



WASHTENAW COUNTY BOARD OF COMMISSIONERS

WORKING SESSION

March 16, 2006

The meeting was called to order by Chair Solowczuk at 6:30 p.m. in the Board Room, Administration Building, 220 North Main Street, Ann Arbor, Michigan.

MEMBERS PRESENT: Comms. Brackenbury, Gunn, Irwin, Kern, Prater, Smith, Solowczuk.

MEMBERS ABSENT: Comm. Bergman, Ouimet, Peterson, Sizemore

OTHERS PRESENT: Bob Guenzel, County Administrator; David Behen, Dale Vanderford, Andy Brush, Ken Schrader, Information Technology; Dave Shirley, Rick Farrell, Tom Fielder, Bill House, Jason Fee, Mark Kipfmiller, Support Services; Gordon Burger, Budget; Mary O'Hare, Library; Kerry Sheldon, Administration, Stephen Kirschner, Clerk's Office; various citizens; and members of the press.

Roll Call

Citizen Participation

None.

Commissioner Follow-Up to Citizen Participation

None.

Discussion Items

Building/Space Program Overview; Operational Component

Bob Guenzel, David Behen and Gordon Burger presented to the board on the Building/Space program. Report on File with County Clerk.

- Overview
 - Operational Component
 - Strategic Component
- Approach to Asset Management
 - Preventative maintenance vs. repair
 - Multi-year improvement schedule
 - Asset management system
- Inventory of Building
 - Downtown Ann Arbor Campus
 - Service Center
 - Eastern Campus (Ypsilanti)
 - Western Campus
 - Southern Campus

Bob Guenzel, David Behen and Gordon Burger presented to the Board on the Building Review.

Comm. Smith asked if Tririga can tell room dimensions and wall structures for reconstruction purposes. David Behen stated that it can tell dimensions. Tom Fielder answered that CAD drawings can include this information. Comm. Smith asked how this information is being integrated with HR to maximize human resources. Jason Fee stated that the system is tied to workspace as opposed to individuals, which allows people to come and go without affecting asset management.

Comm. Smith asked about ergonomic assessment. Jason Fee stated that the system can sort information in a manner that could allow this sort of assessment. Comm. Smith asked if lifecycle is determined by the manufacturer and what are the costs associated with tracking lifecycle. David Behen responded that determined by standards set by the International Facilities Management Association. Comm. Smith asked how these standards are related to Washtenaw County. David Behen stated that they would do a walk through to determine if the maintenance is necessary. Comm. Smith asked if differentiations in life cycle can be recorded and incorporated into the system. David Behen responded affirmatively.

Comm. Brackenbury stated he sees a great deal of value in this system, especially with its budget forecasting implications. He asked if the system can track maintenance of an item over its lifecycle. David Behen stated that the system can handle and track lifetime of repairs.

Comm. Kern asked if any employee can place a ticket for themselves. David Behen responded that while the system has email capabilities, the emails are triaged by the help desk. Comm. Kern asked if it can run a history of repairs. David Behen responded that the system does do this. Comm. Kern asked what triggers a review for replacement purposes. David Behen stated that the supervisors do reviews of the tickets and would be able to respond to replacement needs.

Comm. Gunn stressed the importance of preventative maintenance. She stated that Tririga is an amazing system.

Comm. Prater asked how staff time savings is measured. Gordon Burger responded that they are creating a measurement system for this. Comm. Prater asked about staff time spent on information retrieval. Gordon Burger stated that this system reduces time spent on information retrieval. David Behen stated that they will be putting in benchmarks over the next six to eight months and he sees the importance of tracking measures.

Comm. Smith asked how staff knowledge of equipment is integrated into the system. David Behen stated that the system is flexible to these sorts of needs.

Comm. Irwin asked if the perfect tracker system had the capacity to track history of items. Andy Brush stated that the system can store tickets, but does not independently track the information within the tickets. Comm. Irwin stated he brought this up to determine whether there is any orphaned information that can be transferred from the previous system. Comm. Irwin asked how much money was spent on this and what are the annual costs. David Behen responded that the software cost 93,000 dollars and there will be yearly maintenance fee of around \$42,000.

Comm. Smith asked why the Road Commission's properties are not included. David Behen stated that the County does not own the properties. Bob Guenzel stated that the Road Commission is a separate entity and owns its own property.

Comm. Prater asked about variations in the insurance per square foot between different buildings. Bob Guenzel responded that it involves replacement value.

Comm. Irwin asked about the FTE's on the Southern campus. Gordon Burger explained the FTE breakdown for this campus. Comm. Irwin asked which buildings cost most in maintenance by square feet. Gordon stated that he does not have those figures on hand.

Comm. Brackenbury asked to know the major repairs needed for the Chelsea Courthouse. Dave Shirley responded.

Comm. Solowczuk stated that the presentation was well done, and he would like to see a foot print of the buildings. He would like to have figures on who is served out of these buildings and how many people are being served.

Comm. Smith asked about facilities in planning, particularly the 14th District Court in Saline. Bob Guenzel stated that the project team is still in place, but no action has been taken. Comm. Smith asked about the land use impacts on the environment. Bob responded.

County Administrator Report

None.

Items for Current/Future Discussion

None.

Pending

- April 6 1/8 Mill Allocation
- April 20 Strategic Component – Space Plan
- May 4 Updated Needs Assessment for PS&J
- May 18 Space Plan Goals Establishment
- *Summer – Compile and Publish Draft 20-Year Space Plan*
- Sept. 7 Present Report on Recommendations
- Nov. 2 Review Potential funding Sources
- Dec. 3 Adopt Funding Mechanism for Next Phase of Plan

Status of Annual Activities/Goals

No report.

Citizen Participation

None.

Commissioners Follow-up to Citizen Participation

None.

Adjournment

Comm. Gunn seconded by Comm. Solowczuk moved that the meeting be adjourned until April 6, 2006, at 6:30 p.m. in the Board Room, Washtenaw County Administration Building. Motion carried.

The meeting adjourned at 7:50 p.m.

Stephen Solowczuk, Chair

Lawrence Kestenbaum, Clerk/Register

By: Stephen Kirschner, Deputy Clerk

APPROVED: