

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	\$3,268,645
Sources/Reimbursements	\$3,268,645
Net County Cost	\$0
Total Staff	24
Funded by Net County Cost	0%

The Leasing/Property Management section 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, to 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 Acquisition/Appraisal section 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.

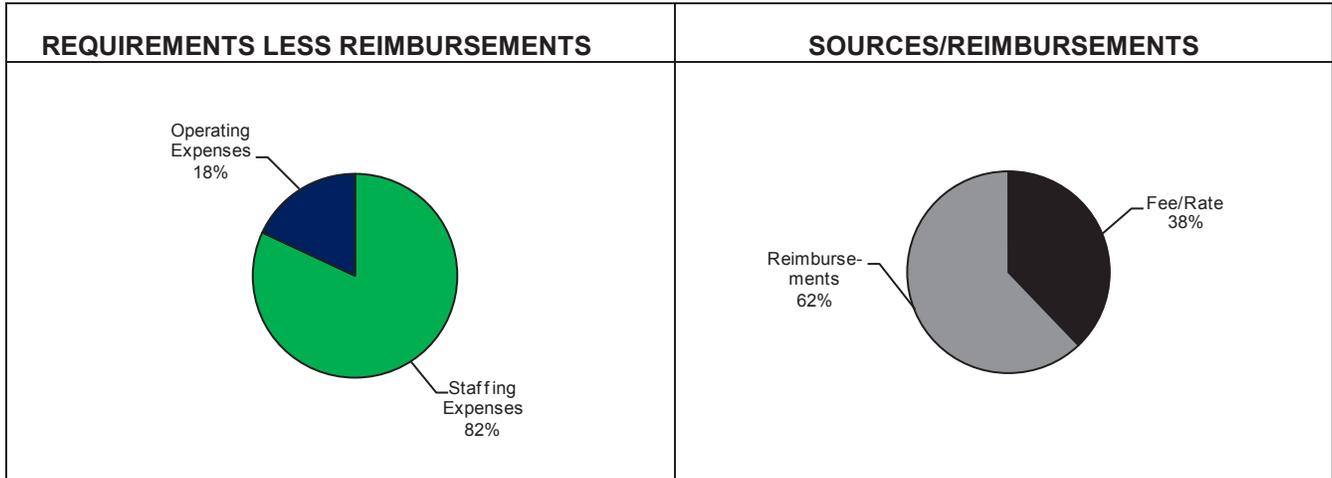
The activities of the Leasing and Acquisition Division are conducted in accordance with, and in support of, the County goals to operate in a fiscally responsible and business-like manner, to maintain public safety, to provide for the health and social service needs of County residents, and to pursue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



2015-16 ADOPTED BUDGET



ANALYSIS OF 2015-16 ADOPTED BUDGET

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

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

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2014-15 Final Budget	2015-16 Adopted Budget	Change From 2014-15 Final Budget
Requirements							
Staffing Expenses	2,376,998	2,456,624	2,527,520	2,361,329	2,526,459	2,679,149	152,690
Operating Expenses	380,674	311,174	313,709	434,530	475,875	589,496	113,621
Capital Expenditures	0	0	0	79,988	85,000	0	(85,000)
Total Exp Authority	2,757,672	2,767,798	2,841,229	2,875,847	3,087,334	3,268,645	181,311
Reimbursements	(1,639,941)	(1,612,260)	(1,639,570)	(1,876,070)	(1,922,695)	(2,030,854)	(108,159)
Total Appropriation	1,117,731	1,155,538	1,201,659	999,777	1,164,639	1,237,791	73,152
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	1,117,731	1,155,538	1,201,659	999,777	1,164,639	1,237,791	73,152
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	1,226,221	1,244,450	1,214,215	1,160,426	1,164,639	1,237,791	73,152
Other Revenue	50	41,826	0	1,762	0	0	0
Total Revenue	1,226,271	1,286,276	1,214,215	1,162,188	1,164,639	1,237,791	73,152
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	1,226,271	1,286,276	1,214,215	1,162,188	1,164,639	1,237,791	73,152
Net County Cost	(108,540)	(130,738)	(12,556)	(162,411)	0	0	0
Budgeted Staffing*	22	23	23	26	26	24	(2)

* Data represents final budgeted staffing

MAJOR EXPENDITURES AND REVENUE IN 2015-16 ADOPTED BUDGET

Staffing expenses of \$2.7 million make up a majority of Real Estate Services Department's expenditures within this budget unit. Operating expenses of \$589,496 will fund services and supplies, central services, travel and transfers. Reimbursements of \$2.0 million are from the Architecture and Engineering Department and Facilities Management Division for department overhead for shared administrative and fiscal staff, and from the Rents budget for administration of expenditure leases (based on 3% of annual lease costs in excess of \$36,000). Sources of \$1.2 million are for 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 increasing by \$73,152 primarily due to increases in salaries and benefits and operating expenses for computer software and consulting fees offset by a reduction in capital expenditures for capitalized software and an increase in reimbursements for administrative expenses transferred from the Rents budget for lease management. Sources are increasing by \$73,152 primarily due to additional billable labor hours at an increased rate charged to departments.

2015-16 POSITION SUMMARY*

Division	2014-15				2015-16		Limited	Regular
	Final Staffing	Adds	Deletes	Reorgs	Adopted			
Administrative and Fiscal	9	0	-1	0	8	0	8	
Leasing and Acquisition Division	17	0	-1	0	16	0	16	
Total	26	0	-2	0	24	0	24	

*Detailed classification listing available in Appendix D

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$2.7 million fund 24 budgeted regular positions. Changes include the deletion of one Staff Analyst II from the Administrative and Fiscal section and one Real Property Agent II from the Leasing and Acquisition Division.

