

COMMITTEE REPORT

COMMITTEE: Finance, Tax & Budgets and Law Enforcement & Courts
CHAIRPERSON: Yerda Potter, Chair
DATE/TIME: August 22, 2006. 6:30 p.m.

PRESENT:

Berlage
 Carroll

Kent
 Mapes

Potter
 Schultz

Other Board members: Beth Baranski, Dane Jackson, Tim Petitgout, Margie Montelius, Terry Stoffregen

Others: Dan Reimer, Diane Williams, Le Ann Brandenburg, Terry Kurt, Sharon Wand, Tim Stephenson, Marie Stiefel

MINUTES

1. Budget Guidelines. County Administrator Dan Reimer reviewed with the committee the budget guidelines that were sent to all the departments and agencies. He reminded the committee that the first round of revenue estimates shows only a \$22,000 increase in revenues, while the targets including the mandatory increases show an \$111,000 increase in expenditures. Also, the FY05 audit shows that the County General Fund did better than budget by approximately \$500,000.
2. Consideration and recommendations of departmental and agency budgets for preliminary approval and placement into the draft comprehensive budget document.
 - A) Finance Committee
 - i. Regional Office of Education. Marie Stiefel reported that most of the budget is spent on salaries and related expenses. Each county's share is based on that county's equalized assessed value (EAV). The Office rents space in Stockton on a 5-year lease and they have recently changed the lease to offer both sides a way to get out of the lease if they choose to. Marvin Schultz made a motion to move the Regional Office of Education budget forward to the draft budget document. Jody Carroll seconded and the motion passed.
 - B) Law Enforcement & Courts Committee
 - i. Probation. Tim Stephenson reported that most of his budget consists of salaries and personnel costs. He has scheduled the 2% increase for the office support staff and the officers' schedule of raises will be determined by the State. Most of his training expenses have been included in the Probation Services budget. The Other Service Charges line item is for juvenile detention and it is very difficult to know how much to budget for that line item. Merri Berlage made a motion to move the Probation budget forward to the draft budget document. Alan Kent seconded and the motion passed.
 - ii. Probation Services. The revenue for this fund is received from people on probation. Stephenson reported that in FY06 he has spent a considerable amount of this on his office renovation. He also expects some large expenses in FY07, so there isn't an interfund transfer to the General Fund scheduled in this budget. The

committee discussed establishing a minimum reserve policy for this budget. Jackson made a motion to move the Probation Services budget forward to the draft budget document. Petitgout seconded and the motion passed.

- iii. Probation EMHD. Stephenson reported that the expenditure budgeted for this fund is equivalent to the cost of one person on home monitoring for a period of six months. Berlage made a motion to move the Probation EMHD budget forward to the draft budget document. Jackson seconded and the motion passed.
- iv. Circuit Clerk. Sharon Wand reported that all the line items in her budget have remained the same, except the mandated increases for personnel and postage. The committee asked about the progress of the collection agency. Wand stated that it took some time to get the background information done but that some checks are now starting to come in. Jackson made a motion to move the Circuit Clerk budget forward to the draft budget document. Stoffregen seconded and the motion passed.
- v. Circuit Clerk Automation Fund. Wand stated that there were no changes to this budget. These funds are used for computer and other technology equipment and cannot be used for personnel. She expects that she will need a new AS400 server within a couple of years, at a cost of approximately \$40,000. Kent made a motion to move the Circuit Clerk Automation Fund budget forward to the draft budget document. Carroll seconded and the motion passed.
- vi. Court Document Storage Fund. Wand reported that this fund is used for storing and imaging of her documents. She has purchased an imaging system that stores the documents on CDs and will no longer be using microfilm. In 2006, she upgraded her small computer room with money from this fund and does not plan any major purchases for 2007. Berlage made a motion to move the Court Document Storage Fund forward to the draft budget document. Jackson seconded and the motion passed.
- vii. Maintenance & Child Support Fund. Wand stated that the revenue for this fund comes from the fees she receives to maintain child support records. She has scheduled an interfund transfer from this fund to the General Fund to help defer the costs associated with the child support program. Petitgout made a motion to move the Maintenance & Child Support Fund forward to the draft budget document. Jackson seconded and the motion passed.
- viii. Courts. Le Ann Brandenburg reviewed the Courts budget with the committee. There were some increases to print materials and postage this year, along with expenses related to juries. Jackson made a motion to move the Courts budget forward to the draft budget document. Carroll seconded and the motion passed.
- ix. State's Attorney. Terry Kurt told the committee that he met his target budget amount. He is increasing the Victim Witness Coordinator position to full-time and will receive a grant from the Attorney General for half of the salary amount. He reduced his Other Service Charges line item in order to meet the target and stated that line item is very difficult to predict. The committee discussed the

- x. Coroner. The Coroner was not available to attend the meeting but there were no major changes to this budget. The committee asked that the lab be contacted to find out if expected increases in fees could be advised in October instead of waiting until January. Carroll made a motion to move the Coroner budget forward to the draft budget document. Berlage seconded and the motion passed.
- xi. Special Service Areas. Berlage made a motion to move the Special Service Area #1 budget forward to the draft budget document. Carroll seconded and the motion passed. Diane Williams reported that the Elizabeth Ambulance Board hasn't met and they hope to do so and submit a budget request before the last joint meeting scheduled for September 6. This item will be added to the agenda so that it may be addressed if the budget is received in time for the August 30 or 31 meeting.

3. Other Business

Reimer reported that the Galena Chamber of Commerce has requested \$2000 to make repairs to the sidewalk at the Old Train Depot. The committee discussed the obligations of the CVB as outlined in the lease. The consensus of the committee is that it is not the responsibility of the CVB to repair the sidewalk.

4. FY2005 Audit

Reimer stated that the FY2005 audit was received last week and distributed copies to the board members that have attended either of the joint budget meetings. He also advised the members present that Leon Heires of Lindgren, Callihan and Van Osdol has retired to pursue other business activities. The proposals for audit services are due on August 24 and will be reviewed by the Finance Committee at their meeting on August 31. Reimer reviewed the management letter with the members, discussing each point of interest and briefly summarized any action already taken. He also reviewed some highlights of the management discussion and analysis on page 3 and the overview of the General Fund on page 39. The audit will be presented to the full Board at the September 12 County Board meeting.

5. Citizens' Comments – none

Meeting adjourned at 8:10 p.m. following a motion by Jackson and seconded by Schultz.