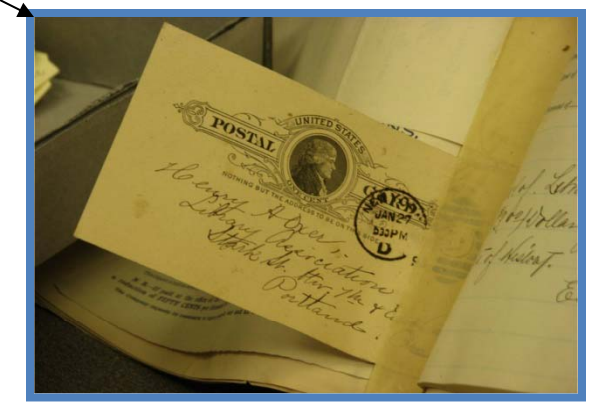
Department of County Assets
FY 2013 Proposed Budget

Presentation to the Board of County Commissioners

Multnomah County
Sherry Swackhamer, Director
May 22, 2012
Located at: **www.multco.us/budget**

DCA FY 2013 Budget Presentation



DCA FY 2013 Proposed Budget

Mission (draft):

- We plan, build, acquire, and maintain core assets – technology, facilities, vehicles, and records – that allow Multnomah County to achieve its mission for the community. We pioneer new models of service promoting efficiency and stewardship.

Vision (draft):

- We redefine when, where, and how local government operates. We lead innovative and sustainable practices in service delivery.

Guiding Principles (draft tagline):

- Creative synergies. Innovative technologies. Sustainable practices. Inclusive workplace.

DCA FY 2013 Proposed Budget

Values

MULTNOMAH COUNTY

Department of County Assets Values

Facilities	Information Technology	Fleet	Procurement and Contracts	Budget	Human Resources
Collaboration	Accomplishment	Autonomy	Balance	Challenge	Balance
Competence	**Collaboration**	**Collaboration**	**Collaboration**	**Collaboration**	**Collaboration**
Excellence	Community	Competence	Community	Competence	Community
Influence	Courage	Courage	Competence	Creativity	Compassion
Initiative	Creativity	Creativity	Creativity	Financial Prudence	Competence
Innovation	Dedication	Help Others	Diplomacy	**Integrity**	Help Others
Integrity	Financial Prudence	**Integrity**	**Integrity**	Justice	**Integrity**
Responsibility	**Influence**	Order	Order	Order	Justice
Safety	Integrity	**Responsibility**	**Responsibility**	**Responsibility**	**Responsibility**
Wisdom	**Responsibility**	**Wisdom**	**Wisdom**	**Wisdom**	**Wisdom**
	Wisdom				

DCA FY 2013 Proposed Budget

Citizen Budget Advisory Committee Recommendations

- **Program #78020 – Motor Pool**

  Recommendation: County should purchase video conferencing equipment to reduce motor pool needs and to reduce employee travel time to and from meetings.

- **Program #78036 – IT SAP Support Team**

  Recommendation: The County should prioritize employee self service for electronic timesheets. This could also tie in with the Employee Self-Service Benefits initiative.

- **Program #78008 – FPM Building Materials and Services 2009 Audit**

  Recommendation: The County should create an accurate and accountable inventory management system.

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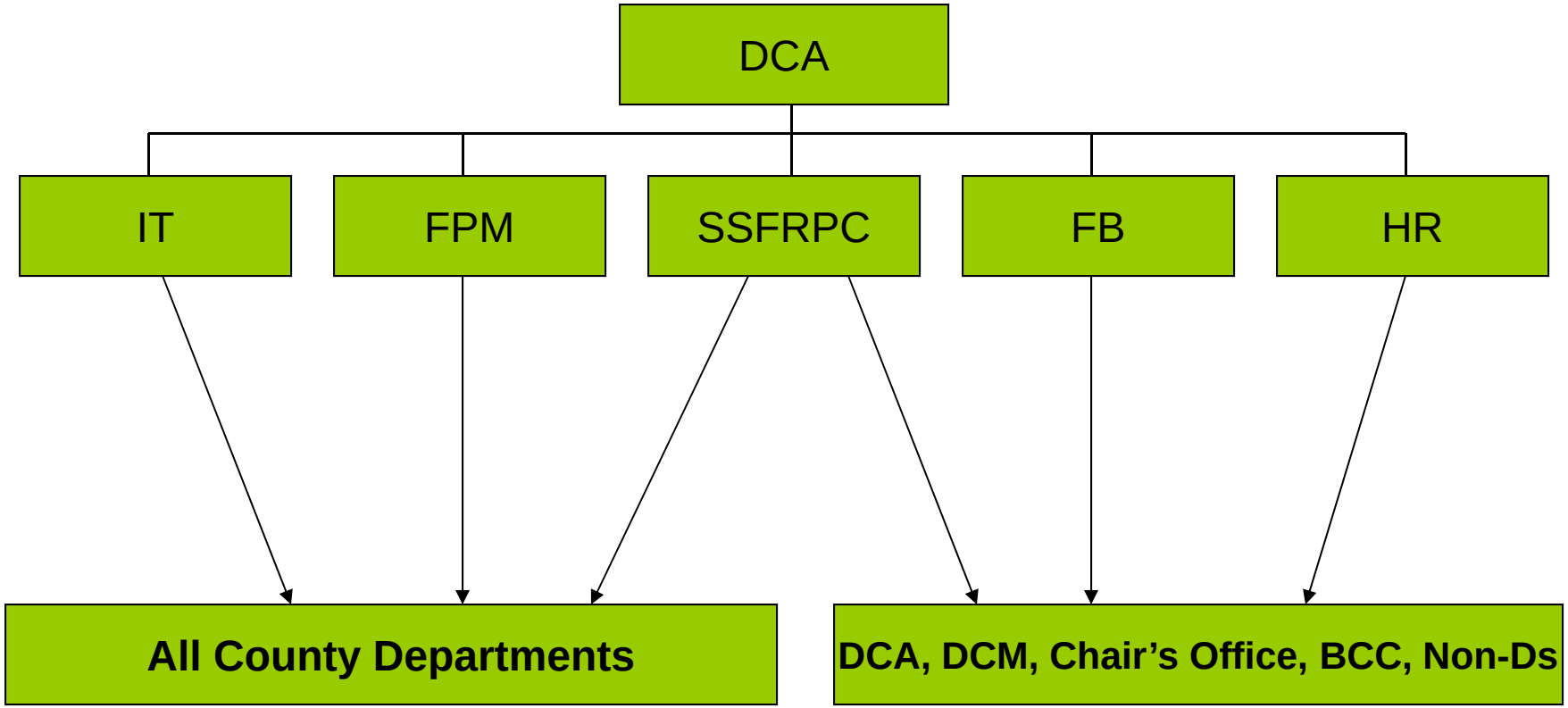
Our Partners



DCA FY 2013 by Division with FTE

Department of County Assets

Sherry Swackhamer, Director

Director's Office $557,216

2.0 FTE

Span of Control 1:10

Facilities & Property Management

$80,103,033

79.00 FTE

Span of Control 1:11

Information Technology

$44,413,369

151.15 FTE

Span of Control 1:09

Fleet, Records, Electronics, and Distribution

$14,423,136

34.40 FTE

Span of Control 1:10

Administrative Hub

$4,575,979

36.50 FTE

Span of Control 1:08

Strategic Sourcing

$492,451

3.5 FTE

Span of Control included in Admin Hub

In transit: *Electronics to Facilities during FY 13.*

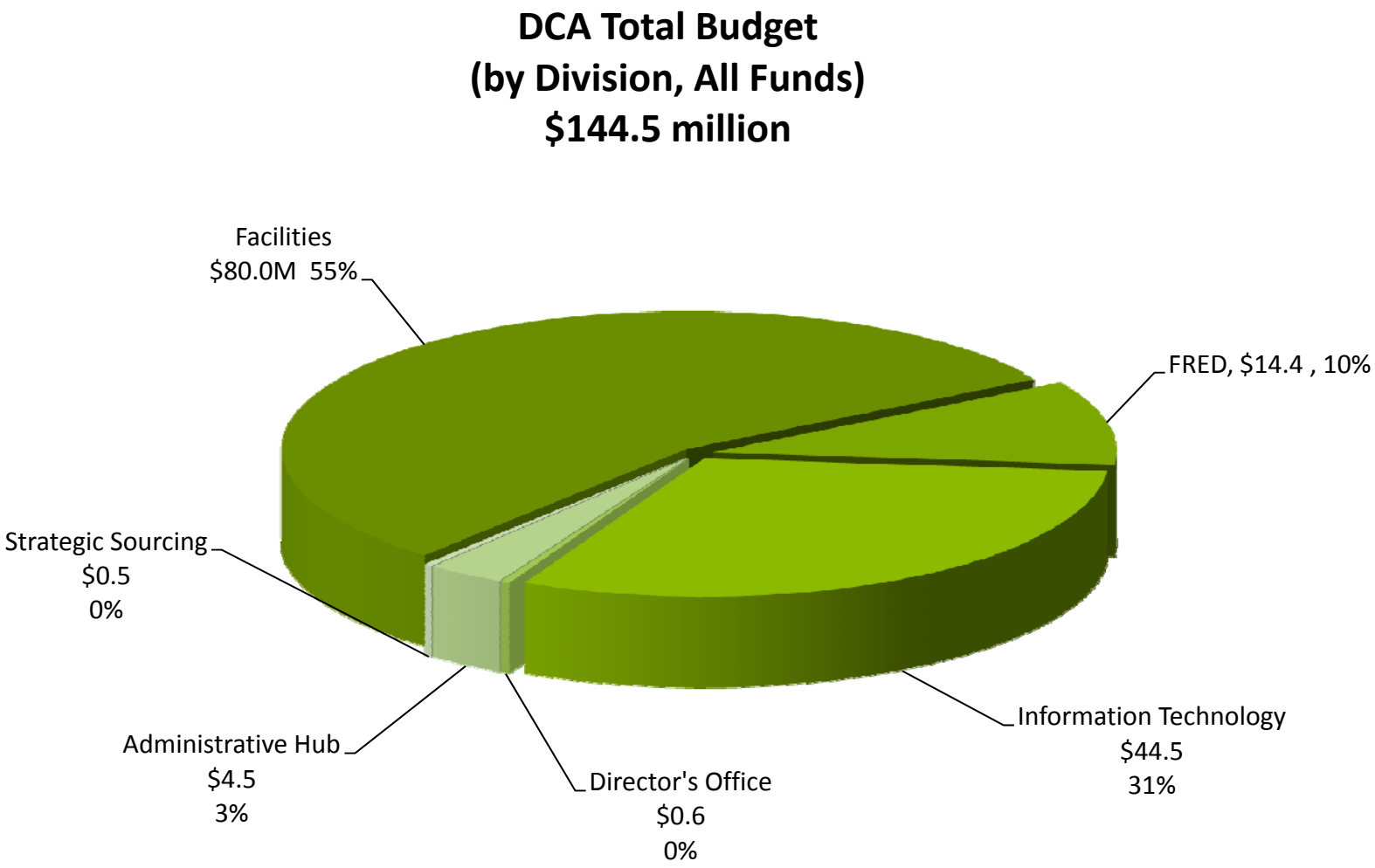
Total Proposed Budget for FY 2013

$144,565,184

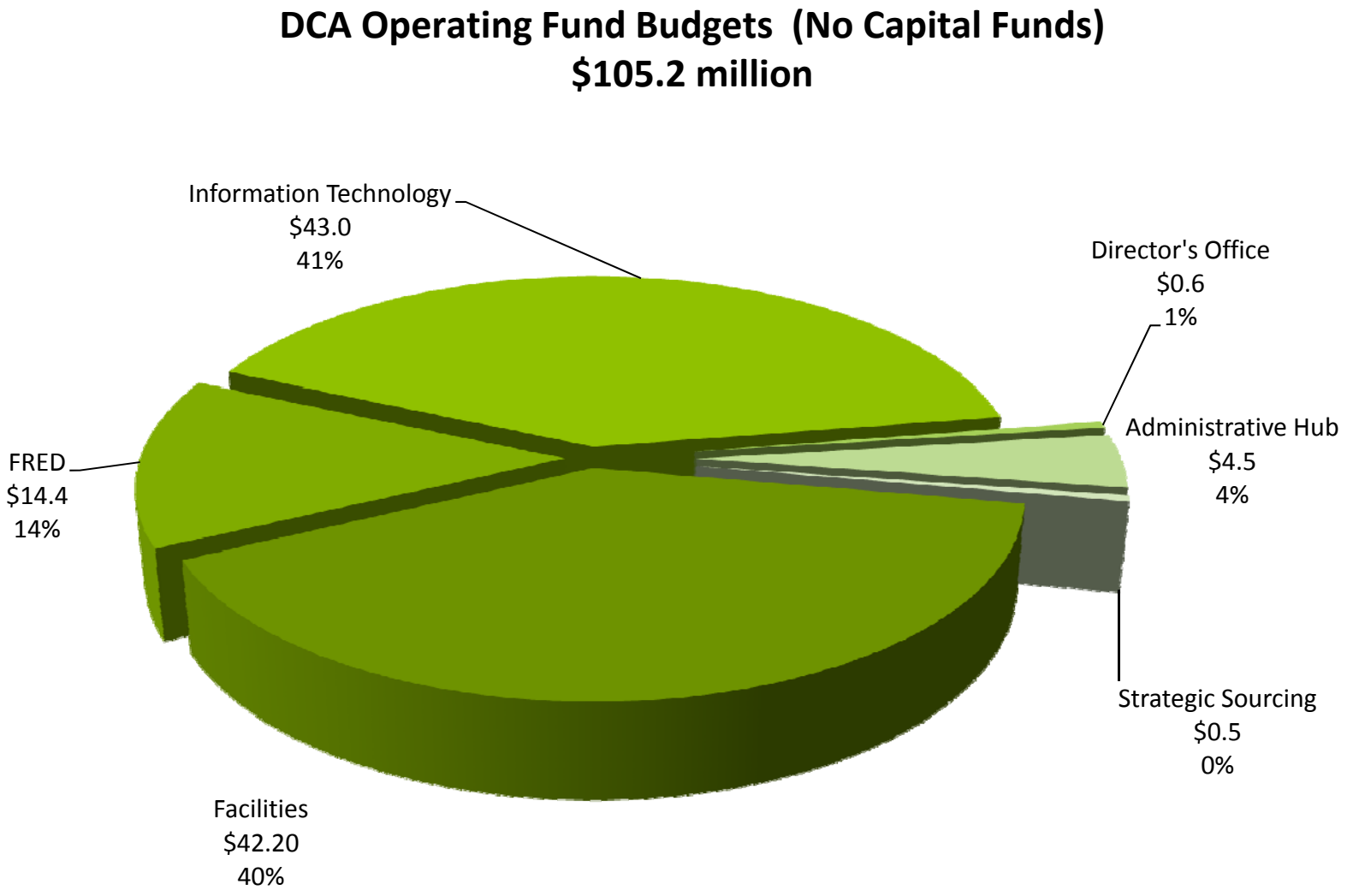
306.55 FTE

Span of Control 1:10

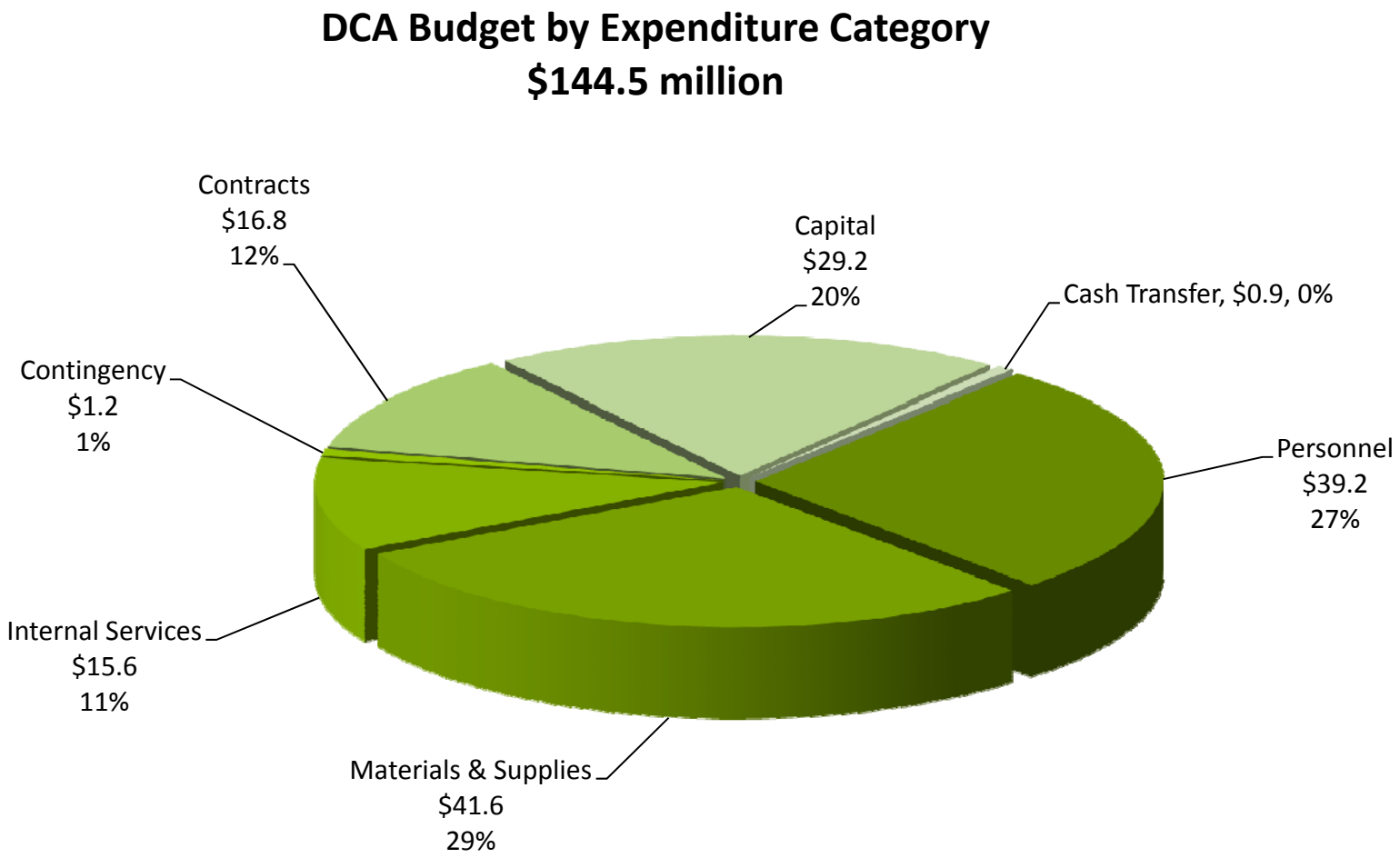
DCA FY 2013 Proposed Expenditures



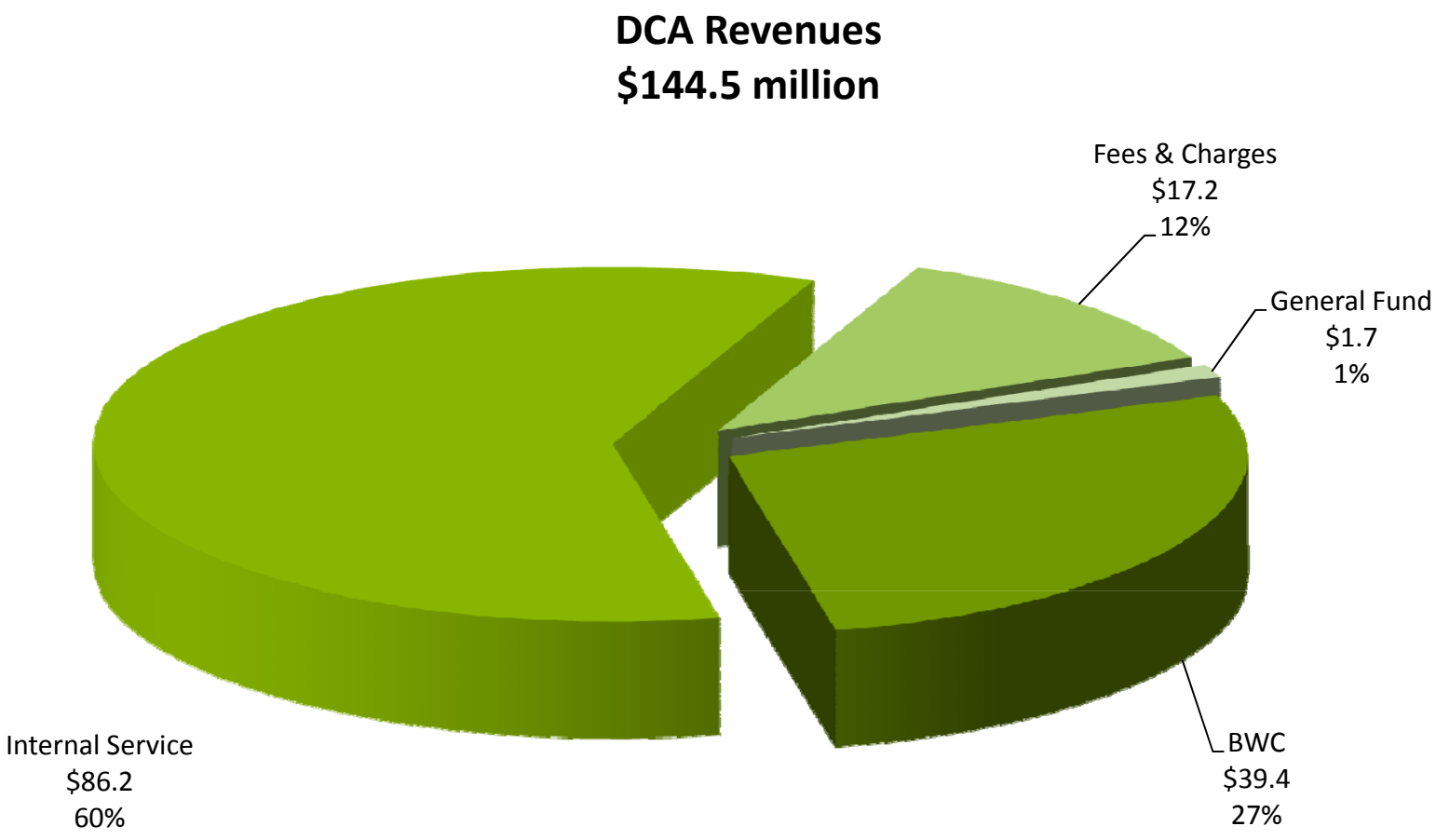
DCA FY 2013 Operating Budget



DCA FY 2013 Expenditures by Category



DCA FY 2013 Proposed Revenues



DCA FY 2013 Net FTE Changes

DCA Year-over-Year FTE Changes, FY 2012-FY 2013

	FY 12 FTE	FY 13 FTE	Difference	What Happened??
Director's Office	0.00	2.00	2.00	Moved 2.0 positions from IT
Facilities	85.50	79.00	(6.50)	8.0 FTE moved to Hub; 1.5 added
Fleet, Motor Pool, & Electronics	25.00	24.00	(1.00)	3.0 FTE to Hub; 2.0 FTE added to Fleet
Distribution & Central Stores	23.00	10.40	(12.60)	12.2 reduced Central Stores; 0.4 mgr reduced
Information Technology	165.14	151.15	(13.99)	12.5 FTE to Hub, 2.0 Director's Ofc
Administrative Hub	10.00	36.50	26.50	*See next slide for details*
Strategic Sourcing	0.00	3.50	3.50	0.5 FTE converted from LDA to ongoing
Total:	**308.64**	**306.55**	**(2.09)**	

- Each fund has several small "up and down" changes in addition to transferring positions to the Administrative Hub
- There were several small "up and down" changes in the Administrative Hub itself

DCA FY 2013 Administrative Hub

How did we create the Administrative Hub?

- All of the internal service funds had administrative positions in them, which moved into the Hub
  - Asset procurement, management, and upkeep creates lots of financial and personnel transactions
  - When the department was created in FY 2012, DCM's Business Services and HR groups were moved into DCA—10 positions.

Administrative Hub year-over-year changes, FY 2012-FY 2013

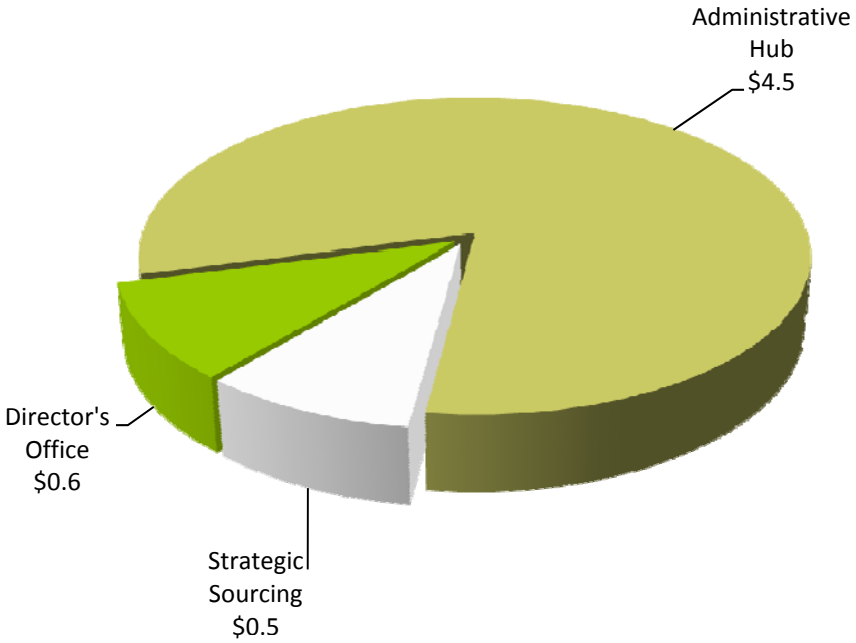
	FY 12 FTE	FY 13 FTE	Difference	What Happened??
Human Resources	8.00	7.00	(1.00)	1.0 FTE HR Manager cut
Budget, Finance, and Planning	17.00	17.00	0.00	
Contracts & Procurement	12.00	12.50	0.50	0.5 FTE converted from LDA to ongoing
TOTAL:	**37.00**	**36.50**	**(0.50)**	

DCA FY 2013 General Fund

Why so much General Fund?

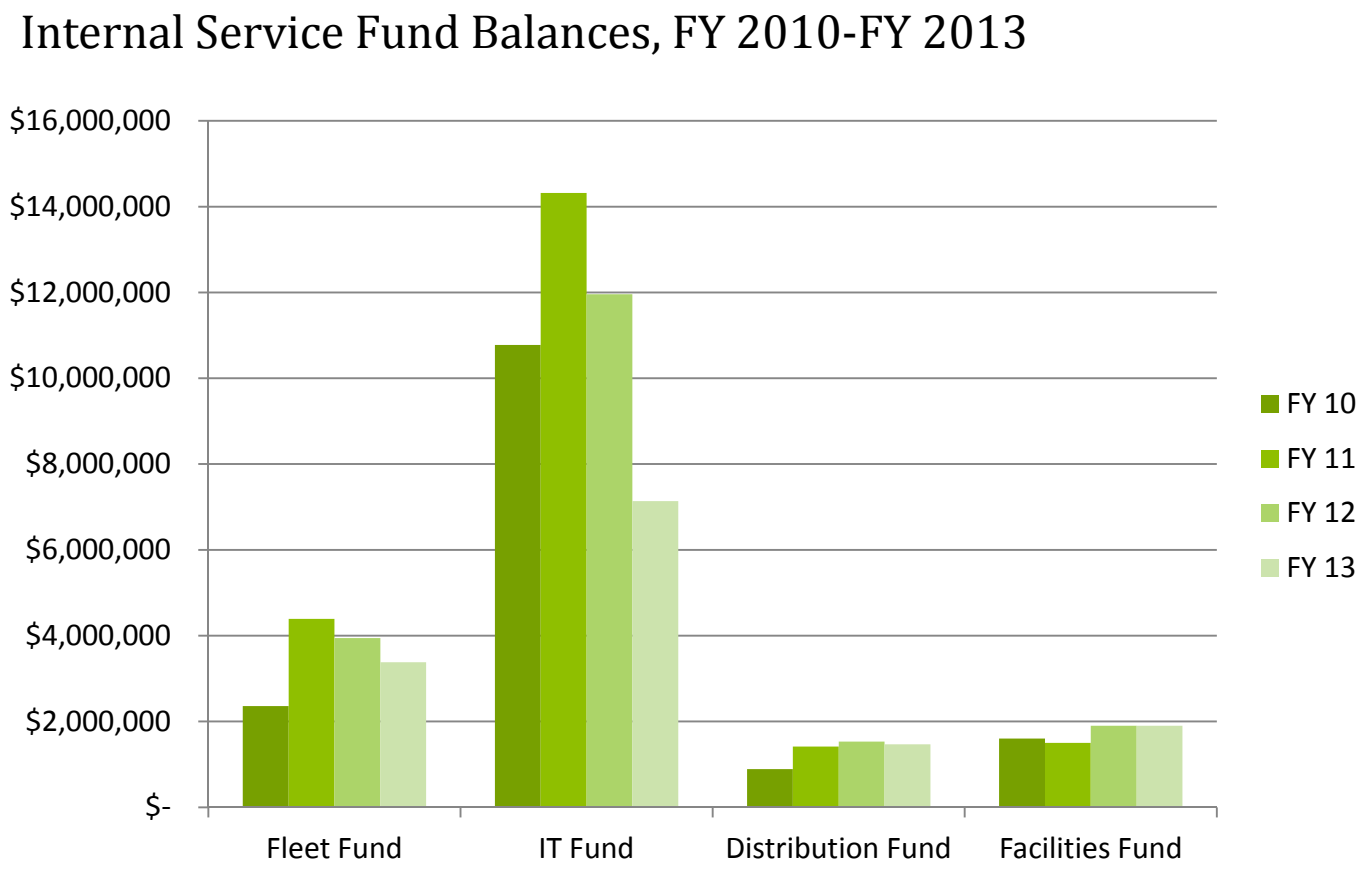
- Administrative Hub and Director's Office are "charged back" to internal service funds—so are revenue supported.
- Administrative Hub services provided for DCM and Nondepartmental agencies are covered by DCA's General Fund constraint of $1.7 million.
- Strategic Sourcing is General Fund supported in FY 2013, in anticipation of being included in the indirect cost allocation plan in FY 2014, to allow cost recovery from grant funding.

DCA General Fund Programs, $5.6 million



DCA FY 2013 Fund Balances

The IT Fund balance is really declining.



DCA FY 2013 Proposed Budget

Keeps

- Overview
  - Created the Department of County Assets
    - FTE ~ 306
    - Buildings ~134
    - Rentable Square Feet ~3.2 M
    - Help Desk Tickets ~38,400 annually
    - Computers, Laptops, and Tablets ~5,100
    - Business Applications ~210
    - Records Maintained ~ 120 M
    - Fleet Rolling Stock ~700 vehicles

DCA FY 2013 Proposed Budget

Keeps (continued)

- OTO
  - Fund Balance—Central Stores, $1 M
  - Contracts Position, LDA, $1 K
  - Two Central Stores Positions Moved to Fleet, $250 K
  - New IT Projects, $1.5 M
- Innovative/New
  - Strategic Sourcing
  - Virtual Private Marketplace
- Restructured/Redesign
  - Administrative Hub
  - Electronics move to Facilities and Property Management

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Cuts

- Central Stores and Administrative Hub
- Annual operating costs reduced overall by ~$1.2M
- 12.2 FTE reduced
  - *3.0 FTE transferred to Fleet/DCS*
  - *0.4 FTE management position "shared" with Central Stores also reduced*
- Impacts
  - Implementing Strategic Sourcing with Private Market Place
  - Reduced FY 2013 Rate Allocations, ~$1 M
  - Eliminated 26,000 sq. ft. of leased space
  - Expected on-going savings, ~$500 K annually
  - One potential layoff from positions eliminated
  - Minimal risks

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State Impacts

- No direct impacts
- Indirect impacts based on program changes made by departments

Federal Impacts

- Same as above

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Issues, Risks & Challenges

- Policy Issues
  - Proposed changes in purchasing policies
  - Capital Planning
- Short-Term Concerns
  - Organization Change
  - Employee Retention and Recruitment
  - Multnomah Evolves Projects
- Long-Term Concerns
  - Opportunities
  - Strategic Planning
  - Keeping Pace w/Technology
  - Creating Partnerships

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Accomplishments

- East County Courthouse
- Inverness Jail Laundry Facility
- Facilities Asset Strategic Plan
- Data Center and Disaster Recovery
- Multco Commons Implementation ("Retiremint")
- County-wide Contract System (SRM)
- Organization of Administrative Hub
- De-commissioning of Central Stores
- Partnerships with PPS and City of Portland

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Questions?