



# Department of County Management FY 2021 Proposed Budget

Presented to the  
Board of County Commissioners

Multnomah County  
May 13, 2020

Located at: [www.multco.us/budget](http://www.multco.us/budget)

# Agenda

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- Introduction
- Community Budget Advisory Committee
- Department Budget Overview
- Budget Overview by Division
  - Trends
  - Budget and Policy Changes
- General Fund Reductions
- General Fund Reallocations within Target
- New, One-Time-Only, General Fund Restorations
- Legislative Impacts & Future Policy Issues
- COVID-19 Impacts and Response
- Summary
- Questions



# Who We Serve/What We Do

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Filled **2,776** seats  
in training and  
learning events

Processed  
**121,309** vendor  
payments

**12,900** employee  
engagements  
with Wellness  
Program offerings

Maintained  
**310,000** property  
tax accounts

Processed **1,166**  
contracts &  
amendments valued  
at \$325 million

Bond rating all  
categories  
maintained **Aaa**

DART served over  
**100,000**  
customers

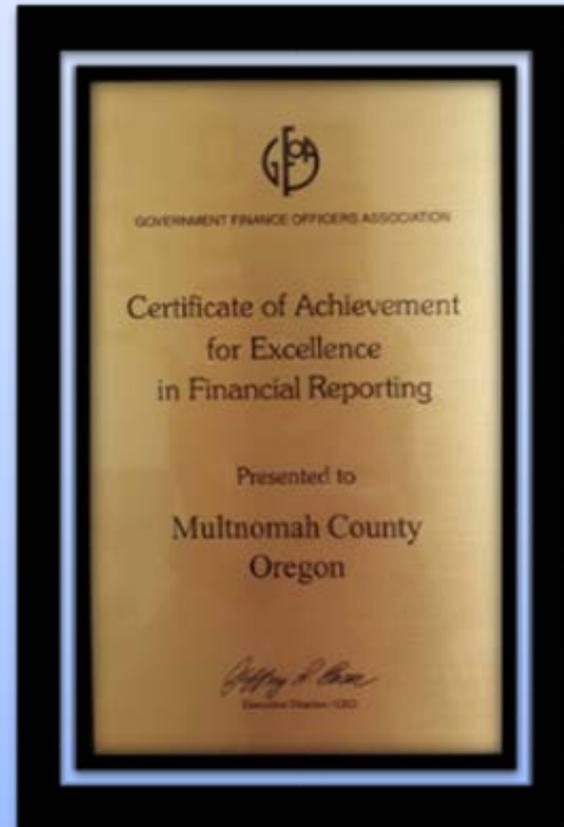
Benefit administration  
for **12,000** active  
employees/dependents  
and **1,500**  
retirees/dependents

Tracked **19,500**  
job applications



# Who We Serve/What We Do

Certificate of  
Achievement for  
Excellence in  
Financial Reporting  
**34 years in row!**



# Key Budget Themes & Decision Process

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- DCM's Proposed FY21 Budget Maintains Current Service Level
- DCM's corporate functions -Human Resources, Budget, Finance and DART – continue to ensure the county's bills get paid, we make sure the budget process happens, administer property taxes, implement policies and programs for effective Human Resources, all with an eye towards organizational transformation
- DCM proposed budget continues to support countywide Diversity, Equity and Inclusion efforts toward meeting the commitments of the Workforce Equity Strategic Plan (WESP)
- Maintains current service level support for Workday, Jaggaer (Multco Marketplace), Questica- beyond implementation and stabilization, moving towards regular support



# Key Budget Themes & Decision Process

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## DCM's Proposed Budget for FY 2021

- Continues to maintain Workday Support at full capacity, for ongoing countywide business support (72022A/B, 72046A/B)
- Maintains resources to better recruit, train and develop county managers and employees to support countywide WESP objectives and outcomes (72017B & C)
- Maintains education and support for workers and construction contractors on wage theft prevention (72005C FRM Labor Compliance)
- Provides resources to coordinate a countywide response to 2019 OR-OSHA inspection of safety and /or health hazards (72009B OSHA Reporting)



# Key Budget Themes & Decision Process

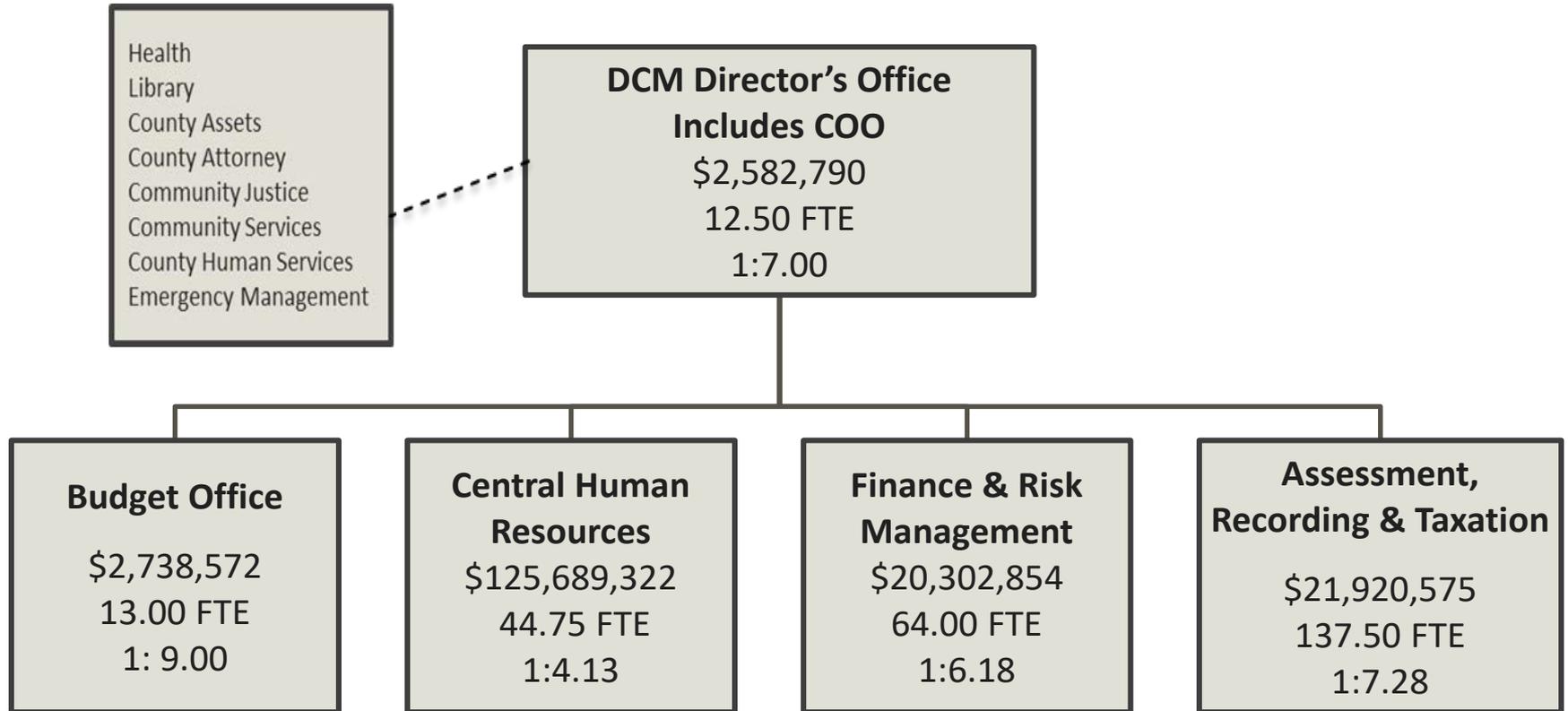
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## DCM's Proposed Budget for FY 2021

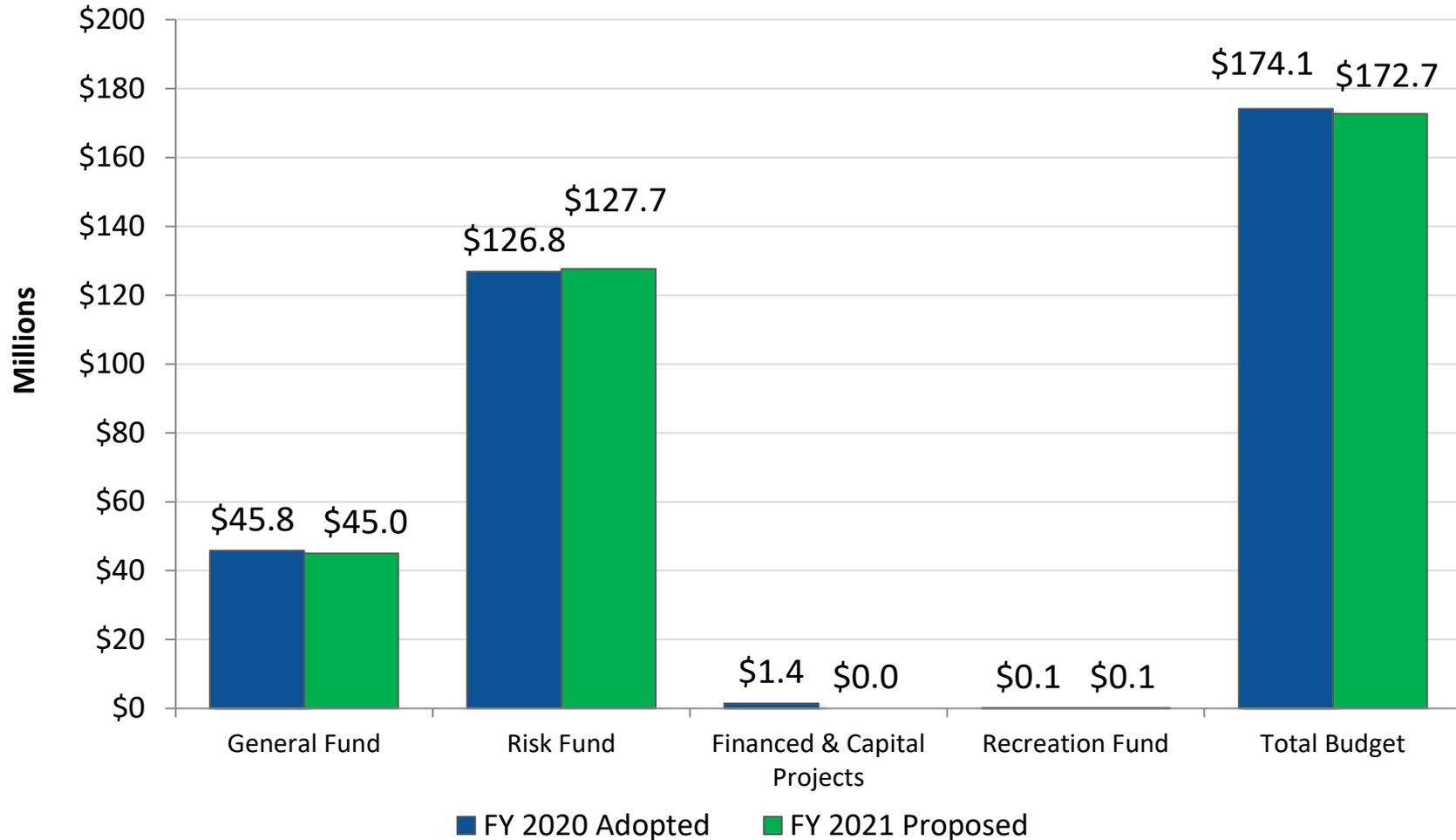
- Provides funding to support clean air construction standards that aim to reduce emissions within Multnomah County (72005D)
- Maintains DART budget at current service level to fund primary work of property assessment and tax collection on behalf of 69 taxing districts throughout our community, provide customer service and perform certain county clerk functions
- Includes two distinct leadership positions, formerly 1 position in FY20:
  - DCM Director
  - Chief Operating Officer



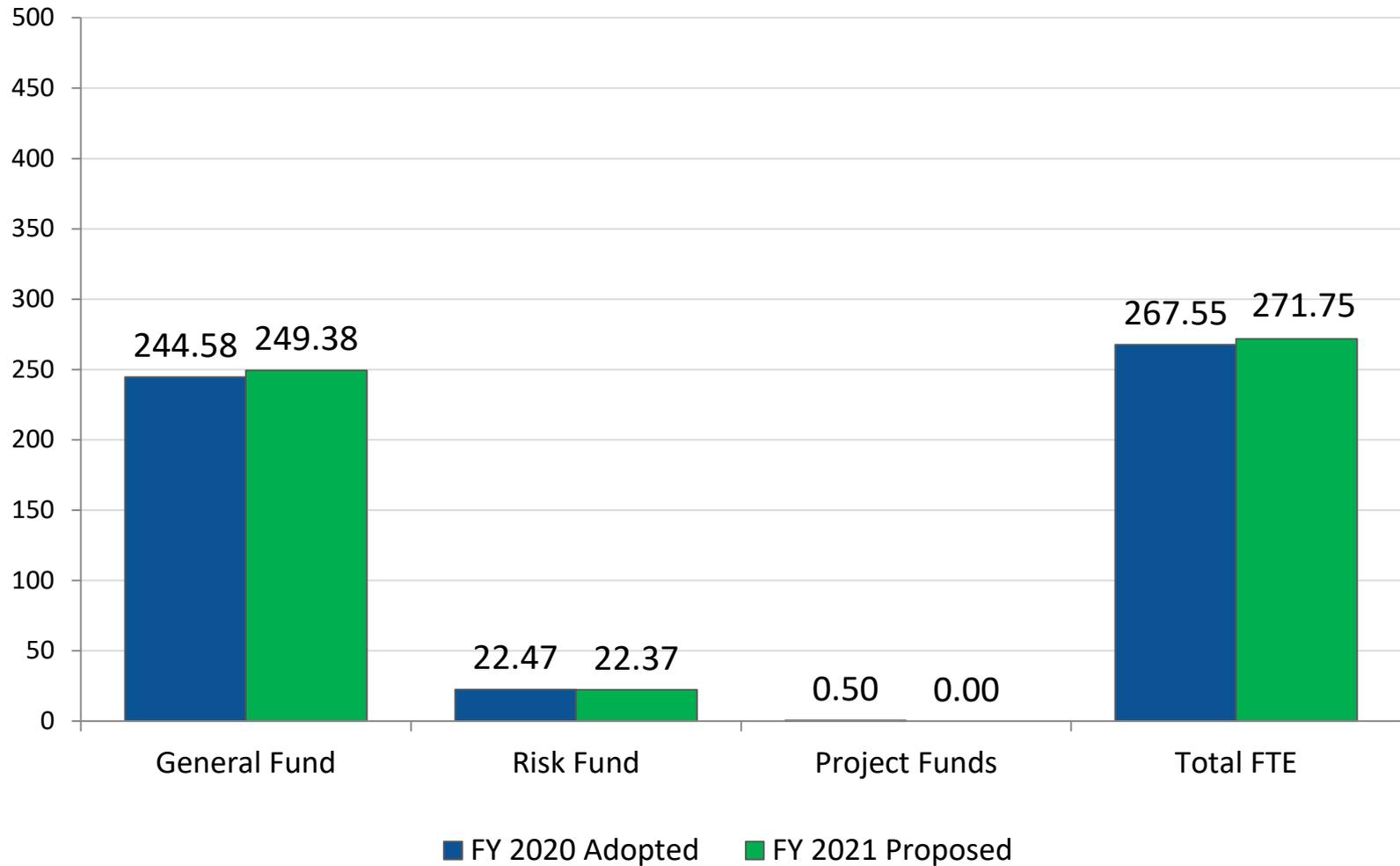
# Organizational Chart



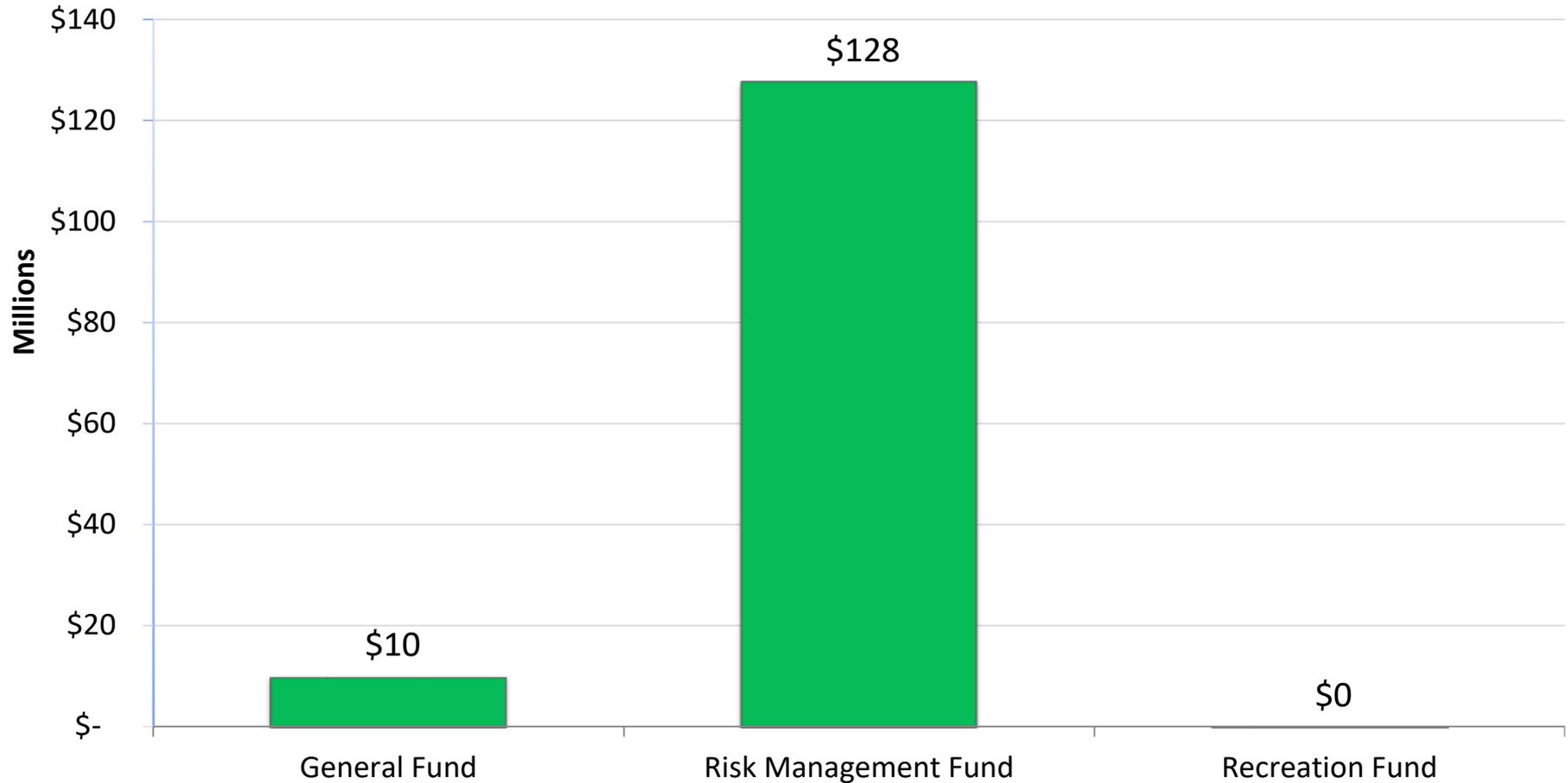
# Budget by Fund - \$172,706,462 (*Expenditures*)



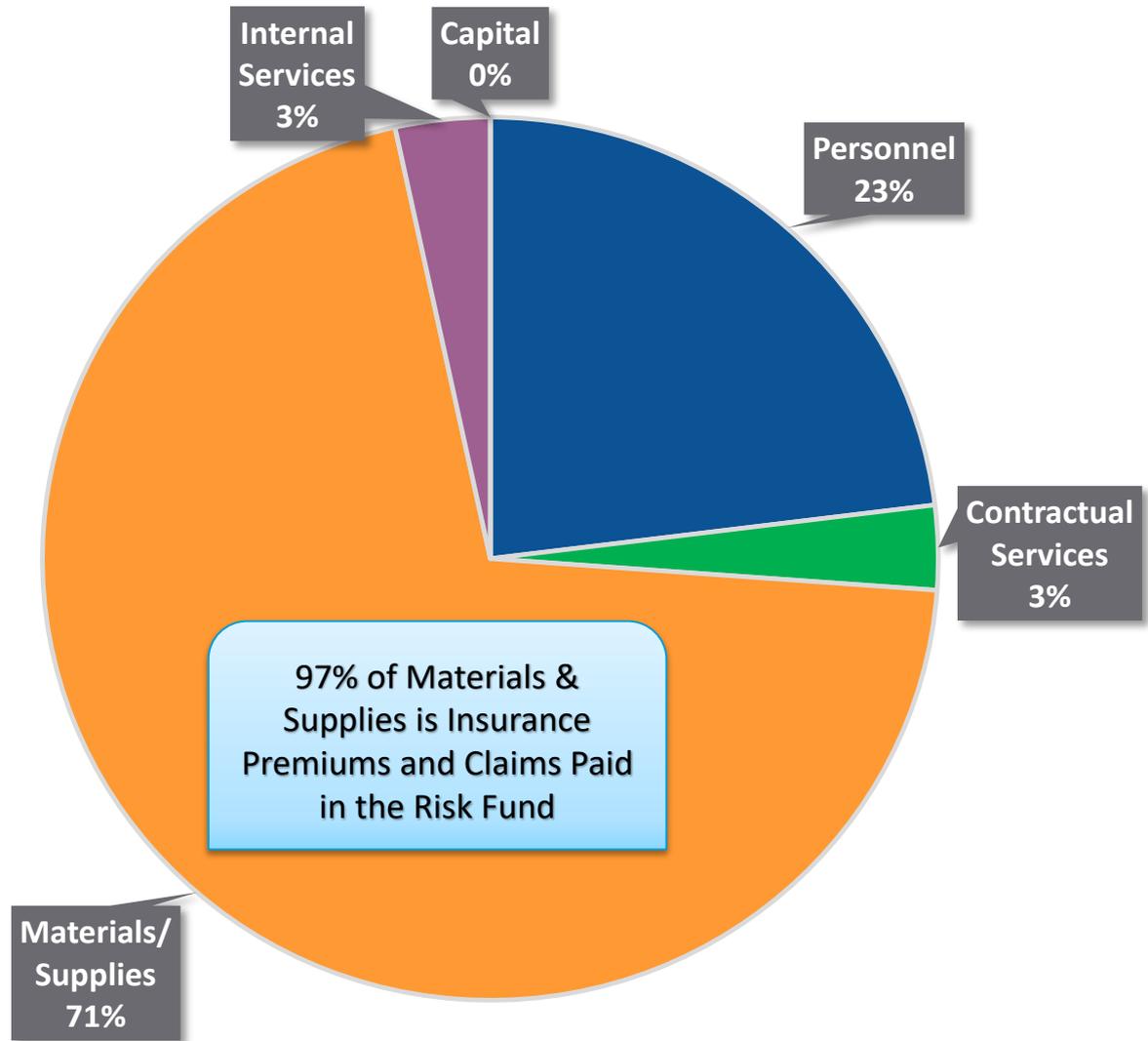
# FTE by Fund



# Budget by Funding Source \$137,821,204 (*Revenues*)



# Budget by Category - \$172,706,462





# FY 2021 Proposed Budget by Division

COO/DCM Director's Office

Budget Office

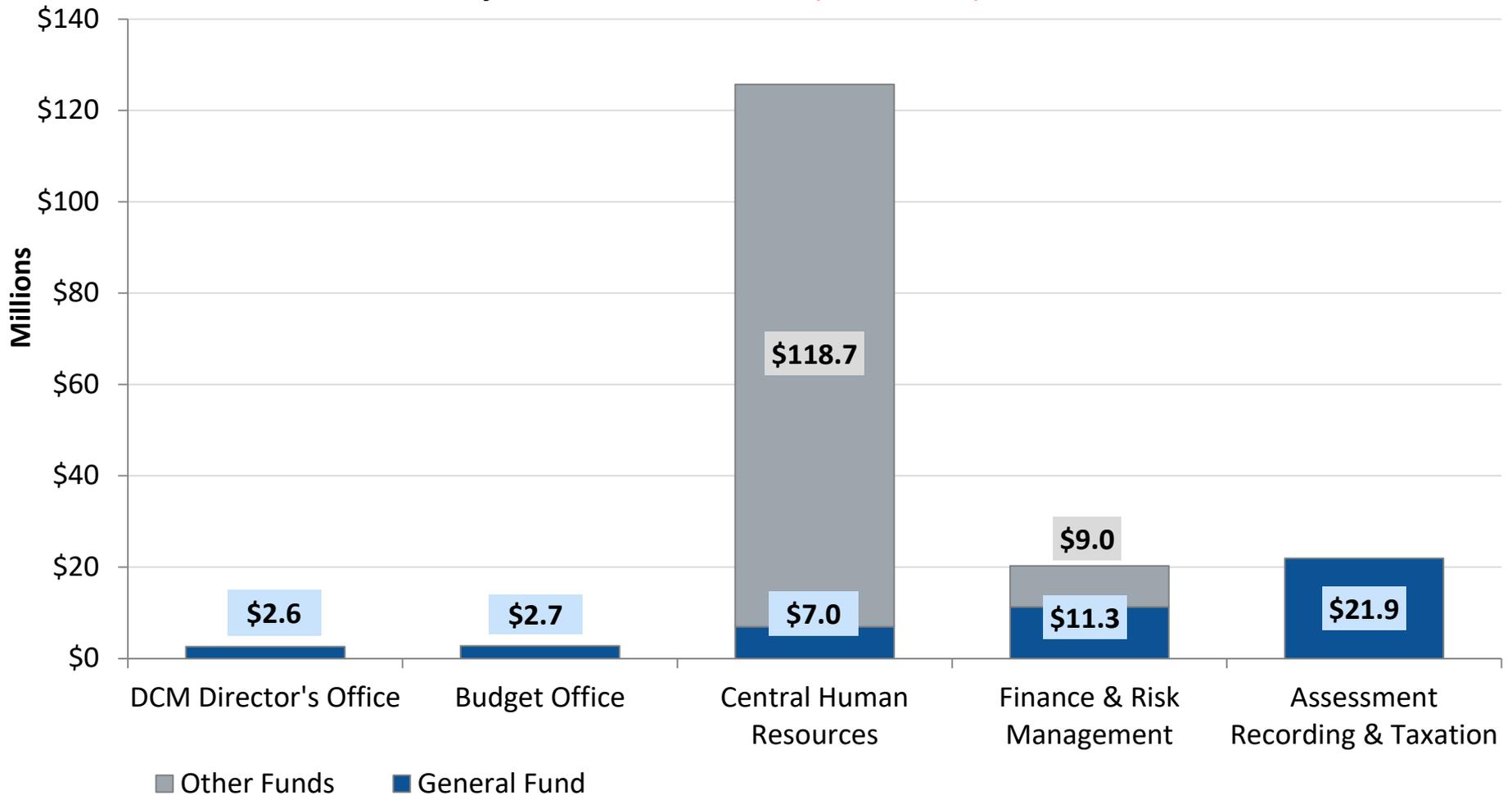
Central Human Resources

Finance & Risk Management

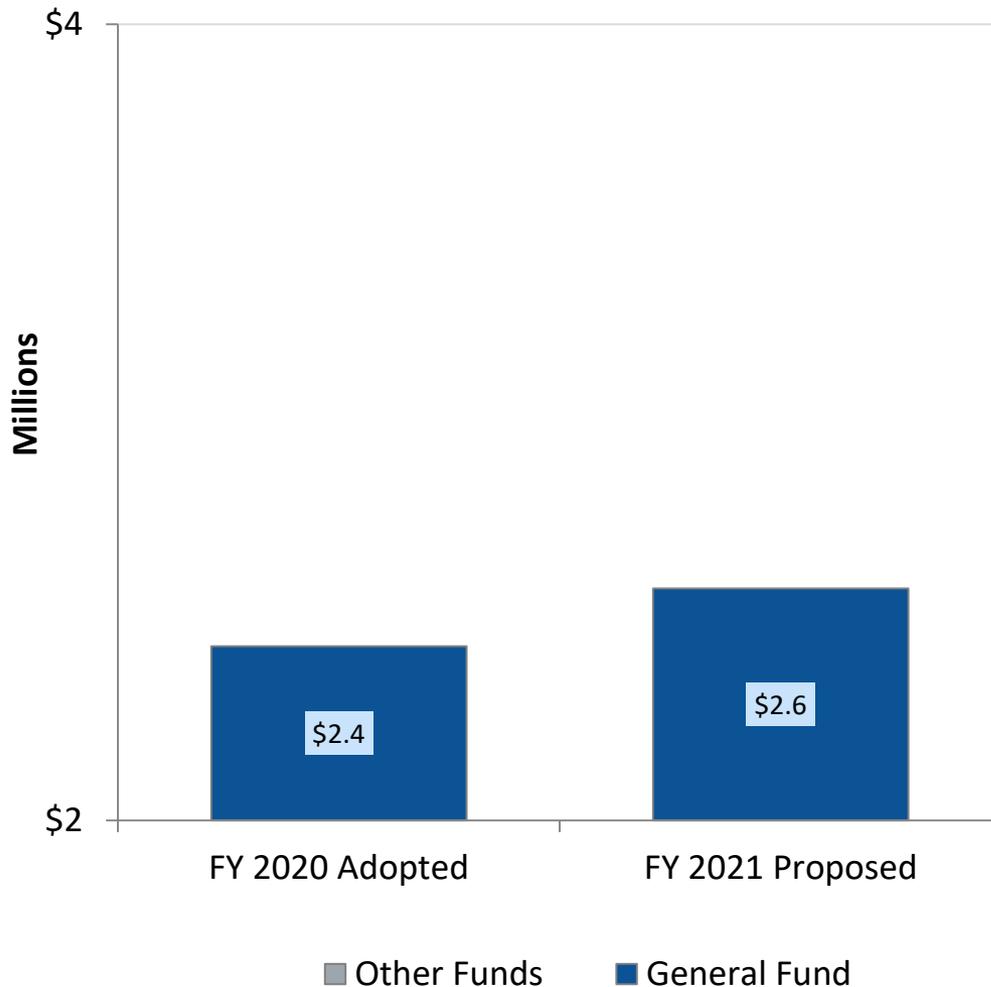
Assessment, Recording & Taxation

# Budget by Division

DCM COLA/Merit Adjustment Gen Fund (\$527,651) not reflected at Division Level



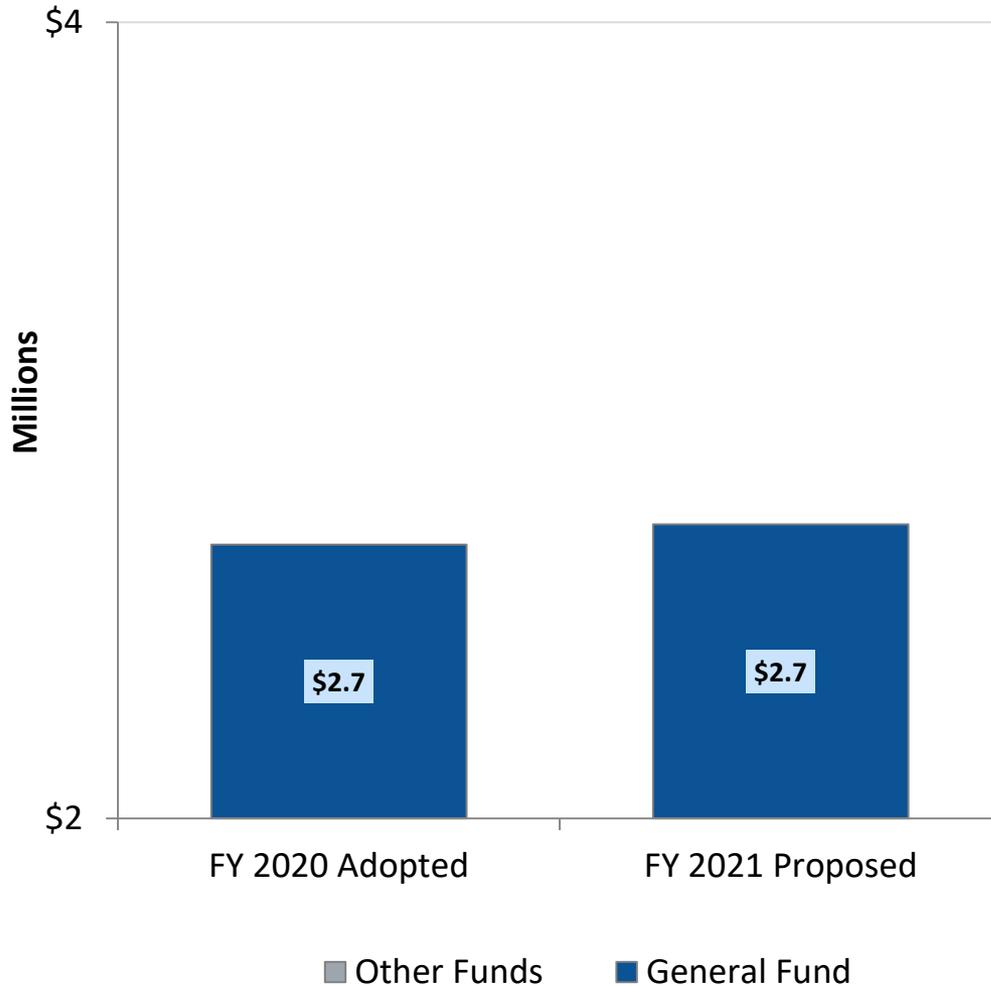
# DCM Director's Office



- GF increased by \$145,549 and 1.00 FTE in Program 72000
- FY21 budget includes two distinct positions, formerly 1 position in FY20:
  - DCM Director
  - Chief Operating Officer



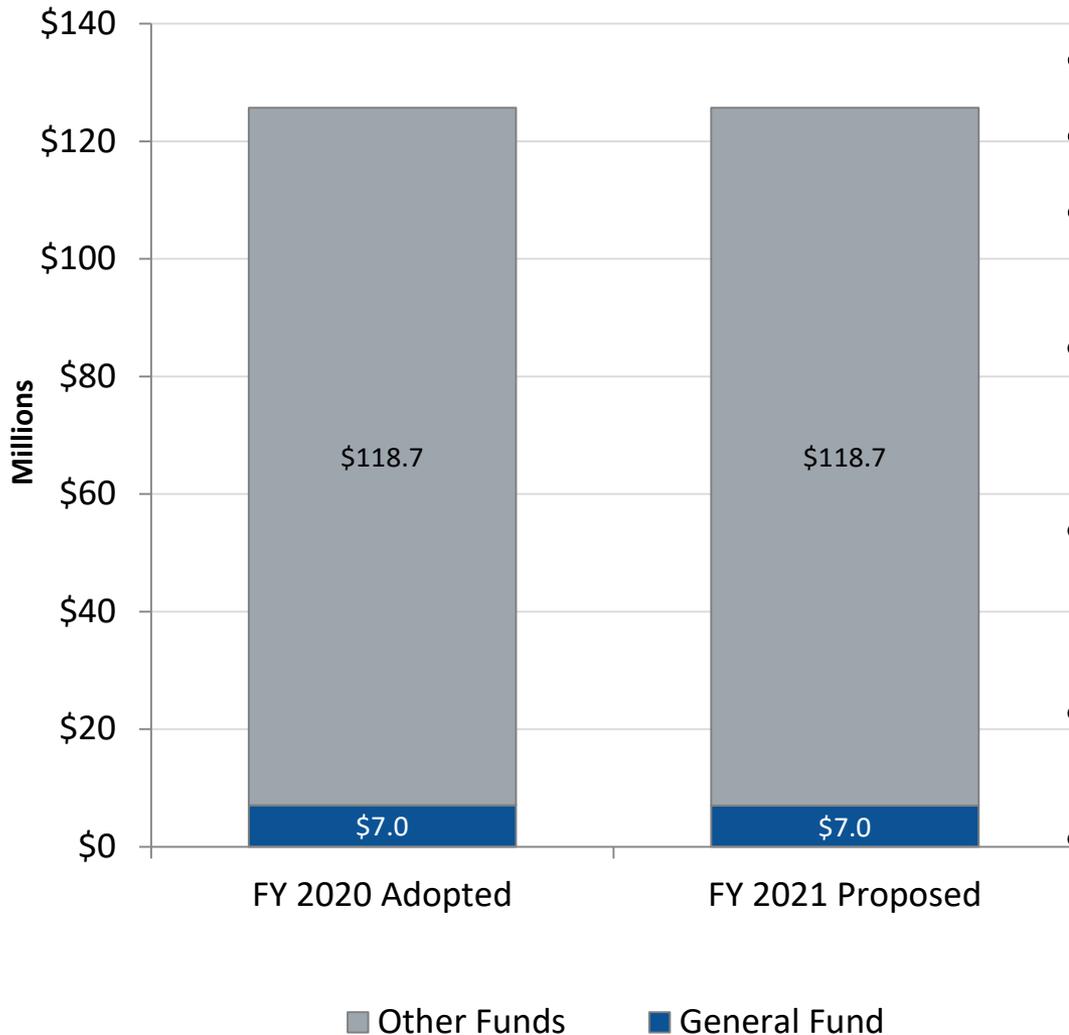
# Budget Office



- GF increased by \$51,134
- Mental Health Mapping System follow- up OTO in FY20 (72042) not continued in FY21 (\$90K)



# Central Human Resources

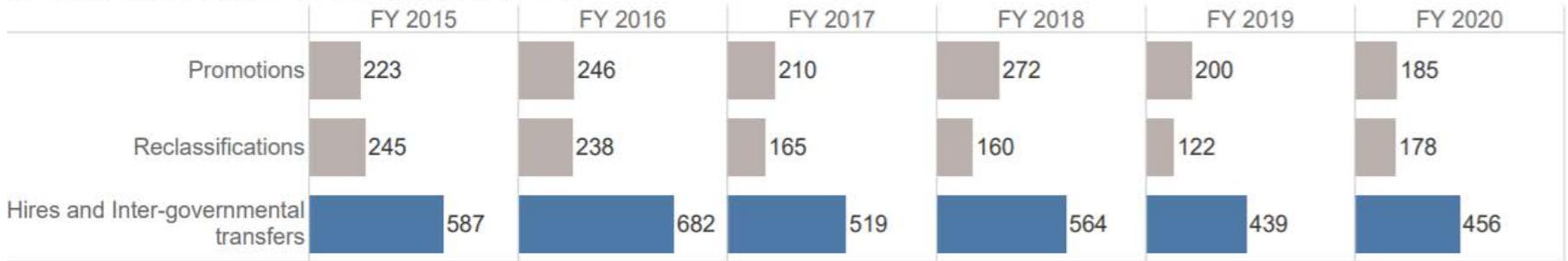


- GF decreased by \$48,876
- Increased by 3.20 FTE
- Other Funds increased by \$54,787
- Workday Support Central HR converted OTO to ongoing, 72022 A&B
- College to County Coordinator moved from ODE to Central HR Services, 72017A (+1.00 FTE)
- HR Analyst Sr. from .80 FTE to 1.00 FTE, 72017A (+.20 FTE)
- Leadership Development & Accountability 72017B and WESP Conflict Mediation & Resolution 72017C converted OTO to ongoing (+2.00 FTE)

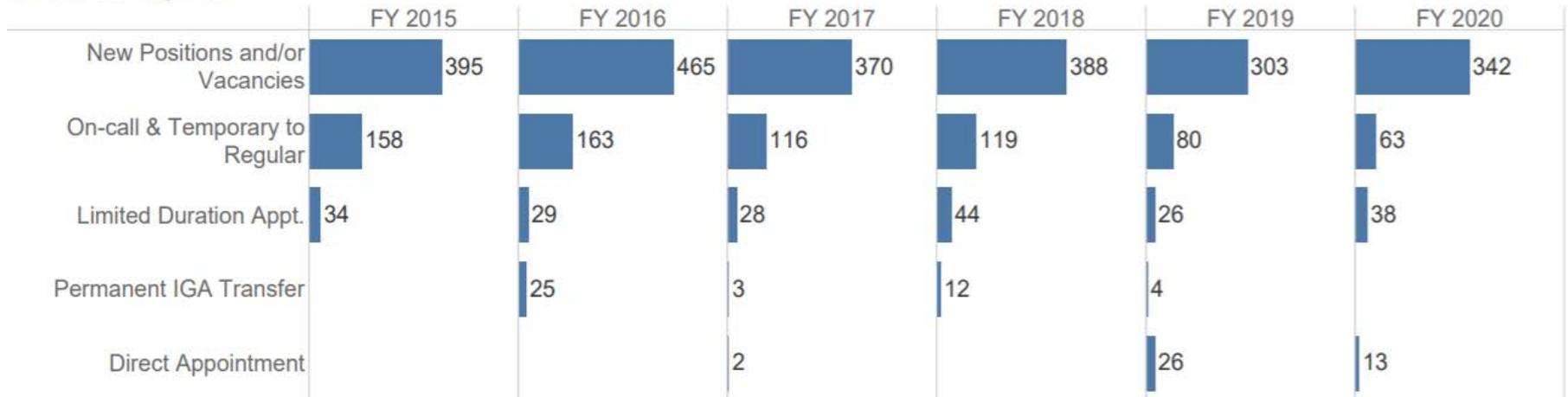


# Central Human Resources: Service Trends

## Hires, Promotions, and Reclassifications by Year



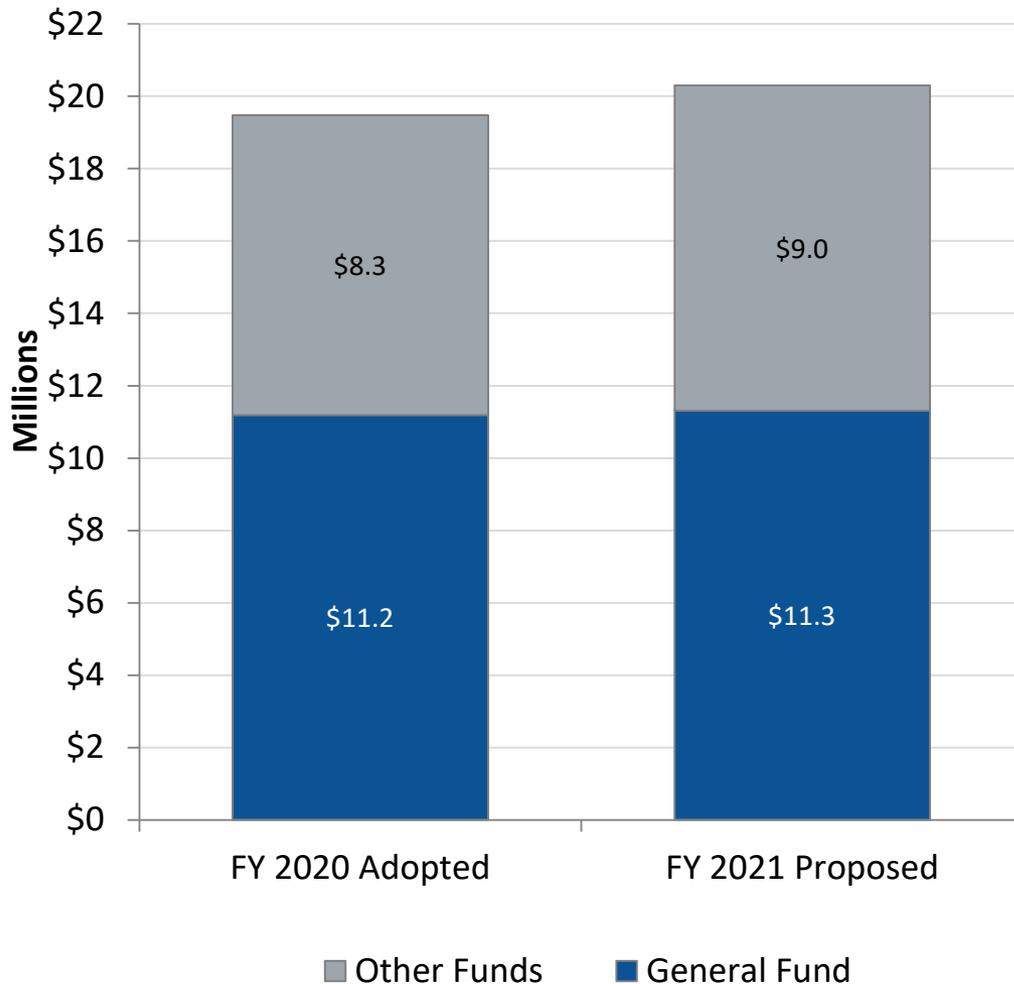
## Hires detail by Year



Actions for FY 2020 are as of 4/24/20.



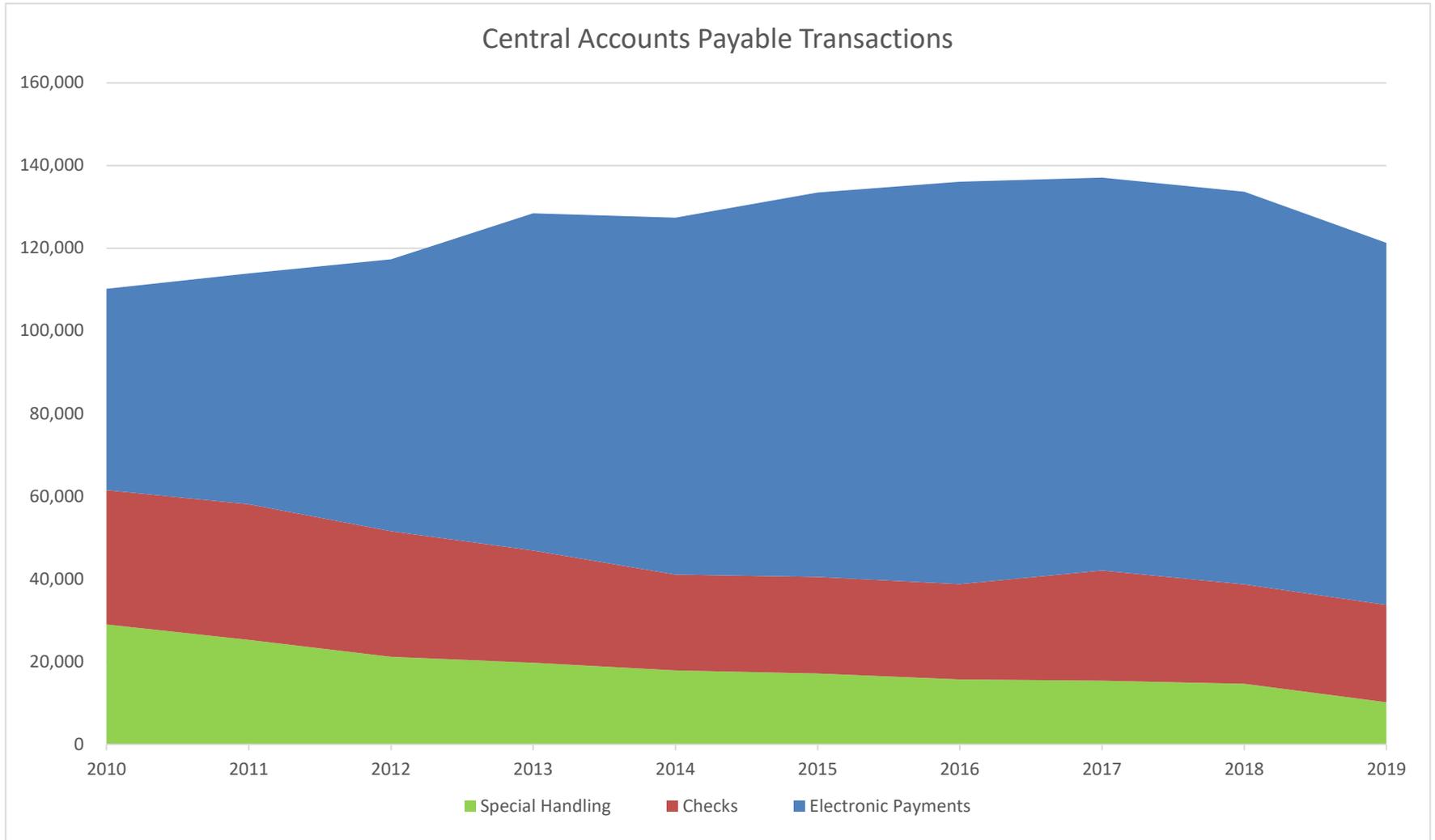
# Finance & Risk Management



- GF increased by \$124,231
- Other Funds increased by \$705,077
- Workday Support Finance 72046 A& B converted OTO to ongoing
- Labor Compliance 72005C from OTO Pilot to ongoing
- Clean Air Construction Standards (new) 72005D
- FRM OSHA Reporting (new) 72009B, LDA Project Mgr



# Finance & Risk Management: Service Trends



# Finance & Risk Management: Service Trends

## ERP Finance Support 2020 User Survey

I am more skilled and confident in using Workday today than a year ago



I feel informed about Workday functionality and changes



I am able to carry out the Workday responsibilities assigned to me



I have received adequate training to carry out my responsibilities in Workday



I know who to go to for help when I have Workday questions



Workday reports give me the information I need

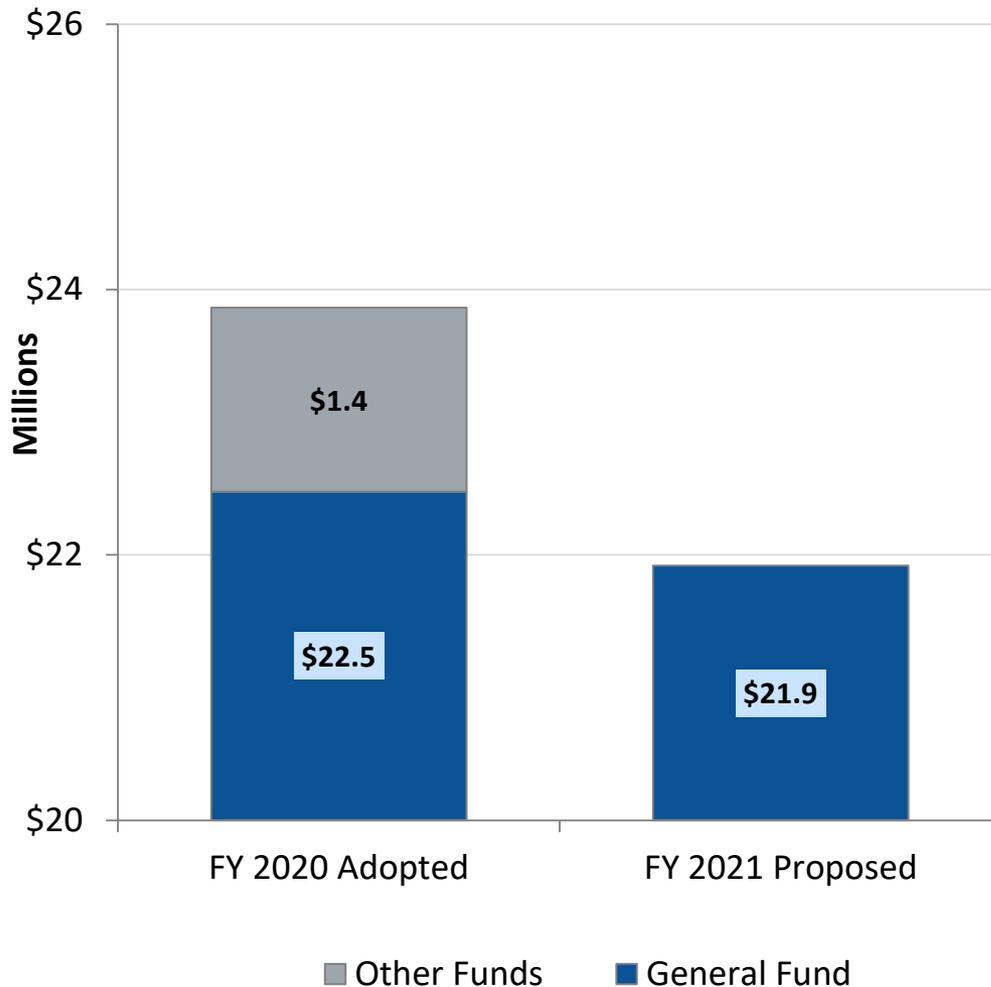


■ Agree   
 ■ Slightly Agree   
 ■ Neutral   
 ■ Slightly Disagree   
 ■ Disagree   
 ■ N/A

Survey data collected in March 2020 with 123 of 300 responded (41%)



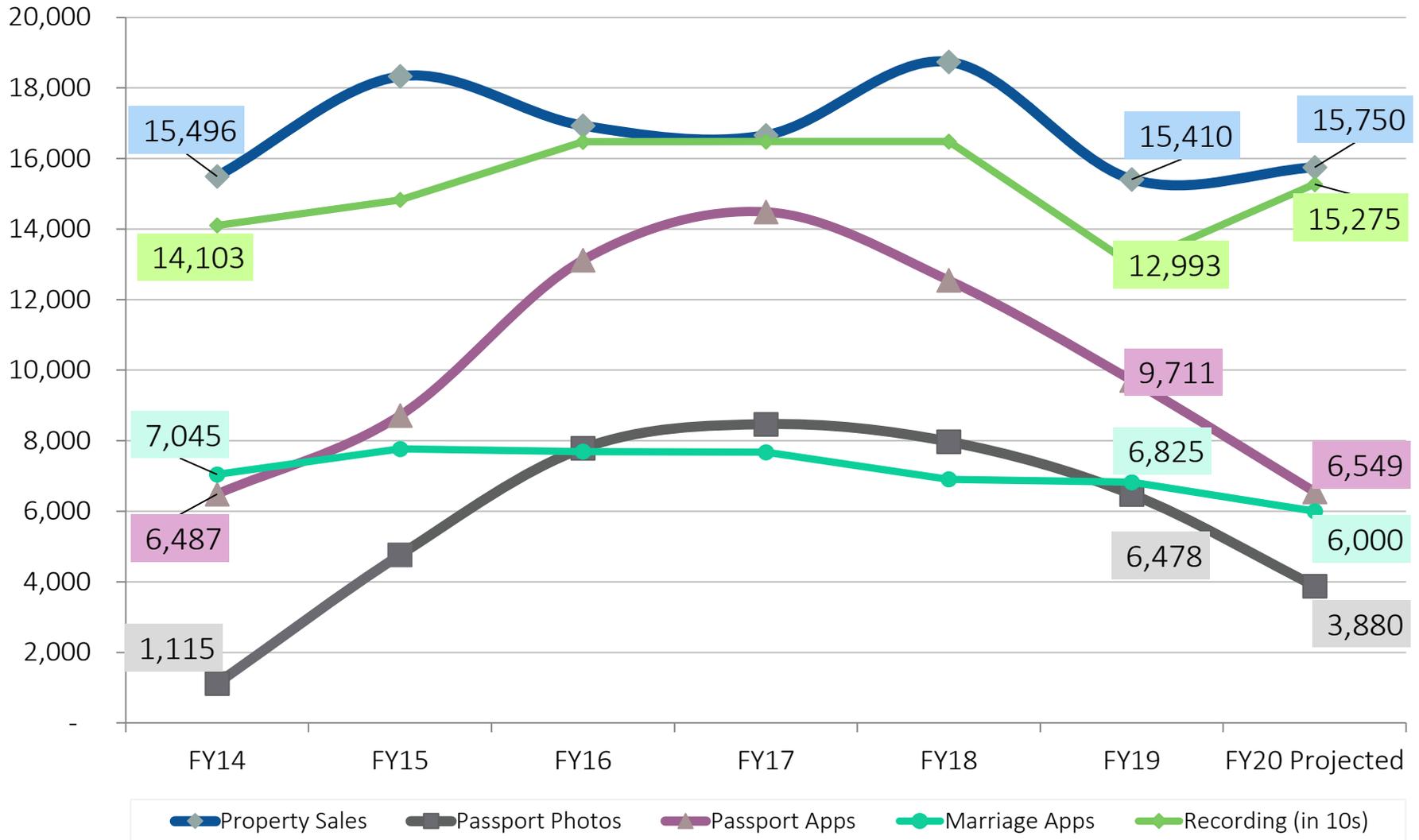
# Assessment, Recording & Taxation (DART)



- GF decreased by \$556,302
- Tax Title Program reduction of \$1 mil due to decreased sales
- Other Funds decreased by \$1,386,360 (Orion software implemented)

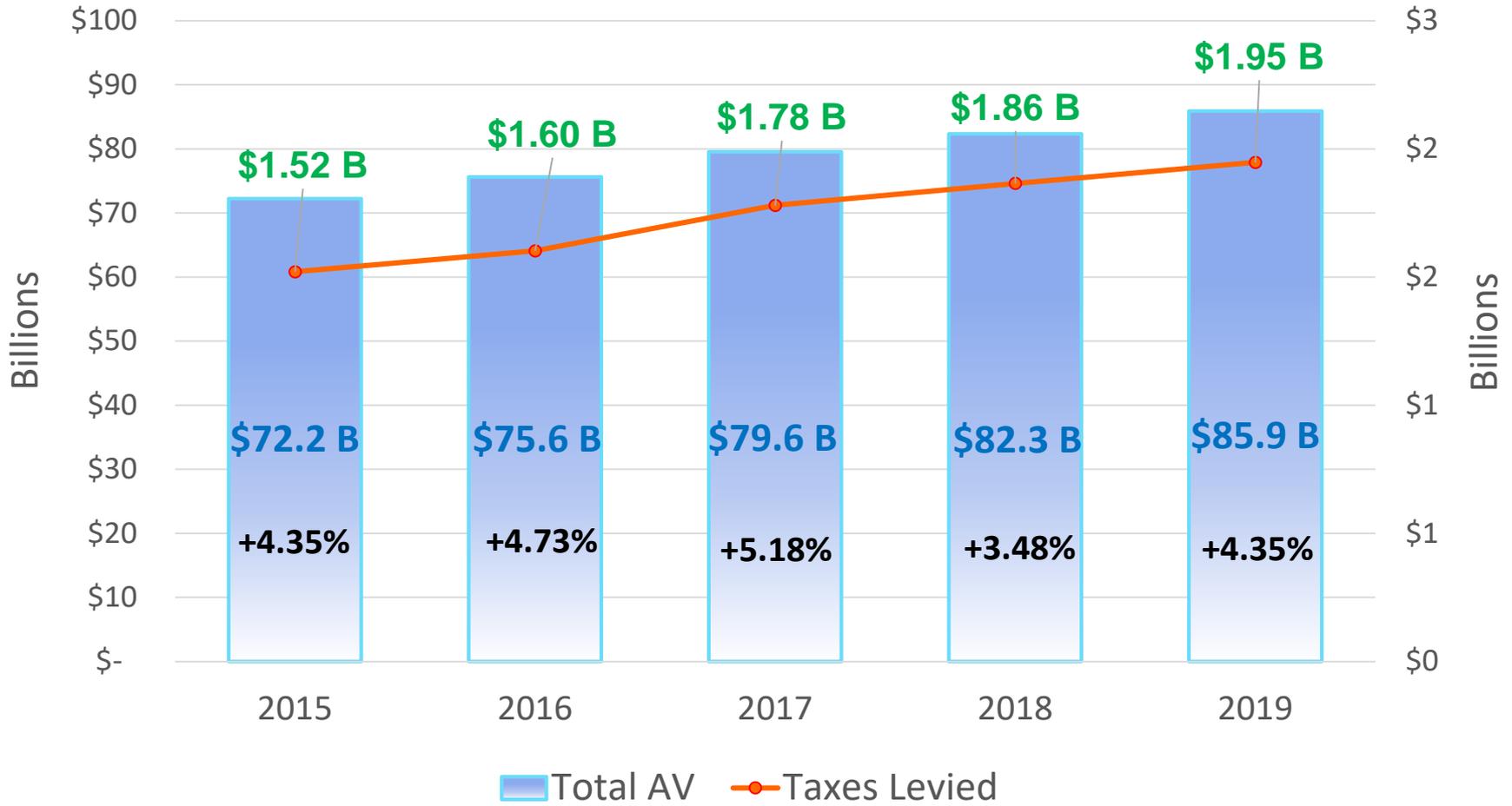


# Assessment, Recording & Taxation: Service Trends



# Assessment, Recording & Taxation: Service Trends

## Taxable Value and Total Taxes Levied by Year



A stylized graphic on the left side of the page. It features two dark green mountain peaks with rounded tops. Below the mountains is a dark green wavy band representing a forest or a valley. At the bottom is a dark blue wavy band representing water. The entire graphic is composed of solid colors and simple shapes.

# FY 2021 Proposed Budget Summary & Impacts

# General Fund Reductions

Prog. Name/# or Description	FY 2021 General Fund	General Fund FTE
Internal Services less than Gen Fund target allocation - Department wide	(\$25,885)	0.00
Salary reductions due to staff turnover - Central HR Division	(\$150,500)	0.00
Salary reductions due to staff turnover - Finance & Risk Management Division	(\$217,073)	0.00
<b>Department of County Management Total</b>	<b>(\$393,458)</b>	<b>0.00</b>



# General Fund Reallocations within Target

Prog. Name/# or Description	FY 2021 General Fund	General Fund FTE
72003 - FRM Chief Financial Officer, Cut Administrative Analyst Position (vacant)	(\$113,830)	(1.00)
72008A - FRM – Treasury, Reduce Temp Staffing, no longer required	(\$35,777)	0.00
72007 - FRM - Payroll/Retirement Services, Add Finance Specialist 2 plus Materials & Services, to provide operational support to departments around new payroll processes in ERP	\$117,813	1.00
72012 - FRM - Fiscal Compliance, Cut Finance Supervisor (Vacant) – see below	(\$143,569)	(1.00)
72012 – FRM – Fiscal Compliance, Add Finance Specialist Sr. -Position will provide sub-recipient technical support around fed/state compliance, departmental support on financial monitoring, learning, and post risk assessment monitoring	\$137,821	1.00
72046A - Workday Support Finance, Pay Equity Study various Finance positions	\$37,542	0.00
72034 - DART Residential Property Appraisal, Cut A&T Technician 2 (Vacant)	(\$89,464)	(1.00)
72023 – DART Administration, Add HR Analyst 1 - permanent, currently filled as an LDA, Directly supports WESP implementation in DCM & equity & inclusion efforts in DART	\$129,140	1.00
DART Division programs, reductions in Personnel and Materials & Services due to staff turnover	(\$39,676)	0.00
72017A - Central HR Services, HR Analyst Sr position moved from .80 FTE to 1.00 FTE	0.00	.20
<b>Department of County Management Total</b>	<b>0.00</b>	<b>0.20</b>



# New, OTO, Backfill & Restored Offers

	FY 2021 General Fund	GF Backfill	FY 2021 Other Funds	Total	Restoration	OTO	NEW
72000 DCM Director's Office - separates DCM Director & County Chief Operating Officer	\$362,400	N/A	\$0	\$362,400			X
72005C FRM Labor Compliance (converted OTO to ongoing)	\$163,779	N/A	\$0	\$163,779			
72005D FRM Clean Air Construction Standards	\$53,000	N/A	\$0	\$53,000			X
72017B Leadership Development & Accountability (converted OTO to ongoing)	\$191,381	N/A	\$0	\$191,381			
72017C WESP – Conflict Mediation & Resolution (converted OTO to ongoing)	\$175,910	N/A	\$0	\$175,910			
72022B Workday Support – Central Human Resources (converted OTO to ongoing)	\$1,060,602	N/A	\$0	\$1,060,602			
72046B Workday Support – Finance – (converted OTO to ongoing)	\$272,797	N/A	\$0	\$272,797			
72009B FRM OSHA Reporting	\$0	N/A	\$164,958	\$164,958			X
72025B DART County Clerk Carryover	\$48,410	N/A		\$48,410		X	
<b>Department of County Management Total</b>	<b>\$2,328,279</b>	<b>\$0</b>	<b>\$164,958</b>	<b>\$2,493,237</b>			



# Legislative Impacts & Future Policy Issues

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- State Impacts
  - SB 1049 Implementation (PERS)
  - Oregon Paid Family Leave
- Federal Impacts
  - CARES Act
  - Families First Coronavirus Response Act (FFCRA) (Emergency Sick Leave and FMLA expansion)
- Finance Division
  - Future GASB Accounting Standards
- COVID-19 impact & response anticipated to continue



# DCM Internal Covid-19 impacts

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Minimal budget impacts related to COVID-19

- Expect reduction in revenue from passport processing and are looking at other fee impacts with the Budget Office

DCM maintains critical services while working remotely

- Finance & Risk Management, Budget, Central HR, Business Services and DART teleworking
- Small number of staff onsite to process mail, payments, etc.

DCM staff support EOC and Shelters

- Equity Manager assisted in standing up EOC Equity Office
- Providing evaluation support to the EOC
- ERU Manager in shelter management role



# DCM Corporate Covid-19 impacts

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Central HR, Budget and Finance modifying business processes, policies and timelines to ensure continued county operations

- Leave borrowing, Families First Coronavirus Response Act (FFCRA), union agreements, evaluation process (PPR)
- Budget process modified and timelines updated
- Purchasing exemptions, OR-OSHA compliance investigations, extended deadline for BIT filing/payments

CFO and Budget Director tracking and reporting new funding and expenses (CARES Act, FEMA, etc.)

- Developed cost structure to track COVID-19 related expenditures / revenues
- Applying for grants as they come available
- Reviewing eligible costs and billing FEMA



# DCM Corporate Covid-19 impacts

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- WESP implementation – maintain commitments but the “how” may look different
- Central HR leading internal communications and providing countywide guidance on employee / labor issues
- Organizational Learning rethinking how we provide training and development opportunities while remote working, developing remote worker resources and tools to ensure worker success
- Risk Management in coordination with Facilities assisting staff who need ergonomic consultation in their home work environment



# DCM Corporate Covid-19 impacts

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Support new countywide efforts in response to COVID-19

- Risk Management developed social distancing guidelines
- A/P working with high risk providers on payments terms
- Partnered with JOHS to staff shelters and hotels
- Childcare service contracts for essential employees
- Developing critical employee testing pilot
- Partnered with departments to create guidance for face coverings and health screenings
- Developed custom benefits plan for shelter staff
- Provide marriage license and domestic partnerships electronically and via the mail
- Develop and execute COVID-19 emergency contracts



# Summary

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Continue  
Workforce Equity  
Strategic Plan  
Implementation

Ongoing Workday  
Support – Central  
HR & Finance

Assist County  
Leaders in  
maintaining  
financial resiliency

Leadership  
Development and  
Accountability  
Program

Respond to OSHA  
inspections and  
address impacts

Covid-19  
response work  
continues

WESP – Conflict  
Mediation &  
Resolution – build  
culturally responsive  
training

Build capacity for  
Diversity, Equity  
and Inclusion  
Training

Labor Compliance  
program to educate  
and support wage  
theft prevention



# Questions

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