



**Facilities Management
Committee Meeting
8/1/16
3:30 PM**

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

- - - -Agenda Topics - - - -

Call to Order

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

Old Business/Projects

- 1) Courthouse & Public Safety Center (PSC) Security Improvement Project
 - a. Bid Opening
- 2) Police Memorial Project
- 3) Leopardo Energy Efficiency & County Facilities Project
- 4) Health & Human Services Counter(s) Security Improvements
- 5) Konica Copier Program Responsibilities Change

New Business/Projects

- 1) Chairman's Report
 - a. 2017 Budget
- 2) Circuit Clerk Automatic Door and Remodeling Project Budget Request
- 3) Public Safety Center Bathrooms and Locker-room deep cleaning
- 4) Video Visitation and Video Bond Call RFP Development
- 5) Animal Control Trailer Review Trip
- 6) Alice Training
- 7) Interviewing & Hiring of Tech Level 1 position

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
August 1, 2016

CALL TO ORDER

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

OLD BUSINESS/PROJECTS

- 1) **Courthouse & Public Safety Center (PSC) Security Improvement Project**
 - a. **Bidding Opening**
 - i. For the Public Safety Center and the Courthouse were conducted by Dewberry on July 29, 2016 at the County Office Building.
 - ii. Four bids were received.
 - iii. Low bids seem to be in the expected range.
 - iv. Dewberry will be conducting bid reviews with at least the two lowest bidders over the next week.
 - v. Chairman Davidson asked for a meeting to be held on Friday, August 12, 2016 at the Sheriff's conf. room with all of the "stakeholders" to discuss the bid reviews by Dewberry.
- 2) **Police Memorial Project**
 - The courtyard was redone with the 8" inch wide black band instead of the original 6" band.
 - The pavers were started at the center point of the memorial and moved out East & West from the center point.
 - The last rows on each end were cut to fit the remaining space.
 - The architect has approved the work as it sits currently.
 - The caps were ordered June 29, 2016 and will take 4-6 weeks to get made.
 - Once the caps are installed the Marble and landscaping will be installed.
- 3) **Leopardo Energy Efficiency & County Facilities Project**
 - No change.
 - Leopardo is projecting to be ready to present their findings to the committee and/or the County Board by the end of August.
- 4) **Health & Human Services Counter Security Improvements**
 - Director Smiley called the vendor who did the lobby improvements at Oswego East High School and is waiting for their call back.
- 5) **Konica Copier Program Responsibilities Change**
 - Directors Smiley & Koepfel discussed current costs and projected costs for 2017.
 - Director Smiley estimated the costs to be around \$110,000.00 for 2016 and Director Koepfel estimated costs to be around \$130,000.00.
 - This includes lease and printing costs.
 - So, if approved to change each budget would reflect the projected amounts.

NEW BUSINESS/PROJECTS

- 1) **Chairman's Report**
 - a) 2017 Budget

NEW BUSINESS/PROJECTS CONTINUED

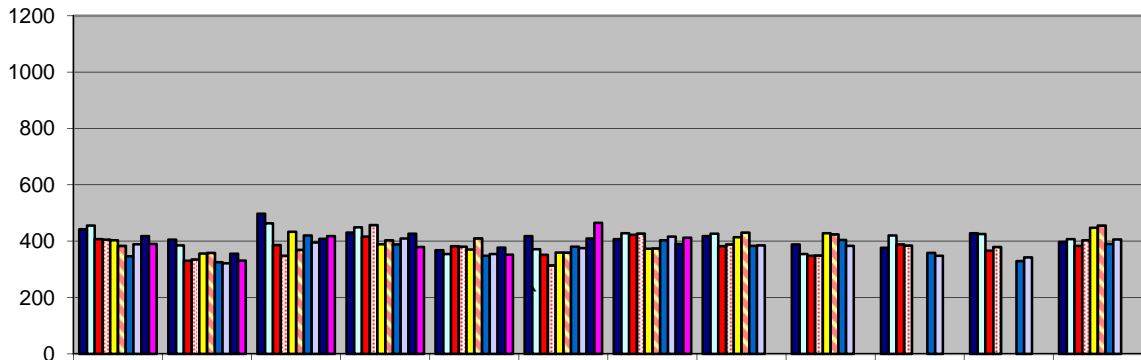
- 2) **Circuit Clerk Automatic Door and Remodeling Project Budget Request**
 - Director Smiley provided a layout showing how the area could look without cutting a walk through the wall.
 - Circuit Clerk Ingemunson asked to provide a price to do the walk through the area anyway.
 - Jim provided pricing for KCFM staff and contracted labor for the project.
 - **Project complete.**
- 3) **Public Safety Center Bathrooms and Locker-room deep cleaning**
 - Director Smiley arranged to deep clean the employee washrooms and locker room washrooms & shower areas with our cleaning service.
 - Work started last week with the bathrooms near the detectives and will continue down the upper rear hallway.
- 4) **Video Visitation and Video Bond Call RFP Development**
 - D.C. Gillespie has been working on the video visitation RFP and his version is being reviewed by the State's Attorney's office.
 - Joe also sent it to Dewberry to review and possibly add to.
 - Dewberry recently sent an updated draft that we will be reviewing this week.
- 5) **Animal Control Trailer Review Trip**
 - Jeff Wehrli, Jeff Wilkins, Jim Smiley & Laura Pawson went up to St. Charles to view the available trailers and to compare the setups to the dimensions that were taken by the Animal Control facility.
- 6) **Alice Training**
 - Alice training goes over past shooter events around the country, to provide training on how these events were handled, to discuss what went right and what went wrong and to give suggestions on developing programs for possible events in our facilities.
 - County Administrator Wilkins, Director Smiley and Director Koeppel attended this training held at the Health facility.
 - The training was put on by an Oswego officer and two Sheriff's deputies.
 - The training will be beneficial to developing procedures for active events in our facilities.
- 7) **Interviewing & Hiring of Tech Level 1 position**
 - Director Smiley told Brad Hanna he could offer him the position after he completed a new background screen with the Sheriff's office and a Drivers License check by the Administration office.
 - After passing the screens Jim offered the position to Brad Hanna and he accepted.
 - The initial plan was to start on August 8, 2016.
 - However, Brad had a job to trim a house that was previously scheduled to be done run long.
 - So, now Brad plans to start on August 15, 2016.

July 2016

Staffing/Training/Safety:

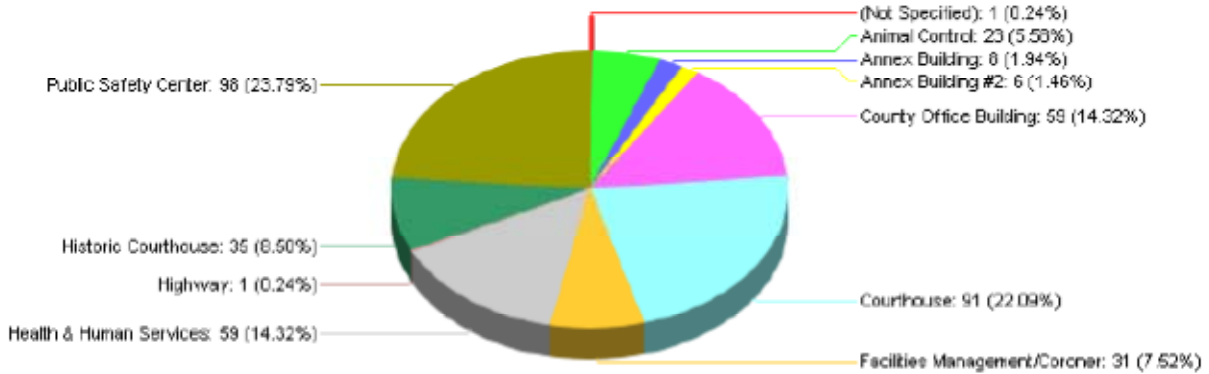
DESCRIPTION	Jul-16	Jun-16	May-16
Possible Work Hours (6 employees @ 8 hrs)	800.00	880.00	1,008.00
Paid/Unpaid Leave	128.00	52.00	72.00
Holiday	40.00	0.00	48.00
Bereavement	0.00	0.00	0.00
* WC/TTD		176.00	168.00
Regular Productive Hours	632.00	828.00	888.00
Overtime Worked	5.50	16.50	21.50
Total Productive Hours	637.50	844.50	909.50

Reported vs Completed 2012 - Current

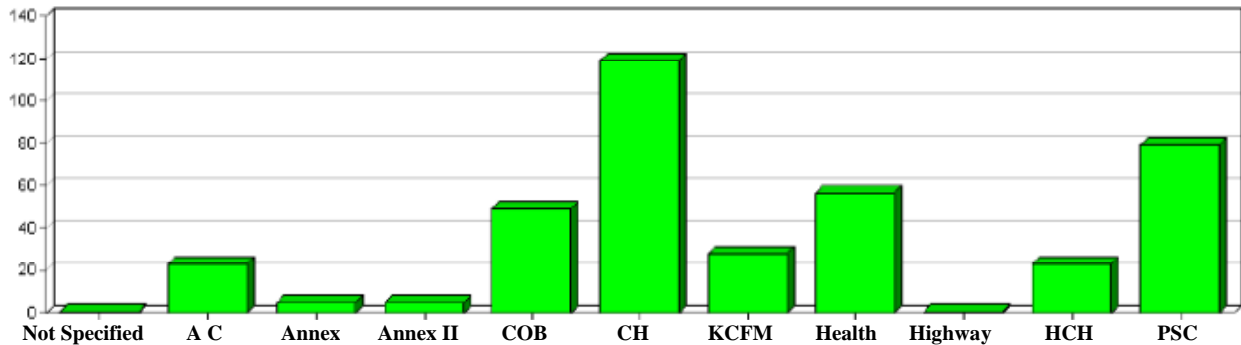


	Jan.	Feb.	March	April	May	June	July	August	Sept.	October	Nov.	Dec.
2012 Reported	442	405	497	430	368	418	407	418	388	376	428	397
2012 Completed	455	385	463	449	354	371	428	426	354	420	425	407
2013 Reported	407	330	386	416	382	351	422	382	348	388	366	383
2013 Completed	405	335	348	457	380	314	427	388	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	409	390					
2016 Completed	390	331	418	379	352	465	412					

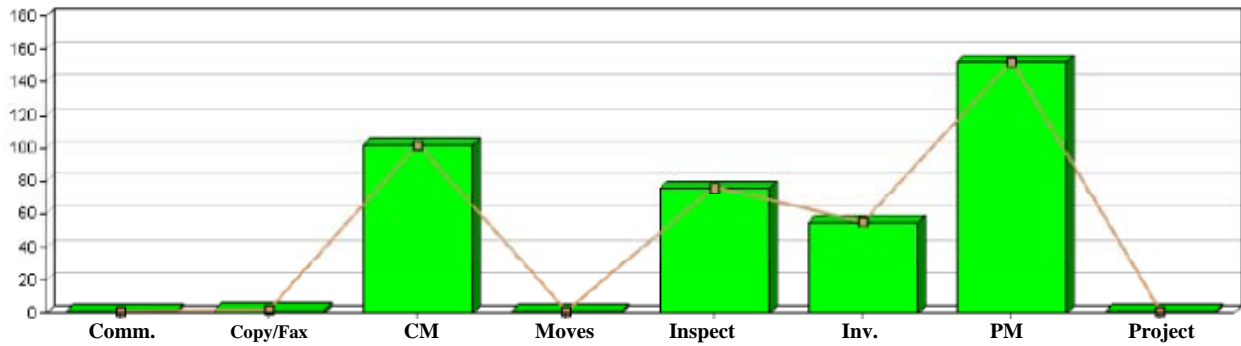
Completed Work Orders July 2016



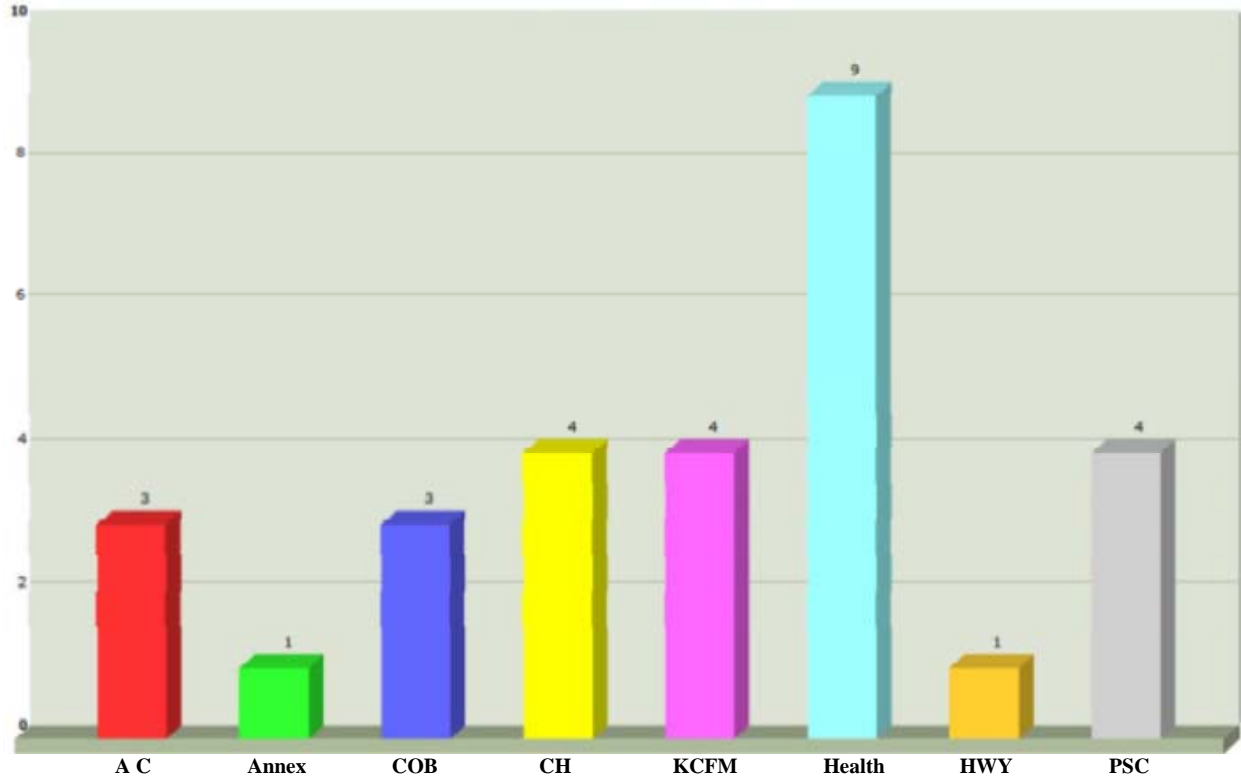
Reported Work Orders by Location July 2016



Reported Work Orders by Task July 2016



Work Orders Remaining Open July 2016



EXECUTIVE SESSION

Not needed

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled for September 5, 2016. However, that is Labor Day. So, the date of the next meeting will be determined at this meeting. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.