

## COMMITTEE REPORT

**COMMITTEE:** Finance, Tax & Budgets  
**CHAIRPERSON:** Yerda Potter, Chair  
**DATE/TIME:** July 27, 2006. 7:00 p.m.

**PRESENT:**

Berlage  
 Carroll

Kent  
 Mapes

Potter  
 Schultz

Other Board members:

Others: Dan Reimer, Diane Williams, Jean Dimke, Marsha Cordle

### MINUTES

Chairperson Yerda Potter called the meeting to order at 7:00 p.m.

#### 1. Minutes

Marvin Schultz made a motion to approve the committee minutes of June 29, 2006. Merri Berlage seconded and the motion passed. Berlage made a motion to approve the committee minutes of July 10, 2006. Alan Kent seconded and the motion passed with Schultz abstaining.

#### 2. Old Business

- a) Update on accrual conversion. County Clerk Jean Dimke reported that the use of the purchase orders is going well with the departments.
- b) Budget process update. County Administrator Dan Reimer reported that the budget expense packets went out to the various departments and agencies with a deadline for submission of August 4, 2006. The first four steps on the budget process schedule have been completed at this time.
- c) Escrow account for Rentech project. Reimer also reported that he has met with the department heads to discuss the effect that the Rentech project might have on their departmental resources and they have estimated that the costs will be around \$27,000. Robert Skurla of the Freeport Area Economic Development Foundation had recommended establishing an escrow account that Rentech will deposit funds in so that the County can draw off to pay for expenses as needed. Berlage made a motion to establish an escrow account for the Rentech project so that the County is not using taxpayers' money. Ron Mapes seconded and the motion passed.
- d) Soil and Water Levy. Berlage reported that the last correspondence on this subject was in October 2005. There is a 1991 opinion that a soil and water district can levy and Lester Johnson of the Soil and Water Conservation District is going to ask Rich Nichols, executive director of the Illinois Association of SWCD, to contact State's Attorney Terry Kurt regarding the subject. The SWCD is asking to levy an amount in order to cover their insurance costs.
- e) 2005 audit update. Reimer reported that he received a Draft of the FY2005 audit today. He needs to complete the Management Discussion and Analysis for the document to be completed. The preliminary figures on the Balance Sheet and Revenues over Expenditures show that the County did better than budget for

FY2005. The bound and printed copies of the audit will probably not be received in time for the August 8<sup>th</sup> County Board meeting.

- f) Claims. Dimke reported that as the purchase order process is going well, the committee may choose to eliminate the Claims committee. She stated that there will be no impact on the Clerk's Office either way if the committee continues or not. The only change is that the deadline for claims to be submitted will be changed to Tuesday instead of Wednesday. That way the claims report can be included in the Board packets that go out each month. If claims such as telephone bills are submitted after the deadline, an addendum list will be handed out at the County Board meeting. The actual claims and invoices will be available in the County Board room the day of the meeting for any Board member that would like to come and review them or ask to examine one during the meeting. Dimke also stated that her office generally checks the claims submitted for previous balances and if taxes are charged. Berlage made a motion to eliminate the Claims Committee beginning in September. Schultz seconded and the motion passed.

### 3. New Business

- a) Civic Systems' Dashboard software. Diane Williams reviewed a handout with the committee that included some screen shots of the program so the committee could get an idea of the information that is available. The drill-down feature offers greater detail of information for specific items. There are various graphs that show relationships and trends and many helpful reports. Departments will find the real-time information important in determining how much budget is available for each of their line items, as well as monitoring their revenues, expenses and workforce information. The program costs \$7000 and that is a one-time charge with no continuing maintenance or additional license purchases required. Dashboard has different levels of access for full users and for department users. Dimke anticipates that full user access would include the Clerk's Office, the Treasurer's Office and the County Administrator's Office. Departmental users would only have access to viewing the information that applies to their departments and budgets. Both Williams and Dimke stated that they feel this will save their offices hours of work. Schultz made a motion to recommend purchasing the Dashboard software from Civic Systems at a cost of \$7000 to be paid with a transfer from the Contingency Fund. Kent seconded and the motion passed.
- b) CVB line item transfer request. The committee reviewed a memo from the CVB Executive Director requesting a line item transfer in order to implement an additional marketing campaign in August. Mapes made a motion to transfer this request to the CVB Advisory Board for discussion and input before proceeding. Schultz seconded. The committee discussed at length the reason for the request and where the request originated. The same ad agency would be used for this additional campaign. Marsha Cordle reported to the committee that the CVB budget had planned to transfer \$100,000 to their building fund. In previous years they only transferred \$20,000 each year. Every year the CVB looks for unexpended funds in line items in order to spend on additional advertising. This year they choose to start the additional campaign very quickly. The campaign

will re-use previous elements so that there will not be additional design costs and the markets will be the same as were previously targeted and determined by the CVB Advisory Board. The committee chose to listen to citizens' comments at this point in the meeting. Mike Murphy of Chestnut Mountain Resort stated that this is a prime example of why this structure for the CVB doesn't work. He recommends that the County Board not transfer this money; that the placements will occur too late and other factors. Carl Johnson of Carl Johnson's Gallery asked which programs will be re-used and Cordle replied she believes they will be "Vintage Recreation" and "Ripe for Adventure". There was much discussion on the process of proceeding with this request and the consensus of the committee was to have a special CVB Advisory Board meeting and bring their recommendation to the County Board for the August 8 meeting. Berlage made a motion to amend the original motion to accept a recommendation up to \$73,500 and allow it to go forward to the County Board. Schultz seconded and the amendment passed. The motion as amended to transfer this request to the CVB Advisory Board for discussion and input before proceeding and allow a recommendation up to \$73,500 to go before the County Board was passed.

- c) RFP for audit services. The County Administrator presented the committee with a draft Request for Proposals for audit services. The basic proposal includes the appropriations ordinance and an organizational chart. The committee discussed the RFP and decided to add a statement that the audit must be completed by May 1<sup>st</sup>. The committee discussed that the County should be proactive in having the information available so that the auditors may complete their work quickly. The committee discussed an opinion from the Government Finance Officers Association (GFOA) that recommends multi-year agreements of five (5) years. The consensus of the committee is to ask for proposals for both 3-year and 5-year terms.

#### 4. Other

- a) Treasurer's reports. No questions
- b) Chief County Assessment Officer report. The committee discussed their concern about not receiving the sales ratio from the state yet when it is supposed to be sent out in June.
- c) Board member concerns.
  - i. Yerda Potter stated that the Health Department would like to use their contingency line item to budget in case of a pandemic or other health emergency. The committee discussed also establishing a new fund for pandemics. The consensus of the committee is to allow use of the contingency line item for those purposes. Reimer also stated that the Public Health Fund will be establishing a fund balance policy this year and estimates that the reserve will be approximately 6-7 months of expenses. Budget meetings are scheduled for the Regional Office of Education on August 1 at 10:00 a.m., the 708 Mental Health Board on August 2 at 7:00 p.m. and the Board of Health on August 15 at 7:00 p.m.

- ii. Berlage stated that she is very concerned about the issue of the sales ratio and wants some answers prior to the next Board meeting. She also reported that at the UCCI meeting they learned that the state is going to conduct a feasibility study on consolidating counties. Representatives from UCCI are going to serve on the committee and Berlage would like to write a letter to the Governor offering someone from Jo Daviess County to also serve on the committee.
- iii. Mapes reported that he is involved in the Stephenson County Fair and will not be able to attend the Budget Review Session on August 21 or 22. He asked if anything is being done about the determining the needs of the courthouse building. Reimer reported that a meeting was held with the engineers for the roof project and they will be looking at the needs of the whole roof. Mapes and Kent expressed a desire to determine how much has been spent on the building in recent years.
- iv. Schultz asked if the insurance broker has begun work. Reimer reported that an employee survey will be included with the next distribution of payroll. The broker anticipates having some rate information prior to the next negotiating session with the Deputy's Union. Schultz also expressed a desire to know what the overall increase in personnel costs is when a salary increase is given.
- v. Jody Carroll stated that he would like the rest of the County Board be allowed an opportunity to meet the labor attorney Ron Passarelli and discuss the services that he provides for the County. The committee discussed doing that on August 24 following the next negotiating session.

**5. Citizens' Comments – none**

Meeting adjourned at 9:10 p.m. following a motion by Berlage and seconded by Mapes.