

*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  
November 2, 2016**

The Finance Committee of the DeKalb County Board met on Wednesday, November 2, 2016, 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. Gudmunson, Mr. Jones, Mr. Luebke, Mr. Reid, Mrs. Tobias and Chairman Stoddard. A quorum was established with all seven Members present.

Also present was Gary Hanson, Pete Stefan, Christine Johnson, Joan Hanson, Jim Scheffers, Sheriff Roger Scott, Dianne Leifheit, and Karen Cribben.

**APPROVAL OF THE MINUTES**

**It was moved by Mr. Jones, seconded by Mr. Reid, and it was carried unanimously to approve the minutes of the October 5, 2016 Finance Committee Meeting.**

**APPROVAL OF THE AGENDA**

**It was moved by Mrs. Tobias, seconded by Mr. Luebke and it was carried unanimously by voice vote to approve the agenda as presented.**

**PUBLIC COMMENTS**

There were no public comments.

**FY 2017 BUDGET PUBLIC HEARING**

Chairman Stoddard opened the FY 2017 Budget Public Hearing. Hearing no comments from any members of the public, Chairman Stoddard moved to close the FY 2016 Budget Public Hearing. Mr. Jones seconded the motion and it was moved unanimously.

**FY 2017 BUDGET**

**FY 2017 Budget Appeals**

Sheriff Roger Scott presented a brief overview of his budget appeal to the Committee. He, in short, reviewed that his appeal is to propose the adoption of two Ordinances, a Vehicle Seizure and Impoundment Ordinance and a Possession of Cannabis and Possession of Drug Paraphernalia Ordinance, to provide funding for two of the three positions he was requested to eliminate per the FY 2017 Budget Administrative Recommendation (a \$275,000 cut). The third position (a traffic patrol officer) is being proposed to be eliminated.

**It was moved by Mr. Jones, seconded by Mrs. Tobias and it was carried unanimously to approve the Sheriff's FY 2017 Budget Appeal.**

Mr. Hanson reviewed that the second budget appeal was made by the Assessment's Office and was a compromised has been made with the Chief Assessments Officer since she originally filed her appeal. Administration's concern with the appeal was there were no permanent cuts made to support it so what was agreed to is that an Administrative Clerk position that will be reduced from full-time to part-time (35 hrs to 29 hrs) which will eliminate the health insurance benefits from this position. Additionally, this is tied to a retirement that is said to take place next November and there will be some additional savings that will happen throughout the year that will equal the \$17,000 needed to be saved for FY 2017 and will further be a permanent savings in FY 2018, 2019. Mr. Hanson added that the additional piece to this appeal will be an increase in the charge of maps. Mr. Hanson explained that typically map money goes to the GIS Development Fund but now the base-amount of maps will go into the GIS Development Fund and the increment increase-amount will go into the General Fund. Administration shared they think this is a good, permanent solution for the time being.

**Mr. Luebke moved to approve the Assessment's Office FY 2017 Budget Appeal and Mrs. Tobias seconded the motion. The motion was approved with six Members voting yea and Mr. Cribben voting present.**

Mr. Hanson added that even with the Sheriff's appeal, they were able to accomplish this Balanced Budget without any actual layoffs of existing staff.

Chairman Stoddard noted that this budget process was tough but feels they got through it as painlessly as could be expected. He additionally thanked Mr. Hanson and Mr. Stefan for their efforts in putting the FY 2017 Balanced Budget together.

#### **Final FY 2017 Budget Reconciliation**

Mr. Stefan summarized the final budget reconciliations for the FY 2017 Budget including reclassifications and transfers that will be made to the budget, the refinement of certain estimates, making any necessary clarifications to portions of the budget in order to clarify existing language, and correcting any typos. This will include an updated narrative to the Assessment's Office, the Children's Waiting Room will have \$24,000 in revenues and expenditures which is no change (it was just missed in the recommendation), the County Clerk fee will be changed to \$8.50 in order to reduce the need to use change, the Jail Transition Team was one Correction Office short but will be funded through a transfer from the Landfill Expansion Fun so the revenues and expenditures will be increased, also, there will be some fine-tuning of numbers (a clarification, no impacts) within the Drug Court Budget due to a grant they received. Mr. Stefan also noted that the two appeals that were just approved will be updated in the budget as well. He reiterated that none of these updates will change the bottom line and the FY 2017 Budget will still be a balanced General Fund Budget.

**It was moved by Mr. Luebke, seconded by Mr. Cribben and it was approved unanimously to forward the FY 2017 Budget to the full County Board recommending its approval.**

### **Other FY 2017 Budget Items**

Mr. Stefan shared that he just received the renewal information for the County's health insurance and reminded that when the Health Insurance Consultant Tim Kernes last joined the Committee he reviewed that there would be several options that the Board would need to consider moving forward. Mr. Stefan reviewed a spreadsheet with the Committee Members and noted that he will be requesting implementations of these some of these options by January 1, 2017.

Mr. Stefan reviewed that the first recommendation is to implement a Telemedicine Program which allows an employee to meet with a physician over the telephone/internet for non-serious situations. The cost of the program is expected to be approximately \$0.40 per employee per month of \$1,500 per year. The annual cost of the program would be recoupled by avoiding just a few visits per year to the emergency room.

On the Prescription Programs under the Utilization Management, if implemented, would bring in a cost savings of around \$36,893 to \$46,768. The Step Therapy requires participants to start out using generic-brand prescriptions unless there is a grandfathered-in reason and Prior Authorization requires that specialty drugs are given the okay by Blue Cross Blue Shield before the physician can prescribe them.

Implementing the recommended Exclusive Prime Specialty Management would result in a cost savings of \$17,041. The multiple exclusions under the Drug Lockout recommendation would result in a \$33,124 savings. The Member Pay the Difference would mean that if you wanted a brand-named drug (and didn't have a medical reason not to take a generic-brand), you would have to pay the difference and that recommendation would result in a \$7,362 savings.

The Formulary Changes options provides that the Enhanced Drug list shifts co-pays to higher tiers and the Performance Drug List would include even more medications. The purpose of these options are to steer participants to use more generic-brand named drugs. Depending on which options is chosen there would be a \$35,000 savings or a \$51,215 saving.

Lastly, the Network Changes would essentially carve out all CVS and Target Pharmacies and the Preferred Pharmacy Network would carve out not only CVS and Target Pharmacies but most other local pharmacies as well.

Mr. Stefan additionally shared that the County had budgeted for a 5% rate increase and the initial rate increase from Blue Cross and Blue Shield came back at 13.5%. The County's 5% included about a \$300,000 addition to the Health Insurance Fund reserves. If the \$300,000 contribution to reserves is eliminated, the County will in essence break even. Mr. Stefan added that by implementing some of the recommendations he just reviewed, the savings incurred can be added to the reserves.

The Committee reviewed the different recommendations and options that were presented to them and all agreed that they did not like the Network Changes options. They also all agreed that regarding the Formulary Changes the Enhanced Drug List would be a better option over the Performance Drug List and a little less restrictive.

*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.*

**It was moved by Mr. Jones, seconded by Mrs. Tobias and was approve unanimously to recommend the implementation, effective January 1, 2017, of Prescription Programs 1, 2, 3, 4, 5a, and 6 as well as Medical Program 7.**

#### **FEE RESOLUTIONS / ORDINANCES**

Mr. Stefan reviewed the following three resolutions connected to the FY 2017 Budget:

*Resolution Amending Various Fees for Costs Incurred by the DeKalb County Clerk & Recorder's Office* – This resolution changes the Geographic Information System (GIS) fee from \$13.00 to \$24.00 and the Micrographics Charge (County Portion) fee from \$4.50 to \$8.50.

*Resolution Amending Various Fees for Costs Incurred by the DeKalb County Sheriff's Office* – This resolution changes the following Sheriff's Office fees including, Body Attachment from \$50.00 to \$124.00, Civil Process from \$37.00 to \$56.00, Evictions from \$175.00 to \$184.00, Replevin/Mechanic's Lien from \$350.00 to \$600.00, and Taking Bond from \$15.00 to \$30.00.

*Resolution Amending the DeKalb County Court Services Fee* – This resolution is changing the Court Services Fee (Court Security Fee) from \$50.00 to \$64.00.

**It was moved by Mr. Luebke, seconded by Mr. Jones and it was carried unanimously to forward all three resolutions to the full County Board recommending their approval.**

#### **LAND & PROPERTY ACQUISITION PROCEDURES**

Mr. Reid brought this topic forward in order to bring light on how the County purchases property, more so related to the Sober Living Home. Mr. Reid additionally shared that he regrets being just a spectator prior to the purchase of this home and many other Board Members expressed their embarrassment and failure for not being more involved with the purchase of the home. Mr. Reid noted that in the future if there are any property acquisitions that the County may be involved in, it would be important that the reporting Committee or County Board should be much more involved in the process.

#### **NEW BUSINESS**

There were no new business items discussed.

#### **ADJOURNMENT**

**It was moved by Mrs. Tobias, seconded by Mr. Reid, and it was carried unanimously to adjourn the meeting.**

Respectfully submitted,

  
\_\_\_\_\_  
Tasha Sims, Recording Secretary

  
\_\_\_\_\_  
Paul Stoddard, Chairman

*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

FY 2017 BUDGET

Appeal of Administrative Recommendation  
(To be Used by County Board Members, Department Heads, Outside Agencies)

Name of Person Submitting Appeal: Sheriff Roger Scott

If Applicable:

Appeal pertains to which Department: Sheriff

Instructions

County Board Members, Department Heads, and Outside Agencies should use this form as a method to formally appeal a component of the Administrative Recommendation of the FY 2017 Budget as presented on September 7, 2016. Appeals will be referred to the appropriate Committee. If the Committee concurs with the appeal, then the item will be referred to the Finance Committee on Wednesday, November 2, 2016. Please use one form per item being appealed.

Item Appealed: #25 Staffing Cost Reduction
Total Dollars Under Appeal: \$275,000

<p>What you would like to see happen:</p> <p>A. Reluctantly I will reduce staff by one patrol deputy (traffic unit) savings \$95,700 thus leaving \$179,300 in reductions needed. The reduction of this patrol deputy position is not one that I endorse, but put forward out of necessity. My one request is that if through this budget process funds become available that for the good of public and traffic safety county wide that this position be given priority for restoration.</p> <p>B. In lieu of further staff reduction I propose the following: Introduction of two County Ordinances.  (1) Ordinance A - <b>Vehicle Seizure and Impoundment Ordinance</b>. This is an ordinance used by municipalities and counties throughout the state and is authorized by various state statutes. This authorizes law enforcement to charge an administrative fee to tow vehicles for specified criminal/traffic offenses. These tows occur currently as a natural occurrence of normal law enforcement operations. These new administrative fees are a user fee, to help defray the costs of time, training, labor of law enforcement officers that is required because of the activity of individuals involved in these specific criminal/traffic offenses, thus shifting some of the costs of law enforcement from tax payers who are not involved in these activities, to those who are. In regards to the tow administrative fee there is a required, appeal process within this ordinance. Our proposed administrative fee is \$300.00 as compared to \$500.00 that is common in other jurisdictions. I strongly urge the passing of this ordinance, as an alternative to personnel reduction.</p> <p>(2) Ordinance B. <b>Possession of Cannabis and Possession of Drug Paraphernalia</b>  This ordinance is based on, and is consistent with the passing and signing of SB 2228 into law on July 29, 2016. This law removed the criminal penalties for those found in possession of 10 grams or less of cannabis. The new law turned these previous violations into a civil offense rather than criminal, for which law enforcement is directed to file civil citations/complaints. This ordinance would allow our deputies to write the citation under the county ordinance, thus sending any fine money into the county general funds rather than the State of Illinois treasury. More importantly it would allow our deputies to allow these vehicles to be towed thus improving overall traffic safety as well as allowing for the previous ordinance A recommended tow administrative fee to apply. I again strongly recommend the passing of this ordinance.</p>
--

<p>Where do you suggest additional funding comes from or how should the savings be used:</p> <p>The passing of Ordinance A (Vehicle Tow Administrative Fee), based on historical Sheriff's Office data from 2014 - September 2016, will generate a very conservative estimated amount of \$135,000 in 2017. Another \$40,000 is again, very conservative, and would be generated by the passing of Ordinance B for 2017. With the passing of these ordinances and generation of an absolute minimum of \$175,000 as a result, combined with the elimination of one patrol position the Sheriff's would be shy of the goal set of \$275,000 by only \$4,000.00. My recommendation is that tow administrative fees be directed into law enforcement projects special account created for tow administrative fee, and then transferred about November 1st to the appropriate general fund revenue account to provide the \$179,300 needed to supply the remaining financial needs.</p> <p>Attachments: Sheriff's Office historical Data; Other agencies Tow Administrative Fees and Costs; Proposed Ordinance A: Proposed Ordinance B.</p>
---

**PLEASE RETURN TO THE FINANCE OFFICE (E-MAIL: [budget@dekalbcounty.org](mailto:budget@dekalbcounty.org))**

**BY WEDNESDAY, SEPTEMBER 28, 2016**

**--- SOONER IF POSSIBLE ---**

**Historical Attachment A**

**ACTUAL 2014 arrests made and revenue that would have been generated had recommended ordinances been in place**

DUI	213
DWLS/R	294
NO VALID DL	168
DRUG PARA	161
POSS CANNABIS	147
POSS NEDDLES	10
POSS CONTROLLED	86
TOTAL	1079 X\$300=\$323,700.

**Actual 2015 arrests made and revenue that would have been generated had recommended ordinances been in place.**

DUI	184
DWLS/R	244
NO VALID DL	117
DRUG PARA	102
POSS CANNABIS	100
POSS NEDDLES	7
POSS CONTROLLED	32
TOTAL	786 X \$300=\$235,800

**Actual (Jan. –Sept. 12TH ) 2016 arrests made and revenue that would have been generated had recommended ordinances been in place.**

DUI	164
DWLS/R	224
NO VALID DL	65
DRUG PARA	81
POSS CANNABIS	81
POSS NEDDLES	6
POSS CONTROLLED	39
TOTAL	660 X \$300=\$198,000

## Municipal Survey - Administrative Tow Fees

Population	County	Name	Fee
10223	COOK	Summit	\$500
10250	COOK	Lyons	\$500
10254	COOK	Sauk Village	\$500
10426	COOK	Worth	\$500
11176	COOK	River Forest	\$500
12690	COOK	Western Springs	\$500
13326	COOK	Hickory Hills	\$500
13657	COOK	Midlothian	\$750
13954	COOK	Norridge	\$500
14075	COOK	Hazel Crest	\$500
15224	COOK	Forest Park	\$500
15710	COOK	Westchester	\$500
16176	COOK	Lemont	\$400 - \$500
16723	COOK	Country Club Hills	\$500
16924	COOK	Palos Hills	\$500
17420	COOK	Matteson	\$500
17965	COOK	Franklin Park	\$500
18475	COOK	Homewood	\$500
18692	COOK	Alsip	\$500
22325	COOK	Blue Island	\$550
22478	COOK	Morton Grove	\$500
22583	COOK	Park Forest	\$500
23463	COOK	Rolling Meadows	\$500
23889	COOK	Dolton	\$1,000
24052	COOK	Elmwood Park	\$500
25035	COOK	Maywood	\$500 - \$2000
27567	COOK	Burbank	\$500
27740	COOK	Oak Forest	\$500
28506	COOK	Harvey	\$500
28666	COOK	Niles	\$500
30586	COOK	Chicago Heights	\$500
33320	COOK	Elk Grove	\$500
36063	COOK	Wheeling	\$500
36777	COOK	Hanover Park	\$500
36800	COOK	Calumet City	\$500
36927	COOK	Park Ridge	\$500
37119	COOK	Streamwood	\$500
42972	COOK	Buffalo Grove	\$500
49557	COOK	Oak Park	\$500
49919	COOK	Berwyn	\$500
53244	COOK	Oak Lawn	\$250
53641	COOK	Hoffman Estates	\$500
55514	COOK	Orland Park	\$500
57062	COOK	Des Plaines	\$500
59198	COOK	Tinley Park	\$500
66620	COOK	Skokie	\$500
67080	COOK	Palatine	\$500
71716	COOK	Schaumburg	\$500
73399	COOK	Arlington Heights	\$500 - \$700
80414	COOK	Cicero	\$500
2853114	COOK	Chicago	\$500 - \$1000

Population	County	Name	Fee
25000	BOONE	Belvidere	\$300
1506	DEKALB	Waterman	\$500
1744	DEKALB	Kirkland	\$500
2070	DEKALB	Hinckley	\$500
5193	DEKALB	Genoa	\$500
7421	DEKALB	Sandwich	\$500
43682	DEKALB	DeKalb	\$500
13033	DUPAGE	Warrenville	\$300
13855	DUPAGE	Wood Dale	\$500
18439	DUPAGE	Hinsdale	\$500
20138	DUPAGE	Bensenville	\$500
21848	DUPAGE	Bloomington	\$500
22198	DUPAGE	Villa Park	\$500
23135	DUPAGE	Lisle	\$500
23209	DUPAGE	Roselle	\$500
24979	DUPAGE	Westmont	\$500
26454	DUPAGE	West Chicago	\$585
27142	DUPAGE	Glen Ellyn	\$300
31847	DUPAGE	Glendale Heights	\$500
36917	DUPAGE	Addison	\$350
40004	DUPAGE	Carol Stream	\$500
42890	DUPAGE	Lombard	\$500
46013	DUPAGE	Elmhurst	\$500
49250	DUPAGE	Downers Grove	\$500
143117	DUPAGE	Naperville	\$300
15229	KANE	Montgomery	\$300
15812	KANE	North Aurora	\$500
21131	KANE	South Elgin	\$250
32829	KANE	St. Charles	\$500
37741	KANE	Carpentersville	\$500
106330	KANE	Elgin	\$500
171782	KANE	Aurora	\$500
17000	KENDALL	Yorkville	\$500
15000	LEE	Dixon	\$200
19559	MCHENRY	Cary	\$500
23930	MCHENRY	Woodstock	\$500
26862	MCHENRY	Mc Henry	\$500
29698	MCHENRY	Lake-In-The-Hills	\$500
30352	MCHENRY	Algonquin	\$500
41797	MCHENRY	Crystal Lake	\$500
3600	OGLE	Byron	\$350
9400	OGLE	Rochelle	\$500
19236	WILL	Mokena	\$250
20451	WILL	Crest Hill	\$500
24137	WILL	New Lenox	\$500
24810	WILL	Lockport	\$250 - \$500
36507	WILL	Plainfield	\$500
38028	WILL	Romeoville	\$400
70823	WILL	Bolingbrook	\$300
146125	WILL	Joliet	\$500
150251	WINNEBAGO	Rockford	\$500 - \$1000

DeKalb County

# VEHICLE IMPOUND ORDINANCE of DEKALB COUNTY

- 1-1 : Title
- 1-2 : Purpose
- 1-3 : Construction
- 1-4 : Definitions
- 1-5 : Vehicles Subject to Impound
- 1-6 : Administrative Fee
- 1-7 : Commencement of Impound
- 1-8 : Notice of Seizure and Impoundment
- 1-9 : Cash/Credit Bond
- 1-10 : Admission of Liability
- 1-11 : Administrative Hearing
- 1-12 : Defenses
- 1-13 : Administrative Review Law
- 1-14 : Enforcement
- 1-15 : Abandoned Vehicles

## 1-1: TITLE:

This division shall be known, cited and referred to as the *VEHICLE IMPOUND ORDINANCE OF DEKALB COUNTY*

## 1-2: PURPOSE:

The purpose of this division is to offset the costs incurred in the preparing, prosecuting, hearing, and disposing of criminal and traffic cases, and recover the costs associated with the towing, impounding, or seizing of motor vehicles used during the commission of criminal, traffic, or other offenses within the county of DeKalb.

## 1-3: CONSTRUCTION:

In the construction of this division, the definitions hereunder shall be observed and applied, except when the context clearly indicates otherwise:

- A. Words used in the present tense shall include the future tense; words used in the singular number shall include the plural number; words used in the masculine gender shall include the female gender; and such inclusive words shall be reciprocal.
- B. The word "may" is permissive or discretionary.
- C. The word "shall" is mandatory and not discretionary

## 1-4: DEFINITIONS:

For the purposes of this division, the words and phrases listed hereunder have the meanings designated herein, except when a particular context clearly requires a different meaning:

**COUNTY:** The county of DeKalb, Illinois.

**LAW ENFORCEMENT OFFICER:** Every officer authorized to make arrests and issue citations for criminal and traffic offenses occurring within the county.

**LESSEE:** The person authorized by a written lease agreement to possess the vehicle and as properly registered with the Illinois secretary of state, or if registered in a state other than Illinois, as properly registered with the administrative agency responsible for registration in that state.

**PERSON:** An individual, firm, organization, public or private corporation, government, partnership or unincorporated association.

**REGISTERED OWNER:** The record titleholder(s) of the vehicle as properly registered with the Illinois secretary of state, or if registered in a state other than Illinois, record titleholder as properly registered with the administrative agency responsible for registration in that state.

## **1-5: VEHICLES SUBJECT TO IMPOUNDMENT:**

Any motor vehicle, regardless of whether the registered owner or lessee is operating said vehicle, within the county of DeKalb, state of Illinois, , shall be subject to seizure and impoundment under this section, anytime said vehicle is used in connection with one or more of the following offenses:

- A. Operation or use of a motor vehicle in connection with the commission of, or in the attempt to commit, an offense for which a motor vehicle may be seized and forfeited pursuant to section 36-1 of the criminal code of 1961 (Seizure), as now enacted and as amended from time to time; or
- B. Driving under the influence of alcohol, another drug or drugs, an intoxicating compound or compounds, or any combination thereof, in violation of 625 Illinois Compiled Statutes 5/11-501, as now enacted and as amended from time to time; or
- C. Operation or use of a motor vehicle in connection with the commission of, or in the attempt to commit, a felony or in violation of the cannabis control act, 720 Illinois Compiled Statutes 550 et seq., as now enacted and as amended from time to time; or
- D. Operation or use of a motor vehicle in connection with the commission of, or in the attempt to commit, an offense in violation of the Illinois controlled substances act, 720 Illinois Compiled Statutes 570 et seq., as now enacted and as amended from time to time; or
- E. Operation or use of a motor vehicle in connection with the commission of, or in the attempt to commit, an offense in violation of section 24-1, 24-1.5, or 24-3.1 of the criminal code of 1961 (Unlawful Use of Weapons), as now enacted and as amended from time to time; or
- F. Driving while a driver's license, permit, or privilege to operate a motor vehicle is suspended or revoked pursuant to 625 Illinois Compiled Statutes 5/6-303, as now enacted and as amended from time to time; except that vehicles shall not be subjected to seizure or impoundment if the suspension is for an unpaid citation (parking or moving) or due to failure to comply with emission testing; or

- G. Operation or use of a motor vehicle in connection with soliciting, or attempting to solicit cannabis or a controlled substance, as defined by the cannabis control act or the Illinois controlled substances act, as now enacted and as amended from time to time; or
- H. Operation or use of a motor vehicle with an expired driver's license, in violation of 625 Illinois Compiled Statutes 5/6-101 (Expired DL over 1 year), as now enacted and as amended from time to time, if the period of expiration is greater than one year; or
- I. Operation or use of a motor vehicle without ever having been issued a driver's license or permit, in violation of 625 Illinois Compiled Statutes 5/6-101, as now enacted and as amended from time to time, or operating a motor vehicle without ever having been issued a driver's license or permit due to a person's age; or
- J. Operation or use of a motor vehicle by a person against whom a warrant has been issued by a circuit clerk in Illinois for failing to answer charges that the driver violated 625 Illinois Compiled Statutes 5/6-101, 5/6-303, or 5/11-501 (Expired DL over 1 year, DWS/DWR, DUI), as now enacted and as amended from time to time; or
- K. Operation or use of a motor vehicle in connection with the commission of, or in the attempt to commit, an offense in violation of article 16 or 16A of the criminal code of 1961(Theft and Related Offenses, Retail Theft), as now enacted and as amended from time to time; or
- L. Operation or use of a motor vehicle in the commission of, or in the attempt to commit, the offense of fleeing to elude a police officer, in violation of 625 Illinois Compiled Statutes 5/11-204.1, as now enacted and as amended from time to time; or
- M. Any other offense now codified or subsequently enacted, that directs or authorizes a law enforcement officer to seize, impound, or tow the motor vehicle in question. (Other Arrestable Misdemeanor Offenses)

## **1-6: ADMINISTRATIVE FEE:**

An administrative fee in the amount of three hundred (\$300.00) for a first offense, or five hundred dollars (\$500.00) for a second or subsequent offense, shall be imposed on the registered owner or lessee of any motor vehicle impounded under this division.

- A. Said fee is to serve as a proxy for the actual administrative costs incurred by the county and county agencies as the result of towing and impounding of vehicles, and the preparing, prosecuting, hearing, and disposing of criminal or traffic cases involving the use of motor vehicles.
- B. The administrative fee shall be in addition to: 1) any other penalties that may be assessed by a court of law for the underlying violations; 2) any towing or storage fees, or both, charged by the towing company.
- C. If there exists more than one registered owner or lessee of the vehicle in question, each registered owner or lessee shall be jointly and severally liable to the county for the administrative fee.

**1-7: COMMENCEMENT OF IMPOUNDMENT:**

Whenever a law enforcement officer has probable cause to believe that a motor vehicle is subject to impoundment, under section 1-5 of this division, the officer shall provide for the towing of the vehicle to a facility authorized by the county. Said vehicle shall be impounded and held until such time the administrative fee is paid or the vehicle is subject to release under the provisions of this division.

**1-8: NOTICE OF SEIZURE AND IMPOUNDMENT:**

Upon seizure and impoundment, the law enforcement officer shall provide notice as directed under this section.

- A. Initial Notice: At the time the vehicle is towed, the deputy shall notify, or make a reasonable attempt to notify, the registered owner, lessee, or person identifying himself or herself as the owner or lessee of the vehicle, or any person who is found to be in control of the vehicle at the time of the alleged offense, of the fact of the impoundment, and of the registered owner's or lessee's right to an administrative hearing.
1. Any notice under this section shall be in writing, and said notice shall indicate that the motor vehicle will remain impounded pending the completion of an administrative hearing, unless the registered owner, lessee, or a lienholder of record posts, with the sheriff, a bond equal to the administrative fee and pays for all towing and storage charges.
  2. Said notice shall inform the recipient of the right to an administrative hearing, and shall provide instructions on the exercise of that right.
- B. Owner Is Passenger Or Driver: If a registered owner or lessee is found to be a passenger or driver of any vehicle seized under this division, then he or she shall be personally served with written notice under this section.
- C. Owner Is Not Passenger Or Driver: If no registered owner or lessee is found to be a passenger or driver of any vehicle seized under this division, then the written notice shall be served on the registered owner or lessee, either by personal service or by certified mail, to the address as registered with the secretary of state.
1. All notices shall be served upon the registered owner or lessee within (10) ten business day after a vehicle is seized and impounded; and
  2. Said notice shall indicate that the motor vehicle will remain impounded pending the completion of an administrative hearing, unless the registered owner, lessee, or a lienholder of record posts, with the sheriff, a bond equal to the administrative fee as provided by section 1-9 of this division, and pays for all towing and storage charges.

**1-9: CASH/CREDIT BOND:**

The registered owner, lessee, or a lienholder of record of any vehicle seized pursuant to this division may retrieve the vehicle seized prior to the evidentiary hearing by posting a cash/credit bond at the DeKalb County sheriff's office, in addition to the payment of applicable towing and storage fees.

- A. The bond shall be an amount totaling the administrative fee established in sections 1-6 of this division.
- B. Upon posting of bond, the vehicle shall be released to the registered owner, lessee, or the lienholder of record who posted said bond.

### **1-10: Preliminary Hearing:**

Preliminary Hearing: If the owner of record of a vehicle impounded pursuant to this section desires to appeal the impoundment, the owner must make a request for a preliminary hearing within 24 hours of the impoundment (if served immediately) or within (5) five business days of the receipt of the notice provided. The request shall be in writing and filed with the Sheriff or designee who shall conduct the preliminary hearing within 24 hours of the receipt of the request, excluding Saturdays, Sundays, or county holidays. All interested persons shall be given a reasonable opportunity to be heard at the preliminary hearing. The formal rules of evidence shall not apply at the preliminary hearing and hearsay evidence shall be admissible if it is of the type commonly relied upon by a reasonably prudent person. If after the hearing, the Sheriff or designee, determines that there is cause to believe that the vehicle is subject to impoundment pursuant to this article unless the owner of record posts, with the county, a cash/credit bond in the amount of \$300.00 for a first offense, or five hundred dollars (\$500.00) for a second or subsequent offense, plus any costs of prosecution, and pays the tow and storage companies any applicable towing and storage fees. If the Sheriff, or his designee, determines that the continued impoundment of the vehicle is without cause, the vehicle shall be returned to the registered owner without penalty of other fees.

### **1-11: ADMINISTRATIVE HEARING:**

Subject to the provisions of 625 Illinois Compiled Statutes 5/11-208.3, and in a manner consistent with other statutes or ordinances regulating administrative hearings, a registered owner or lessee may request an administrative hearing to review the imposition of the administrative fee under this division.

- A. Request for Hearing: A registered owner or lessee of any vehicle seized pursuant to this division may request a hearing within five (5) business days of the Preliminary Hearing. The hearing will be held (5) business days after the request is received.
  - 1. All requests for hearing shall be in writing and must include the following:
    - a. The name of the registered owner or lessee making the request for hearing;
    - b. The name of any registered owner or lessee having an interest in the seized vehicle;
    - c. The make, model, and registration number of the vehicle seized;
    - d. The date and location of the seizure; and

e. The identity of the driver who was operating or in control of the vehicle at the time of seizure.

B. Waiver Of Hearing: Unless the registered owner or lessee properly delivers a request for hearing within the time allowed under this section, said hearing shall be deemed waived, and any right to an administrative hearing shall be forfeited.

C. Administrative Hearing Officer: The administrative hearing shall be conducted by a hearing officer designated by the county, who is an attorney licensed to practice law in this state for a minimum of three (3) years.

D. Appearance: The party challenging the hearing must appear personally or through a licensed attorney. A failure of the challenging party to appear shall result in a default ruling sustaining the vehicle impoundment.

E. Reasonable Opportunity: All interested persons shall be given a reasonable opportunity to be heard at the hearing.

F. Rules: The formal rules of evidence shall not apply and hearsay evidence shall be admissible.

G. Burden: The burden shall be on the party challenging the administrative fee to prove one of the available defenses by preponderance of the evidence.

H. Written Decision: At the conclusion of the administrative hearing, the hearing officer shall issue a written decision either sustaining or overruling the vehicle impoundment.

I. Bond Forfeited: If the basis for the vehicle impoundment is sustained by the administrative hearing officer, any administrative fee, or bond posted to secure the release of the vehicle shall be forfeited to the county.

J. Fees to Be Paid: Unless the administrative hearing officer overturns the basis for the vehicle impoundment, no vehicle shall be released to the registered owner, lessee, or lienholder of record until all administrative fees and towing and storage charges are paid.

K. Vehicle Release: If the administrative hearing officer overturns the basis for the vehicle impound, the vehicle shall be released to the registered owner, lessee, or lienholder of record challenging such fee, provided all towing and storage charges are paid. The administrative hearing officer does not have the authority to waive towing and storage charges.

## **1-12: DEFENSES:**

At any hearing reviewing the imposition of the administrative fee, the administrative hearing officer shall only consider defenses recognized by this section.

A. There shall only be three (3) recognized defenses to the imposition of the administrative fee:

1. The vehicle was stolen at the time the illegal item was found in the vehicle, and the theft was reported within twenty four (24) hours after the theft was discovered or reasonably should have been discovered;

2. The vehicle was operating as a common carrier and the violation occurred without the knowledge of the person in control of the vehicle; or

3. The vehicle was not used in connection with an offense described in section 1-5 of this division.

B. Notwithstanding the limitations set forth in paragraph A of this section, the following circumstances shall not constitute a defense to the imposition of the administrative fee:

1. The registered owner, lessee, or lienholder of record was not the driver of the vehicle during the commission of the offense in question;

2. Any criminal charge related to the incident giving rise to the impoundment has been adjudicated not guilty;

3. Any criminal charge related to the incident giving rise to the impoundment has been dismissed or otherwise disposed of; or

4. Any other circumstance not specified in paragraph A of this section.

### **1-13: ADMINISTRATIVE REVIEW LAW:**

All administrative hearing rulings shall be subject to review under the provisions of the administrative review law, as codified at 735 Illinois Compiled Statutes 5/3-101 et seq.

### **1-14: ENFORCEMENT:**

Unless stayed by a court of competent jurisdiction, any administrative fee imposed under this division which remains unpaid in whole or in part after the expiration of the deadline for seeking judicial review under the administrative review law may be enforced in the same manner as a judgment entered by a court of competent jurisdiction.

### **1-15: ABANDONED VEHICLES:**

Vehicles not retrieved from the towing facility or storage facility within thirty five (35) days after the administrative hearing officer issues a written decision shall be deemed abandoned and disposed of in accordance with the provisions of article II of chapter 4 of the Illinois vehicle code

**ORDINANCE 2016- ~~XXXXXXXXXX~~**

**POSSESSION OF CANNABIS AND POSSESSION OF DRUG PARAPHERNALIA**

**WHEREAS**, on July 29,2016, Illinois Governor Bruce Rauner signed into law SB 2228 which removed the criminal penalties for those found in possession of 10 grams or less of cannabis;

**WHEREAS**, The DeKalb County Board believes prohibiting the possession of cannabis should closely comport with current Illinois State laws and to include a prohibition against the possession of drug paraphernalia;

**THEREFORE, BE IT ORDAINED** by the County Board of DeKalb County, Illinois as follows:

**XXXXXX:- POSSESSION OF CANNABIS.**

A. Definitions. All terms and phrases used herein shall have the same meaning as ascribed to them in the Cannabis Control Act (720 ILCS 550/1 et seq.); except the term "person" is limited to natural persons who have attained the age of eighteen (18) years or more.

B. Offense of possession of cannabis. A person commits the offense of possession of cannabis Within the County of DeKalb by knowingly possessing ten (10) grams or less of any substance containing cannabis unless permitted or authorized to do so pursuant to relevant state law.

C. Violations, penalties.

1. Any person violating Subsection (B) shall be subject to a mandatory fine of two hundred dollars (\$200.00). In addition to any fine herein all court costs authorized by ordinance or statute for ordinance violations from time to time shall be imposed. These costs include, but are not limited to, Circuit Clerk Automation, State's Attorney Automation, Document Storage, Clerk fee, Court fee, Judicial Security, Youth Diversion, Drug Court, State's Attorney fee and E-Citation fee.

2. Any motor vehicle which is used in any manner to facilitate the possession of cannabis in violation of Subsection (B) shall be subject to seizure and impoundment pursuant to the Vehicle seizure and impoundment Ordinance of DeKalb County (XXXXXXXXXX)

(Ord. No. \_\_\_\_\_)

**XXXXXXXX: - POSSESSION OF DRUG PARAPHERNALIA.**

A. Definitions: Drug paraphernalia means all items, equipment, products and materials of any kind which may be used unlawfully in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body cannabis or a controlled substance as defined by relevant Illinois state laws. It includes, but is not limited to, pipes, bongs, rolling papers and any other item converted for the uses set forth above.

B. Offense of possession of Drug Paraphernalia: A person commits the offense of possession of Drug Paraphernalia with the County of DeKalb by knowingly possessing an item of drug paraphernalia unless permitted or authorized to do so pursuant to relevant Illinois state law.

C. Violation Penalties:

I. Any person violating Subsection B. shall be subject to a mandatory fine of two hundred dollars (\$200.00). In addition to any fine herein all court costs authorized by ordinance or statute for ordinance violations from time to time shall be imposed. These costs include, but are not limited to, Circuit Clerk Automation, State's Attorney Automation, Document Storage, Clerk fee, Court fee, Judicial Security, Youth Diversion, Drug Court, State's Attorney fee and E-Citation fee.

2. Any motor vehicle which is used in any manner to facilitate the possession of drug paraphernalia in violation of Subsection (B) shall be subject to seizure and impoundment pursuant to the Vehicle seizure and impoundment Ordinance of DeKalb County (XXXXXXXX)

(Ord. No.)

**BE IT FURTHER ORDAINED** that this ordinance shall be in full force and effect upon its adoption by the County Board of DeKalb County, Illinois and attestation by the DeKalb County Clerk.

Passed and adopted by the County Board this \_\_\_\_ day of XXXXXX, 2016.

---

DeKalb County Board Chairman

Attest:

---

DeKalb County Clerk

DEKALB COUNTY GOVERNMENT

P

FY 2017 BUDGET

**Appeal of Administrative Recommendation**

(To be Used by County Board Members, Department Heads, Outside Agencies)

Name of Person Submitting Appeal: Robin Brunshon

If Applicable:

Appeal pertains to which Department: Assessment Office

Instructions  
Office

County Board Members, Department Heads, and Outside Agencies should use this form as a method to formally appeal a component of the Administrative Recommendation of the FY 2017 Budget as presented on September 7, 2016. Appeals will be referred to the appropriate Committee. If the Committee concurs with the appeal, then the item will be referred to the Finance Committee on Wednesday, November 2, 2016. **Please use one form per item being appealed.**

Item Appealed: Staffing Levels, line19. Reduction of \$17,000 in salary and benefits.

Total Dollars Under Appeal:  
\$17,000

What would you like to see happen:  
  
No reduction in staffing and benefits in the Assessment Office. Approval of the reduction would require significant cuts in services. Detailed narrative explanation to be completed and given out at the October Economic Development Committee Meeting.

Where do you suggest additional funding comes from or how should the savings be used:  
  
Employee retirement savings for 2017. Increase in Map production fees. Board of Review salaries to be paid out of Opportunity Fund. Detailed narrative explanation to be completed and given out at the Oct. Economic Development Committee Meeting.

**PLEASE RETURN TO THE FINANCE OFFICE (E-MAIL: [budget@dekalbcounty.org](mailto:budget@dekalbcounty.org))**

**BY WEDNESDAY, SEPTEMBER 28, 2016**

**--- SOONER IF POSSIBLE ---**

**Chief County Assessment Officer**  
**Robin L. Brunshon, CIAO-I**

DeKalb County Administration Building  
110 E. Sycamore Street  
Sycamore, IL 60178  
(815) 895-7120 / FAX: (815) 895-1684



October 27, 2016

DeKalb County Economic Development Committee  
Legislative Center  
200 North Main Street  
Sycamore, IL 60178

Dear Members of the Economic Development Committee:

I want to thank you for postponing my appointment with this committee until I was able to come and speak with you.

I don't know if any of you have ever been to our office to see what we do and how we do it, but I do extend an invitation to you to do so. I would be more than happy to show you around.

Since I have taken office, we have streamlined our office. I have done this to benefit the public, but it has also helped us to retrieve information for the public, for municipalities, and for the county.

I truly do not want to compare the county offices, but our office is a little unique. Every year, our office sends out forms that need to be completed, signed and returned. Below are forms sent out by our office annually. These are the forms that we mailed out in 2015:

<u>EXEMPTIONS</u>	<u># mailed out in 2015</u>
Homestead Exemptions	480
Senior Freeze Applications	2,044
Exempt Properties	1,308*
Disabled Veterans/Persons	471*
Assessment Changes	11,354
Board of Review Complaints	218
Assessor Changes at Board of Review	516
Mapping Changes at Board of Review	127

\*If not renewed they are sent out a second and third time.

If possible, these are done at different times of the year so that we have enough help to process these as they come back to us. When they do come back to us, I would say at least 10-15% of them are incorrect, not signed, and do not

have all the information required to process them. So that means taking the time to make a phone call or send a letter.

The three items that take the most time for our main office are Assessment Changes, Senior Freezes, and Board of Review.

Assessment changes require that we go through 19 township binders (42,562 parcels) and put in the changes that the Township Assessors have made. Once they are entered, they need to be checked by either Chris or Michelle. Once all the questions have been answered by the township assessors, all changes in their books have been entered, and all changes that they sent in at a later date have been entered, they need to be compiled by township, equalized, mailed out and published in the newspaper and online. This normally takes 3-4 months depending on how many changes there are and, when they get their books turned into us. We have no control over the township assessors. What we ask of them and deadlines we set can be taken only as a suggestion. This year DeKalb Township tried to submit their changes to us on a thumb/disk drive after the deadline. It would have been easier and less time consuming if they would have let us enter their changes, which is what they are going to do for next year. There were changes made in DeKalb Township that should not have been made and where changes should have been made, they were not. So we went through all their residential, commercial and industrial changes to make sure they were correct

We are trying to send out our Senior Freeze Applications earlier. There were 2,044 freezes mailed out for the 2015 freezes, and 2,036 in 2016. 1,437 were entered last year, but that does not include Certificates of Error that we needed to complete. We mail out applications to each party who has ever applied in the past. Provident Direct does our mailing, but that truly is the easy part. Each senior citizen needs to prove that they qualify. Each senior needs to mail or bring in their Federal Tax form 1040 along with the completed application. I would say that we complete the forms for about a third of our seniors. Sometimes they do not even take them out of the envelope before they get to our office. Once they are completed, they are then entered and scanned into the Devnet.

Board of Review is an extremely busy time of the year. Last year we had 218 Board of Review Complaints, and this year we have 300+. The Board of Review files are probably handled by 3-4 different people. These files need to be put together, docketed, scanned into the computer to be sent to the township assessors, appointments need to be set up and mailed, any additional documentation or evidence that comes in later needs to be emailed to the township assessor, and those requests for over \$100,000 need additional information sent out to intervenors. Once the decisions have been made, notices need to be sent out. This year we waited on 400 people (400 divided by 20 working days is 20 people per day) at the counter and took 928 (46 calls per day) phone calls over the 30 day period that people were allowed to file complaints. This includes phone calls taken by our mappers.

But is it not just Complaints that take place this time of year. There are still changes being submitted by the township assessors (516) and by mapping (127) in 2015, which we need to enter into Devnet and mail out. We do not have this year's figures yet.

We have been trying to emphasize to the township assessors the importance of new construction in calculating the Estimated Assessed Value for all the taxing districts, and I believe that it is working. Last year we had new construction of 15,021,113. Of this amount \$5.3 million was put on at Supervisor of Assessment Level. In 2014, new construction was 10,057,302, and so far this year, (not all new construction is in) the new construction value is 19,006,574.

Christopher and Michelle are our part-timers, who do enough work to be full timers. Both Chris and Michelle take on the responsibility of answering the phones and waiting on customers, so Mary and Karen can devote more time to their responsibilities. Both of them are extremely responsible and their interaction with the customers is excellent.

Christopher is in charge of our Transfer Declarations, setting up our sales on the County’s web page, checking exemptions after transfers of property and completing all the duties included with Red 1. Red 1 is the State of Illinois program in which most sales need to be added and then dumped into Devnet. All sales that do not have a Transfer Declaration need to be entered manually into Devnet. He needs to make sure that our township assessors receive PDF’s of all the sales and deeds in their township. We had 1,819 sales with 205 Sheriff’s deeds in 2015.

Michelle is in charge of sending out and collecting information on our “Exempt” properties. There were 1,308 Exempt parcels in DeKalb County in 2015. She is also in charge of the Disabled Persons/Veterans exemptions. Each year the numbers increase, but in 2015 there were 471. She sends out the forms to each taxpayer who was eligible the previous year and renews them when they come in. Many require more information than just the renewal papers, which can cause back-ups. She is also in charge of the Fraternal and Veterans Exemptions. These exemptions would be so much easier if they would send them back to us the first time they are mailed out. But they all need to be checked and rechecked to make sure we have received them all. She also changes names and addresses on parcels that have been transferred (3,067 in 2015) or from address changes (1,376 in 2015). Michelle also helps with checking assessor’s workbooks to make sure they were entered correctly.

The number of properties that file with PTAB (Property Tax Appeal Board), are increasing every year. Since 2011 PTAB’s have been on the rise. Now we are up to 37 for 2016, from the 2015 assessment year. For 2015, we had 20 from the 2014 assessment year, and for 2014 we had 14 from the 2013 assessment year. This involves research and submitting evidence to support our assessment. The Board of Review is in charge of this, but the mappers sometimes help in finding comparable properties. Then the PTAB’s have to typed, copied and sent.

The Mapping Department steps in and helps the main office with answering the phone, opening the mail, docketing during Board of Review, labeling building permits received in the mail, and assists the Board of Review in compiling data for PTAB Appeals. This is done along with their principal job of “Mapping”. They interpret legal descriptions and label each document with correct parcel numbers. We currently have received 2,465 documents.

	<u>Currently (thru 10/19)</u>	<u>2015</u>
Divisions and/or combinations of parcels numbers:	111	107
Assigned parcels	174	225
Retired parcels	171	241
Subdivisions	12	12
Annexations	10	1
Vacations of Real Estate	5	2

They update and create Farmland Assessments and maintain Special Assessment Program parcels, and update the farm cards on the website. For 2015 they generated \$2,026 in Map Sales revenue, with an anticipated increase in 2016 to \$3,022. They interact with Attorneys, Title Companies, Surveyors, and the public via email, phone or in person.

In the past, we have always printed out all the updated maps and given them to our Township Assessors. Now the mappers are given the updated maps on a thumb drive. In doing so we have saved the county approximately \$1,000 in color ink cartridges.

FOIA requests have increased slightly. In 2014, we had 9 requests; in 2015, we had 12; and in 2016, so far we have had 15. Some of the new FOIA requests are from attorneys, which are extremely time consuming and detailed in nature. Some require input from our State's Attorney, before we continue or deny them.

I am very proud of what my staff has accomplished. They take pride in their jobs and work very hard at them. I feel that by cutting our staffing budget, some of the items we have worked so hard to accomplish are going to be lost.

I have come up with several options to raise the funds that you are trying to save. I have met with Pete Stefan and he helped me obtain the following figures:

1. Mary Seyller retires on 11/1/2017. Including salary and benefits this amounts to **\$7,922.** We will be hiring someone to take her place for the 2018 budget , however it will be at a lower pay level.
2. We would like to increase map production charges. That has not been done in many years. A \$5.00 increase per map will add \$5,912+ and an increase of \$10.00 per map for Planning and Zoning will amount to an additional \$150.00+. This gives us a total increase of **\$6,062+.**
3. There will insurance savings of **\$3,024 in 2017,** due to one of our employees dropping a dependent from the insurance program in June. For a full year savings in **2018, the savings would be \$5,184,** not factoring in any premium increases.
4. The new construction added at Board of Review level at this time is approximately \$769,339 amounting to **\$8,749** in additional funds to the county.

The mappers more than earn their keep. They not only do their assigned job, but they help answer phones and wait on customers. They have helped the county in many other ways: Fiber Optics Project, Enterprise Zone legal description, County Cemetery map project, and other special projects requested by me or by others. The new online mapping system has been an ongoing issue with our customers, so they are trying to help with those questions.

The fact of the matter is, there will be a loss of services if this cut is made. The sales listing and farm cards, which are now on the web, will be no more. We will not have the manpower to enter Building Permits into Devnet, so if the townships assessors do not do it, it will not get done. This will cause a loss in New Construction for all taxing bodies. Emails and phone calls may not be answered as efficiently as they are now. As it is now, if it is not too complicated, we always get back to the parties the same day. There will be no cross checking each other's work, and this would normally take place when entering the Township Assessor's books. Wait time at the counter may increase, depending on the time of year. Our office has always prided ourselves in the lengths that we go to help our customers, either at the counter, on the phone or via email, and this will not be easy for us.

To end this, I would like to point out that the \$17,000 you want us to cut, would more than likely be saved in Homestead Exemptions that need to be removed. We will not have time to be as diligent as we have in the past in researching whether or not a parcel should have a homestead exemption or not. If we take the \$17,000 and divide it

by 42,538 parcels, it comes out to \$0.40 per parcel. I know cuts need to be made. I am stating that I have made cuts in my office in the past. When I came, we had 5 full time employees and 2 part time employees in our office. I have lost a full-time employee, as we are down to 4 full time and 2 part time.

I cannot afford to lose any of my employees as my staffing levels are already lean. My part-time employees are so good at what they do, I do not know how we could possibly fill their shoes. I am asking that you consider my options to raise funds to make up the difference

I appreciate your consideration in this matter. If you would have any further suggestions or comments, please feel free to discuss them with me.

Sincerely,

A handwritten signature in black ink that reads "Robin L. Brunschon". The signature is written in a cursive style with a large, looping initial "R".

Robin L. Brunschon

**FY 2017 Health Insurance Renewal  
Cost Savings Options  
11-02-2016**

<b>A. <u>Prescription Programs</u></b>	<b><u>Consultant Recommendation</u></b>	<b><u>Cost Savings</u></b>	<b><u>Plan Members Affected</u></b>
<b>1) Utilization Management</b>		<b>\$36,893 to \$46,768</b>	<b>43</b>
a. Step Therapy	Recommended		
b. Prior Authorization	Recommended		
<b>2) Exclusive Prime Specialty Management</b>	<b>Recommended</b>	<b>\$ 17,041</b>	<b>7</b>
<b>3) Drug Lockout</b>		<b>\$ 33,124</b>	<b>47</b>
a. Exclusion of Compounds	Recommended	\$ 2,182	2
b. Exclusion of Non-Sedating Antihistamines (NSAs)	Recommended	\$ 54	1
c. Exclusion of Brand Name Proton Pump Inhibitors (PPIs)	Recommended	\$ 13,946	4
d. Exclusion of Generic Proton Pump Inhibitors (PPIs)	Recommended	\$ 15,528	37
e. Exclusion of Weight Loss Medication	Recommended	\$ 1,414	6
<b>4) Member Pay The Difference (Generic vs. Brand Name)</b>	<b>Recommended</b>	<b>\$ 7,362</b>	<b>8</b>
<b>5) Formulary Changes</b>	<b>Recommended</b>	<b>\$35,000 to \$51,215</b>	<b>69</b>
a. Enhanced Drug List		\$ 35,000	69
b. Performance Drug List		\$ 51,215	69
<b>6) Network Changes</b>	<b>Neutral</b>	<b>\$18,630 to \$33,253</b>	<b>53 to 177</b>
a. Advantage Pharmacy Network		\$ 18,630	53
b. Preferred Pharmacy Network		\$ 33,253	177

**B. Medical Programs**

<b>7) Telemedicine</b>	<b>Recommended</b>		
<p>The Telemedicine Program allows an employee to meet with a physician over the telephone/internet for non-serious situations. The cost of the program is expected to be approximately \$0.40 per employee per month or \$1,500 per year. The annual cost of the program would be recouped by avoiding just a few visits per year to emergency rooms.</p>			