

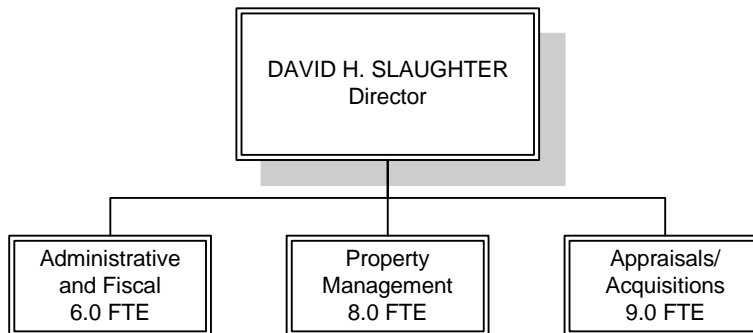
REAL ESTATE SERVICES

David H. Slaughter

MISSION STATEMENT

The mission of the Real Estate Services Department is to provide professional real estate services, which enable its customers, county departments and other public agencies, to provide services that promote the health, safety, well being, and quality of life to the residents of the county.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

| | 2004-05 | | | | |
|----------------------|------------------|------------------|----------------|------------------|-------------|
| | Appropriation | Revenue | Local Cost | Fund Balance | Staffing |
| Real Estate Services | 2,213,960 | 1,549,650 | 664,310 | | 24.0 |
| Rents and Leases | 208,652 | - | 208,652 | | - |
| Chino Ag Preserve | 4,172,092 | 825,700 | | 3,346,392 | - |
| TOTAL | 6,594,704 | 2,375,350 | 872,962 | 3,346,392 | 24.0 |

Real Estate Services

DESCRIPTION OF MAJOR SERVICES

Real Estate Services negotiates and administers revenue and expenditure leases on behalf of county departments. More than 300 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. Approximately 275 expenditure leases are managed to provide facilities throughout the county for departments and their employees to support the delivery of services in locations convenient to the residents served.

Real Estate Services also provides appraisal, acquisition, and relocation assistance for county departments and, upon request, to other agencies including SANBAG, the State of California, and various cities. The department 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. The department also acquires land and facilities for various functions, disposes of property determined to be surplus to the county's needs, and maintains an inventory of all county land and facilities.



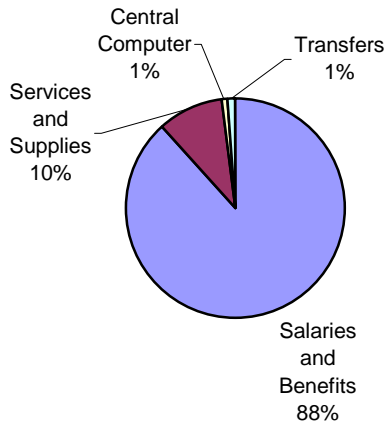
BUDGET AND WORKLOAD HISTORY

| | Actual 2002-03 | Budget 2003-04 | Estimate 2003-04 | Proposed 2004-05 |
|----------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|
| Total Appropriation | 1,786,994 | 2,142,465 | 1,659,408 | 2,213,960 |
| Departmental Revenue | 1,340,666 | 1,547,050 | 1,154,500 | 1,549,650 |
| Local Cost | 446,328 | 595,415 | 504,908 | 664,310 |
| Budgeted Staffing | | 24.0 | | 24.0 |

Workload Indicators

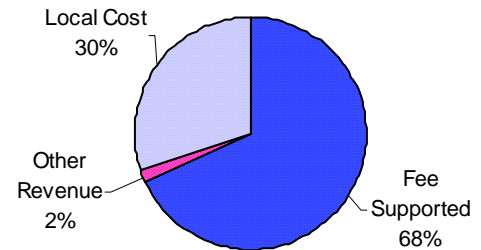
| | | | | |
|--|--------|--------|--------|--------|
| Appraisals / acquisitions (billable hours) | 13,769 | 15,500 | 12,300 | 16,000 |
| Property management (billable hours) | 13,144 | 13,300 | 10,500 | 13,700 |

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



GROUP: Internal Services
DEPARTMENT: Real Estate Services
FUND: General

2004-05 BREAKDOWN BY FINANCING SOURCE



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

ANALYSIS OF 2004-05 BUDGET

| | A | B | C | D | E | B+C+D+E F | G | F+G H |
|-----------------------------|----------------------------------|-------------------------|---|--|--|-------------------------------------|--|-------------------------------|
| | 2003-04 Year-End Estimates | 2003-04 Final Budget | Cost to Maintain Current Program Services (Schedule A) | Board Approved Adjustments (Schedule A) | Impacts Due to State Budget Cuts (Schedule B) | Board Approved Base Budget | Department Recommended Funded Adjustments (Schedule C) | 2004-05 Proposed Budget |
| Appropriation | | | | | | | | |
| Salaries and Benefits | 1,419,200 | 1,858,577 | 124,913 | - | (29,434) | 1,954,056 | - | 1,954,056 |
| Services and Supplies | 203,111 | 246,752 | 3,886 | - | (35,158) | 215,480 | 3,289 | 218,769 |
| Central Computer | 12,831 | 12,831 | 4,688 | - | - | 17,519 | - | 17,519 |
| Transfers | 24,266 | 24,305 | - | - | - | 24,305 | (689) | 23,616 |
| Total Appropriation | 1,659,408 | 2,142,465 | 133,487 | - | (64,592) | 2,211,360 | 2,600 | 2,213,960 |
| Departmental Revenue | | | | | | | | |
| Use Of Money and Pro | 60,100 | 46,000 | - | - | - | 46,000 | - | 46,000 |
| Current Services | 1,094,400 | 1,501,050 | - | - | - | 1,501,050 | 2,600 | 1,503,650 |
| Total Revenue | 1,154,500 | 1,547,050 | - | - | - | 1,547,050 | 2,600 | 1,549,650 |
| Local Cost | 504,908 | 595,415 | 133,487 | - | (64,592) | 664,310 | - | 664,310 |
| Budgeted Staffing | | 24.0 | - | - | - | 24.0 | - | 24.0 |



DEPARTMENT: Real Estate Services
 FUND: General
 BUDGET UNIT: AAA RPR

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

| | Budgeted Staffing | Appropriation | Departmental Revenue | Local Cost |
|--|-------------------|------------------|----------------------|-----------------|
| 2003-04 FINAL BUDGET | 24.0 | 2,142,465 | 1,547,050 | 595,415 |
| Cost to Maintain Current Program Services | | | | |
| Salaries and Benefits Adjustments | - | 124,913 | - | 124,913 |
| Internal Service Fund Adjustments | - | 8,574 | - | 8,574 |
| Prop 172 | - | - | - | - |
| Other Required Adjustments | - | - | - | - |
| Subtotal | - | 133,487 | - | 133,487 |
| Board Approved Adjustments During 2003-04 | | | | |
| 30% Spend Down Plan | - | - | - | - |
| Mid-Year Board Items | - | - | - | - |
| Subtotal | - | - | - | - |
| Impacts Due to State Budget Cuts | - | (64,592) | - | (64,592) |
| TOTAL BASE BUDGET | 24.0 | 2,211,360 | 1,547,050 | 664,310 |
| Department Recommended Funded Adjustments | - | 2,600 | 2,600 | - |
| TOTAL 2004-05 PROPOSED BUDGET | 24.0 | 2,213,960 | 1,549,650 | 664,310 |

SCHEDULE B

DEPARTMENT: Real Estate Services
 FUND: General
 BUDGET UNIT: AAA RPR

IMPACTS DUE TO STATE BUDGET CUTS

| Brief Description of State Budget Cuts | Budgeted Staffing | Appropriation | Departmental Revenue | Local Cost |
|---|-------------------|-----------------|----------------------|-----------------|
| Reduced local cost allocation Reductions to salaries and benefits and services and supplies required to meet the 9% local cost target reduction. | - | (64,592) | - | (64,592) |
| Total | - | (64,592) | - | (64,592) |



SCHEDULE C

DEPARTMENT: Real Estate Services
 FUND: General
 BUDGET UNIT: AAA RPR

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

| Brief Description of Program Adjustment | Budgeted Staffing | Appropriation | Departmental Revenue | Local Cost |
|---|-------------------|---------------|----------------------|------------|
| <p>1. Reclassification to Real Estate Services Manager Two positions, 1.0 Real Property Manager and 1.0 Right of Way Manager, are reclassified to a new, single Real Estate Services Manager classification. The single classification will provide the department with flexibility regarding assignment and cross-training of personnel.</p> <p>On October 30, 2001, the Board approved the structural reorganization of Real Estate Services from a stand-alone division to a separate county department. The reorganization included adding a Director of Real Estate Services and reclassifying 2.0 Real Property Agent (RPA) II to RPA III. This action is the last piece of the department's reorganization.</p> <p>There is no additional cost associated with these reclassifications in the 2004-05 budget. The Real Property Manager is classified at the same range and benefit level as the new classification. The Right of Way Manager is classified at the same range, but will move from the Management unit to the Exempt unit. These additional costs were included in the 2003-04 budget; however, the classification action was not completed pending reclassification and recruitment of the subordinate RPA III positions, which is now substantially completed.</p> | - | - | - | - |
| <p>2. Revenue adjustment Minor change in rate charged to the department's customers. Increases to transfers and revenues are offset by increased services and supplies.</p> | - | 2,600 | 2,600 | - |
| Total | - | 2,600 | 2,600 | - |

