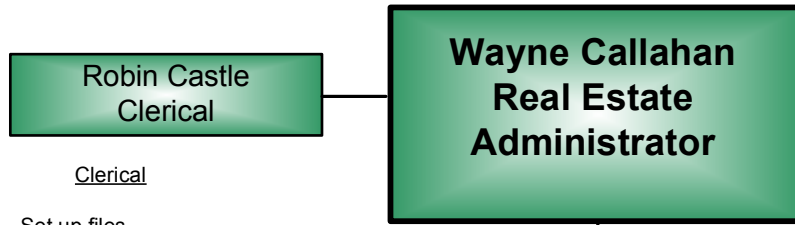


DISTRICT 7 REAL ESTATE

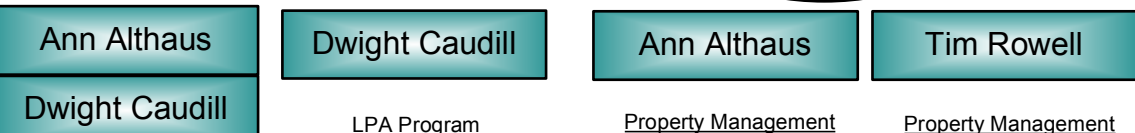
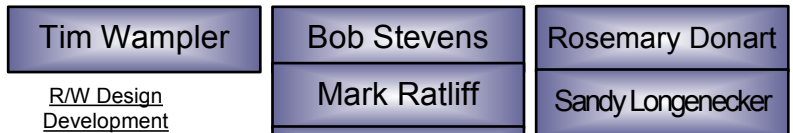
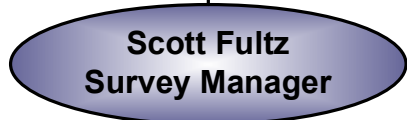
Administrator



Clerical

- Set up files
- Maintain filing system
- Correspondence
- Copies
- Reports
- Billings
- Encroachments
- Permits

- Supervise real estate staff
- Monitor all real estate activity
- Establish district real estate policies
- Schedule projects
- Scope projects
- Monitor projects
- Encumber funds
- Certify right-of-way
- Coordinate R/W plan development & R/W acquisition
- Compliance review
- Public meetings
- Appropriations
- Funding
- Policy & procedures
- Acquisition
- Recording standards
- Damage control
- Project oversight
- Training



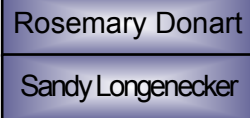
R/W Design Development

- Plan Preparation
- Plan review
- Legal preparations
- Legal review
- Project schedule
- Project scope
- Monitoring
- Coordinate with consultants & contracts



Survey

- R/W Staking / acquisition
- Force accounts
- Bridge surveys
- Construction checking
- Aerial speed zones
- Excess lands
- Permits
- Staking for utilities
- Building layout for facilities



Utility Relocation

- Schedule
- Utility coordination
- Monitor
- Process reimbursement
- Prepare permits
- SUE contract



R/W Acquisition

- Project schedule
- Project scope
- Monitor
- Compliance review
- Appropriations
- Trouble shooting
- Public meetings
- Acquire



LPA Program

- Determine funding
- Field review
- Encumber funds
- CEO task orders
- Request Fed. Auth.
- Scope / kick-off mtg.
- Monitor Pre-quals
- Monitor & review Acq.
- R/W reimbursements
- Training
- Advisory



Property Management

- Excess land disposal
- Rental & leases
- Building disposition
- Real estate taxes



Property Management

- Journal entries
- Access modifications
- Joint use permits
- Vacations
- Access management
- Abandonments
- Sidewalk agreements