

WATER BUREAU MANAGEMENT TEAM (MT) MEETING – August 21, 2018

SUMMARY

Attendees: Administrators and Group Directors: Kathy Koch, Teresa Elliott, Cecelia Huynh, Chris Wanner, and Edward Campbell. Water Bureau Staff: Susan Bailey, Tony Andersen, Mike Saling, Jan Warner, Elizabeth Hilt, Valerie Joerger, Erin Mick, Melinda Bullen, and Patty Burk.

Agenda:

- ❖ Foundation of Happiness at Work Training
- ❖ Central City Street Character Presentation
- ❖ Finance Budget Presentation
- ❖ Commissioner Transition Notebook
- ❖ Information Sharing
- ❖ Future Agenda Items

Foundation of Happiness at Work Training: Melinda Bullen joined the MT meeting to discuss a proposal for a new employee training opportunity. Melinda said in September, she would like to roll out training focused on happiness at work. The course, developed at the University of California Berkeley's Greater Good Science Center, focuses on the personal, social, and professional advantages of happiness at work; how to identify barriers and pitfalls to achieving happiness at work; how to practice research-based activities for fostering positive emotions such as gratitude; and strategies for evaluating levels of happiness within an organization. As part of the training, employees would participate in a 60-minute facilitated discussion, once a week for four weeks, to discuss what they've learned and share experiences. Melinda is seeking MT support for employees using work time to participate in the facilitated group work.

MT members were generally supportive of the training. Concerns were expressed about the availability of the training for employees at remote locations or who do shift work. Melinda noted that the training could be offered at a later time as well, and/or employees may be able to participate in alternate ways, i.e., via phone or teleconferencing.

Central City Street Character Presentation: Mike Saling joined the MT meeting to give an overview of street hierarchy and development character as part of the Central City 2035 Plan. The Central City 2035 Plan was adopted by Portland City Council in July 2018. The Plan is the guiding policy document for the Central City that builds upon the central city's existing strengths, addresses challenges, and guides central city growth to benefit the entire region.

Mike's presentation focused on policy 5.10 of the Plan which establishes a more intentional street hierarchy with a greater diversity of street character; distinguishing three main types – retail/commercial, boulevard, and flexible. Mike outlined the concepts of the three main types of streets and provided examples of what each type of street would look like after development. A map of the central city area was provided that showed which streets within the core area would be what type of street – retail/commercial, a boulevard or a flexible street.

Mike advised that the Plan assumes that all street types will have appropriate development for character; attractive and diverse public amenities; active adjacent ground floors; good sidewalks with safe crossings; strategic stormwater management; and the same transportation role.

Mike said meeting with bureau representatives began in February 2017 to review the concept designs and discuss potential issues. Mike noted that meetings with bureau halted in August 2017 but will pick up again over the next few months. A character framework document that provides a general description and intent of the street character concepts will be finalized this fall 2018. Mike advised that the City Central Fundamental Design guidelines are scheduled to be completed in spring of 2019 and will guide implementation. Zoning code changes may be part of the implementation as well.

MT members thanked Mike for his presentation.

Finance Budget Presentation: Cecelia distributed and reviewed the Finance and Support Services Group FY 2019/20 budget development work plan. Cecelia discussed the various roles/responsibilities and number of FTE in each of the three Finance work groups – Finance, Accounting and Office Support. Cecelia acknowledged that the format of the work plan document may be very different for each work group and encouraged MT members to provide the information in the format that makes the most sense for their group.

It was suggested that if possible, information should be included on which of the 22 Water Program the various work of the group supports. It was noted that the process will continue to be refined and improved over the next several years with the goal of providing MT members the opportunity to discuss needs within the bigger context of what the bureau does and how the various work groups interconnect.

Commissioner Transition Notebook: Cecelia provided a handout that outlined the educational briefing schedule that was developed when Commissioner Fish became the bureau's Commissioner-In-Charge. Cecelia asked MT members to begin thinking about topics, as some have likely changed, and scheduling for briefing sessions once Commissioner Fritz and staff take the bureau's helm in September. The bureau's transition to Commissioner Fritz's portfolio will be on the next MT meeting agenda.

Information Sharing:

Susan Bailey:

- ❖ Susan mentioned that an e-mail recently went out with details on the computer replacement schedule. The 3rd and 4th floor of the 400 building replacements will begin in late October – beginning 10/29 and the 3rd, 5th, and 6th floors of the Columbia Square Building in mid to late November – beginning 11/16, 11/21, and 11/29 respectively. Susan noted that prior to the change out, employees should test applications for compatibility with WIN10. All standard city applications have been tested, but any that are unique will need to be tested. There is a test computer on the 3rd floor of the 400 building. Susan said there will be an opportunity to change a computer from a workstation to a laptop or vice-versa. Susan advised that given the space in the new

Portland Building, and the design that allows for people to move around and use shared spaces, some employees may want to consider the viability of a laptop. Susan said more information will be coming as time get closer but encouraged MT members to have their employees test any unique applications as soon as possible.

Edward Campbell:

- ❖ Eddie reported that a release of additional drinking water capacity from Bull Run lake to augment supply began Monday, August 20.

The August 28 MT meeting was cancelled due to a new employee orientation workshop.

Future Agenda Items:

- ❖ Work Group Budget Presentations
 - Maintenance and Construction/Resource Protection – September 4
 - Engineering/Customer Service – September 18
 - Operations – September 25
 - Administration – October 2
- ❖ Budget Discussion – Unfunded Mandates – October 9
- ❖ Budget Discussion – Hopes and Dreams – October 16
- ❖ Budget Week – October 29 – November 2

The next Management Team meeting is Tuesday, September 4, 2018 at 10:30 a.m. at the 400 Building, Bull Run Conference Room.