



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

# CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

## OMF Advisory Meeting Committee Notes Tuesday, December 12, 2017

**Members and OMF Leadership Present:** Betsy Ames, Jeff Baer, Jane Braaten, Lois Cohen, Jennifer Cooperman, Bryant Enge, Jay Guo (for Mike Myers), Elshad Hajiyev (for Rebecca Easu), Crystine Jividen (for Tracy Reeve), Mike Jordan, Tom Rinehart, Catherine Reiland (for Danielle Outlaw), Ken Rust, Serilda Summers-McGee.

**Members and OMF Leadership Absent:** Mike Greenfield, Donna Hammond, Maurice Henderson, Carol Justice, Robert McCullough, Ernest Stephens, Rachel Whiteside.

**City Staff Present:** Kelly Ball, Aaron Beck, Ryan Kinsella, Julian Massenburg, Larry Nelson, Aaron Rivera, Katie Shifley, Ralph Smith, Jeff Winkler.

### Welcome and Budget Guidance: Tom Rinehart

- The Mayor's Budget Guidance was discussed.
  - Two additional memos were shared with the OMF Advisory Committee. One memo is from the Mayor's Office to the CAO, which provides budget development clarity for internal service bureaus and directions for rate changes. A second memo from the Mayor's Office was written to the OMF Advisory Committee; asking the group to evaluate tradeoffs and to prioritize OMF add and reduction packages.
  - General Fund bureaus are instructed to develop 5% reductions. Internal Service Fund bureaus are instructed to prepare reduction packages equal to 5% of internal service rate budgets.
  - The OEHR Budget Equity Assessment Tool was shared with the committee. Bureaus are being asked to address equity considerations when developing decision packages.

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

- To meet the 5% reduction, BHR would have to make a reduction within one of the bureau's high-functioning areas. BHR is exploring where to propose this reduction.
- A 5% reduction within BHR equates to approximately \$450,000.

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

- BIBS presented conceptual decision packages as they correlate with Mayor's Office and OMF Strategic Plan priorities.
- BIBS is exploring where a 5% reduction makes sense for the organization.
- A 5% reduction within BIBS equates to approximately \$2,000,000.

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

- BRFS is focusing on three key areas for FY 2018-19 budget development.
  - Protect core services
  - Support of leadership transitions
  - Establishing long term funding
- A 5% reduction within BRFS equates to approximately \$700,000.

### Bureau of Technology Services (BTS) discussion: Jeff Baer

- On December 6, BTS held a customer service workgroup meeting to determine customer priorities before developing decision packages for the FY 2018-19 Requested Budget.
- During the customer workgroup meeting, BTS identified and presented several add package concepts for FY 2018-19. The decision package concepts include:
  - An enterprise mobility management package

---

*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*

- A Microsoft enterprise mobility and security package
  - A package that would reduce workstation lifecycle replacement from five years to four years
- BTS also presented two packages that would require bureaus to buy-in for service offerings:
  - An enterprise Tableau server package
  - An E-signature package
- A 5% reduction within BTS equates to approximately \$2,400,000.

**Office of the Chief Administrative Officer discussion: Tom Rinehart, Jane Braaten**

- The CAO's Office is exploring areas to propose a five percent reduction, aside from reducing FTE.
- When other areas of OMF are forced to make reductions, that workload is often absorbed within the CAO's Office.