

## Real Estate Services Department

### DESCRIPTION OF MAJOR SERVICES

The Real Estate Services Department (RES D) consists of the Leasing and Acquisition Division, Administrative and Fiscal section, Facilities Management Division, and the Architecture and Engineering Department (shown elsewhere in the County budget).

Budget at a Glance	
Requirements Less Reimbursements*	\$3,087,334
Sources/Reimbursements	\$3,087,334
Net County Cost	\$0
Total Staff	23
Funded by Net County Cost	0%
<small>*Includes Contingencies</small>	

The Leasing and Acquisition Division negotiates and administers revenue and expenditure leases on behalf of County departments. Revenue leases allow for the use of County-owned facilities, generally at County parks and airports, and generate revenue to offset expenses incurred to provide such facilities to residents and users. Expenditure leases provide space in leased facilities throughout the County for departments and their employees to support the delivery of services in locations convenient to the residents served. In addition, the division is responsible for the property management of court facilities within the County and the County-owned land and dairy facilities in the Chino Agricultural Preserve.

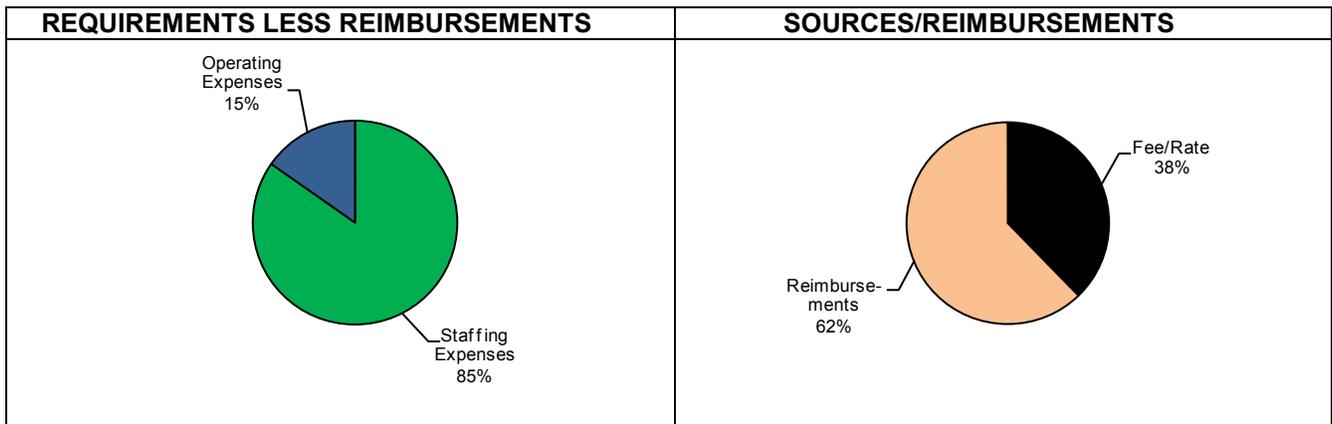
The Leasing and Acquisition Division also provides appraisal, acquisition, and relocation assistance for County departments and, upon request, to other agencies including San Bernardino Associated Governments (SANBAG), the State of California, and various cities. Staff establishes values and acquires the necessary rights-of-way needed to complete public safety projects, including the construction and maintenance of transportation corridors and floodways. This Division also acquires land and facilities for various functions and disposes of property determined to be surplus to the County's needs.

The activities of the Leasing and Acquisition Division are conducted in accordance with, and in support of, the County goals to operate in a fiscally responsible and business-like manner, to maintain public safety, to provide for the health and social service needs of County residents, and to pursue County goals and objectives by working with other governmental agencies.

The Administrative and Fiscal section is responsible for maintaining an inventory of all County land and buildings, including leased facilities, and provides all support functions including budgeting, personnel administration and automation services.

The Facilities Management Division serves the public by providing quality custodial, grounds and maintenance services that enable County departments and staff to effectively meet the expectations of their customers.

### 2014-15 ADOPTED BUDGET



**BUDGETED STAFFING**

STAFFING ANALYSIS					5-YEAR STAFFING TREND				
Authorized Positions	2012-13 Final	2013-14 Adopted	2013-14 Final	2014-15 Adopted					
Regular	23	23	23	23					
Limited Term	0	0	0	0					
Total	23	23	23	23					
Staffing Expenses	\$2,493,985	\$2,580,399	\$2,587,932	\$2,616,459					

**ANALYSIS OF 2014-15 ADOPTED BUDGET**

GROUP: Operations and Community Services  
 DEPARTMENT: Real Estate Services  
 FUND: General

BUDGET UNIT: AAA RPR  
 FUNCTION: General  
 ACTIVITY: Property Management

	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Actual	2013-14 Final Budget	2014-15 Adopted Budget	Change From 2013-14 Final Budget
<b>Requirements</b>							
Staffing Expenses	2,070,831	2,376,998	2,456,624	2,527,520	2,587,932	2,616,459	28,527
Operating Expenses	229,159	380,674	311,174	313,709	404,537	470,875	66,338
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	2,299,990	2,757,672	2,767,798	2,841,229	2,992,469	3,087,334	94,865
Reimbursements	(959,396)	(1,639,941)	(1,612,260)	(1,639,570)	(1,817,971)	(1,922,695)	(104,724)
Total Appropriation	1,340,594	1,117,731	1,155,538	1,201,659	1,174,498	1,164,639	(9,859)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	1,340,594	1,117,731	1,155,538	1,201,659	1,174,498	1,164,639	(9,859)
<b>Sources</b>							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	1,478,374	1,226,221	1,244,450	1,214,215	1,166,965	1,164,639	(2,326)
Other Revenue	26,655	50	41,826	0	0	0	0
Total Revenue	1,505,029	1,226,271	1,286,276	1,214,215	1,166,965	1,164,639	(2,326)
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	1,505,029	1,226,271	1,286,276	1,214,215	1,166,965	1,164,639	(2,326)
Net County Cost	(164,435)	(108,540)	(130,738)	(12,556)	7,533	0	(7,533)
Budgeted Staffing					23	23	0

**MAJOR EXPENDITURES AND REVENUE IN 2014-15 ADOPTED BUDGET**

Staffing expenses of \$2.6 million make up the majority of Real Estate Services Department's expenditures within this budget unit. Operating expenses of \$470,875 fund services and supplies, central services, travel and transfers. Reimbursements of \$1.9 million are for transfers from Architecture and Engineering Department (A&E) and the Facilities Management Division (FMD) for department overhead for shared administrative and fiscal staff, and from the Rents budget (RNT) for administration of expenditure leases (based on 3% of annual lease cost in excess of \$36,000). Sources of \$1.2 million are based on billable labor hours for leases with annual lease cost less than \$36,000, and for acquisition and appraisal services billed at an hourly rate.



**BUDGET CHANGES AND OPERATIONAL IMPACT**

Requirements are decreasing by \$9,859. Staffing expenses are increasing by \$28,527 due primarily to increased retirement costs and employee group insurance costs. Operating expenses are increasing by \$66,338 related to the expense of upgrading the Countywide Integrated Workplace Management System (IWMS). Reimbursements are increasing by \$104,724 due to an increase in department overhead allocated to A&E and FMD, as well as an increase in administrative fees transferred from the Rents budget. Sources are decreasing by \$2,326 due to a reduction of billable labor hours charged to departments associated with appraisal and acquisition activities.

**STAFFING CHANGES AND OPERATIONAL IMPACT**

Staffing expenses of \$2.6 million fund 23 budgeted regular positions. In 2014-15, the department is deleting one Real Property Agent II due to a decrease in workload in appraisals and acquisitions and adding a Business System Analyst I to manage the upgrading of the IWMS previously known as Computer Aided Facilities Management (CAFM).

**2014-15 POSITION SUMMARY**

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administrative and Fiscal	8	0	8	7	0	1	8
Leasing and Aquisition	15	0	15	15	0	0	15
Total	23	0	23	22	0	1	23

Administrative and Fiscal		Leasing and Acquisition	
Classification		Classification	
1 Director		1 Assistant Director	
1 Administrative Supervisor II		2 Real Estate Services Manager	
1 Asset Management Analyst		2 Real Property Agent III	
1 Business Systems Analyst I		8 Real Property Agent II	
2 Staff Analyst II		1 Executive Secretary II	
1 Fiscal Specialist		1 Secretary II	
1 Payroll Specialist		15 Total	
8 Total			

