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

Old Business/Projects
  1) Technology Request for a Generator at the Historic Courthouse
  2) County Office Building (COB) Roof and Systems Update
  3) PSC Records Remodeling Phase II Update
  4) New Offices in the Treasurer’s Department
  5) County Office Building (COB) Security Improvements
  6) Animal Control HVAC Improvements

New Business/Projects
  1) Chairman’s Report
  2) VM Server Upgrade
  3) Circuit Clerk Office Remodeling
  4) Extend Snow Plowing Contract with Winninger Excavating for 3 years in the amount of $44,000.00 per year annually
  5) Extend Landscaping Maintenance Contract with 4 Seasons Landscaping for 3 years for the base contract amount of $34,001.00 annually for year 1 & 2, with a 3% increase for year 3

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
CALL TO ORDER

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

OLD BUSINESS/PROJECTS

1) Technology Request for a Generator at the Historic Courthouse
   - Jim is meeting with Lee Legler this week to go over the needs at the facility.
   - His company performs maintenance on the generator at the Ellis House and was recommended by Jeff Wehrli.

2) County Office Building (COB) Roof and Systems Update
   - The main rooftop unit and boiler system were started up and cut over in the past couple of weeks.
   - The boiler would not stay on initially due to the sensor not seeing enough water flowing through the system when all valves were closed.
   - The boiler manufacturer’s representative was called out and he determined there was enough flow.
   - The boiler comes from the factory set at a minimum of 20 gallons per minute (G.P.M.). It is designed to go as low as 10 G.P.M., which is what Kluber designed the system to operate at when all valves are closed. So, the sensor was adjusted down to accept the lower flow rate. The boiler is staying on now.
   - It was determined the wrong type of valves were installed on the water coils. Kluber agreed that systems are designed all of the time with this type of valve, but a credit of some type should be given if the valves are not replaced with the correct valves.
   - Trane is planning to draft a letter to offer some form of a credit in additional materials being provided as well as the possibility of extending the warranty and/or maintenance program from Trane at no cost.
   - Once Trane provides the letter Kluber is going to review and offer their opinion.
   - So, for the time being the remaining balancing of the system has been put on hold by CMI.
   - The rubber roof was completed last week. The metal edge will be completed tomorrow. This will complete the entire roof project.
   - The generator pad was poured a couple of weeks ago.
   - The generator was moved into position last week.
   - The fence poles were put in place last Wednesday and Thursday.
   - CMI provided two possible change orders:
     a) Additional VAV box for the Treasurer’s office as well as changes to the ceiling in one room to accommodate the VAV box Kluber designed to fit in the area, but was determined could not fit without lowering the ceiling. Total cost $8,510.00.
     b) Additional VAV box for the Administration conference room. Total cost $7,182.00.
   - Project cost analysis is provided for review with this report.

3) PSC Records Remodeling Phase II Update
   - The counter repair work for the original area of the Records department has been ordered.
   - The work is expected to be completed this month.
   - All other work on the project has been completed.
   - Project cost analysis is provided for review with this report.
OLD BUSINESS/PROJECTS CONTINUED

4) New Offices in the Treasurer’s Department
   • All work on the offices has been completed.
   • The Chief Deputy and Payroll office are now occupied.
   • Project complete with the exception of the additional zone for the payroll office and front counter swing door.
   • Project cost analysis is provided for review with this report.

5) County Office Building (COB) Security Improvements
   • The new door in Administration was completed and installed last week.
   • Additional counter doors and counters are being reviewed with each department.
   • Jim plans to get these ordered soon and hopes to have the work completed by early June.
   • Technology has been given the requirements for storage in order to upgrade the video camera system for the facility.
   • Jim will be reviewing other items in the facility with each department in the near future.

6) Animal Control HVAC Improvements
   • Work started today.
   • Artlip plans to have the majority of the work completed in the next week to ten days.

NEW BUSINESS/PROJECTS

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

2) Voicemail Server Upgrade
   • Jim signed the contract a couple of weeks ago.
   • Sound Inc. contacted Jim late last week to start planning the upgrade.
   • Jim will be setting up a meeting with Sound and Technology soon to plan the upgrade and cutover of the system.

3) Circuit Clerk Office Remodeling
   • Jim has met with Becky a couple of times to plan the size and layout of the offices. Jim has also helped determine how the furniture can be redeployed and what new furniture Becky needs to purchase.
   • Jim needs to get a firm to review the ventilation of the new offices.
   • Jim plans to start the project sometime in June to early July.

4) Extend Snow Plowing Contract with Winninger Excavating for 3 years in the amount of $44,000.00 per year annually
   • Winninger has offered to extend the contract at the same cost as we have done in the past with other vendors.
   • Jim is looking for direction from the committee.

5) Extend Landscaping Maintenance Contract with 4 Seasons Landscaping for 3 years for the base contract amount of $34,001.00 annually for year 1 & 2, with a 3% increase for year 3
   • 4 Seasons has offered to extend their contract at the same cost for the next two years with the possibility of a 3% increase in year three.
   • Jim is looking for direction from the committee.
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<th>DESCRIPTION</th>
<th>Apr-14</th>
<th>Mar-14</th>
<th>Feb-14</th>
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<tr>
<td>Possible Work Hours (6 employees @ 8 hrs)</td>
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<td>1,008.00</td>
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<td>696.00</td>
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<td>Overtime Worked</td>
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<td><strong>Total Productive Hours</strong></td>
<td>939.50</td>
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<td>756.00</td>
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### April 2014

Reported vs Completed 2007 - Current

![Chart showing reported vs completed data from 2007 to current.

Closed WO’s April 2014

- Public Safety Center: 39 (24.32%)
- Historic Courthouse: 31 (7.89%)
- Health & Human Services: 49 (12.16%)
- Faciliti Management/Coroner: 38 (8.19%)
- Courthouse: 101 (25.05%)
- Annex Building: 5 (1.49%)
- Annex Building #2: 4 (0.95%)
- Animal Control: 25 (0.62%)
- (Not Specified): 5 (1.34%)
EXECUTIVE SESSION
Not Needed.

ADJOURNMENT
The next regular Facilities Management committee meeting is scheduled to be held on June 2, 2014 at 3:30p.m. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.