

Revenue Division All Staff Meeting Agenda

Date/Time: 03/22/2017, 9:30AM

Location: Rivers Conference Room, Columbia Square

- I. Office Moves – Portland Building to Columbia Square (Thomas)
 - a. Tenants:
 - i. Technology Services, including EBS (*Floor 3 & 4*)
 - ii. Human Resources (*Floor 5*)
 - iii. City Budget Office (*Floor 5*)
 - iv. Internal Business Services – Risk Management (*Floor 5*)
 - v. Water, Parks, and PBOT Customer Service Center (*Floor 6*)
 - vi. Water Bureau Call Center (*Floor 6*)
 - vii. PBOT Regulatory (*Floor being verified*)
 - viii. PBOT Signals and Street Lighting (*Floor bring verified*)
 - b. Staff's cubicles will be compressed to ~ 6' x 6'
 - c. Rooms to be shared by all 341 City staff that is moving here
 - i. Lunchroom, though the offices will be equipped with kitchenettes
 - ii. Mothering Room
 - iii. Rivers Conference Room
 - iv. Meeting Room 1 and 2 (in front lobby)
 - d. Actual timeframe is unknown
 - e. Special events like the Tax Season breakfast and retirement parties will continue to happen; the other City staff will not be able to badge into the rest of the bureau
- II. Fiscal Year 2017-2018 Budget (Ken Rust, CFO and Thomas)
 - a. [City Budget](#)
 - b. CBO does **not** recommend any revenue collection (RTS or auditor) staff cuts (in total 9.0 FTE were in question)
 - c. They are recommending to make our utility franchise auditor permanent (1.0 FTE)
 - i. 1.0 FTE = Seth Kabala's position
 - d. They are recommending funding for 2.0 FTE for work on a new Integrated Tax System (database replacement project) for two years
 - i. 1.0 FTE = Business Systems Analyst
 - ii. 1.0 FTE = Program Manager
 - e. They are recommending a cut to the Portland Community Media (now "Open Signal") grant
 - f. They are recommending a partial reduction in utility franchise legal support
 - g. They are **not** recommending to continue the IRS-FTI program (2.0 FTE)
 - i. 1.0 FTE = Jen McFarland's position
 - ii. 1.0 FTE = Norah Beech's position
- III. BRFS Racial Equity Plan Update (Ken Rust, CFO)
 - a. Completed and submitted to Office of Equity and Human Rights in October 2016
 - b. Ken to send a completed Racial Equity Plan within the next few months
- IV. BRFS Mission/Vision/Goals (Ken Rust, CFO)
 - a. Division Managers workshopped some ideas requested feedback from a smattering of management within BRFS

- V. Equity Committee Update (Huitzi)
 - a. Dress for Success clothing drive
 - b. If you need a receipt for your donation, see Huitzi or the Front Counter
- VI. LMC Update/LMBAC/Employee Satisfaction Survey Release (Thomas)
 - a. Will be open this week and available for a few weeks
- VII. Personnel changes and recruitments (Terri and others)
 - a. Open recruitment - RTS II in Tax Support team under Allen
 - b. Vacancy in Business Solutions – Assistant Business Systems Analyst
 - c. New
 - i. Training and Development Analyst – Tyler Wallace
 - ii. RTS II – Joe Spada
 - iii. RTS II – Sara Cochran
 - iv. RTS II – Dustin Burklund
 - v. RTS II – Craig Doherty
 - d. Promotions/Movement
 - i. BSD Manager - Becky Anicker
 - ii. Perm Assistant Program Specialist – Tyler Dice
 - iii. Front Counter RTS II – Nayeli Flores-Nazario
 - e. Upcoming Retirements
 - i. Terri Williams, end of calendar year
- VIII. Tax Season Kickoff (Terri)
 - a. Wednesday, April 5, 2017