

Department Name: County Clerk Recorder – Real Estate Division

Program Title: Lease Management Fee – Property Management Section

Reduction: \$81,012

Program Description:

Real Estate Property Management provides services to County Departments occupying leased facilities that include ordering repairs and maintenance, contracting for and monitoring janitorial services, tenant improvements and alterations and responding to after-hours trouble calls. The Property Management staff also work closely with County Safety and Cal-OSHA regarding life, health, safety and security concerns and provide proactive facility inspections and advising property owners and County Department facility contacts on standards of performance for building services.

Proposed Reduction to Facility Use Allocation (FUA):

Total Budget	Proposed Reduction	Revised Budget	% Reduced	Total FTEs	Reduction in FTEs	% Reduced
\$1,891,776	\$81,012	\$1,810,764	4.2	9.0	1.0	11%

Program Impact: The reduction of \$81,012 (\$21,799 General Fund savings) will unfund 1.0 FTE Real Estate Officer (REO) II (vacant) position which will reduce service levels to County Departments occupying leased facilities. This will include longer waits for responses to maintenance and repair requests, and delays in processing payments to vendors in leased facilities. The Property Management Section will reduce the need for one FTE REO II position for the remainder to FY 09-10 (September 2009 – June 2010). The overall impact will further reduce the Lease Management Fee from \$0.83 per square foot to \$0.79 per square foot.
