

Meeting Notes

REVENUE DIVISION LABOR-MANAGEMENT BUDGET ADVISORY COMMITTEE
November 24, 2015, 2:00-3:30 PM, Rivers Conference Room

Attendance:	Julie Omelchuck, Jamari Carter, Jason McKay, Kelly Jones-Weir, Janice Hammond-Getten, Rachel Cleveland, Jayden Dotson, Adrienne Brown-Dunn, Karla Frahler, Josh Gregor, Scott Karter, Thomas Lannom, Karen Obana
Facilitator:	Joe Hertzberg (with Amy Stork from Solid Ground Consulting observing)
Note Taker:	Scott Karter
Handouts Distributed:	November 19, 2015 Revenue Division LMBAC Meeting Notes, Office of Equity and Human Rights Budget Equity Tool (and guidance memorandum) dated November 17, 2015.

Review of Previous Meeting Minutes

- The meeting minutes (as amended by Meghann) were reviewed and accepted without revisions.

Shared Values Exercise

- The following list represents the mutually agreed upon Fundamental Values for the LMBAC and is ranked in order of importance/top value
 - Fundamental Values:
 - Stewardship of City resources **11 VOTES**
 - Revenue and expenditures
 - Leverage technology
 - Beware of digging deeper holes
 - Accountability
 - Maintain efficiency
 - Consider ways to do things better
 - Training
 - Innovation
 - Equity **8 VOTES**
 - Internal
 - External community
 - Programs and relationships
 - Customer Service **7 VOTES**
 - Public perception
 - Internal customer service
 - Revenue Bureau and City
 - Understand that some things cannot be slowed (mail, phones, etc.)
 - Provide basic services **1 VOTE**

Meeting Notes

- Strategic perspective 1 VOTE
- Partnerships 1 VOTE
- Be conscious of environmental impacts
- Don't compromise work group's mission, values, or ethics
- Professionalism
- Meet legal and organization mandates
- Minimize human impacts of FTE reductions
- Transparency
 - Folks outside of room understand how our decision are made

Equity Lens/Tool for Budget Cuts

- Budget Equity Tool Guidance Handout was explained and discussed.
 - The accompanied Assessment Tool must be submitted with all proposals.

Brainstorming Ideas for Savings, Efficiencies, etc.

- The following list represents the mutual brainstorming session for budget savings and possible cuts that would have the least damage to our highest fundamental values identified above.
 - Look for savings:
 - Compensation and Classification study for non-represented positions
 - Ask other City groups to move into our empty office space
 - Melvin Mark
 - Portland Community Media contract
 - Sell WiFi service to building
 - Review M&S (materials and services)
 - Review Interagency Agreements (i.e. City Attorney, BTS, Risk)
 - Charge for time dedicated to requests of the electeds
 - Partnerships with other bureaus or jurisdictions (e.g., Liens)
- The following list needs answers as it would help share the best budget recommendations/decisions:
 - How does Revenue compare to other tax collection agencies?
 - Return on Investment (ROI)
 - Cost/benefit of discretionary revenue collection
 - ROI of technology investment

- Thomas will be bringing budget proposals in two weeks

- Clarification: the \$650,000 cut will come from the Tax Division and the programs that support it.