

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

FINANCE COMMITTEE

Thursday, June 7, 2007

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

7:00 p.m.

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

MEMBERS ABSENT: None

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), Joe Meents (Interim Supervisor of Assessments), Mark Toalson (RPC-GIS), Dan Welch (Treasurer)

CALL TO ORDER

Tapley, who in the grand tradition of bipartisan cooperation was acting as Chair, called the meeting to order at 7:01 p.m.

ROLL CALL

The Recording Secretary called the roll. Doenitz, Jones, McGinty, O'Connor, Tapley, Weibel, and Wysocki were present at the time of roll call. Tapley declared a quorum and proceeded with the meeting.

APPROVAL OF AGENDA/ADDENDUM

MOTION by Doenitz to approve the agenda and addendum with the change of addressing item VI B from the addendum first; seconded by Wysocki. **Motion carried.**

APPROVAL OF MINUTES

MOTION by Wysocki to approve the regular session Finance Committee minutes of May 10, 2007; seconded by McGinty. **Motion carried.**

PUBLIC PARTICIPATION

There was no public participation.

BUDGET AMENDMENTS/TRANSFERS

Budget Amendment #07-00062

MOTION by Weibel to recommend to the County Board approval of Budget Amendment #07-00062 from Fund 080 General Corporate – Department 025 Supervisor of Assessments for increased appropriations of

\$43,500 for the Legal Notices, Advertising line, \$1,430 for the Office Supplies line, and \$300 for the Job-Required Travel Expenses line with no increased revenue; seconded by McGinty.

Tapley asked for an explanation of the budget amendment. Meents explained the additional \$43,500 for legal notices and publication is because this is a quadrennial year. The Supervisor of Assessments' Office is required by the State of Illinois to publish every active parcel throughout the different newspapers in the County every quadrennial year. The initial 2007 budget did not support this expense. The request for the Legal Notices, Advertising line is to cover the quadrennial publication and several other future publications that office needs to finish out this budget year. The \$1,430 for the Office Supplies line is to get the office to the end of the year because the current budget is insufficient. The \$300 for the Job-Required Travel Expenses line is for mileage for reassessment projects that the County has committed to for some township assessors. The rural assessors depend on the County's help with the revaluation process.

Doenitz said these expenses appear to be predetermined budget items. Busey stated Meents, as the Interim Supervisor of Assessments, did not prepare the 2007 budget. Busey prepared the 2007 budget with Curt Deedrich. She stated Deedrich did not present a request for the quadrennial assessment publication costs during the budget preparation.

Gross asked if the townships reimbursed the Supervisor of Assessments' Office for its assistance. Meents said no, it is a service the office provides to the township assessors and it is provided for any township assessor who requests it.

Motion carried.

Budget Amendment #07-00063 and Budget Amendment #07-00068

MOTION by Doenitz to recommend to the County Board approval of Budget Amendment #07-00063 from Fund 075 Regional Planning Commission – Department 705 Local Area Network-Even Years for increased appropriations of \$3,000 for the Regular Full-Time Employees line, \$100 for the Postage, UPS, Federal Express line, \$100 for the Job-Required Travel Expenses line, \$100 for the Photocopy Services line, and \$26,700 for the Contributions & Grants line with increased revenue of \$21,000 from the DCFS-Community Based Services line and \$9,000 from the Education-Special Education Grants to Sts. line and Budget Amendment #07-00068 from Fund 075 Regional Planning Commission – Department 791 Federal Emergency Management Agency – Odd Years for increased appropriations of \$3,000 for the Emergency Shelter/Utilities line with increased revenue of \$3,000 from the Homeland Security-Emergency Food/Shelter line; seconded by Wysocki. **Motion carried.**

Budget Amendment #07-00069

MOTION by Wysocki to recommend to the County Board approval of Budget Amendment #07-00069 from Fund 107 Geographic Information System Fund – Department 010 County Board for increased appropriations of \$150,000 for the Professional Services line with no increased revenue; seconded by Weibel.

Toalson acknowledged that the budget amendment is a surprise and explained that the State is ultimately trying to get the entire state covered with LIDAR and contour data. To that end, the State did a small pilot in Winnebago County and Boone County. The State plans to cover another 3,100 square miles collecting LIDAR and contour data. This proposal came up recently and there is a relatively short window if Champaign County wants to commit to it. Toalson heard about it through the state liaison to the United States Geological Survey (USGS) and through Tom Berns. The opportunity is to have the data collected with the USGS funding 50% of it. The USGS wanted a commitment from the State fairly quickly and the State wanted commitments from partners that they would have the funding. Toalson made some phone calls and determined

there was interest in this project, so he informed the State the County was interested in pursuing this project if possible. He received a letter from IDNR, who is handling it for the State, which requested a commitment in writing by June 11, 2007. This put a rush on the request. Toalson explained that some LIDAR and contour data was collected in 2005 with the aerial project. He presented the cost-sharing data from the 2005 project. The City of Champaign had the largest share at \$40,000, there was some IDOT grant money from CUUATS, and the County's participation was \$7,500. The total project was \$131,000. The project being considered tonight is the 2007-2008 project and will be 50% funded by the USGS. This time, Champaign County would likely be the largest local participate because the Cities of Urbana and Champaign and the Village of Rantoul did this three years ago, so their interest may not be so high. The 2007-2008 project will cover the remainder of the County. The Forest Preserve has expressed an interest and given Toalson a commitment for \$5,000. The City of Champaign has expressed an interest and indicated that some funding would be available, but the exact amount is not known.

Gross entered the meeting at 7:05 p.m.

Toalson has not gotten a commitment from Mahomet, but he assumes there will be some interest there because the village did not have any elevation work done in 2005. Hopefully, other villages will be interested in cost-sharing as well.

Richards entered the meeting at 7:06 p.m.

Toalson spoke about LIDAR and contour data for the benefits of the committee. LIDAR is very intensive elevation data. It is very a very accurate way of covering ground elevation, to the point the elevation points are within three feet apart in this project. The data is collected from a scanner on the bottom of an airplane as it flies over the ground. The proposed project would cover the whole County at a drastically reduced cost per mile than three years ago. The USGS has not set exact price yet, but it is approximately \$150 per square mile for the County. Even if the County commits to the project now there is no guarantee that it would be selected. The cost-sharing from other sources, such as villages is uncertain at this time. The County could choose to not collect data over villages that choose not to participate. Toalson asked for a commitment from the County for funding this project if it is selected. Busey explained the budget amendment is from the GIS Fund. She estimated there is \$450,000 in the GIS Fund that has not been appropriated for any expenditures. The annual operating budget for the GIS is under \$300,000. Cash has accumulated in this fund and can be identified for specific projects of this type to make sure GIS in the County continues to develop. This is an appropriate opportunity for use of this fund, especially with federal funding paying for half of the project's cost.

Wysocki asked what data LIDAR could collect that cannot be collected by conventional methods. Toalson expressed that conventional methods to collect two-foot contours in this day and age would be enormously expensive. The LIDAR facilitates the process of creating those contours because it provides a much denser grid of elevation data. It is anticipated that in the next few years, as machines and software continue to improve, that more advantage can be taken of the raw data collected up LIDAR. Wysocki asked when the County might hear from IDNR whether it was selected. Toalson cannot be certain at this point, but IDNR wants a commitment in writing by Monday. IDNR is thinking of flying in November if conditions are right. They have to wait for the leave to fall off the trees. The process is moving fairly quickly and he thinks IDNR will have the areas selected this summer.

Gross asked what value the County gets out of this over its existing system. Weibel stated the County does not have a two-foot contour that LIDAR would provide. Currently, the topographic maps have a ten-foot contour. These enhanced contour maps will have a variety of uses, such as drainage issues, flood planes, putting tile in fields, and use by developers. As a geologist, Weibel would like to see the entire state have this contour mapping. It is the way of the future for obtaining precise elevation and XY control. Weibel supports this

project. Gross asked if some of the problems with the Nursing Home could have been averted if the County had access to this type of data. Weibel said maybe, but he could not really answer a speculative question.

Toalson has spoken with Jeff Blue, who said this information would be useful to the Highway Department because they occasionally have to calculate runoff in a given area. The data would also be extremely valuable for anytime there is preliminary engineering for a site development. Toalson said GIS has probably sold the elevation data it has to every engineering firm in town and every community has used it. Tapley felt this project would increase the value of the GIS database and would be good investment.

Motion carried.

COUNTY ADMINISTRATOR

General Corporate Fund FY2007 Revenue/Expenditure Projection Report

Busey distributed her reports to the committee. She reported the General Corporate Fund FY2007 Revenue/Expenditure Projection Report is fairly consistent with where it has been in anticipating revenue to come in at 102%. Sales taxes are flat compared to last year. The good news is the revenue is substantially ahead of what was budgeted in the General Government Fees & Fines, which makes up the difference. Non-Business Licenses & Permits (recording fees) are tracking ahead, but not at last year's rate. A slow down in those fees is being seen. It is anticipated that the General Corporate Fund will collect about \$500,000 more than budgeted in revenue. On the expenditure side, Personnel and Fringe Benefits costs are down because a number of vacant positions have not been filled. Postage and Document Stamps look to spend more than budgeted. Based on current projections, Gasoline & Oil will spend less than budgeted. Electric Service will be higher than what is budgeted. Under additional one-time expenditures, Busey included items that are occurring this month and next month. It is projected that the budget will be underspent by \$564,000. Based on the current budget, the General Corporate Fund would end FY2007 with a \$256,000 deficit, but based on projections the fund could end the year with a revenue positive balance of \$809,600. Busey reminded the committee that the General Corporate Fund loaned \$400,000 to the Nursing Home that is not reflected on this projection report.

Wysocki asked if the General Government line was doing better than expected because of fines collection. Busey said the General Government line is doing better than budget as a reflection of the fees being collected the fines revenue is also coming in above what was budgeted. Wysocki asked if the upturn reflected the work of the additional position in the State Attorney's Office for collections. Busey said that position certainly has an impact on the General Government line and there has been a little more aggressiveness in the judiciary in going after the fines. Wysocki asked if the money collected by the State's Attorney's Paralegal for collections goes into general revenue and does not stay in the courts. Busey said the revenue goes into the General Government line.

Wysocki asked how many vacancies are there and if there is a pattern. Busey said the vacancies are in the Sheriff's Office and Court Services to a great degree. She is not sure why the positions are vacant. There is a report on the vacant positions in the Policy, Personnel, & Appointments Committee agenda packet every month.

General Corporate Fund Budget Change Report

This report documented changes to the FY2007 budget. At six months into the fiscal year, less than 1% in expenditure and 0.06% in revenue has been added to the budget.

MOTION by Wysocki to receive and place on file the County Administrator's General Corporate Fund FY2007 Revenue/Expenditure Projection Report and General Corporate Fund Budget Change Report; seconded by Doenitz. **Motion carried.**

Nursing Home Report

Busey remarked the Nursing Home report looks terribly optimistic, but the Accounts Payable individual at the Nursing Home was out for most of the month so the Nursing Home is even further behind in Accounts Payable than it was before. This report does not accurately reflect the Nursing Home's financial position. Busey anticipates the committee will see a negative catch-up next month. The first distribution of property taxes came in May in the amount of about \$135,000 for the Nursing Home.

ADDENDUM

Memorandum Regarding Distribution of Public Health Levy for FY2007

Busey said this memorandum is provided to the committee every year. When the budget is prepared, the total levy is projected. This memorandum reported that the certified levy was slightly higher and the actual distribution of the EAV for the 2006 property taxes is 60.17% within the Champaign-Urbana Public Health District and 39.83% in the other areas of the County outside of CUPHD. The County collects the taxes and distributes them to CUPHD.

TREASURER

Monthly Report

Welch distributed his monthly report. He informed the committee that the General Corporate Fund required another \$500,000 in an inter-fund loan from the Public Safety Sales Tax Fund. The inter-fund loans to General Corporate total over \$1 million. The loans should be repaid at the end of June. The first real estate collections due date was June 1, 2007. As of today, the real estate taxes are 44% collected, which represents \$105 million. The first distribution to all taxing districts was made by the Treasurer's Office at the end of May. By law, the office is not required to distribute any tax money until thirty days after the first due date, but Welch has historically distributed the first payment during May to the benefit of all taxing districts. Welch reported his office is on schedule and looking good.

MOTION by Doenitz to receive and place on file the Treasurer's May 2007 monthly report; seconded by Wysocki. **Motion carried.**

AUDITOR

Purchases Not Following Purchasing Policy

The Purchases Not Following Purchasing Policy list was provided for information only. Fabri reported that the entire list was 2006 purchases paid in 2007, with the exception of one item from the Highway Department. Tapley if there was an explanation for the Highway item. Fabri said he did not know the specific nature of the traffic sign emergency, but he could find out before the full Board meeting.

ADDENDUM

Monthly Report

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

CHAIR'S REPORT

There was no Chair's Report.

OTHER BUSINESS

Champaign Park District's Withdrawal from Enterprise Zone

The Champaign Park District's withdrawal from Enterprise Zone did not require any action from the Finance Committee.

Busey stated there will be two emergency budget amendments on the County Board agenda this month because of changes that have occurred since the addendum for this meeting could be legally posted. One is for the Court Services Department to immediately purchase some radios that were not anticipated to be replaced until next year. The revenue is available in the Capital Equipment Replacement Fund; it will just be expended a year in advance. The other budget amendment is for fees on the IMRF Early Retirement Incentive debt obligation because the first year's fees amount was miscalculated by \$500.

APPROVAL OF CLOSED SESSION MINUTES

MOTION by Jones to approve the Finance Committee closed session minutes of May 10, 2007; seconded by Wysocki. **Motion carried.**

DESIGNATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA

Tapley designated all the budget amendments for the consent agenda.

ADJOURNMENT

Tapely thanked McGinty for allowing him to chair the meeting and adjourned the meeting at 7:35 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.