

**Department:** County Assets **Program Contact:** Alene Davis  
**Program Offer Type:** Internal Service **Program Offer Stage:** As Adopted  
**Related Programs:** 78203  
**Program Characteristics:** One-Time-Only Request

**Executive Summary**

This offer is for a full time limited duration Facilities Specialist 3 in the Client Services Program to work as a Project Manager/Property Manager to support the existing, transitioning, and new homeless shelters. The position will coordinate with Joint Office of Homeless Services, Facilities staff, shelter operators, vendors, and service providers to help ensure shelter facilities are successfully established and maintained from a building perspective.

**Program Summary**

Facilities supports the operations of three homeless shelters in County-owned buildings. The support of these shelters has placed a higher-than-anticipated load on the existing property management and project management staff, increasing their regular and overtime work. This position will offset that extra workload.

Facilities such as the Hansen Building were not originally intended for residential use such as a homeless shelter but are needed to meet the current homelessness/housing emergency. Building systems such as plumbing, electrical and HVAC are strained. The coordination of keeping these kinds of facilities operational until new shelters can be brought on line, and a move made, is both critical and time-consuming. This position will lead Facilities' coordination efforts for this ongoing work, as well as the operations and transitioning of the Willamette Shelter and the Gresham Women's Shelter.

JOHS is working with Facilities to help identify and establish new shelters within the community over the next year. This position will provide Project Management support to bolster the work by the Facilities Sr. Real Estate Specialist to identify and stand up new shelters on behalf of JOHS.

**Performance Measures**

Measure Type	Primary Measure	FY17 Actual	FY18 Purchased	FY18 Estimate	FY19 Offer
Output	Provide Project Management/Property Management services to support JOHS building-related efforts	n/a	n/a	n/a	10 projects
Outcome	Number of transitioned or newly-established shelters supporting the homeless community	n/a	n/a	n/a	5

**Performance Measures Descriptions**

PM #1 Output--Provide Project Management and/or Property Management services to support JOHS for building-related efforts supporting homeless shelters including 10 projects/initiatives.

PM #2 Outcome--Contribute to the transition to and/or establishment of new shelters supporting the homeless community including 5 new/transitioned shelters.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2018	2018	2019	2019
Personnel	\$0	\$0	\$0	\$131,915
Materials & Supplies	\$0	\$0	\$0	\$5,300
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$137,215</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$137,215</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Financing Sources	\$0	\$0	\$0	\$137,215
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$137,215</b>

Explanation of Revenues

\$137,215 transfer from the General Fund.

Significant Program Changes

Last Year this program was: