

COMMITTEE REPORT

COMMITTEES: Finance, Tax & Budgets and Executive
CHAIRPERSON: Yerda Potter, Chair
DATE/TIME: August 21, 2006. 6:30 p.m.

PRESENT:

Berlage
 Carroll

Kent
 Mapes

Potter
 Schultz

Other Board members: Vince Hasken, Dane Jackson, Margie Montelius, Terry Stoffregen, Sally Toepfer

Others: Dan Reimer, Diane Williams, Carol Soat, Donna Berlage

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 show 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) Executive Committee
 - i. County Board. Dan Reimer reviewed the County Board budget with the committee members. The committee discussed the dues expenses and questioned the value of the membership with NaCo. The committee also discussed education and training for County Board members. The committee then discussed the need for a sound/recording system in the County Board Room. Vince Hasken will bring the topic to the Information & Communications Technology Committee and find out an estimated amount so that the County Board can consider an unfunded request for the system. Merri Berlage made a motion to move the County Board budget forward to the draft budget document with the possibility of redirecting a portion of the budget amount for Dues to Education & Training and the possible submission of an unfunded request for the sound system. Dane Jackson seconded and the motion passed.
 - ii. County Administrator. Reimer reviewed the County Administrator budget with the committee, highlighting the changes that were made in various line items. Marvin Schultz made a motion to move the County Administrator budget forward to the draft budget document. Ron Mapes seconded and the motion passed.
 - B) Finance, Tax & Budgets Committee
 - i. Treasurer. Carol Soat presented the Treasurer budget to the committee. Her target amount was increased by \$400 to cover half of the maintenance cost for the Dashboard software. She also stated that her interfund transfer includes a contribution for the IT position. Jackson made a motion to move the Treasurer

budget forward to the draft budget document. Alan Kent seconded and the motion passed.

- ii. Tax Extension. Soat advised the committee that the only increase in this budget was for the anticipated increase in postage costs. Berlage made a motion to move the Tax Extension budget forward to the draft budget document. Mapes seconded and the motion passed.
- iii. Treasurer Automation Fund. Soat stated that this fund is used for her computer equipment. When she replaces a computer in her office, the old one is recycled through the Recorder's Office for the public-use workstations. Schultz made a motion to move the Treasurer Automation Fund budget forward to the draft budget document. Kent seconded and the motion passed.
- iv. Chief County Assessment Office. Donna Berlage reviewed her budget with the committee. Her target budget was increased by \$7950.00 because of the postage and publishing needs mandated by the implementation of Bulletin 810 for farmland assessment. Merri Berlage made a motion to move the Chief County Assessment Office budget forward to the draft budget document. Jackson seconded and the motion passed. The committee also reviewed Berlage's unfunded request and stated that it will be included on the list for review later in the process. The committee discussed revenue generated by the office and Berlage also stated that the parcel counts have increased. She will include that information in her next report to the Finance Committee.
- v. Board of Review. Berlage reported that the only increase in this budget is for the anticipated increase in postage costs. Merri Berlage made a motion to move the Board of Review budget forward to the draft budget document. Mapes seconded and the motion passed.
- vi. Miscellaneous. Dan Reimer reviewed this budget with the committee. This budget contains only a few projects that are listed in the Professional Services line item. The committee discussed including the cost of the Circuit Clerk audit with the regular audit. The committee asked if the new collection agency agreement has generated an increase in fees collected. The committee discussed the codification and asked the status of that project. The committee also discussed a salary survey and the best way to approach a new project. The committee discussed using the resources of the department heads, UCCI and NaCo. Mapes made a motion to move the Miscellaneous budget forward to the draft budget document with the inclusion of an unfunded request for \$2500 to conduct a salary survey. Kent seconded and the motion passed.
- vii. Social Security Fund. Reimer reviewed this budget with the committee. In order to meet the established fund balance policy, more revenue is needed for this fund. The consensus of the committee was to increase the Social Security levy by \$31,511 in order to meet the minimum reserve balance policy, which is 50% of total anticipated expenses for the period. It was recommended to lower the General levy by the same amount. Schultz made a motion to move the Social Security Fund budget forward to the draft budget document with the change to the levy as discussed. Mapes seconded and the motion passed.

viii. IMRF Fund. Reimer reviewed this budget with the committee and discussed the need for more revenue to cover anticipated expenses for the period. The situation is similar to that of the Social Security Fund. The consensus of the committee was to increase the IMRF levy by \$41,846 in order to meet the minimum reserve balance policy, which is 50% of the anticipated expense for the period. It was recommended to lower the General levy by the same amount. Berlage made a motion to move the IMRF Fund budget forward to the draft budget document with the change to the levy as discussed. Mapes seconded and the motion passed.

ix. Insurance Fund. Reimer reviewed this budget with the committee. The committee would like to investigate the effect of changing from a \$5,000 deductible to a \$10,000 deductible. Also, they would like to know the average claims for the last five years. Schultz made a motion to move the Insurance Fund budget forward to the draft budget document. Kent seconded and the motion passed.

x. Contingency Fund. As of 8/21/06 the Contingency Fund balance is approximately \$63,000. Berlage made a motion to make an interfund transfer to start the Contingency Fund budget with a balance of \$100,000 for FY07. Schultz seconded and the motion passed.

xi. Capital Investment Fund. The committee reviewed and discussed this budget. The committee discussed the idea of maximizing the tax levy and setting aside a reserve in this fund for the courthouse building. The reserve would be reduced accordingly if the County would be over its levy rate limit when the State finalizes, usually in early June. This fund and its needs will be revisited at the end of the initial review process once all the other budgets have been discussed.

xii. Capital Equipment Replacement Fund. The committee reviewed and discussed this budget and will revisit it again at the end of this initial review process once all the departments have had a chance to present their budgets.

3. Citizens' Comments – none

Meeting adjourned at 9:00 p.m. following a motion by Schultz and seconded by Mapes.