



**CHAMPAIGN COUNTY BOARD
FACILITIES COMMITTEE**
County of Champaign, Urbana, Illinois
Thursday, January 10, 2013- 6:00 p.m.

*Lyle Shields Meeting Room
Brookens Administrative Center
1776 E. Washington St., Urbana*

AGENDA

	Pages
I. Call to Order	
II. Roll Call	
III. Approval of Agenda/Addenda	1
IV. Public Participation	
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VII. Physical Plant Monthly Reports	
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VIII. Project Updates	
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X. Other Business	
XI. Adjournment	

Champaign County strives to provide an environment welcoming to all persons regardless of disabilities, race, gender, or religion. Please call 217-384-3776 to request special accommodations at least 2 business days in advance.

CHAMPAIGN COUNTY PHYSICAL PLANT

1776 EAST WASHINGTON STREET, URBANA, ILLINOIS 61802-4581

FACILITIES & GROUNDS MANAGEMENT SERVICES



Alan Reinhart, Facilities Director

Physical Plant Overview

The Physical Plant Division is responsible for 18 county-owned buildings with an area totaling 790,436 sq ft.

Type of Support

Building

Daily	Courthouse
On call after hours	Sheriff's Office / Downtown Jail
	Adult Detention Facility on Lierman
	Brookens Administration Center
	ILEAS Training Center
	Juvenile Detention Facility
	Emergency Management Building
Weekly	Highway Fleet Maintenance Building
	Coroner's Office
	Animal Services Facility
As needed	Nursing Home (has own in-house maintenance staff)
On call after hours	
Occasional	Several out-buildings storing equipment & records

Staff

The Physical Plant employees consist of 3 different divisions, Custodians, Grounds and Maintenance. All three divisions interact and support each other as needed.

Custodians

The Custodians, 10.5 full-time equivalents, provide a safe, clean and comfortable work environment for County employees and tenants/visitors of the buildings. The Courthouse and Brookens Administration buildings are staffed with 7.5-hour employees, and the Sheriff's Office, ILEAS, Emergency Management Agency, Juvenile Detention Facility, Adult Detention Facility and Highway Departments are taken care of by 4-hour employees. Two of the Custodians working in the Brookens building are classified as Custodian/Mail Service, where they have assigned custodial responsibilities and process mail to be picked up by a carrier service in the afternoon.

Grounds

There is one full-time employee that works in the Grounds Division. With the recent retirement of other grounds employees, we have adjusted our work force to utilize seasonal help. During the growing season, we will hire 2-3 seasonal grounds workers to assist with mowing, trimming and ground care of approximately 50 acres. During the winter months, we use additional temporary employees as needed for snow and ice removal of parking lots and sidewalks.

Maintenance

The Maintenance Division is responsible for maintaining County buildings and performing major and minor remodeling projects. Additionally, they maintain files for all leases of County property and maintenance service contracts. There are 9 full-time maintenance employees, classified in 3 categories.

The **Maintenance Workers** are usually entry level employees. These employees are typically assigned to a specific building to support the users and maintain the building and equipment on a daily basis.

The **Senior Maintenance employees** are more skilled with the county buildings, equipment and systems. They support the Maintenance Workers and will also be assigned specific projects as needed.

The **Skilled Trades employees** are licensed in a trade or have specialized training such as certification in HVAC, refrigeration, building automation system/climate controls, etc. Their responsibility is support of all the Maintenance and Senior Maintenance workers, major repairs of all building/equipment and special assigned projects.

Seasonal Overview

The busiest season of the year for the Physical Plant is during the spring when all of the air-conditioning systems must be cleaned and prepared for the start of the cooling season. As most of the buildings are climate controlled, this takes several days to weeks depending on the building size. This includes cleaning all of the cooling coils, checking the control operations and repairing leaks or faults that have occurred over the winter. Each of the systems must have a test run before they can be put on-line. Once the systems are on-line, calibration of controls and thermostats must occur to fine tune each individual area. This whole process is usually repeated during mid-summer to make sure the systems are operating to their maximum efficiency during the hottest time of the year.

During late summer or fall, it is time to prepare for heating operation. There are 5 steam boilers that have to be completely drained, disassembled and cleaned for inspection by certified inspectors every two years. They are sequenced so that 2-3 are opened up per year. Once they pass inspection, they have to be reassembled, filled and test fired to verify correct operation. If the inspector finds a problem, then they have to be repaired and re-inspected before they can be reassembled. Once the boilers are ready to go on-line, we calibrate the controls and thermostats to start them up and heat the buildings.

Each individual building has a different set of parameters for spring and fall start up. Some buildings have a large central heating and cooling plant or package roof top units in multiple locations with different sizes or a combination of the two.

Additional Responsibilities

Physical Plant staff all work together to assist each other with the annual certification process that is required for many different pieces of equipment. Annual inspections of all elevators, anti-siphoning backflow devices, fire alarm systems and components, and over 150 fire extinguishers all require access by certification inspectors who generally have no idea of where they are going or how to get there. We also provide communication between the inspectors and the building occupants when there are controlled outages or alarms to try to minimize the disruption.

Additional work is requested daily from the various departments throughout the County. All of these requests are assigned to our individuals through a computerized work order system in addition to their daily assigned duties. These requests can then be prioritized, assigned by building or location and scheduled as needed. The requests can range from something as simple as a stuck or locked desk drawer, to a tripped breaker or a request to move office furniture and files to a different location.

Physical Plant Monthly Expenditure Report

November, 2012

FY2012

EXPENDITURE ITEM	FY10/11 YTD 11/30/2011	FY10/11 ACTUAL	FY10/11 as % of Actual	FY11/12 ORIGINAL BUDGET	FY11/12 BUDGET 11/30/2012	FY11/12 YTD 11/30/2012	FY11/12 as % of Budget	FY11/12 Remaining Balance
Gas Service	\$328,328	\$355,604	92.33%	\$400,000	\$396,500	\$258,591	65.22%	\$137,909
Electric Service	\$798,888	\$863,826	92.48%	\$900,000	\$896,500	\$811,673	90.54%	\$84,827
Water Service	\$69,472	\$77,033	90.19%	\$71,415	\$71,415	\$65,267	91.39%	\$6,148
Sewer Service	\$43,502	\$48,249	90.16%	\$44,312	\$46,312	\$45,951	99.22%	\$361
All Other Services	\$140,295	\$257,902	54.40%	\$129,888	\$157,616	\$126,669	80.37%	\$30,947
Cths R & M	\$73,246	\$75,518	96.99%	\$35,477	\$41,477	\$39,266	94.67%	\$2,211
Downtown Jail R & M	\$15,462	\$17,045	90.71%	\$26,698	\$39,273	\$30,297	77.15%	\$8,976
Satellite Jail R & M	\$46,746	\$48,762	95.87%	\$27,342	\$42,342	\$41,131	97.14%	\$1,211
1905 R & M	\$10,647	\$11,426	93.18%	\$10,169	\$7,169	\$6,833	95.31%	\$336
Brookens R & M	\$23,168	\$34,285	67.57%	\$31,114	\$77,342	\$37,797	48.87%	\$39,545
JDC R & M	\$8,367	\$8,375	99.90%	\$11,366	\$11,466	\$11,305	98.60%	\$161
1701 E Main R & M	\$17,277	\$18,337	94.22%	\$45,200	\$20,770	\$18,530	89.21%	\$2,240
Other Buildings R & M	\$3,043	\$4,954	61.43%	\$8,188	\$6,610	\$4,117	62.28%	\$2,493
Commodities	\$67,265	\$67,820	99.18%	\$68,637	\$71,393	\$67,299	94.27%	\$4,094
Gas & Oil	\$9,714	\$9,957	97.56%	\$10,810	\$8,933	\$7,151	80.05%	\$1,782
Totals	\$1,655,419	\$1,899,093		\$1,820,616	\$1,895,118	\$1,571,874		\$323,244

Other buildings R & M includes storage outbuildings, Animal Control and 202 Art Bartell

This report does not include information on personnel, intergovernmental loans and capital projects.

**BROOKENS ADMINISTRATION BUILDING
BUILDING EFFICIENCY SUMMARY**

Year May-April	Building Sq. Ft.	Cooling Deg. Days	Electric					Gas					Total Cost/SF	Heating Deg. Days
			Number Billing Days	KWHRs	KWHRs/SF	Cost	Cost/SF	Number Billing Days	Therms	Therms/SF	Cost	Cost/SF		
2011-2012	93,060	1,400	365	1,472,834	15.82671	\$132,114	\$1.42	366	45,160	0.485278	\$26,533.00	\$0.29	\$1.70	4918
2010-2011	93,060	1,633	365	1,578,807	16.96547	\$135,576	\$1.46	365	44,440	0.477541	\$25,775.00	\$0.28	\$1.73	5708
2009-2010	93,060	1,124	365	1,456,560	15.65184	\$134,200	\$1.44	363	40,560	0.435848	\$31,656.00	\$0.34	\$1.78	5559

**COURTHOUSE BUILDING
BUILDING EFFICIENCY SUMMARY**

Year May-April	Building Sq. Ft.	Cooling Deg. Days	Electric					Gas					Total Cost/SF	Heating Deg. Days
			Number Billing Days	KWHRs	KWHRs/SF	Cost	Cost/SF	Number Billing Days	Therms	Therms/SF	Cost	Cost/SF		
2011-2012	146,339	1,400	367	3,337,323	22.80542	\$294,018	\$2.01	366	162,060	1.107429	\$86,808.00	\$0.59	\$2.60	4918
2010-2011	146,339	1,633	365	3,156,942	21.5728	\$289,770	\$1.98	365	163,780	1.119182	\$106,504.00	\$0.73	\$2.71	5708
2009-2010	146,339	1,124	365	2,872,868	19.6316	\$271,972	\$1.86	363	154,990	1.059116	\$131,329.00	\$0.90	\$2.76	5559

Sheriff's Office Electricity & Natural Gas

BUILDING EFFICIENCY REPORT

November 2011 - October 2012

Total Bldg. Sq. Ft.

55,000

Electricity										Gas							
Month	Dates	Number of Billing Days	Avg. Daily Temp.		KWHRS	Billing Amount	Cost per SF	KWHRS per SF	KWHRS per SF/day	Dates	Number of Billing Days	Cooling Deg. Days	Heating Deg. Days	Therms	Total cost	Cost per SF	Therms per SF
			Last Year	This Year													
November	10/27/2011	32	41	45	84,240	\$7,557	\$0.1374	1.5316	0.0479	10/31/2011	30	3	594	2,670	\$1,457	\$0.0265	0.0485
	11/28/2011									11/30/2010							
December	11/28/2011	31	22	35	72,240	\$6,330	\$0.1151	1.3135	0.0424	11/30/2011	31	0	891	3,570	\$1,966	\$0.0357	0.0649
	12/29/2011									12/31/2011							
January	12/29/2011	28	21	29	63,600	\$5,693	\$0.1035	1.1564	0.0413	12/31/2011	31	0	1040	3,880	\$2,032	\$0.0369	0.0705
	1/26/2012									1/31/2012							
February	1/26/2012	31	25	33	67,840	\$5,927	\$0.1078	1.2335	0.0398	1/31/2012	29	0	868	3,680	\$1,781	\$0.0324	0.0669
	2/26/2012									2/29/2012							
March	2/26/2012	30	35	48	72,390	\$6,485	\$0.1179	1.3162	0.0439	2/29/2012	31	65	380	1,990	\$1,066	\$0.0194	0.0362
	3/27/2012									3/31/2012							
April	3/27/2012	30	44	50	87,819	\$7,591	\$0.1380	1.5967	0.0532	3/31/2011	30	34	337	2,110	\$878	\$0.0160	0.0384
	4/26/2012									4/30/2011							
May	4/26/2012	29	55	61	81,053	\$7,035	\$0.1279	1.4737	0.0508	4/30/2012	31	230	87	480	\$204	\$0.0037	0.0087
	5/25/2012									5/31/2012							
June	5/25/2012	32	66	72	98,917	\$8,480	\$0.1542	1.7985	0.0562	5/31/2012	30	267	50	330	\$144	\$0.0026	0.0060
	6/26/2012									6/30/2012							
July	6/26/2012	30	77	81	111,221	\$9,476	\$0.1723	2.0222	0.0674	6/30/2012	31	477	2	300	\$133	\$0.0024	0.0055
	7/26/2012									7/31/2012							
August	7/26/2012	29	74	73	91,108	\$7,944	\$0.1444	1.6565	0.0571	7/31/2012	31	274	43	300	\$130	\$0.0024	0.0055
	8/24/2012									8/31/2012							
September	8/24/2012	32	65	67	92,653	\$7,996	\$0.1454	1.6846	0.0526	8/31/2012	30	125	142	360	\$151	\$0.0027	0.0065
	9/25/2012									9/30/2012							
October	9/25/2012	29	56	54	74,099	\$6,400	\$0.1164	1.3473	0.0465	9/30/2012	31	20	426	2,310	\$1,773	\$0.0322	0.0420
	10/24/2012									10/31/2012							
Totals		363			997,180	\$86,914	\$1.5803	18.1305		366	1495	4860	21,980	\$11,715	\$0.2130	0.3996	

Sheriff's Office Comparison

Cooling Deg. Days	Calendar Dates	Building Sq. Ft.	Electric					Gas					Total Cost/SF	Heating Deg. Days
			Number Billing Days	KWHRS	KWHRS/SF	Cost	Cost/SF	Number Billing Days	Therms	Therms/SF	Cost	Cost/SF		
1495	10/11-10/12	55,000	363	997,180	18.130545	\$86,914	\$1.58	366	21,980	0.3996364	\$11,715.00	\$0.21	\$1.79	4860
1400	5/11-4/12	55,000	365	1,021,889	18.5798	\$89,474	\$1.63	366	21,730	0.3950909	\$11,328.00	\$0.21	\$1.83	4918

Adult Detention Facility Electricity & Natural Gas BUILDING EFFICIENCY REPORT

October 2011 - September 2012

Total Bldg. Sq. Ft.

57,000

Electricity										Gas							
Month	Dates	Number of Billing Days	Avg. Daily Temp.		KWHRS	Total cost	Cost per SF	KWHRS per SF	KWHRS per SF/day	Dates	Number of Billing Days	Cooling Deg. Days	Heating Deg. Days	Therms	Total cost	Cost per SF	Therms per SF
			Last Year	This Year													
October	9/21/2011 10/20/2011	29	59	57	115,507	\$10,711	\$0.1879	2.0264	0.0699	4/30/2012 5/31/2012	31	230	87	5,398	\$2,299	\$0.0403	0.094702
November	10/20/2011 11/22/2011	33	47	46	114,631	\$10,349	\$0.1816	2.0111	0.0609	5/31/2012 6/30/2012	30	267	50	5,048	\$2,207	\$0.0387	0.088561
December	11/22/2011 12/21/2011	29	24	37	91,316	\$7,998	\$0.1403	1.6020	0.0552	6/30/2012 7/31/2012	31	477	2	5,237	\$2,327	\$0.0408	0.091877
January	12/21/2011 1/25/2012	35	22	30	110,779	\$9,485	\$0.1664	1.9435	0.0555	7/31/2012 8/31/2012	31	274	43	6,787	\$2,957	\$0.0519	0.11907
February	1/25/2012 2/22/2012	28	24	33	89,094	\$7,786	\$0.1366	1.5631	0.0558	8/31/2012 9/30/2012	30	125	142	5,921	\$2,489	\$0.0437	0.103877
March	2/22/2012 3/22/2012	29	35	48	122,127	\$11,197	\$0.1964	2.1426	0.0739	9/30/2012 10/31/2012	31	20	426	5,845	\$2,630	\$0.0461	0.102544
April	3/22/2012 4/24/2012	33	41	51	135,052	\$12,192	\$0.2139	2.3693	0.0718	10/31/2011 11/30/2011	30	3	594	4,879	\$2,663	\$0.9006	1.649983
May	4/24/2012 5/22/2012	28	54	60	147,981	\$13,069	\$0.2293	2.5962	0.0927	11/30/2011 12/31/2011	31	0	891	9,317	\$5,133	\$1.7359	3.150829
June	5/22/2012 6/21/2012	30	66	72	183,627	\$15,546	\$0.2727	3.2215	0.1074	12/31/2011 1/31/2012	31	0	1040	10,526	\$5,514	\$1.8647	3.559689
July	6/21/2012 7/21/2012	30	76	80	224,676	\$18,625	\$0.3268	3.9417	0.1314	1/31/2012 2/29/2012	29	0	868	8,501	\$4,114	\$1.3913	2.874873
August	7/21/2012 8/21/2012	31	75	74	206,165	\$17,110	\$0.3002	3.6169	0.1167	2/29/2012 3/31/2012	31	65	380	7,641	\$4,096	\$1.3852	2.584038
September	8/21/2012 9/20/2012	30	67	70	190,632	\$16,012	\$0.2809	3.3444	0.1115	3/31/2011 4/30/2011	30	34	337	6,398	\$2,662	\$0.9002	2.163679
Totals		365			1,731,587	\$150,080	\$2.6330	30.3787			366	1495	4860	81,498	\$39,091	\$8.4394	16.58372

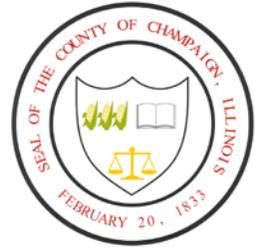
Adult Detention Comparison

Cooling Deg. Days	Calendar Dates	Building Sq. Ft.	Electric				Gas				Total Cost/SF	Heating Deg. Days		
			Number Billing Days	KWHRS	KWHRS/SF	Cost	Cost/SF	Number Billing Days	Therms	Therms/SF			Cost	Cost/SF
1495	10/11-10/12	57,000	365	1,731,587	30.37872	\$150,080	\$2.63	366	81,498	1.429789	\$39,091.00	\$0.69	\$3.32	4860
1400	5/11-4/12	57,000	365	1,621,475	28.44693	\$142,721	\$2.50	366	75,846	1.330632	\$40,517.00	\$0.71	\$3.21	4918

CHAMPAIGN COUNTY PHYSICAL PLANT

1776 EAST WASHINGTON STREET, URBANA, ILLINOIS 61802-4581

FACILITIES & GROUNDS MANAGEMENT SERVICES



Alan Reinhart, Facilities Director

MEMORANDUM

DATE: January 2, 2013
TO: Stan James, Chair County Facilities Committee
FROM: Alan Reinhart, Facilities Director
RE: Sheriff Office/Correctional Facilities Improvements

During September 2012, the County Board approved funding for the following building improvements to be completed by the end of the fiscal year, if possible. Five separate small projects were funded:

PROJECT	CONTRACTOR	VALUE	STATUS
Roof Maintenance & Repair (South Office Section)	Nogle & Black Roofing	\$21,116	Completed
Masonry Repair (Upper Parapet)	R.D. Cox Masonry	\$21,500	70% Complete – delayed due to weather. Will take 3 days to complete project
Shower Stall Sheeting (Selective Stalls)	Roessler Construction	\$22,100	Material Purchased - work begins 1/7
Dayroom Painting (Selective Dayrooms)	Roessler Construction	\$4,580	65% Complete – 2 isolation dayrooms left - Should be done by January
Corridor Security Lock Replacements	Physical Plant	\$4,202	All locks purchased – County staff will install the retrofit locks over next several months