



CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

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OMF Advisory Meeting Committee Notes Tuesday, April 11, 2017

Members and OMF Leadership Present: Jeff Baer, Jane Braaten, Lois Cohen, Bryant Enge, Mike Greenfield, Jay Guo (for Mike Myers), Crystine Jividen (for Tracey Reeve), Elliot Levin (for Amy Bowles), Robert McCullough, Tom Rinehart, Catherine Reiland (for Mike Marshman), Ken Rust, and Deborah Sievert Morris (for Rebecca Esau).

Members and OMF Leadership Absent: Betsy Ames, Donna Hammond, Maurice Henderson, Mike Jordan, Carol Justice, Anna Kanwit, Satish Nath, and Ernest Stephens.

City Staff Present: Kelly Ball, Aaron Beck, Cinthia Diaz Calvo, Dorothy Elmore, Carolyn Glass, David O'Longaigh, Aaron Rivera, Katie Shifley, Ralph Smith, and Janet Storm.

OMF Budget Update: Tom Rinehart

- OMF's budget presentation was held on March 28.
- There were some follow up questions from Council but not as many as in the past. The prior briefings OMF held with Commissioners were helpful.
- During the presentation, Commissioner Fish suggested that, to establish a Citywide perspective including accountability and coordination on certain issues, OMF could produce an annual management memo. The memo would include systems and issues that the CAO and the Mayor have committed to improving which require a strong holistic effort on the part of Council and other bureaus. The Mayor would then discuss these issues with his colleagues to identify areas of consensus and commitment. The commitments would then be memorialized in a signed memo of understanding in which Council would direct its bureaus to fully participate over the year to accomplish.
- Since the meeting, Rinehart has followed up with each the Commissioners and they have all agreed to participate.
- The Mayor is concerned about how to keep pace with expectations on internal services and requested that OMF look at different models and report back in a budget note.
- CBO released its recommendations on the Requested Budget in early March.
 - BTS' Chief Data Officer position has not been recommended, as CBO feels that the position's responsibilities are duplicative of other efforts underway in other bureaus such as BPS.
 - The BHR Site Team Manager cut packages are both recommended, however, the CAO is advocating for resources.
 - Three of Revenue's add packages are recommended except for the two IRS Federal Tax Information FTE positions.
 - The Facilities Services' City Hall Masonry Rehabilitation add package has also been recommended.
- OMF's BMP was submitted and staff answered several rounds of CBO questions.
- The CBOs review will be sent to Council today and will then be posted on the website.

Data Center Move Update: Jeff Baer/Carolyn Glass

- The Data Center will be relocated from the third floor of the Portland Building to a facility in Washington County.
- The relocation must be complete before the Portland Building construction begins.
- The quality assurance consultant on the project says it is progressing well and has ranked it green.
- Currently, the project team is coordinating with customers and planning how and when the move will affect them so that conflicts can be avoided.

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- The discoveries made during the inventory process will help to set a schedule for the migration.
- The good news is that it is possible to minimize the impacts to customers as so many systems have been virtualized.
- The team will migrate BTS' systems first to assure that processes are effective.
- They are working with a build/move management company which is providing expertise and best practices to help plan and mitigate complications.

Questions/Comments

- Has anything interesting been found during the inventory process?
 - There will not be a lot of clean-up activities now. Customers seem to have everything they need and need everything they have. More than 400 servers and 1,000+ applications will be affected by the move. However, this process is providing insights for future clean-up activities.

Security Assessment/Facilities Update: Bryant Enge (Handout #1)

- Dorothy Elmore has been hired as a security project manager to help with the security effort.
- The challenge is creating a plan that balances public access with safety and City operations.
- Over the years, Security at City facilities has been reduced, however, in general, public unrest and protesting, as well as workplace violence is a growing concern.
- Facilities recently made efforts to establish a security program which includes assessment, security upgrades, increased security staff, and specialized training such as active shooter training.
- The project manager is currently working with employees and the Police Bureau to make improvements in protocol and upgrades in security technology and is reviewing proposals for a comprehensive security assessment.
- Facilities is taking a Citywide approach by looking at each individual building to determine its risks and is engaging all bureaus. Dorothy Elmore is working with subcommittees; the County is also involved. The City owns many different types of buildings and each pose different risks. The project will look at all of the data and then prioritize.
- Next steps are to conduct the comprehensive assessment, and to develop a coordinated City plan.