

## COMMITTEE REPORT

**COMMITTEE:** Finance, Tax & Budgets  
**CHAIRPERSON:** Ron Smith  
**DATE/TIME:** December 30, 2010

**PRESENT:**  Ron Smith                       Rick Dittmar                       Gavin Doyle  
                   Steve Rutz                               Ron Mapes                         Marvin Schultz

Other Board members:

Others: Donna Berlage, Carol Soat and Dan Reimer

1. **Minutes** – Ron Mapes made a motion to approve the minutes of the October 13, 2010 special meeting and November 18, 2010 regular meeting and special meeting. Seconded by Ron Smith and motion passed.

### 2. **Staff Reports**

- a) Chief County Assessment Officer. Donna Berlage reported that 2010 property assessment changes have been completed and that assessment notices will be mailed the last week of December and will be published in the newspapers on December 29<sup>th</sup>. The deadlines for filing complaints will be January 28<sup>th</sup> and January 31<sup>st</sup>. Berlage informed the committee that there was a change in the legislation earlier this year affecting assessment notices. Berlage reviewed the new notices with the committee - they now show detailed information on such items as exemptions, equalization factors and how your tax bill is calculated. The Assessment office continues to enter data into the CAMA system and is currently entering Warren Township, Apple River Township and Apple Canyon Lake. On December 1, 2010 the annual Township Assessor's meeting was held and there was discussion about the township redistricting. Berlage reported that Devnet emailed her and reported that they would be transferring the sketches over the weekend and then on Monday would be doing some sequel server work to complete the sketches. The current contract with Devnet calls for sketching to be completed by December 31, 2010. The procedures that Jo Daviess County follows for the assessment and taxing cycle was explained to the new committee members.
- b) Treasurer's Office. Carol Soat reviewed some of the monthly financial reports and explained to the new members the information that was included. Soat reported that the Stockton TIF district has declared surplus funds in the amount of \$47,892.25 for redistribution to all of the affected taxing districts. She explained that the Jo Daviess County Housing Authority does not pay real estate taxes but they have a contract to pay 10% of the rent that they collect per year. The auditors will be arriving on January 18<sup>th</sup> for the Circuit Clerk audit and will be starting the fieldwork portion of the County audit on February 7<sup>th</sup>. There was discussion on setting up a date to have Marvin Schultz, County Board Chair, meet with the new County Board members and have them tour the different departments in the Courthouse.
- c) County Administrator. Dan Reimer handed out reports and updated the committee on several economic indicators for Jo Daviess County. For the new committee members Reimer reviewed the County's target based budget process and budget

guidelines that were established for the FY2011 budget. Reimer discussed the recommendations for reducing expenses and/or increasing revenue that were adopted by the Jo Daviess County Board on November 9, 2010. Expense reducing options were prioritized into four categories. It was determined major accounting milestones will occur in the next year and each will give the Finance, Tax and Budget Committee more insight into the financial position of the County and individual budgets. It was discussed that the committee will revisit the guidelines for expense reducing options after each accounting milestones.

### 3. Unfinished Business

- a) Jo Daviess County strategic goals. The committee reviewed their 2010 strategic goals. At this time the committee agreed to have the following goals and the timelines added to the 2011 list; Review and revise as needed the Jo Daviess County Purchasing Policy for May 2011, Continue implementation of plan to improve the timeliness (shorten) of the property tax cycle for November 2011, Adopt and implement the JDC fixed asset management policy for November 2011 and to add Additional revenue options for November 2011.
- b) Township Assessor pilot program. Nothing to report at this time. Leave on the agenda for next month.
- c) Township Assessor program intergovernmental agreement. This action is currently on hold. Leave on the agenda for next month.
- d) Update on schedule of data input from Devnet. See above 2a. Leave on the agenda for next month.
- e) Re-districting per tax code for multi-township assessment districts. Ron Smith stated that the re-districting option information that has been covered to date will be given to the new committee members.
- f) Update on timeframe to load cost data into the CAMA system. Ron Smith suggested that Donna Berlage discuss the plans and associated timeline to load cost data into the CAMA system with the new committee members.
- g) Jo Daviess County Purchasing Procedures. Ron Smith reported that this item is on-going and will remain on the agenda. Dan Reimer informed the new committee members that the current purchasing ordinance can be found on the Jo Daviess County website under the County Code.

### 4. New Business

- a) Review and approve the Finance, Tax and Budget Committee meeting dates. The committee reviewed the provided meeting dates for 2011. **Ron Mapes made a motion to approve the FY2011 Finance, Tax and Budget Committee meeting schedule with the revision of Tuesday, December 30, 2010 to Thursday, December 30, 2010. Seconded by Rick Dittmar and motion passed.**

5. **Other.** Marvin Schultz commented that the Jo Daviess County assessments were placed on the Jo Daviess County website for the public to review. To help with the expense of publishing, legislation has been proposed that would replace

mandatory newspaper publication with website publishing. Marvin Schultz reported that the County received a dues refund from UCCI for FY2010 dues.

**6. Board member concerns.** Ron Mapes commented that the information on the new property assessment notices is very detailed and informative and should help reduce some of the questions from the public.

**7. Citizens' comments.**

Next committee meeting is on Thursday, January 27, 2011 @ 7:00 p.m.

Ron Mapes made a motion to adjourn at 9:10 pm. Seconded by Steve Rutz and motion passed.