Office of Management & Finance (ALL)

Management Data
Commissioner in Charge: Mayor Adams
Bureau Director: Jack D. Graham
Website: www.portlandonline.com/omf
Administration: 3.8%
M/W/ESB Contract $:
11.2% Prime & 30.9% Sub

Workforce Data
Minorities: 25.8%
Female: 42.3%
Non-Represented: 44.2%
Span of Control: 5.7 positions per supervisor
Management Layers: 1 to 5

Resource and FTE Summary

	FY 2011-12 Adopted	FY 2012-13 Base	FY 2012-13 Reductions	FY 2012-13 Add Packages	FY 2012-13 Requested
GF Ongoing	$25,667,476	$32,113,913	($1,611,959)	$100,000	$30,601,954
GF One-Time	2,829,359	200,000	0	857,234	1,057,234
GF Overhead	11,491,938	12,663,872	0	0	12,663,872
IA Revenues	138,689,691	138,737,757	(5,788,963)	663,528	133,612,322
Other Revenues	264,210,494	259,554,943	0	352,056	259,906,999
Total Revenues	**$442,888,958**	**$443,270,485**	**($7,400,922)**	**$1,972,818**	**$437,842,381**
FTE	683.23	671.05	(25.50)	3.00	648.55

Bureau Overview and Significant Issues

The mission of Office of Management and Finance (OMF) is to manage stewardship the City's fiscal, human, physical, and technological resources to deliver high quality services to the City and the community. OMF strives to manage with a customer focus, be stewards of public resources, lead our operations from a strategic perspective, value diversity, and promote sustainability.

Led by the City's Chief Administrative Officer, OMF provides central services to support the administrative and operational needs of the City of Portland government. OMF includes:

Office of the CAO
- Business Operations Division
- Enterprise Business Solution Division
- Public Safety Systems Revitalization Program

Bureau of Financial Services
- Accounting
- Financial Planning
- Public Finance and Treasury

Bureau of Human Resources
- Operations and Strategic Support
- HR Corporate Services
- Site Teams and Police HR

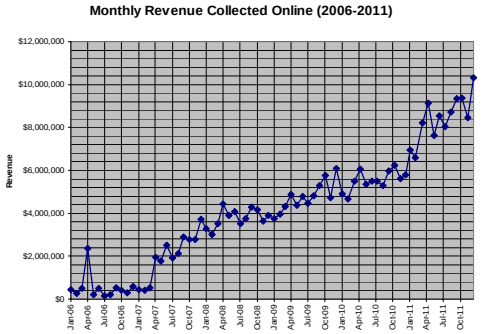
Revenue Bureau
- Revenue Collections
- Regulatory

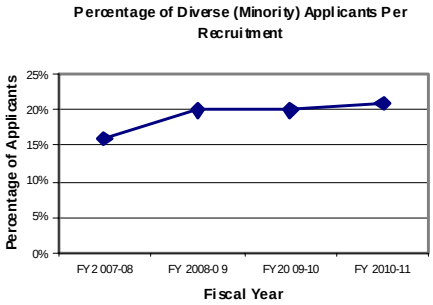
Bureau of Internal Business Services
- CityFleet
- Facilities Services
- Printing and Distribution
- Procurement
- Risk Management

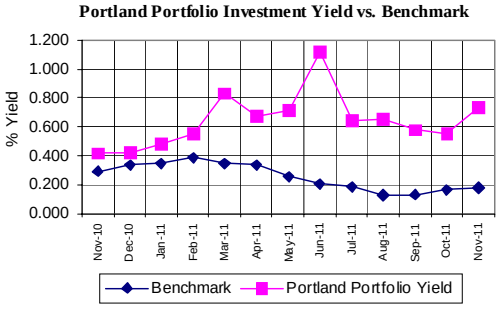
Bureau of Technology Services
- Administration
- Business Solutions
- Communications
- Customer Relations
- Information Security
- Police IT
- Production Services
- Project Management
- Support Center

Significant issues for OMF in FY 2012-13:
- **Workforce planning** – focusing on employee development and recruitment to plan for retirements.
- **Critical technology recovery in a disaster** – building backup systems to maintain critical City services.
- **Facilities asset management** – maintaining and preserving the City's essential facilities and property assets.
- **Technology asset replacement** – creating a funding mechanism for ongoing technology replacement.

Performance Dashboard







Operating and Capital Requirements

	FY 2010-11 Actuals	FY 2011-12 Adopted	FY 2012-13 Base	FY 2012-13 Request	FY 2013-14 Estimate
Operating – Base	$191,026,758	$216,122,223	$228,623,061	$223,370,065	$237,768,000
Operating - One-Time Initiatives	1,968,504	4,989,902	1,400,350	2,063,878	1,456,000
Capital - New Construction	22,302,007	17,697,886	18,282,760	18,282,760	18,998,000
Capital - Major Maintenance	16,551,573	17,686,131	24,936,408	24,936,408	25,933,000
Unappropriated Ending Balance	174,616,042	186,392,816	170,027,906	169,189,270	175,515,000
Total	$406,464,884	$442,888,958	$443,270,485	$437,842,381	$459,670,000

Overview of Major Projects and Initiatives

Create a Strategic Direction for OMF from 2012-17: Develop a five-year Strategic Plan that includes mission, vision, and values, as well as strategic issues, goals, strategies, and performance measures to guide the organization. The plan will take into account broad stakeholder input and a thorough look at internal and external factors affecting the organization.

Maximize the City's Investment in SAP: OMF's goal is to improve the City's proficiency in using SAP and to plan for future functionality. To achieve this, a comprehensive assessment conducted by outside consultants will examine the EBS Division, Citywide ERP, and staffing, as well as looking at ways to further maximize the use of SAP.

Build Cross Functional Teams Within OMF: These diverse teams will work across the OMF organization to resolve an issue or to achieve a common goal, which will enhance customer service and build employee capacity. Working within their given level of authority, members of the team will think strategically and work collaboratively to implement changes, solve problems, or manage projects.

Major Assets Managed

	5 Years Ago	Current	5 Years From Now
Percent in Good Condition	56.0%	64.0%	64.0%
Percent in Fair Condition	40.0%	36.0%	36.0%
Percent in Poor Condition	4.0%	0.0%	0.0%
Major Maintenance Backlog	$102M	$78.7M	$102.3M
Replacement Value Total	$619M	$988M	$1.21B