- - - Agenda Topics - - -

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

Old Business/Projects
1) County Office Building (COB) Roof and Systems Update
2) Court Admin. Wireless Phone
3) Coroner Card Access System Request
4) COB Security System Improvements
5) COB ADA Improvements

New Business/Projects
1) Chairman’s Report
2) Probation Dept. changes
3) Judicial Administration phone request
4) Historic Courthouse House Gutter Work
5) PSC Comcast Line for Oswego Police
6) K.A.T. Space Needs for Expansion
7) Ebola Information from Health Department
8) Circuit Clerk T1 Line

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 October meeting minutes.
3) Public Comment

OLD BUSINESS/PROJECTS

1) County Office Building (COB) Roof and Systems Update
   • All punch list items were completed.
   • Kluber verified the following:
     a) All records drawings and O&M manuals were received for the closeout.
     b) Warranties were registered for all equipment needing to be done with manufacturers.
     c) All final waivers were received with the final pay request.
   • Final payment amount matched Jim Smiley’s accounting of the project and was also confirmed as being the correct amount due by Kluber.
   • Total project costs $826,356.50 and is detailed on Jim Smiley’s attached spreadsheet.
   • Project came in under by $11,863.50, including the DCEO grant money.
   Note: Jim was not able to verify receiving the DCEO grant money as of this date. Jim is working with Latreese and the Administration office to get the $6,000.00 grant check.
   • Project Complete.

2) Court Admin. Wireless Phone
   • Nikki likes the phone and is waiting on approval from Judge McCann to purchase the repeaters to extend service further in the courthouse.

3) Coroner Card Access System Request
   • The system was installed between November 13 & 14, 2014.
   • Jim Smiley was trained on the operation of the system per Coroner Ken Toftoy’s request.
   • Jim received a list of the people needing cards activated from Jacquie Purcell.
   • The cards were programmed into the system and tested and given to the Coroner’s office to distribute.
   • The system was activated the week of December 1, 2014 per Coroner Toftoy’s request.
   • Project complete.

4) COB Security System Improvements
   • The C.C.T.V. system server and storage was upgraded and expanded.
   • New software was installed and the existing cameras were programmed into the new system.
   • Monitors for the C.C.T.V. system were installed in each departments “lock down” room. This will allow anyone in the room to be able to see what is going on in the hallways and parking lots while locked down. Images from each camera will scroll through when the monitor is turned on.
   • Panic alarms were added in each department.
   • A keypad was installed in the lobby by the West entrance door on the North stair/elevator tower. This will show what area is in alarm if the situation arises. An audible alarm will also ring in all departments and on each floor main hallway, when activated.
   • The Panic alarm is monitored 24/7/365 and activation is automatically sent to the monitoring company who then calls the Sheriff’s office and/or other emergency responders.
   • Electronic door handles have been ordered for each department’s main entrance door and for one door on each of the North & South stair towers.
   • This will allow us to use “fobs” for entry to the facility instead of issuing keys to each employee.
OLD BUSINESS/PROJECTS

5) COB ADA Improvements
   - Electric door operators were installed on each level of the North stair/elevator tower and on each of the bathrooms on the 2nd floor.
   - Signage was installed on each door warning of the electric operation of the doors.
   - The broken hinge side of the second floor North stairwell door has a continuous hinge installed on it to make it operate properly as well.
   - Project complete.

NEW BUSINESS/PROJECTS

1) Chairman’s Report
   - Report on last month’s activities.

2) Probation Dept. changes
   - Just prior to Christmas Tina Varney decided to request her storage closet in her newer section to be reconfigured to be used as an office equipment closet.
   - Jim met with Michele Perrot (Probation Office Manager) to go over what was needed to be done and to get pricing for the work to be done.
   - Tina was also requesting several of her personnel and their furniture to be removed from current offices and moved to different offices.
   - New furniture was purchased for two offices, which was also requested to be put together in two other offices.
   - Phone moves and two phone additions were also requested to be added as part of this work.
   - The desired date of completion was by yearend.
   - Jim furnished a cost $2,300.00 - $2,500.00 for the wiring needed for phone and data jacks which KCFM personnel would install at no labor cost and for hardware, programming and setup of the two new phones.
   - Jim also told Michele and Tina that KCFM could go ahead and get the work done that did not require new wiring and furniture before year end. But would need approval of Probation to cover the costs of the wiring and new phone sets, as this project was not asked to be budgeted by KCFM for 2015.
   - Tina initially challenged paying for the wiring because they had never had to do this before. Jim explained the closet was never figured to be used for equipment, only for shelving. So, no computer or power wiring was installed in the original construction.
   - Jim was able to reevaluate the costs and reduce them by several hundred dollars. Tina asked if KCFM could split the wiring costs with Probation. Jim agreed to do this as well as provide the labor for the wiring, the furniture installation and project coordination.

3) Judicial Administration phone request
   - Nikki requested an existing phone to be moved and reconnected to a vacant office. This phone is intended to be used by a retiring Court Reporter that is coming back to work as a contracted employee.
   - Nikki also requested new phone to be added to the vacated office to be used by the retiring Court Reporter’s replacement.
   - Jim arranged for the work to be done prior to Christmas week.
   - Project complete.

4) Historic Courthouse House Gutter Work
   - Jim arranged for the BKFD to bring over a ladder truck to allow KCFM personnel to go up on to see why water was leaking out of the area behind the gutter.
   - KCFM staff found the downspout was plugged with debris and the joint was rusted out once the blockage was removed.
   - KCFM had replacement elbows made. The new elbows were painted and then BKFD came back out again to allow KCFM staff to install the new joints.
   - Project complete.
5) PSC Comcast Line for Oswego Police
- Stan Laken informed Jim Smiley and Jeff Wilkins of the request by the Oswego Police department to install a new Comcast fiber optic line at the Public Safety Center.
- The line is to be used to replace the existing T1 line Oswego uses for communication with KenCom as part of the area wide dispatching of calls to Oswego.
- Jim reviewed the agreement and made suggestions as to what he thought should be added to the agreement. Jim also suggested the contract be reviewed by the State’s Attorney’s office (SAO).
- Stan subsequently sent Jim’s suggestions and all of the original contract paperwork to the SAO for review.

6) K.A.T. Space Needs for Expansion
- The Technology department requested additional network lines are added to the K.A.T. office to replace existing wireless connectivity and for expansion of equipment for K.A.T. staff.
- After Jim was made aware of the request, he suggested that he meet with Jeff Wilkins and Technology Director Laken to discuss the request and go over the K.A.T. expansion.
- The meeting was held and Jim suggested that we look at not only what was needed today but also what was need for the future. This building is hard to run cabling in and in Jim’s opinion would be better to master plan for the area instead of having to do the work over and over each time something is needed.
- Jeff and Stan agreed this was a good idea to do.
- Jim is reviewing the layout to see how the area might be reconfigured to accommodate what K.A.T. needs today possibly a couple more years into the future.

7) Ebola Information from Health Department
- Amaal Tokars provided Jim with materials for a company that does cleanup and remediation of Ebola if it occurs in a County facility.
- This type of cleanup needs to be done by trained personnel with certified equipment.
- Information is on file in the KCFM office.
- Project complete.

8) Circuit Clerk T1 Lines
- Becky asked Jim to review the needs for a new T1 Circuit for her office to use for the Jano backup.
- Since the Circuit Court split form Kane County the backup of data has been changed to Jano in Mississippi instead of going to DeKalb as they originally thought would happen.

December 2014

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EXECUTIVE SESSION
Not Needed.

ADJOURNMENT
The next regular Facilities Management committee meeting is scheduled to be held on February 2, 2015 at 3:30 p.m. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.