

Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Wednesday, October 1, 2014 at 4:30 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL.

Members Present: Chairman Owens, Members O'Connor, Schafer, Wollrab, Rankin, Erickson, and Robustelli

Members Absent: None

Other Members Present: Member Metsker

Staff Present: Mr. Bill Wasson, County Administrator; Ms. Hannah Eisner, Assistant County Administrator; Ms. Judith LaCasse, Recording Secretary, County Administrator's Office; Mr. Don Knapp, First Assistant Civil State's Attorney

Department Heads/
Elected Officials
Present:

Ms. Linda Cox, Interim Director, Nursing Home; Ms. Becky McNeil, County Treasurer; Ms. Michelle Anderson, Auditor; Ms. Kathy Michael, County Clerk; Mr. Bob Kahman, Supervisor of Assessments

Others Present: Ms. Connie Clifford, Chief Deputy Assessment Officer, Supervisor of Assessment's Office; Mr. Mark Bounds, Recording Program Administrator, County Clerk's Office; Mr. Scott Gima, Vice President, Management Performance Associates (MPA); Ms. Maria Pascua, Chief Deputy County Clerk

Chairman Owens called the meeting to order at 4:30 p.m.

Chairman Owens presented the minutes of the September 3, 2014 Finance Committee meeting for approval.

Motion by O'Connor/Rankin to Approve the Minutes of the September 3, 2014 Meeting for Approval.
Motion carried.

Ms. Linda Cox, Interim Director, Nursing Home, and Mr. Scott Gima, Vice President, Management Performance Associates (MPA) presented the Nursing Home Monthly Report. Ms. Cox pointed out that the census was up slightly by the end of August and through September the census was between 133 and 134 residents. She added that the census today is 134 residents.

Chairman Owens asked if there were any questions or comments. Hearing none, he thanked Ms. Cox and Mr. Gima.

Ms. Becky McNeil, County Treasurer, presented a request for approval of a Resolution authorizing the Chairman of the McLean County Board to Execute a Deed of Conveyance on the following Parcels: Pin #06-21-329-002, Pin #09-07-255-006, Pin #12-07-251-015, Pin #12-08-102-003, Pin #16-14-203-01, Pin #21-08-330-001, Pin #21-08-456-014, Pin #21-09-137-003, Pin #21-09-158-015, Pin #24-15-154-006, Pin #12-08-101-005, Pin #12-08-101-002. She noted that these are the result of the auction of surplus property that was held this year. Ms. McNeil recommended that anyone who has any questions on this process call her office and she would be happy to provide additional information.

Motion by O'Connor/Rankin to Recommend Approval of a Resolution Authorizing the Chairman of the McLean County Board to Execute a Deed of Conveyance on the following parcels: Pin #06-21-329-002, Pin #09-07-255-006, Pin #12-07-251-015, Pin #12-08-102-003, Pin #16-14-203-01, Pin #21-08-330-001, Pin #21-08-456-014, Pin #21-09-137-003, Pin #21-09-158-015, Pin #24-15-154-006, Pin #12-08-101-005, Pin #12-08-101-002.
Motion carried.

Ms. McNeil reviewed her Financial Reports for the period ending September 30, 2014.

Ms. McNeil reviewed the County Treasurer's Summary of Tax Revenue Sales, Local Use, Income and PPRT. She advised that in the month of September the revenue was \$619,792.62, which is 2.6% less than FY'2013. Ms. McNeil stated that the County is currently \$111,930.77 less in revenue than FY'2013, and \$299,920.30 under budget.

Ms. McNeil reviewed the County Treasurer's Investment Report. She advised that the total is currently \$48,703,252.25.

Ms. McNeil reviewed the quarterly report for the Revolving Loan Fund. She asked that anyone who has questions about the details of this program contact her in her office. Ms. McNeil noted that this is the gap financing which is provided to businesses through EDC. She noted that there is currently \$818,108.10 in the fund balance available for lending, and there are currently three active loans.

Ms. McNeil reviewed the Employee Benefit Fund Report. The Revenue is \$4,629,482.64 and the Expenses are \$4,766,237.23. She stated that some of the expenditures have already been paid out for the Month of October, which is why some of the expenses look higher than the revenue on the report. Ms. McNeil advised that the Fund Balance is \$1,890,232.48.

Mr. Robustelli asked why more businesses aren't taking advantage of the Revolving Loan Fund. Ms. McNeil replied that bank rates are low at this time so businesses may be able to get financing at a cheaper rate and not need the assistance of the Revolving Loan. She also noted that the application process is stringent, and the process is "open book" so some businesses may not want to disclose details to the public record.

Motion by Robustelli/Schafer to accept and place on file the Month-end Financial Reports from the County Treasurer's Office for the month ending September 30, 2014, as submitted.
Motion carried.

Chairman Owens asked if there were any additional questions or comments. Hearing none, he thanked Ms. McNeil.

Chairman Owens called for a motion to go into *Executive Session* to discuss Personnel Matters with the Committee Members and Staff.

Motion by Schafer/Robustelli to Recommend the Finance Committee go into *Executive Session* at 4:40 p.m. to discuss Personnel Matters with the Committee Members, the County Clerk and Administration Staff.
Motion carried.

Motion by Wollrab/Schafer to recommend the Finance Committee return to *Open Session* at 5:45 p.m.
Motion carried.

Chairman Owens called for a motion to withdraw the request from the County Clerk to pay an employee an hourly rate above the approved pay range for the position.

Motion by O'Connor/Wollrab to Recommend the Withdrawal of a Request to Pay an Employee an Hourly Rate above the Approved Pay Range for the Position.
Motion carried with Mr. Erickson voting "no."

Ms. Kathy Michael, County Clerk, reviewed new methods of providing publications to the *Pantagraph*, which will save the County about \$1,500. She added that with all of the consolidated elections, this effort should save the County approximately \$10,000-\$15,000.

Chairman Owens asked if there were any questions or comments. Hearing none, he thanked Ms. Michael.

Ms. Hannah Eisner, Assistant County Administrator, reviewed a list of critical personnel position requests which have been received by the County Administrator's Office through September 26, 2014. All positions listed below are budgeted and funded through the end of FY 2014.

Health Department

1) Request to fill 1.0 FTE Public Health Communication Specialist

The Health Department has one vacant Public Health Communication Specialist/PIO (Class 8113, Grade 9 Full-time) position. The vacancy is the result of a resignation. This key position serves as the public relations consultant responsible for planning, developing, and implementing a public health media and community relations programs for the health department. This position also serves as the primary marketing director for health department programming, maintains the health departments website and manages all the social media communication sites for the health department including Face book and Twitter communication. It is critical this position be filled immediately as communication, marketing, and health promotion efforts are key elements of good public health. This position also acts as the communication link with all local media, including both print and video.

1) Request to fill 1.0 FTE Health Promotion Program Manager

The Health Department has one vacant Health Promotion Program Manager (Class 8117, Grade 10 Full-time) position. The vacancy is the result of a resignation. This key position is responsible for the planning, developing, directing, and evaluating the health promotion programs of the department. These include all the health promotion community grants, oversight of the department strategic plan and IPLAN programs and acts as the interface with the county for county wellness programming. This position also coordinates grant application research and managing all health program communication and data collection used to support prevention programming for the organization. This position manages a staff of three health promotion specialists, one administrative specialist/graphics design position and co-manages the communication specialist. This position must be filled immediately.

Nursing Home

1) The following positions were vacated and refilled pursuant to the patient care exemption: 2 FTE Certified Nursing Assistants, 1 FTE Cook and 1 FTE Social Services Assistant.

Ms. Eisner advised that the Administrator's Office has reviewed the positions and agree that they need to be filled.

Motion by Robustelli/Wollrab to Recommend Approval of the
Critical Personnel Hiring Requests.
Motion carried.

Mr. Rankin asked if there will be a time that it will not be necessary to take a vote on these critical hires. Mr. Wasson replied that it would be possible to change this policy at the next Budget Policy review. Mr. Rankin asked if the Administrator's Office concurs that this vote is not necessary. Mr. Wasson replied that it would be beneficial to the Committees to continue to receive the information, but the Board can make a decision on whether or not to require a vote. Ms. Eisner noted that the biggest percentage of the County's budget is personnel.

Mr. Wasson introduced the review of the Fiscal Year 2014 Recommended Budget for the following departments:

Supervisor of Assessments – 0001-0049 can be found on pages 231-237 of the FY'2015 Recommended Budget Book and pages 26-27 of the Summary in the Agenda Packet.

Highlights of the Recommended Budget:

REVENUES

407.0006 Supervisor of Assessments Salary Reimbursement: This revenue line-item account increases slightly from \$41,692 in the FY'2014 Adopted Budget to \$42,620 in the FY'2015 Recommended Budget based upon the anticipated reimbursement to be received from the State for a portion of the Supervisor of Assessments' salary.

450.0011 Transfer from Other Funds: The transfer from the Recorder Document Storage Fund 137 in the amount of \$30,000 is unchanged from the FY'2014 Adopted Budget. This covers a (0.35) FTE position for GIS support which is proper expenditure of these funds per statute.

EXPENDITURES

Personnel

Staffing levels remain the same in the FY'2015 Recommended Budget as in the FY'2014 Adopted Budget.

0520.0001 Per Diem Employees: This line item increases from \$29,400 in the FY'2014 Adopted Budget to \$37,000 in the FY'2015 to provide for a raise for Board of Review members who have not had an increase for a number of years.

Mr. Bob Kahman, Supervisor of Assessments, advised that the Board of Review members have not had a pay increase since 2000. He indicated that they spend 250-400 hours a year working. Mr. Kahman also noted that they are required to pass a difficult test to be certified. He added that there are very few potential applicants due to the requirements and the level of work they are being asked to do.

All other Personnel line items remain the same as in the FY'2014 Adopted Budget.

Materials and Supplies

Materials and Supplies Expenditures have increased from \$88,170 in the FY'2014 Adopted Budget to \$96,500 in the FY'2015 Recommended Budget. This change can be attributed to an expected increase in expenses for Letterhead/Printed Forms and Postage due to this being a Quadrennial Reassessment year.

621.0001 Non-Major Equipment: This line item account has increased from \$0 in the FY'2014 Adopted Budget to \$3,000 in the FY'2015 Recommended Budget to replace chairs for six employees. The current chairs are over 20 years old and failing.

629.0001 Letterhead/Printed Forms: This line item account has increased from \$43,745 in the FY'2014 Adopted Budget to \$45,300 in the FY'2015 Recommended Budget due to costs associated with the Quadrennial Reassessment.

630.0001 Postage: This line item account has increased from \$40,970 in the FY'2014 Adopted Budget to \$44,775 in the FY'2015 Recommended Budget due to costs associated with the Quadrennial Reassessment.

Contractual

Contractual line item accounts have been budgeted in the FY'2015 Recommended Budget within 3% or \$500 of the FY'2014 Adopted Budget, with the following exceptions:

701.0001 Advertising: This line item account has increased from \$28,200 in the FY'2014 Adopted Budget to \$75,000 in the FY'2015 Recommended Budget due to publication costs associated with the Quadrennial Reassessment.

Mr. Wasson advised that the Quadrennial Reassessment, which happens every four years, has resulted in the many of the increases in Materials and Supplies, and the Contractual line items. He also pointed out that 621.0001 Non-Major Equipment has increased from \$0 to \$3,000 to purchase six office chairs for employees.

Chairman Owens asked if the publication cost for the Quadrennial Reassessment is always high. Mr. Kahman replied that the prices were higher in the past, but an agreement was reached to reduce the rate for a five year period, which will expire soon. He indicated that digital would be preferable in the future.

Ms. Clifford stated that during the Quadrennial Reassessment it is necessary to publish every single parcel, and in non-Quadrennial Reassessment years only the changes are published.

There was a discussion on the request for new office chairs. Mr. Kahman indicated that the current chairs were used chairs when they got them and are in poor condition. The new chairs being considered for purchase are Flexsteel chairs and should last a minimum of 20 years.

Mr. Wasson advised that there was a 14% increase overall in expenditures.

Motion by Wollrab/Schafer to recommend tentative approval of the Supervisor of Assessments – (0001-0049) FY'2015 Recommended Budget as submitted.
Motion carried.

County Treasurer – 0001-0004 can be found on pages 22-27 of the FY'2015 Recommended Budget and pages 28-29 of the Summary in the Agenda Packet.

Highlights of the Recommended Budget:

410.7005 Collector Indemnity Fee: This revenue line was created to recognize revenue to the General Fund, upon the elimination of the Collector Indemnity Fund in 2011.

415.0001 Interest on Investments: This line item has decreased from \$52,500 in the FY'2014 Adopted Budget to \$40,000 in the FY'2015 Recommended Budget based on a review of revenues since 2010 and year-to-date revenues at the time the Recommended Budget was completed.

410.0035 Unclassified Revenue: This line item has decreased from \$1,000 in the FY'2014 Adopted Budget to \$500 in the FY'2015 Recommended Budget based on a review of revenues since 2010 and year-to-date revenues at the time the Recommended Budget was completed.

EXPENDITURES

Personnel

There is no change to full-time staffing level in the FY'2015 Recommended Budget.

Materials and Supplies

All Materials and Supplies line item accounts in the FY'2015 Recommended Budget have been budgeted within 3% or \$500 of their counterparts in the FY'2014 Adopted Budget, except for the following.

628.0001 Copying Expenses: This line item account has decreased from \$3,600 in the FY'2014 Adopted Budget to \$1,500 in the FY'2015 Recommended Budget. Some work previously included in this account has now been reassigned to 629.0001.

629.0001 Letterhead/Printed Forms: This line item account has increased from \$14,000 in the FY'2014 Adopted Budget to \$16,000 in the FY'2015 Recommended Budget, as some work previously included in the 628.0001 account has now been reassigned to this account.

Contractual

All Contractual line item accounts in the FY'2015 Recommended Budget have been budgeted within 3% or \$500 of their counterparts in the FY'2014 Adopted Budget.

706.0001 Contract Services: The FY'2014 Adopted budget for this line item was amended in 2014 to increase it from \$5,101.63 to \$22,200.00 to allow the Treasure to enter into a lock box service agreement for the collection of property taxes in 2014. The use of the lock box service greatly facilitated the tax collection process and this line item was budgeted at \$22,200.00 for FY'2015 to allow this practice to continue.

Capital Assets

All Capital Assets line item accounts in the FY'2015 Recommended Budget have been budgeted within 3% or \$500 of their counterparts in the FY'2014 Adopted Budget.

Chairman Owens commented that he thought the lock box would eliminate increases in part-time, which it has not. Ms. McNeil replied that it is difficult to stop the high flow of traffic into the office. She indicated that their reliance on the seasonal staff member remains the same, but that person was able to learn how to export the lock box data and put it into the tax receivable system and go through all of the exceptions, which required an additional level of technical training.

Mr. Rankin asked if there is a potential in the future of fewer people going to the counter. Ms. McNeil replied that people continue to come into the office with thousands of dollars in cash, which has to be counted and verified by another staff member. Ms. McNeil added that once people become more comfortable with the lock box, some of that traffic may change.

Mr. Wasson stated that the total expenditures increased by 2%.

Motion by Schafer/Rankin to recommend tentative approval of the County Treasurer – (0001-0004) FY'2015 Recommended Budget as submitted.
Motion carried.

County Treasurer Collector Automation Fund – 0168-0004 can be found on pages 28-29 of the FY'2015 Recommended Budget and pages 30-31 of the Summary in the Agenda Packet.

Highlights of the Recommended Budget:

Pursuant to Illinois law, the County Board established the County Collector's Automation Fund. This Special Revenue Fund was established to assist the County Treasurer's Office with automation and document storage. Through the collection of an Automation fee, the County Treasurer's Office has available funds which can be used to purchase automated document storage systems, contract for services, purchase capital equipment, and purchase computer hardware and software. As a Special Revenue Fund, the fund must be balanced within the fund.

REVENUE

410.7000 Collector Duplicate Bill Fee: This revenue line item account has been budgeted again at \$2,000 in the Recommended FY'2015 Recommended Budget.

410.7001 Collector Automation Fee: This revenue line item account has been budgeted again at \$15,000 [in the FY'2015 Recommended Budget](#).

EXPENDITURES:

Services

0706.0001 Contract Services: This line item account has been budgeted at \$4,000 in the FY'2015 Recommended Budget to provide for the automated Tax Sale system, as required by recent legislative change.

Transfer to Other Funds

999.0001 Interfund Transfer: This line item account has been budgeted at \$13,000 in the FY'2015 Recommended Budget. Since Information Technologies provides full support to the Treasurer's Office, the County Treasurer has recommended that the Collector's Automation Fee revenue be transferred to the County's General Fund to help offset the expenses incurred by Information Technologies.

Motion by Robustelli/Schafer to recommend tentative approval of the Collector Automation Fund – (0168-0004) FY'2015 Recommended Budget as submitted.
Motion carried.

County Auditor – 0001-0003 can be found on pages 17-21 of the FY'2015 Recommended Budget and pages 32 of the Summary in the Agenda Packet. Mr. Wasson stated that there is no revenue in this budget.

Highlights of the Recommended Budget:

EXPENDITURES

Personnel

The FTE staffing level in the FY'2015 Recommended Budget is unchanged from the FY'2014 Adopted Budget.

Materials and Supplies

All of the Materials and Supplies line item accounts have been budgeted within 3% or \$500 of the FY'2014 Adopted Budget.

Contractual

All Materials and Supplies line item accounts have been budgeted within 3% or \$500 of the FY'2014 Adopted Budget.

Capital Assets

All Capital Assets line item accounts have been budgeted within 3% or \$500 of the FY'2014 Adopted Budget.

Mr. Wasson stated that the total expenditures increased by 2%.

Motion by Rankin/Wollrab to recommend tentative approval of the County Auditor – (0001-0003) FY'2015 Recommended Budget as submitted.
Motion carried.

County Clerk – 0001-0005, Programs 0006 & 0007 & 0008 can be found on pages 30-37 of the FY'2015 Recommended Budget and pages 33-37 of the Summary in the Agenda Packet. Mr. Wasson pointed out that the Recorder's Program was combined into the County Clerk budget in 2014.

Highlights of the Recommended Budget:

REVENUE

Licenses, Permits, and Fees

410.0008 Copy Fees: This line item account has decreased from \$9,050 in the FY'2014 Adopted Budget to \$5,550 in the FY'2015 Recommended Budget. This is based upon revenue year-to-date at the time the recommended budget was completed.

410.0024 Liquor Licenses: This line item account has increased from \$16,050 in the FY'2014 Adopted Budget to \$20,000 in the FY'2015 Recommended Budget based on an increase in demand for licenses in FY'2014 as well as a recommended 15% increase.

410.0025 Marriage Licenses: This line item account has increased from \$23,000 in the FY'2014 Adopted Budget to \$30,000 in the FY'2015 Recommended Budget based on a review of the year-to-date revenue as of the date the Recommended Budget was prepared and last year's actual revenue.

410.0029 Recording Fees: This line item account has decreased from \$510,000 in the FY'2014 Adopted Budget to \$312,600 in the FY'2015 Recommended Budget due to a decrease in the number of documents being recorded.

Mr. Wasson pointed out that this is an area where there has been a significant change in fee-based revenue. It appears to be consistent across many counties in Illinois this year. Mr. Wasson indicated that estimates have been scaled back until we there is a better idea of how this revenue will be generating over the next couple of years.

410.0032 Sale of Revenue Stamps: This line item account has decreased from \$330,000 in the FY'2014 Adopted Budget to \$285,485 in the FY'2015 Recommended Budget due to a decrease in the number of transfers of real estate.

410.0128 Rental Housing Support Program: This line item account has decreased from \$31,000 in the FY'2014 Adopted Budget to \$18,775 in the FY'2015 Recommended Budget due to a reduction in recording fees collected.

410.0526 Marriage Certificates: This line item account has increased from \$24,000 in the FY'2014 Adopted Budget to \$27,000 in the FY'2015 Recommended Budget based upon increased FY'2014 activity

410.0527 Birth Certificates: This line item account has decreased from \$78,000 in the FY'2014 Adopted Budget to \$75,500 in the FY'2015 Recommended Budget.

410.0531 Civil Union Licenses: This line item account has decreased from \$850 in the FY'2014 Adopted Budget to \$155 in the FY'2015 Recommended Budget based on a review of the year-to-date revenue as of the date the Recommended Budget was prepared and last year's actual revenue.

410.0532 Civil Union Certificates – Certified Copies: These line item accounts have decreased from \$750 in the FY'2014 Adopted Budget to \$55 in the FY 2015 Recommended Budget based on a review of the year-to-date revenue as of the date the Recommended Budget was prepared and last year's actual revenue. This is based upon the fact that when this was first available, there was an increase in these activities, but they are now leveling off.

410.0540 Redemption Fees: This line item account has decreased from \$63,200 in the FY'2014 Adopted Budget to \$53,700 in the FY'2015 Recommended Budget based on a review of the year-to-date revenue as of the date the Recommended Budget was prepared.

410.0550 Take Notice Fees: This line item account has decreased from \$10,500 in the FY'2014 Adopted Budget to \$9,300 in the FY'2015 Recommended Budget based on a review of the year-to-date revenue as of the date the Recommended Budget was prepared and last year's actual revenue.

Intergovernmental Revenues

407.0011 Reimbursement/Special Services: This line item account has decreased from \$47,500 in the FY'2014 Adopted Budget to \$44,750 in the FY'2015 Recommended Budget based upon projected reimbursement from the state.

Comment [SSJ1]: Reason? NW says "election judge reimbursement & voter registration reimbursement \$29,000"

Charges for Services

410.0132 Data Sales: This line item account has decreased from \$3,300 in the FY'2014 Adopted Budget to \$1,800 in the FY'2015 Recommended Budget.

410.0560 Other Income: This line item account has decreased from \$13,800 in the FY'2014 Adopted Budget to \$9,600 in the FY'2015 Recommended Budget. This revenue includes priority and express charges for electronic processing and projection is based on a review of the year-to-date revenue as of the date the Recommended Budget was prepared.

EXPENDITURES

Personnel

Staffing for the County Clerk's Office increased from 14.53 FTEs in the FY'2014 Adopted Budget to 15.92 FTEs in the FY'2015 Recommended Budget. This change reflects an increase in 516 Seasonal/Occasional Clerical Assistants, from 1.53 to 2.92 FTEs, to better assist with election processes.

Comment [SSJ2]: Same reason as last year?

Mr. Wasson stated that this is a result of some issues with the application and use of election judge expenditures for use of staff outside the confines of the actual election. Situations were identified and determined to be more appropriately a seasonal/occasional expenditure and not an election expense. This reflects a large portion of the increase in the FTEs.

Materials and Supplies

All Materials and Supplies line item accounts in the FY'2015 Recommended Budget have been budgeted within 3% or \$500 of the FY'2014 Adopted Budget, with the following exceptions:

620.0001 Operating Supplies: This line item account has increased from \$5,425 in the FY'2014 Adopted Budget to \$8,900 in the FY'2015 Recommended Budget.

Comment [SSJ3]: Reason?

626.0001 Election Supplies: This line item account has decreased from \$15,350 in the FY'2014 Adopted Budget to \$10,000 in the FY'2015 Recommended Budget due to the anticipation of a single election in FY'2015.

Comment [SSJ4]: Reason?

629.0001 Letterhead/Printed Forms: This line item account has decreased from \$48,606 in the FY'2014 Adopted Budget to \$27,220 in the FY'2015 Recommended Budget due to the anticipation of a single election.

Comment [SSJ5]: Reason?

630.0001 Postage: This line item account has increased from \$41,100 in the FY'2014 Adopted Budget to \$46,500 in the FY'2015 Recommended Budget due to the mailing of a voter registration card to every registered voter to verify residency, as the County Clerk is required by law to do every two years.

Mr. Wasson advised that there is the possibility of two elections, but the County Clerk agreed it was more appropriate to budget this for a single election for next year and, if there are two elections, a request will be made for a budget amendment to provide for that.

Services

All Services line item accounts have been budgeted in the FY'2015 Recommended Budget within 3% or \$500 of the FY'2014 Adopted Budget with the following exceptions:

701.0001 Advertising/Legal Notices: This line item account has decreased from \$45,000 in the FY'2014 Adopted Budget to \$34,000 in the FY'2015 Recommended Budget due to the anticipation of a single election.

750.0001 Equipment Maintenance Contract: This line item account has increased from \$14,810 in the FY'2014 Adopted Budget to \$16,300 in the FY'2015 Recommended Budget.

750.0004 Software License Agreement: This line item account has increased from \$43,470 in the FY'2014 Adopted Budget to \$45,820 in the FY'2015 Recommended Budget. This account includes expenditures on VEMACS, VoteSafe, and VC Programmer.

762.0001 Election Expenses – Services: This line item account has decreased from \$150,325 in the FY'2014 Adopted Budget to \$95,600 in the FY'2015 Recommended Budget due to the anticipation of a single election.

Comment [SSJ6]: Reason?

762.0002 Elections Expense - Other: This line item for Judges has increased from \$7,175 in the FY'2014 Adopted Budget to \$12,230 in the FY'2015 Recommended Budget.

Comment [SSJ7]: Reason?

773.0001 Non-Contractual Services: This line item account has increased from \$112,400 in the FY'2014 Adopted budget to \$148,150 in the FY'2015 Recommended Budget.

Comment [SSJ8]: NW says "GBS quarterly payments of \$27,885 + \$29,611 cost for possible primary + Flynn Delivery \$3,500 (x2)". Not sure what this all means.

Capital Assets

All line item accounts in Capital Assets have been budgeted in the FY'2015 Recommended Budget within 3% or \$500 of the FY'2014 Adopted Budget, with the following exceptions.

832.0002 Lease/Purchase Office Equipment: This line item account has decreased from \$1,954 in the FY'2014 Adopted Budget to \$889 in the FY'2015 Recommended Budget.

Ms. Wollrab asked if there should be an increase in the Health Insurance line under Fringe Benefits. Mr. Wasson replied that this will be reviewed under all budgets.

The total budget in the General Fund has a 0% increase for total expenses. He noted that the review of the health insurance line may change this figure.

Chairman Owens asked why there is such an increase in Non-Contractual Services. Ms. Pascua explained that the primaries were accounted for in this line item. If there is no primary, the amount will go down.

Mr. Robustelli asked when was the last time that there was a fee increase in liquor licenses and how does it compare with the municipality. Ms. Michael replied that there may have been a fee increase a couple years ago. Mr. Wasson indicated that he does not know how it compares with the municipality, but he can find out and provide that information in the future.

Motion by Schafer/Rankin to recommend tentative approval of the County Clerk – (0001-0005, Program 0006 & 0007 & 008) FY'2015 Recommended Budget as amended to reflect the Health Insurance line and the modified FTE line.
Motion carried.

County Clerk Recording Document Storage Fund – 0137-0005 can be found on pages 38-40 of the FY'2015 Recommended Budget and pages 38-39 of the Summary in the Agenda Packet.

Highlights of the Recommended Budget:

The Recording Document Storage Fund 0137 is a Special Revenue Fund that has been established to properly account for the receipt and expenditure of the Document Storage Fees assessed and collected by the Recording Office. As a Special Revenue Fund, the Fund must be balanced by using the fees collected and the available fund balance.

REVENUE

410.0089 Document Storage Fees: This line item account has decreased from \$91,000 in the FY'2014 Adopted Budget to \$62,670 in the FY'2015 Recommended Budget. This is based on a review of the previous year and year-to-date revenue as of the date the Recommended Budget was prepared.

Comment [SSJ9]: Reason?

410.0181 GIS Document Fees: This line item account has decreased from \$30,000 in the FY'2014 Adopted Budget to \$20,900 in the FY'2015 Recommended Budget. This is based on the previous year and a review of the year-to-date revenue as of the date the Recommended Budget was prepared.

Comment [SSJ10]: Reason?

400.0000 Unappropriated Fund Balance: This revenue line item account has increased from \$0 in the FY'2014 Adopted Budget to \$20,771 in the FY'2015 Recommended Budget. Per the outside auditor's audit, the end of year fund balance as of December 31, 2012 totaled \$231,805.

Comment [SSJ11]: Need to update this?

EXPENDITURES

Materials and Supplies

All Materials and Supplies line item accounts in the FY'2015 Recommended Budget have been budgeted ~~at or below a 1% increase from the FY'2013 Adopted Budget, other than the following~~ within 3% or \$500 of their counterparts in the FY'2014 Adopted Budget.

Contractual

All Contractual line item accounts in the FY'2015 Recommended Budget have been budgeted ~~at or below a 1% increase from the FY'2013 Adopted Budget, other than the following~~ within 3% or \$500 of their counterparts in the FY'2014 Adopted Budget.

Mr. Wasson stated that the total expenditures decreased by 3%.

Motion by Robustelli/Rankin to recommend tentative approval of the County Clerk Recording Document Storage Fund – (0137-0005) FY'2015 Recommended Budget as submitted.
Motion carried.

County Clerk GIS Fees Fund (Recording) – 0167-0005 can be found on pages 45-46 of the FY'2015 Recommended Budget and page 42 of the Summary in the Agenda Packet.

Mr. Wasson advised that the GIS Fund is budgeted flat for the coming year.

Highlights of the Recommended Budget:

Pursuant to Illinois law, the County Board approved and authorized the County Recording Office to collect an \$8.00 GIS fee. The GIS fee is remitted as follows: \$5.00 to the Regional Planning Commission, \$2.00 to the GIS Fees Fund 0167 and \$1.00 to the Recording Document Storage Fee Fund 0137. The fees remitted to the GIS Fees Fund are to be used to support the Countywide GIS (Geographic Information System) development project that is being managed by the Regional Planning Commission and the in-house County GIS staff.

REVENUE:

410.0181 GIS Document Fee: This revenue line item account was established in the FY'2008 Recommended Budget to account for the \$4.00 GIS fee collected by the Recording Officer to support the Countywide GIS development project. This revenue line item account remains at \$227,000 in the FY'2015 Recommended Budget, the same as in the \$227,000 FY'2014 Adopted Budget. This is based on a review of last year's actual revenue and year-to-date revenue.

Comment [SSJ12]: Do I need to mention this?
No change.

EXPENDITURES:

0980.0181 GIS Fees: This line item accounts the GIS fees to be paid to the Regional Planning Commission. \$5.00 of the \$8.00 GIS fee is remitted to the Regional Planning Commission to support the Countywide GIS development project. Given that roles are changing in GIS support, we will continue to work with Regional Planning to determine the adequacy of the fee and how it is currently allocated.

Comment [SSJ13]: I assume this is still the case and haven't changed anything.

Motion by Wollrab/Rankin to recommend tentative approval of the County Clerk GIS Fees Fund (Recording) – (0167-0005) FY'2015 Recommended Budget as submitted.
Motion carried.

County Clerk Document Storage Fund – 0164-0005 can be found on pages 41-44 of the FY'2015 Recommended Budget and pages 40-41 of the Summary in the Agenda Packet.

Highlights of the Recommended Budget:

Pursuant to Illinois law, the County Board established the County Clerk's Document Storage Fund. This Special Revenue Fund was established to assist the County Clerk's Office with automation and document storage. Through the collection of a Document Storage fee, the County Clerk's Office has available funds which can be used to purchase automated document storage systems, contract for services, purchase capital equipment, and purchase computer hardware and software. As a Special Revenue Fund, the fund must be balanced within the fund.

REVENUE

410.0089 Document Storage Fee: This revenue line item account has been budgeted at \$22,300 in the FY'2015 Recommended Budget. This revenue figure is based on a review of last year's actual revenue and the year to date revenue, as of the date the Recommended Budget was prepared.

400.0000 Unappropriated Fund Balance: This revenue line item has been budgeted at \$0 in the FY'2015 Recommended Budget to balance the total expenditures with expected revenue.

EXPENDITURES

Personnel

Staffing levels in the FY'2015 Recommended Budget have increased from 0.50 to 0.58 FTEs with the reallocation of .08 FTE for a seasonal/occasional Clerical Assistant position from the General Fund to the 164 Fund.

Mr. Wasson stated that the total expenditures decreased by 3%.

Ms. Schafer asked if the IMRF expense went down. Ms. Eisner replied that IMRF did go down.

Motion by O'Connor/Schafer to recommend tentative approval of the County Clerk Document Storage Fund – (0164-0005) FY'2015 Recommended Budget as submitted.
Motion carried.

Mr. Rankin thanked the County Clerk and her staff for doing an excellent job. He stated that the transition of merging the Recorder's Office with the County Clerk's office went very smoothly and successfully.

Mr. Wasson pointed out that a report on on-going contracts is available in the Packet, as requested by Ms. Wollrab.

Mr. Rankin suggested that it may not be necessary for Mr. Wasson to read all of the budget material in the meeting, as the Committee should already have read the material. He recommended that only those items that need to be highlighted be reviewed. The Committee concurred with Mr. Rankin's suggestion. Ms. Eisner recommended that the need for review be considered on the percentage of change.

Chairman Owens presented the September 30, 2014 Nursing Home bills for review and approval as transmitted by the County Auditor. The Nursing Home bills include a Prepaid Total of \$219,547.87 and a Fund Total that is the same.

Motion by Rankin/Wollrab to recommend approval of the
Nursing Home bills as of September 30, 2014 as
recommended by the County Auditor.
Motion carried.

Chairman Owens presented the September 30, 2014 Finance Committee bills and transfers for review and approval as transmitted by the County Auditor. The Finance Committee bills include a Prepaid Total of \$1,972,853.17 and a Fund Total that is the same.

Motion by O'Connor/Schafer to recommend approval of the Finance Committee bills and transfers as of September 30, 2014 as recommended by the County Auditor.
Motion carried.

Mr. Wasson noted that the Auditor included a continuing report on the County Clerk's loss.

Mr. Robustelli asked that the Auditor report to the Committee on this loss.

Mr. Wasson stated that the Auditor also reported that the Health Department's Supplies Line Items are at 124% of budget currently; and Tort Judgment Fund 0135 Supplies line items are at 100% of budget.

Mr. Robustelli stated that if we get a memo from the Auditor that does not provide context, that he would suggest that the Auditor come to every meeting and present these items.

Chairman Owens reminded the Committee that there will be a Special Finance Committee meeting on Wednesday, October 15th at 4:30 p.m.

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There being nothing further to come before the Committee at this time, Chairman Owens adjourned the Finance Committee at 6:15 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary

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