



**KANE COUNTY**  
**COMMITTEE OF THE WHOLE**  
**TUESDAY, JANUARY 27, 2015**

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**County Board Room**

**Agenda**

**4:00 PM**

**Kane County Government Center, 719 S. Batavia Ave., Bldg. A, Geneva, IL 60134**

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- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Approval of Minutes: December 2, 2014**
- 5. Public Comment**
- 6. Presentations/Discussion**
  - A. Third Street Courthouse Life Safety, ADA Upgrades & Elevator Project (D. Biggs; Chief Judge Brawka; B. Kronewitter, Cordogan & Clark) (*ATTACHED*)
  - B. Department of Transportation Overview (C. Schoedel) (*ATTACHED*)
  - C. Health Department Overview (B. Jeffers)
  - D. Budget Overview (J. Onzick) (*ATTACHED*)
  - E. Parliamentary Procedure & Robert's Rules of Order (E. Gaeke) (*ATTACHED*)
- 7. Executive Session (*IF NEEDED*)**
- 8. Adjournment**



*jimfrazier.com*

# Kane County

## Third Street Courthouse Life Safety, ADA Upgrades & Elevator Project

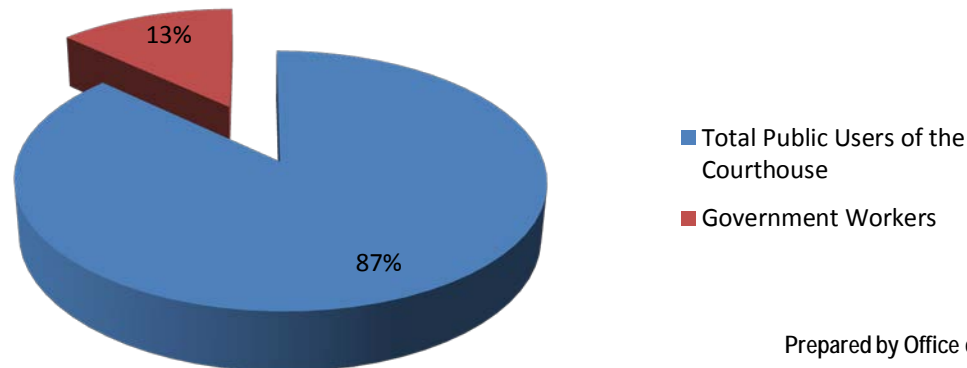
January 27, 2015

**CORDOGANCLARK**  
ARCHITECTS · ENGINEERS · CONSTRUCTION

# ESTIMATED 2014 KANE COUNTY COURTHOUSE FREQUENCY OF USE

Days the Courthouse was Open	247
Cases filed and heard at the Courthouse	13,200
Individuals passing through Secured Checkpoint	95,617
Daily Government Workers in the Courthouse	90
Estimated Other Public Users of the Courthouse	52,800
<b>TOTAL NUMBER OF USERS OF THE KANE COUNTY COURTHOUSE</b>	<b>170,647</b>

## Public Doing Business in the Kane County Courthouse



Prepared by Office of the Chief Judge 1/9/2015



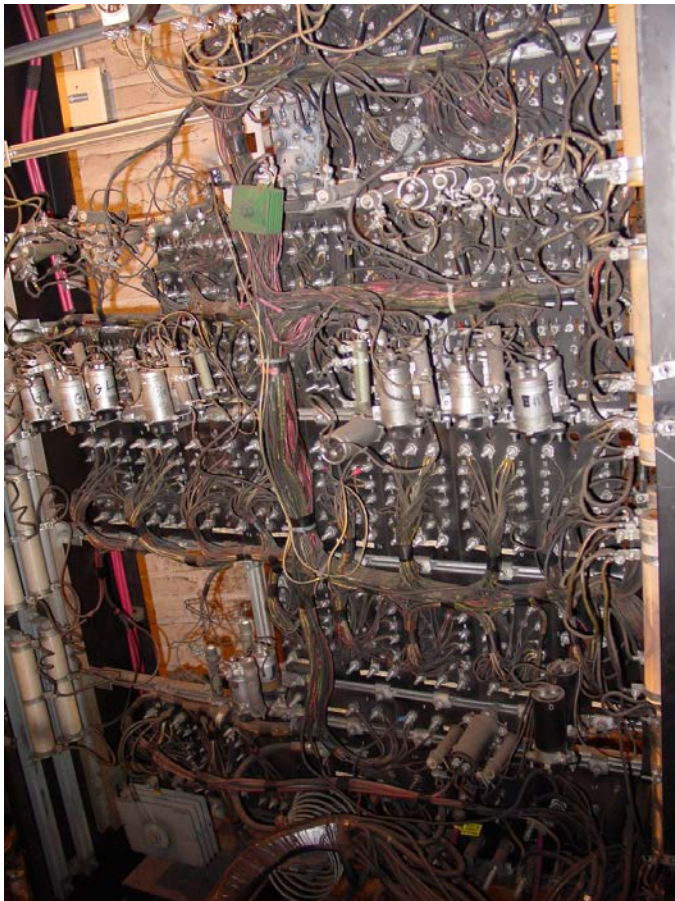
# Geneva Fire Department

- Existing Building Life Safety Challenges
- Fire Fighting Challenges
- Why this Project Improves Life Safety

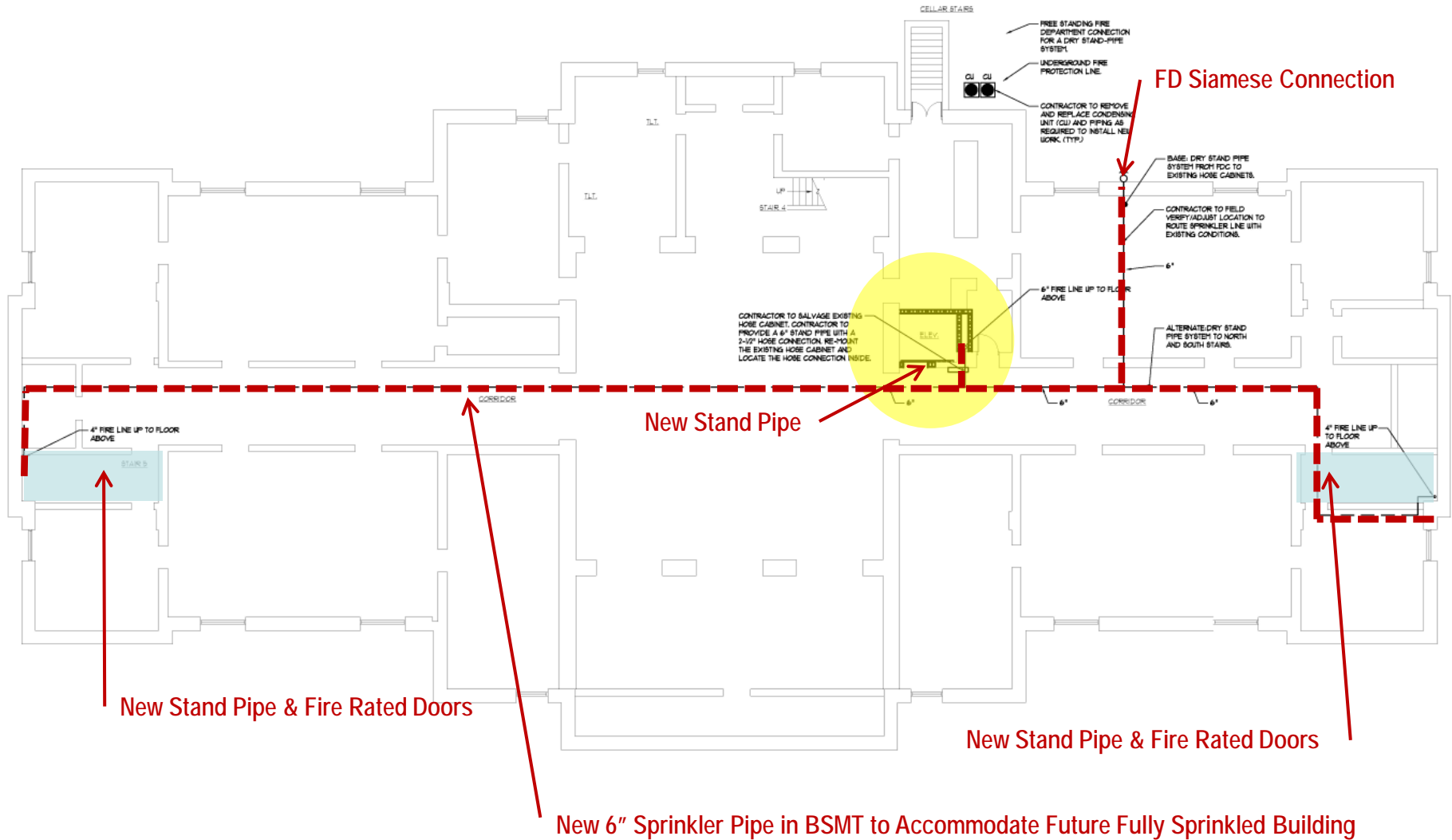


# Existing Elevator Challenges

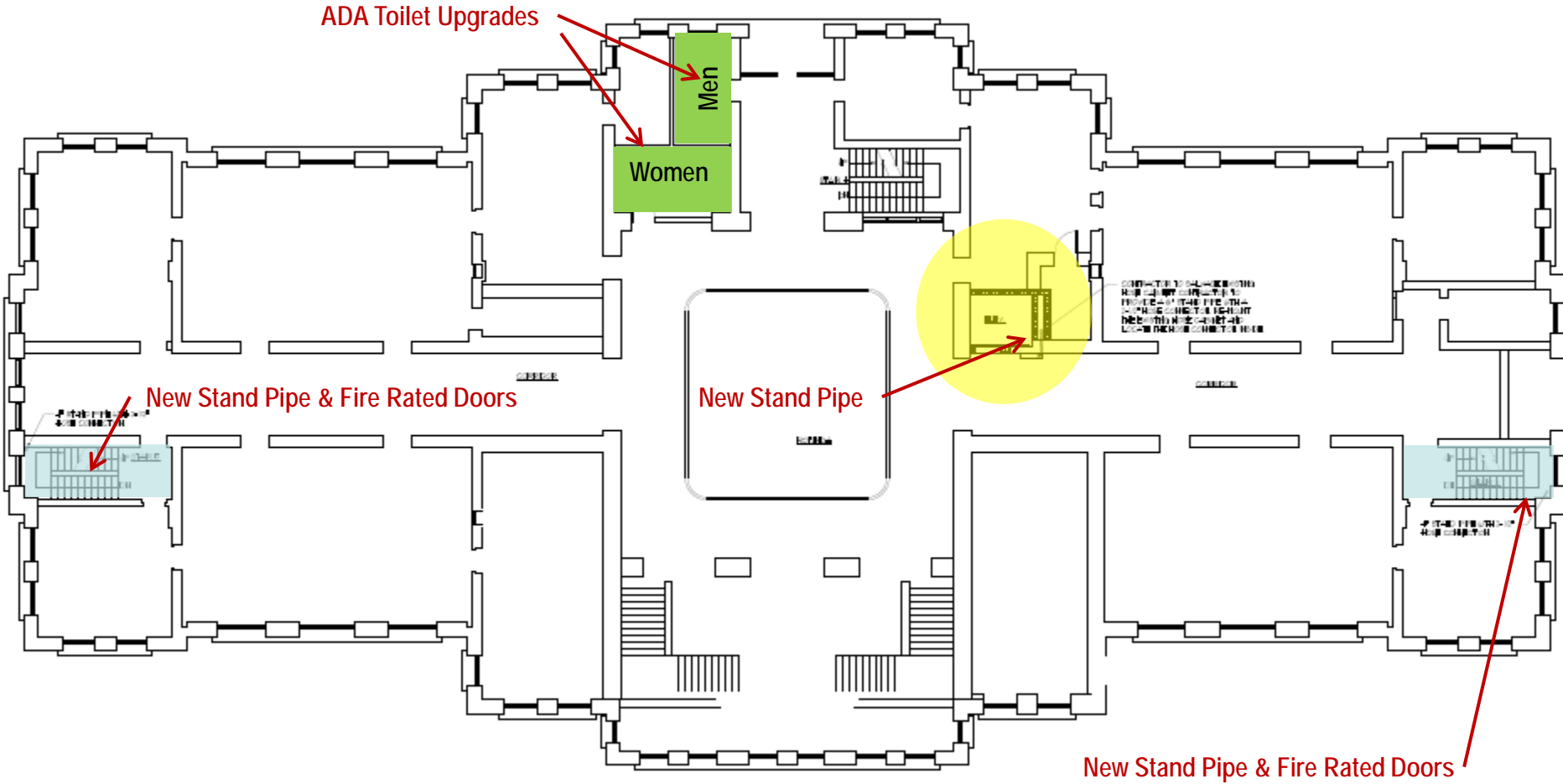
- Elevator Cab too Small to Accommodate a Gurney
- Elevator Cab is Not ADA Compliant
- Elevator Equipment is over 65 Years Old & Past it's Serviceable Life



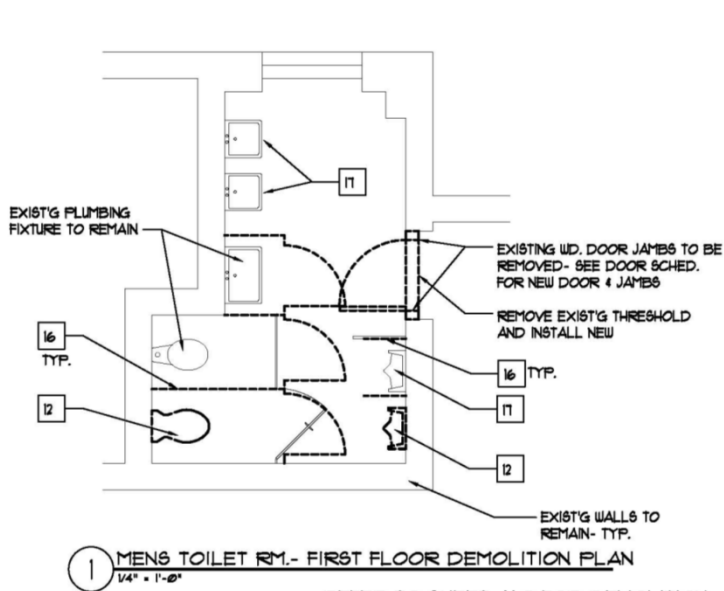
# Basement Floor Plan



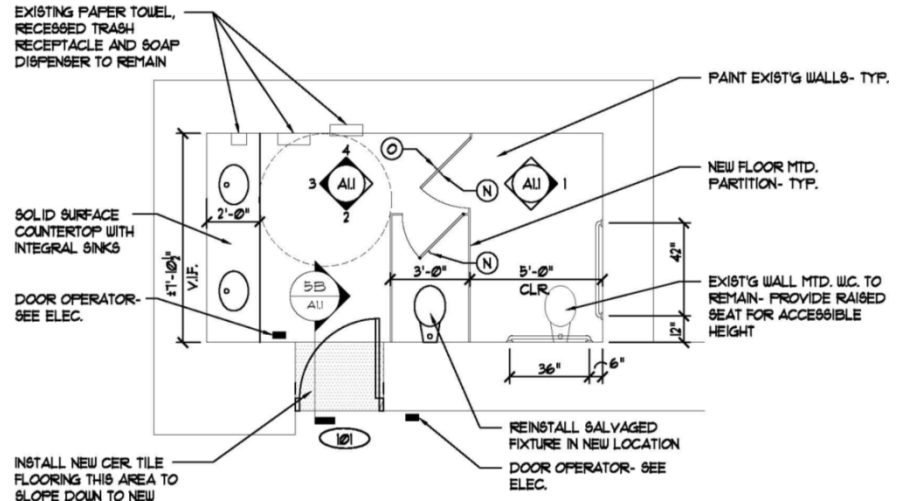
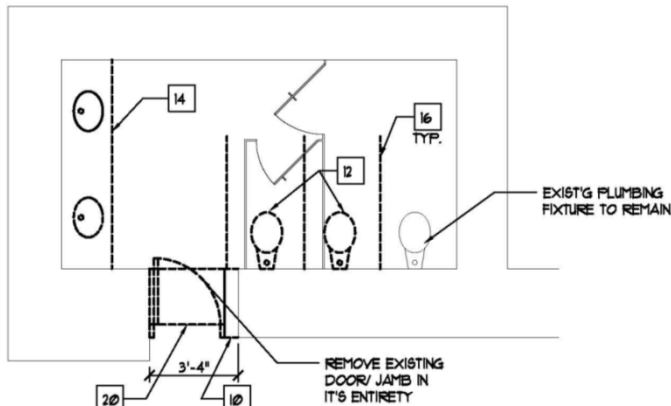
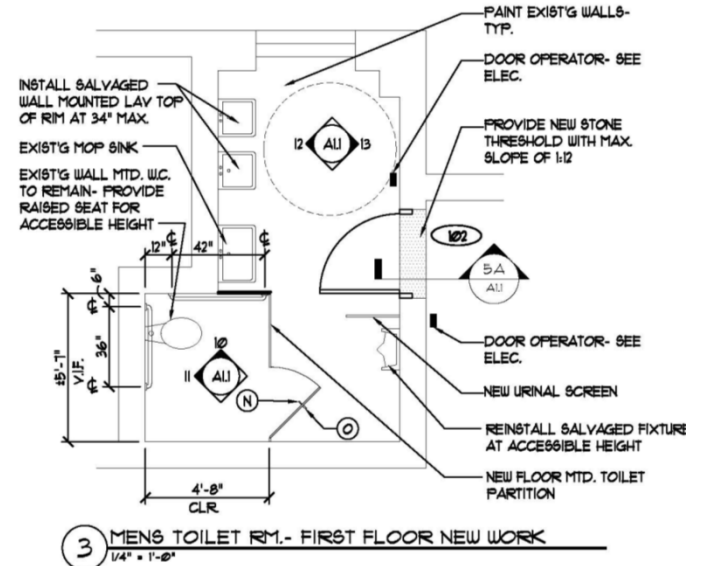
# First Floor Plan



# 1<sup>st</sup> Floor Public Toilet ADA Upgrades

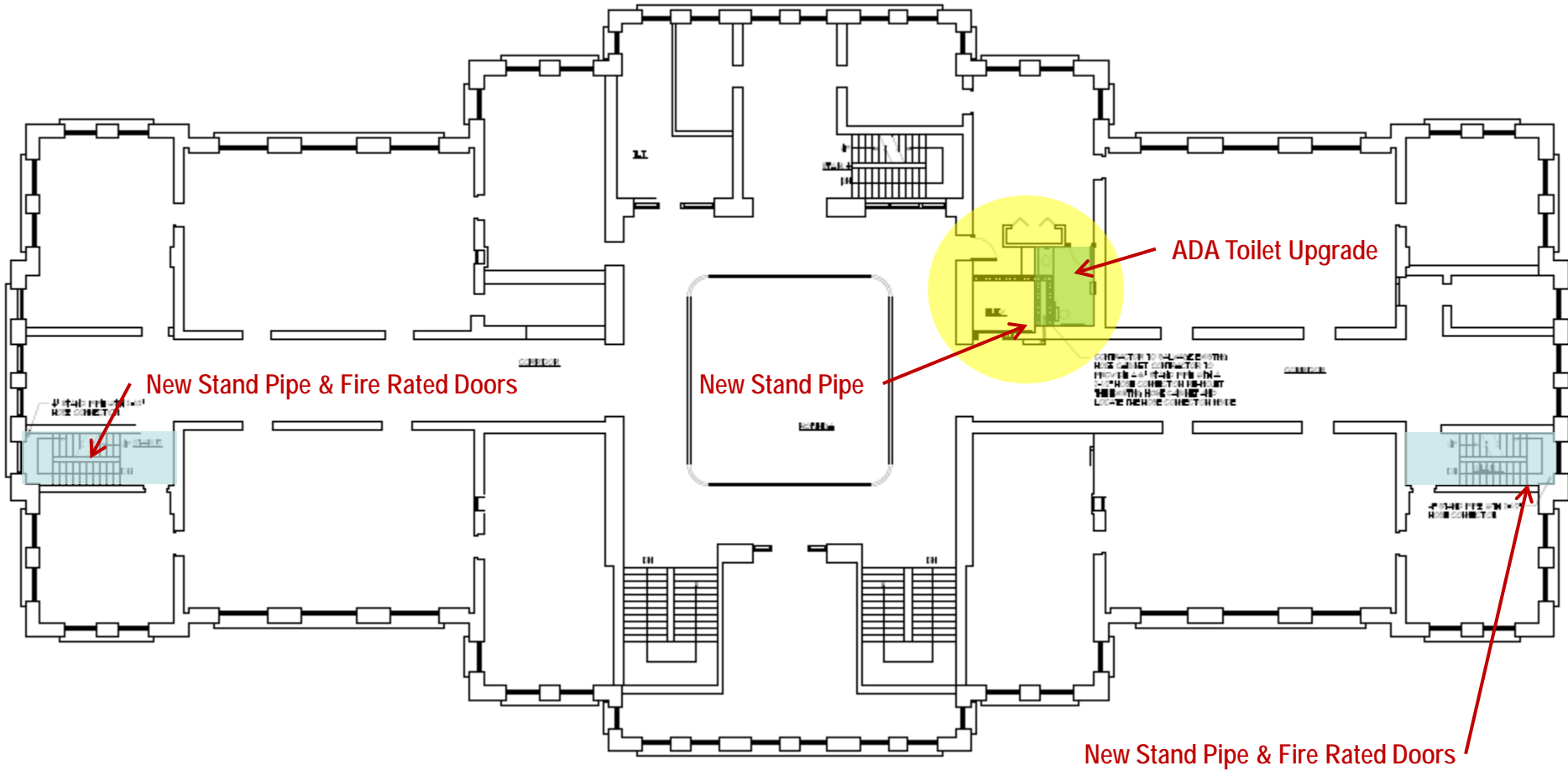


REFER TO SHEET A1.0 FOR DEMOLITION KEY NOTES

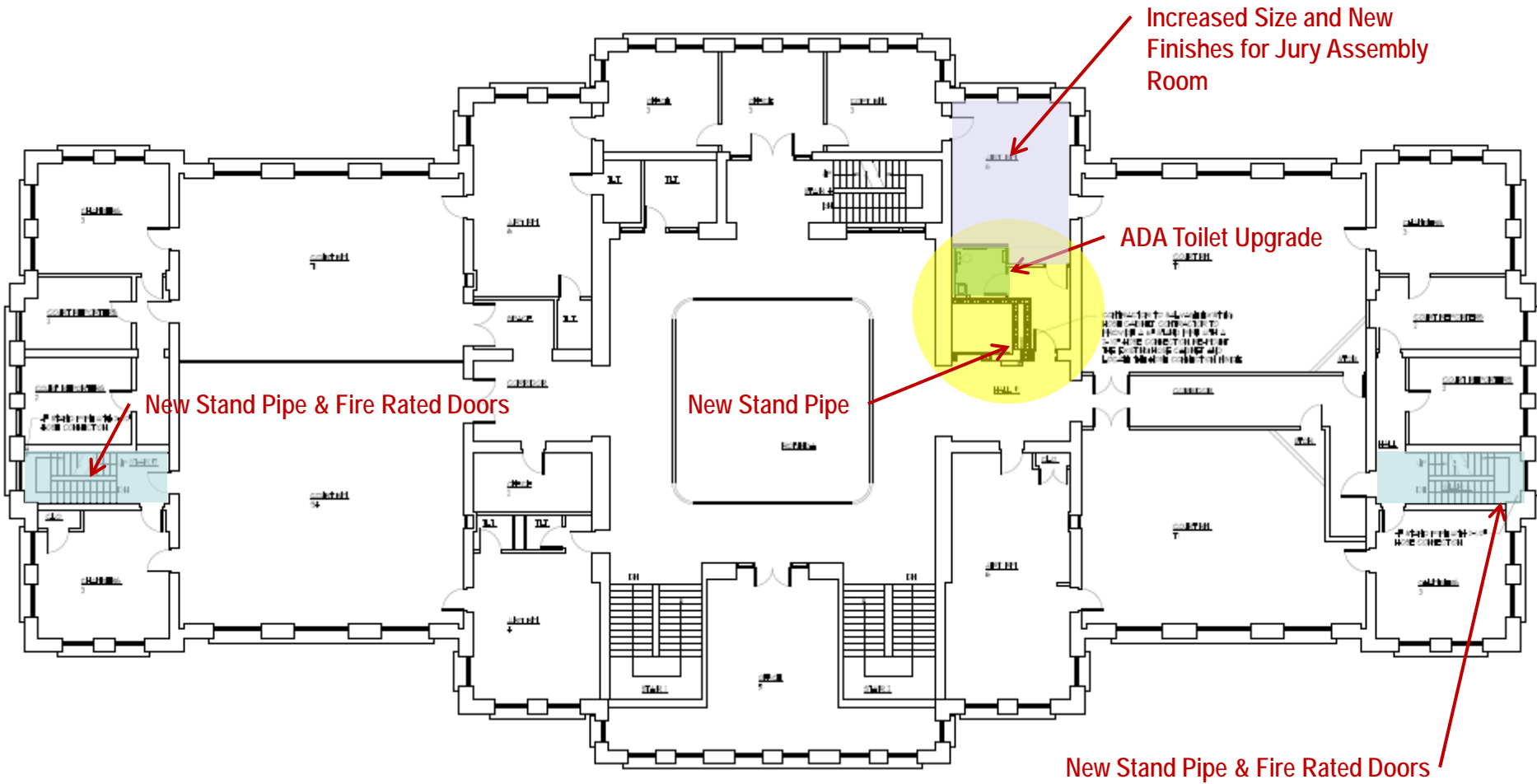




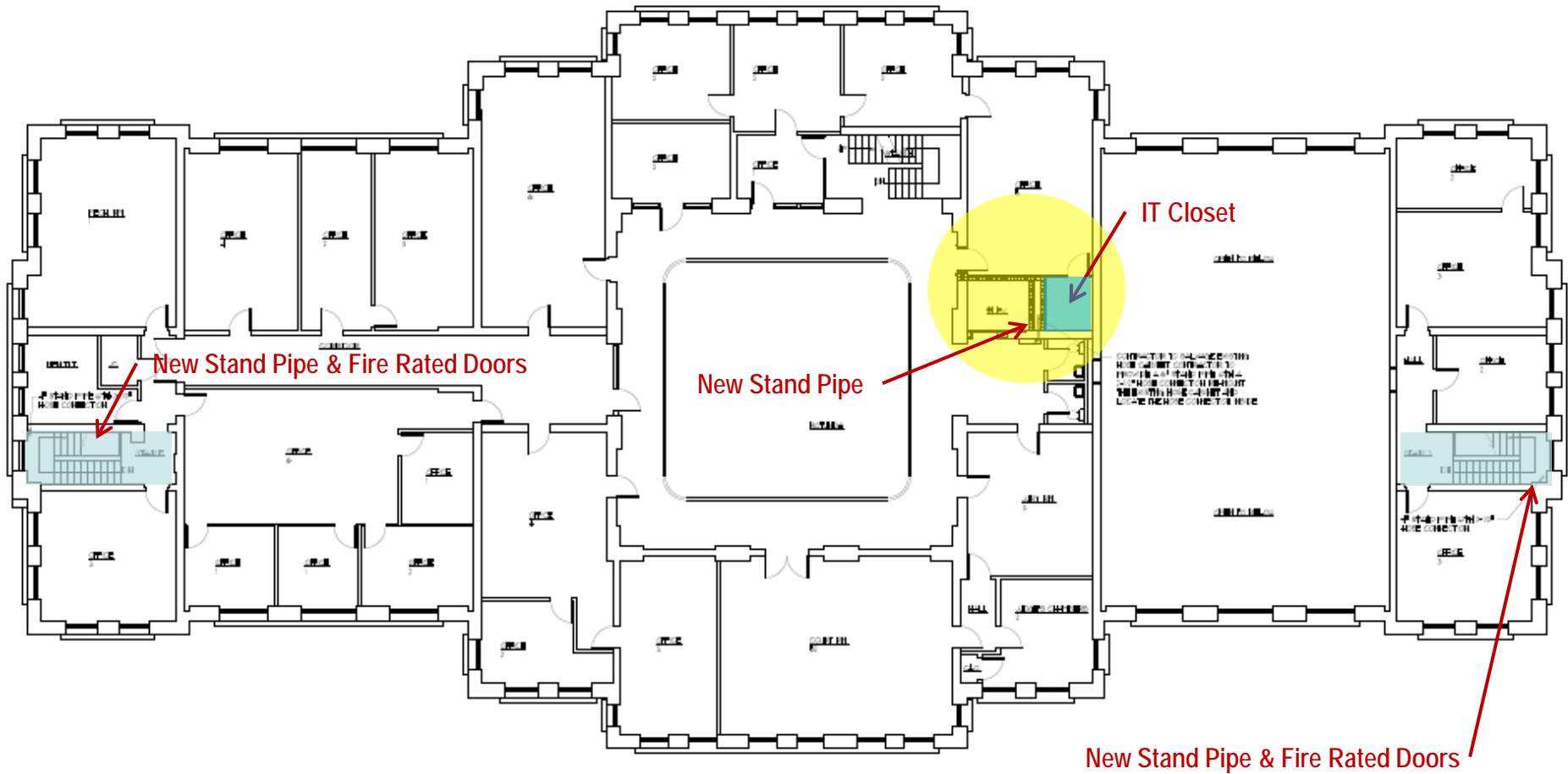
# Second Floor Plan



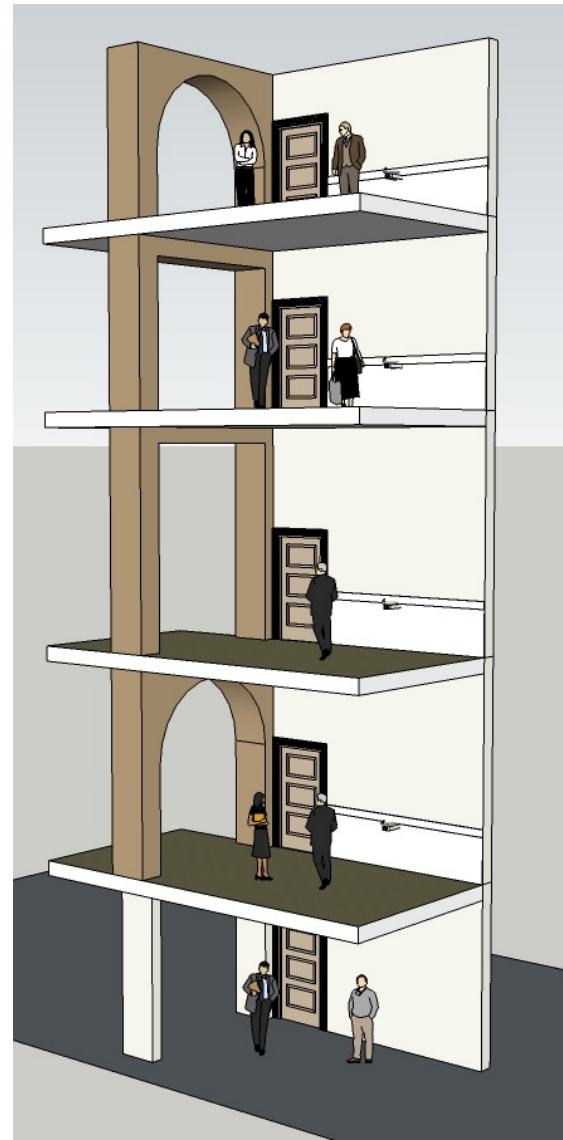
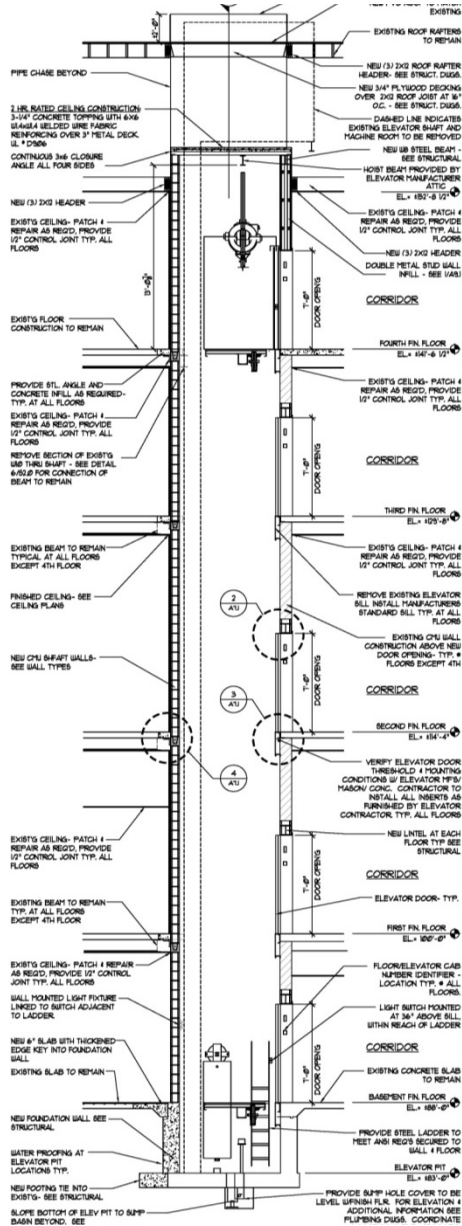
# Third Floor Plan



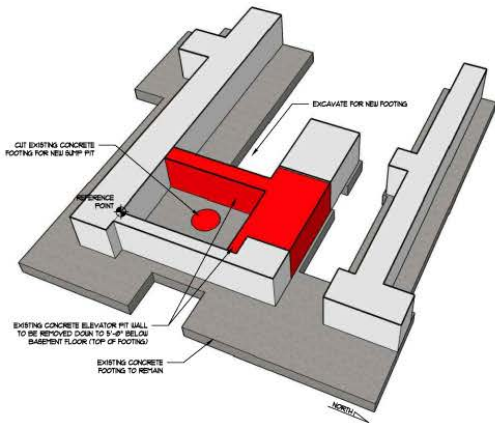
# Fourth Floor Plan



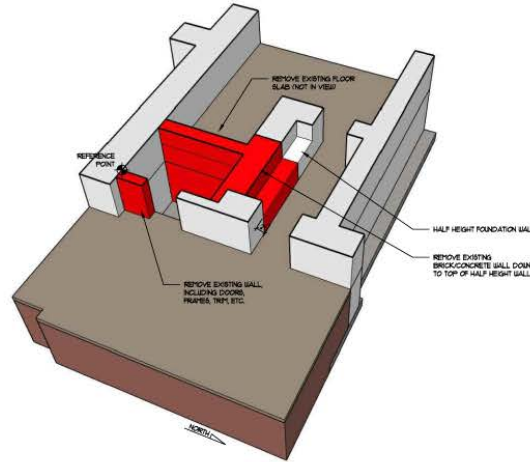
# Elevator Shaft Section



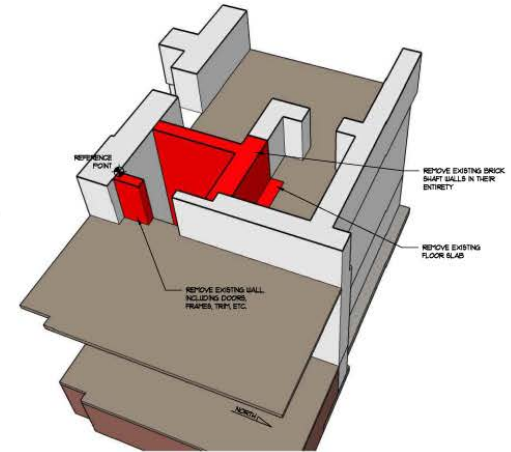
# Elevator Shaft Isometric



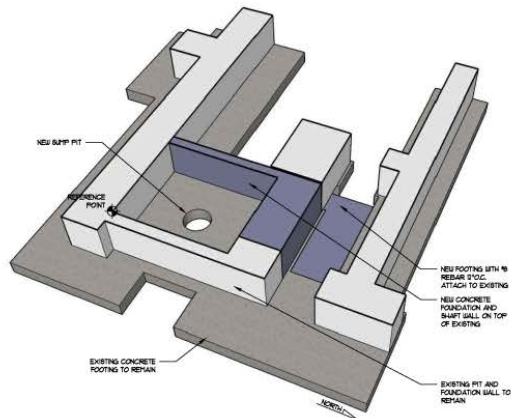
1 DEMOLITION AT ELEVATOR PIT



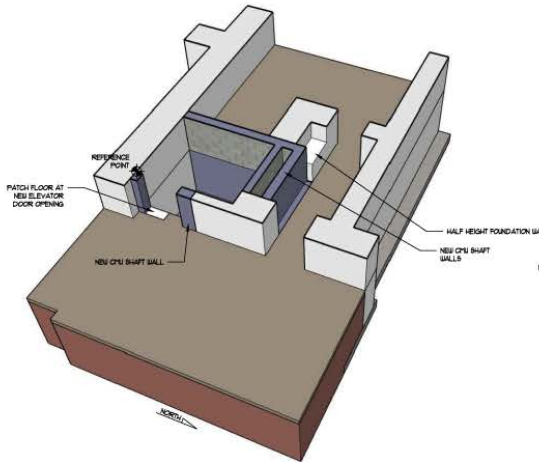
3 DEMOLITION AT BASEMENT FLOOR LEVEL



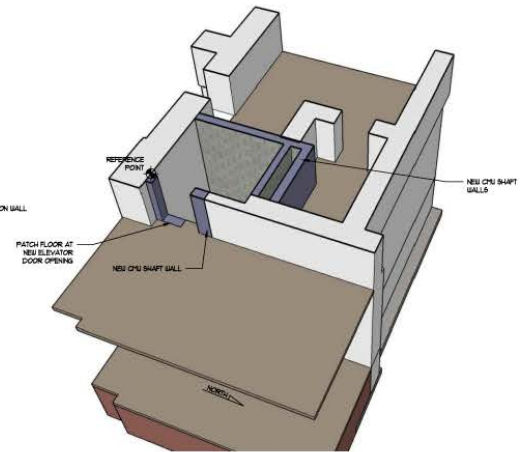
5 DEMOLITION AT FIRST FLOOR LEVEL  
SIMILAR AT SECOND, THIRD, AND FOURTH FLOOR LEVELS



2 NEW CONSTRUCTION AT ELEVATOR PIT



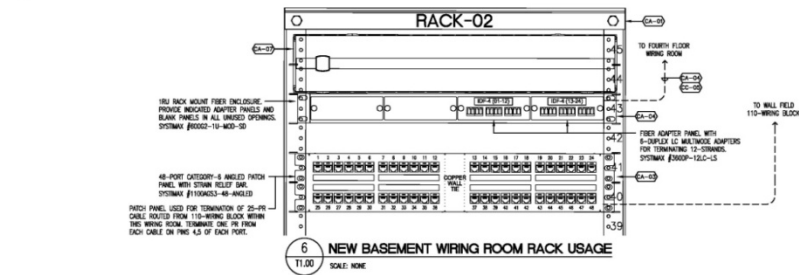
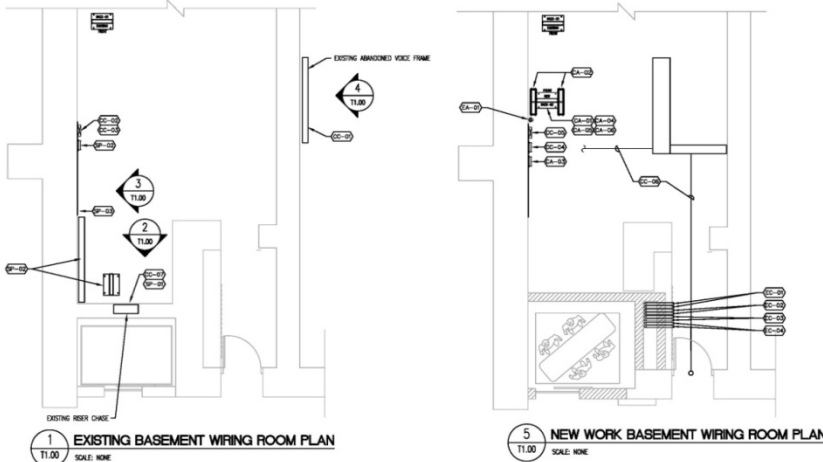
4 NEW CONSTRUCTION AT BASEMENT FLOOR LEVEL



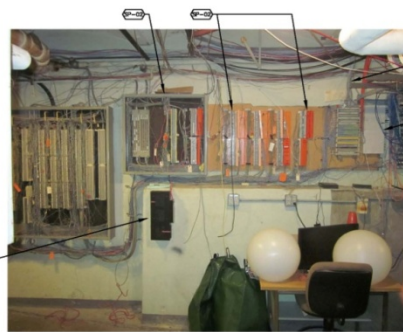
6 NEW CONSTRUCTION AT FIRST FLOOR LEVEL  
SIMILAR AT SECOND, THIRD, AND FOURTH FLOOR LEVELS



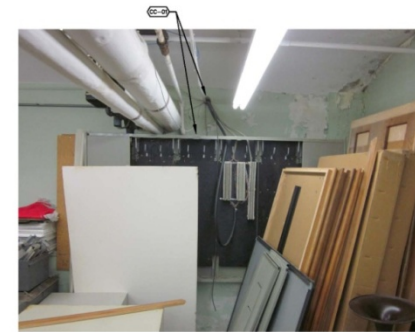
# IT Upgrades & Clean-up



**2 EXISTING BASEMENT WIRING ROOM DETAIL-2**  
SCALE: NONE



**3 EXISTING BASEMENT WIRING ROOM DETAIL-3**  
SCALE: NONE



**4 EXISTING BASEMENT WIRING ROOM DETAIL-4**  
SCALE: NONE

## DRAWING SHEET NOTES - DEMO WORK

- DEMOLITION WORK SHOWN ON DRAWINGS IS TO INDICATE, IN A GENERAL MANNER, THE REMOVAL OF EXISTING EQUIPMENT AND IS NOT INTENDED TO BE CONSIDERED A PRELIMINARY SCHEDULE REQUIRED TO ACCOMMODATE OR INSTALL ALL NEW WORK. VERIFY EXISTING FIELD CONDITIONS AND PROMPTLY REPORT ANY DISCREPANCIES FROM THE DRAWINGS TO THE OWNER'S PROJECT MANAGER.
- ALL DEMOLITION WORK IS TO BE REMOVED FROM SITE AND DEPOSITED IN ACCORDANCE WITH THE BUILDING'S MANAGEMENT. THE CONTRACTOR IS RESPONSIBLE FOR A DEMOLITION AND REMOVAL OF WORK SCHEDULED UNDER THE DRAWINGS TO BE REMOVED IN THEIR ENTIRETY INCLUDING ALL ASSOCIATED PIPING, WIRING, MOUNTING SUPPORTS, ETC.
- ALL AREAS BEYOND AREA OF DEMOLITION ARE TO BE PROTECTED (BARRICADED IF REQUIRED), AND KEPT FREE OF DIRT, OILS, DEBRIS, ETC. CLEAN UP AND SCRAPED OFF ON BEST AVAILABLE. ALL CONTRACTORS, MECHANICAL DEFLECTORS AND RETURN SHALL BE PROTECTED FROM TRANSFERRING DUST/DIRT.

## BASE BID TRADE SCOPE KEYED SHEET NOTES

- BY COMMUNICATIONS CONTRACTOR**
- EXISTING VOICE BACKBONE CABLES AND ASSOCIATED WALL PANELS ARE TO BE DEMOLISHED/REMOVED COMPLETE. CONTRACTOR SHALL COORDINATE ALL WORK WITH NAME COUNTY IF NECESSARY PRIOR TO WORK COMMENCING.
  - EXISTING (2) 25-PAIR COPPER BACKBONE CABLES ROUTED BETWEEN BASEMENT LEVEL AND FOURTH FLOOR WIRING ROOMS VIA EXISTING RISER CHASE. CONTRACTOR SHALL DEMOLISH/REMOVE THESE CABLES COMPLETE.
  - EXISTING (2) 12-STRAND MULTIMODE FIBER OPTIC BACKBONE CABLES ROUTED BETWEEN BASEMENT LEVEL AND FOURTH FLOOR WIRING ROOMS VIA EXISTING RISER CHASE. CONTRACTOR SHALL DEMOLISH/REMOVE THESE CABLES COMPLETE.
  - NEW (2) 25-PAIR CATEGORY-3 RIVER WATED COPPER BACKBONE CABLES ROUTED BETWEEN BASEMENT LEVEL AND FOURTH FLOOR WIRING ROOMS IN NEW RISER CHASE. TERMINATE NEW CABLES ON EXISTING 110-WIRING BLOCK.
  - NEW (2) 12-STRAND 50-WAYSON MULTIMODE FIBER OPTIC BACKBONE CABLES ROUTED BETWEEN BASEMENT LEVEL AND FOURTH FLOOR WIRING ROOMS VIA EXISTING RISER CHASE. CONTRACTOR TO INSTALL AND ACTIVATE THE CABLES PRIOR TO ANY OTHER WORK COMMENCING. COORDINATE EXACT ROUTING AND TERMINATION LOCATIONS WITH OWNER'S PROJECT MANAGER PRIOR TO INSTALLATION. AT COMPLETION OF PROJECT, THIS CABLE IS TO REMAIN AS A BACKUP CONNECTION.
  - CONTRACTOR TO BE-REMOVE EXISTING CABLES ROUTED WITH EXISTING RISER CHASE FOR "INDEPENDENT ANNOUNCEMENT SYSTEM". CONTRACTOR TO PROVIDE MATERIAL AND LABOR TO SPACE AND DETENTOR CABLES REQUIRED INTO NEW RISER CHASE FOR A COMPLETE AND FUNCTIONING SYSTEM.

- BY SERVICE PROVIDER (A/TAT)**
- EXISTING AREA DEMING CABLES AND SPLICE CASES LOCATED ON OVERHEAD W/LOOFER. THESE CABLES ARE TO BE RELOCATED FROM OVERHEAD PLACES AND BE MOUNTED ON SOUTH WALL OF THE ROOM. COORDINATE NEW MOUNTING LOCATION WITH OWNER'S PROJECT MANAGER PRIOR TO WORK COMMENCING.
  - EXISTING AREA DEMING CABLES AND ASSOCIATED WALL PANELS ARE TO BE DEMOLISHED AND DISPOSED TO FREE UP UNUSED SPACE. CONTRACTOR SHALL WORK WITH NAME COUNTY IF NECESSARY TO CONSOLIDATE EXISTING CONNECT FIELDS.
  - EXISTING AREA DEM NETWORK EQUIPMENT TO BE REMOVED.
- BY ELECTRICAL CONTRACTOR**
- NEW (2) 2" DWT CONDUITS ROUTED UP TO FIRST FLOOR ACCESSIBLE CEILING AREA FOR ROUTING OF FUTURE COMMUNICATIONS CABLEING.
  - NEW (2) 2" DWT CONDUITS ROUTED UP TO SECOND FLOOR ACCESSIBLE CEILING AREA FOR ROUTING OF FUTURE COMMUNICATIONS CABLEING.
  - NEW (2) 2" DWT CONDUITS ROUTED UP TO THIRD FLOOR ACCESSIBLE CEILING AREA FOR ROUTING OF FUTURE COMMUNICATIONS CABLEING.
  - NEW (2) 2" DWT CONDUITS ROUTED UP TO FOURTH FLOOR ACCESSIBLE CEILING AREA WITH FOURTH FLOOR WIRING ROOM FOR ROUTING OF NEW COMMUNICATIONS CABLEING.

## DRAWING SHEET NOTES - NEW WORK

- ALL CONDUITS AND SLEEVES SHALL BE FURNISHED AND INSTALLED BY THE ELECTRICAL CONTRACTOR UNLESS OTHERWISE NOTED. ELECTRICAL CONTRACTOR SHALL COORDINATE WITH CABLEING CONTRACTOR AND CONSTRUCTION CONTRACTOR.
- ALL PENETRATIONS THROUGH FIRE RATED WALLS AND FLOORS SHALL BE FIRE STOPPED TO THE RATING OF THE ASSOCIATED WALL/FLOOR/FLOOR.
- ALL WALL AND FLOOR OPENINGS ARE TO BE SUBSTITUTED WITH A METAL CONDUIT SYSTEMS INSTALLED BETWEEN THE OUTSIDE CONDUIT SURFACE AND THE INSIDE EACH END OF THE CONDUIT SLEEVE IS TO HAVE A STANCHION BUSH FOR THE PROTECTION OF THE CABLES ROUTED WITHIN.
- PRIMARY CABLES AND CONDUIT ROUTES ARE TO BE COORDINATED WITH THE CONSTRUCTION MANAGER PRIOR TO INSTALLATION.
- ALL CABLEING AND CONDUIT SHALL BE INSTALLED PARALLEL TO STRUCTURAL WALLS. CABLEING AND CONDUITS SHALL NOT BE INSTALLED ON "TRAYS".
- CONDUIT BENDS SHALL BE STANDARD 10-TIME THE OUTSIDE DIAMETER OF CONDUIT.
- CONDUIT BENDS OVER 90 DEGREE, OR WITH BENDS TOTALING MORE THAN 180 DEGREES, SHALL REQUIRE A PULL BOX. A THIRD BEND SHALL OCCUR AT THE DESIGN CAPACITY BY 15% PERCENT.
- CONTRACTOR SHALL INSTALL PULL STRING WITH 200LB PULLING TENSION IN ALL EMPTY CONDUITS.
- AFTER INSTALLATION ALL CONDUITS SHALL BE CLEAN, DRY, UNOBSTRUCTED AND CAPPED AT BOTH ENDS.
- THE CABLEING CONTRACTOR SHALL AT ALL TIMES KEEP THE WORK AREA FREE FROM THE ACCUMULATION OF WASTE MATERIAL CAUSED BY THE INSTALLATION. THE AREAS OF WORK ARE TO BE CLEANED OF ANY INSTALLATION DEBRIS AT THE END OF EACH WORK DAY.
- REFER TO ARCHITECTURAL PLANS FOR ROOM ELEVATION DETAILS.
- THE CABLEING WITHIN THE COMMUNICATIONS WIRING ROOM IS TO BE SEPARATED AND MANAGED IN NEAT GROUPS ACCORDING TO THEIR USE, I.E. (VOICE & DATA, VIDEO, AUDIO, ETC.) CROSS-OVERS OF BUNDLES SHALL BE AVOIDED.
- WELDING SHIMMS ARE TO BE UTILIZED TO MANAGE CABLE WITHIN THE TELECOMMUNICATIONS WIRING CLOSET/ROOM.
- CABLES ARE TO BE TESTED AFTER INSTALLATION IS COMPLETE.
- ALL LABELS ARE TO BE MACHINE MADE, HAND WRITTEN LABELS WILL NOT BE ACCEPTED.
- THIS DRAWING PROVIDES APPROXIMATE EQUIPMENT LOCATIONS. FIELD VERIFY WIRING LOCATIONS OF ALL EQUIPMENT WITH ARCHITECT/ENGINEER AND/OR OWNER'S REPRESENTATIVE. LOCATE AS APPLICABLE. VERIFY ARCHITECT/ENGINEER AND/OR OWNER'S REPRESENTATIVE OF ANY DIMENSIONS GREATER THAN 24 INCHES.

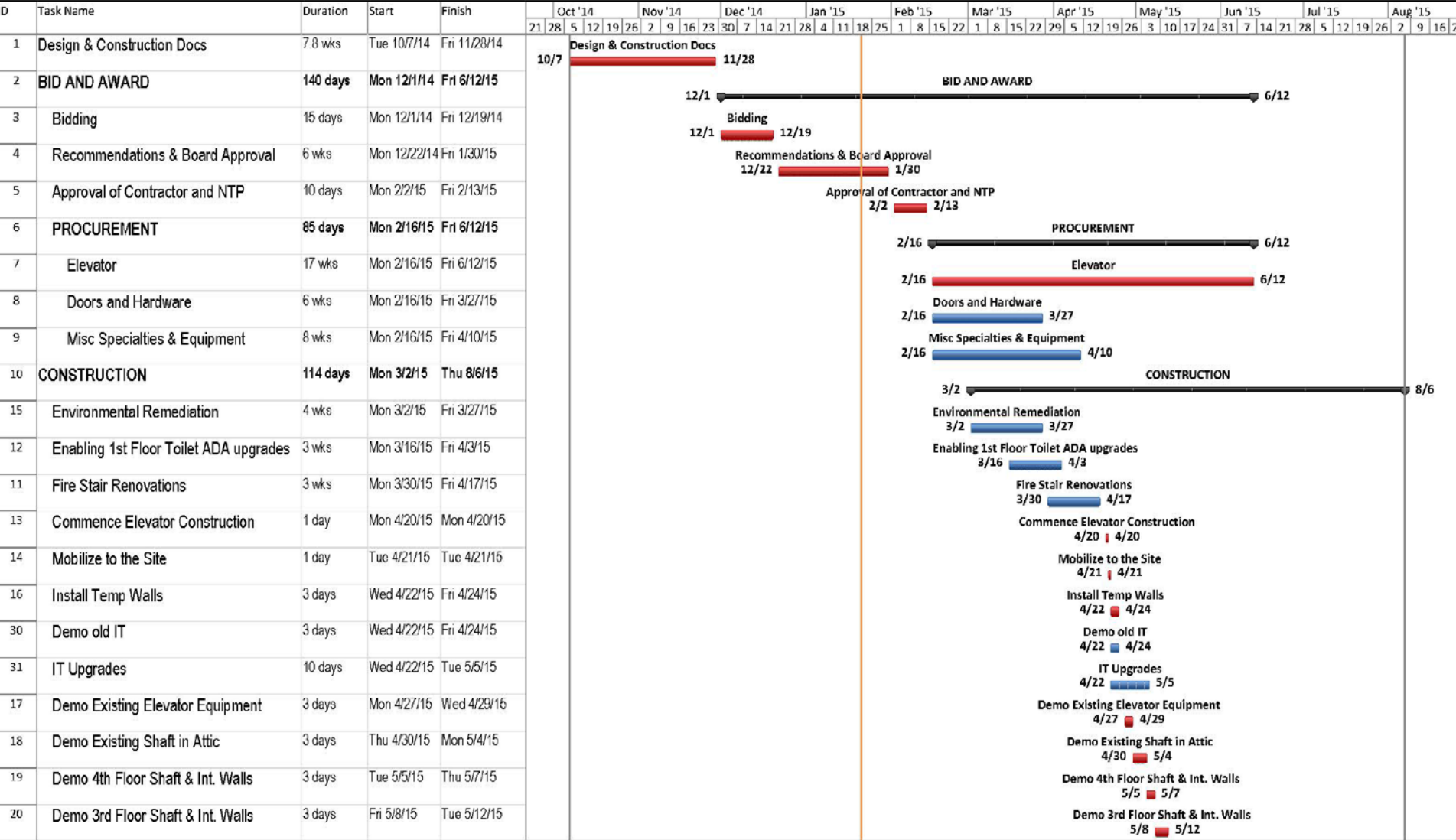
## ALTERNATE BID TRADE SCOPE KEYED SHEET NOTES

- BY COMMUNICATIONS CONTRACTOR**
- NEW 18" X 24" X 8" 3-POST EQUIPMENT RACK TO BE SECURED TO THE FLOOR. CH #8003-200. COORDINATE EXACT MOUNTING LOCATION WITH OWNER'S PROJECT MANAGER PRIOR TO INSTALLATION.
  - NEW 18" X 24" X 8" 4" METAL CABLE MANAGEMENT SYSTEM WITH MOUNTING BRACKETS SPACED A 18" INTERVALS. FURNISHED WITH FRONT AND REAR DOORS.
  - NEW (1) 300-PAIR 110 WIRING BLOCK AND (1) 48-PORT PATCH PANEL FOR TERMINATING (2) 25-PAIR CATEGORY-3 RIVER WATED COPPER WALL FIELD CABLES BETWEEN 110-WIRING BLOCK WALL FIELD AND NEW EQUIPMENT RACK-2.
  - CONTRACTOR TO TERMINATE NEW "RIVER WATED" (2) 12-STRAND 50-WAYSON MULTIMODE FIBER OPTIC BACKBONE IN NEW EQUIPMENT RACK WITHIN NEW RACK MOUNT FIBER ENCLOSURE.
  - CONTRACTOR TO SECURE NEW EQUIPMENT RACK TO EXISTING OVERHEAD RACK RAILWAY.
  - CONTRACTOR TO GROUND AND BOND ALL NEW BUCKS.
  - CONTRACTOR TO PROVIDE AND INSTALL (1) 2-8" HORIZONTAL CABLE MANAGEMENT PANELS WITHIN NEW EQUIPMENT RACK. CH #8041-702
- BY ELECTRICAL CONTRACTOR**
- (1) 2" DIA. 10' LENGTHS, NON-BURNED, SHAW CABLET FOR NEW EQUIPMENT RACK. COORDINATE EXACT MOUNTING LOCATION WITH COMMUNICATIONS CONTRACTOR PRIOR TO INSTALLATION.



**Kane County Third Street Courthouse Elevator Project**

Project Schedule  
Wed 1/21/15







# KANE COUNTY

## 3rd Street Courthouse Elevator, Life Safety & ADA Project

### Bid Tabulations

December 19, 2014 2pm CST



Bidder's Name	Address	Bid Bond	Signed BF	Addm.	Base Bid	Alternate 1	Alternate 2	Alternate 3	Alternate 4	Alternate 5	Voluntary Alternates	Total Base Bid + Accepted Alts.
<b>General Trades Prime Contractor</b>												
L.J. Morse Construction	128 S. Broadway Aurora, IL 60505	<b>NO BID</b>										
R.L. Sohol General Contractor	14150 S. Route 30 Plainfield, IL 60544	<b>NO BID</b>										
L J Dodd Construction Inc.	174 Harrison Street Oswego, IL 60543	<b>NO BID</b>										
Schramm Construction	3520 Swenson Ave. St. Charles, IL 60174	X	X	1,2,3	\$980,000	\$3,500	\$3,500	\$177,738	\$192,048	(\$45,000)		\$1,157,738
Lite Construction Inc.	711 S. Lake Street Montgomery, IL 60538	X	X	1,2,3	\$789,000	\$6,000	\$6,000	\$136,000	\$63,000	(\$6,000)	(\$50,000)	\$875,000
FBG Corporation	1015 S. Route 83 Elmhurst, IL 60126	X	X	1,2,3	\$855,000	\$1,200	\$1,200	\$24,500	\$25,000	(\$30,000)		\$879,500
Midwest Services & Development Corp.	5080 N. Lawlwer Chicago, IL 60630	X	X	1,2,3	\$610,000	N/B	N/B	\$108,000	\$64,000	(\$10,000)		\$718,000
<b>Elevator Prime Contractor</b>												
Colley Elevator	226 William Street Bensenville, IL 6000	<b>NO BID</b>										
Kone Inc.	4225 Naperville Road, Lisle, IL 60532	X	X	1,2,3	\$265,000	N/A	N/A	N/A	N/A	N/A		\$265,000
Anderson Elevator Co.	2801 S. 19th Avenue Broadview, IL 60155	<b>NO BID</b>										
Thyssen Krupp Elevator	940 W. Adams St. Chicago, IL	X	X	1,2	\$187,900	N/A	N/A	N/A	N/A	N/A		\$187,900
Otis Elevator Co.	651 West Washington, Chicago, IL 60661	<b>NO BID</b>										



# KANE COUNTY

## 3rd Street Courthouse Elevator, Life Safety & ADA Project

### Bid Tabulations

December 19, 2014 2pm CST

**CORDOGANCLARK**  
ARCHITECTS • ENGINEERS • CONSTRUCTION



Bidder's Name	Address	Bid Bond	Signed BF	Addm.	Base Bid	Alternate 1	Alternate 2	Alternate 3	Alternate 4	Alternate 5	Voluntary Alternates	Total Base Bid + Accepted Alts.
<b>IT Prime Contractor</b>												
TelePlus Inc.	724 W. Racquet Club Dr. Addison, IL 60101	X	X	1,2,3	\$10,802	\$7,004	\$44,200	N/A	N/A	N/A		\$10,802
Gibson Electric	3100 Woodcreek Drive	<b>NO BID</b>										
Low Voltage Solutions, Inc	16706 Advantage Avenue Crest Hill, IL	<b>NO BID</b>										
<b>Lowest Responsive Responsible Qualified Bidders:</b>												<b>\$1,073,702</b>

<b>Lowest Responsible Bidders:</b>	<b>\$1,073,702</b>
Contingency:	\$182,529
Environmental:	\$20,000
General Requirements:	\$120,000
CM Fee:	\$47,501
A/E Design Cost of Services:	\$89,415
<b>TOTAL PROJECT BUDGET:</b>	<b>\$1,533,147</b>



# Project Comparison Budget Analysis

ITEM	2015 Life Safety & Elevator Project	2013 Elevator Project
Project Cost:	\$1,533,147	\$1,484,923
Escalation on 2013 Project:	Included in Cost Above	\$118,794
Project Enhancements Reduction:	\$214,000	\$0.00
<b>TOTAL PROJECT COST:</b>	<b>\$1,319,147</b>	<b>\$1,603,717</b>



January 27, 2015



# Kane County Division of Transportation



# KDOT Team

## 🕒 30 Maintenance Personnel

- Snow Plowing , Grass Mowing, Routine Maintenance



# KDOT Team

## 34 Professional / Technical Staff

- Long Range Planning / Capital Programming / Finance
- Engineering / Land Acquisition / Construction
- Traffic Operations & Permitting



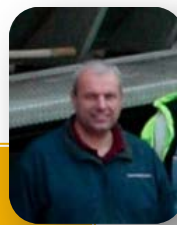
**Carl Schoedel**  
Director of  
Transportation  
County Engineer



**Tom Rickert**  
Deputy Director



**Steve Coffinbargar**  
Assistant Director



**Bill Edwards**  
Maintenance Supt.

# County Highway System in Illinois



County Board designated,  
state-approved system of  
secondary arterial highways

# Responsibilities

- **Regional Arterial Highways**

- 306 centerline miles
- 60 County Bridges
- 110 Traffic Signals

- **Maintenance**

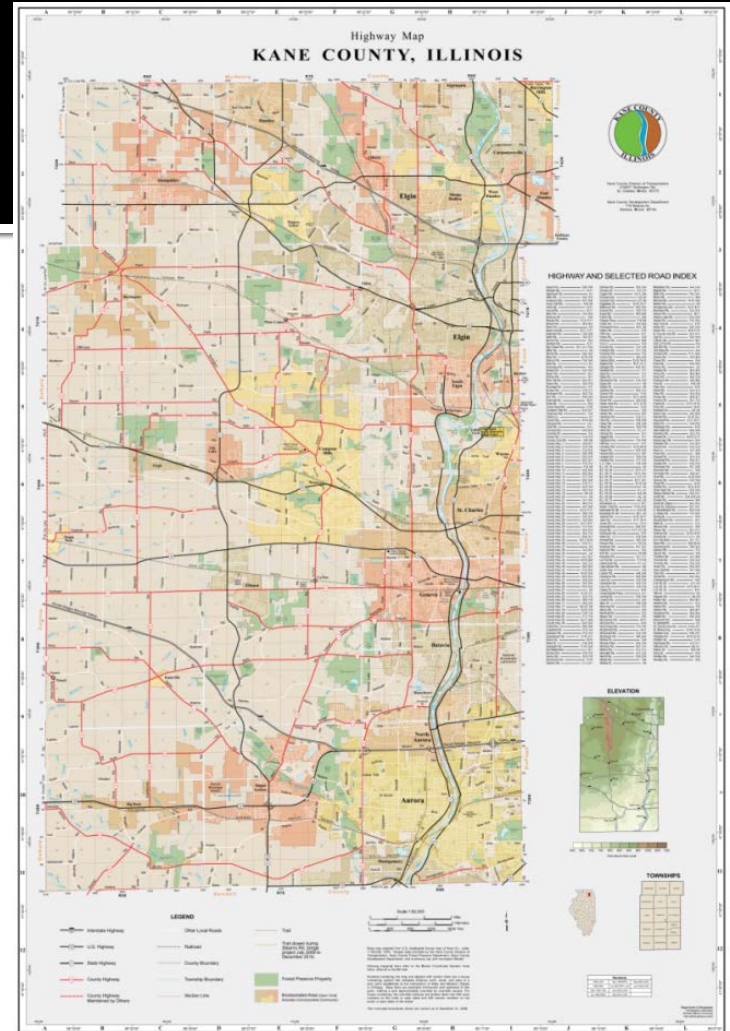
- Resurfacing
- Snow plowing
- Signage and striping
- Mowing

- **Implementation**

- Engineering
- Land Acquisition
- Construction

- **Regional Transportation Planning & Programming**

- **Technical Assistance: Township Highway Commissioners**





# Snow Removal



- 20 routes, 29 trucks
- Install ~ 8 miles of snow fence annually
- ~ 50 events annually (times out)
- ~ 10,000 tons of salt
- 2013-14 had 78 events, used 14,500 tons of salt
- 2007-08 had 81 events, used 18,000 tons salt (more ice events)



# Fleet Maintenance



- Trained mechanics – ASE certified
- During winter, very little down time for preventive maintenance



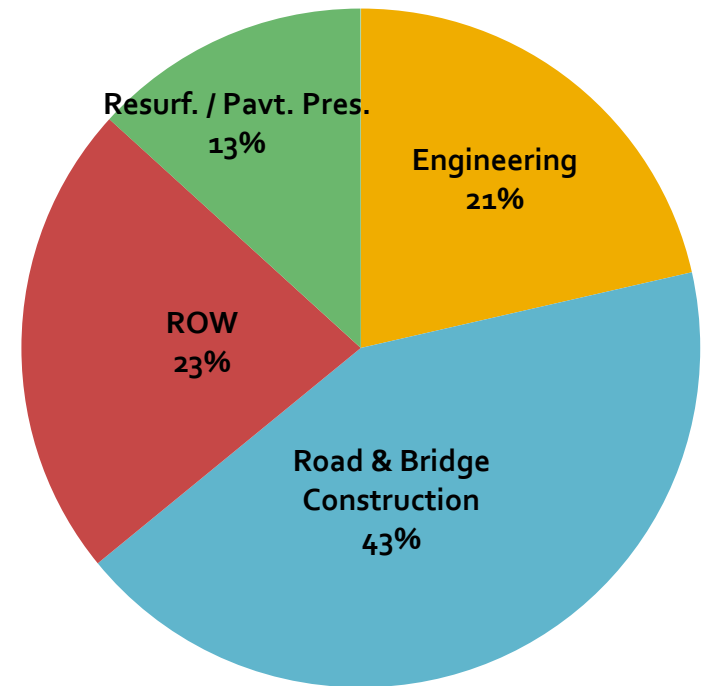
# FY2015 Budget & Capital Program

## Budget: \$74.2M

- Decrease \$7.8M from FY2014
- Capital Project Driven
- Annual Fluctuations Expected

## Capital Program: ~\$52.8M

Engineering	\$11.3 M
Road & Bridge Construction	\$22.5 M
ROW	\$12.0 M
Resurfacing & Pavement Pres.	\$ 7.0 M



# FY2015 Capital Projects – 76 Projects

- 36 Bridge Projects
- 18 Intersection Projects
- 7 Safety/Interconnect Projects
- 6 New Roadway / Add Lanes
- 6 Maintenance Projects
- 3 Bike / Pedestrian Projects

## Intersection Safety/Operational Improvements (18 projects)

Big Timber Road at IL72 (Const)  
 Bliss/Fabyan/Main(E1)  
 Burlington @ IL Route 47 (Const)  
 CMAQ & ITAP Federal Projects (E1)  
 Fabyan Pkwy & Kaneville (E2)  
 Fabyan Pkwy & Kirk (ROW)(E2)  
 Highland - Randall to McLean (E2)  
 Huntley & Galligan Intersection Improv (E2)(Const)  
 Kirk & Douglas (ROW)(Const)  
 Main St & Nelson Lake Rd (E2) (Const)  
 Main St. @ Deerpath Rd. (E1)  
 Main St. at IL47 (Const)  
 Montgomery Road - IL25 to Hill (ROW)(E1)  
 Plank Rd. Realignment (Const)  
 Plato Road at IL47 (Const)  
 Randall & Red Gate (ROW)  
 Randall & Weld / US20 Ramp (E1)  
 Silver Glen Road & IL31 (Const)

## Bridge and Structural Projects (36 projects)

Allen Road over Hampshire Creek – Local (Const)  
 Big Timber over Tyler Creek (E2)  
 Big Timber over Tyler & Pingree Crk(MONITORING)  
 Bliss Road over Blackberry Creek (ROW) (E2)  
 Burlington over Trib. of Virgil Ditch #3 (North)(E2)  
 Burlington over Trib. of Virgil Ditch #3 (South)(E2)  
 Dauberman over Welch Crk (Const)  
 Empire Rd. over Ferson Crk (Const)  
 Empire Rd. over Trib. of Ferson Crk (Const)  
 Empire Rd. over Unnamed Stream (Const)  
 Fabyan Parkway Bridge over Fox River (E2)(Const)  
 Harmony over Harmony Crk (Const)  
 Harmony over Trib. of Hampshire Crk (Const)  
 Jericho over Blackberry Crk (E2) (Const)  
 Jericho over Tributary to Blackberry Crk(E2)  
 Jericho over Drainage Ditch (Const)  
 Keslinger Road over Blackberry Creek (E2) (Const)  
 Kirk Rd Bridge over UPRR (ROW) (E1)  
 LaFox Road over Mill Creek 045-5557/5558 (Const)  
 Main St. over Blackberry Creek (CONST)  
 Main St. over Big Rock Creek (E2) (Const)  
 Main St. over Welch Crk(E1)  
 Peplow Road over Trib. Of Union Ditch No.3 (E2)(E3)  
 Peplow Road over Virgil Ditch No.3 (E1)  
 PlankRd Ovr BurlingtonCrk 045-5511 (Const)  
 RammRd over Virgil #3(E1)  
 Randall Bridge over Mill Creek(E2)  
 Randall Bridge over Mill Creek Trib.(E2)  
 Randall over Ferson Creek (Const)  
 Randall Culvert n/o US 20 (Sandy Creek) (CONST)  
 Randall over Metra, UPRR, Tyler (Const)  
 Silver Glen over Otter Creek (E1)  
 Silver Glen over Virgil Ditch No. 2 (ROW)(Const)  
 W. County Line Rd. over Young's Creek (E1)  
 Walker over Burlington Crk(E1) (E2) (Const)  
 West County Line Rd over Union Ditch #3(E2)(Const)

## New Roadway/Add Lanes (6 projects)

Anderson Road Extension - IL38 to Keslinger (Const)  
 Bunker Road Realignment w/ LaFox Road (E1/E2)  
 HuntleyRd-Randall to Rt31 (ROW) (E2)  
 I-90 / IL47 Interchange (Const)  
 LongMeadow Pkwy Bridge Corridor (ROW)(E2)(Const)  
 Stearns Road Bridge IL 25 Widening (E2)(Const)

## Bicycle/Pedestrian Improvements (3 projects)

Kirk Road at Illinois Prairie Path Crossing (Const)  
 Randall - St. Charles to Elgin Pedestrian/Transit(E2)  
 Safety Enhance (New Start, Bike/Ped, Rte 529, etc.)

## Maintenance Projects (6 projects)

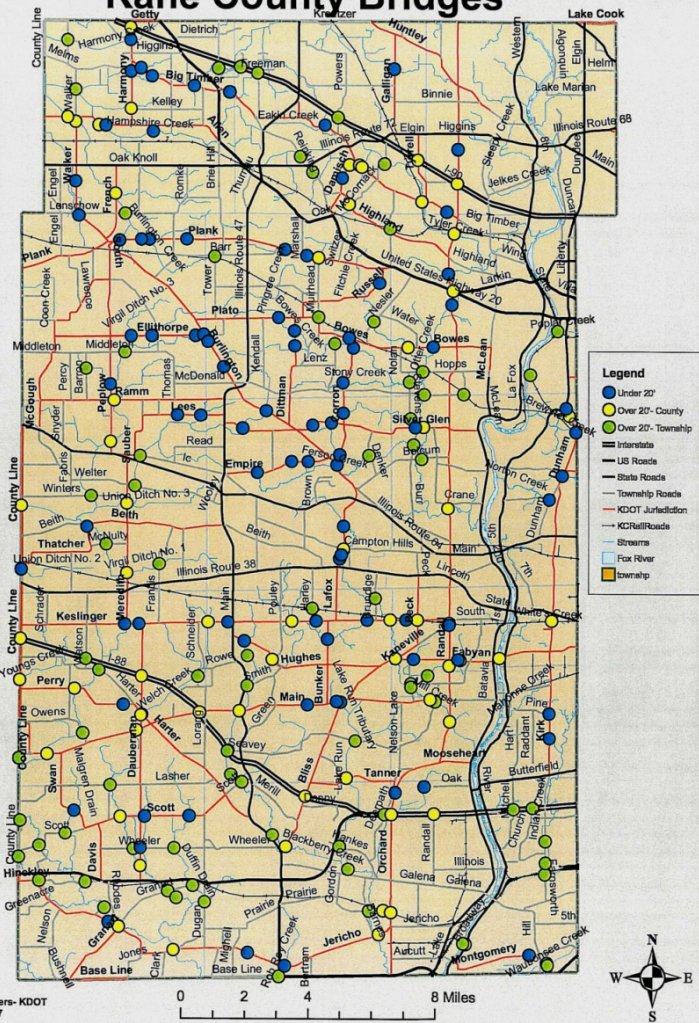
Stearns Rd Brdg Corridor–Environ. & Landscaping (Const)  
 Various Cracksealing projects  
 Various Culvers/Culvert Linings (Const)  
 Various Guardrail (Const)  
 Various Resurfacing Projects (Const)  
 Various Pavement Preservation Projects (Const)

## Traffic Safety/Interconnect (7 projects)

Arterial Operations Center \_ KDOT (Const)  
 LaFox & Campton Hills Rd (Warning Flashers) (Const)  
 SCAT - Fabyan Pkwy (Viking/Branson Dr to Kirk)(E2)  
 SCAT - Randall (Bricher to IL72)(E2)  
 Stearns Corridor Traffic System (Const)  
 Traffic Safety Improvement Project - Stg 1 & 2(E2) (Const)  
 Wayside Horns (Const)

# Bridge Replacement / Repair

## Kane County Bridges

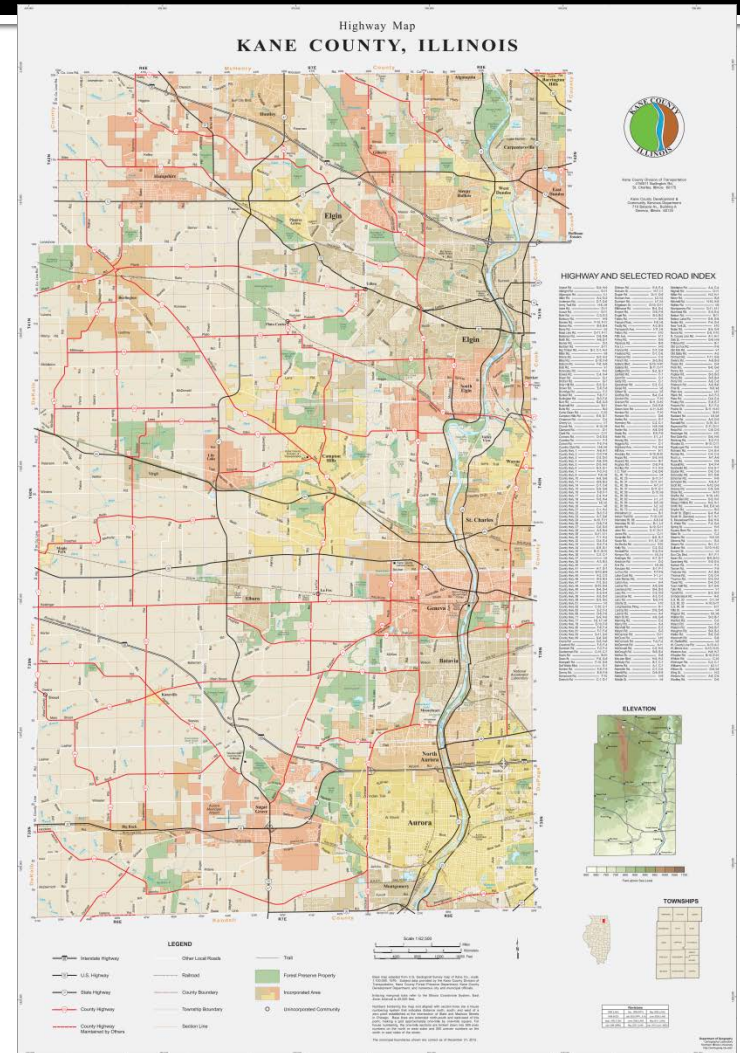


- 36 Bridge Projects in FY2015
- FY2015 Budget: \$12M Local
- \$22M total investment
- 4 New Engineering Contracts
- 11 New Construction Contracts

# Pavement Maintenance

- 750 lane-miles
- Resurface 60 lane-miles annually
- FY2015 Budget: \$8M Local
- \$6M Resurfacing
- \$1M Pavement Preservation
- \$1M Pavement Marking

***Trend: pavement maintenance treatments earlier in life-cycle***



# New Roadway / Add Lanes

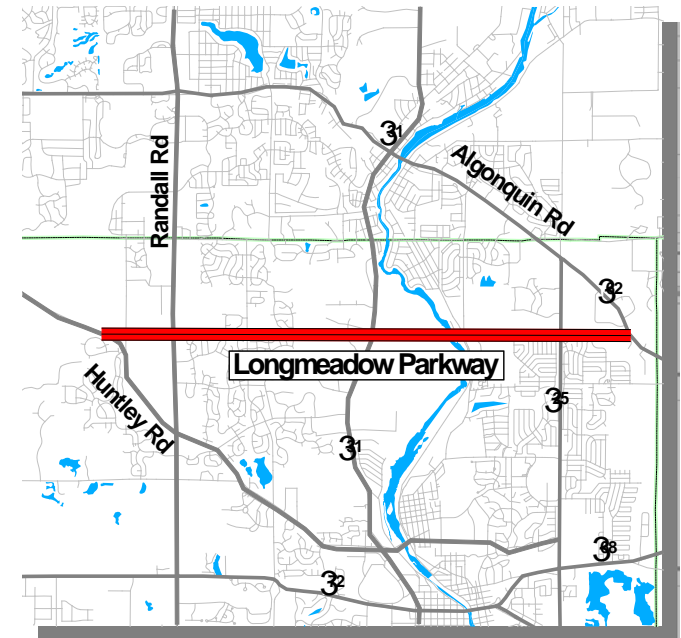
- 6 Projects in FY2015 for \$27M Local
- \$68M total investment
- Construction:
  - Anderson Road Extension
  - I-90 / IL 47 Interchange
  - Longmeadow Parkway
  - Stearns Road Bridge – IL 25 Widening
- Engineering/ROW:
  - Bunker Road Realignment w/ LaFox Road
  - Huntley Road – Randall to IL 31



# New Roadway / Add Lanes

## Longmeadow Parkway Corridor

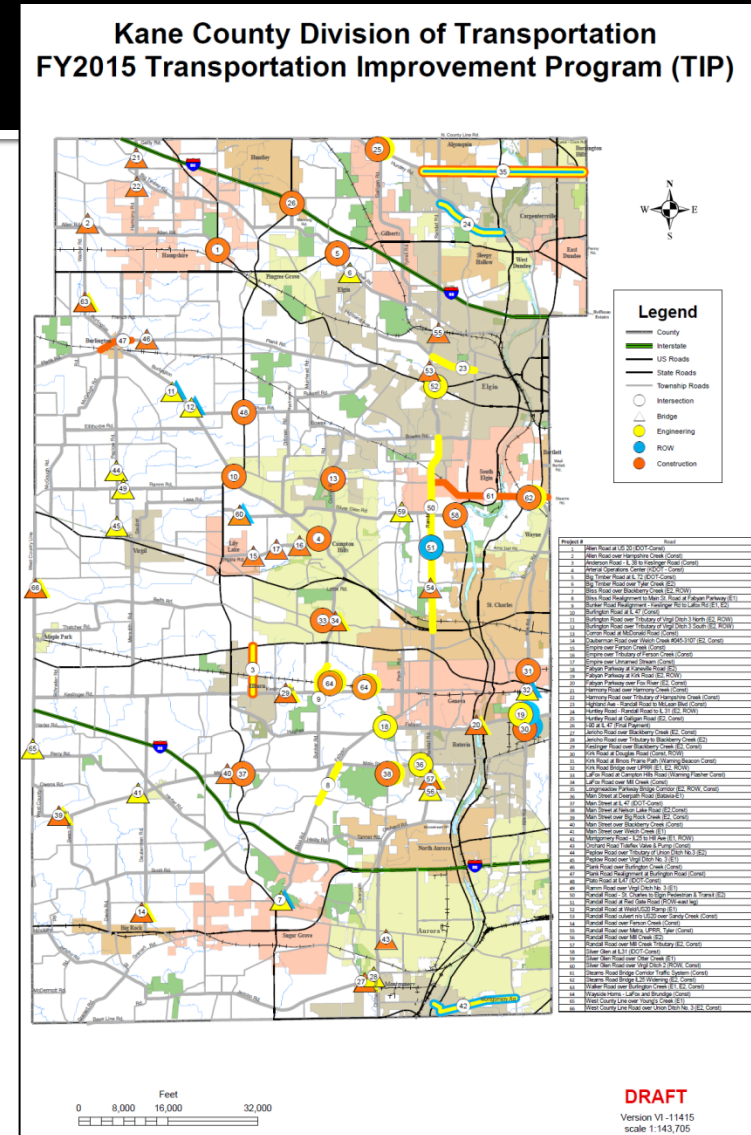
- Phase II Eng – Anticipated Completion Late 2015
- Continuing Land Acquisition
- FY2015 Budget: \$20M Local
- Tree Removal/Grading/Intersection(s)





# 5-Year TIP

- Bridges-Intersections-Safety-Maintaining System
- Very Few “New” Projects (limited funding availability)
- Some Partially-Funded Projects
- Continued Evaluation of Innovative Funding



# Acquisition of Services

## **Construction Contracts**

- Procurement process by competitive bid
- Projects funded with local funds - bid at the County
- Projects that have state/federal funds – bid at IDOT

## **Professional Services Contracts (typically engineering)**

- Awarded based upon a qualifications based selection (QBS)
- Once a firm is selected, a contract is negotiated

# Qualifications-Based Selection (QBS)

## ACEC & NSPE National QBS Award

### 2011 QUALIFICATIONS-BASED SELECTION AWARDS PROGRAM



September 30, 2011

Mr. Carl Schoedel, PE  
County Engineer/Director of Transportation  
Kane County Division of Transportation  
41W011 Burlington Road  
St. Charles, IL 60175

Dear Mr. Schoedel:

It is our privilege and honor to inform you that the American Council of Engineering Companies and the National Society of Professional Engineers have selected the Kane County Division of Transportation to receive a 2011 Qualifications-Based Selection Merit Award.

The QBS Merit Award recognizes entities and individuals who effectively use and promote QBS methods to procure the professional services of consulting engineers at the state and local levels.

The Merit Award will be officially presented to the Division of Transportation locally through the efforts of the American Council of Engineering Companies of Illinois and the Illinois Society of Professional Engineers.

Please allow us to add our personal congratulations to the Kane County Division of Transportation on its selection for this distinguished award.

Sincerely,

Charles C. Kim  
General Counsel  
Director of Policy & Strategic Planning  
American Council of Engineering Companies

cc: David E. Kennedy, ACEC/Illinois  
Sarah Ogden, National Society of Professional Engineers

# Additional Info Available Online

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## KANE COUNTY DIVISION OF TRANSPORTATION

Carl Schoedel, P.E., Director of Transportation, County Engineer

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### What's New . . .

**TRAFFIC ADVISORIES**

### Dashboard Performance Measures



**DASHBOARD - PERFORMANCE MEASURES**  
See our [Dashboard - Performance Measures](#) link at the top of the page for an interactive at-a-glance view of key performance indicators for Kane County highways. Included in the indicators are measures of Bridge Condition, Accident Data and Capital Improvement Projects.

**2014 CONSTRUCTION PROJECTS**  
The 2014 construction season is now well under way. KDOT provides a variety of different ways for you to find out more information about projects currently under construction.

The [2014 Anticipated Construction Contracts](#) provides a list of information on the roadway, limits and scope of each project currently under construction during the current year.

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## KANE COUNTY DIVISION OF TRANSPORTATION

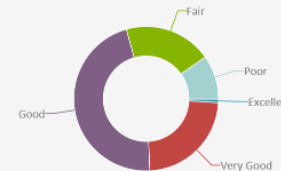
Carl Schoedel, P.E., Director of Transportation, County Engineer

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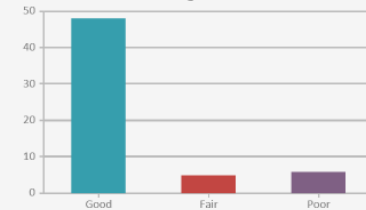
### Dashboard Performance Measures

#### 2013 Pavement Condition



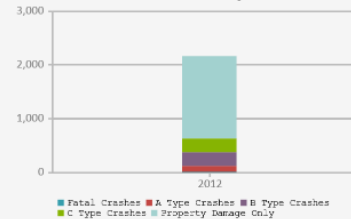
Information is based on paved surface ratings for approximately 300 route miles of County highways.  
[More Surface Data](#)

#### 2013 Bridge Condition



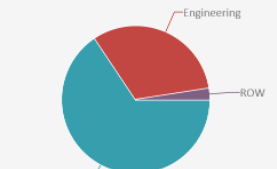
The County has sole jurisdiction over 60 bridges with a span greater than 20'. All bridges in poor condition have an active project to rehabilitate or replace.  
[More Bridge Data](#)

#### 2012 Safety



The number of traffic accidents is one of many measures of how effectively the highway system is performing.  
[More Safety Data](#)

#### 2013 Capital Improvement Program



Capital investments are necessary to extend the useful life of roads and bridges. The financial pie charts illustrate how investments in the County highway system are made.  
[More Capital Improvement Program Data](#)

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#### Contact:

Mr. Dave Boesch  
Chief of Construction  
[boeschdavid@co.kane.il.us](mailto:boeschdavid@co.kane.il.us)

Mr. Steve Coffinbarger  
Assistant Director of Transportation  
[coffinbargersteve@co.kane.il.us](mailto:coffinbargersteve@co.kane.il.us)

Kane County Division of Transportation  
41W011 Burlington Road  
St. Charles, IL 60175  
Ph: 630-584-1170  
Fax: 630-584-5265  
Direct: 630-845-7875

### Highway Projects

The Kane County Division of Transportation's Transportation Improvement Program (TIP) includes many different types of projects, including intersection improvements, bridge replacements, grade separations, realignments, and roadway extensions. Below is a list of construction and engineering highlights:

- **Anderson Road**
- **Burlington Rd and Illinois Route 47 Intersection Improvement Study**
- **Traffic Alerts**
- **Fox River Bridges**
- **Stearns Road**
- **Longmeadow Parkway**
- **Montgomery Road Study**

2014 Anticipated Construction Contracts

2014 Anticipated Engineering Contracts

☑ **National Pollutant Discharge Elimination System (NPDES) Notice of Intent Forms**

Visit the [County's Bids and Proposals website](#) [here](#) for the As-Read Bid Tabulations for highway improvements.

# Kane County Budget: Process, Components, Accountability

Committee of the Whole

January 27, 2015

# State Statute Requirements

- 55 ILCS 5/6-1001
  - Requires budget to be adopted before start of Fiscal Year to which it pertains.
  - Requires budget be placed on public display no fewer than 15 days prior to it being adopted by County Board.
- 5 ILCS 70/1.11
  - Provides specific guidance as to how the 15 day period is to be computed: First day of public display is to be excluded and last day of public display is to be included. If last day is a weekend or holiday, it also is to be excluded.

# Timeline for Budget Preparation

Financial Policies require budget process to begin by March 31<sup>st</sup> and end by mid-November. Therefore the following general timeline has been established:

- March – Initial planning & preparation by Finance
- April - Budget calendar approved & distributed
- May – Budget Guidelines distributed
- June – Budgets submitted by Offices & Departments
- July – Initial budgets presented in detail to standing committees and in summary to Finance Committee

# Timeline for Budget Preparation

(Cont.)

- August – Budget revisions presented in detail to standing committees and in summary to Finance Committee
- September – Budget finalized and presented to Committee of the Whole and to Finance Committee
- October – Final budget placed on public display
- November – Budget adopted at County Board meeting
- December - Budget Book published and distributed



# Budget Structure

- ❖ County Financial Policies require the budget for each fund must be balanced: revenues must equal expenditures.
- ❖ Revenue streams directly tied to the operation of a specific department or office are included in the budget for that office or department.
- ❖ Revenue streams not tied directly to the operation of a specific department or office are budgeted in the “General Government” department.
- ❖ Cash on Hand may be used to balance a Special Revenue Fund budget, but may not be used to balance the General Fund budget.

# General Fund

- Funded by corporate property tax levy, state income tax, sales tax, fees for service and grants.
- Offices & Departments Include: County Board, Finance, Information Technology, Building Management, Human Resources, County Auditor, Treasurer/Collector, Supervisor of Assessments, County Clerk, Recorder, Regional Office of Education, Judiciary & Courts, Circuit Clerk, State's Attorney, Public Defender, Sheriff, Merit Commission, Court Services, Coroner, Emergency Management & Development.

# Special Revenue Funds

Funded by revenues collected for specific purposes. Examples of funds and their source of revenue include:

- FICA (property tax)
- IMRF (property tax)
- Insurance Liability (property tax)
- Public Health (property tax, grants, tax)
- County Highway (property tax)
- Veterans Administration (property tax)
- GIS (fees)
- Court Security (fees)
- Kane Comm (fees)
- Animal Control (fees)
- Motor Fuel Tax (tax)
- Transportation Sales Tax (tax)
- Office of Community Outreach (grants)

# Other Types of Funds

- Debt Service Funds (one for each bond issue)
- Capital Funds (funds reserved for capital improvements)
- Impact Fee Funds (fees collected for development or improvement of infrastructure in specific area)
- SSA/SBA (property tax collected to provide special services or benefits to specific groups of property owners)
- Internal Service Funds (Health Insurance Fund)
- Enterprise (landfill post-closure operation)
- Permanent (working cash)
- Agency Funds (funds collected & disbursed on behalf of other entities)

# Budget Guidelines & Factors

- ❖ Financial Policies (contingency)
- ❖ County Board Guidelines (non-union salary increase)
- ❖ Collective Bargaining Agreements (union wage increase)
- ❖ Payroll related expense rates (FICA, IMRF, SLEP, unemployment, liability insurance, worker's comp)
- ❖ Health & Dental employer contribution rates (benefits)
- ❖ Contracts, Proposals, Quotes (contracts)
- ❖ Federal and State Mandates (service requirements)
- ❖ Operational necessities (utilities, maintenance)
- ❖ Program requirements (grants)
- ❖ Debt schedules for existing debt (bond issues)
- ❖ Rate of Return on Investments (Treasurer's Office)
- ❖ Historical trends & future projections (revenues)

# Budget Building Process

Departments enter budget in detail

- ✓ Key components of each line item are itemized (employee, contractor, commodity, ...)
- ✓ Description fields for each line item indicate the source of revenue or purpose of expenditure
- ✓ Comment fields provide assumptions for each revenue item or justification for each expenditure.
- ✓ Key determinants of each revenue or expense item are included in comments (calculation, contract terms, statutory mandate, ...)

# Budget Review Process & Perspectives

- Elected officials and department heads (operation)
  - Finance Department (completeness, accuracy)
    - Finance Advisory Group (reasonableness, consistency)
      - Standing Committees (priority, service, efficiency)
        - Finance Committee (policy, financial soundness)
    - Standing Committees (priority, service, efficiency)
      - Finance Committee (policy, financial soundness)
      - Committee of the Whole (overview)
        - Public Display (public comment)
        - County Board (adoption)

# Budget Book Contents

- Lists of County Board members, elected officials & department heads
- Organization Chart
- Financial Policies
- Executive Summary
- Schedule of Property Tax Levies
- Projected Cash Balances for each fund
- Schedule of Long Term Debt
- Revenue & expenditure Summaries
- Detailed revenue and expenditure budgets for each office and department by Fund



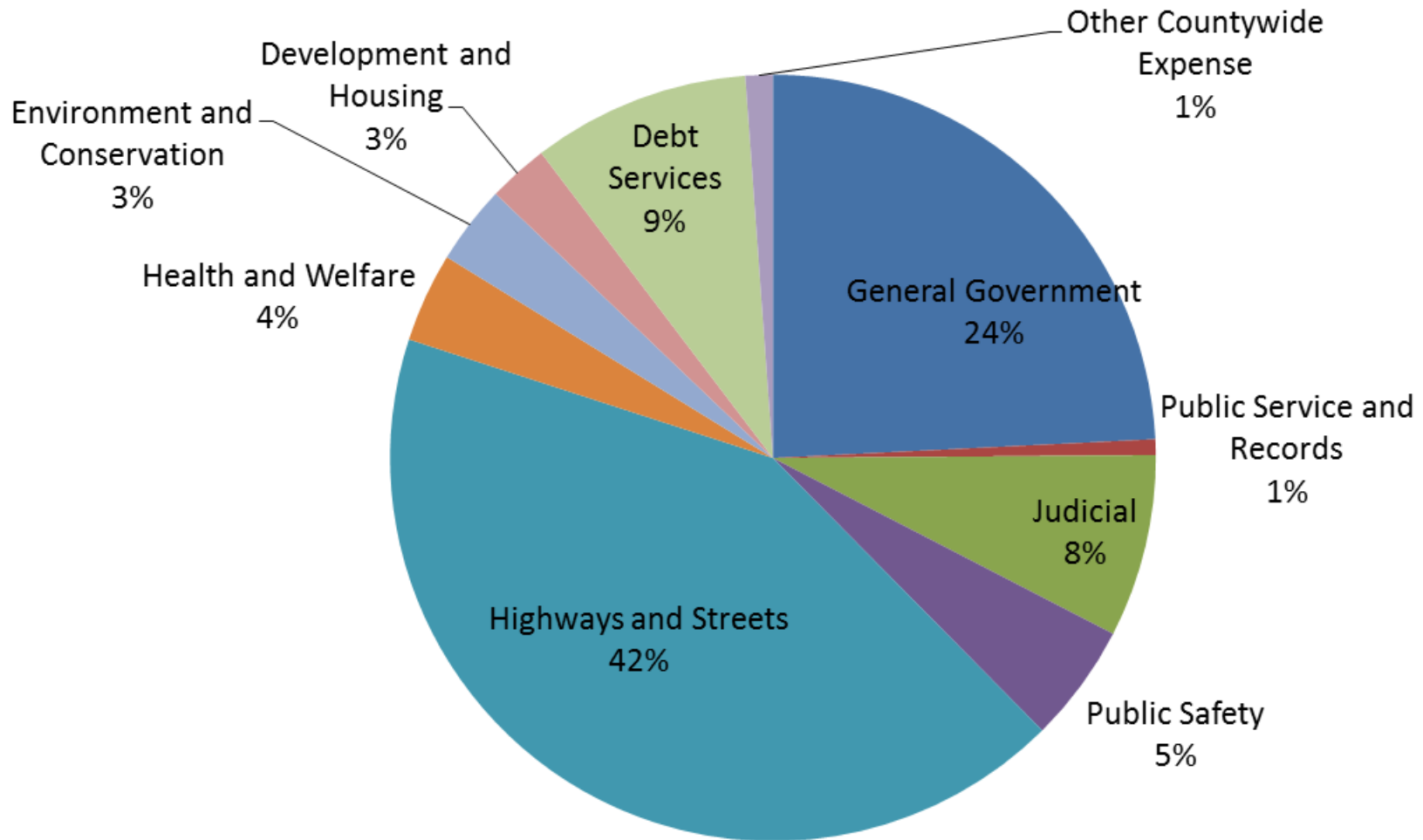
# Budget Book Contents (Continued)

For each Office and Department

- Mission
- Accomplishments
- Performance Metrics
- Goals
- Position (Headcount) Summary
- Detailed line item budget

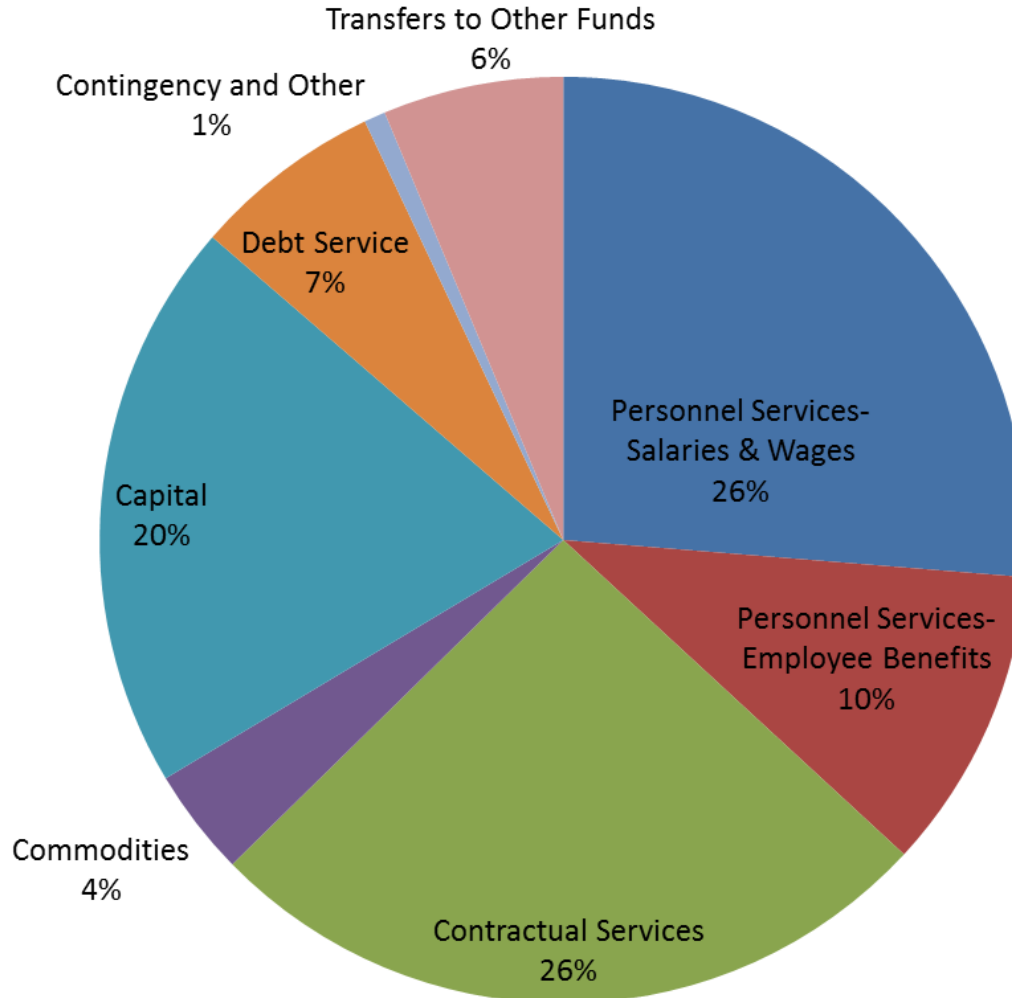
# Budget Book Chart Sample

## 2015 Adopted Budget by Function



# Budget Book Chart Sample

## 2015 Adopted Budget by Expenditure Classification



# Budget Accountability

- Each elected official and department head is accountable for their budget performance, including both the revenue and expenditure portions.
- To the extent that revenue is less than budget and/or expenditures are greater than budget, and to the extent such variances from budget are within their control, the elected official or department head is expected to reduce expenditures accordingly.
- To the extent that replacing lost revenue or reducing expenditures is outside the control of the department head or elected official, a budget adjustment may be requested.

# Budget Monitoring

- Monthly Budget Performance Reports are provided to each Standing Committee.
- A Mid-Year Projection Report of revenue and expenditures for all departments is provided to the Finance Committee.
- Each department head or elected official is responsible for monitoring their own budget performance, and shall notify the Finance Director as soon as it is anticipated that expenditures for the Fiscal Year will exceed the amount budgeted by the County Board and present a plan for how it will be remedied.
- In addition, the Finance Director shall review all department and office budgets on a monthly basis and notify the appropriate Standing Committee and the Finance Committee of any significant variances.

# Normal Budget Variances

- Encumbrances resulting from purchase orders for future goods or services (transportation projects, ...)
- Transfers that take place at beginning of year (subsidy for Court Services, internal grants, ...)
- Transfer that take place at end of year (Animal Control mortgage payment, ...)
- Timing of revenues (property tax revenue collected in June and September, Casino revenue in April, ...)
- Timing of expenditures (capital projects, large item purchases, annual maintenance payments, ...)
- Delays in payments received from state (income tax, sales tax, etc...)

# Addressing Budget Variances

- Once it is projected that expenditures are likely to exceed the amount budgeted by the County Board or that revenues are likely to fall below the amount budgeted, the department head or elected official must determine how to stay within the budget for the fiscal year.
- The department head or elected official may request a supplemental budget amount be added to his/her budget.

# Authority to Amend Budget

- 55 ILCS 5/6-1002: “The authority of the county board to amend the annual appropriation ordinance at any point during the fiscal year shall be the same as its authority to determine and adopt the original annual budget.”



# Process to Amend Budget

- Budget Adjustment submitted by Department Head or Elected Official to Finance Department for review.
- Budget Adjustment submitted for approval to:
  - Standing Committee
    - Finance Committee
      - Executive Committee
        - County Board
- Once approved, Finance Department posts the Budget Adjustment.

# Questions?

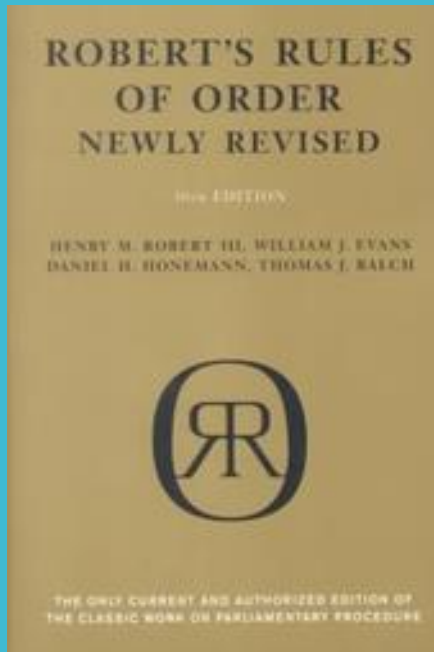
# Parliamentary Procedure and Robert's Rules of Order

Presented by:  
Office of Kane County State's Attorney  
Joseph H. McMahan



Erin Gaeke  
Assistant State's Attorney  
Kane County State's Attorney's Office

# Purposes



- Enable a deliberative assembly to express itself and protect the rights of the majority, minority, individual members, and absentees
- Process of full and free discussion
- Protection against instability
- Orderly transaction of business
- Rules can be suspended by 2/3 vote

# Conduct of Business in a Deliberative Assembly

- Kane County Code Ch. 2 Art. 2 Sec. 2-47(b): Robert's Rules Of Order shall govern the meetings of the county board except in several specific cases, including:
  - Roll call vote required for all motions involving the expenditure of money
  - Art. 2 Sec. 2-48: Establishes standing committees and regulates the scope of their operation

# Conduct of Business in a Deliberative Assembly

- Quorum of members
  - County Board: Majority of the entire membership (14)
  - Committees (Article II Section 2-48)
    - Majority of the Committee
    - Ex Officio members: Except for the Executive Committee, the board chairperson and vice chairperson shall be in addition to the number of members and shall not be considered for determination of the quorum needed; however, their presence shall be considered in determination of whether a quorum is present.
    - Board chairperson and vice chairperson shall be entitled to a vote only in the case of a tie, unless presence was required to constitute a quorum at a meeting

# Conduct of Business in a Deliberative Assembly

- Role of the Chair
  - Open the meeting
  - Announce sequence of business
  - Recognize members entitled to the floor
  - State and put questions to a vote
    - Exact question and motion immediately pending should be understood
  - Enforce rules of debate and decorum
  - Expedite business
  - Decide questions of order
  - Respond to inquiries

# Conduct of Business in a Deliberative Assembly

- Motions
  - Obtain floor
  - Second
  - Debate
    - No member can speak more than twice on the same question on the same day
    - Decorum
      - Confine remarks to merits of pending question
      - Refrain from attacking merits or motives
      - Address all remarks through the chair



# Vote

- All questions which shall arise at meetings shall be determined by the votes of the majority of the members present, except in such cases as is otherwise provided. **55 ILCS 5/2-1005**
- 2/3 vote generally required if
  - Suspends rule previously adopted
  - Prevents introduction of question for consideration
  - Closes, limits, or extends limits of debate
    - Motions to close or limit debate are not allowed at committee meetings

# Basic Motions

- There are four Basic Types of Motions:
  - **Main Motions:** Introduce items to the membership for their consideration. Yield to privileged, subsidiary, and incidental motions.
  - **Subsidiary Motions:** Change or affect how a main motion is handled.
  - **Privileged Motions:** Bring up items that are urgent about special or important matters unrelated to pending business.
  - **Incidental Motions:** Provide a means of questioning procedure concerning other motions and must be considered before the other motion.

# Main Motions

- Bring business before assembly
- Fix time to adjourn
- Adopt, accept, or agree to a report
- Refer matter to a committee that is not pending
- Approve minutes

# Incidental Motions

- No order of precedence and are decided immediately
  - Point of Order
  - Appeal Decision of the Chair
  - Point of Information

# Subsidiary Motions

- Lay on the table
- Previous question
- Limit or extend limits of debate
- Postpone debate
- Commit or refer
- Amend a pending motion

# Privileged Motions

- Adjourn
- Raise a question of privilege
- Recess while business pending
- Call for the orders of the day

# Rules Of Precedence

- See handout

Thank you for your time. Please direct any questions to the Office of the State's Attorney, Civil Division.