



CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

Ted Wheeler, Mayor
Tom Rinehart, Chief Administrative Officer
1120 SW Fifth Ave., Suite 1250
Portland, Oregon 97204-1912
(503) 823-5288
FAX (503) 823-5384
TTY (503) 823-6868

OMF Advisory Meeting Committee Notes Tuesday, November 14, 2017

Members and OMF Leadership Present: Betsy Ames, Jeff Baer, Jane Braaten, Lois Cohen, Jennifer Cooperman, Bryant Enge, Rebecca Esau, Jay Guo (for Mike Myers), Mike Jordan, Robert McCullough, Tom Rinehart, Catherine Reiland (for Danielle Outlaw), Ken Rust, Serilda Summers-McGee, and Rachel Whiteside.

Members and OMF Leadership Absent: Mike Greenfield, Donna Hammond, Maurice Henderson, Carol Justice, Anna Kanwit, Tracy Reeve, and Ernest Stephens.

City Staff Present: Kelly Ball, Aaron Beck, Ryan Kinsella, Julian Massenburg, Katie Shifley, and Ralph Smith.

OMF Updates: Tom Rinehart

- OMF transitions were discussed.
 - A new Chief Procurement Officer (CPO) is expected to start mid-December.
 - City Treasurer Jennifer Cooperman will start as the City's Chief Financial Officer (CFO) on January 1.
 - The Deputy Chief Administrative Officer (DCAO) posting closed November 13. The DCAO is expected to start the first part of the new year.
- The Community Equity and Inclusion Plan (CEIP) was passed by Council.
 - This plan allows usage of alternative contracting methods for all public improvement contracts between \$10-\$25 million in value. The plan also requires usage of the Community Benefits Agreement (CBA) for public improvement contracts valued at \$25 million or more.
- The Data Center Move project is 99% complete. The project team is currently decommissioning the Data Center equipment housed in the Portland Building.
- The Portland Building Reconstruction project was discussed.
 - The team will return to Council with a Guaranteed Maximum Price (GMP) in December. GMP details are being negotiated with general contractors.
- An OMF customer work group is being convened to discuss and define OMF service level. The group met in early November.

Bureau of Internal Business Services (BIBS) discussion: Bryant Enge (handout #1)

- BIBS is working to increase efficiency and effectiveness of services provided. [A BIBS performance management website has been created.](#)
- A consultant is wrapping up a Citywide security assessment. A draft of the consultant's findings will be available in December.
- CityFleet is working to implement new fuel stations and electric vehicle charging stations.
- Facilities is enhancing communications within the Campsite Cleanup program. The Facilities Division recently underwent a reorganization to address customer needs.

Bureau of Human Resources (BHR) discussion: Serilda Summers-McGee

- BHR is focusing on two main areas heading into FY 2018-19.
 - BHR is working to dive into some of the bureau's main areas of concerns from customers/stakeholders including speed of investigations and recruitment.
- Findings from the Non-Represented Class-Comp will soon be rolled out to City Bureaus.

Bureau of Revenue and Financial Services (BRFS) discussion: Ken Rust, Jennifer Cooperman

- BRFS is working to solidify the bureau's foundation for an efficient CFO transition.
- Knowledge retention is a focus.
- Workload and bandwidth are pressure points – especially in the Procurement Services division.

An Equal Opportunity Employer

To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons

- BRFS may explore replacement options for the Procurement data reporting system and the CAFR production software.

Office of the Chief Administrative Officer discussion: Tom Rinehart, Jane Braaten (handout #2)

- The recruitment has closed for the Deputy Chief Administrative Officer (DCAO) position.
 - Creation of this position will allow the CAO to perform more enterprise level work while delegating more OMF-specific tasks to the DCAO.
- The Business Operations services description document was shared and along with an overview of the services provided by the division.