



**Facilities Management
Committee Meeting
5/2/16
3:30 PM**

*****111 W. Fox Street ***
*** Room 209 & 210 *****

- - - -Agenda Topics - - - -

Call to Order

- 1) Roll call
- 2) Approval of the April 2016 meeting minutes.
- 3) Public Comment

Old Business/Projects

- 1) Courthouse & Public Safety Center (PSC) Security Improvement Project
 - a. Design review & page turn meeting
- 2) PSC Garage Bathroom and Wall Project
- 3) Kendall Area Transit Operations Office Construction
- 4) Call One Phone Circuit Contract
- 5) Civil Process Build out
- 6) Police Memorial Project

New Business/Projects

- 1) Chairman's Report
 - a. 2016 Project list
- 2) Leopardo Energy Efficiency & County Facilities Project
- 3) Courthouse Lightning Protection System Installation (West Portion of Bldg.)
- 4) Landscaping repairs at the Fox St. Campus and Related Facilities
- 5) Generator PM II – All Facilities
- 6) New AT&T Representative Meeting
- 7) Phone system “Master Planning Meeting”
- 8) PBZ Lobby Changes

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
May 2, 2016

CALL TO ORDER

- 1) **Roll Call**
- 2) **Approval of the April 2016 meeting minutes.**
- 3) **Public Comment**

OLD BUSINESS/PROJECTS

- 1) **Courthouse & Public Safety Center (PSC) Security Improvement Project**
 - a. **Design review & page turn meeting**
- 2) **PSC Garage Bathroom and Wall Project**
 - Project complete.
- 3) **Kendall Area Transit Operations Office Construction**
 - The remaining electrical power, voice & data wiring has been completed in the Operations side of the group.
 - Project complete.
- 4) **Call One Phone Circuit Contract**
 - Director Smiley received the countersigned contracts back last week.
 - Project complete.
- 5) **Civil Process Build out**
 - Staff moved into the new space last Friday.
 - The window counter was installed today.
 - Project complete.
- 6) **Police Memorial Project**
 - Director Smiley received the permit a couple of weeks ago at no charge to Kendall County.
 - The marble for the top of the memorial was ordered a couple of weeks ago also, as this is a long lead item.
 - Jim was asked to verify with the building inspector that it was okay to use filled concrete block on top of the footing, instead of a solidly poured wall for the granite.
 - Pete Ratos (Yorkville Building Inspector) said it was okay to build it this way as long as the rebar from the footing is carried into the voids in the concrete block to tie the two together.
 - Jim notified Member Wehrli and Oswego Police Chief Bergner via email the change in design was okay to go forward with.
 - No changes to the drawings are needed for the city.

NEW BUSINESS/PROJECTS

- 1) **Chairman's Report**
 - a. **2016 Project list**
- 2) **Leopardo Energy Efficiency & County Facilities Project**
 - Director Smiley turned over electric and natural gas use for all facilities to Damian last week.
 - Jim will be putting the rest of the drawings and information Leopardo requested on his FTP site for them to be able to download.
- 3) **Courthouse Lightning Protection System Installation (West Portion of Bldg.)**
 - Continental Electric completed the installation over the past two weeks.
 - Director Smiley is waiting for the entire project bill to be sent to him for payment.
 - Project complete.

NEW BUSINESS/PROJECTS CONTINUED

4) Landscaping repairs at the Fox St. Campus and Related Facilities

- Director Smiley went over several items that have come to light as the growing season has begun.
- The soil is washing out next to the sidewalk on the North end of the facility.
- Grass is always dead along the sidewalk on the South end of the facility.
- The area between the County Office Building (COB) and the Annex II (Hart Home) needs cleaning up.
- Tree trimming in the COB parking lot needed to improve lighting the lot.
- Some of the pavers around the Historic Courthouse need to be re-leveled.
- The following is needed at the Olsen house:
 - a) A couple of trees that need to be cut down.
 - b) The shrubs are overgrown all around the house.
 - c) The front planter is in shambles and needs to be removed.
- Jim is getting prices to fix these items and plans to get started on them before the next FM Committee meeting in June.

5) Generator PM II – All Facilities

- PM's included changing oil & filters, running the units to verify they were producing the proper amount of power and verifying the transfer switches were transferring back & forth properly.
- Project complete.

6) New AT&T Representative Meeting

- County Administrator & Director Smiley were contacted by a new representative from AT&T.
- Initially they thought this was only for cellular service. However they found it was actually for all services AT&T provides.
- So, Technology Director Koepfel was called to attend the meeting also since he was having issues getting issues on the new Public Safety Center fiber line resolved.
- The new rep's seemed to want to get the issues resolved as soon as possible.
- They also introduced new services that are going to be investigated to possibly help us reduce our carrier bills and transition to Voice or Internet Protocol (VOIP) phones easier.
- This will be ongoing dialog and new projects will be discussed as they come up.
- Item complete.

7) Phone system "Master Planning Meeting"

- Director's Smiley & Koepfel attended a presentation at our current telephone system vendor to see how our current system might be used to transition to VOIP.
- Alternative systems were also presented as well as network switches that might be utilized to upgrade the current network switches that are in place that are not capable of supporting VOIP.
- Jim & Scott were generally impressed with the presentations. Scott is also checking into possibly using the network switches presented as the new backbone for the Security upgrades at the Public Safety Center and Courthouse.

8) Planning Building & Zoning Lobby Changes

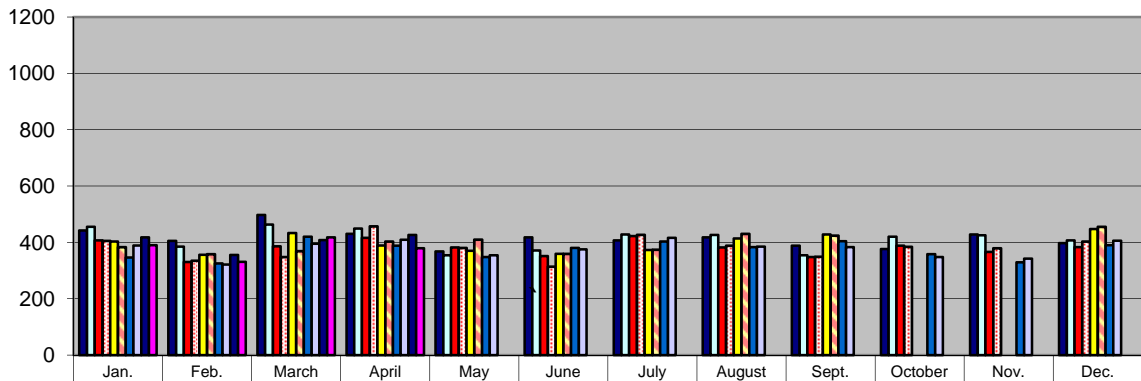
- Since Sue Smith retired PBZ wants to reconfigure the reception counter in their department to allow for a door to be added, keeping people from walking directly past reception and into John's or Brian's offices.
- John & Brian would also like to make the reception area smaller so they can review drawings by the counter without infringing on the receptionist.
- Director Smiley checked spare modular panels we have in storage and believes we can do what is being requested. But a longer counter would need to be cut down to accommodate the smaller work area for the receptionist.
- At this point County Administrator Wilkins directed Jim to just re-orient the desk before the new part-time receptionist starts later this month.

April 2016

Staffing/Training/Safety:

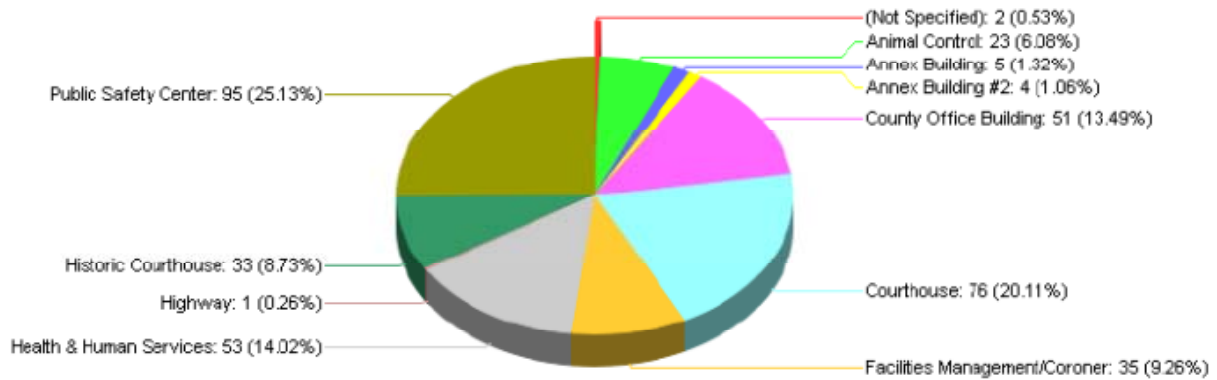
DESCRIPTION	Apr-16	Mar-16	Feb-16
Possible Work Hours (6 employees @ 8 hrs)	1,008.00	1,080.00	912.00
Paid/Unpaid Leave	48.00	52.00	40.00
Holiday	0.00	24.00	96.00
Bereavement	0.00	0.00	0.00
* WC/TTD Temp employee is working these hours	168.00	180.00	152.00
<i>Regular Productive Hours</i>	960.00	1,004.00	776.00
Overtime Worked	11.25	18.75	30.25
Total Productive Hours	971.25	1,022.75	806.25

Reported vs Completed 2012 - Current

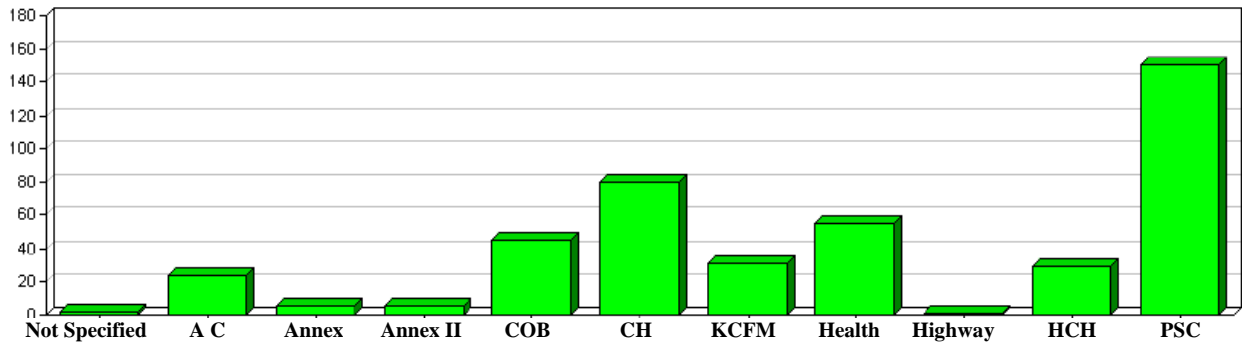


	Jan.	Feb.	March	April	May	June	July	August	Sept.	October	Nov.	Dec.
■2012 Reported	442	405	497	430	368	418	407	418	388	376	428	397
■2012 Completed	455	385	463	449	354	371	428	426	354	420	425	407
■2013 Reported	407	330	386	416	382	351	422	382	348	388	366	383
■2013 Completed	405	335	348	457	380	314	427	388	349	384	379	403
■2014 Reported	403	356	433	389	370	359	373	414	428			447
■2014 Completed	383	358	369	403	410	359	374	430	424			455
■2015 Reported	346	325	420	388	348	380	403	383	404	358	329	390
■2015 Completed	389	321	395	409	354	375	416	385	383	348	342	406
■2016 Reported	418	355	408	426								
■2016 Completed	390	331	418	379								

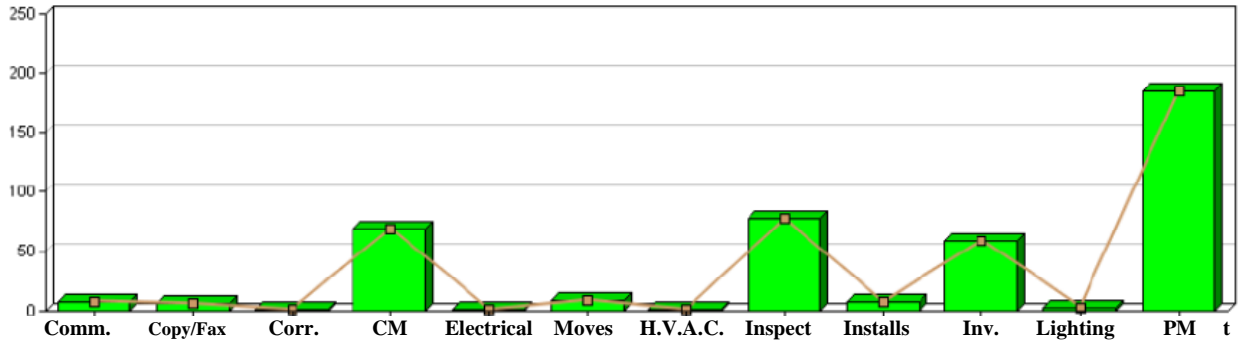
Completed Work Orders April 2016



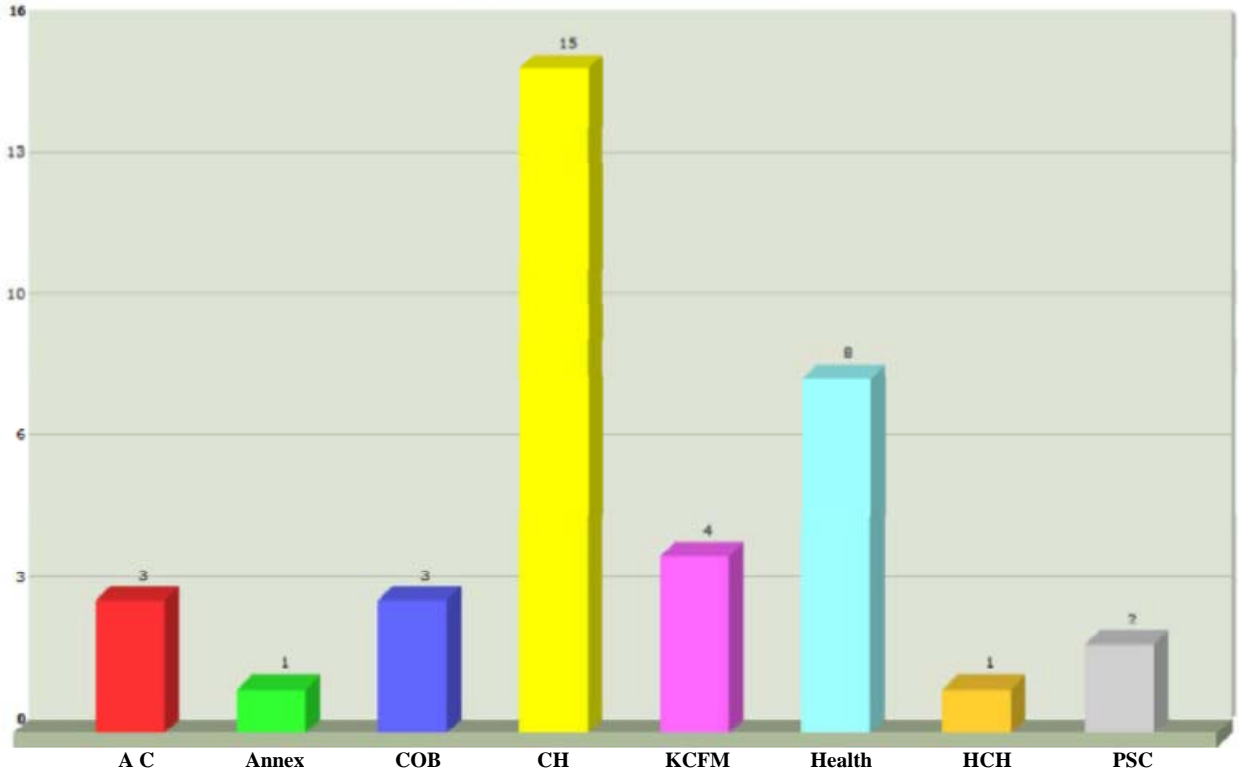
Reported Work Orders by Location April 2016



Reported Work Orders by Task April 2016



Work Orders Remaining Open April 2016



EXECUTIVE SESSION

Not Needed.

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled to be held on Monday, June 6, 2016. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.

Attachments
 May 2016 FM Committee Meeting

Kendall County Facilities Projects 2016
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4/25/2016

Funding	Line	Budgeted Amount	Projected Use
Capital Expenditures			
Fund #010	010-2-100- 9101	\$45,000	Parking Lots/Roofs
Capital Improvement Fund			
Fund #040	040-2-000- 6650	\$50,000	Expenditures
Public Safety Capital Improvement			
Fund #750	750-2-000- 6653	\$150,000	Maint./Equipment
	750-2-000- 6653	\$70,000	PSC Parking Lots
	750-2-000- 6653	\$24,000	Lightning Strike Suppression System
Total PSC Imp. Fund		\$244,000	
Overall Total		\$339,000	

**Kendall County
Facilities Projects
2016**

4/25/2016

Capital Improvement Fund

Fund #040	040-2-000-6650	\$50,000	Expenditures
Projects	Projected Cost	Actual Cost	Priority
NEC Phone System Redundant Processor Add	\$6,500		1
Historic Courthouse Windows (3) South	\$32,500		2
Historic Courthouse Brick Repair	\$5,000		3
Historic Courthouse Generator & Wiring	\$26,250		4
PSC Shower Floor Replacements (\$11 K per)	\$66,000		5
NEC Phone System Cutover to SV8300 (PSC)	\$15,000		6
Tuck pointing FM/Coroner Facility	\$10,000		7
Tuck pointing PSC	\$17,000		8
Tuck pointing Courthouse	\$5,500		9
Security Improvements HHS (Lobby 1st & 2nd)	\$10,000		10
County Office Building Window Replacements	\$15,000		11
HHS West Window Replacements	\$20,000		12
Generator Monitoring (COB Only)	\$4,085		13
PSC Master Control Raised Floor	\$15,000		14
Total	\$247,835		