

## COMMITTEE REPORT – JOINT MEETING

**COMMITTEE:**       **Information & Communications Technology**  
                          **CVB – Convention & Visitors Bureau**  
                          **Executive**  
                          **Finance, Tax & Budgets**

**CHAIRPERSON:**   **Bill Cooper**

**DATE/TIME:**       **August 28, 2008 @ 5:45 PM**

**PRESENT:**

Bill Cooper

Marvin Schultz

Dorte Breckenridge

Ron Smith

Margie Montelius

Terry Stoffregen

Other Board Members: Jody Carroll, Yerda Potter, Alan Kent, Ron Mapes, Merri Berlage, Beth Baranski, Bernice Hill, Sally Toepfer, Jack Zillig, Mike Lorig

Others: Dan Reimer, Melisa Hammer, Joe Kratcha, Jean Dimke, Carol Soat, Donna Berlage, Marie Stiefel, Peg Murphy, Betsy Eaton

### **MINUTES**

Bill Cooper called the meeting to order at 5:47 p.m.

#### Information & Communications Technology Committee

1. Review and approve minutes for the July 30, 2008 committee meeting. **Margie Montelius made a motion to approve the committee minutes. Dorte Breckenridge seconded and the motion passed.**
2. Citizens' comments – none
3. Website Update. Joe Kratcha presented the monthly website update to the Committee. Websites statistics were also provided to Committee members.
4. Information Technology Update. Kratcha presented the monthly Information Technology update. He noted that the Sheriff's Office and State's Attorney's Office began using the Postini anti-spam service used by other County Departments due to the high volume of spam emails being received by users. He also stated that the server used by the Recorder's Office had been replaced by the vendor, Fiddler Technologies, and was working properly.
5. GIS Update. Kratcha presented the monthly GIS update and revenue charts. Bill Cooper asked that the digital data request from Cloud Cartographics Inc. to complete a new plat book for the Farm Bureau be added to the September ICTC meeting for discussion.
6. Budget Review Session with the Finance Committee
  - a) GIS Automation Fund. Kratcha reviewed the GIS Automation Fund line items in detail. He explained the interfund transfers (058-47189-990) amount of \$31,000; with a break down of digital Orthophotography 2011 Project - \$22,500, Section Corner Remonumentation Project - \$600, Address Atlas printing Reserve - \$900, IT Support - \$2,500, and Capital Equipment Reserve - \$4,500. **Montelius made**

**a motion to move this budget document forward to the draft budget document. Baranski seconded and the motion passed.** It was discussed to approve the establishment of a GIS Capital Equipment & Investment Fund. **Cooper made a motion to create a GIS Capital Equipment & Investment Fund and move forward to the County Board. Breckenridge second and the motion passed.** Joe Kratcha and Dan Reimer are to work on a resolution to present to the County Board.

b) Information & Communications. Kratcha reviewed the line items in detail for this general fund budget. Kratcha reviewed the unfunded request in the amount of \$12,639 for additional funding needed for full-time IT position salary and benefits. He explained that the current part-time IT Technician is planning to retire at the end of FY2008 and that the Sheriff's Department has indicated its desire to move away from vendor-based support provided by Wizard Computers, Inc to in-house IT support. **Breckenridge made a motion to move this budget document forward to the draft budget document. Kent seconded and the motion passed. A separate motion was made by Montelius to have the unfunded request moved forward to the unfunded list. Seconded by Kent and the motion passed.**

c) County Clerk

i. Clerk & Recorder. County Clerk Jean Dimke reviewed the minimal changes to the line items in this budget. **Stoffregen made a motion to move this budget document forward to the draft budget document. Baranski seconded and the motion passed.**

ii. Elections. Dimke reviewed this budget and stated that there is a decrease from FY2008 budget because there will only be one election in 2009. **Cooper made a motion to move this budget document forward to the draft budget document. Carroll seconded and the motion passed.**

iii. Clerk Automation. Dimke report that there are no changes in this fund from FY2008. **Montelius made a motion to move this budget document forward to the draft budget document. Seconded by Potter and motion passed.**

iv. Recorder Automation. Dimke report that there are no changes in this fund from FY2008. **Breckenridge made a motion to move this budget document forward to the draft budget document. Seconded by Carroll and motion passed.**

v. Election Equipment. Dimke reported that this is federal grant money for Election Reform. There is no guarantee that grants will be available. **Stoffregen made a motion to move this budget document forward to the draft budget document. Schultz seconded and the motion passed.**

## CVB

### 7. Budget Review Session with the Finance Committee

a) CVB

- i. Tourism Promotion. CVB Executive Director Betsy Eaton presented this budget. She reported that there would be a decrease in postage and printing based on printing smaller quantities of 2009 Visitors Guide. Currently this budget is balanced (revenues/expenses), however the CVB Board has scheduled another budget review meeting for September 8<sup>th</sup> and may decide to budget for additional expenditures as the accumulated fund balance is currently projected to be well above the amount required by the reserve fund balance policy. **Toepfer made a motion to move this budget document forward to the draft budget document. Carroll seconded and the motion passed.**
- ii. Tourism LTCB Grant Fund. Eaton reported that LTCB revenues are transferred from this account to the Tourism Promotion Fund. **Toepfer made a motion to move this budget document forward to the draft budget document. Seconded by Kent and motion passed.**
- iii. Tourism Capital Development Fund. Eaton reported that this fund in FY08 has budgeted maintenance for the storage shed, which recently has had electrical work and additional maintenance is scheduled. **Toepfer made a motion to move this budget document forward to the draft budget document. Baranski seconded and the motion passed.**

#### Executive Committee

#### 8. Budget Review Session with the Finance Committee

- a) County Board. County Board Chair, Marv Schultz presented this budget. Line item 451 (Automobile Mileage) was discussed in regards to an IRS mileage rate increase to \$0.585 from the current \$0.505 rate. If adopted this would increase the target amount by \$2,695. **Kent made a motion for the Finance Committee to increase line item 451 (Automobile Mileage) in the amount of \$2,695 as a necessary expense and move this budget document forward to the draft document. Seconded by Carroll and the motion passed.** Schultz reported on the unfunded activities of 001-41121-990 Interfund Transfer in the amount of \$20,120. This funding request is for 21 laptop computers (17 County Board Members, County Clerk, States Attorney, (2) County Administrator's Office plus a 2 year license for anti-virus software). An additional unfunded request for 001-40102-502 & 503 (Dues & Travel Expense) in the amount of \$3,510 was broken down. The total costs of \$3,510 of expenses for UCCI meetings with a total reimbursement of \$3,510 from UCCI for meeting, lodging and refund of UCCI dues leaving a net cost of \$360.00. The last unfunded activity was discussed at length, fund 001-40101-701 (Courthouse Maintenance). This was removed from the FY09 Courthouse target budget because it was approved as a non-recurring expense. This was recommended that consideration be given to add this amount back to the FY09 budget as a recurring expense for unanticipated repairs. **Zillig made a motion to move the unfunded requests of the laptops and dues forward to the unfunded list. Baranski seconded and motion passed. A separate motion was made by Carroll to move the unfunded request for**

**Courthouse Maintenance Service (001-40101-701) forward to the unfunded list. Baranski seconded and motion passed.**

- i. County Administrator. Reimer reviewed the line item changes in this budget. **Cooper made a motion to move this budget document forward to the draft budget document. Potter seconded and the motion passed.** There was an unfunded request to hire a part-time, year round Administrative Assistant, an average of three days per week, 7 hours per day, for a total of 1,092 hours. Reasoning for this request is the workload of this department has increased significantly in recent years. **Cooper made a motion to move the unfunded request forward to the unfunded list. Baranski seconded and motion passed.** An additional unfunded request was made for a stipend to be paid to a designated Safety Director for the the Jo Daviess County Safety Program in the amount of \$5,000 plus benefits of \$1,061. **Cooper made a motion to move the unfunded request forward to the unfunded list. Kent seconded and motion passed.**

Finance, Tax & Budgets Committee

9. Potter addressed the 040-47177 Small Rental Properties Program budget which was not passed on to the budget document because of desire for additional information. After explanation that this program was not being offered in Jo Daviess County this year due to a lack of contractors certified as Lead Specialist, there was a **motion by Carroll to move this budget document forward to the draft budget document. Seconded by Baranski and motion passed.**

10. Budget Review Session

- a) Regional Office of Education. Regional Superintendent Marie Stiefel presented the budget with explanation of the equalized assessed value that determines the percentage of the ROE budget that is allocated between the three county area of Carroll, Stephenson and Jo Daviess. The initial target amount for this budget was \$49,056, the JDC share that applies to the General Fund in FY09 has increased to \$50,943. **Schultz made a motion to adjust the target amount of \$49,056 to \$50,943. Baranski seconded and motion passed. A separate motion was made by Baranski to move this budget document forward to the draft budget document. Seconded by Carroll and motion passed.** Berlage asked Stiefel for the information of how many students and staff are included in the Jo Daviess County and the possible break down by schools.
- b) Treasurer.
  - i. County Treasurer. Treasurer Carol Soat went over this budget with no significant changes from the FY2008. **Carroll made a motion to move this budget document forward to the draft budget document. Kent seconded and motion passed.** An unfunded request was made to increase by \$2,601 the full-time salaries and benefits line -items to accommodate the additional hours needed for the accrual accounting and administration of County grants and the CFDA requirements. An additional unfunded request was made for \$1,077 for part-time/temporary employees salaries and benefits for the tax cycle. **Carroll made a motion to move this from unfunded request to**

- necessary expense. **Seconded by Kent and motion carried.**
- ii. Tax Extension. Soat report that there are no changes in this fund from FY2008. **Motion was made by Kent to move this budget document forward to the draft budget document. Carroll seconded and motion passed.**
  - iii. Tax Sale Automation Fund. Soat reported that there are no changes in this fund from FY2008. **Potter made a motion to move this budget document forward to the draft budget document. Carroll seconded and motion passed.**

c) Assessments.

- i. Chief County Assessment Office. Chief County Assessor Donna Berlage presented the budget indicating that there is a decrease in line item 621 (Print Materials) due to the lack of sales of plat books. **Carroll made a motion to move this budget document forward to the draft budget document. Baranski seconded and motion passed.** Unfunded activities were discussed at length. Unfunded requests of \$1,100 for postage and \$2,000 for publishing were discussed and **Kent made a motion that these items be placed in the regular budget and not the unfunded document. Carroll seconded and motion carried.** The unfunded request in the amount totaling \$18,606 for hiring an additional part time person for 1456 hours with an alternative option of \$13,954 for 1092 hours was presented. **Schultz made a motion to move this unfunded request in the amount of \$18,606 for 1456 hours with the alternative option of \$13,954 for 1092 hours to the unfunded list. Carroll seconded and motion passed.** Kent made a suggestion that with all of the unfunded requests for additional hiring of part-time employees by different departments that maybe it should be looked into to hire one full-time employee as a floater.
- ii. Board of Review. Berlage reviewed the budget showing the target amounts for FY2009. **Carroll made a motion to move this budget document forward to the draft budget document. Baranski seconded and motion passed.** The unfunded activities in the amount of \$3,230 were requested at this time for additional wages for the Board of Review members. Berlage commented that the Board of Review members have not had an increase in wages for many years and they are seeing an increase in workload. Unfunded activities request for automobile mileage in the amount of \$500, postage in the amount of \$222 and publishing in the amount of \$150 were addressed. **Carroll made a motion to move the unfunded request for salaries in the amount of \$3,230 to the unfunded list. Seconded by Schultz and motion passed. Kent made a motion to have the mileage, postage and publishing be placed in the regular budget for increase in target amounts. Schultz seconded and motion passed.**

d) Other Budgets

- i. Miscellaneous. Dan Reimer presented this budget with explanation of line 702 (Professional Services) increase in target amount of \$2,545 due to the increase in contracted audit fees with McGladery Pullen. **Motion was made by Carroll to move this budget document forward to the draft budget**

**document. Kent seconded and motion passed.**

- ii. Insurance Fund. Reimer discussed that our insurance carrier (ICRMT) has estimated that total insurance premiums may increase up to 25% in FY09. This is due in part to anticipated increases in workers compensation premium. **Carroll made a motion to move this budget document forward to the draft budget document. Kent seconded and motion passed.**
- iii. Illinois Municipal Retirement Fund. Reimer reviewed the line item changes in this budget. **Schultz made a motion to move this budget document forward to the draft budget document. Carroll seconded and motion passed.**
- iv. Social Security Fund. Reimer presented this budget with the target amount changes. **Kent made a motion to move this budget document forward to the draft budget document. Potter seconded and motion passed.**
- v. General Capital Investment Fund. Reimer presented this budget with the explanation of decrease in line item 805 (Buildings). There were three projects budgeted but not expected to be completed in FY08 – the Public Safety Building HVAC project, the Courthouse/Public Safety Building Parking Lot resurfacing project and Phase II of the Courthouse Roof Project. It is anticipated that Phase II of the Courthouse Roof project will begin in FY09 and be completed in FY09, however the other two projects are not anticipated to start in FY09, and therefore both are requested to be carried over into the FY09 budget. It was noted by Reimer that if the GIS Capital Equipment/Investment Fund is established then line 432 (GIS database programming & website reserve) would be transferred to the new fund. **Kent made a motion to move this budget document forward to the draft budget document. Potter seconded and motion passed.**
- vi. General Capital Equipment Replacement Fund. Reimer reviewed this budget with the explanation that if a GIS Capital Equipment/Investment Fund is established then \$13,642 will be transferred from the General Capital Equipment Fund into the GIS Capital Equipment & Investment Fund. **Kent made a motion to move this budget document forward to the draft budget document. Schultz seconded and motion passed. And additional motion was made by Kent that a blanket motion to revise budget documents for the expectation of the GIS Capital Equipment & Investment Fund is established. Schultz seconded and motion carried.**
- vii. Contingency Fund. Reimer presented this budget. **Schultz made a motion to move this budget document forward to the draft budget document. Carroll seconded and motion passed.**

11. Review and approve minutes of July 31, 2008 Finance Committee Meeting. **Carroll made a motion to approve the committee minutes. Kent seconded and the motion passed, 5 yea and 1 nay.**

12. Staff Reports

- a) Chief County Assessment Officer – None
- b) Treasurer Office – Carol Soat reported that there have been two distributions as of the 20<sup>th</sup> of August.
- c) County Administrator - None

13. Unfinished Business

- a) Meeting with Townships on September 4, 2008 - It was discussed at length how the meeting on September 4, 2008 with Township Assessors would be presented and how to find out which townships would be represented at the meeting. It was decided that each committee member would contact four townships by phone and remind them of the meeting date and answer any questions that they may have. Schultz asked Berlage what the statute date is for when the township assessors are to have their work completed and into the Assessor's Office. There is confusion on the two different dates of April 15<sup>th</sup> and June 1<sup>st</sup> for completion. Berlage is to find out the correct date before the September 4<sup>th</sup> meeting.

14. New Business

- a) DOAP Transit Grant – A resolution must be submitted to the County Board for the spending of \$201,249.29 DOAP Grant. **Baranski made a motion to recommend to the County Board that a resolution be adopted to pass on funds received to the Jo Daviess County Transit (Workshop) from the DOAP Grant. Seconded by Kent and motion passed.**

15. Other – none

- 16. Board Member Concerns – Schultz commented on the press release that the Sheriff's Department will be putting out about the security of the Courthouse for the murder trial.

17. Citizens' Comments – none

Meeting adjourned at 9:37 p.m. following a motion by Kent and seconded by Schultz.