Call to Order
   1) Roll call
   2) Approval of the April 2016 meeting minutes.
   3) Public Comment

Old Business/Projects
   1) Courthouse & Public Safety Center (PSC) Security Improvement Project
      a. Design review & page turn meeting
   2) PSC Garage Bathroom and Wall Project
   3) Kendall Area Transit Operations Office Construction
   4) Call One Phone Circuit Contract
   5) Civil Process Build out
   6) Police Memorial Project

New Business/Projects
   1) Chairman’s Report
      a. 2016 Project list
   2) Leopardo Energy Efficiency & County Facilities Project
   3) Courthouse Lightning Protection System Installation (West Portion of Bldg.)
   4) Landscaping repairs at the Fox St. Campus and Related Facilities
   5) Generator PM II – All Facilities
   6) New AT&T Representative Meeting
   7) Phone system “Master Planning Meeting”
   8) PBZ Lobby Changes

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

Questions from the Press

Adjournment
CALL TO ORDER

1) Roll Call
2) Approval of the April 2016 meeting minutes.
3) Public Comment

OLD BUSINESS/PROJECTS

1) Courthouse & Public Safety Center (PSC) Security Improvement Project
   a. Design review & page turn meeting
2) PSC Garage Bathroom and Wall Project
   • Project complete.
3) Kendall Area Transit Operations Office Construction
   • The remaining electrical power, voice & data wiring has been completed in the Operations side of the group.
   • Project complete.
4) Call One Phone Circuit Contract
   • Director Smiley received the countersigned contracts back last week.
   • Project complete.
5) Civil Process Build out
   • Staff moved into the new space last Friday.
   • The window counter was installed today.
   • Project complete.
6) Police Memorial Project
   • Director Smiley received the permit a couple of weeks ago at no charge to Kendall County.
   • The marble for the top of the memorial was ordered a couple of weeks ago also, as this is a long lead item.
   • Jim was asked to verify with the building inspector that it was okay to use filled concrete block on top of the footing, instead of a solidly poured wall for the granite.
   • Pete Ratos (Yorkville Building Inspector) said it was okay to build it this way as long as the rebar from the footing is carried into the voids in the concrete block to tie the two together.
   • Jim notified Member Wehrli and Oswego Police Chief Bergner via email the change in design was okay to go forward with.
   • No changes to the drawings are needed for the city.

NEW BUSINESS/PROJECTS

1) Chairman’s Report
   a. 2016 Project list
2) Leopardo Energy Efficiency & County Facilities Project
   • Director Smiley turned over electric and natural gas use for all facilities to Damian last week.
   • Jim will be putting the rest of the drawings and information Leopardo requested on his FTP site for them to be able to download.
3) Courthouse Lightning Protection System Installation (West Portion of Bldg.)
   • Continental Electric completed the installation over the past two weeks.
   • Director Smiley is waiting for the entire project bill to be sent to him for payment.
   • Project complete.
4) **Landscaping repairs at the Fox St. Campus and Related Facilities**
   - Director Smiley went over several items that have come to light as the growing season has begun.
   - The soil is washing out next to the sidewalk on the North end of the facility.
   - Grass is always dead along the sidewalk on the South end of the facility.
   - The area between the County Office Building (COB) and the Annex II (Hart Home) needs cleaning up.
   - Tree trimming in the COB parking lot needed to improve lighting the lot.
   - Some of the pavers around the Historic Courthouse need to be re-leveled.
   - The following is needed at the Olsen house:
     - **a)** A couple of trees that need to be cut down.
     - **b)** The shrubs are overgrown all around the house.
     - **c)** The front planter is in shambles and needs to be removed.
   - Jim is getting prices to fix these items and plans to get started on them before the next FM Committee meeting in June.

5) **Generator PM II – All Facilities**
   - PM’s included changing oil & filters, running the units to verify they were producing the proper amount of power and verifying the transfer switches were transferring back & forth properly.
   - Project complete.

6) **New AT&T Representative Meeting**
   - County Administrator & Director Smiley were contacted by a new representative from AT&T.
   - Initially they thought this was only for cellular service. However they found it was actually for all services AT&T provides.
   - So, Technology Director Koeppel was called to attend the meeting also since he was having issues getting issues on the new Public Safety Center fiber line resolved.
   - The new rep’s seemed to want to get the issues resolved as soon as possible.
   - They also introduced new services that are going to be investigated to possibly help us reduce our carrier bills and transition to Voice or Internet Protocol (VOIP) phones easier.
   - This will be ongoing dialog and new projects will be discussed as they come up.
   - Item complete.

7) **Phone system “Master Planning Meeting”**
   - Director’s Smiley & Koeppel attended a presentation at our current telephone system vendor to see how our current system might be used to transition to VOIP.
   - Alternative systems were also presented as well as network switches that might be utilized to upgrade the current network switches that are in place that are not capable of supporting VOIP.
   - Jim & Scott were generally impressed with the presentations. Scott is also checking into possibly using the network switches presented as the new backbone for the Security upgrades at the Public Safety Center and Courthouse.

8) **Planning Building & Zoning Lobby Changes**
   - Since Sue Smith retired PBZ wants to reconfigure the reception counter in their department to allow for a door to be added, keeping people from walking directly past reception and into John’s or Brian’s offices.
   - John & Brian would also like to make the reception area smaller so they can review drawings by the counter without infringing on the receptionist.
   - Director Smiley checked spare modular panels we have in storage and believes we can do what is being requested. But a longer counter would need to be cut down to accommodate the smaller work area for the receptionist.
   - At this point County Administrator Wilkins directed Jim to just re-orient the desk before the new part-time receptionist starts later this month.
## April 2016
### Staffing/Training/Safety:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>April (Apr-16)</th>
<th>March (Mar-16)</th>
<th>February (Feb-16)</th>
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<tbody>
<tr>
<td>Possible Work Hours</td>
<td>1,008.00</td>
<td>1,080.00</td>
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<td>Paid/Unpaid Leave</td>
<td>48.00</td>
<td>52.00</td>
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<tr>
<td>Holiday</td>
<td>0.00</td>
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<td>Bereavement</td>
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<td>WC/TTD Temp employee is working these hours</td>
<td>168.00</td>
<td>180.00</td>
<td>152.00</td>
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### Regular Productive Hours

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>April</th>
<th>March</th>
<th>February</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Productive Hours</td>
<td>960.00</td>
<td>1,004.00</td>
<td>776.00</td>
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<tr>
<td>Overtime Worked</td>
<td>11.25</td>
<td>18.75</td>
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<td>Total Productive Hours</td>
<td>971.25</td>
<td>1,022.75</td>
<td>806.25</td>
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### Reported vs Completed 2012 - Current

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<thead>
<tr>
<th>Year</th>
<th>Jan</th>
<th>Feb</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>Sept</th>
<th>October</th>
<th>Nov</th>
<th>Dec</th>
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<tbody>
<tr>
<td>2012 Reported</td>
<td>442</td>
<td>405</td>
<td>497</td>
<td>430</td>
<td>368</td>
<td>416</td>
<td>407</td>
<td>418</td>
<td>338</td>
<td>376</td>
<td>428</td>
<td>397</td>
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<tr>
<td>2013 Reported</td>
<td>407</td>
<td>330</td>
<td>386</td>
<td>416</td>
<td>382</td>
<td>351</td>
<td>422</td>
<td>382</td>
<td>348</td>
<td>388</td>
<td>366</td>
<td>383</td>
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<tr>
<td>2013 Completed</td>
<td>405</td>
<td>335</td>
<td>348</td>
<td>457</td>
<td>380</td>
<td>314</td>
<td>427</td>
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<td>349</td>
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<td>379</td>
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<tr>
<td>2014 Reported</td>
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<td>356</td>
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<td>373</td>
<td>414</td>
<td>428</td>
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<tr>
<td>2014 Completed</td>
<td>383</td>
<td>358</td>
<td>369</td>
<td>403</td>
<td>410</td>
<td>359</td>
<td>374</td>
<td>430</td>
<td>424</td>
<td>455</td>
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<tr>
<td>2015 Reported</td>
<td>346</td>
<td>325</td>
<td>420</td>
<td>388</td>
<td>348</td>
<td>380</td>
<td>403</td>
<td>383</td>
<td>404</td>
<td>358</td>
<td>329</td>
<td>390</td>
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<tr>
<td>2015 Completed</td>
<td>389</td>
<td>321</td>
<td>395</td>
<td>409</td>
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<td>375</td>
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<td>385</td>
<td>383</td>
<td>348</td>
<td>342</td>
<td>406</td>
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<tr>
<td>2016 Reported</td>
<td>418</td>
<td>355</td>
<td>408</td>
<td>426</td>
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<tr>
<td>2016 Completed</td>
<td>390</td>
<td>331</td>
<td>418</td>
<td>379</td>
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</table>

### Completed Work Orders April 2016

- **Public Safety Center:** 95 (25.13%)
- **Courthouse:** 76 (20.11%)
- **Municipal Court:** 35 (9.73%)
- **Facilities Management/Coroner:** 35 (9.26%)
- **Highway:** 1 (0.25%)
- **Health & Human Services:** 53 (14.32%)
- **Not Specified:** 2 (0.53%)
- **Animal Control:** 23 (6.08%)
- **Annex Building #5:** 1 (0.26%)
- **Annex Building #2:** 4 (1.06%)
- **County Office Building:** 51 (13.48%)
EXECUTIVE SESSION
Not Needed.

ADJOURNMENT
The next regular Facilities Management committee meeting is scheduled to be held on Monday, June 6, 2016. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.
# Kendall County
## Facilities Projects
### 2016

**4/25/2016**

<table>
<thead>
<tr>
<th>Funding Capital Expenditures</th>
<th>Line</th>
<th>Budgeted Amount</th>
<th>Projected Use</th>
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<tbody>
<tr>
<td><strong>Fund #010</strong></td>
<td>010-2-100-9101</td>
<td>$45,000</td>
<td>Parking Lots/Roofs</td>
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<tr>
<td><strong>Capital Improvement Fund</strong></td>
<td>040-2-000-6650</td>
<td>$50,000</td>
<td>Expenditures</td>
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<tr>
<td><strong>Public Safety Capital Improvement</strong></td>
<td>750-2-000-6653</td>
<td>$150,000</td>
<td>Maint./Equipment</td>
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<tr>
<td><strong>Fund #750</strong></td>
<td>750-2-000-6653</td>
<td>$70,000</td>
<td>PSC Parking Lots</td>
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<td></td>
<td>750-2-000-6653</td>
<td>$24,000</td>
<td>Lightning Strike Suppression System</td>
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<tr>
<td><strong>Total PSC Imp. Fund</strong></td>
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<td>$244,000</td>
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<tr>
<td><strong>Overall Total</strong></td>
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<td>$339,000</td>
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</table>
## Capital Improvement Fund

**Fund #040**

<table>
<thead>
<tr>
<th>Projects</th>
<th>Projected Cost</th>
<th>Actual Cost</th>
<th>Priority</th>
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</thead>
<tbody>
<tr>
<td>NEC Phone System Redundant Processor Add</td>
<td>$6,500</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Historic Courthouse Windows (3) South</td>
<td>$32,500</td>
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<tr>
<td>Historic Courthouse Brick Repair</td>
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<td>3</td>
</tr>
<tr>
<td>Historic Courthouse Generator &amp; Wiring</td>
<td>$26,250</td>
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<td>4</td>
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<tr>
<td>PSC Shower Floor Replacements ($11 K per)</td>
<td>$66,000</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>NEC Phone System Cutover to SV8300 (PSC)</td>
<td>$15,000</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Tuck pointing FM/Coroner Facility</td>
<td>$10,000</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Tuck pointing PSC</td>
<td>$17,000</td>
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<tr>
<td>Tuck pointing Courthouse</td>
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<tr>
<td>Security Improvements HHS (Lobby 1st &amp; 2nd)</td>
<td>$10,000</td>
<td></td>
<td>10</td>
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<tr>
<td>County Office Building Window Replacements</td>
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<tr>
<td>HHS West Window Replacements</td>
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<tr>
<td>Generator Monitoring (COB Only)</td>
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<tr>
<td>PSC Master Control Raised Floor</td>
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<tr>
<td><strong>Total</strong></td>
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