

**FINANCE COMMITTEE MEETING**  
**Special Meeting – Budget Hearing #1**  
**August 12, 2013**  
**5:15 P.M.**

**MEMBERS PRESENT**

Keith Ashby, Chairman  
Jay Dunn, Vice Chair  
Kevin Greenfield  
Patty Cox  
Tim Dudley (arrived @ 5:17 p.m.)

**MEMBERS ABSENT**

Linda Little  
Susanna Zimmerman

**COUNTY PERSONNEL PRESENT**

Pat McDaniel, Historical Society  
Amy Stockwell, Auditor  
Kathie Powless, Veterans Administration  
Doug Harlan, U of I Extension  
Mike Baggett, Asst. State's Attorney  
Kim Fowler, Bd of Review, SofA, GIS  
Jeannie Durham, County Board Office

**CALL TO ORDER**

The meeting was called to order at 5:15 p.m. by Chair Keith Ashby at the Macon County Office Building.

**APPROVAL OF MINUTES**

Motion to approve minutes and addendum of prior open meeting on 7/29/13 was made by Patty Cox, seconded by Kevin Greenfield, and motion carried 4-0.

**Budget Proposals**

Amy Stockwell presented revisions to the budget books and requested that members bring the books with them to all budget hearing meetings. Departments will not be bringing additional copies in order to cut down on confusing paperwork. All the material has been put on the website. There are some lengthy documents that are on the website that are not in the budget book. The Health Department Handbook is one example. As changes are made, the paper and website will be paralleled.

**Historical Museum:**

Pat McDaniel reported that last year, there were visitors from 6 foreign countries, 34 states, and 80 plus Illinois communities. This is pretty good considering Springfield was down on most of their sites. Keith Ashby asked how many total visitors we had. Pat said around 4,000 to 5,000 people yearly.

The only changes for this budget included an increase for a floor manager from \$2,500 to \$6,000. Pat stated that he would be retiring at the end of September and one person cannot do it. There has been a part timer in the past. Most likely the board will allow a part timer be hired. Some of the applicants that ask how much staff there is are surprised when the answer is just one. The board will probably help them out by hiring a part timer.

\$33,000 is asked on the tax levy and anything over that to come up with the \$68,000 total comes from endowment and fund raising activities. Keith asked how much of the difference is the endowment and when the endowment would run out. Pat said that there are membership

and fundraisers and every year they are blessed with someone leaving part of their estate to them. It could be 10 to 15 years for it to run out. Keith asked, out of the \$68,000, there is \$36,000 refund payroll. How much of that is endowment? Pat said \$34,867 would be coming out of the endowment or other revenue through fundraising.

Kevin Greenfield asked if the part time help would be someone, through training, to take Pat's place. Pat said, no. The new person would be hired by the executive director. Keith stated that the floor manager account is being more than doubled. How much do they make per hour? Pat answered that in order to get anybody, they'd probably have to go close to \$14 or \$15. It will be about 12 hours per week and we would need to make it worth their while to come out for that few hours a week. Keith asked if a search for interview candidates had been done yet. Pat said interviews are set up for the next two weeks. Keith asked what the salary range for the replacement would be. Pat said it would be \$38,000 to \$42,000 based on experience.

Jay Dunn made a motion to send the proposed budget on to the full board for approval, seconded by Patty Cox, and motion carried 5-0.

#### **Supervisor of Assessments:**

Jay explained that Josh is on vacation so he is presenting. Kim Fowler, Chief Deputy, was also present to assist in answering questions. This has been through Finance as the oversight committee and nothing has changed since then. There is an increase in revenue because Josh's salary is more than what Daysa was making and the state reimburses a certain percentage of that. The extra help line has been omitted. Some has been added to telephone, travel and training due to the addition of at least 2 new people in the office who Josh has been sending to training. On the bottom line, the expenditures were about \$6,000 less than last year and revenue minus expenses was \$13,000 less.

Keith asked if there were specific travel plans as that went up about 22%. Jay said that Josh normally sends his people to Springfield. Josh will be going to Chicago for their last year to meet there in the Fall. Peoria, Bloomington & Springfield is mostly where they go. Kim added that the 2 new staff members are being sent to the Illinois Department of Revenue classes. The classes are at no charge, but the travel is paid by the county. Jay added that he had asked Josh to concentrate on commercial properties too. So, there might be some training for that too. We lost Fitzgerald and Daysa is gone. We need to reevaluate our situation to see if we've got them where they should be. After the meeting with the tax group, that was one of the recommendations that came out of there. We're trying to get in the door of some of them because in talking with some of the downtown merchants, they've got a nice storefront on the first level, but the 2 or 3 floors above are basically vacant and they can't afford to fix them up so they can do anything with them to make any money. I just wanted to be sure the S of A office was not taxing them at the higher level when they are just empty.

Keith said the equipment line doubled too and asked about specific pieces of equipment. Jay said they are buying a new copier @ \$5,000.

Patty Cox made a motion to send the proposed budget on to the full board for approval, seconded by Tim Dudley, and motion carried 5-0.

**Board of Review:**

Jay Dunn reported that there are no changes to this budget of \$85,886.

Keith Ashby stated that he would appreciate if the president of the Board of Review would come next year and present their budget and answer questions for the committee.

Kevin Greenfield made a motion to send the proposed budget on to the full board for approval, seconded by Patty Cox and motion carried 5-0.

**GIS:**

Jay reported that the revenue has been increased \$10,000. 2012 actual is \$198,000 and we are on projection to get close to \$170,000 now, so I think it is a little conservative but is being bumped up to \$160,000.

The Tax Mapping & GIS Specialists line is being adjusted as a result of his salary going to the S of A Office and we hired a new person. Keith asked if that was a new line item. Jay affirmed.

Network support line 5130: Jay handed out the Executive Secretary job description and pointed out the addition of lines 22 thru 28 that are now being done for the Board Office that were not being done before. One of them is managing the county website. Jeannie has taken over doing all the additions and corrections to the webpage. I put some money in GIS to cover an increase to her salary for these additional work duties of which a lot of the time is taken up with the website. There's an increase of \$2,000 but I'm not sure how much of it will be used. Keith asked if that would cover all the 7 additional duties. Jay affirmed.

Hospitalization went up and fringes went down due to adjusting the lines to match where salaries come out of. Training shows a little increase.

Amy added that all these special revenue funds have their own bank accounts and the Treasurer is experiencing fees that are being charged for all those bank accounts. That explains the increase in the service charge line.

Keith asked about the consulting fees, line 7175. Only \$917 has been spent in 6 months this year and we have a \$5,000 proposed budget. Where is the extra \$4,000 going? Are we going to spend \$4,000 between now and the end of the year? Amy suggested that since nobody present knew anything about it, they should research it and come back. Kevin Greenfield stated that it was there last year and he did not spend it so it's apparent that Josh is not going to waste it.

Kevin asked Jay about why the \$2,000 would be here instead of in his budget. Jay explained that his budget comes out of the general fund and this would come out of the GIS funds. There is \$250,583 in the fund balance. This would run the fund balance down a little vs taking it out of the general funds.

Keith asked Jay to speak with Josh to see if he could knock the consulting fees down a little. Jay agreed.

Kevin Greenfield made a motion to pass the proposed budget on to the full board after the consulting fees have been reviewed, seconded by Tim Dudley and motion carried 5-0.

**Veterans Administration:**

Kathie Powless reported that the van that goes to Danville started in March, 1996 and has carried 20,694 veterans to their appointments. We've made 2,583 trips and traveled 464,940 miles. Each of the seven drivers are volunteer who get a \$30 stipend per trip. We give our veterans bus punch cards. We have several in school now who have no transportation so we give them a little extra each month so they can get to school and back.

In February, 2008 a program called Virtual Veterans was purchased from Digital Records Management. The first year we received an update for it. The Illinois Department of Veteran's Affairs came, checked it out, and liked it so well that they bought it too. Then the company went out of business. There are 2 other companies who have the same type of program, but they cannot integrate our files into their system. So, everything scanned in over the last 5 years could not be used in the new program. We have been working with CIC Records Management that the Recorder's Office uses. They are trying to come up with a program that we can integrate our files into. They think the cost may be prohibitive because of having to come up with a whole new program. That explains why that \$3,000 is sitting and has not been spent. Hopefully, we will get to purchase a new program this year.

We have a very nice, new copy machine that we are leasing from the county.

The bus transport line has been bumped up \$1,000 because of the veterans who are going to school and do not have transportation to get there. Last year when we bumped it up a little, we were able to go from 3 months to 2 months, but we still can't cover those vets going to school because they have no other transportation. The bus punch cards are only good for 20 trips. We try to give the full time students a bus pass each month.

Keith asked about Line 7110. In 2012 we spent \$45. We have not spent any this year, but you are asking for \$500 again. Do you have a purpose for that money? Kathie explained that everything is getting old.

Kevin Greenfield asked if they got any donations. Kathie said no.

Amy asked if donations made for the memorials go through the community foundation.

Kathie agreed. Amy said that there are donations to activities that the Veterans Administration is involved in, but they are not coming through Kathie's office. Kathie agreed, but the WWII Memorial is the only one and it goes straight there and we don't have anything to do with it.

Jay asked if the 500,000 miles that has been driven is accident free. Kathie said yes.

Patty Cox made a motion to pass the proposed budget on to the full board, seconded by Tim Dudley and motion carried 5-0.

**U of I Extension:**

Doug Harlan stated that they are not asking for any new tax levy money again for the fourth year in a row. The tax levy request is \$387,074. They have been able to hold that line through

some State and Federal funding and some gifts and donations that are coming in through other sources. As an example of a donation, we get \$18,000 from ADM for our Super Nutrition Activity Playground which is done every summer with the Park District in the inner City of Decatur. That money also goes to fund the Ag in Classroom which is some educating we're doing in the classroom with District 61. You'd be surprised to know that many kids in District 61 do not know where their food comes from. They just think the grocery store. ADM has been very nice to help fund those projects.

Salaries and wages are going up this year mainly because we were without an Ag Educator for almost a complete year. I've added a program coordinator for Horticulture, Master Gardener Program Coordinator and a Metro 4-H Program Coordinator. In FY14, a Special Interest Club 4-H Program Coordinator will be added as well. That will put us at full staff.

Jay questioned the revenue line that reads State Sources FY14 75% match and FY15 60% - is that going down? Doug said the State must have come into a little extra money this past year and they were able to give 75% of the County Board match money which is as high as it's ever been in the last 6 years. Our forecast for next year is conservative and we are taking it back down to 60%. That is what it had been – between 60% & 65% - for the 3 or 4 years before this past year. Keith asked if that is 60% of the \$409,754. Doug, Amy & Keith clarified that FY15 is actually 65% match. Keith stated that Contingency Reserve has dropped by \$60,000. What is going to happen a year from now if we experience the same thing? Doug explained that they would attempt to increase gifts and donations. We can go up a little bit in some money that is received from 4H & Extension Foundation. We might be able to make up some money if we have to there. The goal is to not to ask for any new tax levy dollars. So far, we've been successful in coming up with other funding without having to come back to the board and asking for an increase in the tax levy. I don't see any reason why that can't continue. Keith commented that he had just noticed that the contingency level was getting pretty low at \$45,000 from \$104,000. Doug stated that the main reason it had dropped was because of wanting to add the Special Interest Club Program Coordinator. We have so much youth Programming going on right now in Decatur that the current staff just really need one extra person to help out. I decided to just do it so we can do more things with the kids. Amy asked if he was working with the Decatur's Growing Gardeners group because she knew they were doing a lot too. Doug said yes through the Hort program.

Jay Dunn made a motion to pass the proposed budget on to the full board, seconded by Patty Cox and the motion carried 5-0.

#### **CITIZEN REMARKS – PUBLIC COMMENT**

None

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

None

Discussion around Kevin Greenfield's question about whether it would be the goal of the Finance Committee again this year to cut the levy again followed. Jay said he hoped so.

Kevin asked if we were looking at a million. Jay said he hoped so. Kevin asked when we would know. Keith said at the end of the budget hearings. Jay said he hoped it would be possible as long as the budgets can be kept frozen, at less, or at just a moderate increase, even though we can't do that with all budgets. We'll get a revenue report from Amy and I'm hoping we can at least do a million. Amy said to keep it at the current level, which is a million dollars less. Keith said that the moving average of the income tax is up and the moving average of sales tax is down. It's hard to tell at this point. Kevin asked if the goal is to hold it where it was last year or is the goal to cut it another million? Amy said it is to hold it where it is this year which is a million dollars less than it was last year – is that what you're saying? Jay said at least hold it, but he'd like to look at cutting it more. It's going to have to get through the budget first before we can look at it. Kevin asked if there had been any leeway on the arbitration on salaries on the agreement coming up with the deputies? Jay said they are supposed to be making us an offer, but he hadn't heard anything yet. Hopefully, it is not going to be a huge increase.

### **CLOSED SESSION**

None

### **NEXT MEETING**

Monday, August 26, 2103 @ 5:15 p.m. (2<sup>nd</sup> Budget Hearing)

Tuesday, September 3, 2013 @ 5:15 p.m.

### **ADJOURNMENT**

Motion to adjourn made by Jay Dunn, seconded by Patty Cox, motion carried , and meeting adjourned at 5:48 p.m.

Minutes submitted by Jeannie Durham  
Macon County Board Office