

## COMMITTEE REPORT

**COMMITTEE:** Information & Communication Committee Joint Meeting with  
CVB, Executive Committee and Finance, Tax and Budget  
Committee

**CHAIRPERSON:** Bill Cooper

**DATE/TIME:** August 30, 2012 @ 5:45 p.m.

**PRESENT:**

Gerald Bennett  
 Bill Cooper

Randy Jobgen  
 Margie Montelius

Marvin Schultz  
 Terry Stoffregen

Other Board Members: Ron Mapes, Rick Dittmar, Ron Smith, Bernece Hill, Kim Monk,  
Merri Berlage, Don Hill, Dan Sheridan and Steve Rutz

Others: Dan Reimer, Melisa Hammer, Joe Kratcha, Donna Berlage, Jean Dimke and  
Katherine Walker.

1. **Call to Order**
2. **Welcome and Introductions**
3. **Review and approve minutes of July 25, 2012 meeting. Gerald Bennett made a motion to approve the minutes of the July 25, 2012 meeting and Terry Stoffregen seconded. Motion passed.**
4. **Citizens Comments**
5. **GIS Update.** Joe Kratcha reviewed the GIS update handout that was provided.
6. **Website Update.** Joe Kratcha reviewed the Website update handout that was provided.
7. **IT Update.** Joe Kratcha presented his IT update and discussed the departmental funding for the SAN/Virtual Servers Project.
8. **iFiber project Update.** Joe Kratcha reviewed the August newsletter that was supplied to the committee members and reviewed a map of the iFiber construction that has been completed.
9. **Other Business – None**

**Bill Cooper turned the meeting over to Ron Smith, Finance Committee Chairman, at this time and roll call was taken.**

10. **Procedures for Joint Committee Meetings.** County Administrator Dan Reimer reviewed a budget handout and explained the procedures for the four scheduled joint committee budget meetings. Representatives for each county department and agency will be given an opportunity to present individually each of their FY2013 budget(s) and discuss their plans, goals and objectives for FY2013. Representatives will also be given an opportunity to briefly explain how their respective programs will be structured within any defined funding levels. After each budget is presented a member of the responsible standing county board committee should make a motion to move the budget forward to the draft budget document. A member of the Finance, Tax & Budgets Committee should second the motion. Both committees together should vote (voice vote) to approve the motion to move each budget forward to the budget draft document.
11. **Review and Summary of FY2013 Budget Process to Date.** Dan Reimer discussed the FY2013 budget schedule and explained that a target-based budgeting process was again used to establish initial FY2013 expense budgets. Preliminary Round 1 revenue estimates for

the seven Jo Daviess County operational funds indicate an overall increase of \$423,988 or 3.8% from prior year. Three operational fund budgets are projecting revenue increases in FY2013 of 3.5% or more (County Highway 3.5%, General Corporate Fund 5.3% and Tourism Promotion 13.4%). Reimer explained that on June 28<sup>th</sup> the Finance, Tax, & Budgets Committee approved guidelines for establishing FY2013 General Fund and Special Fund expense budgets and agency funding amounts. The established budget guidelines are as follows:

1. The target-based budgeting process shall be used to establish the twenty seven (27) General Fund expense budgets and a modified target-based process shall be used to establish the fifty-eight (58) Special Revenue Fund expense budgets.
2. Personnel related expense line items shall be considered mandatory expenses for all County budgets (General Fund and Special Funds) and shall include salaries and wages, employee fringe benefits and postage; and shall be calculated as follows:
  - ❖ Employer retirement contribution rate – IMRF **12.12%**, SLEP **19.06%**
  - ❖ Health Insurance - **15%** rate increase
  - ❖ Salaries and wages – **2.0%** wage increase for all union and non-union employees; wage increase per resolution for elected officials.
  - ❖ S.S./Medicare – increase/decrease proportionally to payroll estimates.
  - ❖ Postage – no increase in FY2013.
3. The County Administrator’s office shall calculate mandated line item expenses for General Fund expense budgets prior to packet distribution and shall assist in the calculation of mandated expenses for operational Special Fund budgets.
4. Reductions made in FY2010 and continued in FY2011 and FY2012 to meet the 3% General Fund budget reduction requirement shall not be reinstated in initial FY2013 budget target amounts.
5. The target amount for General Fund expense budgets, after allocating increases/decreases for allowable mandated expenses, shall be set at the same level (zero increase) as the final FY2012 target amount less any non-recurring expenses added during the FY2011 process including awarding of un-funded requests.
6. All Interfund Transfers scheduled in FY2012, except the interfund transfer to the Contingency Fund, shall be maintained unless otherwise instructed.
7. Any **new mandated** expense or any new expenses which will increase per an existing contract or agreement shall be allowed to increase the target amount accordingly.
8. Any **new necessary** expense that causes the target amount to be exceeded should be submitted to the County Administrator’s Office as an overage request with a detailed letter of explanation. Overage requests will be reviewed by the Finance Committee. If the Committee determines the request is a necessary expense the target amount will be increased accordingly. If the Committee does not consider the request a necessary expense, the request will be submitted as an un-funded activity.
9. Any new request or activity not considered a mandatory or necessary expense, and exceeds the department target amount, the Department Head shall submit as an un-funded activity on an un-funded expense estimate sheet. These forms will be used to

rank unfunded activities and be used as a reference point for approving further expenditures if additional revenue is identified or resources are allocated.

10. Departments with Special Fund budgets are requested to follow the same guidelines as General Fund departments. Any significant increase or decrease in expense line item estimates that deviate from the previous three year period, or any anticipated appropriation of fund balance are to be explained in a detailed memorandum.
11. Initial funding amounts for agencies, who receive funding from the Jo Daviess County General Fund or Jo Daviess County tax levy, shall be set at the same level of funding as appropriated in the FY2012 budget.

Reimer reviewed the FY2013 General Fund target amounts for each General Fund budget and the initial FY2013 estimated salaries, benefits and postage for each budget per the budget guidelines. The total General Fund expense target amount as of 07/26/12 are projected at \$6,988,355; this is an increase of \$11,173 or 0.2% more than the final approved FY2012 target amount of \$6,977,182. When compared to the FY2012 Round 1 General Fund revenue estimate of \$6,967,117 the general fund deficit at this point in the budget process is \$21,238.

## **12. Budget Review Session with Finance Committee**

- a) **GIS Automation Fund** – Joe Kratcha, GIS/IT Coordinator, presented special fund budget 058-47189 GIS Automation Fund in the amount of \$176,242. **Randy Jobgen made a motion to move forward budget 058-47189 GIS Automation Fund along with the fund description and reserve fund balance policy in the amount of \$45,000 to the draft budget document. Seconded by Steve Rutz and motion passed.** The committee reviewed a request to consider transferring the \$1,260 for GIS services to the GIS Automation Fund rather than the General Fund. **Randy Jobgen made a motion to approve the transfer of \$1,260 from CVB’s administrative expenses for GIS services to fund 058-47189 GIS Automation Fund instead of the General Fund. Seconded by Ron Smith and motion passed.**
- b) **GIS Capital Equipment & Investment Fund** – Joe Kratcha presented special fund 064-46180 Capital Equipment & Investment Fund in the amount of \$17,500. **Marvin Schultz made a motion to move forward budget 064-46180 Capital Equipment & Investment Fund along with the fund description to the draft budget document. Seconded by Ron Mapes and motion passed.**
- c) **Information & Communications** - Joe Kratcha presented general fund budget 001-40110 Information & Communication Technology with a target amount of \$131,239. Kratcha presented five unfunded activity requests; 001-40110-810 Equipment in the amount of \$23,600 for the purchase of KACE appliances which consists of two components, 001-40110-810 Equipment in the amount of \$15,500 for the purchase of one component of the KACE appliance, 001-40110-501 Education & Training in the amount of \$7,000 for software training for the proposed virtual/SAN server, 001-40110-810 Equipment in the amount of \$30,000 for a UPS (Uninterrupted Power Supply). The committee discussed the addition of an unfunded request to 001-40110-810 Equipment for a new phone system for the Courthouse and the Public Safety Building. **Bill Cooper made a motion to move forward budget 001-40110 Information & Communications**

**Technology to the draft budget document. Seconded by Rick Dittmar and motion passed. Bill Cooper made a motion to forward the unfunded requests to the unfunded list with the additional unfunded request for the phone system in the amount of \$5,000. Seconded by Steve Rutz.** The committee further discussed the amount that would be needed for a new phone system and the timeline for implementation. After further discussion, **Bill Cooper amended his motion to change the unfunded request for the new phone system from \$5,000 to \$50,000. Seconded by Steve Rutz and the motion was voted on and passed.**

- d) **Clerk & Recorder** – Jean Dimke, Jo Daviess County Clerk, presented general fund budget 001-40106 County Clerk & Recorder with a target amount of \$397,540. **Gerald Bennett made a motion to move forward budget 001-40106 County Clerk & Recorder to the draft budget document. Seconded by Randy Jobgen and motion passed.** Jean Dimke reviewed a request for a new mandated expense for CIVIC Financial contract in the amount of \$91.92 and DEVNET Property Tax Software Contract in the amount of \$575.50 to be added to the target amount of fund 001-40106 County Clerk & Recorder. **Marvin Schultz made a motion to move the mandated expense forward to increase the target amount by \$667.42. Seconded by Ron Mapes and motion passed.**
- e) **Elections** – Jean Dimke presented general fund budget 001-40107 Election with a target amount of \$92,127. **Bill Cooper made a motion to move forward budget 001-40107 Election to the draft budget document. Seconded by Steve Rutz and motion passed.**
- f) **Clerk Automation** - Jean Dimke presented special fund budget 030-47182 County Clerk Automation Fund with a proposed amount of \$4,000. **Terry Stoffregen made a motion to move forward budget 030-47182 County Clerk Automation Fund along with the fund description to the draft budget document. Seconded by Rick Dittmar and motion passed.**
- g) **Recorder Automation** – Jean Dimke presented special fund budget 028-47181 Recorder Automation Fund with a proposed amount of \$57,000. **Bill Cooper made a motion to move forward budget 028-47181 Recorder Automation Fund along with the fund description to the draft budget document. Seconded by Ron Mapes and motion passed.**
- h) **Election Equipment** - Jean Dimke presented special fund budget 049-47107 Election Equipment Fund with a proposed amount of \$35,000. **Bill Cooper made a motion to move forward budget 049-47107 Election Equipment fund along with the fund description to the draft budget document. Seconded by Randy Jobgen and motion passed.**

## **1. CVB Budget Review Session with the Finance Committee**

- a) **Tourism Promotion** – Katherine Walker, CVB Director, presented special fund budget 027-45161 Tourism Promotion Fund in the amount of \$1,100,844. **Merri Berlage made a motion to move forward budget 027-45161 Tourism Promotion Fund along with the fund description and fund balance policy in**

**the amount of \$367,000 to the draft budget document. Seconded by Steve Rutz and motion passed.**

- b) **State LTCB Matching Grant** – Katherine Walker presented special fund budget 056-45161 Tourism LTCB Grant Fund in the amount of \$128,857. The expense is an interfund transfer of revenue from the LTCB grant to the 027 Tourism Promotion Fund. **Merri Berlage made a motion to move forward budget 056-45161 Tourism LTCB Grant Fund along with the fund description to the draft budget document. Seconded by Randy Jobgen and motion passed.**
- c) **Tourism Capital Development** – Katherine Walker presented special fund budget 032-46161 Tourism Capital Development Fund in the amount of \$0. **Merri Berlage made a motion to move forward budget 032-46161 Tourism Capital Development Fund along with the fund description to the draft budget document. Seconded by Steve Rutz and motion passed.**

**Roll call was taken at this time for the Executive Committee. Present were Berlage, Mapes, Cooper, Smith, and Schultz with Jackson absent.**

**1. Executive Committee Budget Review Session with Finance Committee**

- a) **County Board** – Marvin Schultz, County Board Chairman, presented General Fund budget 001-40102 County Board with a target amount of \$103,814. Schultz explained that a necessary expense in the amount of \$2,584 needed to be included in the target amount. This necessary expense was over looked when initial targets were calculated and includes the costs of the new \$300 annual salary for each County Board Standing Committee Chairperson, which goes into effect December 1, 2012. **Ron Mapes made a motion to move forward budget 001-40102 County Board to the draft budget document. Seconded by Randy Jobgen and motion passed. Bill Cooper made a motion to approve the necessary expense target increase request in the amount of \$2,584 and forward to the draft budget document. Seconded by Ron Smith and motion passed.**
- b) **County Administrator** – Dan Reimer, County Administrator, presented General Fund budget 001-40103 County Administrator with a target amount of \$165,164. **Merri Berlage made a motion to move forward budget 001-40103 County Administrator to the draft budget document. Seconded by Steve Rutz and motion passed.** Reimer discussed that there was a necessary expense request in the amount of \$1,500 for additional hours, per an agreement with the ETSB/911 for administrative support. **Bill Cooper made a motion to forward the necessary expense target increase request in the amount of \$1,500 forward to the draft budget document. Seconded by Ron Mapes and motion passed.**

**1. Finance, Tax & Budgets Committee Budget Review Session**

- a) **Regional Office of Education** – Aaron Mercier, Regional Superintendent of Schools, presented general fund budget 001-44159 Regional Superintendent of Schools with a target amount of \$47,548. There was discussion on the status of state funding for the Regional Superintendent position/office and the possible mergers of certain ROE offices. **Marvin Schultz made a motion to move forward budget 001-44159 Regional Superintendent of Schools to the draft budget document. Seconded by Steve Rutz and motion passed.**

- b) **Chief County Assessment Office** – Donna Berlage, Chief County Assessor, presented general fund budget 001-40108 Chief County Assessment with a target amount of \$284,648. Berlage discussed that there was a mandated expense request in the amount of \$575.50 for the DEVNET Property Tax Software Contract increase **Ron Mapes made a motion to move forward budget 001-40108 Chief County Assessment to the draft budget document. Seconded by Randy Jobgen and motion passed.** Berlage reviewed two unfunded requests; one for 260 additional staff hours for the Chief Deputy Assessment Officer in the amount of \$4,329 for data input associated with the CAMA program and the second for 2 additional laptops, software and training for the Township Assessors Pilot Program in the amount of \$10,040. **Marvin Schultz made a motion to move forward the unfunded request for additional salary to the unfunded request list. Seconded by Ron Mapes and motion passed.** Donna Berlage, Chief County Assessor, presented general fund budget 001-40109 Board of Review with a target amount of \$14,636. **Marvin Schultz made a motion to move forward budget 001-40109 Board of Review to the draft budget document. Seconded by Rick Dittmar and motion passed.**
- c) **Review General Fund Target Amounts** – Dan Reimer reviewed the General Fund target spreadsheet and discussed the changes that have been made to the target amounts. The preliminary FY2013 General Fund round 2 revenue estimates was completed and the round 2 revenue estimates totaled \$6,926,660 and the revised expense target amounts are \$6,988,355. Reimer stated that there could be more target amount adjustments to General Fund budgets: as of today, August 30 the estimated FY2013 General Fund budget deficit is approximately \$52,000. Reimer reminded the committee that there will be one more round of revenue projections before the budget workshops.
- d) **Review Round 2 Revenue Estimates** – Dan Reimer reviewed the General Fund Revenue estimates summary spreadsheet and highlighted some of the line items that changed. The Round 1 revenue estimate was \$6,967,117 and the Round 2 revenue estimates are at \$6,926,660.
- e) **Other Budgets** – Dan Reimer, County Administrator, presented general fund budget 001-40112 Miscellaneous with a target amount of \$198,049. **Ron Mapes made a motion to move forward budget 001-40112 Miscellaneous to the draft budget document. Seconded by Rick Dittmar and motion passed.** Reimer discussed that the Miscellaneous fund has necessary expense request increases for the following items; \$800 for the 20% portion of the Fish/Wildlife Refuge Act Payment and \$1,050 for State portion of Sex Offender registration fees. **Marvin Schultz made a motion to move the necessary expense forward to increase the target amount by \$1,850. Seconded by Steve Rutz and motion passed.** Dan Reimer presented general fund budget 001-41121 Sheriff with a request to reduce the Sheriff's target budget amount \$20,675 to \$1,628,852 as a result of reduction in FY2013 Holiday Patrol Grant. **Ron Smith made a motion to reduce the target amount \$20,675 to \$1,628,852 for the 001-41121 County Sheriff budget. Seconded by Marvin Schultz and motion passed.** Dan Reimer presented special fund budget 012-48116 Social Security Fund in the amount of \$295,125. The fund balance policy is to maintain, as a

minimum reserved fund balance, 50 – 60% of total eligible expenses for the period. **Ron Mapes made a motion to move forward budget 012-48116 Social Security Fund along with the fund description and fund balance policy to the draft budget document. Seconded by Steve Rutz and motion passed.**

Dan Reimer presented special fund budget 013-48117 Illinois Municipal Retirement Fund in the amount of \$563,511. The fund balance policy is to have a minimum fund balance policy to maintain, as reserved fund balance, 50 – 60% of the total eligible expenses for the period. **Randy Jobgen made a motion to move forward budget 013-48117 Illinois Municipal Retirement Fund along with the fund description and fund balance policy to the draft budget document. Seconded by Ron Smith and motion passed.**

Dan Reimer presented special fund budget 017-48118 Insurance Fund in the amount of \$394,165. The fund balance policy is to maintain, as reserved fund balance, approximately 110% of the previous year's total eligible expenses for the period. Reimer stated that the budget reflects a projected 10% premium increase for Liability, PC & Workers Comp insurance. Reimer stated that this is an estimate and Dan Dittmar from McCoy Insurance is working to get our actual premium renewal amount. **Marvin Schultz made a motion to move forward budget 017-48118 Insurance Fund along with the fund description and fund balance policy to the draft budget document. Seconded by Ron Mapes and motion passed.**

Dan Reimer presented special fund budget 042-46171 General Capital Investment Fund in the amount of \$0. **Marvin Schultz made a motion to move forward budget 042-46171 General Capital Investment along with the fund description to the draft budget document. Seconded by Rick Dittmar and motion passed.**

Dan Reimer presented special fund budget 048-46172 General Capital Equipment Replacement Fund in the amount of \$209,119. **Rick Dittmar made a motion to move forward budget 048-46172 General Capital Equipment Replacement Fund along with the fund description to the draft budget document. Seconded by Steve Rutz and motion passed.**

Dan Reimer presented special fund budget 016-49197 Contingency Fund in the amount of \$150,000. **Ron Mapes made a motion to move forward budget 016-49197 Contingency Fund along with the fund description to the draft budget document. Seconded by Steve Rutz and motion passed.**

2. **Review and approve minutes of the July 26, 2012 committee meeting.** Not available, will be placed on next months agenda.

3. **Staff Reports**

- a) **Chief County Assessment Officer** – Donna Berlage, Chief County Assessment Officer, reported that her office is continuing to work on the CAMA program. Berlage reported that the Assessment Redistricting maps were due at the Department of Revenue by August 1<sup>st</sup>. The deadline for townships to respond to the proposal is September 15<sup>th</sup>. The next step is to decide if the County will accept what the Townships have proposed and the deadline for this action is October 1<sup>st</sup>.
- b) **Treasurer Office** – It was reported that the Treasurer's Office processed a third property tax distribution on August 13, 2012 in the amount of \$756,562.12.
- c) **County Administrator** – None.

**4. Unfinished Business**

- a) **Jo Daviess County Strategic Goals** – This item will remain on the agenda for next month.
- b) **Finance Committee assignments associated with the County Board Retreat** – This item will remain on the agenda for next month.
- c) **Township Assessor Pilot Program** – See above.
- d) **Township Assessor Program Intergovernmental Agreement** – This item will remain on the agenda.
- e) **Re-districting per tax code for multi-township assessment districts** – See above
- f) **Update on timeline to load building cost data into the Devnet CAMA system.** - This item will remain on the agenda for next month.
- g) **Update on PTAB (Property Tax Appeal Board) cases.** - This item will remain on the agenda for next month.
- h) **Update on options to fund the Public Safety Radio Communications System.** - This item will remain on the agenda for next month.
- i) **Update on EDA Disaster Program grant application and 20% match requirement** – Nothing new to report at this time.

**5. New Business**

- a) **Discussion and possible action on resolution to execute a deed of conveyance of the County's interest for parcel number 22-001-648-00 in Warren Township.** – Ron Mapes made a motion to move forward a resolution to execute a deed of conveyance of the County's interest for parcel number 22-001-648-00 in Warren Township. **Seconded by Rick Dittmar and motion passed.**
- b) **Review results of Group Health Insurance survey.** Dan Reimer reported on the results of the employee group health insurance survey; 65 surveys were returned and 61 voted for option 1 and 4 voted for option 2. This item will remain on the agenda.

**6. Other - None**

**7. Board Member Concerns – None**

**8. Citizens Comments - None**

**9. Closed Session**

**Ron Mapes made a motion to adjourn the Finance Committee meeting at 9:05 pm seconded by Steve Rutz and motion passed.**

Next regular Information & Communications meeting will be on Wednesday, September 26, 2012 at 5:45 pm.

Next regular CVB meeting will be on Tuesday, September 25, 2012 at 11:30 am

Next regular Executive Committee meeting is Tuesday, September 4, 2012 at 7:00 pm

Next regular Finance, Tax and Budget Committee meeting will be Thursday, September 27, 2012 at 7:00 pm