

Real Estate Services

DESCRIPTION OF MAJOR SERVICES

The Real Estate Services Department (RES D) consists of the Leasing and Acquisition Division, Project Management Division, and the Facilities Management Division.

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, this section 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.

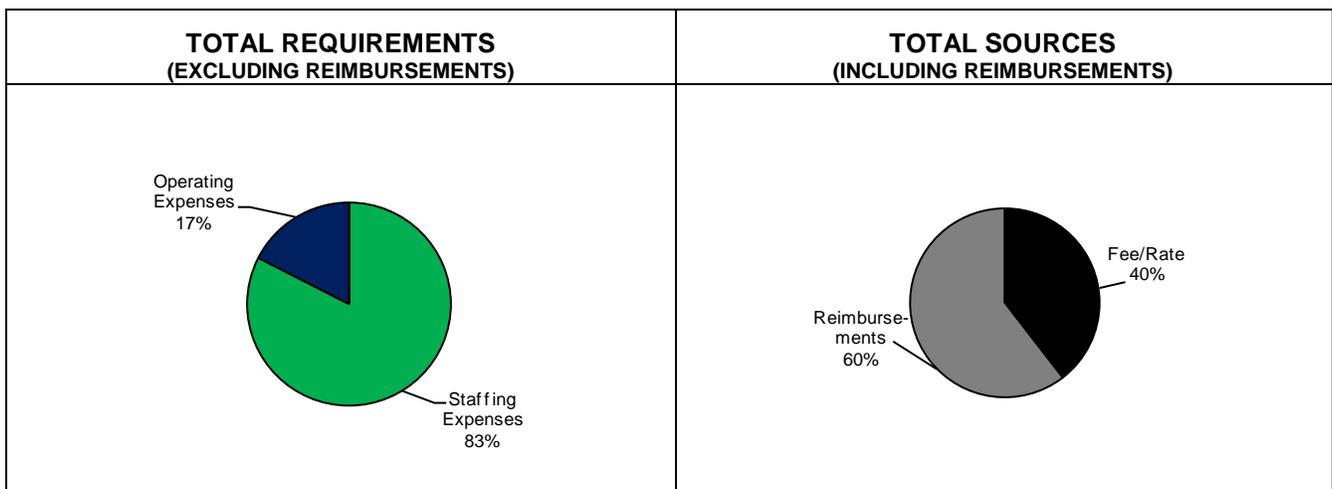
The Acquisition/Appraisal section provides appraisal, acquisition, and relocation assistance for County departments and, upon request, to other agencies including San Bernardino Associated Governments (SANBAG), the State of California, and various cities. Staff establishes values and acquires the necessary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

The Project Management Division provides planning and implementation of design and construction projects for County departments. These projects are administered from conceptual design through construction to completion and close-out.

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.

Budget at a Glance	
Total Requirements (Excl. Reimb.)	\$3,326,959
Total Sources (Incl. Reimb.)	\$3,326,959
Net County Cost	\$0
Total Staff	24
Funded by Net County Cost	0%

2016-17 RECOMMENDED BUDGET



ANALYSIS OF 2016-17 RECOMMENDED BUDGET

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

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

	2012-13	2013-14	2014-15	(A) 2015-16	2015-16	(B) 2016-17	(B-A) Change From Prior Year Modified Budget
	Actual	Actual	Actual	Modified Budget	Estimate	Recommended Budget	
Requirements							
Staffing Expenses	2,456,624	2,527,520	2,361,329	2,679,149	2,526,964	2,745,389	66,240
Operating Expenses	311,174	313,709	434,530	589,496	551,914	581,570	(7,926)
Capital Expenditures	0	0	79,988	0	0	0	0
Total Exp Authority	2,767,798	2,841,229	2,875,847	3,268,645	3,078,878	3,326,959	58,314
Reimbursements	(1,612,260)	(1,639,570)	(1,876,070)	(2,030,854)	(1,896,354)	(2,011,542)	19,312
Total Appropriation	1,155,538	1,201,659	999,777	1,237,791	1,182,524	1,315,417	77,626
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	1,155,538	1,201,659	999,777	1,237,791	1,182,524	1,315,417	77,626
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State/Fed/Other Government	0	0	0	0	0	0	0
Fee/Rate	1,244,450	1,214,215	1,160,426	1,237,791	1,275,613	1,315,417	77,626
Other Revenue	41,826	0	1,762	0	130	0	0
Total Revenue	1,286,276	1,214,215	1,162,188	1,237,791	1,275,743	1,315,417	77,626
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	1,286,276	1,214,215	1,162,188	1,237,791	1,275,743	1,315,417	77,626
Net County Cost	(130,738)	(12,556)	(162,411)	0	(93,219)	0	0
Budgeted Staffing*	23	23	26	24	24	24	0

*Data represents modified budgeted staffing

Note: Real Estate Services is classified as a central service department in the Countywide Cost Allocation Plan (COWCAP). In order to allocate full central service costs to the County's operating departments, central service departments do not pay COWCAP charges. Not included in this budget is \$81,009 which represents Real Estate Services' share of costs of other central service departments, such as Human Resources.

MAJOR REQUIREMENTS AND SOURCES IN 2016-17 RECOMMENDED BUDGET

Staffing Expenses of \$2.7 million fund 24 positions and make up a majority of Real Estate Services Department's expenditures within this budget unit. Operating Expenses of \$581,570 fund services and supplies, central services, travel, and transfers. Reimbursements of \$2.0 million are from the Project Management Division 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 \$1.3 million are for billable labor hours for leases with annual lease costs less than \$36,000 and for acquisition and appraisal services billed at an hourly rate.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are increasing by \$77,626 primarily due to increases in Staffing Expenses as a result of negotiated salary increases. This increase is offset by a decrease in Operating Expenses due to a reduction of equipment purchases. Sources are increasing by \$77,626 primarily due to additional billable labor hours charged to departments.



2016-17 POSITION SUMMARY*

Division	2015-16				2016-17		
	Modified Staffing	Adds	Deletes	Re-Orgs	Recommended	Limited	Regular
Administrative and Fiscal	8	0	0	0	8	0	8
Leasing and Acquisition Division	16	0	0	0	16	0	16
Total	24	0	0	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. There is no change to budgeted staffing.

