

## COMMITTEE REPORT

**COMMITTEE:** Information & Communication Committee Joint Meeting with  
CVB, Executive Committee and Finance, Tax and Budget  
Committee

**CHAIRPERSON:** Margie Montelius, Vice Chairman

**DATE/TIME:** August 26, 2010 @ 5:45 p.m.

**PRESENT:**

Gerald Bennett  
 Bill Cooper

Gavin Doyle  
 Margie Montelius

Marvin Schultz  
 Terry Stoffregen

Other Board Members: Ron Smith, Ron Mapes, Jody Carroll and Kim Monk

Others: Dan Reimer, Melisa Hammer, Joe Kratcha, Donna Berlage, Carol Soat, Jean Dimke and Mike Scholz.

1. **Call to Order**
2. **Welcome and Introductions**
3. **Review and approve minutes of July 28, 2010 meeting. Gerald Bennett made a motion to approve the minutes of the July 28, 2010 meeting and Terry Stoffregen seconded. Motion passed.**
4. **Citizens Comments**
5. **Unfinished Business**
  - a) **Website Update-** Joe Kratcha presented his monthly website update including statistics. He informed the committee that the website was updated to show road closures and bridge closures due to the recent flooding. Photos of flood damage in Jo Daviess County are now on the website. Marvin Schultz informed the committee that there have been a few questions regarding recent fee changes and he has been directing individuals to use the link on the County website homepage.
  - b) **IT Update-** Joe Kratcha reviewed the monthly IT Update with the Committee. He informed the committee that monthly Windows security updates were installed on servers and there were some issues with the updates on two servers but Bruce Habel was able to work with Microsoft and resolve those problems. Kratcha informed the committee that he has discovered that some county server warranties have or will expire. The IT department has compared the price of extending the warranties for these Dell servers to purchasing used backup servers. Backup servers will be purchased since it is the most cost effective option. Virtual servers are being considered as future replacements.
  - c) **GIS Update –** Joe Kratcha supplied the committee with an updated report and a copy of a logo that Bret Gempler created. Kratcha asked that the Committee consider approving this as the official logo for the GIS/IT Department and it will be used on maps, web pages and other items deemed appropriate. **Marvin Schultz made a motion to accept the presented GIS/IT official logo to be placed on some maps, websites, and other things deemed appropriate. Seconded by Terry Stoffregen and motion passed.**
6. **Other Business – None**
7. **Procedures for Joint Committee Meetings.** Dan Reimer reviewed the joint meeting schedule and explained the procedures for the meetings. Department and agency

representatives will be given an opportunity to present individually each of their FY2011 budget(s) and discuss their plans, goals and objectives for FY2011. Representatives should also briefly explain how their respective programs will be structured within any defining funding levels. Once the motion is presented then a motion to move each budget and fund balance policy forward to the draft budget document will need to be made. A member of the responsible standing committee should make the motion to move each budget forward, a member of the Finance Committee should second the motion. Both committees together should voice vote to approve moving forward each budget to the draft budget document.

7. **Review and Summary of FY2011 Budget Process to Date** – Dan Reimer shared a packet of information that included tax levy history, the organizational chart of Jo Daviess County Government, summary for General Fund revenues, YTD comparison report and cash flow charts. He informed the committee that two of the main revenue concerns going into FY2011 are the timing of state shared revenue payments and reductions in salary reimbursements.

At this time, the meeting was turned over to Finance Committee Chairman, Ron Smith.

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

- a) **GIS Automation Fund** – Joe Kratcha, GIS/IT Coordinator, presented special fund budget 058-47189 GIS Automation Fund in the amount of \$198,773 and reviewed the fund description and the reserve fund balance policy. The fund balance policy states that this fund is required to hold in reserve three (3) months of operating expenses. Kratcha discussed that GIS fees are assessed for every filing for record in the County Recorder’s office and fee increased to \$24 on August 1, 2010 as a result of the cost/fee study. Kratcha reviewed the revenues and expenses of the proposed budget, the FY2011 year end fund balance is estimated to be \$52,425. **Margie Montelius made a motion to move forward budget 058-47189 GIS Automation Fund to the draft budget document. Seconded by Jody Carroll and motion passed.**
- b) **GIS Capital Equipment & Investment Fund** – Joe Kratcha presented special fund 064-46180 Capital Equipment & Investment Fund in the amount of \$148,500. **Terry Stoffregen made a motion to move forward budget 064-46180 Capital Equipment & Investment Fund to the draft budget document. Seconded by Ron Mapes and motion passed.**
- c) **Information & Communications** - Joe Kratcha presented general fund budget 001-40110 Information & Communication Technology with a target amount of \$118,977. There was a memo attached with a breakdown of interfund transfers into the General Fund for IT support from the different departments. **Margie Montelius made a motion to move forward budget 001-40110 Information & Communications Technology to the draft budget document. Seconded by Jody Carroll and motion passed.** Kratcha presented an overage request in the amount of \$1,595 for necessary expenses associated with a second T1 line for the Courthouse/Public Safety Building. **Marvin Schultz made a motion to approve the necessary overage request in the amount of \$1,595. Seconded by Ron Smith and motion passed.**

- d) **Clerk & Recorder** – Jean Dimke, Jo Daviess County Clerk, presented general fund budget 001-40106 County Clerk & Recorder with a target amount of \$358,129. **Terry Stoffregen made a motion to move forward budget 001-40106 County Clerk & Recorder to the draft budget document. Seconded by Jody Carroll and motion passed.**
- e) **Elections** – Jean Dimke presented general fund budget 001-40107 Election with a target amount of \$92,105. **Gerald Bennett made a motion to move forward budget 001-40107 Election to the draft budget document. Seconded by Ron Mapes and motion passed.**
- f) **Clerk Automation** - Jean Dimke presented special fund budget 030-47182 County Clerk Automation Fund with a proposed amount of \$4,000. **Marvin Schultz made a motion to move forward budget 030-47182 County Clerk Automation Fund to the draft budget document. Seconded by Jody Carroll and motion passed.**
- g) **Recorder Automation** – Jean Dimke presented special fund budget 028-47181 Recorder Automation Fund with a proposed amount of \$51,000. Dimke informed the committee that the \$6,000 expense listed in line item 990 is an interfund transfer to the GIS Automation Fund. **Marvin Schultz made a motion to move forward budget 028-47181 Recorder Automation Fund to the draft budget document. Seconded by Ron Mapes and motion passed.**
- h) **Election Equipment** - Jean Dimke presented special fund budget 049-47107 Election Equipment Fund with a proposed amount of \$35,000. **Margie Montelius made a motion to move forward budget 049-47107 Election Equipment fund to the draft budget document. Seconded by Gavin Doyle and motion passed.**

**At this time Chairman, Ron Smith, called for a break until 7:05 pm.**

**At 7:05 pm, Chairman Ron Smith reconvened and announced that he would be pulling item 6a from the Finance, Tax & Budget Committee meeting agenda forward.**

**Discussion and possible action on the Interoperable Emergency Communications Grant Program (IECGP)** – Chief Deputy Colin Fulrath discussed that the Sheriff's Department was presented with an opportunity to apply for a \$25,000 grant, no matching funds required. The grant is for the development of an interoperable emergency communications plan with other Counties, to be used in the case of a disaster. It includes the pre-planning of radio frequencies in case of a disaster. The deadline for submittal of the grant application is September 15, 2010. **Ron Mapes made a motion to submit an application for the Interoperable Emergency Communications Grant Program (IECGP). Seconded by Jody Carroll and motion passed. Jody Carroll made a motion to add \$25,000 to the revenue and expense portion of the 066 Emergency Service Fund FY2011 budget if the grant is awarded. Seconded by Ron Mapes and motion passed.**

## **1. CVB Budget Review Session with the Finance Committee**

- a) **Tourism Promotion** – Mike Scholz, CVB Director, presented special fund budget 027-45161 Tourism Promotion Fund in the amount of \$1,058,887. He reviewed the revenue and expenditure line items and discussed any changes. **Ron Mapes made a motion to move forward budget 027-45161 Tourism Promotion Fund to the draft budget document. Seconded by Jody Carroll and motion passed.**
- b) **State LTCB Matching Grant** – Mike Scholz presented special fund budget 056-45161 Tourism LTCB Grant Fund in the amount of \$98,000. The expense is an interfund transfer of revenue from the LTCB grant to the 027 Tourism Promotion Fund. **Jody Carroll made a motion to move forward budget 056-45161 Tourism LTCB Grant Fund to the draft budget document. Seconded by Ron Mapes and motion passed.**
- c) **Tourism Capital Development** – Mike Scholz presented special fund budget 032-46161 Tourism Capital Development Fund in the amount of \$20,000. Scholz noted that an interfund transfer is not planned in FY2011 from the 027-45161 Tourism Promotion Fund to the 032-46161 Tourism Capital Investment Fund. **Gavin Doyle made a motion to move forward budget 032-46161 Tourism Capital Development Fund to the draft budget document. Seconded by Ron Mapes and motion passed.**

**1. Executive Committee Budget Review Session with Finance Committee**

- a) **County Board** – Marvin Schultz, County Board Chairman, presented General Fund budget 001-40102 County Board with a target amount of \$107,386. Schultz explained that in line item 810 equipment he budgeted for 2 laptops, a projector and a screen for the conference room in the Highway Building for County Board use. He informed the committee that he did not change the amount in line item 702 professional services. This item will be discussed later during the regular finance committee meeting. **Dane Jackson made a motion to move forward budget 001-40102 County Board to the draft budget document. Seconded by Jody Carroll and motion passed.** The committee discussed line item 702 Professional Service and the possibility of adding a separate line item for attorney fees associated with union negotiations.
- b) **County Administrator** – Dan Reimer, County Administrator, presented General Fund budget 001-40103 County Administrator with a target amount of \$153,949. There was a request to reinstate an interfund transfer of \$1,000 to General Capital Equipment Fund for computer replacement which was eliminated in FY2010. Budget guideline #6 states that General Fund Departments wishing to reinstate an interfund transfer that was reduced or eliminated in FY2010 to meet the 3% General Fund budget reduction requirement should submit a letter to the County Administrator's office explaining why the interfund transfer should be reinstated. Requests will be reviewed by the Finance Committee. If the Committee determines the request is a necessary expense, the target amount will be increased accordingly. **Ron Mapes made a motion to move forward budget 001-40103 County Administrator to the draft budget document. Seconded by Jody Carroll and motion passed. Ron Mapes made a motion to reinstate the interfund transfer in the amount of \$1,000 to the General**

**Capital Equipment Fund and increase the target amount for General Fund 001-40103 County Administrator in said amount. Seconded by Ron Smith and motion passed.**

**1. Finance, Tax & Budgets Committee Budget Review Session**

- a) **Regional Office of Education** – Marie Steifel, Regional Superintendent of Schools, presented general fund budget 001-44159 Regional Superintendent of Schools with a target amount of \$48,130. There was discussion on how the distribution of expenses is determined between the three Counties of Carroll, Jo Daviess and Stephenson and assessed values for each County. **Ron Mapes made a motion to move forward budget 001-44159 Regional Superintendent of Schools to the draft budget document. Seconded by Jody Carroll and motion passed.**
- b) **Treasurer** – Carol Soat, County Treasurer, presented general fund budget 001-40104 County Treasurer with a target amount of \$221,443. **Gavin Doyle made a motion to move forward budget 001-40104 County Treasurer to the draft budget document. Seconded by Jody Carroll and motion passed.** Carol Soat presented general fund budget 001-40105 Tax Extension with a target amount of \$19,700. **Jody Carroll made a motion to move forward budget 001-40105 Tax Extension to the draft budget document. Seconded by Ron Mapes and motion passed.** Carol Soat presented special fund 065-47199 Treasurer Sale in Error Fund in the amount of \$2,500. **Ron Mapes made a motion to move forward budget 065-47199 Treasurer Sale in Error Fund to the draft budget document. Seconded by Jody Carroll and motion passed.** Carol Soat presented special fund budget 047-47186 Tax Sale Automation Fund in the amount of \$7,500. **Gavin Doyle made a motion to move forward budget 047-47186 Tax Sale Automation Fund to the draft budget document.**
- c) **Assessments** – Donna Berlage, Chief County Assessor, presented general fund budget 001-40108 Chief County Assessment Officer with a target amount of \$271,180. **Jody Carroll made a motion to move forward budget 001-40108 Chief County Assessment Officer to the draft budget document. Seconded by Ron Mapes and motion passed.** There was a request to reinstate a \$600 interfund transfer to the General Capital Equipment Fund as necessary expense for a laser printer. **Marvin Schultz made a motion to reinstate the necessary expense of \$600 into the target amount for budget 001-40108 Chief County Assessment Officer. Seconded by Jody Carroll and motion passed.** Donna Berlage presented general fund budget 001-40109 Board of Review with a target amount of \$13,021. There was an unfunded request in the amount of \$3,000 for additional wages for Board of Review members, \$186 for Social Security Contribution and \$44 for Medicare Contribution. **Jody Carroll made a motion to move forward budget 001-40109 Board of Review to the draft budget document. Seconded by Ron Smith and motion passed. Jody Carroll made a motion to forward the unfunded request for the Board of Review in the amount of \$3,230 to the unfunded list. Seconded by Ron Mapes and motion passed.**

- d) **Review General Fund Target Amounts** – Dan Reimer reviewed the General Fund target spreadsheet and discussed the changes that have been made to the target amounts. At tonight’s meeting there were changes made to the ROE target (reduced by \$4,631) and the target amount for the Sheriff’s Department (reduced \$20,000) due to not receiving the Holiday Patrol grant. Graphs were provided that showed history of the revenues, expenditures and the fund balance. The round 2 estimated 2010 fund balance is \$1,850,873 and the round 2 for 2011 fund balance is \$1,669,423. In June of 2010 the general fund cash balance did get down to \$688,721, the lowest amount since 2003. This amount is equivalent to just a little more than 1 month of operating expenses. **Marvin Schultz made a motion to move forward the general fund target changes and amounts to the draft budget document. Seconded by Jody Carroll and motion passed.**
- e) **Other Budgets** – Dan Reimer, County Administrator, presented general fund budget 001-40112 Miscellaneous with a target amount of \$145,249. The auditors recommended that the state portion of revenue stamp activity be budgeted for in FY2011. To accomplish this, an estimated expense amount was added to line item 905 Miscellaneous and an equal amount of estimated revenue was added to the General Fund. **Ron Mapes made a motion to move forward budget 001-40112 Miscellaneous to the draft budget document. Seconded by Marvin Schultz and motion passed.** Dan Reimer presented special fund budget 012-48116 Social Security Fund in the amount of \$286,668. The fund balance policy is to maintain, as a minimum reserved fund balance, 50 – 60% of total eligible expenses for the period. **Marvin Schultz made a motion to move forward budget 012-48116 Social Security Fund to the draft budget document. Seconded by Ron Mapes and motion passed.** Dan Reimer presented special fund budget 013-48117 Illinois Municipal Retirement Fund in the amount of \$468,056. The fund balance policy is to have a minimum fund balance policy to maintain, as reserved fund balance, 50 – 60% of the total eligible expenses for the period. **Jody Carroll made a motion to move forward budget 013-48117 Illinois Municipal Retirement Fund to the draft budget document. Seconded by Ron Smith and motion passed.** Dan Reimer presented special fund budget 017-48118 Insurance Fund in the amount of \$373,796. The fund balance policy is to maintain, as reserved fund balance, approximately 110% of the previous year’s total eligible expenses for the period. He informed the committee that our insurance carrier (ICRMT) on 08/25/10 indicated that Jo Daviess County insurance premium for Property, Liability and Workers Compensation would increase no more than 5% plus the addition of the Hanover property. **Jody Carroll made a motion to move forward budget 017-48118 Insurance Fund to the draft budget document. Seconded by Marvin Schultz and motion passed.** Dan Reimer presented special fund budget 042-46171 General Capital Investment Fund in the amount of \$289,180. He reviewed the detail sheet and discussed that line item 810 Equipment has an activity code 437 for the Township Assessor’s Program. The detail sheet showed an estimated FY2010 actual amount of \$21,000 and a FY2011 proposed amount of \$0. Ron Smith reminded the committee that the Devnet contract called for a \$5,000 down payment and due upon completion, January 1, 2011. Because the completion

date is in FY2011, the estimated FY2010 actual amount should be \$5,000 and the FY2011 proposed amount should be \$16,000. **Jody Carroll made a motion to move forward budget 042-46171 General Capital Investment with the changes to line item 810 as presented to the draft budget document.**

**Seconded by Marvin Schultz and motion passed.** Dan Reimer presented special fund budget 048-46172 General Capital Equipment Replacement Fund in the amount of \$52,462. **Marvin Schultz made a motion to move forward budget 048-46172 General Capital Equipment Replacement Fund to the draft budget document. Seconded by Jody Carroll and motion passed.** Dan Reimer presented special fund budget 016-49197 Contingency Fund in the amount of \$130,000, the same amount as FY2010. **Jody Carroll made a motion to move forward budget 016-49197 Contingency Fund to the draft budget document. Seconded by Ron Mapes and motion passed.** Melisa Hammer presented special fund budget 007-41128 ETSB Emergency Services with an increase of \$5,000 to line item 701 maintenance from the original budget that they submitted on August 16, 2010. **Ron Mapes made a motion to move forward budget 007-41128 ETSB Emergency Services Fund with the change to line 701 maintenance to the draft budget document. Seconded by Jody Carroll and motion passed.** Melisa Hammer presented a resolution to establish a new special fund for 070-47202 Coroner's Equipment & Operations Fund and to amend the Jo Daviess County budget to receive and expend funds from the Coroner's Equipment and Operations Fund. **Ron Mapes made a motion to move forward the resolution to approve a County Coroner's Equipment & Operations fund description and amend the Jo Daviess County budget to receive and expend funds from the Coroner's Equipment and Operations Fund. Seconded by Jody Carroll and motion passed.**

2. **Review and approve minutes of the July 29, 2010 committee meeting. Jody Carroll made a motion to approve the minutes of the July 29, 2010 meeting and Gavin Doyle seconded. Motion passed.**

3. **Staff Reports**

- a) **Chief County Assessment Officer** – Donna Berlage, Chief County Assessment Officer, reported that her office is working on 2010 assessment changes. Changes for non quad townships have been completed, 3 quad townships are done and 2 additional quad townships are 50% complete. She reported that the Governor signed HB6241 into law. This bill allows a mobile home outside a mobile home park to be taxed as real estate beginning January 1, 2011. Any existing mobile homes are grandfathered until they are sold.

- b) **Treasurer Office** – Carol Soat, County Treasurer, reported that her office processed a third property tax distribution on Monday, August 23<sup>rd</sup>. Out of the \$46.2 million to be collected for the 108 taxing districts, \$25 million has been distributed. Approximately \$18.5 million is yet to be collected; the deadline for second installments is September 13<sup>th</sup>. Soat reported that CD interest is down to 1%. Ron Smith asked if the status of Midwest Medical Center has been resolved. Carol Soat will check with States Attorney Kurt regarding last year's court order.

- c) **County Administrator** – None

#### 4. Unfinished Business

- a) **Jo Daviess County Strategic Goals** – Nothing to update at this time.
- b) **Township Assessor Pilot Program** – This item will remain on the agenda.
- c) **Township Assessor program intergovernmental agreement** – This item will remain on the agenda.
- d) **Update on schedule of data input from Devnet** – Donna Berlage presented a report from Devnet regarding property sketches into the Devnet CAMA system. Ron Smith will deliver additional copies of the property record cards when ready. Ron Smith asked that Laura and Donna review some of the sketches that Devnet have completed and check the accuracy before Devnet continues.
- e) **Re-districting per tax code for multi-township assessment districts** – Donna Berlage supplied the committee with copies of maps to review as options for the multi-township assessment districts. She also broke down the assessed value for each district option. This item will be on the next agenda.
- f) **Revisions to Jo Daviess County Purchasing Procedures, title 2, Chapter 1 of the Jo Daviess County Code of Ordinances** – This item will be on the next agenda.
- g) **Update on timeframe to load cost data into the CAMA system** – This item was discussed at a special meeting prior to this meeting. This item will remain on the agenda.

#### 5. New Business

- a) **Discussion and possible action on the Interoperable Emergency Communications Grant Program (IECCP)** – see above
- b) **Allocation of professional service funds from County Board budget to Sheriff's budget(s)** – Dan Reimer reviewed options for reallocating professional service expenses for tracking purposes from the County Board budget to the Sheriff's budget. **Ron Mapes made a motion to move \$15,000 from the County Board budget 001-40102-702 Professional Service line item to Sheriff Department budgets with an allocation of 50% to the Sheriff's Budget, 13.3% to Safety Building, 30% to Communications Budget and 6.7% to Court Security Budget. Seconded by Jody Carroll and motion passed.** It was discussed that the County Administrator's office will continue to prepare the claims associated with union legal services due to the confidentiality of the claims. **Marvin Schultz made a motion to adjust the general fund target amounts to reflect the changes made in the professional service line items of the following budgets; County Board, Sheriff, Safety Building, Communications and Court Security. Seconded by Ron Mapes and motion passed.**

#### 6. Other - None

#### 7. Board Member Concerns – None

#### 8. Citizens Comments - None

#### 9. Closed Session

**Gavin Doyle made a motion to adjourn the Finance Committee meeting at 9:30 pm seconded by Ron Smith and motion passed.**

Finance Chairman, Ron Smith, turned the meeting over to IT Committee Vice-Chair, Margie Montelius.

**Gavin Doyle made a motion to adjourn the IT Committee meeting at 9:32 seconded by Marvin Schultz and motion passed.**

Next regular Information & Communications meeting will be on Wednesday, September 29, 2010 at 5:45 pm.

Next regular CVB meeting will be on Tuesday, September 21, 2010 at 6:00 pm

Next regular Executive Committee meeting is Tuesday, September 7, 2010 at 7:00 pm

Next regular Finance, Tax and Budget Committee meeting will be Thursday, September 30, 2010 at 7:00 pm