Facilities Management

Mission Statement

Our mission is to provide professional quality, dependable services and highly effective Facilities Management that will benefit employees and citizens of Davis County.

We strive for long term solutions and promote implementation of trustful and wise stewardship of Davis County's sustainable assets in support of Davis County Government's mission.

Prior Year Inputs/Outputs

FTE Statistical Data 2021:
- 19.625 FTE

Facilities Management:
- 22 Buildings

Work Orders (9 month period):
- 1,518 Work Orders

Fleet Vehicles:
- 14 Vans/Trucks
- 3 Utility Trailers
- Scissor Lift
- 2 Forklifts
- 4 ATVs

COVID-19 Data 2021:
- 3 Disinfectant Filling Stations
- 45 Hand-Held Sanitizing Devices / 5 Backpack Sprayers

Core Functions & Services

Provide Facility Maintenance for County Facilities:
- Provide corrective and preventative maintenance for all buildings and campuses at 22 locations throughout the County. Maintain buildings and campuses for employees to work in a safe, secure and productive environment.

Oversee Custodial Service for County Facilities:
- Oversee custodial contract for 22 locations. Provide carpet cleaning, furniture cleaning and miscellaneous deep cleaning throughout the County. Continuous communication with departments on chemical usage.

Provide Mail Services for County Facilities:
- Deliver and pick-up mail for the majority of the County and County Facilities including the Sheriff's Campus and Justice Complex. Safely social distance and use precaution while interacting with multiple departments within the county.

The core function of Facilities Management with regards to citizens of the County is to establish an environment where they are able to conduct their business in safe, secure and well maintained campuses throughout Davis County.

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Current Year Projected Outcomes

Multiple projects have been started in the 2021 Budget Year with one major project finishing in October for our Davis County Community to enjoy.

- Memorial Courthouse Remediation of Asbestos finished in the fall of 2020. A contractor was brought in to safely remove all asbestos and lead based paints throughout the Courthouse. After the all clear was given on the Remediation Project, the demolition of the Courthouse Addition Remodel was started. The Memorial Courthouse Renovation Project has enveloped 2021 and has a projected completion date of spring 2022.
- Another large project expanding through 2021 is the new Clearfield Library. Moving to a new site within Clearfield, the Clearfield Library Project has started from the ground up. This State of the Art Facility will have a huge positive impact on the Clearfield Community and throughout Davis County. This campus will give families the opportunity to get hands on experience with tools and technology that will promote the importance of STEM. Facilities will start the move to the new site October 4th with the grand opening date of October 23rd 2021.
- Legacy Events Center Concrete Flooring Project finished in late 2020 just in time to accommodate the drive through elections as well as the Davis County Health Department's COVID-19 vaccination clinics. The Concrete Floor Project involved removing dirt from the Arena flooring, adding an infrastructure, road base and finally finishing with a beautiful new concrete floor with added electrical floor boxes providing power and data that was finished by Facilities in conjunction with the IS Department this year.
- Facilities Management has been working with CED and the LEC Departments along with an architectural firm to start the design and planning stage for the redevelopment of the Legacy Events Center campus. This redevelopment will focus the campus design and the facility's resources to the youth sporting tournament industry. The next step will be to go out with a RFP for the general contractor by the end of the year.
- The CJC Façade Replacement Project was completed this year and was successful in keeping effects to the operation and staff housed in the CJC at minimal during the renovation process.
- The Assessor Reception and Office Area Remodel was completed this year in house by Facilities. This remodel has allowed the Assessor's Office a more efficient work space for the staff and patrons.
- Facilities has helped the golf courses with multiple projects this year including a major remodel of the men's restroom at Valley View, Pro Shop walls and trim update/paint at Davis Park and also a concrete pad and stand for the ball machine to help with access and operations.
- Electric Vehicle Stations were added to the Health Department as well as Valley View Golf Course. We are in the process of obtaining a grant to install Super Chargers at the Memorial Courthouse and a stage 2 charger at the new Clearfield Branch Library. Something to look forward to as we shift our thinking to a battery driven future.
- Health Department Immunization Remodel has been overseen and constructed by the Facilities Department. We have had multiple guys onsite actively working to redesign the area, purchase materials and erect new exam rooms and office space for the Immunizations Department. Also, Facilities reorganized a supply room and

turned it into office space for new Health Department Employees. Anticipating this area to be fully operational by December this year.

- CDSAC has received a new solid surface countertop for their main reception desk this year.
- NDSAC has had a new automatic sliding door install on the main entrance and restrooms to aid in ease of access for elderly and disabled patrons with funding through a CDBG grant.
- The Health Department has a new backup generator to power the entire campus during power outages and emergencies.
- We have facilitated an asphalt crack and seal coat project at the Davis Conference Center upper and main lot. Facilities has installed and wired new LED lighting for large portions of the conference center including the expo hall, main hallways and entire parking lot.
- Facilities has played a critical role in the new Agriculture Heritage Center Project with USU and CED. There has been a lot of work done by many departments to get us to this point. Construction is anticipated to start early winter this year.

The Facilities Maintenance Staff have continued to work tirelessly to maintain a safe and comfortable environment for County Employees and Patrons alike. Building more “sneeze guards”, implementing and training County Employees on the use of our Hand Held Sanitizing Devices and continued research of products to maintain a high level of sanitization to large areas and to safely communicate with all departments throughout the County.

Next Year Budget Initiatives

- ✓ The MCH Renovation Project will be ongoing through the New Year. Between the renovation, outdoor space and landscaping, the project is slated to be completed mid-2022. This date has been pushed back to accommodate more work space to County Attorneys in the basement of the New Courthouse. The renovation of the Old Courthouse will bring office space to multiple departments spread throughout the County. It will also give the community somewhere to gather, remember and celebrate our War Heroes and Veterans.
- ✓ The Admin Building is having a major issue with the rock facade. The rock was incorrectly installed and has been falling off the walls in multiple locations. Facilities has managed and maintained this area for multiple years to maintain the aesthetics of the building and structure. Working with an architectural firm, Facilities Management has obtained multiple options of replacement materials. The rock and materials will have to be completely removed down to the studs and the wall section replaced with a new material installed correctly to insure the County receives a warranty for any future issues.
- ✓ Clearfield Library has a projected end date of October 2021. We will continue to oversee the daily progress of the new building; maintain communication with contractor with regards to deadlines and manage job site as a safe environment. Facilities will be facilitating the move to the new site the first week of October.

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- ✓ Davis County Facilities has multiple smaller projects at work at each of our buildings to update and maintain the standard to which our Davis County Community expects including:
  - Parking lots seal coated.
  - Concrete repairs that are currently trip hazards at multiple buildings.
  - HVAC maintenance and replacement as needed.
  - Landscaping renovations and updates.
  - Upgrading lighting as needed to LEDs for better efficiency.
  - Worn carpet replacement.
  - And most importantly, continued preventative maintenance at all Davis County Buildings.

- ✓ Facilities Management is researching and initiating a proposal to remove "non-functional turf" throughout the County. The sprinkler system used within the County is state of the art but we need to continue to innovate ways to be "water wise". Removing grass and replacing with trees and shrubs will help with wasteful watering and continue to have a positive impact on our community and state.
- ✓ Davis Park Renovation Project – Remove current driving range; redesign and build new driving range at the Davis Park Golf Course.
- ✓ Phase III HVAC update at the Layton Branch Library will be the final phase of this project which includes updating the boilers and pumps system; allowing reliability and sustainability for many years to come.
- ✓ Continued full support and project management during the construction of the new Agriculture Heritage Center.
- ✓ Supportive role with the Library during the process of deciding the best course of action for the Bountiful Branch Library Remodel/Renovation/Relocation.
- ✓ Valley View golf women's Restroom Remodel to match the men's, paired with the Basement and Office Update Project will be on our radar for next year, if funded.
- ✓ 2nd floor Admin. Election warehouse viewing area will provide bullet proof safety glass and walls.
- ✓ CED Office reconfiguration and remodel to make their work space more efficient for their operations, if funded.
- ✓ Public Works landscape project converting large areas to xeriscaping.
- ✓ Public Works Road Shop Remodel for safety and more parts storage, if funded.

While Facilities Management expenses are increasing slightly for the 2022 year with the request of a new vehicle, equipment this year and an increased cost to contract services, we suggest using Facilities fund balance to cover these expenditures. We are also proposing a decrease adjustment in Department's allocations which will align the budget more accurately with Facilities operational expenses and will continue to be monitored and adjusted as needed year to year with the goal to keep the fund balance at a more desirable level.