



# KANE COUNTY

HOSCHEIT, HANSON, KENYON, FRASZ, SANCHEZ, THOMAS, SURGES  
KC CARES ACT ALLOCATION COMMITTEE (CAAC)

Monday JULY 13, 2020

County Board Room

Agenda

2:00 PM

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

Zoom and Live Stream- Capable

In accordance with the Governor's Executive Order 2020-07 Kane County Board Chairman Chris Lauzen is encouraging social distancing by allowing remote attendance to meetings scheduled for 2:00 p.m. July 13, 2020. Instructions for participants viewing the Live Stream are on the County webpage. The Zoom meeting will be made available for staff, elected officials and department heads only. Chairman Lauzen is requesting that only staff and elected officials vital to the operation of the meeting be present in person. For your safety and others, please decide whether you wish to attend the meeting by phone. Business that can be postponed until a later date will be postponed, whenever possible. If anyone from the public would like to offer a comment to be considered at the Public Comment portion of the meeting, there will be an allotted time on the agenda for public comment; County Board rules of order will still apply; and written or emailed comments received by 4:00 p.m. July 10, 2020 will be made part of the record. We will make an appropriate effort to acknowledge public input within our normal limitations and add them to the record.

1. **Call to Order**
2. **Approval of CRF Task Force Minutes: July 1, 2020 & CAAC July 6, 2020**
3. **Public Comment**
4. **Discussion Items**
  - A. Status of Funds; Funds Available for Current Distribution
  - B. Permissible Recipients
  - C. Application Process; Time Frame
  - D. Methodology of Allocation
  - E. Census
  - F. IGA/Indemnity Agreements
  - G. Timing of Distributions
  - H. Staff Requirements for Administration
  - I. Kane County's Share/Unincorporated
  - J. Discussion on Balance of Funds

5. **New Business**

**Resolution: Recommendation of Allocation and Distribution of the Cares Act Relief Funding CAAC (Not Included)**

**Presentation: IT Department (Attached)**

**Resolution: Approving COVID-19 Related Public Health, Public Safety and Court Inclusive/Equitable IT Infrastructure (Not Included)**

**Presentation: Sheriff & KaneComm (Attached)**

**Resolution: Approving COVID-19 Related Public Safety Communication and Coordination Proposal (Not Included)**

**Presentation: County Clerk** *(Attached)*

**Resolution: Approving County Clerk COVID-19 – Related (Elections) Expenditures**  
*(Not Included)*

6. **Other Business**
7. **Executive Session** *(If Needed)*
8. **Adjournment**

# Infrastructure Needs for County Preparedness

- Fiber Optic Network Diversity and Disaster Preparedness - \$4M
- Systems and Server Preparedness and DR - \$1.1M
- PS Radio, Telecommunications, and Network - \$6.2M
- Fiber Optic Network Underserved Areas - \$8M
- Total Infrastructure - \$19.3M



## RESOLUTION/ORDINANCE EXECUTIVE SUMMARY

### Resolution No.

Authorizing a Telecommunications System Upgrade to an Encrypted Radio System

**Committee Flow:** Finance and Budget Committee, Executive Committee, County Board

**Contact:** Gabriella Figliozzi, 630.444.1230

### Budget Information:

Was this item budgeted? No	Appropriation Amount: \$5 M
If not budgeted, explain funding source: 001.380.380.60265 Covid	

### Summary:

The current Kane Comm Telecommunications System does not have modern capabilities and is in need of an upgrade for an encrypted radio system. Public safety requirements created by COVID-19 have made it necessary for our agencies to communicate private health information over the current telecommunications system. The current communication channels used by said system are readily monitored by the general public thus leaving our agency at risk of being in violation of HIPAA Laws.

Based on cost, vendor's qualifications, experience, approach and offer per scope of services, and contract compliance, staff recommends awarding this service contract to Motorola for the StarCom 21 platform.

The cost for this project should not exceed \$5,000,000.

STATE OF ILLINOIS

COUNTY OF KANE

RESOLUTION NO.

**AUTHORIZING A TELECOMMUNICATIONS SYSTEM UPGRADE TO AN ENCRYPTED  
RADIO SYSTEM**

WHEREAS, Kane County Kane Comm supports the Sheriff's Office and sixteen (16) police and fire agencies within Kane County; and

WHEREAS, due to the Covid-19 pandemic, the Sheriff's Office and sixteen (16) other municipal police, fire, and fire districts have found the current telecommunication system to be insufficient for communicating private health information without public monitoring; and

WHEREAS, the CARES Act has provided funding for government expense impact due to COVID-19 to be utilized for this necessary upgrade; and

WHEREAS, , this asset and service acquisition is exempt from bidding under Section 1-216E of the Kane County Code regarding Procedures for Purchase of Items Not Suitable for Competitive Bid, 50 ILCS 5/5-1022(c) as it is considered additional proprietary licensing for computer software that was competitively bid and under the Kane County State of Emergency purchasing authority; and

WHEREAS, Motorola is the sole proprietor and distributor of the StarCom 21 telecommunications system; and

NOW, THEREFORE, BE IT RESOLVED that the Chairman of the County Board is authorized to contract with Motorola to upgrade their tools, databases systems implementation and training at the cost not-to-exceed Five Million Dollars (\$5,000,000) in 2020.

Line Item	Line Item Description	Was Personnel/Item/Service approved in original budget or a subsequent budget revision?	Are funds currently available for this Personnel/Item/Service in the specific line item?	If funds are not currently available in the specified line item, where are the funds available?
001.380.380.60265	Covid	N/A	Yes	

Passed by the Kane County Board on July 14, 2020.

\_\_\_\_\_  
John A. Cunningham  
Clerk, County Board  
Kane County, Illinois

\_\_\_\_\_  
Christopher J. Lauzen  
Chairman, County Board  
Kane County, Illinois

Vote:

20-07 Shf Telecom Sys Upgrade



# Telecommunications System Upgrade To Meet Pandemic Demand

# Public Safety Issues w/ Unencrypted Radio:

- Mitigation of exposure
- Isolation/Quarantine Team Creation – serving countywide
- Almost 8,000 addresses countywide entered as COVID +
- Deputies, police officers, OEM, process servers, and probation officers conduct work in all areas of the county
- Communicating private health info that the public can monitor



# Sheriff's Office of Emergency Management

- Responsible for all PPE stockpile acceptance from the State
- Inventory, acceptance and maintenance of all PPE
- Distribution to all municipal police, fire, and some healthcare locations throughout Kane (outside of Aurora police and fire).
- Primary contact point for all State support requests (Hesed alternative housing, PPE, equipment needs and distribution)
- Command Post deployment to support other county and municipal entities remote operations
- Forecasting: vaccine distribution coordination





# Factual Basis

Watson St, Aurora



(Name of COVID-positive person redacted)

- KaneComm agencies are involved with 10 to 12 COVID-related calls per day.
- The COVID code is already publicly disclosed as our COVID-19 call sign.

# Telecommunication Options

## ~~Kenwood Atlas~~

- ~~• \$14M, cannot not be fully implemented in 2020~~

## Motorola StarCom

- \$5M, can be implemented in 2020



- Encrypted from public monitoring
- Enables compatibility with all other Kane Police and Fire agencies
- Connects Kane County Divisions on one platform:
  - KCSO Police, OEM, Jail, Court Security, and Health Dept
- Upgrades 17 KaneComm municipal police and fire agencies



## Cost Breakdown and Future Budget Coverage

- Approximately \$4M in capital assets
- \$296,200 in annual user fees for 6 years after '20
- \$196,170 in annual personnel costs

\* Annual costs divided amongst user agencies on a sliding scale based on percentage of activity. Average annual cost: \$28,962.



StarCom CARES Act acquisition supported by:

- Kane County Chairman Lauzen
- JPS Committee Chair Lenert
- Kane County Auditor Hunt
- Health Department Director Jeffers
- Information Technologies Director Fahnestock
- KaneComm Director Guthrie
- Sheriff Hain



# County Clerk's Office COVID/CARES Act Request

July 20, 2020

Attachment: Clerks Ofc CARES Act request presentation July 2020 (20-07 CoCik)



# Elections related requests

Attachment: Clerks Ofc CARES Act request presentation July 2020 (20-07 CoCik)



COVID-19 changes nearly every aspect of the way elections are run

Attachment: Clerks Ofc CARES Act request presentation July 2020 (20-07 CoCik)





# What goes into planning and running an election?

- Recruiting and training election judges
- Preparing voting equipment
- Finding polling places
- Voter registration and voter education
- Opening dozens of early voting sites
- Accepting vote by mail applications
- Mailing and processing vote by mail ballots
- Opening and running 25-30 early voting sites
- Opening and closing over 100 polling places on election day
- Collecting equipment
- Processing/tabulating votes
- ....and much more



# Polling Place Costs



The safety of election workers and the public is paramount. We cannot run a successful election without the assistance of election workers. Our election personnel, including election judges and staff, are directly interacting with the public. They are frontline workers, and we must protect them.



- State law mandates that Kane County have a certain number of election judges per precinct, and we will prepare for nearly 1500 election judges for the November 3 election
- Some election authorities are planning to increase the pay for election judges as a “hazard pay” knowing that it will be more difficult to recruit frontline election judges in what could be the middle of the second wave of the pandemic



# PPE needed for election judges and voters at the polling place

- Face shields
- Masks
- Gowns
- Gloves

1500 election day judges  
200 early voting judges



# PPE needed for election judges and voters at the polling place

- Sanitizing wipes to wipe the pens, voting equipment and booths, tables, and door handles after each use
- Several gallons of sanitizer for voters to use upon entering and exiting the polling place
- Sanitation dispensers at entrance to polling places
- Smaller bottles for the judges to use at their stations



# PPE needed for election judges and voters at the polling place

- Plexiglass separators between judges at check-in tables
- Separators between e-slate voting machines to maintain a safe 6-foot distance between voters
- Disinfecting foggers to clean polling place after use (rather than hiring third party company to clean 100 locations)
- Scanning thermometers for all polling locations
- Outfitting special polling place for voters with high temp or COVID exposure

Estimated cost: \$250,000



# PPE needed for election judges and voters at the polling place

- Please note that this is only what we know or can anticipate at this moment.
- These safety precautions are consistent with what other states conducting primary elections during the pandemic have done.
- However, these are just some of the things that we have considered for the polling places. The new election law also mandates that we follow whatever rules are implemented by the IL Dept. of Public Health. We don't know what those will be so we cannot plan for the unknowns.
- These costs are estimates. While we have been planning for ways to deal with the virus for months, acquiring PPE and other equipment has been a challenge. We are doing the best we can to provide numbers given the short notice to prepare for this presentation.





# Vote by Mail Costs

Attachment: Clerks Ofc CARES Act request presentation July 2020 (20-07 CoCik)



# Vote by Mail Costs

- Mailing VBM applications to all voters who voted in 2018, 2019, and 2020 elections as mandated by Public Act 101-0642
- Printing, folding and assembling
- Postage
- Approximately 211,000 registered voters

Cost Estimate: \$111,000



# Vote by Mail Costs

## Postage for VBM ballots

- Those applications that were mailed to the voters in addition to the health and safety concerns will bring back a significant increase in the number of VBM ballots for the November general election
- 2018 general election: Approximately 20,000 VBM ballot applications processed
- Other states have seen 3x, 4x, or greater amounts of VBM ballots compared to prior elections
- Must prepare for 75,000-100,000 VBM ballots
- Estimated Cost: \$150,000 (\$1.50 per ballot for outbound and inbound postage x 100,000 VBM ballots)



# Vote by Mail Costs

## Outbound VBM processing

- Ballots must be created specifically for the individual voter
- Ballot must be printed and folded
- Instructions and affidavits must be printed and folded
- Return envelope and mailing envelopes must be properly labeled
- Ballot, other documents, and return envelope must be inserted into the proper mailing envelope
- Mailing envelope must be sealed and stamped
- This process takes time



# Vote by Mail Costs

## Inbound VBM processing

- The envelope must be scanned
- The signature of the voter must be compared to the voter's signature on file by election judges
- The envelope must be sliced
- The ballot must be extracted
- The ballot must be processed and inputted into the tabulator



# Vote by Mail Costs

## VBM processing

- Vote by Mail processing is time consuming and expensive
- On average, it takes about 15-20 minutes to complete all the steps of the entire inbound and outbound process if done manually (3-4 per hour)
- With 100,000 VBM ballots, that could be an additional \$300,000 in staff time just for processing VBM in this election
- However, automation is a better option



# Vote by Mail Costs

## Folding machine

- Used to automate folding of ballots
- Because of language requirements, ballots are printed on 11x17 paper
- Folding machine allows for double fold to fit into 6x9 envelope
- We reduced envelope to letter size to reduce postage costs **by at least half** (potentially \$75,000 if 100,000 VBM ballots are sent)

Cost: \$15,000







# Vote by Mail Costs

## Inserter (outbound)

- Automates process of inserting ballots, affidavits, instructions, and return envelopes into mailing envelope
- Assembles hundreds of ballots per minutes, rather than several an hour
- Quality control and bar coding reduces human error in assembling ballots
- Allows for ballot envelope tracking to increase voter confidence in VBM process



Attachment: Clerks Ofc CARES Act request presentation July 2020 (20-07 CoCik)

Cost: \$500,000





# Vote by Mail Costs

## Mail sorter (inbound)

- Scans envelopes to track upon sending to voter and receipt from voter
- Captures voter signature and allows election judges to compare specimen signature to VBM signature side by side
- Processes hundreds of ballots per minutes, rather than several an hour
- Sorts envelopes by zip code, district or election contest for processing
- Allows for ballot envelope tracking to increase voter confidence in VBM process





# Additional Costs from New Election Law

## Ballot drop boxes for VBM ballots

- Similar to Treasurer's tax drop box
- Other states locate them all across the jurisdiction
- Located in secure areas and bolted to the ground
- Monitored by camera
- Ballots picked up by staff daily
- Cost: \$10,000 (for 2-3 drop boxes)

## Additional Early Voting hours mandated by new law:

\$5,000 for additional election judges and staff time



# Non-Election Specific Costs

PPE for employees and customers (Geneva and Aurora offices)

- Gloves
- Masks
- Sanitizer
- Sanitizer dispensers
- Plexiglass dividers for work stations

Cost: Waiting on estimates for office adaptation



# Non-Election Specific Costs

## Staff salaries related to COVID

- Lost staff time
- Staff hours devoted to COVID related activities
- Can coordinate with HR for exact numbers

Estimate: More than \$100,000 in incurred costs to date