Agenda Topics

Call to Order
1) Roll call
2) Approval of the July 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) Circuit Clerk Office Remodeling
4) Courthouse Door Replacements
5) COB Landscaping Improvements
6) Tile Repair on Circuit Clerk’s Counter
7) PSC Jail Holding Area A/C Replacement
8) UPS Systems Battery Replacements

New Business/Projects
1) Chairman’s Report
2) Parking Lot Repairs
3) 2015 Budget
4) Public Safety Center & Courthouse Security Upgrade Meeting
5) Voters Department Reconfiguration
6) Historic Courthouse Cupola Interior Lighting
7) Health Department Fire System Air Compressor Replacement
8) Detectives Camera Recording System Installation

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  
August 4, 2014

CALL TO ORDER

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

OLD BUSINESS/PROJECTS

1) Technology Request for a Generator at the Historic Courthouse  
   • Review of what the groups using the facility can contribute to the cost of adding a generator.
2) County Office Building (COB) Roof and Systems Update  
   • Training on all new systems was completed.  
   • The dispersion tube for the humidifier was installed.  
   • Trane graphic links were updated.  
   • Jim has asked Kluber to address the damaged bushes that were installed around the generator per Kluber’s specifications.
3) Circuit Clerk Office Remodeling  
   • Contracts have been issued for the wall construction, H.V.A.C. work and controls.  
   • KCFM staff has started pulling wire for voice & data connections.  
   • Electrical wiring will also be done by K.C.F.M. staff.  
   • Wall construction should be starting in the next two weeks.
4) Courthouse Door Replacements  
   • The West Judicial corridor door is in stock now.  
   • Background screens are being performed.  
   • The work should be scheduled to be done in the next two weeks.  
   • The lifetime warranty door to be replaced is still being reviewed for replacement.
5) COB Landscaping Improvements  
   • The shrubs around the South end of the facility were removed in the past two weeks.  
   • New landscaping was installed and grass seed was planted along the sidewalks to the entrance.  
   • Stone, grasses and flowering plant were installed inside the generator enclosure to present a better view when looking out of the Treasurer’s office windows.  
   • Project complete.
6) Tile Repair on Circuit Clerk’s Counter  
   • Work is scheduled to be completed on Friday August 8, 2014.
7) PSC Jail Holding Area A/C Replacement  
   • The new unit and coil were installed on July 31, 2014.  
   • Jim decided to have the line set replaced also. The old line set was very long and had many turns. Jim feels this probably contributed the unit failure.  
   • The new unit should be completed by mid-week this week.
8) UPS Systems Battery Replacements  
   • Batteries for the main UPS systems at the PSC and the new area of the Courthouse are scheduled to be installed on Thursday, August 7, 2014.

NEW BUSINESS/PROJECTS

1) Chairman’s Report  
   • Report on last month’s activities.
NEW BUSINESS/PROJECTS CONTINUED

2) Parking Lot Repairs
- Jim is getting prices to do pavement repairs, seal coating and striping for areas in need of repair.

3) 2015 Budget
- Overall the budget turned in is $58,818.00 higher or 3% more than the 2013-2014 budget, including salary increases.
- Higher costs include:
  a) Natural Gas - $25,000.00
  b) Contractual services - $15,000.00
  c) County Supplies - $10,000.00

4) Public Safety Center & Courthouse Security Upgrade Meeting
- Deputy Commander Gillespie held a preliminary meeting on July 17, 2014.
- The purpose of the meeting was to let everyone know what information was needed to turn over to the consultant.
- This will aid them in determining what we have in place and what they will recommend to be done.
- Jim was advised what was need before the meeting.
- So, Jim created a disk of the following:
  a) Security systems originally installed at the Public Safety Center and CH.
  b) Original and addition copies of the floor plans for the PSC and Courthouse.
  c) Information and drawings related to the Courthouse expansion security system changes.
- Disk was turned over to both D.C. Gillespie, Lenin and a disk for the vendor auditing the systems.
- **Project complete for now.**

5) Voters Department Reconfiguration
- Jim coordinated the movement of cubicles to line up all clerks at the East side of the room.
- This allows voting machines to be setup on the West side of the room.
- KCFM technicians performed the following as part of the changes:
  a) Moved phone and data wiring to accommodate the changes.
  b) Disconnected cubicle power wiring and reconnected the power wiring to the cubicle in the new location. Outlets were also connected at the old cubicle location.

6) Historic Courthouse Cupola Interior Lighting
- A while ago Jim was asked why the interior of the cupola was not lighted up anymore.
- KCFM staff checked to see if there were fixtures in the cupola. None were found. Only a conduit to potentially run wiring into the cupola.
- Jim had a light fixture in the shop that provides light in a 360 degree pattern.
- So, the light was temporarily wired in to see how it would look to see light from the windows.
- If it is desired KCFM staff can run permanent wiring to the power the light.

7) Health Department Fire System Air Compressor Replacement
- The first parts ended up being the wrong items to replace the compressor.
- New parts were ordered and are in stock at the vendor now.
- The work will be scheduled to be done this upcoming month.
8) Detectives Camera Recording System Installation
- A new system is being purchased to replace the old system in the next couple of months.
- KCFM has been asked to do the following for the project:
  a) Install two network connections.
  b) Remove the current white board and install a smaller white board on the adjacent wall.
  c) Install a flat screen on the wall where the old white board was connected.
  d) Run wiring between the two rooms.

July 2014
Staffing/Training/Safety:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>Jul-14</th>
<th>Jun-14</th>
<th>May-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possible Work Hours</td>
<td>1,056.00</td>
<td>1,008.00</td>
<td>864.00</td>
</tr>
<tr>
<td>(6 employees @ 8 hrs)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paid/Unpaid Leave</td>
<td>184.00</td>
<td>104.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Holiday</td>
<td>48.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Bereavement</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Regular Productive Hours</td>
<td>824.00</td>
<td>904.00</td>
<td>764.00</td>
</tr>
<tr>
<td>Overtime Worked</td>
<td>0.00</td>
<td>6.00</td>
<td>7.00</td>
</tr>
<tr>
<td>Total Productive Hours</td>
<td>824.00</td>
<td>910.00</td>
<td>771.00</td>
</tr>
</tbody>
</table>

![Reported vs Completed 2007 - Current](image-url)
EXECUTIVE SESSION
Not Needed.

ADJOURNMENT
The next regular Facilities Management committee meeting is scheduled to be held on September 1, 2014 at 3:30 p.m., which is a holiday. So we need a new date for the next meeting. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.