

COUNTY OF KENDALL, ILLINOIS FINANCE AND BUDGET Kendall County Office Building, 111 W. Fox Street County Board Rm 209; Yorkville Thursday, September 28, 2023 at 4:00 p.m. MEETING AGENDA

- 1. Call to Order
- 2. **Roll Call:** Scott Gengler (Chairman), Brian DeBolt, Matt Kellogg, Seth Wormley, Jason Peterson
- 3. <u>*MOTION (VV)</u> Approval of Agenda
- 4. <u>*MOTION (RC)</u> Approval of Claims
- 5. Committee Reports and Updates
 - a. Personnel Reports
- 6. New Committee Business
 - A. Presentations:
 - a. Regional Office of Education
 - b. Kendall County Soil and Water
 - c. CASA Kendall County
 - d. 708 Mental Health
 - B. *DISCUSSION*: FY23 Opioid Budget
 - C. <u>*MOTION VV</u>: Discussion and Approval of Budget Revision for the amount of \$3,000 to Opioid Budget for the one-time start-up fee for SSO Maintenance
 - D. <u>*MOTION RC (fwd. to COB)</u>: Approval of one year extension with Mack & Associates
 - E. <u>*MOTION VV</u>: Approval of County credit card for, Christina Burns, County Administrator, \$10,000 limit
 - F. <u>*MOTION RC (fwd. to COB)</u>: Approval of 5-year contract with Sentinel Technologies Inc. for \$244,600 in reference to the Managed SOC Capital Project ITB
 - G. DISCUSSION: FY24 Budget Calendar
 - H. DISCUSSION: FY24 Budget
 - I. **DISCUSSION:** ARPA FY23-FY24
- 7. Old Committee Business
- 8. Public Comment
- 9. Executive Session
- 10. Items for Committee of the Whole
- 11. Action Items for County Board
- 12. Adjournment

Treasurer's Employee Status Report as of 9/08/2023

Name	Department	Date	Job Title / Reason for Pay Change	Pay Rate	Budget Charged	GL Org
New Hires:						
Payton Hartman	HR	8/15/2023	HR	\$60,000.00	HR	11003131
David Friedman	Sheriff	8/23/2023	Patrol Deputy	\$64,771.03	Sheriff	11002009
Efran Casas	Sheriff	8/23/2023	Patrol Deputy	\$64,771.03	Sheriff	11002009
Brian Evans	Sheriff	8/23/2023	Patrol Deputy	\$64,771.03	Sheriff	11002009
Robert Chavez	Sheriff	8/23/2023	Patrol Deputy	\$64,771.03	Sheriff	11002009
Cheyenne Lowrey	Circuit Clerk	8/28/2023	PT Intern	\$14.00	Circuit Clerk	130403
Vernon Fatima	PBZ	8/28/2023	PT Code Official	\$18.00	PBZ	11001902
Janet Riddle	HHS	8/28/2023	Intak and Referral Specialis	\$43,680.00	HHS	120513
Chloe Varsek	HHS	8/28/2023	Intak and Referral Specialis	\$43,680.00	HHS	120513
Tonia Anthony	HHS	8/28/2023	Data Entry Specialis	\$19.00	HHS	120513
Fred Dusell	Judicial	8/28/2023	Bailiff	\$15.25	Judicial	11001516
Sophia Idrizi	SAO	9/1/2023	PT ASA	\$43,950 with \$750.00 Clothing Allowanc	e SAO	11002120
Casey Kampmeier	FP	9/4/2023	Grounds-Hoover	\$35,000.00	FP	190011
Adriana Ortiz	SAO	9/5/2023	Administrative Asst.	\$38,000 with \$250 Clothing Allowanc	e SAO	11002120
Melanie Karales	Circuit Clerk	9/5/2023	Deputy Clerk-Juvenile	\$28,000.00	Circuit Clerk	11000314
Step Increases:						
Carl McCaffrey	Sheriff	8/12/2023	Lateral Increase	Salary increase from \$61,532.48 to \$82,227.01	Sheriff	11002010
Carl McCaffrey	Sheriff	8/22/2023	August Step Increase	Salary increase from \$82,227.01 to \$86,284.18	Sheriff	11002010
Edmond Belmonte	Sheriff	8/22/2023	Pay Change	Salary decrease from \$111,254.96 to \$96,478.64	Sheriff	11002010
Phillip Lynch	Sheriff	8/27/2023	August Step Increase	Salary increase from \$69,266.27 to \$70,232.12	Sheriff	11002009
Christopher Limberg	Sheriff	8/27/2023	August Step Increase	Salary increase from \$69,266.27 to \$70,232.12	Sheriff	11002009
Joseph Fernandez	Sheriff	9/8/2023	September Step	Salary increase from \$64,771.03 to \$70,232.12	Sheriff	11002009
Title / Salary Changes:						
Debra Morse	Circuit Clerk	8/14/2023	Title Change	Salary increase from \$28,750 to 31,750	Circuit Clerk	11000314
Blake Salek	FP		Probation ended	Hourly increase from \$14.00 to \$15.00	FP	191411
Henry Granholm	FP	8/26/2023	РТ	Hourly increase from \$13.00 to \$14.00	FP	190011

Name	Department	Date	Job Title / Reason for Pay Change	Pay Rate	Budget Charged	GL Org
Terminations:						
Nora Balnius	SAO	8/10/2023	Internship Ended		SAO	11002120
Allen Kennedy	SAO	8/15/2023	Internship Ended		SAO	11002120
Dylan Cullick	Circuit Clerk	8/18/2023	Resignation		Circuit Clerk	11000314
Sharon Samuel	HHS	8/19/2023	Resignation		HHS	120513
Brenda Goodwin	Circuit Clerk	8/28/2023	Resignation		Circuit Clerk	11000314
Nancy Orstead	Circuit Clerk	8/24/2023	Resignation		Circuit Clerk	11000314
Ayden Funk	Coroner	8/24/2023	Resignation		Coroner	11000417
Kaylynn Gillespie	Circuit Clerk	8/25/2023	Resignation		Circuit Clerk	11000314
Charles Walton	HWY Snowbird	8/24/2023	Terminated		HWY	120207
Paul Burd	HWY Snowbird	8/24/2023	Terminated		HWY	120207
Michael Foote	HWY Snowbird	8/24/2023	Terminated		HWY	120707
Jozelle Filippi	FP	8/28/2023	Resignation		FP	190011
Levi Mitchell	Sheriff	9/7/2023	Resignation		Sheriff	11002009
Fred Dusell	Judicial	9/8/2023	Resignation		Judicial	11001516
Anton Graff	Judicial	9/8/2023	Resignation		Judicial	11001516

Opioid Fund Finance Committee9/28/2023

Revenues	\$ 284,091
Expenditures if Everything is spent	(158,700)
Ending Balance	\$ 125,391
Revenues	\$ 284,091
Expenditures Est.	(100,000)
Ending Balance	\$ 184,091

	Total Alloted	Spent	Balance
Health Department	43,275	13,327	29,948
State's Attorney	21,375	1,175	20,200
Judicial	23,550	4,598	18,952
Coroner	13,500		13,500
Probation	42,750	168	42,582
Public Defender	4,500	4,500	(0)
Corrections	9,750	9,606	144
Totals	158,700	33,375	125,325

Current Balance \$264,340.06

	FY24 Request			
Health Department	57,000			
State's Attorney	34,000			
Judicial	40,000			
Coroner	10,000			
Probation	57,000			
Public Defender	6,000			
Corrections	-			
Totals	204,000			

Exhibit A Order Form

NEOGOV

Governmentjobs.com, Inc. (dba "NEOGOV") 2120 Park PI, Suite 100 El Segundo, CA 90245 United States billing@neogov.com Sales Rep: Addi Gentle

Quote Valid From: 8/14/2023 Quote Valid To: 12/4/2023 NEOGOV

Customer:

Kendall, County of (IL) 111 West Fox Street Yorkville, IL 60560 USA

Quote Number: Q-12091 PaymentTerms: Annual,Net 30 Subscription Term in Months: 16

Employee Count: 425 Order Summary

Prorated 9/1/2	23-11/30/23			
Service Description	Туре	Start Date	End Date	Term Price (USD)
Single Sign On Subscription	RECURRING			\$369.97
Single Sign On Setup	ONE-TIME			\$3,000.00
		Prora	ted TOTAL:	\$3.369.97

Year 1	12/1/23-11				
Service Description		Туре	Start Date	End Date	Term Price (USD)
Single Sign On Subscription		RECURRING			\$1,488.00
	\$1,488.00				

ORDER TOTAL (USD) : \$4,8

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NEOGOV Learn Course Catalog

February 2023

Business Skills

Media Training Part 2: Preparing for the Interview

Leading Successful Remote Teams 6 Tips for Parents Working From Home Managing Stress in Uncertain Times Media Training Part 1: Crafting Your

Message

County Government Basics for Newly Elected Officials

Municipal Government Basics for Newly Elected Officials

Township Basics for Newly Elected Officials Special District Basics for Newly Elected Officials

Budgeting for Elected Officials Zoning Basics: Uses and Development Standards

Zoning Basics: By Right Projects, Special Permits, and Zone Changes

Zoning Basics: Roles and Procedures Zoning Basics: Permit Evaluation Criteria Zoning Basics: Subdivision Ordinances Social Media for Public Officials

The Remote Manager: Employee Engagement

Digital Literacy: Basic Technical Fluency for Employees

Managing Unionized Employees Onboarding Remote Employees

Campus Safety

School Bus Safety: Bullying on the Bus School Bus Safety: Loading & Unloading School Bus Safety: Transporting Students with Special Needs School Bus Safety: Safe Bus Operation School Bus Safety: Emergency Operations Bloodborne Pathogens for Campus Law Enforcement

Child Safety

Appropriate Touch

- Before and After School Program
- Day Camp Supervision

Resident Camp Supervision

Camp Aquatics Safety

Child Abuse Awareness and Prevention for Texas

Mandatory Reporters of Child Abuse and Neglect

Injury Prevention in Youth Sports

Cyber Security

Complying with HIPAA for Business Associates

Complying with HIPAA for Covered Entities Complying with HIPAA for Hybrid Entities PCI Security Standards for IT and Back Office

PCI Security Standards for Managers PCI Security Standards on the Phone and Online

PCI Security Standards at the Point of Sale Preventing Phishing

Privacy Awareness

Records Management

Security Awareness with Privacy Principles

Security Awareness

Responsible Use of Social Media

Security Basics

Cyber Security: Best Practices for At-Home Employees

Cybersecurity: Data Privacy and Safe Computing Cybersecurity: Responding to Data Breaches Cybersecurity: Data Classification and Handling Cybersecurity: Data Privacy and Security Cybersecurity: Data Privacy and Security for CA

Diversity & Inclusion

Understanding and Preventing Microaggressions Cultural Competence Courageous Conversations

Driver Safety

Slower is Faster - Survival Skills for Ambulance Drivers Slower is Faster - Survival Skills for Fire **Engine Drivers** Liability While Driving Government-Owned Vehicles Winter Driving: Comprehensive Winter Driving: Weather Conditions & Preparations Winter Driving: Travel Planning and Techniques Winter Driving: Braking and Special Consideration Winter Driving: Trapped or Stranded Vehicles Slower is Faster - Survival Skills for Law **Enforcement Drivers Emergency Preparedness Emergency Prep & Response: Earthquakes**

Emergency Prep & Response: Floods Emergency Prep & Response: Hurricanes Emergency Prep & Response: Tornadoes Emergency Prep & Response: Wildfires Emergency Prep & Response: Winter Storms Emergency Prep & Response: Terrorism

Employment Liability

Generating Solutions Evaluating Your Workplace Behavior FERPA for Faculty in Higher Education FERPA for Staff in Higher Education CSA Guide to Clery Act Title IX, The Clery Act, and VAWA for Faculty and Staff Title VI of the 1964 Civil Rights Act for **Municipalities** Title VI of the 1964 Civil Rights Act for **Higher Education** Harassment Prevention for Higher Ed **Supervisors** Harassment Prevention for Higher Ed Employees Title I of ADA for Higher Ed: Reasonable Accommodation Title I of ADA for Higher Ed: Interactive Process Title I of ADA for Higher Ed: Supervisor Responsibilities Transition to Remote Teaching for Higher Education Accommodating Higher Ed Students with **Disabilities** Introduction to Lawful Hiring Hiring Liability: Discrimination Hiring Liability: Negligent Hiring Hiring Liability: Improper Background Investigations Hiring Liability: Misrepresentation & Implied Contracts Hiring Liability: Supervisor Responsibilities Lawful Interviewing: Prepare to Interview Lawful Interviewing: Ask Effective Ouestions Lawful Interviewing: Conduct Interviews, Part I Lawful Interviewing: Conduct Interviews, Part II

The Family and Medical Leave Act: Overview The Family and Medical Leave Act: Eligible Employees The Family and Medical Leave Act: **Qualifying Reasons** The Family and Medical Leave Act: Supervisor Responsibilities FLSA and Minimum Wage Rules FLSA: Employee Classification & Overtime Rules FLSA: Record Keeping Rules **Discipline and Termination: Discussing** Discipline **Discipline and Termination: Progressive** Discipline **Discipline and Termination: Sensitive** Subjects **Discipline and Termination: Documenting** Discipline Discipline and Termination: Termination Tips Harassment Prevention for Supervisors Ethical Decision Making in the Workplace Issues in Diversity: Speak With Care Issues in Diversity: Share Responsibility **Issues in Diversity: Exercise Compassion** Issues in Diversity: Expand Horizons Issues in Diversity: Be Attentive **Issues in Diversity: Welcome New** Perspectives Issues in Diversity: Embrace Tough Conversations EEO Laws: An Introduction EEO Laws: Equal Pay Act of 1963 EEO Laws: Title VII of the Civil Rights Act EEO Laws: Age Discrimination in **Employment Act** EEO Laws: Pregnancy Discrimination Act of 1978 EEO Laws: Title I of the ADA

EEO Laws: Genetic Information Nondiscrimination Act EEO Laws: Supervisor Responsibilities Title I of ADA: Reasonable Accommodation Title Lof ADA: Interactive Process Title I of ADA: Supervisor Responsibilities Harassment Prevention for Employees Diversity in the Workplace: Diversity for All RISE Up Against Workplace Bullying Anti-Bullying Supervisor Training School Bullying: Define Bullying & The Law School Bullying: Understand Bullying **Dynamics** School Bullying: Identify Bullying Episodes School Bullying: Address Potential Bullying Harassment Prevention for Illinois Supervisors Harassment Prevention for Illinois Employees Emergency Leave Under the FFCRA Wage and Hour Concerns During an Emergency Accommodating K-12 Students with Disabilities The Biased Brain Implicit Bias in Action **Consequences of Bias** The Drug-Free Workplace Act for Supervisors The Drug-Free Workplace Act for Employees **USERRA Rights & Supervisor** Responsibilities Records Retention Public Records Requests C.A.R.E. About Implicit Bias Challenge Organizational Bias Developing a Diversity and Inclusion Program Discussing Racism for K-12 Educators Bias in Interviewing

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Harassment Prevention for Supervisors: Condensed Harassment Prevention for Employees: Condensed Antiracism: Challenging Inequity Interacting with Unhoused People Title IX Final Rule for Faculty & Staff Loudermill, Weingarten, and Garrity Rights for Supervisors Loudermill, Weingarten, and Garrity Rights for Employees **Employer Responsibilities for Domestic** Abuse Ethics: Personal Financial Gain by Public Officials Ethics: Personal Advantages and Perks for **Public Officials** Public Employment Law Fundamentals Ethics: Governmental Transparency Laws for Public Officials Ethics: Laws Relating to Fair Processes Workplace Investigations for Supervisors: Knowing When & Why to Investigate Workplace Investigations for Supervisors: Planning the Investigation Workplace Investigations for Supervisors: **Preparing Interview Questions** Workplace Investigations for Supervisors: Conducting Interviews Workplace Investigations for Supervisors: Closing the Investigation Health & Safety A COVID-19 Response: Returning to Work Child Sexual Abuse Prevention at Camp **Bullying Prevention at Camp**

Playground Supervision Trip and Transportation Safety The Professional Lifeguard Shallow Water Blackout Slips, Trips, and Falls Working Outdoors in Warm Weather for Camp Employees Crossing Guard Training Avoiding the Crush Zone Reasonable Suspicion for Drug and Alcohol Testing: The Role of the Supervisor Reasonable Suspicion for Drug and Alcohol Testing: Signs and Symptoms of Drug Use Reasonable Suspicion for Drug and Alcohol Testing: Signs and Symptoms of Alcohol Misuse Eye and Face Protection Emergency Response in the Workplace **Emergency Communication in the** Workplace Workplace Ergonomics Electrical Safety Flagger Safety Forklift Safety Hearing Conservation Hand and Power Tool Safety Practicing Hand Hygiene Practicing Hand Hygiene: Medical Professionals Practicing Hand Hygiene: Child Care Providers Practicing Hand Hygiene: Food Service Professionals Safety in Local Government: Part 1 Safety in Local Government: Part 2 Landscape Safety Material Handling and Storage Safety Data Sheets New Employee Safety Orientation Office Safety **Occupational Disease Prevention for** Firefighters Playground Safety Aquatic Safety Safe Patient Handling **Preventing Strains and Sprains**

Respiratory Protection General Safety Boost Episode 1: Ergonomics General Safety Boost Episode 2: Back Safety General Safety Boost Episode 3: Trip Hazards General Safety Boost Episode 4: Emergency Preparedness General Safety Boost Episode 5: Fire Safety General Safety Boost Episode 6: Hazard Communication General Safety Boost Episode 7: Slip Hazards General Safety Boost Episode 8: Drug-Free Workplace General Safety Boost Episode 9: Bloodborne Pathogens General Safety Boost Episode 10: Skin Protection General Safety Boost Episode 11: First Aid General Safety Boost Episode 12: Active Shooter Accident Incident Investigation Silica Awareness: Silica and the OSHA Silica Standard Silica Awareness: Working Safely with Silica Arc Flash Safety **OSHA Recording and Reporting** Lockout/Tagout Safety Ladder Safety Fire Prevention Fall Protection Personal Protective Equipment: Noise **Exposure and Hearing Conservation** Personal Protective Equipment: Respiratory Protection Personal Protective Equipment: Eye and Face Protection Personal Protective Equipment: Hand Protection

Personal Protective Equipment: Foot Protection Personal Protective Equipment: Head Protection. COVID-19: A Pandemic Response Preparing Your Workplace for COVID-19 Scaffolding Safety Whole Health: Am I Getting the Right Nutrition? Whole Health: A Well-Rounded Exercise Routine Whole Health: Maintain a Strong & Healthy Back Whole Health: Techniques to Manage Stress Whole Health: Good Sleep Habits Whole Health: Brain Health Whole Health: Preventive Care Whole Health: Dental Care Whole Health: Self-Awareness About Drinking Whole Health: The 3 Biggest Myths About Smokina Whole Health: Am I at Risk for Diabetes? Bloodborne Pathogens Bloodborne Pathogens Condensed Employee Safety Awareness Safety Awareness Program for Supervisors Job Hazard Analysis for Supervisors Job Hazard Analysis Back Safety Confined Space Entry Updating Your Workplace Response to COVID-19 Personal Protective Equipment Introduction to OSHA Basic Industrial Safety Behavior-Based Safety for Supervisors Hydrogen Sulfide Safety Awareness Hoisting and Rigging Spill Prevention and Control

Trenching and Excavation Safety Machine Guarding Fire and Explosion Hazards **Compressed Gas Safety** Hazard Communication: The New GHS Standards Preventing Slips, Trips, and Falls Preventing Slips, Trips, and Falls for Firefighters Transitional Duty: Improving Your Return to Work Program Working Outdoors in Warm Weather Stress Management for Public Safety Telecommunicators Stress Management at Work and Elsewhere Work Zone Safety Introduction to Contact Tracing Contact Tracing in Your Community **OSHA** Investigations and Inspections Cal/OSHA Investigations and Inspections Asbestos Awareness Lead Safety Awareness Indoor Crane and Sling Safety **Basic Construction Safety Field Biological Hazards** Welding, Cutting & Brazing Safety Laboratory Safety Waste Management Food Safety Emergency Preparedness: Continuity of Operations Forming and Operating Safety Committees Bloodborne Pathogens for Law Enforcement **Bloodborne Pathogens for Healthcare** Workers Site Control **Disaster Benefits Administration** Shelter Protocol: Preparing to Open a Shelter

Shelter Protocol: Operating & Closing a Shelter Lockout/Tagout Safety: Comprehensive Fall Protection: Comprehensive Fire Prevention: Comprehensive Chainsaw Safety Wildfire Smoke Safety Workplace Allergies & Sensitivities for Employees **Railroad Crossing Safety Avoiding Animal Bites** Home Office Ergonomics Active Shooter and Workplace Violence Response (Higher Ed) Active Shooter and Workplace Violence Response (Workplace) Higher Ed RISE Up Against Workplace Bullying in Higher Ed Anti-Bullying Supervisor Training for Higher Ed EEO Laws for Higher Ed: An Introduction EEO Laws for Higher Ed: Equal Pay Act of 1963 EEO Laws for Higher Ed: Title VII of the Civil Rights Act EEO Laws for Higher Ed: Age Discrimination in Employment Act EEO Laws for Higher Ed: Pregnancy **Discrimination Act** EEO Laws for Higher Ed: Title I of the ADA EEO Laws for Higher Ed: Genetic Information Nondiscrimination Act EEO Laws for Higher Ed: Supervisor Responsibilities

Cyberbullying Awareness & Prevention for Higher Education

Human Capital

The Role of Customer Service Creating a Total Service Experience Providing Service with Heart

Dealing With Difficult Customers Coaching to Develop Motivation **Defining Coaching Listening Skills Understanding Skills Conveying Information** Focusing on the Customer Understanding Team Building **Defining Useful Workplace Feedback Giving Feedback Receiving Feedback Determining Your Problem-Solving Style** Defining a Problem The Role of the Supervisor The Responsibilities of a Manager Identifying the Characteristics of Change Identifying Strategies for Making Change Work How Work Teams React to Change Analyzing Work Processes Implementing Process Improvements Setting Overall Goals Identifying Performance Standards **Effective Writing for Business** Dealing with Bad Behavior Introducing Personal Power 8 Tips for Working From Home Coaching to Build Skills Measuring and Monitoring Processes **Dealing with Conflict** Dealing with Aggressive Behavior Dealing With Grief and Loss in the Workplace for Employees Dealing With Grief and Loss in the Workplace for Supervisors Writing Inclusive Job Descriptions Writing Unbiased Interview Questions for Supervisors K-12 Education

Harassment Prevention for K-12 Supervisors Harassment Prevention for K-12 Employees Maintain Engagement in Online Learning (K-6) Youth Suicide Prevention (K-12) Youth Suicide Prevention (K-12) Part 1: Your Role in Prevention Youth Suicide Prevention (K-12) Part 2: Observe, Support, Refer Youth Suicide Prevention (K-12) Part 3: A Community Effort Title VI of the 1964 Civil Rights Act for K-12 Cyberbullying Awareness & Prevention (K-12) Verbal De-escalation (K-12) FERPA 101 for K-12 Administrative Staff FERPA 101 for K-12 Teachers Seizure Awareness for K-12 Allergy Awareness for K-12 Asthma Awareness for K-12

Law Enforcement

Bloodborne Pathogens for Law Enforcement Officers Slower is Faster: Survival Skills for Law Enforcement Drivers Responding to Domestic Abuse Calls Firearms Safety **Off-Duty Conduct** Below 100 Tenets: Watch Your Speed Below 100 Tenets: Wear Your Vest Law Enforcement Ethics Situational Awareness and Ambush Precautions for Law Enforcement Officer Safety and Tactics for Chemical and Bomb Threat Response Guide to Consensual Encounters Below 100 Personnel Guidelines for Law Enforcement (Part 1) Personnel Guidelines for Law Enforcement (Part 2)

- False Arrests and Arrest Liability for Law Enforcement Below 100 Tenets: What's Important Now? Below 100 Tenets: Remember, Complacency Kills! Below 100 Tenets: Wear Your Belt Use of Force: An Overview Use of Force: Liability and Reasonableness Use of Force: Ethical Considerations Use of Force: Decision Making and Judgment Use of Force: Community Policing and **Community Perceptions** Community Policing, Part I Community Policing, Part II Anti-Bias Policing: Part 1 Anti-Bias Policing: Part 2
- De-Escalation and Communication, Part I De-Escalation and Communication, Part II Stress Management for Law Enforcement Coronavirus & Safety: What Every Cop Needs to Know Preventing Slips, Trips, and Falls for Law Enforcement Officers Asher Model: Creating a Culture of Wellness Asher Model: Making It OK to Not Be OK Asher Model: Focus on the Solutions Asher Model: Provide Peer Support Asher Model: Educate Your Staff on Resilience Asher Model: Encourage Healthy Habits Asher Model: Encourage Spirituality Asher Model: Partner with the Family



116 E. Washington Street Suite One Morris, Illinois 60450

Phone: (815) 942-3306 Fax: (815) 942-9430 www.mackcpas.com CATE MOULTON, CPA KYLE SHEPPARD, CPA MADISON SCHEEL, CPA CHRIS CHRISTENSEN JESSIKA MCGARVEY

CERTIFIED PUBLIC ACCOUNTANTS

Contractual Agreement

Between

Mack & Associates, P.C.

And

Kendall County, Illinois

Mack and Associates P.C. and Kendall County hereby enter into an agreement for auditing services for the following fees:

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Kendall County	\$ 52,000	53,560	55,165	56,820	58,525
Forest Preserve	9,500	9,785	10,075	10,375	10,685
Circuit Clerk	4,850	4,995	5,145	5,300	5,460
Kendall Area Transit	4,500	4,635	4,775	4,920	5,065
Total Fees	\$ 70,850	72,975	75,160	77,415	79,735

Due to changes regarding GATA implementation, there is also an in-relation to opinion on CYEFR that is now required. This will be billed upon time involved with a maximum fee not to exceed \$5,000.

Any additional work that may need to be completed beyond the scope of engagement will be discussed prior to completion and is billed at a rate of \$150/hour. Fees will be billed upon completion of the report.

Tawnya R. Mack 5/16/2023

Tawnya R. Mack, CPA Date Kendall County, Illinois Date Mack & Associates, P.C.

FY24 Budget Approval Calendar

	Date	Responsible Party/Meeting	Time	Task
JUN				
	6/26/2023	Admin & User Departments/Offices		Prepare salary spreadsheets
	6/29/2023	Finance Committee	4:00pm	Establish FY24 Budget Criteria and Authorize FY24 Capital Budget Process
	6/30/2023	Administration		Send FY24 Capital Plan Process and Budget Criteria
JUL				
	7/3/2023	*DHEOs		End Users enter budgets and salaries
	7/13/2023	COW	4:00pm	
	7/18/2023	County Board Meeting	9:00am	
		Finance Committee	4:00pm	
AUG				
	8/2/2023	County Board Meeting	6:00pm	
	8/8/2023	*DHEOs	-	Capital Plan budgets due
	8/8/2023	*DHEOs		Operations budgets due including salaries
	8/14-8/18	*DHEOs		Meet with Department Heads
	8/9-8/31	Administration		Prepare budget books/tablets/overviews
	8/24/2023	Finance Committee	4:00pm	1 0
		County Board Meeting	9:00am	
SEP	9/5/2023	County Board Meeting	6:00pm	
	9/7/2023	COW/Finance Committee	8:30am	Budget Hearings-TBD
	9/8/2023	COW/Finance Committee	9:30am	Budget Hearings-TBD
	9/14/2023	COW	4:00pm	Approves Tentative Budget and Forward to County Board
	9/15/2023		noopiii	Run Notice for Public Inspection of Tentative Budget Ad
	9/19/2023	County Board Meeting	9:00am	Approve Tentative Budget at least 15 days prior to final action
		Finance Committee		Discuss FY24 Budget
	,,			
OCT				
	10/3/2023	County Board Meeting	6:00pm	
	10/12/2023		4:00pm	Discuss FY24 Budget- Forward final budget to County Board
		County Board Meeting	9:00am	
		Finance Meeting	5:00pm	Discuss FY24 Budget- Forward final budget to County Board
		C	1	
NOV	11/7/2023	County Board Meeting	6:00pm	Approve Budget
			1	Run levy ad before levy hearing (less than 14 days more than 7 days before levy
	11/8/2023	Admin		hearing)
	11/16/2023		4:00pm	ica ing)
		County Board Meeting	4:00pm 9:00am	Levy hearing and approval
		Finance Meeting	4:00pm	Levy hearing and approval
	11/30/2023	Finance Miccung	4.00pm	
DEC	12/5/2023	County Board Meeting	6:00pm	
DEC	12/3/2023		4:00pm	
		County Board Meeting	4:00pm 9:00am	Last day to certify Levy on or before the last Tuesday in December
				Last day to certify Levy on or before the last Tuesday in December
	12/20/2023	Finance Meeting *DHEOg = Department Heads & Elected Officials	4:00pm	
		*DHEOs = Department Heads & Elected Officials		

Change Log September 28, 2023

FY24 Budget

CU	RRENT GENERAL FUND SURPLUS/(DEFICIT)	\$	(3,962,685)
	tember 7, 2023		
Be	ginning Deficit		(4,231,685)
Se	tember 28, 2023		
1 De	crease Expense: County Clerk Millage	9,000	
2 De	crease Levy: County Bridge Levy	25,000	
3 De	crease Expense: Move 1/2 PB&Z Director Salary	50,000	
4 De	crease Expense: Reduce Project Manager Salary	5,000	
5 De	crease Expense: Reduce Postage	50,000	
6 De	crease Transfer Out: 27th Payroll	80,000	
7 De	crease Expense: County Clerk Election Supplies	50,000	
		269,000	(3,962,685)

FY24 Levy Calculation & Requests September 28, 2023

	FY23		FY24		Difference	% Change
New Construction	\$	77,711,113	\$ 84,523,616	\$	6,812,503	8.8%
Rate Setting EAV	\$	3,743,363,461	\$ 4,584,848,376	\$	841,484,914	22.5%
Available Levy Extension	\$	24,389,453	\$ 24,310,263	\$	(79,190)	-0.3%
CPI Increase		(\$1,137,292)	(\$1,136,290)		\$1,002	-0.1%
Net Levy Extension w/o CPI Increase	\$	23,252,161	\$ 23,173,973	\$	(78,188)	-0.3%

	FY23 Levy	FY24 Levy Requests	FY23 Available Levy v. FY22 Lev \$ Incr./(Decr.) % Incr./-Decr.	
<u>Levy Funds</u>		Requests		
General Fund	\$13,612,375	\$12,184,108	(1,428,267)	-10.5%
Health & Human Services Fund	1,511,000	1,511,000	-	0.0%
708 Mental Health Fund	1,024,654	1,075,887	51,233	5.0%
Social Services for Seniors Fund	363,000	363,000	-	0.0%
Extension Education Fund	192,163	192,163	-	0.0%
County Highway Fund	1,500,000	1,500,000	-	0.0%
County Bridge Fund	500,000	500,000	-	0.0%
IMRF	2,400,000	2,400,000	-	0.0%
Social Security	1,600,000	1,600,000	-	0.0%
Liability Insurance Fund	1,305,300	1,305,300	-	0.0%
Tuberculosis Fund	30,000	30,000	-	0.0%
Veterans Assistance Cms.	350,961	512,516	161,555	46.0%
Total Requests: Capped	\$24,389,453	\$23,173,973	-\$1,215,480	-5.0%

Kendall County PTELL Calculation PTELL - Property Tax Extension Limitation Law 9/28/2023

	FY23 PTELL Calculation	New Dollars	
CPI New Construction Rate Setting EAV	5.0% \$ 84,523,616 \$ 4,584,848,376	New Construction amount x Limiting rate = New Construction portion	\$ 84,523,616 0.005302 \$448,170
Previous Year Actual Extension Subtract Previous Year PBC Levy	22,725,803		
= Previous Year Net Extension	22,725,803	Previous Year Net Extension x CPI	\$22,725,803 5.0%
Previous Year Net Extension x CPI Factor (1+CPI)	22,725,803 1.0500	= Previous Year Net Extension portion	\$1,136 <mark>,29</mark> 0
= Numerator	23,862,093		
Estimated New Year EAV Less Estimated New Construction	4,584,848,376 (84,523,616)		
= Est. Net New Year EAV (Denominator)	4,500,324,760		
Previous Year Extension x CPI (Numerator) New EAV - New Construction (Denominator)	<u>23,862,093</u> 4,500,324,760		
= Limiting Rate	0.005302		
Estimated New Year Rate Setting EAV	4,584,848,376		
x Limiting Rate	0.005302		
New Year Net Extension Less Previous Year Net Extension	24,310,263 (22,725,803)		
Capped Levy: Estimated New dollars	1,584,460	Est. Total New Dollars	\$1,584,460
Net Extension + Next Year PBC Levy	24,310,263		
Total Extension	24,310,263		
Previous Year Rate Setting EAV Current Year Rate Setting EAV (Est.) EAV Increase/(Decrease)	4,125,581,150 4,584,848,376 459,267,226		
	11.13%		

GENERAL FUND REVENUE SUMMARY

ACCOUNT & DE	ESCRIPTION	BUDGET 2023	BUDGET 2024	% CHANGE IN BUDGET	\$ CHANGE IN BUDGET
	General Fund Total Revenues	28,296,196	27,209,177	-3.8%	(1,087,020)
TAXES					
11000530 41010	Current Property Tax	\$13,612,375	12,184,108	-10.5%	(1,428,267)
11000530 41020	Personal Property Repl. Tax	915,000	915,000	0.0%	0
11000530 41030	State Income Tax	3,158,685	3,158,685	0.0%	0
11000530 41040	Local Use Tax	760,000	760,000	0.0%	0
11000530 41050	State Sales Tax	650,000	600,000	-7.7%	(50,000)
11000530 41060	Franchise Tax	338,000	338,000	0.0%	0
11000530 41070	Local Share Cannabis Tax	25,000	25,000	0.0%	0
11000530 41140	1/4 Cent Sales Tax	3,228,750	3,230,000	0.0%	1,250
11000606 41160	Co. Real Estate Transfer Tax	450,000	450,000	0.0%	0
	Total Taxes	23,137,810	21,660,793	-6.4%	(1,477,017)
LICENSES, PERM	IITS, & FEES FROM SERVICES				
11000222 41390	Assessment Miscellaneous	3,000	3,000	0.0%	0
11000314 41290	Circuit Clerk Fees	1,050,000	1,000,000	-4.8%	(50,000)
11000314 41300	Cir. Clk. System Fee	5,000	10,000	100.0%	5,000
11000314 42130	Cir. Clk. GPS Service Fee	2,000	2,000	0.0%	0
11000314 42140	Cir. Clk. Periodic Impris. Fee	12,000	8,000	-33.3%	(4,000)
11000314 42250	Circuit Clerk Revenue	60,000	30,000	-50.0%	(30,000)
11000529 42200	County Building Postage Reimb.	140,000	170,000	21.4%	30,000
11000530 42220	Compost Fees	20,000	5,000	-75.0%	(15,000)
11000606 41210	County Clerk Fees	350,000	350,000	0.0%	0
11000606 41220	Recorder's Miscellaneous	40,000	40,000	0.0%	0
11000825 41150	Property Tax Late Pymnt. Penalty	325,000	325,000	0.0%	0
11000825 41400	Treasurer Fees	21,000	21,000	0.0%	0
11000825 41700	Miscellaneous Revenue	30,000	30,000	0.0%	0
11001618 41340	Probation Board & Care	2,000	0	-100.0%	(2,000)
11001719 41360	Public Defender Fees	4,050	4,050	0.0%	0
11001902 41180	Building Fees	80,000	85,000	6.3%	5,000
11001902 41190	Recording Fees	1,200	1,200	0.0%	0
11001902 41200	Zoning Fees	10,000	10,000	0.0%	0
11001902 41450	2012 NRA Fee	10	10	0.0%	0
11002009 41240	Sheriff Fees	113,663	107,250	-5.6%	(6,413)
11002009 41250	Sheriff Miscellaneous	6,479	13,123	102.5%	6,644
11002009 41260	HIDTA Reimbursement	39,319	40,000	1.7%	681
11002009 42070	Security Detail Income	13,146	18,000	36.9%	4,854
11002011 41270	Merit Commission Revenue	2,000	0	-100.0%	(2,000)
11002010 42050	Prisoner Transport	701	700	-0.1%	(1)
11002010 42060	Sheriff Bond Fee	0	13,800	#DIV/0!	13,800
11002010 42080	Corrections Board & Care	0	136,875	#DIV/0!	136,875
11002010 42090	Federal Inmate Revenue	584,000	503,700	-13.8%	(80,300)
11002010 42100	Federal Inmate Mileage Reimbursement	3,575	3,785	5.9%	210
11002010 42110	Federal Inmate Transport Fees	31,616	22,292	-29.5%	(9,324)
11002120 41370	Fines & Forfeits	250,000	260,000	4.0%	10,000
11002120 41380	State's Attorney Miscellaneous Revenue	1	1	0.0%	0
11002120 42150	State's Attorney Trial Fee	350	250	-28.6%	(100)
11002120 42160	State's Attorney Comptroller Collection Fines/Fees	2,000	2,000	0.0%	0
11002233 41410	Technology Revenue	0	1,000	100.0%	1,000
11002233 41420	Technology Municipality	0	0		0
11002532 41460	UCCI Reimbursement	3,000	3,000	0.0%	0
11002532 42210	Liquor License	21,500	21,500	0.0%	0
	Total Licenses, Permits & Fees from Services	3,226,610	3,241,536	0.5%	14,926

GENERAL FUND REVENUE SUMMARY

ACCOUNT & DE	SCRIPTION	BUDGET 2023	BUDGET 2024	% CHANGE IN BUDGET	\$ CHANGE IN BUDGET
INTEREST					
11000825 41350	Interest Income	75,000	500,000	566.7%	425,000
	Total Interest	75,000	500,000	566.7%	425,000
INTERGOVERNM	IENTAL				
11000530 41080	State's Attorney Salary	166,923	175,605	5.2%	8,683
11000530 41090	Probation Officer Salary	849,253	729,957	-14.0%	(119,296)
11000530 41100	Supervisor of Assmnt. Salary	46,125	48,213	4.5%	2,088
11000530 41110	Public Defender Salary	113,241	112,975	-0.2%	(266)
11000530 41500	State Comp-Pretrial Officer	157,838	175,300	11.1%	17,462
11000530 41130	Sheriff Salary	87,991	86,942	-1.2%	(1,049)
11002233 41430	KenCom Operations Reimbursement	98,345	101,296	3.0%	2,950
11000606 41120	State Com Election Judge	10,000	50,000	400.0%	40,000
11000912 41280	EMA Reimbursement from IEMA	50,000	48,000	-4.0%	(2,000)
11001618 41440	Probation Officer Salary (Municipal)	20,000	20,000	0.0%	0
	Total Intergovernmental	1,599,716	1,548,288	-3.2%	(51,428)
TOTAL REVENU	E	28,039,136	26,950,617	-3.9%	(1,088,520)
TRANSFERS IN					
11003038 40200	Transfer from PS Sales Tax Fund	0	0	0.0%	0
11003038 40030	Transfer from Animal Control Fund	10,000	10,000	0.0%	0
11003038 40050	Transfer from GIS Mapping	13,560	13,560	0.0%	0
11003038 40220	Transfer from Court Security Fund	30,000	30,000	0.0%	0
	Transfer from Document Storage Fund	0	0	0.0%	0
11003038 40430	Transfer From CirClk Child Support Fund #1303	75,500	20,000	-73.5%	(55,500)
11003038 40440	Transfer From CirClk Document Storage Fund #1304	55,000	60,000	9.1%	5,000
11003038 40450	Transfer from CirClk Court Operation #1306	45,000	0	-100.0%	(45,000)
11003038 40230	Transfer from CirClk Automation Fund #1313	28,000	125,000	346.4%	97,000
	Total Transfers	257,060	258,560	0.6%	1,500
	General Fund Total Revenue & Transfers In	28,296,196	27,209,177	-3.8%	(1,087,020)
	GF Expenditures & Transfers Out GF Revenues & Transfers In Surplus (Deficit)	(28,691,606) 28,296,196 (395,410)	(31,171,861.94) 27,209,177 (3,962,685.42)	-3.8%	(1,087,020)

GENERAL FUND EXPENDITURE SUMMARY

DESCRIPTION	BUDGET 2023	BUDGET 2024	% CHANGE IN BUDGET	
EXPENSES				
Administrative Services	456,470	511,859	12.1%	55,389
Auditing & Accounting	245,080	258,500	5.5%	13,420
Board of Review	84,285	85,815	1.8%	1,530
Capital Expenditures	0	0	0.0%	0
CASA Expenditures	12,000	20,000	66.7%	8,000
Circuit Court Clerk	1,124,534	1,354,021	20.4%	229,487
Circuit Court Judge	348,879	366,422	5.0%	17,543
Combined Court Services (Probation)	1,412,947	1,561,269	10.5%	148,322
Contingency	499,431	643,317	28.8%	143,886
Coroner	215,518	223,984	3.9%	8,466
Corrections	4,942,056	5,129,741	3.8%	187,685
County Assessments	355,372	359,407	1.1%	4,035
County Board	205,182	208,388	1.6%	3,206
County Clerk & Recorder & Bonds	190,872	194,125	1.7%	3,253
Election Costs	787,219	758,347	-3.7%	(28,872)
Emergency Management Agency	98,734	101,662	3.0%	2,928
Facilities Management	1,263,939	1,335,929	5.7%	71,990
Farmland Review Board	353	353	0.0%	0
Jury Commission	65,900	87,450	32.7%	21,550
KenCom Intergovernmental Agreement	0	0		
Merit Commission	46,486	44,927	-3.4%	(1,559)
Planning, Building & Zoning	274,584	238,387	-13.2%	(36,197)
Postage County Building	149,980	130,878	-12.7%	(19,102)
Public Defender	631,487	741,674	17.4%	110,186
Regional Office of Education	94,249	100,981	7.1%	6,732
Sheriff	7,009,835	7,455,630	6.4%	445,795
Soil & Water Conservation District Grant	55,000	60,000	9.1%	5,000
State's Attorney	1,766,764	2,061,778	16.7%	295,014
Technology Services	850,700	1,007,457	18.4%	156,757
Treasurer	525,873	539,448	2.6%	13,576
Human Resource	266,864	321,939	20.6%	55,074
Unemployment Compensation	0	0		0
Utilities	665,764	789,730	18.6%	123,966
TOTAL EXPENDITURES	24,646,356	26,693,416	8.3%	2,047,059

GENERAL FUND EXPENDITURE SUMMARY

DESCRIPTION	BUDGET 2023	BUDGET 2024	% CHANGE IN BUDGET	
TRANSFERS OUT:				
Debt Service				
Trsn to Adm Bldg Debt Serv	92,000	104,746	13.9%	12,746
Courthouse Expansion Debt Svs Transfer	0	0		
PS Capital	0	0		
Subtotal - Debt Service	92,000	104,746	13.9%	12,746
Capital/Reserves				
Trns to Building Fund	35,000	35,000	0.0%	0
Trsn to Cap Improve Fund	150,000	150,000	0.0%	0
Subtotal - Capital/Reserve Funds	185,000	185,000	0.0%	0
Other Transfers Out Mental Health Court	Г Т			
Trns to County Election Fnd	100,000	100,000	0.0%	0
Trns to Kendall Area Transit	25,500	25,500	0.0%	0
Economic Development Fund	23,300	25,500	0.0%	0
Trns to 27th Payroll Fund	80,000		-100.0%	(80,000)
Trns to Health Care Fund	3,550,000	4,050,000	-100.0%	500,000
Trns to Historic Pres. CLG	12,750	13,200	14.170	500,000
Subtotal - Other Transfers Out	3,768,250	4,188,700	11.2%	420,450
Subtotal - Other Transfers Out	3,700,230	4,100,700	11.270	420,450
TOTAL TRANSFERS OUT	4,045,250	4,478,446	10.7%	433,196
TOTAL				
EXPENDITURES AND TRANSFERS OUT	28,691,606	31,171,862	8.6%	2,480,255

Circuit Clerk 20,000 Part Time Office Manager 20,000 Part Time Clerk 20,000 Clerk 28,000 Public Defender 58,000 SAFE-T Act Attorney 75,000 States Attorney 75,000 States Attorney- Assistant 77,750 Secetary 40,943 Technology 118,693 Level 2 Helpdesk 60,000 Admistrative Assistant 40,000 Human Resources 100,000 PT Assistant 26,520 Zector \$ 388,213 Highway 60,000 Fenginer Technician 60,000 VAC 47,000 Admin Assistant 47,000 IMRF Rate -Regular 5.82% FICA Rate 7.65% I3.47% 13.47%		New Salaries - FY24	
Part Time Clerk20,000 28,000Clerk28,000Public Defender SAFE-T Act Attorney68,000SAFE-T Act Attorney75,000States Attorney75,000States Attorney- Assistant77,750 40,943Secetary40,943I18,693118,693Technology Level 2 Helpdesk60,000 40,000Admistrative Assistant40,000Human Resources PT Assistant26,520PT Assistant26,520Level 2 Helpdesk60,000Admistrative Assistant40,000Human Resources PT Assistant\$388,213Highway Enginer Technician\$381ariesVAC Admin Assistant47,000VAC Admin Assistant\$107,000IMRF Rate -Regular FICA Rate5.82% 7.65% 13.47%	Circuit Clerk		
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SAFE-T Act Attorney75,00075,000States Attorney States Attorney- Assistant77,750 40,943 118,693118,693Technology Level 2 Helpdesk60,000 40,000100,000Human Resources PT Assistant26,52026,520Total New General Fund Salaries\$ 388,213Highway Enginer Technician60,000VAC Admin Assistant47,000VAC Admin Assistant\$ 107,000IMRF Rate -Regular FICA Rate5.82% 7.65% 13.47%			68,000
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Highway Enginer Technician60,000VAC Admin Assistant47,000Total New General Fund Salaries\$ 107,000IMRF Rate -Regular FICA Rate5.82% 7.65% 13.47%			
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VAC Admin Assistant47,000Total New General Fund Salaries\$ 107,000IMRF Rate -Regular FICA Rate5.82% 7.65% 13.47%	Enginer Technician	60,000	
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IMRF Rate -Regular5.82%FICA Rate7.65%13.47%	Admin Assistant	47,000	
IMRF Rate -Regular5.82%FICA Rate7.65%13.47%			
FICA Rate 7.65% 13.47%	Total New General Fund Salaries		\$ 107,000
FICA Rate 7.65% 13.47%			
13.47%	•		
	FICA Rate		
Average FY24 HealthCare Cost <u>\$ 66,705</u>		13.47%	I
Average FY24 HealthCare Cost\$ 66,705			
	Average FY24 HealthCare Cost	\$ 66,705	1

ARPA Salaries

	Administration	FY24		
1	Assistant- PT Administrative	26,520		
			26,520	
	Coroner			
1	Full-Time Coroner	48,356		
			48,356	
1	<u>Circuit Clerk</u> Chief Deputy Clerk	79,233		
	Deputy Clerk	28,749		
4	Deputy Clerk	20,717	107,982	
	Health Department		,,	
1	Grant Manager	54,075		
			54,075	
	Public Defender			
1	Public Defender	67,800	(7 000	
	States Attomas		67,800	
1	<u>States Attorney</u> Assistant State's Attorney	107,470		
	Paralegal	41,056		
-	Tururogui	11,050	148,526	
	Technology		,	
1	Network Security Specialist	94,248		
			94,248	
	FY24 ARPA/Lost Salaries	-	547,507	
	F 124 ARI A/Lost Salaries	=	547,507	
	IMRF Rate -Regular	5.88%		
	FICA Rate	7.65%		
		13.53%		
	Average FY23 HealthCare Cost	\$ 74,078		