

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

FINANCE COMMITTEE

Thursday, October 4, 2007

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

7:00 p.m.

MEMBERS PRESENT: Doenitz, Jones, McGinty (Chair), O'Connor, Richards, Tapley, Weibel, Wysocki

MEMBERS ABSENT: Gross

OTHERS PRESENT: Kat Bork (Recording Secretary), Deb Busey (County Administrator of Finance & HR Management), Tony Fabri (Auditor), Denny Inman (County Administrator of Facilities & Procurement), Susan McGrath (Senior Assistant State's Attorney), Elizabeth Murphy (RPC), Dan Welch (Treasurer)

CALL TO ORDER

McGinty called the meeting to order at 7:02 p.m.

ROLL CALL

The Recording Secretary called the roll. Doenitz, Gross, Jones, McGinty (Chair), O'Connor, Richards, Tapley, 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 Tapley to approve the agenda and addendum; seconded by Wysocki. **Motion carried.**

PUBLIC PARTICIPATION

Nancy Greenwalt offered to explain about the additional funding being requested by CIDES from the County Public Health Fund in Budget Amendment #07-00093 if any Board member would like to contact her.

BUDGET AMENDMENTS/TRANSFERS

Budget Amendment #07-00089

MOTION by Tapley to recommend to the County Board approval of Budget Amendment #07-00089 from Fund 080 General Corporate – Department 040 Sheriff for increased appropriations of \$13,600 for the SLEP Regular Full-Time Employee line with no increased revenue; seconded by Doenitz. **Motion carried.**

Budget Amendment #07-00090

MOTION by Wysocki to recommend to the County Board approval of Budget Amendment #07-00090 from Fund 080 General Corporate – Department 140 Correctional Center for increased appropriations of

\$16,600 for the SLEP Regular Full-Time Employee line and \$2,340 for the Temporary Salaries & Wages line with no increased revenue; seconded by Tapley.

Wysocki asked how much money is in the Commissary Fund. Busey explained only \$2,340 was coming from the commissary fund. The remaining \$16,600 is coming from the General Corporate Fund. Welch said the Commissary Fund balance is listed in his monthly report. The Commissary Fund balance is \$252,650.42. Busey noted this money can only be spent on inmates. Tapley asked if the money was for one employee. Busey said \$16,000 was for a single employee, the remaining amount is for a clerical position who provided commissary services earlier this year.

Motion carried.

Budget Amendment #07-00093

MOTION by O'Connor to recommend to the County Board approval of Budget Amendment #07-00093 from Fund 089 County Public Health Fund – Department 049 Board of Health for increased appropriations of \$15,000 for the Child Dental Access Program line with no increased revenue; seconded by Tapley.

Tapley asked where the money is coming from. Busey explained the budget amendment increases the appropriation from the Board of Health budget, which will spend down some of the fund balance in the County Public Health Fund. The money is not coming from the General Corporate Fund, but the Board of Health has to obtain the County Board's approval to spend the money.

Motion carried.

Budget Amendment #07-00094

MOTION by Tapley to recommend to the County Board approval of Budget Amendment #07-00094 from Fund 476 Self-Funded Insurance – Department 118 Property/Liability Insurance for increased appropriations of \$116,000 for the General Liability Claims line with no increased revenue; seconded by Richards.

Tapley asked is this expenditure brought the Self-Fund Insurance Fund balance back to zero. Busey said that was correct.

Motion carried.

Budget Amendment #07-00095

MOTION by Doenitz to recommend to the County Board approval of Budget Amendment #07-00095 from Fund 080 General Corporate – Department 071 Public Properties for increased appropriations of \$2,500 for the Custodial Supplies line, \$2,900 for the Gasoline & Oil line, \$2,000 for the Maintenance Supplies line, and \$9,636 for the Temporary Salaries & Wages line with increased revenue of \$9,636 from the Maintenance/Custodial Fee line; seconded by Wysocki.

Tapley asked about the need for this amendment. Busey said she thought this budget amendment was due to Physical Plant running short of supplies and increased fuel prices. The \$9,636 is money the Physical Plant received for working on the RPC remodel.

Motion carried.

Budget Amendment #07-00096 and Budget Amendment #07-00097

MOTION by Tapley to recommend to the County Board approval of Budget Amendment #07-00096 from Fund 075 Regional Planning Commission – Department 710 Ameren Customer Rate Relief for increased appropriations of \$12,000 for the Regular Full-Time Employees line, \$100 for the Office Supplies line, \$100 for the Postage, UPS, Federal Express line, \$200 for the Photocopy Services line, and \$100,000 for the Energy Assistance line with increased revenue of \$112,400 from the Technical Service Cont. line and Budget Amendment #07-00097 from Fund 075 Regional Planning Commission – Department 709 Tenant Based Rental Assistance for increased appropriations of \$30,000 for the Emergency Shelter/Utilities line with increased revenue of \$30,000 from the HUD – H.O.M.E. Inv. Partnership line; seconded by Wysocki. **Motion carried.**

Weibel entered the meeting at 7:09 p.m.

ADDENDUM

Budget Amendment #07-00098

MOTION by Tapley to recommend to the County Board approval of Budget Amendment #07-00098 from Fund 080 General Corporate – Department 016 Administrative Services for increased appropriations of \$7,000 for the Equipment Less Than \$1,000 line with increased revenue of \$7,000 from the Data Processing Fees line; seconded by Richards. **Motion carried.**

Budget Transfer #07-00015

MOTION by Doenitz to recommend to the County Board approval of Budget Transfer #07-00015 from Fund 080 General Corporate – Departments 075 General County, 040 Sheriff, and 140 Correctional Center for a transfer of \$108,248 from the Salary Increase Limit line to the Sheriff SLEP Regular Full-Time Employees line and \$18,670 from the Salary Increase Limit line to the Correctional Center SLEP Regular Full-Time Employees line; seconded by Tapley.

Tapley asked if the money covered retroactive salary increase. Busey said the pay increase is retroactive to December 1, 2006.

Motion carried.

COUNTY ADMINISTRATOR

General Corporate Fund FY2007 Revenue/Expenditure Projection Report

Busey distributed her reports to the committee. She reported revenues are projected to come in at 101% of the current budget, which is greater than the original budget. The projected revenue in excess of expenditure is \$213,000. Sales taxes are fairly stable; income tax is tracking at 6-7% ahead of last year. General Government Fees & Fines are coming in at a positive rate. Inheritance tax is budgeted on a 10-year average and it looks to not meet budget this year. Expenditures are expected to come in at 98.6% of the total budget, including tonight's budget amendments. The budget would be under spent by \$416,000 if this projection holds. Busey reported the General Corporate Fund balance is projected to end the year at \$3.2 million or 10.6% fund balance.

General Corporate Fund Budget Change Report

This report shows budget changes. There has been very little change since last month.

Nursing Home Report

Busey explained the Nursing Home report is strictly what the Nursing Home paid out in the month versus what they received in the month. There are still accounts payable that are 90 days out. The Nursing Home is not in such a positive financial position as the report makes it appear. Tapley said a similar phenomenon occurred in previous years and asked if the Finance Committee should expect a \$500,000 - \$600,000 deficit at the Nursing Home at the year's end. Busey thought Andrew Buffenbarger would be requesting a continuation of the 60 days out accounts payable at the end of the fiscal year so the Nursing Home can manage its cash flow.

Job Content Evaluation Committee Recommendation Regarding Building Services Assistant

Busey explained the Building Services Assistant was sent to the Job Content Evaluation Committee. The committee recommended reclassifying the position to Grade Range I. The reclassification was approved by the Policy, Personnel, & Appointments Committee.

MOTION by Wysocki to approve the reclassification of the Building Services Assistant position to Grade Range I; seconded by Tapley. **Motion carried.**

Request Approval to Pay \$15,000 to Regional Planning Commission for Big.Small.All. Project Completion Costs from General County Budget

Busey stated the Big.Small.All. Project exceeded its budget and fell short of its fund raising goals. RPC is asking the County for an additional \$15,000. There is \$15,000 in the General County budget in the \$50,000 that was budgeted for a disparity study but was never spent this year. This portion could be used towards Big.Small.All. McGinty noted that the issue of addressing disparity has been included in the strategic plan goals so it will be addressed in FY2008. Jones asked if that meant the committee should not use the \$15,000 for Big.Small.All. because they might be paying for a disparity study in FY2008. Busey said there was never any direction from the Finance Committee or the County Board to budget for a disparity study in FY2008; therefore it is not included in the FY2008 Budget. Busey pointed this out at the Legislative Budget Hearings. McGinty said the disparity study done for the City of Peoria a couple of years ago is being reviewed. Jones asked what the consequences were if the Finance Committee rejects RPC's request for an additional \$15,000. Busey said it would create a hardship with RPC's cash management. Busey asked Wysocki to fill the committee in on the discussion of this issue at the last Sponsors' Council meeting. Wysocki said that in the last stages of Big.Small.All. a controversy developed between those who were looking for statements that had to do with unlimited growth and those who were suggesting looking at compact and contiguous growth. This offended the Chamber to the point that they withdrew their participation and funding from Big.Small.All. This left a funding gap. Also, in order to make sure everyone in the community who wanted to have a voice in the process had an opportunity to do so; extra meetings were held that added to the cost of the project. The letter in the agenda packet went to all the funders asking for a second donation. Rantoul and Parkland College said they could not give any more money. The funding responsibility has therefore fallen to the University of Illinois, the Cities of Urbana & Champaign, and the County. Doenitz asked which entities were giving a second donation. Busey said both Cities were giving an extra year's worth of funding. Murphy confirmed the Cities have each contributed an additional \$15,000. Murphy said RPC is covering \$47,000 of the funding gap mainly caused by consultants overruns on the project. RPC absorbed the first \$47,000 in cost overruns before asking for more money from the funders. The committee discussed providing an additional contribution. Tapley inquired how much the Big.Small.All. Project went over budget is comparison with their total budget. Busey pointed out the memo from RPC showed the project went over budget by 24%. Jones stated he had an issue with donating money to the project in the beginning and it does not seem appropriate to give more when RPC overspent their budget. Weibel asked if Big.Small.All. was complete. Murphy said it is complete as far as she is concerned, unless the Sponsors' Council has additional work they want done. Wysocki said the Council has not met in

months and she assumes they are done. A number of groups in the community are picking up recommendations and beginning to move forward. Tapley said he half grudging voted for the initial funding and he now regrets doing so. Weibel said his feelings are similar to Tapley's, but he will vote to approve the additional expenditure. Busey pointed out the original appropriation came from the Solid Waste Management Fund and there is still \$78,000 in that fund so the committee could use that funding source instead of the General Corporate Fund.

MOTION by Tapley to approve an additional contribution to the Big.Small.All. Champaign County Project to be paid out of the FY2008 Solid Waste Management Fund; seconded by Wysocki. McGinty ordered a roll call vote when a voice vote was unclear. **Motion carried with a vote of 5 to 3.** McGinty, Richards, Tapley, Weibel, and Wysocki voted in favor of the motion. Doenitz, Jones, and O'Connor voted against the motion.

Recommendation for Implementation of IT Assessment Study

Busey presented the recommendations to serve as an action plan for the initial phase of the IT recommendations from Maximus. The recommendations are to establish a Technology Oversight Committee using the parameters and guidelines provided by Maximus. Busey has put together a committee of 9 members, with 5 standing members and 4 rotating members. This information has been shared with all of the department heads and there is general consensus that this is an acceptable plan. The second recommendation was to create an Information Technology Director position to be added in FY2008. The Finance Committee could submit this position to the Job Content Evaluation Committee to develop the position and bring back a recommendation to the Finance Committee. If the Technology Oversight Committee is created, Busey would like it to review the proposed position description before it goes to the Job Content Evaluation Committee. Busey thought it would take until at least March 1, 2008 to fill the position. She recommended the appropriation of \$60,500 to be transferred upon the hiring of an individual in the position. The figure is based on an annual salary of \$80,000. The third recommendation is an appropriation of \$21,528 in the FY2008 Budget to be transferred upon hiring a Helpdesk Representative. Busey believes the realignment in the IT Division should be done after an IT Director is hired so that person can have input. The appropriation assumes the Helpdesk Representative position is filled by June 1, 2008. The fourth recommendation is to appropriate \$25,000 as an allowance for the purchase of helpdesk software. The software the County is currently using was very inexpensive and Busey gives the IT Division a lot of credit for being creative about working with it. To meet the Maximus's recommendations, the County needs more robust software. These recommendations would spend a substantial portion of the FY2008 Contingency Budget. With the appropriations, the Contingency Budget would be left at \$1,663. But using contingency money would prevent any of these appropriations from having an impact on the balanced position of the General Corporate Budget for FY2008.

McGinty thought the recommendations were the prudent course. It is improving the IT situation at the County in a manner the County can afford. He did not think the County was ready for or could afford all of Maximus's recommendations, but this will get people in place to be visionary. The helpdesk software will let the County do more for less.

The committee discussed the implementation for the IT recommendations. Weibel asked if the helpdesk software would be a continuing cost. Busey said it would require upgrades and annual costs. Jones asked if the addition of two new IT positions will mean the elimination of any current positions. Busey said the County must have all of its current IT staff to support its over 600 computers and the employees who use them.

MOTION by Tapley to approve 1. the appointment of the Technology Oversight Committee, 2. to submit the proposed IT Director position to the Job Content Evaluation Committee for proposed description, classification, & salary recommendation in addition to the appropriation of \$60,500 in FY2008 Budget to be transferred upon anticipated hire of IT Director by March 1, 2008, 3. the appropriation of \$21,528 in FY2008

Budget to be transferred upon anticipated hire of Help Desk Representative by June 1, 2008, and 4. increased in appropriation of \$25,000 in FY2008 in the General Corporate Fund Transfer to Capital Equipment Replacement Fund to enable the purchase of Help Desk Software upon recommendation from Technology Oversight Committee; seconded by Wysocki. **Motion carried.**

Recommendation for County Phone Systems Upgrade

Busey described that most of the County's phones are 15 years old and the voicemail systems are failing, as well as not being 9-1-1 compliant. The County has been under a contract with Centrex. which it could not get out of, that expired on August 22, 2007. Busey recommended upgrading the phones system to PRI technology with new Toshiba hardware at the cost of \$169,747. The County would have to purchase the new hardware to use the new technology. The PRI technology is already in use at the offices of the Circuit Court, Public Defender, Nursing Home, and RPC. This purchase is expected to last 15 years and pay for itself in 3 years by savings achieved in the operation of the new phones system. This represents a fairly good return on investment. Busey presented two options to the committee for the purchase, one spending the money from the FY2007 Budget and the other spending the money from the FY2008 Budget. If the committee directs Busey to prepare a budget amendment in this fiscal year, the General Corporate Fund will end the fiscal year flat, without an increase to the General Corporate Fund balance as projected. If the expense is added to the FY2008 Budget, then FY2008 will begin with a deficit budget.

Tapley stated he likes the idea of spending the money out of the last year's budget because it is a one-time expense. He liked the idea of budgeting for the phones in future Capital Equipment Replacement budgets. Busey said budgeting for it in the Capital Equipment Replacement Fund would ensure the County was not in this same position in 15 years.

MOTION by Tapley to approve the purchase of Toshiba phone hardware by adopting a budget amendment of \$169,747 in October for the FY2007 Budget and decrease FY2008 Budget by \$54,578 to document savings achieved with new phone system. The County Administrator is further directed to budget for future replacement of phone hardware system in Capital Equipment Replacement Fund. Motion seconded by Weibel.

Weibel confirmed the current phone system is archaic based on personal use because he loses voicemails he tries to save. Wysocki asked if this change would involve RPC. Busey explained RPC already upgraded to the PRI technology when they began administering the LIHEAP grants because the old phone system failed. Murphy said the PRI technology has worked out very well in RPC and the payback is there. Busey stated the County is presently spending \$20 per month for each phone line, the new system will cost \$0.15 per month for each phone line. This is a substantial savings.

Motion carried.

Accept and Place on File FY2008 Budget

Busey provided an updated snapshot view of the FY2008 Budget, with both the budget summary of the entire budget and the General Corporate Fund budget. The entire budget is \$115,412,830 in expenditures and \$108,100,963 in revenue. The deficit is primarily in capital projects such as the Courthouse Renovation Project, finishing the Highway Facility Project, and the Nursing Home Construction Project. The General Corporate Fund budget is balanced with \$31,756,347 in revenue and expenditures. However, the action the Finance Committee just took adds \$54,578 in revenue to the FY2008 budget. Busey could put this money in the Contingency line to keep the budget perfectly balanced.

MOTION by Tapley to receive and place on file the FY2008 Budget with the direction to the County Administrator to move money from contingency fund for implementation of IT Assessment Study, and to add to contingency fund any savings from change in phone systems; seconded by Jones.

Weibel asked about the money the County is supposed to get from the ILEAS lease. Busey drew the committee's attention to the copy of Budget Amendment #07-00099 that was distributed. This information was not received in time to be included on the addendum, so it will go directly to the County Board in October. The amendment shows the revenue and expenditure for ILEAS. The revenue and expenditure balanced. This will be added to the FY2008 Final Budget, not the Tentative Budget.

Motion carried.

TREASURER

Monthly Report

Welch distributed his monthly report. The real estate taxes are 98.07% collected. Yesterday, the Treasurer's Office sent out almost 2,700 delinquent tax notices by certified mail. Welch is required by law to send these notices out via certified mail, which cost \$3.06 per notice. Tapley asked last month about the liability if Carle's appeal proves successful. Welch informed the committee the 5 parcels over 3 years equals \$6.4 million. The County's liability is a little over \$600,000. Welch stated Provena and Carle are two separate cases with separate issues. If Provena prevails, it does not mean that Carle would prevail. Busey added the \$600,000 is spread over the various funds that receive property taxes in the County; it is not just the General Corporate Fund. Welch has contacted the various taxing districts and informed them of their liability in these cases. The tax sale will be held October 26th. The last day to pay taxes is October 25th.

Weibel said he noticed a line of people at the Treasurer's Office today. Welch expressed that today at noon was the cutoff to pay your taxes and not have your name appear in the newspaper. Jones asked about the number of delinquencies. Welch explained Champaign County is average and steady in its number of delinquent taxpayers.

MOTION by Jones to receive and place on file the Treasurer's September 2007 monthly report; seconded by Weibel. **Motion carried.**

AUDITOR

Purchases Not Following Purchasing Policy

Provided for information only.

Monthly Report

MOTION by Weibel to receive and place on file the Auditor's August 2007 monthly report; seconded by Jones. **Motion carried.**

CHAIR'S REPORT

There was no Chair's Report.

OTHER BUSINESS

Busey reminded the Finance Committee the Truth in Taxation Public Hearing is scheduled at 6:30 p.m. before the County Board meeting on October 18th.

DESIGNATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA

McGinty designated agenda items V A-I and VI D, F, G, & H for the consent agenda.

ADJOURNMENT

Meeting adjourned at 7:49 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.