

## COMMITTEE REPORT

**COMMITTEE:**     **Finance, Tax & Budgets**  
                  **Law Enforcement & Courts**  
**CHAIRPERSON:** **Yerda Potter, Chair**  
**DATE/TIME:**    **August 29, 2005. 7:00 p.m.**

**PRESENT:**

<input checked="" type="checkbox"/> Berlage	<input checked="" type="checkbox"/> Kent	<input checked="" type="checkbox"/> Schultz
<input checked="" type="checkbox"/> Carroll	<input checked="" type="checkbox"/> Mapes	<input checked="" type="checkbox"/> Stoffregen
<input checked="" type="checkbox"/> Cooper	<input checked="" type="checkbox"/> Petitgout	<input type="checkbox"/> Zillig
<input checked="" type="checkbox"/> Jackson	<input checked="" type="checkbox"/> Potter	

Other Board members:

Others: Troy Brown, Diane Williams, Le Ann Brandenburg, Brian Melton, Bill Miller, Tim Stephenson, Sharon Wand, Terry Kurt, Rudy Pascoe

### MINUTES

1. Consideration and recommendations of departmental and agency budgets for preliminary approval and placement into the draft comprehensive budget document.
  - A) Probation. Tim Stephenson review his Probation, Probation Services and Probation EMHD budgets with the committees and reviewed all line items. The salaries reflect the Illinois state-approved compensation system and Stephenson hopes that salary reimbursement from the state will stay the same for next year. Bill Cooper made a motion to accept the Probations budgets as presented and place them in the comprehensive draft budget document. Terry Stoffregen seconded and the motion passed.
  - B) Coroner. Bill Miller reviewed his budget proposal with the committee and identified no particular changes except the approved salary increase and related employee benefit expenses. Merri Berlage made a motion to accept the Coroner's budget as presented and place it in the comprehensive draft budget document. Dane Jackson seconded and the motion passed.
  - C) Courts. Le Ann Brandenburg reviewed the Courts budget with the committee members and stated that some of the jury-related costs have been lowered and the costs for print materials and education have been increased. Tim Petitgout made a motion to accept the Courts budget as presented and place it in the comprehensive draft budget document. Alan Kent seconded and the motion passed.
  - D) Law Enforcement.
    - i. Brian Melton reviewed the Sheriff budget with the committee. Some of the health insurance costs went down because of changes in coverage. Melton explained that the uniform costs were divided last year among the appropriate budgets, but that some adjustments needed to be made for the FY06 budget. He worked with the County Administrator's Office and the target figures were change to accommodate the correct figures for uniform expense. He explained that his fuel increase for FY06 may be a little conservative; the consensus of the committee was that he should submit an unfunded request for

the anticipated fuel the department will need. The committee discussed if the squad cars can use ethanol fuel. Melton noted that the overtime in this budget is mostly court time, holidays, and to meet the minimum coverage on the roads. Jackson made a motion to accept the Sheriff's budget as presented with an additional unfunded request for fuel expenses and place it in the comprehensive draft budget document. Petitgout seconded and the motion passed.

- ii. **Public Safety Building.** Melton stated that this budget contains building, jail and staffing costs. He has decreased his operating supplies line item, offset by an increase in education and training. Other Service Charges, as well as insurance will increase because of a higher daily average population in the jail. Melton and the committee talked about who pays for medical services for the inmates. On his unfunded request for this budget, Melton is asking for another correctional officer, as well as work on the HVAC system. Cooper made a motion to accept the Public Safety Building budget as presented and place it in the comprehensive draft budget document. Jackson seconded and the motion passed.
- iii. **Courthouse.** Melton worked with the County Administrator's Office in preparing this budget. There are no significant differences in the budget, but there is an unfunded request for a maintenance person as has been discussed at the Law & Courts Committee meetings. The committee would like to see the draft job description for this position. Marvin Schultz made a motion to accept the Courthouse budget as presented and place it in the comprehensive draft budget document. Carroll seconded and the motion passed.
- iv. **Communications.** Melton reported that the increase in the Telephone line item is for radio tower circuit line services, including connecting the laptop computers to the State. Schultz commented that although the Emergency Telephone Systems Board pays for the four dispatchers, he would like to see the expenses reflected in the budget with an interfund transfer from the ETSB. The committee talked about grants received and Melton will assemble a list for the committee. Cooper made a motion to accept the Communications budget as presented and place it in the comprehensive draft budget document. Mapes seconded and the motion passed.
- v. **Court Security.** Melton reported that the only significant change was in the Minor Equipment & Small Tools line item to more accurately reflect their expenses and needs. The unfunded request is for another officer that he has been requesting for several years to complete the courthouse security plan. Melton feels that the equipment to complete the plan can be obtained for free from a grant program. Schultz made a motion to accept the Court Security budget as presented and place it in the comprehensive draft budget document. Mapes seconded and the motion passed.
- vi. **Emergency Services.** Melton requested that the name of this budget be changed to Emergency Management. He stated that some other agencies have been storing our vehicles for free are now beginning to charge a fee. The new mobile command unit that the Sheriff is receiving requires inside storage. He

is also increasing the stipend for the ESDA Coordinator that hasn't been raised for fifteen years. Jackson made a motion to accept the Emergency Management budget as presented, with the change of name, and place it in the comprehensive draft budget document. Mapes seconded and the motion passed.

- vii. Merit Commission. Melton stated that there are no significant changes in this budget request. Mapes made a motion to accept the Merit Commission budget as presented and place it in the comprehensive draft budget document. Stoffregen seconded and the motion passed.
  - viii. Drug Enforcement and Education Fund. Melton reported no significant changes in this budget request. Potter made a motion to accept the Drug Enforcement & Education Fund budget as presented, with the corrected fund balance at the top of the page, and place it in the comprehensive draft budget document. Schultz seconded and the motion passed.
  - ix. D.A.R.E. Fund. Melton reported that they expect to have limited programs this year and have budgeted only for supplies. The committee discussed the program. Petitgout made a motion to accept the D.A.R.E. Fund budget as presented and place it in the comprehensive draft budget document. Mapes seconded and the motion passed.
  - x. DUI Fund. Melton requested that the County Board establish a special fund for the deposit of DUI enforcement funds. Kent made a motion to recommend establishing a DUI Fund as requested. Cooper seconded and the motion passed.
- E) 911-ETSB. Melton advised the committee members that the ETSB has not approved this budget yet. He expects them to do so at their September 1<sup>st</sup> meeting. He reported that they plan to replace the radio tower buildings with new modular buildings with heat and a/c for better maintenance of the equipment. The 5-year plan has no capital improvements after 2006 and the ETSB hopes to build up their fund balance again. The committee discussed revenues and how they are affected by cellular phones and VOIP. Jackson made a motion to accept the ETSB-911 Fund budget as presented, pending approval by the ETSB, and place it in the comprehensive draft budget document. Petitgout seconded and the motion passed.
- F) Circuit Clerk.
- i. Circuit Clerk. Sharon Wand reported that she has no significant changes in her budget and no unfunded requests. Mapes made a motion to accept the Circuit Clerk budget as presented and place it in the comprehensive draft budget document. Cooper seconded and the motion passed.
  - ii. Circuit Clerk Automation Fund. Wand reported to the committee that this fund's revenues come from an add-on fee and is used for court equipment. Cooper made a motion to accept the Circuit Clerk Automation Fund budget as presented and place it in the comprehensive draft budget document. Stoffregen seconded and the motion passed.

- iii. Court Document Storage Fund. Wand stated that this fund also receives revenues from fees. This year she purchased a lateral file system and plans to purchase a new imaging program in 2006. The program will allow for better quality of image and the images can be downloaded from a CD to microfilm. Petitgout made a motion to accept the Court Document Storage Fund budget as presented and place it in the comprehensive draft budget document. Kent seconded and the motion passed.
  - iv. Maintenance and Child Support. Wand advised the committee that she plans to make an interfund transfer from this account to the General Fund as she has done in the past. Jackson made a motion to accept the Maintenance and Child Support budget as presented and place it in the comprehensive draft budget document. Mapes seconded and the motion passed.
- G) Special Service Districts
- i. Special Service Area 1. Warren Ambulance lowered their request this year by \$10,000. Schultz made a motion to accept the Special Service Area 1 budget as presented and place it in the comprehensive draft budget document. Petitgout seconded and the motion passed.
  - ii. Special Service Area 2 and 4. Berlage reminded the committee members that the increased amount of this request will force the County Board to hold a Truth In Taxation hearing. Berlage made a motion to accept the Special Service Area 2 and 4 budget as presented and place it in the comprehensive draft budget document. Carroll seconded and the motion passed.
- H) States Attorney. Terry Kurt stated some of his line items reflect a nominal increase. He decreased his Other Service Charges line item to meet his target amount, and has submitted an unfunded request for the necessary funds to cover the increased number of jury trials expected. He also stated that the office should have another assistant States Attorney to operate. They have had only two attorneys for ten years and the workload has increased. He would also like to remodel his office for better privacy and safety. He is expecting Durrant to contact him shortly with an estimate. The committee discussed the remodeling and determined the unfunded request should be a part of the Courthouse budget. Berlage made a motion to accept the States Attorney's budget as presented and place it in the comprehensive draft budget document. Jackson seconded and the motion passed.

The meeting adjourned at 8:45 p.m. following a motion by Berlage and seconded by Mapes.