



Bureau of Asset Management

FY2018 Budget Presentation

November 2, 2017

Ann P. Kalayil
Bureau Chief

Bureau of Asset Management

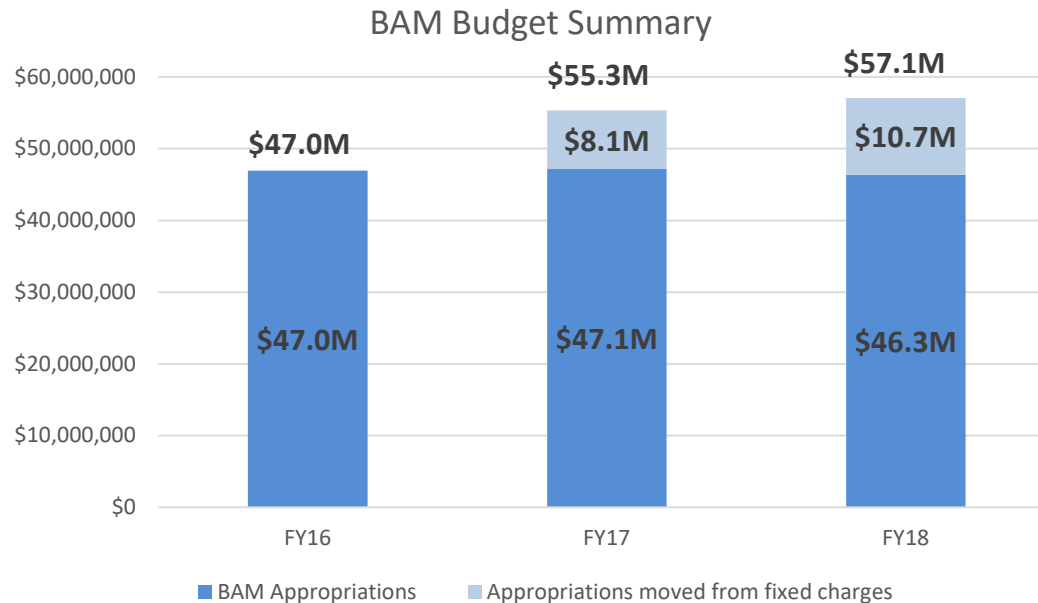
FY2018 Budget Presentation



MISSION

The Bureau of Asset Management exists to provide clean, safe, secure, sustainable and accessible facilities utilizing efficient preventative maintenance programs, executing capital construction projects and ensuring efficient use of real estate assets leveraged for best value to the County

Budget

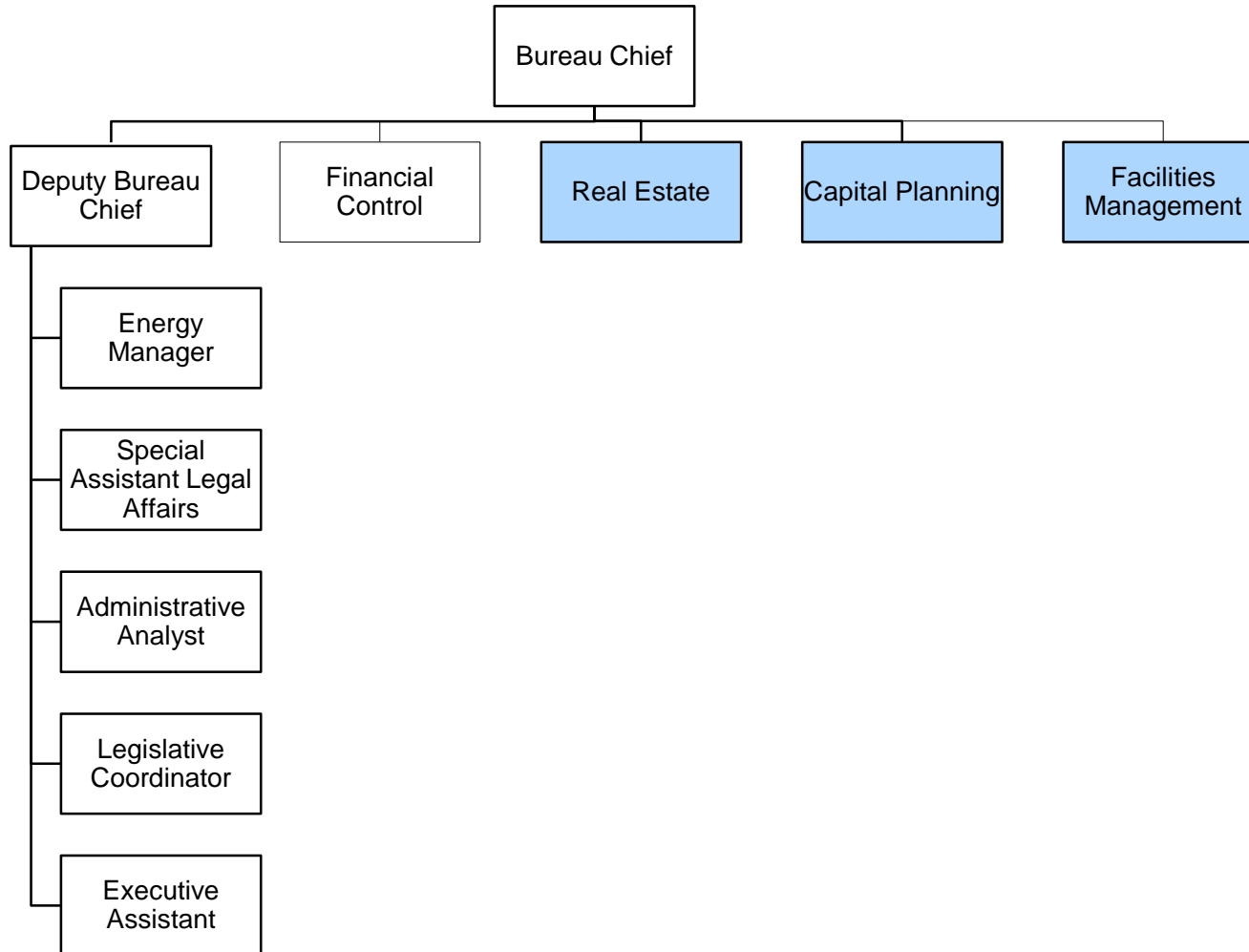


Bureau of Asset Management – Organization Chart

FY2018 Budget Presentation



BUREAU OF ASSET MANAGEMENT



Bureau of Asset Management

FY2018 Budget Presentation



Administration & Clerical (7.1 FTE)

Supervises Bureau departments and programs and manages administrative functions including legal affairs and energy initiatives for the county's assets

Real Estate Management (6 FTE)

Manages 19M square feet of real estate owned and leased by Cook County to determine the best use of these properties for the operations of County government

Capital Planning & Policy (13 FTE)

Develops and manages the Capital Improvement Plan achieving the most efficient and cost effective approach to the planning, design, construction and renovation of buildings and building systems with the goal of improving the public and work experience at each location

Facilities Management (507 FTE)

Maintains and operates County facilities for both the general public and various County departments to provide a safe, reliable, and clean environment in support of County services

Bureau of Asset Management - 2017 Outcomes

FY2018 Budget Presentation



FISCAL RESPONSIBILITY/Green Buildings Program

• Energy Savings

- Reduced energy by 5,800,000 kWh which equates to powering 533 homes annually, saving \$720,000 in utility costs
- Received \$1,594,208 in energy rebates
- Received \$124,433 by participating in ComEd's demand response program

• Waste Diversion: DFM diverted and recycled 290 tons of waste

• LEED Projects: Dunne Building earned LEED gold certification

OPERATIONAL EFFICIENCIES

• In House Projects: By using in house trades, saved over \$1M in outsourcing costs

- Fiber optic: \$400K quote, DFM delivered at \$72K, saving \$328K

ECONOMIC IMPACT

• MBE/WBE/DBE Compliance Actuals 45% (2016)

- MBE at 27% (\$12.8M)
- WBE at 14% (\$6.8M)
- DBE at 4% (\$1.5M)

Bureau of Asset Management - 2018 Strategic Initiatives & Goals

FY2018 Budget Presentation



FISCAL RESPONSIBILITY/Green Buildings Program

- **Energy Efficiency**
 - Energy efficiency renovations will result in \$140,000 in annual energy savings
- **Water Conservation**
 - DOC campus water audit will identify savings
- **Waste Management/Salvage**
 - Create a diversion baseline to identify opportunities for increased recycling
- **Reduction of Footprint (1M sf by 2018)**
 - 69 W Washington Consolidation & DOC Demolition of Divisions 1&1A
- **Central Campus Health Center (LEED Silver)**

OPERATIONAL EFFICIENCIES

- Increase use of in-house trades on capital projects
- Consolidation of financial operations

ECONOMIC IMPACT

- Redevelopment: Unlocking the value of our assets
- Encourage contractors to exceed MBE/WBE/DBE goals

Offices Under the President – 10% Reduction



A 10% reduction from the FY2018 Executive Budget Recommendation for the Offices Under the President totals **\$14,588,732** and covers the following Bureaus/Departments/Offices:

- Office of the President/Justice Advisory Council
- Bureau of Administration
- Bureau of Economic Development
- Bureau of Finance
- Bureau of Human Resources
- Bureau of Technology
- Bureau of Asset Management
- County Auditor
- Administrative Hearing Board
- Department of Human Rights and Ethics
- Secretary to the Board of Commissioners

- **Additional Reduction needed:** \$ 14,588,732
- **Personnel:**
 - 34 Layoffs and 14 vacancies to be eliminated @ \$6.7 million
- **Non Personnel:**
 - \$2.7 million in various non personnel reductions
 - \$0.4 non-personnel public safety related grants
 - \$4.7 million in revenue increases from additional enforcement efforts, investment income and sale of salvage medical equipment

Offices Under the President – 10% Reduction



Justice Advisory Council:

- Reduces critical resources needed to address unmet public safety needs and jeopardize the progress made on justice reform efforts

Bureau of Administration:

- Medical Examiner accreditation at high risk due to potential Phase II deficiencies stemming from cuts and delays in hiring
- Risks effort to right size Asbestos/Demo (greatest health impacts), as Environmental Control will be unable to complete full federally regulated project workload with existing staff
- Reduction of outreach and support services providing educational, health and other benefits for veterans

Bureau of Asset Management:

- Reduction of maintenance services to the DOC and JTDC could result in an increase in grievances and litigation costs
- Without specialized skilled labor to maintain property and complete County projects, less work will be performed in-house, thereby increasing the cost of outsourced labor

Bureau of Finance:

- Procurement cycle times will be impacted along with reduced outreach to vendors to provide county business opportunities
- Increased risks of audit findings associated with accurate financial reporting

Bureau of Technology:

- Reduction of countywide contracts for maintenance and support for critical technology infrastructure resulting in risk to operations from system breakdowns and cyber threats

Bureau of Economic Development

- Special Program Fund reduction will limit regional economic development efforts



Department of Real Estate Management

FY2018 Budget Presentation

November 2, 2017

Jessica Caffrey
Director

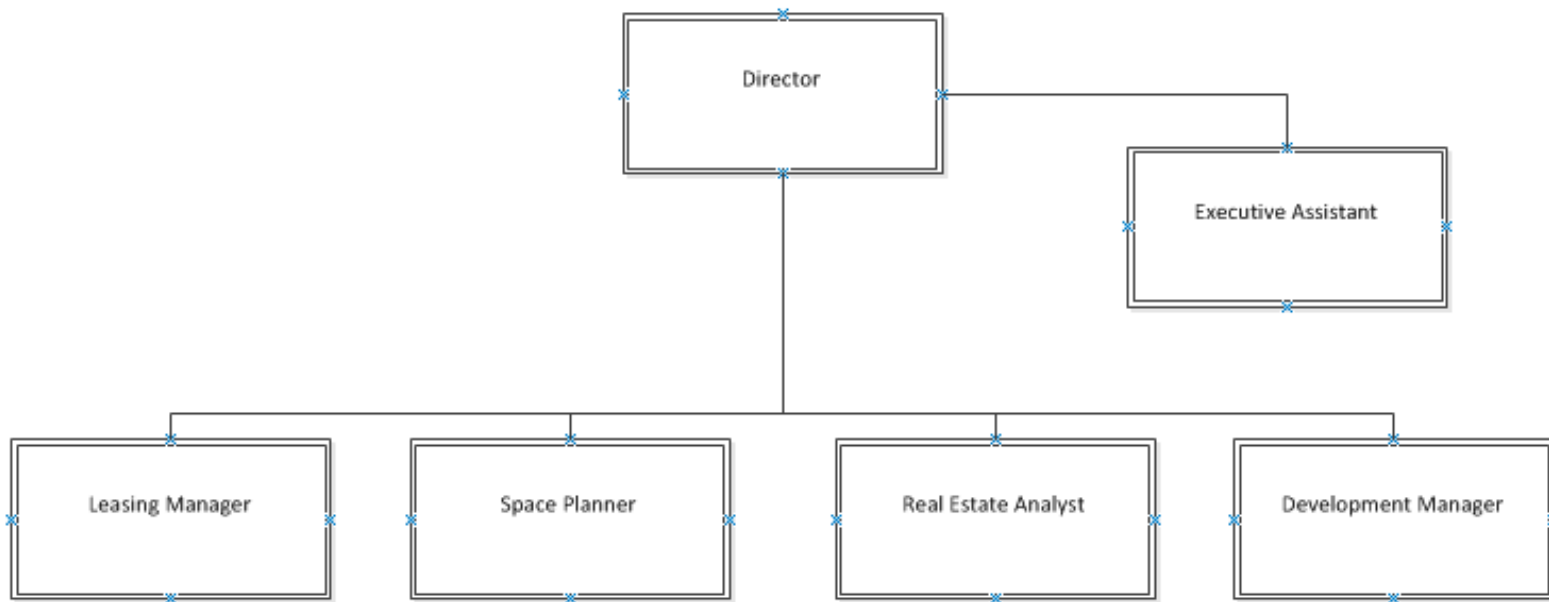
Department of Real Estate Management

FY2018 Budget Presentation



MISSION

Department of Real Estate Management (DREM) is charged by ordinance with managing approximately 19 million square feet of real estate owned or leased by Cook County, making recommendations for sale, purchase or lease of real estate and maintaining an inventory of County real estate assets

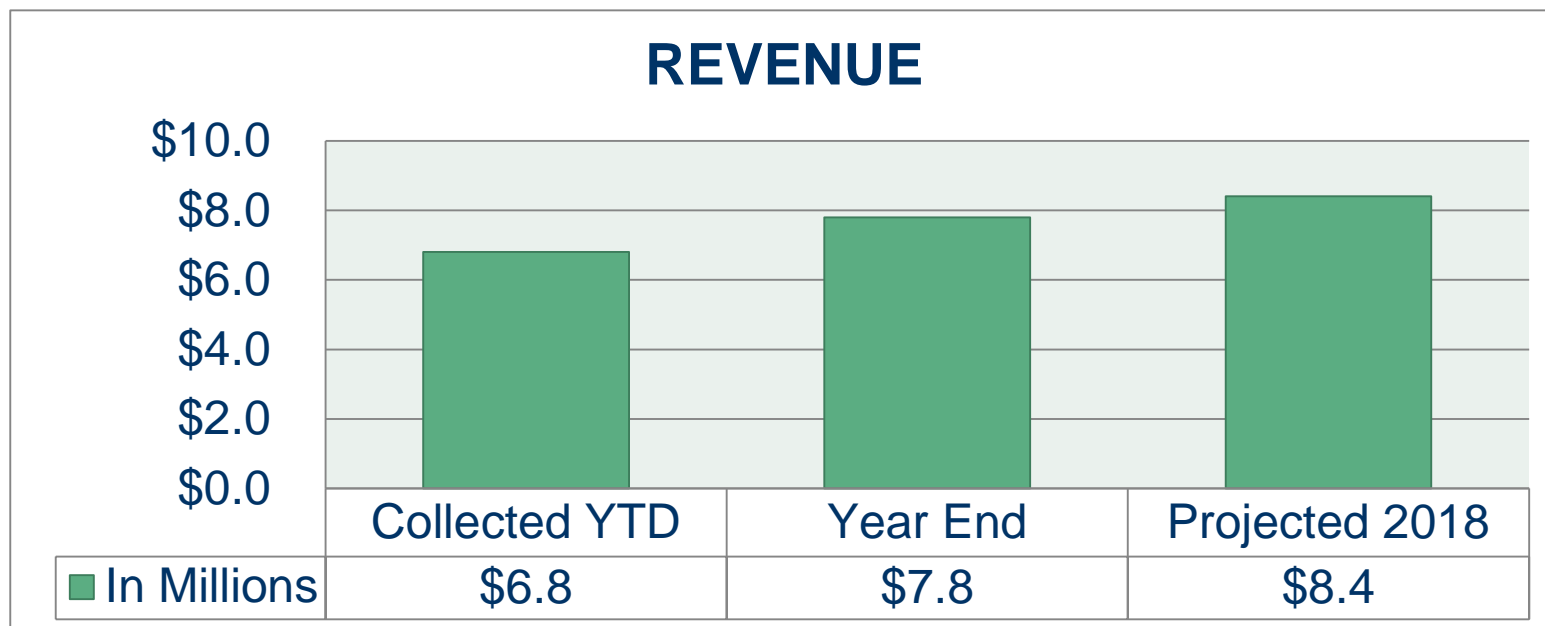


Department of Real Estate Management – Discussion of 2017 Department and Program Outcomes FY2018 Budget Presentation



FISCAL RESPONSIBILITY – Revenues Generated

Approximately \$7.8M generated revenues from lease agreements, public way agreements, Redi-Data and miscellaneous use agreements as well as back payments collected from the State of Illinois to date with \$1.7M due in back rent. We anticipate \$8.4M in revenues in FY2018



Department of Real Estate Management – Discussion of 2017 Department and Program Outcomes FY2018 Budget Presentation



OPERATIONAL EFFICIENCIES – Reduction of Footprint

- **Consolidation of Downtown Corporate Campus:** Completed the planning and design necessary to vacate three floors equating to 60,000 sf within 69 W. Washington
- **Warehouse Reduction:** Consolidation of Hawthorne Warehouse into Rockwell Warehouse and Cicero Records Center by year end. (495,000 sf)
- **Other reductions:** Hektoen Building (147,477 sq ft - vacated)
Fantus (205,793 sq ft – vacated & demolished)
DOC Div 1 and 1A (422,290 sq ft – vacated)
- **Space Allocation Committee**
 - Centralized Process
 - Space Standards
- **Asset Management Steering Committee**
Ongoing incorporation of workplace efficiency in all projects to meet the county's space standards

Department of Real Estate Management – Budget, Costs Analysis, and 2018 Strategic Initiatives and Goals FY2018 Budget Presentation



INCREASING REVENUE & ECONOMIC IMPACT

- **Downtown Campus Consolidation**

- **Market Rate Development**
 - Central Campus
 - Rosemont Transit-Oriented Development

- **Hawthorne Warehouse & Other Assets**

- **Pedway Revitalization**

Department of Real Estate Management – FY18 STAR Goals & Targets

FY2018 Budget Presentation



Performance Metric	FY2016 Actual	FY2017 Projected YE	FY2018 Target
Real Estate Program – Output Metric			
Revenue Received	\$6,840,308	\$7,858,454	\$8,433,042
Real Estate Program – Efficiency Metric			
Space request activity per month	6.8	6.4	6
Real Estate Program – Outcome Metric			
% of square foot reduction in overall footprint	.03%	-1.18%	-3.58%
Zero Based Budget Metric			
Cost to manage each space request	\$3,689	\$2,241	\$2,270

Space request staffing Cost: Salary/# space requests



Department of Capital Planning & Policy

November 2, 2017

Earl Manning
Director

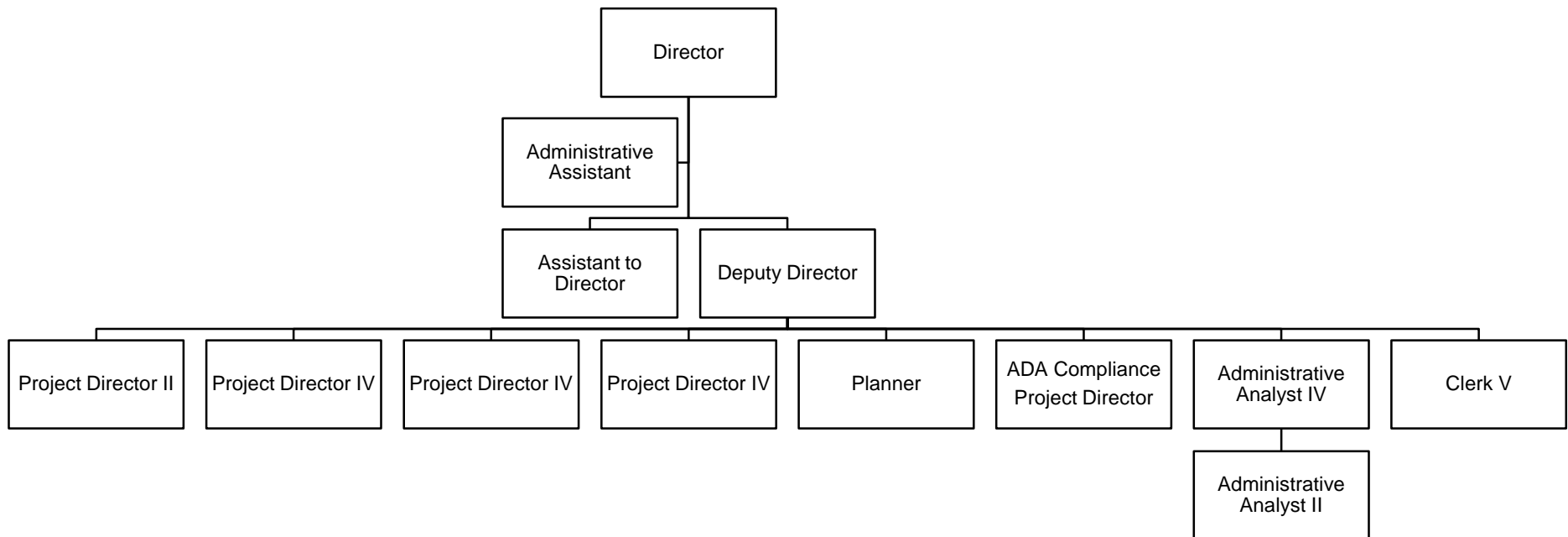
Department of Capital Planning & Policy

FY2018 Budget Presentation



MISSION

The Department of Capital Planning & Policy (DCPP) exists to provide safe, secure and accessible facilities through capital construction projects for all County departments and elected officials in order that they may serve the public and perform their duties in an environment that fosters efficient, convenient and cost-effective delivery of public services



Department of Capital Planning & Policy – 2017 Department and Program Outcomes

FY2018 Budget Presentation



FISCAL RESPONSIBILITY

- **Reduction in Footprint (1M sf)**
 - *Warehouse Consolidation*: Reduces \$1.5M in operating costs by vacating Hawthorne and eliminates \$25M in deferred maintenance costs
 - *Demolition Projects*: (540,176 sf): Completed the demolition of Divisions 3 and 17, and commenced the design for the demolition of Divisions 1 and 1A

OPERATIONAL EFFICIENCIES

- DOC Campus Master Plan
- Delivery of Capital Projects within Budget
- Complete Projects within Approved Schedule

ECONOMIC IMPACT

- **New Central Campus Health Center**
 - Create 1,300 jobs (Goal)

Department of Capital Planning & Policy – FY2018 Initiatives

FY2018 Budget Presentation



FISCAL RESPONSIBILITY

- **New Central Campus Health Center:**

- Construction of a nine story structural frame, 282,000 square foot ambulatory building will improve patient services

- **Master Plan for DOC Campus:**

- Continue the development of a Master plan, which will identify a long-term strategy for the DOC Campus and related operations to: improve correctional services; optimize safety; determine appropriate investments in facilities; and achieve reduced operational and capital expenditures

OPERATIONAL EFFICIENCIES

- **Capital Project Completion/Portfolio Management:**

- Continue to implement the County's 10-year Capital Improvement Plan (CIP) with a target of completing projects within budget and on schedule

ECONOMIC IMPACT

- **Capital Project Completion/Portfolio Management:**

- Solicit and award approximately 40 design or planning contracts to pools of A/E and CM firms prequalified in 2017

Department of Capital Planning & Policy – FY2018 STAR Goals & Targets

FY2018 Budget Presentation



Performance Metric	FY2016 Actual	FY2017 Projected YE	FY2018 Target
Program Output Metric			
# of active JOC Projects (30-120 days)	42	55	55
Program Efficiency Metric			
Average number of days to process an invoice	15	12	10
Program Outcome Metric			
% of CIP Projects completed within the fiscal year	30%	50%	70%
Zero Based Budget Metric			
Operating Cost Per Square foot to deliver CIP	N/A	\$128	\$125



Department of Facilities Management

FY2017 Budget Presentation

November 2, 2017

Bilqis Jacobs-El
Director

Department of Facilities Management

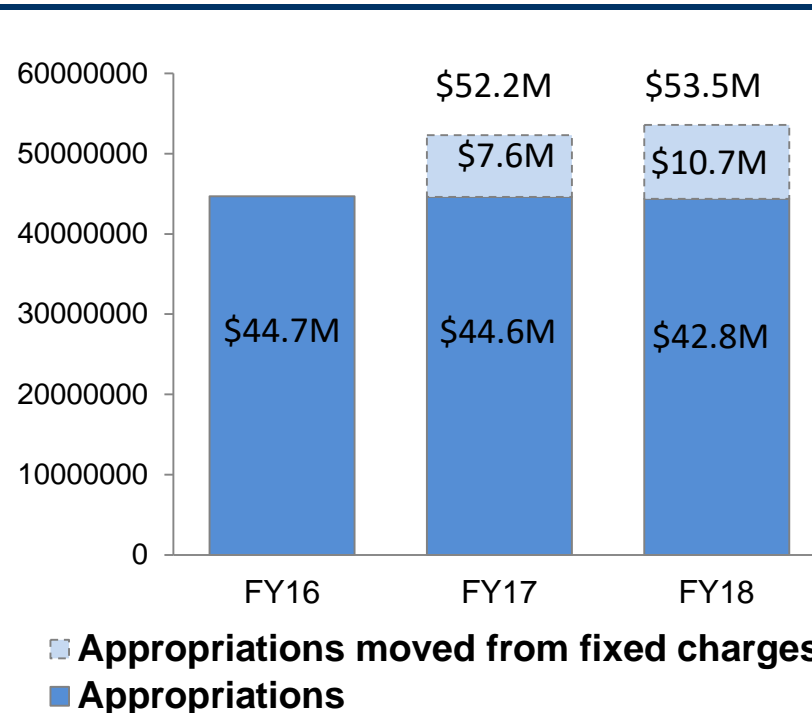
FY2018 Budget Presentation



MISSION

The Purpose of the Department of Facilities Management is to maintain and operate Cook County facilities in a cost effective manner for both the general public and various Cook County departments in order to provide a safe, reliable, and clean environment, conducive and supportive to carrying out the business and services of the County

Budget

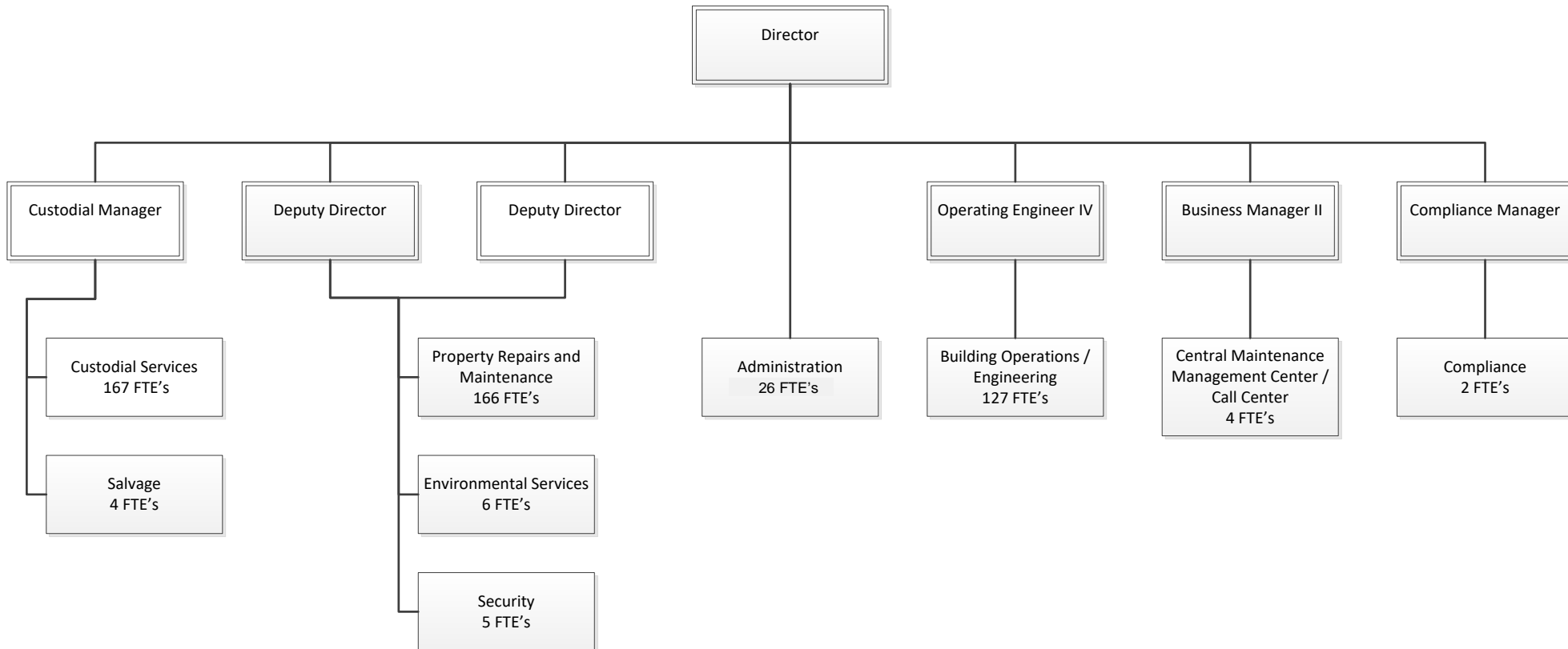


Facilities Management – Organization Chart

FY2018 Budget Presentation



DEPARTMENT OF FACILITES MANAGEMENT





Facilities Management – Program Inventory

FY2018 Budget Presentation

18175 Repairs, Maintenance, Renovation & Infrastructure Upgrades (166 FTE)

Respond to necessary repairs/maintenance, routine & preventive maintenance.

DFM uses in-house labor to complete major infrastructure replacements/upgrades, i.e. HVAC, build-outs, exterior concrete, etc

11075 Building Operations/Engineering (127 FTE)

Provides 24/7 coverage of County property ensuring environmentally sound, energy conserving, and reliable building operation with focus on HVAC maintenance and operation

19075 Salvage (4 FTE)

Collects, inventories, and stores unused County items for reuse, surplus website sale, or disposal. Metal, E-waste, and paper is recycled through vendor services

35040 Central Maintenance Management Center (CMMS) / Call Center (4 FTE)

Processes and disseminates all requests, repairs, reporting, and preventive maintenance orders. This is also a 24/7 call center responsive around the clock for emergencies and any tenant needs

Facilities Management – Program Inventory

FY2018 Budget Presentation



12515 Custodial (167 FTE)

Cleaning/sanitizing, snow removal, and recycling

13500 Environmental Services (6 FTE)

Countywide (including CCHHS) remediation and testing for environmental conditions and indoor air quality. DFM is licensed and certified for environmental services with the Illinois Department of Public Health

33820 Compliance/Fire & Life Safety (2 FTE)

Ensures compliance with physical plant codes and regulations and responsive to all authorities having jurisdiction including the Dept. of Justice. Responsible for employee training and certification in all requirements, including County HR, OSHA, and Biohazard training

19150 Security (5 FTE)

Security for Juvenile Detention Center Garage, Rockwell, and Hawthorne warehouses

10155 Administration (26 FTE)

Supervises departmental programs and manages administrative functions including payroll, HR liaison, and procurement



FISCAL RESPONSIBILITY

- **In-house Projects/Infrastructure Upgrades Reduced Outsourcing Costs**
 - Warehouse Consolidation: dismantled and re-installed thousands of square feet of racking and shelving, resulted in \$570K in savings
 - Fiber Optic conduit at DOC in support of demolition work, renovation of Division 5 childcare space
- **Greening our Buildings**
 - Salvage Management: Trash to Cash!
 - Demand Response

OPERATIONAL EFFICIENCIES

- **145,000 Work Orders Completed**
- **21st Century Technology: Going Paperless!** Procured handheld devices for remote ability to execute work orders for approximately 300 skilled trades and operating engineers in real time

ECONOMIC IMPACT

- **Investing in Our Future - Youth Program**



FISCAL RESPONSIBILITY

- **Increase In-House Projects** – Perform 45 in-house projects within our capacity and increase work order completion numbers
 - E-filing Mandate by order of the Illinois Supreme Court: The public must be able to electronically file their own court documents
- **Interactive Touchscreen Technology – Revenue Generating**
 - Rolling out Interactive Directory Touchscreen technology in County buildings to post advertisements, Board meetings and way finding

OPERATIONAL EFFICIENCIES

- **Tenant Building Safety Training Module** - Implementation of Annual Building Safety Training for Tenants is a strategic goal for FY2018

ECONOMIC IMPACT

- **Increased Maintenance & Repair Obligations (\$500K Encumbrance)**
 - Maintenance and projects at the 5 District Branch Courthouses within the City of Chicago utilized by Cook County

Facilities Management

Budget, Cost Analysis, and 2018 Strategic Initiatives & Goals

FY2018 Budget Presentation



MAINTENANCE OF BRANCH COURTHOUSES

273K SF (Total for branch courthouses)

5555 W. Grand Ave



155 W. 51st St.



2452 W. Belmont



3150 W. Flournoy



727 E. 111th St.



Facilities Management– 2018 STAR goals and targets

FY2018 Budget Presentation



Performance Metric	FY2016 Actual	FY2017 Projected YE	FY2018 Target
Property Repairs & Maintenance			
Number of work orders completed	154,233	145,000	150,000
Property Repairs & Maintenance Program Efficiency Metric			
Average number of hours to complete high priority work orders in detention centers	16	16	15
Compliance Program Outcome Metric			
Compliance with authorities having jurisdiction (DOC & JTDC)	100%	100%	100%
Zero Based Budget Metric			
Operating Cost Per Square foot	\$3.71	\$3.95	\$3.90