

Meeting Minutes	
Committee: County Facilities Plan Steering Committee Phase 4.0	Date: 4/25/19
Location: 633 West Wisconsin Ave., CR 633 Room 907	Meeting Sequence 64
<p>Committee Voting Members in Attendance: Aaron Hertzberg, Stu Carron, Greg High, Peter Nilles, Tom Travia, John Westrich, David Muhammad</p> <p>Other Attendees: Pam Bryant, Adam Stehly, Sean Hayes, Mike Parker, Kyle Mack, Rolf Kemen, Justin Rodriguez, Vince Masterson</p>	

Approval of April 11, 2019 CFP Meeting Minutes

Action: A motion to approve meeting minutes was seconded, motion passed unanimously.

1. County Facilities Plan System Update
 - a. DAS-FMD strategic facilities footprint scorecard
Information only, no action taken. Scorecard provided as attachment.
 - b. Administrative Space Strategic Facility Plan charter
Information only, no action taken.
2. County Facilities Plan Requests
 - a. Property Management
 - i. 2018-014 – DHHS MHSI draft lease
Informational only, no action taken.
 - b. Move Management
 - i. 2018-012 - RPS relocation
Informational only, no action taken.
 - c. Property Improvements
No items.
 - d. New Footprint
 - i. 2018-027 – SRCCCY
Informational only, no action taken.
 - ii. 2018-041 - Center for Forensic Science and Protective Medicine
Informational only, no action taken.
 - iii. 2018-042 – DHHS administrative space analysis
Informational only, no action taken.
 - e. Contractual Obligations

No items.

f. Centralized Facilities Management Process Improvements

i. Furniture management policy

Informational only, no action taken.

3. New Business

a. Awareness of budget impacts as part of space needs requests

Information only, no action taken.

b. LIO occupant mapping

Information only, no action taken.

4. Tabled Topics & Projects

No items.

5. Announcements

No items.

6. Adjournment

DRAFT

Department/Division	Site Name	Asset Name	owned or leased	total building area (SF)	total useable space (SF)	total vacant space (SF)	total obsolete space (SF)	year built	Asset - Facility Category	holds MANDATED services (1=yes, 0=no)	Listed on Historic Register (Natl, State, City, or none)	FCI	5-YR REQUIREMENTS	20-YR REQUIREMENTS	Accessibility backlog	annual O&M COST psf	annual rental income psf	NET annual O&M COST psf	annual RENTAL COST psf	Life Cycle Cost	Energy Use Intensity (EUI in kBtu/SF)	Energy Star score	SPACE TYPE	OCCUPANCY psf benchmark	Current OCCUPANCY psf	% of benchmark	OBSOLESCENCE SCORE	Occupant satisfaction	Health & Safety score	other RISK factors	NEAR-TERM OUTLOOK	LONG-TERM CONSIDERATION
DAS - Facilities Management Division (FMD)	Courthouse Complex	Courthouse	owned	1,021,000				1932	1	1	0				approx \$2.5M shown in VFA								mixed office and courts (define by floor?)								hold and operate	Long-term hold; reconfigure as transition space for criminal courts during new CJC construction; long-term set up as civil courts
DAS - Facilities Management Division (FMD)	Courthouse Complex	Criminal Justice Facility	owned	475,000				1992	1														detention (plus office, courts, medical)								hold and operate	hold and operate
DAS - Facilities Management Division (FMD)	Courthouse Complex	Medical Examiner	owned	73,830				1974	2														mixed office and lab								significant facility deficiencies; developing plan to exit	site disposal
DAS - Facilities Management Division (FMD)	Courthouse Complex	Safety Building	owned	296,000				1928	3														mixed office and courts								planning underway to remove & replace	new building dependent somewhat on State offices (2/3 of bldg occupied on MTM lease); swing space potential; consider vacate & dispose options
DAS - Facilities Management Division (FMD)	Marcia P. Coggs Human Services Ctr.	Marcia P. Coggs Human Services (DHS)	owned	222,482				1920	2														office								hold and operate	Currently studying possibility of including Juv Justice with new CJC plan. May also be impacted by Lincoln Hills closure/new detention center reqmt.
DAS - Facilities Management Division (FMD)	County Grounds	Vel Phillips Juvenile Justice Center	owned	219,539				1962	1														mixed office, courts and detention								hold and operate	
DAS - Facilities Management Division (FMD)	County Grounds	(CATC) Buildings A-F CLOSED	owned	182,787				1973	2																						vacate and mothball; currently relocating UWExt out, awaiting ClinCare exit (State project); dispose with County Grounds SE quadrant	dispose with County Grounds SE quadrant
DAS - Facilities Management Division (FMD)	County Grounds	Day Hospital (D-19) CLOSED	owned	129,433				1968	5																						currently mothballed; dispose with County Grounds SE quadrant	future site of new Forensic Science Center
DAS - Facilities Management Division (FMD)	County Grounds	Food Service Building (D-18) CLOSED	owned						5																						mothballed	future may depend on County Grounds disposition
DAS - Facilities Management Division (FMD)	County Grounds	Day Hospital Chiller Building (D-29)	owned						5																						dispose with County Grounds SE quadrant	future site of new Forensic Science Center
DAS - Facilities Management Division (FMD)	County Grounds	Communication Building (M-17) - OEM	owned																				utility bldg	unoccupied							hold and operate (on County land at base of MRMC west water tower)	future may depend on possible water tower and land disposition (City of Wauwatosa holds a lease on the tower)
DAS - Facilities Management Division (FMD)	Facility Management-West	Facility Management Shop & Office, garage	owned						3														mixed office and maintenance shop								evaluating consolidation with Parks & Fleet shops	future may depend on County Grounds disposition
DAS - Facilities Management Division (FMD)	633 Building	633 W Wisconsin (floors 7, 9, 10, 11)	leased	40,000				acq. 2016															office								hold and operate	long-term plan depends on CJC project
DAS - Office for Persons with Disabilities (OPD)	Underwood Creek Parkway	Wil-O-Way Underwood Recreation Center & pool	owned	11,000				1964	3														recreation/ community center								hold and operate	hold and operate
DAS - Office for Persons with Disabilities (OPD)	Grant Park	Wil-O-Way Grant Recreation Center	owned	10,509				1981	3														recreation/ community center								hold and operate	hold and operate