

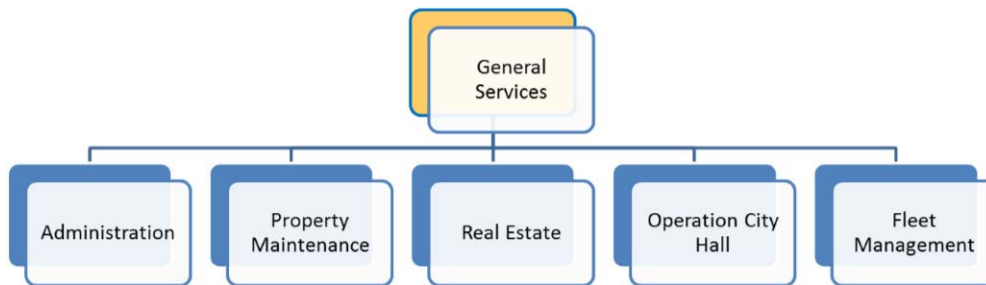
# GENERAL SERVICES

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## Mission Statement

To provide quality maintenance and repair for buildings and vehicles and other crucial support services for the Administration, City divisions, and other governmental organizations in a cost-effective and efficient manner to assist them in accomplishing the City's mission.

## Organization Structure



## Services

The Division of General Services works in a number of ways to support the other divisions that make up the City's service and administrative system. General Services ensures that the 300+ city-owned facilities and 400+ structures function properly and meet the Americans with Disabilities Act (ADA) accessibility requirements. The Division provides maintenance for the City's over 5,000 pieces of rolling stock, handles the sale and acquisition of real property, as well as maintains the City's 18 libraries, police precincts and training academy and over 80 city-owned vacant lots.

## Operating Budget

Category	FY 2017 Actual	FY 2018 Adopted	FY 2018 Forecast	FY 2019 Adopted
<b>EXPENDITURES</b>				
Personnel Services	\$ 13,851,861	\$ 12,727,848	\$ 12,033,414	\$ 13,691,147
Materials and Supplies	9,987,046	9,905,074	10,583,496	10,435,107
Capital Outlay	329,457	50,000	50,000	85,000
Grants and Subsidies	7,568	0	5,000	0
Transfers Out	0	0	0	0
<b>Total Expenditures</b>	<b>\$ 24,175,934</b>	<b>\$ 22,682,922</b>	<b>\$ 22,671,910</b>	<b>\$ 24,211,254</b>
<b>Total Revenues</b>	<b>\$ (2,156,098)</b>	<b>\$ (1,712,588)</b>	<b>\$ (2,099,010)</b>	<b>\$ (1,862,588)</b>
<b>NET EXPENDITURES</b>	<b>\$ 22,019,836</b>	<b>\$ 20,970,334</b>	<b>\$ 20,572,901</b>	<b>\$ 22,348,666</b>
<b>Authorized Complement</b>				<b>289</b>

## General Services • Charges for Services Summary

Account	FY 2017 Actual	FY 2018 Adopted	FY 2018 Forecast	FY 2019 Adopted
Easements & Encroachments	\$ 90,780	\$ 75,000	\$ 225,000	\$ 75,000
Fiber Optic Franchise Fees	657,589	600,000	658,706	750,000
Miscellaneous Income	0	0	2,925	0
Miscellaneous Revenue	1,405	0	0	0
Mow to Own Program - Program Fees	2,925	5,850	2,925	5,850
Outside Revenue	16,216	0	9,453	0
P & S Printing	10,800	0	0	0
Recovery Of Prior Year Expense	(684)	0	0	0
Rent Of Land	249,440	31,738	200,000	31,738
Rental Fees	1,127,626	1,000,000	1,000,000	1,000,000
<b>Total Charges for Services</b>	<b>\$ 2,156,098</b>	<b>\$ 1,712,588</b>	<b>\$ 2,099,010</b>	<b>\$ 1,862,588</b>

## Performance Highlights

### Fleet Maintenance

- Fleet availability over 98%
- Stock parts above 70%
- Reduction in Overtime costs
- Productivity above 100% for total Fleet Ops

### Operations of City Hall, Print & Mail and Public Safety Building

- Electric System for Conference Room Scheduling
- Elevator remodelization (2 completed – worked with contractors)
- HR Clinic Project
- City Council Remodel and renovation for office suite and 5<sup>th</sup> floor committee room
- Marble re-attachment and clean-up
- Fire alarm update (80% complete)
- Dr. Martin Luther King Conference Room (complete in Hall of Mayors)
- City Hall Painting Project (completed – Xpert Painting, MWBE vendor)
- New copiers installed through NovaTech (formerly NovaCopy)
- Print & Mail has additional equipment for larger jobs
- Cooling Tower Repairs
- 170 N Main (Public Safety Building) – major HVAC equipment repair

### Property

- Assisted in the completion of the I Am a Man Plaza
- Completed ADA renovations at Raleigh CC and Crenshaw Library
- Replaced electrical service at Ridgeway Fleet Shop
- HVAC replacements at Ed Rice CC, Gaston CC, Glenview CC, Hollywood Library, FS#6, FS#7, FS#8, FS#15, FS#28, FS#31, FS#33, FS#45, FS#46, FS#59
- Re-modeling renovations to Youth Service building
- Mowing and upkeep of 181 City owned vacant lot properties and 55 City Service Center properties

### Real Estate

- Assisted with the removal of the Confederate Statue
- Assisted with land acquisitions for the MLK 50 Memorial Plaza and Reflection Park
- Acquired property for Fire Services @ Danny Thomas and Adams Ave. (New Fire Services Headquarters)
- Acquired property to rebuild Fire Station #43
- Located new facility for Police Services-MGU
- Reduced Real Estate's surplus property inventory by selling 11 surplus lots
- Located facilities for WIN (Administrative and Job Service Center)
- New lease for Human Resources- Total Rewards
- New lease for Police Services- Health and Safety

### Issues & Trends

The General Services Division focuses on internal support functions that contribute to the overall appearance and functionality of City-owned facilities, property, vehicles and equipment, facilitate preventive maintenance, timely minor repairs, and energy conservation technologies to manage long term costs. We conduct construc-

tion inspections to ensure project completion and warranties are in place. We procure, maintain, and repair City vehicles and equipment as well as provide landscaping. We actively pursue partnerships with other Division and governmental organizations to centralize common services and to enter contracts that benefit city businesses.

Key Performance Indicators

Performance Indicator	FY17 Actual	FY18 Goal	FY18 Actual*	FY19 Goal	Category
<b>PROPERTY MAINTENANCE</b>					
Property Maintenance: Total number of jobs completed annually	11,126	12449	12476	12000	Government
Property Maintenance: The # of preventative maintenance work orders completed annually	566	673	1044	1100	Government
Property Maintenance: The percentage of priority 1 jobs completed in 24 hours	86.00%	85%	89%	90%	Government
<b>REAL ESTATE</b>					
# of surplus properties sold annually	4	4	11	20	Government
# of easement and encroachment agreements completed annually	56	60	70	75	Government
Revenue generated annually	\$791,386	\$712,588	\$829,345	\$826,025	Government
<b>OPERATION CITY HALL</b>					
# of City Hall work orders completed annually	1,127	Tracking	1,700	1800	Government
% of 168-180 boiler and chiller system checks performed on time	100%	100%	100%	100%	Government
% of repairs completed at or under 3 days monthly	100%	100%	100%	100%	Government
% of emergency work orders completed within 1 day	100%	100%	100%	100%	Government
# of maintenance work orders completed	1,222	Tracking	1211	Tracking	Government
<b>PRINTING/MAIL SERVICES</b>					
# of certified mailings processed	23,045	Tracking	30,519	30,000	Government
# of pieces of regular and presorted mail processed	202,238	Tracking	524,358	524,000	Government
# of print jobs completed annually	735	1,000	1156	1,000	Government
<b>FLEET MANAGEMENT</b>					
Average vehicle repair time (in days)	1.1	1.5	0.75	2	Government
% of fleet available	99%	96%	98%	96%	Government
% of stock parts available	69%	71%	81%	75%	Government

\* Some figures are approximate. In these cases, the reporting for FY18 was not complete before production of the budget book.

\*\*Includes total revenues from encroachments, fiber optics and land rentals.

+Includes newly acquires Fire Shop

General Services • Division Detail

GENERAL SERVICES • DIVISION DETAIL

Category	FY 2017 Actual	FY 2018 Adopted	FY 2018 Forecast	FY 2019 Adopted
<b>PERSONNEL SERVICES</b>				
Full-Time Salaries	\$ 11,988,717	\$ 14,726,898	\$ 12,519,432	\$ 15,849,719
Holiday Salary Full Time	706,266	0	461,765	0
Vacation Leave	905,052	0	618,597	0
Bonus Leave	136,456	0	78,156	0
Sick Leave	599,568	0	589,305	0
Overtime	524,608	861,780	600,001	778,500
Out of Rank Pay	4,215	0	4,520	6,000
Hazardous Duty Pay	1,123	0	15	0
College Incentive Pay	1,039	0	0	0
Longevity Pay	7,571	0	18,979	3,700
Shift Differential	2,950	3,000	2,902	15,000
Retirement Benefits	144,818	183,225	183,225	210,363
Required Special License Pay	(56)	20,000	0	20,000
Pension	719,693	736,084	736,084	464,597
Supplemental Pension	37,832	6,959	16,037	15,991
Social Security	149,207	102,019	57,121	8,089
Pension ADC Funding	1,731,600	1,491,900	1,491,900	2,033,978
Group Life Insurance	38,937	42,866	28,458	46,855
Unemployment	40,560	18,320	18,320	21,120
Medicare	216,570	192,006	192,006	237,949
Long Term Disability	40,855	37,650	36,550	43,889
Health Insurance - Basic	65,202	0	0	0
Health Insurance - Value PPO	25,778	20,622	22,986	0
Health Insurance - Premier	1,500,579	1,177,848	1,203,411	1,174,956
Benefits Adjustments	0	166,384	0	118,122
Health Insurance-Local Plus Plan	386,327	518,587	532,059	691,572
Salaries - Part Time/Temporary	874,347	652,700	652,700	929,200
On the Job Injury	270,786	237,000	215,385	171,500
Payroll Reserve	0	7,000	0	0
Attrition	0	(225,000)	0	(347,545)
Bonus Pay	75,812	0	3,500	0
Expense Recovery - Personnel	(7,344,551)	(8,250,000)	(8,250,000)	(8,802,408)
<b>Total Personnel Services</b>	<b>\$ 13,851,861</b>	<b>\$ 12,727,848</b>	<b>\$ 12,033,414</b>	<b>\$ 13,691,147</b>
<b>MATERIALS AND SUPPLIES</b>				
City Hall Printing	\$ 268,760	\$ 350,000	\$ 500,000	\$ 350,000
Document Reproduction - City	0	2,500	0	2,500
City Storeroom Supplies	5,303	5,500	1,746	5,500
City Shop Charges	1,441,129	469,716	473,732	353,548
City Shop Fuel	264,640	228,170	328,710	166,111

General Services • Division Detail *(continued)*

Category	FY 2017 Actual	FY 2018 Adopted	FY 2018 Forecast	FY 2019 Adopted
Outside Computer Services	4,991	90,000	90,000	90,000
City Computer Svc Equipment	21,654	23,450	6,393	29,386
Data/Word Process Software	9,406	41,443	69,168	102,726
City Telephone/Communications	24,754	23,800	1,170	2,500
Printing - Outside	23,328	78,584	83,297	78,584
Supplies - Outside	25,206	25,007	22,307	30,007
Word/Processing/Duplicate	0	0	95,573	0
Hand Tools	54,783	65,200	153,949	62,000
Clothing	42,974	49,500	52,371	54,500
Household Supplies	53,315	116,221	150,003	89,721
Safety Equipment	12,322	10,000	12,252	16,000
Medical Supplies	0	400	0	0
Athletic/Recreational Supplies	6,563	10,000	0	0
Outside Postage	400,449	451,200	450,788	476,100
Asphalt Products	2,330	3,000	12,500	25,000
Lumber & Wood Products	4,922	5,000	2,500	5,000
Steel & Iron Products	10,299	1,000	5,000	10,300
Lime Cement & Gravel	309	4,000	2,000	4,000
Chemicals	15,132	51,000	10,000	20,000
Materials and Supplies	1,602,161	1,564,218	1,920,218	1,860,000
Miscellaneous Expense	3,719	10,000	1,860	10,000
Outside Vehicle Repair	3,015	20,000	2,779	5,000
Outside Equipment Repair/Maintenance	251,976	299,229	172,771	299,380
Facilities Structure Repair - Outside	532,535	500,000	501,640	500,000
Horticulture	7,851	0	0	0
Advertising/Publication	258	10,000	5,000	10,000
Outside Phone/Communications	0	0	16,955	23,100
Janitorial Services	293,280	413,862	608,862	425,000
Security	5,024	25,000	11,500	419,000
Seminars/Training/Education	13,714	27,300	16,424	34,300
Fixed Charges	50	0	0	0
Misc Professional Services	1,668,534	1,710,411	1,786,129	1,921,511
Textbooks	50	0	0	0
Travel Expense	4,324	2,000	11,710	2,000
Unreported Travel	980	0	(785)	0
Relocation Expense	497,068	200,000	164,599	125,000
Utilities	1,589,931	1,471,545	1,376,545	1,440,000
Insurance	247,435	327,559	316,066	184,074
Claims	13,038	52,759	43,008	52,759
Lawsuits	0	50,000	0	50,000
Dues/Memberships/Periodicals	2,128	4,500	3,042	7,000
Misc Services and Charges	8,761	162,000	200,000	177,000

General Services • Division Detail *(continued)*

Category	FY 2017 Actual	FY 2018 Adopted	FY 2018 Forecast	FY 2019 Adopted
Equipment Rental	899,045	1,080,000	1,080,000	1,080,000
Expense Recovery - M & S	(350,749)	(130,000)	(178,285)	(163,500)
Mow to Own - Fee Refunds	350	0	0	0
<b>Total Materials and Supplies</b>	<b>\$ 9,987,046</b>	<b>\$ 9,905,074</b>	<b>\$ 10,583,496</b>	<b>\$ 10,435,107</b>
<b>CAPITAL OUTLAY</b>				
Furniture/Furnishings	\$ 250,000	\$ 0	\$ 0	\$ 0
Equipment	79,457	50,000	50,000	85,000
<b>Total Capital Outlay</b>	<b>\$ 329,457</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 85,000</b>
<b>GRANTS AND SUBSIDIES</b>				
Death Benefits	\$ 7,568	\$ 0	\$ 5,000	\$ 0
<b>Total Grants and Subsidies</b>	<b>\$ 7,568</b>	<b>\$ 0</b>	<b>\$ 5,000</b>	<b>\$ 0</b>
<b>TRANSFERS OUT</b>				
Oper Tfr Out - Capital Projects Fund	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Transfers Out</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 24,175,934</b>	<b>\$ 22,682,922</b>	<b>\$ 22,671,910</b>	<b>\$ 24,211,254</b>
<b>LOCAL TAXES</b>				
Fiber Optic Franchise Fees	\$ 657,589	\$ 600,000	\$ 658,706	\$ 750,000
<b>Total Local Taxes</b>	<b>\$ 657,589</b>	<b>\$ 600,000</b>	<b>\$ 658,706</b>	<b>\$ 750,000</b>
<b>CHARGES FOR SERVICES</b>				
Rental Fees	\$ 1,127,626	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Rent Of Land	249,440	31,738	200,000	31,738
Outside Revenue	16,216	0	9,453	0
P & S Printing	10,800	0	0	0
Easements & Encroachments	90,780	75,000	225,000	75,000
<b>Total Charges for Services</b>	<b>\$ 1,494,862</b>	<b>\$ 1,106,738</b>	<b>\$ 1,434,453</b>	<b>\$ 1,106,738</b>
<b>OTHER REVENUES</b>				
Miscellaneous Income	\$ 0	\$ 0	\$ 2,925	\$ 0
Miscellaneous Revenue	1,405	0	0	0
Recovery Of Prior Year Expense	(684)	0	0	0
Mow to Own Program - Program Fees	2,925	5,850	2,925	5,850
<b>Total Other Revenues</b>	<b>\$ 3,646</b>	<b>\$ 5,850</b>	<b>\$ 5,850</b>	<b>\$ 5,850</b>
<b>TOTAL REVENUES</b>	<b>\$ (2,156,098)</b>	<b>\$ (1,712,588)</b>	<b>\$ (2,099,010)</b>	<b>\$ (1,862,588)</b>
<b>NET EXPENDITURES</b>	<b>\$ 22,019,836</b>	<b>\$ 20,970,334</b>	<b>\$ 20,572,901</b>	<b>\$ 22,348,666</b>

## Administration

General Services Administration provides management, direction, and administrative support to the General Services various service centers by monitoring, coordinating and evaluating budget expenditures, capital equipment purchases, and capital improvement projects to help them achieve their goals and objectives in the most efficient and cost-effective manner.

### Operating Budget

Category	FY 2017 Actual	FY 2018 Adopted	FY 2018 Forecast	FY 2019 Adopted
<b>EXPENDITURES</b>				
Personnel Services	\$ 652,147	\$ 794,226	\$ 731,974	\$ 1,584,612
Materials and Supplies	185,449	470,323	468,044	533,250
<b>Total Expenditures</b>	<b>\$ 837,595</b>	<b>\$ 1,264,549</b>	<b>\$ 1,200,018</b>	<b>\$ 2,117,863</b>
<b>Total Revenues</b>	<b>\$ 19</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>NET EXPENDITURES</b>	<b>\$ 837,615</b>	<b>\$ 1,264,549</b>	<b>\$ 1,200,018</b>	<b>\$ 2,117,863</b>
<b>Authorized Complement</b>				<b>21</b>



# Property Maintenance

Property Maintenance provides customers with cost-effective maintenance and repair; administers warranties for City facilities; makes recommendations on all plans regarding construction and major repairs; and provides a preventive maintenance program focusing on our customers' service delivery expectations.

## Operating Budget

Category	FY 2017 Actual	FY 2018 Adopted	FY 2018 Forecast	FY 2019 Adopted
<b>EXPENDITURES</b>				
Personnel Services	\$ 10,629,677	\$ 8,529,263	\$ 8,233,272	\$ 8,516,454
Materials and Supplies	5,862,846	4,970,718	5,224,187	4,944,288
Capital Outlay	34,000	50,000	47,031	85,000
Grants and Subsidies	7,568	0	(7,568)	0
<b>Total Expenditures</b>	<b>\$ 16,534,091</b>	<b>\$ 13,549,981</b>	<b>\$ 13,496,922</b>	<b>\$ 13,545,742</b>
<b>Total Revenues</b>	<b>\$ (1,334,053)</b>	<b>\$ (1,000,000)</b>	<b>\$ (1,154,327)</b>	<b>\$ (1,000,000)</b>
<b>NET EXPENDITURES</b>	<b>\$ 15,200,038</b>	<b>\$ 12,549,981</b>	<b>\$ 12,342,595</b>	<b>\$ 12,545,742</b>

<b>Authorized Complement</b>	<b>103</b>
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## Real Estate

Real Estate assists the Administration, other divisions, agencies and/or service centers in providing analyses involving feasibility studies, preparation of land valuations and direction in accomplishing possible projects; acquiring real property or interests in real property including in-leasing and out-leasing of land and improvements and management of real property; and sale of excess or tax delinquent City parcels.

### Operating Budget

Category	FY 2017 Actual	FY 2018 Adopted	FY 2018 Forecast	FY 2019 Adopted
<b>EXPENDITURES</b>				
Personnel Services	\$ 355,276	\$ 529,170	\$ 511,127	\$ 436,563
Materials and Supplies	89,388	201,120	262,432	281,691
<b>Total Expenditures</b>	<b>\$ 444,664</b>	<b>\$ 730,290</b>	<b>\$ 773,558</b>	<b>\$ 718,255</b>
<b>Total Revenues</b>	<b>\$ (795,198)</b>	<b>\$ (712,588)</b>	<b>\$ (935,229)</b>	<b>\$ (862,588)</b>
<b>NET EXPENDITURES</b>	<b>\$ (350,534)</b>	<b>\$ 17,702</b>	<b>\$ (161,671)</b>	<b>\$ (144,333)</b>

Authorized Complement

6

# Operation City Hall

The Operation of City Hall provides a safe, clean and comfortable environment for employees and visitors to City Hall, and provides timely, efficient, and quality service to employees inside City Hall and the Public Safety Building. Printing/Mail Services provides quality services to all City Government centers and is responsible for city print jobs, inter-office and postal delivery of mail, the administration of the copier contracts, and handles the purchasing of all paper for the city in the most cost-efficient and expeditious manner to meet the needs of the customers.

## Operating Budget

Category	FY 2017 Actual	FY 2018 Adopted	FY 2018 Forecast	FY 2019 Adopted
<b>EXPENDITURES</b>				
Personnel Services	\$ 1,596,509	\$ 2,141,357	\$ 1,694,673	\$ 1,959,542
Materials and Supplies	3,847,689	4,262,913	4,628,838	4,675,878
Capital Outlay	295,457	0	2,969	0
<b>Total Expenditures</b>	<b>\$ 5,739,656</b>	<b>\$ 6,404,270</b>	<b>\$ 6,326,479</b>	<b>\$ 6,635,420</b>
<b>Total Revenues</b>	<b>\$ (27,016)</b>	<b>\$ 0</b>	<b>\$ (9,453)</b>	<b>\$ 0</b>
<b>NET EXPENDITURES</b>	<b>\$ 5,712,639</b>	<b>\$ 6,404,270</b>	<b>\$ 6,317,026</b>	<b>\$ 6,635,420</b>
<b>Authorized Complement</b>				<b>26</b>

## Fleet Management

### Operating Budget

Category	FY 2017 Actual	FY 2018 Adopted	FY 2018 Forecast	FY 2019 Adopted
<b>EXPENDITURES</b>				
Personnel Services	\$ 618,252	\$ 733,831	\$ 862,368	\$ 1,193,975
Materials and Supplies	300	0	(4)	0
Grants and Subsidies	0	0	12,568	0
<b>Total Expenditures</b>	<b>\$ 618,552</b>	<b>\$ 733,831</b>	<b>\$ 874,932</b>	<b>\$ 1,193,975</b>
<b>NET EXPENDITURES</b>	<b>\$ 618,552</b>	<b>\$ 733,831</b>	<b>\$ 874,932</b>	<b>\$ 1,193,975</b>

<b>Authorized Complement</b>	<b>133</b>
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# General Services • Authorized Complement

GENERAL SERVICES • AUTHORIZED COMPLEMENT

Position Title	Authorized Positions	Position Title	Authorized Positions
<b>ADMINISTRATION</b>		SUPER REAL ESTATE	1
ACCOUNTANT ASSOCIATE A	7	TECH REAL ESTATE	1
ANALYST ACCOUNTING	1	<b>Total Real Estate</b>	<b>6</b>
ANALYST DIVERSITY/CONTRACT	1	<b>OPERATION CITY HALL</b>	
ANALYST PROJECT	1	ADMR OPERATION CITY HALL	1
ASST EXECUTIVE	1	ASST BUILDING MNT CH	2
COORD HR GEN SVCS	1	CLERK MAIL DISTRIBUTION BINDERY	3
COORD SAFETY & COMPLIANCE	1	CLERK MAIL DISTRIBUTION BINDERY LD	1
DIRECTOR GENERAL SVCS	1	CREWPERSON	1
DIRECTOR GENERAL SVCS DEPUTY	1	MECH BUILDING MNT CH	5
MGR BUDGET CONTRACT	1	OPER 1ST CL STEAM REF	6
SCHEDULER PLANNER	1	PRINTER	2
SPEC CUST SVC ADMIN	1	SUPER BLDG MNT CITY HALL	2
SUPER BUSINESS AFFAIRS	2	SUPER PRINTING MAIL	1
SUPER SUPPORT SVCS	1	WATCHMAN	2
<b>Total Administration</b>	<b>21</b>	<b>Total Operation City Hall</b>	<b>26</b>
<b>PROPERTY MAINTENANCE</b>		<b>FLEET MANAGEMENT</b>	
ADMR PROPERTY & GROUNDS MAINT	1	ACCOUNTANT ASSOCIATE A	1
ASST CRAFTS	6	ADMR FLEET SVCS	1
CARPENTER MNT	13	ADVISOR SERVICE	13
CREWCHIEF	3	CLERK INVENT CONTROL	3
CREWPERSON SEMISKILLED	1	CLERK INVENTORY CONTROL SR	5
DRIVER TRUCK	15	CREWPERSON	2
ELECT MNT	10	DRIVER FUEL TRUCK	2
FINISHER CONCRETE	2	FOREMAN AUTO MECHANICS	7
FOREMAN GEN PROPERTY MNT	4	MECH HEAVY EQUIP	1
MASON BRICK	2	MECH MASTER	29
MECH AUTO CAD MNT	1	MECH MNT FIRE	17
MECH BUILDING MNT	6	MECH MNT FIRE LO	1
OPER HEAVY EQUIP	3	MECHANIC	23
PAINTER	5	MGR FINANCE FLEET	1
PLUMBER MNT	13	MGR FLEET SVCS	2
ROOFER	3	SUPER APPARATUS MAINT	2
SUPER CRAFT PROP MAINT	5	SUPER FUEL SUPPLIES & INV	1
TECH AC REF SVC	10	TECH AUTOMOTIVE	11
<b>Total Property Maintenance</b>	<b>103</b>	TECH AUTOMOTIVE RESTORATION	7
<b>REAL ESTATE</b>		WELDER MASTER	4
ADMR REAL ESTATE	1	<b>Total Fleet Management</b>	<b>133</b>
AGENT RIGHT OF WAY	1	<b>TOTAL General Services</b>	<b>289</b>
AGENT RIGHT OF WAY SR	2		

