

Metropolitan Water District of Southern California

Templates Report by Organization Detail

Grouped By – Unit

Filtered By – Real Property

Version 1

Memberships, Outside Services - Non Prof, Professional Services, Repairs & Maintenance - Outside Services, Training, Travel

Real Property

Asset Management Unit

Template Type	Org/Vendor/Provider	Description	Budget	Proposed	Proposed Plus One
Memberships	Appraisal Institute	MAI License (Paul Norlen)	1,400		
	Building Owners & Managers Association	Professional association provides best practices, industry standards and training	2,000	2,000	2,000
	California Department of Real Estate	Brokers License (Dan Clewley)	300	300	300
	California Department of Real Estate	Brokers License (Fiona Diaz)	300		
	Central Cities Association	Downtown business community advocate	13,200		
	International Right of Way Association	Membership in professional Real Estate Association (Dwayne Ozenna)		225	240
	International Right of Way Association	Membership in professional Real Estate Association (Fiona Diaz)	240	240	240
	International Right of Way Association	Membership in professional Real Estate Association (Gina Franco)		225	225
	International Right of Way Association	Membership in professional Real Estate Association, SRWA (Jenny Li)	250		
	International Right of Way Association	Membership in professional Real Estate Association, SRWA (Paul Norlen)	250	250	250
	Office of the Real Estate Appraiser	Appraisal License (Paul Norlen)	435	435	435
Total Memberships			18,375	3,675	3,690
Outside Services - Non Prof	American Relocation & Logistics	Office moves and office/partition panel reconfiguration services	10,000	20,000	20,000
	DMS	Janitorial - HQ	1,074,900		
	DVL - Bee Removers	Bee removal for DVL Visitor Center		2,500	2,500
	DVL - Elite Pest Management	Pest Control at DVL Center for Water Education	2,500	2,500	2,500
	DVL - M&K Services	Janitorial services at DVL Visitor Center	16,000	49,000	49,000
	DVL - Mariposa Landscapes	30% of Landscaping at DVL Visitor Center	36,000	70,000	70,000
	DVL - Modular Furniture	Modular furniture services		20,000	
	DVL - Superior Maintenance	Bi-annual electrical solar panel cleaning at DVL Visitor Center for Water Education	8,000	10,000	10,000
	DVL - TBD	Solar cleaning at DVL Visitor Center		10,000	10,000
	HQ - DMS Facility Services	Headquarters building operating engineering services	1,030,500	1,370,000	1,438,500
	HQ - DMS Facility Services	Janitorial services at USHQ		1,022,489	1,073,613
	HQ - Expert Plant Services	Indoor plant services at USHQ		10,000	10,000
	HQ - ISE Electronic Systems	Fire alarm monitoring system	2,100	2,500	2,500
	HQ - Integrity Automation Solutions	Maintain, repair and update automated building environmental software and hardware system	25,000		
	HQ - Mesa Energy	Maintain, repair and update automated building environmental software and hardware system		25,000	25,000
	HQ - Otis Elevator Company	Elevator maintenance services at Headquarters	99,500	100,000	100,000
	HQ - Property Prep	Annual degreasing and cleaning of Headquarters parking garage floor	4,000	5,500	5,500
	HQ - Seasonal Exhibits	Seasonal exhibits during the year end holiday season		15,000	15,000
	HQ - Superior Maintenance	Annual window cleaning and power wash building	8,000		
	HQ - Superior Maintenance	Window washing		25,500	25,500
	HQ - Systech	Re-configure modular furniture	10,000	20,000	20,000
	HQ - TBD	Seismic relocation project		220,000	220,000
	HQ - TBD	Seismic upgrade movers for cubicle workstations			562,000
	HQ - TBD	Wellness Center equipment maintenance at USHQ		15,000	15,000
	HQ - Western Exterminator	Pest control services at USHQ		15,000	15,000
	Lawnscape Maintenance	Site maintenance for DVL recreation area and Searl Parkway		70,000	70,000
	Mariposa Horticultural	Site maintenance for DVL recreation area and Searl Parkway	70,000		
	Reserve Management Committee	Management of the Southwestern Riverside County Multi-Species Reserve	200,000	200,000	200,000
	Stormy Bruckner	Review and certify the headquarters Emergency Plan as required by the LA City Fire Department	3,500	3,500	3,500
	TBD	Encroachment remediation		250,000	250,000
	TBD	Homeless Camp abatement		25,000	25,000
	TBD	Landscaping & pest control for Desert Housing		50,000	50,000
	TBD	Maintenance of unleased PVID farmland and other properties		250,000	250,000
TBD	Seasonal diversity exhibits - HQ	8,900			

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Outside Services - Non Prof	TBD	Seasonal diversity exhibits - HQ - Additional locations	5,100		
	TBD	To provide fencing and signage near MWD property		110,000	110,000
	TBD	Weed abatement at DVL East Rec Basin and other properties		130,000	130,000
	WM Lamtracker2	Disposal service for fluorescent lamps	2,500	2,000	2,000
Total Outside Services - Non Prof			2,616,500	4,120,489	4,782,113
Professional Services	California Dept of Fish & Game	DVL fisheries management	75,000	75,000	75,000
	California State Parks	Law enforcement services at DVL marina	75,000	75,000	75,000
	Revenue Experts	Citation collection services	3,000	3,000	3,000
	TBD	Architectural Services space planning		100,000	100,000
	TBD	Conservation inspection and rating for EPA's Energy Star certification	1,600	1,600	1,600
	TBD	Law enforcement services		200,000	200,000
	TBD	Real estate services for surplus property and leasing	60,000	250,000	250,000
	Wizard Software Solutions	Property management database	50,000	50,000	50,000
Total Professional Services			264,600	754,600	754,600
Repairs & Maintenance - Outside Services	Advantage Fitness Products	Wellness Center Equipment Maintenance	16,500		
	Carpet	Carpet for one floor at USHQ			800,000
	DVL - Emergency System	Emergency system, fire alarm monitoring, fire sprinkler system inspection, testing, repairs, and fire extinguishers and security camera and keycards	13,000	118,000	18,000
	DVL - Energy System	Energy system-solar power maintenance program		175,000	75,000
	DVL - Gen. Bldg Maintenance	General building repairs, paint, dry wall and other repairs	10,500	50,000	25,000
	DVL - HVAC Repairs and Maintenance	HVAC repairs and maintenance on chiller, boiler and water treatment	35,200	136,200	36,200
	DVL - Plumbing	Plumbing, backflow testing and plumbing system repairs	5,000	10,500	15,000
	DVL - View Point	Railing and canopy repairs		100,000	
	Dewey Pest Control	Pest Control - HQ	8,100		
	Electrical Repairs And Additions	Data Center UPS maint, Main electrical switchgear maint, install additional electrical outlets as needed	26,300	54,000	54,500
	Emergency System	Repairs to fire, life safety system, Regulation 4 annual testing of fire system, intergen fire system for Data Center, emergency generator and fire pumps maint, generator load test, fire extinguisher, kitchen fire system, repair vertical fire pump	78,200	88,200	80,700
	Emergency System	Repairs to fire, life safety system: rebuild diesel pump motor and fire sprinkler pipe repair	15,000		
	Expert Plant Care	Interior Plant Service - HQ	8,900		
	General Building Maintenance	Roof re-coating, variable speed drive replacement, eco pond maint, landscape, kitchen exhaust ducts, building automation system maintenance	143,500	272,300	206,300
	HVAC Maint/Repair	Maint. HQ building and Data Center A/C componets, chiller annual maint, cooling tower maint, boiler annual maint, boiler source test (required by AQMD)	137,900	141,500	141,500
	Modular Furniture	Modular furniture for one floor at USHQ			1,000,000
	Paint	Paint for one floor at USHQ			100,000
	Plumbing	Backflow device testing, backflow repairs, general plumbing and fire system piping repairs	16,900	81,000	81,000
	Plumbing	Replacement of sewage ejector tanks, one each year	15,000		
	TBD	Incidental repairs for property management activities	1,500	1,500	1,500
TBD	Paving at DVL viewpoint, marina and roads		500,000	500,000	
TBD	Repairs & Maintenance for Desert Housing		100,000	100,000	
Various	Repairs related to marina and recreation areas	26,500	76,500	76,500	
Total Repairs & Maintenance - Outside Services			558,000	1,904,700	3,311,200
Training	Building Owners & Managers Assoc.	BOMA classes for Unit Manager- on topics such as Sustainable Operations, Foundations of Real Estate Management, etc. @\$695 ea	1,400	2,000	2,000
	Building Owners & Managers Association	Development trainint for BOMA and FM training and classes		9,000	9,000
	Building Safety Solutions	Certification training for the Fire Safety Directors and Floor Wardens (required by Los Angeles City Fire Department)	1,200	1,200	1,200

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Training	Various (including IRWA, Appraisal Institute, CCIM, etc)	Training, conferences, seminars, and continuing education for mandatory license renewals, updates on real estate and property management laws, other real property matters, and employee development	7,000	10,000	10,000
Total Training			9,600	22,200	22,200
Travel	Staff	Sacramento and Washington DC		5,000	5,000
	Staff	Travel and meals for real property training, conferences, seminars, and site visits	700	1,000	1,000
	TBD	Mileage Reimbursement for training and site support.	600	5,000	5,000
Total Travel			1,300	11,000	11,000
Total Asset Management Unit			3,468,375	6,816,664	8,884,803

Office of the Manager, Real Property

Template Type	Org/Vendor/Provider	Description	Budget	Proposed	Proposed Plus One
Memberships	American Society of Civil Engineers	ASCE Membership renewal dues (Lilly Shraibati)		310	310
	California Notary Commission	New Notary License (TBD)		1,000	
	California Notary Commission	Notary License (Dora Williamson)	655		
	Dept. of Consumer Affairs	Civil Engineer License (Lilly Shraibati)		115	115
	International Right of Way Association	Membership in professional Real Estate Association (Linda Omoto Baldini)		250	250
	International Right of Way Association	Membership in professional Real Estate Association (Patty Fowler)	235	245	245
	State Bar of California	Annual dues for active membership (John Clairday)	400		
Total Memberships			1,290	1,920	920
Training	Assoc of Calif Water Agencies (ACWA)	Group Manager to attend ACWA Conference twice per year		2,000	2,000
	Various	Training, conferences, seminars for license renewals, real property matters, and employee development	11,000	11,000	11,000
Total Training			11,000	13,000	13,000
Travel	Staff	Travel and meals for training, conferences, seminars	1,100	5,800	5,800
Total Travel			1,100	5,800	5,800
Total Office of the Manager, Real Property			13,390	20,720	19,720

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Planning & Acquisition Unit

Template Type	Org/Vendor/Provider	Description	Budget	Proposed	Proposed Plus One
Memberships	CA Bureau of Real Estate	Brokers License (Team Manager)		300	300
	CA Bureau of Real Estate	Real Estate License (Seyou Oh)		245	245
	CA Bureau of Real Estate Appraisers	Appraisal License (Sherman Hom)		465	465
	CA Bureau of Real Estate Appraisers	Appraisal license for Russel Shane		465	465
	California Bureau of Real Estate	Broker License Renewal (Stephen Vollucci)		300	300
	California Bureau of Real Estate	Sales License Renewal (James Vanden Akker)		245	245
	California Bureau of Real Estate	Sales License Renewal (Sr. Rep)		245	245
	California Department of Real Estate	Brokers License (Sherman Hom)	300		
	California Notary Commission	Notary commisson (James Vanden Akker)		400	400
	Costar Realty	On-line real estate service providing real property sales information for acquisitions, appraisals, and cost studies		40,000	40,000
	International Right of Way Association	IRWA Chapter 1 Dues		350	350
	International Right of Way Association	Membership in professional Real Estate Association (Angela Wright)		260	260
	International Right of Way Association	Membership in professional Real Estate Association (Barbara Boucher)	240		
	International Right of Way Association	Membership in professional Real Estate Association (Denise Sanchez)	240		
	International Right of Way Association	Membership in professional Real Estate Association (Diana Kwan)	240	245	245
	International Right of Way Association	Membership in professional Real Estate Association (James Vanden Akker)		245	260
	International Right of Way Association	Membership in professional Real Estate Association (Linda Omoto Baldini)	240		
	International Right of Way Association	Membership in professional Real Estate Association (RE Rep II)	240		
	International Right of Way Association	Membership in professional Real Estate Association (RE Rep III)	225		
	International Right of Way Association	Membership in professional Real Estate Association (Rep II)		245	245
	International Right of Way Association	Membership in professional Real Estate Association (Russell Shane)	240	260	260
	International Right of Way Association	Membership in professional Real Estate Association (Sr. Rep)		245	245
	International Right of Way Association	Membership in professional Real Estate Association (Stephen Vollucci)		260	260
	International Right of Way Association	Membership in professional Real Estate Association (Terri Huang)	240		
	International Right of Way Association	Membership in professional Real Estate Association, SRWA (Angela Wright)	250		
	International Right of Way Association	Membership in professional Real Estate Association, SRWA (Sherman Hom)	250	260	260
	International Right of Way Association	Membership to professional Real Estate Association (Barbara Boucher)		245	245
	International Right of Way Association	Membership to professional Real Estate Association (Joey Lin)		245	245
	International Right of Way Association	Membership to professional Real Estate Association (Rep II)		245	245
	International Right of Way Association	Membership to professional Real Estate Association (Seyou Oh)		245	260
	International Right of Way Association	Membership to professional Real Estate Association (Sr. Rep)		245	245
	International Right of Way Association	Membership to professional Real Estate Association (Team Manager)		260	260
	Marshall & Swift Publishing Co.	Marshall Valuation Service publication used for appraisal and land evaluation activities; Residential Cost Handbook used to support appraisal and land evaluation activities	620	700	700
Office of the Real Estate Appraiser	Appraisal License (Russell Shane)	440			
Office of the Real Estate Appraiser	Appraisal License (Sherman Hom)	440			
ParcelQuest	Real estate data services providing property and market research information, multiple listing service, property owner contact information, and commercial listing service		23,750	23,750	
Redlands Association of Realtors	Marketing data base for property acquisitions		1,000	1,000	
State Bar of California	Annual dues for active membership (Terri Huang)	450			
Various	Various real estate data services providing property and market research information, multiple listing service, property owner contact information, and commercial listing service	36,900			
Total Memberships			41,555	71,970	72,000
Professional Services	TBD	Appraisal/Evaluation Services		15,000	15,000
	TBD	Appraisal/Evaluation of ag lands		75,000	75,000
	TBD	Encroachments/Buffer assessments		45,000	45,000
	TBD	Land use studies/Entitlements		45,000	45,000

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Planning & Acquisition Unit

Template Type	Org/Vendor/Provider	Description	Budget	Proposed	Proposed Plus One
Professional Services	Various	On-call technical consultants providing right of way, appraisal and acquisition services	90,000		
Total Professional Services			90,000	180,000	180,000
Training	TBD	Staff development		6,000	6,000
	TBD	Training, conferences, seminars, and continuing education for mandatory license renewals, updates on real estate and other real property matters		7,000	7,000
	Various (including IRWA, Appraisal Institute, CCIM, etc)	Training, conferences, seminars, and continuing education for mandatory license renewals, updates on real estate and property management laws, other real property matters, and employee development	10,000	1,000	1,000
Total Training			10,000	14,000	14,000
Travel	Staff	Travel and meals for real property training, conferences, seminars and site visits		700	700
	Staff	Travel and meals for real property training, conferences, seminars, and site visits	1,000	700	700
	Staff	Travel for Bay-Delta Program	37,500	37,500	37,500
Total Travel			38,500	38,900	38,900
Total Planning & Acquisition Unit			180,055	304,870	304,900
Total Real Property			3,661,820	7,142,254	9,209,423