

Attendees: Administrators and Group Directors: Mike Stuhr, Gabriel Solmer, Teresa Elliott, Kathy Koch, Cecelia Huynh, Ty Kovatch, Chris Wanner, and Edward Campbell. Water Bureau Staff: Susan Bailey, Mary Ellen Collentine, Jodie Inman, Jeff Winner, Brian Balla, Jan Warner, Valerie Joerger, Doug Stewart, Emily Jennings, and Patty Burk.

Agenda:

- ❖ Strategic Business Plan
- ❖ Engineering and Administration Group Budget Presentations
- ❖ Information Sharing
- ❖ Future Agenda Items

Strategic Business Plan Risk Management Strategy Teams: Gabe noted that the Management Team met last week and reviewed the 34 top-ranked Strategic Business Plan (SBP) risks to determine which risks should move forward to a risk management team for strategy development. Yes, No, Maybe system was used. MT members discussed the reasoning for the why or why not a risk would move onto the strategy development stage.

Gabe advised that those identified risks have now been allocated into 12 groups. MT members discussed the groupings and began brainstorming representatives to serve on the various teams that will develop the management strategies for each risk. Gabe explained that teams will consist of a facilitator, subject matter experts, an equity representative, and an innovator.

Gabe, Eddie, Doug, and Emily plan to meet to determine the make-up of the teams based on the suggestions of the group and will bring their recommendations back to MT for their consideration. It was estimated that the time commitment necessary for team members will be approximately 4 and 10 hours a month from October through January.

MT members were asked to send any additional thoughts/suggestions for the various SBP teams to Emily.

Engineering Services and Administration Group Budget Presentations:

Engineering Services Group: Teresa reviewed the Engineering Services Group (ESG) FY 2019/20 budget development work plan. Teresa discussed the various responsibilities of the ESG and how they support work in the various budget programs. Teresa explained challenges the ESG has had this year meeting current service levels with existing staff which included new treatment projects, increased demands on development services, construction inflation, staff turnover, labor pool shortages, BHRs class/comp study and the increased amount of water line relocation work required in response to interagency projects.

Teresa provided an overview of the top priorities for the ESG going forward including development services assistance, filtration, Washington Park reservoir improvements, emergency projects, and corrosion control improvements. Teresa shared some hopes and dreams for the ESG - increase amount of distribution mains replacement and seismic pipe installation; a rewrite of Title 21; filling vacancies; and completing the planned CIP. Teresa distributed copies of the Engineering Services budget workplan.

Administration Group: Gabe reviewed the Administration Group FY 2019/20 budget development work plan. Gabe described the various groups within Administration, the number of FTE in each group, and the group roles/responsibilities. Gabe also explained how staff could be reallocated to accomplish the work plan and potential new unfunded mandates. Gabe shared hopes and dreams for the Administration Group including focus on supporting the outcomes of the Strategic Business Plan, continued employee engagement, additional staff both in security and to keep up with the City's website migration efforts and an additional vehicle with snow/ice capabilities for the Emergency Management group. Gabe distributed copies of the Administration Group budget workplan.

MT members discussed the bureau's organizational structure and whether general/central bureau-wide services, i.e., graphic design, contract administration, safety, etc. should be housed in the Administration Group instead of individual work groups.

Information Sharing:

Cecelia Huynh:

- ❖ Cecelia attended the Council work session on policy issues related to budget direction for FY 2019/20. Cecelia asked for feedback on bureau priorities for Commissioner Fritz to raise with regard the general fund. Funding for decorative fountains, restoration at Mt. Tabor and clean up related to homelessness were identified.
- ❖ Cecelia mentioned that work group budgets are due to Finance next week.

Susan Bailey:

- ❖ Susan reminded MT members that the list of computer replacements for the 3rd and 4th floors of the 400 building was sent to Group Directors in the 400 building. Susan said computer changes, add-ons, etc. are need by end of the day today, no exceptions.

Ty Kovatch:

- ❖ Ty shared concerns about recent new fees and requirements mandated by the Bureau of Transportation, i.e., ADA ramps, parking permit fees, etc. Mike asked Teresa to convene a meeting with Teresa, Ty and other relevant bureau staff to discuss and develop a list right of way concerns/issue for Mike to take to the next Bureau Directors meeting for discussion. Kathy asked that Ron Drath, Customer Service Supervisor be included in the meeting.

Future Agenda Items:

- ❖ 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, October 9, 2018 at 10:00 a.m. at the 400 Building, Bull Run Conference Room.