

**Facilities
Management
Committee Meeting**

10/2/17

4:00 PM

*****111 W. Fox Street**

***** Room 209 & 210**

- - - -Agenda Topics - - - -

Call to Order

- 1) Roll call
- 2) Approval of the September 2017 meeting minutes.
- 3) Public Comment

Old Business/Projects

- 1) PSC H.V.A.C. & Controls Improvements RFP
- 2) CASA lease at HHS
- 3) Healy Bender 111 W. Fox St. Part 1 Analysis
- 4) Projects Policy Change
- 5) Establish a Policy for Requests to Film on County Properties
- 6) Public Safety Center (PSC) Main Hallway Crack Repairs

New Business/Projects

- 1) Chairman's Report
 - a. Courthouse LED Lighting Project
- 2) Electric & Gas RFP Legal Review
- 3) Enernoc – Program on using Backup Generators in Critical demand Situations
- 4) 2018 KCFM Budget Presentation
- 5) U.S. Flag Display for upcoming Olympics
- 6) Public Safety Center TTY/TTD Phone for Booking

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

Questions from the Press

Adjournment

Facilities Committee Agenda
October 2, 2017

CALL TO ORDER

- 1) Roll Call
- 2) Approval of the September 2017 held on August 28, 2017 meeting minutes.
- 3) Public Comment

OLD BUSINESS/PROJECTS

- 1) **PSC H.V.A.C. & Controls Improvements RFB**
 - The SAO initial legal review was completed and sent back to Director Smiley to review.
 - Jim started to make requested SAO changes last week and anticipates having them completed this week. Once the update are completed Mr. Smiley will return the RFB to the SAO for a last review, then go ahead and post it.
- 2) **CASA lease at HHS**
 - KCFM received the countersigned agreement back from CASA.
 - A copy was sent to Debbie Gillette to record.
 - **Project complete.**
- 3) **Healy Bender 111 W. Fox St Part 1 Analysis**
 - The SAO initial legal review was completed and sent back to Director Smiley to review.
 - There are a few items that need to be addressed by the FM Committee and/or County Board.
 - Who is to be named in the contract to represent the County?
 - Compensation for reimbursable expenses?
 - Whether to accept paying a licensing fee for using architects instruments of service. Designs, drawings specifications etc...
 - Whom notices are to be sent to?
- 4) **Projects Policy Change**
 - Director Smiley created three charts from the large single chart shown before.
 - Charts are as follows:
 - Normal Capital Planning.
 - Emergency Plan.
 - Mid-Year Capital Request
 - Mr. Smiley would like committee members to review the draft copies and to forward comments to Jim or to bring them back to the next FM Committee meeting in November.
- 5) **Establish a Policy for Requests to Film on County Properties**
 - Andrez, Scott Koepfel and Director Smiley met to go over the policy Andrez put together.
 - Several additional changes were discussed and agreed upon.
 - Andrez made the changes and we are providing the draft copy to the FM Committee to review and discuss at the next FM Committee meeting in November.
- 6) **Public Safety Center Main Hallway Crack Repairs**
 - The tiles were removed so the vendor could perform the repairs needed.
 - The repairs were made and the tiles were reinstalled and waxed for finish.
 - **Project complete.**

NEW BUSINESS/PROJECTS

- 1) **Chairman's Report**
 - a. Courthouse LED Lighting Project
 - i. Chairman Davidson asked Director Smiley to put together an analysis to show how many of the remaining areas of the Courthouse could be retrofitted with LED bulbs, using the balance of the parking lot repair funding from 2017.

2) Electric & Gas RFP Legal Review

- Director Smiley sent the RFP from Progressive to the SAO for review.
- Anne Knight sent the SAO comments back last Friday.
- The SAO is concerned about having a way to cancel the contract at a later date.
- There is concern over bidding a future County Board to a contract that they did not authorize.
- So if the desire is to go ahead and extend the contracts the SAO is suggesting the County Board adopt one of two options included in the SAO review.

3) Enernoc – Program on using Backup Generators in Critical Demand Situations

- Director Smiley participated in a conference call with Enernoc and Progressive Energy.
- Discussion was on possible income Kendall County may get for participating in the program, what needs to be done to verify we can shed the load we turn in and whether our generators qualify to be used in the program.
- Progressive Energy is assisting Mr. Smiley with this project as there are many companies that provide these services besides Enernoc.
- Progressive can help put out our abilities to the other providers and help us determine who would be the best to go with and why.
- See handout provided from Enernoc.

4) 2018 KCFM Budget

- Director Smiley presented the 2018 KCFM budget last Friday.
- The only real questions were on the higher cost of telephone service.
- Mr. Smiley explained that we will be trying to convert as many of our POTS lines and Centrex lines to DID as possible.
- This will help reduce costs next year when we bid out our services again.
- **Item complete.**

5) U.S. Flag Display for upcoming Olympics

- Sheriff Baird requested KCFM to participate in a program going around to display U.S. Flags at various Public Safety organizations.
- The flag was flown for a day and returned to the provider to move on with the ultimate destination to fly at the Olympics.
- **Project complete.**

6) PSC TTY/TTD Phone for Booking

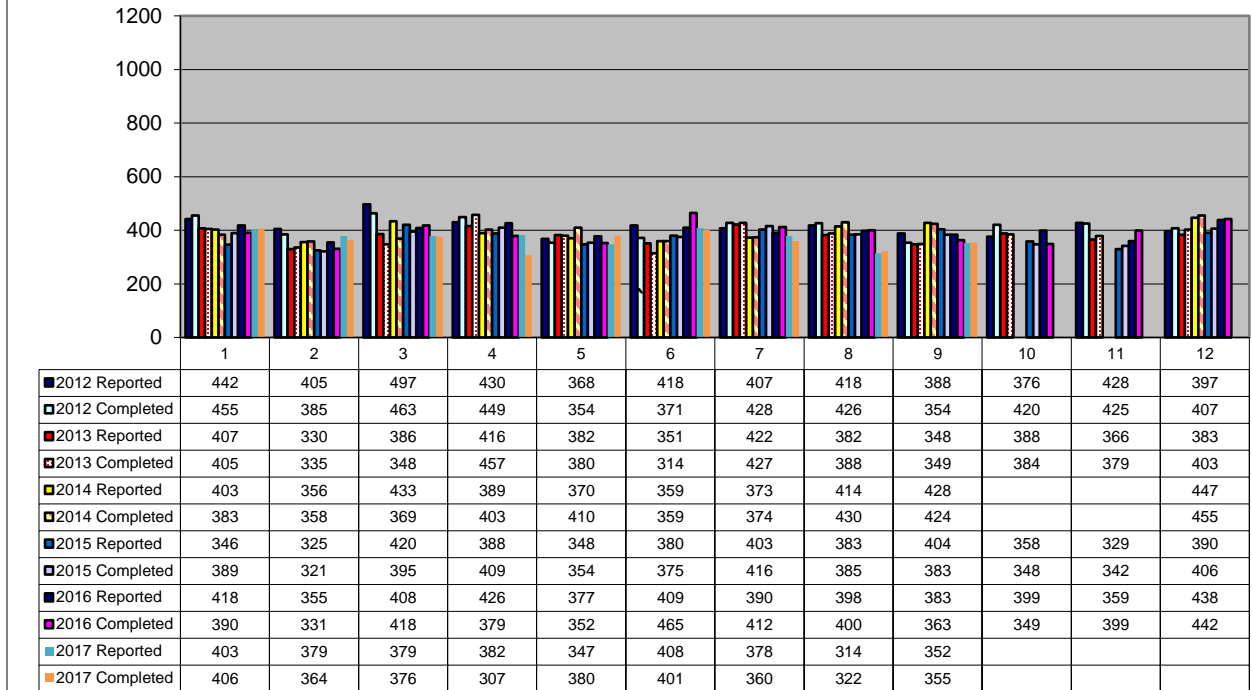
- Officer Shadle saw that Director Smiley is the ADA Coordinator for the County and asked to meet to discuss needs at the Public Safety Center.
- Officer Shadle explained that sometime in the past, there was TTY phone at the jail but no one knows where it is at currently. Officer Shadle further explained that there is a need to have a phone in the Booking area in case they have someone who cannot hear or is hearing impaired and needs to see the conversation.
- Mr. Smiley mentioned that KCFM had setup a TTD phone at the State's Attorney's office in the past, that had been disconnected.
- So, Jim is going to meet with Officer Shadle again and see if this phone will work for what he needs.

September 2017

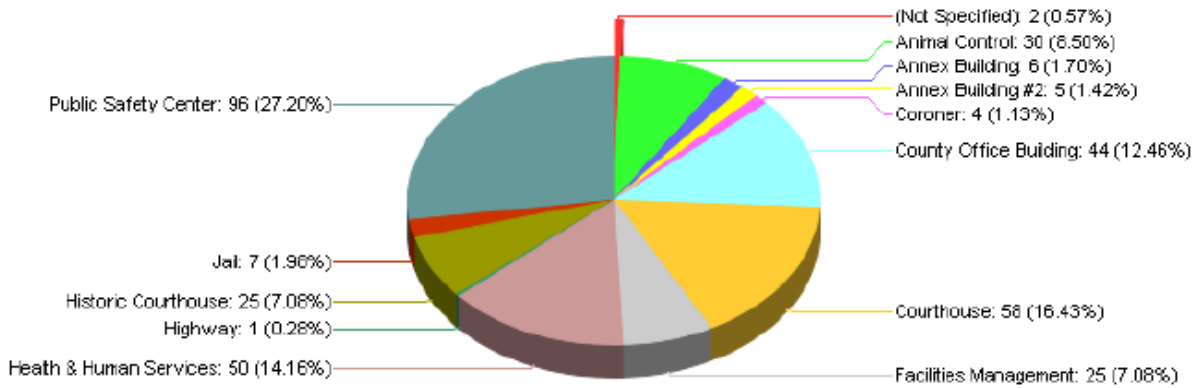
Staffing/Training/Safety:

DESCRIPTION	Sep-17	Aug-17	Jul-17
Possible Work Hours (5 employees @ 8 hrs)	960.00	1,104.00	1,008.00
Paid/Unpaid Leave	140.00	104.00	104.00
Holiday	48.00	0.00	48.00
Bereavement			
* WC/TTD			
<i>Regular Productive Hours</i>	<i>772.00</i>	<i>1,000.00</i>	<i>856.00</i>
Overtime Worked	5.50	9.00	9.00
Total Productive Hours	777.50	1,009.00	865.00

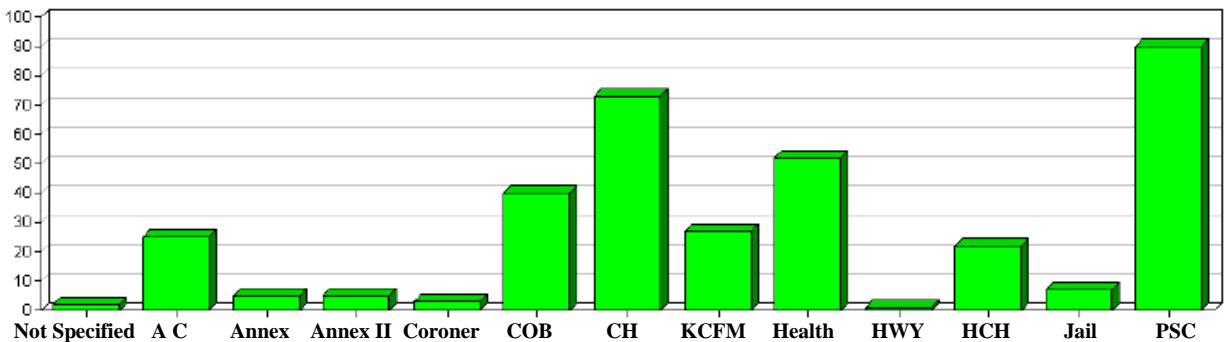
Reported vs Completed 2012 - Current



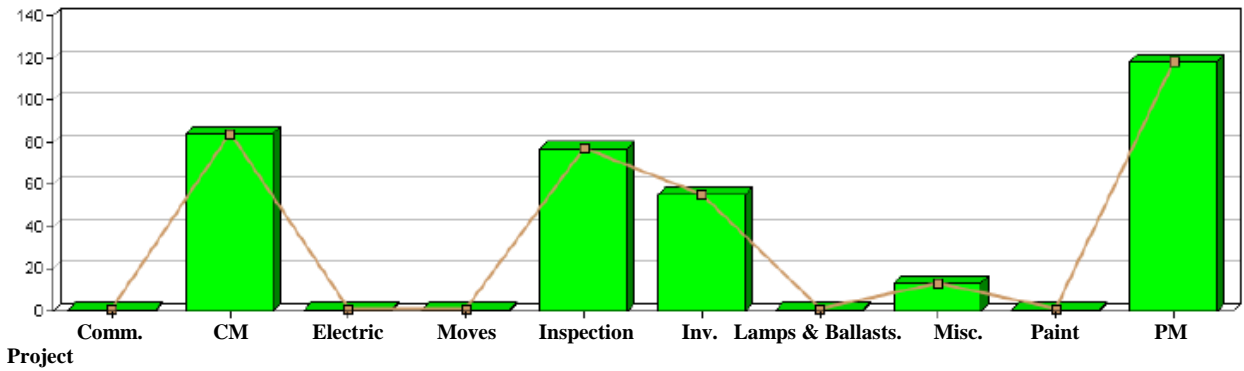
Completed Work Orders September 2017



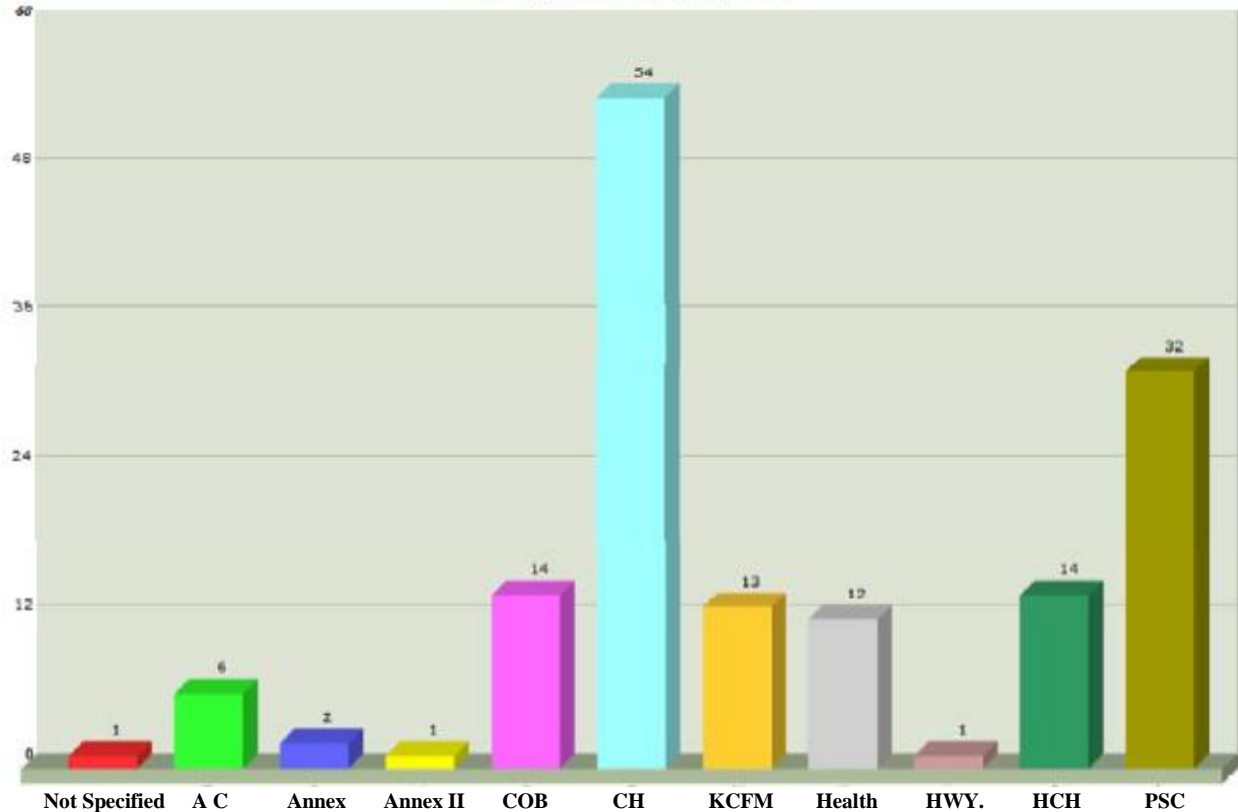
Reported Work Orders by Location August 2017



Reported Work Orders by Task September 2017



Work Orders Remaining Open September 2017



EXECUTIVE SESSION

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled to be on November 6, 2017. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.

COUNTY OF KENDALL, ILLINOIS FACILITIES MANAGEMENT COMMITTEE MEETING MINUTES MONDAY August 28, 2017

Committee Chair Bob Davidson called the meeting to order at 4:00 p.m.

Roll Call: Members Present: Bob Davidson, Judy Gilmour, Matt Kellogg
Members Absent: Tony Giles, Audra Hendrix

With enough members present, a quorum was formed to conduct business.

Others Present: Facilities Management Director Jim Smiley, Interim County Administrator/Technology Director Scott Koppel.

Approve any changes to the County Board Approved August 7, 2017 Facilities Committee Meeting Minutes – there were no changes to the August 7, 2017 minutes; Member Kellogg made a motion to approve the minutes, second by Member Gilmour. **With all present members voting aye, the minutes were approved.**

Public Comment – None

Old Business/Projects

1. *Public Safety Center (PSC) U.P.S. System A/C Unit Replacement* – Director Smiley informed the Committee that the RFP was sent to the States Attorney’s Office for legal review. The Committee instructed Jim to make the bid public once legal is complete.
2. *CASA lease at HHS* – Jim informed the Committee that a retroactive letter was received requesting continuation of their lease which expired on January 1, 2017 as well as requesting the approval of the second one year option for 2018. The State’s Attorney’s Office drafted a resolution to allow the County Board to approve this. Motion by Member Kellogg to bring the Resolution to the County Board for approval. Second by Member Gilmour. **All members present voting aye. Motion Carried.**
3. *Healy Bender, 111 W. Fox St. Part I Analysis* – Mr. Smiley stated that the State’s Attorney’s Office recommended that a contract be used in lieu of a letter of acceptance to start this project. Healy Bender stated that if a contract is to be used that an AIA contract be used as it pertains to Architecture Engineering field. The Committee directed Jim to move forward with the AIA contract.
4. *Projects Policy Change* – Director Smiley stated that adding the recommendations in the flow chart as discussed in last month’s meeting, the chart was getting too large and confusing. Jim discussed this with Interim County Administrator/Technology Director Scott Koppel and it was suggested that the flow chart be broken down into three or four flowcharts depending on the situation. Jim will continue to work on the policies and bring them back to the Committee for discussion once complete.
5. *Establish a policy for Requests to Film on County Properties* – Member Gilmour believes that a policy is needed as well as safety being a concern due to an incident at the Historic Courthouse involving a group filming within the building. It was reported that the group was very disruptive to other departments in the building. Andrez Beltran, Economic Development Coordinator informed the Committee that he has researched other community’s policies and ordinances to help develop a policy for Kendall County and forwarded the information to Mr. Smiley. Jim reviewed the policy and stated that it needs to reflect which County Elected positions and titles will be involved in the approval process. The Committee directed Andrez Beltran and Jim to continue to develop a policy to cover Kendall County buildings and property and bring it back to the Committee.

New Business/Projects

1. *Chairman's Report* ;
- a. *Electric & Gas RFP – Presentation by Progressive Energy* – Director Smiley asked Chris Childers from Progressive Energy Group to present to the Committee an overview of our past and projected future energy uses. Mr. Childers informed the Committee that all the energy efficiency changes that Kendall County made since 2010 has saved the county a million kilowatt hours in usage that translates to approximately \$84,000 a year in savings. Chris also stated since prices are still at all-time lows, that it would be a good time to think about putting our natural gas & electric services out for bid. This would be to either extend with the current vendor or sign with a new vendor once these contracts are completed. Consensus of the committee is to draft the RFP and forward it to the State's Attorney's Office for Approval. Motion by Member Kellogg to bring approved RFP to the County Board for approval at the September 19, 2017 meeting second my Member Gilmour. **All members present voting aye. Motion Carried.**

Mr. Childers will be forwarding information to Director Smiley and Director Koepfel on available grants for energy efficiency upgrades.

2. *2017 Paving RFP* – Director Smiley informed the Committee that four (4) bids were received for the two projects. The bids came in higher than the \$40,000 budgeted. Jim consulted with Fran Klaas, County Engineer at the Highway Department he recommended KCFM to see if additional funds could be had to do both projects with Builders Paving as D Construction said there is not enough work for them to do only the Health & Human Services work that they were the low bid on. Mr. Smiley discussed the budget overage with Interim County Administrator/Technology Director Scott Koppel and Chairman Davidson. Mr. Koppel suggested to Jim that we did not need a backup generator to be installed at the Historic Courthouse as approved in the budget for this year. Scott suggested a larger U.P.S. system be installed instead for the data down link and to use some of the remaining funds from the generator project to fund the balance of what was needed for the paving projects. Then the balance of the money could be reallocated for the budget shortage. The Consensus of the Committee is to take the issue to the Finance Committee to discuss these ideas, so all projects can be completed this fiscal year.
3. *Snow & Ice Removal RFP* – Mr. Smiley stated that four (4) bids were received. This was bid two (2) different ways; per seasonal pricing and by the inch. Jim stated that the low bidder in both scenarios is Winner Excavating, Inc. Motion by Member Kellogg to bring the per season price of \$41,500.00 by Winner Excavating, Inc. to the County Board for approval. Second by Member Gilmour. **Roll Call Vote: Bob Davidson – yes, Judy Gilmour – yes, Matt Kellogg – yes.**
4. *Television Install at Health & Human Services* – Jim stated that Dr. Tokars requested that television be installed in the Environmental Health room. The installation process required no structural changes, that it just needed bracket installation and labor. Project is expected to be completed this week.
5. *2018 KCFM Budget* – Director Smiley submitted a spreadsheet to the Committee to show what is budgeted for 2017, where the budget is currently at and what is projected for the balance of 2017 as well as the 2018 projection. Jim stated that as of right now using straight line percentages to budget, the 2017 budget could go over by as much as \$65,000.00. However Mr. Smiley is closely watching the budget and reducing what is possible for the remainder of the year like previously stated; grass cutting reductions and janitorial services floor projects. Jim's spreadsheet showed both the utilities in the

2018 KCFM budget and in a separate budget, in order to be able to show the percentage difference to 2017. For the 2018 projection, Mr. Smiley was able to bring the budget in at 99.6%, which includes technician's negotiated raises and suggested increases for the Director and Director's Assistant. Jim was able to decrease the equipment maintenance and contracted services line items since some of the contracted services new contracts are came in lower as well as anticipation of some of the HVAC maintenance and repair costs being reduced with the projected system replacements at the Public Safety Center.

6. *Public Safety Center (PSC) Main Hallway Crack Repairs* – Director Smiley informed the Committee that reports of cracked tiles that had a potential of becoming a trip hazard. Jim stated that the tiles will be removed and the surface will be ground down, filled with epoxy and the tiles re-installed. Work is to begin September 8, 2017.
7. *PSC Semi-Annual Kitchen Hood Inspection* – Mr. Smiley stated that the inspection was completed last week with no issues to report. **Project Complete.**

Staffing/Training/Safety

- *Reportable Labor Hours* – Reports were included in the packet.

Other Items of Business

- *CMMS Charts* – Reports were included in the packet for:
 - Reported versus Completed Work Orders Reported by Building Current Month
 - Work Orders by Work Type Current

Questions from the Media – None

Executive Session – None

Adjournment – Chairman Davidson asked if there was a motion to adjourn. Member Gilmour made a motion to adjourn the meeting, second by Member Kellogg. **With all members present voting aye, the meeting adjourned at 5:36 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant