Office of Management & Finance (ALL)

Management Data
Commissioner in Charge: Mayor Adams
Bureau Director: Ken Rust
Website: http://www.portlandonline.com/omf
Percent Administration: 3.26%
Percent M/W/ESB Contract $: 12.6%

Workforce Data
Total FTE: 668.33 Regular 4.5 Limited Term
Percent Minorities: 25.9%
Percent Female: 42%
Percent Non-Represented: 44%
Management Span of Control: 1 to 3.52

Resource Summary

	FY 2010-11 Adopted	FY 2011-12 Base	FY 2011-12 Reductions	FY 2011-12 Add Packages	FY 2011-12 Requested
GF Ongoing	$31,132,505	$33,203,414	$0	$500,000	$33,703,414
GF One-Time	$1,823,362	$200,000	($269,430)	$2,845,001	$2,775,571
Other Revenues	$377,788,262	$420,477,466	($1,015,869)	$603,015	$420,064,612
Total	$410,744,129	$453,880,880	($1,285,299)	$3,948,016	$456,543,597

* Special Appropriations were not originally included in OMF's Requested Budget and their inclusion adds $11.4 million to the base budget and $3.3 million to decision packages.

Bureau Overview and Significant Issues

The mission of Office of Management and Finance (OMF) is to provide leadership, management and stewardship of the City's fiscal, physical, technological and human 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:

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

Bureau of Human Resources
- Benefits/Wellness, Class/Comp, Diversity Development, Labor Relations

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

Revenue Bureau
- Revenue Collections
- Regulatory

Bureau of Technology Services
- Business Solutions, Customer Service, Support Center, Infrastructure and Information Security

Business Operations Division
- Financial, Communication and Policy

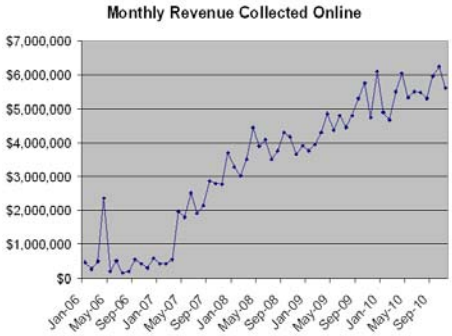
Enterprise Business Solution Division

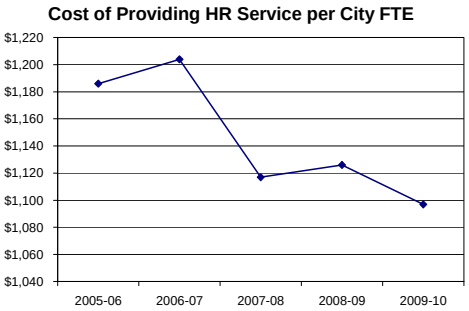
Public Safety Systems Revitalization Program
* Reports to Commissioner Leonard

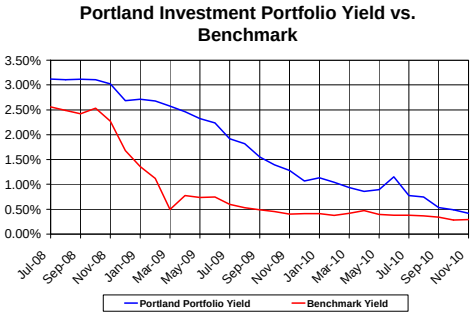
Special Appropriations

Significant issues for OMF in FY 2011-12:
- Providing sound financial and policy guidance to support services in an economic recession.
- Ensuring responsive and timely services in the context of increasing demands and decreasing budgets.
- Expanding the City's effective use and implementation of SAP technology.
- Implementing strategic initiatives to improve OMF customer service in key areas.
- Succession planning for employee turnover in key management and professional positions.
- Providing technology solutions for bureaus to create efficiencies and improve effectiveness.
- Developing our City workforce to meet current and future challenges.

Performance Dashboard







Operating and Capital Requirements

	FY 2009-10 Actuals	FY 2010-11 Adopted	FY 2011-12 Base	FY 2011-12 Request	FY 2012-13 Estimate
Operating - Base	$245,208,206	$232,574,126	$245,208,547	$244,899,049	$252,564,804
Operating - One-Time Initiatives	$630,067	$2,804,669	$1,369,015	$4,439,769	$1,410,085
Capital - New Construction	$20,589,274	$34,933,887	$31,300,479	$31,300,479	$32,239,493
Capital - Major Maintenance	$770,377	$815,000	$7,084,131	$7,084,131	$7,296,655
Unappropriated Ending Balance/ Contingency	$166,909,239	$139,616,447	$168,918,708	$168,820,169	$173,986,269
Total	$434,107,163	$410,744,129	$453,880,880	$456,543,597	$467,497,307

Overview of Major Projects and Initiatives

OMF Strategic Plan FY 2010-12

- Implement action items in the four goal areas: ensure long-term financial health; enhance customer service; foster a knowledgeable and diverse workforce; and continuously improve business processes.

SAP Implementation

- Optimize the City's use of SAP by expanding on its use and understanding of existing functionalities and best practices and by identifying, prioritizing and sequencing the City's expansion into new functionalities.

Human Resources

- Re-align programs and staffing to improve and expand City bureaus' ability to develop and support a diverse workforce; implement on-line recruitment.

Technology Services

- Continue technology improvements including refreshing the Portland Online web presence and performance; addressing the needs of the City for mobile workforce resources and tools.

Major Assets Managed

	5 Years Ago	Current	5 Years From Now
Percent in Good Condition	84%	61%	64%
Percent in Fair Condition	11%	38%	32%
Percent in Poor Condition	6%	1%	4%
Major Maintenance Backlog	$7,151,000	$9,494,000	$9,494,000
Replacement Value Total	$674,005,000	$947,800,000	$947,800,000