

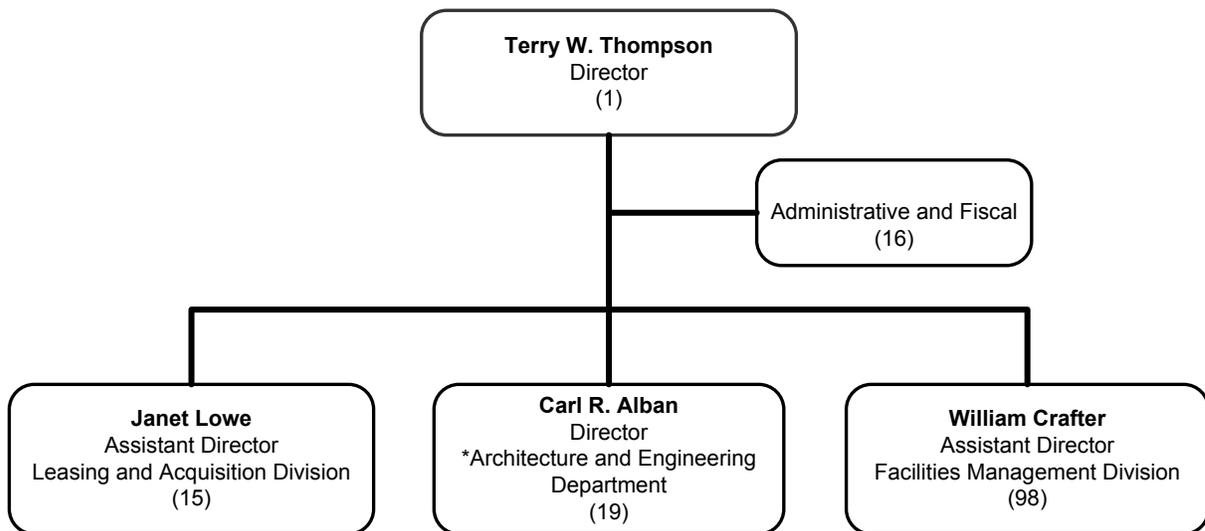
REAL ESTATE SERVICES Terry W. Thompson

DEPARTMENT MISSION STATEMENT

The Real Estate Services Department is committed to providing a broad spectrum of timely, professional and quality real estate related services including leasing, appraisal, acquisitions, surplus property sales, inventory of owned and leased buildings and land, maintenance, grounds and custodial service, and design and construction of projects included in the annual Capital Improvement Program.



ORGANIZATIONAL CHART



*The Architecture and Engineering Department budget is shown under its own budget section.

2013-14 ACCOMPLISHMENTS

- Leasing and Acquisition Division (LAD), effectively marketed County-owned property that is not necessary for the specific needs of the County and selling more than 160 acres of underutilized agricultural land in Chino to Watson Land Development, who is processing entitlements for two industrial complexes that have the potential to generate more than 1,000 jobs.
- LAD collaborated with Human Services (HS) to analyze and review the useful life, energy costs, modernization and expansion needs for office space for various HS departments; executed leases for the Transitional Assistance Department (TAD) to strategically locate Call Centers throughout the County, to reduce traffic and parking requirements and institute easier methods to record registrations for medical care under the Affordable Care Act; and negotiated new leases for larger TAD facilities, to accommodate the growing client list for services in Colton (46,000 square feet), Needles (10,000 square feet), Yucaipa (20,000 square feet) and Redlands (27,000 square feet). Each of these new sites were constructed to Leadership in Energy and Environmental Design (LEED) Certified Silver, resulting in sustainable site development, water savings, energy efficiency, and indoor environmental quality.
- LAD negotiated a twenty-five year, 66,640 square foot lease for the Sheriff's Department at San Bernardino International Airport for a new aviation facility.
- Facilities Management Division (FMD), in collaboration with Information Services Department and Architecture and Engineering, integrated six different heating, ventilation and air conditioning building



- automation systems in 31 buildings into one networked system utilizing the County's Wide Area Network, allowing remote control, diagnostic and system failure alerts during and after normal business hours.
- FMD increased the number of preventative maintenance tasks from 7,549 in 2012-13 to 8,298 in 2013-14 to ensure the scheduled life of the systems and equipment in our buildings, and to ensure equipment efficiencies to reduce energy consumption and cost.

COUNTY GOALS AND OBJECTIVES AND DEPARTMENT PERFORMANCE MEASURES

COUNTY GOAL: IMPROVE COUNTY GOVERNMENT OPERATIONS

Objective(s): • *Monitor and evaluate operations and implement strategies to continually improve efficiency and effectiveness.*

Department Strategy: • *Renew leases or relocate County departments prior to the lease termination date.*

Measurement	2012-13 Actual	2013-14 Target	2013-14 Estimate	2014-15 Target
Percentage of lease renewal processes initiated not later than 6 months prior to the termination date.	N/A	100%	100%	100%
Percentage of lease relocation processes initiated not later than 18 months prior to the termination date.	NA	100%	100%	100%

COUNTY GOAL: OPERATE IN A FISCALLY-RESPONSIBLE AND BUSINESS-LIKE MANNER

Objective(s): • *Invest County resources in ways which create more ongoing revenue to reinvest in maintaining and improving services.*

Department Strategy: • *Participate in Southern California Edison's (SCE) HVAC Optimization Program - a three-year planned HVAC maintenance program with financial incentives.*

Measurement	2012-13 Actual	2013-14 Target	2013-14 Estimate	2014-15 Target
Number of HVAC units enrolled in the HVAC Optimization Program (563 total units).	N/A	149	149	350
Percentage of enrolled HVAC units repaired and serviced to minimum performance level (baseline) within six months of enrollment.	N/A	100%	34%	90%



COUNTY GOAL: IMPROVE COUNTY GOVERNMENT OPERATIONS

Objective(s): • *Monitor and evaluate operations and implement strategies to continually improve efficiency and effectiveness.*

Department Strategy: • *Increase number of preventative maintenance tasks for County equipment and building systems.*

Measurement	2012-13 Actual	2013-14 Target	2013-14 Estimate	2014-15 Target
Number of preventative maintenance tasks completed.	7,283	8,298	8,298	8,713

SUMMARY OF BUDGET UNITS

	2014-15					
	Requirements	Sources	Net County Cost	Fund Balance	Net Budget	Staffing
General Fund						
Real Estate Services Department	1,164,639	1,164,639	0			23
Rent and Leases	1,008,033	1,008,033	0			0
Courts Property Management	2,292,520	2,292,520	0			0
Architecture and Engineering	0	0	0			22
Facilities Management Division	14,249,231	13,636,172	613,059			102
Utilities	20,372,124	283,329	20,088,795			2
Total General Fund	39,086,547	18,384,693	20,701,854			149
Special Revenue Fund						
Chino Agricultural Preserve	16,305,977	587,617		15,718,360		0
Total Special Revenue Fund	16,305,977	587,617		15,718,360		0
Total - All Funds	55,392,524	18,972,310	20,701,854	15,718,360	0	149



5-YEAR REQUIREMENTS TREND					
	2010-11	2011-12	2012-13	2013-14	2014-15
Real Estate Services Department	1,355,175	1,226,884	1,225,745	1,174,498	1,164,639
Rent and Leases	474,198	1,857,058	1,482,408	2,409,082	1,008,033
Courts Property Management	2,151,623	2,381,364	2,420,010	2,285,336	2,292,520
Chino Agricultural Preserve	9,639,822	10,037,703	9,471,919	9,670,810	16,305,977
Architecture and Engineering	(65,000)	(100,000)	0	14,165	0
Facilities Management Division	14,679,893	11,789,944	13,268,224	13,685,548	14,249,231
Utilities	18,915,207	17,276,736	19,618,084	19,626,782	20,372,124
Total	47,150,918	44,469,689	47,486,390	48,866,221	55,392,524

5-YEAR SOURCES TREND					
	2010-11	2011-12	2012-13	2013-14	2014-15
Real Estate Services Department	1,505,595	1,226,884	1,225,745	1,166,965	1,164,639
Rent and Leases	480,854	1,857,058	1,482,408	2,409,082	1,008,033
Courts Property Management	2,167,395	2,381,364	2,420,010	2,285,336	2,292,520
Chino Agricultural Preserve	767,596	675,431	674,156	547,236	587,617
Architecture and Engineering	0	0	0	0	0
Facilities Management Division	14,641,479	12,226,748	13,268,224	12,891,045	13,636,172
Utilities	2,849,818	1,485,093	385,292	277,495	283,329
Total	22,412,737	19,852,578	19,455,835	19,577,159	18,972,310

5-YEAR NET COUNTY COST TREND					
	2010-11	2011-12	2012-13	2013-14	2014-15
Real Estate Services Department	(150,420)	0	0	7,533	0
Rent and Leases	(6,656)	0	0	0	0
Courts Property Management	(15,772)	0	0	0	0
Architecture and Engineering	(65,000)	(100,000)	0	14,165	0
Facilities Management Division	38,414	(436,804)	0	794,503	613,059
Utilities	16,065,389	15,791,643	19,232,792	19,349,287	20,088,795
Total	15,865,955	15,254,839	19,232,792	20,165,488	20,701,854

5-YEAR FUND BALANCE TREND					
	2010-11	2011-12	2012-13	2013-14	2014-15
Chino Agricultural Preserve	8,872,226	9,362,272	8,797,763	9,123,574	15,718,360
Total	8,872,226	9,362,272	8,797,763	9,123,574	15,718,360



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.

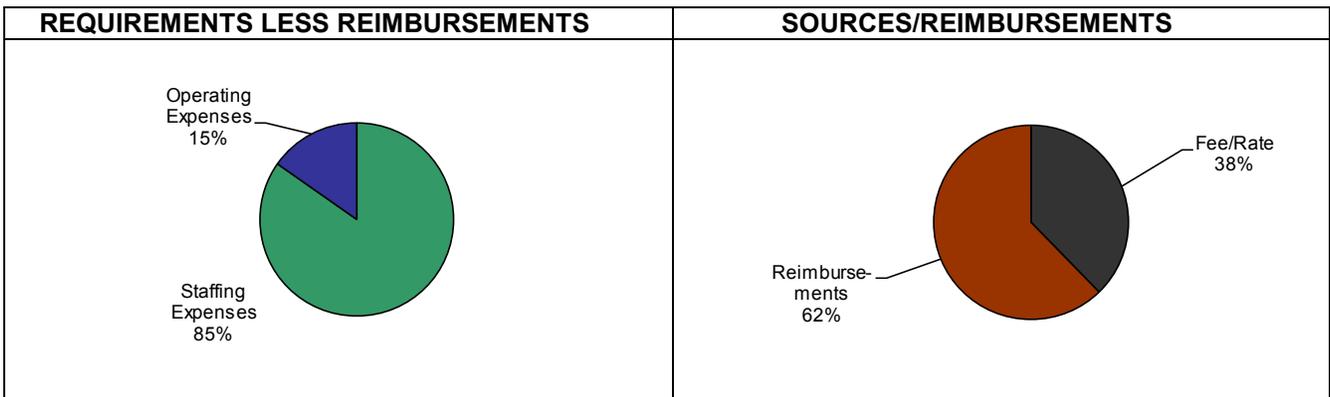
The Leasing and Acquisition Division also provides appraisal, acquisition, and relocation assistance for County departments and, upon request, to other agencies including San Bernardino Associated Governments (SANBAG), the State of California, and various cities. Staff establishes values and acquires 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 RECOMMENDED BUDGET



BUDGETED STAFFING

STAFFING ANALYSIS					5-YEAR STAFFING TREND				
Authorized Positions	2012-13 Final	2013-14 Adopted	2013-14 Modified	2014-15 Recommended					
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 RECOMMENDED 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 Estimate	2013-14 Modified Budget	2014-15 Recommended Budget	Change From 2013-14 Modified Budget
Requirements							
Staffing Expenses	2,070,831	2,376,998	2,456,624	2,524,609	2,587,932	2,616,459	28,527
Operating Expenses	229,159	380,674	311,174	313,123	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	2,837,732	2,992,469	3,087,334	94,865
Reimbursements	(959,396)	(1,639,941)	(1,612,260)	(1,638,851)	(1,817,971)	(1,922,695)	(104,724)
Total Appropriation	1,340,594	1,117,731	1,155,538	1,198,881	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	1,198,881	1,174,498	1,164,639	(9,859)
Sources							
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	1,210,284	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	1,210,284	1,166,965	1,164,639	(2,326)
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	1,505,029	1,226,271	1,286,276	1,210,284	1,166,965	1,164,639	(2,326)
Net County Cost	(164,435)	(108,540)	(130,738)	(11,403)	7,533	0	(7,533)
Budgeted Staffing					23	23	0

MAJOR EXPENDITURES AND REVENUE IN 2014-15 RECOMMENDED BUDGET

Staffing expenses of \$2.6 million make up the majority of Real Estate Services Department's expenditures within this budget unit. 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 Countywide Integrated Workplace Management System (IWMS) previously known as Computer Aided Facilities Management (CAFM). 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 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. Changes include the deletion of 1 Real Property Agent II and the addition of 1 Business System Analyst I. There is no overall operational impact resulting from these changes.

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 Division	
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		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			



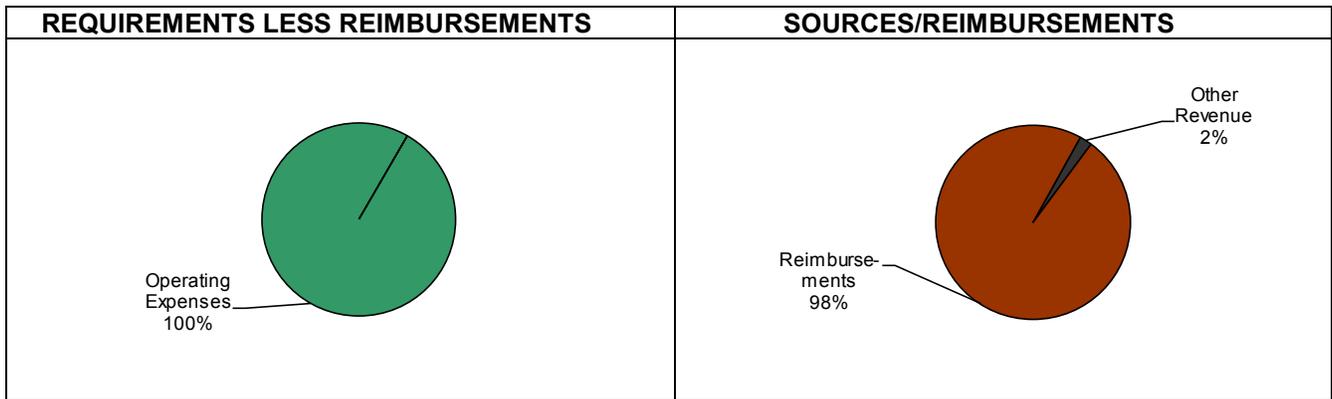
Rents and Leases

DESCRIPTION OF MAJOR SERVICES

This budget unit pays rental payments for leased space utilized by County departments. These expense lease payments are reimbursed from various user departments. This budget unit also collects rental income for leases of County-owned property.

Budget at a Glance	
Requirements Less Reimbursements*	\$48,449,786
Sources/Reimbursements	\$48,449,786
Net County Cost	\$0
Total Staff	0
Funded by Net County Cost	0%
*Includes Contingencies	

2014-15 RECOMMENDED BUDGET



ANALYSIS OF 2014-15 RECOMMENDED BUDGET

GROUP: Operations and Community Services
 DEPARTMENT: Real Estate Services - Rents and Leases
 FUND: General

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

	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Estimate	2013-14 Modified Budget	2014-15 Recommended Budget	Change From 2013-14 Modified Budget
Requirements							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	40,089,418	41,694,408	42,928,640	44,414,167	45,288,399	48,356,479	3,068,080
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	40,089,418	41,694,408	42,928,640	44,414,167	45,288,399	48,356,479	3,068,080
Reimbursements	(39,618,474)	(41,172,713)	(42,022,549)	(43,347,001)	(44,201,817)	(47,441,753)	(3,239,936)
Total Appropriation	470,944	521,695	906,091	1,067,166	1,086,582	914,726	(171,856)
Operating Transfers Out	3,250	1,315,730	627,822	1,296,778	1,322,500	93,307	(1,229,193)
Total Requirements	474,194	1,837,425	1,533,913	2,363,944	2,409,082	1,008,033	(1,401,049)
Sources							
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	0	0	75	252	0	0	0
Other Revenue	480,864	1,910,190	1,807,514	2,363,692	2,409,082	1,008,033	(1,401,049)
Total Revenue	480,864	1,910,190	1,807,589	2,363,944	2,409,082	1,008,033	(1,401,049)
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	480,864	1,910,190	1,807,589	2,363,944	2,409,082	1,008,033	(1,401,049)
Net County Cost	(6,670)	(72,765)	(273,676)	0	0	0	0
				Budgeted Staffing	0	0	0

MAJOR EXPENDITURES AND REVENUE IN 2014-15 RECOMMENDED BUDGET

The major expenditures for this budget unit are primarily rent and lease payments of \$46.0 million paid to landlords. In addition, expenditures include transfers of \$762,916 to Facilities Management for operating expenses for non-billable vacant space in County buildings, \$1.4 million to Real Estate Services for property lease management, and \$166,396 to the Sheriff/Coroner/Public Administrator for the 303 Building security costs. Reimbursements of \$47.4 million represent payments from County departments for lease payments and administrative fees, and \$97,286 from the Public Health Department in-lieu of rent for the Haven office building in Rancho Cucamonga. Departmental sources of \$1.0 million are lease payments from tenants for lease of County-owned property.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are decreasing by \$1.4 million. Operating expenses are increasing by \$3.0 million due to an increase in expenditure leases and rental payments paid to landlords. Reimbursements increased by \$3.2 million for lease costs and administrative fees paid to Real Estate Services Department by various County departments. Operating transfers out to the general fund decreased by \$1.2 million due to reduced lease revenue. Total sources decreased by \$1.4 million primarily due to termination of leases with the Superior Court of California and various tenants previously occupying space at the 268 Hospitality building.

STAFFING CHANGES AND OPERATIONAL IMPACT

There are no staffing costs associated with this budget unit.



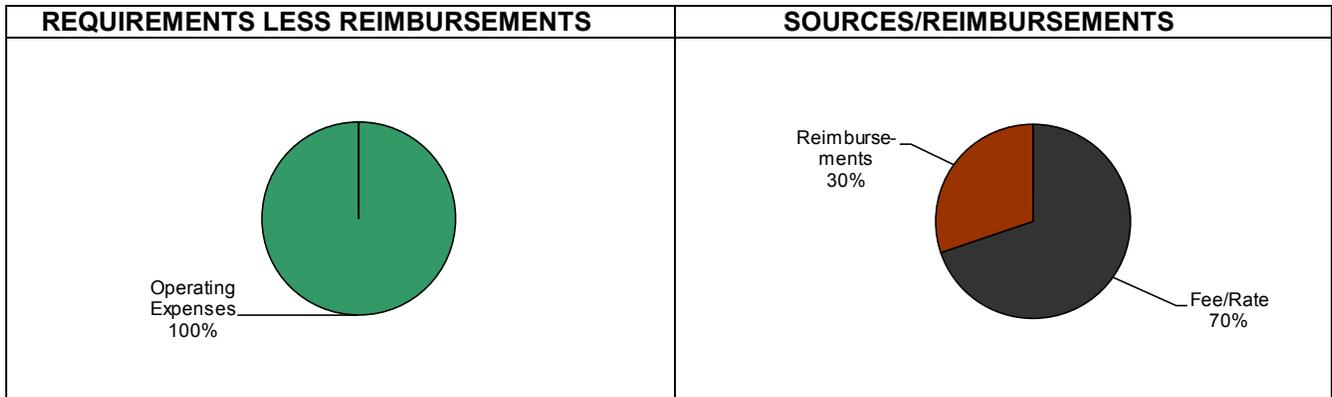
Courts Property Management

DESCRIPTION OF MAJOR SERVICES

The Trial Court Facilities Act of 2002, SB 1732, required the transfer of responsibility for funding and operation of trial court facilities from all counties to the State of California on behalf of the Judicial Council of California, Administrative Office of the Courts (AOC). In addition, as each transfer occurred, the County and AOC entered into an agreement that defined whether the County or the AOC manages the operations and maintenance of the building. This budget unit is used to manage and account for reimbursements from the AOC for maintenance, utilities, insurance, overhead expenditures and work order request for space occupied by the local court in County-managed facilities. This budget unit is also used to manage and account for payments to the AOC for cost associated with the space occupied by County departments in AOC-managed facilities.

Budget at a Glance	
Requirements Less Reimbursements*	\$3,285,011
Sources/Reimbursements	\$3,285,011
Net County Cost	\$0
Total Staff	0
Funded by Net County Cost	0%
<small>*Includes Contingencies</small>	

2014-15 RECOMMENDED BUDGET



ANALYSIS OF 2014-15 RECOMMENDED BUDGET

GROUP: Operations and Community Services
 DEPARTMENT: Real Estate Services - Courts Property Management
 FUND: General

BUDGET UNIT: AAA CRT
 FUNCTION: Public Protection
 ACTIVITY: Judicial

	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Estimate	2013-14 Modified Budget	2014-15 Recommended Budget	Change From 2013-14 Modified Budget
Requirements							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	2,894,813	3,552,861	3,526,603	2,998,388	3,143,999	3,285,011	141,012
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	2,894,813	3,552,861	3,526,603	2,998,388	3,143,999	3,285,011	141,012
Reimbursements	(743,199)	(1,178,626)	(1,106,595)	(895,539)	(858,663)	(992,491)	(133,828)
Total Appropriation	2,151,614	2,374,235	2,420,008	2,102,849	2,285,336	2,292,520	7,184
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	2,151,614	2,374,235	2,420,008	2,102,849	2,285,336	2,292,520	7,184
Sources							
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	2,167,395	2,374,236	2,420,008	2,140,567	2,285,336	2,292,520	7,184
Other Revenue	0	0	0	0	0	0	0
Total Revenue	2,167,395	2,374,236	2,420,008	2,140,567	2,285,336	2,292,520	7,184
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	2,167,395	2,374,236	2,420,008	2,140,567	2,285,336	2,292,520	7,184
Net County Cost	(15,781)	(1)	0	(37,718)	0	0	0
				Budgeted Staffing	0	0	0

MAJOR EXPENDITURES AND REVENUE IN 2014-15 RECOMMENDED BUDGET

Operating expenses of \$3.3 million include payments of \$992,491 to the AOC for operations, maintenance and utility costs for space occupied by County departments in AOC-managed court facilities; \$341,649 to Risk Management for property insurance; and transfers of \$1.9 million to Facilities Management Division (FMD), Utilities (UTL) and Real Estate Services for reimbursement of the AOC's share of operations, maintenance, utility and administrative cost in County-managed court facilities. Reimbursements of \$922,491 from FMD and UTL budget units are for AOC-managed court facilities and sources of \$2.3 million represent the AOC's share of operations, maintenance, utility, administrative and insurance cost for County-managed court facilities.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements and sources of \$2.3 million are increasing by \$7,184 due to an increase in utility costs for County-managed court facilities.

STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this budget unit.



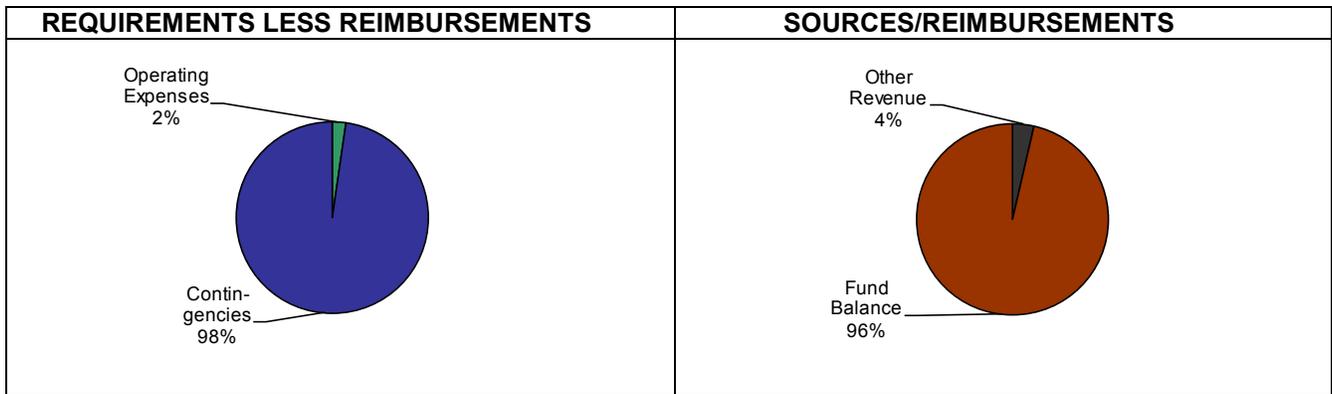
Chino Agricultural Preserve

DESCRIPTION OF MAJOR SERVICES

The Real Estate Services Department administers a special revenue fund to continue the Agricultural Land Acquisition and Preservation Program under the California Wildlife, Coastal and Parkland Conservation Act (Proposition 70). The department is responsible for negotiating and managing leases for the properties acquired and developing recommendations for the ultimate use/disposition of these properties. Property management activities include arranging for all ordinary and emergency repairs and improvements necessary to preserve and maintain the properties in their present condition and improve operating efficiency, or altering them to enhance lease potential and/or comply with lease requirements. Expenditures are fully funded through revenues received from the lease of acquired properties.

Budget at a Glance	
Requirements Less Reimbursements*	\$16,305,977
Sources/Reimbursements	\$587,617
Fund Balance	\$15,718,360
Contribution to Fund Balance	\$215,987
Total Staff	0
*Includes Contingencies	

2014-15 RECOMMENDED BUDGET



ANALYSIS OF 2014-15 RECOMMENDED BUDGET

GROUP: Operations and Community Services
 DEPARTMENT: Real Estate Services Department
 FUND: Chino Agricultural Preserve

BUDGET UNIT: SIF INQ
 FUNCTION: Public Ways and Facilities
 ACTIVITY: Public Ways

	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Estimate	2013-14 Modified Budget	2014-15 Recommended Budget	Change From 2013-14 Modified Budget
Requirements							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	296,529	208,743	275,922	308,920	325,946	371,630	45,684
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	9,344,864	15,934,347	6,589,483
Total Exp Authority	296,529	208,743	275,922	308,920	9,670,810	16,305,977	6,635,167
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	296,529	208,743	275,922	308,920	9,670,810	16,305,977	6,635,167
Operating Transfers Out	0	1,035,906	0	0	0	0	0
Total Requirements	296,529	1,244,649	275,922	308,920	9,670,810	16,305,977	6,635,167
Sources							
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	0	0	0	0	0	0	0
Other Revenue	786,574	662,889	601,734	6,903,706	547,236	587,617	40,381
Total Revenue	786,574	662,889	601,734	6,903,706	547,236	587,617	40,381
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	786,574	662,889	601,734	6,903,706	547,236	587,617	40,381
				Fund Balance	9,123,574	15,718,360	6,594,786
				Budgeted Staffing	0	0	0

MAJOR EXPENDITURES AND REVENUE IN 2014-15 RECOMMENDED BUDGET

Operating expenses of \$371,630 represent the costs to maintain County Dairies, such as utility costs associated with vacant properties, property management charges, County Counsel fees, professional services, and maintenance charges. Sources of \$587,617 include revenue anticipated from the leasing of dairy properties and interest revenue.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements of \$16.3 million include an increase of \$6.6 million in contingencies, due to the sale of dairy property in Chino in 2013-14. Sources of \$587,617 include an increase of \$40,381 primarily due to an increase in anticipated interest revenue.

STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this budget unit.



Facilities Management Division

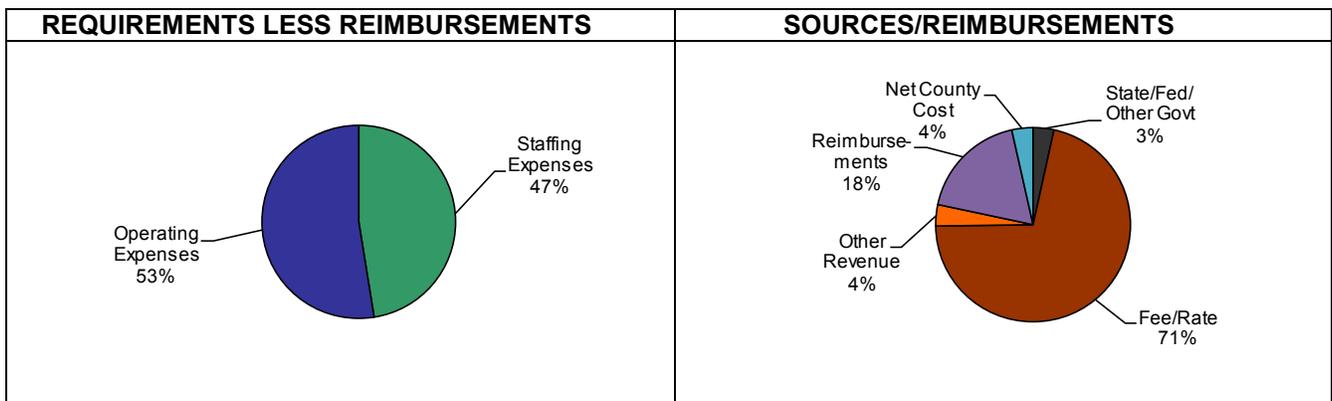
DESCRIPTION OF MAJOR SERVICES

The Facilities Management Division (FMD) provides routine maintenance, grounds and custodial services to ensure County facilities are well maintained, including 24 hours per day – 7 days per week emergency building maintenance. Services also include repairing building structures, equipment, and fixtures.

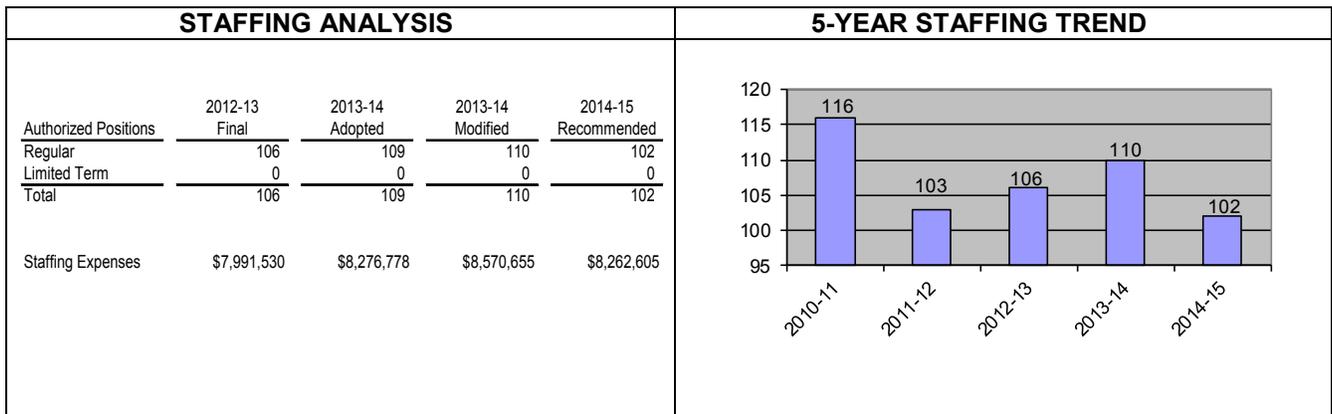
Budget at a Glance	
Requirements Less Reimbursements*	\$17,408,669
Sources/Reimbursements	\$16,795,610
Net County Cost	\$613,059
Total Staff	102
Funded by Net County Cost	4%
*Includes Contingencies	

FMD's focus is on asset protection. Using data and support systems, it maintains the County's valuable facilities and equipment, preserves a high level of functionality, supports sustainability projects, and promotes responsible and efficient use of resources.

2014-15 RECOMMENDED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2014-15 RECOMMENDED BUDGET

GROUP: Operations and Community Services
DEPARTMENT: Real Estate Services- Facilities Management Division
FUND: General

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

	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Estimate	2013-14 Modified Budget	2014-15 Recommended Budget	Change From 2013-14 Modified Budget
Requirements							
Staffing Expenses	7,833,413	7,483,123	7,743,227	8,349,777	8,570,655	8,262,605	(308,050)
Operating Expenses	9,993,926	7,068,796	8,061,333	8,456,838	8,292,944	9,146,064	853,120
Capital Expenditures	20,562	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	17,847,901	14,551,919	15,804,560	16,806,615	16,863,599	17,408,669	545,070
Reimbursements	(3,170,178)	(2,766,254)	(2,994,605)	(3,195,967)	(3,178,051)	(3,159,438)	18,613
Total Appropriation	14,677,723	11,785,665	12,809,955	13,610,648	13,685,548	14,249,231	563,683
Operating Transfers Out	0	0	4,095	0	0	0	0
Total Requirements	14,677,723	11,785,665	12,814,050	13,610,648	13,685,548	14,249,231	563,683
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	22,564	621,004	1,203,715	899,830	886,866	600,000	(286,866)
Fee/Rate	14,599,529	11,637,129	11,161,422	11,558,445	11,629,179	12,419,930	790,751
Other Revenue	6,517	8,421	1,918,135	811,346	375,000	616,242	241,242
Total Revenue	14,628,610	12,266,554	14,283,272	13,269,621	12,891,045	13,636,172	745,127
Operating Transfers In	10,471	(10,471)	0	0	0	0	0
Total Financing Sources	14,639,081	12,256,083	14,283,272	13,269,621	12,891,045	13,636,172	745,127
Net County Cost	38,642	(470,418)	(1,469,222)	341,027	794,503	613,059	(181,444)
				Budgeted Staffing	110	102	(8)

MAJOR EXPENDITURES AND REVENUE IN 2014-15 RECOMMENDED BUDGET

Staffing expenses of \$8.3 million constitute nearly half of FMD’s expenditure authority. Operating expenses of \$9.1 million constitute the other half and fund contracts for grounds, maintenance and custodial services; materials for repairs and maintenance of County facilities and equipment; and vehicles, tools, supplies, systems development charges, overhead and administrative costs. Reimbursements of \$3.2 million and sources of \$13.6 million offset these costs by billing County departments, the Administrative Office of the Courts, and local courts for services provided.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are increasing by \$563,683 primarily due to cost increases to properly maintain County facilities (\$637,131) and an increase in administrative overhead charges (\$202,262). These increases are partially offset by a reduction in staffing expenses (\$308,050) due to the local courts terminating County custodial services by moving out of County-owned facilities and into the new San Bernardino Justice Center.

Sources are increasing by \$745,127 primarily due to an increase of \$790,751 in basic service charges to County departments for grounds, custodial and maintenance services and an anticipated increase of \$241,242 for requisition work requested by County departments, offset by a reduction of \$286,866 in custodial revenue from the local court.

FMD will receive \$613,059 in Net County Cost for Information Services Department (ISD) charges for additional phases of development of the financial reporting system, and to cover basic services for vacant or tenant-occupied County offices.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$8.3 million fund 102 regular positions including the addition of 3 full-time positions (2 Custodian IIs to assist in supervision and 1 Safety and Code Compliance Technician to monitor and track fire, life, and safety issues). These additions are offset by the deletion of 8 Custodian Is, 1 Supervising Custodian, 1



Fiscal Specialist and 1 Supervising Grounds Caretaker primarily due to the local courts terminating County custodial services by moving out of County-owned facilities and into the new San Bernardino Justice Center.

2014-15 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration	9	0	9	8	0	1	9
Maintenance	57	0	57	55	2	0	57
Custodial	32	0	32	30	0	2	32
Grounds	4	0	4	3	1	0	4
Total	102	0	102	96	3	3	102

Administration	Custodial	Grounds
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Assistant Director	1 Custodial Services Chief	1 Grounds Services Superintendent
2 Staff Analyst II	3 Supervising Custodian	2 Sprinkler System Worker
1 Safety and Code Compliance Tech	3 Custodian II	1 Grounds Caretaker II
1 Secretary II	24 Custodian I	4 Total
2 Parts Specialist	1 General Services Worker II	
1 Fiscal Specialist	32 Total	
1 Office Assistant II		
9 Total		
Maintenance		
<u>Classification</u>		
1 Building Services Superintendent		
5 Maintenance Supervisors		
8 Air Conditioning Mechanics		
8 Boiler Plant Operators		
1 Facilities Mgmt Project Scheduler		
5 Electricians		
3 Plumbers		
18 General Maintenance Mechanics		
1 Locksmith		
2 Facilities Mgmt Dispatchers		
3 General Maintenance Workers		
2 General Services Worker II		
57 Total		



Utilities

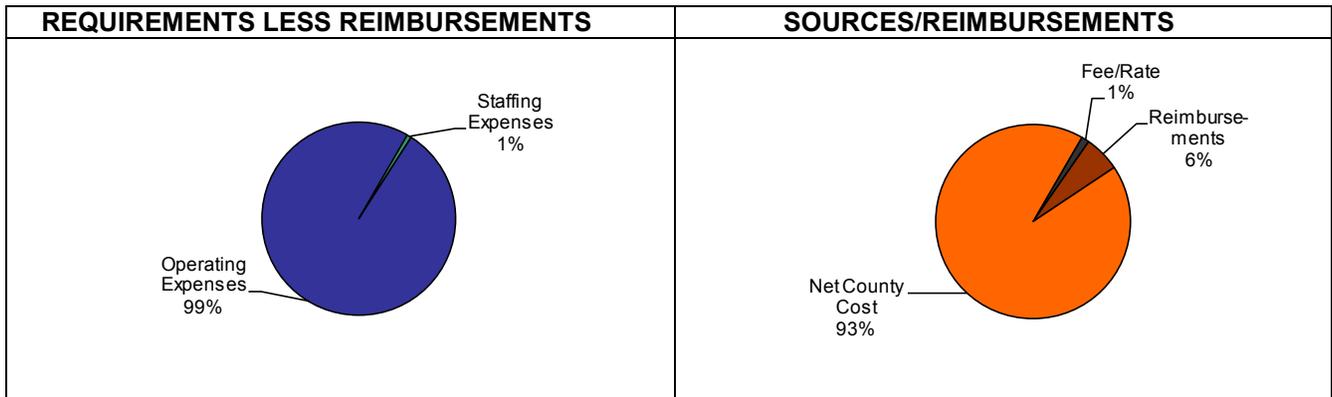
DESCRIPTION OF MAJOR SERVICES

The County's utilities budget unit funds the cost of electricity, natural and propane gas, water, sewerage, refuse disposal and other related costs for County-owned and leased facilities.

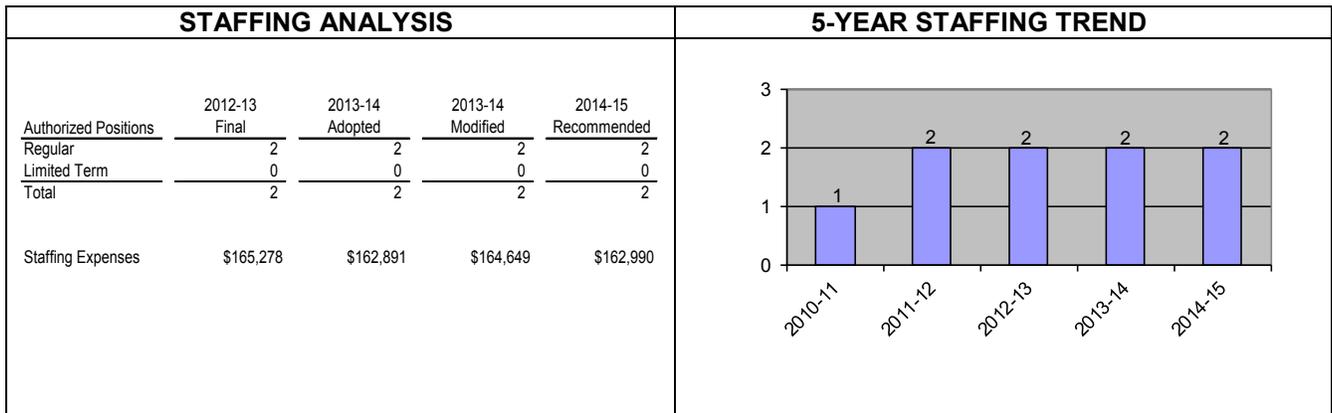
Budget at a Glance

Requirements Less Reimbursements*	\$21,667,317
Sources/Reimbursements	\$1,578,522
Net County Cost	\$20,088,795
Total Staff	2
Funded by Net County Cost	93%
<small>*Includes Contingencies</small>	

2014-15 RECOMMENDED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2014-15 RECOMMENDED BUDGET

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

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

	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Estimate	2013-14 Modified Budget	2014-15 Recommended Budget	Change From 2013-14 Modified Budget
Requirements							
Staffing Expenses	95,928	116,285	152,064	159,813	164,649	162,990	(1,659)
Operating Expenses	17,379,188	17,120,450	17,624,452	20,682,244	20,690,403	21,417,804	727,401
Capital Expenditures	0	0	0	128,113	128,113	86,523	(41,590)
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	17,475,116	17,236,735	17,776,516	20,970,170	20,983,165	21,667,317	684,152
Reimbursements	(953,696)	(1,233,232)	(1,411,052)	(1,313,062)	(1,356,383)	(1,295,193)	61,190
Total Appropriation	16,521,420	16,003,503	16,365,464	19,657,108	19,626,782	20,372,124	745,342
Operating Transfers Out	2,393,788	1,210,658	125,543	0	0	0	0
Total Requirements	18,915,208	17,214,161	16,491,007	19,657,108	19,626,782	20,372,124	745,342
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	2,622,147	1,291,109	125,543	0	0	0	0
Fee/Rate	234,775	181,467	312,040	286,307	277,495	283,329	5,834
Other Revenue	0	38,067	30,019	27,000	0	0	0
Total Revenue	2,856,922	1,510,643	467,602	313,307	277,495	283,329	5,834
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	2,856,922	1,510,643	467,602	313,307	277,495	283,329	5,834
Net County Cost	16,058,286	15,703,518	16,023,405	19,343,801	19,349,287	20,088,795	739,508
				Budgeted Staffing	2	2	0

MAJOR EXPENDITURES AND REVENUE IN 2014-15 RECOMMENDED BUDGET

Operating expenses represent utility costs for County facilities. Sources of \$283,329 represent utility costs passed on to customers and third parties that occupy County-owned space.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are increasing \$745,342 primarily due to anticipated rate increases for various utilities, the addition of new facilities, and increased costs in central services and transfers. A decrease of \$41,590 in capital expenditures is due to the completion of enhancements to the Utilities' payables software in 2013-14. Reimbursements of \$1.3 million decreased by \$61,190 due to the termination by County departments of utility service for leased space.

Sources are increasing by \$5,834 for utility costs passed on to customers and third parties that occupy County-owned space. Net County Cost is increasing by \$739,508 due to increased utility costs for County facilities occupied by general fund departments.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$162,990 fund 2 regular positions. There is no change in budgeted staffing for 2014-15.



2014-15 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Utilities	2	0	2	2	0	0	2
Total	2	0	2	2	0	0	2

Utilities	
Classification	
1 Staff Analyst II	
1 Fiscal Specialist	
2 Total	

