- - - Agenda Topics - - -

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

Old Business/Projects
1) COB Security System Improvements
2) K.A.T. Space Needs for Expansion
3) Mandated Elevator Pit Ladder Replacements
4) State’s Attorney Cubicle Project
5) Sheriff’s Office Records Dept. move to Courthouse project
6) Public Safety Center Elevator Shaft Failure

New Business/Projects
1) Chairman’s Report
   a. Public Safety Center (PSC) & Courthouse (CH) Security Systems Upgrade Contract Negotiation Meeting
2) PSC UPS systems Annual Preventative Maintenance
3) Annual Parking Lot & Drive Maintenance
4) Circuit Clerk Auto Attendant and Telephone Sets New Setup
5) Fire, Intrusion systems and Key Authorization Sheet Updates
6) 2016 KCFM Budget
7) 2016 Copier Deployment Schedule
8) Courthouse Lightning Protection

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 August meeting minutes.
3) Public Comment

OLD BUSINESS/PROJECTS

1) COB Security System Improvements
   • No change.
2) K.A.T. Space Needs for Expansion
   • The power operator for the handicapped access door opener was removed from the wall being demolished on the North side department.
   • Old wall was demolished.
   • Power was run into the former FP storage room.
   • Outlets were added to power various pieces of equipment to become the new break room for the K.A.T. Break room is now in operation.
   • We hope to have the Operations area completed this month.
3) Mandated Elevator Pit Ladder Replacements
   • The ladders were installed Friday August 21, 2015.
   • Project complete.
4) State’s Attorney Cubicle Project
   • Pricing has been provided to Eric Weis.
   • Awaiting Eric’s review of pricing.
5) Sheriff’s Office Records Dept. move to Courthouse project
   • KCFM connected phone, data and power wiring in place to support the staff & equipment moves.
   • Staff was moved on Thursday, August 6, 2015.
   • Project complete.
6) Public Safety Center Elevator Shaft Failure
   • The Public Building Commission agreed to fund the repair.
   • Jim asked the vendor to provide a contract instead of the quote provided to date.
   • The State’s Attorney’s office reviewed the contract and suggested a couple of changes.
   • The vendor is reviewing the suggested changes currently.
   • Jim hopes to have the contract done soon so repairs can begin.

NEW BUSINESS/PROJECTS

1) Chairman’s Report
   a. Public Safety Center (PSC) & Courthouse (CH) Security Systems Upgrade Contract Negotiation Meeting
2) PSC UPS systems Annual Preventative Maintenance
   • Preventative maintenance of both systems was done on August 5, 2015.
   • Both systems were found to be operating properly.
   • Project complete.
3) Annual Parking Lot & Drive Maintenance
   • Director Smiley reviewed the parking lots and driveways.
   • The worst area was found to be on the drive leading to the rear of the Public Safety Center, Animal Control & Facilities Mgmt./Coroner.
   • Jim received prices to patch the middle section of the drive.
   • Repairs are to be completed soon.
4) Circuit Clerk Auto Attendant and Telephone Sets New Setup
   - Jim met with Caryn Kollins and the vendor to go over the changes needed.
   - The Circuit Clerk wants to add an automatic answering position to route calls in her department.
   - The calls will be routed to four distinct groups representing the major functions each group performs in the department. There will also be a way for people to dial by name or get to a listing of county departments.
   - It was determined there would only be minor savings to have Jim or KCFM staff reprogram the telephone sets. So, the vendor is being hired to make those changes as well.
   - Jim is coordinating the integration between the Circuit Clerk’s office and the vendor.

5) Fire, Intrusion systems and Key Authorization Sheet Updates
   - Sheets have been redone and sent to the monitoring services and to Schlage for the Courthouse key making authorization.
   - Project complete.

6) 2016 KCFM Budget
   - The budget was completed on time and turned in as requested.
   - Jim presented the budget last Friday.
   - The budget ended up being around 1% over the current budget.
   - The main reason for this was because Jim was recently notified that transmission charges ComEd has been trying to get set was recently approved for electric that has already been consumed. So, the charges are being started now and will run through the end of our current provider’s contract next June.
   - The charges are approximately $1,000.00 per month or about $13,000.00 for the duration.
   - Item complete.

7) 2016 Copier Deployment Schedule
   - As part of the budget each year Jim goes through the machines that are coming out of service or leases that are expiring.
   - The current schedule allows us to replace these pieces of equipment and keep the charges to a little less than we are currently paying.
   - Basically renew the fleet without spending more to do it.

8) Courthouse Lightning Protection
   - Facilities Chairman Davidson asked Director Smiley to see if lightning protection was connected on the original courthouse.
   - Jim found that lightning protection was never installed on the roof and no wiring is present in the attics of either penthouse.
   - Jim was asked to see if he could get a budgetary price for the budget.
   - The budgetary price Jim received was $90,000.00.
   - This was explained to the Finance Committee during the budget presentation.
   - Chairman Davidson said he was going to see the Public Building Commission would consider funding this as well.

August 2015

Staffing/Training/Safety:

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<th>DESCRIPTION</th>
<th>Aug-15</th>
<th>Jul-15</th>
<th>Jun-15</th>
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<tr>
<td>Possible Work Hours (6 employees @ 8 hrs)</td>
<td>1,008.00</td>
<td>1,056.00</td>
<td>1,056.00</td>
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<td>Paid/Unpaid Leave</td>
<td>72.00</td>
<td>152.00</td>
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<td>WC/TTD</td>
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<td>136.00</td>
<td>176.00</td>
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<td>Regular Productive Hours</td>
<td>852.00</td>
<td>720.00</td>
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<td>Overtime Worked</td>
<td>10.00</td>
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<tr>
<td>Total Productive Hours</td>
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<td>726.75</td>
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Completed Work Orders August 2015

- Public Safety Center: 127 (32.95%)
- Historic Courthouse: 26 (6.51%)
- Highway: 1 (0.26%)
- Health & Human Services: 55 (14.25%)
- Courthouse: 64 (16.02%)
- Facilities Management/Coroner: 29 (7.27%)
- (Not Specified): 7 (1.82%)
- Annex Building: 8 (2.05%)
- Annex Building #2: 4 (1.04%)

- Animal Control: 25 (6.49%)

Reported Work Orders by Location August 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 Monday, October 5, 2015. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.