

Priority: Accountability
Program Offer Type: Administration
Related Programs:

Lead Agency: County Management
Program Contact: Bob Thomas

Program Characteristics:

Executive Summary

The Facilities Management and Business Services Program establishes strategy, processes, policy and guidance for the management of Multnomah County facilities, both owned and leased, collaborating with other program offices and regional authorities as appropriate.

Program Description

The Facilities Administration team provides executive direction and oversight of the planning, direction, coordination, and evaluation of the programs, functions, and activities of the Division.

The Business Services teams ensure consistency, quality, and cost effectiveness in program execution. They manage the Division's budget supporting the annual workplan, overseeing financial policies and internal controls ensuring accurate and timely accounting of all revenue and expenditures. They also provide contract and procurement support including initiatives that foster partnerships with both QRF (Qualified Rehabilitative Firms) and MWESB contractors. The data management team maintains accurate and detailed building data and CAD support of all County buildings, as well as, develop cost-effective plans for managing Facilities technology and data. The Lease Administration team manages lease representation, documentation, administration, legal support and enforcement. The Building Management team provide operational and logistical oversight for both in-house and contracted service delivery for County buildings.

Program Justification

Facilities partners with both the taxpayer and its internal clients ensuring that the Division's programs are focused on maintaining cost effective practices, excellence in customer service, and innovative programs. 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 business models provide transparent and reliable information for decision-making, as well as, facilitating insight into financial and performance management. Facilities has bolstered the County's support of MWESB and QRF programs, providing 98% of the organization's contracts in these areas.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY07-08)	Current Year Purchased (FY08-09)	Current Year Estimate (FY08-09)	Next Year Offer (FY09-10)
Output	MWESB Contracts awarded	98.0%	99.0%	98.0%	98.0%
Outcome	Percent of Invoices paid on-time within Std Net30 terms	86.0%	88.0%	85.0%	85.0%
Output	Real Estates files updated 10 days after receipt of executed documents	90.0%	95.0%	95.0%	95.0%
Outcome	Percentage of leases renewed or terminated by expiration	85.0%	90.0%	90.0%	95.0%

Performance Measure - Description

MWESB (Minority, Women, Emerging Small Businesses) contracts are those that ensure uniform access to all public contracting dollars. Facilities awards over 98% of its remodeling/construction contracts with state certified MWESB firms.

Facilities processes over 10,000 payments (direct pays, 3 way matches and invoices) annually. It is both our goal and mandate to pay invoices and process documents within 30 days.

Lease administration manages over 100 leases, permits and agreements which total over \$5 million annually. The section aggressively manages leases to ensure full compliance and protection of the County's interests.

Legal/Contractual Obligation

By State law and PCRB rules we are mandated to utilize both MWESB and QRF firms to perform services Janitorial, Landscaping and Security services. Facilities has over \$6,000,000 in operational contracts, which are either MWESB or QRF contracts.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
	2009	2009	2010	2010
Program Expenses				
Personnel	\$0	\$1,584,351	\$0	\$2,349,935
Contracts	\$0	\$101,530	\$0	\$4,218,828
Materials & Supplies	\$0	\$77,529	\$0	\$5,203,949
Internal Services	\$0	\$418,258	\$0	\$926,164
Capital Outlay	\$0	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0	\$0
Cash Transfer	\$0	\$0	\$0	\$0
Unappropriated & Contingency	\$0	\$0	\$0	\$0
Subtotal: Direct Exps:	\$0	\$2,181,668	\$0	\$12,698,876
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	\$0	\$0	\$0	\$0
Total GF/non-GF:	\$0	\$2,181,668	\$0	\$12,698,876
Program Total:	\$2,181,668		\$12,698,876	
Program FTE	0.00	20.00	0.00	22.50
Program Revenues				
Indirect for dep't Admin	\$0	\$0	\$0	\$0
Fees, Permits & Charges	\$0	\$2,181,668	\$0	\$11,542,761
Intergovernmental	\$0	\$0	\$0	\$1,156,115
Other / Miscellaneous	\$0	\$0	\$0	\$0
Program Revenue for Admin	\$0	\$0	\$0	\$0
Total Revenue:	\$0	\$2,181,668	\$0	\$12,698,876

Explanation of Revenues

Facilities receives 88% of its revenues from Departmental Service Reimbursements. Additional 6% of revenues are from external leases or IGA (Intergovernmental Agreements). The remaining 6% of revenues are generated through service requests or enhanced services that are programmatic requirements such security or custodial services beyond basic building needs.

Significant Program Changes

Last year this program was: