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## OMF Labor Management Committee Meeting Recap

April 16, 2020  
Zoom Meeting

**Members Present:** Tom Rinehart, CAO/Co-Chair  
Paul Cone, BTS/PROTEC17/Co-Chair  
Michael Roy, CityFleet Manager  
Manish Thakore, PROTEC17  
Kristin Wells, Facilities Operations Manager  
Thomas Lannom, Revenue Division Director  
Tim McCormack (Alt), Facilities  
Jamaal Anthony, BHR  
Roger Koppy, AFSCME/DCTU  
Rachel Whiteside, PROTEC17  
Tony Bush, CityFleet  
Matthew Spitulski, P&D Manager  
Eddie Barton, Operating Engineers/Local 701

**Members Absent:** Don Bryans (Alt), P&D  
Rebecca Hatton (Alt), Facilities  
Michelle Kirby (Alt), BRFS Director  
Ray Lister, IBEW Local 48  
Carmen Merlo (Alt), DCAO  
Tyler Wallace (Alt), Revenue

**Other Staff Present:** Julian Massenburg, OMF  
Ethan Cirimo, OMF

**Decisions:** This meeting was chaired by Paul Cone.

**Discussion:** Tony Bush had a question about furlough days for non-represented employees, which was addressed by Tom Rinehart. Represented employees are encouraged to reach out to their leadership with questions. Non-represented employees want to hear more specifics about when they should use furlough days, as well as the frequency with which to use them. As of right now, only the time frame of the furlough and the number of days off is nailed down.

BTS is piloting a token-less system for remote work. The pilot-program does not require employees to have a RSA token if they're using a City-owned device. It was noted that some people are remaining logged-in overnight, which causes strain on the server. Employees should log-out of the City network every night.

### Updates from OMF LMCs

#### BTS (Paul Cone)

BTS-LMC is focused on exploring training opportunities right now. The telework policies discussion has been temporarily placed on pause.

The LMC is analyzing how to manage a group such as an LMC during a time of crisis. Communication between leadership is very important, and it is also important to keep stressing the importance of labor and management relations at a time like this. Training options for Citywide LMCs is one item that the BTS-LMC would like to discuss with BHR. Paul will report back as this evolves.

#### Printing & Distribution (Matthew Spitulski)

P&D has had to reduce billable staff time by 50% in response to COVID-19. While that's not good news, P&D's feeling overall is positive regarding the City's response. P&D continues to operate seven days per week.

#### CityFleet (Michael Roy)

The CityFleet LMC was canceled due to COVID-19. CityFleet is finding ways to transition its workforce given the pandemic. That said, most CityFleet employees are still coming in and the bureau's response is, thus far, effective against the spread of the virus. Fleet is disinfecting vehicles before each use and is seeing a maintainable flow of work. Five Fleet employees are teleworking, and four position vacancies exist.

#### Facilities (Tim McCormack)

Technicians are still coming to work and doing the best they can with what they have available to them. Because of the outbreak, Facilities has decided that there should be a partial shutdown of Portland building, City Hall, and the 1900 building. HVAC filter maintenance requires face masks to service, which is now happening thanks to the donation of N95 rated masks.

Kristin Wells mentioned that the virus lifecycle on remains unclear. Right now, we are conservatively expecting a fourteen-day incubation period. Latest guidance suggests that the virus can live on surfaces for 48-72 hours.

#### Revenue (Thomas Lannom)

Reports are being processed, but there are limited staff reporting to the office. Some staff have been issued RSA tokens to work remotely, while others are still awaiting tokens. Spirits are high overall. There have been virtual all-staff meetings, and Revenue hasn't heard any overly negative comments. Reports and returns are coming in and being prepared. Once the next batch of RSA tokens is received, Revenue will return to normal operations.

Payments to the Revenue Division have not been aligned with anticipated volume. Revenue has extended tax deadlines and a large volume of work is being pushed to the summer. Starting next month, reports are due for the next quarter's Transient Lodging Tax. Revenue generation, especially from transient lodging, will be down. Transient lodging makes up about 10-15% of General Fund reserves.

## **Update (Tom Rinehart)**

There are three things to look at for where we are and what will be the repercussions of the pandemic: where we are, the budgetary impact, and future structural changes.

**Where we are:** experts think that we are in stage one of three. Stage one is the decision-making phase. Stage two calls for a slow easing of restrictions and more widespread testing. The State has helped by issuing the accelerated stay at home order, and City leadership is proud to have played a role in this movement. While we aren't there yet, stage 3 will be represented by the development of a vaccine. We are likely 12-18 months away from a vaccine. This pandemic will likely change how white-collar work is performed in the future.

**Budget Impact:** The City does not have a financial model for the crisis we're facing. Reducing costs is paramount. The City is focusing on trying to keep as many employees on our payroll as possible. 22 million people have filed for unemployment nationwide. The City is fortunate as we receive funding from varied revenue streams. The Mayor is set to produce a budget in June, but this budget will be revisited in the fall for reassessment. BDS' nest egg of approximately \$85 million is comforting. As far as other bureau's rainy-day funds, our CFO is part of an economic recovery team – charged with finding ways to mitigate the financial impact of this crisis. The Federal Stimulus will not help alleviate the ongoing hole posed by the pandemic. The Mayor is seeking proposals for post-pandemic recovery.

All non-represented employees will be required to take 10 days of unpaid leave, known as furlough, between April 30 and Oct. 7, 2020. The City and unions are discussing options for its represented employee base.

The OMF-LMC has received information regarding a unified public safety model. A skeleton of that model will be in the Mayor's Proposed budget and a full proposal is anticipated this fall. The pandemic has also brought forth considerations for streamlining Citywide communications and discovering an integrated communications model.