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CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

OMF Advisory Meeting Committee Notes

Tuesday, June 3, 2014

Members and OMF Leadership Present: Betsy Ames, Jeff Baer, Dan Bauer (for Ben Berry), Jane Braaten, Jennifer Cooperman, Bryant Enge, Leslie Goodlow (for Traci Manning), Mike Greenfield, Anna Kanwit, Jane Kingston, Robert McCullough, Fred Miller, Paul Scarlett, David Schaff, Gerry Verhoef, and Kezia Wanner (for Mike Reese).

Members and OMF Leadership Absent: Amalia Alarcon de Morris, Tim Crail, Donna Hammond, Erin Janssens, Carol Justice, Thomas Lannom, Mark Lewis, Satish Nath, and Gail Shibley.

Other Staff Present: Janet Storm, Daniel Trubman

Welcome: Fred Miller

- Fred Miller welcomed attendees. Each person introduced him/herself.

OMF Study: Fred Miller/Jane Braaten

- Council determined that there is a need to hire an independent Chief Financial Officer (CFO) rather than to increase the responsibilities of an existing position. The CFO will report directly to the Mayor and be available to the Council through the Mayor.
- The OMF reorganization is moving forward with an emphasis on centralizing services in a way that makes sense.
- The adopted budget will go before Council in June. Funding is secured for the decision packages that came out of the organizational changes. The new CFO position required new funding from both General Fund discretionary and overhead. The discretionary portion will come out of contingency. The transfer of the ADA compliance program required a change in funding source and a small one-time move of funding. The transfer of regulatory programs also required a small one-time move, and the EBS shift to BTS required a technical realignment.
- The search for a new CFO will begin soon and is expected to be finalized by November 1.

Questions:

- Was the Class/Comp Study funded and what is the expected timeline?
 - The study was funded and is expected to take two years. The contract with the consultant will not be signed until July 1.
- Will the study include all positions?
 - No, only the non-represented classification will be studied.
- What are the next steps for the consolidation of Revenue into other bureaus?
 - Those functions that will stay in Revenue will be organized under the new CFO. The rest such as regulatory and PTE will be transferred to PBOT.
 - Jane Braaten will lead a group of bureau directors and Fred Miller who will study the reorganization and make recommendations. They will look at facilities management and professional services contracts among other things and evaluate efficiencies or opportunities worth pursuing.

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- There will be no recommendations before July and it will be October at the earliest before any recommendations are implemented.
- At this time, there is no clear idea what the outcome will be.

Budget Update

- The Council passed the Approved Budget on May 28 and will pass the Adopted Budget on June 19. That will be the last action on the budget by Council until the Fall BMP.
- The OMF study came in much later than anticipated so the CBO and OMF are working energetically to incorporate all of the additions and changes as a result of the study into the budget as it makes the most sense to incorporate these additions and changes on a fiscal year break.
- The concept of a two-year budget has been suggested to the Mayor for consideration in the fall.

Questions

- There were no questions.

Plan for 2014-15

- The Mayor offered Fred Miller the position of Chief Administrative Officer and he accepted.
- The Mayor and Miller are creating a work plan that will include new objectives. They will analyze how direct reports to the CAO relate to those objectives, and examine how those reports align with each other and the City as a whole. The work plan will also take into consideration Citywide and cross-bureau issues and communications.
- Miller is looking at ways to make better connections between OMF's Strategic Plan and the Portland Plan, especially in the areas of performance management and measurement.
- He anticipates implementing some targeted customer service initiatives that align with the Portland plan that will hopefully dispel some of the negativity that the public feels toward government. He anticipates some progress on those within three to four months.

Comments

- It is good to see that the Portland Plan will be part of a City-wide basis effort and that more attention is being paid to performance measurement.
- Bureau directors should look at the Portland Plan before they act.
- An analysis and more direct application of the Portland Plan into daily City business will have a positive impact on the bureaus' and individual employees' behavior.

Other Items or Announcements

- Committee members said that they would like to be more involved in the budget building process.
- More cross-bureau communication, planning and organization regarding initiatives submitted for Council consideration is needed.
- Anna Kanwit gave a status report on the Classification/Compensation Study.
- A citizen advisory committee has been created to discuss the Portland Building issue and there should be some movement on the issue in Summer 2014. The initial feeling is that a new building should be built in the Downtown Government Center area into which employees of the Portland Building should be moved. Then, the Portland Building should be renovated in such a way as to preserve the integrity of the structure for the Historic Register.
- The idea of a summer hiatus for the OMF Advisory Committee was discussed but not decided upon.

Questions

- When will the study be completed and when will any changes be implemented?
 - The study completion date is March 2016. Changes will not be implemented until after that time.
- How is pay equity woven into the study?
 - The study will be limited to a close examination of gender equity. Race and other considerations will not be studied.
- Will the employees be moved back into the Portland Building?
 - The committee is discussing all options but has not reached a definite conclusion. Much of the outcome will depend on Council.