



**Facilities Management
Committee Meeting
10/3/16
3:30 PM**

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

- - - -Agenda Topics - - - -

Call to Order

- 1) Roll call
- 2) Approval of the September 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
- 4) Animal Control Trailer Installation

New Business/Projects

- 1) Chairman's Report
 - a. Budget Reduction discussion
 - b. Office Security needs
- 2) Public Safety Center Parking Lot Construction
- 3) Ridge Street Reconstruction
- 4) Historic Courthouse (HCH) Window Replacement Project
- 5) Document Destruction Meeting
- 6) Crisis Management Training
- 7) Microphone Addition Request for the County Board Room
- 8) Health & Human Services Counter Improvement Pricing Request
- 9) County Office Building Boiler Failure
- 10) 2017 Budget Presentation Summary

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
October 3, 2016

CALL TO ORDER

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

OLD BUSINESS/PROJECTS

- 1) **Courthouse & Public Safety Center (PSC) Security Improvement Project**
 - Contract was sent to SAS after it was approved by the County Board
 - SAS was questioning if the 10% contingency needed to be included in the Performance Bond.
 - FM Chairman Davidson & FM staff that it will be ok to leave the contingency out of the Performance Bond since we do not know if we will be using that money for the project at this time. The plan is to use as little or none of it as much as possible.
- 2) **Police Memorial Project**
 - The memorial was completed a couple of weeks ago.
 - The dedication was held Wednesday, September 28, 2016.
 - **Project completed.**
- 3) **Leopardo Energy Efficiency & County Facilities Project**
 - Drake from Leopardo asked to have additional tours of the facilities with some contractors they typically use.
 - The tours were completed a couple of weeks ago.
 - Director Smiley also met with other Leopardo personnel to discuss how to present the information.
 - Leopardo is suggesting to have a small group review the entire package of information that may take several hours to look at and discuss. Then present it at the committee level and/or the entire county board.
 - Director Smiley suggested they provide an “Executive Summary” to him to review with Chairman Davidson, Sheriff Baird and County Administrator Wilkins. Then decide how best to present the information.
 - Leopardo has not provided a firm date for the investigative portion to be done other than soon.
 - So, hopefully there will be more to discuss at the next FM Committee meeting.
- 4) **Animal Control Trailer Installation**
 - The company providing the trailer is finishing up their punch list of items we requested to be done on the trailer before it gets delivered to our site.
 - Once here we will be hooking up , electric, phones, data and building a staircase for both entrances as well as awnings over each door.

NEW BUSINESS/PROJECTS

- 1) **Chairman’s Report**
 - a. **Budget Reduction discussion**
 - b. **Office Security needs**
- 2) **Public Safety Center Parking Lot Construction**
 - The countersigned contracts were sent to “D” construction.
 - Director Smiley is waiting to hear from “D” to schedule the work.
- 3) **Ridge Street Reconstruction**
 - The countersigned contracts were sent to “D” construction.
 - Director Smiley is waiting to hear from “D” to schedule the work.

NEW BUSINESS/PROJECTS Continued

- 4) **Historic Courthouse (HCH) Window Replacement Project**
 - The countersigned contract was sent to Patrick McCann.
 - Director Smiley is waiting to hear from Patrick McCann to schedule the work.
- 5) **Document Destruction Meeting**
 - Director Smiley setup a meeting with the State Records person.
 - The types of documents KCFM has on hand were looked at and discussed.
 - Director Smiley & his assistant were shown how forms need to be setup to get the department registered to be able to destroy documents.
 - So, the department is planning to get the registration done soon.
 - **Project complete.**
- 6) **Crisis Management Training**
 - Director Smiley attended this training at the Health & Human Services facility.
 - The training was beneficial to be able to use to help when planning for situations in our facilities.
 - **Training complete.**
- 7) **Microphone Addition Request for the County Board Room**
 - A work order was entered into the FM system to add an additional microphone to the long table next to the podium.
 - Director Smiley contacted the service vendor to see what need to be done in order to get another microphone added, as we do not have any additional ports to connect to.
 - Jim received a quote to add equipment and jacks to be able to properly connect additional microphones and to update the way media can connect to the audio system.
 - The quote came in for \$7,893.00.
 - This was not budgeted for 2016 or 2017, so Director Smiley is looking for direction on this item.
- 8) **Health & Human Services Counter Improvement Pricing Request**
 - Director Smiley contacted two glass companies to get quotes to add bullet resistant glass to the main counter & side counters on the 1st & 2nd floors.
 - Both companies ended up calling back and saying they could not do the work, and to call a specialty company.
 - So, Jim asked them if they could quote using laminated glass instead.
 - They are working on getting prices for this option instead.
- 9) **County Office Building Boiler Failure**
 - We started experiencing a gas smell while the boiler was running and then it started ramping on and off.
 - At first we thought it was an issue with a sensor. Then it was determined that the heat exchanger had built up large amounts of scale that had plugged the exhaust routing area.
 - An attempt to clean it was made with no luck.
 - So, Director Smiley called the manufacturer and they sent out their field engineers that were in the Chicago area doing start up of new equipment.
 - The engineer said there is no way to clean this unit's heat exchanger and they would send the information obtained from the program and pictures of the heat exchanger to the home office to determine if it was warrantable situation.
 - The home office has approved a warrantee claim for the heat exchanger and a new heat exchanger is being sent out to be installed.
 - So, we will only have to pay for the removal and reinstallation of the heat exchanger.
 - In the interim KCFM has made adjustments to allow the electric heaters along the walls to operate and to allow the morning warm up feature of the package unit on the roof to supply warmer air all day long.

NEW BUSINESS/PROJECTS Continued

10) 2017 Budget Presentation Summary

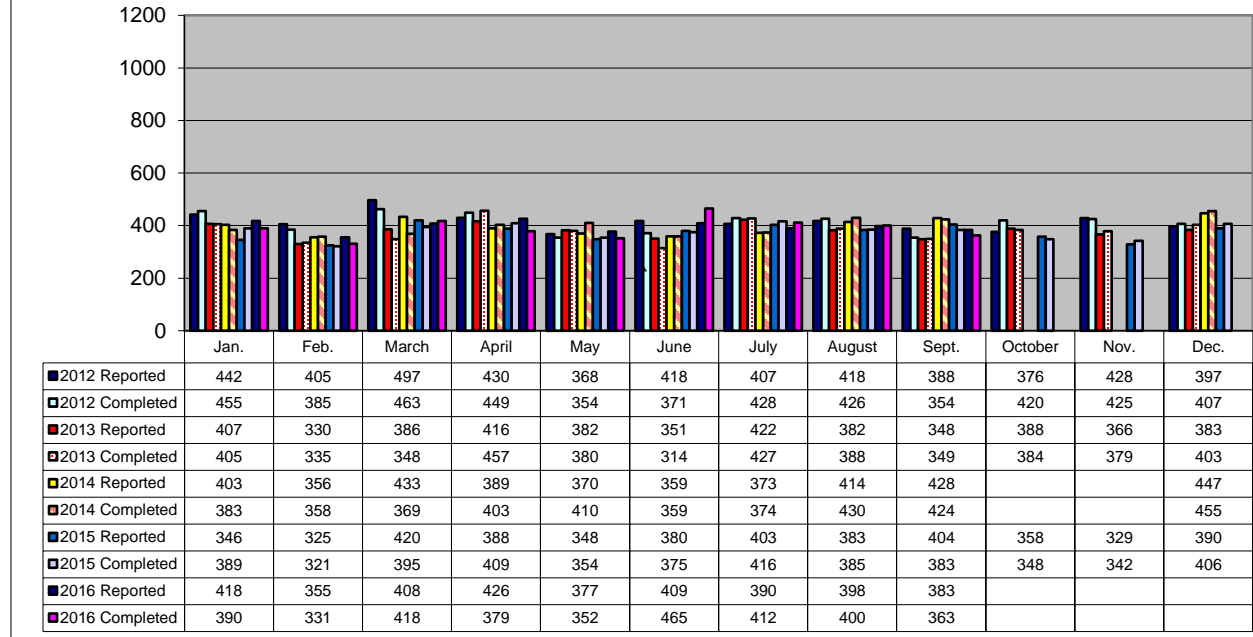
- The 2017 budget was presented on September 29, 2016 at 5:45 p.m.
- The questions asked pertained mainly to the Capital requests and why there was nothing listed for parking lots.
- Director Smiley explained that he had started to update the parking lot five year plan based on bids received for 2016 work being done.
- Jim agreed to get the update completed in the next two weeks and to turn it into Latreese.

September 2016

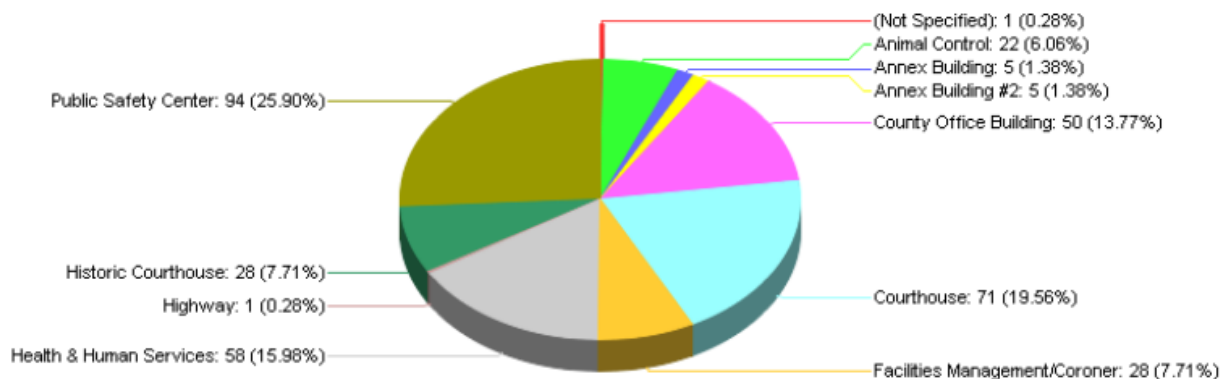
Staffing/Training/Safety:

DESCRIPTION	Sep-16	Aug-16	Jul-16
Possible Work Hours (6 employees @ 8 hrs)	880.00	984.00	800.00
Paid/Unpaid Leave	136.00	48.00	128.00
Holiday	40.00	0.00	40.00
Bereavement	0.00	0.00	0.00
* WC/TTD	176.00		
<i>Regular Productive Hours</i>	704.00	936.00	632.00
Overtime Worked	0.00	0.00	5.50
<i>Total Productive Hours</i>	704.00	936.00	637.50

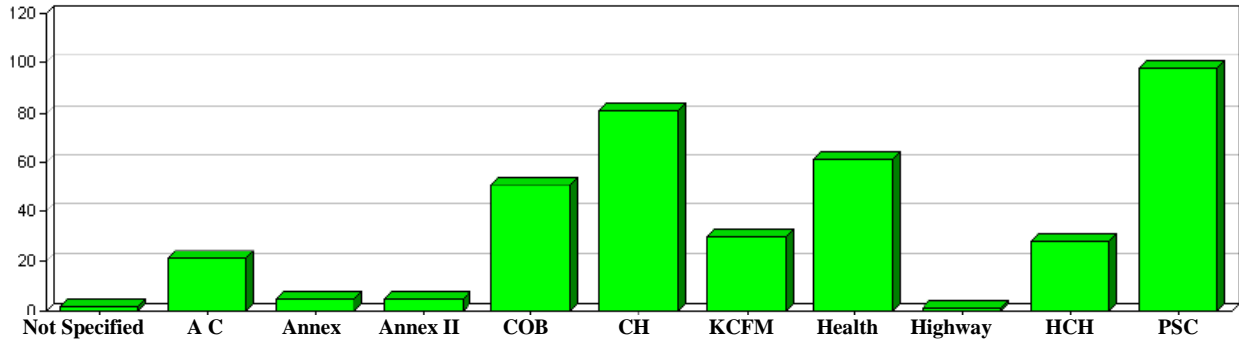
Reported vs Completed 2012 - Current



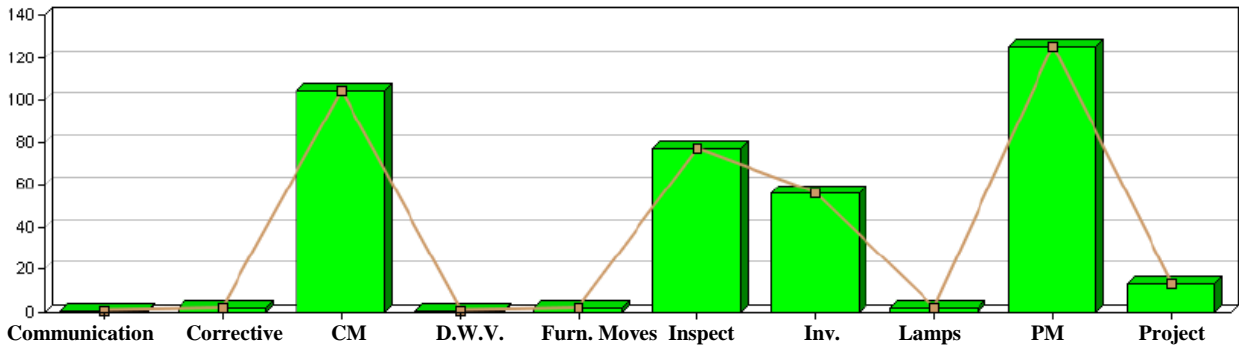
Completed Work Orders September 2016



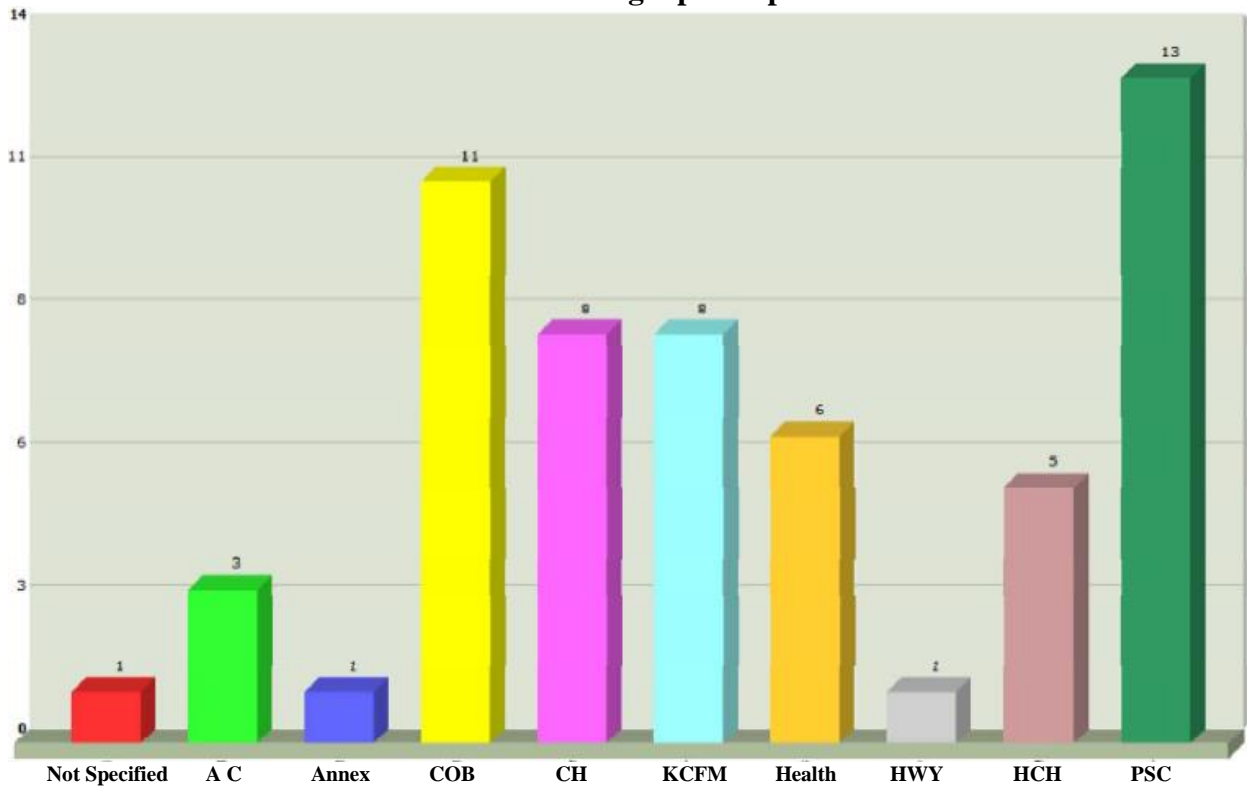
Reported Work Orders by Location September 2016



Reported Work Orders by Task September 2016



Work Orders Remaining Open September 2016



EXECUTIVE SESSION

Not needed

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled for November 7, 2016. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room at 3:30p.m.