

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
October 4, 2017**

The Finance Committee of the DeKalb County Board met on Wednesday, October 4, 2017, at 7:00 p.m. in the Administration Building's Conference Room East. Chairman Stoddard called the meeting to order. Those Members present were Mr. Cribben, Mr. Jones, Ms. Leifheit, Mr. Luebke, Ms. Polanco, Mr. Reid, and Chairman Stoddard. A quorum was established with all seven Members present.

Others that were present included Gary Hanson, Pete Stefan, Christine Johnson, Doug Johnson, Mark Pietrowski, Michael Miner, Jim Scheffers, Laurie Emmer, Joan Hanson, James Mason, Derek Hiland, John Mataitis, Karen Cribben, Ryan Cardinali, and Greg Millburg.

APPROVAL OF THE MINUTES

It was moved by Mr. Cribben, seconded by Mr. Jones, and it was carried unanimously to approve the minutes of the September 6, 2017 Finance Committee Meeting.

APPROVAL OF THE AGENDA

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

PUBLIC COMMENTS

Mr. James Mason, 53 year DeKalb County resident and area businessman, expressed that in his years here he has seen some drastic changes. He came here tonight to express his thoughts regarding the County dollars, City dollars, and C.U.S.D. #428 dollars. Mr. Mason noted that the streets are empty, businesses are empty, large corporations have left to go elsewhere and the property taxes have gone through the ceiling. C.U.S.D. #428 (DeKalb) is so overcrowded they are needing to put in more schools and they have no houses. DeKalb County property taxes are 2/3 higher than they should be. Mr. Mason shared that his net operating income has stayed the same because the taxes have gone up 35% in his business. He is also the largest property owner in DeKalb County and expressed that if things continue to remain the same and "we" continue to educate everyone else's kids, "we" will be bankrupt. Mr. Mason stated that the Finance Committee and County Board can lead the way to slashing levies and recommended taking the levies back to their 2006 amounts. The more the taxes continue to rise the lower the value is on everything everyone owns and the reason DeKalb County can't attract businesses is they don't want to pay the increasingly high property taxes. Mr. Mason stated that he would like to start a dialog with the Board and the County on how the County can become more efficient and how they can all work together to cut a deal and lower DeKalb County property taxes.

SALARIES OF ELECTED OFFICIALS

Mr. Stefan shared that Salaries for Elected Officials must be established at least 180 days prior to a General Election. The following six offices will need salaries established beginning in FY 2018: County Board Chairperson, County Board Vice-Chairperson, Committee Chairperson, County Board Member, County Clerk & Recorder, Sheriff, and Treasurer. Mr. Stefan also noted

that this item is being presented for information and discussion only at this point as the Finance Committee does not have to take any action on this item until its November meeting.

Mr. Hanson additionally presented an Elected Officials Schedule that illustrated what it would look like if the County Clerk & Recorder, Sheriff, and Treasurer were all to be given 2% raises across the Board as a guide.

Mr. Pietrowski shared that once again he is asking other County Board Members to join him in freezing Board pay, Chair pay and all Countywide Elected Officials pay for the new term. As Elected Officials they need to take a leadership role especially when the Board is asking all of the Departments to make budget cuts. He added that these are all very respectable salaries, even at their 2018 levels and that is where he believes they should stay.

Mr. Jones made a motion to have 0% increases for the County Board Chairperson, County Board Vice-Chairperson, Committee Chairperson for FY 2019 and FY 2020, County Board Member FY 2021 and FY 2022, and salaries for the County Clerk & Recorder, Sheriff, and Treasurer for FY 2019 through FY 2022. Mr. Luebke seconded the motion.

The Committee briefly discusses the motion and hand and Mr. Jones shared that he doesn't enjoy saying no pay increases at all but he also thinks they are still on unchartered territory with the budget situation they are in and going back to what Mr. Mason addressed earlier, they may need to start going to some extra lengths to curve the situation. He reiterated that he doesn't enjoy doing it but feels it is probably something they have to do at this point. Chairman Stoddard agreed with Mr. Pietrowski and Mr. Jones's statements.

County Clerk Doug Johnson and County Treasurer Christine Johnson expressed their opinions on the matter of the position receiving 0% increases how the positions in the past have received 0% increases more than the other countywide Elected Officials.

In light of Mr. Johnson's comments and his own thinking, **Mr. Stoddard moved to amend the motion to provide salaries increases at a rate of: 0% - FY 2019, 0% - FY 2020, 2% - FY 2021, and 2% - FY 2022 for The County Clerk & Recorder, Sheriff, and Treasurer. Mr. Reid seconded the motion.**

Mr. Hanson reminded the Committee that the decision did not have to be made until next month.

Mr. Jones moved to table the item until the November Finance Committee Meeting. Mr. Cribben seconded the motion and it was approved unanimously.

FY 2018 BUDGET

Summary of Budget Appeals

Mr. Stefan presented and reviewed the eleven budget appeals that were turned in from the initial Administrative Recommendation of the FY 2018 Budget.

Mr. Hanson shared that what happened last night at the Economic Development Committee is a real problem for them because they are sitting there presenting the next item that identifies an additional \$740,000 in cuts because the Board wanted a balanced budget and the Committee

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.

approved three appeals totaling about \$24,000 with no identified funding source. It sends a very mixed message to not only them but all of the countywide Department Heads. The Committee agreed.

Administrative Recommendation of the FY 2018 Budget

Mr. Stefan reviewed that as the budget stood last month, the General Fund is “out of balance” by \$740,000. This is largely the result of the loss of airline fuel sales tax revenue with the departure of American Airlines out of Sycamore. The budget started \$1,500,000 out of balance, but by making adjustments that benefited all General Fund Departments, the shortfall was reduced to \$740,000. The request at that point was to ask the Departments in each category to work together to achieve the necessary reduction (or revenue enhancement) by September 27th.

Mr. Hanson and Mr. Stefan presented the final piece of the FY 2018 Administrative Budget Recommendation. This component was presented to bring the General Fund deficit down from \$740,000 to zero. If the Departments within a budget category were not able to identify areas to cut to meet their budget goal, those have now been provided administratively and are considered part of the overall budget recommendation. Group A (with the exception of Community Development) and Group D did not identify their own items to cut.

Since this round of cuts is “new information”, the Budget Appeal process has been reopened for one week to allow everyone an opportunity to weigh in on the latest round of cuts.

Committee’s Questions & Review of Departments Budgets

There were no questions asked about any department’s budgets that report to the Finance Committee.

Other Budget Updates

Ms. Leifheit questioned what the FY 2016 Budget looked like because they thought they were going to have a balanced budget last year but after the fact she thought it had become a deficit amount. Mr. Stefan shared that at this point it is about a \$900,000 deficit due mostly to American Airlines and the State.

Mr. Jones additionally encouraged all Board Members to attend the October 23rd Law & Justice Committee Meeting since that has the largest amount of appeals.

Mr. Pietrowski noted that in the future he would like to see the County Board stick to not using its reserves and additionally put a policy in place that would suggest that if the balanced numbers end up being off, they will need to cut that amount (mid-year) prior to the next budget. He added that this part of a solution that would allow them to build back up their reserves to get back at the suggested levels the auditors recommend.

Mr. Jones additionally provided his thoughts on the budget as a whole and how important it is for County Board Members to show up at budget time because it is the one thing they own. Despite the very dire situation they are in now, after they are all done, County Government will be just fine and everyone will be okay, he explained. Mr. Jones ended with sharing that they have a job to do and he just hopes everyone can do it.

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.

EXECUTIVE SESSION

Mr. Jones moved to enter into Executive Session per 5 ILCS 120/2(C)(1) – Personnel at 8:05 p.m. Mr. Cribben seconded the motion. Those voting yea were Mr. Cribben, Mr. Jones, Ms. Leifheit, Mr. Luebke, Ms. Polanco, Mr. Reid, and Chairman Stoddard. The motion carried unanimously.

The Committee was in Executive Session until 9:04 p.m.

ACTION ITEMS FROM EXECUTIVE SESSION

Mr. Luebke moved to forward the appointment of Sheila Santos to the position of Director of the Information Management Office for DeKalb County Government to the full County Board recommending approval. Mr. Reid seconded the motion. Motion carried unanimously.

Chairman Stoddard thanked his Committee for their discussions and input in selecting the appointment for the new Director. He added that each of the three candidates were well qualified and this vote by no means should be taken as a sign of lack of confidence in any of the three individuals.

Mr. Hanson asked if the Committee wanted to give him input for negotiating the salary. The consensus of the Committee was to leave that to the Administrator, within the published hiring range, but keeping the tight budget constraints in mind.

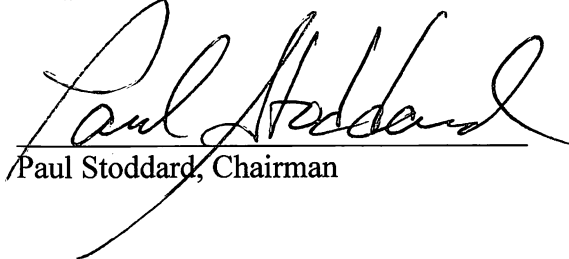
ADJOURNMENT

It was moved by Mr. Jones, seconded by Mr. Luebke, and it was carried unanimously to adjourn the meeting.



Tasha Sims, Recording Secretary

Respectfully submitted,



Paul Stoddard, Chairman

DEKALB COUNTY GOVERNMENT
 FY 2018 BUDGET
 ELECTED OFFICIALS SCHEDULE

Need to complete the 20 boxes below.

| CLASS NUMBER | CLASSIFICATION | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 |
|--------------|-------------------------------|-------------------|-------------------|-------------------|-------------------|-----------------|-----------------|-----------------|-----------------|
| 0101 | County Board Chairperson | 10,200 0.0% | 10,200 0.0% | 10,200 0.0% | 10,200 0.0% | | | (3) | (3) |
| 0102 | County Board Vice-Chairperson | 1,800 0.0% | 1,800 0.0% | 1,800 0.0% | 1,800 0.0% | | | (3) | (3) |
| 0103 | Committee Chairperson (1) | 110/month 0.0% | 110/month 0.0% | 110/month 0.0% | 110/month 0.0% | | | (3) | (3) |
| 0105 | County Board Member | 85/Diem 0.0% | 85/Diem 0.0% | 85/Diem 0.0% | 85/Diem 0.0% | 85/Diem | 85/Diem | | |
| 0501 | Circuit Clerk | 100,000 3.1% | 104,000 4.0% | 105,000 1.0% | 106,000 1.0% | 108,100 2.0% | 110,300 2.0% | (3) | (3) |
| 0511 | County Clerk and Recorder | 91,250 0.0% | 91,250 0.0% | 92,200 1.0% | 93,100 1.0% | 95,000 2.0% | 96,900 2.0% | 98,800 2.0% | 100,800 2.0% |
| 0521 | Coroner - 1/2 FTE | 60,600 2.9% | 63,000 4.0% | 63,600 1.0% | 64,250 1.0% | 65,500 1.9% | 66,800 2.0% | (3) | (3) |
| 0531 | Sheriff | 130,250 0.0% | 130,250 0.0% | 131,600 1.0% | 132,900 1.0% | 135,600 2.0% | 138,300 2.0% | 141,100 2.0% | 143,900 2.0% |
| 0541 | State's Attorney (2) | 166,508 0.0% | 166,508 0.0% | 166,508 0.0% | (2) | (2) | (2) | (2) | (2) |
| 0551 | Treasurer | 91,250 0.0% | 91,250 0.0% | 92,200 1.0% | 93,100 1.0% | 95,000 2.0% | 96,900 2.0% | 98,800 2.0% | 100,800 2.0% |

- (1) Each Committee Chairperson will earn the above salary, regardless of whether or not the committee actually meets.
- (2) The State's Attorney's salary is set by the State and is in effect for the State's fiscal year (July 1-June 30).
- (3) Salary to be set in Fall, 2019.

Note: Increases for Elected Officials take effect on January 1st of the fiscal year stated above.

Summary of FY 2018 Budget Appeals as of 09-27-2017

| Appeal # | Budget Narrative # | Appellant | Item Appealed | Dollar Amount Under Appeal | Action Requested | Additional Funding Source or Disposition of Savings | Committee Assigned to |
|--|------------------------|--|---|-------------------------------------|---|--|-----------------------|
| Economic Development Committee Appeals | | | | | | | |
| 1 | 18 | Robin Brunshon | Denial of Position Upgrade for one of two Part-Time Administrative Clerk C Positions | \$4,300 | Approve the upgrade of one Part-Time Administrative Clerk C position to a Part-Time Administrative Clerk A position. | To be funded by General Fund reserves/fund balance. | Economic Development |
| 2 | 18 | Robin Brunshon | Denial of Position Upgrade for the second of two Part-Time Administrative Clerk C Positions | \$4,700 | Approve the upgrade of a second Part-Time Administrative Clerk C position to a Part-Time Administrative Clerk A position. | To be funded by General Fund reserves/fund balance. | Economic Development |
| 3 | 18 | Robin Brunshon | Denial of a New Part-Time Administrative Clerk C Position | \$25,000 | Approve a new Part-Time Administrative Clerk C position to ensure all of the requirements of the property tax cycle are fulfilled and that coverage and customer service needs are met. | To be funded by General Fund reserves/fund balance. | Economic Development |
| Forest Preserve Committee Appeal | | | | | | | |
| 4 | 26 & Exhibit 1 Line 4c | Tracy Jones & John Frieders | Redirection of a Portion of the Landfill Host Benefit Fee Allocation from the Forest Preserve District. | \$25,000 | Increase the redirection of the Landfill Host Benefit Fee allocation from the Forest Preserve District from a \$75,000 redirection to a \$100,000 redirection. | Savings to be added to the bottom line of the General Fund budget or to create a General Fund budget reserve. | Forest Preserve |
| Law & Justice Committee Appeals | | | | | | | |
| 5 | 15 | Tom McCulloch | Denial of Position Upgrade from a Full-Time Attorney-Level One to a Full-Time Attorney-Level Two | \$10,000 | Approve the upgrade from a Full-Time Attorney-Level One position to a Full-Time Attorney-Level Two position. | To be funded by General Fund reserves/fund balance. | Law & Justice |
| 6 | 15 | Tom McCulloch | Denial of Position Upgrade from a Full-Time Attorney-Level Two to a Full-Time Attorney-Level Three | \$9,000 | Approve the upgrade from a Full-Time Attorney-Level Two position to a Full-Time Attorney-Level Three position. | To be funded by General Fund reserves/fund balance. | Law & Justice |
| 7 | 15 | Tom McCulloch | Denial of a New Full-Time Attorney-Level Two Position | \$115,000 | Approve a new Full-Time Attorney-Level Two position. | To be funded by General Fund reserves/fund balance. | Law & Justice |
| 8 | 17 | Roger Scott | Denial of a New Full-Time Administrative Secretary Position for the Corrections Division | \$69,000/Annual (\$40,000/7 Months) | Approve a new Full-Time Administrative Secretary position for the Corrections Division effective June 1, 2018 prior to the opening of the Jail Expansion. | \$10,000 to be funded from Commissary funds and \$59,000 to be funded via a transfer from the Law Enforcement Projects Fund. | Law & Justice |
| 9 | 28 | Mike Douglas | Denial of a General Fund Subsidy to Fund the Treatment Court Fund Deficit. | \$80,000 | Approve funding for the Drug/DUI Court since this is a program mandated by Illinois State Statute (730 ILCS 166) Drug Court Treatment Act. | To be funded by General Fund reserves/fund balance. | Law & Justice |
| Planning & Zoning Committee Appeals | | | | | | | |
| 10 | 26 & Exhibit 1 Line 4b | Lisa Gonzalez | Redirection of a Portion of the Landfill Host Benefit Fee Allocation from the Solid Waste Program. | \$40,000 | Reduce the redirection of the Landfill Host Benefit Fee allocation from the Solid Waste Program from a \$75,000 redirection to only \$35,000. | To be funded by General Fund reserves/fund balance. | Planning & Zoning |
| 11 | 26 & Exhibit 1 Line 4b | Tracy Jones, John Frieders, Steve Faivre | Redirection of a Portion of the Landfill Host Benefit Fee Allocation from the Solid Waste Program. | \$125,000 | Increase the redirection of the Landfill Host Benefit Fee allocation from the Solid Waste Program from a \$75,000 redirection to a \$200,000 redirection. | Savings to be added to the bottom line of the General Fund budget or to create a General Fund budget reserve. | Planning & Zoning |

DEKALB COUNTY GOVERNMENT
FY 2018 POTENTIAL BUDGET REDUCTIONS
Based on \$740,000 Reduction from a \$30,000,000 General Fund Budget

| Item | Reduction Possibilities | Dept # | Department Name | Prorated Reduction 2.20% | Possible Scenario |
|-------|---|------------------|----------------------------------|--------------------------------|--|
| <hr/> | | | | | |
| A | Property-Based Services General Fund | 1410 | Supervisor of Assessments | | a. Reduce staff by 1.0 position; b. Reduce Commodities & Services as needed to balance. |
| | | 1510 | County Clerk | | |
| | | 1530 | Elections | | |
| | | 1710 | Community Development | | |
| | | 1910 | Treasurer | | |
| | | Sub-Total | | 50,000 | |
| <hr/> | | | | | |
| B | Support Services General Fund | 1110 | Administration | | a. Reduce staff by 1.0 position; b. Reduce FICA & IMRF for Public Health; c. Reduce Commodities & Services as needed to balance. |
| | | 1210 | Finance | | |
| | | 1290 | Non-Departmental Services | | |
| | | 1290 | Public Health FICA/IMRF | | |
| | | 1310 | Information Management | | |
| | | 1810 | Regional Office of Education | | |
| | | 4810 | Facilities Management | | |
| | | 4910 | Comm Outreach Bldg Maint | | |
| | | 4920 | Public Health Facility Maint | | |
| | | Sub-Total | | 112,000 | |
| <hr/> | | | | | |
| C | Public Safety General Fund | 2410 | Coroner | | a. Reduce staff by 3.5 positions; b. Reduce Commodities & Services as needed to balance. |
| | | 2510 | ESDA | | |
| | | 2550 | Local Emergency Planning | | |
| | | 2610 | Sheriff | | |
| | | 2620 | Sheriff's Merit Commission | | |
| | | 2630 | Sheriff's Auxiliary | | |
| | | 2670 | Sheriff's Communications | | |
| | | 2680 | Sheriff's Corrections | | |
| | | Sub-Total | | 325,000 | |
| <hr/> | | | | | |
| D | Court-Related Offices General Fund | 2210 | Judiciary | | a. Reduce staff by 2.5 positions; b. Reduce Commodities & Services as needed to balance. |
| | | 2220 | Jury Commission | | |
| | | 2310 | Circuit Clerk | | |
| | | 2710 | State's Attorney | | |
| | | 2810 | Public Defender | | |
| | | 2910 | Court Services | | |
| | | Sub-Total | | 148,000 | |
| <hr/> | | | | | |
| E | Contributions General Fund | 8217 | Convention & Visitor's Bureau | | a. Reduce each agency proportionately. |
| | | 8219 | CASA | | |
| | This Category is a subset of Category B above | 8221 | Ag Extension | | |
| | | 8222 | Economic Development Corporation | | |
| | | 8224 | Soil & Water Conservation | | |
| | | 9951 | History Room Subsidy | | |
| | | Sub-Total | | 4,000 | |
| <hr/> | | | | | |
| F | Property Tax Levy Funds Eligible for Reduction | 1231 | Highway | | a. Reduce each tax levy proportionately. |
| | | 1233 | Aid to Bridges | | |
| | | 1235 | Fed Hwy Matching | | |
| | | 1241 | Public Health | | |
| | | 1245 | Senior Services | | |
| | | 1246 | Veterans' Assistance | | |
| | | Sub-Total | | 101,000 | |
| <hr/> | | | | | |
| Z | | TOTAL | | 740,000 | Amount needed to balance General Fund 2018 Budget. |

FY 2018 BALANCING THE GENERAL FUND

| Budget Group | Budget Changes | Goal | Percent of Total Goal |
|--------------|--|----------|-----------------------|
| A | Property Based Services | | |
| A-1 | Cut 1/3 of hours of part-time Building Inspector | 3,400 | |
| A-2 | Cut 1.0 Acct Clerk A in Treasurer by 1 day per week | 6,600 | |
| A-3 | Cut 1.0 Admin Clerk C in County Clerk | 40,000 | |
| A-4 | Transfer Overtime from Clerk to Elections (\$2,000) | 0 | |
| A-5 | Option to A-3: Convert Election Comm & Services budget to zero-based to identify savings | 0 | |
| A-99 | Total Property Based Services | 50,000 | 6.8% |
| B | Support Services | | |
| B-1 | Cut 1.0 IMO Network Tech II | 85,000 | |
| B-2 | Cut 0.5 FMO Printer Position | 36,000 | |
| B-3 | Reduce Admin Conference Travel | 4,000 | |
| B-4 | Transfer funding to Line E-2 below | (4,000) | |
| B-5 | Reserve for Public Defender Weekend Bond Call | (9,000) | |
| B-99 | Total for Support Services | 112,000 | 15.1% |
| C | Public Safety | | |
| C-1 | Cut 1.0 Communication Officer | 84,000 | |
| C-2 | Contribution from Sheriff's Law Enforcement Fund | 182,000 | |
| C-3 | Increase EHM (\$6.50 to \$12/day; add 15 people) | 30,000 | |
| C-4 | Sheriff Drops from SLEP program for himself | 29,000 | |
| C-99 | Total Public Safety | 325,000 | 43.9% |
| D | Court-Related Services | | |
| D-1 | Cut 1.0 Pretrial Officer | 75,000 | |
| D-2 | Assign Bailiffs to Sheriff's Office | 0 | |
| D-3 | Cut 1.0 Chief Bailiff | 79,000 | |
| D-4 | Add 600 hours of Bailiff time at \$10/hr plus FICA | (6,500) | |
| D-5 | Reserve for Public Defender Weekend Bond Call | (4,500) | |
| D-6 | Move Jury Video to Special Projects | 5,000 | |
| D-99 | Total Court-Related Services | 148,000 | 20.0% |
| E | Contributions | | |
| E-1 | This category is a subset of Category B above | | |
| E-2 | Funding is provided by Line B-3&4 above | 4,000 | |
| E-99 | Total Contributions | 4,000 | 0.5% |
| F | Property Tax Levy Funds | | |
| F-1 | Highway | (95,000) | |
| F-2 | Aid to Bridges | 149,500 | |
| F-3 | Federal Hwy Matching | 18,000 | |
| F-4 | Public Health | 8,500 | |
| F-5 | Senior Services | 9,000 | |
| F-6 | Veteran's Assistance | 11,000 | |
| F-99 | Total Property Tax Levy Funds | 101,000 | 13.6% |
| Z | Total Goal | 740,000 | 100.0% |