

**KENDALL COUNTY BOARD AGENDA
ADJOURNED SEPTEMBER MEETING**

**Kendall County Office Building, Rooms 209 & 210
Wednesday, November 7, 2018 at 6:00 p.m.**

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approval of Previous Month's Minutes
5. Approval of Agenda
6. Correspondence and Communications – County Clerk
7. Special Recognition
8. Citizens to Be Heard
9. Executive Session
10. Old Business
 - A. Approval of ICRMT 2019 Property, Liability, and Workers Compensation Insurance Renewal in the amount of \$691,112
11. New Business
12. Standing Committee Reports
 - A. Administration/HR
 1. Approval of Risk Management and Compliance Coordinator Job Description
 2. Approval of Deputy County Administrator Job Description
 3. Approval of Administrative Services Organization Chart
 4. Approval of the Elimination of the Economic Development and Special Project Coordinator Position
 - B. Finance Committee
 1. Approval to File Tentative Fiscal Year 2018-2019 County of Kendall, Illinois Budget with the County Clerk
 - C. Animal Control
 1. Approval of Resolution to Establish Kendall County Animal Control Adoption Fee Schedule Effective December 1, 2018
 - D. Standing Committee Minutes Approval
13. Special Committee Reports
 - A. Kencom Executive Board
 - B. Housing Authority
 - C. Stormwater Oversight Committee
14. Chairman's Report

Appointments

Chief Deputy Michael Peters – Sheriff Alternate KenCom Executive Board (replacing Undersheriff Harold Martin)
Ken Holmstrom – Oswego Fire District Board (replacing Paul Anderson) – expires April 2020

Announcements

15. Executive Session
16. Other Business
17. Citizens to be Heard
18. Questions from the Press
19. Adjournment

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

**KENDALL COUNTY BOARD
ADJOURNED SEPTEMBER MEETING
October 2, 2018**

STATE OF ILLINOIS)
) SS
COUNTY OF KENDALL)

The Kendall County Board Meeting was held at the Kendall County Office Building, Room 209, in the City of Yorkville on Tuesday, October 2, 2018 at 6:25 p.m. The Clerk called the roll. Members present: Chairman Scott Gryder, Lynn Cullick, Bob Davidson, Elizabeth Flowers, Tony Giles, Judy Gilmour, Audra Hendrix, Matt Kellogg, Matthew Prochaska and John Purcell.

The Clerk reported to the Chairman that a quorum was present to conduct business.

THE MINUTES

Member Gilmour moved to approve the submitted minutes from the Adjourned County Board Meeting of 9/4/18. Member Prochaska seconded the motion. Chairman Gryder asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

THE AGENDA

Member Cullick moved to approve the agenda. Member Gilmour seconded the motion. Chairman Gryder asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

NEW BUSINESS

HIDTA

Member Cullick made a motion to approve the HIDTA Narcint/Domestic Highway Enforcement Initiative Administrative Assistant Service agreement with Kendall County as the Fiduciary Agent effective October 15, 2018 through October 14, 2019 for \$70,000.00. Member Prochaska seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Insurance Services

Member Cullick made a motion to approve the Services Agreement between Mesirow Insurance Services, Inc. and Kendall County for a three year term with two option one year extensions in an amount of \$49,000 per year. Member Kellogg seconded the motion.

County Administrator Scott Koeppel stated that they are a broker who help us buy our property, liability and workers' compensation insurance and throughout the year they assist us in dealing with the insurance company filing claims and in making sure all of our property and vehicles get listed properly on insurance forms.

Members discussed how the company arrived at a price for the RFQ.

Chairman Gryder asked for a roll call vote on the motion. Members voting aye include Cullick, Davidson, Flowers, Giles, Gryder, Kellogg and Prochaska. Members voting nay include Gilmour and Purcell. Member Hendrix abstained. **Motion carried 7-2-1.**

A complete copy of IGAM 18-28 is available in the Office of the County Clerk.

STANDING COMMITTEE REPORTS

Facilities

Electric Supply Contract

Member Davidson moved to approve the 48 month electric supply contract starting June 2019 to June 2023 with Constellation NewEnergy, Inc. an Exelon Company at a fixed energy supply cost not to exceed \$0.03215/kWh. Member Kellogg seconded the motion.

Chris Childress from Progressive Energy told the board that this is for electricity which is up in June of 2019 expires mid budget; savings will be about \$22,000 per year.

Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

CLAIMS

Member Cullick moved to approve the claims submitted in the amount not to exceed \$719,015.62. Member Hendrix seconded the motion.

COMBINED CLAIMS: FCLT MGMT \$8,463.23, B&Z \$1,090.55, CO CLK & RCDR \$373.64, ELECTION \$240.64, ED SRV REG \$364.02, SHRFF \$1,372.81, CRRCTNS \$15,789.47, MERIT \$508.00, EMA \$733.22, CRCT CT CLK \$421.52, JURY COMM \$1,451.60, CRCT CT JDG \$1,139.86, CRNR \$939.95, CMB CRT SRV \$12,532.35, PUB DFNDR \$1,802.46, ST ATTY \$4,389.65, SPRV OF ASSMNT \$15,125.95, OFF OF ADM SRV \$470.49, CO BRD \$1,004.68, TECH SRV \$17,778.54, FAC MGT UTLTS \$77,666.21, ECON DEV \$98.86, CAP IMPRV FND \$9,193.25, CO HWY \$6,098.15, TRANSPRT SALES TX \$406,752.69, HLTH & HMN SRV \$21,964.31, FRST PRSRV \$842.43, ELLIS HOUSE \$46.56, ELLIS BRN \$456.13, ELLIS GRNDS \$155.23, ELLIS WDDNGS \$1,330.00, HOOVER \$329.12, ENV ED NTRL BGNNGS \$24.97, GRNDS & NTRL RSRC \$2,463.91, ANML MED CR FND \$416.77, ANML CNTRL EXPS \$446.25, CO RCDR DOC STRG \$187.85, HIDTA \$60,147.67, SHRFF RNG FND \$167.63, COOK CO REIMB FND \$1,655.00, CRT SEC FND \$31.33, LAW LBRY FND \$57.00, CRNR \$108.49, PRBTN SRV \$11,591.11, KC DRG CT FND \$3,251.76, GIS \$594.32, ENG/CNSLTG ESCRW \$378.00, CO RSRV FND \$2,320.00, PUB SFTY \$19,048.00, CO ANML POP CNTRL \$779.50, VAC \$4,199.04, CRNR SPCL FND \$221.45

Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Coroner Claims

Chairman Gryder stated that member Purcell has recused himself from the discussion and under the Board Rules of Order shall be treated as if not present.

Member Cullick moved to approve the Coroner claims in an amount not to exceed \$1,269.89. Member Kellogg seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Economic Development

Manufacturing Day

Member Hendrix moved to approve the Manufacturing Day Resolution: October 5, 2018. Member Cullick seconded the motion. Chairman Gryder asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of Resolution 18-47 is available in the Office of the County Clerk.

STANDING COMMITTEE MINUTES APPROVAL

Member Cullick moved to approve all of the Standing Committee Minutes and Reports. Member Gilmour seconded the motion. Chairman Gryder asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

SPECIAL COMMITTEE REPORTS

Kencom Executive Board

Member Gilmour stated that they are working on their budget.

Historic Preservation

Member Flowers informed the board that they are working on solidifying their February meeting.

Juvenile Justice

Member Gilmour reported that they are working on the 2019 Sky Run which will be on April 27, 2019.

CHAIRMAN'S REPORT

Member Purcell moved to approve the appointment. Member Davidson seconded the motion. Chairman Gryder asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

Appointments

- Bob Walker – Public Aid Appeals – 2 year term – Expires September 2020
- James Bateman – Bristol Kendall Fire Protection District Alternate – KenCom Executive Board (ETSB)
- Scott Koepfel – Chicago Regional Growth Corporation (CRGC) – 2 year term – Expires October 2020
- Scott Koepfel – Upper Illinois River Valley Development Authority (UIRVDA) – 2 year term – Expires October 2020
- Latreese Caldwell – Kendall Area Transit Grant Program Compliance and Oversight Monitor (PCOM)

Chairman Gryder spoke about the On To 2050 Plan and discussions on the VMT, Vehicle Mileage Tax. Mr. Gryder has been urged to vote yes, the consensus of the board is for Mr. Gryder to vote no to the plan. Members discussed the Vehicle Mileage Tax.

ADJOURNMENT

Member Flowers moved to adjourn the County Board Meeting until the next scheduled meeting. Member Gilmour seconded the motion. Chairman Gryder asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

Approved and submitted this 10th day of October, 2018.

Respectfully submitted by,
Debbie Gillette, Kendall County Clerk

PREMIUM SUMMARY

Presented By:

Illinois Counties Risk Management Trust

Named Insured: Kendall County & Kendall County Forest Preserve District

Quote Number: R1-1000040-1819-02

Policy Year: DEC 01, 2018 - DEC 01, 2019

Coverage Parts	Premium
General Liability	Included
Law Enforcement Liability	Included
Auto	Included
Public Officials Liability - Claims Made	Included
Property	Included
Inland Marine	Included
Equipment Breakdown	Included
Sales Tax Interruption	Not Covered
Crime	Included
Cyber Liability	Not Covered
Excess Liability	Included
Package Premium	\$515,669
Workers' Compensation	\$175,443
Total Annual Premium	\$691,112
Total Pro-Rated Premium	\$691,112



ACCEPTANCE FORM

Named Insured: Kendall County & Kendall County Forest Preserve District
Quote Number: R1-1000040-1819-02
Policy Year: DEC 01, 2018 - DEC 01, 2019

Total Annual Premium	\$691,112
Total Pro-Rated Premium	\$691,112

Terms and Conditions

- Policy is only cancellable at program anniversary and after 30-day written notice is given. If required notice is not given, full estimated premium is earned, due and payable
- All terms and conditions of membership in the Illinois Counties Risk Management Trust are set forth in the Trust by-laws. A copy of this document is available for your review
- Per the Membership Agreement, the member must be with the Trust for 12 months prior to withdrawing.
- The following must be received prior to binding:
 - Signed Acceptance Form
 - Insured's Contact Information
 - Requested Payment Plan Annual 50/50 25/6

Acceptance Statement:

Please accept this as a formal confirmation that all terms and conditions, attached scheduled items, and premiums proposed by the Illinois Counties Risk Management Trust are accepted effective 12/01/2018.

Signature of Official

Date



**COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING
HISTORIC COURTHOUSE
109 W. Ridge Street, 3rd floor Court Room; Yorkville
Thursday, October 18, 2018**

CALL TO ORDER - Committee Chair Lynn Cullick called the meeting to order at 6:33p.m.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Lynn Cullick	Here		
Elizabeth Flowers	Present		
Judy Gilmour		6:39p.m.	
Matthew Prochaska	Here		
John Purcell		6:42p.m.	

Others in Attendance: Jill Ferko, Scott Koepfel

APPROVAL OF AGENDA – Motion made by Member Prochaska, second by Member Flowers to approve the agenda. **With three members voting aye, the agenda was approved by a 3-0 vote.**

APPROVAL OF MINUTES – Motion made by Member Prochaska, second by Member Flowers to approve the October 4, 2018 minutes. **With three members voting aye, the minutes were approved by a 3-0 vote.**

UPDATE ON EMPLOYEE HEALTHCARE BENEFIT OPTIONS – Mike Wojcik from *The Horton Group* reported that the quote from United Healthcare would be a 15.6 percent increase over last year’s rate, and that the Blue Cross Blue Shield (BCBS) quote would be flat. Mr. Wojcik and Beth Ishmael reviewed the proposed plans and costs from Blue Cross Blue Shield (Healthcare), EyeMed (Vision), and MetLife (Dental, Basic and Voluntary Life). There was discussion on the BVA concierge service offered through BCBS for plan participants, the one-time transition credit given to the County, the different types of dental plans and the cost for additional Orthodontia coverage to the plan. The committee asked The Horton Group to provide different dental plan options with/without \$50 and \$100 deductibles, and with/without increased coverage for Orthodontia Services, for review and further discussion at the October 25, 2018 Special County Board meeting.

There was committee consensus to forward the 2019 BCBSIL healthcare plan options, the EyeMed Vision plan option, the MetLife Basic & Voluntary Life plan options, and the MetLife Dental Plan options to the October 25, 2018 Special County Board meeting for discussion and approval.

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Treasurer’s Office – Treasurer Jill Ferko asked for clarification of the Wellness Program specifically on the requirement of having a physical completed prior to November 30, 2018 to

participate in 2019. Ms. Ferko also asked how the Wellness Program requirement would apply to a newly hired employee after the enrollment period, or for a current employee not previously on the Health Insurance plan, but now choosing to participate on the County plans this year. Discussion on the timeframe for submitting verification of a physical, and guidelines for the Treasurer's Office. Current employees were notified numerous times throughout the current year about the November 30, 2018 deadline for compliance and participation in the Wellness Program and any discount to premiums that might apply. **There was consensus that a new employee would be advised that they would have 90-days to comply with the Wellness Program physical requirement.**

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Approval of revised Deputy County Administrator Job Description* – Mr. Koepfel reviewed the proposed changes to the Deputy County Administrator job description, and explained his reasoning for changes in the Administrative Services Department, and his desire to hire a Risk Management Compliance Coordinator instead of a new Economic Development Special Projects Coordinator. Mr. Koepfel explained that he and the Deputy County Administrator would share the Economic Development Coordinator responsibilities in the Administrative Services Department. Member Prochaska made a motion to forward the advised job description to the County Board for approval, second by Member Flowers. Discussion on the new position, the Economic Development position and the additional responsibilities for other staff members, and any salary changes for the Deputy County Administrator. **Member Purcell made a motion to Call to Question, and the motion failed with no second.**

Member Cullick called for a Roll Call vote for the original motion.

Roll Call: Member Prochaska – yes, Member Gilmour – yes, Member Flowers – yes, Member Purcell – no, Member Cullick – yes. **With Members Prochaska, Gilmour, Flowers and Cullick voting yes, and Member Purcell voting no, the motion to forward the revised Deputy County Administrator Job Description to the November 7, 2018 County Board meeting for County Board approval, carried by a vote of 4-1.**

- *Approval of Risk Management Compliance Coordinator Job Description* - Mr. Koepfel explained that with the loss of the Economic Development Coordinator, he would like to reorganize the department, and hire a replacement with different responsibilities. Mr. Koepfel felt that the EDC Coordinator position was not as crucial to the function of the department as someone that might assume the Risk Management, Workers Compensation and Compliance responsibilities, as well as serve as a back-up for FOIA requests, front office, meeting recording, meeting minutes, agendas, and voucher input. Mr. Koepfel distributed the proposed job description to committee members. Discussion on the position, proposed salary range, qualifications, and office reorganization. Member Flowers made a motion to forward the Risk Management Compliance Coordinator job description to the County Board for approval at the November 7, 2018 meeting, second by Member Gilmour. **With Members Cullick, Prochaska, Flowers and Gilmour**

voting yes, and Member Purcell voting no, the motion carried by a vote of 4-1 to forward the Risk Management Compliance Coordinator job description to the County Board for approval at the November 7, 2018 County Board meeting.

- *Discussion and Review of Resolution Establishing Hiring Freeze – **There was consensus by the committee that no action would be taken on this proposed resolution.***

EXECUTIVE SESSION – Not needed

ITEMS FOR COMMITTEE OF THE WHOLE – None

ACTION ITEMS FOR COUNTY BOARD

*Approval of revised Deputy County Administrator Job Description
Approval of Risk Management Compliance Coordinator Job Description
Approval of Blue Cross Blue Shield 2019 Health Insurance Plan
Approval of MetLife 2019 Basic and Voluntary Life Insurance Plan
Approval of EyeMed 2019 Vision Plan
Approval of MetLife 2019 Dental Insurance Plan Option 1
Approval of MetLife 2019 Dental Insurance Plan Option 2
Approval of MetLife 2019 Dental Insurance Plan Option 3
Approval of MetLife 2019 Dental Insurance Plan Option 4*

ADJOURNMENT – Member Prochaska made a motion to adjourn the meeting, second by Member Gilmour. **With five members voting aye, the meeting was adjourned at 8:54p.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary

Kendall County Job Description

TITLE: Risk Management and Compliance Coordinator
DEPARTMENT: Administrative Services
SUPERVISED BY: Deputy County Administrator
FLSA STATUS: Non-Exempt
APPROVED: November 7, 2018

I. **Position Summary:**

Responsible for the coordination of Kendall County's ("County") Risk Management programs including but not limited to workers compensation, property insurance, liability insurance, and FMLA. Additionally, support Administrative Services by maintaining compliance with local, state, and federal laws.

II. **Essential Duties and Responsibilities:**

Risk Management

- A. Oversees and administers the County's risk management functions by performing duties including, but not limited to the following:
- B. Performs risk management planning, policy development and administration.
- C. Monitors insurance coverage for all County property and functions, and makes insurance coverage change recommendations to County Board.
- D. Administers the County's Workers Compensation and Liability Insurance Programs by performing duties including, but not limited to the following:
- E. Processes and tracks all claims.
- F. Responds to questions and complaints about workers' compensation benefits and liability claims.
- G. Resolves billing issues.
- H. Obtains and maintains up-to-date records of workers' compensation benefit claims and benefit information.
- I. Maintains up-to-date records of the County's liability claims and payments.
- J. Acts as the County's liaison and direct contact with the County's workers' compensation and liability insurance plan providers and legal counsel.
- K. Prepares communications regarding or relating to the County's workers compensation and liability insurance programs.
- L. Communicates and works with County departments and elected offices regarding workers' compensation and liability insurance claims, issues and concerns.

Compliance

- M. Attend County Board and County Board Committee Meetings, as assigned, both during and after regular business hours as requested.
- N. Coordinate County Human Resources & Administration Committee meetings by performing tasks, including, but not limited to providing monthly reports, identifying legislation regulations related to risk management, posting agendas, recording meetings, and drafting meeting minutes.
- O. Complete State-mandated training and serve as an Open Meetings Act Officer
- P. Complete State-mandated training and serve as a Freedom of Information Act Officer for Administrative Services and other departments as assigned by the County Administrator.
- Q. Handles confidential matters daily relating to all functions of Administrative Services, the Kendall County Board, and its committees, and maintains confidentiality of said information.
- R. Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois

Kendall County Job Description

Freedom of Information Act, and the Illinois Local Records Act.

- S. Creates and distributes news releases on the Kendall County website, to local stakeholders, and local media organizations.
- T. Coordinates personnel hiring for departments reporting to the County Administrator, including employment postings for vacant positions, collection, and organization of employment applications, communication with applicants and communication of applicant responses.
- U. In the absence of the Administrative Assistant post agendas, record meetings and draft meeting minutes as directed.
- V. Complies with all applicable policies and procedures regarding or relating to assigned job duties.
- W. Track and report relevant legislation at the state level that will have an impact on County related functions.
- X. Draft resolutions and ordinances for the County Board and County Board Committee Meetings, as assigned.
- Y. Coordinate training for all departments reporting to the County Administrator.
- Z. Create, update, and maintain job descriptions for all departments reporting to the County Administrator.
- AA. Assist County department heads with FMLA tracking and compliance.
- BB. Coordinate employee handbook updates with Administration & Human Resources Committee
- CC. Maintain regular attendance and punctuality.
- DD. Performs other duties as assigned.

III. **Supervisory Responsibilities.**

This job has no supervisory responsibilities.

IV. **Qualifications:**

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Language Skills:

- Ability to research, read, and interpret documents and simple instructions.
- Ability to prepare documents, reports, minutes, agendas, and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials, in both one-on-one and group settings.
- Requires good knowledge of the English language, spelling and grammar.

B. Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

C. Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

D. Certificates, Licenses, and Registrations:

- Current and valid Driver's License.

Kendall County Job Description

- Any and all other certificates and registrations as required for the specific duties performed.

E. Other Skills, Knowledge and Abilities:

- Strong organization and multi-tasking skills.
- Excellent prioritization skills and the ability to meet deadlines.
- The ability to display a positive, cooperative, professional and team orientated attitude.
- The ability to listen, understand information and ideas, and work effectively with county personnel, department heads, and elected officials.
- The ability to follow guidance and work independently until project completion.
- Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.
- Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems
- Skills in operating a personal computer, facsimile machine, copier, and typewriter.

F. Education and Experience:

- A minimum of a Bachelor's Degree from an accredited college or university or four years of experience is required; preferred areas of study/experience are public administration and human resources.
- 2 years of experience in risk management preferred.
- SHRM or other risk management/human resources certifications preferred.

IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

- Frequently sit for long periods of time at a desk or in meetings;
- Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Historic Courthouse).
- Occasionally lift and/or move up to 40 pounds;
- Frequently lift and/or move up to 10 pounds;
- Use hands to finger, handle or feel;
- Reach, push, and pull with hands and arms;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, as well as depth perception;
- Travel independently to locations throughout Kendall County and the Chicago region to perform assigned job duties.

V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County and the Chicago region to perform assigned job duties.
- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.
- Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

Kendall County Job Description

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor
cc: personnel file, employee

Date

Kendall County Job Description

TITLE: Deputy County Administrator
DEPARTMENT: Administrative Services
REPORTS TO: County Administrator
FLSA STATUS: Exempt
APPROVED: November 7, 2018

I. Position Summary:

The Deputy County Administrator reports to the County Administrator and serves in place of the County Administrator in the County Administrator's absence. The Deputy County Administrator is responsible for assisting the County Administrator with the planning, organizing, directing, and managing of Kendall County's administrative functions, policies, programs and goals. The Deputy County Administrator is also responsible for delegated areas of County operations and functions including, but not limited to budgeting and finance administration. The Deputy County Administrator works collaboratively with County departments and provides support to department heads in the daily management of County operations. The Deputy County Administrator will also perform special studies and projects as directed by the County Administrator and/or the Kendall County Board.

II. Essential Duties and Responsibilities:

- A. Customarily and regularly supervises and directs the work of at least two or more full-time employees.
- B. Customarily and regularly performs management duties including, but not limited to, the following:
 - 1. Serves as the direct supervisor for all employees in the Administrative Services Department and performs supervisory responsibilities including, but not limited to the following:
 - a. Conducts interviews for Administrative Services Department positions.
 - b. Makes recommendations to the County Administrator with regard to discipline, hiring and firing for all employees assigned to the Administrative Services Department, which recommendations are given particular weight by the County Administrator.
 - c. Oversees training of all staff assigned to perform work in the Administrative Services Department.
 - d. Conducts regular performance evaluations for all employees in the Administrative Services Department.
 - e. Plans, assigns and directs work of all employees in the Administrative Services Department.
 - f. Appraises employees' productivity and efficiency for the purpose of recommending promotions or other changes in status, which recommendations are given particular weight by the final decision-makers.
 - g. Makes recommendations to the Kendall County Administrator with regard to policies and procedures applicable to the Administrative Services Department, which recommendations are given particular weight by the County Administrator.
 - 2. Customarily and regularly performs management duties for County department heads by performing supervisory responsibilities including, but not limited to the following:

Kendall County Job Description

- a. Serves as direct supervisor for County department heads in County Administrator's absence.
 - b. Assists the County Administrator in conducting interviews for County department head positions.
 - c. Makes recommendations to the County Administrator with regard to discipline, hiring and firing for County department heads, which recommendations are given particular weight by the County Administrator.
 - d. Provides input and recommendations regarding performance evaluations for County department heads, which recommendations are given particular weight by the County Administrator.
 - e. Appraises employees' productivity and efficiency for the purpose of recommending promotions or other changes in status, which recommendations are given particular weight by the final decision-makers.
 - f. Makes recommendations to the Kendall County Administrator with regard to policies and procedures applicable to County department heads, which recommendations are given particular weight by the County Administrator.
3. Carries out all other supervisory responsibilities in accordance with all applicable laws, regulations, policies and procedures.
- C.** Primary duties include the performance of office or non-manual work directly related to the management or general business operations of Kendall County and the Kendall County Administrative Services Department, which duties include, but are not limited to the following:
1. Plans and coordinates all phases of the budgeting process, including but not limited to the following:
 - a. Prepares the annual budget document, meeting standards set by Government Finance Officers Association, and revenue and expenditure forecasts and review of budget submissions to the Kendall County Board.
 - b. Acts as a resource to County departments regarding budget issues.
 - c. Assists and advises County departments in formulating budgetary goals and determining budgetary objectives.
 - d. Develops, maintains, and updates the County's short-term and long-term forecast models for budget policies, employment, and debt service.
 - e. Creates and updates an instructional manual on the budget process to assist County departments who have a role in the budgeting process.
 - f. Develops budget benchmarks systems, performs cost center analysis, and prepares and presents budgetary information for public hearings and other County meetings.
 - g. Assists and advises department heads and elected officials in identifying alternative solutions to complex budgetary problems and funding requests.
 - h. Performs financial analysis of policies, and assist in implementing approved budget-related policies and procedures.
 - i. Studies and reports on the fiscal impacts of changes to employee compensation and benefits.
 - j. Attends and participates in capital improvement planning sessions/meetings.
 - k. Attends the County's budget hearings and the County Board's Budget/Finance Committee meetings, as necessary, both during and after regular work hours.

Kendall County Job Description

- I. Prepares spreadsheets, reports, charts, graphs, and presentations.
 2. Exercises independent discretion and judgment to develop organizational systems, programs, and policies for efficient performance of Administrative Services Department.
 3. Oversees the County Department's grant applications and monitors the County Department's grant funds and expenditures, as needed.
 4. Administer County's Revolving Loan Fund program
 5. Serve as Program Compliance Oversight Monitor (PCOM) for the County's Kendall Area Transit program. Prepare and submit quarterly PCOM reports to the Illinois Department of Transportation.
 6. Process and submit grant requests for Kendall Area Transit to State of Illinois, Regional Transit Authority, and Federal Government.
 7. Assists Kendall Area Transit in purchasing and licensing of vehicles.
- D.** Serves as the Acting County Administrator during the County Administrator's short-term absences and/or as otherwise directed by the Kendall County Board.
- E.** Attends County Board meetings, County Board committee meetings, and any other meetings as assigned by the County Administrator and/or County Board.
- F.** Executes those projects/activities not easily delegated to County Departments.
- G.** Prepares or supervises the preparation of special studies and reports as requested by the County Administrator or own initiative.
- H.** Provides financial support to all County Departments
- I.** Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, and the Illinois Local Records Act.
- J.** Complies with all applicable County ordinances, policies and procedures regarding or relating to assigned job duties.
- K.** Maintains regular attendance and punctuality.
- L.** Travels to and from meetings, training, conferences, and other County office locations to perform job duties.
- M.** Performs other duties, as required or assigned.

III. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. LANGUAGE SKILLS:

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, and correspondence.

Kendall County Job Description

3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's department heads and elected officials in both a one-on-one and group settings.
4. Requires excellent-knowledge of the English language, spelling and grammar.
5. Strong oral and written presentation skills.

B. MATHEMATICAL SKILLS:

1. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to prepare, revise and interpret financial and budgeting spreadsheets and documents.

C. REASONING ABILITY:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, and/or diagram form.
2. Ability to deal with problems involving several concrete variables in standardized situations.

D. OTHER SKILLS, KNOWLEDGE AND ABILITIES:

1. Strong organization skills.
2. Excellent prioritization skills and the ability to meet deadlines.
3. Ability to display a positive, cooperative, professional and team orientated attitude.
4. Ability to listen, understand information and ideas, and work effectively with County personnel, department heads, local elected officials, and the public.
5. Ability to follow guidance and work independently until project completion.
6. Proficient knowledge of MS Word, Excel, Outlook, PowerPoint, Questica Budget Software.
7. Knowledge of office practices, principles of modern record keeping, and setting and maintaining filing systems.
8. Knowledge of principles and practices of local government structure and services.
9. Skill in operating a personal computer, facsimile machine, and copiers.
10. Ability to comply with all County policies and procedures, and adhere to set standards.

E. EDUCATION AND EXPERIENCE:

1. A minimum of a Bachelor's Degree in accounting or related field from an accredited college or university is required.
2. A Master's Degree from an accredited college or university with major course work in public administration, business administration, public finance, accounting, or related fields, or equivalent work experience is preferred.
3. A minimum of seven years of increasing responsible professional experience in public or business administration, including at least four years in a management position, is preferred.

F. CERTIFICATES, LICENSES, REGISTRATIONS:

1. Any and all other certificates and registrations as required for the specific duties performed.

IV. Physical Demands:

Kendall County Job Description

While performing the duties of this job, the employee must be able to:

1. Frequently sit for hours at a desk and/or in meetings.
2. Occasionally lift and/or move up to 40 pounds; frequently lift and/or move up to 10 pounds;
3. Use hands and fingers to finger, handle, type, write, and feel;
4. Reach, push and pull with one and/or both hands and arms;
5. Talk and hear in person and via use of telephone;
6. Vision abilities include close and distance vision, and ability to view computer monitors and screens;
7. Travel independently to other County office buildings and other locations, to perform job duties.

V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

1. Mostly inside environmental conditions except when outside traveling between various buildings or locations to perform assigned job duties.
2. The noise level in the work environment is usually quiet to moderately quiet.
3. Employee may be exposed to stressful situations while working with staff, law enforcement, department heads, elected officials, vendors, and the general public.
4. Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

By signing my name below, I hereby affirm that I received a copy of this job description.

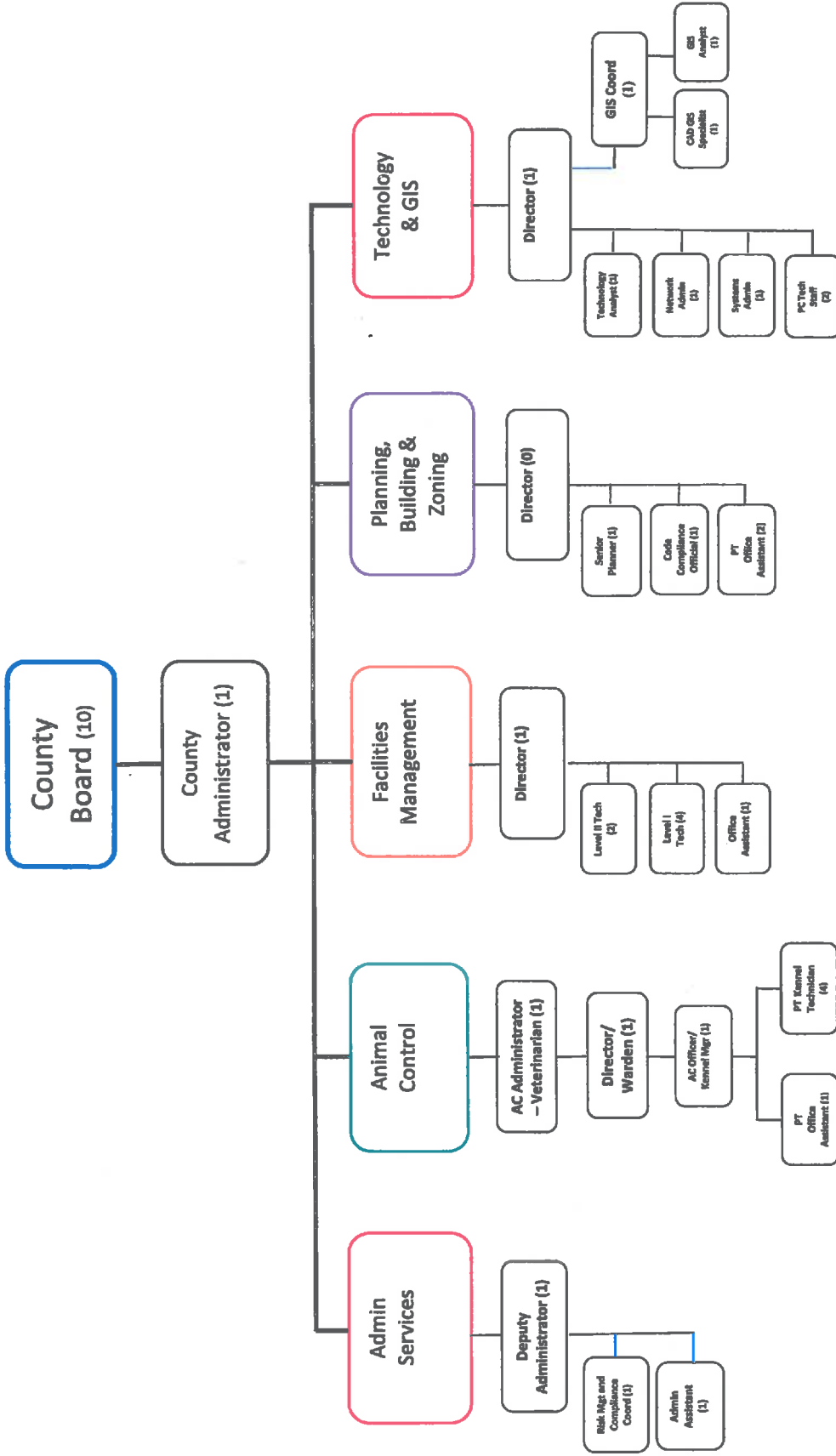
Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor
cc: personnel file, employee

Date

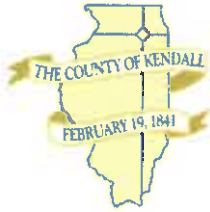
KENDALL COUNTY, ILLINOIS ADMINISTRATIVE SERVICES DEPARTMENT ORGANIZATION CHART



Admin Services	4	PBZ	4
Animal Control	8	Technology/GIS	9
Facilities Mgmt	8	TOTAL:	32

Updated: November 7, 2018

COUNTY OF KENDALL, ILLINOIS



SCOTT KOEPPPEL
COUNTY ADMINISTRATOR
KENDALL COUNTY OFFICE BUILDING
111 WEST FOX STREET, SUITE 316
YORKVILLE, ILLINOIS 60560
630.553.4171

November 2th, 2018

To: Kendall County Board

Re: Budget Impact of Administrative Services Re-Organization

After evaluating the needs of the Administrative Services Department over the past year plus staff has determined, at the current staffing level, that the need for a Risk Management and Compliance Coordinator is greater than the need for Economic Development and Special Projects Coordinator. I am proposing shifting some of the duties of the Economic Development Coordinator to County Administrator and the Deputy County Administrator. On October 18, 2018 the Administration and Human Resources Committee forwarded the change to the full County Board. Job descriptions and an updated organization chart are included in the County Board packet.

Fiscal year 2019 budget impact.

- Pay \$12,500 of Administrator and \$12,500 of Deputy Administrator salary from Economic Development fund 020-2-000-6102.
- Pay entire salary for Risk Management and Compliance Coordinator from Administration Budget while also reducing Administrator and Deputy Administrator salary from Administration budget by a total of \$25,000.
- Proposed salary for Risk Management and Human Resources position - \$50,000
- Proposed FY 2019 Salary for Economic Development Coordinator is \$45,210
- Proposed Administration budget increase of \$2,395

Thank you,

A handwritten signature in black ink, appearing to read "Scott Koeppele", with a long horizontal flourish extending to the right.

FY18 Levy Calculation & Requests
October 25, 2018

	FY18	FY19	Difference	% Change
New Construction	\$ 38,488,173	\$ 34,501,245	\$ (3,986,928)	-10.4%
Rate Setting EAV	\$ 3,029,500,354	\$ 3,211,185,486	\$ 181,685,132	6.0%
Available Levy Extension	\$ 21,918,615	\$ 22,161,833		
CPI Increase	(\$445,819)	(\$450,929)		
Net Levy Extension w/o CPI Increase	\$ 21,472,796	\$ 21,710,904	\$ 238,108	1.1%

	FY18 Levy	FY19 Levy Requests	FY19 Levy Available	FY19 Available Levy v. FY18 Levy \$ Incr./ (Decr.)	% Incr./ (Decr.)
Levy Funds					
General Fund	\$11,020,110	\$11,501,443	\$11,502,524	\$482,414	4.4%
Health & Human Services Fund	757,072	757,000	757,000	(72)	0.0%
708 Mental Health Fund	931,874	932,000	932,000	126	0.0%
Social Services for Seniors Fund	350,210	350,000	350,000	(210)	-0.1%
Extension Education Fund	187,526	183,800	183,800	(3,726)	-2.0%
County Highway Fund	1,499,906	1,500,000	1,500,000	94	0.0%
County Bridge Fund	499,868	500,000	500,000	132	0.0%
IMRF	3,100,694	2,950,000	2,950,000	(150,694)	-4.9%
Social Security	1,557,163	1,407,000	1,407,000	(150,163)	-9.6%
Liability Insurance Fund	1,183,626	1,242,780	1,242,780	59,154	5.0%
Tuberculosis Fund	15,148	15,000	15,000	(148)	-1.0%
Veterans Assistance Cms.	369,599	370,800	370,800	1,201	0.3%
Total Requests: Capped	\$21,472,796	\$21,709,823	\$21,710,904	\$238,108	1.1%

Original Requests/Levy	
Calculated Capped Levy Extension	\$ 21,710,904
Capped Levy Initial Requests	(23,728,901)
Original Deficit	<u><u>(\$2,017,997)</u></u>

REVISED REQUESTS/LEVY	
Calculated Capped Levy Extension - REVISED	\$ 21,710,904
Total Requests: Capped - REVISED	(21,709,823)
CURRENT GENERAL FUND (DEFICIT)	<u><u>1,081</u></u>

Deficit Reduction
(2,019,078)

FY18 Levy Calculation & Requests
October 25, 2018

<u>Original Requests/Levy</u>	
1 Calculated Capped Levy Extension	\$ 21,710,904
2 Capped Levy Initial Requests	(23,728,901)
3 Original Deficit	(2,017,997)
<u>September 27, 2018</u>	
4 Reduce expense: State's Attorney Stipends double counted	51,000
5 Current Deficit	(1,966,997)
<u>October 2, 2018</u>	
6 Reduce revenue: Sheriff's Reimbursement PTI	(2,000)
7 Increase expense: Sheriff Security Detail	(31,600)
8 Reduce revenue: Property Tax Late Payment Penalty	(25,000)
9 Increase revenue: GIS Admin/Facilities	13,560
10 Increase revenue: VAC Bonding	100
11 Current Deficit	(2,011,937)
<u>October 25, 2018 - Proposed</u>	
12 Reduce expense: reduce Capital Expenditure	1,082,984
13 Reduce healthcare expense	696,000
14 Reduce healthcare revenue	(226,032)
15 Reduce healthcare Transfers In	(23,391)
16 Reduce healthcare Transfer from HHS	(28,577)
17 Reduce expense: reduce debt service Transfer Out	50,000
18 Increase revenue: Transfer from Probation Fund	10,000
19 Reduce expense: reduce Circuit Clerk proposed salary increase	17,200
20 Reduce expense: reduce State's Attorney Special Litigation expense	55,000
21 Reduce IMRF Levy	150,000
22 Reduce SS Levy	150,000
23 Increase expense: increase KenCom Sheriff usage cost	(10,166)
24 Increase expense: Transfer Out to 27th Payroll Fund	(70,000)
25 Increase revenue: Increase 1/4 sales tax revenue	55,000
26 Reduce expense: reduce Election costs	85,000
27 Increase revenue: increase interest income revenue	20,000
	1,081

GENERAL FUND REVENUE SUMMARY

ACCOUNT & DESCRIPTION	BUDGET 2018	10/31/2018 YTD 2018	BUDGET 2019	% CHANGE IN BUDGET	\$ CHANGE IN BUDGET
General Fund Total Revenues	28,809,162	26,403,507	28,580,898	-0.8%	(228,264)
TAXES					
010-1-000-1100 Current Property Tax	11,020,153	10,929,665	11,502,524	4.4%	482,371
010-1-000-1110 Personal Property Repl. Tax	400,000	348,693	370,000	-7.5%	(30,000)
010-1-000-1115 State Income Tax	2,470,000	2,217,213	2,470,000	0.0%	0
010-1-000-1120 Local Use Tax	630,000	637,185	685,000	8.7%	55,000
010-1-000-1125 State Sales Tax	550,000	507,983	550,000	0.0%	0
010-1-000-1130 Franchise Tax	230,000	168,111	218,500	-5.0%	(11,500)
010-1-000-1175 1/4 Cent Sales Tax	2,950,000	2,828,642	3,105,000	5.3%	155,000
010-1-000-1185 Co. Real Estate Transfer Tax	440,000	403,867	425,000	-3.4%	(15,000)
Total Taxes	18,690,153	18,041,359	19,326,024	3.4%	635,871
LICENSES, PERMITS, & FEES FROM SERVICES					
010-1-000-1170 Miscellaneous Revenue	30,000	48,112	30,000	0.0%	0
010-1-000-1180 Property Tax Late Pymnt. Penalty	350,000	0	325,000	-7.1%	(25,000)
010-1-001-1205 Facility Mgt Miscellaneous	4,000	5,000	4,000	0.0%	0
010-1-002-1205 Building Fees	65,000	77,316	68,000	4.6%	3,000
010-1-002-1215 Recording Fees	700	1,240	1,200	71.4%	500
010-1-002-1220 Zoning Fees	12,000	9,068	12,000	0.0%	0
010-1-002-1225 Special Use Hearing Officer	2,450	0	0	-100.0%	(2,450)
010-1-006-1205 County Clerk Fees	400,000	321,357	325,000	-18.8%	(75,000)
010-1-006-1210 Recorder's Miscellaneous	50,000	36,136	35,000	-30.0%	(15,000)
010-1-009-1205 Sheriff Fees	245,000	176,288	177,340	-27.6%	(67,660)
010-1-009-1210 Prisoner Transport	1,000	720	763	-23.7%	(237)
010-1-009-1220 Sheriff Miscellaneous	8,500	7,023	5,000	-41.2%	(3,500)
010-1-009-1225 Bond Fees	13,000	9,287	11,500	-11.5%	(1,500)
010-1-009-1235 Security Detail Income	25,000	37,965	40,000	60.0%	15,000
010-1-009-1240 HIDTA Reimbursement	20,000	9,526	0	-100.0%	(20,000)
010-1-009-1363 Vest Grant	7,600	0	0	-100.0%	(7,600)
010-1-010-1205 Corrections Board & Care	832,200	1,008,612	219,000	-73.7%	(613,200)
010-1-010-1210 Federal Inmate Revenue	328,500	544,575	1,368,750	316.7%	1,040,250
010-1-010-1211 Federal Inmate Mileage Reimbursement	4,050	7,468	12,417	206.6%	8,367
010-1-010-1212 Federal Inmate Transport Fees	35,200	79,795	101,920	189.5%	66,720
010-1-014-1205 Circuit Clerk Fees	850,000	682,000	800,000	-5.9%	(50,000)
010-1-014-1210 Cir. Clk. System Fee	42,000	34,540	20,000	-52.4%	(22,000)
010-1-014-1220 Cir. Clk. GPS Service Fee	7,000	4,991	5,500	-21.4%	(1,500)
010-1-014-1225 Cir. Clk. Periodic Impris. Fee	18,000	18,658	15,000	-16.7%	(3,000)
010-1-018-1205 Probation Board & Care	5,000	9,202	5,000	0.0%	0
010-1-019-1205 Public Defender Fees	15,000	10,021	13,300	-11.3%	(1,700)
010-1-020-1205 Fines & Forfeits	380,000	279,349	325,000	-14.5%	(55,000)
010-1-020-1215 State's Attorney Miscellaneous Revenue	500	1,124	1,000	100.0%	500
010-1-020-1220 State's Attorney Trial Fee	250	0	250	0.0%	0
010-1-020-1225 Comptroller Collection Fines/Fees	5,000	3,491	5,000	0.0%	0
010-1-020-1230 ARI Drug Court Grant Reimbursement	0	7,900	0	0	0
010-1-022-1205 Assessment Miscellaneous	3,000	5,697	0	-100.0%	(3,000)
010-1-023-1205 Mapping Fees	0	99	0	0	0
010-1-025-1205 Treasurer Fees	21,000	13,424	21,000	0.0%	0
010-1-027-1205 Health Insurance - Empl. Ded.	1,299,440	1,054,175	1,265,420	-2.6%	(34,020)
010-1-027-1210 Retired & COBRA Health Insurance	185,191	139,682	180,901	-2.3%	(4,290)
010-1-027-1215 Employee Health Ins. Reimbursement	0	38,661	0	0	0
010-1-029-1205 County Building Postage Reimb.	38,500	54,777	39,710	3.1%	1,210
010-1-030-1210 Compost Fees	8,000	25,606	20,000	150.0%	12,000
010-1-032-1205 Liquor License	25,000	19,300	21,500	-14.0%	(3,500)
010-1-033-1210 Tech - Municipality Reimb.	0	0	0	0	0
010-1-035-1205 KenCom Health Insurance Reimbursement	261,951	281,808	297,483	13.6%	35,532
010-1-035-1615 KenCom Operations Reimbursement	46,350	42,488	47,740	3.0%	1,390
Total Licenses, Permits & Fees from Services	5,645,382	5,106,480	5,820,694	3.1%	175,312

GENERAL FUND REVENUE SUMMARY

ACCOUNT & DESCRIPTION		10/31/2018		BUDGET 2019	% CHANGE IN BUDGET	\$ CHANGE IN BUDGET
		BUDGET 2018	YTD 2018			
INTEREST						
010-1-000-1135	Interest Income	86,500	201,052	150,000	73.4%	63,500
	Total Interest	86,500	201,052	150,000	73.4%	63,500
INTERGOVERNMENTAL						
010-1-000-1140	State's Attorney Salary	144,677	133,536	144,677	0.0%	(0)
010-1-000-1145	Probation Officer Salary	357,147	443,628	357,147	0.0%	0
010-1-000-1150	Supervisor of Assmnt. Salary	42,350	39,271	42,350	0.0%	(0)
010-1-000-1155	Public Defender Salary	99,895	91,570	99,895	0.0%	0
010-1-000-1160	Election Judge		14,040	0		
010-1-000-1195	Reimb. PTI	2,000	0	0	-100.0%	(2,000)
010-1-012-1210	EMA Reimbursement from IEMA	38,000	39,719	38,000	0.0%	0
010-1-018-1220	Probation Officer Salary (Municipal)	11,000	11,648	13,500	22.7%	2,500
010-1-020-1210	St. Atty. Victim's Assistance Grant	13,920	0	21,820	56.8%	7,900
	Total Intergovernmental	708,989	773,412	717,389	1.2%	8,400
TOTAL REVENUE		25,131,024	24,122,303	26,014,107	3.5%	883,083
TRANSFERS IN						
010-1-000-1368	Transfer from Drug Court Fund - Health Insurance	24,716	0	29,731	20.3%	5,015
010-1-000-1500	Transfer from PS Sales Tax Fund	1,822,523	1,670,646	1,822,523	0.0%	0
010-1-000-1500	Transfer from Court Security Fund	80,000	80,000	70,000	-12.5%	(10,000)
010-1-000-1500	Transfer from Probation Services Fund	37,000	0	50,000	35.1%	13,000
010-1-000-1500	Transfer from GIS Mapping	42,965	23,826	43,291	0.8%	326
010-1-000-1500	Transfer from VAC	11,536	24,588	30,187	161.7%	18,651
010-1-000-1500	Transfer from Animal Control Fund	48,475	24,506	60,078	23.9%	11,603
010-1-000-1500	Transfer from Health Dept. - Benefits Reimbursemen	457,638	457,638	413,241	-9.7%	(44,397)
010-1-000-1500	Transfer from Cir Clerk - Court Automation	46,350	0	47,740	3.0%	1,390
010-1-000-1500	Transfer from Co. Special Reserve Fund	256,002	0	0	-100.0%	(256,002)
010-1-000-1500	Transfer from Building Fund	850,933	0	0	-100.0%	(850,933)
	Total Transfers	3,678,138	2,281,204	2,566,791	-30.2%	(1,111,347)
General Fund Total Revenue & Transfers In		28,809,162	26,403,507	28,580,898	-0.8%	(228,264)
GF Expenditures & Transfers Out		(28,534,189)	(24,219,012)	(28,579,817)		
GF Revenues & Transfers In		28,809,162	26,403,507	28,580,898		
Surplus (Deficit)		274,973	2,184,496	1,081		

GENERAL FUND EXPENDITURE SUMMARY

DESCRIPTION	10/31/2018		BUDGET 2019	% CHANGE IN BUDGET	\$ CHANGE IN BUDGET
	BUDGET 2018	YTD 2018			
EXPENSES					
Administrative Services	343,200	275,896	337,217	-1.7%	(5,983)
Auditing & Accounting	56,925	57,750	53,950	-5.2%	(2,975)
Board of Review	77,545	56,516	75,985	-2.0%	(1,560)
Bonds & Notaries	5,320	1,996	6,625	24.5%	1,305
Capital Expenditures	20,000	0	100,000	400.0%	80,000
CASA Expenditures	12,000	12,000	12,000	0.0%	0
Circuit Court Clerk	604,715	495,145	553,921	-8.4%	(50,794)
Circuit Court Judge	308,947	267,388	325,184	5.3%	16,237
Combined Court Services (Probation)	1,194,018	1,024,801	1,228,883	2.9%	34,865
Contingency	126,168	0	123,640	-2.0%	(2,528)
Coroner	174,066	150,202	175,223	0.7%	1,157
Corrections	4,597,901	4,121,444	4,727,137	2.8%	129,236
County Assessments	298,432	271,806	308,775	3.5%	10,343
County Board	137,110	115,214	138,570	1.1%	1,460
County Clerk & Recorder	170,934	141,099	168,474	-1.4%	(2,460)
Election Costs	775,758	435,914	503,943	-35.0%	(271,815)
Emergency Management Agency	38,000	24,723	38,000	0.0%	0
Employee Health Insurance	5,502,000	4,825,875	5,310,200	-3.5%	(191,800)
Facilities Management	1,072,157	952,745	1,049,578	-2.1%	(22,579)
Farmland Review Board	325	0	325	0.0%	0
Jury Commission	84,788	34,289	83,409	-1.6%	(1,379)
KenCom Intergovernmental Agreement	1,982,505	1,097,840	2,030,416	2.4%	47,911
Merit Commission	4,000	2,970	19,910	397.8%	15,910
Planning, Building & Zoning	215,596	167,820	211,620	-1.8%	(3,976)
Postage County Building	45,120	56,585	44,210	-2.0%	(910)
Property Tax Services	90,000	55,178	90,000	0.0%	0
Public Defender	509,451	440,557	510,729	0.3%	1,278
Regional Office of Education	84,420	76,612	85,128	0.8%	708
Sheriff	5,911,448	5,600,858	6,042,594	2.2%	131,146
Soil & Water Conservation District Grant	32,000	32,000	31,360	-2.0%	(640)
State's Attorney	1,553,514	1,291,208	1,589,398	2.3%	35,884
Technology Services	719,809	608,707	705,374	-2.0%	(14,435)
Treasurer	470,363	396,662	476,959	1.4%	6,596
Unemployment Compensation	35,000	9,004	35,000	0.0%	0
Utilities	840,154	778,208	825,580	-1.7%	(14,574)
TOTAL EXPENDITURES	28,093,689	23,879,012	28,019,317	-0.3%	(74,372)

GENERAL FUND EXPENDITURE SUMMARY

DESCRIPTION	BUDGET 2018	10/31/2018 YTD 2018	BUDGET 2019	% CHANGE IN BUDGET	\$ CHANGE IN BUDGET
TRANSFERS OUT:					
Debt Service					
County Bldg Debt Svs Transfer	140,000	140,000	140,000	0.0%	0
Courthouse Expansion Debt Svs Transfer	200,000	200,000	150,000	-25.0%	(50,000)
Subtotal - Debt Service	340,000	340,000	290,000	-14.7%	(50,000)
Capital/Reserves					
Capital Improvement Fund	50,000	0	150,000	200.0%	100,000
Subtotal - Capital/Reserve Funds	50,000	0	150,000	200.0%	100,000
Other Transfers Out					
Kendall Area Transit Fund	25,500	-	25,500	0.0%	0
Economic Development Fund	25,000	-	25,000	0.0%	0
State of IL - Unclaimed Funds	-				
27th Payroll			70,000		
Subtotal - Other Transfers Out	50,500	-	120,500	138.6%	70,000
TOTAL TRANSFERS OUT	440,500	340,000	560,500	27.2%	120,000
TOTAL EXPENDITURES AND TRANSFERS OUT	28,534,189	24,219,012	28,579,817	0.2%	45,628

Other Funds Summary

	BUDGET 2018	10/31/2018 YTD 2018	BUDGET 2019	% Change In Budget
<i>Geographic Information Systems</i>				
<u>PUBLIC SAFETY SALES TAX FUND (Fund 200)</u>				
Beginning Balance	2,451,375	2,454,312	2,642,706	7.8%
Revenues	5,078,000	4,899,590	5,240,000	3.2%
Expenses	0	0	0	
Net Transfers In (Out)	(5,188,073)	(4,711,196)	(5,164,721)	-0.5%
Change in Fund Balance	(110,073)	188,394	75,279	-168.4%
Ending Balance	2,341,302	2,642,706	2,717,985	16.1%
<u>GIS MAPPING FUND (Fund 510)</u>				
Beginning Balance	540,166	526,534	496,576	-8.1%
Revenues	315,000	276,009	300,000	-4.8%
Expenses	362,931	255,651	331,393	-8.7%
Net Transfers In (Out)	(82,465)	(50,316)	(81,714)	-0.9%
Change in Fund Balance	(130,396)	(29,958)	(113,107)	-13.3%
Ending Balance	409,770	496,576	383,469	-6.4%
<u>GIS RECORDING FUND (Fund 370)</u>				
Beginning Balance	100,066	97,944	89,074	-11.0%
Revenues	43,000	34,366	38,000	-11.6%
Expenses	48,876	43,237	50,098	2.5%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	(5,876)	(8,871)	(12,098)	105.9%
Ending Balance	94,190	89,074	76,976	-18.3%
<i>Levy Funds</i>				
<u>HEALTH & HUMAN SERVICES FUND (Fund 210)</u>				
Beginning Balance	2,915,108	2,719,900	3,008,879	3.2%
Revenues	3,375,600	3,699,494	3,876,798	14.8%
Expenses	4,512,410	3,642,243	4,413,144	-2.2%
Net Transfers In (Out)	284,613	231,727	300,945	5.7%
Change in Fund Balance	(852,197)	288,979	(235,401)	-72.4%
Ending Balance	2,062,911	3,008,879	2,773,478	34.4%
<u>COMMUNITY 708 MENTAL HEALTH BOARD FUND (Fund 050)</u>				
Beginning Balance	220	10	16,254	7288.1%
Revenues	932,000	924,224	932,000	0.0%
Expenses	118,500	115,858	119,000	0.4%
Net Transfers In (Out)	(813,500)	(792,122)	(813,000)	-0.1%
Change in Fund Balance	0	16,244	0	
Ending Balance	220	16,254	16,254	7288.1%
<u>SOCIAL SERVICES FOR SENIOR CITIZENS FUND (Fund 060)</u>				
Beginning Balance	10,995	10,302	6,126	-44.3%
Revenues	350,000	347,324	350,000	0.0%
Expenses	324,500	271,460	324,500	0.0%
Net Transfers In (Out)	(25,500)	(80,040)	(25,500)	0.0%
Change in Fund Balance	0	(4,176)	0	
Ending Balance	10,995	6,126	6,126	-44.3%
<u>EXTENSION EDUCATION FUND (Fund 080)</u>				
Beginning Balance	5,746	2	3,284	-42.8%
Revenues	187,527	185,982	183,800	-2.0%
Expenses	187,527	182,700	183,800	-2.0%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	0	3,282	0	
Ending Balance	5,746	3,284	3,284	-42.8%

Other Funds Summary

	BUDGET 2018	10/31/2018 YTD 2018	BUDGET 2019	% Change In Budget
<i>Levy Funds (cont.)</i>				
<u>COUNTY HIGHWAY FUND (Fund 120)</u>				
Beginning Balance	230,470	256,881	420,949	82.6%
Revenues	1,681,000	1,690,022	1,712,500	1.9%
Expenses	1,680,132	1,450,954	1,705,632	1.5%
Net Transfers In (Out)	(75,000)	(75,000)	(75,000)	0.0%
Change in Fund Balance	(74,132)	164,068	(68,132)	-8.1%
Ending Balance	156,338	420,949	352,817	125.7%
<u>COUNTY BRIDGE FUND (Fund 130)</u>				
Beginning Balance	1,151,525	1,150,531	881,001	-23.5%
Revenues	580,000	739,941	500,000	-13.8%
Expenses	1,560,000	1,033,071	1,125,000	-27.9%
Net Transfers In (Out)	230,000	23,600		-100.0%
Change in Fund Balance	(750,000)	(269,530)	(625,000)	-16.7%
Ending Balance	401,525	881,001	256,001	-36.2%
<u>IMRF FUND (Fund 090)</u>				
Beginning Balance	2,781,860	1,467,433	1,985,123	-28.6%
Revenues	4,708,292	4,662,305	4,322,050	-8.2%
Expenses	4,663,000	4,170,174	4,450,000	-4.6%
Net Transfers In (Out)	40,633	25,558	37,000	-8.9%
Change in Fund Balance	85,925	517,690	(90,950)	-205.8%
Ending Balance	2,867,785	1,985,123	1,894,173	-33.9%
<u>SOCIAL SECURITY FUND (Fund 091)</u>				
Beginning Balance	0	1,013,011	1,345,841	
Revenues	3,276,736	3,076,204	2,941,050	-10.2%
Expenses	3,284,000	2,773,497	3,320,000	1.1%
Net Transfers In (Out)	44,149	30,123	49,725	12.6%
Change in Fund Balance	36,885	332,829	(329,225)	-992.6%
Ending Balance	36,885	1,345,841	1,016,616	2656.2%
<u>LIABILITY INSURANCE FUND (Fund 100)</u>				
Beginning Balance	663,534	673,643	735,793	10.9%
Revenues	1,290,314	1,302,837	1,354,732	5.0%
Expenses	922,158	790,686	271,266	-70.6%
Net Transfers In (Out)	(374,995)	(450,000)	(535,195)	42.7%
Change in Fund Balance	(6,839)	62,150	548,271	-8116.8%
Ending Balance	656,695	735,793	1,284,064	95.5%
<u>TUBERCULOSIS FUND (Fund 070)</u>				
Beginning Balance	9,811	9,783	9,393	-4.3%
Revenues	15,000	15,014	15,000	0.0%
Expenses	15,000	15,404	15,000	0.0%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	0	(390)	0	
Ending Balance	9,811	9,393	9,393	-4.3%
<u>VETERANS ASSISTANCE CMS FUND (Fund 890)</u>				
Beginning Balance	523,619	515,240	609,031	16.3%
Revenues	369,735	366,555	370,800	0.3%
Expenses	335,440	237,823	305,000	-9.1%
Net Transfers In (Out)	(33,136)	(34,939)	(65,546)	97.8%
Change in Fund Balance	1,159	93,793	254	-78.1%
Ending Balance	524,778	609,031	609,285	16.1%

Other Funds Summary

	BUDGET 2018	10/31/2018 YTD 2018	BUDGET 2019	% Change In Budget
<i>Special Revenue Funds</i>				
<u>ECONOMIC DEVELOPMENT COMMISSION FUND (Fund 020)</u>				
Beginning Balance	18,479	17,643	(10,662)	-157.7%
Revenues	1,640	0	1,640	0.0%
Expenses	31,050	28,305	32,495	4.7%
Net Transfers In (Out)	29,804	0	29,491	-1.1%
Change in Fund Balance	394	(28,305)	(1,364)	-446.2%
Ending Balance	18,873	(10,662)	(12,026)	-163.7%
<u>RESTRICTED ECONOMIC DEVELOPMENT REVOLVING LOAN FUND (Fund 030)</u>				
Beginning Balance	1,785,295	1,788,858	1,827,186	2.3%
Revenues	49,086	38,768	45,906	-6.5%
Expenses	532,000	440	532,000	0.0%
Net Transfers In (Out)	(4,804)	0	(4,491)	-6.5%
Change in Fund Balance	(487,718)	38,328	(490,585)	0.6%
Ending Balance	1,297,577	1,827,186	1,336,601	3.0%
<u>COUNTY MOTOR FUEL TAX FUND - State Transfer (Fund 150)</u>				
Beginning Balance	1,790,145	1,530,427	1,913,056	6.9%
Revenues	1,778,000	1,537,754	1,779,000	0.1%
Expenses	2,250,000	1,155,125	2,500,000	11.1%
Net Transfers In (Out)	0	0	0	0.0%
Change in Fund Balance	(472,000)	382,629	(721,000)	52.8%
Ending Balance	1,318,145	1,913,056	1,192,056	-9.6%
<u>TOWNSHIP BRIDGE FUND (Fund 170)</u>				
Beginning Balance	6,893	6,894	196,743	2754.1%
Revenues	225,000	213,449	0	-100.0%
Expenses	0	0	0	0.0%
Net Transfers In (Out)	(230,000)	(23,600)	0	-100.0%
Change in Fund Balance	(5,000)	189,849	0	-100.0%
Ending Balance	1,893	196,743	196,743	10291.9%
<u>COUNTY HIGHWAY RESTRICTED FUND (Fund 180)</u>				
Beginning Balance	324,969	324,969	330,969	1.8%
Revenues	10,000	6,000	10,000	0.0%
Expenses	0	0	0	0.0%
Net Transfers In (Out)	(10,000)	0	(10,000)	0.0%
Change in Fund Balance	0	6,000	0	0.0%
Ending Balance	324,969	330,969	330,969	1.8%
<u>TRANSPORTATION SALES TAX FUND (Fund 190)</u>				
Beginning Balance	9,321,308	8,656,945	7,200,491	-22.8%
Revenues	4,780,000	5,001,674	5,050,000	5.6%
Expenses	12,200,000	6,408,127	8,150,000	-33.2%
Net Transfers In (Out)	(40,000)	(50,000)	(40,000)	0.0%
Change in Fund Balance	(7,460,000)	(1,456,453)	(3,140,000)	-57.9%
Ending Balance	1,861,308	7,200,491	4,060,491	118.2%
<u>TRANSPORTATION ALTERNATIVES PROGRAM - TAP (Fund 191)</u>				
Beginning Balance	148,674	135,474	150,574	1.3%
Revenues	0	0	0	0.0%
Expenses	100,000	34,900	100,000	0.0%
Net Transfers In (Out)	50,000	50,000	50,000	0.0%
Change in Fund Balance	(50,000)	15,100	(50,000)	0.0%
Ending Balance	98,674	150,574	100,574	1.9%

Other Funds Summary

	BUDGET 2018	10/31/2018 YTD 2018	BUDGET 2019	% Change In Budget
<i>Special Revenue Funds (Cont.)</i>				
<u>SALT STORAGE BUILDING MAINT. FUND (Fund 220)</u>				
Beginning Balance	2,980	3,230	5,980	100.7%
Revenues	2,750	2,750	2,750	0.0%
Expenses	0	0	0	
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	2,750	2,750	2,750	0.0%
Ending Balance	5,730	5,980	8,730	52.4%
<u>ANIMAL CONTROL FUND (Fund 350)</u>				
Beginning Balance	188,754	185,196	241,031	27.7%
Revenues	238,820	234,130	238,300	-0.2%
Expenses	178,586	134,947	176,508	-1.2%
Net Transfers In (Out)	(82,975)	(43,347)	(99,247)	19.6%
Change in Fund Balance	(22,741)	55,835	(37,455)	64.7%
Ending Balance	166,013	241,031	203,576	22.6%
<u>ANIMAL MEDICAL CARE FUND (Fund 341)</u>				
Beginning Balance	32,404	32,325	26,703	-17.6%
Revenues	1,000	189	1,000	0.0%
Expenses	4,000	5,811	4,250	6.3%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	(3,000)	(5,622)	(3,250)	8.3%
Ending Balance	29,404	26,703	23,453	-20.2%
<u>STATE PET POPULATION FUND (Fund 860)</u>				
Beginning Balance	11,315	11,315	12,375	9.4%
Revenues	1,500	1,060	1,500	0.0%
Expenses	10,990	0	0	-100.0%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	(9,490)	1,060	1,500	-115.8%
Ending Balance	1,825	12,375	13,875	660.3%
<u>COUNTY ANIMAL POPULATION CONTROL FUND (Fund 870)</u>				
Beginning Balance	107,413	106,508	108,094	0.6%
Revenues	16,000	11,210	12,000	-25.0%
Expenses	7,000	9,624	9,500	35.7%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	9,000	1,586	2,500	-72.2%
Ending Balance	116,413	108,094	110,594	-5.0%
<u>COUNTY CLERK DEATH CERTIFICATE SURCHARGE FUND (Fund 371)</u>				
Beginning Balance	(1,317)	(1,317)	(1,073)	-18.5%
Revenues	1,477	1,721	1,721	16.5%
Expenses	1,477	1,477	1,721	16.5%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	0	244	0	
Ending Balance	(1,317)	(1,073)	(1,073)	-18.5%
<u>COUNTY CLERK AUTOMATION FUND (Fund 372)</u>				
Beginning Balance	17,792	17,792	162,834	815.2%
Revenues	18,500	172,451	18,500	0.0%
Expenses	32,132	27,408	33,532	4.4%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	(13,632)	145,043	(15,032)	10.3%
Ending Balance	4,160	162,834	147,802	3452.9%

Other Funds Summary

	BUDGET 2018	10/31/2018 YTD 2018	BUDGET 2019	% Change In Budget
<i>Special Revenue Funds (cont.)</i>				
<u>AURORA ELECTION COMMISSION DISSOLUTION FUND (Fund 373)</u>				
Beginning Balance		0	27,601	
Revenues		29,313	0	
Expenses		1,712	0	
Net Transfers In (Out)		0	0	
Change in Fund Balance		27,601	0	
Ending Balance		27,601	27,601	
<u>RECORDER DOCUMENT STORAGE FUND (Fund 380)</u>				
Beginning Balance	500,116	495,692	468,735	-6.3%
Revenues	204,250	162,896	180,500	-11.6%
Expenses	267,440	189,853	254,440	-4.9%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	(63,190)	(26,957)	(73,940)	17.0%
Ending Balance	436,926	468,735	394,795	-9.6%
<u>STATE RENTAL HOUSING SUPPORT PROGRAM FUND (Fund 810)</u>				
Beginning Balance	0	0	0	
Revenues	193,500	146,916	171,000	-11.6%
Expenses	193,500	146,916	171,000	-11.6%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	0	0	0	
Ending Balance	0	0	0	
<u>HELP AMERICA VOTE ACT - HAVA (Fund 920)</u>				
Beginning Balance	74,139	74,139	142,962	92.8%
Revenues	5,000	68,823	5,000	0.0%
Expenses	5,000	0	5,000	0.0%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	0	68,823	0	
Ending Balance	74,139	142,962	142,962	92.8%
<u>TAX SALE AUTOMATION FUND (Fund 530)</u>				
Beginning Balance	12,423	16,939	15,239	22.7%
Revenues	15,000	11,015	15,000	0.0%
Expenses	26,000	12,715	26,000	0.0%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	(11,000)	(1,700)	(11,000)	0.0%
Ending Balance	1,423	15,239	4,239	198.0%
<u>INDEMNITY FUND (Fund 540)</u>				
Beginning Balance	245,807	253,947	253,947	3.3%
Revenues	10,000	0	10,000	0.0%
Expenses	5,000	0	5,000	0.0%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	5,000	0	5,000	0.0%
Ending Balance	250,807	253,947	258,947	3.2%
<u>SALE IN ERROR INTEREST FUND (Fund 820)</u>				
Beginning Balance	60,901	82,801	82,801	36.0%
Revenues	30,000	0	30,000	0.0%
Expenses	5,000	0	5,000	0.0%
Net Transfers In (Out)		0		
Change in Fund Balance	25,000	0	25,000	0.0%
Ending Balance	85,901	82,801	107,801	25.5%

Other Funds Summary

	BUDGET 2018	10/31/2018 YTD 2018	BUDGET 2019	% Change In Budget
<i>Special Revenue Funds (cont.)</i>				
<u>SHERIFF'S E-TICKET (Fund 360)</u>				
Beginning Balance	16,774	16,877	18,246	8.8%
Revenues	2,100	1,369	1,988	-5.3%
Expenses	2,000	0	2,000	0.0%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	100	1,369	(12)	-112.0%
Ending Balance	16,874	18,246	18,234	8.1%
<u>SHERIFF PREVENTION OF ALCOHOL/CRIMINAL VIOLENCE FUND (Fund 390)</u>				
Beginning Balance	70,400	68,797	76,718	9.0%
Revenues	20,289	14,114	19,983	-1.5%
Expenses	13,675	6,193	16,675	21.9%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	6,614	7,921	3,308	-50.0%
Ending Balance	77,014	76,718	80,026	3.9%
<u>SHERIFF'S DRUG ABUSE REVENUE FUND (Fund 400)</u>				
Beginning Balance	113,623	115,442	129,364	13.9%
Revenues	53,225	39,055	27,000	-49.3%
Expenses	20,830	25,133	25,090	20.5%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	32,395	13,922	1,910	-94.1%
Ending Balance	146,018	129,364	131,274	-10.1%
<u>SHERIFF'S RANGE FEES FUND (Fund 402)</u>				
Beginning Balance	42,732	42,735	45,336	6.1%
Revenues	4,000	5,121	5,000	25.0%
Expenses	15,000	2,520	15,000	0.0%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	(11,000)	2,601	(10,000)	-9.1%
Ending Balance	31,732	45,336	35,336	11.4%
<u>JAIL COMMISSARY (Fund 403)</u>				
Beginning Balance	138,208	143,112	149,639	8.3%
Revenues	84,000	103,036	85,000	1.2%
Expenses	109,112	96,509	105,919	-2.9%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	(25,112)	6,528	(20,919)	-16.7%
Ending Balance	113,096	149,639	128,720	13.8%
<u>HGBF K-9 GRANT (Fund 404)</u>				
Beginning Balance	0	0	0	
Revenues	0	0	0	
Expenses	0	0	0	
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	0	0	0	
Ending Balance	0	0	0	
<u>COOK COUNTY REIMBURSEMENT FUND (Fund 405)</u>				
Beginning Balance	0	(12,457)	(2,984)	
Revenues	0	47,034	13,667	
Expenses	0	37,561	13,667	
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	0	9,473	0	
Ending Balance	0	(2,984)	(2,984)	

Other Funds Summary

	BUDGET 2018	10/31/2018 YTD 2018	BUDGET 2019	% Change In Budget
<i>Special Revenue Funds (cont.)</i>				
<u>SHERIFF SPECIAL ASSIGNMENT DETAIL FUND (Fund 406)</u>				
Beginning Balance	0	(3,387)	(7,079)	
Revenues	0	26,887	32,297	
Expenses	0	30,579	32,297	
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	0	(3,692)	0	
Ending Balance	0	(7,079)	(7,079)	
<u>K-9 DONATIONS FUND (Fund 407)</u>				
Beginning Balance	0	0	89	
Revenues	0	89	150	
Expenses	0	0	50	
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	0	89	100	
Ending Balance	0	89	189	
<u>IDOT CPS GRANT FUND (Fund 408)</u>				
Beginning Balance	0	0	(85)	
Revenues	0	0	21,012	
Expenses	0	85	21,012	
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	0	(85)	0	
Ending Balance	0	(85)	(85)	
<u>DRUG FORFEITURE FUND (Fund 409)</u>				
Beginning Balance	0	0	(420)	
Revenues	0	0	3,000	
Expenses	0	420	3,000	
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	0	(420)	0	
Ending Balance	0	(420)	(420)	
<u>SHERIFF'S FTA Fund (Fund 840)</u>				
Beginning Balance	56,363	58,883	57,991	2.9%
Revenues	24,595	16,961	19,000	-22.7%
Expenses	32,000	17,852	18,000	-43.8%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	(7,405)	(891)	1,000	-113.5%
Ending Balance	48,958	57,991	58,991	20.5%
<u>SHERIFF'S VEHICLE FUND - Statutory (Fund 910)</u>				
Beginning Balance	47,531	44,442	36,779	-22.6%
Revenues	25,000	16,444	20,000	-20.0%
Expenses	25,000	24,107	28,000	12.0%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	0	(7,663)	(8,000)	
Ending Balance	47,531	36,779	28,779	-39.5%
<u>COUNTY RESERVE (Fund 600)</u>				
Beginning Balance	104,803	104,805	68,702	-34.4%
Revenues	24,100	11,856	96,000	298.3%
Expenses	20,100	47,959	116,919	481.7%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	4,000	(36,103)	(20,919)	-623.0%
Ending Balance	108,803	68,702	47,783	-56.1%

Other Funds Summary

	BUDGET 2018	10/31/2018 YTD 2018	BUDGET 2019	% Change In Budget
<i>Special Revenue Funds (cont.)</i>				
<u>COURT SECURITY FUND (Fund 420)</u>				
Beginning Balance	391,943	400,614	438,381	11.8%
Revenues	185,000	154,457	170,000	-8.1%
Expenses	113,356	36,689	280,831	147.7%
Net Transfers In (Out)	(80,000)	(80,000)	(70,000)	-12.5%
Change in Fund Balance	(8,356)	37,768	(180,831)	2064.1%
Ending Balance	383,587	438,381	257,550	-32.9%
<u>STATE'S ATTORNEY RECORDS AUTOMATION (Fund 442)</u>				
Beginning Balance	30,816	31,128	35,328	14.6%
Revenues	5,000	4,200	4,750	-5.0%
Expenses	25,000	0	20,000	-20.0%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	(20,000)	4,200	(15,250)	-23.8%
Ending Balance	10,816	35,328	20,078	85.6%
<u>STATE'S ATTORNEY JUVENILE JUSTICE COUNCIL (Fund 443)</u>				
Beginning Balance	9,933	6,482	13,974	40.7%
Revenues	12,500	14,516	12,500	0.0%
Expenses	17,000	7,024	17,000	0.0%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	(4,500)	7,492	(4,500)	0.0%
Ending Balance	5,433	13,974	9,474	74.4%
<u>STATE'S ATTORNEY MONEY LAUNDERING ASSET FORFEITURE FUND (Fund 444)</u>				
Beginning Balance	38	38	38	0.0%
Revenues	1	0	1	0.0%
Expenses	1	0	1	0.0%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	0	0	0	
Ending Balance	38	38	38	0.0%
<u>STATE'S ATTORNEY VIOLENT CRIME VICTIM'S ASSISTANCE GRANT (Fund 445)</u>				
Beginning Balance	0	0	13,500	
Revenues	0	13,500	0	
Expenses	0	0	0	
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	0	13,500	0	
Ending Balance	0	13,500	13,500	
<u>STATE'S ATTORNEY DRUG ENFORCEMENT FUND (Fund 500)</u>				
Beginning Balance	51,233	51,234	49,187	-4.0%
Revenues	6,000	2,798	5,000	-16.7%
Expenses	25,000	4,845	25,000	0.0%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	(19,000)	(2,047)	(20,000)	5.3%
Ending Balance	32,233	49,187	29,187	-9.5%
<u>CHILD ADVOCACY (Fund 770)</u>				
Beginning Balance	3,865	3,865	3,865	0.0%
Revenues	1	0	1	0.0%
Expenses	3,500	0	3,500	0.0%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	(3,499)	0	(3,499)	0.0%
Ending Balance	366	3,865	366	0.1%

Other Funds Summary

	BUDGET 2018	10/31/2018 YTD 2018	BUDGET 2019	% Change In Budget
<i>Special Revenue Funds (cont.)</i>				
<u>CIRCUIT CLERK DOCUMENT STORAGE FUND (Fund 440)</u>				
Beginning Balance	527,963	526,438	412,208	-21.9%
Revenues	125,000	113,220	150,000	20.0%
Expenses	363,050	227,449	358,790	-1.2%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	(238,050)	(114,229)	(208,790)	-12.3%
Ending Balance	289,913	412,208	203,418	-29.8%
<u>CIRCUIT CLERK TRANSPORTATION SAFETY HIGHWAY HIRE-BACK (Fund 441)</u>				
Beginning Balance	125	125	250	100.0%
Revenues	0	125	125	
Expenses	0	0	0	
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	0	125	125	
Ending Balance	125	250	375	200.0%
<u>COURT AUTOMATION FUND (Fund 450)</u>				
Beginning Balance	467,246	476,819	450,279	-3.6%
Revenues	180,000	176,343	150,000	-16.7%
Expenses	420,562	202,882	322,144	-23.4%
Net Transfers In (Out)	(46,350)	0	(47,740)	3.0%
Change in Fund Balance	(286,912)	(26,539)	(219,884)	-23.4%
Ending Balance	180,334	450,279	230,395	27.8%
<u>CHILD SUPPORT COLLECTION FUND (Fund 460)</u>				
Beginning Balance	245,299	246,325	237,511	-3.2%
Revenues	51,000	47,134	57,000	11.8%
Expenses	88,834	55,948	142,855	60.8%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	(37,834)	(8,814)	(85,855)	126.9%
Ending Balance	207,465	237,511	151,656	-26.9%
<u>ELECTRONIC CITATION FUND (Fund 830)</u>				
Beginning Balance	59,312	59,729	65,395	10.3%
Revenues	6,000	5,666	7,000	16.7%
Expenses	56,000	0	40,000	-28.6%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	(50,000)	5,666	(33,000)	-34.0%
Ending Balance	9,312	65,395	32,395	247.9%
<u>CIRCUIT CLERK OPERATION FUND (Fund 900)</u>				
Beginning Balance	33,779	34,768	43,835	29.8%
Revenues	16,000	14,252	20,000	25.0%
Expenses	13,000	5,185	13,000	0.0%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	3,000	9,067	7,000	133.3%
Ending Balance	36,779	43,835	50,835	38.2%
<u>LAW LIBRARY FUND (Fund 430)</u>				
Beginning Balance	44,405	46,965	26,331	-40.7%
Revenues	50,000	45,812	41,000	-18.0%
Expenses	74,648	66,446	63,355	-15.1%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	(24,648)	(20,634)	(22,355)	-9.3%
Ending Balance	19,757	26,331	3,976	-79.9%

Other Funds Summary

	BUDGET 2018	10/31/2018 YTD 2018	BUDGET 2019	% Change In Budget
<i>Special Revenue Funds (cont.)</i>				
<u>VICTIM IMPACT PANEL FUND (Fund 431)</u>				
Beginning Balance		0	4,392	
Revenues		4,392	0	
Expenses		0	0	
Net Transfers In (Out)		0	0	
Change in Fund Balance		4,392	0	
Ending Balance		4,392	4,392	
<u>KENDALL COUNTY DRUG COURT FUND (Fund 481)</u>				
Beginning Balance	(29,197)	(32,018)	(51,647)	76.9%
Revenues	198,186	86,276	241,514	21.9%
Expenses	166,121	105,906	125,849	-24.2%
Net Transfers In (Out)	(30,316)	0	(48,629)	60.4%
Change in Fund Balance	1,749	(19,630)	67,036	3732.8%
Ending Balance	(27,448)	(51,647)	15,389	-156.1%
<u>PROBATION SERVICES FUND (Fund 480)</u>				
Beginning Balance	751,083	743,419	742,324	-1.2%
Revenues	155,300	137,603	153,100	-1.4%
Expenses	324,750	139,151	271,900	-16.3%
Net Transfers In (Out)	(43,782)	454	(40,000)	-8.6%
Change in Fund Balance	(213,232)	(1,095)	(158,800)	-25.5%
Ending Balance	537,851	742,324	583,524	8.5%
<u>CORONER'S DEATH CERTIFICATE GRANT (Fund 470)</u>				
Beginning Balance	6,251	4,585	2,838	-54.6%
Revenues	4,000	6,280	5,000	25.0%
Expenses	8,000	8,027	8,000	0.0%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	(4,000)	(1,747)	(3,000)	-25.0%
Ending Balance	2,251	2,838	(162)	-107.2%
<u>CORONER'S SUDORS GRANT (Fund 471)</u>				
Beginning Balance	0	0	1,480	
Revenues	0	1,480	1,480	
Expenses	0	0	0	
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	0	1,480	1,480	
Ending Balance	0	1,480	2,960	
<u>CORONER'S FEES (Fund 940)</u>				
Beginning Balance	9,382	9,136	8,011	-14.6%
Revenues	3,500	6,636	10,000	185.7%
Expenses	11,500	7,761	20,000	73.9%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	(8,000)	(1,125)	(10,000)	25.0%
Ending Balance	1,382	8,011	(1,989)	-243.9%
<u>WIC (Fund 211)</u>				
Beginning Balance	67,944	67,960	68,445	0.7%
Revenues	15	485	250	1566.7%
Expenses	0	0	0	
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	15	485	250	1566.7%
Ending Balance	67,959	68,445	68,695	1.1%

Other Funds Summary

	BUDGET 2018	10/31/2018 YTD 2018	BUDGET 2019	% Change In Budget
<i>Special Revenue Funds (cont.)</i>				
<u>CSBG REVOLVING LOAN FUND (Fund 250)</u>				
Beginning Balance	66,115	66,116	68,087	3.0%
Revenues	4,715	1,971	1,250	-73.5%
Expenses	0	0	0	
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	4,715	1,971	1,250	-73.5%
Ending Balance	70,830	68,087	69,337	-2.1%
<u>KENDALL AREA TRANSIT (Fund 550)</u>				
Beginning Balance	170,325	170,270	159,805	-6.2%
Revenues	931,678	969,079	931,678	0.0%
Expenses	844,578	1,005,044	984,578	16.6%
Net Transfers In (Out)	44,500	25,500	44,175	-0.7%
Change in Fund Balance	131,600	(10,465)	(8,725)	-106.6%
Ending Balance	301,925	159,805	151,080	-50.0%
<u>LIABILITY INSURANCE PROGRAM (Fund 230)</u>				
Beginning Balance	31,030	18,504	21,741	-29.9%
Revenues	0		0	
Expenses	400,000	446,763	550,000	37.5%
Net Transfers In (Out)	400,000	450,000	550,000	37.5%
Change in Fund Balance	0	3,237	0	
Ending Balance	31,030	21,741	21,741	-29.9%
<u>COUNTY DRUG SERVICES FUND (Fund 421)</u>				
Beginning Balance	2,985	3,195	4,660	56.1%
Revenues	2,700	1,465	1,600	-40.7%
Expenses	0	0		
Net Transfers In (Out)	(5,565)	0	1,600	-128.8%
Change in Fund Balance	(2,865)	1,465	3,200	-211.7%
Ending Balance	120	4,660	7,860	6450.0%
<i>Capital Projects & Debt Service Funds</i>				
<u>GENERAL FUND SPECIAL RESERVE FUND (Fund 760)</u>				
Beginning Balance	265,001	265,001	0	-100.0%
Revenues	0	0	0	
Expenses	0	0	0	
Net Transfers In (Out)	(265,001)	(265,001)	0	-100.0%
Change in Fund Balance	(265,001)	(265,001)	0	-100.0%
Ending Balance	0	0	0	
<u>CAPITAL IMPROVEMENT FUND (Fund 040)</u>				
Beginning Balance	1,332,830	1,297,096	1,379,388	3.5%
Revenues	145,000	48,182	50,000	-65.5%
Expenses	77,000	65,891	400,000	419.5%
Net Transfers In (Out)	50,000	100,000	250,000	400.0%
Change in Fund Balance	118,000	82,292	(100,000)	-184.7%
Ending Balance	1,450,830	1,379,388	1,279,388	-11.8%

Other Funds Summary

	BUDGET 2018	10/31/2018 YTD 2018	BUDGET 2019	% Change In Budget
<i>Capital Projects & Debt Service Funds (cont.)</i>				
<u>PUBLIC SAFETY CAPITAL IMPROVEMENT FUND (Fund 750)</u>				
Beginning Balance	2,253,015	2,235,414	1,270,180	-43.6%
Revenues	17,857	0	0	-100.0%
Expenses	2,118,993	965,234	1,279,331	-39.6%
Net Transfers In (Out)	325,000		325,000	0.0%
Change in Fund Balance	(1,776,136)	(965,234)	(954,331)	-46.3%
Ending Balance	476,879	1,270,180	315,849	-33.8%
<u>COURTHOUSE RESTORATION FUND (Fund 850)</u>				
Beginning Balance	8,677	9,077	10,767	24.1%
Revenues	2,000	2,190	2,000	0.0%
Expenses	10,000	500	10,000	0.0%
Net Transfers In (Out)	0	0	0	
Change in Fund Balance	(8,000)	1,690	(8,000)	0.0%
Ending Balance	677	10,767	2,767	308.9%
<u>BUILDING FUND (Fund 260)</u>				
Beginning Balance	962,352	962,352	1,037,352	7.8%
Revenues	7,500	0	7,500	0.0%
Expenses	0	0	0	
Net Transfers In (Out)	(775,932)	75,000	75,000	-109.7%
Change in Fund Balance	(768,432)	75,000	82,500	-110.7%
Ending Balance	193,920	1,037,352	1,119,852	477.5%
<u>ANIMAL CONTROL CAPITAL IMPROV. FUND (Fund 340)</u>				
Beginning Balance	134,969	134,712	132,604	-1.8%
Revenues	0	0	0	
Expenses	48,100	2,108	70,000	45.5%
Net Transfers In (Out)	10,000		10,000	0.0%
Change in Fund Balance	(38,100)	(2,108)	(60,000)	57.5%
Ending Balance	96,869	132,604	72,604	-25.0%
<u>COURTHOUSE EXPANSION BOND PROCEEDS (Fund 970)</u>				
Beginning Balance	2	4,386	0	-89.3%
Revenues	0	9	0	
Expenses	0	0	0	
Net Transfers In (Out)	(2)	(4,395)	0	-100.0%
Change in Fund Balance	(2)	(4,386)	0	-100.0%
Ending Balance	(0)	0	0	-158.1%
<u>JAIL ADDITION DEBT SERVICE FUND 2002A & 2010 (Fund 580)</u>				
Beginning Balance	3,278	3,278	1,138,008	34611.6%
Revenues	200	535	200	0.0%
Expenses	1,244,050	109,855	1,273,050	2.3%
Net Transfers In (Out)	1,244,050	1,244,050	1,273,050	2.3%
Change in Fund Balance	200	1,134,730	200	0.0%
Ending Balance	3,478	1,138,008	1,138,208	32621.5%
<u>COUNTY BUILDING DEBT SERVICE FUND 2002B & 2011 (Fund 560)</u>				
Beginning Balance	122,082	122,890	362,878	197.2%
Revenues	14,596	13,582	14,500	-0.7%
Expenses	293,155	59,408	292,905	-0.1%
Net Transfers In (Out)	285,814	285,814	285,814	0.0%
Change in Fund Balance	7,255	239,988	7,409	2.1%
Ending Balance	129,337	362,878	370,287	186.3%

Other Funds Summary

	BUDGET 2018	10/31/2018 YTD 2018	BUDGET 2019	% Change In Budget
<i>Capital Projects & Debt Service Funds (cont.)</i>				
COURTHOUSE EXPANSION DEBT SERVICE FUND - 2007A, 2008, 2009, 2016 (Fund 980)				
Beginning Balance	1,958,226	1,958,226	1,961,760	0.2%
Revenues	400	2,164	400	0.0%
Expenses	1,996,500	1,995,130	1,944,148	-2.6%
Net Transfers In (Out)	1,996,500	1,996,500	1,944,148	-2.6%
Change in Fund Balance	400	3,533	400	0.0%
Ending Balance	1,958,626	1,961,760	1,962,160	0.2%

	BUDGET 2018	YTD 2018	BUDGET 2019	% Change In Budget
Other Funds Summary				
Beginning Balance	36,605,728	35,142,680	36,086,677	-1.7%
Total Revenue	32,145,185	32,016,303	32,092,493	-5.3%
Total Transfers In	5,764,520	5,169,951	5,816,633	-0.6%
Total Revenue and Transfers In	37,909,705	37,186,255	37,909,126	-4.6%
Total Expenditure	42,844,064	28,946,284	37,534,145	10.9%
Total Transfers Out	8,936,853	6,994,012	7,711,468	5.6%
Total Expenditure & Transfers Out	51,780,917	35,940,296	45,245,613	10.0%

COUNTY OF KENDALL
RESOLUTION 2018-_____

**RESOLUTION TO ESTABLISH KENDALL COUNTY ANIMAL CONTROL ADOPTION FEE
SCHEDULE EFFECTIVE DECEMBER 1, 2018**

WHEREAS, Kendall County operates an Animal Control facility; and

WHEREAS, the Animal Control facility provides for the adoption of animals; and

WHEREAS, the Kendall County Board sets adoption fees and regularly studies fees charged by area animal rescue and animal control facilities; and

WHEREAS, the Kendall County Board believes adoption fees for dogs and cats should be decreased after a determined amount of time to encourage more adoptions.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY BOARD OF KENDALL COUNTY, AS
FOLLOWS:**

- 1) The Kendall County Animal Control Adoption Fee Schedule is attached hereto as “Exhibit A”; and
- 2) This Resolution shall supersede Resolution 2014-30 and all other Resolutions and Ordinances establishing adoption fee schedules for Kendall County Animal Control; and
- 3) These changes shall become effective December 1, 2018.

Approved and adopted by the County Board of Kendall County, Illinois, this 7th day of November, 2018.

Attest:

Scott R Gryder, Chairman
County Board

Debbie Gillette
County Clerk

EXHIBIT A

Kendall County Animal Control

Adoption Fee Schedule

Animal	Animal Age	Days Available for Adoption at KC Animal Control	Adoption Fee
Puppies	6 months or less	ANY	\$ 135.00
Dogs	more than 6 months	0-59	\$ 120.00
Dogs	more than 6 months	60-89	\$ 60.00
Dogs	more than 6 months	90+	Waive Fee
Kittens	3 months or less	ANY	\$ 95.00
Cats	more than 3 months	0-59	\$ 70.00
Cats	more than 3 months	60-89	\$ 35.00
Cats	more than 3 months	90+	Waive Fee

COUNTY OF KENDALL, ILLINOIS

Economic Development Committee

Meeting Minutes Friday, October 19, 2018

Call to Order

The meeting was called to order by Chair Audra Hendrix at 9:14a.m.

Roll Call

Committee Members Present: Lynn Cullick, Matt Prochaska, Audra Hendrix

Committee Members Absent: Matt Kellogg, Scott Gryder

Staff Present: Scott Koeppe

Approval of Agenda – Member Cullick made a motion to approve the agenda, second by Member Prochaska. **Approved by a vote of 3-0.**

Approval of Meeting Minutes – Member Prochaska made a motion to approve the meeting minutes from the September 28, 2018 meeting. Seconded by Member Cullick. **Approved by a vote of 3-0.**

Committee Business

- *Update on Administrative Services Job Descriptions* – Mr. Koeppe updated the committee on the proposed changes to the Administrative Services Department, including the assumption of the Economic Development responsibilities by the County Administrator and Deputy Administrator, and the possible addition of a Risk Management/Compliance Coordinator who would assume some of the responsibilities performed by the Deputy Administrator, as well as serve as back-up for some of the administrative assistant position responsibilities such as answering phones, greeting citizens, recording meetings, producing minutes, and completing FOIA requests. The proposed amended Deputy Administrator and Risk Management/Compliance Coordinator job descriptions were reviewed by the Admin HR Committee last week, with their recommendation to forward them to the November 7, 2018 County Board meeting for approval.

Member Hendrix informed the committee of her feelings that with the elimination of the Economic Development Coordinator position, this would be an ideal time to commit and fund a private/public partnership with an outside organization, similar to the arrangement in Grundy County. Member Hendrix stated that the ED Committee would then become a Special Assignment, and that County Board members would serve on the new partnership organization's committees and boards. **There was consensus by the committee to add "Discussion on Creation of an Economic Development Private/Public Partnership" to the November meeting agenda for additional discussion.**

COUNTY OF KENDALL, ILLINOIS

Economic Development Committee

- *Discussion and Approval of Monte Carlo Steak House and Lounge Loan Application*
– Item tabled to a future meeting since the completed application has not yet been received

- *Discussion and Approval of Arby's Loan Application* - Item tabled to a future meeting since the completed application has not yet been received

Updates and Reports

- *Revolving Fund Loans* – Mr. Koeppel reported that with the increase of additional responsibilities, Latreese Caldwell is reviewing the current procedure, process and forms for the program, and will be revising some of the forms used, and will be creating a late notice form/letter to use for those that fail to submit monthly payments. Ms. Caldwell will include a report on the current loans at the November meeting.

Chairs Report – No report

Public Comment – None

Executive Committee – Not needed

Adjournment

Member Prochaska made a motion to adjourn, second by Member Cullick. There being no objection, the Economic Development Committee meeting was adjourned at 9:44a.m.

Respectfully submitted,

Valarie McClain
Administrative Assistant and Recording Clerk

COUNTY OF KENDALL, ILLINOIS
Health & Environment Committee
Monday, October 15, 2018
Meeting Minutes

CALL TO ORDER

The meeting was called to order by Chair Judy Gilmour at 3:06p.m.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Judy Gilmour	Here		
Elizabeth Flowers	ABSENT		
Tony Giles	ABSENT		
Matthew Prochaska	Here		
John Purcell	Yes		

Others Present: Megan Andrews, KC Soil & Water District Resource Conservationist, Steve Curatti, Kendall County Health Department Program Administrator, Hannah Raver, KC Soil & Water District Education Coordinator, Dr. Amaal Tokars, Kendall County Health Department Executive Director

APPROVAL OF AGENDA – Member Purcell made a motion to approve the agenda, second by Member Prochaska. **With three members present in agreement, the motion carried.**

APPROVAL OF MEETING MINUTES – Member Prochaska a made a motion to approve the meeting minutes from September 17, 2018, second by Member Gilmour. **With three members present voting aye, the motion carried.**

STATUS REPORTS

- **Board of Health** – Dr. Tokars briefed the committee on her recent attendance at a Board training by the State of Illinois that focused on some of the standards that are being put forth, the role of the Board and that of the staff. Dr. Tokars will be sharing this information with the Board of Health at their next meeting.

The Board of Health will also discuss the issues that the Advisory Boards have been discussing.

- **Health Department** – Jason Andrade briefed the committee on the Health Department’s involvement with the Kendall County Drug Court as the treatment provider for individuals

to access treatment as opposed to incarceration for certain non-violent crimes, that have demonstrated a high need for substance abuse treatment. Mr. Andrade stated that a high percentage of the participants have been dealing with opioid dependence.

Mr. Andrade stated that the participants would have been sentenced to approximately 3-5 years of prison time, but had a greater chance of successful recovery and rehabilitation through the Drug Court. The program is normally 14 months long and can involve over 200 hours of therapy and individualized treatment.

Mr. Andrade briefed the committee on the treatment process, which includes working with the individuals with thorough respectful engagement of each individual, helping them to see treatment as something beneficial and helpful in their lives, by helping them to join, engage and then stay retained.

Treatment helps the participants to learn how to take care of one's mental health, learning to experience the emotions in a healthy way, to develop and utilize a sense of resilience to make it through difficult time without returning to the use of drugs, about learning to be effective children, parents and community members, about helping to learn how to utilize support for oneself that often times goes beyond treatment, and learning about how to seek and keep employment, and learning about relapse prevention.

Mr. Andrade said that treatment takes time, and treatment is focused on helping the individual to heal some wounds, reconnect with their community, and developing themselves through recovery.

The first class recently graduated, and Mr. Andrade invited the committee to attend the next graduation ceremony, which will be on Friday, November 2, 2018 with 4-5 graduates.

Dr. Tokars updated the committee on the Kendall County Electronic Recycling Plan, under the public act that establishing a 2019 Counties can establish sustainable e-waste recyclable drop-off locations. Manufacturing Recycling Managers – will be working with recyclers in the KC area. More interested in door-to-door contact, but updated them on drop-off locations as well. They will convey to IEPA that they will be supporting KC plan with a door-to-door and an established site with fair, market rates and pricing.

Judy Gilmour reported on her attendance at the Health Department Violence Prevention Workshop on October 12, 2018 held by the Kendall County Health Department, and provided a guideline for *Securing the Workplace*, which included:

1. Building or Office Check In/Sign In & Sign Out
2. One single entrance
3. Multiple egress (for fire and emergency exits)
4. Public access to specific areas or offices (includes former employees)
5. Camera access, and access to cameras (on everyone's computers)
6. Phone and window labeling, room numbers or names
7. Establish emergency protocols and training for safety (needs commitment from everyone)

- Fire Drills
- Tornado Drills (established safe areas for shelter)
- Shooter Drills
- Hot Buttons on Phones (goes directly to 911)
- Intercom Codes
- Doors & Windows (locks, wedges, bars punch pens)
- And teaching and utilizing the “Be a monkey, not an elephant” concept

Member Gilmour stated that this information and the safety needs of the County employees in County buildings needs to be discussed further at County Board meetings, and simple changes such as window labeling, hot buttons, and phone labeling, made as soon as possible.

- **Kendall County Soil and Water District** – Megan Andrews updated the committee on the recent tree and fish sales, and also provided information about Soil Health Management Systems that she continues to discuss with local farmers.

Hannah Raver Education Coordinator reported that things are going well, and that she already has three schools confirmed to attend the Natural Resources Tour in 2019. Ms. Raver stated that the classrooms will now begin learning about soil and planting when she visits.

- **Water Related Groups** – Matthew Asselmeier reported that the Northwest Water Planning Alliance met this month and continues discussions on sensible salting for business and organizations with large parking lots, and focusing on protecting our water ways with alternative salting solutions.

OLD BUSINESS – None

NEW BUSINESS

- *Discussion and Approval of Resolution Reducing Behavioral Health Conditions in Jails* –Due to lack of quorum, this item was tabled to the November Committee meeting

CHAIRMAN’S REPORT – No report

PUBLIC COMMENT – None

ITEMS FOR COMMITTEE OF THE WHOLE – None

COUNTY BOARD ACTION ITEMS - None

EXECUTIVE SESSION – Not Needed

ADJOURNMENT – Member Purcell made a motion to adjourn the meeting, second by Member Prochaska. **With no objections, the meeting was adjourned at 3:56p.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Clerk

COUNTY OF KENDALL, ILLINOIS
COMMITTEE OF THE WHOLE
Thursday, October 11, 2018

CALL TO ORDER AND PLEDGE OF ALLEGIANCE - The meeting was called to order at 4:15p.m. by Recording Clerk Valarie McClain who asked for nominations for a member to serve as chair of the meeting in the absence of County Board Chair Scott R. Gryder, and County Board Vice Chair Lynn Cullick.

Member Hendrix nominated Member Prochaska to fill the role as meeting chair, second by Member Gilmour. **With six members voting aye, the motion carried.**

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Scott Gryder	ABSENT		
Lynn Cullick		5:46p.m.	
Bob Davidson	Yes		7:40p.m.
Elizabeth Flowers	ABSENT		
Tony Giles	ABSENT		
Judy Gilmour	Here		
Audra Hendrix	Here		
Matt Kellogg	Yes		
Matthew Prochaska	Here		
John Purcell	Present		

Others present: Latreese Caldwell, Assistant State’s Attorney Leslie Johnson, Scott Koeppel, Jim Smiley, Amaal Tokars, Raeann VanGundy

APPROVAL OF AGENDA – Motion made by Member Purcell to approve the agenda with the correction of adding the word “*Forwarding instead of Approval*” of Claims for approval in an amount not to exceed \$2,467,985.22, and Coroner Claims in an amount not to exceed \$5,480.13, second by Member Hendrix. **With six members present voting aye, the motion to approve the agenda as amended carried by a vote of 6-0.**

FORWARDING OF APPROVAL OF CLAIMS - Member Gilmour made a motion to forward the claims for approval in an amount not to exceed \$2,467,985.22, and Coroner Claims in an amount not to exceed \$5,480.13, second by Member Kellogg. **With six members present voting aye, the motion carried by a vote of 6-0.**

COMMITTEE BUSINESS

- *Presentation of County Office Building Security Options Study* – Jacob Been from Healy Bender reviewed the results of the Kendall County Office Building Security Options Study, briefed the committee on Healy Bender’s recommendations, and also reviewed the projected five-year work priority list and proposed budget costs for the completed project.

- *Update on Employee Healthcare Benefit Options* – Mr. Koepfel reported that the Horton Group was unavailable for this meeting, and that they would provide an update at the October 18, 2018 Admin HR Committee meeting.
- *Discussion of FY2019 Probation Funding* – Discussion of the pre-trial position salaries and benefits, the agreement by Probation/Court Services on November 24, 2014, to pay the benefits for the two Pre-Trial positions, whose salaries are paid through grant funding from the Administrative Office of the Illinois Courts, as well as Probation/Court Services history of also contributing funding toward the deficit short-fall between the state funding of these salaries and the actual amount paid by the County, and the history of the transfer of \$30,000 funds to off-set the cost of existing probation department employees since 2010, from the Probation fund to the General fund. The FY2019 transfer amount should be \$30,000 for the salary deficit, plus \$25,070 for the position benefits.
- *Discussion of Health Department Levy* – Discussion on various options for the distribution of the Health Department Levy, the Health Department personnel health insurance benefits, the health insurance, IMRF, and Social Security contribution expected for reimbursing the County each year, other services provided to the Health Department at no additional cost, such as technology services, payroll services, building maintenance and repair, building cleaning services, utilities, furniture and equipment, and discussion on other funding the Health Department receives annually such as the 708 Mental Health Levy, Senior Citizen Levy, and grant funding from various resurces.
- *FY 2019 Budget Discussion* – Discussion on the current preliminary budget deficit, the CPI, General Fund expenditures, Capital fund requests, the employee Health Insurance projections, the revenue numbers to date, the General Fund balance projection for FY2019, estimated revenues and expenditures for FY2018, the bond payment schedule and projected savings for the next several years, and the debt service fund.

PUBLIC COMMENT – Todd Milliron, Yorkville

QUESTIONS FROM THE MEDIA – None

ACTION ITEMS FOR THE OCTOBER 16, 2018 COUNTY BOARD MEETING

- *Approval of Claims in an amount not to exceed \$2,467,985.22, and Coroner Claims in an amount not to exceed \$5,480.13*
- *Discussion and Approval of Member Prochaska's Health Department Levy Proposal*

REVIEW BOARD ACTION ITEMS – Vice Chair Cullick asked the committee to review the draft County Board agenda for October 16, 2018.

ITEMS FOR THE NOVEMBER 15, 2018 COMMITTEE OF THE WHOLE MEETING - None

CHAIRMANS REPORT – No Report

EXECUTIVE SESSION – Member Hendrix made a motion to enter into Executive Session Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120-2, second by Member Purcell.

Roll Call: Member Hendrix - yes, Member Cullick – yes, Member Gilmour – yes, Member Kellogg - no, Member Prochaska – yes, Member Purcell - yes

With Members Cullick, Gilmour, Prochaska, Purcell and Hendrix voting aye, and Member Kellogg voting nay, the committee entered into Executive Session at 7:47p.m. by a vote of 5-1.

Committee Members Absent: Bob Davidson, Elizabeth Flowers, Tony Giles, Scott Gryder

Others Present: ASA Leslie Johnson, Scott Koeppel

The Committee reconvened in Open Session at 7:49p.m.

ADJOURNMENT – Member Prochaska made a motion to adjourn the meeting, second by Member Cullick. **With six members voting aye, the meeting was adjourned at 7:50p.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary

**KENDALL COUNTY
STORMWATER OVERSIGHT COMMITTEE
PUBLIC HEARING
*Kendall County Office Building
Rooms 209 & 210
111 W. Fox Street, Yorkville, Illinois*
Meeting Minutes of October 11, 2018 – Unofficial Until Approved
4:00 p.m.**

CALL TO ORDER

Member Purcell called the Stormwater Oversight Committee Public Hearing to order at 4:08 p.m.

ROLL CALL

Committee Members Present: Bob Davidson, Judy Gilmour, Audra Hendrix, Matt Kellogg, Matthew Prochaska, and John Purcell

Committee Members Absent: Lynn Cullick, Elizabeth Flowers, Tony Giles, and Scott Gryder

Also present: Matt Asselmeier, Senior Planner; Leslie Johnson, State's Attorney's Office; Megan Andrews, Kendall County Soil and Water Conservation District; and Jennifer Hughes, Village of Oswego

Due to the absence of Chairman Gryder, Member Hendrix made a motion to nominate Matthew Prochaska to the position of Acting-Chairman, seconded by Member Purcell. There were no additional nominees. By voice vote of all ayes, the nomination of Matthew Prochaska to the position of Acting-Chairman was approved.

APPROVAL OF AGENDA

Member Hendrix made a motion, seconded by Member Davidson, to approve the agenda as presented. With a voice vote of all ayes, the motion carried.

APPROVAL OF MINUTES

Member Hendrix made a motion, seconded by Member Gilmour, to approve the minutes of the September 5, 2017, public hearing and meeting. With a voice vote of all ayes, the motion carried.

PUBLIC COMMENT

None

**OPEN OF ANNUAL STORMWATER MANAGEMENT OVERSIGHT COMMITTEE
PUBLIC HEARING**

Acting-Chairman Prochaska opened the Stormwater Management Oversight Committee Public Hearing at 4:10 p.m.

Comments on Stormwater Management Related Regulations and Enforcement

No comments from Staff, the Committee, or members of the public.

Proposed Changes to the Kendall County Stormwater Management Ordinance

No proposed changes by Staff, the Committee, or members of the public

**CLOSE OF ANNUAL STORMWATER MANAGEMENT OVERSIGHT COMMITTEE
PUBLIC HEARING**

Member Purcell made a motion, seconded by Member Gilmour, to adjourn the Public Hearing. With a voice vote of all ayes the motion carried. Acting-Chairman Prochaska adjourned the Stormwater Management Oversight Committee Public Hearing at 4:11 p.m.

OTHER BUSINESS

None

ADJOURNMENT

Member Kellogg made a motion, seconded by Member Gilmour, to adjourn the meeting. With a voice vote of all ayes, the motion carried. The Stormwater Management Oversight Committee adjourned at 4:11 p.m.

Respectfully submitted,
Matthew H. Asselmeier, AICP
Senior Planner

Enc.