

State of California
Business, Transportation and Housing Agency
Department of Transportation

POLICY MATTERS
Asset Management Business Plan
Information Item

Prepared By:
Marisela Montes
Director,
Administrative Service Center
(916) 227-2646

CTC Meeting: September 28-29, 2000

Agenda Item: 4.10

Original Signed by _____
W.J. EVANS, Deputy Director
Finance
September 1, 2000

FISCAL YEAR 2000-2001 ASSET MANAGEMENT BUSINESS PLAN

ASSET MANAGEMENT MISSION

- Ensure the optimal use of Caltrans real property assets in meeting operational needs and/or generating revenues.

ORGANIZATIONAL STRUCTURE

- District/Region offices in cooperation with the Headquarters Office of Business, Facilities, Asset Management, and Security manage the Asset Management function.
- The Asset Management programs exist in the twelve Districts within the State. Each District/Region has an Asset Management Program and has appointed an Asset Manager.
- The Airspace Advisory Committee (AAC) and the California Transportation Commission (CTC) assist the Department in administering these programs advising on policy issues, reviewing selected transactions, and providing guidance at the Department's request.

The role of the AAC is to:

- a. Review and evaluate proposed 5-Year Capitalized Asset Planning Document.
- b. Recommend action to the CTC.
- c. Provide overall review and advice from the private enterprise viewpoint.
- d. Be proactive on discriminatory zoning.

The role of the CTC is to:

- a. Establish policy.
- b. Be proactive on discriminatory zoning.

ASSET MANAGEMENT BUSINESS PLAN Fiscal Year 2000/01

ASSET MANAGEMENT GOALS

To proactively manage Caltrans real property assets and represent the central focal point within Caltrans on real property and facility projects.

Ensure the optimal use of Caltrans real property assets in meeting operational needs and/or generating revenues.

2000/01 PROGRAM STRATEGIES

- Continue to update, manage, and improve the Asset Management Inventory to make it more accessible and useful to both internal and external Caltrans customers.
- Actively participate in the development, deployment and use of comprehensive facility planning, programming and project delivery tools among and between Programs, Districts and the Budgets and Programming Programs.
- Use the Real Property Retention Review process to optimize use of the Department's real estate holdings and improve Caltrans' information systems and inventory management practices.

GOAL 1 – Continue to improve the effectiveness of our products, information, and services.

OBJECTIVES

1. Maintain the accuracy and timeliness of the Asset Management Inventory (AMI) as the Department's primary facilities inventory.
2. Promote the utility and accessibility of the AMI as a management tool.
3. Provide Statewide Property Inventory (SPI) updates to the Department of General Services, as mandated by Government Code 11011.18.
4. Promote the value of the RPRR process to the senior managers of the Department's Programs and Districts.

STRATEGIES/ACTION

1. Provide on-line access to Caltrans “facility owners”. Have the Programs and Districts continuously review the AMI’s accuracy and notify Asset Management of desired adaptations or modifications.
2. Develop and distribute annual AMI management reports to Program Managers and District Directors.
3. Provide access to the AMI through the Caltrans Intranet.
4. Develop a new “user’s manual” focusing on maintaining inventory accuracy and developing management reports.

TIMELINE – 2000/01 for items 1-4 and continue on an annual and/or as needed basis.

GOAL 2 – Continue to improve the high performing and successful work force.

OBJECTIVES

1. Develop professional, technically expert, customer service-oriented staff that completes tasks on time.
2. Cultivate staff that knows what is expected and how to achieve the desired outcomes.
3. Hire and promote Asset Management staff with the ability to achieve the goals and objectives described in the Asset Management business plan.

STRATEGIES/ACTION

1. Communicate key skills to employees.
2. Identify work expectations in terms of 1) laws, rules and controls 2) general expectations 3) primary deliverables.
3. Develop performance measures and evaluation methodology.
4. Report and promote employee accomplishments to management on a regular basis.
5. Develop training plans to develop technical and managerial skills and abilities.
6. Promote continuous process improvement through regular meetings with RPRR participants to review process elements and committee actions

TIMELINE –2000/01 for items 1-6 and continue on an annual and/or as needed basis.

GOAL 3 - Communicate effectively internally and externally.

OBJECTIVES

1. Provide technical assistance and coordination among and between districts and Programs in the planning and development of facility projects.
2. Identify and explore joint-use opportunities with Districts/Regions.
3. Ensure that AMI data fields provide internal and external customers the information necessary to effectively manage the Department's facilities portfolio.

STRATEGIES/ACTION

1. Assist Programs with the development of their 10-year SHOPP lands and buildings forecast.
2. Assist districts with the development of their 10-year facility master plans.
3. Promote early Asset Management participation in project development teams developing lands and buildings Facility Project Study Reports or Fact Sheets.
4. Work with Programs, districts and Facilities to implement facility planning and delivery models aligned with Caltrans' two-track capital funding process.
5. Develop a project tracking database linked to properties in the AMI.
6. Sustain high-level district RPRR committee membership and involvement.

TIMELINE –2000/01 for items 1-6 and continue on an annual and/or as needed basis.

GOAL 4 – Demonstrate leadership and integrity in everything we do.

OBJECTIVES

1. Develop recommendations for reducing operating costs, generating revenues or leveraging underused assets for higher-value purposes.
2. Provide technical expertise and consultation to Programs and districts on high value, high priority real property or facility-related projects.
3. Improve the development process of annual district RPRR reports by working with R/W and Project Management to improve the accuracy scope and timeliness of parcel and project scheduling information used by the district RPRR committees.

STRATEGIES/ACTION

1. Conduct regular field assessment of assets to determine optimal use (3 years maximum).

2. Assist Programs and districts with development of facility project FPSRs, Fact Sheets, or COBCPs identifying viable alternatives, estimating likely economic implications and promoting optimal use of assets recommended actions.
3. Produce a management report identifying underused assets, characterizing potential opportunities and outlining recommended uses.
4. Develop a web page linking District assets and assessments and promoting asset management opportunities.

TIMELINE –2000/01 for items 1-4 and continue on an annual and/or as needed basis.

GOAL 5 – Be good stewards of the public’s resources and transportation investments.

OBJECTIVES

1. Each District annually conduct Real Property Retention Review (RPRR) to ensure the properties held are necessary in the departments best interest.
2. Continue upgrading the database of the Asset Management Inventory and make the information available for more users.
3. Ensure all available assets (sites) and viable alternatives are considered in the planning and development of facility projects.

STRATEGIES/ACTIONS

1. Use the AMI proactively to identify and manage high-value, underused or surplus Department assets.
2. Conduct regular field reviews to verify inventory accuracy.
3. Compile every District Facility Plan into a comprehensive Statewide Master Facility Plan.
4. Review proposed projects for inter-program coordination, joint-use opportunities and alignment of available assets with needs and recommending changes as appropriate.

TIMELINE –2000/01 for items 1-4 and continue on an annual and/or as needed basis.