

# Meeting Notes

REVENUE DIVISION LABOR-MANAGEMENT BUDGET ADVISORY COMMITTEE  
November 19, 2015, 2:00-4:00 PM, Rivers Conference Room

Attendance:	Julie Omelchuck, Jamari Carter, Jason McKay, Jen McFarland, Kelly Jones-Weir, Scott Ellertson, Janice Hammond-Getten, Rachel Cleveland, Mary Pinero, Meghann, Fertal, Jayden Dotson, Adrienne Brown-Dunn, Karla Frahler, Josh Gregor, Scott Karter, Thomas Lannom, Terri Williams
Facilitator:	None
Note Taker:	Scott Karter
Handouts Distributed:	Agenda, November 4, 2014 Revenue Bureau LMBAC Meeting Notes, Revenue Division LMC Ground Rules, November 2014 Revenue Bureau LMBAC Charge/Ground Rules/Values/Guidelines, BRFS FY 2014-15 Adopted Budget, General Fund Preliminary Planning Cut Target Calculation Assumptions – FY 2016-17

## Purpose of the LMBAC / Roles

- The City is beginning work on its 2016-17 budget, which is an annual process.
- The LMBAC is advisory only and will not create the finalized budget.
  - Ultimately, the Revenue Division Director is responsible for providing the proposed Revenue Division budget to the BRFS Director/CFO.
- The LMBAC is a place to evaluate ideas, approaches, efficiencies, cost savings, and overall mechanisms to positively influence the Revenue Division.

## Ground Rules / Expectations

- The LMC Ground Rules and the 2014 LMBAC Ground Rules were also considered in the construction of the current LMBAC ground rules.
- The group agreed on a list of ground rules (below).
  1. Meetings will start and end on time.
  2. During meetings, cell phones will be set to vibrate or off.
  3. LMBAC members commit to attend meetings and participate.
  4. If a member misses a meeting, it is their responsibility to read the minutes and catch up.
  5. Names of individuals will not be used in LMBAC discussions, even if the individual waives their right to anonymity.
  6. As a general rule, it is assumed that LMBAC discussions are not confidential. However, in discussing the LMBAC, do not attribute opinions to individual members. Also, discussions of people or position cuts will not be shared outside of the LMBAC meetings.
  7. Differences of opinion should be addressed in a professional manner. It is not appropriate for one member to attack the motives or ethics of another.
  8. Once decisions are made by the group, LMBAC members will support them.
  9. LMBAC members are peers.

## Meeting Notes

10. Build trust by meeting commitments to one another.
11. At the end of each topic, the LMBAC will agree on next steps, including messages.
12. Have a good time and a sense of humor.
13. Trust the group.
14. Come to the meeting with an open mind.
15. Meetings to occur not less than once every two weeks and will last 90 minutes each through the end of December

- LMBAC Values & Guidelines as a top agenda item for the next meeting

### Overview of the Problem - Budget Cuts and Adds

- The Mayor is requesting that general fund budgets prepare a budget with a 5% cut from the 2015-16 budget.
  - Translating into approximately \$250,000
  - Additionally an approximate \$650,000 due to the note in the current budget that reduces the Revenue Division budget for the administration cost of MCBIT (Multnomah County Business Income Tax)
  - Ultimately, the Revenue Division will submit a proposed budget for both of the cut amounts of \$250,000 and \$900,000 to the Revenue Division Director
    - Proposals are ongoing cuts (as opposed to one-time)

### Review of the Current Budget

- The budget was explained in general terms.
- For purposes of creating these proposals, cuts will not be considered in areas of the Revenue Division that are not supported by the general fund
  - Such as functions within
    - Business Solutions Division - Interagency Agreement with the Water Bureau and Environmental Services – water/sewer billing
    - Audit and Accounting Division – Liens – Interagency Agreement with the Auditor's Office
    - Tax Division - Arts Tax

### Shared Values Exercise

**What do we all value in the work and workplace?**

**What must we do vs. "nice to haves"**

- Postponed due to time constraints
  - Put to the top of the next agenda

### Equity Lens/Tool for Budget Cuts

- Postponed due to time constraints
  - Put to top of the next LMBAC meeting