

Real Estate Assets



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Real Estate Assets



Description

The Real Estate Assets Department (READ) manages the City's real estate portfolio and provides direction for the operations of the City's Airports Division, the City Concourse, and Stadium Operations. It also manages the City's role in the Joint Use Management Agreement for PETCO Park. READ's downtown group is organized to reflect its core business functions. The Acquisition Division acquires property for City needs such as sites for new fire stations, parks, and libraries, as well as the right-of-way for numerous City projects. The Disposition Division evaluates City assets to determine which properties are essential for the City's core mission and which may be considered surplus and then handles the disposition of properties that are determined to be surplus. The Asset Management Division manages the City's diverse agreement portfolio of more than 500 leased properties. Corporate Services administers the City's facility space needs. The Facilities Services Division provides a range of services including citywide facilities maintenance and repair, for all Asset Owning Departments including the General Fund. Additionally, READ's Valuation section provides appraisal services to support these core business units, as well as a number of other City departments.

For more information on department programs, please visit the Real Estate Assets Department website (<https://www.sandiego.gov/real-estate-assets>).

The mission is:

To serve the San Diego community through excellence in stewardship of the City's real estate assets

The vision is:

To be a nationally recognized model for municipal real estate services

Real Estate Assets

Goals and Objectives

Goal 1: Maximize revenue and overall benefit of the City's real estate assets

- Secure maximum revenue due to the City for leasehold agreements
- Ensure the best return for the City through long-term agreements where appropriate
- Identify underutilized assets for potential disposition

Goal 2: Attract and retain top quality staff

- Provide a productive, cohesive work atmosphere
- Create opportunities for career growth and advancement
- Support and enhance staff education and training

Goal 3: Support the real estate needs of City departments in an effective and timely manner

- Provide support to City departments to ensure quality, consistency, and compliance in projects that involve City real estate assets
- Provide high-quality valuation and consulting services in a timely manner when requested
- Support City departments in planning their future real estate needs

Goal 4: Enhance information management about the City's real estate assets decision-making initiatives

- Inform decision makers regarding the state of the City's real estate assets
- Publish and enhance open data regarding the City's real estate assets on the City website property management functions

Goal 5: Provide quality, safe, reliable facility services

- Maintain facilities
- Provide high quality customer service

Key Performance Indicators

Performance Indicator	FY2018 Target	FY2018 Actual	FY2019 Target	FY2019 Actuals	FY2020 Target
Number of properties reviewed for potential disposition per year ¹	50	672	50	31	25
Percentage of appraisals completed within 90 days of commencement ²	90%	70%	85%	72%	80%
Percentage of lease agreements on a month-to-month holdover status ³	20%	25%	20%	25%	20%
Percentage of rent reviews completed on time per fiscal year ⁴	90%	87%	90%	87%	90%
Percentage of preventative maintenance activities of overall facilities maintenance activities	20%	30%	20%	19%	30%

1. Fewer properties were reviewed in FY19 due to higher than usual number reviewed in FY18 and availability of staff to review in FY19.

2. There were a number of highly complex appraisals required for projects in FY19. Completion of appraisals is influenced by the complexity of the assignment and the availability of independent appraisers.

3. The department continues to work on new agreement to replace holdovers when appropriate. However, several positions were vacant for portions of FY19 resulting in a brief slowdown.

4. Several positions were vacant for portions of FY19; therefore, some rent adjustments were slightly delayed. However, all revenue due was collected.

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Department Summary

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
FTE Positions (Budgeted)	34.00	34.00	34.00	0.00
Personnel Expenditures	\$ 3,949,568	\$ 4,111,545	\$ 4,305,518	\$ 193,973
Non-Personnel Expenditures	10,057,348	7,653,093	6,358,722	(1,294,371)
Total Department Expenditures	\$ 14,006,916	\$ 11,764,638	\$ 10,664,240	\$ (1,100,398)
Total Department Revenue	\$ 57,476,242	\$ 55,283,164	\$ 57,847,389	\$ 2,564,225

General Fund

Department Expenditures

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Real Estate Assets	\$ 8,873,392	\$ 7,962,132	\$ 6,342,319	(1,619,813)
Total	\$ 8,873,392	\$ 7,962,132	\$ 6,342,319	(1,619,813)

Department Personnel

	FY2018 Budget	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Real Estate Assets	32.00	32.00	32.00	0.00
Total	32.00	32.00	32.00	0.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Relocation to 101 Ash Street Addition of one-time non-personnel expenditures related to relocation into the 101 Ash Street building.	0.00	\$ 689,152	-
Central Plant Maintenance Addition of non-personnel expenditures related to the General Fund portion of maintenance expenditures at the Central Plant.	0.00	180,786	-
Salary and Benefit Adjustments Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.	0.00	138,593	-
Addition of Supervising Property Agent Addition of 1.00 Supervising Property Agent to support the Dispositions Division.	1.00	98,801	98,872
Addition of Property Agent Addition of 1.00 Property Agent to support the Asset Management Division.	1.00	90,011	-
Stadium Sale Negotiations Contract Addition of non-personnel expenditures related to the negotiation of appropriate terms and conditions for the sale and development of stadium site.	0.00	60,450	-
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	25,694	-

Real Estate Assets

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Reclassification of Position Addition of 1.00 Assistant Department Director offset by the reduction of 1.00 Deputy Director to better align the position classification with the operations of the department.	0.00	24,124	-
Pay-in-Lieu of Annual Leave Adjustments Adjustment to expenditures associated with projected compensation to employees in-lieu of the use of annual leave.	0.00	21,974	-
Non-Discretionary Adjustment Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	12,345	-
Reduction of Associate Management Analyst Reduction of 1.00 Associate Management Analyst associated with tracking City-owned land inventory.	(1.00)	(83,681)	-
Reduction of Property Agent Reduction of 1.00 Property Agent in the Acquisitions Division.	(1.00)	(103,062)	-
Mission Bay RV Park Settlement Reduction of non-personnel expenditures and associated revenue related to a settlement agreement to exchange rent credits for contractual services for debris removal and land improvements.	0.00	(600,000)	-
One-Time Additions and Annualizations Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2019.	0.00	(2,175,000)	-
Revised Revenue Adjustment to reflect revised revenue projections related to increased activity at Mission Bay hotels, RV park, and Sea World.	0.00	-	1,621,057
Revised Revenue Adjustment to reflect revised revenue projections related to increased activity at Torrey Pines hotels and for Pueblo Land Leases.	0.00	-	663,252
Revised Revenue Adjustment to reflect revised revenue projections related to Surf Camp activity.	0.00	-	50,020
Revised Revenue Adjustment to reflect revised revenue projections related to a decrease in telecommunication and rental leases.	0.00	-	(119,476)
Total	0.00	\$(1,619,813)	2,313,725

Expenditures by Category

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
PERSONNEL				
Personnel Cost	\$ 2,333,882	\$ 2,444,716	\$ 2,655,874	211,158
Fringe Benefits	1,406,427	1,454,990	1,430,592	(24,398)
PERSONNEL SUBTOTAL	3,740,309	3,899,706	4,086,466	186,760
NON-PERSONNEL				
Supplies	\$ 45,657	\$ 25,908	\$ 26,103	195
Contracts	2,718,359	3,264,090	2,027,484	(1,236,606)
Information Technology	244,035	134,877	160,571	25,694
Energy and Utilities	12,385	6,551	12,695	6,144

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Expenditures by Category

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Other	12,647	31,000	29,000	(2,000)
Transfers Out	2,100,000	600,000	-	(600,000)
NON-PERSONNEL SUBTOTAL	5,133,082	4,062,426	2,255,853	(1,806,573)
Total	\$ 8,873,392	\$ 7,962,132	\$ 6,342,319	(1,619,813)

Revenues by Category

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Charges for Services	\$ 1,773,785	\$ 1,370,000	\$ 1,468,872	98,872
Licenses and Permits	272,481	283,724	333,744	50,020
Other Revenue	142,282	-	-	-
Rev from Money and Prop	51,382,025	49,635,714	51,800,547	2,164,833
Total	\$ 53,570,573	\$ 51,289,438	\$ 53,603,163	2,313,725

Personnel Expenditures

Job Number	Job Title / Wages	FY2018 Budget	FY2019 Budget	FY2020 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	1.00	1.00	1.00	\$ 33,605 - 40,459	\$ 39,852
20000056	Assistant Department Director	0.00	0.00	1.00	33,863 - 185,643	148,500
20000119	Associate Management Analyst	1.00	1.00	1.00	57,691 - 69,723	68,677
20000134	Associate Management Analyst	1.00	1.00	0.00	57,691 - 69,723	-
20000163	Associate Property Agent	2.00	2.00	2.00	57,691 - 69,723	124,974
20001168	Deputy Director	1.00	1.00	0.00	50,128 - 184,332	-
20000924	Executive Assistant	1.00	1.00	1.00	46,475 - 56,208	55,365
20001222	Program Manager	5.00	5.00	5.00	50,128 - 184,332	592,231
20000768	Property Agent	10.00	10.00	10.00	63,342 - 76,578	739,137
20000783	Public Information Clerk	1.00	1.00	1.00	33,605 - 40,459	39,852
20001137	Real Estate Assets Director	1.00	1.00	1.00	33,863 - 185,643	165,402
20000869	Senior Account Clerk	1.00	1.00	1.00	38,482 - 46,432	45,736
20000970	Supervising Management Analyst	1.00	1.00	1.00	71,249 - 86,311	86,311
20001003	Supervising Property Agent	5.00	5.00	6.00	71,249 - 86,311	490,720
20001005	Supervising Property Agent Bilingual - Regular	1.00	1.00	1.00	71,249 - 86,311	83,290
	Budgeted Vacancy Savings					2,912
	Right Of Way Cert					(57,691)
	Vacation Pay In Lieu					8,632
						21,974
FTE, Salaries, and Wages Subtotal		32.00	32.00	32.00		\$ 2,655,874

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Fringe Benefits				
Employee Offset Savings	\$ 15,572	\$ 16,428	\$ 14,850	(1,578)
Flexible Benefits	362,136	372,747	372,747	-
Medicare	34,976	34,402	36,941	2,539
Other Post-Employment Benefits	181,928	183,720	189,875	6,155
Retiree Medical Trust	3,755	4,208	4,580	372
Retirement 401 Plan	1,746	1,900	2,060	160
Retirement ADC	597,701	576,619	564,428	(12,191)
Retirement DROP	1,654	-	2,632	2,632
Risk Management Administration	29,953	31,590	37,355	5,765

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	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Supplemental Pension Savings Plan	159,557	174,525	188,795	14,270
Unemployment Insurance	4,226	4,093	4,039	(54)
Workers' Compensation	13,222	54,758	12,290	(42,468)
Fringe Benefits Subtotal	\$ 1,406,427	\$ 1,454,990	\$ 1,430,592	(24,398)
Total Personnel Expenditures		\$	4,086,466	

Concourse and Parking Garages Operating Fund

Department Expenditures

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Concourse & Parking Garage	\$ 5,133,525	\$ 3,802,506	\$ 4,321,921	\$ 519,415
Total	\$ 5,133,525	\$ 3,802,506	\$ 4,321,921	\$ 519,415

Department Personnel

	FY2018 Budget	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Concourse & Parking Garage	2.00	2.00	2.00	0.00
Total	2.00	2.00	2.00	0.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
City Employee Parking Addition of non-personnel expenditures and associated revenue related to a new lease at the Horton Plaza garage to support parking for City personnel.	0.00	\$ 234,000	\$ 76,500
Non-Discretionary Adjustment Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	115,185	-
Miscellaneous Professional Services Addition of non-personnel expenditures related to parking structure management, audio visual services, gate repair, door repairs, window cleaning, and other miscellaneous services.	0.00	50,000	-
Central Plant Operations Addition of non-personnel expenditures related to projects and monthly maintenance at the Central Plant.	0.00	37,000	-
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	24,717	-
Security Services Addition of non-personnel expenditures related to security services at the Concourse building during Golden Hall events and monthly Naturalization Ceremonies.	0.00	23,000	-
Power Washing Services Addition of non-personnel expenditures related to bi-weekly power washing services around the Concourse building and Evan V. Jones Parkade.	0.00	12,000	-

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Significant Budget Adjustments

	FTE	Expenditures	Revenue
Salary and Benefit Adjustments	0.00	7,213	-
Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.			
Low Value Assets and Supplies	0.00	7,000	-
Addition of non-personnel expenditures related to low value assets and miscellaneous supplies.			
Concourse Contracts	0.00	5,000	-
Addition of non-personnel expenditures related to asbestos inspections, abatement work, and supplies at the City Concourse building.			
Trash Compactor Oil	0.00	1,300	-
Addition of non-personnel expenditures related to trash compactor oil.			
Cell Phone Services	0.00	1,200	-
Addition of non-personnel expenditures related to wireless phone expenses.			
Asbestos Inspection and Supplies	0.00	1,000	-
Addition of non-personnel expenditures related to asbestos inspections, abatement work, and supplies.			
Sign Materials	0.00	500	-
Addition of non-personnel expenditures related to supplies necessary for creating signs.			
Miscellaneous Clothing and Accessories	0.00	300	-
Addition of non-personnel expenditures related to miscellaneous clothing and accessories for Concourse staff.			
Revised Revenue	0.00	-	258,000
Adjustment to reflect revised revenue projections related to ACE parking revenue and updated lease information.			
Revised Revenue	0.00	-	(84,000)
Adjustment to reflect revised revenue projections related to events at Golden Hall.			
Total	0.00 \$	519,415 \$	250,500

Expenditures by Category

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
PERSONNEL				
Personnel Cost	\$ 122,960	\$ 126,779	\$ 130,856	4,077
Fringe Benefits	86,299	85,060	88,196	3,136
PERSONNEL SUBTOTAL	209,259	211,839	219,052	7,213
NON-PERSONNEL				
Supplies	\$ 59,505	\$ 65,400	\$ 61,800	(3,600)
Contracts	1,963,341	2,014,267	2,385,735	371,468
Information Technology	13,872	13,139	37,856	24,717
Energy and Utilities	87,107	97,361	216,978	119,617
Other	441	500	500	-
Transfers Out	2,800,000	1,400,000	1,400,000	-
NON-PERSONNEL SUBTOTAL	4,924,265	3,590,667	4,102,869	512,202
Total	\$ 5,133,525	\$ 3,802,506	\$ 4,321,921	519,415

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Revenues by Category

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Charges for Services	\$ 75	\$ -	\$ -	-
Rev from Money and Prop Transfers In	3,905,050 543	3,993,726 -	4,244,226 -	250,500 -
Total	\$ 3,905,669	\$ 3,993,726	\$ 4,244,226	250,500

Personnel Expenditures

Job Number	Job Title / Wages	FY2018 Budget	FY2019 Budget	FY2020 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	1.00	1.00	1.00	\$ 33,605 - 40,459	\$ 39,043
20001003	Supervising Property Agent Bilingual - Regular Right Of Way Cert	1.00	1.00	1.00	71,249 - 86,311	84,585 2,912 4,316
FTE, Salaries, and Wages Subtotal		2.00	2.00	2.00		\$ 130,856

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Fringe Benefits				
Employee Offset Savings	\$ 394	\$ 392	\$ 405	13
Flexible Benefits	23,410	23,410	23,410	-
Medicare	2,032	1,781	1,897	116
Other Post-Employment Benefits	12,533	12,248	12,250	2
Retiree Medical Trust	212	219	226	7
Retirement 401 Plan	847	875	904	29
Retirement ADC	40,673	39,339	42,345	3,006
Risk Management Administration	2,064	2,106	2,410	304
Supplemental Pension Savings Plan	2,313	2,375	2,450	75
Unemployment Insurance	217	201	190	(11)
Workers' Compensation	1,604	2,114	1,709	(405)
Fringe Benefits Subtotal	\$ 86,299	\$ 85,060	\$ 88,196	3,136
Total Personnel Expenditures			\$ 219,052	

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Revenue and Expense Statement (Non-General Fund)

Concourse and Parking Garages Operating Fund	FY2018 Actual	FY2019* Budget	FY2020 Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 1,213,646	\$ 93,181	\$ 564,907
TOTAL BALANCE AND RESERVES	\$ 1,213,646	\$ 93,181	\$ 564,907
REVENUE			
Charges for Services	\$ 75	\$ -	\$ -
Revenue from Use of Money and Property	3,905,050	3,993,726	4,244,226
Transfers In	543	-	-
TOTAL REVENUE	\$ 3,905,669	\$ 3,993,726	\$ 4,244,226
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 5,119,314	\$ 4,086,907	\$ 4,809,133
OPERATING EXPENSE			
Personnel Expenses	\$ 122,960	\$ 126,779	\$ 130,856
Fringe Benefits	86,299	85,060	88,196
Supplies	59,505	65,400	61,800
Contracts	1,963,341	2,014,267	2,385,735
Information Technology	13,872	13,139	37,856
Energy and Utilities	87,107	97,361	216,978
Other Expenses	441	500	500
Transfers Out	2,800,000	1,400,000	1,400,000
TOTAL OPERATING EXPENSE	\$ 5,133,525	\$ 3,802,506	\$ 4,321,921
TOTAL EXPENSE	\$ 5,133,525	\$ 3,802,506	\$ 4,321,921
BALANCE	\$ (14,210)	\$ 284,401	\$ 487,212
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 5,119,314	\$ 4,086,907	\$ 4,809,133

* At the time of publication, financial statements for Fiscal Year 2019 were not available. Therefore, the Fiscal Year 2019 Revenues, Expenditures, and Fund Balances reflect those amounts as published in the Fiscal Year 2019 Adopted Budget. Fiscal Year 2020 Beginning Fund Balance reflects the projected Fiscal Year 2019 Ending Fund Balance based on updated Revenue and Expenditure Projections for Fiscal Year 2019.



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Real Estate Assets - Facilities Services Division

Department Summary

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
FTE Positions (Budgeted)	178.00	223.50	211.50	(12.00)
Personnel Expenditures	\$ 14,529,568	\$ 19,947,786	\$ 18,457,982	\$ (1,489,804)
Non-Personnel Expenditures	8,075,818	6,264,019	6,073,893	(190,126)
Total Department Expenditures	\$ 22,605,387	\$ 26,211,805	\$ 24,531,875	\$ (1,679,930)
Total Department Revenue	\$ 6,861,927	\$ 6,574,799	\$ 7,304,653	\$ 729,854

General Fund

Department Expenditures

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Facilities	\$ 17,894,773	\$ 24,986,890	\$ 24,436,943	\$ (549,947)
Facilities Services	1,240,945	1,224,915	94,932	(1,129,983)
Total	\$ 19,135,718	\$ 26,211,805	\$ 24,531,875	\$ (1,679,930)

Department Personnel

	FY2018 Budget	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Facilities	160.00	214.50	210.50	(4.00)
Facilities Services	8.00	9.00	1.00	(8.00)
Total	168.00	223.50	211.50	(12.00)

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Facilities Maintenance Consolidation Transfer of 8.00 FTE positions and associated non-personnel expenditures from the Public Utilities Department to the READ - Facilities Services Division for centralization of facilities maintenance functions.	8.00	\$ 794,994	\$ -
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	201,373	-
Enterprise Asset Management (EAM) Support Addition of 1.00 Information Systems Analyst 2 and associated non-personnel expenditures to support EAM.	1.00	100,553	-
Pay-in-Lieu of Annual Leave Adjustments Adjustment to expenditures associated with projected compensation to employees in-lieu of the use of annual leave.	0.00	57,290	-
Regular Rate of Pay Addition of personnel expenditures associated with the cash payments in lieu of health benefits provided to employees as required by the recent Flores legal case.	0.00	21,544	-
Payroll Support Repurpose of 1.00 Clerical Assistant 2 to 1.00 Payroll Specialist 2 to support the centralization of facilities maintenance functions.	0.00	10,797	-

Real Estate Assets - Facilities Services Division

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Public Works Restructure Transfer of READ - Facilities Services Division expenditures and associated revenue from the General Fund to the Engineering & Capital Projects Fund.	0.00	(9,072)	(262,000)
Reduction of Non-Personnel Expenditures Reduction of non-personnel expenditures in supplies.	0.00	(14,225)	-
Salary and Benefit Adjustments Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.	0.00	(226,487)	-
Public Works Restructure Transfer of 2.00 FTE positions and associated non-personnel expenditures from the READ - Facilities Services Division to the Engineering Support & Technical Services Division in the Public Works Department.	(2.00)	(230,980)	-
Facility Maintenance Restructure Transfer of 3.00 FTE positions and associated non-personnel expenditures from the READ - Facilities Services Division to the Parks and Recreation Department for parks and recreation specific facilities.	(3.00)	(296,692)	-
Public Works Restructure Transfer of 4.00 FTE positions and associated non-personnel expenditures from the READ - Facilities Services Division to the Business Operations Support Services Division in the Public Works Department.	(4.00)	(335,426)	-
Non-Discretionary Adjustment Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	(368,202)	-
Public Works Restructure Transfer of 2.00 FTE positions and associated non-personnel expenditures from the READ - Facilities Services Division to the Engineering & Capital Projects Division in the Public Works Department.	(2.00)	(609,658)	-
Reduction of Facilities Maintenance Staffing Reduction of 10.00 FTE positions and non-personnel expenditures associated with the maintenance of City facilities.	(10.00)	(775,739)	-
Facilities Maintenance Consolidation Transfer of revenue from the Public Utilities Department for centralization of facilities maintenance functions.	0.00	-	1,236,224
Revised Revenue Adjustment to reflect revised revenue projections.	0.00	-	(244,370)
Total	(12.00) \$	(1,679,930) \$	729,854

Expenditures by Category

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
PERSONNEL				
Personnel Cost	\$ 8,054,786	\$ 11,710,888	\$ 10,866,653	(844,235)
Fringe Benefits	5,603,987	8,236,898	7,591,329	(645,569)
PERSONNEL SUBTOTAL	13,658,772	19,947,786	18,457,982	(1,489,804)
NON-PERSONNEL				
Supplies	\$ 1,702,141	\$ 2,005,133	\$ 1,978,125	(27,008)

Real Estate Assets - Facilities Services Division

Expenditures by Category

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Contracts	2,523,708	2,673,663	2,758,318	84,655
Information Technology	321,158	211,363	412,736	201,373
Energy and Utilities	891,456	1,026,369	511,651	(514,718)
Other	6,838	7,500	2,500	(5,000)
Debt	31,645	339,991	410,563	70,572
NON-PERSONNEL SUBTOTAL	5,476,946	6,264,019	6,073,893	(190,126)
Total	\$ 19,135,718	\$ 26,211,805	\$ 24,531,875	(1,679,930)

Revenues by Category

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Charges for Services	\$ 3,038,883	\$ 3,493,596	\$ 4,223,450	729,854
Other Revenue	34,520	-	-	-
Transfers In	-	3,081,203	3,081,203	-
Total	\$ 3,073,402	\$ 6,574,799	\$ 7,304,653	729,854

Personnel Expenditures

Job Number	Job Title / Wages	FY2018 Budget	FY2019 Budget	FY2020 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	2.00	2.00	2.00	\$ 33,605 - 40,459	\$ 77,370
20000012	Administrative Aide 1	2.00	2.00	2.00	39,449 - 47,528	95,056
20000024	Administrative Aide 2	1.00	2.00	2.00	45,444 - 54,769	108,296
20000241	Apprentice 1-Electrician (5 Yr)	2.00	2.00	2.00	34,615 - 46,153	92,306
20000245	Apprentice 1-HVACR Technician	2.00	2.00	3.00	36,334 - 50,874	143,822
20000259	Apprentice 1-Plumber	1.00	1.00	1.00	34,615 - 46,153	46,153
21000175	Assistant Trainer	1.00	1.00	0.00	47,463 - 57,691	-
20000119	Associate Management Analyst	1.00	1.00	1.00	57,691 - 69,723	66,875
20000201	Building Maintenance Supervisor	6.00	10.00	11.00	66,006 - 79,822	853,175
20000205	Building Service Supervisor	0.00	0.00	2.00	48,796 - 59,002	118,015
20000224	Building Service Technician	11.00	25.00	25.00	35,560 - 42,328	1,030,976
20000202	Building Supervisor	1.00	6.00	5.00	42,436 - 50,944	252,682
20000234	Carpenter	18.00	17.00	15.00	46,368 - 55,499	817,966
20000235	Carpenter Supervisor	2.00	2.00	2.00	52,491 - 63,578	121,948
20000236	Cement Finisher	0.00	1.00	0.00	49,848 - 64,235	-
20000539	Clerical Assistant 2	0.00	1.00	0.00	31,929 - 38,482	-
20000617	Construction Estimator	2.00	2.00	2.00	57,304 - 69,315	137,244
20000354	Custodian 2	10.00	18.50	18.50	28,018 - 33,347	586,030
20000355	Custodian 3	1.00	1.00	1.00	30,661 - 36,248	36,248
20001101	Department Director	1.00	1.00	0.00	63,127 - 239,144	-
20001168	Deputy Director	1.00	1.00	1.00	50,128 - 184,332	132,313
20000408	Electrician	18.00	18.00	16.00	50,257 - 60,334	958,704
20000413	Electrician Supervisor	2.00	2.00	2.00	57,304 - 69,315	135,333
20000468	Grounds Maintenance Worker 2	0.00	5.00	5.00	33,884 - 40,308	196,959
20000499	Heating Technician	2.00	2.00	2.00	50,257 - 60,334	119,763
20000500	Heating, Ventilation, and Air Conditioning Supervisor	2.00	2.00	2.00	60,162 - 76,413	148,555
20000833	HVACR Technician	16.00	15.00	13.00	52,771 - 66,509	807,557
20000290	Information Systems Analyst 2	1.00	1.00	1.00	57,691 - 69,723	69,723

Real Estate Assets - Facilities Services Division

Personnel Expenditures

Job Number	Job Title / Wages	FY2018 Budget	FY2019 Budget	FY2020 Adopted	Salary Range	Total
20000377	Information Systems Technician	1.00	1.00	0.00	45,444 - 54,769	-
20000613	Locksmith	3.00	3.00	2.00	47,184 - 56,402	110,338
20000667	Painter	18.00	18.00	20.00	44,391 - 53,308	1,037,759
20000668	Painter Supervisor	2.00	2.00	2.00	50,558 - 61,107	122,214
20000172	Payroll Specialist 1	0.00	1.00	1.00	37,086 - 46,859	38,013
20000680	Payroll Specialist 2	1.00	1.00	1.00	38,783 - 49,160	47,989
20000701	Plant Process Control Electrician	0.00	1.00	1.00	66,445 - 79,775	76,983
20000709	Plasterer	2.00	2.00	3.00	48,538 - 58,207	164,079
20000711	Plumber	13.00	14.00	12.00	50,257 - 60,334	696,616
20000713	Plumber Supervisor	1.00	1.00	1.00	57,304 - 69,315	69,315
20001222	Program Manager	2.00	2.00	1.00	50,128 - 184,332	106,702
20000760	Project Assistant	2.00	1.00	1.00	61,752 - 74,407	61,752
20000761	Project Officer 1	0.00	2.00	2.00	71,099 - 85,860	165,878
20000842	Roofer	6.00	7.00	7.00	42,328 - 50,708	341,154
20000841	Roofing Supervisor	0.00	1.00	1.00	48,130 - 58,228	57,063
20001042	Safety and Training Manager	1.00	1.00	0.00	71,249 - 86,311	-
20000847	Safety Officer	1.00	1.00	1.00	61,795 - 74,622	61,795
20000222	Senior Building Maintenance Supervisor	1.00	1.00	1.00	82,078 - 99,267	92,853
20000966	Senior HVACR Technician	5.00	8.00	8.00	55,413 - 69,848	487,527
20000826	Senior Locksmith	1.00	1.00	1.00	49,569 - 59,302	58,412
20000015	Senior Management Analyst	1.00	2.00	1.00	63,342 - 76,578	73,898
20000945	Stadium Groundskeeper	0.00	2.00	2.00	40,223 - 48,151	96,302
20000949	Stadium Maintenance Technician	0.00	5.00	5.00	40,223 - 48,151	238,876
20000943	Stadium Turf Manager	0.00	1.00	0.00	63,750 - 77,501	-
20000970	Supervising Management Analyst	0.00	0.00	1.00	71,249 - 86,311	86,032
21000177	Trainer	1.00	1.00	0.00	57,691 - 69,723	-
	Bilingual - Regular					4,368
	Budgeted Vacancy Savings					(857,936)
	Night Shift Pay					3,334
	Overtime Budgeted					152,419
	Split Shift Pay					34,896
	Termination Pay Annual					27,663
	Leave					
	Vacation Pay In Lieu					57,290
FTE, Salaries, and Wages Subtotal		168.00	223.50	211.50		\$ 10,866,653

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Fringe Benefits				
Employee Offset Savings	\$ 20,747	\$ 26,257	\$ 17,881	(8,376)
Flexible Benefits	1,685,702	2,462,584	2,202,295	(260,289)
Medicare	124,570	165,337	154,407	(10,930)
Other Post-Employment Benefits	933,311	1,335,032	1,194,375	(140,657)
Retiree Medical Trust	11,599	15,633	15,469	(164)
Retirement 401 Plan	8,898	12,107	14,461	2,354
Retirement ADC	1,853,603	2,873,733	2,651,630	(222,103)
Retirement DROP	32,843	46,447	35,342	(11,105)
Risk Management Administration	153,727	229,554	234,977	5,423
Supplemental Pension Savings Plan	533,854	766,874	688,139	(78,735)
Unemployment Insurance	14,167	19,294	16,318	(2,976)

Real Estate Assets - Facilities Services Division

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Workers' Compensation	230,964	284,046	366,035	81,989
Fringe Benefits Subtotal	\$ 5,603,987	\$ 8,236,898	\$ 7,591,329	(645,569)
Total Personnel Expenditures			\$ 18,457,982	

Publishing Services Fund¹

Department Expenditures

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Publishing Services	\$ 3,469,668	\$ -	\$ -	-
Total	\$ 3,469,668	\$ -	\$ -	-

Department Personnel

	FY2018 Budget	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Publishing Services	10.00	0.00	0.00	0.00
Total	10.00	0.00	0.00	0.00

Expenditures by Category

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
PERSONNEL				
Personnel Cost	\$ 492,610	\$ -	\$ -	-
Fringe Benefits	378,186	-	-	-
PERSONNEL SUBTOTAL	870,796	-	-	-
NON-PERSONNEL				
Supplies	\$ 293,034	\$ -	\$ -	-
Contracts	2,077,665	-	-	-
Information Technology	90,713	-	-	-
Energy and Utilities	100,653	-	-	-
Transfers Out	4,492	-	-	-
Capital Expenditures	32,314	-	-	-
NON-PERSONNEL SUBTOTAL	2,598,872	-	-	-
Total	\$ 3,469,668	\$ -	\$ -	-

Revenues by Category

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Charges for Services	\$ 3,694,987	\$ -	\$ -	-
Other Revenue	74,695	-	-	-
Rev from Money and Prop	14,136	-	-	-
Transfers In	4,707	-	-	-
Total	\$ 3,788,525	\$ -	\$ -	-

¹ Beginning in the Fiscal Year 2019 Adopted Budget, the Publishing Services Fund is no longer budgeted in the Facilities Division. This fund is now budgeted in the Purchasing & Contracting Department.

Real Estate Assets - Facilities Services Division

Personnel Expenditures

Job Number	Job Title / Wages	FY2018 Budget	FY2019 Budget	FY2020 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000012	Administrative Aide 1	1.00	0.00	0.00	\$ 39,449 - 47,528	\$ -
20000024	Administrative Aide 2	1.00	0.00	0.00	45,444 - 54,769	-
20000487	Graphic Designer	2.00	0.00	0.00	46,174 - 55,456	-
20000752	Print Shop Supervisor	1.00	0.00	0.00	61,000 - 72,688	-
21000193	Publishing Specialist 2	2.00	0.00	0.00	33,906 - 40,158	-
20000912	Senior Offset Press Operator	2.00	0.00	0.00	40,652 - 48,387	-
21000194	Senior Publishing Specialist	1.00	0.00	0.00	39,449 - 47,528	-
FTE, Salaries, and Wages Subtotal		10.00	0.00	0.00		\$ -

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Fringe Benefits				
Employee Offset Savings	\$ 1,666	\$ -	\$ -	-
Flexible Benefits	113,855	-	-	-
Medicare	6,154	-	-	-
Other Post-Employment Benefits	62,666	-	-	-
Retiree Medical Trust	349	-	-	-
Retirement ADC	139,007	-	-	-
Retirement DROP	5,112	-	-	-
Risk Management Administration	10,318	-	-	-
Supplemental Pension Savings Plan	28,862	-	-	-
Unemployment Insurance	869	-	-	-
Workers' Compensation	9,327	-	-	-
Fringe Benefits Subtotal	\$ 378,186	\$ -	\$ -	-
Total Personnel Expenditures			\$ -	-