


<b>Meeting Minutes</b>	
<b>Committee:</b> County Facilities Plan Steering Committee Phase 4.0	<b>Date:</b> 07/28/2022
<b>Location:</b> teleconference	<b>Meeting Sequence 133</b>
<b>Committee Voting Members in Attendance:</b> Jim Tarantino, Stu Carron, Calli Berg, Peter Nilles, Tim Christian, Matthew Haseman, Erica Goblet	

1. Approval of meeting minutes

**Action:** A motion to approve the meeting minutes from the June 30, 2022 meeting was seconded, motion passed unanimously.

2. County Facilities Plan System Update (informational only)

- a. Recap of 2023 capital project update requests and 2024 capital project planning process

DAS-FMD Capital Planning Manager Michael Brill shared an exhibit (attached) showing the typical capital project execution timeframe, from initial project scoping through start of construction. The timeframe reflects the “design first” approach that the Office of Strategy, Budget and Performance is promoting.

- b. Update on DAS-FMD AE&ES and Facilities Planning reorganization and potential impact to customer departments

DAS-FMD AE&ES and Facilities Planning are currently working on a reorganization plan to improve project delivery, create paths for career succession, deliver superior customer service and provide workload balance.

- c. Surplus equipment at Mental Health Complex

DHHS BHD facilities staff at the Mental Health Complex is maintaining the attached list of surplus equipment as DHHS-BHD vacates the Mental Health Complex, anticipated by the end of 2022. DHHS-BHD facilities staff encourage other County departments to review the list and identify items which could be used by those County departments.

3. County Facilities Plan Project Requests

No items.

4. County Facilities Plan Strategy Updates (informational only)

- a. Update on DHHS Coggs project

DHHS and DAS are working together to develop the design of a new building for DHHS, to be built on existing County property north of the existing Coggs facility. The next major milestone in the DHHS Coggs project is submittal of a report to the County Board to request release of existing ARPA funding currently in

allocated contingency, as well as a request for additional funding to fill the gap between the previously-allocated funding and the current cost estimate. DAS-FMD will also be releasing an RFP in the near future to retain a construction manager for the project. As part of a due diligence exercise, DAS-Economic Development will also be releasing an RFP in the near future to solicit proposals for redevelopment of the existing Coggs facility.

b. Update on ARPA Program Management Office and ARPA-funded capital projects

The ARPA PMO is up and running, and is meeting with departments that have received approval for ARPA funding of capital improvement projects.

5. New Business

No items.

6. Tabled Topics & Projects

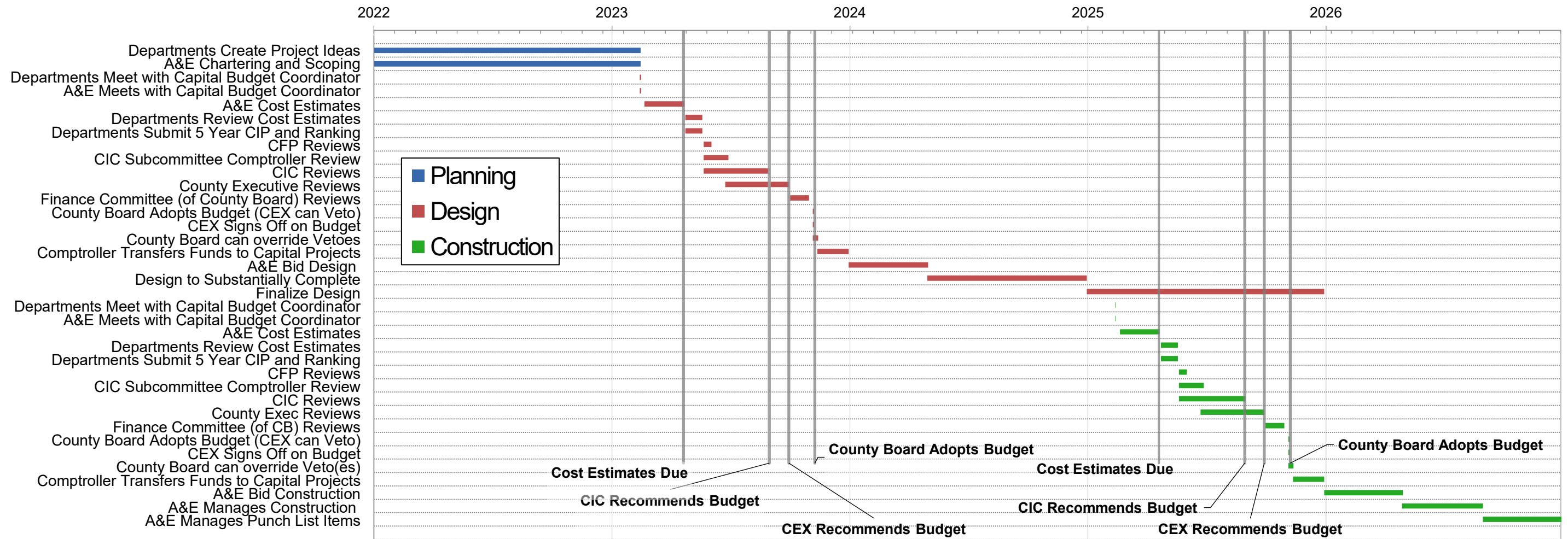
No items.

7. Announcements

No items.

8. Adjournment

# CAPITAL BUDGET TIMELINE - FIVE YEAR TYPICAL DESIGN BID BUILD SINGLE PROJECT



Project Start		1/1/22						
CATEGORY	TASK	START	END	Phase	Start	Planning	Design	Construction
	Departments Create Project Ideas	1/1/22	2/14/23	Planning	1/1/22	410	0	0
	A&E Chartering and Scoping	1/1/22	2/14/23	Planning	1/1/22	410	0	0
	Departments Meet with Capital Budget C	2/14/23	2/15/23	Design	2/14/23	0	2	0
	A&E Meets with Capital Budget Coordina	2/14/23	2/15/23	Design	2/14/23	0	2	0
	A&E Cost Estimates	2/21/23	4/22/23	Design	2/21/23	0	61	0
	Departments Review Cost Estimates	4/25/23	5/20/23	Design	4/25/23	0	26	0
	Departments Submit 5 Year CIP and Ra	4/25/23	5/20/23	Design	4/25/23	0	26	0
	CFP Reviews	5/23/23	6/3/23	Design	5/23/23	0	12	0
	CIC Subcommittee Comptroller Review	5/23/23	6/29/23	Design	5/23/23	0	38	0
	CIC Reviews	5/23/23	9/1/23	Design	5/23/23	0	102	0
	County Executive Reviews	6/25/23	9/30/23	Design	6/25/23	0	98	0
	Finance Committee (of County Board) Re	10/3/23	10/31/23	Design	10/3/23	0	29	0
	County Board Adopts Budget (CEX can \	11/7/23	11/8/23	Design	11/7/23	0	2	0
	CEX Signs Off on Budget	11/7/23	11/8/23	Design	11/7/23	0	2	0
	County Board can override Vetoes	11/7/23	11/14/23	Design	11/7/23	0	8	0
	Comptroller Transfers Funds to Capital P	11/14/23	12/31/23	Design	11/14/23	0	48	0
	A&E Bid Design	1/1/24	5/1/24	Design	1/1/24	0	122	0
	Design to Substantially Complete	5/1/24	12/31/24	Design	5/1/24	0	245	0
	Finalize Design	1/1/25	12/31/25	Design	1/1/25	0	365	0
	Departments Meet with Capital Budget C	2/14/25	2/14/25	Construction	2/14/25	0	0	1
	A&E Meets with Capital Budget Coordina	2/14/25	2/14/25	Construction	2/14/25	0	0	1
	A&E Cost Estimates	2/21/25	4/22/25	Construction	2/21/25	0	0	61
	Departments Review Cost Estimates	4/25/25	5/20/25	Construction	4/25/25	0	0	26
	Departments Submit 5 Year CIP and Ra	4/25/25	5/20/25	Construction	4/25/25	0	0	26
	CFP Reviews	5/23/25	6/3/25	Construction	5/23/25	0	0	12
	CIC Subcommittee Comptroller Review	5/23/25	6/29/25	Construction	5/23/25	0	0	38
	CIC Reviews	5/23/25	9/1/25	Construction	5/23/25	0	0	102

	County Exec Reviews	6/25/25	9/30/25	Construction	6/25/25	0	0	98
	Finance Committee (of CB) Reviews	10/3/25	10/31/25	Construction	10/3/25	0	0	29
	County Board Adopts Budget (CEX can \	11/7/25	11/8/25	Construction	11/7/25	0	0	2
	CEX Signs Off on Budget	11/7/25	11/8/25	Construction	11/7/25	0	0	2
	County Board can override Veto(es)	11/7/25	11/14/25	Construction	11/7/25	0	0	8
	Comptroller Transfers Funds to Capital P	11/14/25	12/31/25	Construction	11/14/25	0	0	48
	A&E Bid Construction	1/1/26	5/1/26	Construction	1/1/26	0	0	121
	A&E Manages Construction	5/1/26	9/1/26	Construction	5/1/26	0	0	124
	A&E Manages Punch List Items	9/2/26	12/31/26	Construction	9/2/26	0	0	121

# Surplus Equipment at Mental Health Complex

Category	Item	Quantity
maintenance	Generator, diesel	
maintenance	Pipe cutter stand	1
maintenance	Ladders, variety	
maintenance	drill press	1
maintenance	drill press/grinder	1
maintenance	drill press/grinder	3
maintenance	circular saw	1
maintenance	table saw	1
maintenance	sander, belt	
maintenance	sander, disc	
maintenance	pallet truck, electric	
maintenance	furniture dollies	
maintenance	air compressor	
maintenance	spreaders	
maintenance	plastic tables, 6'-8'	
maintenance	compressor	
maintenance	snow blowers	
maintenance	power washer	
maintenance	plow blades	
maintenance	salter	
maintenance	skidsteer and accessories	
maintenance	whacker	
maintenance	bed edger	
maintenance	ATC accessories	
maintenance	wheelbarrow	2+
maintenance	lawnmower	2+
maintenance	freq drives	40+
maintenance	containment unit, small scale	2
maintenance	dumpsters/carts	
maintenance	lighting	
maintenance	dock scale	1
maintenance	washer/dryer, set	5+
maintenance	emergency eye wash station	1
maintenance	spill containment	
maintenance	ice machine	10±
maintenance	Hilti Split Sleeve, assortment (fire containment)	
maintenance	work benches	
maintenance	work carts	
Operations	carts, moving	10+
Operations	cart, computer	
Operations	laminator (heat)	1
Operations	carts, supply	
Operations	dishwasher	
Operations	blower	
Operations	ladder, rolling	
Operations	miscellaneous medical	

# Surplus Equipment at Mental Health Complex

Category	Item	Quantity
Operations	walkers	
Operations	shower chairs	
Operations	hampers	
Operations	wheelchairs	
Operations	scales	
Operations	Hoyer lifts	
Operations	print cabinet	2
Operations	large screen TVs/monitors	20+
Operations	wall brackets or carts	
Operations	various sizes	
Operations	cage, security	1
Operations	lockers	
Operations	shelving	
Operations	bins, refuse/recycle	
Operations	pallet jack, manual	2
Operations	heat stamping machine	3
Furniture	chairs, counter	3
Furniture	office furniture	
Furniture	wall shelving	
Furniture	file cabinets	
Furniture	furniture, outdoor (polylumber, multiple colors)	
Furniture	furniture, outdoor (stacking)	
Furniture	furniture, Behavioral Health	
Furniture	bed & nightstand	
Furniture	table, barrel base	
Furniture	chairs, weighted	
Furniture	Softcore Doors, magnetic - multiple designs	
Furniture	table, exam	
Furniture	table, conference	
dietary	Jackson dishwasher	1
dietary	stainless steel countertop(s) and fixtures	
dietary	refrigeration and/or warming units	
dietary	miscellaneous kitchen fixtures	
housekeeping	floor scrubbers	
housekeeping	carpet cleaner	
housekeeping	carpet spot remover	
housekeeping	covered clothing racks	
fixtures	bathroom	
fixtures	sink, porcelain	
fixtures	sink, metal	
fixtures	toilet, porcelain	
fixtures	toilet, metal	
fixtures	holder, paper towel	
fixtures	holder, toilet paper	
fixtures	office	
fixtures	hallway	

# Surplus Equipment at Mental Health Complex

Category	Item	Quantity
fixtures	exit signs	
fixtures	locks	
IT	cameras	
IT	switches/servers	
IT	WAPs	
IT	UPS	