- - - Agenda Topics - - -

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

Old Business/Projects
   1) COB Security System Improvements
   2) K.A.T. Space Needs for Expansion
   3) Public Safety Center Generator Transfer Switch Repair
   4) Public Safety Center & Courthouse Security Upgrade RFP
   5) Janitorial Contract Scheduled Increase

New Business/Projects
   1) Chairman’s Report
   2) Annual Emergency Notification Systems Test
   3) Kluber 11 month warranty walkthrough
   4) Anti-Harassment Training
   5) County Office Building Flag and Sidewalk Light Replacements
   6) County Office Building – South Entrance Landscaping Improvement
   7) Possible Lightning Damage at Courthouse
   8) Administration Office – New Budget Office
   9) Public Safety Center - Dock Door Replacement
  10) States Attorney Office CapTel Phone Installation
  11) Review of Jail Procedures for ACA Accreditation
  12) Mandated Elevator Pit Ladder Replacements
  13) Public Safety Center Sign Replacements
  14) CBIZ Property Evaluation Tour
  15) Generator Testing
  16) Courtroom #116 Sign

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
May 4, 2015

CALL TO ORDER

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

OLD BUSINESS/PROJECTS

1) COB Security System Improvements
   • It was determined we needed to add a new network switch for the cameras. The current switch can only support 12 network cameras power needs and we have 20 plugged into the switch.
   • Jim ordered a new switch through the Technology department.
   • Jim has not had time to work on the written plan. Jim hopes to work on this with Glenn in the next month.

2) K.A.T. Space Needs for Expansion
   • Paul LaLonde said the work can be paid for with the grant.
   • However, in order to get the Federal money from the grant we will need to do the following:
     a) Get three bids for each aspect of the project
     b) Paul would need to buy the materials
     c) The materials need to be purchased before July 1, 2015.
     d) Each project would need to be less than $3,000.00.
   • Paul offered to get the prices if Jim gave him the vendors to call. Jim said it would be easier for him to get the prices and give the information to Paul to purchase.
   • Jim & Paul worked through the needs and came up with four separate projects that will keep the cost under the $3,000.00 threshold for each project.
   • Projects as follows:
     a) Build new office for Paul in the current dispatch area.
     b) Remove closet wall and build a new wall for an office for Diana in the current Op’s area.
     c) Wiring for electric, voice & data in the Operations area.
     d) Wiring for electric, voice & data in the Dispatch area.

3) Public Safety Center Generator Transfer Switch Repair
   • KCFM staff poured the pad today for the system last week.
   • The electrician will be scheduled to install the system before the next FM Committee meeting in June.

4) Public Safety Center & Courthouse Security Upgrade RFP
   • The RFP was discussed with the State’s Attorney’s Office (SAO), Sheriff’s office and Facilities Management.
   • The SAO went over the state statute for selecting architects and engineers.
   • Basically the statute says that Kendall County can solicit architects and engineers that have done business with Kendall County, without going to RFP. The A/E firms need to present their credentials to show why they can do this type of work. From that Kendall County could have them give presentations to the County Board and a firm could be selected to do the work intended in the proposed RFP after being selected and negotiating a contract for the work.
   • It was decided to move this to the next PSC & COW meetings to discuss before going to the entire County Board for consideration.
OLD BUSINESS/PROJECTS CONTINUED

5) Janitorial Contract Scheduled Increase
   • After reviewing the existing contract with the SAO it was determined that we have already extended for the two additional years allowed to be done in the contract.
   • The contract also has language if the vendor wants to raise the cost during the contracted years.
   • So, it cannot be extended again. It must be put out to bid in 2017.
   • Jim has contacted the vendor and will be meeting with them this week to discuss proposed costs increases.
   • Item complete.

NEW BUSINESS/PROJECTS

1) Chairman’s Report
   • Report on activities in the past month.

2) Annual Emergency Notification Systems Test
   • The test is scheduled for this Friday May 8, 2015 at 3:00 p.m.
   • All sites will get the notification on the computer screens that are active and logged into the network.
   • All sites will get the audio message via overhead speakers and telephone sets with the exception of the Courthouse.
   • Presiding Judge McCann wants Jim to do the audio test in the morning before the courthouse is open and Tim is onsite, sometime in the future.
   • The Highway department is not on our telephone system so they will only get the computer screen message.

3) Kluber 11 month warranty walkthrough
   • The walkthrough was completed April 28, 2015.
   • The purpose of the walkthrough was to identify anything that needs to be corrected prior to the warranty expiration in June.
   • Several items were identified and Kluber will be putting out a list to the Construction manager to fix.

4) Anti-Harassment Training
   • KCFM staff attended the annual training last week.
   • Item Complete.

5) County Office Building Flag and Sidewalk Light Replacements
   • The lights were failing. The covers were broken. The flag did not have a light shining directly on it at night.
   • So, Jim purchased three bollard lights to replace the existing bollard lights. A light was also added to one of the bollards to shine up onto the flag.
   • All of these lights are LED. So they are energy efficient as well.
   • Project complete.

6) County Office Building – South Entrance Landscaping Improvement
   • This area has always been unsightly and experiences landscaping failures on the grass and plantings due to snow removal and salting.
   • Jim requested pricing to add pavers and partial paver walls to go along the sidewalks in front of and leading to the entrance.
   • The pricing came in at $9,600.00.
   • So, Jim is going to look at other options to correct this issue.
   • Project complete.
7) **Possible Lightning Damage at Courthouse**
   - A couple of weeks ago we suspect another lightning strike occurred somewhere on the Government Center campus.
   - The Animal Control data networking went down due to the lightning protection device being failed.
   - We also had the fire panel at the Courthouse go into ground fault alarm.
   - It was determined that a board went bad and a remote enunciator went bad during testing of the problem.
   - The board and enunciator were replaced.
   - A backup of the programming was completed and the system is back in service.
   - **Project complete.**

8) **Administration Office – New Budget Office**
   - Chairman Shaw asked Jim to put together pricing to build a wall in the Administration office. This would create an office for Latreese to perform her job and meet with people for budgeting.
   - Jim put a drawing together for the space and worked with staff on the engineering side for electric, data, phone and H.V.A.C. needed to support this office.
   - As soon as Jim completes putting the pricing together he will present it to Chairman Shaw and FM Committee Chairman Davidson.

9) **Public Safety Center - Dock Door Replacement**
   - The rolling overhead door that leads to the Jail kitchen failed and was beyond repair.
   - Jim contracted to have the door and operator replaced. Total cost $4,930.00
   - **Project complete.**

10) **States Attorney Office CapTel Phone Installation**
    - The SAO has an employee with a hearing issue that had a Dr. note saying she needs to have a phone that can have the conversation typed and displayed on a screen.
    - Eric and Leslie asked Jim to research a solution.
    - Jim found the phone recommended by the Dr. to be able to allow the employee to do most of her assigned duties. The phone is a single line analog phone with an internet connection for the typing portion.
    - The cost of the phone was normally around $500.00 but Jim was able to purchase it for $85.00 including shipping.
    - However it cost almost $300.00 to hook up.
    - Since the conversation side of the phone did not go onto the data network Technology was ok with connecting it to the County data network.
    - Jim was asked if anything could be done to allow the employee to be able to see and or hear the main SAO line when ringing. So, Jim had the phone put into the same pickup group as the main number.
    - **Project complete.**

11) **Review of Jail Procedures for ACA Accreditation**
    - Jail Commander Jennings asked Jim to review Jail procedures she needs to have in place for the program to be accepted by the Federal Government.
    - The following was reviewed and adapted to meet what Cmdr. Jennings required:
      a) Certification the Jail meets the State of Illinois Water Act standards and provides proper waste disposal for the jail.
      b) Copy of the Pest Control Contract to show we have something in place to take care of Rodent and bug issues in the Jail.
      c) A copy of the work orders done in the Jail to make sure the Jail facility is being maintained properly.
      d) A copy of the regular trash and recycling contract.
    - All of these items have been completed with the exception of the Pest Control contract.
    - KCFM staff has contacted the Pest Control company to get a copy of their License. The contract is done on a monthly basis with new pricing provided at beginning of each year.
12) Mandated Elevator Pit Ladder Replacements

- Apparently a policy covering ladder specifications for elevator pits was put in place a while ago. This policy was never enforced until this year.
- Jim was unaware of the change until the inspectors started failing our elevators.
- Jim contracted with our elevator inspection company to do the work to get the Courthouse old section elevators into compliance.
- The five (5) newer elevators at the Courthouse also need to be changed to bring them into compliance.
- One exception may be the elevator in the Historic Courthouse. There is not room to move the wiring and nowhere to move the ladder. So we may need to see if we can get a variance on that elevator.
- Jim checked with Brian at PBZ and Fire Marshal Torrence at BKFD to see if we could get a variance in this.
- Brian only permits new elevators. Fire Chief Torrence said BKFD also had to change theirs, so nothing can be done.
- Cost for the two (2) completed already is $2,520.00.
- These repairs were unbudgeted as they were not known to be needed to be done when budgeting for 2015.

13) Public Safety Center Sign Replacements

- Sign changes were requested to meet the moves incurred during the Sheriff’s office reorganization.
- All signs were installed per request.
- Project complete.

14) CBIZ Property Evaluation Tour

- KCFM staff & Director Smiley took the representative around all of the facilities KCFM maintains and the Highway Department.
- Dave Farris took him to the KenCom tower sites.
- Dave Guritz & staff took the representative to all the Forest Preserve sites.
- The final evaluation will be sent to the County Administrative Services department.
- Project complete.

15) Generator Testing

- Testing was completed between April 13 & 15th and included load bank testing of the County Office Building (COB) generator.
- One battery was found to be weak at the COB. The battery was replaced and the load testing was completed.
- A little coolant was found on the Public Safety Center t-stat housing. No leak occurred during testing. Will keep an eye on it.
- Project complete.

16) Courtroom #116 Sign

- Court Administration requested pricing for a sign to tell people Juvenile Court is in session and to wait for their name to be called.
- Jim received pricing and Judge McCann wanted to make sure the sign does not have to be all Braille to meet ADA requirements.
- Jim confirmed with the sign company signs like this that are informational do not have to be all in Braille as long as there is a sign with the room number on it with Braille.
- Court Administration is double checking with her sources and will let Jim know if they want the sign made.
- Project complete.
### NEW BUSINESS/PROJECTS CONTINUED

**April 2015**

**Staffing/Training/Safety:**

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**Reported vs Completed 2007 - Current**

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EXECUTIVE SESSION
Not Needed.

ADJOURNMENT
The next regular Facilities Management committee meeting is scheduled to be held on June 1, 2015 at 3:30p.m. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.