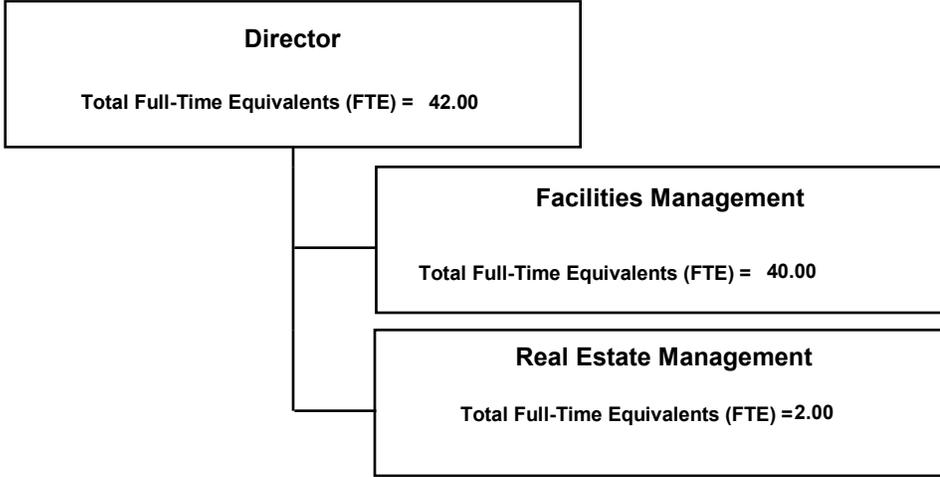


**Department of Facilities Management**

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## Department of Facilities Management



## Department of Facilities Management

### Executive Summary

The Department of Facilities Management section of the Leon County FY 2012 Annual Budget is comprised of Facilities Management and Real Estate Management.

The Department of Facilities Management coordinates construction and real estate activities. Facilities Management provides professional maintenance, construction, and operating services. Real Estate Management provides the management of acquisition and disposition of real property, appraisals, tax certificates, and County property.

#### HIGHLIGHTS

Under the County Administrator's new organizational structure, the Department of Facilities Management was created to more tightly coordinate construction activity throughout the organization and bring focus, attention and consistency to real estate matters. The reorganization included establishing Facilities Management as a department. In an effort to create synergy and provide opportunity for improvement in how services are delivered, the Department of Facilities Management along with three other areas was brought under the supervision of the Director of Public Works and Community Development position. Under the Department of Facilities Management, the Real Estate Management Division was created to coordinate real estate activities. Staffing for the Real Estate Management Division is provided through the realignment of two existing vacant positions from the Public Works Operations Division.

During FY 2011, Facilities Management oversaw the completed construction of three library expansions (Woodville, B.L. Perry, and Northeast Branch Library) as well as coordinating the construction of the Eastside Library and overseeing the design of the Lake Jackson Branch Library project. In addition, Facilities Management is currently providing planning and interagency coordination for the design and construction of the Public Safety Complex, which will be located on County-owned property at the intersection of Easterwood Drive and Weems Road.

**Leon County Government  
Fiscal Year 2012 Adopted Budget**

**Department of Facilities Management**

<b>Budgetary Costs</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Adopted</b>	<b>FY 2012 Continuation</b>	<b>FY 2012 Issues</b>	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>
Personnel Services	2,456,359	2,593,385	2,617,288	(37,863)	2,579,425	2,643,124
Operating	4,823,438	5,238,249	5,107,423	(136,771)	4,970,652	4,979,297
Transportation	89,287	101,674	112,164	-	112,164	111,376
Capital Outlay	3,000	-	-	4,750	4,750	-
Total Budgetary Costs	<u>7,372,084</u>	<u>7,933,308</u>	<u>7,836,875</u>	<u>(169,884)</u>	<u>7,666,991</u>	<u>7,733,797</u>
<b>Appropriations</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Adopted</b>	<b>FY 2012 Continuation</b>	<b>FY 2012 Issues</b>	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>
Facilities Management	7,372,084	7,933,308	7,760,860	(169,884)	7,590,976	7,656,198
Real Estate Management	-	-	76,015	-	76,015	77,599
Total Budget	<u>7,372,084</u>	<u>7,933,308</u>	<u>7,836,875</u>	<u>(169,884)</u>	<u>7,666,991</u>	<u>7,733,797</u>
<b>Funding Sources</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Adopted</b>	<b>FY 2012 Continuation</b>	<b>FY 2012 Issues</b>	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>
001 General Fund	6,783,019	6,992,511	6,984,574	(169,884)	6,814,690	6,903,019
165 Bank of America Building Operations	523,320	844,137	771,611	-	771,611	750,088
166 Huntington Oaks Plaza	65,745	96,660	80,690	-	80,690	80,690
Total Revenues	<u>7,372,084</u>	<u>7,933,308</u>	<u>7,836,875</u>	<u>(169,884)</u>	<u>7,666,991</u>	<u>7,733,797</u>
<b>Staffing Summary</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Adopted</b>	<b>FY 2012 Continuation</b>	<b>FY 2012 Issues</b>	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>
Facilities Management	39.00	40.00	41.00	(1.00)	40.00	40.00
Real Estate Management	-	-	2.00	-	2.00	2.00
Total Full-Time Equivalents (FTE)	<u>39.00</u>	<u>40.00</u>	<u>43.00</u>	<u>(1.00)</u>	<u>42.00</u>	<u>42.00</u>

**Leon County Government  
Fiscal Year 2012 Adopted Budget**

**Department of Facilities Management  
Facilities Management Summary**

<b>Budgetary Costs</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Adopted</b>	<b>FY 2012 Continuation</b>	<b>FY 2012 Issues</b>	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>
Personnel Services	2,456,359	2,593,385	2,541,273	(37,863)	2,503,410	2,565,525
Operating	4,823,438	5,238,249	5,107,423	(136,771)	4,970,652	4,979,297
Transportation	89,287	101,674	112,164	-	112,164	111,376
Capital Outlay	3,000	-	-	4,750	4,750	-
Total Budgetary Costs	<u>7,372,084</u>	<u>7,933,308</u>	<u>7,760,860</u>	<u>(169,884)</u>	<u>7,590,976</u>	<u>7,656,198</u>
<b>Appropriations</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Adopted</b>	<b>FY 2012 Continuation</b>	<b>FY 2012 Issues</b>	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>
Bank of America (165-154-519)	523,320	844,137	771,611	-	771,611	750,088
Facilities Management (001-150-519)	5,524,858	6,992,511	6,908,559	(169,884)	6,738,675	6,825,420
Facilities Management: Judicial Maintenance (001-150-712)	1,113,834	-	-	-	-	-
Facilities Management: Judicial Security (001-150-711)	144,327	-	-	-	-	-
Huntington Oaks Plaza Operating (166-155-519)	65,745	96,660	80,690	-	80,690	80,690
Total Budget	<u>7,372,084</u>	<u>7,933,308</u>	<u>7,760,860</u>	<u>(169,884)</u>	<u>7,590,976</u>	<u>7,656,198</u>
<b>Funding Sources</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Adopted</b>	<b>FY 2012 Continuation</b>	<b>FY 2012 Issues</b>	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>
001 General Fund	6,783,019	6,992,511	6,908,559	(169,884)	6,738,675	6,825,420
165 Bank of America Building Operations	523,320	844,137	771,611	-	771,611	750,088
166 Huntington Oaks Plaza	65,745	96,660	80,690	-	80,690	80,690
Total Revenues	<u>7,372,084</u>	<u>7,933,308</u>	<u>7,760,860</u>	<u>(169,884)</u>	<u>7,590,976</u>	<u>7,656,198</u>
<b>Staffing Summary</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Adopted</b>	<b>FY 2012 Continuation</b>	<b>FY 2012 Issues</b>	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>
Facilities Management	38.00	39.00	40.00	(1.00)	39.00	39.00
Bank of America	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalentents (FTE)	<u>39.00</u>	<u>40.00</u>	<u>41.00</u>	<u>(1.00)</u>	<u>40.00</u>	<u>40.00</u>

## Department of Facilities Management

### Facilities Management - Facilities Management (001-150-519)

#### Goals

The goal of the Division of Facilities Management is to serve the citizens of Leon County and occupants of County facilities through the provision of professional maintenance, construction, and operating services; in order to provide clean, safe and fully-functional County facilities.

#### Objectives

1. Provide and maintain facilities for the Board, Property Appraiser, Supervisor of Elections, Tax Collector (main office) and Article V agencies (Courts, Clerk, State Attorney, Public Defender and Guardian Ad Litem). Additionally, provide construction support for the Sheriff (including the jail).
2. Provide construction services including planning, estimating and budgeting, site selection, architectural and engineering services, design, bidding and procurement, construction administration, project closeout and warranty management for County buildings.
3. Provide architectural, engineering, CAD, real estate due diligence, construction and energy management services. Maintain or provide for the maintenance of as-built plans. Generate floor plans for space planning, procurement, leasing, contracting, and other purposes.
4. Coordinate facility accessibility and indoor air quality surveys and respond appropriately.
5. Maintain County buildings' (including the health departments and dental clinic) structural, mechanical, plumbing, electrical, roofing, emergency generators, heating/air conditioning and other building systems. Administer a preventative maintenance program for the various building systems.
6. Install and repair or replace doors, windows, cabinetry, sealants, lighting, and building finishes (including flooring, carpentry, ceiling tiles, paint and caulk).
7. Manage parking in the Courthouse, Courthouse Annex, Gadsden Street lot and Main Library; maintain parking access gates, readers, striping and signage; manage parking waiting lists for Courthouse employees; administer employee parking contracts; and manage parking revenue.
8. Administer grounds keeping, custodial, mail equipment, parking equipment, pest control, generators, elevators, chillers, security, fire and integrated HVAC contracts.
9. Manage security access control systems, including obtaining access cards for employees, modifying and terminating access authorizations, coordinating the installation, maintenance and replacement of card readers, replacing keys and changing or adding hardware.
10. Maintain fire protection systems, including monitoring panels and automated sprinklers.
11. Design and remodel interior office space, such as wall and modular system removals and installations, cabinetry and shelving construction, installation of plumbing fixtures and ductwork.
12. Research energy conservation and sustainable building opportunities and take appropriate action.
13. Raise and lower the flags, hang plaques and pictures, put up and take down decorations, transfer surplus property to the warehouse, and surplus auctions.
14. Provide internal mail services for the Board within the Courthouse and Courthouse Annex.
15. Manage the central warehouse, including property deliveries and transfers, storage, and destruction.
16. Manage central records, including storage, security, retrieval, delivery, and destruction.

#### Statutory Responsibilities

Constitution of the State of Florida, Article V, Section 14 (facilities for the trial courts, Public Defender, State Attorney and Court functions of the Clerk); Florida Statute, Section 125.35; Florida Statute, Chapter 255, "Public Property and Publicly Owned Buildings"

#### Advisory Board

Volunteer Fire Departments, ADA Focus Groups, Decor and Space Committees, Courthouse Security Committee, Safety Committee, Renaissance Property Committee, and Public Safety Communication Committees

#### Benchmarking

Benchmark Data	Leon County	Benchmark
Square Footage Maintained per Maintenance Employee	74,792 sq ft	47,000 sq ft
Square Footage Maintained per Administrative Employee	358,317 sq ft	142,000 sq ft
Square Footage Maintained per Supervisor Employee	317,866 sq ft	278,000 sq ft
Repair and Maintenance cost per Square Foot – In-house	0.68 sq ft	2.02 sq ft
Repair and Maintenance cost per Square Foot – Contracted	1.07 sq ft	0.78 sq ft
% Internal Customers rating Facilities Management responding promptly to needs	96%	95% mean 96% median

Benchmark Sources: International Facilities Management Association (IFMA); International City Management Association (ICMA) 2005 Center for Performance Management.

#### Performance Measures

Performance Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimate	FY 2012 Estimate
\$ volume of capital projects managed in millions	\$50.2	\$47.8	\$47.0	\$39.2
# of work orders opened	15,739	17,248	18,880	19,356
% of work orders opened for preventative maintenance	61%	65%	69%	65%
% of work orders closed within the year <sup>1</sup>	95%	90%	80%	85%
Total square footage of County facilities maintained <sup>2</sup>	1,320,894	1,358,505	1,420,193	1,433,268

Notes:

1. The Work Order Management processed is currently being streamlined to create a more efficient process.
2. In 2011, the increase of the total square footage of County facilities maintained due to the expansion of BL Perry and Northeast libraries and the newly renovated Traffic Court Building. In 2012, the increase of the total square footage of County facilities maintained due to expansion of two libraries and one new community center.

**Leon County Government  
Fiscal Year 2012 Adopted Budget**

**Department of Facilities Management**

**Facilities Management - Facilities Management (001-150-519)**

<b>Budgetary Costs</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Adopted</b>	<b>FY 2012 Continuation</b>	<b>FY 2012 Issues</b>	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>
Personnel Services	2,409,220	2,541,258	2,490,072	(37,863)	2,452,209	2,513,190
Operating	3,023,351	4,349,579	4,306,323	(136,771)	4,169,552	4,200,854
Transportation	89,287	101,674	112,164	-	112,164	111,376
Capital Outlay	3,000	-	-	4,750	4,750	-
Total Budgetary Costs	5,524,858	6,992,511	6,908,559	(169,884)	6,738,675	6,825,420
<b>Funding Sources</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Adopted</b>	<b>FY 2012 Continuation</b>	<b>FY 2012 Issues</b>	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>
001 General Fund	5,524,858	6,992,511	6,908,559	(169,884)	6,738,675	6,825,420
Total Revenues	5,524,858	6,992,511	6,908,559	(169,884)	6,738,675	6,825,420
<b>Staffing Summary</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Adopted</b>	<b>FY 2012 Continuation</b>	<b>FY 2012 Issues</b>	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>
Administrative Associate III	1.00	1.00	1.00	-	1.00	1.00
Administrative Associate IV	2.00	2.00	2.00	-	2.00	2.00
Construction Manager	2.00	2.00	2.00	-	2.00	2.00
Customer Services Technician	1.00	1.00	1.00	-	1.00	1.00
Dir of Fac Mgmt & Construction	1.00	1.00	1.00	-	1.00	1.00
Fac. Maint. Superintendent	2.00	2.00	2.00	-	2.00	2.00
Fac. Support Superintendent	2.00	2.00	2.00	-	2.00	2.00
Facilities Planner	1.00	1.00	1.00	-	1.00	1.00
Facilities Support Tech II	17.00	17.00	17.00	-	17.00	17.00
Facilities Support Tech III	2.00	2.00	2.00	-	2.00	2.00
Mail Clerk	1.00	1.00	2.00	-	2.00	2.00
Operations Manager	1.00	1.00	1.00	-	1.00	1.00
Parking Garage Supervisor	1.00	1.00	1.00	-	1.00	1.00
Parking Generalist	3.00	3.00	3.00	(1.00)	2.00	2.00
Operations Support Technician	1.00	1.00	1.00	-	1.00	1.00
Project Coordinator	-	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	38.00	39.00	40.00	(1.00)	39.00	39.00

## Department of Facilities Management

### Facilities Management - Facilities Management (001-150-519)

Due to the Board approved Leon LEADs reorganization, the Facilities Management Division was re-titled to Department of Facilities Management. This Division was formerly under auspices of the Department of Management Services: a Mail Clerk (formerly Materials Management Specialist) position was realigned from Purchasing to Facilities Management for the consolidation of the mail services function.

The major variances for the FY 2012 Facilities Management budget are as follows:

**Increases to Program Funding:**

1. Costs associated with the opening of the Woodville and Lake Jackson Branch libraries related to the security, custodial, maintenance, and repairs in the amount of \$22,070.
2. Costs associated with the opening of the Eastside Library related to the increase in operating costs related to the security, custodial, maintenance, and repairs in the amount of \$33,975. This increase is offset by a cost savings of \$150,962 from the Southeast Library lease. These funds were budgeted in a prior year for a possible expansion of the current storefront location. Ultimately capital funds were budgeted for the construction of a stand alone County owned facility.
3. Costs associated with the maintenance of the Amtrak Building in the amount of \$23,000. The Amtrak fund will be closed and the assets transferred to the General fund to allow staff to maintain the operation of the Amtrak Building.
4. Transportation costs associated with vehicle insurance, repairs, and fuel in the amount of \$10,490.
5. Costs associated with machinery and equipment in the amount of \$4,750.

**Decreases to Program Funding:**

1. Costs associated with the 3% State mandated decrease in County's portion of funding for the Florida Retirement System and a reduction in workers compensation rates. Employees will be responsible for contributing to this portion of their retirement. These decreases are offset by a 4% increase to Health insurance and a 3% salary adjustment for employees making under \$50,000, a 1.5% salary adjustment for employees making \$50,000 - \$69,999. No adjustment is provided for those employees making over \$70,000.
2. The elimination of a Parking Generalist position due to the Voluntary Separation Incentive Program in the amount of \$37,863.
3. Costs associated with programmatic budget reductions such as reduce parking spaces within the Republic Parking garage, parking equipment maintenance, and interior plant service in the amount of \$29,314.
4. Costs associated with the elimination of the Southeast Library lease in the amount of \$150,962. These funds were budgeted in a prior year for a possible expansion of the current storefront location. Ultimately capital funds were budgeted for the construction of a stand alone County owned facility.

**Leon County Government  
Fiscal Year 2012 Adopted Budget**

**Department of Facilities Management**

**Facilities Management - Facilities Management: Judicial Security (001-150-711)**

<b>Budgetary Costs</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Adopted</b>	<b>FY 2012 Continuation</b>	<b>FY 2012 Issues</b>	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>
Operating	144,327	-	-	-	-	-
Total Budgetary Costs	144,327	-	-	-	-	-
<b>Funding Sources</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Adopted</b>	<b>FY 2012 Continuation</b>	<b>FY 2012 Issues</b>	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>
001 General Fund	144,327	-	-	-	-	-
Total Revenues	144,327	-	-	-	-	-

In FY08 new reporting requirements for Article V entities were implemented. The FY10 Actuals depict the total amount funded by the County for judicial security. These expenses are currently funded in the operating budget of Facilities Management and the actual expenses will be reported separately each year.

**Leon County Government  
Fiscal Year 2012 Adopted Budget**

**Department of Facilities Management**

**Facilities Management - Facilities Management: Judicial Maintenance (001-150-712)**

<b>Budgetary Costs</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Adopted</b>	<b>FY 2012 Continuation</b>	<b>FY 2012 Issues</b>	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>
Operating	1,113,834	-	-	-	-	-
Total Budgetary Costs	1,113,834	-	-	-	-	-
<b>Funding Sources</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Adopted</b>	<b>FY 2012 Continuation</b>	<b>FY 2012 Issues</b>	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>
001 General Fund	1,113,834	-	-	-	-	-
Total Revenues	1,113,834	-	-	-	-	-

In FY08 new reporting requirements for Article V entities were implemented. The FY10 Actuals depict the total amount funded by the County for judicial maintenance. These expenses are currently funded in the operating budget of Facilities Management and the actual expenses will be reported separately each year.

**Leon County Government  
Fiscal Year 2012 Adopted Budget**

**Department of Facilities Management  
Facilities Management - Bank of America (165-154-519)**

<b>Budgetary Costs</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Adopted</b>	<b>FY 2012 Continuation</b>	<b>FY 2012 Issues</b>	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>
Personnel Services	47,139	52,127	51,201	-	51,201	52,335
Operating	476,180	792,010	720,410	-	720,410	697,753
Total Budgetary Costs	523,320	844,137	771,611	-	771,611	750,088
<b>Funding Sources</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Adopted</b>	<b>FY 2012 Continuation</b>	<b>FY 2012 Issues</b>	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>
165 Bank of America Building Operations	523,320	844,137	771,611	-	771,611	750,088
Total Revenues	523,320	844,137	771,611	-	771,611	750,088
<b>Staffing Summary</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Adopted</b>	<b>FY 2012 Continuation</b>	<b>FY 2012 Issues</b>	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>
Facilities Support Tech II	1.00	1.00	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

The major variances for the FY 2012 Facilities Management: Bank of America Building budget are as follows:

Decreases to Program Funding:

1. Costs associated with the 3% State mandated decrease in County's portion of funding for the Florida Retirement System and a reduction in workers compensation rates. Employees will be responsible for contributing to this portion of their retirement. These decreases will be offset by a 4% increase to Health insurance and a 2% cost of living adjustment.
2. Costs associated with continuing of cost savings since the County assumed the management and maintenance of the building in the amount of \$38,450.
3. Costs associated with energy savings in the amount of \$33,150.

**Leon County Government  
Fiscal Year 2012 Adopted Budget**

**Department of Facilities Management**

**Facilities Management - Huntington Oaks Plaza Operating (166-155-519)**

<b>Budgetary Costs</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Adopted</b>	<b>FY 2012 Continuation</b>	<b>FY 2012 Issues</b>	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>
Operating	65,745	96,660	80,690	-	80,690	80,690
Total Budgetary Costs	65,745	96,660	80,690	-	80,690	80,690
<b>Funding Sources</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Adopted</b>	<b>FY 2012 Continuation</b>	<b>FY 2012 Issues</b>	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>
166 Huntington Oaks Plaza	65,745	96,660	80,690	-	80,690	80,690
Total Revenues	65,745	96,660	80,690	-	80,690	80,690

The major variances for the FY 2012 Facilities Management: Huntington Oaks Plaza budget are as follows:

Decreases to Program Funding:

1. Costs associated with the County assuming the maintenance responsibilities for the Huntington Oaks Plaza in the amount of \$15,970.

**Leon County Government  
Fiscal Year 2012 Adopted Budget**

**Department of Facilities Management  
Real Estate Management (001-156-519)**

<b>Budgetary Costs</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Adopted</b>	<b>FY 2012 Continuation</b>	<b>FY 2012 Issues</b>	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>
Personnel Services	-	-	76,015	-	76,015	77,599
Total Budgetary Costs	-	-	76,015	-	76,015	77,599
<b>Funding Sources</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Adopted</b>	<b>FY 2012 Continuation</b>	<b>FY 2012 Issues</b>	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>
001 General Fund	-	-	76,015	-	76,015	77,599
Total Revenues	-	-	76,015	-	76,015	77,599
<b>Staffing Summary</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Adopted</b>	<b>FY 2012 Continuation</b>	<b>FY 2012 Issues</b>	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>
Real Estate Manager	-	-	1.00	-	1.00	1.00
Real Estate Specialist	-	-	1.00	-	1.00	1.00
Total Full-Time Equivalents (FTE)	-	-	2.00	-	2.00	2.00

Due to the Board approved Leon LEADs reorganization, the Real Estate Management Division was created. This Division allows for all real property acquisition, appraisal, tax certificates, and management to be addressed through one division. An Equipment Operator position, newly titled Real Estate Specialist and a Maintenance Technician position, newly titled Real Estate Manager were realigned from the Public Works Operations-Stormwater Division to Facilities Management to staff this function.

