your service on a Bureau Budget Advisory Committee (BAC) for the 2019-20 Fiscal Year. We are thrilled and honored that you are committing your time to make Portland a better place for all community members.

We want to provide resources and communication to make your time on the BAC a fruitful one. For budget documents and the City Budget Office (CBO) analysis of prior years, please go to <https://www.portlandoregon.gov/cbo/60863>. Part of CBO's charge is to provide objective analysis to City Council on the proposed budgets submitted by bureaus. As a way to better understand bureau and advisory priorities, assigned CBO analyst(s) will be present at your BAC meetings. You should consider our analysts as an additional resource in helping you understand the City's budget, and CBO staff are always available to provide informative materials and presentations around the budget upon request.

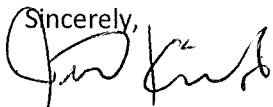
The attachment to this letter provides information on Citywide budget process changes occurring this year that may impact the style and structure of your BAC conversations. We encourage you to bring your questions to your bureau liaisons and look forward to engaging with you in this critical City process.

What's next?

If you haven't already, please submit a completed conflict of interest form and a voluntary demographic form. Please request these forms from your bureau contact. While the voluntary demographic form is separated from your application and had no bearing on your selection, we want you to know it's important to fill out as the City will use this aggregated data to better understand who is participating in this important work and to increase targeted outreach to populations who are underrepresented on these bodies across the City. If you have not already, you will be receiving welcome packets/information from your bureau leadership with information about meeting dates, required trainings, and bureau specific information to help you get prepared for the upcoming budget season.

Please let your bureau know if you have any accommodation requests, as soon as possible. Language interpretation services are available upon request.

Thank you again for your commitment to working together and with us to make Portland a better place for all of us.

Sincerely,


Jessica Kinard
Interim City Budget Director

The City of Portland ensures meaningful access to city programs, services, and activities to comply with Civil Rights Title VI and ADA Title II laws and reasonably provides: translation, interpretation, modifications, accommodations, alternative formats, auxiliary aids, and services. To request these services, contact 503-823-4000, City TTY 503-823-6868, Relay Service: 711.

Traducción o Interpretación	Chuyển Ngữ hoặc Phiên Dịch	翻译或传译	Письменный или устный перевод
Traducere sau Interpretare	Письмовий або усний переклад	翻訳または通訳	☎ 503-823-4000
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Being a Public Official

While serving on a BAC, you are a public official, based on State law ORS 244.020(15), and as such are required to disclose conflicts of interest and to observe the Oregon Government Ethics Commission's "Oregon Government Ethics Law - A Guide for Public Officials". Additionally, Portland City Code Chapter 1.03, Code of Ethics, requires advisory board members to uphold a specific standard of behavior around ethics, trust, objectivity, accountability, and leadership. Please reach out the Office of Community & Civic Life (advisorybodies@portlandoregon.gov or (503) 823-4411 for additional information.

Brief history of BACs

In 2010, Council adopted the public involvement principles, indicators, and outcomes, and in 2012, passed Resolution 36960 providing guidelines for BACs. This Resolution established the following seven standards:

1. Community and labor representation on the BAC
2. Creation of bureau BAC budget process websites
3. Maintenance of contact information lists
4. ADA and Limited English Proficiency accessibility provided
5. Handouts and presentation materials made available to the public
6. Public comment will be allowed at all meetings
7. Minority budget reports

Changes to the Budget Process

In the past, the City – and many BAC discussions – have tended to focus on marginal investment decisions, which are easier to discuss in short time-frames, but which often have less overall bearing on bureau priorities and budgets. Beginning this fiscal year, the Mayor has directed budget process changes that facilitate a more holistic approach to decision-making. Changes include the direction for bureaus to present their budgets by program area, and empowering Council to direct the development of packages which reflect key priority areas in and across bureaus. This means that BAC discussions should focus on how community priorities and service level goals are represented throughout the bureau budget. We anticipate the community will be better served by City Council and bureaus working together to tackle big community issues.

The City Budget Office is also working with the Office of Community and Civic Life to improve broader community engagement efforts around the budget. Beginning this coming year, we will be engaging community early and often, so their priorities are shared with Council earlier, before bureaus are drafting budgetary proposals. This way Council has community direction in advance of the budget process to help them set Citywide priorities.

The City is committed to supporting community engagement that prioritizes equitable outcomes and addresses gaps for historically underrepresented populations. We want the community engagement process to promote accountability and transparency, with BACs that are diverse both in background, lived experience, and geographic representation.

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