

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

DeKalb County Government
Sycamore, Illinois

**Finance Committee Minutes
October 7, 2015**

The Finance Committee of the DeKalb County Board met on Wednesday, October 7, 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. Gudmunson, Mr. Jones, Mr. Luebke, Mr. Reid, and Mrs. Tobias. All seven Members were present.

Also present was Gary Hanson, Pete Stefan, Christine Johnson, Joan Hanson, Andy Vanatta, Jim Scheffers, Dianne Leifheit, Greg Millburg, and the press.

APPROVAL OF THE MINUTES

It was moved by Mr. Reid, seconded by Mr. Jones, and it was carried unanimously to approve the minutes of the September 2, 2015 Finance Committee Meeting.

APPROVAL OF THE AGENDA

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

PUBLIC COMMENTS

There were no public comments made.

SEMI-ANNUAL IMO NETWORK SECURITY UPDATE

Information Management Office Director Joan Hanson introduced the County's Network Security Specialist Andy Vanatta to present their third of four semi-annual updates concerning the implementation of network security measures.

Mr. Vanatta provided the Committee with a security review as well as Barracuda e-mail statistics, IMO security challenges, and also provided a live demonstration of a new software program called Lan Sweeper which has allowed the department to do more with less.

DELINQUENT PROPERTY TAX SALE RESOLUTIONS

Ms. Christine Johnson, DeKalb County Treasurer, shared that the first item she wanted to talk about was the usual house-keeping item of delinquent properties. Ms. Johnson briefly reviewed the process of the delinquent property tax program. She also shared that there are 12 proposed delinquent property tax sale resolutions from Genoa Township, Sycamore Township, DeKalb Township, Cortland Township, and one in Shabbona Township.

Ms. Johnson also presented another proposed resolution that would reassign interest to 117 parcels of land in the Richland Trails Subdivision in the Town of Cortland from the County to the Town. These parcels were up for sale and subject to the Special Service Area (SSA) taxes that were levied by the Town of Cortland. Between the size of the tax bills and the economic downturn, no one has paid these taxes so they ended up in the County's Trustee Program. The parcels were up for sale and at that time the Town of Cortland contacted the County and requested that they not sell the parcels but reassigned the interest of the properties to the Town itself. After further discussions with both sides' legal staff they have settled on a purchase cost in order to purchase the interest within those parcels instead of going through the tax deed process. This is done to reduce any liability the County has regarding the parcels because the County will not be in the chain of title.

Mr. Luebke moved to approve all 13 resolutions. Mr. Reid seconded the motion and it was moved unanimously.

INDEMNIFICATION POLICY UPDATE

Mr. Stefan reviewed a resolution proposing updates to the County's Indemnification Policy. There are three changes being requested. Two new categories/positions are being added to the list of County Officers and employees covered under the policy, Problem-Solving Court Teams positions and the Finance Director position. The third change involves updating the Community Services Director position to the current title of Community Action Director.

It was moved by Mrs. Tobias, seconded by Mr. Cribben and approved unanimously by voice vote to forward the resolution to the full County Board recommending approval.

SALARIES FOR ELECTED OFFICIALS

Mr. Stefan shared that Salaries for Elected Officials must be established at least 180 days prior to a general election. The following six offices will need salaries established beginning in FY 2017: County Board Chairperson, County Board Vice-Chairperson, Committee Chairperson, County Board Member, Circuit Clerk, and Coroner. Mr. Stefan also noted that this item is being presented for information and discussion only at this point as the Finance Committee does not have to take any action on this item until its November meeting.

Mr. Hanson also distributed a memo from Sheriff Roger Scott wrote concerning this matter.

Mr. Reid commented that the Committee has been down this road before, but he really feels that the County Board Chairperson is being underpaid. He continued that he understands some people would do it for nothing but that he thinks that DeKalb County is paying the Board Chairperson a half or a third of what other Counties are paying their Chairs. He thinks that it is a matter of fairness and the Chairperson should receive at least a 20% raise.

Chairman Stoddard requested a list of what surrounding Counties are paying their Chairpersons in order to be able to make a case with actual numbers. He also added that his personal thought on any of these salaries are that they are asking County employees to get by with 1% - 1.5% increases over the next year, so to turn around and allow a 20% increase for a Chairperson, it is setting a bad example.

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Mr. Jones commented that he doesn't have a problem with small increases with some of the positions but his first priority is achieving a balanced budget and he is also a big believer in "leading by example", so he would like to take some time to review the Sheriff's memo and think about this topic a bit more.

After further discussions, the Committee decided that they would take action on the Salaries for Elected Officials at their November meeting.

CAFETERIA PLAN DOCUMENTS AMENDMENTS RESOLUTION

Mr. Stefan noted that the amendment to the County's Cafeteria Plan Document adds language to automatically allow for the IRS inflation indexed amount rather than having to amend the plan document every time a new dollar amount is announced. This will result in additional payroll tax saving to both the County and to the employees. He also added that the Forest Preservice District, as a Participating Employer that has previously adopted the DeKalb County Cafeteria Plan, will be offered the opportunity to adopt the amended Plan Document as well.

It was moved by Mr. Luebke, seconded by Mr. Jones and was approved unanimously to forward the resolution to the full County Board recommending its approval.

FY 2016 BUDGET

Summary of Budget Appeals:

Mr. Stefan shared that there were a total of five budget appeals received by last Wednesday's deadline. A summary of those appeals, listed by Oversight Committee, were presented. Two appeals were received from the County Clerk's Office, one appeal was received from the Planning, Zoning and Building Department, and two appeals were received from the Public Defender's Office. Each of these appeals will be heard by the respective Oversight Committee and any successful appeals will be forwarded to the Finance Committee for consideration as a whole next meeting.

He also updated that the appeal received from the Planning, Zoning and Building Department is still being discussed and brought back at the Committee's next meeting and that one of the County Clerk's appeals have been denied by the Economic Development Committee.

Committee's Questions & Review of Departments Budgets:

Mr. Stefan noted that this item is placed on the agenda in case any Finance Committee members had any question or concerns about any of the departmental budgets for which the Finance Committee is responsible. He added that the Finance Committee is responsible for budget for Administration, Facilities Management, Finance, and Information Management.

Mr. Jones commented that he would like to give the Finance Committee some additional credit for setting a budget goal very early on in the year and kept it known and clear. Chairman Stoddard echoed that he thinks having a long-range plan helps identify what the Committee is aiming for.

Other Budget Updates:

Mr. Stefan updated the Committee briefly that the County did receive the results from the re-insurance bid recommended by Benefits Coordinator, Tim Kearns, and it was determined that Blue Cross & Blue Shield continued to come in as the lowest bidder at 5.1% which is within the 6% rate increase that was proposed in the FY 2016 Budget.

Mr. Hanson shared that one of the FY 2016 Budget Recommendations was to take \$75,000 from the Mental Health Tax Levy and put it into the General Fund and continued that it is one of those recommendations that you make, that makes everything work but you just don't feel good about it, and so he has been working with Deanna Cada and they are trying to figure out a way to minimize the effect of that. He noted that he hopes to have something at the next Finance Committee meeting that will keep them within the \$400,000 reserve goal but maybe not have the same terrible effect on Mental Health. The Committee encouraged Mr. Hanson to continue working on that item.

Budget Process and Timeline:

Mr. Stefan shared that a copy of the approved FY 2016 Budget Calendar and Process was presented to highlight the steps between the October Finance Committee meeting and the November County Board meeting. As previously mentioned, budget appeals will be heard by each respective Oversight Committee through the November Finance Committee meeting. At that meeting, a public hearing will be hosted on the proposed budget, any appeals successful at the Standing Committee level will be decided, overall final budget adjustments will be made, and the entire budget is then forwarded to the County Board for adoption.

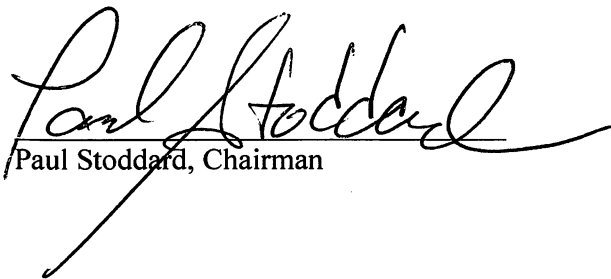
NEW BUSINESS

No items were presented.

ADJOURNMENT

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

Respectfully submitted,



Paul Stoddard, Chairman



Tasha Sims, Recording Secretary

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IMO NETWORK SECURITY UPDATE

PRESENTED TO THE FINANCE COMMITTEE
OCTOBER 7, 2015

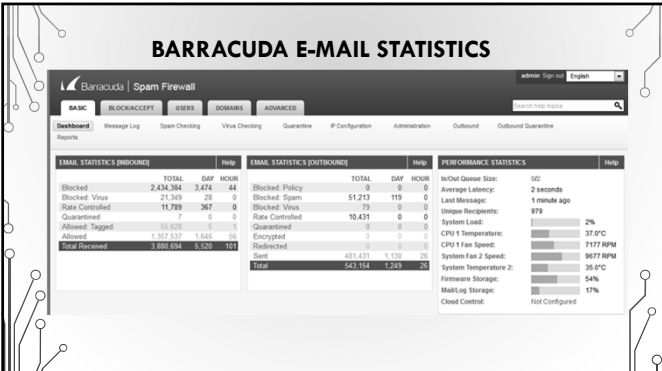
ANDY VANATTA, NETWORK SECURITY SPECIALIST

SECURITY REVIEW

- Perimeter Defenses
 - E-mail and Web Filtering
 - Firewalls
 - Remote Access
 - Guest Wifi
- Application Layer Defenses
 - Kaspersky Anti-Virus
- Internal Defenses
 - Local Security Policy
 - Password Policy
 - NTFS Permission Structure



BARRACUDA E-MAIL STATISTICS



EMAIL STATISTICS (INBOUND)				EMAIL STATISTICS (OUTBOUND)				PERFORMANCE STATISTICS															
Blocked	Rate Controlled	Quarantined	Allowed	Blocked: Policy	Blocked: Spam	Blocked: Virus	Rate Controlled	Quarantined	Encrypted	Redirected	Total	In/Out Queue Size:	Average Latency:	Last Message:	Unique Recipients:	System Load:	CPU 1 Temperature:	CPU 1 Fan Speed:	System Fan 2 Speed:	System Temperature 2:	Firmware Storage:	MailLog Storage:	Cloud Control:
2,436,384	11,789	7	1,307,037	0	51,213	73	10,431	0	0	0	543,154	0G	2 seconds	1 minute ago	979	2%	37.0°C	7177 RPM	9677 RPM	35.0°C	54%	13%	Not Configured

IMO SECURITY CHALLENGES

- Balancing 20+ diverse Departments' individual needs
- Granting Users enough access to do their job without allowing free reign of the network
- Securing network resources from outside vendors
- New Technology
- Mobile Devices
- New digital threats everyday

LAN SWEEPER REAL-TIME NETWORK INVENTORY LIVE DEMONSTRATION

THANK YOU

ANDY VANATTA, NETWORK SECURITY SPECIALIST
815-899-0713
AVANATTA@DEKALBCOUNTY.ORG

DELINQUENT PROPERTY TAX SALE RESOLUTIONS

- a. **Delinquent Property Tax Sale:** *The DeKalb County Board hereby authorizes the Chairman of the Board to execute deeds of conveyance of the County's interest or authorize cancellation of the appropriate Certificate(s) of Purchase, as the case may be for the following twelve (12) resolutions to be paid to the Treasurer of DeKalb County Illinois, to be disbursed according to law:*

	<u>Resolution</u>	<u>Parcel</u>	<u>Certificate</u>	<u>Amount</u>	<u>Township</u>
1.	R2015-xx	03-30-173-023	2011-00075	\$226.64	Genoa Twp
2.	R2015-xx	03-30-180-017	2011-00076	\$2,027.65	Genoa Twp
3.	R2015-xx	06-21-439-008	2011-00115	\$3,810.40	Sycamore Twp
4.	R2015-xx	06-21-440-008	2011-00116	\$7,802.65	Sycamore Twp
5.	R2015-xx	06-22-329-004	2011-00118	\$4,941.89	Sycamore Twp
6.	R2015-xx	08-14-458-029	2011-00210	\$11,440.15	DeKalb Twp
7.	R2015-xx	08-27-227-031	2011-00283	\$1,290.63	DeKalb Twp
8.	R2015-xx	09-17-384-008	2011-00316	\$568.64	Cortland Twp
9.	R2015-xx	09-20-200-010	2011-00439	\$7,436.27	Cortland Twp
10.	R2015-xx	09-21-100-001	2011-00444	\$3,330.25	Cortland Twp
11.	R2015-xx	09-28-100-008	2011-00445	\$7,455.74	Cortland Twp
12.	R2015-xx	13-35-202-017	2011-00516	\$6,015.63	Shabbona Twp

Committee Action:

- b. **Resolution R2015-xx:** *Assignment of Interest. The DeKalb County Board hereby authorizes and directs the County Board Chairman to execute a written assignment of the County's aforesaid interest sufficient to transfer such interest to the Town of Cortland, Illinois, including, without limitation, written assignment(s) of said Certificates and of the rights of the County under the provisions of the said Order in Cause No. 14-TX-39 as to each of the 117 Parcels identified within Exhibit A hereof, in exchange for the total sum of \$76,050.00, of which shall be paid to the Treasurer of DeKalb County Illinois, for disbursement according to law. **Committee Action:***

**RESOLUTION
R2015-xx**

**IDEMNIFICATION OF OFFICERS, EMPLOYEES AND CERTAIN
APPOINTEES**

WHEREAS, the County of DeKalb is a political subdivision of the State of Illinois, and

WHEREAS, the Local Government and Governmental Employees Tort Immunity Act authorizes the County of DeKalb to elect to indemnify its officers, employees and certain appointees if it finds indemnification appropriate in a particular case, and

WHEREAS, the County of DeKalb has previously found it appropriate to indemnify, defend and hold harmless its officers, employees and certain appointees in any action seeking damages under certain conditions described herein, and

WHEREAS, the County has previously passed an Indemnification Policy and has from time to time reviewed such policy and made changes as Boards and Commissions and Departments have evolved with the last modification being March 21, 2012, and

WHEREAS, the Finance Committee has now reviewed additional changes suggested by the County's Department Heads and has recommended to the full County Board that said changes should be adopted;

NOW, THEREFORE, BE IT RESOLVED, by the DeKalb County Board that the 3 changes, as denoted on the attached three-page policy with underlines and strike-outs, is hereby adopted and that the Finance Office is hereby directed to incorporate these changes into the policy manual for DeKalb County Government.

PASSED THIS 21ST DAY OF OCTOBER, 2015 AT SYCAMORE, ILLINOIS

ATTEST:

SIGNED:

Douglas J. Johnson
DeKalb County Clerk

Mark Pietrowski, Jr.
County Board Chairman

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.

Hanson, Gary

Subject: Salary Schedule

From: Scott, Roger
Sent: Thursday, September 24, 2015 1:37 PM
To: Hanson, Gary
Subject: Salary Schedule

Thank-you for the opportunity to give input in the matter of Elected Official Salary Schedule. This does not affect me but I do believe that that there are principals of respect and fairness that need to be considered. It is important to recognize that the elected leaders of county offices have significant responsibilities and are directly accountable for those responsibilities as well as being the focal point of the office they hold. It is true that they volunteer to run for election to lead their office, but that is true of all those who work at the county. We all choose to be here. In the last cycle of elected official salaries both the treasurer and sheriff received 0 percent increases in the first two years of their current term, and 1 percent the last two years. Neither I or Treasurer Johnson objected or raised concerns because of the financial concerns of the board at the time and because it seems self-serving to argue for yourself. However I would urge the committee **not** to repeat the 0 percent and 1 percent increases to the Coroner and Circuit Clerk. I believe it would be disrespectful and not necessary especially in light of the responsibilities they hold. Their salaries increases, in my opinion, should be ahead of or at the very least keep pace with the average union increases, and other employee and department heads .

If there are questions about my input I would be available if needed.

Respectfully,

Sheriff Roger Scott

**RESOLUTION
R2015-XX**

**A RESOLUTION AMENDING THE DEKALB COUNTY CAFETERIA
PLAN TO AUTOMATICALLY ALLOW FOR THE IRS INFLATION
INDEXED AMOUNT AS THE HEALTH FLEXIBLE SPENDING
ACCOUNT ANNUAL MAXIMUM AMOUNT OF SALARY REDUCTIONS**

WHEREAS, the Internal Revenue Service (IRS) now adjusts the annual maximum amount of salary reductions that may be allocated to a Health Flexible Spending Account by a Participant in or on account of any Plan Year by a cost-of-living adjustment; and

WHEREAS, Article VI, Section 6.4, Limitation on Allocations of the County's Cafeteria Plan currently includes a \$2,500 annual maximum; and

WHEREAS, additional savings can be realized by both the County and the Participant by increasing the annual maximum to the IRS approved annual maximum; and

WHEREAS, allowing for the automatic adjustment of the annual maximum to the IRS approved amount will simplify the administration of the Cafeteria Plan by eliminating the need to pass a new Resolution for every year in which the annual maximum is adjusted by an IRS approved cost-of-living adjustment; and

WHEREAS, the amended Plan Document attached as Exhibit A allows for the automatic adjustment to the IRS inflation indexed annual maximum, and the amended Summary Plan Description attached as Exhibit B incorporates language acknowledging the amendment to the Plan Document; and

WHEREAS, the DeKalb County Forest Preserve District, as a Participating Employer that has previously adopted the DeKalb County Cafeteria Plan, will be offered the opportunity to adopt the amended Plan Document; and

WHEREAS, the DeKalb County Finance Committee has reviewed this amendment and recommends that it be incorporated by approving the attached Plan Document in its entirety;

NOW, THEREFORE, BE IT RESOLVED, by the DeKalb County Board that:

1. The recitals set forth above are hereby incorporated into this Resolution as if set forth herein in full.
2. The DeKalb County Cafeteria Plan is amended effective January 1, 2016 by accepting the amended Plan Document attached as Exhibit A, and the amended Summary Plan Description attached as Exhibit B, in their entirety, and that this new Plan will supersede all the provisions of the previous Plan.

3. The Supplemental Participation Agreement with the DeKalb County Forest Preserve District as a Participating Employer attached as Exhibit C is hereby approved immediately upon the adoption of the amended Plan Document by the DeKalb County Forest Preserve District.
4. That the Finance Director is authorized and directed to execute and deliver to the Administrator of the Plan any and all documents necessary to amend the Plan Document as described above, as well as to execute the Supplemental Participation Agreement on behalf of DeKalb County upon adoption of the amended Plan by the DeKalb County Forest Preserve District.

PASSED THIS 21ST DAY OF OCTOBER, 2015 AT SYCAMORE, ILLINOIS

ATTEST:

SIGNED:

Douglas J. Johnson
DeKalb County Clerk

Mark Pietrowski, Jr.
County Board Chairman

Summary of FY 2016 Budget Appeals
09-30-2015

Appeal #	Budget Narrative #	Appellant	Item Appealed	Dollar Amount	Action Requested	Additional Funding Source or Disposition of Savings	Committee Assigned to
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
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
Planning & Zoning							
3	19	Paul Miller	Denial of Increasing Chief Building Inspector's Salary to the Top of the Salary Range	\$ 19,000	Approve increasing the Chief Building Inspector's salary to the top of the salary range due to experience, expertise, and people skills.	To be funded by an increase in zoning application and building permit fees.	Planning & Zoning
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
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

DEKALB COUNTY GOVERNMENT
FY 2016 BUDGET
January 1, 2016 thru December 31, 2016

CALENDAR & PROCESS

- | | |
|---------------|---|
| June 3, 2015 | Finance Committee adopts budget calendar, budget process, and budget parameters. |
| June 19, 2015 | Budget request forms distributed to all departments along with approved FY 2016 budget parameters. County Board members also receive a form to submit for areas that they feel should be specifically addressed and/or studied. |
| July 8, 2015 | County Administrator and Finance Director begin to meet with County Board members individually, for those who so desire, to discuss the budgets for their Committees and any special areas of interest. |
| Aug 3, 2015 | Budget request forms are due back to the Finance Office. Departments are expected to submit budgets in accordance with the parameters and direction provided. Narratives may be included which outline any concerns the Department has with the direction provided. |
| Sept 2, 2015 | <ol style="list-style-type: none">1. Budget workbooks are electronically distributed to County Board members. This workbook will include copies of all documentation submitted by Departments.2. Finance Committee receives a recommendation on the entire budget from the County Administrator and Finance Director. The proposal will include recommendations for department staffing and line items which could be changed through an appeal process open to both Board members and Department Heads.3. Finance Committee sends the budget recommendation to the County Board to place it on file for public inspection. |
| Sept 16, 2015 | <ol style="list-style-type: none">1. County Administrator and Finance Director hold a “Question & Answer Forum” for County Board members to further clarify the rationale behind the budget recommendations. This will be at 6:00 p.m. prior to the monthly County Board meeting.2. County Board places the budget recommendation on file for public inspection. |

**DEKALB COUNTY GOVERNMENT
FY 2016 BUDGET**

CALENDAR & PROCESS - CONTINUED

- Sept 30, 2015 Last day for County Board members or Department Heads to file an appeal concerning Administrative budget recommendations. Appeals will then be reviewed by the appropriate Board Committee. If the Committee concurs with the appeal, it will then be forwarded to the Finance Committee for a decision in November.
- Oct 1, 2015 Board Committees begin budget discussions. Focus will be primarily on areas which are appealed from the Administrative recommendation.
- Oct 24, 2015 Publish first notice of public hearing on proposed Budget and Tax Levy.
- Oct 28, 2015 Publish second notice of public hearing on proposed Budget and Tax Levy.
- Nov 3, 2015 Board Committees complete reviews of any appeals which were filed concerning budgets for which they have oversight.
- Nov 4, 2015 Finance Committee hosts public hearings on the proposed Budget and on the proposed Tax Levy. Any appeals successful at the Standing Committee level are decided at this meeting. Overall final budget adjustments are made at this time, and the entire budget is forwarded to the County Board for adoption.
- Nov 18, 2015 County Board adopts the Annual Budget and the Tax Levy Ordinance prior to the start of the fiscal year on January 1, 2016.