- - - -Agenda Topics - - - -

Call to Order
1) Roll call
2) Approval of the March 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) New Offices in the Treasurer’s Department
7) County Office Building (COB) Security Improvements
8) Voicemail Server Replacement
9) Request for additional microphone and connection for video recording at the COB

New Business/Projects
1) Chairman’s Report
2) Animal Control HVAC Improvements
3) Illinois Counties Risk Management Training Website
4) Jail Floor Refinishing Project
5) Circuit Clerk Office Remodeling
6) Courthouse Entry System Repair

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 7, 2014

CALL TO ORDER

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

OLD BUSINESS/PROJECTS

1) Technology Request for a Generator at the Historic Courthouse
   • Jim contacted another vendor to go over the project to give recommendations and pricing.
   • We should have pricing from this vendor by the FM Committee meeting in May.

2) Public Safety Center (PSC) Floor Projects Update
   • This item was completed last month.

3) County Office Building (COB) Roof and Systems Update
   • Excavation for the generator pad was to start last week. However when they started to layout the pad according to Kluber’s design they found the South West edge of the pad would have been 21 inches lower than the grade.
   • Kluber was contacted and the design was revised. Work on the pad is to begin again this week.
   • Roofing work was also to start last week, but was put off until this week due to the forecast of rain for most of last week.
   • Cutover to the new H.V.A.C. system is planned to start on April 14, 2014.
   • Relocation of the generator is currently scheduled for the week of April 21st.
   • Generator Startup and Commissioning is scheduled for the week of April 28th.
   • Landscaping is scheduled to be completed after the generator work is completed.

4) PSC Records Remodeling Phase II Update
   • The remodeling work was completed and the staff moved back into the area a few weeks ago.
   • The Sheriff’s office has asked to also have the main reception counter Formica replaced and to redo the counter by the main public window.
   • So, Jim is working to get costs to perform this work.

5) Historic Courthouse Damaged Sign Update
   • The sign is scheduled to be installed this week.

6) New Offices in the Treasurer’s Department
   • Office construction is nearly complete.
   • The areas were painted last week.
   • Carpeting is ordered and should be in this week.
   • KCFM staff has completed the electrical and low voltage wiring.
   • Furniture is in and will be scheduled for installation as soon as the carpeting is installed.
OLD BUSINESS/PROJECTS CONTINUED

7) County Office Building (COB) Security Improvements
   • Jim has received pricing to add additional millwork to each department to secure them.
   • A door was added to the Administration department lobby.
   • Jim has pricing to upgrade the video server.

8) Voicemail Server Replacement
   • Technology wants to get all servers off of Windows XP. So Jim received a quote to update the software on this server.
   • Jim is working with Technology to figure what is need for a new server and to secure funding to do this project.

9) Request for additional microphone and connection for video recording at the COB
   • Stan Laken provided Jim with information on the type of equipment that his department plans to purchase.
   • Facilities will install the equipment and wiring when it arrives and Jim is given approval to install it in the Board room.

NEW BUSINESS/PROJECTS

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

2) Animal Control HVAC Improvements
   • The project was approved by the County Board at their last meeting.
   • Jim will be forwarding the contract to Artlip and Sons for reviewing and signing so we can get the project started.

3) Illinois Counties Risk Management Training Website
   • Jim met with our representative to sign up on the website and to go over the types of training available through the website.
   • Jim plans to use this for training on Lock Out Tag Out and many other maintenance related items.

4) Jail Floor Refinishing Project
   • The main hallways were stripped and recoated with polyurethane like product instead of wax.
   • This should last for years without the need to do additional maintenance to the floors.

5) Circuit Clerk Office Remodeling
   • Jim had planned to start this project in July. Becky had been okay with this plan up until a couple of weeks ago.
   • Due to some issues she has in the department she has asked Jim if he could start the project earlier or setup the room so someone could be moved into it ASAP.
   • Jim looked at what could be done and determined KCFM staff could redistribute some low voltage wiring from an adjacent office and install an outlet in order to setup the office for someone.
   • Becky then decided that she is okay with waiting to move the employee until the construction is complete. But she would still like it to be done sooner than July if possible.
   • Jim will need to get some engineering work done for the HVAC supply in order to get this project completed.
NEW BUSINESS/PROJECTS CONTINUED

6) Courthouse Entry System Repair
   - D.C. Leinen asked Jim if he could determine why the counter stopped working on the magnetometer for the public.
   - Jim determined there were batteries inside the counter that needed to be replaced.
   - The batteries were replaced and the unit is working properly now.

Staffing/Training/Safety:

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<td>Possible Work Hours</td>
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March 2014

Reported vs Completed 2007 - Current

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Closed WO's March 2014

- Public Safety Center: 94 (25.47%)
- Historic Courthouse: 24 (6.50%)
- Highway: 1 (0.27%)
- Health & Human Services: 54 (14.63%)
- Facilities Management/Contract: 24 (6.50%)
- Health & Human Services: 54 (14.63%)
- Courthouse: 62 (17.22%)
- Annex Building #2: 7 (1.90%)
- Annex Building 5: 1 (0.28%)
- Annex Building: 27 (7.30%)
- Other: 4 (1.09%)
- Courthouse: 54 (14.63%)
- Health & Human Services: 54 (14.63%)

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EXECUTIVE SESSION
Not Needed.

ADJOURNMENT
The next regular Facilities Management committee meeting is scheduled to be held on May 5, 2014 at 3:30p.m. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.