- - - - Agenda Topics - - - -

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

Old Business/Projects
1) Technology Request for a Generator at the Historic Courthouse
2) Public Safety Center (PSC) Floor Projects Update
3) County Office Building Roof and Systems Update
4) PSC Records Remodeling Phase II
5) Courthouse Paging Speakers Request

New Business/Projects
1) Chairman’s Report
2) Animal Control Heating & Air Conditioning
3) 2014 Projects
4) Courthouse Video Bond Call System Meeting
5) PSC Leased Dishwasher Installation

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.

Adjournment
CALL TO ORDER

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

OLD BUSINESS/PROJECTS

1) Technology Request for a Generator at the Historic Courthouse
   - Jeff Wehrli recommended Jim call Dale Smith from Sahs Electric to give advice on whether to hook up a separate generator or hook it up to the County Office Building.
   - Jim called Dale and he said with the cost of generators now days any savings from hooking up to the existing generator would be spent with additional equipment needed to separate the two buildings electrical services.
   - This is what Jim had originally thought would be the case.
   - Dale agreed to meet Jim this week to make a recommendation on what to do in order to setup a separate generator at the Historic Courthouse.

2) Public Safety Center (PSC) Floor Projects Update
   - Jim met with Jail Commander Jennings, D.C. Gillespie and D.C. Jahp to go over the projects, to talk about possible dates for doing the projects and to provide samples for possible finishes.
   - Shortly afterwards Commander Jennings selected the finish that she wants for the Day exercise room.
   - Materials were ordered and have arrived onsite.
   - We plan to set a date for the project this month and to hopefully get it started before the next FM Committee meeting in February.
   - Recently Commander Smith selected the finish they want for the road patrol and Administration hallways. So, those materials will be ordered this week.

3) County Office Building Roof and Systems Update
   - Most of the return air ductwork in the mechanical penthouse has been removed.
   - The new platform for the main H.V.A.C. system was installed.
   - The new natural gas service was installed and piped up to the rooftop.
   - Main hot water piping and branch connection have been run between the floors and into the corridor walls for each area.
   - Concrete housekeeping pads have been installed in the mechanical penthouse.
   - The new boiler and circulation pumps are sitting in the mechanical penthouse ready to be installed.
   - Commercial Mechanical is planning to put the boiler and pumps in place this week and start the piping and valve connections.
   - The next monthly billing and update meeting is scheduled for January 14, 2014.

4) PSC Records Remodeling Phase II
   - Jim did not have time to review the furniture bids with the Sheriff’s office before his Christmas/New Year’s holiday vacation.
   - Plans for this month:
     a) Review the furniture bids with Sheriff’s staff.
     b) Order the furniture.
     c) Put together a project schedule.
     d) Start closet demolition.
OLD BUSINESS/PROJECTS CONTINUED

5) Courthouse Paging Speakers Request
   - There was no Judicial Legislative meeting in December, so this will be discussed later this month at the next meeting.

NEW BUSINESS/PROJECTS

1) Chairman’s Report
   - Chairman Koukol’s report on ongoing events in the Facilities Management department.

2) Animal Control Heating & Air Conditioning
   - Jim plans to contact Kluber soon to get started on the design of the replacement system.

3) 2014 Projects
   - Jim went over the projected 2014 projects with FM Committee Chairman Koukol for the following:
     a) To try and determine what projects could go forward without outside help and what projects architectural and/or engineering work done on by outside firms.
     b) See which projects have critical dates.
     c) Which projects could be done solely with KCFM staff and which needed KCFM staff and/or outside vendors to complete.
   - Jim also met with County Administrator Wilkins and Technology Director Laken to determine which projects needed to be done jointly with Technology or were being initiated by the Technology Department needing KCFM staff, project management or engineering help with to complete.

4) Courthouse Video Bond Call System Meeting
   - D.C. Leinen called for a meeting with Judge McCann, Technology and Facilities to discuss the system and what should be done to plan for its upgrade or replacement.
   - D.C. Leinen also wanted to determine if he should go ahead and buy the extended warranty for one of the components of the system.
   - After discussing the situation it was decided to go ahead and extend the warranty, since the system is a key component in the Judicial process.
   - Technology said they would look at what it would take to upgrade or replace the system.
   - There will be upcoming meetings to discuss what Technology finds out.

5) PSC Leased Dishwasher Installation
   - The new machine was installed last month.
   - Jim also had the spray hose and wand replaced.
   - Project complete.

Staffing/Training/Safety:

Reportable Labor hours as of December 31, 2013

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<th>DESCRIPTION</th>
<th>Dec-13</th>
<th>Nov-13</th>
<th>Oct-13</th>
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<td>Possible Work Hours (6 employees @ 8 hrs)</td>
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<td>864.00</td>
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<td>Paid/Unpaid Leave</td>
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December 2013

Reported vs Completed
2007 - Current

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Reported Work Orders by Task December 2013

Reported Work Orders by Location December 2013
Work Orders Completed
Dec. 2013
Animal Control

Closed Work Orders December 2013

- Public Safety Center: 97 (24.07%)
- Courthouse: 100 (24.31%)
- Facilities Management/Coroner: 32 (7.94%)
- Health & Human Services: 30 (12.41%)
- Historic Courthouse: 20 (5.05%)
- Highway: 1 (0.25%)
- Annex Building #2: 6 (1.49%)
- Annex Building: 5 (1.24%)
- KCFM/Cor.: 4 (0.99%)
- (Not Specified): 7 (1.74%)

County Office Building: 52 (12.93%)
EXECUTIVE SESSION
Not Needed.

ADJOURNMENT
The next regular Facilities Management committee meeting is scheduled to be held on February 3, 2014 at 3:30 p.m. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.