

Lead Agency: Department of County

Program Contact: Bob Thomas

Program Offer Type: Administration

Related Programs:

Program Characteristics:

Executive Summary

The Facilities Administration and Business Services Program provides expert facilities guidance to County executives and clients while directing and supporting the strategies, policies and operations of the Division. This program administers the County's real estate portfolio strategies, capital allocation and investment strategies, and operational business strategies. The teams develop, promote and provide guidance on industry best practices; portfolio analysis; capital allocations and investments; asset valuations; pricing policy; occupancy administration; maintenance strategies; operational performance measurements and targets; benchmarking of portfolio and asset performance; strategies for continuous improvement; and optimal investment decisions for acquisition, construction, renovation, leasing, utilization, maintenance and disposition activities.

Program Description

The Facilities Administration team provides strategic direction, administration and management support for the programs, functions and activities of the Division. The Administration Office is responsible for maximizing the value of Multnomah County's portfolio of owned and leased assets by developing strategies based on the goals and objectives of the owner (taxpayer) and balancing competing stakeholder objectives.

The Business Services teams ensure consistency, quality, and cost effectiveness in program execution. They manage the Division's budget supporting the annual work plan, 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 Qualified Rehabilitative Firms (QRF) and Minority, Women and Emerging Small Business (MWESB) contractors. The data management team maintains accurate and detailed building data and Computer Aided Drafting/Design (CAD) support of all County buildings, as well as, develop cost-effective plans for managing Facilities technology and data.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY09-10)	Current Year Purchased (FY10-11)	Current Year Estimate (FY10-11)	Next Year Offer (FY11-12)
Output	MWESB Contracts awarded	98.0%	98.0%	98.0%	98.0%
Outcome	Percent of Invoices paid on-time within Std Net30 terms	91.0%	85.0%	90.0%	90.0%

Performance Measure - Description

MWESB 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.

Legal/Contractual Obligation

By State law we are mandated to utilize QRF firms to perform services Janitorial, Landscaping and other services that allow individuals who would otherwise not have gainful employment. PCRB rules also outline strategic initiatives to ensure MWESB are included in solicitations. Facilities has over \$7,000,000 in operational contracts, of which \$3.0M are QRF contracts.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2011	2011	2012	2012
Personnel	\$0	\$1,595,616	\$0	\$1,635,861
Contracts	\$0	\$70,700	\$0	\$50,850
Materials & Supplies	\$0	\$71,545	\$0	\$67,234
Internal Services	\$0	\$437,696	\$0	\$397,137
Total GF/non-GF:	\$0	\$2,175,557	\$0	\$2,151,082
Program Total:	\$2,175,557		\$2,151,082	
Program FTE	0.00	15.00	0.00	15.00
Program Revenues				
Fees, Permits & Charges	\$0	\$2,043,643	\$0	\$2,151,082
Other / Miscellaneous	\$0	\$120,000	\$0	\$0
Total Revenue:	\$0	\$2,163,643	\$0	\$2,151,082

Explanation of Revenues

Facilities receives 79% of its revenues from Departmental Service Reimbursements. Additional 8% of revenues are from external leases or IGA (Intergovernmental Agreements). The remaining 13% 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

✔ Significantly Changed

Last year this program was: #72066, Facilities Administration and Business Services

One additional FTE added to serve as Facilities Board Policy Liaison and for development of asset business plans. Funding for this position is within the Facilities rate structure.