

Revenue All Staff Meeting

Tuesday, January 26, 2015

9:30am – 10:30am

Rivers Conference Room, Columbia Square

- I. Safety Presentation – Moving safely
 - Leverage zones = arm/elbow position in relation to your torso
 - Green zone – your best leverage, 😊
 - Position elbows closer to body
 - Knees bent and back protected
 - Yellow zone – caution, 😐
 - Red zone – stop and think, ☹️
 - Arms at full extension
 - Extending and reaching during lifting
 - Twisting at the waist
 - Back is not protected
- II. Staff Introductions and Movement
 - Tyler Dice – new RTS II in Arts
 - Margaret van Patten – bid to RTS II in Liens
- III. Budget
 - 5% Budget cut exercise occurred in October, November, and December
 - Cut Packages submissions were made, those moving forward:
 - Portland Community Media
 - .5 FTE of PCM staff
 - Professional services \$ for Utility and Franchise
 - Additional submissions off add pack
 - 2 FTE for FTI Project, 1 IRS Liaison and 1 BSA
 - 1 FTE RTS III in Unregistered Compliance Team
 - 1 FTE RTS IV in Short Term Rentals and Transient Lodging
 - 1 FTE Auditor for Utility Franchise
 - Digital Equity Action Plan
 - At OMF currently, then CBO on February 1, then to Mayor, then to Council in late June.
 - Budget Projections from Business License Tax will be about a week later because due date for taxes is much later this year (April 15 is Friday)
- IV. VRIP – Voluntary Retirement Incentive Program
 - Must have application by March 1st – speak with your Supervisor
 - Incentive = \$15,000 Health Savings Account
 - Questions – see your supervisor or [BHR's VRIP Website](#)
- V. Equity Committee Update
 - Co-chairs = Kelly Jones-Weir and Huitzi Rios-Martinez
 - Potluck in February 25th
 - Refocus the mission to reflect Equity
- VI. LMC Committee Update

- Deeply engaged in Budget discussions
 - Topics for future meetings – Employee Satisfaction Survey and training
 - If you have any concerns or questions, please see your caucus chair
- VII. FTI reminders and updates
- Badge above your waist
 - Sign-in and escort your guests
 - Annual training – online and in-person/classroom setting
- VIII. Year in review – Ken Rust, CFO
- Comprehensive Financial Annual Report presentation at council 01/27
 - Pension Liability – PERS
 - Infrastructure Needs
 - Portland Building
 - Parks
 - New buildings
 - Transportation funding
 - Legacy Liabilities
 - a. Portland Harbor
 - b. Columbia River Levee System
 - Employee cost
 - Healthcare, PERS, wage, etc.
 - Better job in collecting what is owed to us
 - Revenues are not increasing as fast as operating costs
 - PCI Compliance – completed technical compliance by year end
 - Audits will still occur