

FINANCE COMMITTEE MEETING
Special Meeting – Budget Hearing #2
August 26, 2013
5:15 P.M.

MEMBERS PRESENT

Keith Ashby, Chairman
Jay Dunn, Vice Chair
Kevin Greenfield
Susanna Zimmerman
Patty Cox
Tim Dudley (arrived @ 5:20 p.m.)
Linda Little
Susanna Zimmerman

MEMBERS ABSENT

COUNTY PERSONNEL PRESENT

Jay Scott, State's Attorney's Office
Mike Baggett, State's Attorney's Office
Nichole Kroncke, State's Attorney's Office
Amy Stockwell, Auditor
Steve Bean, County Clerk
Jennifer Hoffman, Planning & Zoning
Judge Webber, Circuit Court
David Cooperider, Past Supt of Schools
Jean Moore, Child Advocacy

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 of the prior budget meeting on 8/12/13 was made by Jay Dunn, seconded by Kevin Greenfield, and motion carried 7-0.

Budget Proposals

County Board

Jay Dunn stated that the budget being presented is the same as presented at the Finance oversight committee meeting with the exception of line 7240, Codification Project where \$1,500 has been added to cover a \$385 yearly contract plus \$600 to put the minutes online @ \$2 per page and the rest will be to help pay for the website transparency work. We've been trying to meet some of the requirements of two companies that rate us each county on transparency. We've been updating the website according to department head needs and trying to get our rating up. That leaves the budget at \$2,200 under last year's budget. Patty Cox asked about line 7260 and Jay explained that last year the money was for the appraisal at Tate & Lyle and he was able to get all the taxing districts to pay their fair share with the exception of the City of Decatur. That took care of the costs and it didn't come out of our budget. We've got a pretty good working relationship and if anything like that comes up in the future, they'll be willing to pay their share of the costs, so I thought we could cut that line. Keith Ashby asked about lines 7310 & 7320 had nothing spent out of them in 2012 or 2013, but you still left it at \$20,000 and asked if those lines could be cut any. Jay explained that there would be some costs coming in. That money is for contractors we hire to mow lawns or if we have to have something demolished. Fortunately, we haven't had to demolish anything, but we are mowing lawns. Jennifer Hoffman explained that in the past the banks that had the foreclosures didn't want the liens on the property and took care of the mowing. This year our luck hasn't

been so good with that and we've had to send the mowing guy out. Keith asked if the mowing goes under the nuisance line. Jennifer confirmed. Jay explained that there is some revenue coming in too. Amy reminded that the budget pages reflect May, half of the year so the latest charges will not appear.

Linda Little made a motion to send the proposed budget on to the full board for approval, seconded by Patty Cox , and motion carried 7-0.

State's Attorney's Office

Jay Scott updated the members on some things going on in the State's Attorney's Office. It is not business as usual as it was in the past before he took over. They are doing everything they can to cut costs and save money and maybe some of them don't amount to a whole lot, but they are doing everything they can to try to cut down on the money we spend. We've cut out frills and things that we don't really NEED. The investigator vehicle has been switched from anonymous plates to municipal plate to save a few dollars each year. The fuel supplier for the investigator's vehicle has been switched to save money there. We had a vehicle donated to our office for the investigator that allowed us to sell one squad car and put that money back into prosecution. One of the first things I did was to eliminate individual printers and color printers. We get up and walk to the copy machine we print off of. We did have to keep 2 color printers for our investigators, cut what we could. We did away with bond paper and envelopes and printed letterhead. The letterhead is now a template on the computer. Thanks to a memo from Chairman Dunn letting us know that the copier has a 2 sided print option. We have voluminous amounts of paper that we send out in some of our cases. We have basically cut that in half by copying on both sides. Jay met with Julie in the print shop before taking office to figure out ways to save on paper and copier options. We get as many of our supplies through her as possible. Last year, there was a request from Jay's predecessor to have a data person on the budget. We did not do that. Instead, we utilized our 8 college and law school interns this summer. It didn't cost a penny and they were fun to have around. This fall, we have a college intern from Richland. She is signing up to work 5 partial days a week to help us out. That doesn't cost us anything. There is a Millikin student coming in tomorrow to talk to us too. We all have to have code books with the statutes and procedures in them. We switched our supplier and saved \$79 per book for each one of the assistants. We used to get our research service through Westlaw and that was switched to Lexus and our bill went from \$1,500 a month to \$805 a month. We switched where we get our business cards because we found a place where we could get them cheaper. We eliminated a supervisory position over the support staff and my first assistant, Nichole Kroncke, and I took over those responsibilities. We no longer have a secretary that handles nothing but the preliminary hearings. We have them every week and my personal secretary is also the personnel director and also took on the responsibility for doing those preliminary hearings which involves a lot of copying, notifying witnesses and keeping track of all the cases. The data entry position has been eliminated with the duties spread among two other employees and we are utilizing the interns. We've got fewer employees and they are doing a lot more work. We've made a push with the Adult Diversion Program which diverts first time offenders out of the system. We've been averaging about \$100,000 a year and that money goes to the general fund, but we have really made a push on it this year. We have a new person in that position because of a retirement. The new person is at less salary than the person that retired. From January through July of this year, she increased the collections over the same time period last year by 46%. That is an additional \$19,855 that went back to the general fund. Also, while this did not help the county, it did

help the victims, last year, in collection of restitution, we collected \$22,598 in the entire year. From January through July of this year, she has collected over \$33,000 in restitution. This is good for the victims and that is a 48% increase over the entire last year in the first 7 months of this year. We are not asking for any increase in salary, but our salaries, in regard to other State's Attorney's Offices, according to a survey done through the Appellate Prosecutor, the starting and high salaries for Assistant State's Attorneys in the 16 counties that responded, including Macon County and some larger and some smaller counties, our starting salary for assistants which is \$35,000 ranked 15th. The only county lower was Douglas County which is a smaller county. Similar sized counties, such as Champaign @ \$46,500, Peoria @ \$50,000. Linda Little asked for a copy of that report. The top salaries were also ranked and our top salary came in at 10th out of the same 16 counties. The average higher paying salary in all of those counties was at \$45,000. That is over \$10,000 more than what we are able to pay starting attorneys here. We had an attorney who graduated from the U of I and came to work in our office last year for 6 months under a fellowship paid for by the U of I and the Appellate Prosecutors. They pay them, they work for us and we do not have to pay them and it helps them get a start in prosecution. She was phenomenal, everybody liked her, she did a good job, she did a sex assault case and won it. She ended up taking a job in Tazwell County which is not nearly as busy as we are and her starting pay was \$47,500. We are losing quality people like that because we cannot afford to pay them. Another example, we had a lady in the office in Traffic that left last year and went to McHenry County and is getting paid \$20,000 a year more to do traffic cases. We've got to be able to keep good people here. Another statistic, the average salary for assistants in this office is \$62,000. The average support staff salary is \$33,000. In 2011, the last statistics available, showed the average base salary for police officers for the City of Decatur was \$64,000 and the average salary for deputies for the Sheriff's Office was \$59,000. We are right in the middle with attorneys coming out of law school with mountains of student loan debt who do not get overtime or clothing allowances. The officers deserve what they get and more, but this tells you where our salaries rate in line with them. We also have the problem, like with Champaign County in particular, trying to cherry pick my good assistants by offering them more money. We had some attrition last year when we had some people leave and I was able to get them a little more money to keep them here, but if we lose these prosecutors, that is not good for anybody in Macon County. I have an excellent group of attorneys in my office. Over the past 25 years that I have been here, we've had some people who worked as attorneys that really just didn't give a darn. It was a paycheck and they didn't care if they won or lost. All of those people have gone away and we've got very dedicated young prosecutors who care. An example, if we don't have supplies that they need for a trial, they are going out and buying them on their own on a \$35,000 salary. That is how much they care. They put in a lot of extra effort. Another statistic we are proud of is that we send more people to prison out of this county than any other county in the state per capita and not by a little. It's by a lot. If that goes away because we can't keep good people in our office, that is not good. Nobody will want to move here, send their kids to school here or open a business here. The crime rate is going to start going back up. In the City of Decatur, violent crime has declined 25% in the last 5 years. That is because you've got good police on the street and good prosecutors backing them up. There was a case last year where a guy was going around out on the north end picking houses of people he knew would be at work and breaking into the houses and taking heirlooms and things. He lived in Springfield and would take the stuff back over there and sell it. He was a terror in Springfield where he was charged with murder, involved in a drive by shooting, in shooting up a liquor store and Sangamon County gave him 8 years. Two of those cases were not even filed on him. Nichole Kroncke,

my first assistant who is phenomenal prosecutor and the best I've ever worked with in my 26 years of doing this prosecuted him and he got 13 years which is 1 under the minimum for that and he told his attorney and he said he is not coming back to Macon County. They are giving me this big long sentence for breaking into people's houses. Some of the Sangamon County officers came over and said they wished they had prosecutors like you in Sangamon County. In looking at Sangamon County, they are one of the top 10 most violent in our country. We've got 5 other cities in the State of Illinois in the top 100 most violent cities in America and Macon County is not one of them. That is something we need to be proud of due to the good job people are doing here. Another example, we have a group of people here in this town who are heavily involved in the heroin trade. Heroin is making a huge problem in our community right now. They've been associated with 5 shootings including homicides and you have some federal detectives over there with 25 years on the force that say this is the worst group of people they've ever had to deal with in all those years. That is why it is important we have good police and good prosecutors to back them up. If we let them take over the streets, it is not going to be good. We've done everything we could to be a good neighbor in County government. Last year, the Mental Health core grant went away and we had some money left over that had not been earmarked under the grant for training of officers and first responders. The Mental Health Court was not going to have enough money to get through the fiscal year, and we agreed to give \$17,000 to keep that court going. We think that it is important in Macon County. We have also increased the services. The Elderly Victims Crime Unit, one of the first things I instituted, has gotten phenomenal response in the community. We've had people sign on and we've set up an elder fraud hotline where the calls go directly to Tom Schneider and Jay Scott. They respond and stopped one elderly lady from sending \$900 in FEDEX the other day. There have been several other instances where we have kept people from wasting their money. There are posters out and a lot of people in the community have signed on to help us with that. We are very excited about that. Through the Community Outreach Program that I started, 51 presentations have been given on the office, concealed carry, use of deadly force, etc.. We are out in the community trying to educate people about what we do. So many people in the community have no idea what the State's Attorney's Office does. We are getting a lot of positive feedback from the community.

Jay Dunn stated that he and Jay Scott probably have some philosophical differences on first time offenders and things, but Jay said he thinks the State's Attorney's Office is great on trying to send hardened criminals to prison. He said Jay Scott has done a great job in taking over the office and made a lot of changes that he didn't think would be done. You've done a great job and appreciate the help with the Mental Health Court. Jay Dunn said he voted against the State's Attorney's Office budget at the Justice Committee Meeting, but only because of the problem he had with the Circuit Clerk's budget being over budget and the finance Chairman has asked everyone to come in at the same number or less than last year. You were a little over, 2% or less. Mike did a great job representing that, but I had to vote no. You put a good budget together and you did a great job. Jay Scott thanked him and stated that he is working very hard at it.

Mike Baggett started with the revenue line 4317 in the 090 fund. The 708 Deferred Prosecution income is slightly more than was budgeted for last year. That is not necessarily a final number at this time as we have not received final notification from the 708 Board regarding what their

allocation will be this year, but we have received preliminary notification and expect that to be a final number.

Line 4330, State Salary Reimbursement, was budgeted last year at \$138,583, actually received \$144,677. The FY14 budget is based on what they have paid in the past. This is a situation where Amy and Mike have attempted to locate which agency to contact to determine exactly what that number is going to be, but so far, we've not been able to locate that particular agency.

Line 4331, Appellate Prosecutor Drug reimbursement for prosecution, is a final number. They decreased the amount of their grant toward funding a portion of the Drug Prosecutor salary by a fairly substantial amount of \$11,800 which account for a significant portion of the smaller amount of revenue we are budgeting for next year.

Line 4332, The AG Victim Witness, is a fairly firm number that we expect to receive final confirmation on within the next month or two. That is slightly more than we received last year with an increase of \$1,750 over last year.

The Victim Impact Panel and the Fees from Collections are estimated numbers based on incorporating all of the fees collected. These cannot be predicted with absolute accuracy. They are not cyclical, they are not consistent. They may come in significant spurts. The numbers are based on what was actually received in those funds for the past years from FY07 thru FY12.

The donation of the \$44,538 was the Tahoe that was donated. All total revenue is about \$48,600 less than what was brought in last year. Most of that is the one time donation. About \$3,900 is less than what we anticipated bringing in from last year. The total amount being requested from the general fund is a negative of a negative based on the total lessening of expenditures, but also the high lessening of our revenue stream. The higher lessening of the revenue is slightly inflated based on the Tahoe. The \$3,900 is more accurate with the respect to the lesser amount of revenue we will be bringing in. As of the first 7 months of this year, we have brought in almost \$20,000 more into the general fund solely from the diversion programs. That is not reflected in our revenue lines, but it is reflected in what we are bringing in for the county.

The 5000 series of numbers in the expenditures are all salaries out of the main budget for the States Attorneys General Fund budget. There are no requested increases from last year. Hospitalization shows an increase of \$7,962 due to one person that had to be moved out of one of the grant budgets into the general fund.

The 7000 series expenses, materials and supplies, the telephone will be kept the same as budgeted for last year. At the halfway mark, we are pretty much at pace to hit that number. The travel line had \$1,000 budgeted last year. We actually spent almost \$2,100 the year before that. There is a need for more money in travel, but between travel & training which is the vast majority of what travel is spent on in the States Attorney's Office because the only time the assistants travel is for the purpose of obtaining legal education or prosecutor training specifically. Those are almost never offered in Macon County. We think that \$1,000 again will probably be sufficient if we combine it with the training line in order to accommodate all the expenses incurred for training. Training has been decreased by \$430 based on what has been spent so far this year. We've not spent much out of that line probably due to an abundance of

caution in an attempt to not exceed what has been allocated. We exceeded the travel line within 30 days of the beginning of the fiscal year. Together, knowing that the money is there and available will make opportunities for prosecutor training as they become available. Postage is on pace based on last year's number so it has been left the same. Contractual was not budgeted anything last year and we have not spent anything. We will keep that at zero.

The Law Library budget, line 7220, for the States Attorney's Office was budgeted last year at \$9,000. Late last year, the office switched from Westlaw to Lexus resulting in payments going down on a monthly basis from \$1,500 to \$800. Westlaw treats the larger facilities and offices a little differently and because we have so many attorneys that utilize it, our fees were going to go up pretty dramatically. The decision was made as an office, to go with Lexus and we have acclimated to it. The number you see here is an increase over last year's allocation. It is one of the few increases in the expenditure lines. A lot of effort has been put into this. It accommodates down to the penny what we are contractually obligated to pay Lexus along with the estimated cost based on our number of attorneys for all hard cover books that we purchase. We shortchanged some of our attorneys on the Criminal Law Books this year. We hope to get everyone up to date next year. That increase amount is calculated carefully to accomplish all we need to buy out of that budget. Keith Ashby asked about the changes Jay Scott had mentioned. He asked if there are more attorneys and that was the reason it is going up. Mike said no, the reason it is going up is because in FY12, we spent \$17,400 and were only budgeted \$9,000 in FY13. He said he is not sure why that number is as low as it is, but every fiscal year back to FY07 has had spending between \$10,000 & \$18,000. Last year's budget number was not reflective of the actual cost of that line. Keith said there were several books that were not renewed. Mike said he has terminated all subscriptions of hard cover books with WestLaw & Lexus and the only books that will now come in are the ones that are specifically ordered after doing a head count on who needs what. That is what is reflected in this number.

The copy machine had \$6,500 budgeted last year, but we spent \$12,500 the year before. As of the halfway mark of this year, we had already spent 95% of that budget. It was simply under budgeted this year. There is an increase, up to \$12,370, which will more accurately account for the amount that is expended on copy services. Keeping in mind with the prosecution services, we are required by law and court rules to provide discovery to defendants and this is paper in every single case. Our copy expenses are just large.

Line 7245, Appellate services has been a \$27,000 per year expense. Beginning in 2012, the cost lowered to \$20,000 so in believing that it will be at \$20,000 again this year, we decreased the request by \$7000. The Appellate Prosecutor provides special prosecutor services. In the event that the State's Attorney here in Macon County has a conflict of interest, they will come in and handle the case pursuant to this contract. It would cost a lot more to farm that out.

The investigations budget in FY12 had \$8,000 spent. FY13 allocations were at \$5,000 and at the halfway mark, 85% of that budget has been spent, so we are requesting a \$1,260 increase for a total of \$6,260. In years past, including this year, that line goes to a great number of things involved with our investigators. It also accounts for vehicle expenses such as maintenance and vehicle plates. Discussions with Amy after realizing that a lot more than 50% spent through the halfway point, we would like to spend some of the money from the equipment line on the investigator's car maintenance, gas cost, etc... which has previously come out of the investigations line. We may also possibly add an 8000 series line at some point for car

maintenance. This line also accommodates witness accommodations and travel. We had a case in the past month where we needed to bring a witness who was homeless in Minnesota and we had to fly her in so she could be a witness in a trial where she was the victim. She had no means of travel and no money to pay for a hotel. That became expensive very quickly. We're hoping to build that into the investigations line.

Line 7300, The Mental Exams and Court Costs, last year were allocated \$2500 and as of the halfway mark this year, \$840 has been spent. No money is being requested in FY14 as the costs should be covered out of the line 7360 for Court Costs and Appeals which has quite a bit of money that has been allocated to it in the past, but which we are not on pace to spend all of. Mental Exams are done on an ad hoc basis and you never know when they are going to be necessary.

Line 7355, Sexually Dangerous & Sexually Violent Expert Exams, has not had allocations in the past and will be left at zero. These are also done on an ad hoc basis and you never know when you are going to need them. The same with line 7375. Linda Little asked if either of those lines had ever been funded through the 708 Board. Mike wasn't sure.

The 7000 series, materials and supplies, shows a decrease in requests for appropriations of \$889.

Between this supplies line, the automation fund, and some of the grant funds, we believe the \$2,000 allocated last year will again be sufficient. No change is being requested. In years past, over \$8,000 has been spent. We are going to utilize the automation fund and the ARI budgets to spread out the expenses toward those grant funds and sub-departments within the office that can accommodate the costs.

No allocation is being requested in the misc line 8200 because anything that needs to be purchased out of this budget can be taken out of a different line.

The equipment line 9040 request is \$19,600. We would anticipate moving some vehicle expenses into this line or something in the 8000's. We might have to create a line to accommodate that. We are looking at having the 9000's allotted more for capital as opposed to consumables. There are many support staff and attorneys in the office who are working on computers that have been on their last legs for some time. We've been updating as we can over the last 3 to 4 years, but are reaching the point where some of the machines are not going to last much longer.

The Child Support 4D Budget which is a grant from the Attorney General's Office is a final number and it has been worked on a lot. This budget began on July 1 of this year. This has been figured on the assumption that as of July 1 of next year, we would again receive this grant from the Attorney General's Office in roughly the same amount. They have awarded \$295,500 which is about \$9,500 less than last year. This is a money in / money out and we have to send back whatever money we do not spend. We have accommodated that by decreasing the amount of money spent on Assistant State's Attorneys by about \$40,000 which resulted from one attorney in the unit moving to a different position in the main State's Attorney's Office at a decrease in salary. The anticipation is to hire an attorney to replace her at a substantially reduced salary from what she was making in child support. We are increasing the amount spent

on support staff by \$27,500, but that is to bring it in line with what is currently being spent on support staff. This is not an increase. Benefits went up as a result of federal regulations. There are no provisions for anything but salaries and fringes in the budget sent out by the Attorney General's Office. All total, on this grant coming in, we are within \$600 of spending every dime of that grant. Keith Ashby asked about line 5465, support staff is 40% higher and whether a person had been added. Mike said he didn't know where last year's number came from, but it is not reflective of what is being paid in that unit. Nobody in that unit has received a pay increase since Mr. Scott was elected and Mike started doing payroll for his office.

Judgment Fund revenue line 4110 shows \$475,000. The tax levy which goes into the Judgment Fund is at the Board's discretion, but in consultation with Amy, it was increased by \$150,000 and I believe the goal is to build the balance in the fund back up. The interest on the checking is difficult to predict. The FY13 amount appropriated and the averages in years past were used to calculate the \$3,000 figure. At the halfway mark, we had not accumulated \$1,000. No increases are being requested for salaries for the support staff and Assistant State's Attorneys that are paid out of this fund.

Kevin Greenfield asked for an explanation of line 4520. Mike explained that this is the Birchwood Settlement which is a settlement reached with a business owner. There was a violation. Kevin asked why it is in the FY14 budget. Mike did not have the figures on this settlement as far as what is expected each month. Linda asked what the total due to us from Birchwood was. Amy said she thought it was \$1,000 a month and there was a \$5,000 payment. The money comes directly to the Auditor's office and they are tracking it with a regular report to the States Attorney. They are on track and have been very good with their payments. Linda stated that she just wanted to be sure that this was not just a token payment they made to keep them out of court again. Mike said no, they are continuing to pay according to the agreement.

The fringes show a \$17,500 decrease calculated on the number of full time employees that are paid through the Judgment Fund. Contractual fees, based on what has been spent so far this year and what is anticipated, \$125,000 seems more realistic. These fees can cover a great deal and can come up in the course of the fiscal year in a way that cannot be predicted based on the nature of the crimes committed and their cases. We do need a reserve there. Keith Ashby asked what type of contractual fees are included in that line item. Mike said an example would be if we were to contract services for witnesses, medical, or experts. That is not just for the State's Attorney's Office. If the County needed to contract out, for example, work with Ed Flynn's office, that would be paid for out of this line also. Arbitration has been zero and remains at zero as we have not used it for some time and we do not foresee a need in the near future. Special Prosecutor, in normal cases is not used in lieu of the use of services of the Appellate Prosecutor's Office, but there are some instances where local counsel are requested to be appointed by the Court and not by the State's Attorney, but in the event that local counsel is appointed as a Special Prosecutor in a case, that money would be pulled from this fund. In the past, we have spent very little, but we never know when there will be a need for a Special Prosecutor. This is done at the Court's discretion and they would decide who to appoint. Lowering that from \$10,000 last year to \$7,500 for next year would be sufficient to cover the cost and it would enable both the State's Attorney a budget for it and the Courts to be able to utilize that service if it becomes necessary. At the halfway mark, we have spent \$3,700 so far this year.

In the 8000 series, maintaining the current budget for the payment of judgments at \$400,000. Line 8275, the actual Judgment Fund, allows for an event where a judgment is entered against the County, this would be the first place, after the insurance, where the money would come from. In the event that the judgment exceeds the amount in the fund, it would be something the Board would have to consider at that time as far as how to deal with it. The number cannot be predicted very easily. It may be well in excess of what is necessary if we are lucky, but it also may be much less than what is needed if the worst happened.

For the entire budget, this is a deficit budget. We tend to run it that way because of the size of the judgment payments line. Linda Little asked about whether the current taxes line, 4110, was a separate line on the property tax bill. Amy said it is included in the county number. What is typically done is a first pass through the levy then look at all of them together at the end. This is a deficit budget because you all made a decision several years ago that the judgment balances were too high and the way to work it down is to have a series of deficit budgets. We're trying to get the levy back up. Linda said she was still fuzzy on the current taxes line. Are we anticipating \$150,000 more in taxes into the judgment fund? Amy said right because you can't turn this on a dime. It's going to take several years to work it down, but if you're spending \$800,000 and you're bringing in \$500,000, at some point you are going to have to take the levy up to \$800,000. Linda said her question is that since it is not an individual line on the property tax bill, is this \$150,000 additional or where is it coming from? Amy said it is coming from the total. There is one line on the property tax bill, but it is in fact, composed of all these different lines. Linda asked if the EAV works out poorly like we are expecting it to, if our actual income from property taxes is not what we were hoping for it to be, then everybody that is levied out of that line would be hit equally? Amy said no, only tax limited funds would be hit. Linda said then this is not a tax limited fund and it would be fully funded and the other ones would take the hit. Amy said they would take the hit for what was levied for the funds. In a tax limited fund, it's only the rate that is the limiting factor and the unlimited factor is if you are asking for more money from everybody. That is why, typically, any decision on the levies is tentative until we get to the end and you can look at the big picture.

The State's Attorney's Drug Fund and the Federal Drug Forfeiture Fund which are non-appropriated funds. These are included as a benchmark to show the committee where these funds sit as far as these current balances.

The State's Attorney's Automation Fund is a fund which has, only in the past couple of years, that the State's Attorney has had the legal authority to have an automation fund. We have not had the fund for very long and so there is not a great deal of history as to how much money will be collected through fees to go into that fund. Coming in from the Civil Division and taking on some administrative responsibilities in the office, I think the automation fund was not known of for some time and has not been utilized by the State's Attorney's Office very much this year as a result of that. However, we are aware of it now and hope to use the income that comes in through fines and fees and court cases to pay for some of our supplies and keep that line down in the general budget. The \$7,000 from last year was a bit of a guess and it will again be a bit of a guess, but we cannot accurately predict how much money will be accumulated in these funds based on what is paid because funds are not paid into these funds on a consistent basis.

Child Advocacy Department, 050, you will see that we are not requesting any money from the general fund, but that will ultimately result in a deficit projection at the end of the budget.

There is no other way to put it except that we do attempt to pay for the services the Child Advocacy Center offers through grants and fees that are assessed. I will be coming to the Board next month with a resolution to increase the amount that is assessed as a fee in criminal cases, but based on a miscalculation or misunderstanding of the law after it was originally passed, the Child Advocacy fees came in on line 4512 came in at \$123,000. There was a correction that the administration offices of the Courts brought to the Circuit Clerk's attention with respect to how and what kinds of cases those fees were assessed on resulting in the majority of criminal cases not having that fee assessed. Basically, traffic tickets. So, that dramatically changes the horizon for what the Child Advocacy Center can bring in through fees. Right now the fee is \$15 per criminal case. By Statute it is allowed to go up to \$30. In order to cover some of the shortfall in this budget, I am going to be coming to the County Board with a request that that fee be increased for the purpose of adding that to criminal defendant fines. Linda asked if the proposed budget assumes that the fee increase will pass. Mike said yes. You will still note that the fees on Line 4512, even with the assumption that the County Board will pass that and allow the fees to go up, it is still a decrease from last year's expectations of about \$140,000. The Child Advocacy Center is looking for and is always looking for additional forms of revenue to bring in, such as grants, donations, fundraisers, anything. They are doing everything in their power, but unfortunately, at the end of the day, the grants that are out there that have been awarded. The money that is coming in from fees is not enough to pay for what is a bare bones budget. She is operating her staff basically at the floor of what it can be operated at. You will note that throughout her expenditure lines, there is decrease after decrease. In fact, there is not a single request for an increased expenditure throughout the 050 budget. There are on the 059 budget slight increases in certain lines such as the fringes as well as the building lease because of the new building being at a higher rent. But all total, it is in the negative. If you take the decreased expenditures from 050 and add the increases from 059, it is still a net negative so they are trying to get by on as little as humanly possible. At the end of the day, they are ultimately going to be at a deficit and hoping that the County Board can help them meet that goal.

The Hidden Victims Grant is pass through money awarded from the Attorney General's Office. It does not fund anything in the State's Attorney's Office. It is allocated to give money to victims of crimes in events where they may need funds and we are allocating to spend all of it.

The computer tracking grant is finished.

The Teen Court Grant is funded, in part, by the redeploy grant from the state as well as by Circuit Clerk fees and the Truancy Court Grant where we are projecting that we will be bringing in quite a bit less than projected for last year. The Teen Court Grant has a \$179,000 balance that is too high in the State's Attorney's opinion. Part of the goal this year is to diminish that fund balance to bring it more in line with the size of that department. The numbers in the revenue column are as firm as we can be sure of at this point. The Circuit Clerk fees are in line with what we have received in the past, but not in line with what we've received at the half way point. We still anticipate that going up as the year progresses. We are looking for a revenue decrease of about \$97,000. Across the board, through the expenses in this budget, we are asking for decreased amounts. All total, this puts the Teen Court in the range of spending about \$59,000 out of their fund balance. Keith asked if there was about \$120,000 left in the fund balance. Mike said that is what is anticipated, but as of right now, they are able to

fund approximately 3 years of operations without getting a dollar in grant money or fees. We think that is just a little too rosy and we are going to try to budget accordingly.

The DUI Grant revenue is a fairly firm number. We expect to receive final confirmation of that number in late September. The grant officially starts on the October 1 fiscal year. It is a federal grant that is funneled through the State Department of Transportation. That is a significant decrease from last year as it has been cut by about 48%. One of the results of that is that we are not able to fund the number of positions that were previously paid for out of this grant, so it is one attorney less. This is money in and money out and it does not allow for any increase in salary for the year for the remaining one support staff and one attorney. The fringes are based on what those two are making and that grant does not have any allowances for anything other than salary and fringes. All total, we are trying to do that down to the dime.

The Victim Witness grant is no longer in effect.

Mental Health Behavioral Health Grant is being transferred over to the 708 Board and will not be allocated through the State's Attorney's budget.

The Violence Against Women Act has also been discontinued by the Federal Government and will not be a part of the FY14 budget.

The Adult Redeploy Illinois budget is also a state grant. It is \$318,911 and has been approved and began on July 1. This budget spells out exactly what they give and how we spend it. Every dime will be spent.

Patty Cox asked about the donation for the vehicle and said that she did not see where it was expensed out. Keith said it was donated last year and taken out of the budget this year. Amy said it is in FY13 and it may be something that the entry has not been made yet.

Linda Little asked about line 4520, fees from collections. You are not much below last year's budget, but you're significantly lower on actuals. Mike said this is based on an analysis of actuals from FY07 through FY12. I'm not sure why so little has been brought in at the halfway mark this year, but the figure is based on years past performance, on average. Linda asked what the fees were. Linda asked if they are from deadbeats that we've finally gone after. Amy said yes, and the checks are for \$500 dollars at a time. Mike said it may also accommodate the bad check fees. These are not cyclical and consistent, but are small and nice when they come in.

Linda asked if there are no union contracts in the States Attorney's Office. Mike said that is correct. They are all at will. Linda asked if there are any salary increases in the States Attorneys budget. Mike said no.

Linda Little made a motion to send the proposed budget on to the full board for approval, seconded by Jay Dunn and motion carried 7-0.

Circuit Clerk

Keith announced that there are questions about this budget and it will not be reviewed this p.m.

County Clerk

Steve Bean stated that he has a smaller number of people now. When he first came, he had 10 and now he has 7.

The General Fund for the County Clerk includes the vital records, tax extension, tax redemption, marriages & deaths, etc... There has been a little downturn in the automation fees collected, so the amount to be taken in has been lowered to \$44,000. Now, we collect for the State of Illinois, a State Automation Fee, that pays for the new statewide paperless vital records system plus \$2 for each certificate to pay for the Cemetery Trustee fund. In the past, they have not given that to us every year and now they are saying that we will at least get some money each year. This year, we got close to \$5,000, so I put in \$4,000 and that balances that off to the \$4,800 that we have been paying in to the general fund from automation in fees. In the 5000 series personnel lines, the only line that has an increase is the Clerk's salary by resolution of \$1,765. Hospitalization stays the same. Telephone stays the same. There is no travel. Legal Advertisement depends on what you do as a County Board and what kind of ads we have to place. If you don't do anything, then we don't spend any money. Postage was taken up \$1,000 as we ran out of postage already this year. Treasurer Yoder will have a sale in November. The 1,000 plus parcels go to the sale. They then come down to the County Clerk's Office and the County Clerk has to send out take notices. We collect money from Mr. Ballinger and the other tax buyers. That money goes into the general fund, but is shown as an expenditure from our office. The fees have been constantly going up on the certifications. We raised the EDP line by \$1,000. We will need to buy a few computers this year. The copy machine went up \$100 due to some supplies. We raised the supply line \$500, but lowered the vital records supplies. This year, with the \$5,000 coming in, unforeseen from the public aid, we paid for our vital records copies and print cartridges, etc... Next month, I will be approaching you on the 4330 line because this year, the State did not make hardly any reimbursements to us because of the budget crisis. They rewrote the way they are going to pay State stipends to the various County Officeholders. They reworded the way that they are paying for election judge reimbursement and other reimbursements to the various county offices. That is going to come out of the personal property replacement funds. I don't know how that affects your budget someplace down the line and if they are going to take that money from that pot and give you less while paying us, but I have to give you a warning there. I will probably be coming back at the regular meeting to lower those amounts for this year because we are just not going to get the money. We've been begging them and they say no, they are not going to do it. The coordinator line is the two people that work in the voter registration full time. Election Judges, as you can see from 2012, the first line, when we had the regular election, it cost \$120,000. We cut the number this year, so it looks like our budget has gone up \$32,000, but it is actually just the way the flow of the elections go and the cost because we don't have to hire as many people in a non-even year. On the odd year, local elections, we can use less judges on, but we have to go up to full strength plus with the amount of ballots we are now counting in house, we've had to hire more election judges for that. Also, because they are expanding the amount of hours for early voting and grace period voting, we are going to have to stay open more hours and Holidays. That raises our costs in an election year because all of our people are paid double time for the holidays. On Election Day when everyone else gets off, my people get paid twice their salary. The same problem comes up when holidays, such as Columbus Day, fall within that period. Extra help, because of the amount of mail we get in, has gone up a little. Hospitalization stayed the same. Legal Advertising went up because it seems like we are running more and more referendums. Keith asked if the overtime line is being doubled 2 ½ times from \$6,000 to

\$9,000. Steve said it was decreased because there had only been one election that year. Looking at 2012, it's \$2,200 more. It takes a lot more to process people. We ran 8,000 people through our office in the last election in that time period. If you were there that last week, you stood in a long line. I'm very frugal about hiring people. We haven't gone to off sight yet, which I think we are going to be forced to do soon. That's down the road, probably with the next presidential election. We'll have to be at 2 to 3 sites in the County and you will see your costs go up. With the price of advertising, we had a lot of referendums on the electrical rates and so forth last time which cost us a lot of money. Even though, according to the law, we are supposed to be getting the lowest possible price from the newspapers, we've not advertised in as many newspapers as we used to. That's a problem. We're cutting the postage down by \$15,000. We just got done mailing the voter registration cards out. Using the NOCA report, which gave us address changes on about 6,000 people, we mailed out about 70,000 voter registration cards and it cost us roughly about \$30,000 this year. In the past, we've had a lot of mail in requests for ballots which cost us an average about \$1.55 to mail out. That is just the postage charge and doesn't count everything else. Most of the polling places are still charging the same amount of rental that I paid when I came into this office 30 some odd years ago. Most polling places, if they are a single polling place, get \$40. That hardly pays for the janitorial to clean up afterwards. We've lost a lot of polling places. Some places, like the plumber's union, allow us to use the building free, but there are others, because we have multiple sights, get the money because of the cleanup. The supplies are going to stay the same. Because we did not have a primary for the City of Decatur on our contract with Liberty, we are going to save \$38,000. That is going to leave some money there. We are going to take about \$5,000 to buy a new file server. Misc covers the delivery of all the supplies to the polling places. Our vender is in the process of selling his delivery company and so we added \$1,500 to cover the excess gas, etc... if it continues to go up.

Tim Dudley asked about whether some polling places were consolidated in line 5510 for election judges. Steve said yes, but when he came into office, there were 104 polling places. Today we have 75. That saves you, just in election judge salaries, \$43,500. True, back then, we were paying the judges \$55 and now it is \$150 and we have a hard time getting people to serve. Last year, for the City Consolidated Election, we spent a little less than \$50,000. We didn't have to hire five people per precinct. We could get by with less. When we group them together, we don't always get a total of 5 of everything. It's getting harder and harder with this generation not wanting to be an election judge. Most people look at \$150 and don't like the idea of 13 hours of work in the polling place, an hour beforehand and at least an hour afterwards plus coming to 2 hours training and setting it up the day before. You are basically working for minimum wage or less. We are not even the highest paid county.

Tim asked about line 8020 and whether it would be reduced by the \$38,000. Steve said no, it would be in this year's budget, but they wouldn't spend it. That's money that is saved during this year. It is the last two payments. Tim asked if that couldn't be used to reduce this year's supply line. Steve said that it's in this year's budget. He said they are going back and paying previous years on some other things. Tim said if you take the 38K out and took 5K for upgrade, that would almost level your budget. Steve said it hasn't been past practice. Amy said you can consider that fact among all the other facts when making the decision on what you are going to allocate for FY14, but it's a contractual obligation that would have been paid. Tim asked if, in 2 years we have a primary if it could be put back into the budget then. Amy said that could be considered, but she would make no entry because there is no underlying event. Steve said the

main reason we do this is to get a cheaper price because when first took office there were dramatic spikes in payments. December used to be our worst month. You'd have a presidential or general election with enormous big bills while paying all the holiday pay for the deputies plus other things. When we got into this budget situation in the early 90's, we went to the plan of trying to space out and sign a contract with Liberty to try to keep costs down. Tim said, the question is if we are going to save the 38K, does it just stay somewhere? Steve said it is just money not spent and gives a bigger surplus. Amy said it just falls to the bottom. Linda said it just goes back to the general fund and we keep that in mind when his increases do come up. Steve said that this year, there was no City Primary, so we saved about \$40,000 in election judge expense. In a sense, you are saving, but by the same token, you have to plan what happens in the future. The odds of having a city primary are greater now because the number of candidate threshold is greater. Next time, for example, if the Mayor does not run for reelection, that could cause more candidates to cause a primary.

Linda Little made a motion to send the proposed budget on to the full board for approval, seconded by Patty Cox and motion carried 7-0.

Steve reported that he had passed out a hard copy of the fee study report for their review before the next Finance Committee meeting. Also, a sheet that shows the fees that could have been collected if the fee study had been in effect for the previous year. The County would have collected an additional \$130,000 in revenue. These are just recommendations, you can do whatever you like with the fees.

Circuit Court

Judge Webber reported that the overall budget combines the Circuit Court and Law Library and it is up \$2,300 from FY13. The reason is that increases in 2 lines are being requested. They are 7205 Transcripts and 7390 Appeals. That is a total of \$16,000. Those are the appeals in the termination of parental rights in juvenile abuse and neglect cases. We have had to come back in the last couple of years for supplemental appropriations as our number of those has gone up every year. A few years ago, we were doing 6 to 7 per year and now it is up over 20. So far this year, we have already spent \$35,500. We have no control over these expenditures. These are cases filed by the State's Attorney or the Attorney General, defended by the Public Defender. The parents have a right to an appeal when their rights have been terminated and the Statute says the appeal shall be paid from the County's general fund. I have tried to keep my budget flat everywhere else. If it were not for these 2 lines, my budget would be down approximately \$14,000. I am down one judicial clerk for this year. When Judge White was appointed to the Appellate Court, she took her clerk with her. I am now down to 9 clerks and one clerk supervisor. I don't know when Judge White will have a replacement named. It may be FY14 or it may be FY15. When we do get a replacement for her, we may need to come back and ask for supplemental appropriations to fund another clerk. I am cognizant on the direction on salary increases. I have asked for a 2.1 % cost of living increase for the clerks. It would take effect on the clerk anniversary dates which is spread out throughout the year. An additional \$5,000 stipend for Judge Webber's clerk is being requested since she does also function along with the judge as the administrative assistant. We do compete not only for attorneys and staff, but ... Linda Little said she was absolutely not going to take up the stand against the idea that perhaps we need to do some salary adjustments within the County. She said her only stand is that the request made by the budget committee, and so far it has been followed by everyone except those that come under Justice. Keith was asked

what it letter said and he said he could not remember, but assumed it was that we would not have any salary increases all across the county. That was the intent because if we set a 2.1% for Circuit Courts, the union will use that as their bottom line. I can live with a bottom line of 2.1%, but if the Sheriff put a 5% or 4% or 3%, the union would use that as a bottom line. That is why we asked for no increases. I have to look at the wording on the letter again on that. Judge Webber commented that since he did fix it to the Bureau of Labor Statistics Cost of Living Increase, if there would be no change, there is a decrease in salary. Linda said she understood and was totally aware of that, but was looking at it from the fact that this is the request we made of budgets. If we give your department a 2.1% cost of living increase, which is extremely low, then we need to reexamine all of them because everyone in this county has the same cost of living. Jay Dunn asked if the \$16,900 on line 5200 are the only increases being talked about. Keith said they are reducing the number of people and increasing others by 2.1%. Judge Webber affirmed. He said the 5200 is down by \$16,899 because we are down one employee. Jay asked if the committee wanted to move this budget to the end of the cycle. Linda said it was up to the committee, but right now, she would have to vote no. She said that if moving it to the end would be better, she would like that. She said she has nothing against the concept of the cost of living increase, but she cannot grant it now. Kevin Greenfield said, with all due respect to the judge, he had to agree with Ms. Little. Keith agreed. I don't remember what the letter said, but if that is what we said and everyone else is following suit, and we don't want to set the precedence of changing our minds. Linda said if we change it now, we just as well not send out a letter at the beginning of the budget cycle next year. Kevin said his recommendation, his motion, would be to pass the budget without the raise at this time. Linda said or to move it to the end of the budget cycle – either one. Kevin asked what would change. Linda said when we get to the end of the budget cycle and someone donated lottery winnings to us or whatever and we can just say all non-union employees get a 2.1% cost of living increase. Or if we find we are in a situation we can afford that throughout the county, then absolutely. Tim asked the Judge if his employees got an increase last year. Judge Webber said he thought they did last year, but not the year before. Jay asked if Kevin had made a motion. Kevin said he made a motion to pass it on to the County Board without the raise. Jay Dunn seconded. Chairman Ashby repeated that the motion has been made and seconded to pass the budget on without the 2.1% increase for the employees. Motion carried 7-0. Chair Ashby asked Judge Webber to redo his budget taking the 2.1% out.

Regional Office of Education

Dr. Cooperider, past Superintendent of Schools, explained that he was present because Matt Snyder, current Superintendent of Schools, and his wife are presently flying to Miami and then on to Haiti to begin the legal process of adopting a Haitian orphan which is something they have been working on for almost 2 years. He asked me to represent him at this presentation. The budget totals \$160,000. There are 15 line items. 12 of those line items are down including the salary line which is down just slightly under \$1,000. Linda asked if there were any non- contractual salaries included in the budget. Dr. Cooperider said no. Tim Dudley said that according to the report that was given at EEHW, the only increase was to health insurance. That was something we could not control, but they did reduce a lot of their other lines. He said he asked Matt that question in EEHW and there were no contractual raises in the budget. Dr. Cooperider went on to say that of the 3 line items that are up, one is the health insurance and the other is building maintenance, but the retirement and social security is down over \$1,000. The total budget for the agency is, by statute, divided into portions of equalized assessed valuation between Macon & Piatt counties. This budget is at nearly the same, \$160,000 as it

was back in the 90's when Dr. Cooperider was presenting it. He said he thought that the salaries, over time, have gone up some, but in addition, the number of personnel has been reduced and / or they've been moved to other funding.

Linda Little made a motion to pass the proposed budget on to the full board, seconded by Tim Dudley. Jay Dunn asked if the total budget is about \$6.7 to \$7 million for ROE. Dr. Cooperider said, if you are talking about accumulating all of the programs that are administered from State and Federal grants, etc... the figure he most recently saw was about \$3 million, but back in the 90's, it was right over \$10 million so it has gone down. Jay said he was just looking at the financial statement and said he is seeing \$6.7 million, but it also looks like there are over \$2 million in reserves. He said he was just curious because it seems like a lot of reserves. Dr. Cooperider said he has been asked that question before and took the position that when there were all of the grants and other sources of funding for alternative programs such as truancy, etc... that we needed to provide a reserve that amounted to about 50% of the annual budget. The reason for that is that if those grants died, which does happen, we would then have a little reserve to either run the program at half rate for another year or run the program at full rate for a half year. Linda said that most of the grants, if they got off, would be cut off in July. Dr. Cooperider affirmed. Jay asked who they answer to on the rest of the budget as this county is pretty small compared to the whole picture. He asked if there was another board such as a Regional Office of Education Board. Dr. Cooperider said, no but they get audited in every program. Each program has its own oversight. Motion carried 7-0.

CITIZEN REMARKS – PUBLIC COMMENT

None

OLD BUSINESS

None

NEW BUSINESS

None

CLOSED SESSION

None

NEXT MEETING

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

Budget Hearing #3 is Monday, September 9, 2013 @ 5:15 p.m.

ADJOURNMENT

Motion to adjourn made by Linda Little, seconded by Patty Cox, motion carried 7-0, and meeting adjourned at 7:05 p.m.

Minutes submitted by Jeannie Durham
Macon County Board Office