

## BAC meeting #3: Tuesday, December 20, 4-5:30 p.m.

### Attendees

- Donnie Oliveira
- Eric Engstrom
- Patricia Diefenderfer
- Nikoyia Phillips
- Julie Ocken
- Love Jonson
- Svetha Ambati
- Calvin Hoff
- Brian Romer
- Hannah Walters

### Budget Instructions

Eric: overview of the BPS Org Chart. This is the structure of our bureau programs, and we'll send the draft Program Offers to BAC members within the next day.

Revenue mix slide shows the different bundles of programs and the sources of funding for each:

- General Fund (GF)
- Solid Waste Management Fund (SWMF)
- IGAs
- Mt Hood Cable Regulatory Commission (MHCRC)
- PCEF

Budget targets diagram is the baseline funding starting point for each program.

BPS's budget for FY 2023-24 is about \$120M (largely funded by PCEF, GF, SWMF).

### Budget instructions

- No GF cuts required.
- No new ongoing GF requests allowed.
- No new GF one-time requests allowed.
- Non-GF one-time requests are permitted (e.g. PCEF and SWMF).
- Technical and cost-neutral adjustments are allowed.
- In Phase 2 (early 2023), bureaus in their portfolio bundles may be allowed to ask for one-time GF. This is not for an individual bureau – all bureaus within a specific Commissioner's portfolio need to put in asks jointly under the Commissioner's request.

This is different from a usual budget process as we have (a) based budget, (b) phase two for requests, and (c) spring technical adjustments. Because of this change, bureaus are checking in with their BACs if we want to add meetings in February to be involved in the second phase of providing input for decision packages for the second phase.

### Opportunities

- Absorption of OCT and Graffiti program brings some resources (admin savings).
- PCEF resources to add staff in response to their new programmatic investments and direction. This creates more support for BPS's internal service programs overall.
- Waste Program code change in 2023.
- One-time funds for some programs last year in the 2-year ask are carrying over, so there are few if any requests for additional funds for FY 2023-24.
- Moving OCT to the Vanport building in July will save some rent funds.

### Issues/Challenges

- Funding and hiring for manager for the Graffiti program.
- Public trash and graffiti work is disproportionately funded by one-time money.
- Age-friend program funding ends in June 2023.
- Internal Services capacity still needed.
- Privacy policy.
- Hybrid work and technology costs.
- Additional space planning one-time costs expected.

We receive lots of one-time funding last year. Some is carrying over as these were 2-year asks. In the spring adjustment, we will figure out how much we'll have spent by June, and then we will ask for the remaining funding in the spring.

### Tentative January 2023 requests (phase 1)

- PCEF staffing package.
- Waste staffing package.
- Internal services staff (depending on PCEF and Waste funding).
- Graffiti Transfer.

### Tentative March 2023 requests (phase 2) ongoing GF

- Graffiti Program Manager.
- Privacy policy implementation.

The BAC will be crafting a letter to assist with these asks for BPS, mentioning the requests and some challenges.

Phase 1: We have some catch-up to do with basic internal support functions. This is to build the foundation so all our programs can be successful. The big asks are benefit GF programs to create more internal services positions.

## Program Offers Overview

### Budget Equity Assessment Tool

This is another piece of the budget narrative that starts to capture how we have done in our equity work: funding, prioritizing, discussion of the strategy of the bureau's equity work.

City Core Values chart. City's Commitment to Equity & Fiscal Responsibility statement.

Since 2016, all bureaus have included a budget equity assessment with their requested budget. A guiding document asks about (a) base budget, (b) decision/add packages, (c) equitable engagement and access.

We have 13 questions in the budget equity assessment. We ask our teams/managers for input into the various questions to create a bureau-wide overview of our equity work and upcoming year's next steps.

The report goes along with the bureau's budget request as well as the Office of Equity, which is used a bit like a report card, and they provide some feedback to the bureaus with thoughts and things they may like to see the bureau do differently going forward.

### Next Steps

The January 13 meeting will be to discuss the BAC's (first) letter to Council that will be submitted with the BPS budget request at the end of January.

Look for an email from Julie with lots of draft documents (Program Offers; Equity Document from FY 2022-23 for review; BAC letter example) as well as options for an additional 1-2 BAC meeting in February for Phase 2 of the budget work.