- - - - Agenda Topics - - - -

Call to Order
1) Roll call
2) Approval of the November & December 2015 meeting minutes.
3) Public Comment

Old Business/Projects
1) Public Safety Center Elevator Repair Project
2) Public Safety Center (PSC) NEC 2000 replacement Project
3) Courthouse (CH) & Public Safety Center Security Improvement Project
4) Courthouse Mural Project

New Business/Projects
1) Chairman’s Report
   a. Projects Policy
   b. Projects Budget for 2016
2) Olson Property
3) Approve Lightning Protection Contract with Continental Electric in the amount of $23,790.00 to be forwarded to the County Board & PBC.
4) Generator Load Testing
5) Administration Budget Office
6) PSC Garage Bathroom and Wall Project
7) County Office Building (COB) Computer Room A/C Replacement
8) COB North East Electronic Door Issues
9) PSC Phone System Replacement
10) WSPY County Board Room Video Testing Request
11) Health & Human Services Lobby Security Improvements Request

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 & December 2015 meeting minutes.
3) Public Comment

OLD BUSINESS/PROJECTS

1) Public Safety Center Elevator Repair Project
   • The new cylinder was installed during the week of December 21, 2015.
   • The inspector approved the inspection on December 23, 2015.
   • Project complete.

2) Public Safety Center (PSC) NEC 2000 replacement Project
   • The system was moved on Monday, January 11, 2016.
   • Programming was completed by the end of that week.
   • The system was cutover on Monday, January 18, 2016.
   • We encountered an issue with 911 caller ID for the Public Safety Center and the
     buildings attached to the same system, KCFM & Animal Control.
   • We had unused spare trunk cards from the old system that were field engineered to
     correct the issue.
   • Project complete.

3) Courthouse (CH) & Public Safety Center Security Improvement Project
   • The first meeting with “Stakeholders” was held on January 7, 2016.
   • Stakeholders included Sheriff’s office Command staff, Court house Security staff,
     Presiding Judge McCann, Board member Prochaska, Director Smiley, Director Koeppel
     and Network Administrator Kollins.
   • Main items covered for both sites were:
     a) What works well with the current systems.
     b) What is wrong with the current systems.
     c) What additional systems improvements are needed.
     d) How the systems should be managed individually and in a take over by either site
        scenario.
     e) What components might be able to be reused from the old systems.
     f) What Dewberry’s plan was for the types of systems they will plan to specify for
        the project.
     g) A drawing was provided for current installed equipment to review before the next
        meeting.
     h) Dewberry is asking for us to go over the drawings and make sure we agree with
        what they found to be installed currently.
     i) They are also asking for us to mark up the drawings to reflect and known issues,
        deficiencies and/or work around that have been on any of the systems.
     j) The next meeting is scheduled for February 9, 2016.
     k) Dewberry said they would have their initial 30% design done for that meeting
        with an initial cost estimate for the project.
OLD BUSINESS/PROJECTS CONTINUED

4) Courthouse Mural Project
   • The artist asked for complete dimensions of the wall for the proposed mural.
   • KCFM measured the wall and took a picture of the area.
   • Director Smiley provided copy of the picture with dimensions to Presiding Judge McCann.

NEW BUSINESS/PROJECTS

1) Chairman’s Report
   a. Projects Policy
   b. Projects Budget for 2016
      i. See attached budget detail sheet

2) Olson Property
   • Director Smiley was asked to go through a tour of the property by County Administrator Wilkins in late December.
   • Jim toured the building with Mr. Olson and KCFM staff to view the layout and condition of the property. Jim also took note of the door lock types in order to possibly replace the lock sets once Mr. Olson is completely out of the property.
   • Mr. Olson is closing out his business.
   • The company taking over Mr. Olson’s business is still removing some property of the former business and is retaining one set of keys per County Administrator Wilkins.
   • Utility accounts for the property have been switched over to Kendall County.
   • Existing keys have been turned over to Facilities as of January 26, 2016.

3) Approve Lightning Protection Contract with Continental Electric in the amount of $23,790.00 to be forwarded to the County Board & PBC.
   • The contract was reviewed by the State’s Attorney’s office (SAO), then sent to Continental Electric to review proposed SAO changes.
   • Continental approved the changes and signed the contract.
   • The project was approved to be paid for by the Public Building Commission (PBC). However the money for the project has been put in a County line item for 2016 as discussed above.
   • The SAO still recommended that both the PBC and County sign the contract since the PBC has not been closed out as of this date.

4) Generator Load Testing
   • Testing was completed the week of December 15, 2016.
   • The load testing was completed successfully with no issues noted for the actual load testing.
   • Several items were noted as being recommended for the generators. Some of the noted repairs can be performed by KCFM staff. This includes new batteries and battery cable ends, air filters.
   • Other items will need to be contracted out. These include tune up, radiator assembly and coolant systems repairs and replacement of fuel system components.
   • Director Smiley will be getting these “recommended” repairs assigned soon.

5) Administration Budget Office
   • Construction started the week of December 21, 2015.
   • Construction was completed the week of January 11, 2016.
   • Latreese moved into the new office on January 19, 2016.
   • Project complete.

6) PSC Garage Bathroom and Wall Project
   • Construction started the week of January 25, 2016.
   • Director Smiley hopes to have substantial completion of the space by the next FM Committee meeting in March.
7) County Office Building (COB) Computer Room A/C Replacement
   - The existing split system was put in place over ten years ago.
   - The outdoor part of the system was replaced around six years ago and the compressor failed again for the third time on this unit.
   - The existing system was not really rated for winter use and had additional controls installed on it to make it work in the winter.
   - Director Smiley received two quotes to replace the entire system with a unit that is designed to run in winter conditions.
   - The unit was replaced during the week of January 18, 2016.
   - Total cost of the repair is $6,488.00. This is being paid for from the equipment maintenance line item of the KCFM 2016 budget.

8) COB North East Electronic Door Issues
   - We have been experiencing issues with key fobs not being recognized at this door.
   - Director Smiley reprogrammed the door and it worked for a day here and there but not for all users.
   - Jim had the installing company back out and they worked with a factory rep and reprogrammed it again with secret manufacturer only backdoors. However, the same result happened as when Jim reprogrammed the door.
   - The unit was determined to be defective and a new unit was ordered to replace it.
   - Director Smiley was able to get this covered under warranty even though the one year warranty had recently expired in December.
   - The new unit was to be shipped the week of January 25, 2016.
   - So, for now Jim reprogrammed the South East entrance door to accept all key fobs.
   - Jim tested several and all appear to be working at that door.
   - Notice was put out to staff on January 26, 2016 to use that SE door for now if problems are encountered entering through the NE door.

9) PSC Phone System Replacement
   - Duplication from old business.

10) WSPY County Board Room Video Testing Request
    - County Administrator Wilkins asked Director Smiley to contact Doug Nelson at WSPY to test a piece of audio visual recording equipment off the sound system at the County Office Building County Board room.
    - Jim met with Doug & Reporter Jim from WSPY on January 12, 2016 to test.
    - The WSPY equipment was not compatible with the audio jack in the room.
    - Doug Nelson said he would get together with his engineer and schedule to come back at another time to test again.
    - Project complete for now.

11) Health & Human Services Lobby Security Improvements Request
    - Dr. Tokars requested a meeting with Director Smiley to go over previously “recommended” lobby security improvements of adding galls to the main counter to increase the height.
    - This work was put into the original five year capital improvement program in 2013. But was not funded to be done as of this date.
    - Jim explained that he has been given different budgets for projects this year but not for this specific project.
    - Jim further explained to get this project funded this year most likely the following would need to happen:
        a) Have FM Committee approval to forward to the Finance Committee for approval to be paid for from the $50,000.000 project budget in 2016.
        b) Possibly also be approved to be done by the KC Board and/or PBC.
**NEW BUSINESS/PROJECTS CONTINUED**

December 2015
Staffing/Training/Safety:

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<th>DESCRIPTION</th>
<th>Dec-15</th>
<th>Nov-15</th>
<th>Oct-15</th>
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<td>Possible Work Hours (6 employees @ 8 hrs)</td>
<td>1,008.00</td>
<td>846.00</td>
<td>1,008.00</td>
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<td>Paid/Unpaid Leave</td>
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<td>132.00</td>
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<td>Holiday</td>
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<td>0.00</td>
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<td>*WC/TTD - Temp employee working these hours now</td>
<td>168.00</td>
<td>144.00</td>
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<td>Regular Productive Hours</td>
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<td>Overtime Worked</td>
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<td>Total Productive Hours</td>
<td>834.25</td>
<td>471.00</td>
<td>770.25</td>
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**Completed Work Orders November 2015**

- Public Safety Center: 92 (20.00%)
- Animal Control: 24 (7.02%)
- Annex Building: 7 (2.05%)
- Courthouse Building #2: 4 (1.17%)
- County Office Building: 42 (12.28%)
- Facilites Management/Coroner: 32 (9.36%)
- Historic Courthouse: 26 (7.31%)
- Highway: 26 (0.58%)
- Health & Human Services: 44 (12.07%)
- (Not Specified): 5 (1.46%)

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*Reported vs Completed 2007 - Current*
Reported Work Orders by Location November 2015

Reported Work Orders by Task November 2015

Work Orders Remaining Open November 2015
January 2016
Staffing/Training/Safety:

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<th>DESCRIPTION</th>
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<th>Dec-15</th>
<th>Nov-15</th>
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<td>Paid/Unpaid Leave</td>
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<td>Holiday</td>
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<tr>
<td>Regular Productive Hours</td>
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<tr>
<td>Total Productive Hours</td>
<td>818.50</td>
<td>834.25</td>
<td>471.00</td>
</tr>
</tbody>
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**Completed Work Orders January 2016**
- Public Safety Center: 112 (28.72%)
- Historic Courthouse: 33 (8.40%)
- Courthouse: 73 (18.72%)
- Facility Management/Courier Center: 26 (6.57%)
- Annex Building: A (5.54%)
- Annex Building: B (1.54%)
- Annex Building: C (0.77%)
- Annex Building: D (0.77%)
- County Office Building: 50 (12.52%)
- Highway: 1 (0.26%)
- Health & Human Services: E2 (15.30%)

- (Not Specified): 3 (0.77%)
EXECUTIVE SESSION
Not Needed.

ADJOURNMENT
The next regular Facilities Management committee meeting is scheduled to be held on Monday, March 7, 2016. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.