

Priority: Accountability **Lead Agency:** County Management
Program Offer Type: Administration **Program Contact:** Doug Butler
Related Programs: 72044, 72045, 72046, 72047, 72048, 72049, 72051

Program Characteristics:

Executive Summary

The Facilities Director provides the key leadership role for the division. He, in coordination with the Business Services team, provide comprehensive support and coordination ensuring sound financial management and contracting policies.

Program Description

The Facilities Administration and Business Services unit supports the division by providing responsible leadership, sound budgetary, contract and financial oversight. They further ensure that the cost to deliver its' service is both efficient and effective. They coordinate the annual budget process, provide monthly financial reports, monitor position controls, forecast revenue/expenses, as well as, analyze extensive fiscal and contract impacts.

Program Justification

Facilities contributes to the accountability priority by assuring both the taxpayer and it's internal clients that the Division's programs are focused on maintaining cost effective practices, maintaining good communication with departments that meets customer needs. While focusing the Division's attention on customer service, we work to ensure that we build and maintain relationships, as well as, communication links with both external and internal clients. We have implemented policies, procedures and frameworks which have improved the trust and confidence that clients have in both the Division and Department of County Management. Our costing model provides transparent and reliable information for decision-making, as well as, improving and reporting results.

Facilities further ensures that all revenues and expenses are analyzed, budgeted, and monitored appropriately.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY04-05)	Current Year Purchased (FY05-06)	Current Year Estimate (FY05-06)	Next Year Offer (FY06-07)
Output	Target to maintain an administrative rate at less than 5% of total county budget	5%	5%	5%	5%
Outcome	Percentage of invoices and receipts paid on time	92%	92%	94%	96%
Output	Facilities invoice payments processed	9,562	8,600	8,600	8,500
Output	Number of Facilities Journal Entries and transactions	36,029	39,000	39,000	39,000

Performance Measure - Description

We recognize limited County resources and the importance of sound business practices. We have submitted our internal rates budget in a timely manner and have met audit standards.

Our goal is to maintain a rate less than 5% of the total Countywide budget. In addition, through streamlining processes, procedures and systems we will maximize both the output and timeliness of both invoices and transactions.

Legal/Contractual Obligation

ORS279.015 - State Statute regarding QRF use of services contracts

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
	2006	2006	2007	2007
Program Expenses				
Personnel	\$0	\$1,420,175	\$0	\$1,518,899
Contracts	\$0	\$20,922	\$0	\$21,500
Materials & Supplies	\$0	\$69,055	\$0	\$95,950
Internal Services	\$0	\$166,869	\$0	\$195,895
Cash Transfer	\$0	\$0	\$0	\$0
Subtotal: Direct Exps:	\$0	\$1,677,021	\$0	\$1,832,244
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	\$0	\$0	\$0	\$0
Total GF/non-GF:	\$0	\$1,677,021	\$0	\$1,832,244
Program Total:	\$1,677,021		\$1,832,244	
Program FTE	0.00	0.00	0.00	16.00
Program Revenues				
Fees, Permits & Charges	\$0	\$1,663,387	\$0	\$1,832,244
Intergovernmental	\$0	\$0	\$0	\$0
Other / Miscellaneous	\$0	\$87,840	\$0	\$0
Program Revenue for Admin	\$0	\$0	\$0	\$0
Total Revenue:	\$0	\$1,751,227	\$0	\$1,832,244

Explanation of Revenues

84% of revenues are from internal services charges. The remaining 16% comes from leases, service requests. departmental enhancements to service and capital requests outside the capital budget.

Significant Program Changes**Last year this program was:**

Facilities Administration has developed ongoing communications and prepared presentations for the Board of Commissioners, board staff, the Executive Committee, and Administrative Services Managers. In the near future we will request approval for reclassifying the administrative function of 1 FTE, from an OA Sr to a Management Assistant in order to accomplish the goals and strategies as outlined and directed by the Chair and BCC. We will continue to refine its quality measures and planning activities in an effort to continue to improve facilities services to its clients.