

**Lead Agency:** Department of County

**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 Leased Real Estate portfolio, which includes over 400,000 sq ft of our 3 million sq ft portfolio. This team provides distinct expertise and a strategic focus that provides County Officials and Agencies with the flexibility and ability to make informed decisions regarding the County's real property leased portfolio.

Lease Management supports 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 (FY09-10)	Current Year Purchased (FY10-11)	Current Year Estimate (FY10-11)	Next Year Offer (FY11-12)
Output	Real Estate files updated 10 days after receipt of executed documents	100.0%	98.0%	98.0%	98.0%
Outcome	90% of leases renewed or terminated by expiration	100.0%	95.0%	98.0%	98.0%

**Performance Measure - Description**

Internal Lease documentation is a daily part of 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 the integrity of information encompassing building data, property tax exemptions, expense calculations, revenue reconciliations, as well as, lease renewal and expiration dates.

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

	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
<b>Program Expenses</b>	2011	2011	2012	2012
Personnel	\$0	\$202,910	\$0	\$210,573
Contracts	\$0	\$25,000	\$0	\$0
Materials & Supplies	\$0	\$5,221,700	\$0	\$5,062,577
Internal Services	\$0	\$4,496	\$0	\$2,259
<b>Total GF/non-GF:</b>	<b>\$0</b>	<b>\$5,454,106</b>	<b>\$0</b>	<b>\$5,275,409</b>
<b>Program Total:</b>	<b>\$5,454,106</b>		<b>\$5,275,409</b>	
Program FTE	0.00	2.00	0.00	2.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$6,656,694	\$0	\$5,275,409
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$6,656,694</b>	<b>\$0</b>	<b>\$5,275,409</b>

**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 \$350,000 in outside commissions.

In 2012, 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:** #72076, Facilities Lease Management  
#72076 - Facilities Lease Management