

COUNTY OF KENDALL, ILLINOIS
BUDGET & FINANCE COMMITTEE
County Board Rm 210
111 W. Fox Street; Yorkville



MEETING AGENDA
Thursday, July 30, 2020 - 4:15p.m.

1. **Call to Order**
2. **Roll Call: Matt Kellogg, Amy Cesich, Scott Gryder, Audra Hendrix, Matthew Prochaska**
3. **Approval of Agenda**
4. **Approval of Forwarding Claims for Final Approval**
5. **Department Head and Elected Official Reports**
6. **Items from Other Committees**
From Law, Justice and Legislation Committee:
Discussion and Approval of Body Worn Cameras for Patrol and Corrections
7. **Items of Business**
FY21 Budget Discussion
 - *Budget Guidelines*
 - *Budget Timeline*
 - *Capital Projects Timeline*
8. **Public Comment**
9. **Questions from the Media**
10. **Action Items for County Board**
11. **Items for Committee of the Whole**
12. **Executive Session**
13. **Adjournment**

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630- 553-4171, a minimum of 24-hours prior to the meeting time

COUNTY OF KENDALL, ILLINOIS
BUDGET & FINANCE COMMITTEE
Meeting Minutes for Thursday, July 16, 2020

Call to Order - Committee Chair Matt Kellogg called the Budget and Finance Committee to order at 5:46p.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		5:56p.m.
Scott Gryder	Present		
Audra Hendrix	ABSENT		
Matt Kellogg	Present		
Matthew Prochaska	Here		

Others Present – Latreese Caldwell, Scott Gengler, Matthew Kinsey, Scott Koeppel

Approval of Agenda – Member Prochaska made a motion to approve the agenda, second by Member Gryder. With four members present voting aye, motion passed by a vote of 4-0.

Approval of Forwarding Claims for Final County Board Approval – Member Cesich made a motion to forward the claims to the County Board for final approval, second by Member Gryder. With four members present voting aye, the motion carried by a vote of 4-0.

Department Head and Elected Official Reports – None

Items from Other Committees – None

Items of Business

Latreese Caldwell reviewed the General Fund Income Statement for period ending June 30, 2020, Revenues, Expenditures, Transfers In and Transfers Out with the committee. Discussion on variances between last year and this year at this same point.

Public Comment – None

Questions from the Media –

Items for the July 21, 2020 County Board Meeting

- *Forwarding Claims for Final County Board Approval*

Executive Session – Not needed

Adjournment – Member Gryder made a motion to adjourn the Budget and Finance Committee meeting, Member Prochaska seconded the motion. **The meeting was adjourned at 6:09p.m. by a 4-0 vote.**

Respectfully submitted,

Valarie McClain
Administrative Assistant

Claims Listing

7/29/2020 12:58:32 PM

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
Administration	1849	VERIZON	9858831990	Cell Phones 6/17-7/16/20	11000530 62070	Cellular Phones	\$94.56
						<i>Sub-Total</i>	\$94.56
	1473	OFFICE DEPOT	107178310001	Office Supplies	11000530 62370	County Supplies	\$68.51
						<i>Sub-Total</i>	\$68.51
					Administration	Total	\$163.07
	Animal Control Warden	1449	SPRINT	788572032	Telephone & Pager	130101 62070	Cellular Phones
						<i>Sub-Total</i>	\$10.14
792		HOME DEPOT CREDIT SERVICES	072720	SUPPLIES, ANIMAL CONTROL	140001 69770	Building Improvements	\$168.95
						<i>Sub-Total</i>	\$168.95
1692		SOUTHERN COMPUTER WAREHOUSE (SCW)	IN-000630452	Scanners	140001 69780	Capital Expenditures	\$564.54
						<i>Sub-Total</i>	\$564.54
				Animal Control Warden	Total	\$743.63	

Behavioral Health Services

1439	NORTHEASTERN ILLINOIS AGENCY ON AGING	N202071007	JUL20-SEPT20 NAPISPAK	12051355:62030	Dues	\$184.26
					Sub-Total	\$184.26
326	COMMUNITY ANSWERING SERVICE	200700795	AFTER HRS ANSWER SVC	12051355:62150	Contractual Services	\$82.80
					Sub-Total	\$82.80
1172	KENDALL PRINTING	063020	BUSINESS RESOURCE DIRECTORY CARDS	12051355:62190	Printing	\$320.00
					Sub-Total	\$320.00
1473	OFFICE DEPOT	104824062001	CLIPBOARD STORAGE CASES	12051355:67750	Supplies - General	\$58.98
1473	OFFICE DEPOT	104826993001	DR GRIP PENS	12051355:67750	Supplies - General	\$10.78
1473	OFFICE DEPOT	104826994001	DR GRIP PENS	12051355:67750	Supplies - General	\$11.88
1473	OFFICE DEPOT	104826995001	DR GRIP PENCILS	12051355:67750	Supplies - General	\$27.57
1473	OFFICE DEPOT	104826996001	BINDER	12051355:67750	Supplies - General	\$5.69
					Sub-Total	\$114.90
1869	VISION FRIENDLY.COM	43654	WORDPRESS CORE, THEME & PLUGIN UPDATES	12051355:69780	Capital Expenditures	\$490.00
					Sub-Total	\$490.00
				Behavioral Health Services	Total	\$1,191.96

Circuit Court Clerk

1877	WALDEN'S LOCK SERVICE	21183	Ofc Supply-desk keys and file cabinet keys	11000314 62000	Office Supplies	\$30.88
2063	RUNCO OFFICE SUPPLY	794505-0	Ofc Supply-post it notes & index cards	11000314 62000	Office Supplies	\$22.05
2063	RUNCO OFFICE SUPPLY	795582-0	office Supply-counterfeit pens & calculator ribbon	11000314 62000	Office Supplies	\$27.97
					Sub-Total	\$80.90
2666	NORA BANALES	8002	COVID19 mileage to high school for traffic court	11000314 62050	Mileage	\$8.63
					Sub-Total	\$8.63
1038	JANO TECHNOLOGIES, INC	1903	Court Auto- notify fees for January - June	131303 66500	Miscellaneous Expense	\$28.93
1692	SOUTHERN COMPUTER WAREHOUSE (SCW)	000647834	Doc Storage 2 airtames & 2 adapters for monitors	130403 66500	Miscellaneous Expense	\$757.20
					Sub-Total	\$786.13
					Circuit Court Clerk Total	\$875.66
Circuit Court Judge						
1534	PITNEY BOWES	3104078061	Postage Machine Lease	11001516 62340	Postage Meter Lease	\$1,120.29
					Sub-Total	\$1,120.29
181	BRIDGES	5463	ASL Interpreter Services	11001516 64810	Statutory Expense	\$347.73
181	BRIDGES	5464	ASL Interpreter Services	11001516 64810	Statutory Expense	\$347.73
191	TIMOTHY BROWN, PSY D.	71520	Court Ordered Evaluation	11001516 64810	Statutory Expense	\$550.00

Circuit Court Judge	1216	LANGUAGE LINE SERVICES	4844626	Interpretation Services	11001516 64810	Statutory Expense	\$71.55
	1676	ELVA A. SLEPICKA	2020-59	In house Spanish Interpreter	11001516 64810	Statutory Expense	\$1,365.00
						Sub-Total	\$2,682.01
	1841	MARYANNE J. VALENZIO, CSR	072120	Transcripts for Appeal	11001516 65510	Court Reporter/Transcripts	\$2,910.00
						Sub-Total	\$2,910.00
						Circuit Court Judge Total	\$6,712.30
Combined Court Services	1886	WAREHOUSE DIRECT OFFICE PRODUCTS	4718775-0	office supplies/toner	11001618 62000	Office Supplies	\$139.98
						Sub-Total	\$139.98
	1192	KONICA MINOLTA	9006932437	konica minolta copies	11001618 62150	Contractual Services	\$30.47
						Sub-Total	\$30.47
	1102	KANE COUNTY TREASURER	Jun-20	Kane County Juvenile Detention	11001618 65050	Kane County Juvenile Detention	\$10,320.00
					Sub-Total	\$10,320.00	
					Combined Court Services Total	\$10,490.45	
Community Action Services	1943	WEX BANK	66219545	FUEL PURCHASES	12051358 62050	Mileage	\$173.13
						Sub-Total	\$173.13
	39	ALL SERVICE HEATING & AIR CONDITIONING	070920	INSTALLATION(S) BOILER SYSTEM	12051358 67810	Direct Client Assistance	\$97,724.54

Community Action Services	319	COMED-REVENUE MGMT	182862	LIHEAP	12051358	67810	Direct Client Assistance	\$441.00
	319	COMED-REVENUE MGMT	182862	LIHEAP	12051358	67810	Direct Client Assistance	\$5,168.00
	1158	KENDALL COUNTY HEALTH DEPT.	175355 & 176254	LIHEAP	12051358	67810	Direct Client Assistance	\$1,567.00
	1158	KENDALL COUNTY HEALTH DEPT.	175355 & 176254	LIHEAP	12051358	67810	Direct Client Assistance	\$2,186.00
	1158	KENDALL COUNTY HEALTH DEPT.	182860	LIHEAP	12051358	67810	Direct Client Assistance	\$100.00
	1452	NICOR	182854	LIHEAP	12051358	67810	Direct Client Assistance	\$108.00
	1452	NICOR	182854	LIHEAP	12051358	67810	Direct Client Assistance	\$5,579.00
	2047	COMED	182853	LIHEAP	12051358	67810	Direct Client Assistance	\$2,987.00
							Sub-Total	\$115,860.54
						Community Action Services	Total	\$116,033.67
Community Health Services	129	CLARENCE BELL	MAY20	MILEAGE REIMB	12051357	62050	Mileage	\$312.23
							Sub-Total	\$312.23
	1473	OFFICE DEPOT	102560977001	HANDSANITIZER	12051357	67750	Supplies - General	\$163.50
	1473	OFFICE DEPOT	103948778001	HAND SANITIZER	12051357	67750	Supplies - General	\$163.50
							Sub-Total	\$327.00
	1016	ITSAWY LLC	1199895	(13) HP PROBOOKS & CARE PACKS	12051357	69780	Capital Expenditures	\$11,601.98
						Sub-Total	\$11,601.98	
						Community Health Services	Total	\$12,241.21

Contract Srvs. Audit/Prpty Tax	435	DEVNET INC	0711.8004	DEVNET QUARTERLY JUNE-AUG 2020 SUPPORT	11000828 65440	Property Tax Software Serv.	\$15,725.53
						Sub-Total	\$15,725.53
					Contract Srvs. Audit/Prpty Tax	Total	\$15,725.53
Coroner	881	IL CORONERS & MEDICAL EXAMINERS ASSOC	8241	PURCELL 2020 ICMEA CONFERENCE	11000417:62060	Training	\$450.00
						Sub-Total	\$450.00
	1620	RUSH-COPLEY MEDICAL CENTER	100	INVOICE 100 - 2007234 RUTHERFORD	11000417 64970	Histology	\$575.00
						Sub-Total	\$575.00
	1692	SOUTHERN COMPUTER WAREHOUSE (SCW)	8772,8774,9613	surfacebook, dvd player, warranty	130804:66500	Miscellaneous Expense	\$2,843.10
						Sub-Total	\$2,843.10
					Coroner	Total	\$3,868.10
Corrections	348	CONSOLIDATED CORRECTIONAL FOODSERVICE	22070820	KENDALL FOOD SERVICE 06/17 - 07/08	11002010 62150	Contractual Services	\$14,174.47
	369	CROSS MATCH TECHNOLOGIES	13968	CN #025167 MAINTENANCE CONTRACT	11002010:62150	Contractual Services	\$2,378.80
						Sub-Total	\$16,553.27

Corrections	51	AMAZON.COM	07/10/20	6045787810298659	11002010:64550	Medical Expenses	\$18.99	
	91	ATHLETIC & THERAPEUTIC INST. (ATI)	MULTI INVOICES	PAST INMATE MEDICAL INVOICES	11002010:64550	Medical Expenses	\$1,419.06	
	624	GARCIA CLINICAL LABORATORY	MULTI INVOICES	KENDALL SHERIFF	11002010:64550	Medical Expenses	\$162.00	
	1316	MCKESSON MEDICAL-SURGICAL	JULY MULTI INVOICES	55390494	11002010:64550	Medical Expenses	\$171.94	
							Sub-Total	\$1,771.99
						Corrections	Total	\$18,325.26
County Administrator	2146	IMAGINATION PRINT & DESIGN	34620	Census face masks giveaways	176905:70040	Supplies	\$3,320.00	
							Sub-Total	\$3,320.00
	2697	BRANDON SENTER	7898	payment for sign installation	176905:70050	Contractual Services	\$1,550.00	
							Sub-Total	\$1,550.00
							County Administrator	Total
County Board	379	CURRENT TECHNOLOGIES CORP.	10485	Cisco IOS Booster SquardCars	140425:62160	Equipment	\$2,676.08	
							Sub-Total	\$2,676.08
	381	CURRIE MOTORS	E8004E8005E8000	2020 FORD UTILITY INTERCEPTOR X3	140425:69760	Vehicle Purchase	\$103,557.00	
						Sub-Total	\$103,557.00	

County Board	242	CHICAGO TRIBUNE	021991070000	BOARDROOM ADVERTISEMENT	140225 69780	Capital Expenditures	\$296.29	
	542	FIRST PLACE RENTAL	2754	SOLAR LIFT RENTAL	140125 69780	Capital Expenditures	\$1,052.80	
	1648	SECURITY AUTOMATION SYSTEMS, INC.	3809	SOLAR SECURITY CAMERA	140125 69780	Capital Expenditures	\$4,870.00	
							Sub-Total	\$6,219.09
							County Board	Total \$112,452.17
County Clerk And Recorder	2109	TYLER BUSINESS FORMS	48221	AP CHECKS	11000606 62000	Office Supplies	\$1,022.75	
							Sub-Total	\$1,022.75
	1823	ULINE	122090483	vbm cart/boxes	173106 66500	Miscellaneous Expense	\$456.18	
							Sub-Total	\$456.18
	935	IT STABILITY SYSTEMS, LLC	2020-065	DESKTOPS	132806 68870	Document Storage	\$5,463.08	
	935	IT STABILITY SYSTEMS, LLC	2020-066	SCANNER	132806 68870	Document Storage	\$3,398.94	
							Sub-Total	\$8,862.02
						County Clerk And Recorder	Total \$10,340.95	
County Highway Engineer	2063	RUNCO OFFICE SUPPLY	794792-0	5x8 tablets & post it notes	120207 62000	Office Supplies	\$23.78	
							Sub-Total	\$23.78

**County Highway
Engineer**

317	COFFMAN TRUCK SALES INC	25974	#5 plug faulty	120207 62160	Equipment	\$330.40
317	COFFMAN TRUCK SALES INC	26000	Towed #19 to Huntley	120207 62160	Equipment	\$450.00
506	ELBURN NAPA, INC.	259655	Oil filters	120207 62160	Equipment	\$93.72
506	ELBURN NAPA, INC.	260216	Screw mount base	120207 62160	Equipment	\$5.12
506	ELBURN NAPA, INC.	260263	De-icer	120207 62160	Equipment	\$59.88
506	ELBURN NAPA, INC.	260289	Screw mount base	120207 62160	Equipment	\$5.12
506	ELBURN NAPA, INC.	260322	Toggle indicator & rocker	120207 62160	Equipment	\$28.12
506	ELBURN NAPA, INC.	26034	Gloves	120207 62160	Equipment	\$11.99
506	ELBURN NAPA, INC.	260612	Fuse holders	120207 62160	Equipment	\$26.72
506	ELBURN NAPA, INC.	260741	Brake pads #9	120207 62160	Equipment	\$27.99
506	ELBURN NAPA, INC.	260837	Dielectric tune-up	120207 62160	Equipment	\$7.54
506	ELBURN NAPA, INC.	260902	Thread rod	120207 62160	Equipment	\$3.19
506	ELBURN NAPA, INC.	261034	Special adhesive	120207 62160	Equipment	\$44.99
506	ELBURN NAPA, INC.	261181	Blade	120207 62160	Equipment	\$10.92
506	ELBURN NAPA, INC.	261301	Black undercoat paint	120207 62160	Equipment	\$62.45
506	ELBURN NAPA, INC.	261303	Gloves	120207 62160	Equipment	\$23.98
506	ELBURN NAPA, INC.	410823	Brake rotor #9	120207 62160	Equipment	\$141.00
558	FLEETPRIDE	56141277	Clamps for loader & degreaser shop	120207 62160	Equipment	\$30.03
653	GJOVIK FORD MERCURY, INC	78494	Bed liner for #4	120207 62160	Equipment	\$292.93

**County Highway
Engineer**

653	GJOVIK FORD MERCURY , INC	78556	Cup holders #2 & 4	120207	62160	Equipment	\$75.78
1323	MENARDS	89341	3"PVC cap	120207	62160	Equipment	\$19.26
1323	MENARDS	89548	CO alarm & hanger	120207	62160	Equipment	\$29.51
1323	MENARDS	89559	Clevis hanger, pvc pipe	120207	62160	Equipment	\$29.73
1323	MENARDS	90345	Crack concrete	120207	62160	Equipment	\$8.96
1323	MENARDS	90574	Cap & hanger	120207	62160	Equipment	\$18.54
1749	TERMINAL SUPPLY CO	53128-00	Junction box	120207	62160	Equipment	\$64.31
1754	THE TURF TEAM	159600	Blade - Xmark	120207	62160	Equipment	\$94.47
1950	YORKVILLE ACE & RADIO SHACK	171454	Hex nut	120207	62160	Equipment	\$3.79
						Sub-Total	\$2,000.44
82	ARNESON OIL CO.	293825	Diesel	120207	62180	Gasoline / Fuel / Oil	\$824.62
82	ARNESON OIL CO.	293826	Gas	120207	62180	Gasoline / Fuel / Oil	\$896.00
82	ARNESON OIL CO.	294287	Diesel	120207	62180	Gasoline / Fuel / Oil	\$592.29
82	ARNESON OIL CO.	294288	Gas	120207	62180	Gasoline / Fuel / Oil	\$457.70
82	ARNESON OIL CO.	294887	Diesel	120207	62180	Gasoline / Fuel / Oil	\$648.46
82	ARNESON OIL CO.	294888	Gas	120207	62180	Gasoline / Fuel / Oil	\$416.68
						Sub-Total	\$3,835.75
236	CENTRAL LIMESTONE CO INC	22085	Road rock	120207	67220	Highway Maint. Materials	\$255.54
						Sub-Total	\$255.54

**County Highway
Engineer**

1788	TRAFFIC CONTROL CORPORATION	121893	Detector interface	120207 67260	Traffic Signal Maint.	\$195.00
1788	TRAFFIC CONTROL CORPORATION	122056	Ped button & latching	120207 67260	Traffic Signal Maint.	\$502.82
					Sub-Total	\$697.82
1453	NORTHERN CONTRACTING INC	8680	Guardrail Fox Rd @ Pavilion Rd.	120207 67270	Road and Bridge Maint.	\$3,904.97
2744	ROCK CREEK LAND AND CATTLE LLC	7-2020	Clean brush along Fox Rd.	120207 67270	Road and Bridge Maint.	\$675.00
					Sub-Total	\$4,579.97
735	HAMPTON, LENZINI & RENWICK	20201281	Eng. - River Rd. bridge TBP	120107 67350	Construction of Bridges	\$12,288.75
					Sub-Total	\$12,288.75
401	D CONSTRUCTION INC	#1-16135RP	Pay estimate #1 - Ridge & Holt	135007 67400	Road Construction and Maint.	\$157,081.15
2641	TRIGGI CONSTRUCTIONS INC	#2-19155PP	Pay estimate #2 Eldamain Rd. patching	135007 67400	Road Construction and Maint.	\$226,580.59
					Sub-Total	\$383,661.74
797	HR GREEN INC.	1-136894	Eng. - Eldamain Rd. concrete patch Ph III	135007 67420	Engineering Fees	\$23,167.51
809	HUTCHISON ENGINEERING, INC	11-A	Eng. - Ridge Rd. & Route 52	135007 67420	Engineering Fees	\$2,111.00
					Sub-Total	\$25,278.51
				County Highway Engineer	Total	\$432,622.30

County Treasurer	2269	DEARBORN LIFE INSURANCE COMPANY	AUGUST 2020	AUGUST 2020 LIFE	180608 52150	Supplemental Life	\$2,584.34	
						Sub-Total	\$2,584.34	
	2269	DEARBORN LIFE INSURANCE COMPANY	AUGUST 2020	AUGUST 2020 LIFE	180608 52190	Accidental Insurance	\$761.17	
						Sub-Total	\$761.17	
	2269	DEARBORN LIFE INSURANCE COMPANY	AUGUST 2020	AUGUST 2020 LIFE	180608 52200	Critical Illness	\$164.86	
						Sub-Total	\$164.86	
						County Treasurer	Total	\$3,510.37
	Emergency Management Agency	51	AMAZON.COM	07/10/20	6045787810298659	11000912 62000	Office Supplies	\$99.00
							Sub-Total	\$99.00
312		COMCAST	EMA DUE 080320	8771200680090988	11000912 62070	Cellular Phones	\$35.81	
						Sub-Total	\$35.81	
						Emergency Management Agency	Total	\$134.81
Employee Bfits Health/Unemploy.	986	INFINISOURCE BENEFIT SERVICES	1104722691	FBA MONTHLY ADMIN SERVICES	11000827 65470	Health Insurance Premiums	\$101.50	

Employee Bfts Health/Unemply.	1325	METLIFE	AUGUST 2020	AUG 2020 DENTAL	11000827 65470	Health Insurance Premiums	\$25,266.84	
	2041	BLUE CROSS AND BLUE SHIELD OF ILLINOIS	AUGUST 2020	AUGUST 2020 EMPLOYEE HEALTH	11000827 65470	Health Insurance Premiums	\$365,907.10	
	2269	DEARBORN LIFE INSURANCE COMPANY	AUGUST 2020	AUGUST 2020 LIFE	11000827 65470	Health Insurance Premiums	\$710.54	
							Sub-Total	\$391,985.98
						Employee Bfts Health/Unemply.	Total	\$391,985.98
Environmental Health Services	129	CLARENCE BELL	MAY20	MILEAGE REIMB	12051356 62050	Mileage	\$40.25	
	129	CLARENCE BELL	MAY20	MILEAGE REIMB	12051356 62050	Mileage	\$109.82	
	1943	WEX BANK	66219545	FUEL PURCHASES	12051356 62050	Mileage	\$24.81	
							Sub-Total	\$174.88
	1345	CONCORDANCE HEALTHCARE COL	18967167	ALCOHOL SWABS	12051356 67750	Supplies - General	\$33.17	
							Sub-Total	\$33.17
						Environmental Health Services	Total	\$208.05
Facilities Management	5	AAREN PEST CONTROL	32905	ANNUAL CONTRACTS	11001001 62140	Annual Contracts / Serv. Agmts	\$100.00	
	499	ECOLAB	6256495609	DISH MACHINE LEASE	11001001 62140	Annual Contracts / Serv. Agmts	\$234.95	
							Sub-Total	\$334.95

**Facilities
Management**

393	DARLING INGREDIENTS, INC	11150484	SERVICES	11001001 62150	Contractual Services	\$173.00
1503	PARK VENDING	54343-54349	SERVICES	11001001 62150	Contractual Services	\$342.00
1784	TOTAL FIRE & SAFETY, INC.	157710	SERVICES	11001001 62150	Contractual Services	\$47.50
1784	TOTAL FIRE & SAFETY, INC.	157711	SERVICES	11001001 62150	Contractual Services	\$41.50
1784	TOTAL FIRE & SAFETY, INC.	157712	SERVICES	11001001 62150	Contractual Services	\$397.50
1784	TOTAL FIRE & SAFETY, INC.	157713	SERVICES	11001001 62150	Contractual Services	\$194.00
1784	TOTAL FIRE & SAFETY, INC.	157714	SERVICES	11001001 62150	Contractual Services	\$95.00
1784	TOTAL FIRE & SAFETY, INC.	157839	SERVICES	11001001 62150	Contractual Services	\$674.00
1784	TOTAL FIRE & SAFETY, INC.	157841	SERVICES	11001001 62150	Contractual Services	\$730.00
					Sub-Total	\$2,694.50
1789	TRANE COMPANY	8549362	EQUIPMENT	11001001 62160	Equipment	\$232.70
					Sub-Total	\$232.70
228	CAPITAL ONE COMMERCIAL	40007266300726 4	COUNTY SUPPLIES	11001001 62370	County Supplies	\$79.81
586	PERFORMANACE FOODSERVICE	4409198	COUNTY SUPPLIES	11001001 62370	County Supplies	\$404.38
680	GRAINGER	9589319905	COUNTY SUPPLIES	11001001 62370	County Supplies	\$38.34

Facilities Management	792	HOME DEPOT CREDIT SERVICES	072720	SUPPLIES, ANIMAL CONTROL	11001001	62370	County Supplies	\$243.85		
	1294	MARK'S PLUMBING PARTS & PRODUCTS	INV001889339	COUNTY SUPPLIES	11001001	62370	County Supplies	\$255.45		
	1294	MARK'S PLUMBING PARTS & PRODUCTS	INV001889489	COUNTY SUPPLIES	11001001	62370	County Supplies	\$174.24		
	1692	SOUTHERN COMPUTER WAREHOUSE (SCW)	IN-000637366	COVID 19 EXPENSE	11001001	62370	County Supplies	\$207.64		
	1886	WAREHOUSE DIRECT OFFICE PRODUCTS	4724111-0	COUNTY SUPPLIES	11001001	62370	County Supplies	\$4,366.37		
	1886	WAREHOUSE DIRECT OFFICE PRODUCTS	4824111-1	COUNTY SUPPLIES	11001001	62370	County Supplies	\$32.09		
	2746	AIR PRODUCTS EQUIPMENT CO	D244977	COUNTY SUPPLIES	11001001	62370	County Supplies	\$1,445.00		
								Sub-Total	\$7,247.17	
								Facilities Management	Total	\$10,509.32
	Jury Commission	1528	PETTY CASH / COURT ADMIN.	071320	Jury Snacks	11001515	64750	Meals	\$5.81	
								Sub-Total	\$5.81	
899999		JUR OTP	136998	JURY PAY	11001515	65530	Petit Juror Per Diem	\$19.05		
899999		JUR OTP	163583	JURY PAY	11001515	65530	Petit Juror Per Diem	\$13.30		
899999		JUR OTP	179224	JURY PAY	11001515	65530	Petit Juror Per Diem	\$14.45		
899999		JUR OTP	188502	JURY PAY	11001515	65530	Petit Juror Per Diem	\$24.80		
899999		JUR OTP	324223	JURY PAY	11001515	65530	Petit Juror Per Diem	\$19.05		

Jury Commission							
899999	JUR OTP	336244	JURY PAY	11001515	65530	Petit Juror Per Diem	\$38.10
899999	JUR OTP	360467	JURY PAY	11001515	65530	Petit Juror Per Diem	\$16.75
899999	JUR OTP	361781	JURY PAY	11001515	65530	Petit Juror Per Diem	\$63.40
899999	JUR OTP	367296	JURY PAY	11001515	65530	Petit Juror Per Diem	\$25.95
899999	JUR OTP	500957	JURY PAY	11001515	65530	Petit Juror Per Diem	\$17.90
899999	JUR OTP	504153	JURY PAY	11001515	65530	Petit Juror Per Diem	\$20.20
899999	JUR OTP	505316	JURY PAY	11001515	65530	Petit Juror Per Diem	\$21.35
899999	JUR OTP	506503	JURY PAY	11001515	65530	Petit Juror Per Diem	\$20.20
899999	JUR OTP	510543	JURY PAY	11001515	65530	Petit Juror Per Diem	\$20.20
899999	JUR OTP	510550	JURY PAY	11001515	65530	Petit Juror Per Diem	\$45.00
899999	JUR OTP	512955	JURY PAY	11001515	65530	Petit Juror Per Diem	\$15.60
899999	JUR OTP	515172	JURY PAY	11001515	65530	Petit Juror Per Diem	\$12.15
899999	JUR OTP	516388	JURY PAY	11001515	65530	Petit Juror Per Diem	\$16.75
899999	JUR OTP	517657	JURY PAY	11001515	65530	Petit Juror Per Diem	\$12.15
899999	JUR OTP	518066	JURY PAY	11001515	65530	Petit Juror Per Diem	\$21.35
899999	JUR OTP	519798	JURY PAY	11001515	65530	Petit Juror Per Diem	\$16.75
899999	JUR OTP	523131	JURY PAY	11001515	65530	Petit Juror Per Diem	\$23.65
899999	JUR OTP	523182	JURY PAY	11001515	65530	Petit Juror Per Diem	\$15.60
899999	JUR OTP	523214	JURY PAY	11001515	65530	Petit Juror Per Diem	\$19.05
899999	JUR OTP	524625	JURY PAY	11001515	65530	Petit Juror Per Diem	\$20.20

Jury Commission							
899999	JUR OTP	525581	JURY PAY	11001515	65530	Petit Juror Per Diem	\$20.20
899999	JUR OTP	529118	JURY PAY	11001515	65530	Petit Juror Per Diem	\$15.60
899999	JUR OTP	530276	JURY PAY	11001515	65530	Petit Juror Per Diem	\$19.05
899999	JUR OTP	532864	JURY PAY	11001515	65530	Petit Juror Per Diem	\$22.50
899999	JUR OTP	533035	JURY PAY	11001515	65530	Petit Juror Per Diem	\$20.20
899999	JUR OTP	538247	JURY PAY	11001515	65530	Petit Juror Per Diem	\$20.20
899999	JUR OTP	538365	JURY PAY	11001515	65530	Petit Juror Per Diem	\$26.60
899999	JUR OTP	539192	JURY PAY	11001515	65530	Petit Juror Per Diem	\$12.15
899999	JUR OTP	540876	JURY PAY	11001515	65530	Petit Juror Per Diem	\$20.20
899999	JUR OTP	541252	JURY PAY	11001515	65530	Petit Juror Per Diem	\$22.50
899999	JUR OTP	541395	JURY PAY	11001515	65530	Petit Juror Per Diem	\$15.60
899999	JUR OTP	541744	JURY PAY	11001515	65530	Petit Juror Per Diem	\$20.20
899999	JUR OTP	544976	JURY PAY	11001515	65530	Petit Juror Per Diem	\$12.15
899999	JUR OTP	545300	JURY PAY	11001515	65530	Petit Juror Per Diem	\$22.50
899999	JUR OTP	546090	JURY PAY	11001515	65530	Petit Juror Per Diem	\$24.80
899999	JUR OTP	547370	JURY PAY	11001515	65530	Petit Juror Per Diem	\$14.45
899999	JUR OTP	548292	JURY PAY	11001515	65530	Petit Juror Per Diem	\$40.40
899999	JUR OTP	549805	JURY PAY	11001515	65530	Petit Juror Per Diem	\$12.15
899999	JUR OTP	550153	JURY PAY	11001515	65530	Petit Juror Per Diem	\$47.30
899999	JUR OTP	550729	JURY PAY	11001515	65530	Petit Juror Per Diem	\$12.15

Jury Commission

899999	JUR OTP	551487	JURY PAY	11001515:65530	Petit Juror Per Diem	\$25.95
899999	JUR OTP	551633	JURY PAY	11001515:65530	Petit Juror Per Diem	\$20.20
899999	JUR OTP	553327	JURY PAY	11001515:65530	Petit Juror Per Diem	\$20.20
899999	JUR OTP	553657	JURY PAY	11001515:65530	Petit Juror Per Diem	\$20.20
899999	JUR OTP	553946	JURY PAY	11001515:65530	Petit Juror Per Diem	\$17.90
899999	JUR OTP	554485	JURY PAY	11001515:65530	Petit Juror Per Diem	\$20.20
899999	JUR OTP	555769	JURY PAY	11001515:65530	Petit Juror Per Diem	\$17.90
899999	JUR OTP	556224	JURY PAY	11001515:65530	Petit Juror Per Diem	\$54.20
899999	JUR OTP	561224	JURY PAY	11001515:65530	Petit Juror Per Diem	\$22.50
899999	JUR OTP	564038	JURY PAY	11001515:65530	Petit Juror Per Diem	\$20.20
899999	JUR OTP	565932	JURY PAY	11001515:65530	Petit Juror Per Diem	\$12.15
899999	JUR OTP	567700	JURY PAY	11001515:65530	Petit Juror Per Diem	\$17.90
899999	JUR OTP	568066	JURY PAY	11001515:65530	Petit Juror Per Diem	\$42.70
899999	JUR OTP	570664	JURY PAY	11001515:65530	Petit Juror Per Diem	\$20.20
899999	JUR OTP	571032	JURY PAY	11001515:65530	Petit Juror Per Diem	\$22.50
899999	JUR OTP	571170	JURY PAY	11001515:65530	Petit Juror Per Diem	\$12.15
899999	JUR OTP	571650	JURY PAY	11001515:65530	Petit Juror Per Diem	\$13.30
899999	JUR OTP	574006	JURY PAY	11001515:65530	Petit Juror Per Diem	\$19.05
899999	JUR OTP	574847	JURY PAY	11001515:65530	Petit Juror Per Diem	\$23.65
899999	JUR OTP	580115	JURY PAY	11001515:65530	Petit Juror Per Diem	\$12.15

Jury Commission	899999	JUR OTP	581311	JURY PAY	11001515 65530	Petit Juror Per Diem	\$22.50
	899999	JUR OTP	582318	JURY PAY	11001515 65530	Petit Juror Per Diem	\$20.20
	899999	JUR OTP	772738	JURY PAY	11001515 65530	Petit Juror Per Diem	\$19.05
						Sub-Total	\$1,470.80
	2077		072020	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$17.90
	2078		072020	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$17.90
	2080		072020	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$22.50
	2081		072020	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$22.50
	2082		072020	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$19.05
	2083		072020	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$20.20
	2085		072020	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$16.75
	2086		072020	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$22.50
	2090		072020	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$21.35
	2092		072020	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$27.10
	2165		072020	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$20.20
2721		072020	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$19.05	
2741		072020	Grand Juror Per Diem	11001515 65540	Grand Juror Per Diem	\$12.15	
					Sub-Total	\$259.15	
					Jury Commission	Total	\$1,735.76

Planning, Building and Zoning

1564	PREMIER MAILING & PRINTING	177409	Business Cards - Zoning	11001902 62000	Office Supplies	\$49.50
2063	RUNCO OFFICE SUPPLY	795011-0	Office Supplies	11001902 62000	Office Supplies	\$76.97
					Sub-Total	\$126.47
61	AMERICAN PLANNING ASSOC	160919-2075	Membership APA & AICP	11001902 62030	Dues	\$515.00
					Sub-Total	\$515.00
1849	VERIZON	9859124431	PBZ CELL PHONES	11001902 62070	Cellular Phones	\$151.29
					Sub-Total	\$151.29
1247	LEO'S	1844	Sign-engraved	11001902 63830	Historical Preservation Comm	\$148.00
					Sub-Total	\$148.00
				Planning, Building and Zoning	Total	\$940.76
Presiding Judge						
1144	KENDALL COUNTY COURT SERVICES	07242020	SFY20 KCDC Cell Phone	174515 62000	Office Supplies	\$264.60
					Sub-Total	\$264.60
1902	WEST GROUP PAYMENT CTR	842661003	Law Library Subscription	132415 62020	Subscriptions / Books	\$62.00
					Sub-Total	\$62.00
				Presiding Judge	Total	\$326.60

Probation Supervisor	191	TIMOTHY BROWN, PSY D.	July 19, 2020	psych. threat eval	132616 62140	Annual Contracts / Serv. Agmts	\$850.00
						Sub-Total	\$850.00
	1594	REDWOOD TOXICOLOGY LAB	723920206	drug testing	132616 64450	Drug Testing	\$39.26
						Sub-Total	\$39.26
				Probation Supervisor		Total	\$889.26
Program Support	2745	COMMUNITY BEHAVIORAL HEALTHCARE ASSN	2350-1	ANNUAL MEMBERSHIP DUES 7/1/20-6/30/21	12051359 62030	Dues	\$708.75
						Sub-Total	\$708.75
					Program Support		Total
Public Defender	191	TIMOTHY BROWN, PSY D.	7/15/20	gongora/20cf169	11001719 62150	Contractual Services	\$750.00
						Sub-Total	\$750.00
	1782	MIRIAM TORRES	07-20-20	gallegos/17cf156	11001719 64810	Statutory Expense	\$215.15
						Sub-Total	\$215.15
				Public Defender		Total	\$965.15
Sheriff	51	AMAZON.COM	07/10/20	6045787810298659	11002009 62000	Office Supplies	\$363.90
						Sub-Total	\$363.90

549	FEDEX	MULTI INVOICES 0720	3095-8363-9	11002009 62010	Postage	\$80.34
					Sub-Total	\$80.34
1323	MENARDS	90055	ACCOUNT 31640451	11002009 62060	Training	\$20.93
					Sub-Total	\$20.93
515	ELINEUP LLC	826	1214 - KENDALL COUNTY SHERIFF	11002009 62150	Contractual Services	\$600.00
1288	QUADIENT LEASING USA INC	N8392459	CUST. # 00335847	11002009 62150	Contractual Services	\$276.93
1503	PARK VENDING	54345	WATER COOLER RENTAL	11002009 62150	Contractual Services	\$171.00
1572	PROSHRED	990060660	KENDALL SHERIFF 07/10/2020	11002009 62150	Contractual Services	\$200.00
					Sub-Total	\$1,247.93
653	GJOVIK FORD MERCURY , INC	26JUN2020	1120-10466	11002009 62170	Vehicle Maintenance / Repairs	\$4,571.01
					Sub-Total	\$4,571.01
2146	IMAGINATION PRINT & DESIGN	34529	KENDALL SHERIFF	11002009 62400	Uniforms / Clothing	\$149.50
					Sub-Total	\$149.50
1380	MICHAEL MROZEK	BOOTS 2020	BOOT REIMBURSEMENT	11002009 64380	Union Contract Expense	\$150.00
1836	KEVIN VACLAVIK	BOOTS 2020	BOOT REIMBURSEMENT	11002009 64380	Union Contract Expense	\$150.00

Sheriff	2119	ILLINOIS FRATERNAL ORDER OF POLICE LABOR COUNCIL	MEDIATION	GR-191122-RLBD - VALENCIK	11002009 64380	Union Contract Expense	\$17.50
						Sub-Total	\$317.50
	51	AMAZON.COM	07/10/20	6045787810298659	132120 64540	Comm Inmate Supplies	\$89.12
	160	BOB BARKER CO INC	NC1001553996	CUST CODE: KENILO LINENS	132120 64540	Comm Inmate Supplies	\$4,858.21
	499	ECOLAB	6256224328	504424157	132120 64540	Comm Inmate Supplies	\$484.68
	2131	SECURUS TECHNOLOGIES	186209 AND 186377	05344 EARBUDS AND TABLETS	132120 64540	Comm Inmate Supplies	\$1,033.00
						Sub-Total	\$6,465.01
	624	GARCIA CLINICAL LABORATORY	MULTI COOK INVOICES	COOK INMATES	130720 64550	Cook Medical Expenses	\$96.00
						Sub-Total	\$96.00
	1849	VERIZON	9859324134 & 9859324	ACCOUNT 386853358	131420 66390	Court Security Expenses	\$46.58
					Sub-Total	\$46.58	
51	AMAZON.COM	07/10/20	6045787810298659	133620 66500	FTA Miscellaneous Expense	\$50.45	
74	ANNA'S PORTABLES	14496	PORTABLE RESTROOM RENTAL 5/22 - 6/21	133820 66500	Range Miscellaneous Expense	\$125.00	
1849	VERIZON	9859324134 & 9859324	ACCOUNT 386853358	133620 66500	FTA Miscellaneous Expense	\$1,167.03	
1849	VERIZON	9859324134 & 9859324	ACCOUNT 386853358	133720 66500	DUI Miscellaneous Expense	\$2,035.69	

Sheriff						Sub-Total	\$3,378.17
	979	ILLINOIS PHLEBOTOMY SERVICES	1124	2020-1824/1825 - MAGGOS	133720:66540	DUI Law Enforcement Equipment	\$425.00
						Sub-Total	\$425.00
					Sheriff	Total	\$17,161.87
State's Attorney	2063	RUNCO OFFICE SUPPLY	792972-0	supplies - secure markers	11002120:62000	Office Supplies	\$237.60
	2063	RUNCO OFFICE SUPPLY	795098-0	numerous supplies	11002120:62000	Office Supplies	\$3,106.99
	2063	RUNCO OFFICE SUPPLY	795098-1	desk calendar refill & labels	11002120:62000	Office Supplies	\$155.94
	2063	RUNCO OFFICE SUPPLY	795204-0	Appt. Book	11002120:62000	Office Supplies	\$26.76
	2063	RUNCO OFFICE SUPPLY	795257-0	SAO window envelopes	11002120:62000	Office Supplies	\$246.16
						Sub-Total	\$3,773.45
	1902	WEST GROUP PAYMENT CTR	84266466	Books/Subscriptions	11002120:62020	Subscriptions / Books	\$351.00
						Sub-Total	\$351.00
	1841	MARYANNE J. VALENZIO, CSR	070620 GJ	7/6/20 GJ and transcripts	11002120:62390	Transcripts	\$480.00
	1841	MARYANNE J. VALENZIO, CSR	7/20/20 G.J.	7/20/20 Grand Jury and transcripts	11002120:62390	Transcripts	\$380.00
						Sub-Total	\$860.00
263	CHRONICLE MEDIA, LLC	20928	Legal Notice - Juvenile	11002120:65210	Trials Hearings	\$25.00	

State's Attorney	268	CIOX HEALTH	311010229	Fee for medical 18 CF 350	11002120 65210	Trials Hearings	\$28.00
	1069	LESLIE JOHNSON	3583935-Q22020	reimbursement	11002120 65210	Trials Hearings	\$40.70
	2736	UIC ANALYTICAL FORENSIC TESTING LABORATORY	H0529	Fee for testing 18 DT 119	11002120 65210	Trials Hearings	\$175.00
						Sub-Total	\$268.70
	1692	SOUTHERN COMPUTER WAREHOUSE (SCW)	646362 and 646541	6 MEDIASTATION BRXL PRTBL BDR	134321 66550	Drug Abuse Prevention	\$103.97
	1692	SOUTHERN COMPUTER WAREHOUSE (SCW)	646362 and 646541	6 MEDIASTATION BRXL PRTBL BDR	134321 66550	Drug Abuse Prevention	\$519.85
						Sub-Total	\$623.82
				State's Attorney	Total	\$5,876.97	
Technology Director	1849	VERIZON	9858831990	Cell Phones 6/17-7/16/20	11002233 62070	Cellular Phones	\$440.37
						Sub-Total	\$440.37
	379	CURRENT TECHNOLOGIES CORP.	724817	VLAN\Cisco	11002233 62150	Contractual Services	\$968.75
						Sub-Total	\$968.75
	1016	ITSAVVY LLC	01198163	MacBooks	11002233 65860	Computer Maint. / Hardware	\$2,078.32
	1016	ITSAVVY LLC	01198469	Warranty for Laptops	11002233 65860	Computer Maint. / Hardware	\$362.36
1654	SERVICE EXPRESS INC	302281-2	Remaining balance server maintenance renewal	11002233 65860	Computer Maint. / Hardware	\$686.46	

Technology Director	1692	SOUTHERN COMPUTER WAREHOUSE (SCW)	8772,8774,9613	surfacebook, dvd player, warranty	11002233:65860	Computer Maint. / Hardware	\$1,222.50
	1692	SOUTHERN COMPUTER WAREHOUSE (SCW)	IN-000648568	Hp docking stations COVID-19	11002233:65860	Computer Maint. / Hardware	\$1,086.60
	1692	SOUTHERN COMPUTER WAREHOUSE (SCW)	IN-000648856	HP Laptops COVID-19	11002233:65860	Computer Maint. / Hardware	\$5,921.58
	1692	SOUTHERN COMPUTER WAREHOUSE (SCW)	IN-000649053	Keyboards for surfacepro COVID-19	11002233:65860	Computer Maint. / Hardware	\$972.40
						Sub-Total	\$12,330.22
	1574	PROVEN IT	719472	toner	11002233:65870	Printer Expense	\$82.96
	1574	PROVEN IT	720876	toner	11002233:65870	Printer Expense	\$100.43
	1574	PROVEN IT	721094	toners	11002233:65870	Printer Expense	\$359.03
						Sub-Total	\$542.42
	1192	KONICA MINOLTA	35943883	Monthly Lease July	11002233:65880	Copier Expense	\$2,055.99
	1192	KONICA MINOLTA	9006943626	Monthly Clicks 6/13-7/12/2020	11002233:65880	Copier Expense	\$2,734.90
						Sub-Total	\$4,790.89
						Technology Director Total	\$19,072.65

**Utilities - Facilities
Mgmt.**

208	CALL ONE	296533	TELEPHONE	11001044 63540	Telephones	\$12,175.90
					Sub-Total	\$12,175.90
89	AT & T	9709215506	Internet 6/11-7/10/20	11001044 65890	Internet Expense	\$930.64
312	COMCAST	8771 20 066 0155520-	Internet 7/19-8/18/20	11001044 65890	Internet Expense	\$243.35
					Sub-Total	\$1,173.99
353	CONSTELLATION ENERGY SERVICES, INC.	17776798101	ELECTRIC	11001044 69010	Electric - PSC	\$15,911.16
					Sub-Total	\$15,911.16
353	CONSTELLATION ENERGY SERVICES, INC.	17776798101	ELECTRIC	11001044 69020	Electric - Courthouse	\$24,136.29
					Sub-Total	\$24,136.29
353	CONSTELLATION ENERGY SERVICES, INC.	17776798101	ELECTRIC	11001044 69040	Electric - COB	\$3,217.11
					Sub-Total	\$3,217.11
353	CONSTELLATION ENERGY SERVICES, INC.	17776798101	ELECTRIC	11001044 69050	Electric - Animal Control	\$58.44

Utilities - Facilities Mgmt.	353	CONSTELLATION ENERGY SERVICES, INC.	17776798101	ELECTRIC	11001044.69050	Electric - Animal Control	\$325.14
						Sub-Total	\$383.58
	353	CONSTELLATION ENERGY SERVICES, INC.	17776798101	ELECTRIC	11001044.69060	Electric - Highway Bldg.	\$349.60
						Sub-Total	\$349.60
	353	CONSTELLATION ENERGY SERVICES, INC.	17776798101	ELECTRIC	11001044.69070	Electric - Annex Bldg.	\$190.92
						Sub-Total	\$190.92
	353	CONSTELLATION ENERGY SERVICES, INC.	17776798101	ELECTRIC	11001044.69080	Electric - Historic Courthouse	\$1,437.34
						Sub-Total	\$1,437.34
	353	CONSTELLATION ENERGY SERVICES, INC.	17776798101	ELECTRIC	11001044.69090	Electric - Tower	\$137.35
						Sub-Total	\$137.35
	353	CONSTELLATION ENERGY SERVICES, INC.	17776798101	ELECTRIC	11001044.69110	Electric - Facilities/Coro ner	\$343.34
						Sub-Total	\$343.34

**Utilities - Facilities
Mgmt.**

353	CONSTELLATION ENERGY SERVICES, INC.	17776798101	ELECTRIC	11001044:69120	Electric - Health Department	\$4,105.20
					Sub-Total	\$4,105.20
1452	NICOR	444505922	NATURAL GAS	11001044:69240	Natural Gas - COB	\$444.50
					Sub-Total	\$444.50
1452	NICOR	55194922	NATURAL GAS	11001044:69250	Natural Gas - Animal Control	\$55.19
					Sub-Total	\$55.19
1452	NICOR	128140922	NATURAL GAS	11001044:69260	Natural Gas - Highway Bldg.	\$128.14
1452	NICOR	130682922	NATURAL GAS	11001044:69260	Natural Gas - Highway Bldg.	\$130.68
					Sub-Total	\$258.82
1452	NICOR	49353922	NATURAL GAS	11001044:69270	Natural Gas - Annex Bldg.	\$49.35
					Sub-Total	\$49.35
1452	NICOR	258517922	NATURAL GAS	11001044:69280	Natural Gas - Historic Courths	\$258.51
					Sub-Total	\$258.51

Utilities - Facilities Mgmt.	1452	NICOR	20214922	NATURAL GAS	11001044 69300	Natural Gas - Annex 2 Bldg.	\$20.21
						Sub-Total	\$20.21
	1452	NICOR	54296922	NATURAL GAS	11001044 69310	NatrI Gas - Facilities/Corner	\$54.29
						Sub-Total	\$54.29
				Utilities - Facilities Mgmt.		Total	\$64,702.65
Veteran's Superintendent	1192	KONICA MINOLTA	2020-130	Invoice 35374665	121123 62160	Equipment	\$138.00
						Sub-Total	\$138.00
	2740	DOWNTOWN DENTAL AND IMPLANTS OF OSWEGO	2020-131	Patient ID 7489 - AH	121123 65940	Dental	\$129.99
						Sub-Total	\$129.99
	1470	WILLIAM ODENBACH	2020-137	Shelter Assistance	121123 65950	Shelter Assistance	\$400.00
	2120	LIGHT ROAD LLC	2020-132	Shelter - Unit 205	121123 65950	Shelter Assistance	\$500.00
	2250	CHRISTINA CANTER	2020-133	Shelter	121123 65950	Shelter Assistance	\$300.00
	2292	MARK E BAYR	2020-136	Shelter Assistance	121123 65950	Shelter Assistance	\$500.00
2695	J P MORGAN CHASE BANK NA	2020-134	Loan 1585118408	121123 65950	Shelter Assistance	\$500.00	

Veteran's Superintendent	2716	MELISSA L FERRARO	2020-135	shelter	121123-65950	Shelter Assistance	\$300.00
						Sub-Total	\$2,500.00
					Veteran's Superintendent	Total	\$2,767.99
						Grand Total	\$1,268,153.20



KENDALL COUNTY OFFICE OF THE SHERIFF

Dwight A. Baird, Sheriff
1102 Cornell Lane Yorkville Illinois 60560
Phone: 630-553-7500 Fax: 630-553-1972
www.co.kendall.il.us/sheriff



INTEROFFICE MEMORANDUM

To: Sheriff Baird
From: Commander Langston
Date: 07/23/2020
Re: Purchase of Body Worn Cameras (BWC)
Copies: As needed

Sheriff,

In 2017 we conducted a Request for Proposals (RFP) to procure new in car audio/video recording systems for our fleet of squad cars. Part of the RFP specs required the system to be scalable to include the addition and integration of a Body Worn Camera (BWC). Getac, the manufacture of the in car system we deployed, has a BWC available and ready to be purchased and deployed. This equipment was included in the prior RFP. Additionally, BWC's are included in the current 5-year capital request plan in 2021 at an estimated cost of \$30,064 for each division. Current pricing is slightly higher as a more refined and exact assessment of needs has been conducted leading to the determination that more units need to be purchased.

The current political and public environment impacting the procedures and performance of Law Enforcement have led to an increased need for supplemental documentation of interactions between police and the public. Members of the public have also come to expect the existence and availability of BWC footage for a variety of interactions to include use of force cases and other direct public/police contacts. There is also a strong push to require the deployment of this technology via legislative actions. In 2018 a demonstration/evaluation period of BWC's was conducted in the Operations Division. The feedback from the Deputies that utilized the cameras provided positive feedback overall and recommended moving forward with deployment of them. They indicated that the BWC's provided an improved audio recording capability than the in car audio/video recording mics, a good officer's or birds eye view of the scene, improved documentation of interactions/interviews, and sometimes functioned as a deterrent as people realized they were being recorded. The Corrections Division also evaluated the BWC's in 2017 providing similar feedback including the impact it had on inmates' behavior. Taking these points into consideration as well as the feedback from the trial deployment of BWC's; it is my recommendation that we pursue the acquisition of the BWC's from the previous RFP to deploy in conjunction with our Getac in car audio/video recording systems.

An analysis of needs to ensure the appropriate number of cameras was conducted with input from the BWC manufacturer to ensure enough cameras were available to avoid any gaps or shortages in deployment as well as to ensure they were charged fully at the beginning of each shift. The prior capital request plan was for 16 cameras in each division when both were working on 12 hour shifts. Having the desire to cover each shift staffing levels with sufficient cameras available for extra details, repairs, and overtime needs; 20 cameras were needed for patrol and 24 cameras were needed for corrections to ensure full coverage and enough time to fully charge each device between shifts. Corrections moved to a three shift 8.5-hour day schedule in 2020 increasing their needs for devices and accessories.

The charts on the following page indicate the costs associated with this recommendation based upon a quote from 06/25/2020. Chart 1.1 details the Operations Division projected costs to outfit the Operations Division deputies with 20 BWC's to be shared as a pool resource integrated into their assigned squads. Other peripheral costs associated with the project would be the installation of vehicle related accessories. It is estimated that the fees from our fleet up-fitter would be approximately \$500 for each vehicle. The operations division would require 23 vehicles to be outfitted with the equipment for a total cost of \$11,500. The initial purchase of the equipment, associated accessories, professional services, installation, and video storage for Operations is projected at \$48,230.00. Chart 1.2 details the Corrections Division projected costs to outfit the Corrections Division deputies with 24 cameras to be deployed by shift and rotation to ensure every member of on duty would be equipped with a camera. Corrections would only have 3 vehicles to be outfitted for a total cost of \$1,500. The initial purchase of the equipment, associated accessories, professional services, and video storage for Corrections is projected at \$39,204.00.

This would bring the total startup year one costs to \$48,230 for Operations and \$39,204 for Corrections. If both divisions were to be deployed at the same time the cost would be \$87,434 for the first year and \$25,872.00 annually for data storage costs.

Operations Body Worn Camera Cost Breakdown		CHART 1.1		
Item #	Description	Unit Cost	Quantity	Total Cost
GET-OVWX2MXXXXX1	Body Camera	\$ 295.00	20	\$ 5,900.00
GET-ORB36X	Magnetic Shirt Mount	\$ 37.00	50	\$ 1,850.00
GET-OD2DAU	Roll Call Charge/Dnld. Dock	\$ 1,298.00	2	\$ 2,596.00
GET-OUA041	(yr 1)Cloud Storage for video	\$ 588.00	20	\$ 11,760.00
GET-GE-SVBWEXT2Y	Extnd. Warranty (2-3yr + device swap/upgrade)	\$ 122.00	20	\$ 2,440.00
GET-OTX11X	Squad signal trigger box	\$ 140.00	23	\$ 3,220.00
GET-ORB39X	BWC breakaway USB charging cable	\$ 59.00	23	\$ 1,357.00
GET-ORB24U	2 port charging dock	\$ 71.00	2	\$ 142.00
GET-OWC011	Getac Enterprise-video llcense	\$ 193.00	5	\$ 965.00
Pro-Services	Set up, configuration, and training at roll out	\$ 6,500.00	1	\$ 6,500.00
CommDirect	Install into Squads	\$ 500.00	23	\$ 11,500.00
Total:				\$ 48,230.00
Pre-payment of storage costs for years 2-5				
GET-OUA041	(yr 1)Cloud Storage for video	\$ 588.00	20	\$ 11,760.00
GET-OUA041	(yr 1)Cloud Storage for video	\$ 588.00	20	\$ 11,760.00
GET-OUA041	(yr 1)Cloud Storage for video	\$ 588.00	20	\$ 11,760.00
GET-OUA041	(yr 1)Cloud Storage for video	\$ 588.00	20	\$ 11,760.00
Total:				\$ 95,270.00

Corrections Body Worn Camera Cost Breakdown				
CHART 1.2				
Item #	Description	Unit Cost	Quantity	Total Cost
GET-OVWX2MXXXXX1	Body Camera	\$ 295.00	24	\$ 7,080.00
GET-ORB36X	Magnetic Shirt Mount	\$ 37.00	44	\$ 1,628.00
GET-OD2DAU	Roll Call Charge/Dnld. Dock	\$ 1,298.00	3	\$ 3,894.00
GET-OUA041	(yr 1)Cloud Storage for video	\$ 588.00	24	\$ 14,112.00
GET-GE-SVBWEXT2Y	Extnd. Warranty (2-3yr + device swap/upgrade)	\$ 122.00	24	\$ 2,928.00
GET-OTX11X	Squad signal trigger box	\$ 140.00	3	\$ 420.00
GET-ORB39X	BWC breakaway USB charging cable	\$ 59.00	3	\$ 177.00
GET-ORB24U	2 port charging dock	\$ 71.00	0	\$ -
GET-OWC011	Getac Enterprise-video license	\$ 193.00	5	\$ 965.00
Pro-Services	Set up, configuration, and training at roll out	\$ 6,500.00	1	\$ 6,500.00
CommDirect	Install into Vans	\$ 500.00	3	\$ 1,500.00
Total:				\$ 39,204.00
Pre-payment of storage costs for years 2-5				
GET-OUA041	(yr 1)Cloud Storage for video	\$ 588.00	24	\$ 14,112.00
GET-OUA041	(yr 1)Cloud Storage for video	\$ 588.00	24	\$ 14,112.00
GET-OUA041	(yr 1)Cloud Storage for video	\$ 588.00	24	\$ 14,112.00
GET-OUA041	(yr 1)Cloud Storage for video	\$ 588.00	24	\$ 14,112.00
Total:				\$ 95,652.00

Additional costs to consider are Kendall County Sheriff's Office staff that may be impacted by the addition of this equipment; specifically, the Records Division, responsible for Freedom of Information Act (FOIA) requests. There would likely be an increase in FOIA requests made as a result of the deployment of BWC's. The labor burden for this would be on average an hour of work for each 10 minutes of video FOIA requested. The average labor rate per hour/per employee functioning as FOIA officers, including benefits costs based on current wage and benefit costs, is estimated at \$26.31 per hour inclusive of salary and benefit costs. Agencies in the area were contacted regarding the typical FOIA requests they receive related to BWC's. The responses locally ranged from not having BWC's to only 1 since deployment. Wider requests were sent out and limited responses were received to provide a direct example locally. A 2018 Police Executive Research Forum study found that Mesa, AZ Police Department were processing approximately 300 FOIA requests for BWC footage and had a designated supervisor and staff member solely for this purpose. Locally, if an average of 10 FOIA requests for BWC footage were received and each was 10 minutes in length the cost would be approximately \$263.10 per month and would take away approximately 10 hours of labor time not completing other records related job functions.

Additional input was obtained from Technology Services in the county as well. Their recommendation to pre-pay or contractually lock in the storage fees is highly preferred. The vendor, Brite Computers and Getac, have confirmed that with either prepayment or signing of a contract for purchase of the BWC's, future storage rates would lock at the above noted rate for 5 years.

Final Recommendation

Given the stated information, I would recommend the request for an initial purchase of **\$48,230** be approved to purchase BWC for the patrol division. I would propose this purchase be made by reallocating capital funds budgeted to purchase radios in 2020 to this project. The radios are being acquired by an alternative funding source. I would also recommend that years 2-5 of storage expenses be budgeted for in operations expenses from the Contractual Services line for FY2022-FY2025 at an expense of **\$11,760.00** per year. I would further request that the purchase and acquisition of BWC's for the Corrections Division be approved. The initial purchase of the equipment, associated accessories, professional services, and video storage for Corrections is projected at **\$39,204.00**. I would propose the funds to make this purchase for the Corrections Division come from the commissary fund. I would also recommend that years 2-5 of storage expenses be budgeted for in operations expenses from the Commissary Fund line for FY2022-FY2025 at an expense of **\$14,112.00** per year.

These recommendations total to an initial purchase cost of **\$87,434** for the first year and **\$25,872.00** annually for data storage costs. I would also recommend that additional staffing needs be assessed at least annually to determine if an increase in Records Division staffing becomes necessary to accommodate FOIA requests.

This proposal was presented to the Law, Justice, and Legislation Committee on July, 13th 2020 for discussion and approval. At that meeting the proposal was approved to be forwarded to the Budget/Finance Committee on July, 30th 2020.

Respectfully submitted,


Commander Jason Langston
Kendall County Sheriff's Office
1102 Cornell Lane
Yorkville IL 60560



FY21 Budget Approval Calendar

	Tentative Dates	KC Calendar Meeting	Time	Task
JUL				
	7/30	Finance Committee	5pm	Establish FY21 Budget Criteria
AUG	Aug 1-7			L Caldwell - prepare salary spreadsheets & capital spreadsheets
	8/4	County Board Meeting	6pm	
	Aug 10			End Users enter budgets
	8/13	COW	4pm	
	8/13	Finance Committee	5pm	
	8/18	County Board Meeting	9am	
	8/27	Finance Committee	5pm	
	Aug 28			Budgets Due: Operations & Capital
	Aug 31-Sep 11			L Caldwell - prepare green budget books
SEP	9/1	County Board Meeting	6pm	
	Week of Sep 14			Budget Hearings
	9/15	County Board Meeting	9am	
	9/17	COW	4pm	
	9/17	Finance Committee	5pm	
	9/24	Finance Committee	5pm	Finance Committee approves Tentative Budget
	Week of Sep 28			Special Finance Committee approves Tentative Budget
	Week of Sep 28			L Caldwell - Run Notice for Public Inspection of Tentative Budget Ad for
OCT	10/6	County Board Meeting	6pm	Approve Tentative Budget
	10/15	COW	4pm	
	10/15	Finance Committee	5pm	Discuss FY21 Budget
	10/20	County Board Meeting	9am	
	10/29	Finance Committee	5pm	Discuss FY21 Budget
NOV	NOV			
	11/4	County Board Meeting	6pm	
	11/12	COW	4pm	
	11/12	Finance Committee	5pm	Approve FY21 Budget & Levy
	11/17	County Board Meeting	9am	Approve Final FY21 Budget
	Week of Nov 23	Finance Committee/Special County Board Meeting	5pm	Approve Final Bills
	Week of Nov 30	Finance Committee/Special County Board Meeting		Approve FY21 Levy
DEC	12/1	County Board Meeting	6pm	
	12/10	COW	4pm	
	12/15	County Board Meeting	9am	
	12/29			Last Day to Certify Levy

Kendall County Process & Timeline
Annual Budget, Revenue Projections, Levy Extension

Subject Kendall County Annual Budget Process & Timeline

Purpose Standardize the budget process and timeline.

Statement of Policy It is the responsibility of the individual Kendall County Department Head/Elected Official to prepare and present to the Budget and Finance Committee their annual departmental/office budget along with any corresponding new initiative requests.

Procedure Goal The goal of this procedure is to provide instruction and a timeline to Kendall County staff for the preparation of the annual department/office budget and corresponding new initiative requests.

Budget Preparation: Internal Departments/Offices

Administrative Services Department	Animal Control Department
Supervisor of Assessments Department	Board of Review
Circuit Clerk Office	Circuit Court Judge Office
Combined Court Services (Probation) Department	Coroner Office
County Clerk Office	Emergency Management Agency
Facilities Management Department	Health and Human Services Department
Highway Department	Planning, Building and Zoning Department
Public Defender Department	Regional Office of Education
Sheriff Office	State's Attorney Office
Technology Services Department	Treasurer Office
Veteran's Assistance Commission	

Budget Preparation: External Entities

Illinois Extension Education	708 Mental Health
Soil & Water Conservation	CASA

Budget Review: Committee/Board

Budget & Finance Committee

County Board

Kendall County Process & Timeline
Annual Budget, Revenue Projections, Levy Extension

June

Budget

Administrative Services

- **Analyze 7 Month Revenue & Expenditure** Jul 30
 - Project year end revenue, expenditure and year end fund balances for use by Budget & Finance Committee to set budget criteria

July

Budget

Budget & Finance Committee

- **Establish FY Budget Criteria** July 30
 - Determine overall department/office budget increase
 - Determine overall department/office salary line item increase
 - Determine individual staff salary increase range
 - Set goal to balance General Fund operating budget
 - Determine General Fund usage for operations, capital, reserves

August

Budget

Administrative Services

- **FY Budget Process and Budget Calendar** Aug 10
 - Distribute FY budget criteria
 - Schedule Dept./Office budget hearing with B & F Committee

Department/Office

- **Enter Budget** Aug 10
 - Complete salary spreadsheets, available on the Y: Fiscal Drive
 - Review Narrative Spreadsheet on Y: Fiscal Drive
 - Input Questica Budget online
 - Schedule Budget Hearing
- **Budgets Due** Aug 28

Kendall County Process & Timeline
Annual Budget, Revenue Projections, Levy Extension

September

Revenue

Administrative Services

- **Refine Revenue Projections & Year End Fund Balances** Sep
 - Analyze revenues. Prepare year end and the next fiscal year projections.

Budget & Finance Committee

- **Review and discuss major revenues and fund balances with select Department Head/Elected Official as needed.**
 - Circuit Clerk Fees, Fines & Forfeits/St. Attorney – Circuit Clerk
 - County Clerk Fees, County Real Estate Transfer Tax – County Clerk
 - Building & Zoning Fees – PBZ
 - Transportation Sales Tax – County Engineer
 - Corrections Board & Care, Federal Inmate Revenue - Sheriff Fees – Sheriff
 - Public Safety Sales Tax, Health Insurance, Liability Insurance – Administrative Services
 - Animal Control – Animal Warden

Expenditure

Administrative Services

- **Budget Analysis** Sep
 - YTD Fund Balance Reports
 - Personnel Costs
 - Utilities
 - Fuel
 - Electricity
 - Capital Costs
 - Debt Service
 - Commodities >\$20,000
 - Training and Travel

Budget

Administrative Services

- **Prepare Budget Books** Aug 31-Sep 11

Budget & Finance Committee

- **Hold Budget Hearings** Week of Sep 14
 - **Finance Committee preliminary budget review**
 - **Approve Tentative Budget** Week of Sep 21
- Special Meeting – Week of Sep 28

Kendall County Process & Timeline
Annual Budget, Revenue Projections, Levy Extension

Levy

Supervisor of Assessment Department

- Provide: CPI, EAV and new construction dollars Sep

Administrative Services

- Calculate estimated levy, levy allocation and tax rate Sep

Budget & Finance Committee

- Review and approve levy, levy allocation and tax rate Sep
- Determine amendments to balance General Fund operating budget
- Approve Tentative Budget

October

Budget

Administrative Services Staff

- **Submit Ad (Public Notice) to newspaper** 1 week prior to run day
 - Notice for Public Inspection of Tentative Budget 30 days prior to anticipated date of budget approval

County Board

- **Budget Public Hearings** Oct 6
 - County Board Meeting: vote to file tentative budget with County Clerk
 - Place Tentative Budget on file with the County Clerk for public inspection
 - Tentative Budget has to be available for public inspection at least 15 days prior to Budget Approval

November

Budget

County Board

- **Budget Approval** Nov 17
 - County Board Budget approval

Levy

County Board – Special Meeting

- **Levy Public Hearings & Approval** Week of Nov 23/30
 - County Board holds Levy Hearings and approved Levies

Calendar - Kendall County

PREVIOUS MONTH

AUGUST 2020

NEXT MONTH

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	<p>3</p> <p>4:00 PM Facilities Management</p> <p>5:30 PM Administration/HR</p>	<p>4</p> <p>9:00 AM ZPAC</p> <p>1:00 PM Board of Review</p> <p>4:00 PM Forest Preserve Commission</p> <p>6:00 PM County Board Meeting</p>	<p>5</p> <p>6:00 PM Forest Preserve Operations</p>	6	7	8
9	<p>10</p> <p>5:15 PM Law Justice & Legislation</p> <p>6:30 PM PBE Committee</p>	<p>11</p> <p>Invoices Due</p> <p>3:30 PM Highway Dept. Committee</p> <p>4:30 PM Forest Preserve COM.</p>	12	<p>13</p> <p>4:00 PM Committee of the Whole</p> <p>5:00 PM Budget & Finance Committee</p>	14	15
16	<p>17</p> <p>8:30 AM Health & Environment Committee</p> <p>6:30 PM Historic Preservation</p>	<p>18</p> <p>9:00 AM Forest Preserve Commission</p> <p>9:00 AM County Board Meeting</p> <p>1:00 PM Board of Review</p> <p>2:00 PM ManCom Strategic Planning</p>	<p>19</p> <p>2:00 PM ManCom Operations</p> <p>5:30 PM Administration/HR</p>	<p>20</p> <p>8:00 AM ManCom Personnel Committee</p> <p>9:00 AM ManCom Finance</p>	21	22
23	24	<p>25</p> <p>Invoices Due</p> <p>5:00 PM JC Board of Directors</p> <p>3:30 PM JC Council</p> <p>4:00 PM JC Grant</p> <p>6:00 PM Forest Preserve Advisory</p>	<p>26</p> <p>8:30 AM Animal Control Committee</p> <p>4:00 PM ZDR Commission (w/ ManCom Health)</p> <p>5:00 PM County Land Plan & Ord. Commission</p> <p>7:00 PM Regional Plan Commission</p>	<p>27</p> <p>5:00 PM Budget & Finance Committee</p> <p>5:30 PM ManCom Executive Board</p> <p>6:00 PM Forest Preserve Finance</p>	28	29
30	<p>31</p> <p>7:00 PM Zoning Board of Appeals</p>	1	2	3	4	5

Calendar - Kendall County

◀ PREVIOUS MONTH

SEPTEMBER 2020

NEXT MONTH ▶

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1 9:00 AM ZBAC 4:00 PM Forest Preserve Commission 6:00 PM County Board Meeting	2 6:00 PM Forest Preserve Operations	3	4	5
6	7 County Closed - Labor Day 4:00 PM Facilities Management 5:30 PM Administration/HR	8 Vacation Day 3:30 PM Highway Dept. Committee 4:30 PM Forest Preserve COM	9	10	11	12
13	14 3:45 PM Law, Justice & Legislation 6:30 PM PRK Committee	15 9:00 AM Forest Preserve Commission 9:00 AM County Board Meeting 2:00 PM Kendall County Strategic Planning	16 2:00 PM Kendall County Operations 5:30 PM Administration/HR	17 8:00 AM Kendall County Personnel Committee 9:00 AM Kendall County Finance 4:00 PM Committee of the Whole 5:00 PM Budget & Finance Committee	18	19
20	21 3:00 PM Health & Environment Committee 6:30 PM Historic Preservation	22 Vacation Day 6:00 PM Forest Preserve Advisory	23 8:30 AM Animal Control Committee 5:00 PM Camp Land Plan & Ord. Committee 7:00 PM Regional Plan Commission	24 5:00 PM Budget & Finance Committee 5:30 PM Kendall County Executive Board 6:00 PM Forest Preserve Director	25 1:00 PM Economic Development Committee	26
27	28 7:00 PM Zoning Board of Appeals	29	30	1	2	3

Forest Preserve Calendar - for all Forest Preserve Meetings

Calendar - Kendall County

< PREVIOUS MONTH

OCTOBER 2020

NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1	2	3
4	5 4:00 PM Facilities Management 5:30 PM Administration	6 9:00 AM ZPAC 6:00 PM Forest Preserve Commission 6:00 PM County Board Meeting	7 6:00 PM Forest Preserve Dispatch	8	9 3:00 PM Mark Commission	10
11	12 County Clerk - Columbus Day 3:15 PM Law, Justice & Legislation	13 Invoices Due 2:00 PM KenCom Strategic Planning 3:30 PM Highway Dept Committee 4:30 PM Forest Preserve COV	14 2:00 PM KenCom Operations	15 8:00 AM KenCom Personnel Commission 9:00 AM KenCom Finance 4:00 PM Committee of the Whole 5:00 PM Budget & Finance Committee	16	17
18	19 3:00 PM Health & Environment Committee 6:30 PM P&Z Committee	20 9:00 AM Forest Preserve Commission 9:00 AM County Board Meeting 6:30 PM Historic Preservation	21 5:30 PM Administration	22 3:30 PM KenCom Executive Board	23	24
25	26	27 Invoices Due 6:00 PM Forest Preserve Address	28 8:30 AM Animal Control Committee 5:00 PM Soils Land Plan & Ord Committee 7:00 PM Regional Plan Commission	29 5:00 PM Budget & Finance Committee 6:00 PM Forest Preserve Ordinance	30 5:00 AM Economic Development Committee	31

Forest Preserve Calendar - for all Forest Preserve Meetings

Calendar - Kendall County

PREVIOUS MONTH

NOVEMBER 2020

NEXT MONTH

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	31
1	2 4:00 PM Facilities Management 5:30 PM Administration/HR 7:00 PM Zoning Board of Appeals	3 9:00 AM ZPIC 6:00 PM Forest Preserve Commission	4 6:00 PM Forest Preserve Commission 6:00 PM County Board Meeting	5	6	7
8	9 3:45 PM Law, Justice & Legislation 6:30 PM PR2 Committee	10 Arts/Ents. Div. 1:00 PM KenCom Operations 3:00 PM KC Board of Directors 3:30 PM KC Council 3:50 PM Historic Dist. Committee 4:00 PM KC Grant 4:30 PM Forest Preserve COW	11 County Closed - Veterans' Day	12 8:00 AM KenCom Personnel Committee 9:00 AM KenCom Finance 4:00 PM Subcommittee of the Board 5:00 PM Budget & Finance Committee	13	14
15	16 3:00 PM Health & Environment Committee 6:30 PM Historic Preservation	17 9:00 AM Forest Preserve Commission 9:00 AM County Board Meeting 2:00 PM KenCom Strategic Planning	18 3:30 PM Administration/HR	19 5:30 PM KenCom Executive Board	20	21
22	23	24 Arts/Ents. Div. 6:00 PM Forest Preserve Advisory	25 8:30 AM Animal Control Committee	26 County Closed - Thanksgiving 5:00 PM Budget & Finance Committee 6:00 PM Forest Preserve Finance	27 County Closed - Thanksgiving 9:00 AM Economic Development Committee	28
29	30	1	2	3	4	5

Calendar - Kendall County

< PREVIOUS MONTH **DECEMBER 2020** NEXT MONTH >

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1	2 4:00 PM <u>708 Community Mental Health</u>	3	4	5
6	7	8	9 5:00 PM <u>Comd Land Plan & Ord Committee</u> 7:00 PM <u>Regional Plan Commission</u>	10	11	12
13	14 7:00 PM <u>Zoning Board of Appeals</u>	15 2:00 PM <u>KenCom Strategic Planning</u>	16 2:00 PM <u>KenCom Operations</u>	17 8:00 AM <u>KenCom Personnel Committee</u> 9:00 AM <u>KenCom Finance</u>	18	19
20	21	22	23	24 12:00 PM <u>County Offices Close at Noon - Christmas Eve</u> 5:30 PM <u>KenCom Executive Board</u>	25 <u>County Closed - Christmas Day</u>	26
27	28	29	30	31	1	2

Forest Preserve Calendar - for all Forest Preserve Meetings

Kendall County Process & Timeline Capital Plan Request

- Subject** Kendall County Capital Plan Budget Process & Timeline
- Purpose** Standardize the capital plan request process and timeline.
- Statement of Policy** It is the responsibility of the individual Kendall County Department Head/Elected Official to prepare and submit their annual capital plan request to the Budget and Finance Committee.
- Procedure Goal** The goal of this procedure is to provide instruction and a timeline to Kendall County staff for the preparation of capital requests.

Departments/Offices

Administrative Services Department	Animal Control Department
Supervisor of Assessments Department	Board of Review
Circuit Clerk Office	Circuit Court Judge Office
Combined Court Services (Probation) Department	Coroner Office
County Clerk Office	Emergency Management Agency
Facilities Management Department	Health and Human Services Department
Highway Department	Planning, Building and Zoning Department
Public Defender Department	Regional Office of Education
Sheriff Office	State's Attorney Office
Technology Services Department	Treasurer Office
Veteran's Assistance Commission	

Capital Plan Review:

Budget & Finance Committee

Kendall County Process & Timeline Capital Plan Request

All capital requests, including requests for Kendall County staff time and materials are to be included in a capital plan request.

Capital Requests

DEC – NOV 1. Emergency Projects

Department/Office

➤ Emergency Project Plan

- Utilize Facilities Management Flow Chart: Emergency Project Plan
- Notify/Email/Call S Koeppe, J Smiley and Facilities Management Committee at KCBCMTFacMgt@co.kendall.il.us
 - Explain what happened and what date the emergency occurred.
 - Give address/location of emergency.
 - Give description of project needed.

JAN – MAR 1. Projects requiring Facilities Management or Technology Services assistance

Department/Office

➤ Capital Plan Requests - Capital Purchases, Projects, Project Management

- Utilize Facilities Management Flow Chart: Yearly Capital Project Plan
- Obtain quotes/scope as needed
- Notify the Directors of Facilities Management and Technology Services, no later than March, if help is needed to get pricing, plan projects or determine project feasibility. *(Committee approval is needed to allocate time to new projects)*

➤ Submit Capital Requests

Aug 30

- Submit/email new and/or revised capital requests on Capital Request Spreadsheet to L Caldwell and Finance Committee at KCBCMTFinance@co.kendall.il.us
- Include all proposed funding sources
- Include Internal Projects, External Projects and Project Management

Kendall County Process & Timeline Capital Plan Request

JAN – AUG

- 1. Mid-Year Requests: Non-Budgeted Capital Projects**
- 2. Projects not requiring Facilities Management or Technology Services assistance**

Department/Office

➤ **Mid-Year Capital Project Plan**

- Utilize Facilities Management Flow Chart: Mid-Year Capital Project Request
- Submit/email project request to J Smiley and Facilities Management Committee at KCBCMTFacMgt@co.kendall.il.us
 - Explain why project is needed.
 - Explain why project is needed now.
 - Give timeframe for project completion.

➤ **Submit Capital Requests**

- Submit/email new and/or revised capital requests on Capital Request Spreadsheet to L Caldwell and Finance Committee at KCBCMTFinance@co.kendall.il.us
- Include all proposed funding sources
- Include Internal Projects, External Projects and Project Management

Aug 30

Kendall County Process & Timeline Capital Plan Request

Budget

AUG

Administrative Services

- **Distribute Capital Plan packet** Aug 3
 - Previously submitted, next fiscal year's Departments'/Offices' capital requests
 - Blank Capital Request Spreadsheet
 - Facilities Management Flow Charts
 - Yearly Capital Project Plan
 - Mid-Year Capital Project Request
 - Emergency Project Plan

AUG

Department/Office

- **Submit Capital Requests** Aug 28
 - Submit/email new and/or revised capital requests on Capital Request Spreadsheet to L Caldwell and Finance Committee at KCBCMTFinance@co.kendall.il.us
 - Include all proposed funding sources
 - Include Internal Projects, External Projects and Project Management

SEP

Budget & Finance Committee

- Review and discuss capital requests
- Hold Budget Hearings
- Approve Tentative Budget

OCT

Administrative Services Staff

- **Submit Ad (Public Notice) to newspaper** 1 week prior to run day
 - Notice for Public Inspection of Tentative Budget 30 days prior to anticipated date of budget approval

County Board

- **Budget Public Hearings** Oct 6
 - County Board Meeting: vote to file tentative budget with County Clerk
 - Place Tentative Budget on file with the County Clerk for public inspection
 - Tentative Budget has to be available for public inspection at least 15 days prior to Budget Approval

NOV

County Board

> Budget Approval

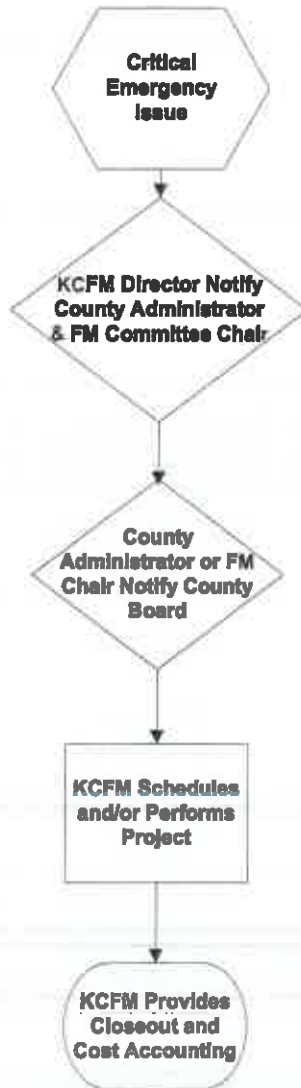
• County Board Budget approval

Nov 17

Kendall County Facilities Management

10/12/17

Emergency Project Plan



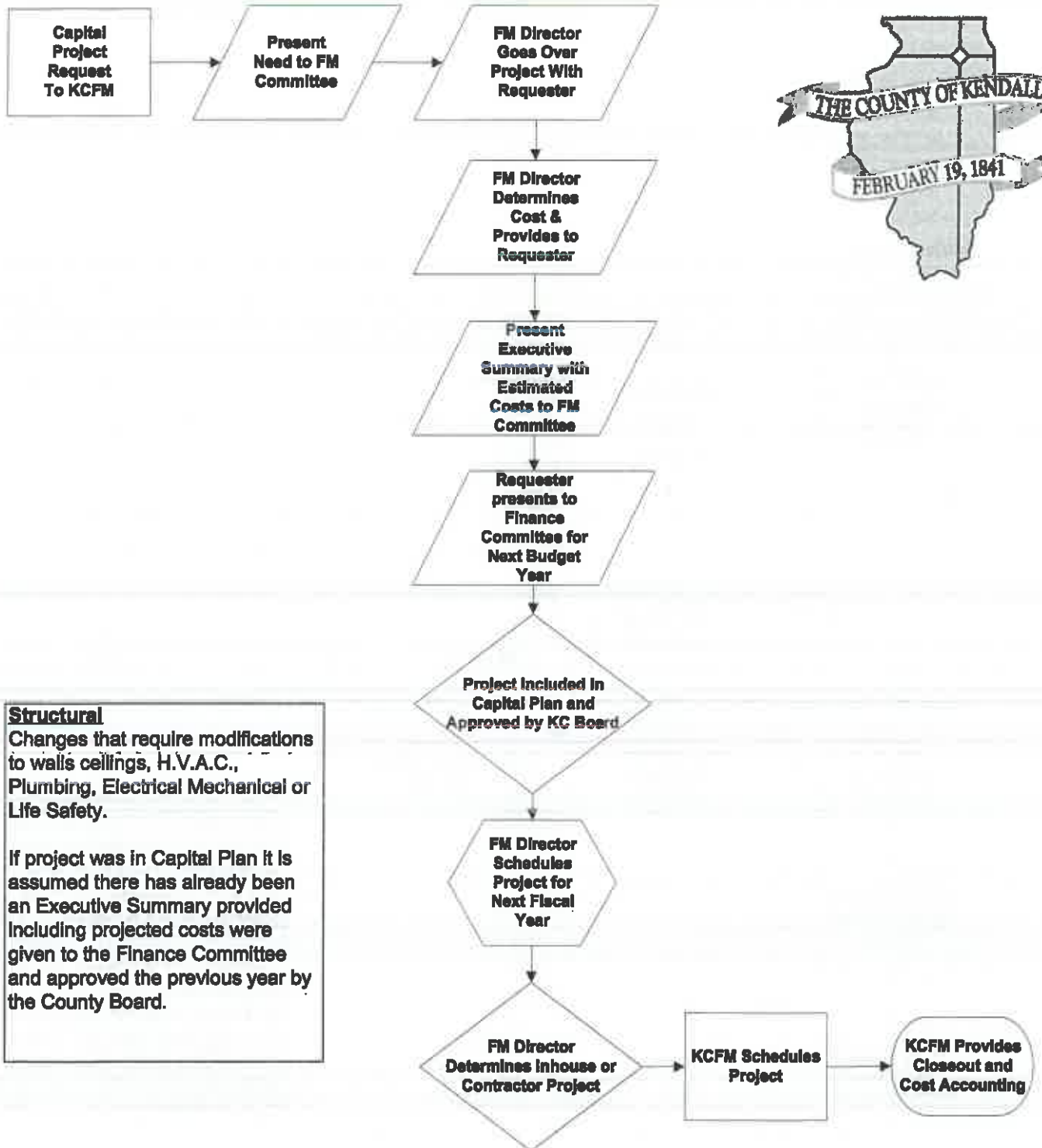
Emergencies

- 1) Key system down that affects the facility to Operate. H.V.A.C., Electrical, U.P.S.
- 2) "Emergency is an unforeseen combination of circumstances that calls for immediate action without time for full deliberation." *Black's Law Dictionary* 523 (6th ed. 1990)
- 3) First, are the circumstance unforeseen, and second, is immediate action required, such that the delay inherent in the bidding process would likely result in significant harm to the County or the health, safety, and welfare of the citizens of Kendall County.

Kendall County Facilities Management

Yearly Capital Project Plan

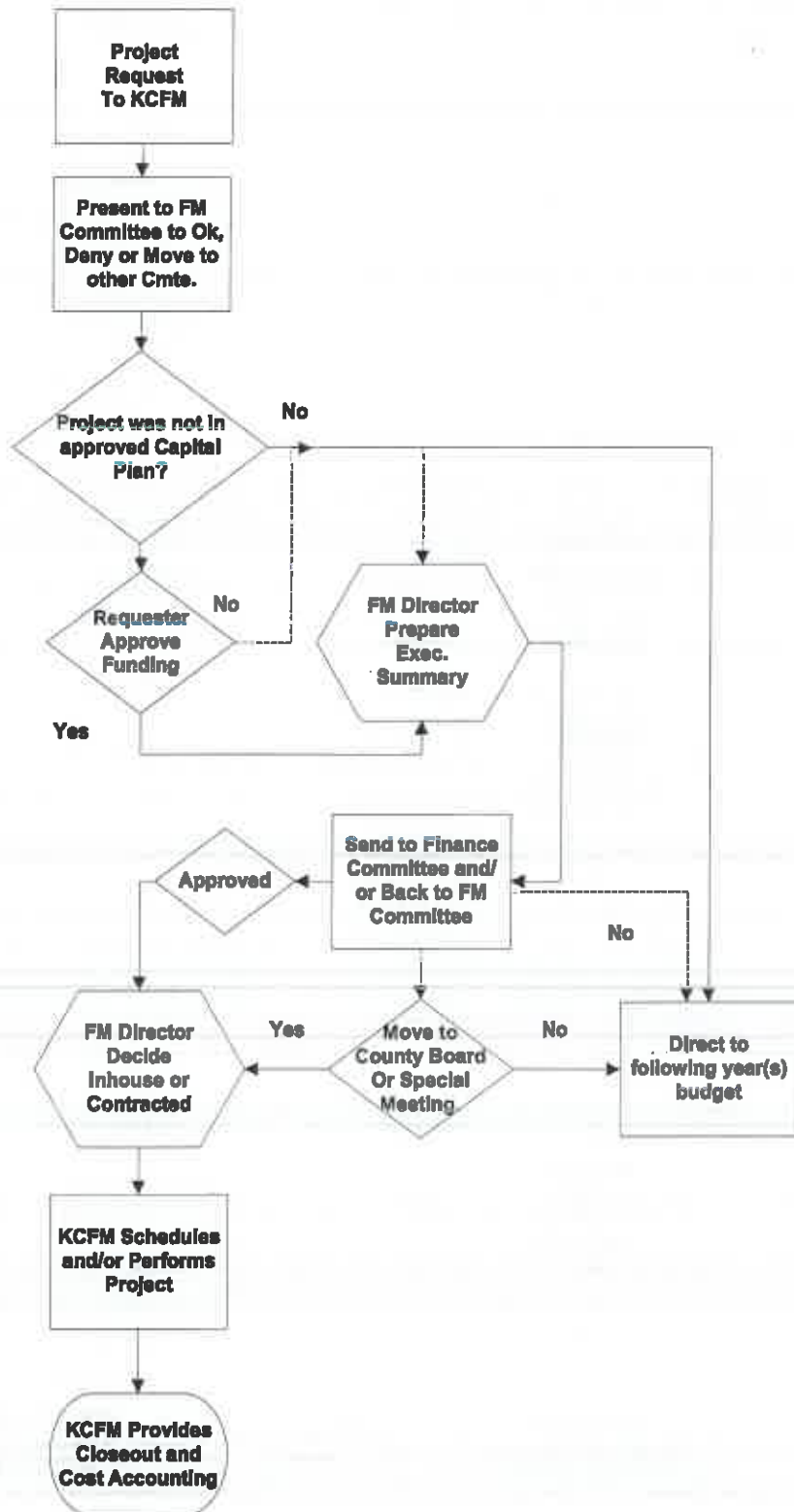
10/12/17



Kendall County Facilities Management

Mid-Year Capital Project Request

10/12/17



Structural – Changes that require modifications to walls ceilings, H.V.A.C., Plumbing, Electrical Mechanical or Life Safety.

If project was In Capital Plan it is assumed there has already been an Executive Summary provided including projected costs was given to the Finance Committee and approved the previous year by the County Board.

Dashed lines represent optional paths.