



**Facilities Management
Committee Meeting
6/6/16
3:30 PM**

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

- - - -Agenda Topics - - - -

Call to Order

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

Old Business/Projects

- 1) Courthouse & Public Safety Center (PSC) Security Improvement Project
 - a. 100% Design review & page turn meeting
- 2) Police Memorial Project
- 3) Leopardo Energy Efficiency & County Facilities Project
- 4) PBZ Lobby Changes

New Business/Projects

- 1) Chairman's Report
- 2) Anti-Harassment Training
- 3) Parking Lot Project Meeting with Highway Engineer
- 4) E-Filing Project for Circuit Clerk
- 5) Courthouse Mural Project
- 6) Job Description Reviews

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
June 6, 2016

CALL TO ORDER

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

OLD BUSINESS/PROJECTS

- 1) **Courthouse & Public Safety Center (PSC) Security Improvement Project**
 - a. **100% Design review & page turn meeting**
- 2) **Police Memorial Project**
 - Concrete was poured Saturday, May 21, 2016
 - Steel is planned to be donated by O'Malley Welding. The project will pay for the galvanizing.
 - Jeff Burgner is working to find out when the brick work will begin. It is anticipated to start soon.
 - The inscriptions are being reviewed for approval before they go to the engraver to be done.
 - Jeff Wehrli performed the excavation, forming and pouring as a donation to the project.
 - Jeff also cleaned up the spoils and dug the area out for the curbs to be installed for the patio.
 - Jeff Burgner talked to the Oswego Parks department about installing the curbs for the courtyard. They agreed to do this work. Director Smiley met with Jeff & Zach this morning about what is needed.
 - Zach will let Jim know when they plan to be out to do the work.
- 3) **Leopardo Energy Efficiency & County Facilities Project**
 - Director Smiley put together all of the electronic drawings he had on hand to provide to Leopardo for review.
 - Jim was not getting email responses from Leopardo for some reason for about two weeks. This delayed Leopardo from getting the drawings.
 - Arrangements were made with an online service to get the drawings to Leopardo as changes unknown to Director Smiley had been made to the County FTP site and Leopardo could not access the site after trying to work out the issues with Technology Services.
 - Leopardo offered to scan the other paper drawings they needed for the other facilities for Director Smiley.
 - Jim turned those drawings over to Leopardo on June 2nd.
 - Director Smiley also acquired a "master" list of the Sheriff's offices vehicles for Leopardo to review.
 - This was also turned over to Leopardo.
 - Site visits to look at the facilities are planned for June 14th & 15th.
- 4) **PBZ Lobby Changes**
 - The reception desk was moved back to the original position from when the office was Administrative Services.
 - Phone and voicemail changes were made to reflect the new employee's name that was hired for the position.
 - Technology Services removed and re-installed the PC for the office.
 - Project complete.

NEW BUSINESS/PROJECTS

1) Chairman's Report

- 2017 Budget.

2) Anti-Harassment Training

- All KCFM employees were trained by the State's Attorney's Office.
- Certification sheets were returned to Glenn Campos in Administrative Services.
- Item complete.

3) Parking Lot Project Meeting with Highway Engineer

- Director Smiley met with Fran Klaas to go over the planned improvements needed and budgeted for 2016.
- Fran also provided Jim some specifications to use from IDOT.
- Jim will be working to put together an RFP for the projects.
- Planned improvements are as follows:
 - a) Roadway between the Historic Courthouse and the 111 W. Fox St facility.
 - b) Main parking lot and roadway leading into the front parking lot of the Public Safety Center.
 - c) Routine areas that need minor patching.
 - d) Seal coating & stripping some areas if budget allows.

4) E-Filing Project for Circuit Clerk

- Circuit Clerk Ingemunson asked Director Smiley to look at putting in an archway between the main Circuit Clerk lobby and the Viewing room. The reason for this is due to a change in the statute that requires the public to file their own cases with the Court next year.
- A meeting was held with Presiding Judge McCann, Circuit Clerk Ingemunson and Director Smiley to discuss.
- Jim put together a drawing showing they could possibly fit everything in the Viewing room.
- Robyn sent Jim the model numbers of the scanning units so he can get exact dimensions and show both Tim & Robyn how it will layout.
- Jim will revise and meet with Tim & Robyn again to discuss.

5) Courthouse Mural Project

- Presiding Judge McCann notified Director Smiley that he had confirmed the mural is going to be done for sure.
- Tim instructed Jim that he wanted KCFM to go ahead with the plan to strip the wall of lights and to fill in the drywall to make it a smooth area for the mural to be installed on.
- Jim talked to Chairman Davidson and he said if the Judge said the mural is approved then go ahead and get the work done.
- KCFM staff removed the lights, filled in the drywall and put a coat of Kilz on the entire wall.
- The wall is now ready for the installation of the mural.
- Project complete.

6) Job Description Reviews

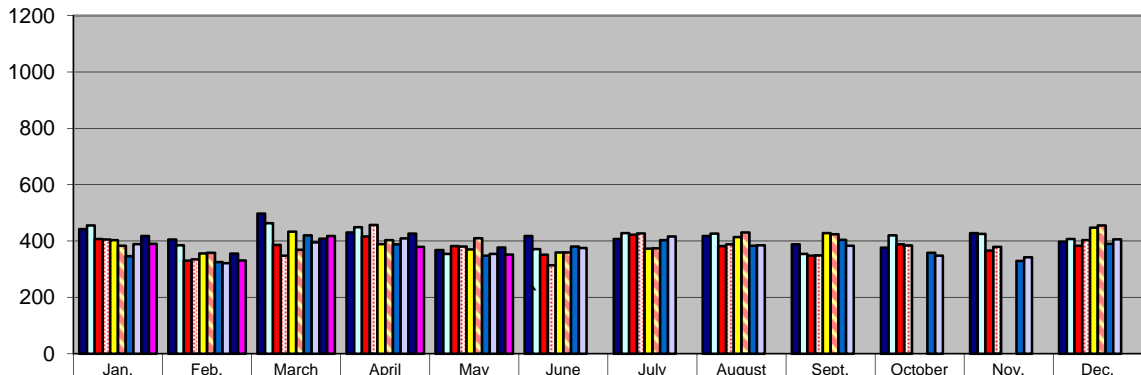
- County Administrator Wilkins asked Director Smiley to go through all of the job descriptions his office had updated to make sure all duties KCFM staff and the Director are accurate.
- Jeff wants to be able to discuss them with the HR/Admin committee later this month.
- Jim is in the process of reviewing them now.

May 2016

Staffing/Training/Safety:

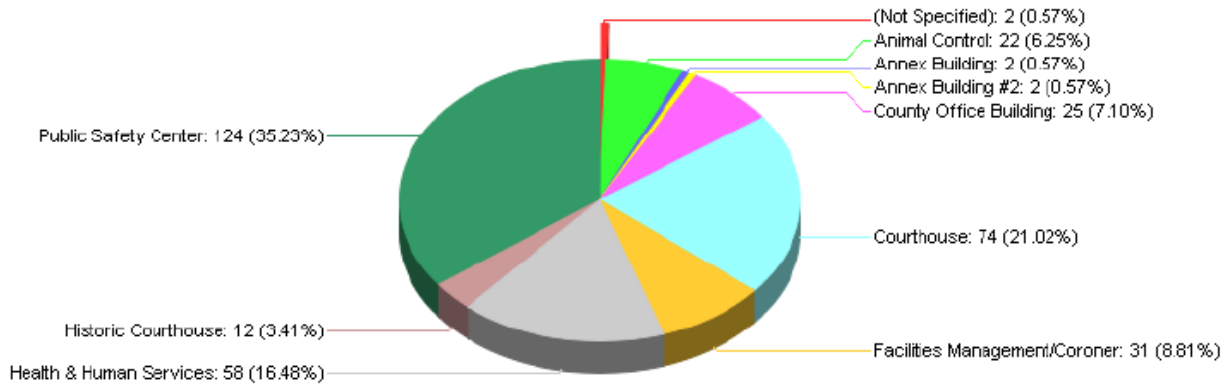
DESCRIPTION	May-16	Apr-16	Mar-16
Possible Work Hours (6 employees @ 8 hrs)	1,008.00	1,008.00	1,080.00
Paid/Unpaid Leave	72.00	48.00	52.00
Holiday	48.00	0.00	24.00
Bereavement	0.00	0.00	0.00
* WC/TTD Temp employee is working these hours	168.00	168.00	180.00
Regular Productive Hours	888.00	960.00	1,004.00
Overtime Worked	21.50	11.25	18.75
Total Productive Hours	909.50	971.25	1,022.75

Reported vs Completed 2012 - Current

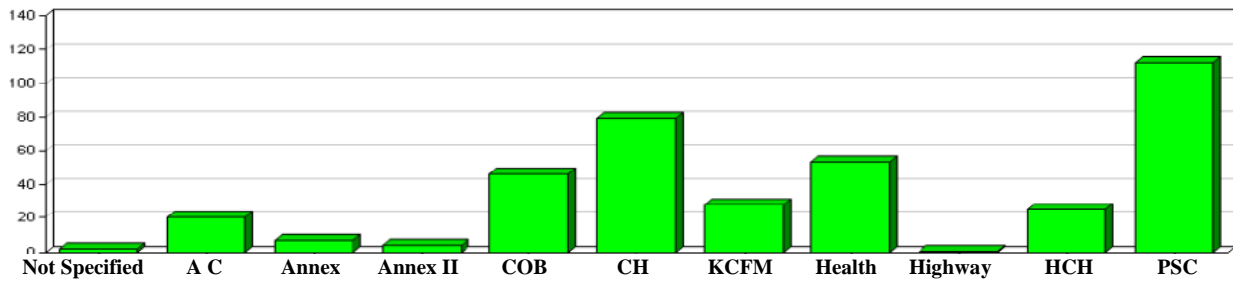


	Jan.	Feb.	March	April	May	June	July	August	Sept.	October	Nov.	Dec.
2012 Reported	442	405	497	430	368	418	407	418	388	376	428	397
2012 Completed	455	385	463	449	354	371	428	426	354	420	425	407
2013 Reported	407	330	386	416	382	351	422	382	348	388	366	383
2013 Completed	405	335	348	457	380	314	427	388	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	377							
2016 Completed	390	331	418	379	352							

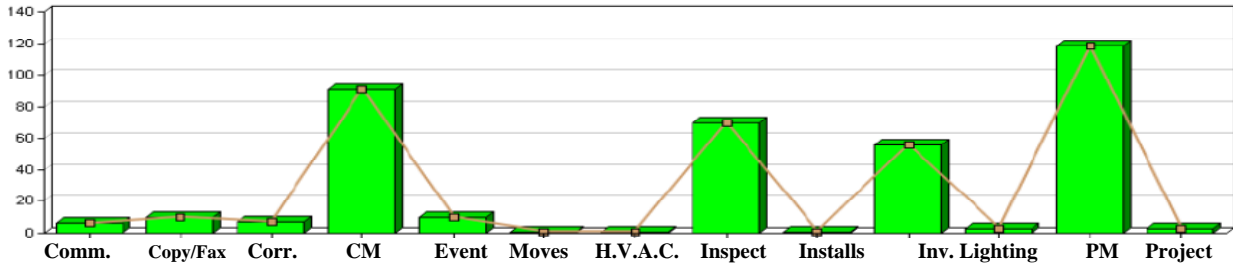
Completed Work Orders May 2016



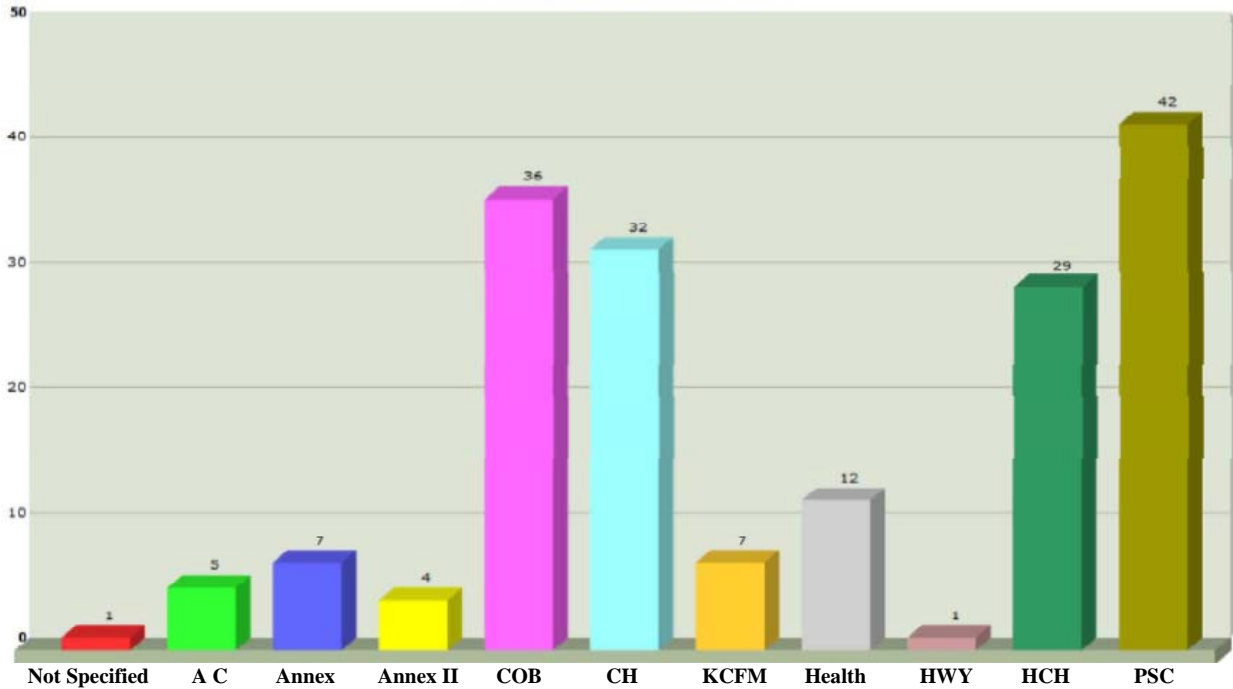
Reported Work Orders by Location May 2016



Reported Work Orders by Task May 2016



Work Orders Remaining Open May 2016



EXECUTIVE SESSION

Needed for statute 5 ILCS 120/2(C)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

ADJOURNMENT

The next regular Facilities Management committee meeting is determined at this meeting as the first Monday of next month is July 4, 2016. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.