

**Facilities & Property Management Department**  
*“Stands for Leadership, Excellence & Service”*



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June 23, 2015



## Facilities & Property Management Mission

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*Our Mission is to manage and maintain facilities and real property.*

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## Facilities & Property Management Goals

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- Support City's mission by effectively managing and maintaining buildings and real property through deliberate asset management program
- Become customer first choice for service in renovation and repair



## Facilities & Property Management Objectives

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- Manage facilities for life, health and safety by adhering to the International Building Code.
  - Develop a long term plan for the City's building and real property needs.
  - To protect and preserve facility assets.
  - To provide comprehensive oversight of property & space management, facility maintenance, and real estate services
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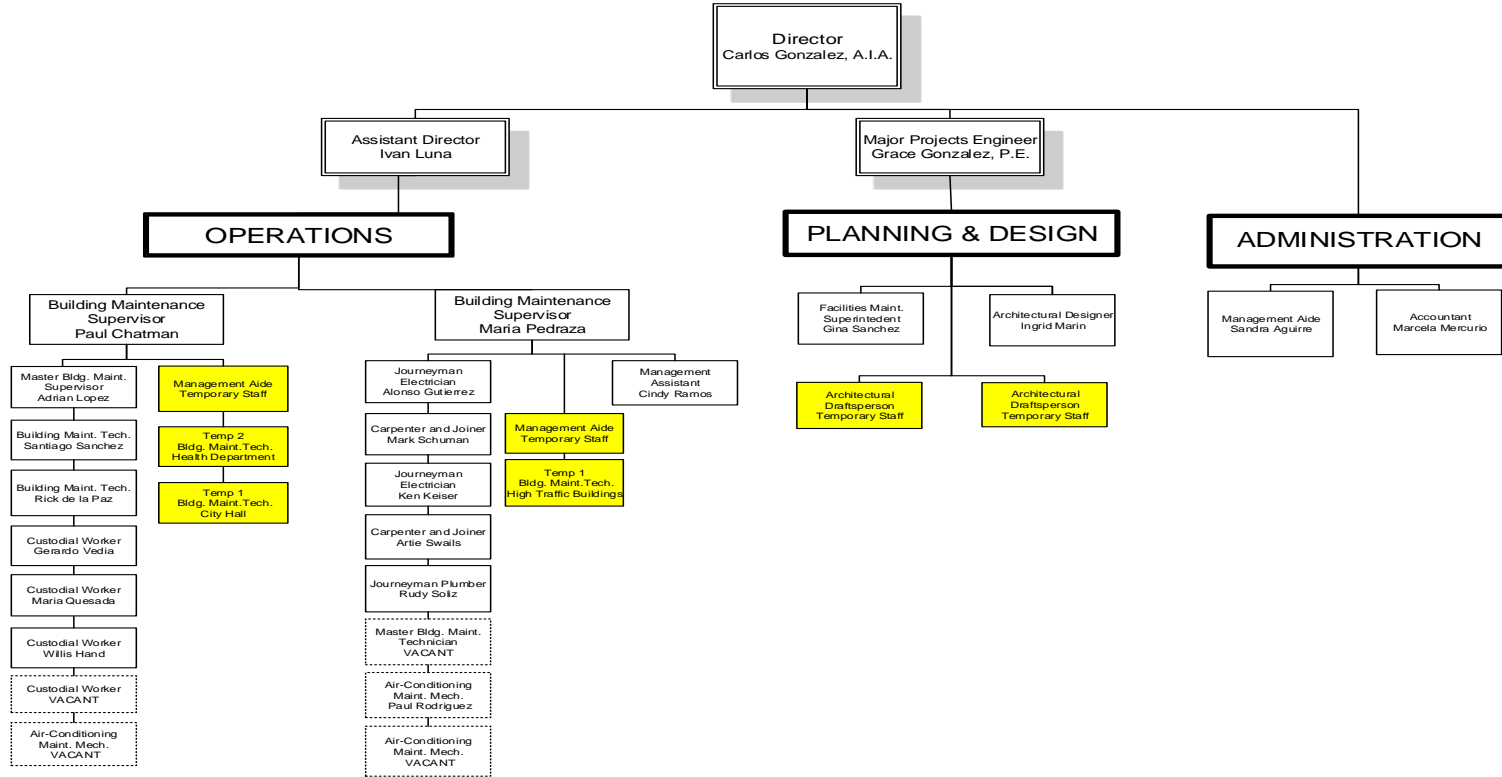
# Facilities & Property Management Organization

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- I. Adoption of the International Facility Management Association (IFMA) Standards
    - A. Operations Management
      - 1. Preventative maintenance, Maximo reporting, including 528 buildings, and 964 properties
    - B. Planning & Design
      - 1. Long term facility planning
      - 2. Capital Improvement Program development and execution
      - 3. Space management
      - 4. Minor design
      - 5. Facility assessments
      - 6. Real property management
    - C. Administration
      - 1. Budgeting, Planning, Financial and Personnel
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# Facilities & Property Management Organizational Chart





# Facilities & Property Management Plan

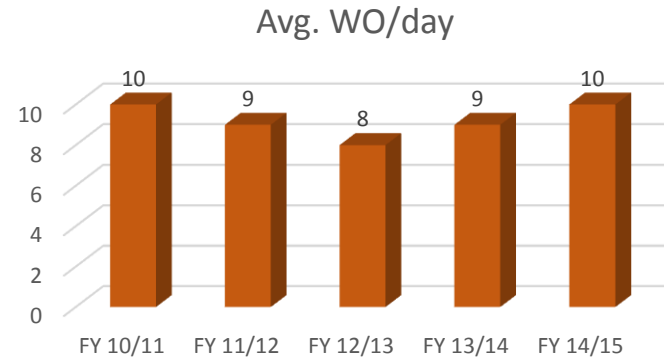
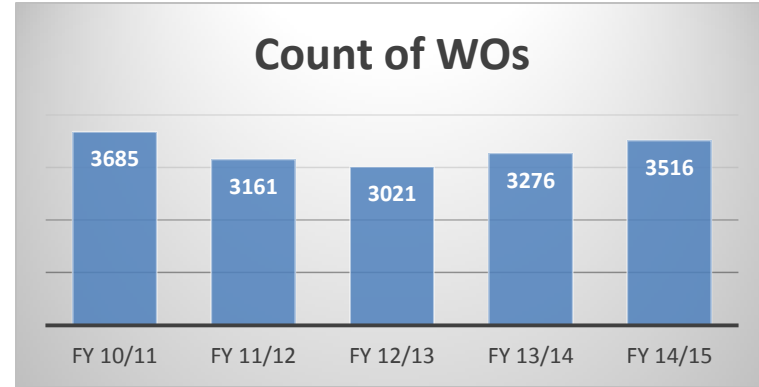
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1. Department Reorganization
    - Transferred 6 maintenance personnel and partial maintenance budgets from Police, Health and Gas Departments as per City-wide Plan.
  2. City Wide Facility Improvement Plan prepared 2013
    - 19 items to implement reporting in progress
  3. Annual Business Plan
    - Comprehensive Assessment Plan
    - Space Utilization Right-Sizing Master plan
    - Consolidate department to a single point of responsibility
  4. City Performance Report to track progress
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# Facilities & Property Management Accomplishments

Fiscal Year	Count of WOs	Effective Months	Avg. WO/month	Avg. WO/day
FY 10/11	3685	12	307	10
FY 11/12	3161	12	263	9
FY 12/13	3021	12	252	8
FY 13/14	3276	12	273	9
<b>FY 14/15</b>	<b>3516</b>	<b>8</b>	<b>440</b>	<b>10</b>







# Facilities & Property Management Planning Division

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## A. Managed by Engineering

1. City Hall Fire Alarm
2. Police Department Fire Alarm
3. Main Library Roof Replacement
4. Lindale Senior Center Improvements

## B. Designed & Managed by Facilities:

1. CCPD Fence and Maintenance Improvements
2. City Hall Security Fence
3. City Hall Skylight Repairs
4. City Hall Partial Building Painting and Landscaping Improvements
5. City Hall Boiler Replacement

## C. General Renovations:

### Completed Drawings & Construction by Facilities and permitted by Development Services

1. MIS Office Improvements
2. Work/ Maintenance Office Improvements
3. Facilities and Property Management Office Improvements
4. Executive Director Office and Conference Room Improvements
5. 3rd Floor Conference Room Door Addition

### In Progress Drawings by Facilities

1. Cash Management Office Improvements
  2. Gas Department Dispatchers Office Improvements
  3. Legal Break Room Sink
  4. Street and Solid Waste Open Work Station Area
  5. 1st Floor Break Room Remodel
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# Facilities & Property Management

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Questions?