

**Facilities
Management
Committee Meeting**

11/6/17

4:00 PM

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

***** Room 209 & 210**

- - - -Agenda Topics - - - -

Call to Order

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

Old Business/Projects

- 1) Healy Bender 111 W. Fox St. Part 1 Analysis
- 2) Establish a Policy for Requests to Film on County Properties
- 3) Electric & Gas RFP Legal Review
- 4) Enernoc – Program on using Backup Generators in Critical demand Situations
- 5) Public Safety Center TTY/TTD Phone for Booking
- 6) PSC H.V.A.C. & Controls Improvements RFP Bids

New Business/Projects

- 1) Chairman's Report
- 2) Public Safety Center Parking Lot Paving
- 3) Coroner's Office Card Access Expansion
- 4) LED lighting for Courthouse
- 5) County Office Building Window Replacement Project
- 6) SAS Site Visit
- 7) Notification of new Project Policies for Capital Projects
- 8) CASA event

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
November 6, 2017

CALL TO ORDER

- 1) Roll Call
- 2) Approval of the October 2, 2017 meeting minutes.
- 3) Public Comment

OLD BUSINESS/PROJECTS

- 1) **Healy Bender 111 W. Fox St. Part 1 Analysis**
 - The contract is on the County Board agenda for approval tomorrow night.
- 2) **Establish a Policy for Requests to Film on County Properties**
 - Andrez has put together a fee table to make it less confusing as to what all the fees are for a filming permit in Kendall County.
 - Are there any other comments from the FM Committee members?
 - Is there a motion to move this to the County Board for approval?
- 3) **Electric & Gas RFP Legal Review**
 - Director Smiley worked through the RFP language with the State's Attorney's office.
 - The RFP is ready to be put on the street.
 - Is there a motion to have the County Board approve this RFP being published?
- 4) **Enernoc – Program on using Backup Generators in Critical demand Situations**
 - Director Smiley is working with Progressive Energy to get other companies involved.
 - Enernoc had their terms negotiated and needs to be approved by December.
 - However there are other companies that provide similar services that pay more and may include services to upgrade the Public Safety Center generator as part of the project, to meet EPA standards.
 - The program starts in June 2018. So, we have a little time to get others involved and Enernoc can redo their terms past the December 2017 deadline they gave us already.
 - Therefore, we plan to get other companies involved and the goal is to have someone selected to bring forward to the committee by January.
- 5) **Public Safety Center TTY/TTD Phone for Booking**
 - Director Smiley has not heard back from the Deputy in charge of this yet.
 - Jim contact Deputy Shadle again to see if this still needs to be setup.
- 6) **PSC H.V.A.C. & Controls Improvements RFP Bids**
 - Bids were received last Friday, November 3, 2017.
 - Results are in the attached spreadsheet.
 - Director Smiley plans to review the bids in more detail to make sure all bids have the entire scope of the project included. Results will be discussed with Scott Koeppe and Chairman Davidson.
 - Mr. Smiley has planned with committee approval to put discussion of the costs of the project on the Finance Committee and COW agendas. This would be for their next meetings on the 16th for discussion and funding of the project.

NEW BUSINESS/PROJECTS

- 1) **Chairman's Report**
 - Report of ongoing projects, budgets etc...
- 2) **Public Safety Center Parking Lot Paving**
 - Schedule was planned as follows:
 - Paving & striping the lot completed Friday, November 3, 2017.
 - Lot is back to full operation today, November 6, 2017.
 - **Project complete.**

3) Coroner's Office Card Access Expansion

- Coroner Purcell requested a quote to add two more card readers to other doors in her suite.
- Jacquie also asked for a quote to replace the current readers with readers that have keypads also.
- Director Smiley provided the quote to Ms. Purcell on October 16, 2017.
- No further action on this project at this time.
- **Project complete for now.**

4) LED lighting for Courthouse

- Prices were received from three potential vendors.
- Since no companies were able to provide all of the types of bulbs needed Director Smiley plans to purchase each type of bulb from the company with the lowest price.
- See attached spreadsheet.

5) County Office Building Window Replacement Project

- Director Smiley received prices from a couple of companies for this work.
- KCFM issued the signed quote today.
- Yorkville Glass requires 50% down payment to order the windows.
- KCFM requested bills to be sent to them ASAP for both the down payment and for the final bill this week. KCFM will provide the 50% down payment and hold the final until the project is complete.

6) SAS Site Visit

- The project team went to SAS's office in Indianapolis to view the setup of the software on the touch screens.
- The project timeline and planned cutover schedules were also discussed.
- **Item complete.**

7) Notification of new Project Policies for Capital Projects

- Director Smiley discussed with Interim County Administrator Koeppel the need to make the approved procedures known to all elected officials and department heads.
- Mr. Koeppel told Jim to go ahead and put this out to everyone.
- Mr. Smiley will be doing this before the next FM Committee meeting in December.

8) CASA event

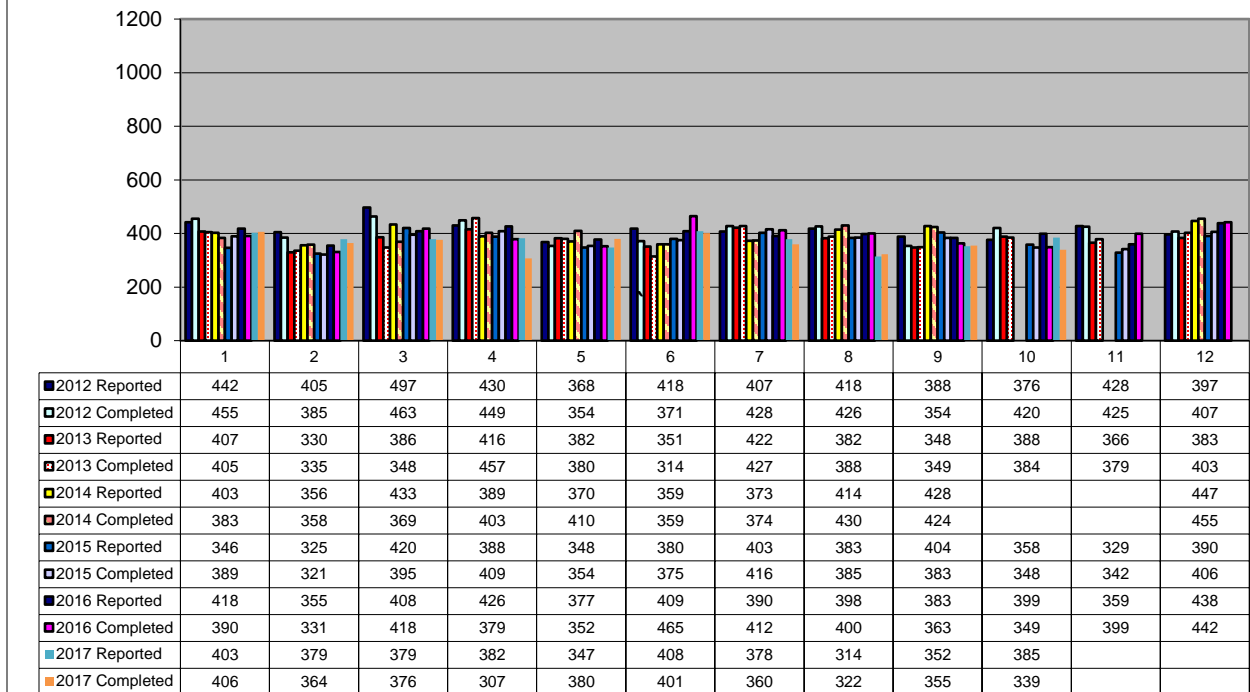
- The event was held on October 21.
- KCFM brought tables from the Courthouse and Health facilities, chairs from the Annex and arranged to get large garbage containers from the Forest Preserve to use during the event.
- Director Smiley had a couple of tech's working at the Courthouse on lighting in the courtrooms that day also. So, Jim had them check on the project before, during and after the event to make sure all was going well.
- All of the tables, chairs and garbage cans were returned to their previous locations by KCFM staff the following Monday.
- **Project complete.**

October 2017

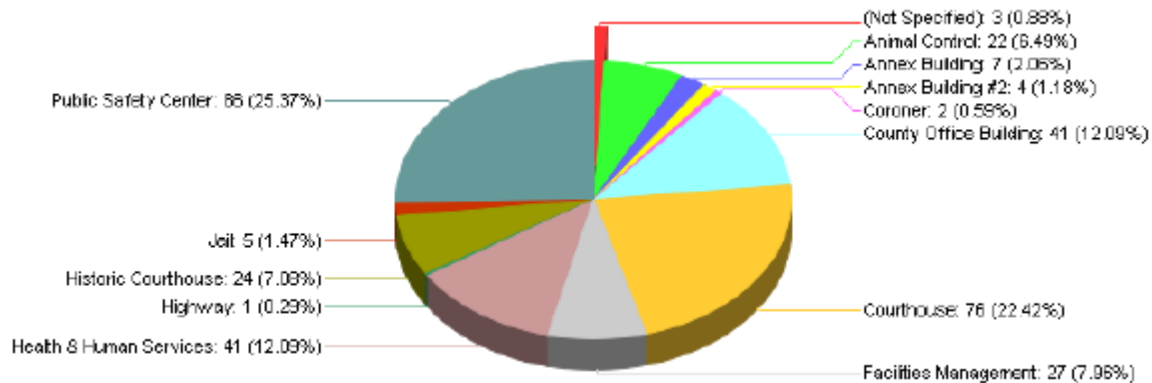
Staffing/Training/Safety:

DESCRIPTION	Oct-17	Sep-17	Aug-17
Possible Work Hours (5 employees @ 8 hrs)	1,008.00	960.00	1,104.00
Paid/Unpaid Leave	132.00	140.00	104.00
Holiday	48.00	48.00	0.00
Bereavement			
* WC/TTD			
Regular Productive Hours	828.00	772.00	1,000.00
Overtime Worked	33.50	5.50	9.00
Total Productive Hours	861.50	777.50	1,009.00

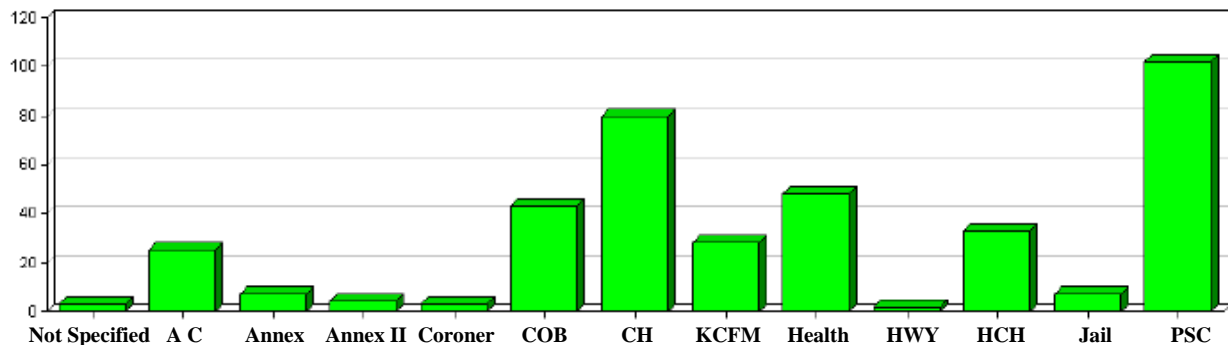
Reported vs Completed 2012 - Current



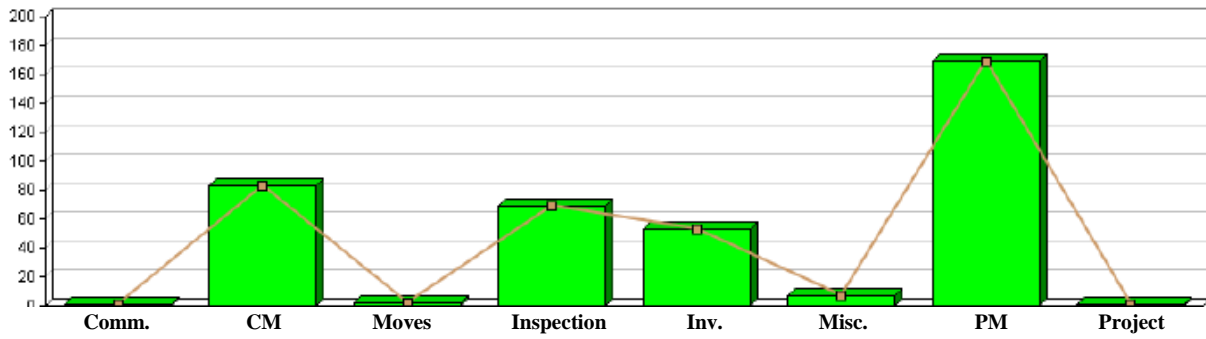
Completed Work Orders October 2017



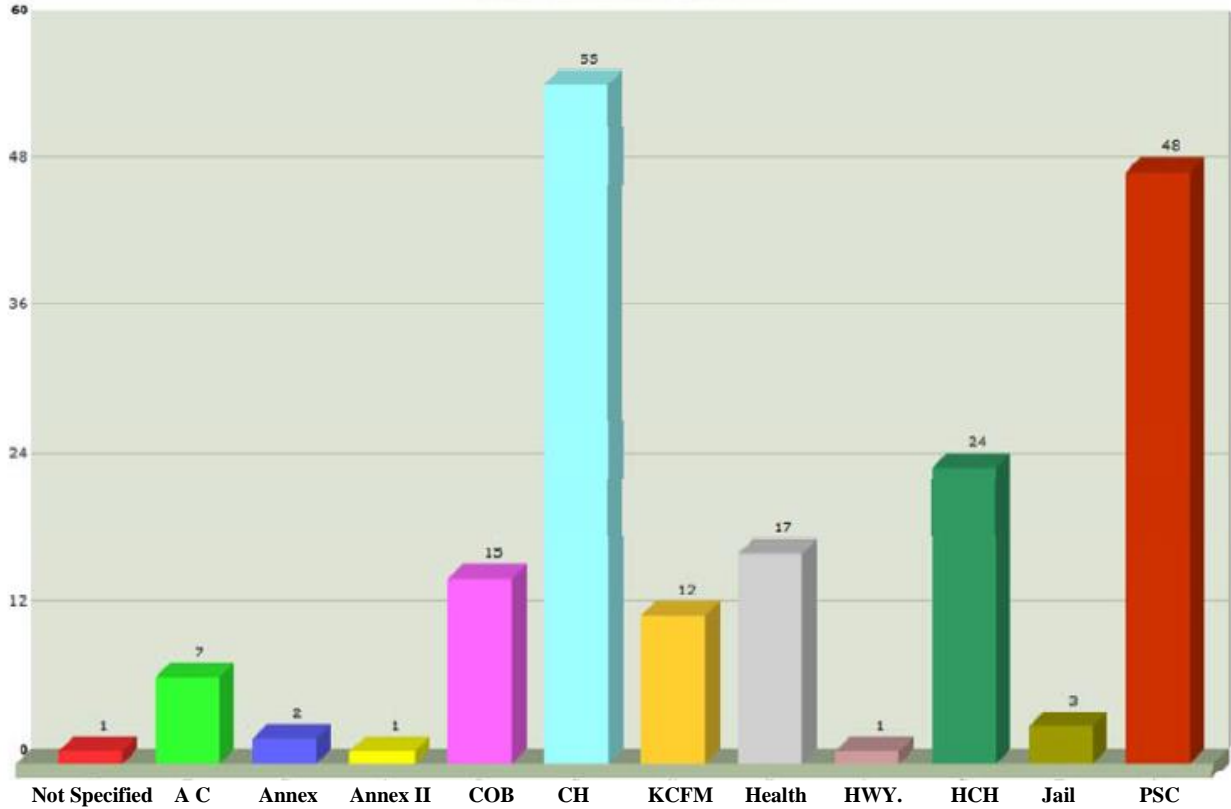
Reported Work Orders by Location October 2017



Reported Work Orders by Task October 2017



Work Orders Remaining Open October 2017



EXECUTIVE SESSION

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled to be on December 4, 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 October 2, 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 28, 2017 Facilities Committee Meeting Minutes – there were no changes to the August 28, 2017 minutes; Member Gilmour made a motion to approve the minutes, second by Member Kellogg. **With all present members voting aye, the minutes were approved.**

Public Comment – None

Old Business/Projects

1. *PSC H.V.A.C. & Controls Improvements RFB* – Director Smiley received back the comments from the States Attorney’s office. Jim will make the recommended changes and re-send back to the State’s Attorney’s Office for final approval. Jim said that once the RFB is received back it will be published for bid.
2. *CASA lease at HHS* – Jim informed the committee that he received back the counter-signed copies and it has been sent to County Clerk Debbie Gillette for recording. **Project Complete.**
3. *Healy Bender, 111 W. Fox St. Part I Analysis* – Director Smiley informed the Committee the State’s Attorney’s Office completed the legal review, and a few items need to be addressed. The first item is who is to be named in the contract to represent the County. Motion by Matt Kellogg to name Director Smiley and Chairman Davidson as the County Representative for the contract, second by Judy Gilmour. **Motion Carried.** The Committee directed Jim to strike the need for accounting services compensation for reimbursement expenses and compensation for any “Instrument of Services” the A/E creates. Kendall County requires a hard and electronic copy of the instruments of services for the exclusive use of Kendall County the from the contract. The Committee also directed Jim to strike payments for documentation and stated that Jim Smiley will be designated to receive notifications. Jim will inform the State’s Attorney’s Office of the Committee’s responses.
4. *Projects Policy Change* – Mr. Smiley submitted to the policy change chart to the Committee. Jim explained the process for project submittal, which is divided into three (3) categories: a Capital Project Plan, an Emergency Project Plan and Mid-Year Capital Project Request. Motion by Matt Kellogg to approve the policy and present the FM Committee approved policies to COW by Member Kellogg second by Member Gilmour. **Motion Carried.**
5. *Establish a policy for Requests to Film on County Properties* – Director Smiley met with Interim County Administrator/Technology Director Scott Koeppel and Andrez Beltran to discuss the potential filming policy. The Committee decided the Administration Office will be designated to handle the application process. The Committee will review policy and discuss it at the next Facilities Meeting on November 6, 2017.
6. *Public Safety Center (PSC) Main Hallway Crack Repairs* – Jim informed the Committee that repair project for the floors in the Public Safety Center was completed. **Project Complete.**

New Business/Projects

1. *Chairman’s Report* ;
 - a. *Courthouse LED Lighting Project* – Chairman Davidson spoke to the Committee about moving the balance of the funding allocated for the parking lot projects to upgrading as many lights in the courthouse as possible to Led lighting. Jim informed the Committee there is around \$11,000.00 left in the parking lot funding. The savings will pay for itself in approximately 2 ½ years. Motion by Member Kellogg to bring to the Finance committee to get the approval to move the funds to invest in LED upgrade second by Member Gilmour. **Motion Carried.**
2. *Electric & Gas RFP Legal Review* – Director Smiley stated that he received the review back from the State’s Attorney’s office and is still in process of reviewing the comments. The main concern from the State’s Attorney’s Office is encumbering future boards. Jim

informed the Committee that it is difficult to make changes to utility contracts. The Committee believes since this is a cost savings issue for the County, that it is okay to extend the contract past the current County Board's term.

3. *Enernoc – Program on using Backup Generators in Critical demand Situations* – Jim explained to the Committee that this program may pay the County \$35,000.00 or more to shut down our energy load on high demand days and use our back-up generators. Jim stated that our generators will need to be certified and pass EPA standards. Mr. Smiley believes that one of the Public Safety Center generators may not qualify, and to bring it to standards it will cost approximately \$50,000.00. Jim is meeting with Enernoc tomorrow to inspect our generators.
4. *2018 KCFM Budget Presentation* – Director Smiley stated that he presented the KCFM budget last Friday. Jim informed the Committee the main question that was asked was the high cost of telephone service. Jim told the finance committee that he is working to bring down costs of the telephone service by switching POTS and Centrex lines to Direct Inward Dial lines. This will help reduce our costs. The phone lines are up for bid in the spring of 2018.
5. *U.S. Flag Display for upcoming Olympics* – Mr. Smiley informed the Committee that Sheriff Baird was asked to fly a flag at the Public Safety Center for a day. This flag will be flown at various Public Safety Organizations and will be displayed at the next Olympic Games. **Project Complete.**
6. *Public Safety Center TTY/TTD Phone for Booking* – Jim stated that Deputy Shadle contacted Jim, who is the ADA Coordinator for the County about a TTY phone that the Sheriff's office used to have. Jim will meet with Deputy Shadle to see if TTD phone that KCFM has in stock will work.

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 Kellogg made a motion to adjourn the meeting, second by Member Gilmour. **With all members present voting aye, the meeting adjourned at 5:20 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant