



**Facilities
Management
Committee Meeting**

12/12/16

3:30 PM

*****111 W. Fox Street**

***** Room 209 & 210**

- - - -Agenda Topics - - - -

Call to Order

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

Old Business/Projects

- 1) Animal Control Trailer Installation
- 2) Historic Courthouse (HCH) Window Replacement Project
- 3) Health & Human Services Counter Improvement Pricing Request
- 4) Microphone Addition Request for the County Board Room
- 5) Circuit Clerk Automatic Door Operator Project

New Business/Projects

- 1) Chairman's Report
 - a. Office Security needs
 - b. Leopardo Energy Efficiency & County Facilities Project
 - c. PSC A/C System Replacements
- 2) Courthouse Heat Transfer Wheel Repair
- 3) Coroner Office Changes
- 4) Copy Machine Responsibility Changes
- 5) 2016 Budget Outcome
- 6) 2016 Snow Costs
- 7) 2017 Projects to Date
- 8) 5 Year Capital Project List

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
December 12, 2016

CALL TO ORDER

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

OLD BUSINESS/PROJECTS

- 1) **Animal Control Trailer Installation**
 - KCFM Staff completed the following:
 - a) Constructed a ramp and staircases for both entrances.
 - b) Completed low voltage wiring for phone & data.
 - c) Constructed skirting on the trailer.
 - d) Setup furniture acquired from Sheriff's office.
 - e) Moved phones to new positions.
 - f) Removed old furniture from old main office.
 - Remaining work to be done
 - a) Remove new desk that was setup and replace it with the desk acquired from Coroner's office.
- 2) **Historic Courthouse (HCH) Window Replacement Project**
 - The vendor provided drawing proofs of the proposed windows to be signed off on.
 - Director Smiley is meeting with the vendor Thursday to go over all the dimensions in order to sign off on the drawings.
 - Then the windows will be built by the manufacturer.
 - Delivery of the windows units should be in about six (6) weeks after drawing approval.
- 3) **Health & Human Services Counter Improvement Pricing Request**
 - Director Smiley met with a vendor that can provide bullet resistant glass for the counters.
 - A quote is expected in the next week.
- 4) **Microphone Addition Request for the County Board Room**
 - County Administrator Wilkins asked Director Smiley to get a microphone and add it to the existing two microphone setup at the podium.
 - Jim ordered a microphone.
- 5) **Circuit Clerk Automatic Door Operator Project**
 - The new operator was installed the week of November 28, 2016.
 - KCFM staff ran electric to the operator last week.
 - **Project complete.**

NEW BUSINESS/PROJECTS

- 1) **Chairman's Report**
 - a. **Office Security needs**
 - b. **Leopardo Energy Efficiency & County Facilities Project**
 - c. **PSC A/C System Replacements**
 - i. County Administrator asked Director Smiley to put together a synopsis of the units that Jim is recommending to be replaced. See attached document.
- 2) **Courthouse Heat Wheel Repair**
 - The Heat Transfer wheel in the newest section of the courthouse started to scrape inside the ductwork.
 - KCFM staff suspects the bearings and possibly shaft have failed.
 - Director Smiley received pricing to repair the wheel from one vendor in the \$10,000.00 - \$15,000.00 range.
 - Jim is getting pricing from other vendors before going forward with the repair.

NEW BUSINESS/PROJECTS Continued

3) Coroner Office Changes

- Coroner Purcell asked to have the office furniture in her new office and in the reception area to be moved around. Plus, she has added a second position in the reception area.
- This required KCFM staff to run two additional sets of low voltage phone & data wiring.
- The wiring was completed and the Coroner's office was repositioned as requested.
- New furniture is being added by a vendor for the reception area.
- Jacquie also asked Director Smiley to do the following:
 - a) Change the keying for all of the doors, delete card access badges unneeded and add new badges that were needed.
 - b) Change the main office greetings and auto attendant.

4) Copy Machine Responsibility Changes

- Funds were moved from the Facilities Mgmt. budget and put into the Technology budget for 2017.
- Director Koeppel is working on a transition plan.
- For now, Facilities Mgmt. is still taking service calls, ordering parts and coding the billing for all copiers, using the line number provided by Technology Services.

5) 2016 Budget Outcome

- The total budget was \$1,999,544.00.
- We ended up at \$2,013,188.21 or .68% over (\$13,644.21).
- Major categories higher than budget were as follows:
 - a) Electric - \$30,439.10 over, mainly due to warmer temperatures through the year.
 - b) Water - \$10,628.85 over, hard to tell why. Affected by number of inmates in jail and water use at Animal Control.
 - c) Contractual Services - \$18,581.51 over. Items in this category include janitorial, snow plowing, lawn maint., elevator maint., mechanical work and any other contracted type services.
 - d) Telephone costs - \$14,406.85 over.
- Major Categories lower than budget were as follows:
 - a) Maint. Tech & Clerical Salaries - \$28,667.78 under, due to staff off on injury or medical leave or death.
 - b) County Supplies \$14,098.87 under. Items in this category include all common area supplies like janitorial products, copy paper, salt, maint. supplies for repairs done by KCFM staff etc...
 - c) Natural Gas - \$24,079.93 under. Mainly due to warmer temp's all year. Goes hand in hand with electrical use.

6) 2016 Snow Costs

- Total costs of \$47,768.31 breakdown as follows:
 - a) KCFM labor - \$1,713.27 for 29.75 regular hours and 41.5 overtime hours.
 - b) Salt supplies - \$2,055.04.
 - c) Plowing Contract - \$44,000.00.

7) 2017 Projects to Date

- See attached sheet.

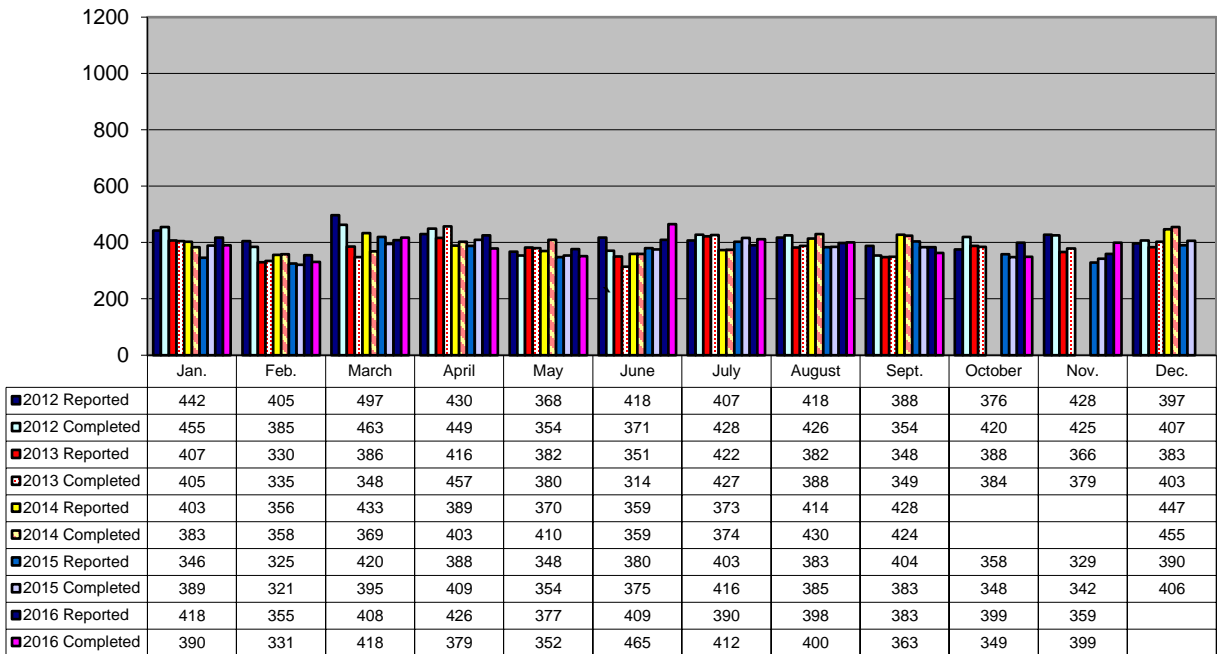
8) 5 Year Capital Project List

- See attached sheet.

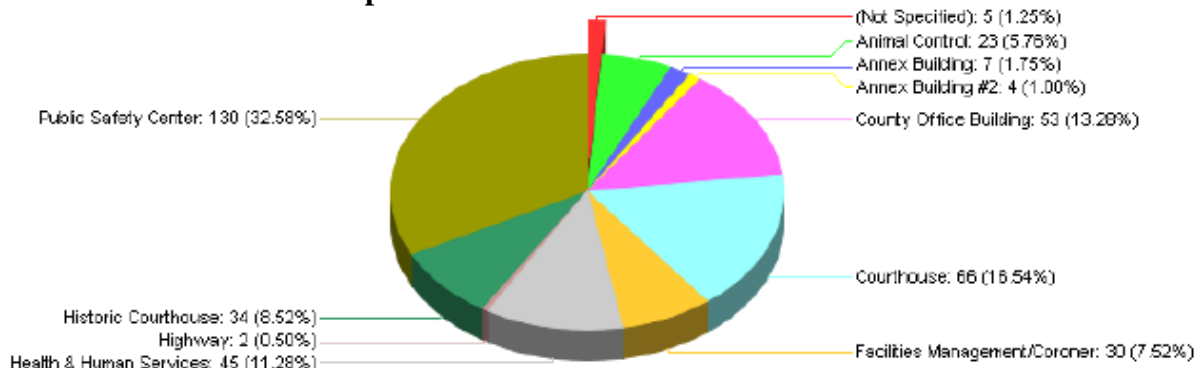
November 2016
Staffing/Training/Safety:

DESCRIPTION	Nov-16	Oct-16	Sep-16
Possible Work Hours (5 employees @ 8 hrs)	912.00	800.00	880.00
Paid/Unpaid Leave	80.00	64.00	136.00
Holiday	144.00	40.00	40.00
Bereavement	0.00	0.00	0.00
* WC/TTD		160.00	176.00
<i>Regular Productive Hours</i>	688.00	696.00	704.00
Overtime Worked	1.75	10.75	0.00
<i>Total Productive Hours</i>	689.75	706.75	704.00

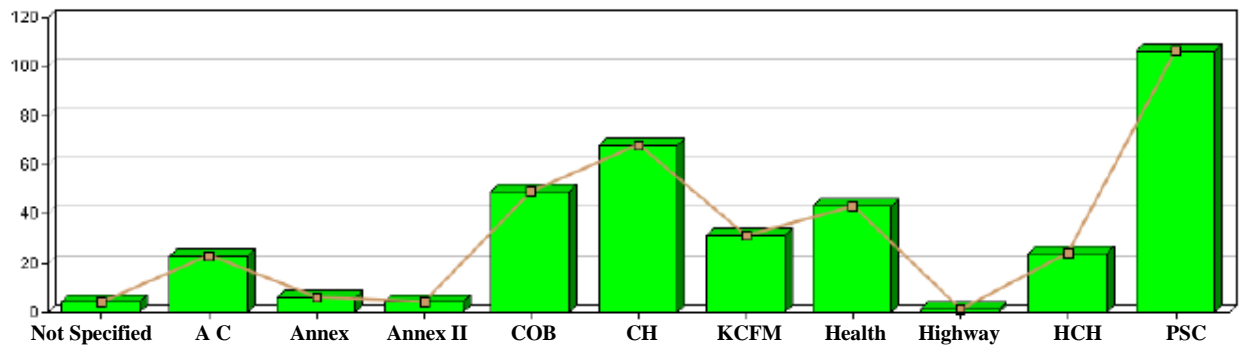
Reported vs Completed 2012 - Current



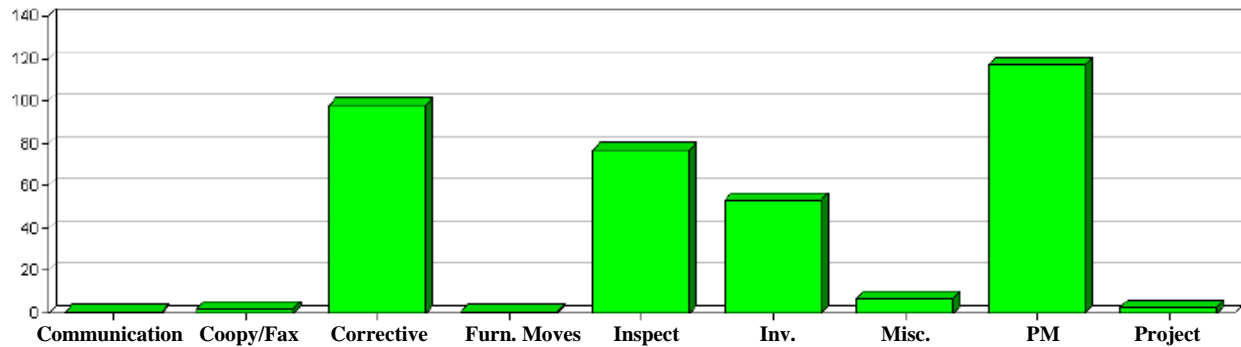
Completed Work Orders November 2016



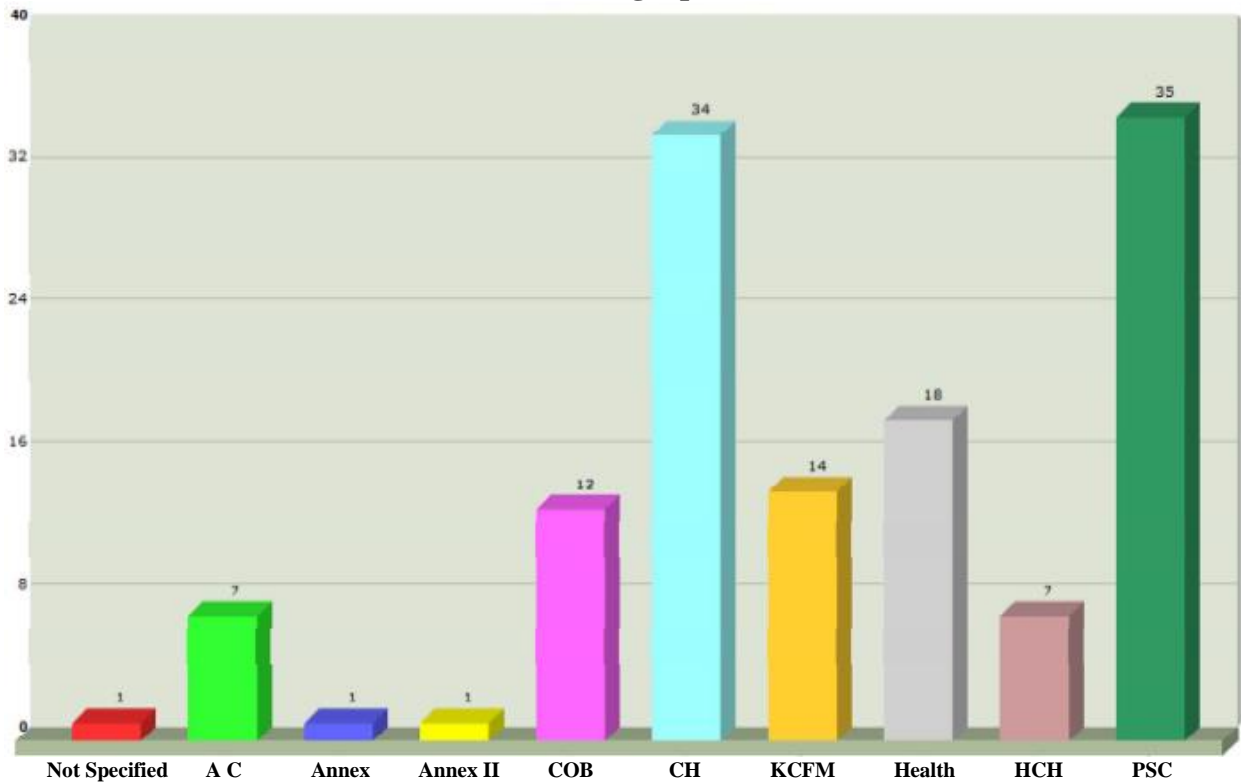
Reported Work Orders by Location November 2016



Reported Work Orders by Task November 2016



Work Orders Remaining Open November 2016



EXECUTIVE SESSION

Not needed

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled to be determined due to the New Year's Holiday. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.

COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY, November 7, 2016

Committee Chair Bob Davidson called the meeting to order at 3:30 p.m.

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

Others Present: Facilities Management Director Jim Smiley, Technology Director Scott Koeppe.

Approval of October 3, 2016 Meeting Minutes – Member Prochaska made a motion to approve the October 3, 2016 meeting minutes, second by Member Koukol. All members voted aye via voice vote. **Motion approved.**

Public Comment – None

Old Business/Projects

1. *Leopardo Energy Efficiency & County Facilities Project* – Director Smiley stated that there was a meeting between Leopardo and Chairman Davidson, Member Prochaska, Jeff Wilkins County Administrator, Sheriff Baird and Director Smiley to discuss the preliminary findings. A finalized presentation will be offered at the next COW meeting, Wednesday November 9, 2016. Chairman Davidson stated that the benefits to this project are items that the county has been wanting to have completed for five years or longer. Member Prochaska stated the findings show that over the course of twenty years Kendall County would save one million dollars. Chairman Davidson stated that if the savings are not as stated a check for the difference will be paid to the county. Director Smiley explained the recommendations in the findings would allow us to be proactive in replacing older equipment, instead of waiting for the equipment to fail. However, Mr. Smiley cautioned everyone that he feels Leopardo's timeline may be a bit aggressive with changes starting as early as spring 2017.
2. *Animal Control Trailer Installation* – Director Smiley stated that the Animal Control Trailer was delivered on October 26, 2016. Jim arranged for a new electrical service to be fed to the trailer as the Animal Control facility is not supplied with a large enough power supply to add the trailer to its service. Member Wehrli volunteered and completed the trench work needed for the electrical service. The fence was re-installed, phone and data lines are currently being installed. KCFM staff is installing the skirting along with stairs and the ramp. Animal Control Director Pawson would prefer to have cubicles; in which none are available. Member Wehrli stated that the interior layout for the trailer and office space will be discussed at the Animal Control meeting. Mr. Wehrli also stated Animal Control does have their own budget if they wanted to purchase new office furniture in the future. Director Smiley stated that facilities management portion of trailer installation will be completed this month. Mr. Smiley mentioned that the windows in the trailer are single pane windows and a possible covering should be installed to help maintain the air leaking through.
3. *Public Safety Center Parking Lot Construction* – Director Smiley stated that the Public Safety Center parking lot resurfacing has been completed and re-stripped. **Project Complete.**
4. *Ridge Street Reconstruction* – Mr. Smiley stated that Wednesday November 9, 2016 they will begin with a hopeful end date of Friday November 11, 2016.
5. *Historic Courthouse (HCH) Window Replacement Project* – Director Smiley stated that the down payment has been made and the windows have been measured. Mr.

Smiley is waiting on the drawing proofs to be submitted for approval. Mr. Smiley stated that bills would need to be submitted, processed and held as the county is at year end.

6. *Document Destruction Meeting* – Director Smiley stated that materials have been boxed up and categorized. The initial application has been submitted to the state for approval. The process takes about six weeks and after this initial destruction Facilities Management will maintain yearly destruction with another departments schedule.
7. *Health & Human Services Counter Improvement Pricing Request* – Mr. Smiley is in the process of researching companies that provide bullet-proof glass.
8. *Microphone Addition Request for the County Board Room* – Director Smiley was asked to take the wiring for the table out of the quotes received. The cost difference of that removal is about \$1,000.00. The minimal cost savings is due to additional equipment needed in the rack to support additional microphones. Jeff Wilkins would like additional quotes and Mr. Smiley hopes to have additional quotes by the next meeting.
9. *County Office Building Boiler Failure* – Director Smiley stated that the heat exchanger was covered under warranty by the manufacturer however the labor remove and re-install the exchanger is not. Mr. Smiley estimates this cost to be a few thousand dollars and will use up the balance of the equipment maintenance fund for the year. **Project Complete.**

New Business/Projects

1. *Chairman's Report*
 - a. *Office Security needs* – Chairman Davidson provided two estimate options. Option A is to install an X-Ray machine, security guards, counter glass and move entrance doors. The cost to install this equipment came to \$101,197.00. Not included in this amount is the costs for labor to man the security system. Option B for the replacing the counters and adding laminated glass across the counters in the Treasurer's office and the Clerk's Office is estimated to be \$25,000.00 or less. Chairman Davidson stated that he and member Gilmour also toured the second floor of the courthouse, to look at space that would be more secure. Bob Davidson stated that Judge McCann seemed ok with using this space for offices other than courtrooms for now. Mr. Davidson stated that he would like to take the temporary Option B to COW while this board is still active. Member Gilmore suggested the South entrance doors also be locked. Then all foot traffic would be routed to the North entrance. Judy also inquired about the camera's previously discussed. Chairman Davidson explained that in order to do this the existing cameras would need to be moved. Director Smiley stated the \$28,250.00 for security in option A, was the cost of moving the camera's and to have a system installed where the employees would release the door locks to their suites. Member Wehrli stated from what he remembered the sheriff's safety report recommended closing the South entrance doors, as single point access decreased the risk. Chairman Davidson said he will double check what the Sheriff's office had recommended with Sheriff Baird. Jeff wants to have general numbers of what the cost for the temporary security is compared to complete security. Member Gilmore requests that the sheriff be present for input. Member Gilmore made a motion to send to COW to approve Option B security measure in the Treasurer and Clerk's offices. Member Prochaska 2nd the motion. All members voted aye via a voice vote. Motion approved.

2. *Approve Memorandum of Understanding between the Kendall County State's Attorney, the Kendall County Sheriff and the County of Kendall Illinois Regarding the Use of a 2005, Red Chevy Silverado 2500, VIN 1GCHK24X5E189853* – Director Smiley submitted to the committee copies of the Memorandum of Understanding for approval and signature. Chairman Davidson stated that he wants Director Smiley to confirm with Sheriff Baird that no changes need to be made to the document. Member Koukol made a motion to send to COW to approve the Memorandum of Understanding. Member Prochaska 2nd the motion. All members voted aye via a voice vote. Motion approved.
3. *Courthouse Mural Unveiling* – Director Smiley stated the project was unveiled on October 4, 2016. **Project Complete.**
4. *Health & Human Services (HHS) UPS System Fan Replacement* – Mr. Smiley stated that UPS assembly of six fans had two fans that were not working. The fans were replaced at a cost of \$1,624.00. **Project Complete.**
5. *Autopsy Table Replacement 2017* – Director Smiley was asked by Jacquie Purcell to investigate the possibility of installing an adjustable table. Mr. Smiley stated that if Facilities did the installation work the cost would be approximately \$500.00. Chairman Davidson stated he feels that the current table can be modified to what the needs of the corner are. Bob will discuss this further at the next Finance Committee meeting.
6. *HHS Escape Ladder Meeting* – Mr. Smiley stated that Dr. Tokars asked to attend a conference call regarding fire escape ladders being installed in the HHS building. Director Smiley suggested that if the ladders are to be installed that they be installed in the corners of the building as the windows have easier access. A sample ladder is going to be sent to the fire department for testing and operation review. Dr. Tokars would like escape ladders to be added to the facility along with the lobby glass installation.
7. *Circuit Clerk Automatic Door Operator Project* – Director Smiley stated that due to court mandated electronic filing the circuit clerk would like to have an automatic door opener installed. The cost will be out the clerk's budget however facilities part in the project will be to bring 110 volts to the system. Member Wehrli asked if the approval for the purchase still needed to come through finance. Member Prochaska clarified the clerk has funds that Judge McCann needed to approve. Jim said yes that Robyn had asked to get the bill so she could have Judge McCann sign off on it.
8. *Circuit Clerk Main Counter Change Project for 2017* – Mr. Smiley informed the committee that workstations needed to be added in order to be able to comply with the electronic filing mandate. Jim is getting prices for workstations that allow someone to sit and file at and one for a handicapped person to file cases at. Director Smiley will obtain and submit prices on this project to the Robyn and Judge McCann.
9. *Public Safety Center Phone System Redundant CPU Project* – Director Smiley stated this project will be completed tonight. This was to be completed on Friday however they ran into issues that required some re-programing on the CPU. The process will start again at 5:00 pm today and should only take about 15 minutes. Voicemail will be disabled during this upgrade; however, the main phone number for the Public Safety Center will be answered by the jail.

Staffing/Training/Safety

- *Reportable Labor Hours* – Doug Harrington has returned to work from medical leave on Monday, October 31, 2016.

Other Items of Business

- *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 – Chairman Davidson asked if there was a motion to adjourn. Member Prochaska made a motion to adjourn the meeting, second by Member Wehrli. **With all members present voting aye, the meeting adjourned at 4:31 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant