

Meeting Notes

REVENUE DIVISION LABOR-MANAGEMENT BUDGET ADVISORY COMMITTEE
December 8, 2015, 2:00-3:30 PM, Rivers Conference Room

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| 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, Jen McFarland, Terri Williams, Meghann Fertal, Scott Ellertson |
| Facilitator: | Joe Hertzberg (with Amy Stork from Solid Ground Consulting observing) |
| Note Taker: | Scott Karter |
| Handouts Distributed: | Draft summary of 5% proposed cut package for the Revenue Division, General Fund Supported Positions – Average Cost by Position |

Proposed Cuts

- Management stated that the \$650,000 cut is likely not to be considered at this time and Revenue does not need to go through the proposal exercise for this amount at this time.
 - The 5% General Fund cut proposal, \$239,421, was handed out and were broken down by division:
 - **Tax Division**
 - P&D (reduction in letters) = \$20,000
 - Reduce Education and Out of Town Travel = \$5,000
 - Eliminate one position = \$85,000
 - **Audit and Accounting Division**
 - Eliminate .5 position = \$50,000
 - Reduce Training = \$3,000
 - **Office for Community Technology**
 - Utility Franchise/Wireless (professional services) = \$20,000
 - Digital Inclusion-Portland Community Media (reduce 1 position) = \$44,240
 - Implement Google Fiber Franchise/Digital Equity (professional services) = \$13,300
 - **Business Solutions Division**
 - The amount of these cuts are summed in the Tax Division proposal
- Thomas will be sending these proposals out to Revenue soon after today's meeting
- Management clarification that this was a high-level draft and did not include the implications of these proposed cuts (lost revenue, equity, etc.)

Proposed Adds

- On-going funding for IRS data exchange program and 1.0 FTE liaison

Meeting Notes

- Additional BSA to support Tax Division
- On-going funding for Revenue Auditor for Utility Franchises
- On-going funding for 1.0 FTE for Short-term rental enforcement

Discussion and Suggestions

- P&D reduction in Tax Division be removed from cut package
 - Management mentioned the impact of the cut could be minimized
- Cut in training within Audit and Accounting Division is in conflict with LMC values
 - Management mentioned that less expensive training options could be explored
- Clarification requested regarding the status of the suggestion to rent out unused office space
- Clarification requested regarding Internal Materials & Services (M&S) such as BTS and Fleet and External M&S such as Compass Computing

Proposals for Improvement/Innovation and Other Cuts

- Leverage our resources (including automation) to generate revenue and decrease costs
 - Customer opt-in to email correspondence
 - Using automation to find businesses close to Portland and that are likely coming into Portland to do work
 - “targeted business types”
 - Using Angie’s List, Yelp, Secretary of State directory, etc. to find unregistered businesses

Next Steps

- The tentative agenda for 12/16/15 meeting:
 - Updates
 - More detailed look at cut proposals
 - Comparison of proposed cuts to values

All: Bring the notes from the prior (11/24/15) LMBAC meeting as they have the list of fundamental values that was compiled at that meeting.