



**Facilities Management
Committee Meeting**

**7/11/16
3:30 PM**

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

- - - -Agenda Topics - - - -

Call to Order

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

Old Business/Projects

- 1) Courthouse & Public Safety Center (PSC) Security Improvement Project
 - a. Walkthrough & Bidding
- 2) Police Memorial Project
- 3) Leopardo Energy Efficiency & County Facilities Project
- 4) Job Description Reviews

New Business/Projects

- 1) Chairman's Report
- 2) Public Safety Center Mullion Replacement
- 3) All facilities
 - a. Fire Systems testing
 - b. Fire Extinguisher testing
 - c. Sprinkler System testing
- 4) Generator repairs
 - a. County Office Building
 - b. Public Safety Center
 - c. Health & Human Services
- 5) Health & Human Services Counter(s) Security Improvements
- 6) Courthouse Chiller repairs
- 7) Courthouse courtroom LED bulb changes
- 8) Konica Copier Program Responsibilities Change
- 9) Approve hiring replacement KCFM Tech Level 1 full time position with a not to exceed wage of \$45,000.00 per year.

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 27, 2016

CALL TO ORDER

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

OLD BUSINESS/PROJECTS

- 1) **Courthouse & Public Safety Center (PSC) Security Improvement Project**
 - a. **Walkthrough & Bidding**
 - i. A walkthrough of the projects at the Public Safety Center and the Courthouse were conducted by Dewberry on July 6, 2016.
 - ii. There was great participation by potential vendors as around eight different companies and potential product vendors were in attendance.
 - iii. Bids are due on July 22, 2016.
- 2) **Police Memorial Project**
 - The brick work was completed the week of June 13, 2016
 - The courtyard pavers were laid in place and we found the curbs were not in place as designed.
 - The front curb was cut down to create an even gap across the front.
 - The pavers needed to be removed and started at the center then laid out East & West.
 - End cuts will need to be done on the final East & West pieces.
 - Most of this re-work was completed on July 5, 2016.
 - The steel for the Marble support was provided to the Stone mason on June 24, 2016.
 - The architect found a black band that is eight inches wide instead of the six inch wide that was designed. This made up most of the difference in the North - South direction of the courtyard.
- 3) **Leopardo Energy Efficiency & County Facilities Project**
 - Director Smiley toured the facilities with Leopardo staff on June 14th & 15th.
 - Additional drawings and vehicle information were provided to Leopardo.
 - Leopardo is projecting to be ready to present their findings to the committee and/or the County Board by the end of August.
- 4) **Job Description Reviews**
 - County Administrator Wilkins asked Director Smiley to review and modify all job descriptions for the department.
 - Some minor revisions to the revisions Director Smiley had made were done by the Administration department.
 - These job descriptions are planned to be reviewed at the next HR/Admin. meeting.
 - Assignment complete.

NEW BUSINESS/PROJECTS

- 1) **Chairman's Report**
 - KCFM Technician Level 1 Replacement
 - KCFM Assistant to Director Position Update
- 2) **Public Safety Center Mullion Replacement**
 - The mullions were replaced for each of the outside double doors entering the public Safety Center.
 - Project complete.

NEW BUSINESS/PROJECTS CONTINUED

- 3) **All facilities**
 - a. **Fire Systems testing**
 - b. **Fire Extinguisher testing**
 - c. **Sprinkler System testing**
 - All testing was completed for 2016.

- 4) **Generator repairs**
 - a. **County Office Building**
 - b. **Public Safety Center**
 - c. **Health & Human Services**
 - Repairs were completed as recommended.
 - Project complete.

- 5) **Health & Human Services Counter(s) Security Improvements**
 - Dr. Tokars asked for a meeting to discuss the counter improvements again.
 - Director Smiley and Chairman Davidson met with Amaal.
 - Chairman Davidson reiterated that there is hundreds of thousands in repairs and upgrades needed, but only \$50,000.00 in this year's budget to do what is needed.
 - Dr. Tokars said she understood that but wanted to get updated pricing on what she had planned to do in the five year budget plan.
 - Amaal also suggested wrought iron might be better to use than glass.
 - Chairman Davidson gave Jim the ok to go ahead and get updated prices for this work as requested.

- 6) **Courthouse Chiller repairs**
 - The electric expansion valves were inoperable on one system and sticking on the other side.
 - New parts were available but it also required a new pc board to be installed to operate the new valves.
 - This required a complete shutdown of the chiller.
 - So, Director Smiley made arrangements to do the work on Saturday, June 18, 2016.
 - Once the repairman got into the repair he found numbers for the pc board did not match up with the service bulletins he had for the manufacturer.
 - So, the repair was delayed to check with the manufacturer. The manufacturer confirmed they had the correct pc board.
 - The repair was rescheduled during the week and Judge McCann suggested it be done during the day instead of on overtime.
 - So, the system was shutdown Tuesday, June 21, 2016 and the valves were replaced, re-piped and the new board was installed to operate the valves.
 - The system is operating properly now.
 - Project complete.

- 7) **Courthouse courtroom LED bulb changes**
 - Many bulbs have been going out in the newer courtrooms.
 - These bulbs required ballasts that were hard to find and expensive.
 - So, Director Smiley purchased LED bulbs to retrofit the fixtures with.
 - KCFM staff has been doing the changes off hours so court is not disturbed.
 - The lighting is brighter and the Judges have been happy with the results.
 - The project should be complete in the next month.

NEW BUSINESS/PROJECTS CONTINUED

8) Konica Copier Program Responsibilities Change

- Director Koepfel said that he had other board members asking about why Technology Services is not handling copiers now as they have become the backbone for printing and scanning as well.
- County Administrator Wilkins discussed changing responsibility for the program at the monthly staff meeting with both directors.
- The suggestion is that Director Smiley provides all cost information to Director Koepfel in order to have Technology Services budget for the program next year.
- Jim held his annual review meeting with Konica and Scott and his staff for last week to start the budgeting process for 2017.

9) Approve hiring replacement KCFM Tech Level 1 full time position with a not to exceed wage of \$45,000.00 per year.

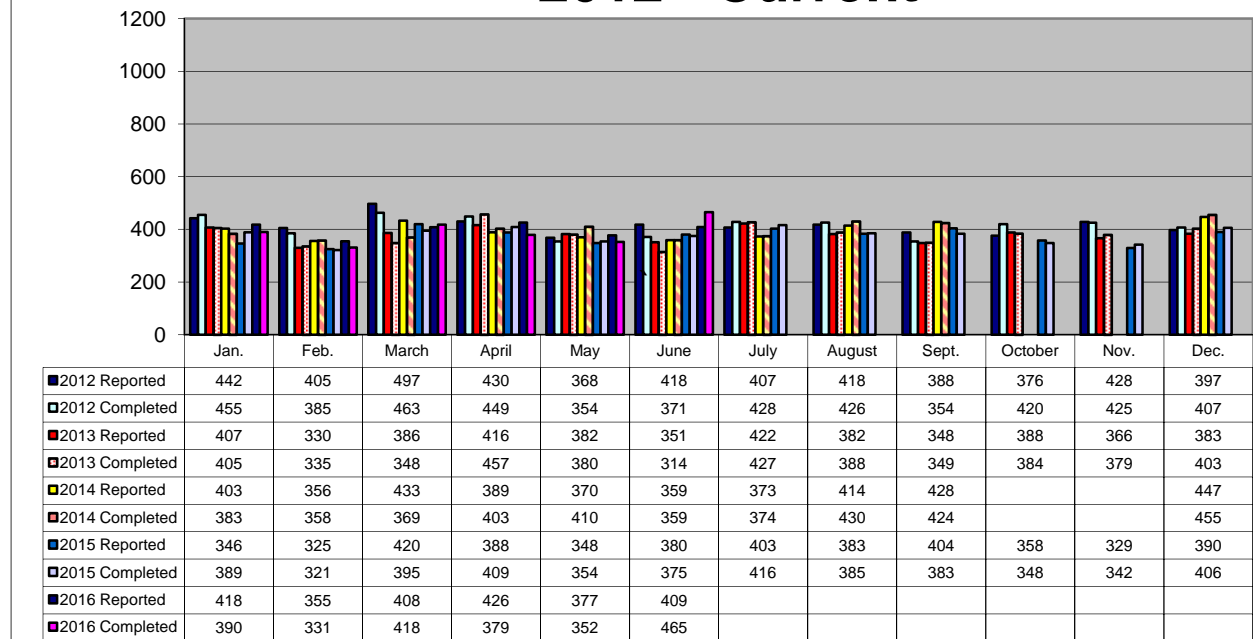
- Ads placed by the Administration department in the Kendall County Record and from the website Indeed.com.
- Many applications were received from these sources.
- Director Smiley interviewed three potential employees from the applicants.
- Jim went over the interviews with County Administrator Wilkins.
- From that discussion Director Smiley would like to extend an offer to our former temporary KCFM Technician Level One Brad Hanna in the amount of \$45,000.00 per year.

June 2016

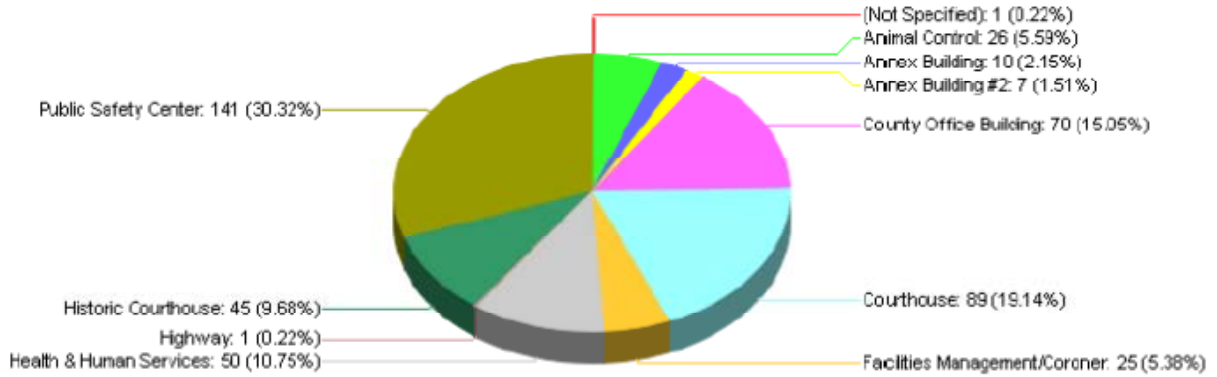
Staffing/Training/Safety:

DESCRIPTION	Jun-16	May-16	Apr-16
Possible Work Hours (6 employees @ 8 hrs)	880.00	1,008.00	1,008.00
Paid/Unpaid Leave	52.00	72.00	48.00
Holiday	0.00	48.00	0.00
Bereavement	0.00	0.00	0.00
* WC/TTD	176.00	168.00	168.00
<i>Regular Productive Hours</i>	828.00	888.00	960.00
Overtime Worked	16.50	21.50	11.25
<i>Total Productive Hours</i>	844.50	909.50	971.25

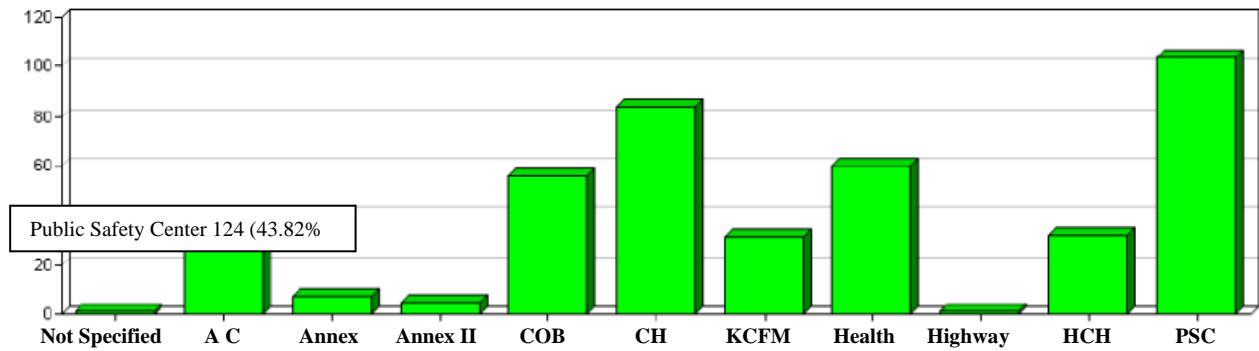
Reported vs Completed 2012 - Current



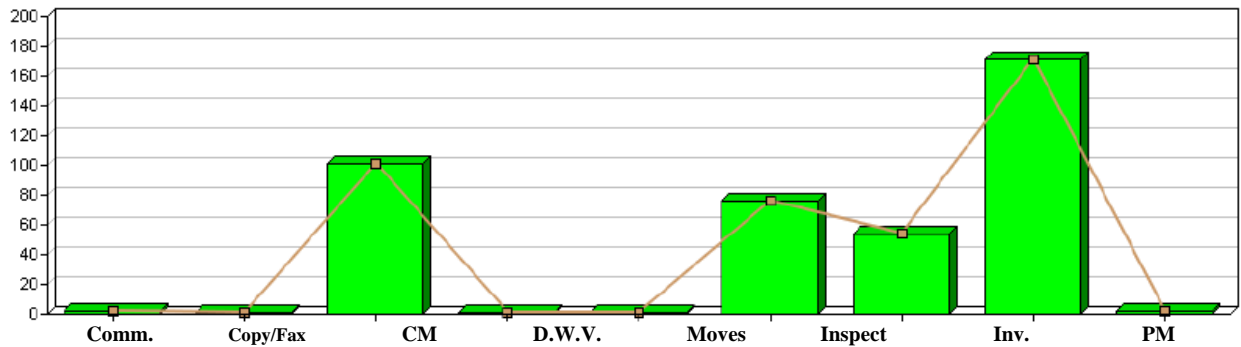
Completed Work Orders June 2016



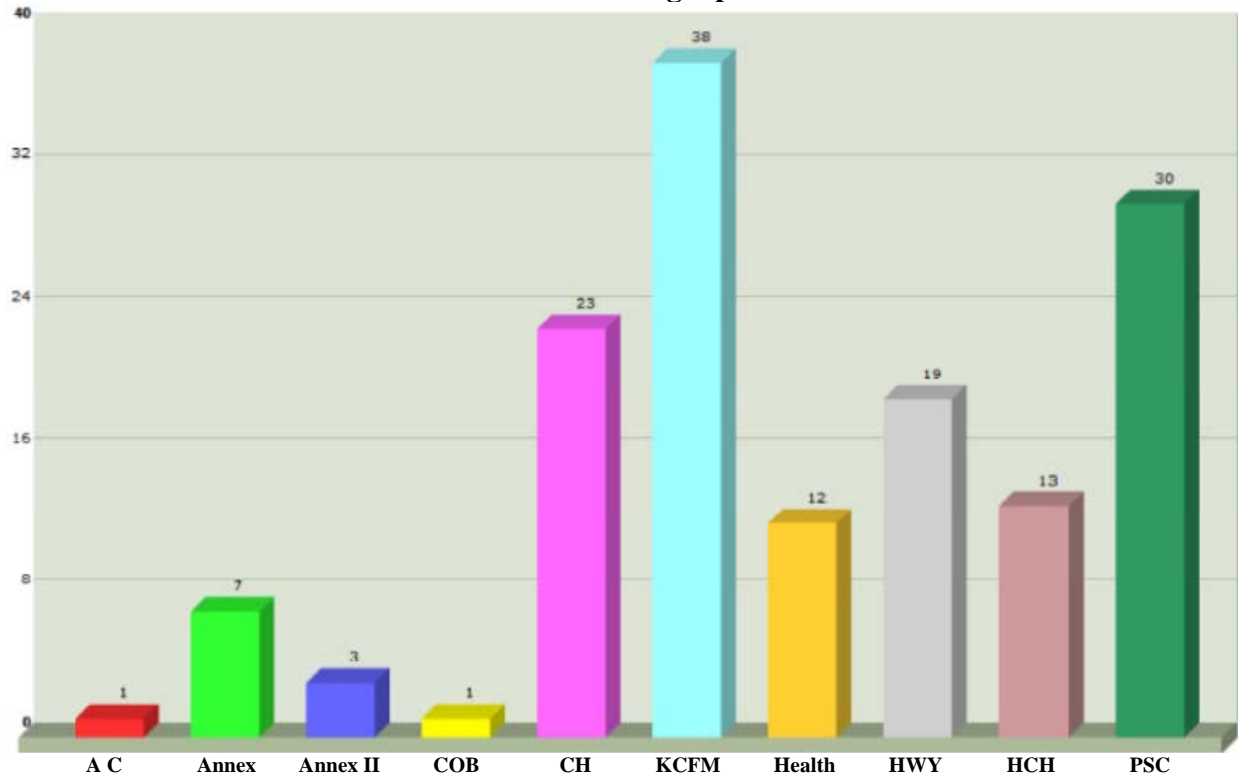
Reported Work Orders by Location June 2016



Reported Work Orders by Task June 2016



Work Orders Remaining Open June 2016



EXECUTIVE SESSION

Not needed

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled for August 1, 2016. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.