

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

FINANCE COMMITTEE MINUTES

Thursday, March 10, 2005

Meeting Rm. 1, Brookens Administrative Center

1776 E. Washington St., Urbana

7:00 p.m.

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

MEMBERS ABSENT: None

OTHERS PRESENT: Deb Busey (County Administrator), Frank DiNovo (RPC), Joel Fletcher (State's Attorney's Office), Michael Frerichs (Auditor), Denny Inman (County Administrator), Jeremy Maupin (Nursing Home Administrator), Elizabeth Murphy (RPC), Duane Northrup (Coroner), Dan Welch (Treasurer)

Call to Order

Chair McGinty called the meeting to order at 7:01 p.m. The Recording Secretary called the roll. Declaring a quorum present, the Chair proceeded with the meeting.

Approval of Agenda/Addendum

MOTION by Betz to approve the agenda and addendum for the meeting; seconded by Tapley. Motion carried.

Approval of Minutes

MOTION by Betz to approve the regular session minutes of February 10, 2005; seconded by Wysocki. Motion carried. The Chair complimented the Recording Secretary on the minutes.

Public Participation

None.

Budget Amendments/Transfers

MOTION by Betz to recommend to the County Board approval of Budget Amendment #05-00027 from Tax Sale Automation Fund – County Treasurer; seconded by Doenitz. Motion carried.

MOTION by Betz to recommend to the County Board approval of Budget Amendment #05-00029 from Regional Planning Commission – Campus Area; seconded by Bensyl. Wysocki offered a friendly amendment to approve all RPC budget amendments together. Betz and Bensyl approved the amendment. Motion amended to recommend to the County Board approval of Budget Amendment #05-00029 from Regional Planning Commission – Campus Area, Budget Amendment #05-00031 from Regional Planning Commission – Family & Community Development – Even Years, Budget Amendment #05-00032 from Regional Planning Commission – Project 18/CCMHB – Even Years, Budget Amendment #05-00033 from Regional Planning Commission – Youth Housing Advocacy – Even Years, Budget Amendment #05-00034 Regional Planning Commission – Workforce Development – Even Years. Betz asked if the revenue for budget amendment #05-00029 was within the RPC

budget. Murphy explained the revenue for the project was received last year, but the work had not been completed and will be finished this year. Motion carried.

MOTION by Betz to recommend to the County Board approval of Budget Amendment #05-00030 from Capital Equipment Replacement Fund – Administrative Services; seconded by Doenitz. Betz asked why a new microfilm reader was replacing the old microfilm reader. Busey stated the microfilm reader/printer is twenty-six years old, which will no longer be supported after the end of the month. It is used on a daily basis because microfilm is the only accepted standard by the State Records Act. Motion carried.

MOTION by Betz to recommend to the County Board approval of Budget Transfer #05-00012 from General Corporate – General County and General Corporate – Administrative Services; seconded by Gross. Motion carried.

County Administrator

Approval of Memorandum of Understanding for the AFSCME General Clerical Workers Unit, Local 900A

Busey explained this is a memorandum of clarifications with the AFSCME General Clerical Workers Unit with regard to new positions and salary ranges.

MOTION by Betz to approve Memorandum of Understanding for the AFSCME General Clerical Workers Unit, Local 900A; seconded by Wysocki. Motion carried.

Public Safety Sales Tax Budget Plan

Busey provided an overview of what has been spent from the Public Safety Sales Tax Fund in 2002-2004 and what is budgeted for 2005. Projections were listed through 2019.

Update regarding Integrated Justice Information Systems Technology Project

Busey reported the Justice Technology Budget is still high in FY2005 because the project is still in process of being completed. Although the project is beyond its anticipated date for completion, it is still effectively on budget. The contract expense from the original budget was amended to increase by \$41,000, which came out of contingency. Otherwise, the budget has remained the same since its initiation. The contingency balance is \$121,645. The project manager was scheduled for two years and is anticipated to remain through June 30th. This unanticipated cost will come out of contingency. Without any additional surprises, the project should be completed on budget.

Update regarding Courthouse Exterior Renovation

It is anticipated that there will be a need to issue about \$2 million in bonds to complete the exterior renovation project for the Courthouse. These bonds would be repaid over a period of eight years at about \$300,000 a year. This is built into the Public Safety Sales Tax Overview Budget through FY2014.

GIS Fund Budget Plan

There is a request from the GIS Consortium for a 3.5% increase in the County's contribution to the Consortium in FY2005 – FY2006. It is anticipated that there will not be a future need for another increase for the member agencies to the Consortium. It is expected that the amount paid after FY2006 will remain stable and the Consortium will become more self-sufficient at that time.

The GIS Fund is where the County is paying for aerial mapping. The mapping is presumed to cost \$50,000 every three years. This expense must be built into the revenue assumptions that should be kept on hand. Discussion was held concerning the GIS Fund balance and the development of the Consortium as an economic development tool.

Approval of 3.5% increase to GIS Consortium Dues for FY2006 from \$207,000 for the period from July 1, 2004 – June 30, 2005 to \$214,245 for the period from July 1, 2005 – June 30, 2006

MOTION by Tapley to approve the 3.5% increase to GIS Consortium Dues for FY2006 from \$207,000 for the period from July 1, 2004 – June 30, 2005 to \$214,245 for the period from July 1, 2005 – June 30, 2006; seconded by Wysocki. Motion carried.

Solid Waste Fund Budget Report

Busey stated the ISWDA was dissolved and afterwards the County deposited money into the Solid Waste Fund for future solid waste issues. The County issues waste hauler licenses every year, this fund pays for the expense of license materials and receiving the license payments. The County has participated in a couple of community events and contributed to recycling events. The Solid Waste Plan must be updated every five years. The plan was updated in FY2001 and fund paid for the consultant from RPC. The money in the Solid Waste Fund can be used for General Corporate-related expenses and could be absorbed into the General Corporate Fund. Busey believed the expenditures managed by the Solid Waste Fund would be more appropriately assigned to the Planning & Zoning Department than the Administrative Service Department. Currently, the fund balance is \$100,000 and there had been some thought from the County Board Chair that this revenue source could be used to manage the County's contribution to the Visioning Project.

Approval of appropriation from Solid Waste Fund for County's Contribution to the Visioning Project

Wysocki stated the idea of funding the County's contribution to the Visioning Project from the Solid Waste Fund had been discussed over a year ago. Yesterday was the first official meeting for the Visioning Project Group. Wysocki felt the County should exert some leadership and put forth its contribution of \$30,000 over two fiscal years. Discussion was held over transferring Solid Waste funds to General Corporate for the Visioning Project and other County projects.

MOTION by Tapley to transfer \$30,000 into the General Corporate from the Solid Waste Fund for the purpose of funding the County's contribution to the Visioning Project; seconded Gross.

Betz asked if it is known how much other organizations will contribute to the Visioning Project. Wysocki said others, such as the City of Urbana, City of Champaign, and University of Illinois, have made verbal commitments. The cities' budgeting years start in July, so Wysocki expects a more solid commitment within the next few months. DiNovo explained the verbal commitments from RPC, the County, the City of Champaign, the City of Urbana, and the University of Illinois total \$150,000. He expects another \$10,000 from Village Rantoul and \$30,000 from private sources. There as also been commitment to substantial in-kind contributions. RPC wants to have \$230,000 – \$260,000 for the Visioning Project. Gross asked for details of the Visioning Project's budget. DiNovo stated RPC has a draft budget for internal talking purposes totaling \$297,000, with the expectation that about \$72,000 might be in-kind. An intergovernmental body, to be titled the Sponsors Council, will be responsible for approving a budget. About \$159,000 of the draft budget is RPC personnel charges. The balance will be a variety of expenditures used to support the public meetings, do outreach to the general public, conduct surveys, bring in a Meeting Facilitator to run the public meetings, and arrange a public field trip. Gross asked what would be the project's outcome. DiNovo said the fundamental purpose is to get representatives from all the social, economic, and demographic groups in the county together to talk about the future and come to some level of agreement about how they want to see the character of Champaign County develop in twenty years. This would be

defined in a vision statement to elaborate a plan of action to be undertaken by a variety of sources in the public, non-profit, and private fields. The Visioning Committee would have ninety members. DiNovo specified that the Visioning Project is not done under the color of law and the outcome will not have the force of law. Discussion continued over the purpose and cost of the Visioning Project. DiNovo wanted to be clear that the Visioning Project would produce a vision statement and an agenda of things to do; it would not produce a comprehensive plan. The County will be part of the Sponsors Council, the small group representing the major funders. Discussion was further held on the potential impact of the Visioning Project and how it could benefit the community. DiNovo stated a thirty to forty member Steering Committee will be formed to make decisions for how the Visioning Project is designed and the activities it engages in. DiNovo said all the major interests in the community must be represented on the Steering Committee. Avery requested a list of Steering Committee members so she can make recommendations of who will sit on the Steering Committee. DiNovo was willing to take any suggestions and will update his list for the committee. The County's representative on the Steering Committee is Jeff Roseman, Director of Planning & Zoning.

Betz requested a roll call vote. The committee determined that the \$70,000 remaining in the Solid Waste Fund should be kept in the fund and not absorbed into the General Corporate Fund until it is earmarked for a specific use. Motion carried five to four. Betz, Gross, McGinty, Tapley, and Wysocki voted aye. Avery, Bensyl, Doenitz, and O'Connor voted nay.

General Corporate Fund FY2005 Revenue/Expenditure Projection Report

Busey presented the General Corporate Fund FY2005 Revenue/Expenditure Projection Report thru February 28th. The non-business licenses and permits line looks to come in better than budgeted at \$1.5 million or \$546,500 over the projected budget. This revenue was driven by very strong recording fee revenue for December and January. According to the Recorder, business is slowing down at present. Busey stated the recording fees were healthy in FY2002-FY2004. The fee is generated based on the number of documents recorded each year. Busey believed a realistic future view of the fund is the average number of recordings from 1987 to 2001. In state-shared revenue, the tax revenue in January was up in all categories except income tax. In February, all sales tax revenue was down, but income tax revenue was up. Overall, the sales tax revenue is coming in under 2% of where it was last year. This does not achieve the level budgeted for FY2005, it only achieves about 97%. Inheritance tax revenue received a single payment of \$536,500 in one inheritance tax instance. This is very unusual. Since the average annual revenue from inheritance tax is just over \$200,000, it is likely that this revenue line will achieve about \$700,000 this year due to the one-time lump sum. The General Government fees look to be on their projected target, coming in at 99%. The fines revenue continues to be down. Rents and royalties are down about \$22,000. The loss of the inmate phone commission is reflected under miscellaneous revenue. In FY2005, the County will have had three months with the inmate phone commission and nine months without it. The loss of this revenue in FY2005 totals \$126,000. If the County spends 100% of the budget, there would be a \$215,000 positive ending balance. If the County spends 98% of total budget, there would be a \$765,000 positive ending balance.

Discussion was held on the variance due to the ESDA grant and the inheritance tax.

General Corporate Fund Budget Change Report

Busey reported that expenditure was increased by 2.06% and revenue was increased by 1.84%. Most of the change was in the area of the ESDA grant. Busey also provided a five-year projection report.

Treasurer Monthly Report

Welch detailed the inheritance tax situation. The County receives 6% of the inheritance tax collected in Champaign County from the state. Welch reminded the committee his report listed the balances and cash flow for

various funds, such as GIS and Solid Waste. He provided a portfolio management summary. The County has done three bond issues: \$23.8 million to build the Court Facility and Youth Detention Center in 1999, a supplemental \$5 million in 2000, and \$20 million to build the Nursing Home in 2003. The 1999 bonds are completely spent out. The 2000 bonds have \$1.5 million left. This will be used to renovate the Courthouse exterior. The 2003 bonds have \$13 million left.

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

Resolution for Authorization for a Loan to the General Corporate Fund from the Public Safety Sales Tax Fund and Resolution for Authorization for Loan to Social Security and IMRF from Working Cash Fund

Welch stated these resolutions are brought to the committee every year. They represent possibilities of loans that may be needed prior to real estate money coming in for both General Corporate and Social Security & IMRF funds. Resolution for Authorization for a Loan to the General Corporate Fund from the Public Safety Sales Tax Fund allows for up to a \$1 million dollars to be loaned from the Public Safety Sales Tax Fund until real estate money comes through in May. Only \$200,000 of the \$1 million possible was borrowed for the General Corporate Fund last year. Social Security borrowed \$150,000 and IMRF borrowed nothing last year. Welch stated the only changes in the resolutions from last year were the County Board Chair's name, the dates, and the levy amounts. The potential loan amounts are the same as previous years.

MOTION by Betz to approve Resolution for Authorization for a Loan to the General Corporate Fund from the Public Safety Sales Tax Fund and Resolution for Authorization for Loan to Social Security and IMRF from Working Cash Fund; seconded by Wysocki. Motion carried.

Job Evaluation Committee Report Regarding Evaluation of Senior Secretary Position

Last month, the Finance Committee forwarded the Senior Secretary Position to the Job Evaluation Committee for re-evaluation. Busey detailed the Job Evaluation Committee's response. The position is a bargaining unit position and there has been a substantial amount of additional responsibilities placed with the position since it was last evaluated in 2001. As a result of the additional responsibilities, the position's classification increases to grade range F. The Job Evaluation Committee recommended approving the reclassification and changing the job title to Senior Administrative Secretary. The amended job title was provided. This is subject to AFSCME agreeing with this action. The contract dictates when an incumbent is promoted (because she will move a grade range), that employee's salary will either go to the new grade range minimum or increase by 8%, whichever is greater. In this instance, the employee would receive an 8% increase.

MOTION by Bensyl to recommend to Policy, Personnel, & Appointments Committee the approval of re-evaluation and renaming of Senior Administrative Secretary Position; seconded by Doenitz. Motion carried.

Auditor
Purchases Not Following Purchasing Policy

Provided for information only.

Monthly Report

MOTION by Betz to receive and place on file the Auditor's monthly report; seconded by Wysocki. Motion carried.

Sheriff

Memorandum of Understanding with FOP Law Enforcement Regarding Calculation of Seniority

Fletcher stated this memorandum memorializes a practice in the Sheriff's Office for several years and tweaks the language to accurately reflect what is being done. FOP has registered no disagreement with the memorandum.

MOTION by Betz to approve the Memorandum of Understanding with FOP Law Enforcement Regarding Calculation of Seniority; seconded by Wysocki. Motion carried.

State's Attorney

Approval of Upgrade of Legal Secretary to Administrative Legal Secretary

Busey stated this committee has responsibility for designating staffing for offices. The elected officials do not have to request permission of the County Board to make a change, as long as they are working within their operating budget. The State's Attorney is requesting the committee's approval so the committee's staffing budgets will accurately reflect the State's Attorney's staffing. The position to be upgraded was vacant, so there is no increase to an incumbent.

MOTION by Gross to approve upgrade of Legal Secretary to Administrative Legal Secretary; seconded by Wysocki. Motion carried.

Request for Approval of Additional Senior Assistant State's Attorney to provide legal counsel for the Nursing Home and Regional Planning Commission

MOTION by Wysocki to approve the request of Additional Senior Assistant State's Attorney to provide legal counsel for the Nursing Home and Regional Planning Commission; seconded by Gross. Fletcher stated both the Nursing Home and RPC rely on outside counsel to a great extent. There are certain functions for which this makes sense, such as regulatory compliances for the Nursing Home and collection actions for RPC. But savings could be had by increasing the in-house staff by one attorney. Murphy stated that RPC pays an enormous amount for contract negotiations and employee grievances in the Head Start Unit. This position would eliminate a great deal of the external legal expenses and allow greater accessibility to the State's Attorney's Office. Betz asked how much money in the Nursing Home and RPC budgets is set aside for outside counsel. Murphy stated RPC retains an outside legal counsel for non-Head Start corporate affairs at a monthly fee of \$1,500. Maupin stated he does not budget for outside counsel, but it ends up spending at least \$50,000 a year. Fletcher said some savings enabled by this position would be difficult to quantify, however, they would include allowing the State's Attorney more access to RPC and the Nursing Home. Another attorney would also allow the State's Attorney to be more proactive in risk management and respond to problems more promptly. Discussion followed over outside counsel costs and the benefits of an additional attorney. Gross asked if the cost of the additional attorney would come out of the Nursing Home and RPC budgets. Busey said the Nursing Home and RPC would each pay 50% of the attorney's salary, with the benefits being paid by the County. Discussion continued over the possible division of duties between the attorneys. Motion carried.

Chair's Report

There was no Chair's Report.

Other Business

Betz was concerned with the funding of the Visioning Project. He stated the previous County Board committed itself to the project. Bensyl said a current Board cannot be held to something a previous Board did.

McGinty would be more comfortable making a decision on the Visioning Project if the Board was given more information about it. O'Connor requested the minutes reflect that the committee voted to take \$30,000 out of Solid Waste and spend it on total waste. Wysocki stated she sent an email update to both caucuses informing members the process had begun. If Board members had requested more information on the topic, she would have worked with DiNovo to make a presentation at tonight's meeting. Wysocki encouraged Board members to ask questions prior to meetings on issues they are unfamiliar with. Betz asked if the Visioning Project contribution had been built into the FY2005 budget. Busey said no contribution for the project was built into the budget, but the appropriation of the funds would only require a simple majority to pass. A transfer of funds requires a two-thirds majority. Doenitz and O'Connor stated there has been difficulty with obtaining information on projects from the Planning & Zoning Department.

Designation of Items to be Placed on County Board Consent Agenda

The Chair designated all budget amendments/transfers, the two memorandums of understanding, the 3.5% increase to GIS, and the resolutions from the Treasurer for the Consent Agenda.

Betz asked to move for a reconsideration of the Solid Waste funding of the Vision Project, so it can be a simple appropriation from the Solid Waste Fund and not a transfer. Discussion was held whether to amend the motion at the full Board meeting. Busey explained at the full Board meeting, the Board would have a resolution for a budget transfer and would move to simply appropriate the money directly from the Solid Waste Fund instead of transferring it.

MOTION by Betz for reconsideration of previous motion approving the transfer of \$30,000 into the General Corporate from the Solid Waste Fund for the purpose of funding the County's contribution to the Visioning Project; seconded by Wysocki. Betz requested the votes be roll call votes. The motion carried with a vote of five to three. Betz, Gross, McGinty, and Tapley vote aye. Bensyl, Doenitz, and O'Connor voted nay. Avery had exited the meeting previously.

Fletcher suggested the correct method to alter the previous motion. Tapley agreed to withdraw his original motion and Gross concurred.

MOTION by Betz to appropriate \$30,000 from the Solid Waste Fund for the purpose of funding the County's contribution to the Visioning Project; seconded by Tapley. Motion carried with a vote of five to three. Betz, Gross, McGinty, and Tapley vote aye. Bensyl, Doenitz, and O'Connor voted nay.

Adjournment

Meeting was adjourned at 9:01 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.