

Note: These minutes are not official until approved by the Finance Committee at a subsequent meeting. Please refer to the meeting minutes when these minutes are approved to obtain any changes to these minutes.

DeKalb County Government
Sycamore, Illinois

**Finance Committee Minutes
February 6, 2019**

The Finance Committee of the DeKalb County Board met on Wednesday, February 6, 2019, in the Administration Building's Conference Room East. Chairman Cribben called the meeting to order at 7:00 p.m. Prior to roll call, the Members went around the table and introduced themselves and provided what District they represented. Those Members present were Mr. Scott Campbell, Mr. Steve Faivre, Mr. John Frieders, Ms. Dianne Leifheit, Mr. Jerry Osland, Ms. Sandra Polanco, and Chairman Dan Cribben. A quorum was established with all seven Members present.

Others present included Pete Stefan, Sheila Santos, Jim Scheffers, Jim Hutcheson, Greg Millburg, and Katie Finlon.

APPROVAL OF THE AGENDA

It was moved by Mr. Faivre, seconded by Mr. Frieders and it was carried unanimously by voice vote to approve the agenda as presented.

APPROVAL OF THE MINUTES

It was moved by Ms. Leifheit, seconded by Ms. Polanco and it was carried unanimously to approve the minutes of the October 3, 2018 Finance Committee Meeting.

PUBLIC COMMENTS

There were no public comments.

ANNUAL BOND PROPERTY TAX ABATEMENT RESOLUTIONS

DeKalb County Finance Director Pete Stefan presented two draft resolutions to the Committee for the annual tax abatements for the Courthouse Expansion/Jail Expansion Planning bond issue and the Jail Expansion Construction bond issue. He shared that this will be the ninth annual abatement for the Courthouse Expansion/Jail Expansion Planning bonds and the second annual abatement for the Jail Expansion Construction bonds. These two abatement resolutions need to be passed to prevent the County Clerk from extending the taxes for these two bond issues since they will be repaid with non-property tax revenue sources (i.e. sales tax sharing revenue with the City of DeKalb and landfill revenue).

Ms. Leifheit moved to forward both abatement resolutions to the full County Board recommending their approval. Ms. Polanco seconded the motion and it was carried unanimously by voice vote.

INFORMATION MANAGEMENT OFFICE ANNUAL REPORT

DeKalb County Information Management Office (IMO) Director Sheila Santos joined the Committee to provide her annual report. Ms. Santos explained that her department has two different sections: IT and GIS. The IT side provides network services such as, support desktops and network infrastructure, provide voice network, establish reliable backups and storage of data,

providing a secure environment for users and their data, and working with County departments and vendors on technology related needs. The GIS side, develops and maintains geographic related features, produce analytical maps, perform data and spatial analysis, build and develop interactive maps, maintain 911 map layers for use with 911 calls, and create custom maps. IMO additionally develops, maintains and supports Databases and Websites and often is pulled in all sorts of directions to work on Special Projects.

Ms. Santos additionally provided the Committee with IT project highlights from the past year as well as GIS highlights. She also identified money that was saved. IMO had originally budgeted \$104,000 for Wi-Fi upgrades and they were able to purchase a different program and ended up installing new technology at both of Sycamore and DeKalb Campuses for a total of \$53,000. They were also able to save the County about \$20,000 for allow access to data for the SA Record Access and about \$15,000-\$18,000 for a program they were able to do instead of a vendor at the Jail Expansion.

Ms. Santos lastly shared challenges that her department continues to face as well as what is on the horizon for both the IT and GIS sides of the Information Management Office.

UPDATE ON THE HVAC ROOFTOP UNIT REPLACEMENT PROJECTS

DeKalb County Facilities Management Office Director Jim Scheffers reviewed a one-page summary of the multiple HVAC Rooftop Unit replacements that are planned for the next couple of years. He shared that in 2019, the units to be installed would be for the Public Safety Building (currently being done now), the Courthouse chiller on the old side of the building, the Health Department Roof Top, and the Multi-Purpose Room Roof Top. In 2020, he shared the projects would consist of both Legislative Center Roof Tops, the Administration Building Roof Top, and the Public Safety Building Roof Top. The Community Outreach Building has Heat Pumps (35) and they will be replaced as they go out.

The Committee discussed the aggressive timeline as well as voiced their concerns with replacing some of these units when there was a possibility of getting more life out of them. Mr. Scheffers shared that the main reasons for replacing the units is that many of them are older and they still use R-22 refrigerant in them which is not being made anymore and is very expensive to purchase. Another reason is that parts are becoming very hard to come by and they have had to trust purchasing refurbished parts that sometimes take weeks to get.

It was lastly clarified that the 2019 project were already budgeted for in the DeKalb County Public Building Commissioner's Renewal and Replacement Funds and that they were overseeing the projects.

LANDFILL REVENUE UPDATE FOR 2018

Mr. Stefan also reviewed a two-page summary of landfill revenue collections and tonnage totals for 2018 broke down by municipal solid waste and special/exempt waste. This is a significant source of revenue that the County began collecting in 2014 which funds numerous capital projects, debt service payments, and operations. He additionally recapped how the revenue is calculated and collected, as well as what costs those revenues have been allocated to cover in the County's annual budget.

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CLAIMS REVIEW

Chairman Cribben requested Mr. Stefan scan through the County and the Forest Preserve District Claims for January 2019 and highlight any significant expenditures included in the January Claims including any items that are unusual from either a dollar amount perspective or due to the nature of the expenditure.

Chairman Cribben indicated that approving the Claims is a monthly item that the County Board does and he would like to start seeing the Board take a more conscious effort to review them. He added that he is wanting to focus on at least what the claims are. He also shared he is not wanting anymore additional work to be put into presenting the information but he would like to take baby-steps and have Mr. Stefan initially review some of the claims and in the future look at taking a more proactive look at what is coming due and possibly have some say in some items in a prospective basis.

ADJOURNMENT

It was moved by Mr. Osland, seconded by Mr. Campbell, and it was carried unanimously to adjourn the meeting at 8:56 p.m.

Respectfully submitted,

Dan Cribben, Chairman

Tasha Sims, Recording Secretary



"You can succeed best and quickest by helping others to succeed." – Napoleon Hill

Information Management Office Annual Update 2018

Sheila Santos
Information Management Office Director

AGENDA

- 1 IMO Team
- 2 Workload
- 3 IT Update
- 4 GIS Update
- 5 Helping Hand
- 6 Challenges
- 7 What the Future Holds



2018 10,935 TASKS

- 01 Infrastructure
- 02 Desktop Support
- 03 GIS
- 04 Databases
- 05 Websites
- 06 Special Projects
- 07 Phone Support

Task ID	Task Description	Status
10001	Infrastructure	Completed
10002	Desktop Support	In Progress
10003	GIS	On Hold
10004	Databases	Completed
10005	Websites	On Hold
10006	Special Projects	In Progress
10007	Phone Support	Completed

IT Project Highlights

- ✓ JAIL
- ✓ Infrastructure Upgrades
- ✓ WI-FI Upgrade
- ✓ ARF
- ✓ Security Cameras
- ✓ Security
- ✓ A/V Projects
- ✓ Guidance
- ✓ Squad Cars
- ✓ Voting

GIS and Misc. Project Highlights

- ✓ Census
- ✓ Enterprise Software
- ✓ Sex Offender Address Check
- ✓ Website
- ✓ Focused Maps
- ✓ Databases Upgrades
- ✓ 911 Mapping
- ✓ Transition DATA

IMO Built Websites

February 1, 2019 Report (9 a.m.)

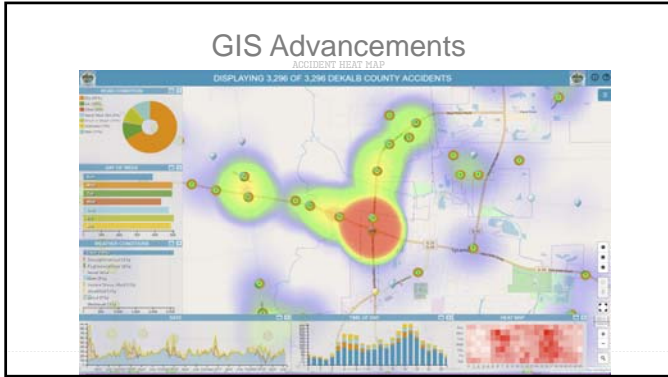
Project	Today	Yesterday	Month	Total
Animal Control Search	0	0	0	325
COMPASS GIS Maps (Webmap)	30	55	30	38,027
Civil Process Search	15	117	15	11,319
Compass Results Page	91	313	91	1,000,146
Compass Search Page	186	557	186	2,737,033
DCG GIS Maps Webpage (Welcome)	0	1	0	48,330
Street View	1	4	1	15,019
Warrants Search	0	34	0	14,687
Total:	323	1,081	323	3,883,466

COMPASS Page Visits

12 MONTH SPAN - 2018



Page Visits in 2018: 461,287
 Monthly Average: 38,000
 Daily Average: 1,300



Helping Hand

How can we help?

We want to be able to help our communities and agencies in the County, which in-turn provides more services and resources for the staff we support and County citizens.

- 01 Police Departments
- 02 Community Census Work
- 03 History Center
- 04 DATA
- 05 Custom Mapping

2018 Major Savings

Initiative	Savings Amount
WiFi Upgrade	\$50,000
State's Attorney's Record Access	\$20,000
JAIL Program done in-house	\$15,000
Remote Access, Internal Work, Negotiating/Group Pricing	\$\$\$\$

Challenges



- 01 Security
- 02 24/7 Availability
- 03 Asset Management
- 04 Response Time

What is on the horizon for IT in 2019?

- ✓ INFRASTRUCTURE UPGRADES
- ✓ POLICY CHANGES
- ✓ EMAIL CHANGES
- ✓ EXPANSION PROJECTS
- ✓ FILE SHARING
- ✓ SECURITY
- ✓ AV UPGRADES
- ✓ ASSET REPLACEMENT

What is on the horizon for GIS in 2019?

- ✓ ONLINE MAPS
- ✓ NG-911
- ✓ ASSIST COMMUNITIES
- ✓ WEBSITE ENHANCEMENTS
- ✓ DATABASE UPGRADES
- ✓ STORY MAPS



Sheila Santos – IMO Director
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**HVAC Roof Top Unit Replacement Projects
 Budgeted for 2019 and Planned for 2020
 02-06-2019**

	<u>Original Install</u>	<u>Bidding</u>
<u>Units to be installed in 2019</u>		
1) Public Safety Building	1998	Phase 1, Installation Has Begun, 50% Complete, Budget Price for Work was \$130,000.00, Bid price was \$118,800.00 + Alpha Controls Cost of \$9,000.00.
2) Courthouse Chiller Old Side	2004	Phase 2, Out to Bid By End of February, Budget Price \$140,000.00; we will have to have a new balance report done.
3) Health Department Roof Top	1998	Phase 3, Out to Bid By End of February, Roof curb will have to be put in and needs to be 8" shorter in height, Budget price \$160,000.00.
4) Multi Purpose Room Roof Top	1998	Phase 4, Out to Bid By End of February, Budget price \$100,000.00.
<u>Units to be Installed in 2020</u>		
5) Both Legislative Center Roof Tops	2001	Budget Price Per Unit \$150,000.00. Price could change.
6) Administration Building Roof Top	2005	Budget Price \$150,000.00. Price Could Change.
7) Public Safety Building Roof Top	1998	Budget Price \$150,000.00. Price Could Change. This unit only serves the jail in the Public Safety Building.
8) Community Outreach Building Heat Pumps (35) will be replaced as they go out.	2008	

**Landfill Expansion
Host Benefit Fee Summary
02-06-2019**

Host Benefit Fee Calculation

Original Rate Per Agreement =	\$	4.60	Per Ton	
Exempt Waste Credit =	\$	1.27	Per Ton	
1.1% Increase Effective June 2014 =	\$	4.65	Per Ton	(224.545 / 222.005 = 101.1%)
1.7% Increase Effective June 2015 =	\$	4.73	Per Ton	(228.468 / 224.545 = 101.7%)
0.0% Increase Effective June 2016 =	\$	4.73	Per Ton	(227.792 / 228.468 = 99.7%) Note: Rate cannot decrease per agreement.
0.7% Increase Effective June 2017 =	\$	4.76	Per Ton	(229.302 / 227.792 = 100.7%)
1.7% Increase Effective January 2018 =	\$	4.84	Per Ton	(234.293 / 230.476 = 101.7%) Note: Second Amendment changes become effective 01/01/18 - new index and new effective date.

	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	2018 Totals	First 500,000 Tons	Above 500,000 Tons
	Non-Exempt Waste														
Tons	40,363.75	33,838.36	39,064.04	42,101.73	53,205.90	59,330.98	39,962.10	34,869.25	29,788.29	39,674.07	44,420.45	49,401.90	506,020.82	500,000.00	6,020.82
Rate	4.84	4.84	4.84	4.84	4.84	4.84	4.84	4.84	4.84	4.84	4.84	4.84	4.84		
Gross Fee	195,360.55	163,777.66	189,069.95	203,772.37	257,516.56	287,161.94	193,416.56	168,767.17	144,175.32	192,022.50	214,994.98	239,105.20	\$ 2,449,140.76	\$ 2,419,999.99	\$ 29,140.77
County Waste Credit															
Tons	20.49	20.19	20.45	20.19	20.62	20.19	21.17	20.68	20.29	20.35	20.44	20.38	245.44		
Rate	(4.84)	(4.84)	(4.84)	(4.84)	(4.84)	(4.84)	(4.84)	(4.84)	(4.84)	(4.84)	(4.84)	(4.84)			
Credit Due	(99.17)	(97.72)	(98.98)	(97.72)	(99.80)	(97.72)	(102.46)	(100.09)	(98.20)	(98.49)	(98.93)	(98.64)	\$ (1,187.92)	\$ (1,187.92)	\$ -
Exempt Waste															
Tons	1,297.30	2,017.99	2,449.30	3,653.91	3,682.63	4,308.09	2,305.53	1,442.16	6,247.51	9,079.54	10,780.13	2,313.61	49,577.70	-	49,577.70
Rate	3.57	3.57	3.57	3.57	3.57	3.57	3.57	3.57	3.57	3.57	3.57	3.57	3.57		
Gross Fee	4,631.36	7,204.22	8,744.00	13,044.46	13,146.99	15,379.88	8,230.74	5,148.51	22,303.61	32,413.96	38,485.06	8,259.59	\$ 176,992.38	\$ -	\$ 176,992.38
Rounding		0.01											0.01	0.01	-
Net Host Benefit Fee	199,892.74	170,884.17	197,714.97	216,719.11	270,563.75	302,444.10	201,544.84	173,815.59	166,380.73	224,337.97	253,381.11	247,266.15	\$ 2,624,945.23	\$ 2,418,812.08	\$ 206,133.15
														(500,000 Tons)	(55,598.52 Tons)

Total Tons For Month	41,661.05	35,856.35	41,513.34	45,755.64	56,888.53	63,639.07	42,267.63	36,311.41	36,035.80	48,753.61	55,200.58	51,715.51			
Inc. (Dec.) from Prev. Year	24.3%	8.2%	12.6%	33.8%	31.8%	40.2%	-27.7%	-37.0%	-25.5%	-7.3%	2.0%	9.6%			
Cumulative Tons for Year	41,661.05	77,517.40	119,030.74	164,786.38	221,674.91	285,313.98	327,581.61	363,893.02	399,928.82	448,682.43	503,883.01	555,598.52	555,598.52		
Inc. (Dec.) from Prev. Year	24.3%	16.3%	15.0%	19.7%	22.6%	26.1%	15.0%	6.3%	2.3%	1.2%	1.3%	2.0%			
Maximum Annual Tons Remaining															
Solid Waste-500,000 Tons Max.	459,636.25	425,797.89	386,733.85	344,632.12	291,426.22	232,095.24	192,133.14	157,263.89	127,475.60	87,801.53	43,381.08	(6,020.82)	(6,020.82)		
Special Waste-200,000 Tons Max.	198,702.70	196,684.71	194,235.41	190,581.50	186,898.87	182,590.78	180,285.25	178,843.09	172,595.58	163,516.04	152,735.91	150,422.30	150,422.30		
22,000,000 Lifetime Tons (Estimated)															
Prior Years' Total	1,584,482.90														
Est. Balance Remaining	20,373,856.05	20,337,999.70	20,296,486.36	20,250,730.72	20,193,842.19	20,130,203.12	20,087,935.49	20,051,624.08	20,015,588.28	19,966,834.67	19,911,634.09	19,859,918.58	19,859,918.58		
Percentage of Waste															
Non-Exempt Waste	96.89%	94.37%	94.10%	92.01%	93.53%	93.23%	94.55%	96.03%	82.66%	81.38%	80.47%	95.53%	91.08%		
County Waste	0.05%	0.06%	0.05%	0.04%	0.04%	0.03%	0.05%	0.06%	0.06%	0.04%	0.04%	0.04%	0.04%		
Exempt Waste	3.11%	5.63%	5.90%	7.99%	6.47%	6.77%	5.45%	3.97%	17.34%	18.62%	19.53%	4.47%	8.92%		

*Note: County Waste tonnage is a sub-total of Non-Exempt Waste tonnage so total waste tonnage is only the sum of Non-Exempt Waste tonnage and Exempt Waste tonnage and Percentage of Waste totals will exceed 100% if County Waste is included.

**Landfill Expansion
 Calculation of Required Transfers
 to Forest Preserve and Solid Waste Funds
 01-11-2019**

Host Benefit Fee Calculation

Original Rate Per Agreement =	\$	4.60	Per Ton	
Exempt Waste Credit =	\$	1.27	Per Ton	
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1.7% Increase Effective June 2015 =	\$	4.73	Per Ton	(228.468 / 224.545 = 101.7%)
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0.7% Increase Effective June 2017 =	\$	4.76	Per Ton	(229.302 / 227.792 = 100.7%)
1.7% Increase Effective January 2018 =	\$	4.84	Per Ton	(234.293 / 230.476 = 101.7%) Note: Second Amendment changes become effective 01/01/18 - new index and new effective date
1.1% Increase Effective January 2019 =	\$	4.89	Per Ton	(236.796 / 234.293 = 101.1%)

Calendar/Fiscal Year	Amount Due To:		Notes
	Forest Preserve	Solid Waste	
2015	100,000.00	200,000.00	Payments begin January 1, 2015 at set amounts per amendment
2016	101,700.00	203,400.00	Includes a 1.7% CPI Increase
2017	101,700.00	203,400.00	Includes a 0.0% CPI Increase
N/A	102,411.90	204,823.80	Includes a 0.7% CPI Increase
2018	103,428.90	206,857.80	Includes a 1.7% CPI Increase
	(75,000.00)	(75,000.00)	Less Amount Due To General Fund Per 2018 Budget
	28,428.90	131,857.80	Net Amount Due
2019	104,566.62	209,133.24	Includes a 1.1% CPI Increase
	(75,000.00)	(75,000.00)	Less Amount Due To General Fund Per 2019 Budget
	29,566.62	134,133.24	Net Amount Due