

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 4, 2015**

The Finance Committee of the DeKalb County Board met on Wednesday, November 4, 2015, at 5:00 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, Mr. Luebke, Mr. Reid, and Mrs. Tobias. Mr. Gudmunson was absent. A quorum was established with six Members present and one absent.

Also present was Gary Hanson, Pete Stefan, Paul Miller, Christine Johnson, Chairman Mark Pietrowski, Bob Brown, Dianne Leifheit, Jim Scheffers, Greg Millburg, Steve Faivre, and Deanna Cada.

APPROVAL OF THE MINUTES

It was moved by Mr. Luebke, seconded by Mrs. Tobias, and it was carried unanimously to approve the minutes of the October 7, 2015 Finance Committee Meeting.

APPROVAL OF THE AGENDA

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

PUBLIC COMMENTS

There were no public comments made.

FY 2016 BUDGET PUBLIC HEARING

Chairman Stoddard opened the FY 2016 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 2016 BUDGET

FY 2016 Budget Appeals:

Mr. Stefan provided a summary of the five Budget Appeals submitted in connection with the FY 2016 Budget with the updated status of each appeal. Appeal numbers 1, 2, 4, and 5 were denied at the Standing Committee level. Appeal number 3 was approved by the Planning & Zoning Committee at a reduced amount of \$9,000. The Committee's recommendation was to increase the hourly compensation for the Chief Building Inspector by \$3.50 per hour, in lieu of the 1% increases for exempt personnel that is part of the proposed FY 2016 Budget, upon adoption by the County Board of increases to the fee schedules for permits issued and administered by the Planning, Zoning, and Building Department. The staff report submitted to the Planning & Zoning Committee in connection with this appeal was also distributed. Mr. Stefan explained that the Finance Committee will need to consider this appeal, to determine whether or not to include it in

the final recommendation on the FY 2016 Budget to the County Board. It was additionally noted that the Administrative Recommendation is to continue to deny this appeal.

Mr. Paul Miller joined the Committee and explained how he originally requested that the Chief Building Inspector's salary be increased to the top of the salary range due to experience, expertise, and people skills. However, the Planning & Zoning Committee unanimously approved a reduced amount of \$9,000 in lieu of the 1% increase for non-union personnel subject to the County Board approves and enacts an increase to the Planning & Zoning fee schedule.

He continued that the other part of the background of this appeal is why and shared that the current Chief Building Inspector that was hired this summer has 18 years of experience and has a great deal of expertise and experience in the field. Since the time the new inspector has been with the County, Mr. Miller expressed that he has received consistently good feedback on the new Chief Building Inspector.

Mr. Miller also pointed out that this raise does not take any money away from the \$400,000 reserve goal that was set because he found a way to raise fees to cover the cost of the raise and in some years provide additional revenue to the General Fund if more permits are issued.

Chairman Stoddard noted that the Administrative Recommendation is to continue to deny this appeal and asked Mr. Hanson or Mr. Stefan to offer a rationale for the denial.

Mr. Hanson admitted that Mr. Miller builds a very good case, but one of the points he made was this increase doesn't take any money away from the reserve goal and budget and that isn't completely true. The fact is that any increases to fees within the Planning & Zoning Department are General Fund monies and goes into the "big pot" so it isn't necessarily only that department's money to use. Mr. Hanson noted that he would continue to endorse the fee increase because they should be charging what things are costing the County but next year when they have to meet the next goal, this would be a start to that process. Another reason is a fairness. Mr. Hanson noted that there have been other appeals, one being from the Public Defender who shared that he has underpaid staff/ not enough staff and noted that some of the current Asst. Public Defenders are making less than what the Chief Building Inspector currently makes. Mr. Hanson lastly mentioned that he would hate to see departments start to get into the practice of raising fees in order to hire additional staff when those fees go into the General Fund.

Mr. Miller provided a couple responses to Mr. Hanson's reasons for the recommended denial of his appeal. In terms of fairness, he understands there are other departments with needs, but why should P&Z be penalized for being able to find a way to come up with additional revenue to support his proposed increase. Mr. Miller also noted that he has no other way of generating revenue except for things that go into the General Fund.

Mrs. Tobias moved to approve the appeal to increase the hourly compensation for the Chief Building Inspector by \$3.50 per hour, in lieu of the 1% increases for exempt personnel that is part of the proposed FY 2016 Budget, upon adoption by the County Board of increases to the fee schedules for permits issued and administered by the Planning, Zoning, and Building Department. Mr. Jones seconded the motion.

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The Committee continued to discuss their feelings on the appeal. Mr. Cribben commented that at the beginning of the year the Committee set a multi-year objective and that was going to take some tough choices. He questioned at what point should the Committee take a stand and hold firm to not allowing any more than they set their goal for. Others commented that they were torn and see both arguments.

After further discussions, Chairman Stoddard called for a voice vote on the motion. A majority of the Members voted yea. Mr. Cribben voted nay. Motion carried.

Mental Health Tax Levy:

Mr. Hanson explained a proposal to restore the Mental Health tax levy in exchange for a cost-sharing agreement for the specialized care and treatment line item in the Court Services Department budget.

The proposal read: The Community Mental Health tax levy is restored by \$75,000 to the original budget request of \$2,375,000. A corresponding reduction is made to the General Fund tax levy. In addition, in order to have an opportunity to capture allowable dollars under the Tax Cap (PTELL) law, especially the “New Construction” dollars, the property tax levy ordinance will be set at a maximum of \$2,425,000. This “capture” would be consistent with other County funds and past practice. In order to make this adjustment and not impact the County’s General Fund reserve target reduction of \$400,000, expenses for the “Specialized Care & Treatment” line-item in the Court Services General Fund Budget that total between \$100,000 and \$200,000 will be paid by the Community Mental Health Board. Expenses under \$100,000 and over \$200,000 will be paid by the County General Fund. Any tax dollars collected above the \$100,000 threshold, and not needed for this stated purpose, will be for the exclusive use of the Community Mental Health Board at their discretion.

Mrs. Tobias moved to approve the Budget Recommendation Amendment to Narrative Items \$5 & #40 regarding the Community Mental Health Tax Levy. Mr. Luebke seconded the motion and it was approved unanimously.

Final FY 2016 Budget Reconciliation:

Mr. Stefan shared that final budget reconciliations for the FY 2016 budget will be summarized including reclassifications and transfers that will be made to the budget, the refinement of certain estimates, making any necessary clarification to portions of the budget in order to clarify existing language, and correcting any typos. This will include the cost of the four additional Deputies to be hired in FY 2016 as part of the Transition Team for the Jail Expansion Project to be funded with a transfer from the Landfill Host Benefit Fund as outlined in the upcoming Jail Expansion Project financing plan.

It was moved by Mr. Reid, seconded by Mr. Jones and it was approved unanimously to forward the FY 2016 Levy and FY 2016 Budget Ordinances to the full County Board recommending their approval.

Other FY 2016 Budget Items:

There were no additional budget items discussed.

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FEE RESOLUTIONS

Mr. Stefan reviewed the following three court related fee resolutions to change fee amounts:

Repeal of Neutral Exchange Fee – In accordance with direction received from the Chief Judge of the 23rd Judicial Circuit, the Neutral Site Custody Exchange Program is being eliminated for FY 2016. Accordingly, the \$8 fee being collected for this program needs to be repealed.

Court Security Fee Increase – The results of a cost study undertaken to determine the allowable fee that could be charged to cover the costs of providing court security services indicate that the Court Security Fee could be increased to a level as high as \$77. The Sheriff's recommendation is to increase the fee from the current \$25 per case filed to \$50 per case filed.

Law Library Fee Increase – As indicated in the FY 2016 Budget Narrative, the Law Library Fund currently has a deficit balance and is being subsidized by the General Fund. An increase in the fee from the current \$10 per case to the maximum allowable fee of \$21 per case would reduce but not eliminate the required General Fund subsidy. For FY 2016, the subsidy would still be approximately \$15,000.

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

QUARTERLY CONTRACTS UPDATE

Mr. Stefan reviewed the contract renewal results for contracts that expired during the third quarter of 2015. A total of eight contracts were listed only one of which exceeded the \$30,000/\$35,000 bid threshold. That contract, for demolition and site restoration at Evergreen Village, was allowed to expire upon completion of the project. Five of the other seven contracts had bid/quotes solicited. The remaining two contracts were comprised of a sole source contract for software maintenance and one for professional services for psychological evaluations.

JAIL EXPANSION FINANCING OUTLINE

Mr. Hanson presented the Jail Expansion Project Financing Plan for final approval before any contracts are let in early 2016 so that the Committee/Board will have one final vote on the project before any construction contracts are committed to. Mr. Hanson stressed that this issue does not *have* to be voted on tonight, if the Committee would like an additional month to think it over that would be fine.

Mr. Hanson additionally reviewed the proposed resolution along with the all-inclusive budget, the financing & timetable plan, and the inter-fund loan parameters.

The resolution is proposing that the County Board approves the all-inclusive (2011 through 2018) Jail Expansion cost of up to \$36,000,000 (not including interest cost on the debt). It further provides authorization for the financing package and timetables as outlined, which includes interest revenue, remaining 2010 bond issue funds, internal loans, and external borrowing within previously approved parameters; all monies borrowed are to be repaid from revenues generated via the Landfill Host Fee Agreement with Waste Management and County Farm Sales Tax monies. Lastly, the County Administrator, in conjunction with the DeKalb County Public

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Building Commission, is being authorized to negotiate the necessary agreements and execute the same to continue to move the Jail Expansion project forward on a timely basis, with the exception of the ordinance(s) necessary for the sale of Alternative Revenue Bonds, or other debt issues, which is reserved exclusively for the DeKalb County Board.

It was moved by Mrs. Tobias, seconded by Mr. Cribben and was approved unanimously to forward the Jail Expansion Financing Outline resolution to the full County Board recommending its approval.

SALARIES FOR ELECTED OFFICIALS

This is a follow-up to the October Finance Committee meeting where this topic was first discussed. Salaries for elected officials must be established at least 180 days prior to the general election. The following six offices need salaries established beginning in FY 2017: County Board Chairperson, County Board Vice-Chairperson, Committee Chairperson, County Board Member, Circuit Clerk, and Coroner.

Administration provided some percentages and numbers as a start for the Committee Members to get an idea of where they would like to see increases, if any.

Mr. Reid commented that he thinks history is something that they should pay attention to and that the County Board Chairman hasn't gotten a raise since 2010 and he thinks that position is certainly in earning of a raise.

Board Chairman, Mark Pietrowski, strongly shared that he feels that DeKalb County Elected Officials need to stand up and be leaders, they have to be the ones that set an example, and when they are asking Department Heads to make cuts and not allowing for raises, he thinks that the last individuals who need raises are Elected Officials. He suggested that there are 0% increases across the board for everyone. He shared that he doesn't think providing raises for those officials and County Board Members sets the right tone or good example in their efforts in trying to present responsible budgets. If any raises were allocated he would rather see those monies going to the individuals within those departments rather than the Elected Officials.

Mrs. Tobias noted that we expect our Elected Officials to be leaders and provide leadership for all of their staff and she doesn't think it is unreasonable to provide reasonable raises for those individuals.

Mr. Jones moved to provide 1% raises for the Circuit Clerk and the Coroner in 2017, 2018, 2019, and 2020 and 0% raises across the board for County Board Chairperson, County Board Vice-Chairperson, Committee Chairperson, and County Board Members. Mr. Cribben seconded the motion.

Mr. Hanson noted that looking at the Circuit Clerk and Coroner positions, those salaries are out to 2019 and 2020, and he was just wondering if at least maybe those last two years could be at 2%.

Mrs. Tobias moved to amend Mr. Jones' motion by providing 1% raises for the Circuit Clerk and Coroner in 2017, 2018 and 2% raises in 2019, 2020, and the same 0% raises across the board for County Board Chairperson, County Board Vice-Chairperson, Committee Chairperson, and County Board Members. Mr. Reid seconded the motion. Those motion carried with one opposition from Mr. Cribben.

Chairman Stoddard called for a vote on the original motion as amended. The motion carried with one opposition from Mr. Reid.

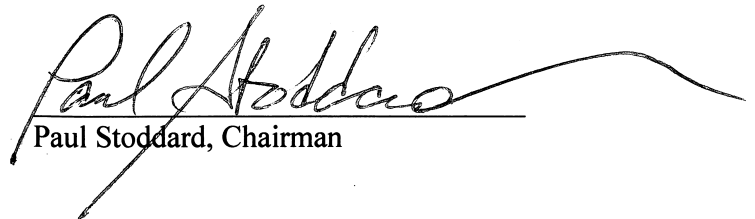
NEW BUSINESS

Chairman Stoddard reminded that the Executive Committee will be on Tuesday, November 10th due to Wednesday being the Veteran's Day holiday.

ADJOURNMENT

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

Respectfully submitted,


Paul Stoddard, Chairman


Tasha Sims, Recording Secretary

Summary of FY 2016 Budget Appeals
11-04-2015

Partially Successful Appeal

Appeal #	Budget Narrative #	Appellant	Item Appealed	Dollar Amount	Action Requested	Additional Funding Source or Disposition of Savings	Committee Assigned to	Committee Outcome	Administrative Recommendation
Planning & Zoning									
3	19	Paul Miller	Denial of Increasing Chief Building Inspector's Salary to the Top of the Salary Range	\$ 19,000	The initial appeal was to approve increasing the Chief Building Inspector's salary to the top of the salary range due to experience, expertise, and people skills. However, the Planning & Zoning Committee approved a reduced amount of \$9,000 in lieu of the 1% increase for non-union personnel subject to an increase in the P&Z fee schedule.	To be funded by an increase in zoning application and building permit fees.	Planning & Zoning	Partially Successful	Deny

Unsuccessful Appeals

Appeal #	Budget Narrative #	Appellant	Item Appealed	Dollar Amount	Action Requested	Additional Funding Source or Disposition of Savings	Committee Assigned to	Committee Outcome	Administrative Recommendation
Economic Development Committee Appeals									
1	22	Doug Johnson	Denial of Increased Hours for one Office Assistant B Position	\$ 35,000	Approve an additional 3 hours per day for one Office Assistant B position which results in converting a part-time position to a full-time position.	To be funded by additional passport fees and fund balance.	Economic Development	Unsuccessful	N/A
Executive Committee Appeals									
2	22	Doug Johnson	Denial of Position Upgrade for one Office Assistant B Position	\$ 3,000	Approve the upgrade of one Office Assistant B position to an Office Assistant A position due to increased job responsibilities.	To be funded by reserves/fund balance.	Executive	Unsuccessful	N/A
Law & Justice Committee Appeals									
4	18	Tom McCulloch	Denial of a Mid-Level Attorney Position & Approval of Contractual Legal Assistance	\$ 44,000	Approve the additional in-house Attorney-Level One position for an additional \$44,000 on top of the \$50,000 already allocated for contractual legal assistance.	To be funded by reserves/fund balance.	Law & Justice	Unsuccessful	N/A
5	50	Tom McCulloch	Denial of Funding to Address the Salary Inequality for Assistant Public Defenders	No Dollar Amount Requested	Approve a second year of additional funding to address the salary inequality for Assistant Public Defenders.	To be funded by reserves/fund balance.	Law & Justice	Unsuccessful	N/A



DeKalb County
Planning/Zoning/Building Department

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Sycamore, IL 60178
(815) 895-7188
Fax: (815) 895-1669

STAFF REPORT

TO: Planning and Zoning Committee

FROM: Paul R. Miller, AICP
DeKalb County Planning Director

DATE: October 15, 2015

SUBJECT: Permit Fees

The Planning and Zoning Committee, at its meeting of September 23, 2015, reviewed the draft FY 16 Budget for the Planning, Zoning, and Building Department. A feature of that budget was a proposal to increase the salary of the Chief Building Inspector, the increase to be paid for by changing the fee schedules related to Building, Zoning, and Site Development Permits. Following discussion, the Committee directed staff to consider changes to these fee schedules to cover the cost of raising the Chief Building Inspector's compensation by \$3.50/hour, at a cost of \$8,652 for one year (includes FICA and IMRF).

Over the past five years, the Department has issued an average of six permits for new single-family houses per year, along with 46 permits for residential alterations (new roofs, room additions, electrical upgrades, etc.), 49 permits for accessory structures (sheds, barns, decks, etc.), and 42 permits for commercial/industrial buildings/structures (new buildings, cell tower col-locates, etc.). The total fees generated from these Building Permits has averaged \$33,000 per year. During the same five-year period, the Department processed an average of 12 zoning actions per year (Special Uses, Variations, Text Amendments, etc.), which generated an average of \$7,087 per year in review and approval fees. Finally, from 2010 through 2014, the County issued 138 Site Development Permits for grading and stormwater management projects, an average of 28 Permits per year. These generated \$5,940 per year in fees on average.

Building Permits: The Building Permit fees for residential and commercial buildings were last adjusted in 2000. The current fees include:

1. \$0.20 per square-foot of heated (living) area;
2. \$0.15 per square-foot for unheated (attached garage);

3. \$100 each for plumbing, HVAC, and electrical for residential, \$50 each + \$5 for each additional opening after the first five for commercial.

A review of 10 recently-permitted single-family residences yields an average fee of approximately \$1,300. At a rate of six (non-farm) residences per year, this translates to \$7,800 in fees per year.

4. Accessory structures of 120 square feet in area or less, \$50, more than 120 square feet, \$100;
5. No fee is charged for a Zoning Permit for a parking lots.

The actual time devoted to building permits can vary; simple projects take relatively little time, while more complicated projects require more time. Problematic projects can require many hours of staff time, and the current fee schedule does not reflect these additional costs.

In order to better reflect the increases in costs of review and approval of building projects in the past 15 years, staff recommends the following changes:

1. \$0.30 per square-foot of heated area;
2. \$0.25 per square-foot of unheated;
3. \$150 each for plumbing, HVAC, and electrical for residential, \$75 each + \$10 for each additional opening after the first five for commercial.

It is difficult to predict that total revenues that would be generated by this approach.

Conservatively, a new 3,000 square foot single-family residence might typically result in total fees of \$1,500 to \$2,000. Smaller houses would be less costly, larger dwellings would require more staff time. Commercial development is even more unpredictable and sporadic (over the past 6½ years, commercial projects have generated an average of \$41,000 in fees per year. This average smooths out substantial variations from year to year).

4. Accessory structures of 120 square feet or less, \$50, of more than 120 square feet, \$100 or \$0.25 per square foot, whichever is greater;
5. Zoning Permit for parking lot, \$50.

Staff anticipates these changes would result in an increase in total Building Permit fee revenue of \$5,000 per year or more.

Zoning Applications: There is a considerable discrepancy between the cost of administering zoning applications and the fees collected for these voluntary actions. Beyond the review and approval process staff often spends many hours working with the petitioner on meeting conditions of approval. There is ample justification, then, for an update to the zoning application fees. The current fee schedule is as follows:

For Appeals, Variations, Zoning Map Amendments, Zoning Text Amendments, Special Use Permits, and Planned Developments, an initial fee is due of either \$200, \$800, or \$1,500, depending on the assessment of the Zoning Administrator on the likely complexity and amount of time staff will have to devote to processing and reviewing the application. Additionally, the applicant pays the minimum due to the Hearing Officer, which is \$350 for Variations, and \$450 for the other actions. The majority of zoning applications are assessed the lowest of these fees, so that the initial fee is usually \$550 for Variation applications and \$650 for all other zoning actions. Later the applicant is charged for the actual costs of publishing the public notice in the newspaper, and the costs of mailing notices to the surrounding property owners. Any additional costs from the Hearing Officer, such as travel or reimbursement for hearings that last more than one hour, are also due prior to action on the application by the County Board.

Staff has analyzed the average amount of time spent by each member of staff on zoning actions, including everything from record-keeping to implementation, multiplied by the FY15 hourly salaries and benefits and then including overhead (materials and supplies), and estimates an average total cost to the County of \$2,000 per application (this is a rough estimate: some applications take comparatively little staff time, while others require hundreds of hours to oversee to completion). For comparison, the average total fee collected for zoning actions in FY 14 was \$966 (again, there is considerable variability, from a low of \$669 to a high of \$1,465).

On this analysis, staff recommends that the fees for zoning actions be increased to \$400, \$1,600, and \$3,000, depending on the anticipated level of complexity. This would not change the reimbursement to the Hearing Officer, nor would it artificially change the real costs of publication and notification. This change is anticipated to yield an additional \$2,400 per year in revenue on average.

Site Development Permits: As with zoning actions, the costs of administering Site Development Permits is considerably higher than the fees collected for such permits. The fee for a Site Development Permit (grading and stormwater management) is a flat fee of \$500. Of this, \$200 is for the processing of the permit by the Planning, Zoning, and Building Department, and \$300 is for the review, approval, and inspection by the County Engineer. It is important to note that the fees for many Site Development Permit applications are partially or entirely waived if the review is to be undertaken by a different agency (the NRCS or Soil and Water Conservation District) or if a full review is deemed unnecessary. These applications are only charged the \$200 application fee, and this policy is not proposed to be changed.

However, those Site Development Permits that do require a full review and processing by staff frequently cost substantially more in man-hours, by a significant factor, than is covered by the fee. The actual amount of time devoted to grading/stormwater management projects can vary wildly. Raising the flat fee to \$1,000 per Site Development Permit, with \$700 going to the PZ&B Department, would be a much more equitable fee and generate \$4,500 or more in additional revenue per year.

These changes to the fees for permits administered by the Planning, Zoning, and Building Department are conservatively estimated to increase revenues by \$11,900 per year. This exceeds the target of \$8,652, but is necessary to cover annual variations in the actual number of permits. These changes would require the approval of an ordinance by the County Board to amend the fee schedules for building permits, zoning actions, and Site Development Permits.

If the Committee decides to approve these changes, in addition to a recommendation related to the fee schedules the Committee would need a motion to approve the change in compensation to the Chief Building Inspector as part of its review of the draft FY 16 Budget for the Department. This recommendation would be forwarded to the Finance Committee for consideration at its November 4, 2015 meeting, and action by the full County Board on November 18.

cc: Gary Hanson, DeKalb County Administrator
Pete Stefan, Finance Director

PRM:prm

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DeKalb County Government
Budget Recommendation
Amendment to Narrative Items #5 & #40
Community Mental Health Tax Levy
November 4, 2015

The Community Mental Health tax levy is restored by \$75,000 to the original budget request of \$2,375,000. A corresponding reduction is made to the General Fund tax levy. In addition, in order to have an opportunity to capture allowable dollars under the Tax Cap (PTELL) law, especially the “New Construction” dollars, the property tax levy ordinance will be set at a maximum of \$2,425,000. This “capture” would be consistent with other County funds and past practice. In order to make this adjustment and not impact the County’s General Fund reserve target reduction of \$400,000, expenses for the “Specialized Care & Treatment” line-item in the Court Services General Fund Budget that total between \$100,000 and \$200,000 will be paid by the Community Mental Health Board. Expenses under \$100,000 and over \$200,000 will be paid by the County General Fund. Any tax dollars collected above the \$100,000 threshold, and not needed for this stated purpose, will be for the exclusive use of the Community Mental Health Board at their discretion.

11-04-2015

DEKALB COUNTY GOVERNMENT
Quarterly Contracts Review
Contracts Expiring 07/01/15 to 09/30/15

Department	Service Provided	Vendor/Customer	Dollar Amount of Contract	Budgeted Amount	Original Date	Current Contract Start	Current Contract End	Bids or Quotes Solicited?	Bids or Quotes Received	Comments
1) Court Services	Early Risk Assessment Project	DeKalb County Youth Service Bureau	\$ 22,660	\$ 22,660	2014	07/01/15	06/30/16	Formal RFP	1	Under \$30,000 and \$17,510 Grant Funded
2) Court Services	Early Risk Assessment Project	Adventure Works	\$ 22,660	\$ 22,660	2014	07/01/15	06/30/16	Formal RFP	1	Under \$30,000 and \$17,510 Grant Funded
3) Court Services	Extern to Provide Psychological Evaluations	Northern Illinois University	\$ 21,408	\$ 21,500	2011	07/01/15	06/30/16	None		Under \$30,000
4) Facilities Management Office	Automatic Doors Inspection & Maintenance	NABCO Entrances, Inc.	\$ 2,080	\$ 1,035		01/01/16	12/31/16	Written Quotes	2	No Response From Third Vendor.
5) Facilities Management Office	Shredding Services	Shred-It	\$ 2,508	\$ 5,000	07/01/09	01/01/16	12/31/18	Written Quotes	2	Under \$30,000
6) Highway	Random Drug Testing Program	CPC Drug Testing	\$57/Test + Mileage	\$ 1,500	2015	07/30/15	Open	Quotes	2	Under \$30,000
7) Information Management Office	GISWeb (Webmap) Software Maintenance	Hexagon Geospatial	\$ 1,728	\$ 1,800	2014	07/01/15	06/30/16	None		Under \$35,000 and Sole Source Vendor
8) Planning & Zoning	Evergreen Village Demolition & Site Restoration	A1 Fowler, Inc.	\$ 403,583	\$ 1,322,500	2015	02/13/15	10/31/15	Formal RFP	3	Contract Allowed to Expire as of 10/31/15. Budget Amount Was Part of Total \$1,322,500 Budget for Line Item 5595-7015.

**RESOLUTION
R2015-101**

WHEREAS, the DeKalb County Jail Expansion project has completed the Design Development phase and is now concentrating on producing Construction Documents which will allow the DeKalb County Public Building Commission (PBC) to solicit public bids for the construction work, and

WHEREAS, it is expected that construction work will begin in the Spring of 2016 and that schedule makes it necessary to put the necessary financing package in place so that timely payouts can be made to all contractors for the project, and

WHEREAS, the total cost of the Jail Expansion project, including all costs incurred to date, as well as anticipated items bid as alternatives, is expected to not exceed \$36,000,000, and

WHEREAS, a revenue stream is available from the County's Landfill Host Fee Agreement with Waste Management and County Farm Sales Tax to pay for this Jail Expansion project, including financing charges, and

WHEREAS, on July 1, 2015 the County Board passed a Bond Authorization Ordinance of \$35,000,000 which limits bonding authority to not more than that amount, and

WHEREAS, the County has considered a wide array of options for financing a bond issue of up to \$35,000,000, as well as how to finance any additional costs needed to complete the Jail Expansion project, and

WHEREAS, a viable scenario has emerged that utilizes remaining proceeds from the 2010 Bond Issue, interest earnings on Jail Expansion investments, cash receipts from the Landfill Host Fee Agreement not needed for debt retirement, County Farm Sales Tax, internal borrowing of County, PBC, and Forest Preserve District funds, and staggering the issuance of bond debt into two or more bond issues that are timed with the cash flow needs of the project, and

WHEREAS, the Finance Committee has reviewed the scope of the project and the various financing options and has recommended that the County Board endorse this plan so that County staff and the Public Building Commission may move forward with the award of construction contracts and the finalization of project financing;

NOW, THEREFORE, BE IT RESOLVED that the DeKalb County Board does hereby approve the all-inclusive (2011 through 2018) Jail Expansion cost of up to \$36,000,000 (not including interest cost on the debt) as outlined on Attachment A;

Resolution R2015-101
November 4, 2015

BE IT FURTHER RESOLVED that authorization is given for the financing package and timetable as outlined on Attachments B & C which includes interest revenue, remaining 2010 bond issue funds, internal loans, and external borrowing within previously approved parameters; all monies borrowed are to be repaid from revenues generated via the Landfill Host Fee Agreement with Waste Management and County Farm Sales Tax monies.

BE IT FURTHER RESOLVED that the County Administrator, in conjunction with the DeKalb County Public Building Commission, is hereby authorized to negotiate the necessary agreements and execute the same to continue to move the Jail Expansion project forward on a timely basis, with the exception of the ordinance(s) necessary for the sale of Alternate Revenue Bonds, or other debt issues, which is reserved exclusively for the DeKalb County Board.

PASSED THIS 18TH DAY OF NOVEMBER, 2015 AT SYCAMORE, ILLINOIS

ATTEST:

SIGNED:

Douglas J. Johnson
DeKalb County Clerk

Mark Pietrowski, Jr.
County Board Chairman

**DEKALB COUNTY GOVERNMENT
JAIL EXPANSION ALL-INCLUSIVE BUDGET**

	Description -----	Budget -----
A	Revenues:	
	1 Bond Proceeds - Net (2017 & 2018)	32,600,000
	2 Bond Proceeds - Remaining (2010)	700,000
	3 Landfill Host Fee Revenues - 2014	425,000
	4 Landfill Host Fee Revenues - 2015	1,450,000
	5 Internal Borrowing (for cash flow)	0
	6 Interest	0
	7 Special Purpose Funding (\$600,000 if necessary)	0
	8 Miscellaneous / Refunds	0

A-99	Total Revenues Available	35,175,000 =====
	Expenses:	
B	Construction Contracts	
	1 Construction Contracts	25,200,000
	2 Construction Contingencies	2,500,000

B-99	Sub-Total Construction Cost	27,700,000 -----
C	Jail Team Professional Services	
	1 Architect & Engineers - Dewberry	1,500,000
	2 Construction Manager - Gilbane	1,764,000
	3 Jail Planner - Kimme	275,400
	4 Jail Team Reimbursables	587,600

C-99	Sub-Total Jail Team Professional Services	4,127,000 -----
D	Soft Costs	1,223,000
E	Basement Alternative - West Half	1,500,000
F	Parking Lot along State Street	475,000
G	Contingencies	150,000 -----
H	Total All Expenses	35,175,000 =====

Notes:

Z-1 Contingencies include such things as bid results, utility work, street closures/openings, and regulatory code reviews.

Z-2 The above budget amounts are subject to change as designs are finalized and bids awarded, but the resolution parameters provide upper limits.

**DEKALB COUNTY GOVERNMENT
JAIL EXPANSION FINANCING & TIMETABLE PLAN**

Base Plan Design

1. 01-01-2016 Loans of up to \$5,000,000 from the DeKalb County Public Building Commission (PBC) at an interest rate of 3%.
2. 06-01-2016 Inter-fund loans from multiple County funds, excluding any funds from which borrowing is prohibited by Federal or State law, of up to \$12,000,000 at an interest rate of 3%.
3. 03-01-2017 Bond sale of \$24,000,000.
4. 04-01-2017 Repay PBC Loans, County Inter-Fund Loans, and Forest Preserve Loans, except as needed for cash flow until the final bond sale (likely 2018).
5. 06-01-2018 Bond sale of \$10,000,000.
6. 08-01-2018 Repay balance of PBC Loans, County Inter-Fund Loans and Forest Preserve Loans.

Notes:

- A. Bond Sale amounts may fluctuate based on final Jail contracts and cash flow needs, but the total bond amount may not exceed \$35,000,000.
- B. Above dates may fluctuate based on cash flow needs, bond market conditions, and timing of construction work.
- C. The County's special purpose funds (Opportunity Fund and County Farm Fund) of \$600,000 currently designated for the State Street Parking Lot and for completing the west half of the Jail Expansion Basement, will only be used if Bond Issue revenues, County Farm Sales Tax Revenues, and Landfill Host Fee Revenues collected prior to the bond sales, cannot meet the approved project scope outlined on Attachment A.

**DEKALB COUNTY GOVERNMENT
JAIL EXPANSION PROJECT INTER-FUND LOAN PARAMETERS**

1. Inter-fund loans of County funds on deposit with the DeKalb County Treasurer are authorized for an amount of up to \$12,000,000 for the Jail Expansion project.
2. Loans may be made from January 1, 2016 through December 31, 2018.
3. Interest of 3% will be paid. Accrued interest payments must be made to the Fund loaning the money as of June 30 and December 31 of each year. Interest earned by the various Funds will be pro-rated based on loans made as of the first day of each month.
4. No principal payments are required during the term of the loan except that all money must be repaid by December 31, 2018.
5. DeKalb County Government has an already approved revenue stream (Landfill Host Fee Agreement and County Farm Sales Tax) to assure repayment of the loan amount and interest charges.
6. In recognition of holidays and weekends, a five-day grace period is recognized on either side of any repayment deadlines.
7. The DeKalb County Treasurer is authorized to make the inter-fund loans in accordance with these parameters and to take action as necessary for the payment of interest charges and repayment of principal.
8. As cash flow needs for the County's operating departments change throughout the year, it is the County's Treasurer's sole discretion to decide which funds are loaned when, and for how long. The County Finance Director is responsible for providing Jail Expansion cash flow projections to the County Treasurer to assist the County Treasurer in meeting the needs of the Jail Expansion and for the operation of the County's Departments.
9. The initial loan is expected to be \$11,000,000 on June 1, 2016. While subject to change, the initial inter-fund loans are expected to be: \$2,000,000 from the Tort & Liability Fund, \$2,000,000 from the Opportunity Fund, \$1,000,000 from Highway Funds, \$1,000,000 from the Public Health Fund, \$1,000,000 from the Community Mental Health Fund, \$2,000,000 from the Rehab & Nursing Home Fund, \$1,000,000 from the Forest Preserve Fund, and \$1,000,000 from the General Fund.

**DeKalb County Government
County Board Salary Survey
November 4, 2015**

	Decription	Bureau County	Champaign County	DeKalb County	Henry County	Jo Daviess County	Kendall County	Lake County	Madison County	McHenry County	Peoria County	Tazewell County
A-1	Overview											
A-2	Population - 2010 Census	34,978	201,081	105,160	50,436	22,678	115,206	703,462	269,282	308,760	186,494	135,394
A-3	Area in Square Miles	873	1,000	648	869	618	320	444	740	603	629	658
A-4	Number of Property Parcels		73,643	41,025	30,359	22,716	53,285	267,306		144,844	88,647	
A-5	Total Taxable Value		3,532,923,580	1,695,232,717	904,121,206	673,221,302	2,528,541,825	22,967,939,408		6,934,119,488	3,287,482,406	
A-6	Total Budget General Fund		35,588,094	28,646,600	12,266,612	7,781,721	26,973,402	177,308,673		88,980,941	44,121,175	
A-7	Members on County Board	26	22	24	20	17	10	21	29	24	18	22
A-8	Board Meeting Time of Day	6:30 PM	7:30 PM	6:00 PM	7:00 PM	9:00 AM & 6:00 PM	9:00 AM	9:00 AM & 7:00 PM	5:00 PM	7:00 PM	6:30 p.m.	6:00 PM
A-9	Board Meetings per Month	1	1	1	1	2	1	2	1	1	1	1
B-1	Elected Officials Salaries											
B-2	County Board Chairperson				Additional 3,000/year							
B-3	FY 2015	8,000	29,274	10,200		3,400	13,200	83,937	98,687	82,200	21,000	24,723
B-4	FY 2016	8,000	29,274	10,200		3,400	13,200	86,036	101,168	82,200	21,500	25,712
B-5	FY 2017					3,800			101,168	82,200	22,000	
B-6	FY 2018					3,800			103,191	82,200	22,500	
B-7	FY 2019					3,800			105,255	82,200	23,000	
B-8	FY 2020					3,800			107,360	82,200	23,500	
C-1	County Board Vice-Chair											
C-2	FY 2015			1,800		500				5,000	1,000	
C-3	FY 2016			1,800		500				5,000	1,000	
C-4	FY 2017					600					1,000	
C-5	FY 2018					600					1,000	
C-6	FY 2019					600					1,000	
C-7	FY 2020					600					1,000	
D-1	Committee Chairperson											
D-2	FY 2015			110/month		300					1,000	
D-3	FY 2016			110/month		300					1,000	
D-4	FY 2017					600					1,000	
D-5	FY 2018					600					1,000	
D-6	FY 2019					600					1,000	
D-7	FY 2020					600					1,000	
E-1	County Board Member											
E-2	FY 2015	25/Diem Comm Mtg & 75/Diem Board Mtg	60/Diem	85/Diem	40/Diem Comm Mtg & 60/Diem Board Mtg	60/Diem	2,400 +85/Diem	40,945	14,495	21,000	9,242	2,400 + 60/Diem same
E-3	FY 2016	same	60/Diem	85/Diem	same	60/Diem	2,400 +85/Diem	40,945	14,495	21,000	9,242	same
E-4	FY 2017					70/Diem	2,400 +90/Diem		14,495	21,000	9,242	
E-5	FY 2018					70/Diem			14,495	21,000	9,242	
E-6	FY 2019					70/Diem			14,495	21,000	9,242	
E-7	FY 2020					70/Diem			14,495	21,000	9,242	
F-1	Mileage paid?							Chair recieves 3,000/yr auto allowance				
F-2	FY 2015	yes	yes	yes	yes	yes	yes		no	yes	no	
F-3	FY 2016	yes	yes	yes	yes	yes	yes		no	yes	no	
F-4	FY 2017			yes		yes	yes		no	yes	no	
F-5	FY 2018			yes		yes			no	yes	no	
F-6	FY 2019			yes		yes			no	yes	no	
F-7	FY 2020			yes		yes			no	yes	no	

No Responses from:

Boone County Stephenson County
 Grundy County Whiteside County
 McLean County Winnebago County
 Sangamon County

DEKALB COUNTY GOVERNMENT

FY 2016 BUDGET

ELECTED OFFICIALS SCHEDULE

Need to make decision on the 16 boxes below.

CLASS NUMBER	CLASSIFICATION	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
0101	County Board Chairperson	10,200 0.0%	10,200 0.0%	10,200 0.0%	10,200 0.0%	12,000	12,000	(3)	(3)
0102	County Board Vice-Chairperson	1,800 -25.0%	1,800 0.0%	1,800 0.0%	1,800 0.0%	2,100	2,100	(3)	(3)
0103	Committee Chairperson (1)	1,320 -4.3%	1,320 0.0%	1,320 0.0%	1,320 0.0%	1,500	1,500	(3)	(3)
0105	County Board Member	85/Diem -5.6%	85/Diem 0.0%	85/Diem 0.0%	85/Diem 0.0%	85/Diem	85/Diem	90/Diem	90/Diem
0501	Circuit Clerk	95,000 0.0%	97,000 2.1%	100,000 3.1%	104,000 4.0%	106,100 2.0%	108,200 2.0%	110,400 2.0%	112,600 2.0%
0511	County Clerk and Recorder	87,750 3.0%	91,250 4.0%	91,250 0.0%	91,250 0.0%	92,200 1.0%	93,100 1.0%	(3)	(3)
0521	Coroner - 1/2 FTE	57,750 0.0%	58,900 2.0%	60,600 2.9%	63,000 4.0%	64,250 2.0%	65,500 2.0%	66,800 2.0%	68,200 2.0%
0531	Sheriff	125,250 3.0%	130,250 4.0%	130,250 0.0%	130,250 0.0%	131,600 1.0%	132,900 1.0%	(3)	(3)
0541	State's Attorney (2)	166,508 0.0%	166,508 0.0%	166,508 0.0%	(2)	(2)	(2)	(2)	(2)
0551	Treasurer	87,750 3.0%	91,250 4.0%	91,250 0.0%	91,250 0.0%	92,200 1.0%	93,100 1.0%	(3)	(3)

(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, 2017.

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

DEKALB COUNTY GOVERNMENT
 FY 2016 BUDGET
 ELECTED OFFICIALS SCHEDULE

Need to complete the 16 open boxes below.

CLASS NUMBER	CLASSIFICATION	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
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 -25.0%	1,800 0.0%	1,800 0.0%	1,800 0.0%			(3)	(3)
0103	Committee Chairperson (1)	110/month -4.3%	110/month 0.0%	110/month 0.0%	110/month 0.0%			(3)	(3)
0105	County Board Member	85/Diem -5.6%	85/Diem 0.0%	85/Diem 0.0%	85/Diem 0.0%	85/Diem	85/Diem		
0501	Circuit Clerk	95,000 0.0%	97,000 2.1%	100,000 3.1%	104,000 4.0%				
0511	County Clerk and Recorder	87,750 3.0%	91,250 4.0%	91,250 0.0%	91,250 0.0%	92,200 1.0%	93,100 1.0%	(3)	(3)
0521	Coroner - 1/2 FTE	57,750 0.0%	58,900 2.0%	60,600 2.9%	63,000 4.0%				
0531	Sheriff	125,250 3.0%	130,250 4.0%	130,250 0.0%	130,250 0.0%	131,600 1.0%	132,900 1.0%	(3)	(3)
0541	State's Attorney (2)	166,508 0.0%	166,508 0.0%	166,508 0.0%	(2)	(2)	(2)	(2)	(2)
0551	Treasurer	87,750 3.0%	91,250 4.0%	91,250 0.0%	91,250 0.0%	92,200 1.0%	93,100 1.0%	(3)	(3)

(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, 2017.

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