Call to Order
1) Roll call
2) Approval of the September meeting minutes.
3) Public Comment

Old Business/Projects
1) K.A.T. Space Needs for Expansion
2) State’s Attorney Cubicle Project
3) Annual Parking Lot & Drive Maintenance
4) Circuit Clerk Auto Attendant and Telephone Sets New Setup
5) Courthouse Lightning Protection
   a. Recommendation to have PBC fund this project

New Business/Projects
1) Chairman’s Report
2) 2016 Copier Maintenance Agreement on County Board Agenda for Approval
3) Elevator Maintenance Contract on County Board Agenda for Approval
4) PSC Elevator Repair Contract on County Board Agenda for Approval
5) Discuss addition of Temp. Employee for County Office Building
6) Semi-Annual Public Safety Center Kitchen Hood Inspection
7) PSC Jail Laundry Product Change
8) Courthouse Parking Lot Drainage Project
9) Systems Freeze Protection/Water Particulate/Chemical Concentration Analysis
10) EOC Phone System Issues
11) KCFM Organizational Chart Approval

Staffing/Training/Safety
1) Reportable labor hours

Other Items
1) CMMS Charts
   a. Reported vs. Completed.
   b. Work orders reported by building current month.
   c. Work orders by work type current month.

Executive Session
Adjournment
CALL TO ORDER

1) Roll Call
2) Approval of the September meeting minutes.
3) Public Comment

OLD BUSINESS/PROJECTS

1) K.A.T. Space Needs for Expansion
   - New wall has been taped.
   - Wiring has been installed between the new data rack and the areas the workstations will occupy.
   - Lighting has been separated from the main office.
   - H.V.A.C. duct has been installed.
   - Hope to conclude the new Operations area in the next few weeks.
   - Then we will move staff and start on the Administration area.
2) State’s Attorney Cubicle Project
   - Eric said he is still reviewing his budget to see if this can be done this year or if it will need to wait until next year to be completed.
   - Project is on hold for now.
3) Annual Parking Lot & Drive Maintenance
   - Repairs were made to the loop drive behind the PSC leading to the receiving dock, KCFM/Coroner & Animal Control.
   - Select repairs were also made to the main parking lot at the Sheriff’s main parking lot, drive to the rear of Health & Human Services & the Courthouse and the drive between the County Office Building & Historic Courthouse.
   - Project complete.
4) Circuit Clerk Auto Attendant and Telephone Sets New Setup
   - A new automated attendant was setup for the main Circuit Clerk number.
   - Choices were included for each department.
   - All phones were relabeled.
   - Project paid for by the Circuit Clerk.
   - Project complete.
5) Courthouse Lightning Protection
   a. Recommendation to have PBC fund this project
      - Director Smiley received a quote from Continental Electric to install lightning protection on the original courthouse facility.
      - Total estimated cost $22,425.00.
      - Jim is also soliciting prices from another vendor.

NEW BUSINESS/PROJECTS

1) Chairman’s Report
   a. Public Safety Center (PSC) & Courthouse (CH) Security Systems Upgrade Contract Negotiation Meeting
2) 2016 Copier Maintenance Agreement on County Board Agenda for Approval
   - The contract for our 2016 copier program was reviewed by the State’s Attorney’s office.
   - FM Chairman Davidson directed Jim to ask County Board Chairman to put the approval of the agreement on the next County Board meeting October 6, 2015.
NEW BUSINESS/PROJECTS

3) **Elevator Maintenance Contract on County Board Agenda for Approval**
   - The contract for the elevator maintenance contract was reviewed by the State’s Attorney’s office.
   - FM Chairman Davidson directed Jim to ask County Board Chairman to put the approval of the agreement on the next County Board meeting October 6, 2015.

4) **PSC Elevator Repair Contract on County Board Agenda for Approval**
   - The contract for the PSC elevator repair contract was reviewed by the State’s Attorney’s office.
   - FM Chairman Davidson directed Jim to ask County Board Chairman to put the approval of the agreement on the next County Board meeting October 6, 2015.

5) **Discuss addition of Temp. Employee for County Office Building**

6) **Semi-Annual Public Safety Center Kitchen Hood Inspection**
   - The service was performed and no issues were found.
   - Project complete.

7) **PSC Jail Laundry Product Change**
   - Commander Jennings asked Director Smiley if other products could be used in the jail laundry.
   - There have been issues with the way the clothes and other linens have been getting cleaned.
   - Jim checked with the current vendor and with the County’s current janitorial supply vendor to see if other products were available.
   - It was determined that we currently use liquid product and most jails use solid product now days.
   - This does a better job, is more easily metered and saves water. Water which is heated up in order to wash clothes.
   - Commander Jennings decided to stay with the current vendor but to switch out to the solid products.
   - The installation of the new equipment and use of the new solid products are planned to be done in the next couple of weeks.

8) **Courthouse Parking Lot Drainage Project**
   - The Southeast area of the parking lot had water backing up into it.
   - This occurred even with light rain storms.
   - Jim reviewed it with our landscaper.
   - They decided the contour needed to be changed because grass had built up along with sediment that was preventing the water form draining away into the berm next to John Street.
   - The area was re-contoured, large rock was added to middle of the berm for the first twenty feet or so and the area was seeded and blanket ed.
   - Jim has observed the area during the next several storms and has found it to be draining properly now.
   - Project complete.

9) **Systems Freeze Protection/Water Particulate/Chemical Concentration Analysis**
   - All systems were checked.
   - Some systems were found to need additional products to be added.
   - The products have been added.
   - Project complete.
10) EOC Phone System Issues
- A training class was held in the Emergency Operations Center (EOC) at the Sheriff’s office.
- The EOC has its own phone system and trunking but dials through the Sheriff’s office PBX for outbound calls.
- A 911 call was placed during the training and it was found that a strange number was given as caller ID and it did not specify the area of the building the call was coming from.
- Plus two lines were found to have dialing issues and noise on the lines.
- D.C. Gillespie asked Director Smiley to have the vendor out to see what was wrong.
- Due to the uniqueness of the setup on this system 911 could be actually dialed a couple of different ways. Either by picking up the phone and dialing or by pressing a trunk key and dialing. When dialing an extension at the Sheriff’s office which all start with 11 a 911 call could happen because of dialing 9 first for a trunk then 11xx for an extension.
- So, programming was changed to allow outside being dialed, using an 8 instead of a 9. Routing through the Sheriff’s office PBX was also changed so it now shows the Sheriff’s office address and lists the call as coming from the PSC basement.
- Calls were tested and found to be working properly now.
- Project complete.

11) KCFM Organizational Chart Approval
- FM Committee Chair tasked Director Smiley with creating a couple of possible organization chart for discussion and/or approval at this meeting.
- Organizational charts attached for review.

NEW BUSINESS/PROJECTS CONTINUED

September 2015

<table>
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<tr>
<th>Reported vs Completed</th>
<th>2007 - Current</th>
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<tr>
<td>2011 Reported</td>
<td>403</td>
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<tr>
<td>2011 Completed</td>
<td>397</td>
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<tr>
<td>2012 Reported</td>
<td>442</td>
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<tr>
<td>2013 Reported</td>
<td>407</td>
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<tr>
<td>2013 Completed</td>
<td>405</td>
</tr>
<tr>
<td>2014 Reported</td>
<td>403</td>
</tr>
<tr>
<td>2014 Completed</td>
<td>383</td>
</tr>
<tr>
<td>2015 Reported</td>
<td>346</td>
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<tr>
<td>2015 Completed</td>
<td>389</td>
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### Staffing/Training/Safety:

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<th>DESCRIPTION</th>
<th>Sep-15</th>
<th>Aug-15</th>
<th>Jul-15</th>
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</thead>
<tbody>
<tr>
<td>Possible Work Hours</td>
<td>1,008.00</td>
<td>1,008.00</td>
<td>1,056.00</td>
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<tr>
<td>Paid/Unpaid Leave</td>
<td>100.00</td>
<td>72.00</td>
<td>152.00</td>
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<tr>
<td>Holiday</td>
<td>48.00</td>
<td>0.00</td>
<td>48.00</td>
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<tr>
<td>Bereavement</td>
<td>24.00</td>
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<td>0.00</td>
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<tr>
<td>WC/TTD</td>
<td>84.00</td>
<td>84.00</td>
<td>136.00</td>
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**Regular Productive Hours**

<table>
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<tr>
<th></th>
<th>Sep-15</th>
<th>Aug-15</th>
<th>Jul-15</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>752.00</td>
<td>852.00</td>
<td>720.00</td>
</tr>
</tbody>
</table>

| Overtime Worked    | 10.00 | 10.00 | 6.75 |

**Total Productive Hours**

<table>
<thead>
<tr>
<th></th>
<th>Sep-15</th>
<th>Aug-15</th>
<th>Jul-15</th>
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<tbody>
<tr>
<td></td>
<td>762.00</td>
<td>862.00</td>
<td>726.75</td>
</tr>
</tbody>
</table>

**Completed Work Orders September 2015**

- Public Safety Center: 103 (26.98%)
- Historic Courthouse: 27 (7.07%)
- Highway: 2 (0.52%)
- Health & Human Services: 54 (14.14%)
- Courthouse: 69 (18.08%)
- Facilities Management/Coroner: 27 (7.07%)
- (Not Specified): 0 (2.69%)
- Animal Control: 23 (6.02%)
- Annex Building: 8 (2.05%)
- Annex Building #2-4: 4 (1.07%)
- County Office Building: 57 (14.32%)

**Reported Work Orders by Location September 2015**

**Reported Work Orders by Task September 2015**
EXECUTIVE SESSION
Not Needed.

ADJOURNMENT
The next regular Facilities Management committee meeting is scheduled to be held on Monday, November 2, 2015. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.