

Lead Agency: County Management

Program Contact: Colleen Bowles

Program Offer Type: Internal Service

Related Programs:

Program Characteristics:

Executive Summary

Facilities Lease Management supports and enhances the County's objectives for its real estate portfolio by implementing the ideas, concepts, and strategies for a cost effective portfolio. This focus provides programs with efficient optimal space that meets spatial needs of the county.

Program Description

The Lease Management team focuses on Multnomah County's Real Estate portfolio, which includes over 3 million sq ft and over 130 buildings providing distinct expertise and a strategic focus that provides County Officials and Agencies with the ability to make informed decisions regarding the County real property portfolio.

Lease Management supports DCM & County programs by directly managing over 100 leases, permits, and agreements which total over \$5 million annually. It serves critical operational needs through lease representation, documentation, administration, legal support, and enforcement. The section aggressively manages leases to ensure full compliance and protection of the County's interests.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY08-09)	Current Year Purchased (FY09-10)	Current Year Estimate (FY09-10)	Next Year Offer (FY10-11)
Output	Real Estate files updated 10 days after receipt of executed documents	95.0%	95.0%	95.0%	98.0%
Outcome	90% of leases renewed or terminated by expiration	90.0%	90.0%	95.0%	95.0%

Performance Measure - Description

Internal Lease documentation is a daily part updating information, as well as, extended capacities in reporting. Annual lease administration enforcement is accomplished by utilizing the Facilities Lease information Administration Database. This database maintains data that encompasses building data, property tax exemptions, expense calculations, revenue reconciliations, lease renewal and expiration dates. Also, provided are automatic e-mail updates which allows prompt lease actions with resolute deadlines.

Legal/Contractual Obligation**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2010	2010	2011	2011
Personnel	\$0	\$195,533	\$0	\$202,910
Contracts	\$0	\$2,500	\$0	\$25,000
Materials & Supplies	\$0	\$5,018,503	\$0	\$5,221,650
Internal Services	\$0	\$10,339	\$0	\$2,950
Total GF/non-GF:	\$0	\$5,226,875	\$0	\$5,452,510
Program Total:	\$5,226,875		\$5,452,510	
Program FTE	0.00	2.00	0.00	2.00
Program Revenues				
Fees, Permits & Charges	\$0	\$5,009,990	\$0	\$5,452,510
Intergovernmental	\$0	\$216,885	\$0	\$0
Total Revenue:	\$0	\$5,226,875	\$0	\$5,452,510

Explanation of Revenues

Lease Management's main revenue source is the internal facilities charges to other Agencies. Real Estate services are becoming more self-sustaining through in-house representation in major transactions including savings over \$500,000 in outside commissions.

In 2011, anticipated lease & sales transaction volume, lease & parking administration & internal consultation will continue to result in cost avoidance due to in-house efforts.

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

#72073 - Facilities Asset Management - Renamed Lease Management is now under the Business Services Section with 2 FTE supporting all lease administration and support functions.