

0-2018-007

**CITY OF ALBUQUERQUE
CITY COUNCIL**

4/10/18

INTEROFFICE MEMORANDUM

TO: Timothy M. Keller, Mayor

FROM: Jon K. Zaman, Director of Council Services *JKZ*

SUBJECT: Transmittal of Legislation

Transmitted herewith is Bill No. O-18-7 Creating A Department Of Facilities Management And Maintenance Within The City Of Albuquerque (Jones), which was passed at the Council meeting of April 2, 2018, by a vote of 9 FOR AND 0 AGAINST.

In accordance with the provisions of the City Charter, your action is respectfully requested.

RECEIVED
ALBUQUERQUE CITY CLERK

2018 APR 20 PM 2:01

JKZ:mh
Attachment

CITY of ALBUQUERQUE TWENTY THIRD COUNCIL

COUNCIL BILL NO. O-18-7 ENACTMENT NO. 0-2018-007

SPONSORED BY: Trudy E. Jones

ORDINANCE

CREATING A DEPARTMENT OF FACILITIES MANAGEMENT AND MAINTENANCE WITHIN THE CITY OF ALBUQUERQUE.

BE IT ORDAINED BY THE COUNCIL, THE GOVERNING BODY OF THE CITY OF ALBUQUERQUE:

Section 1. Creating a Department of Facilities Management and Maintenance.

“§ 2-18-1. FINDINGS. The Council finds:

(A) It is the responsibility of City government to provide, to the greatest extent feasible, its employees and the public with buildings and facilities that are safe, accessible, and able to withstand daily use and weather events without endangering occupants or significantly disrupting the performance of essential services.

(B) City government buildings are vulnerable to weather events, age based decline, and equipment and building system obsolescence.

(C) The City of Albuquerque may experience moderate to severe city owned facility system failures in the foreseeable future, and increased efforts to reduce these failures should be encouraged and supported.

(D) Existing Facilities Management programs will benefit from the coordination and collaboration created by a Facilities Management and Maintenance Department.

(E) A new Facilities Management and Maintenance Department will elevate the critical importance of unified and standardized management, of the City property portfolio.

(F) The creation of this new department will ensure that all processes related to facilities management follow current industry standards for property management and energy efficiency.

**[Bracketed/Underscored Material] - New
[Bracketed/Strikethrough Material] - Deletion**

[Bracketed/Underscored Material] - New
[Bracketed/Strikethrough Material] - Deletion

1 **§ 2-18-2. CREATION OF FACILITIES MANAGEMENT AND MAINTENANCE**
2 **DEPARTMENT; DIRECTOR.**

3 There is hereby created as a department of City government a Facilities
4 Management and Maintenance Department. The executive and administrative
5 head of the Facilities Management and Maintenance Department shall be the
6 Director of Facilities Management and Maintenance who shall be appointed by
7 the Mayor. The Director shall hold office at the pleasure of the Mayor and
8 shall be qualified by experience and training in property management, and
9 facilities operation and management. The Department shall be operational by
10 July 1, 2018.

11 **§ 2-18-3. DUTIES AND RESPONSIBILITIES.** In addition to those assigned
12 by the Mayor, the Department of Facilities Management and Maintenance shall
13 have the following responsibilities and duties:

- 14 1. Implement and maintain an integrated, citywide facilities
15 maintenance program to manage data on all City-owned facilities outside of
16 the public right of way in a uniform and consistent manner while maximizing
17 the use and value of each property.
- 18 2. Complete and continually update a space utilization study and the
19 development of new space standards for City offices that represent best asset
20 management practices and achieve optimal efficiencies.
- 21 3. Develop a citywide space consolidation plan, based on the space
22 utilization study, which optimizes the use of existing City-owned facilities and
23 minimizes need for leased space.
- 24 4. Proactively address space consolidation in order to achieve the best
25 outcomes for the City.
- 26 5. Recommend disposal of all City owned properties that are not being
27 utilized to their maximum potential.
- 28 6. Prioritize capital investments in City buildings in a proactive manner
29 based on strategic requirements, informed by data and reports generated from
30 the asset management program, as opposed to allocating capital reactively to
31 deferred maintenance needs.
- 32 7. Structure Citywide programs, processes, and agreements to reduce
33 City energy consumption through energy conservation and renewable energy

[Bracketed/Underscored Material] - New
[Bracketed/Strikethrough Material] - Deletion

1 projects in both owned and leased space.

2 8. Identify and recommend facility maintenance and capital
3 improvement projects through the Decade Plan to achieve a state of good
4 repair across the City's facility portfolio.

5 9. Ensure that all building related construction, remodeling and
6 rehabilitation projects are fully permitted and conform to applicable City,
7 State, and Federal codes, ordinances and regulations. All such projects shall
8 be reviewed and approved by the Facilities Management and Maintenance,
9 Planning and Municipal Development departments.

10 § 2-18-4. CONSOLIDATION OF FACILITIES MANAGEMENT AND
11 MAINTENANCE PROGRAMS WITHIN THE CITY. The Facilities Management
12 and Maintenance Department shall include and consolidate the Real Property
13 and the Facilities & Energy Management Divisions and all similar programs
14 and activities within the Albuquerque Fire Department, Albuquerque Police
15 Department, Cultural Services Department, Family and Community Services
16 Department, Department of Municipal Development, Parks and Recreation
17 Department, Planning Department (excluding those functions related to
18 metropolitan redevelopment) and Transit Department and any other City
19 programs and activities the Mayor deems appropriate.

20 § 2-18-5. STAFFING. At the inception of the Facilities Management and
21 Maintenance Department, every effort shall be made to staff the Department
22 with existing personnel and by filling vacant positions related to facilities
23 management in the Cultural Services, Family and Community Services, Fire,
24 Municipal Development, Parks and Recreation, Planning, Police and Transit
25 departments. Thereafter, staff shall be hired and allocated to the Department
26 at the direction of the Mayor subject to appropriation.

27 § 2-18-6. FUNDING. Funding for the Facilities Management and
28 Maintenance Department shall come from existing funding for those purposes
29 currently appropriated within the Cultural Services, Family and Community
30 Services, Fire, Municipal Development, Parks and Recreation, Planning, Police
31 and Transit departments and from any additional funds allocated by the
32 Council for these purposes.

[Bracketed/Underscored Material] - New
[Bracketed/Strikethrough Material] - Deletion

1 **§ 2-18-7. VEHICLES AND EQUIPMENT.** At the inception of the Department,
2 fleet vehicles and equipment for the Facilities Management and Maintenance
3 Department shall come from existing vehicles and equipment allocated for
4 those purposes in the Cultural Services, Family and Community Services, Fire,
5 Municipal Development, Parks and Recreation, Planning, Police and Transit
6 departments.

7 **§ 2-18-8. CAPITAL PROJECTS.** The Facilities Management and
8 Maintenance Department shall review and approve capital projects related to
9 City owned buildings to ensure that such projects conform to City standards.

10 **§ 2-18-9. ENERGY EFFICIENCY AND RENEWABLE ENERGY PROJECTS.**
11 The Facilities Management and Maintenance Department shall prioritize all
12 energy efficiency and renewable energy projects and shall coordinate and
13 assist all City departments in the creation and management of these projects.

14 **§ 2-18-10. STRUCTURE.** The Facilities Management and Maintenance
15 Department’s property and facilities management model shall be comprised of
16 four geographically located service areas each of which will have an
17 experienced real property manager overseeing the service area. These four
18 service areas include:

- 19 **(A) Those facilities which make up the Downtown Facilities Area;**
- 20 **(B) Those facilities which make up the Bio Park/Zoo and Aquarium**
21 **Facilities Area;**
- 22 **(C) Those facilities which make up the West Outlying Facilities Area;**
- 23 **(D) Those facilities which make up the East Outlying Facilities Area.”**

24 **Section 2. SEVERABILITY.** If any section, paragraph, sentence, clause,
25 word or phrase of this Ordinance is for any reason held to be invalid or
26 unenforceable by any court of competent jurisdiction, such decision shall not
27 affect the validity of the remaining provisions of this Ordinance. The Council
28 hereby declares that it would have passed this Ordinance and each section,
29 paragraph, sentence, clause, word or phrase thereof irrespective of any
30 provision being declared unconstitutional or otherwise invalid.

31 **Section 3. COMPILATION.** Section 1 of this ordinance shall be
32 incorporated in and made part of the Revised Ordinances of Albuquerque, NM,
33 1994.

1 **Section 4. EFFECTIVE DATE. This Ordinance shall take effect five days**
2 **after publication by title and general summary.**

3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33

[Bracketed/Underscored Material] - New
[Bracketed/Strikethrough Material] - Deletion

1 PASSED AND ADOPTED THIS 2nd DAY OF April, 2018
2 BY A VOTE OF: 9 FOR 0 AGAINST.

3
4
5
6 

7
8 Ken Sanchez, President
9 City Council

10
11
12 APPROVED THIS 19 DAY OF April, 2018

13
14
15
16
17 Bill No. O-18-7

18
19 

20
21 Timothy M. Keller, Mayor
22 City of Albuquerque

23
24
25 ATTEST:

26 

27
28 Trina Gurule, Acting City Clerk

29
30
31
32
33
[+ Bracketed/Underscored Material +] - New
[- Bracketed/Strikethrough Material -] - Deletion