

COMMITTEE REPORT

COMMITTEE: Finance, Tax & Budgets
CHAIRPERSON: Steve Rutz, Chairman
DATE/TIME: May 21, 2015 @ 6:00 p.m.

PRESENT: John O'Boyle Rick Dittmar Randy Jobgen
 Steve Rutz RJ Winkelhake Ron Smith
 Merri Berlage

Other Board members:

Others: Melisa Hammer, Donna Berlage and Dan Reimer.

1. **Call to Order** – Steve Rutz called the meeting to order at 6:10 pm.
2. **Roll Call** – A quorum was established.
3. **Review and approve minutes** – John O'Boyle made a motion to approve the April 30, 2015 Finance, Tax & Budgets Committee meeting minutes. Seconded by Rick Dittmar and motion passed.
4. **Citizens Comments** – None
5. **Unfinished Business**
 - a) **Jo Daviess County Strategic Goals** – Committee strategic goals will be reviewed after the 2015 County Board Retreat.
 - b) **Township Assessor Pilot Program** – Donna Berlage, Chief County Assessment Officer reported that Joe Kratcha is working on the new laptops for two more Township Assesors. The software has been installed and the laptops will be remotely tested to insure that the vpn is working properly. When the laptops are ready the assessors will receive training on how to use the CAMA software.
 - c) **Township Assessor Program Intergovernmental Agreement** – Nothing new to report at this time.
 - d) **Update on options to fund the Public Safety Radio Communications System** – County Treasurer Melisa Hammer reported that two annual payments are scheduled in FY2015 on the installment contract for the Public Safety Radio Communication System. Hammer talked to the bank and by making two payments of \$117,200 each – one in May and one in October, we will save \$14,000.00 in interest.
 - e) **Update on Jo Daviess County Purchasing Card program** – County Treasurer, Melisa Hammer reported that we have completed the first month of statements with the new purchasing card. We are working with the Illinois Bank and Trust to set up individual online statements. Hammer discussed that so far there have been no issues with the new card system. The US Bank purchasing card account is still open but will be closed once the next billing cycle is completed.
 - f) **Update on Special Service District #6 – Galena Area Emergency Medical Service District** - Dan Reimer reported that Jack Zane Treasurer of the Galena Area EMS District still working with the Village of Menominee in regards to a support letter. The City of Galena and Village of Scales Mound already passed resolutions of support. Once all three

communities have given their support the County Board will consider a resolution to hold a public hearing regarding the establishment of Special Service Area #6.

6. New Business

- a) **Discussion and possible action regarding Addendum #1 to the agreement with Civic Systems, LLC for the purchase of AP Add On (miExcel AP) financial software (\$1,500.00), associated training (\$300.00) and an annual support cost (\$300.00) for the new Clarity financial program to be paid from General Fund (001) Miscellaneous line item 001-40112-604 Computer Supplies** – Melisa Hammer discussed the new Civic System financial software which is called Clarity. The software has been installed and staff has received training. The budget module was not included in the initial package. Hammer explained that the miExcel AP would allow the export of information from the financial software into Excel spreadsheets. A majority of the County’s budget is prepared using Excel spreadsheets. With miExcel, budget information would be linked as present time financial information to the budget spreadsheets and could be updated monthly. This would eliminate manual entry of financial data, help eliminate any errors, and save staff time. Hammer, Dan Reimer and Marty Althof met with a representative from Civic Systems during the one of the training session. Reimer discussed how Civic could use our existing Excel spreadsheets that contain history back to 2002 and link them to our financial software. Hammer discussed that the quote includes thirty hours for the conversion. The total cost for miExcel including conversion and 2 hours of training would be \$6,300 and annual maintenance would be \$300.00. The annual support cost would come out of the Professional Servicers line item. **Merri Berlage made a motion to approve Addendum #1 to the agreement with Civic Systems, LLC for the purchase of AP Add On (miExcel AP) financial software (\$1,500.00), associated training (\$300.00) and to add conversion (\$4,500.00) for the new Clarity financial program at a cost of \$6,300.00 to be paid from General Fund (001) Miscellaneous line item 001-40112-604 Computer Supplies. Seconded by Randy Jobgen and motion passed.**
- b) **Discussion and possible action on the FY2016 Budget Preparation Schedule** – Dan Reimer reviewed a draft of the FY2016 Jo Daviess County Budget Preparation Schedule. The budget schedule is a fifteen step process which begins with approval of the schedule followed by Round 1 revenue estimates and concludes in November with adoption of the FY2016 budget, appropriation ordinance and tax levy ordinance. The committee reviewed the current budget process. There was discussion on changing the date of the June Finance, Tax & Budgets Committee meeting. **Rick Dittmar made a motion to change the June Finance Committee meeting to Tuesday, June 30, 2015 at 6:00 p.m. Seconded by Randy Jobgen and motion passed.** Dan Reimer continued to review the Budget Preparation Schedule; the Committee discussed the joint meeting process which includes four meetings in August, no revisions were recommended for the dates or start times. Merri Berlage asked if the budget information could be distributed a day or two prior to the meetings so that the board could have time to review the budgets. **Rick Dittmar made a motion to approve the FY2016 Jo Daviess County Budget Preparation Schedule with one revision – change the June Finance Committee meeting from June 25th to June 30th. Seconded by Randy Jobgen and motion passed.**
- c) **Discussion and possible action on the FY2016 Budget Review Schedule** – Dan Reimer commented that the schedule being presented tonight is the same schedule as last year and the only revisions made were so days would line up with the 2015 schedule. Reimer reviewed the FY2016 Budget Review Schedule Joint Committee Meeting Schedule.

Melisa Hammer pointed out a possible conflict with the Budget Review meeting scheduled for Wednesday, August 26, 2015 as this is the same day as the Information & Communications Technology Committee meeting. **Randy Jobgen made a motion to move forward the FY2016 Budget Review Schedule Joint Committee Meeting Schedule as presented with the following revision – move the Information & Communications Technology Committee from August 26th to August 19th. Seconded by Rick Dittmar and motion passed.**

- d) Discussion and possible action on the Prevailing Wage Resolution for June 2015 -** Merri Berlage discussed that she will call the governor's office to obtain more information on any repercussions if we the county does not adopt a Prevailing Wage Resolution. **Randy Jobgen made a motion to approve a prevailing wage Resolution for June 2015 as presented with regrets. Seconded by Rick Dittmar with regrets and motion passed with Ayes recorded for Dittmar, O'Boyle and McIntyre and Nays recorded for Jobgen and Berlage.**

5. Staff Reports

a) Chief County Assessment Office – Donna Berlage, CCAO presented a written report and discussed that a number of citizens have stopped in her office to discuss their property taxes. The Farmland Assessment Committee meeting is scheduled for June 4, 7:00 p.m. and will review EAV for all farmland for 2016. The Board of Review meeting is scheduled for May 27.

b) Treasurer's Office – Melisa Hammer reported tax bills were sent out on April 28. As of May 20, \$7,926,183 has been collected. Internet payment options have helped with collections, with \$80,000 collected online to date. Hammer reported that distributions to the taxing districts will now be done by direct deposit.

c) County Administrator –Dan Reimer provided an update on economic statistics including deed transfers, hotel/motel tax, building permits, sales tax, and state shared revenue - income tax, local use tax, corporate/personal property tax. Reimer reviewed the recently completed workers' comp audit.

6. Citizens' comments - None

7. Board Member Concerns - None

The next Finance, Tax & Budgets Committee meeting will be on Tuesday, June 30, 2015 @ 6:00 p.m.

Randy Jobgen made a motion to adjourn at 8:42 pm. Seconded by John O'Boyle and motion passed.