

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

FINANCE COMMITTEE

Thursday, October 5, 2006

**Lyle Shields Meeting Room, Brookens Administrative Center
1776 E. Washington St., Urbana**

7:00 p.m.

MEMBERS PRESENT: Avery, Bensyl, Betz, Doenitz, Gross, McGinty (Chair), O'Connor, Tapley, Wysocki

MEMBERS ABSENT: None

OTHERS PRESENT: Kat Bork (Recording Secretary), Deb Busey (County Administrator of Finance & HR Management), Curt Deedrich (Supervisor of Assessments), Denny Inman (County Administrator of Facilities), Susan McGrath (Senior Assistant State's Attorney), Steve Moser (County Board Member), Dan Welch (Treasurer)

CALL TO ORDER

Chair McGinty called the meeting to order at 7:00 p.m.

ROLL CALL

The Recording Secretary called the roll. Betz, Doenitz, Gross, McGinty, and Wysocki were present at the time of roll call. McGinty declared a quorum and proceeded with the meeting.

APPROVAL OF AGENDA/ADDENDUM

MOTION by Betz to approve the agenda and addendum; seconded by Wysocki. **Motion carried.**

APPROVAL OF MINUTES

MOTION by Betz to approve the Finance Committee regular session minutes and closed session minutes of September 14, 2006; seconded by Doenitz. **Motion carried.**

PUBLIC PARTICIPATION

There was no public participation.

BUDGET AMENDMENTS/TRANSFERS

Budget Amendment #06-00106

MOTION by Betz to recommend to the County Board approval of Budget Amendment #06-00106 from Fund 476 Self-Funded Insurance – Department 119 Workers' Compensation Insurance for increased appropriations of \$75,000 for the Workers' Compensation Self-Funded Claim line with no increased revenue; seconded by Wysocki.

Gross asked if this amount was to cover what was already approved or to provide a cushion in the account. Busey stated the authority has been spent and the committee would see budget amendments for the rest of the fiscal year to pay for only the amounts needed.

Motion carried.

O'Connor and Avery entered the meeting at 7:03 p.m.

Budget Amendment #06-00109 (Addendum)

MOTION by Betz to recommend to the County Board approval of Budget Amendment #06-00109 from Fund 080 General Corporate Fund – Department 071 Public Properties for increased appropriations of \$12,000 for the Jurors' Parking line with no increased revenue; seconded by Wysocki. **Motion carried.**

Budget Amendment #06-00110 (Addendum)

MOTION by Betz to recommend to the County Board approval of Budget Amendment #06-00110 from Fund 076 Tort Immunity Tax Fund – Department 075 General County for increased appropriations of \$43,600 for the Workers' Compensation insurance line with no increased revenue; seconded by Wysocki. **Motion carried.**

COUNTY ADMINISTRATOR

General Corporate Fund FY2006 Revenue/Expenditure Projection Report and General Corporate Fund Budget Change Report

Busey reported there is no projection report or budget change report because the September monthlies have not been closed out since the Finance Committee meeting is so early in the month.

Tapley entered at 7:04 p.m.

Recommend to County Board FY2007 Budget be Received and Placed on File

Busey distributed FY2007 Budget summary and special reports to the committee. The intent was for the Finance Committee to provide a recommendation to the County Board to receive and place on file the FY2007 Budget at the October meeting so it can be approved at the November meeting. The budget summary is the overview section of the Budget. Busey reviewed this document for the committee. The total revenue for FY2007 is budgeted at \$102,102,911 and the total expenditures are budgeted at \$105,606,955. Busey included graphs throughout the budget summary that show overviews of revenue and expenditure highlights. Property tax remains the single largest source of revenue for the County. The Liability Insurance levy had to be increased by 53.2% in FY2007, so some of the growth from Social Security, IMRF, and General Corporate had to be appropriated to the Liability Insurance levy instead of to those individual levies. Busey provided a chart of the history of the Champaign County property tax rate. The core government rate of the property tax levy continues to decrease. The total rate is down in FY2007. Busey also provided a revenue summary by source, the FY2005 figures are somewhat skewed because of the refunding of General Obligation Bonds in that year which brought in some \$27 million of revenue. The summary included expenditures by fund type. Busey reported there is an expensing of bond proceeds when they are received for a refunding. Busey did not include this in FY2005 because it is an accounting function, not a budget function. Busey broke the FY2007 budgeted expenditures down by fund type and classification. Personnel is the largest classification of expenditure. Personnel is growing in the amount of total expenditure that it represents. A consolidated report for the entire County by line item was supplied.

Busey also provided some new reports in the budget summary. There was a summary of fund balances, revenues and expenditures by fund for FY2005-FY2007. The FY2005 figures are actuals based on the audited numbers, the FY2006 figures are based on the original beginning budget and the anticipated ending budget, and the FY2007 figures are based on the based. There was also a summary of budgeted personnel by fund showing total personnel and a bar graph reflecting that data.

Busey stated the County Board would have the entire budget document when they receive and place it on file at the October 19th meeting. The FY2007 Budget include a number of new reports that are new to the Budget. Busey presented several of the reports that she thought the Finance Committee should be aware of. The first is the Champaign County Government Priorities. Champaign County does not have a formal strategic plan, but it is advisable in a budget document for the government agency to say what its priorities are that are non-budgetary because these priorities drive where the money is spent. Busey prepared a synopsis based on many of the County's policies, resolutions passed by the County Board, and mission statements of various County departments. Busey encouraged the Board members to review the Government Priorities Report and suggest changes they feel should be made. The second report is about the County's debt management. Busey included a bar graph of the County's long-term outstanding debt as it exists on November 30th of each year. The Debt Management Report gives the complete description of the County's outstanding debt as of November 30, 2007. Busey stated the County's debt policy has no indication of debt limits and Busey would like the Board to give consideration to setting a debt limit. Betz asked if Busey had a ballpark figure in mind. Busey did not, but there are a number of ways to determine an appropriate figure. The third report is the Capital Purchases Projects Report. The County does not have a formal capital improvement plan, which would make sure the County was taking into consideration the operational impact and long-term financing of all capital projects. The report gives an overview of where the County is today and how it is addressing capital issues. Busey encouraged the Board members to read the document and suggested that a formal capital improvement plan should be created in the future. Avery said she thought the County had a space needs plan. Busey said space needs studies have been done for facilities that County has built and moved into. Some of the space needs studies extend into the future, particularly for the courthouse and the jail. These studies will be used as a starting point to build a comprehensive capital improvement plan.

Avery thanked Busey for preparing the additional reports. She said the reports were excellent and very readable.

Gross asked why the 1% sales tax revenue goes down and the quarter cent sales tax goes up. Busey explained the 1% revenue increased for a short time. The 1% sales tax only applies to the businesses in the unincorporated areas of the County, while the quarter cent sales tax applies to businesses in the entire County.

MOTION by Betz to recommend to the County Board to receive and place on file the FY2007 Budget; seconded by Wysocki. **Motion carried.**

TREASURER **Monthly Report**

Welch announced his report is actually a partial report because the monthlies are not available yet, as it is so early in the month. He reported real estate taxes are 98.3% collected. Delinquent notices have been sent by certified mail. The tax sale will occur on October 27, 2006.

MOTION by Betz to receive and place on file the Treasurer's September 2006 monthly report; seconded by Tapley. **Motion carried.**

AUDITOR

Purchases Not Following Purchasing Policy

McGinty announced Michael Frerichs contacted him earlier today to explain that he would not be able to attend the meeting. The list of purchases not following purchasing policy was distributed to the committee at the start of the meeting for information only.

Monthly Report

There was no monthly report from the Auditor because it is too early in the month for it to be completed.

CHAIR'S REPORT

Closed session Pursuant to 5 ILCS 120/2 (c) 1 to Consider the Employment, Compensation, Discipline, Performance, or Dismissal of an Employee

MOTION by Wysocki to enter into executive session pursuant to 5 ILCS 120/2 (c) 1 to consider the employment, compensation, discipline, performance, or dismissal of an employee. She further moved the following individual remain present: the Recording Secretary. Motion seconded by Betz. The Recording Secretary called the roll. **Motion carried** with a vote of 7 to 1. Avery, Betz, Doenitz, McGinty, O'Connor, Tapley, and Wysocki voted in favor of the motion. Gross voted against the motion. The committee entered into closed session at 7:21 p.m.

Moser entered the meeting during the closed session at 7:22 p.m. Bensyl entered the meeting during the closed session at 7:25 p.m.

The closed resumed open session at 8:20 p.m.

OTHER BUSINESS

Further Information about Regional Planning Commission – Senior Services

This item was provided for information only in response to questions raised at the RPC budget presentation on the August 28, 2006 Legislative Budget Hearings.

DESIGNATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA

The Chair designated all budget amendments for the consent agenda. Betz requested the recommendation to receive and place on file the FY2007 Budget be placed on the regular agenda. The Chair agreed.

ADJOURNMENT

The Chair adjourned the meeting at 8:22 p.m.

Respectfully submitted,

Kat Bork
Administrative Secretary

Secy's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.