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

Old Business/Projects
1) COB Security System Improvements
2) PSC Comcast Line for Oswego Police
3) K.A.T. Space Needs for Expansion
4) Public Safety Center Generator Transfer Switch Repair

New Business/Projects
1) Chairman’s Report
2) Technology – Network Connections & Site Mapping
3) Approve 3 Year Contract with Call One for Pri-T1 estimated to be $1,876.90 per month based on usage
4) Approve 3 Year contract with Call One for Point to Point T1 Service at $280.00 per month
5) Approve 1 Year Contract with Call One for Centrex Lines and LD use on these circuits estimated to be $2,014.64 per month based on usage
6) Approve 1 Year Customer Service Agreement Contract with Call One for Analog Lines and LD use on these circuits estimated to be $2,405.78 per month based on usage
7) Public Safety Center & Courthouse Security Upgrade RFP
8) Courthouse Chiller Repair
9) Cook County Site Visit – LED Lighting
10) Janitorial Contract Scheduled Increase

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**  
**April 6, 2015**

**CALL TO ORDER**

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

**OLD BUSINESS/PROJECTS**

1) COB Security System Improvements  
   - All key fobs were distributed to employees and County Board Members.  
   - Jim Smiley is planning to work with the Administration Department & Sheriff’s Office to develop a written plan for emergency lockdown and exiting of the COB facility.  

2) PSC Comcast Line for Oswego Police  
   - Comcast’s contractor completed the underground directional boring.  
   - The fiber optic was run through the conduit to the new computer room in the basement of the Public Safety Center.  
   - Project complete.  

3) K.A.T. Space Needs for Expansion  
   - Jim completed the new design layout.  
   - Pricing was put together to build the offices and to rewire the electric, phone & data to match the approved design.  
   - Jim provided the costs to Jeff Wilkins and to Paul LaLonde to see if K.A.T. has funding to make the changes desired.  

4) Public Safety Center Generator Transfer Switch Repair  
   - Jim received pricing from two electricians and two other companies to provide a replacement ATS.  
   - R & R Electric had the lowest cost for the electrical installation.  
   - Jim’s direct pricing on the ATS was found to be about $1,500.00 less than the cost provided for the temporary ATS from Lionheart.  
   - Jim negotiated with Lionheart to match the cost received for direct purchasing of the ATS.  
   - So, Jim signed the quote from Lionheart to keep the new ATS they put in place as a temporary system to get us up and running when the other ATS failed.  
   - Jim also put together a synopsis letter with pictures and provided it to the Administration department to file and insurance claim.  
   - The total cost of the project is expected to be $26,351.50.  
   - Jim has paid $9,651.50 of these costs to Lionheart so far from the Facilities Equipment Maintenance budget.  
   - Jim plans to attend the next Finance Committee meeting to make them aware of the costs incurred and to advise them that we have filed an insurance claim for this repair.

**NEW BUSINESS/PROJECTS**

1) Chairman’s Report  
   - Report of items from the past month.  

2) Technology – Network Connections & Site Mapping  
   - Stan Laken wants to present a couple of slides to illustrate what the GIS Mapping Department has done to map Kendall County’s private network on the Government Center Campus on Rt. 34.  

3) Approve 3 Year Contract with Call One for Pri-T1 estimated to be $1,876.90 per month based on usage  
   - Contract language suggested by the State’s Attorney’s office was approved by the low bidder Call One for this service.
4) Approve 3 Year contract with Call One for Point to Point T1 Service at $280.00 per month
   • Contract language suggested by the State’s Attorney’s office was approved by the low bidder Call One for this service.
5) Approve 1 Year Contract with Call One for Centrex Lines and LD use on these circuits estimated to be $2,014.64 per month based on usage
   • Contract language suggested by the State’s Attorney’s office was approved by the low bidder Call One for this service.
6) Approve 1 Year Customer Service Agreement Contract with Call One for Analog Lines and LD use on these circuits estimated to be $2,405.78 per month based on usage
   • Contract language suggested by the State’s Attorney’s office was approved by the low bidder Call One for this service.
7) Public Safety Center & Courthouse Security Upgrade RFP
   • Jim has been working with D.C. Gillespie from the Sheriff’s Office to develop an RFP to hire a design firm to design replacement systems for these facilities.
   • Sheriff Baird and other command staff will review the RFP when completed.
8) Courthouse Chiller Repair
   • When preparing systems for the upcoming H.V.A.C. season facilities technicians found an issue with the GUI interface on chiller two. They also found the system was very low on Freon.
   • Our H.V.A.C. vendor Artlip & Sons was called to determine why the Freon had leaked out over the winter and to possibly replace the GUI interface we purchased from Trane Aftermarket.
   • Artlip found that two factory butterfly valves have small leaked that allowed over 400 lbs of Freon to leak out over the winter.
   • Artlip was not able to replace the display so Jim had to create a service call with Trane to program the display.
   • Jim purchased the Freon directly to keep costs down.
   • Artlip replaced the defective valves and installed the Freon.
   • The cost of this repair will be several thousand dollars also.
   • Jim will advise the Finance Committee about the costs incurred for this repair as well.
9) Cook County Site Visit – LED Lighting
   • The visit was cancelled due to an emergency on their end.
   • The visit will be scheduled at another date.
   • Project complete.
10) Janitorial Contract Scheduled Increase
    • Our current contract calls for an increase starting April 1, 2015.
    • The vendor is offering to forgo this increase again if we add another year to his contract as has been done in the past.
NEW BUSINESS/PROJECTS CONTINUED

March 2015

Staffing/Training/Safety:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>Mar-15</th>
<th>Feb-15</th>
<th>Jan-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possible Work Hours (6 employees @ 8 hrs)</td>
<td>1,056.00</td>
<td>912.00</td>
<td>912.00</td>
</tr>
<tr>
<td>Paid/Unpaid Leave</td>
<td>56.00</td>
<td>32.00</td>
<td>32.00</td>
</tr>
<tr>
<td>Holiday</td>
<td>0.00</td>
<td>48.00</td>
<td>120.00</td>
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<tr>
<td>Bereavement</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Regular Productive Hours</td>
<td>1,000.00</td>
<td>832.00</td>
<td>760.00</td>
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<tr>
<td>Overtime Worked</td>
<td>13.50</td>
<td>32.50</td>
<td>57.50</td>
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<tr>
<td>Total Productive Hours</td>
<td>1,013.50</td>
<td>864.50</td>
<td>817.50</td>
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Completed Work Orders March 2015

Reported Work Orders by Location March 2015

Not Specified  A C  Annex  Annex II  COB  CH  KCFM  Health  Highway  HCH  PSC
EXECUTIVE SESSION
Not Needed.

ADJOURNMENT
The next regular Facilities Management committee meeting is scheduled to be held on May 4, 2015 at 3:30 p.m. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.