



**Facilities Management
Committee Meeting**

9/6/16

3:30 PM

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

- - - -Agenda Topics - - - -

Call to Order

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

Old Business/Projects

- 1) Courthouse & Public Safety Center (PSC) Security Improvement Project
- 2) Police Memorial Project
- 3) Leopardo Energy Efficiency & County Facilities Project

New Business/Projects

- 1) Chairman's Report
- 2) Animal Control Trailer Installation
- 3) Interview & Hiring of Office Assistant Position
- 4) Video Visitation Visit to Lake County, Indiana
- 5) Bid results Public Safety Center Parking Lot RFP
- 6) Bid results Ridge Street Reconstruction RFP
- 7) Bid results Historic Courthouse (HCH) Window Replacement RFP
- 8) Meeting with VAC and Technology Services on Copier Replacement
- 9) HCH Kitchen Floor replacement
- 10) Vehicle 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
September 6, 2016

CALL TO ORDER

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

OLD BUSINESS/PROJECTS

- 1) **Courthouse & Public Safety Center (PSC) Security Improvement Project**
 - We met with the 2 lowest bidders and will be bringing the recommendation to the COW meeting on Sept 15 for discussion.
 - Staff has checked references.
- 2) **Police Memorial Project**
 - The caps were installed during the week of August 22nd.
 - Measurements were taken for the marble to fit in between the caps.
 - We expect the marble to be installed this month.
- 3) **Leopardo Energy Efficiency & County Facilities Project**
 - Leopardo is still working on the information provided.
 - Recently Leopardo also asked for information on how many telephones and computers the County uses. Leopardo wants to factor that info. into the equation and offer some IT & phone solutions as well..
 - The current completion of the study is estimated to be later this month.
 - Drake Wahlers form Leopardo thinks they will be ready to give a presentation to the Facilities Committee at the October 2016 meeting.

NEW BUSINESS/PROJECTS

- 1) **Chairman's Report**
- 2) **Animal Control Trailer Installation**
 - Jeff Wilkins is working on the lease for the trailer.
 - The trailer is expected to be in place in the month or so.
 - KCFM is expected to hook up the following for the trailer:
 - a) Power
 - b) Phone & Data Wiring
 - c) Staircases
 - d) Fencing (Contracted)
- 3) **Interview & Hiring of Office Assistant Position**
 - Response to our ad was phenomenal.
 - Between the Record Newspapers ad & the Indeed.com website we received well over 100 applications.
 - Director Smiley & Glenn Campos interviewed a total of eight candidates on the first round.
 - Jim and County Administrator Wilkins interviewed three of the eight on the second round.
 - References were checked on the top two candidates and both came out good.
 - Director Smiley picked what he felt was the top candidate and background screens are being performed currently.
 - Jim plans to make a job offer this week assuming the background screen comes out ok.
 - The person is expected to give two weeks' notice to their current employer and start by the end of the month.

NEW BUSINESS/PROJECTS CONTINUED

4) Video Visitation Visit to Lake County, Indiana

- Director Smiley along with Director Koeppel, Sheriff Baird, Judge McCann & D.C. Gillespie toured their facility.
- They were shown how inmates use the system as well as how the video is archived.

5) Bid results Public Safety Center Parking Lot RFP-2016 Budgeted for \$70,000.00

- Abbey Paving - \$34,550.00
- Geneva - \$38,450.00
- Black Diamond - \$47,595.00
- Builders Paving - \$30,965.00
- **D Construction - \$24,765.00**
- J&R - \$46,945.00

* Low Bid

6) Bid results Ridge Street Reconstruction RFP-2016 Budgeted for \$45,000.00

- Abbey Paving - \$57,830.00
- Geneva - \$64,957.00
- Black Diamond - \$74,400.00
- Builders Paving - \$54,888.00
- **D Construction - \$42,475.00**
- J&R - No Bid

* Low Bid

7) Bid results Historic Courthouse Window Replacement RFP-2016 Budgeted for \$32,500.

- Renaissance Restorations - \$54,132.00
- **Patrick McCann Inc. - \$39,500.00**
- Note: Overall three projects were approved for the **\$50,000.00** allowed for in the 2016 budget for miscellaneous projects. 1) NEC Redundant processor \$6,500.00 (contracted for that amount), 2) HCH Window Replacement \$32,500.00, 3) HCH Brick Repair \$5,000.00 (not contracted to date, estimate only). **\$44,000.00 Total**

* Low Bid

8) Meeting with VAC and Technology Services on Copier Replacement

- The VAC copier lease is expiring and they asked to see if they could join the county's program and get the same discounts and service.
- Directors Koeppel & Smiley along with our Konica rep met with VAC staff to discuss their needs.
- Subsequently Konica provided a proposal to the VAC and they said they would like to join the program.
- The VAC will continue to pay for the lease for their machine.

9) HCH Kitchen Floor replacement

- The vinyl tile floor has been curling up and causing potential trip hazards.
- We examined the area under the floor to make sure there was no evidence of water or termites causing the damage. None was found.
- So, the remaining tile was removed and a new laminated floor was installed.
- **Project complete.**

10) Vehicle changes

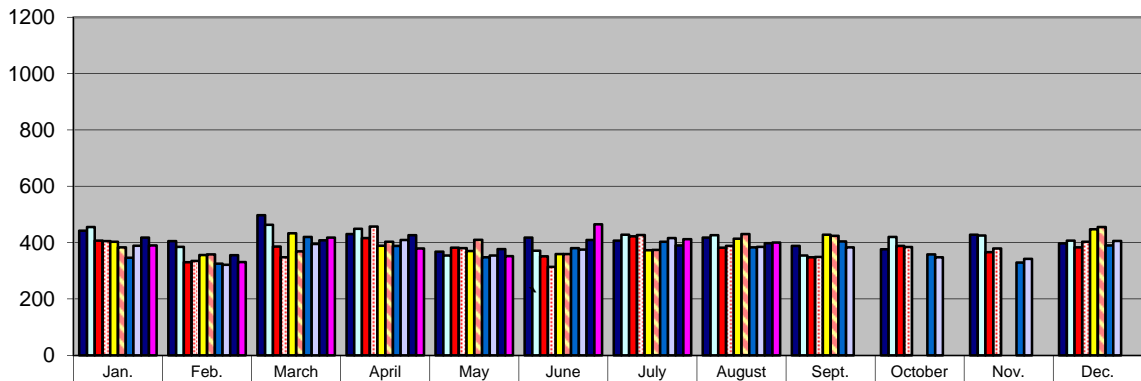
- Director Smiley gave the inoperable former squad he was using in the past back to the Sheriff's office to put in with their next vehicle auction.
- Sheriff Baird also approved KCFM to utilize a 4 wheel drive truck to be used to maintain the Sheriff's office and Courthouse properties.
- So, KCFM also turned in an older truck they had acquired the same way from the retired Sheriff. This vehicle has almost 200,000 miles on it.
- Recently Technology Services gave up their little used van to KFCM to use.
- **Project complete.**

August 2016

Staffing/Training/Safety:

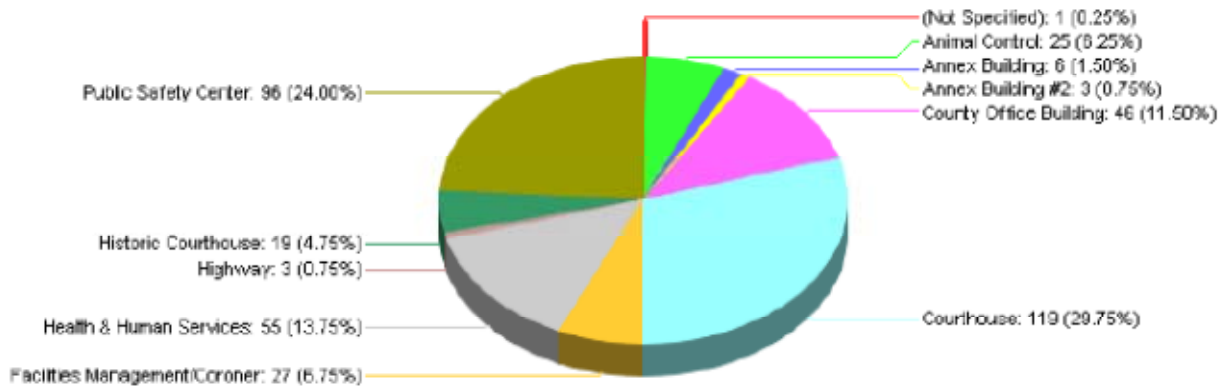
DESCRIPTION	Aug-16	Jul-16	Jun-16
Possible Work Hours (6 employees @ 8 hrs)	984.00	800.00	880.00
Paid/Unpaid Leave	48.00	128.00	52.00
Holiday	0.00	40.00	0.00
Bereavement	0.00	0.00	0.00
* WC/TTD			176.00
<i>Regular Productive Hours</i>	936.00	632.00	828.00
Overtime Worked	0.00	5.50	16.50
Total Productive Hours	936.00	637.50	844.50

Reported vs Completed 2012 - Current

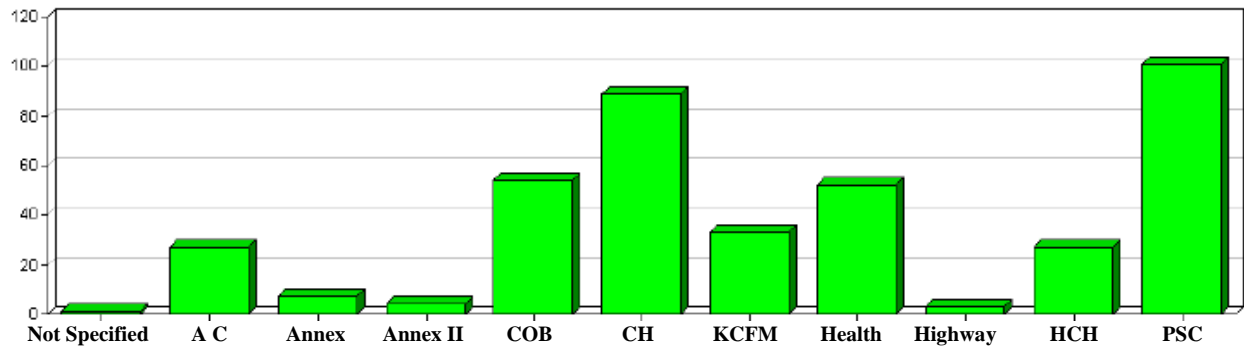


	Jan.	Feb.	March	April	May	June	July	August	Sept.	October	Nov.	Dec.
2012 Reported	442	405	497	430	368	418	407	418	388	376	428	397
2012 Completed	455	385	463	449	354	371	428	426	354	420	425	407
2013 Reported	407	330	386	416	382	351	422	382	348	388	366	383
2013 Completed	405	335	348	457	380	314	427	388	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	398				
2016 Completed	390	331	418	379	352	465	412	400				

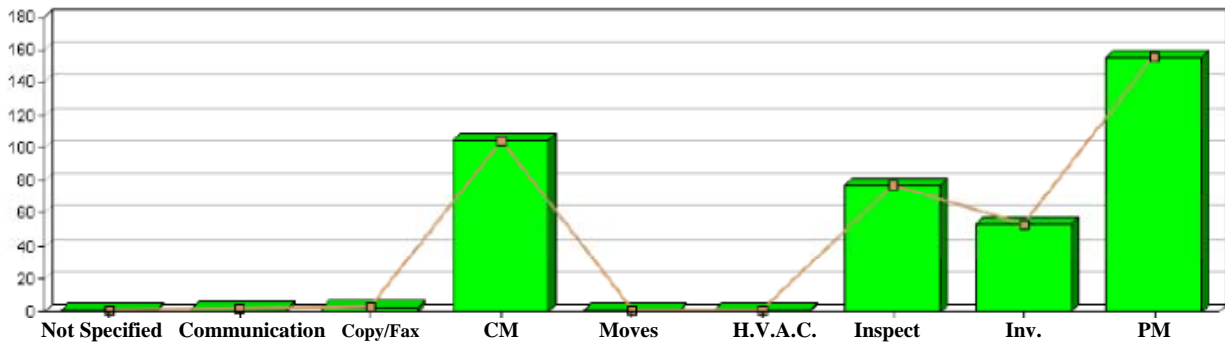
Completed Work Orders August 2016



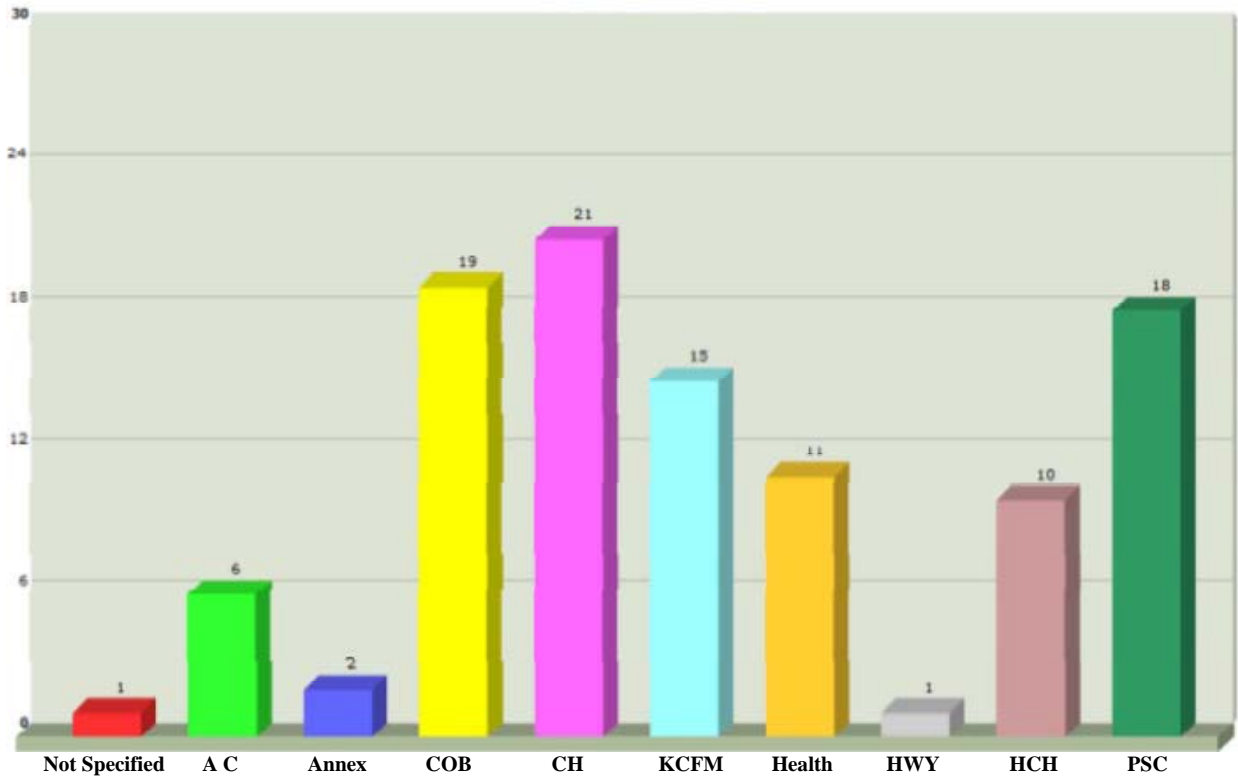
Reported Work Orders by Location August 2016



Reported Work Orders by Task August 2016



Work Orders Remaining Open August 2016



EXECUTIVE SESSION

Not needed

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled for October 3, 2016. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room at 3:30p.m.

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY, AUGUST 8, 2016**

Committee Chair Robert Davidson called the meeting to order at 3:33p.m.

Roll Call: Jeff Wehrli - here, Dan Koukol - here, Judy Gilmour – here, Matthew Prochaska - here. **With all members present, a quorum was formed to conduct business.**

Others Present: Technology Director Scott Koeppel, Facilities Management Director Jim Smiley

Approval of July 11, 2016 Meeting Minutes – Member Gilmour made a motion to approve the July 11, 2016 meeting minutes, second by Member Prochaska. **Motion carried.**

Public Comment - None

Old Business/Projects

Courthouse & Public Safety Center (PSC) Security Improvement Project Bidding

- a. *Walkthrough and Bidding* - Director Smiley stated the bid opening occurred on July 29, 2016 after a one week extension of the deadline was approved. Dewberry is in the process of reviewing the bids. Chairman Davidson set a bid review meeting date of August 12, 2016 with “stakeholders” that have been discussing the project with Dewberry all along. Note: This date was subsequently changed to August 17, 2016.

Law Enforcement Memorial Project – Director Smiley reported the caps for the brickwork were ordered June 29, 2016. The caps were to take approx. 6 weeks to complete. Once the caps are installed the rest of the memorial will be assembled and the landscaping completed.

Leopardo Energy Efficiency & County Facilities Project – Director Smiley reported that Leopardo is still planning to be done with their review by the end of August.

Health & Human Services Counter(s) Security Improvements – Director Smiley reported that he and Dr. Tokars went over to East Oswego High School to view how they have setup their main entrance to help improve security at the entrance. Jim said they had glass in tracks from the countertop all the way to the ceiling. Amaal asked the receptionist if they could provide contact information on the company that did their work. The information was provided to Director Smiley and he is waiting for a return call back to see if they can provide a solution for our counters.

Konica Copier Program Responsibilities Change – Director Smiley explained that the copiers were being looked at to move over to the Technology Services department as was done a couple of years ago. So, Jim & Scott have been working on what amount to remove from the KCFM and to add to the Technology Services budget. Jim had figured \$110,000.00 and Scott figured \$130,000.00. They are going to continue to review it and plan to have the same amount removed and added to each budget before they are turned in.

New Business/Projects

1. *Chairman's Report* – Director Smiley explained that he was looking for some guidance on what the committee wants him to budget for capital projects in 2017. Chairman Davidson said that there is money put aside for some of the projects but only if they are needed to be done. Bob said the projects are piling up year after year if they are not being done. Vice Chair Koukol asked if the plan to add a memorial at the County Office Building could be added to the list to be done. Jim explained that he had put the project together and had it set to be done mostly by donation. So, it is possible to add it the list. Director Smiley then explained what he had done so far for the 2017 budget, with a current overage of 1.45% as compared to last year. Jim further explained the main reason was because the projection for electric next year is up \$25,000.00 due to capacity costs increasing. Jim is going to further review the budget and plans to get it as close to a 0% increase as asked for from the Finance Committee. Member Gilmour asked if we would realize any savings from the Leopardo facility review next year. Director Smiley said that there are two parts to the Leopardo study. First Leopardo is going to make recommendations where savings could be realized. The second part was the County would need to fund the projects. So, Jim feels savings would not be seen until 2018 at the earliest. Member Wehrli asked about the large increase in water usage. Jim explained that he felt most of it was due to prisoner fluctuations in the jail. There is no way for Jim to predict what the prisoner load will be. More prisoners equal more water use as well as more paper and other cleaning products being used.
2. *Circuit Clerk Automatic Doors and Remodeling Project Budget Request* – Director Smiley explained that Circuit Clerk Ingemunson requested a price to add an automatic door to her main lobby and a walkthrough from that same lobby to her viewing room. The reason for this is because they have more and more people with special needs visiting her office and next year the court system is requiring the public to file cases electronically. Robyn will need to add scanning equipment to accomplish this and feels there is not enough room in the viewing area to fit everything in. So, Jim gave Robyn pricing to reflect KCFM staff doing the work and a price if the work was mostly contracted. **Project complete.**
3. *Public Safety Center Bathrooms and Locker-room deep cleaning.* Director Smiley explained he was having the cleaning company perform deep cleaning in all of the non-public areas. The work included tile grout cleaning and polishing, shower walls and floors work since this has not been done for a while. Projects like these are routinely scheduled throughout the year in all facilities.
4. *Video Visitation and Video Bond Call RFP Development* – Director Smiley explained D.C. Gillespie drafted an RFP for Video Visitation which was shared with Director Smiley and Dewberry who is helping us with this project. Jim also mentioned that Joe was scheduling a trip to Lake County Indiana with Judge McCann, Scott, Jim and Sheriff Baird to view the systems they are utilizing for these functions.

5. *Animal Control Trailer Review Trip* – Member Wehrli explained that he, County Administrator Wilkins, Director Smiley and Director Pawson went through several trailers at the site in St. Charles. Mr. Wehrli said they are putting together a cost to bring the trailer out, remove the wheels to lower the unit as close to the ground as possible and add skirting to the unit. This will be discussed at the next Animal Control meeting this month. Director Smiley explained the plan is to have his staff connect electric & data to the unit and to build the wooden handicapped ramp up to it.
6. *Alice Training* – Mr. Smiley reported he was invited to attend this training at the Health facility. Jim said it was beneficial to help plan for emergencies in our facilities. The training was also attended by County Administrator Wilkins and Director Koepfel.
7. *Interviewing and Hiring of Tech Level 1 position* – Mr. Smiley said Brad Hanna was offered the job and plans to start August 15, 2016. **Item Complete.**

Staffing/Training/Safety

- *Reportable Labor Hours* – Chart included in package.

Other Items of Business

- Mr. Smiley stated that he continues to track the open work orders but does not have to time make sure the requests are in the correct categories. So, that may be throwing off some of the charts. Jim said that his main concern was to continue to get work orders done with the least amount of inconvenience to county departments.
- *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 – Not needed

Adjournment – Vice Chair Koukol made a motion to adjourn the meeting, second by Chairman Davidson. **With all members present voting aye, the meeting adjourned at 4:08p.m.**

Respectfully submitted,

Jim Smiley
KCFM Director