



Department of County Assets FY 2020 Proposed Budget

Presented to the
Board of County Commissioners

Presenters:

Bob Leek, Interim DCA Director and CIO

Naomi Butler, Interim FPM Director

Tracey Massey, Interim DCA Deputy CIO

Lisa Whedon, Budget and Records Manager

Multnomah County
May 1st, 2019

Located at: www.multco.us/budget

Agenda

- Introduction
- CBAC
- Department Budget Overview
- General Fund Reductions
- New and One-Time-Only
- Budget Overview by Division
- Legislative Impacts & Future Policy Issues
- Summary
- Questions



Community Budget Advisory Committee

Trent Wilson, Committee Chair

- Ben Brady
- Sam Caldwell
- Nick Prelosky
- Moses Ross
- Danielle Schneider
- Karen Williams



Office of Community Involvement



Department of County Assets: Introduction



Information Technology



Distribution Services



Records Management &
Archives

Who is DCA?



Fleet & Motorpool



Facilities & Property
Management



Administrative Services
Hub

We are the PEOPLE who serve the PEOPLE who provide the services to the PEOPLE



Who We Serve / What We Do

Ensure 3.5 million sq ft of building space is appropriately maintained

Support HDHQ relocation to the new McCoy building

Provide 1.9 million public wifi sessions

Promote the ethical and equitable access to public records

Successfully implement Multco Align Program, by 404 people over 161,430 hours

Deliver over 1.5 million letters, lab samples, and supplies

Provide over 75,000 hours of short-term car share sessions

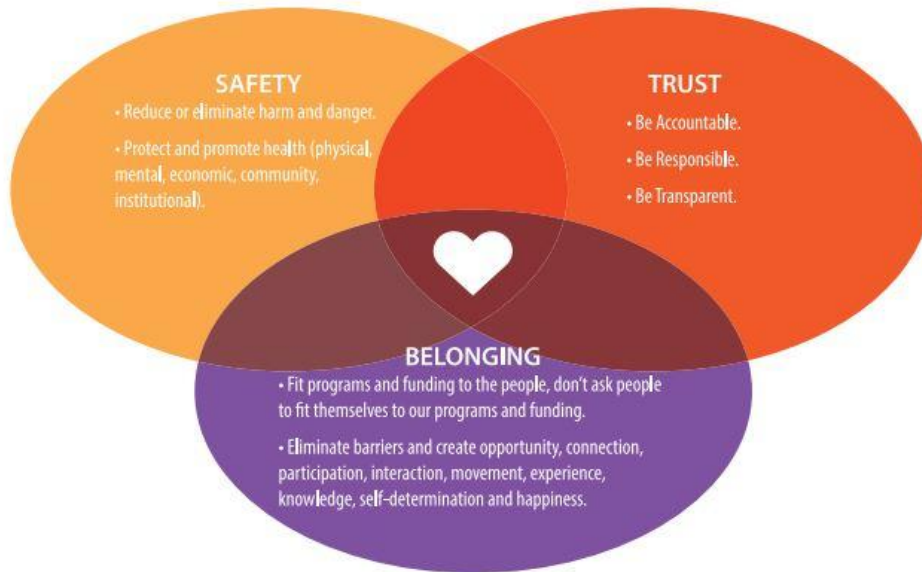
Develop and train ~300 employees in "Think Yes" program

Maintain over 700 vehicles of various types including electric, hybrid, and heavy equipment



Guiding Principles

Workforce Equity



MULTNOMAH COUNTY
**WORKFORCE
EQUITY
STRATEGIC
PLAN**

Inclusive Workplace. Innovative Technologies. Sustainable Practices. Creative Synergies



Guiding Principles

Triple Bottom Line

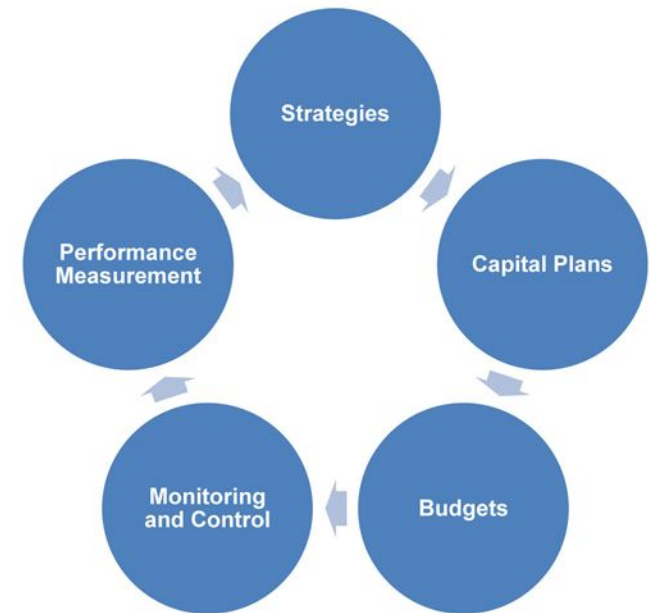


Inclusive Workplace. Innovative Technologies. Sustainable Practices. Creative Synergies



Key Budget Themes & Decision Process

- Maintain Current Service Levels within Constraint
- Deliver Large Capital Projects
 - Central Courthouse
 - DCJ East Campus
 - Phase 1 of Corporate Broadband
 - Multco Align Stabilization
- Asset Management
 - Capital Planning
 - Dispositions
 - Strategic Plans
- Think Yes



Key Budget Themes & Decision Process

- DCA General Funds Constrained 3%
- Internal Services Constrained 2%
 - Modeled a 2% and a 5% constraint using current service levels
 - Applied constraint only to controllable or variable costs
 - Resulted in target constraint of \$1.3M
- Analyzed impact versus savings
 - DCA Divisions worked with Departments to determine which reductions would have impact on County operations

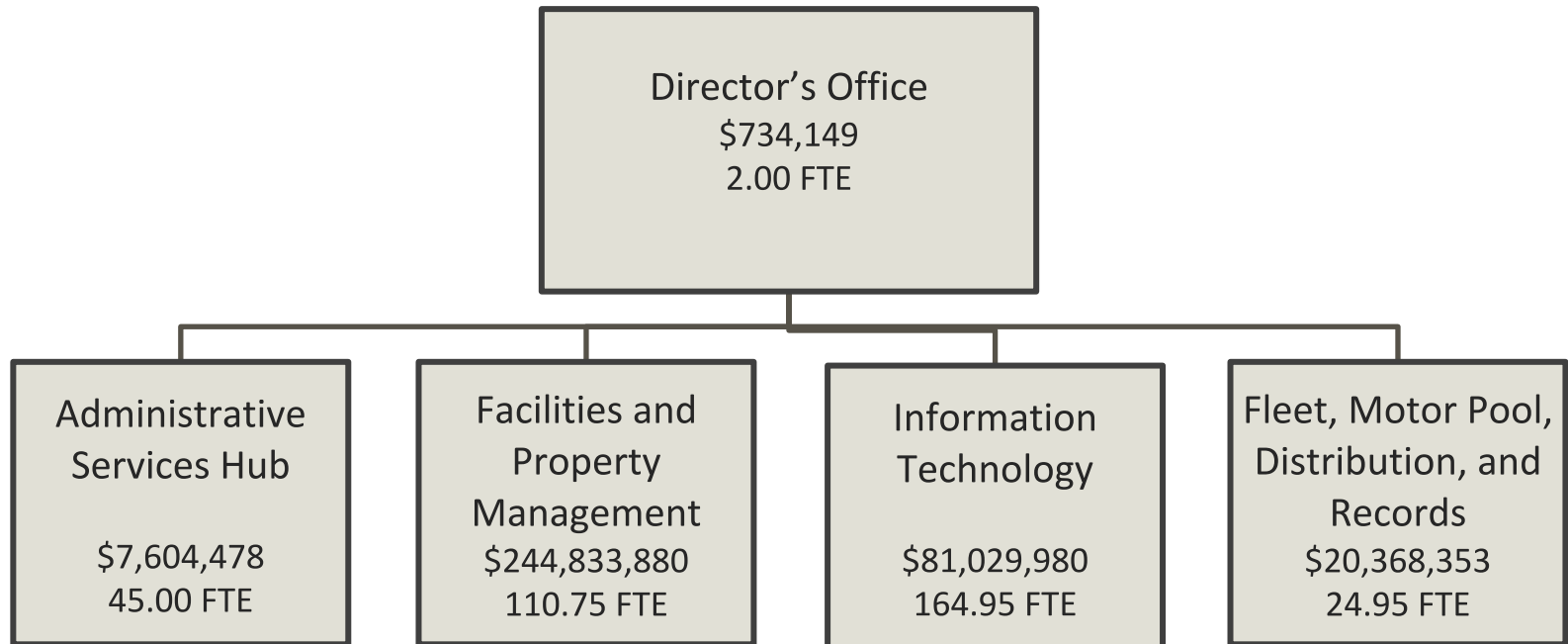


Key Budget Themes & Decision Process

- Reviewed Recommendations with Department Leadership Teams
 - All reductions were presented to the Leadership Council, Executive Leadership and Financial Forum Leadership
- Additional Constraint Decisions
 - \$75K restored in inclement weather budget
- Additions to budget
 - \$135K in 1.0 FTE Access Security Manager
 - \$150K in Access Security consulting



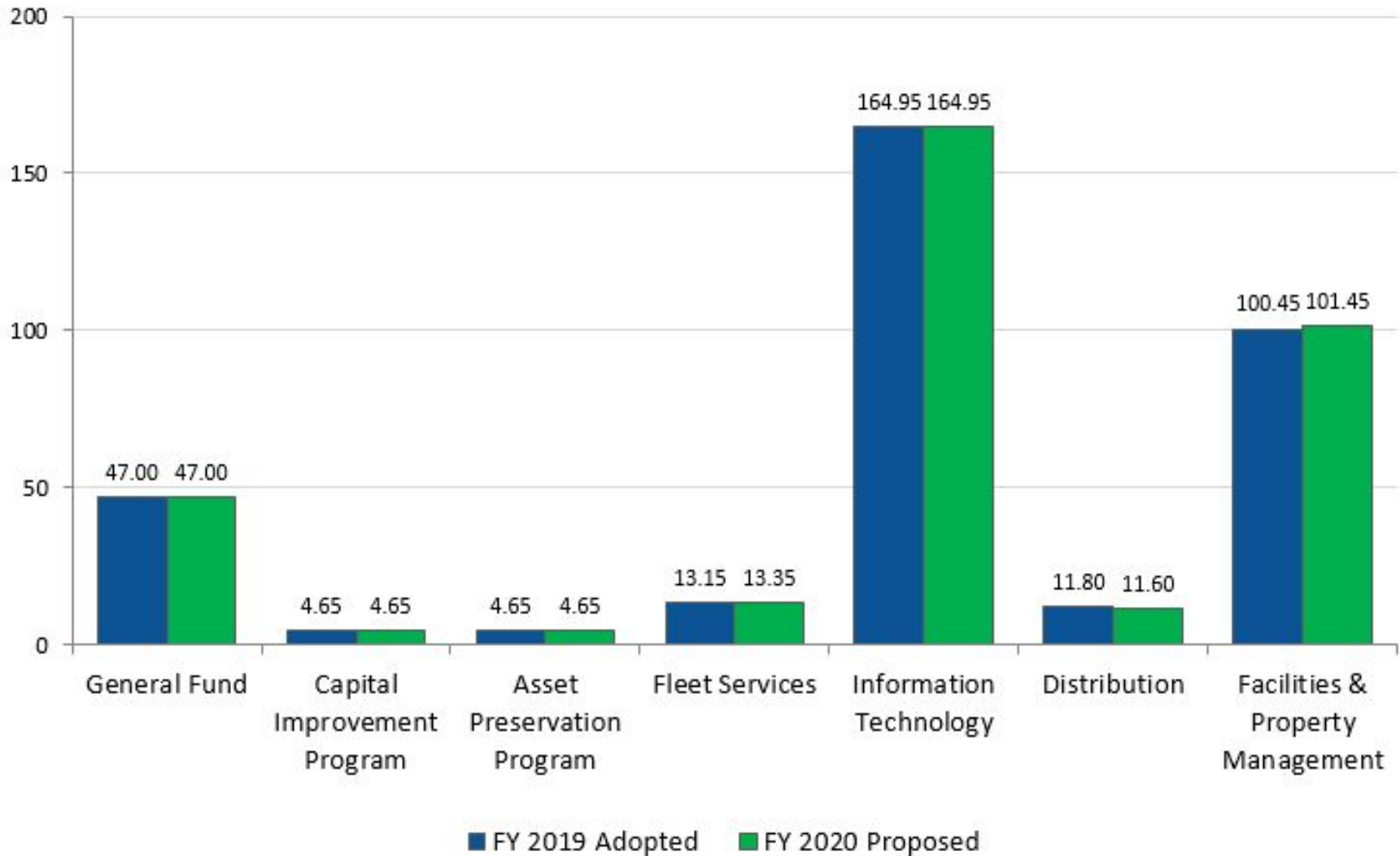
Organizational Chart



Span of Control 1:10.94

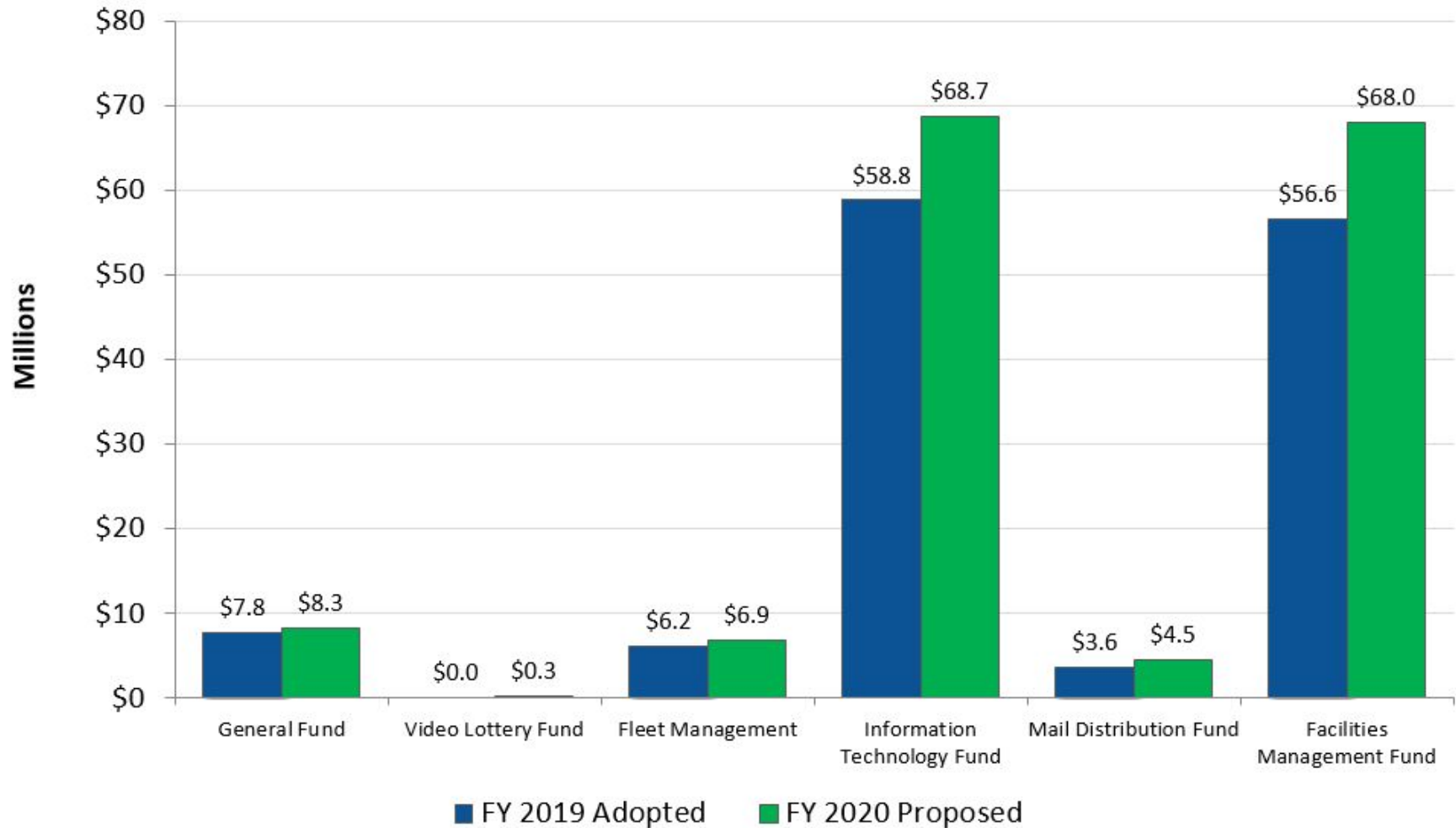


FTE by Fund - 347.65 FTE

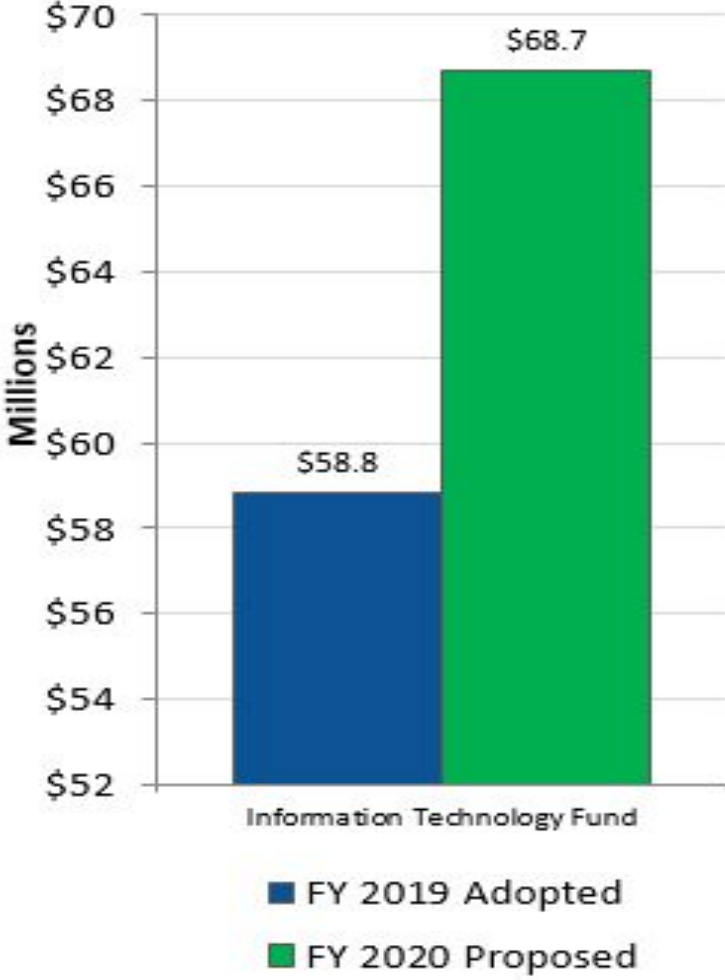


Budget by Fund - \$354.6M (*Expenditures*)

Operations \$156.7M



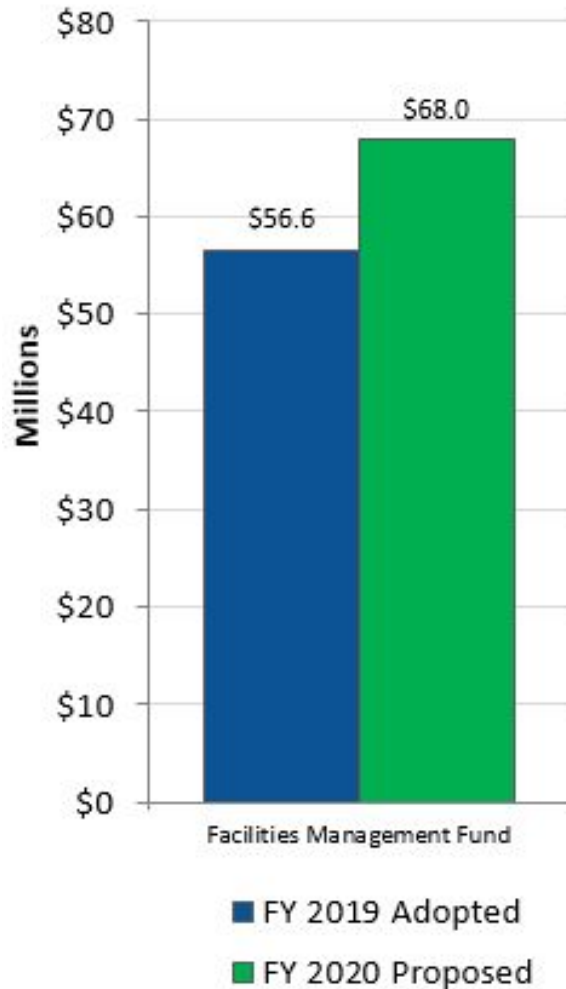
Budget by Fund - Information Technology Fund



- YOY increase \$9.9M
- Operations \$4.2M:
 - \$1.6M ERP Debt Collection
 - \$2.6M Current Service Level
- Carryover \$5.7M:
 - \$1.5M Accounting Adjustment
 - \$1.5M ERP Debt Carryover
 - \$0.4M Asset Replacement
 - \$1.1M Prepaid CISCO
 - Carryover
 - \$1.0M BWC
 - \$0.2M Contingency



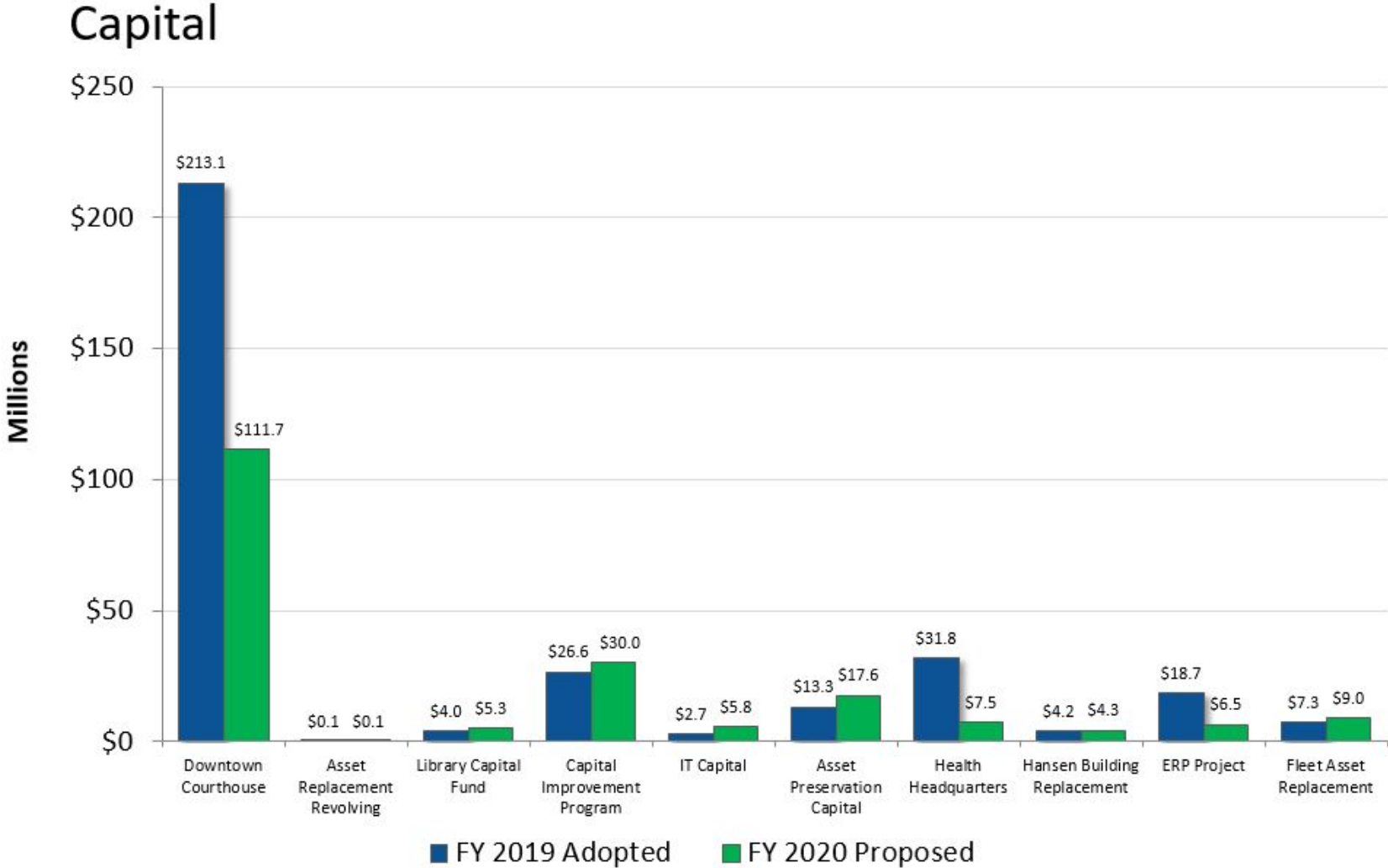
Budget by Fund - Facilities Management Fund



- YOY Increase \$11.4M
- Operations \$3.1M:
 - \$0.8M Operations and Maintenance
 - \$2.3M Carryover
- \$9.0M Accounting changes from SAP to Workday
- \$(1.01) reduction in debt due to offset of the McCoy sale proceeds
- \$0.25 net misc. increase (enhanced, leases, utilities)

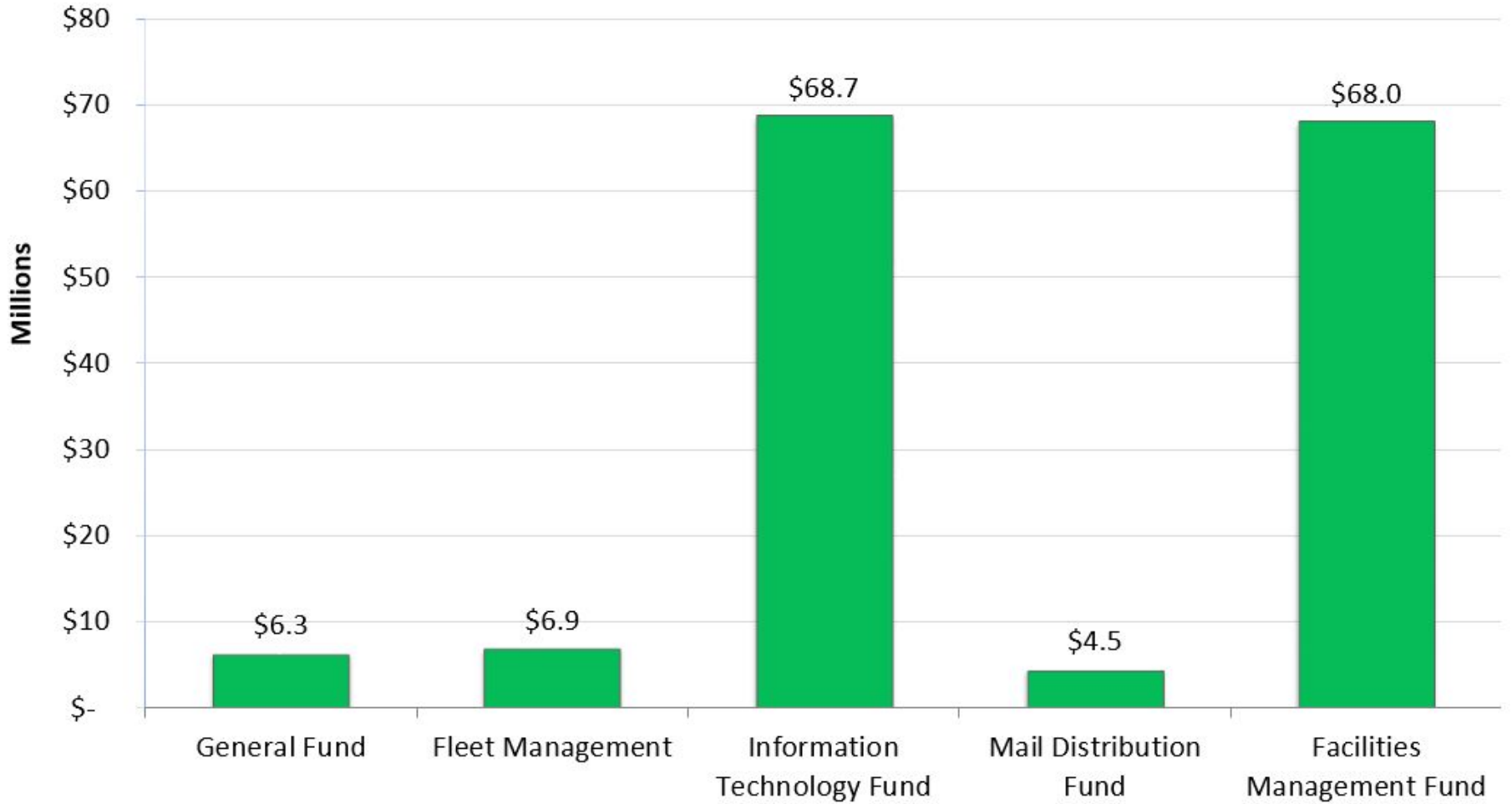


Budget by Fund - \$354.6M (Expenditures)



Budget by Funding Source - \$352.3M (*Revenues*)

Operations \$154.3

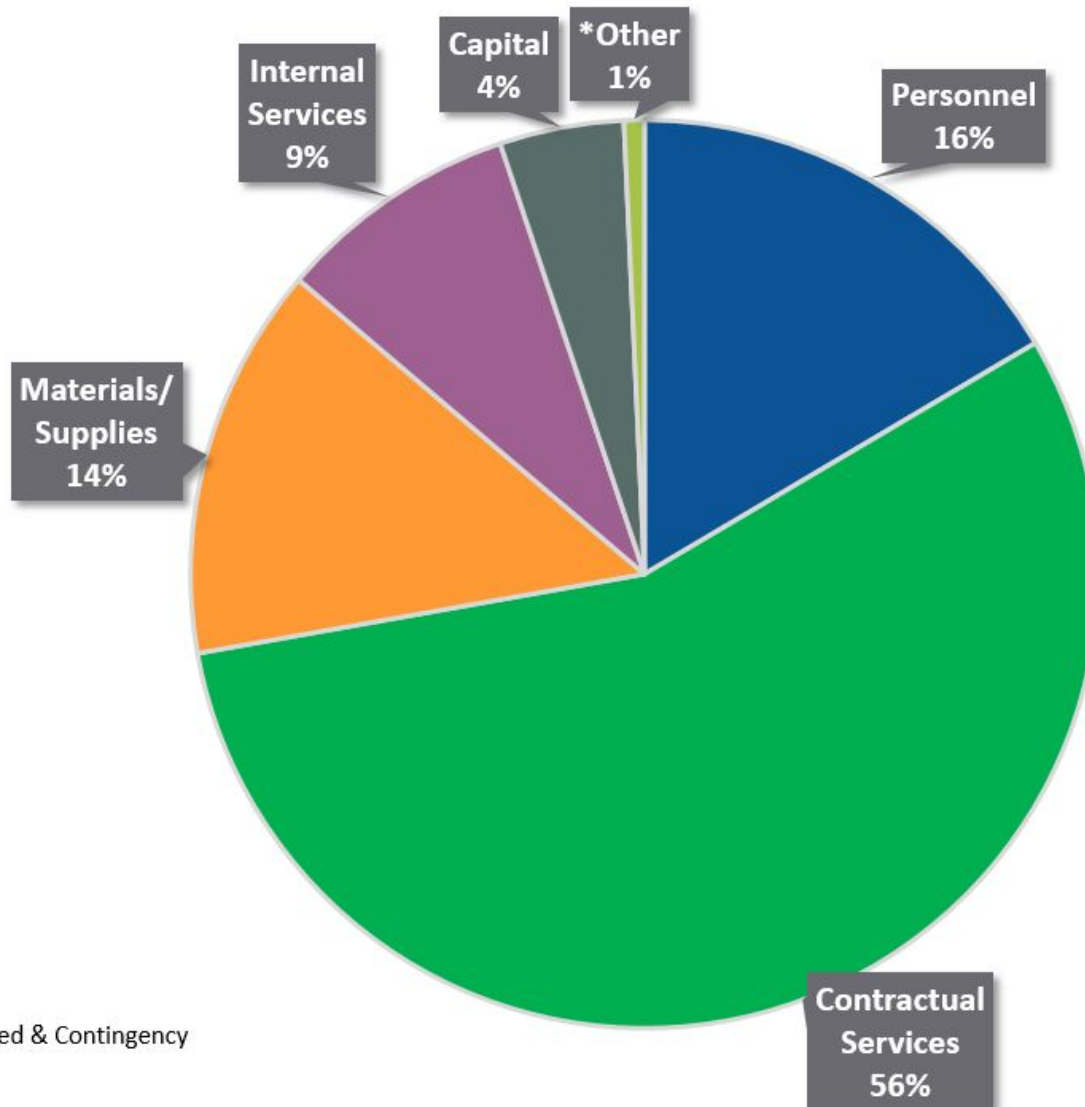


Budget by Funding Source - \$352.3M (Revenues)

Capital \$198.0



Budget by Category - \$354.6M



*Cash Transfers, Unappropriated & Contingency



General Fund Reductions

Prog. Name/# or Description	FY 2020 General Fund	General Fund FTE	FY 2020 Other Fund	Other Fund FTE
Facilities Property Management	\$31,337	0.00	\$452,346	0.00
Information Technology	\$31,337	0.00	\$779,735	0.00
Countywide Strategic Sourcing	\$12,563	0.00	0.00	0.00
Fleet Services	0.00	0.00	\$54,243	0.00
Department Total	\$75,237	0.00	\$1,286,324	0.00



New and OTO Funding

Prog. Name & # or Description	FY 2020 Rates/ Allocations	FY 2020 General Fund	FY 2020 Video Lottery Fund	FY 2020 Accounting Adjustment	Total	OTO
78202A Facilities Operations and Maintenance				\$329,418	\$329,418	X
78202B Security Access Program 1 FTE Manager	\$135,000				\$135,000	
78202B Security Access Program Consulting				\$150,000	\$150,000	X
78203B Facilities Dedicated Facilities Specialist for Shelter Transitions		\$150,000			\$150,000	X
78210B Vance Property Master Plan			\$300,000		\$300,000	X
78232 Health Syringe Boxes		\$50,000			\$50,000	X
78318B IT Cyber Security				\$468,020	\$468,020	X
78321 Corporate Broadband Network Infrastructure Replacement		\$1,000,000			\$1,000,000	X
78322 Electronic Medical Records Corrections Health Juvenile Detention		\$1,000,000			\$1,000,000	X
78323 Capital Project Management Software				\$1,000,000	\$1,000,000	X
Department Total	\$135,000	\$2,200,000	\$300,000	\$1,947,438	\$4,582,438	

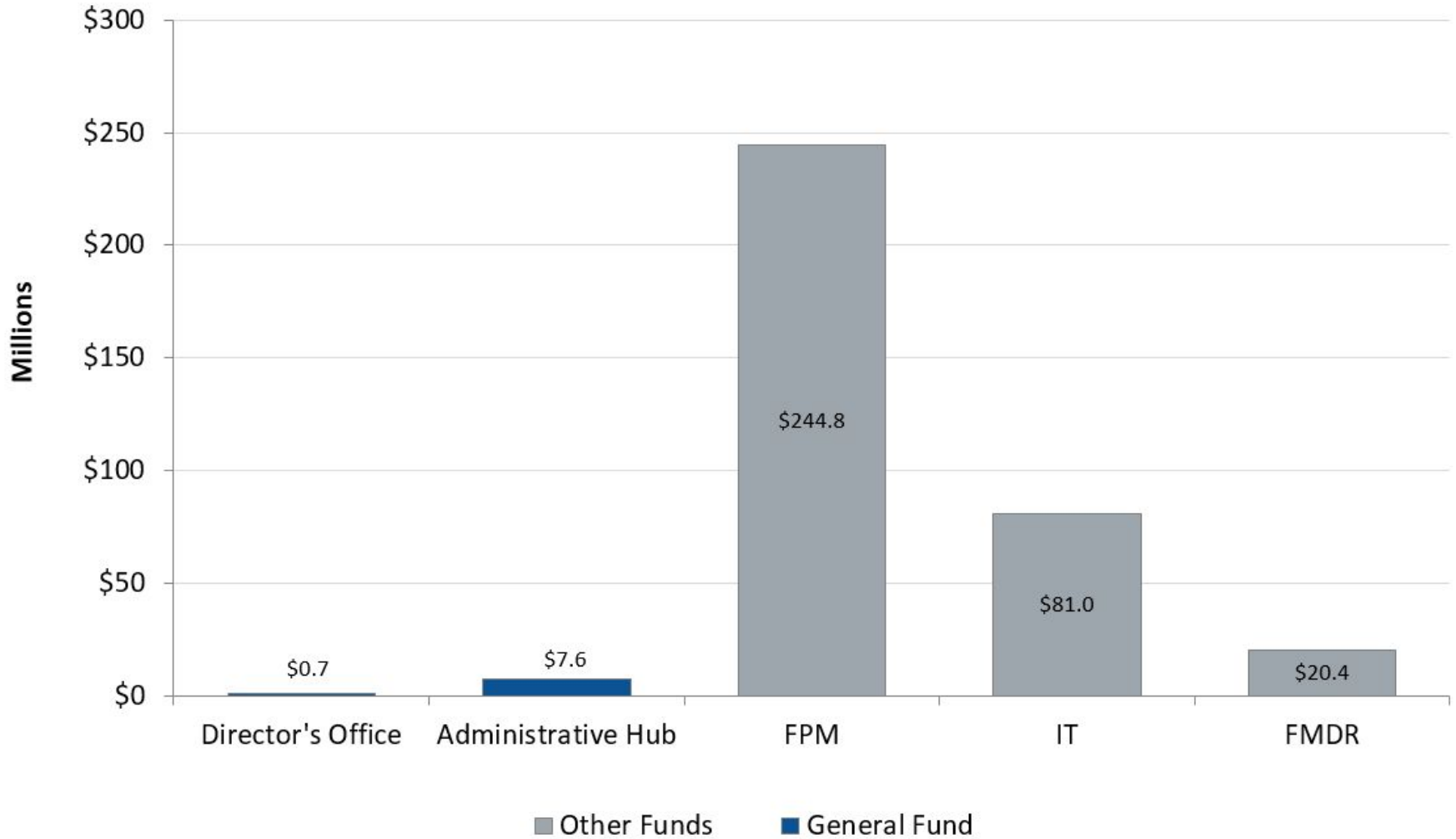




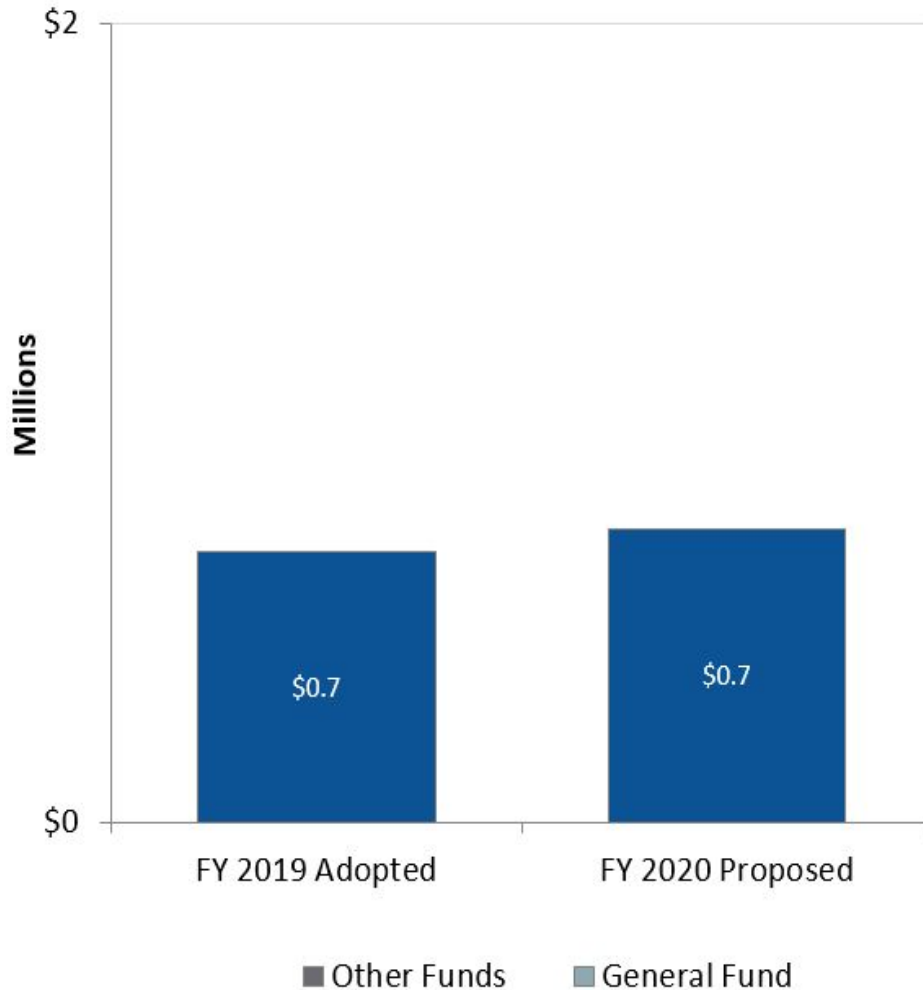
FY 2020 Proposed Budget by Division

Director's Office
Administrative Services HUB
Facilities Management
Information Technology
Fleet, Motor Pool, Distribution and
Records (FMDR)

Budget by Division



Director's Office



- General Fund increased by \$0.06M within current service levels and constraint
- No change in FTE
- 100% of cost recovered via internal service charges
- Increase in professional services for Strategic Planning Projects



Strategic Direction: Director's Office

Priorities

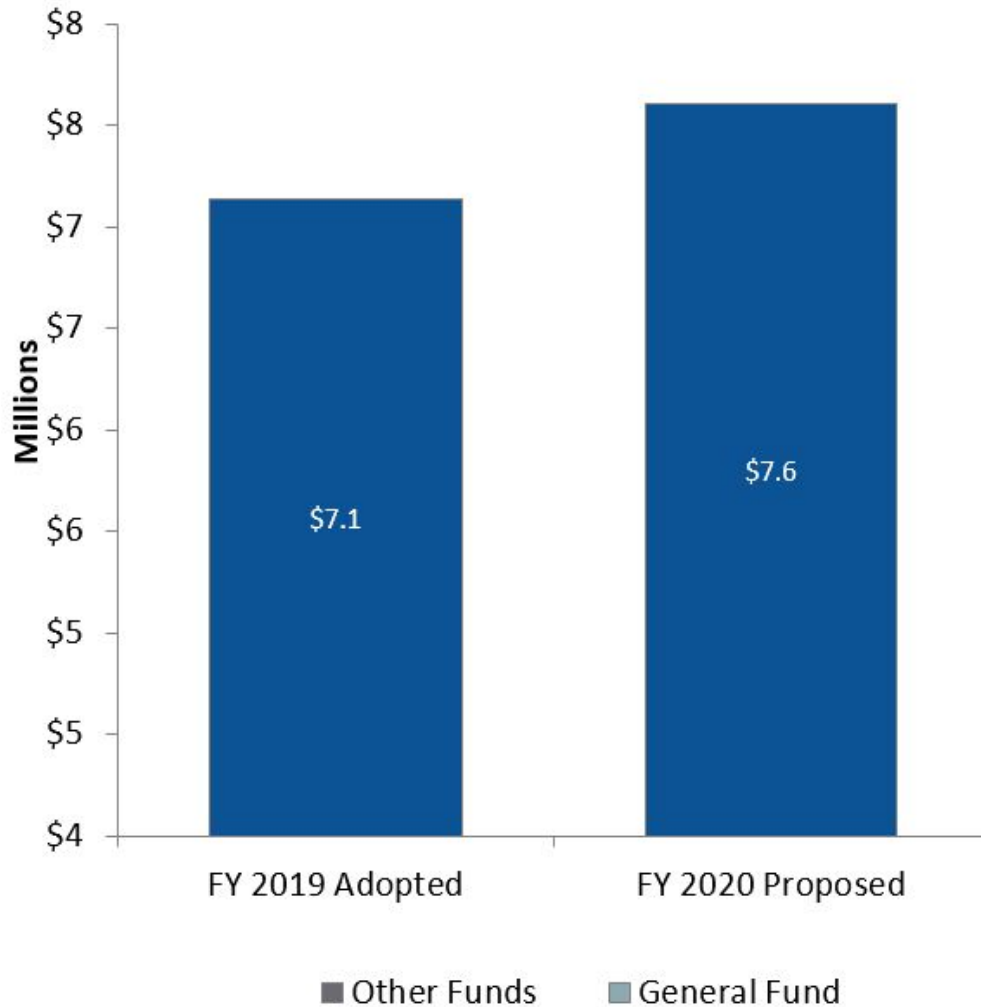
- Strategic Projects
- Workforce Equity Strategic Plan
- Stabilization of Multco Align

Challenges

- Talent Management
- Risk Mitigation
- Technology and Facility Modernization



Administrative Services HUB

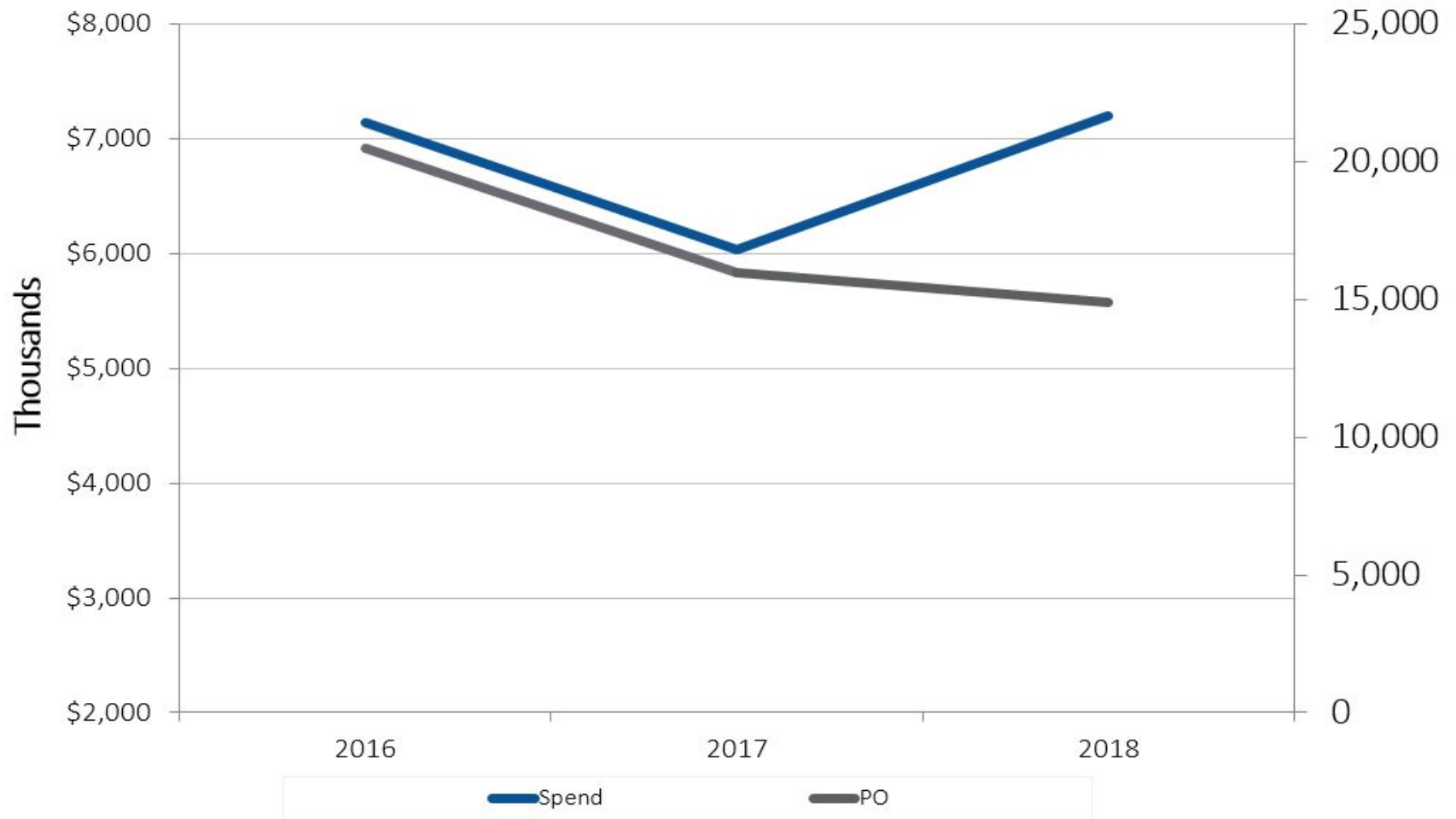


- General Fund increased by \$0.5M due to increased labor/benefit costs and contracts.
- No change in FTE
- Current service levels
- Majority of costs are recovered via Internal Service charges



Administrative Services HUB: Service Trend

Multico Marketplace



Strategic Direction: Administrative Services HUB

Priorities

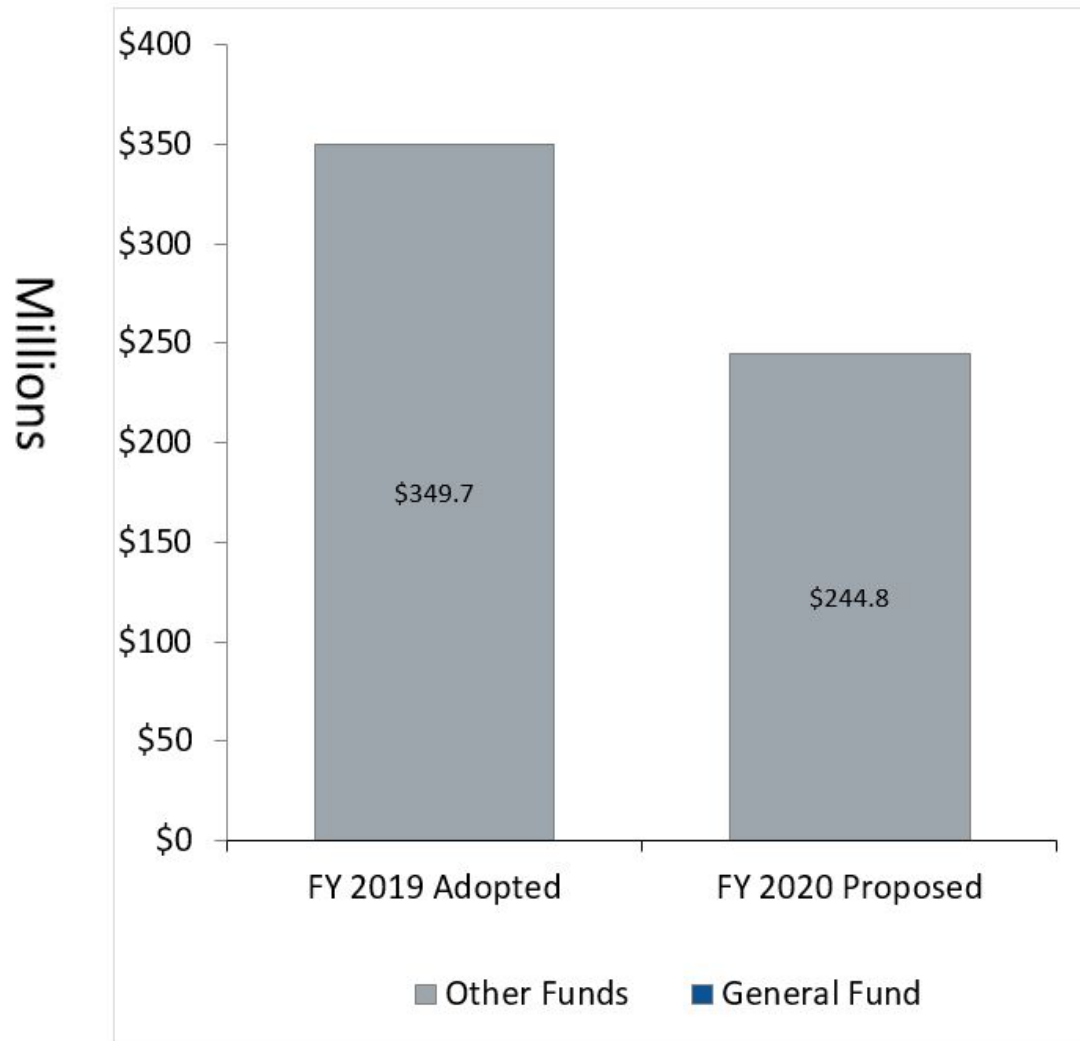
- Cross Training and Documentation
- Continue Process Improvements

Challenges

- Implementing Change Related to Multco Align
- Managing Customer Expectations and Fluctuating Volume



Facilities Management



Other Funds decreased by \$104.9M and net increase 1.0 FTE

Decrease is due to large capital projects spend down

Security Access Manager added to be in compliance with the security access internal audit recommendation

Operations increased \$0.8M due to increases in personnel costs, materials and services

Shredding management moves to Record's Division

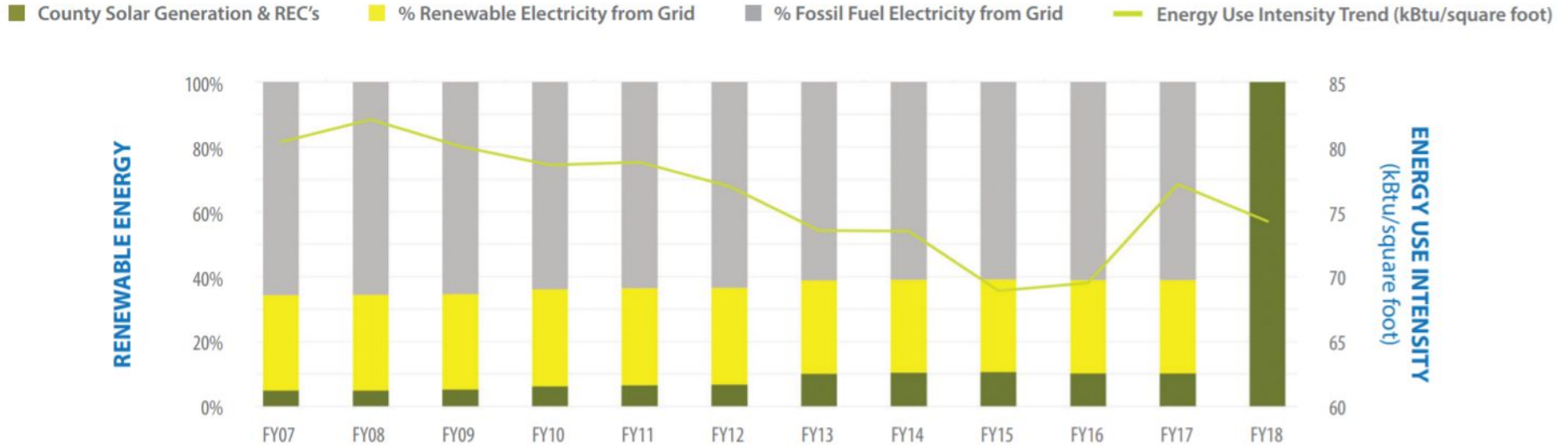
Capital programs Includes Board approved 8% increase

New program offers:

- 78202B Security Access Program \$150K
- 78203B Dedicated Facilities Specialist for Shelter Transition \$135K
- 78210B Vance Property Master Plan \$300K
- 78232 Health Syringe Boxes \$50K



Facilities Management: Renewable Energy



Strategic Direction: Facilities Management

Priorities

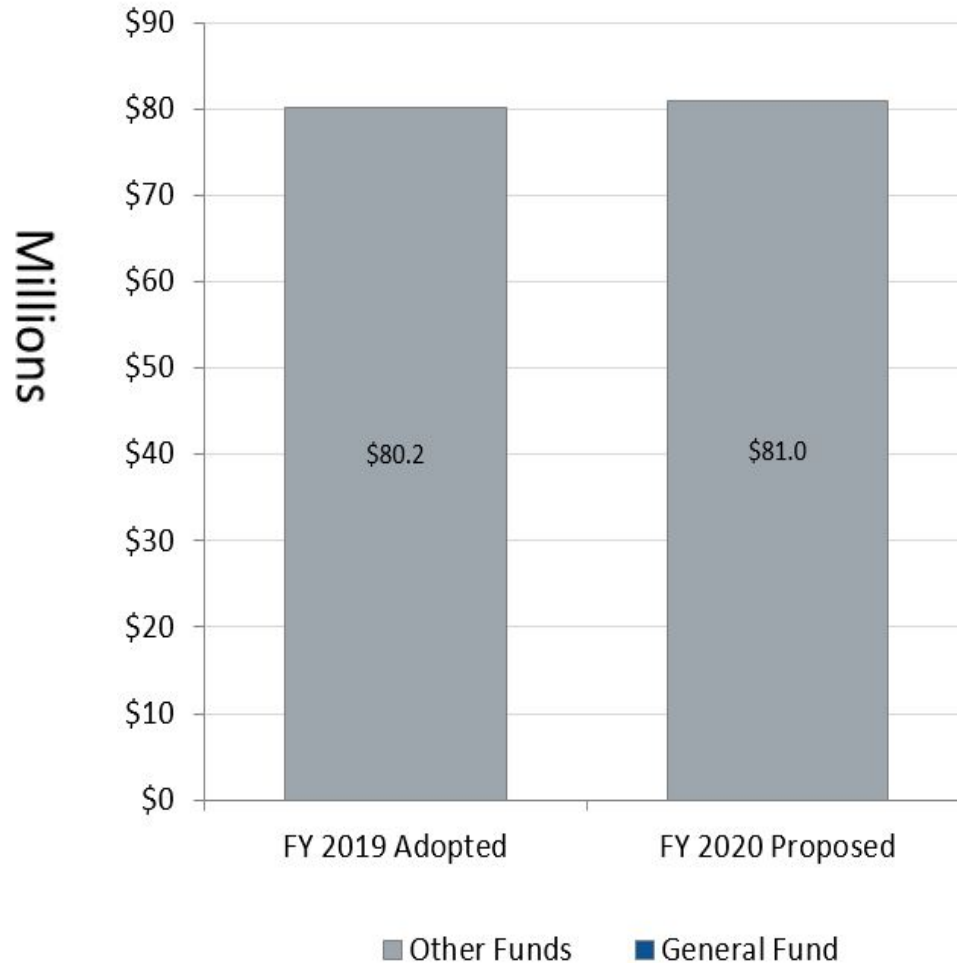
- Execute Major Construction and Redevelopment Projects
- Modernize Facilities
- Create Operational Savings

Challenges

- Mitigating Market and Economic Conditions
- Balance On-Going Operational Needs with Longer Term Strategic Plans
- Succession Planning



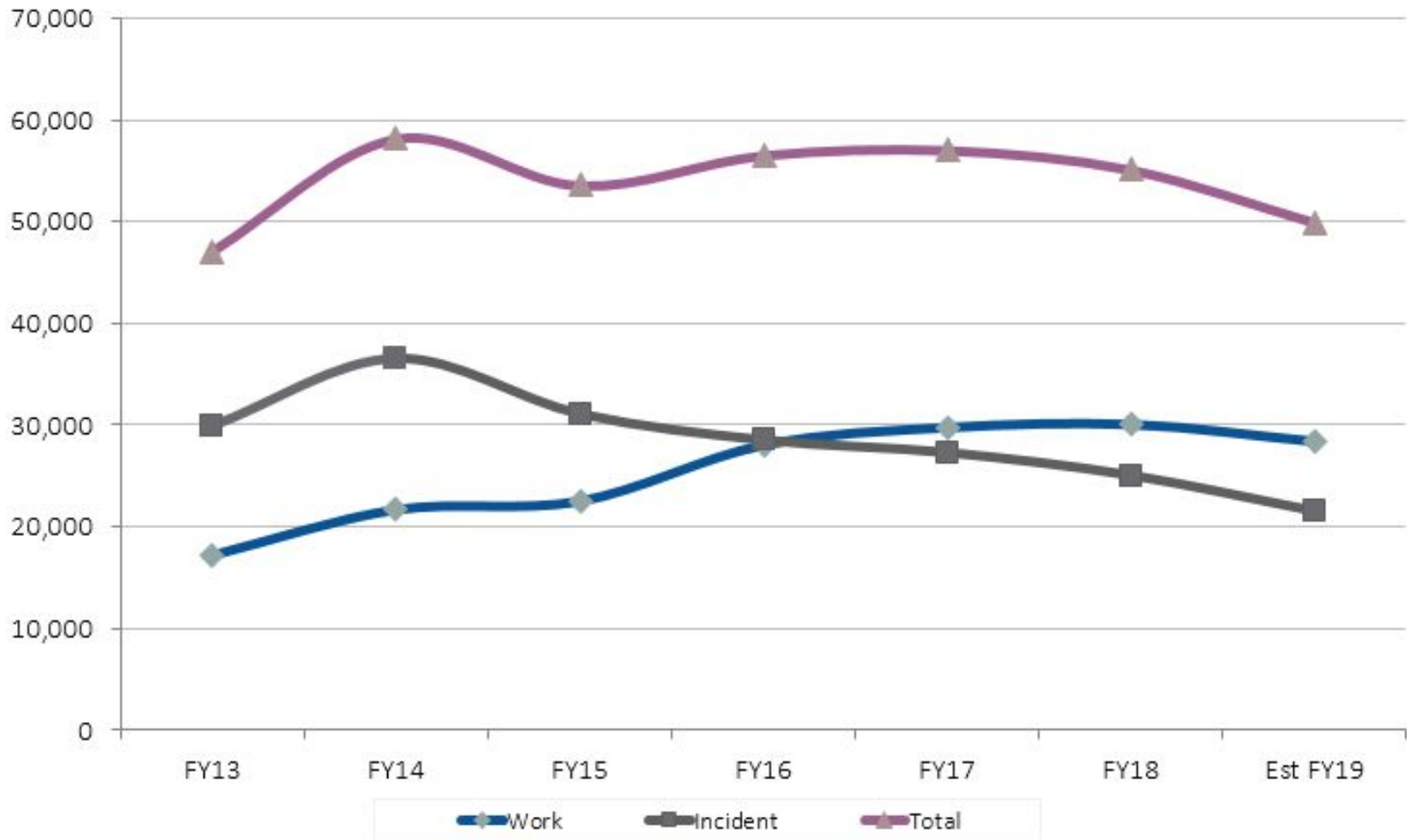
Information Technology



- Other Funds increased by \$0.8M
- No change in FTE
- Increase is due to a combination of increases in operations, carryover and ERP project spend down
- Operations increased \$4.2M The increase is due to a \$1.6M one-time ERP Debt credit in FY 2019. FY 2020 will be a full year payment. \$2.6M increase in personnel and material services
- Carryover of \$5.7M
- New One-Time-Only dollars
 - 78321 Corporate Broadband \$1.0M
 - 78322 EMR Corrections Health Juvenile Detention \$1.0M
 - 78323 Capital Project Management Software \$1.0M
 - 78318 Cyber Security \$0.5M



Information Technology: IT Help Desk



Strategic Direction: Information Technology

Priorities

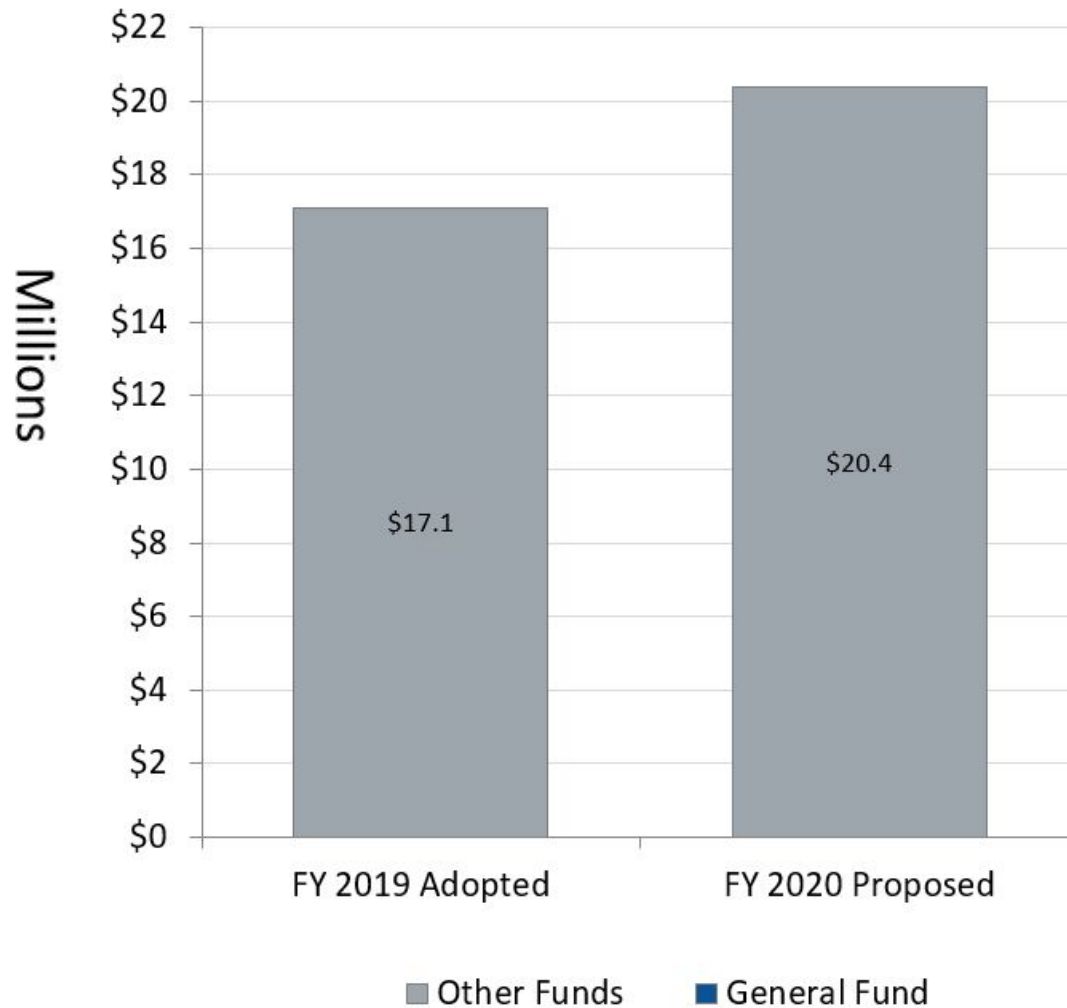
- Stabilize and Optimize Future Capabilities of ERP
- Refine the Five-year Digital Strategic Plan
- Integrate WESP, Think Yes, and Accessibility Lenses Throughout Our Daily Work

Challenges

- Increasing Cybersecurity and Privacy Risks
- Recruiting and Retaining Talent
- Growing Resiliency and Redundancy Requirements



Fleet, Motor Pool, Distribution and Records



- Other Funds increased by \$3.3M
- DCA reorganization caused a zero net change in FTE
- Increase of \$1.7M in Fleet Asset Replacement collection, which include 2nd year of gap collection
- Increase of ~18% in internal service charges due to a change in methodology for the Administrative Hub service. Departments realized additional savings in both IT and Facilities due to this change
- Shredding management moves to Record's Division



Strategic Direction: FMDR

Priorities

- Long Term Fleet Strategy Development
- Optimize the Use of New Technologies
- Enterprise CarShare Program Maximization

Challenges

- Managing Postal Presort Qualifications
- Balancing Priorities



Legislative Impacts & Future Policy Issues

- HB 4023C related to broadband technology passed
- SB 1551 requires breach notification to individuals impacted
- Indirect Impacts from Other Departments



Summary

Open and Occupy
New Downtown
Courthouse

Stabilization of
Multco Align

Support Shelters
and Transitional
Housing Sites

Think Yes

Technology and
Facilities
Modernization

Implement DCA
Workforce Equity
Strategy



Questions

