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

Old Business/Projects
1) Courthouse Lightning Protection
2) Public Safety Center Elevator Repair Project

New Business/Projects
1) Chairman’s Report
2) Public Safety Center (PSC) NEC 2000 replacement Project
3) Courthouse (CH) & Public Safety Center Security Improvement Project
4) Courthouse Mural Project
5) State’s Attorney Recording Room at Health & Human Services
6) C.O.P.S. Data line Additions
7) PSC Parking Lot Lots Wiring Issue
8) Copy Machine Deployment
9) Circuit Clerk Future Office Costs Estimate
10) K.A.T. Appreciation Letter
11) C.O.B. 11 Month Walk Through Punch List Review
12) 2015 Snow Season Review

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 November meeting minutes.
3) Public Comment

OLD BUSINESS/PROJECTS

1) Courthouse Lightning Protection
   - The PBC approved in concept paying for this project.
   - Director Smiley was directed to get a contract from Continental Electric and to have the State’s Attorney’s office (SAO) review it. Then bring back the approved contract to the next PBC meeting, which may not happen until spring of 2016.
   - Jim contacted Continental Electric and they said they normally work off quotes.
   - Jim said he could put together a contract from another project to use for this project.
   - Continental Electric was ok doing this. So, Jim put together a contract using Continental’s quote page and language the SAO had put together already.
   - The contract was sent to Continental Electric for review. They approved it with no changes. So, Jim sent it to the SAO for review noting it was from a previous contract they had recently done.
   - The SAO sent the reviewed contract back to Jim last Friday.
   - Jim is waiting for Continental Electric to okay to approve the revised SAO contract.

2) Public Safety Center Elevator Repair
   - The replacement cylinder was to be shipped December 4, 2015.
   - Instead it is being shipped in the next couple of days.
   - Advanced Elevator is anticipating starting work next week.

NEW BUSINESS/PROJECTS

1) Chairman’s Report
   - Report on activities.

2) Public Safety Center (PSC) NEC 2000 replacement Project
   - The vendor has completed their internal meeting to go over what needs to be done on the project. They are saying there will need to be downtimes.
   - The first would be to move the equipment from the Health facility over to the Public Safety Center. This is estimated to take two (2) hours and the voicemail system fro the county would be down during that time.
   - The second outage would be to move all of the circuits form the existing equipment to the relocated system. That is estimated to take several hours to complete.
   - They are asking Director Smiley if there any dates in mind for moving the equipment.
   - But for planning purposed Jim has suggested the week of the 14th.
   - Technology Director Koeppel said Darryl and Scott are about done with the data side changes that need to be made. They are planning to go ahead and move the voice mail system in advance of the telephone systems changes.
NEW BUSINESS/PROJECTS CONTINUED

3) Courthouse (CH) & Public Safety Center Security Improvement Project
   • A kick-off meeting was held Tuesday, Dec. 1, 2015 with Judge McCann, County Board
     members Davidson & Prochaska, Sheriff Baird, Command Staff, County Administrator
     Wilkins and Director Smiley.
   • Dewberry went over planned dates for the project. They are as follows:
     a) Initial Site Survey – 12/8-12/9, 2015
     b) Stakeholder Interviews, additional site investigation – 1/7-1/8/2015
     c) 30% review package & meeting with stakeholders – 2/9/2015
     d) 60% review package & meeting with stakeholders – 3/8/2015
     e) 60% review package & meeting with stakeholders – 3/8/2015
     f) 90% review package & meeting with stakeholders – 3/29/2015
     g) Out for Bid – 4/15/15
     h) Pre-Bid Meeting – 4/27/15
     i) Bids due – 5/13/15

4) Courthouse Mural Project
   • Judge McCann has been talking with a muralist about creating a mural to be installed in
     the lobby of the Courthouse, possibly sometime during the upcoming Spring or Summer.
   • This will require KCFM to remove some lights and remove some sound panels and fill in
     uneven area to create a level surface for the mural.
   • Nothing has been started as of this time that Jim is aware of. The meetings that he has
     been involved with to date have been to determine the feasibility of the project being
     done.

5) State’s Attorney Recording Room at Health & Human Services
   • KCFM staff installed data lines for the new system between the control room and the
     interview room.
   • Technology Services worked with the vendor to connect and get the system running.
   • Project complete.

6) C.O.P.S. Data line Additions
   • KCFM was asked to run three additional data lines for a printer and other equipment to
     connect to the network.
   • KCFM technicians found there were unused lines above the ceiling next to this room.
   • The lines were extended into the room needing the lines.
   • Project complete.

7) PSC Parking Lot Lots Wiring Issue
   • Last year KCFM staff installed LED light bulbs in the existing parking lot poles due to
     issues with bad underground wiring.
   • Additional underground wiring was shorting out to ground recently.
   • Director Smiley troubleshooting the issue and determined one phase (yellow) had nothing
     connected to it and another phase (brown) was shorting to ground.
   • Jim disconnected the two phases having issues.
   • A KCFM technician reconnected three poles still not working to the remaining operating
     phase (orange).
   • All lights are working again with the exception of two light heads that apparently have
     bad bulbs.
   • Project complete.
8) Copy Machine Deployment
   • Copy machines were delivered November 30th.
   • KCFM staff worked with Konica to get the machines to the appropriate places and to get
     the old machines removed. This included two machines that Jim negotiated to get at no
     lease charges on for Xerox machines that were no longer supported but needed by the
     Forest Preserve and Grundy office of the Health department.
   • Technology services worked with Konica to get the machines on the network.
   • Project complete.

9) Circuit Clerk Future Office Costs Estimate
   • Robyn asked Jim to provide an estimate to build one office in the “future” area.
   • Jim used pricing from an office we built in the Circuit Clerks office a couple of years ago
     as a model. Pricing was modified to reflect the needs of the new office and to take
     inflation into consideration.
   • Price provided was $18,753.73 if all the work is contracted.
   • Project complete.

10) K.A.T. Appreciation Letter
    • Paul LaLonde sent a very nice letter to the County Board to express his appreciation for
      all of the work that has been done to create additional space for their operations in the
      Historic Courthouse. See attached copy.
    • Item complete.

11) C.O.B. 11 Month Walk Through Punch List Review
    • Clayton from Kluber contacted Director Smiley to see if all of the items on the list had
      been completed.
    • Jim checked and reported there is still some water standing in some low spots on the roof
      and the evergreens were never replaced and some of the evergreens appeared to be dying.

12) 2015 Snow Season Review
    • Our total snow season costs for were as follows:
      a) Labor total for KCFM staff - $5,273.42, not billable we just track their time.
      b) Materials - $3,985.92, mainly salt.
      c) Contracted plowing - $44,000.00, seasonal billing. Amount of snow does not
         affect the price.

November 2015
Staffing/Training/Safety:

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<th>Nov-15</th>
<th>Oct-15</th>
<th>Sep-15</th>
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<td>Possible Work Hours</td>
<td>846.00</td>
<td>1,008.00</td>
<td>1,008.00</td>
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<td>(6 employees @ 8 hrs)</td>
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<td>Paid/Unpaid Leave</td>
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<td>WC/TTD</td>
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<td>Total Productive Hours</td>
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EXECUTIVE SESSION
Not Needed.

ADJOURNMENT
The next regular Facilities Management committee meeting is scheduled to be held on Monday, January 4, 2016. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.