Call to Order
1) Roll call
2) Approval of the February 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 (COB) Roof and Systems Update
4) PSC Records Remodeling Phase II Update
5) Historic Courthouse Damaged Sign Update
6) Approve one year extension for Call One Telephone Circuits in the amount of $1,945.88 per month Update

New Business/Projects
1) Chairman’s Report
2) KEMA Meeting
3) County Office Building (COB) Security Improvements
4) Voicemail Server Replacement
5) New Offices in the Treasurer’s Department
6) Animal Control RFP
7) Request for additional microphone and connection for video recording at the COB

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
Facilities Committee Agenda
March 3, 2014

CALL TO ORDER
1) Roll Call
2) Approval of the February meeting minutes.
3) Public Comment

OLD BUSINESS/PROJECTS
1) Technology Request for a Generator at the Historic Courthouse
   - Jim was too busy with other projects to do anything more with this request.
   - Jim will have additional options and/or pricing by the next committee meeting.
2) Public Safety Center (PSC) Floor Projects Update
   - All areas including the indoor recreation floor have been completed.
   - KCFM staff has installed new coving in the office areas.
   - Project complete.
3) County Office Building (COB) Roof and Systems Update
   - All of the hot water coils have been piped into the main system.
   - Pipe insulating has been completed in all areas except for the third floor.
   - Pipe markers and valve tags are being installed.
   - Thermostats have been connected to the new VAV boxes.
   - The initial checkout of the new H.V.A.C. unit has been completed by Trane.
   - Conduits for the new generator have been run.
   - Substantial completion of the H.V.A.C. system will be done this week.
   - The pump drives have been ordered. As soon as they are installed the boiler system can be completed.
   - Cutover of the main unit will be scheduled as soon as the weather cooperates. This will take approximately three days to complete.
   - The generator pad and roof installation will also be started once the weather is conducive to this being done.
4) PSC Records Remodeling Phase II Update
   - The closet demolition was completed.
   - We found a structural beam inside the closet. So, we had to verify this would not cause issues with the new high volume storage.
   - Once this was done we started closing in the beam with drywall.
   - The furniture has been received at Hendricksen and is scheduled for installation on March 11th.
   - Jim hopes to have the high volume storage installed before the next committee meeting.
5) Historic Courthouse Damaged Sign Update
   - The new replacement sign has been ordered.
   - Total cost is $650.00, which Chris Mehochko agreed to pay for and then seek restitution from the offender.
6) Approve one year extension for Call One Telephone Circuits in the amount of $1,945.88 per month Update
   - The State’s Attorney’s office requested some changes to the language on the contract. So, this item was not approved at the last county board meeting.
   - Approval is on the agenda for the next county board meeting.

NEW BUSINESS/PROJECTS
1) Chairman’s Report
   - Chairman Koukol’s report on ongoing events in the Facilities Management department.
NEW BUSINESS/PROJECTS CONTINUED

2) **KEMA Meeting**
   - Jim attended the meeting D.C. Gillespie conducted at the Health Department.
   - The meeting covered how the system works and all of the agencies that will be able to access it.
   - They wanted to show the capabilities and see if we wanted to use it for any of our departments.
   - **Project complete.**

3) **County Office Building (COB) Security Improvements**
   - Jim started looking at the facility and met with some elected officials to see what they would like to have done in the facility and their departments.
   - Jim also met with Jeff Wilkins and Jeff suggested that we look at creating secure areas in each department as well as look at the ability to secure outside access and interior hallways.
   - Jim envisions improvements will include upgrading the existing video server, panic alarms, possibly some card access and improvements to lobbies in the departments.

4) **Voicemail Server Replacement**
   - Stan Laken approached Jim about upgrading the voice mail server that serves as the countywide system.
   - The server was rebuilt for Jim by Technology in 2008 as a decommissioned Technology server. It has an older operating system and Stan wants to get all servers up to current supported levels.
   - Jim conducted a meeting with our current vendor & Technology Services to discuss upgrading the server.
   - This would include a new server, software and preparing to move the Telephone network to Voice Over Internet Protocol (VOIP).

5) **New Offices in the Treasurer’s Department**
   - Jim put together drawings for the new office for Jill’s Chief Deputy and Payroll operation.
   - Jill approved the drawings and Jim has started to get prices for construction.
   - Jim plans to start construction my mid-March and hopes to complete it by mid-April.
   - This will meet Jill’s desire to be completed before tax bills start to be collected.

6) **Animal Control RFP**
   - Jim put together the RFP and advertised it in the Record newspaper last week.
   - A mandatory bid walk through was conducted on February 28, 2014.
   - Bids are due this Friday, March 7, 2014.
   - Jim will put together a bid analysis and present it to the next Animal Control committee meeting.

7) **Request for additional microphone and connection for video recording at the COB**
   - Jim analyzed the system for connection points for the future camera system and a microphone for the table adjacent to the podium.
   - Three possibilities for connection were determined depending on what camera Technology purchases.
   - Jim determined an additional microphone could be connected to the existing podium microphone. This can be done by cord or by a wireless microphone.
   - **Project complete until technology determines what they are purchasing.**
NEW BUSINESS/PROJECTS CONTINUED

Staffing/Training/Safety:
Reportable Labor hours as of February 28, 2014

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>Feb-14</th>
<th>Jan-14</th>
<th>Dec-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possible Work Hours</td>
<td>864.00</td>
<td>1,008.00</td>
<td>1,008.00</td>
</tr>
<tr>
<td>Paid/Unpaid Leave</td>
<td>72.00</td>
<td>116.00</td>
<td>180.00</td>
</tr>
<tr>
<td>Holiday</td>
<td>96.00</td>
<td>96.00</td>
<td>48.00</td>
</tr>
<tr>
<td>Bereavement</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Productive</td>
<td>696.00</td>
<td>796.00</td>
<td>750.00</td>
</tr>
<tr>
<td>Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overtime Worked</td>
<td>60.00</td>
<td>79.50</td>
<td>60.50</td>
</tr>
<tr>
<td>Total Productive Hours</td>
<td>756.00</td>
<td>875.50</td>
<td>840.50</td>
</tr>
</tbody>
</table>

February 2014

Reported vs Completed 2007 - Current

Weeks Reported vs Completed 2007 - Current

WO's Closed February 2014

- Public Safety Center: 90 (25.21%)
- Historic Courthouse: 31 (8.68%)
- Highway 1: 1 (0.03%)
- Health & Human Services: 47 (13.17%)
- Courthouse: 67 (24.37%)
- (Not Specified): 4 (1.12%)
- Animal Control: 21 (5.68%)
- Annex Building: 6 (1.68%)
- Annex Building #2: 5 (1.40%)
- County Office Building: 38 (10.52%)

Facilities Management/Coroner: 25 (7.28%)

Chart shows weeks reported and completed from 2007 to 2014, with a focus on February 2014 data.
EXECUTIVE SESSION
Not Needed.

ADJOURNMENT
The next regular Facilities Management committee meeting is scheduled to be held on April 7, 2014 at 3:30 p.m. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.