- - - Agenda Topics - - -

Call to Order
1) Roll call
2) Approval of the May 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) Janitorial Contract Scheduled Increase
5) Annual Emergency Notification Systems Test
6) Kluber 11 month warranty walkthrough
7) Mandated Elevator Pit Ladder Replacements

New Business/Projects
1) Chairman’s Report
   a. Future Projects Discussion
      i. Memorial Garden
      ii. Circuit Clerk Window
      iii. Administration Budget Office
2) Electric & Natural Gas RFP Results Review
3) Public Safety Center & Courthouse Security Systems Upgrade
4) Snow Plowing Damage Repairs
5) Dept. Head & Elected Official Meeting
6) Assignment of the Current Waste & Recycling Contract to Groot Industries

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
June 1, 2015

CALL TO ORDER
1) Roll Call
2) Approval of the May meeting minutes.
3) Public Comment

OLD BUSINESS/PROJECTS

1) COB Security System Improvements
   • The new video switch was installed and we are still working on issues with the video.
   • Jim Smiley talked to Glenn Campos about the written plan.
   • Glenn said he is going to use the Health & Human Services plan as a base for the County Office Building plan.
   • Jim will review with Glenn when he gets it drafted.

2) K.A.T. Space Needs for Expansion
   • Director Smiley and staff have worked to get three prices for each aspect of this project.
   • All materials have been put on K.A.T. procurement sheets.
   • Jim & KCFM staff met with Paul LaLonde on Thursday, May 28, 2015 to go over what needs to be ordered.
   • Paul is going to start procuring the materials in order to have the purchases done during the current budget year for K.A.T.
   • Jim will be working with Paul to figure out a logistics plan to keep K.A.T. running during the improvements.
   • Jim plans to be able to start the electric, voice & date wiring once the materials are purchased. Wall demolition & construction may not start until July due to employee restrictions in KCFM.

3) Public Safety Center Generator Transfer Switch Repair
   • R & R Electric started the permanent piping and wiring work on May 26, 2015.
   • The rough is planned to be completed by Friday, May 29, 2015.
   • Cutover of the ATS to the permanent location is scheduled for Tuesday, June 2, 2015 starting at 5:00a.m.

4) Janitorial Contract Scheduled Increase
   • Director Smiley talked with the vendor and explained what the State’s Attorney’s office had determined.
   • The vendor understands the findings and plans to keep the current pricing structure for the remainder of this year.
   • Project complete.

5) Annual Emergency Notification Systems Test
   • Testing was completed on Friday, May 8, 2015.
   • There were a couple of issues found on the audio side.
   • The pages did not occur over the phones at the Public Safety Center. Audio also was not heard over the speakers at the County Office Building.
   • Jim Smiley reviewed the programming and retested each audio path.
   • The pages could be heard over both audio devices after retesting.
   • Project complete.

6) Kluber 11 month warranty walkthrough
   • A list of deficiencies was produced by Kluber after the walk through.
   • DCG Roofing came out for a leak after the list was produced.
   • So, they also worked on the punch list of their items while onsite for the leak.
   • Commercial Mechanical is working to resolve the remaining items.
1) Chairman’s Report
   a. Future Projects Discussion
      i. Memorial Garden
      ii. Circuit Clerk Window
      iii. Administration Budget Office

2) Electric & Natural Gas RFP Results Review
   • Chris Childress is here to present the findings of the RFP conducted on behalf of Kendall County.

3) Public Safety Center & Courthouse Security Systems Upgrade
   • D.C. Gillespie & Director Smiley worked together and with the State’s Attorney’s office to put together an ad for the project.
   • The ad was published in the Record Newspapers on Thursday, May 28, 2015. It was also placed on the Kendall County Website.
   • A mandatory walk through of both facilities is planned for Tuesday, June 9, 2015 starting at 10a.m.
   • Statements of Interest with Qualifications are due on Monday, June 29, 2015 at 12:00p.m. (noon).

4) Snow Plowing Damage Repairs
   • Jim met with our vendor and showed them curbs and lawn damage that needs to be repaired from the past snow season.
   • The vendor is working on making the repairs.

5) Dept. Head & Elected Official Meeting
   • Director Smiley attended the meeting on June 21, 2015.
   • Topics included Workmen’s compensation requirements and insurance programs.
   • Item complete.

6) Assignment of the Current Waste & Recycling Contract to Groot Industries
   • Our current contracts first phase term are due to expire on July 30, 2015. Jim had been talking to Complete Sanitation to see if they like Jim would like to extend the contract the additional two years called for in the contract. Shawn McDowell sent Jim a letter stating that yes they would like to extend the contract. Before Jim could get this on the FM Committee agenda, a letter was received from Complete Sanitation notifying Kendall County that their company has become a division of Groot Industries.
   • Mr. Smiley checked with the State’s Attorney’s office to see if we could accept this.
   • Leslie Johnson ASA said that we have to ask the board to approve the assignment of the contract to Groot Industries.
   • So, Jim talked to Chairman Davidson and County Board Chairman Shaw to see if this could be discussed at Facilities and placed on the next County Board agenda to see if the board wants to accept this assignment to Groot Industries. Both Chairmen were ok with doing this since the Complete Sanitation sale to Groot has already happened.

May 2015

Staffing/Training/Safety:

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<th>DESCRIPTION</th>
<th>May-15</th>
<th>Apr-15</th>
<th>Mar-15</th>
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<tr>
<td>Possible Work Hours (6 employees @ 8 hrs)</td>
<td>960.00</td>
<td>1,032.00</td>
<td>1,056.00</td>
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<td>WC/TTD</td>
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<td>Regular Productive Hours</td>
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<td>Overtime Worked</td>
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<td>Total Productive Hours</td>
<td>716.00</td>
<td>938.00</td>
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**Reported vs Completed**

2007 - Current

**Completed Work Orders May 2015**

- Public Safety Center: 83 (20.45%)
- Historic Courthouse: 32 (7.88%)
- Courthouse: 67 (15.97%)
- Courthouse 2: 5 (1.21%)
- Facilities Management/Coroner: 31 (7.75%)
- Health Human Services: 47 (11.28%)
- Highway: 2 (0.56%)
- Not Specified: 5 (1.26%)
- Animal Control: 25 (5.95%)
- Annex Building: 5 (1.26%)

**Reported Work Orders by Location May 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 July 6, 2015 at 3:30p.m. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.