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Dan Saltzman Commissioner **Leah Treat** Director

Bureau and Budget Advisory Committee

Thursday, October 19, 2017
4:00– 6:00pm
Portland Building, 8th Floor, Hawthorne Conference Room

Committee Members Present: Ruthanne Bennett, Heather Bowman, Kaliska Day, Maria Hernandez, Thomas Karwaki, Arlene Kimura, Molly Baer Kramer, Tony Lamb, Meesa Long, Heather McCarey, Patricia Montgomery, Elaine O'Keefe, Momoko Saunders, Kevin Vandemore, Pia Welch

Committee Members Absent: AFSCME representative, Sam Gollah, Ryan Hashagen, Frannie Knight

PBOT Staff Present: Tosin Abiodun, John Brady, Scott Clement, Shoshana Cohen, Zan Gibbs, Matt Grumm, Belen Herrera, Ken Kinoshita, Christine Leon, Jeremy Paton, Irene Schwoeffermann, Chris Warner, Tia Williams

City Staff Present: Kea Cannon, Jessica Kinard (City Budget Office); Matt Grumm, Tia Williams (representing Commissioner Dan Saltzman)

Community Members Present: Thomas Aquinas Debpuur, Marianne Fitzgerald

Welcome and Committee Introductions: Chris Warner

- Chris Warner, representing Director Leah Treat, opened the meeting and welcomed Committee members. He also introduced Matt Grumm and Tia Williams who attended the meeting on behalf of Commissioner Dan Saltzman.

Community Check Ins: Tony Lamb and Momoko Saunders

- Tony Lamb reminded BBAC members to fill and submit their disclosure forms.
- Thomas Karwaki shared information about the rally for safety on Fessenden and Saint Louis scheduled for October 20. He added the North Portland Freight community wants PBOT to develop more solutions to address their transportation and safety needs.
- John Brady invited BBAC members to attend PBOT's Snow Plow Obstacle Course scheduled for October 23 from 10:00 - 11:30 am at the Sunderland Yard. The event kicks off PBOT's winter weather communications. It provides an opportunity for PBOT's Maintenance Operations crew to re-familiarize themselves with snow plow operations. The event will be attended by several news media in Portland. John added that PBOT is currently working with Neighborhood Emergency Teams (NET) to clear storm drains.
- Tony Lamb reminded BBAC members to complete their homework and identify their top three priorities by October 20. BBAC members provided feedback on the September homework and highlighted ways to make the priorities identification list for FY 2017-18 more approachable. BBAC

co-chairs will work with staff to revisit the list and look at how to prioritize BBAC goals for the rest of the year.

- Momoko Saunders introduced members of the Director's team who could not attend the last meeting and invited them to share some high-level information about their work areas and transportation hot topics for FY 2017-18.
 - Scott Clement, Maintenance Operations Environmental Manager, said his team will soon begin snow and ice training. He shared additional information about the Obstacle Course event and mentioned that PBOT's Maintenance Operations have filled over 10,000 potholes and hired three Minority, Women and Emerging Small Business (MWESB) firms to fill additional potholes. PBOT is launching a new tool to track, in real time, crew members as they clear leaves from the streets and clean out catch basins. Suzanne Kahn, the Manager of PBOT's Maintenance Operations, will be retiring soon. PBOT is conducting a nationwide search for a new Maintenance Operations manager as the position is critical to the bureau.
 - Christine Leon, Development Permitting and Transit Group Manager, announced that the Transportation System Development Charges (SDC) will go live in January 2018. PBOT will soon launch a comprehensive Right of Way Management Manual to cover topics including protected bike lanes, freight strategies, livable streets e.t.c
 - Zan Gibbs, Equity and Inclusion Program Manager, highlighted PBOT's Equity Matrix interactive online tool developed to rank PBOT's projects, programs, and procedures. Plans are underway to include other information such as Portland's Traffic Fatalities and serious injuries data on the matrix to better inform PBOT's Vision Zero goals and the City's Equity Plan.
 - Jeramy Patton, Business Operations Manager, stated that his team deals with finance, budget, employee services, contracts, procurement, safety and training. Currently, they are working on the Portland Building Reconstruction project and developing process improvement plans for PBOT's hiring and data management process.

Questions and Comments

- Why was budget included on the list?
 - Budget should be removed from the list and members should have the opportunity to identify more than three priorities. The priorities list/chart included links to different website where Committee members can obtain more information about different projects, programs, and topics.
- What is the outcome of the exercise?
 - The overriding goal is to narrow BBAC focus for FY 2017-18. BBAC Co-chairs will go back to the drawing table to figure out how to prioritize BBAC's goals for the rest of the year.
- Is the Equity matrix available online?
 - Yes.
- The airport area (Hayden Island community) scores high on the equity matrix even though it has a low population.

City Budget Process: Jessica Kinard

- Jessica Kinard, from the City Budget Office, provided an overview and training on the [City's budget process](#).
- Portland's City budget is divided among seven areas: public utilities; parks, recreation and culture; community development; transportation and parking; public safety; city support services; and elected officials.
- The Build Portland Initiative will minimize risks, consider equity, and maximize City's ROI. The funding gap for projects is particularly pronounced for the Portland Bureau of Transportation.

Questions and Comments

- How much change is introduced to the budget process?
 - Not a lot. Bureaus propose a budget and then slight changes are recommended and made. Commissioners can add packages.
- How does the City define asset maintenance?
 - The Build Portland Advisory Committee will determine how asset maintenance is defined and establish an evaluation criteria that will include risk.
- Who will provide leadership for the committee? How many members will the Committee have?
 - The Committee will be under the leadership of Tom Rinehart, the City's Chief Administrative Officer. The structure of the committee is yet to be determined.

PBOT Budget Introduction: Jeramy Patton and Kinoshita

- Jeramy Patton and Ken Kinoshita provided an overview of the [City's budget process](#) as well as PBOT's internal budget process.

Questions and Comments

- When is BBAC's budget letter due?
 - BBAC's letter is due on Friday, January 26, 2017. With the letter, BBAC members can mention budget decisions they agree or disagree with. The letter addresses the general fund and the Mayor's guidance ultimately shapes the general fund.
- How much is Net Revenue?
 - The TGR Portion is around \$4 million, part of it is payment from TriMet to cover transit services in certain areas. It is to cover capital and TriMet covers operations.
- BBAC members will like to learn more about the Capital Improvement program that is in the \$118M restricted spending.

PBOT Investment Strategy: Shoshana Cohen

- Shoshana Cohen provided an overview and presentation of PBOT's Investment strategy.
- The current timeline is October 2017 to October 2018, potentially more time to inform the budget that would impact the next 10 years. The bureau is looking at how the different revenue streams including but not limited to HB 2017, SDCs, General Fund, and the regional bond measure can distribute across the three goals.

Questions and Comments

- Will the Resources and Legislative team share their presentation slides with BBAC?
 - BBAC's letter is due on January 26, 2017. With the letter, BBAC members can highlight budget decisions they agree or disagree with. BBAC letter usually addresses the general fund and the Mayor's guidance ultimately shapes the general fund.
- Is there a reason the initial nominated project breakdown is not aligning with what the Mayor said?
 - Affordable housing is going to be part of the bigger conversation as PBOT plans for big transportation improvements. It is a big issue.
- Would BBAC members be interested in attending another meeting to discuss PBOT's project selection process?
 - Six members indicated interest.

Announcements

- November meeting preview: BBAC will likely focus on PBOT's 2017-18 budget, discuss and review the Mayor's budget guidance, and PBOT's Minority, Women and Emerging Small businesses (MWESB) goals.
- Going forward, BBAC will no longer meet in the Portland Building as PBOT and other City staff have been relocated to a new building.
- Bus passes and parking vouchers are available for BBAC members.
- A doodle poll will be sent to BBAC members to determine a December meeting date and a second meeting date in January, 2018.
- All meeting materials are available online at <https://www.portlandoregon.gov/transportation/75055>

- The next meeting is scheduled for November 16th at the Congress Building, 5th floor, Room 513 from 4:00 – 6:00 pm. Address: 1001 SW 5th Ave, Portland, Oregon.