

COMMITTEE REPORT

COMMITTEE: Law Enforcement & Courts Joint Meeting with Finance, Tax and Budget Committee

CHAIRPERSON: Steve Rutz

DATE/TIME: August 19, 2014 @ 4:00 p.m.

PRESENT:

Steve Rutz

Randy Jobgen

RJ Winkelhake

John O'Boyle

Rick Dittmar

Ron Smith

Other Board Members: Brandon Behlke, Gerald Bennett, Merri Berlage, Bill Bingham, Jody Covert, Robert Heurman, Dan Hughes, Margie Montelius, Terry Stoffregen and Don Zillig
Others: Dan Reimer, Sharon Wand, Tim Stephenson, Leann Brandenburg, Kevin Turner, Betsy Shaulis, Melisa Hammer, Bill Laity, John Hay and Roger Kent .

1. Call to Order

2. Welcome and Introductions

3. Citizens Comments

4. Procedures for Joint Committee Meetings. Steve Rutz, Finance, Tax and Budget Committee Chairman, reviewed 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 FY2015 budget(s) and discuss their plans, goals and objectives for FY2015. 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 and 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.

5. Review and Summary of FY2015 Budget Process to Date. County Administrator Dan Reimer discussed the FY2015 budget schedule and explained that the target-based budget process was used to establish the initial FY2015 expense budgets. Reimer explained that on June 26, 2014, the Finance Tax and Budget committee approved the following guidelines for establishing FY2015 General Fund and Special Fund expenses budgets and agency funding amounts.

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-nine (59) 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 **10.87%**, SLEP **18.85%**
 - ❖ Health Insurance - **3%** rate increase
 - ❖ Salaries and wages – compensation increase per position

classification/compensation plan; comparable compensation increase for union employees and probation officers; per resolution for elected officials.

- ❖ S.S./Medicare – increase/decrease proportionally to payroll estimates.
- ❖ Postage – no increase in FY2015.

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 to FY2014 to meet the 3% General Fund budget reduction requirement **shall not be reinstated** in initial FY2015 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 FY2014 target amount less any non-recurring expenses added during the FY2014 budget process including any approved un-funded requests.
6. All Interfund Transfers scheduled in FY2014, except interfund transfers 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, Tax & Budgets 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 unfunded 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 shall be set at the same level of funding as appropriated in the FY2014 budget.

AGENCY FUNDING AMOUNTS

	FY2015	FY2014	FY2013
AGENCY	Budget	Budget	Budget
NICAA Golden Meals Grant	\$8,133	\$8,133	\$8,133
Senior Resource Center	\$8,170	\$8,170	\$8,170
JDWI Transit/Medical Transportation	\$8,500	\$8,500	\$8,500
JDWI Transit/Pub. Transportation	\$30,250	\$30,250	\$30,250
Soil & Water Conservation	\$8,000	\$8,000	\$10,000
Jo Daviess/Carroll Solid Waste Agency	\$6,500	\$6,500	\$7,000
Veterans' Grave markers	\$1,000	\$1,000	\$1,500

Reimer discussed that on June 26, 2014 the Jo Daviess County Finance, Tax & Budgets Committee reviewed Round 1 revenue estimates for FY2015, established the initial distribution of the FY2014 property tax levy (payable FY2015), established the initial distribution of FY2015 County (1%) sales tax, established guidelines for the development of FY2015 expense budgets, and set initial target funding amounts for departments and agencies.

The Jo Daviess County budget is developed by using a 15 step target-based budget process. Over the years target-based budgeting has proven to simplify the budget preparation process, ensures the County's budget process remains organized, reduces interdepartmental conflict, and has assisted the County in providing essential services to the residents and taxpayers of Jo Daviess County in a fiscally responsible manner. Target-based budgeting also enables the Finance, Tax & Budgets Committee to limit budget request to expected revenue levels, while giving departments an opportunity to make a case for extraordinary needs.

Revenue forecasting represents an essential component of budgeting and is perhaps the most critical step in achieving a balance budget. Preliminary (Round 1) revenue estimates are intended to serve as the basis, or starting point for developing the allowable levels of spending on the expense side of most county budgets including the General Fund budget.

FY2015 Round 1 revenue estimates (as of 8/15/14) from the seven Jo Daviess County operational funds indicate an overall increase of \$130,231 or 1.1% from prior year.

Preliminary (Round 1) FY2015 expense estimates for the seven Jo Daviess County operational funds indicate an overall decrease of \$588,932 or 4.6% from prior year. All seven (7) operational fund budgets are projecting an initial expenditure decrease for FY2015 - GIS Automation 28.3%, Motor Fuel Tax Fund 13.8%, Highway Fund 12.6%, Tourism Promotion 8.3%, General Fund 1.2%, Public Health 1.2% and the Home Health Care Fund 1.2%.

Reimer discussed that the overall goal is to achieve a balanced General Fund (GF) operating budget. Round 1 GF revenue estimates and initial GF target expense estimates serve as the basis or starting point of developing our overall FY2015 GF budget.

Round 1 General Fund revenue estimates for fiscal year (FY) 2015 are projected as \$7,159,837. Initial GF target expense estimates (as of 7/17/14), were projected at \$7,306,452. This resulted in an initial FY2015 GF operating budget deficit of \$146,615. This initial FY2015 GF deficit of \$146,615 is \$39,758 more than the initial FY2014 deficit of \$106,857 and \$122,760 more than the initial FY2013 deficit of \$13,855.

Reimer discussed that Jo Daviess County is a PTELL (Property Tax Extension Limitation Law) county, with that in mind the estimated allowable property tax extension increase for 2014 (payable 2015) is \$151,863. The County Clerk's Office estimated the overall maximum aggregate tax levy extension for 2014 to be \$5,734,387. This amount represents an increase of \$151,863 or 2.7% more than the 2013 PTELL certified levy extension of \$5,582,524.

6. Budget Review Session with Finance Committee

- a) **Circuit Clerk** – Sharon Wand, Circuit Clerk, presented General Fund budget 001-42133 Circuit Clerk with a target funding amount of \$323,802. **Brandon Behlke made a motion to forward budget 001-42133 Circuit Clerk to the draft budget document. Seconded by Randy Jobgen and motion passed.** Special fund 029 Circuit Clerk Automation Fund was presented by Sharon Wand in the amount of \$41,000. **RJ Winkelhake made a motion to forward budget 029-47183 Circuit Clerk Automation Fund along with the fund description to the draft budget document. Seconded by Randy Jobgen and motion passed.** Special fund 039 Court Document Storage Fund was presented by Sharon Wand in the amount of \$30,000. **Terry Stoffregen made a motion to forward budget 039-47184 Court Document Storage Fund along with the fund description to the draft budget document. Seconded by Randy Jobgen and motion passed.** Special fund 052 Maintenance/Child Support Fund was presented by Sharon Wand in the amount of \$10,000. The budgeted expense amount of \$10,000 which is an interfund transfer to the General Fund. **Brandon Behlke made a motion to forward budget 052-47185 Maintenance/Child Support along with the fund description to the draft budget document. Seconded by Rick Dittmar and motion passed.** Special fund 031 Circuit Clerk's Operations & Administration Fund was presented by Sharon Wand in the amount of \$4,000 which was the same amount as last year. **Brandon Behlke made a motion to forward budget 031-47197 Circuit Clerk's Operations & Administration Fund along with the fund description to the draft budget document. Seconded by John O'Boyle and motion passed.**
- b) **Probation** – Tim Stephenson, Probation Director, presented General Fund budget 001-42132 Probation with a target funding amount of \$423,644. Stephenson discussed that there will be an increase to the salary reimbursement in the amount of \$40,000 from the State of Illinois. **Terry Stoffregen made a motion to forward budget 001-42132 Probation in the amount of \$423,644 to the draft budget document. Seconded by Randy Jobgen and motion passed.** Special fund 033 Probation Services Fund was presented by Tim Stephenson in the amount of \$52,202. **RJ Winkelhake made a motion to forward budget 033-47187 Probation Services Fund along with the fund description to the draft budget document. Seconded by Rick Dittmar and motion passed.** Special fund 053 Probation EMHD (Electronic Monitoring Home Detention) Program was presented by Tim Stephenson in the amount of \$3,879. **Bill Bingham made a motion to forward budget 053-47188 Probation EMHD Program along with the fund description to the draft budget document. Seconded by RJ Winkelhake and motion passed.** Special fund 068-41133 Jo Daviess County Sobriety Court Fund was presented by Tim Stephenson in the amount of \$7,870. **Brandon Behlke made a motion to forward budget 068-41133 Jo Daviess County Sobriety Court Fund along with the fund description to the draft budget document. Seconded by John O'Boyle and motion passed.**
- c) **Courts** – Le Ann Brandenburg, Court Administrator, presented the Courts general fund budget 001-42131 with a target funding amount of \$180,972. **Brandon Behlke made a motion to forward budget 001-42131 Courts to the draft budget document. Seconded by Ron Smith and motion passed.**

- d) **Coroner** – Bill Laity, County Coroner, presented General Fund budget 001-41127 County Coroner with a target funding amount of \$60,315. **Terry Stoffregen made a motion to forward budget 001-41127 County Coroner to the draft budget document. Seconded by Randy Jobgen and motion passed.** Special Fund 070-47202 Coroners Equipment and Operations Fund was presented by Bill Laity in the amount of \$8,000. **Bill Bingham made a motion to forward budget 070-47202 Coroners Equipment and Operations Fund along with the fund description to the draft budget document. Seconded by Rick Dittmar and motion passed.**
- e) **Special Service Area 1** – Roger Kent, President, Board of Directors of Warren Area Ambulance Service presented the budget for Special Service Area 1 and their request for a tax levy amount of \$73,000. **Don Zillig made a motion to move forward budget 043-47191 Special Service Area Number One fund and the fund description to the draft budget document. Seconded by Ron Smith and motion passed.**
- f) **Special Service Area 2 & 4** – Rick Dittmar, representative for Special Service Area 2 & 4 presented the budget for Special Service Area 2 & 4 and their request for a tax levy amount of \$59,000. **RJ Winkelhake made a motion to move forward budget 044-47192 Special Service Area Number Two and Four fund and the fund description to the draft budget document. Seconded by John O'Boyle and motion passed with Rick Dittmar abstaining.**
- g) **Special Service Area 5** – Betsy Shaulis, legal counsel for Hanover Ambulance Service, presented the budget and tax levy request from Special Service District Number Five which is the Hanover Ambulance District. The tax levy amount requested by SSA 5 is \$29,808. **Brandon Behlke made a motion to move forward budget 061-47198 Special Service Area Number Five fund and the fund description to the draft budget document. Seconded by RJ Winkelhake and motion passed.**
- h) **State's Attorney** – State's Attorney John Hay presented the State's Attorney general fund budget 001-42134 with a target funding amount of \$473,301. **RJ Winkelhake made a motion to forward budget 001-42134 States Attorney to the draft budget document. Seconded by Randy Jobgen and motion passed.** Special fund 051-42134 State's Attorney Drug Forfeiture Fund was presented by State's Attorney John Hay in the amount of \$0. **Brandon Behlke made a motion to forward budget 051-42134 State's Attorney Drug Forfeiture Fund and the fund description to the draft budget document. Seconded by John O'Boyle and motion passed.** States Attorney Hay presented special fund 074-42134 State's Attorney Records Automation Fund in the amount of \$0. **RJ Winkelhake made a motion to forward budget 074-42134 State's Attorney Records Automation Fund and the fund description to the draft budget document. Seconded by Rick Dittmar and motion passed.**
- i) **Sheriff's Office** – Sheriff Kevin Turner presented the General Fund Courthouse 001-40101 budget with a target funding amount of \$127,344. **Brandon Behlke made a motion to forward Courthouse budget 001-40101 to the draft budget document. Seconded by Randy Jobgen and motion passed.** Sheriff Turner presented General Fund budget 001-41121 Sheriff with a target funding amount of \$1,705,133. Turner presented a memo asking for approval for a necessary non-recurring expense for the Sheriff's Budget uniform allowance. The Sheriff's Office has submitted a grant to purchase bullet proof vests from the Department of Justice. The total amount of vests to be purchased is \$11,500 with a reimbursed amount of \$5,750, leaving a balance of \$5,750 to be paid from the Sheriff's general fund budget 001-41121. **RJ Winkelhake made a motion to forward budget 001-41121 Sheriff to the draft budget document with the target increase amount of \$5,750. Seconded by Ron Smith and motion passed.** Sheriff Turner presented General Fund budget 001-41122 Safety Building with a target funding amount of \$676,923. Sheriff Turner presented a memo asking for approval of a target increase for a necessary re-occurring expense in the amount of

\$2,000 for the inmate nurse and other inmate medical expenses to be paid from professional service line item. **Ron Smith made a motion to forward budget 001-41122 Safety Building to the draft budget document with a target increase of \$2,000. Seconded by Randy Jobgen and motion passed.** Sheriff Turner presented General Fund budget 001-41123 Communications with a target amount of \$810,244. **Don Zillig made a motion to forward budget 001-41123 Communications to the draft budget document. Seconded by RJ Winkelhake and motion passed with a nay by Randy Jobgen.** Sheriff Turner presented General Fund budget 001-41126 Merit Commission, with a target funding amount of \$4,000. **Brandon Behlke made a motion to forward budget 001-41126 Merit Commission to the draft budget document. Seconded by RJ Winkelhake and motion passed.** Sheriff Turner presented General Fund budget 001-41124 Court Security with a target funding amount of \$122,727. **RJ Winkelhake made a motion to forward budget 001-41124 Court Security to the draft budget document. Seconded by Rick Dittmar and motion passed.** Special Fund 009-41129 Sheriff's Forfeiture Fund was presented by Sheriff Turner in the amount of \$13,500. **RJ Winkelhake made a motion to forward budget 009-41129 Sheriff's Forfeiture Fund along with the fund description to the draft budget document. Seconded by Randy Jobgen and motion passed.** Special Fund 019-41121 DUI Fund was presented by Sheriff Turner in the amount of \$10,000. **RJ Winkelhake made a motion to forward budget 019-41121 DUI Fund along with the fund description to the draft budget document. Seconded by Randy Jobgen and motion passed.** Special Fund 038-46179 Sheriff's Vehicle Fund was presented by Sheriff Turner in the amount of \$137,500. **Brandon Behlke made a motion to forward budget 038-46179 Sheriff's Vehicle Fund along with the fund description to the draft budget document. Seconded by RJ Winkelhake and motion passed.** Special fund 066-46181 Emergency Services Communications Fund was presented by Sheriff Turner in the amount of \$177,800. Reimer explained that this is the fund that the \$117,200 annual debt service payment is made for the Radio Communication Upgrade Project. **RJ Winkelhake made a motion to forward 066-46181 Emergency Services Communications Fund along with the fund description to the draft budget document. Seconded by Rick Dittmar and motion passed.** Special Fund 069-41131 County Jail Medical Costs Fund was presented by Sheriff Turner in the amount of \$8,860. **Brandon Behlke made a motion to forward 069-41131 County Jail Medical Costs Fund along with the fund description to the draft budget document. Seconded by Randy Jobgen and motion passed.** Special Fund 072-41132 Jo Daviess County Natural Hazard Mitigation Fund was presented by Sheriff Turner in the amount of \$0. It was noted that this fund was established to account for the receipt and distribution of federal (FEMA) and state (IEMA) natural hazard mitigation grants. Grants may include natural hazard mitigation planning grants and grants for natural hazard mitigation projects in Jo Daviess County. **Brandon Behlke made a motion to forward budget 072-41132 Jo Daviess County Natural Hazard Mitigation Fund along with the fund description to the draft budget document. Seconded by Randy Jobgen and motion passed.** General Fund budget 001-41125 Emergency Management was presented by Sheriff Turner in the amount of \$41,426. A memo was presented for a request to increase the Emergency Management budget target amount \$1,530 for the following line items; \$200 for 431 Automobile Mileage, \$50 for 604 Computer Supplies, \$500 for 611 Automobile Fuel/Oil and \$780 for 704 Telephone & Electronic Communications as a necessary recurring expense. **Brandon Behlke made a motion to forward budget 001-41125 Emergency Management Fund with the target increase of \$1,530 to the draft budget document. Seconded by RJ Winkelhake and motion passed with an abstain from Ron Smith.** Sheriff Turner presented an unfunded activities form with four unfunded requests. 1. A request for a recurring expense from

fund 001-41121-603 Sheriff's Fund in the amount of \$3,900 to be used to pay for maintenance for computer software to assist in locating sex predators, bullying, and retrieving information off of computers and cell phones. 2. A request for a recurring expense from 042-46171-805 Capital Investment Fund in the amount of \$500,000 for an addition to the Courthouse for a controlled entrance; metal detector, x-ray machine, engineering construction and one full time court security officer. 3. A request for a one-time expense from 042-46171-810 Capital Investment Fund in the amount of \$125,000 to update the Gateway System at the Courthouse. 4. A request for a limited-time expense from 042-46171-805 Capital Investment Fund in the amount of \$159,100 to repair/replace tuck pointing on the 1900 section of the Courthouse. **RJ Winkelhake made a motion to forward the four requests on to the unfunded activity request list. Seconded by Randy Jobgen and motion passed.**

7. Board Member Concern

8. Citizens' Comments

9. Closed Session - At 7:21 pm Randy Jobgen made a motion to enter into closed session for the purpose of appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Topic of discussion of employment termination Health Department Administrator. And for the purpose of the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. Topic of discussion for the possible purchase of property in Galena, Illinois. Seconded by RJ Winkelhake and motion passed.

i. Personnel section 2(c)1

"The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity."

Topics of discussion: Employment termination Health Department Administrator

ii. Collective bargaining section 2(c)2

Topic of discussion: Update on current union negotiations.

iii. Litigation section 2(c)11

iv. Purchase/lease property section 2(c)5

"The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired." Topic of discussion: Possible purchase of property in Galena, Illinois

10. Possible action as a result of closed session - None

Randy Jobgen made a motion to adjourn at 8:00 pm seconded by Merri Berlage and motion passed.

Next Joint Budget meeting with Finance, Tax & budget Committee, Social & Environmental Committee and Information & Technology Committee is Thursday, August 21, 2014 at 4:00 pm