

FINANCE COMMITTEE MEETING
September 3, 2013
5:15 P.M.

MEMBERS PRESENT

Keith Ashby, Chairman
Jay Dunn, Vice Chair
Kevin Greenfield
Tim Dudley (left @ 5:45)
Linda Little (arrived @ 5:20/left @ 6:10)
Susanna Zimmerman

MEMBERS ABSENT

Patty Cox

COUNTY PERSONNEL PRESENT

Amy Stockwell, Auditor
Tony Brown, Sheriff's Dept
Ed Yoder, Treasurer's Office
Lori Long, Probation
Sheri Oleson, HR
Josh Tanner, Bd of Review, SofA, GIS
Julie Aubert, Health Dept
Mary Eaton, Recorder
Steve Bean, County Clerk
Lois Durbin, Circuit Clerk
Jolene Jones, Deputy Recorder
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 prior meeting was made by Jay Dunn, seconded by Kevin Greenfield, and motion carried 5-0.

CLAIMS

Motion to approve the claims as presented made by Jay Dunn, seconded by Tim Dudley, and motion carried 5-0.

REPORTS

Audit Sub-Committee

Amy Stockwell reported that they are still working on follow up items such as the grant management policy from last month.

Auditor

Amy reported the budget process in full swing. There are a lot of moving pieces this year and expect a couple of passes through to get all the pieces tied up. Amy said she would be asking for some help from some of the departments on the projection on general fund revenue. I usually do ask and they provide. It is being done a little earlier this year.

Board of Review

Josh Tanner reported they are still negotiating with Tate & Lyle. Hopefully, there will be a resolution before too long. The number of complaints are right around 300. We have not published yet, but Josh did not expect that to increase too much. Keith Ashby asked how many

complaints there were last year. Josh said between 600-700. Jay Dunn asked what Townships would be having quadrennials done. Josh said this year it is Mt. Zion and Long Creek

Supervisor of Assessments

Josh Tanner reported they have just about finished up and would be publishing the first group probably around the middle of the month. That is probably if we see more complaints. Today we took in a number of them just because when people come in to pay their bill, they are reminded to come in and file an appeal. Once published, we'll have another small flurry, but it shouldn't be too many. Jay Dunn asked how many of the Townships did not follow through with what they were supposed to do. Josh said they had gotten in several empty books with Whitmore Oakley being one of them. Some books came back without a whole lot of work. Next year, there is hope of resolving some of that. An empty book is usually not a good sign. Their sales ratio is getting toward Decatur Township's and that is not headed in the right direction. Hopefully, we can get that corrected. They had an election at the Consolidated and they did not elect a township assessor. Hopefully, they will make some kind of change or contact someone to resolve the issue. Josh was asked by Kevin Greenfield if they would be billed. He replied, yes, for what we can do, but your township (Long Creek) is pretty good size and Long Creek was about all we could handle this year. There is not a lot we can bill them for this year, but next year is their quadrennial, so we would expect that they would do all of the work next year or they will get someone who will. I am hoping that they will get someone who would be willing to put in the work because it is going to need it. Their township is rural and it has, unlike Long Creek, there are not a lot of subdivisions in Whitmore Oakley. It is not very homogenous so it takes a little extra effort to get out there in the rural parts and get a good assessed value on all those properties. Hopefully, they will either appoint someone or contract with someone who will do the work. You just can't keep handing in empty books.

GIS

No report

Treasurer

Macon County Board Resolution to Execute Deeds to Convey Property on which Taxes were Delinquent

Motion to approve moving resolution on to the consent calendar was made by Tim Dudley, seconded by Susanna Zimmerman and motion carried 6-0.

Ed Yoder reported that they had a really good response today with people coming in to pay taxes. They had a line all day. The office is staying open until 5:30 this evening. The banks report that they were extremely busy today taking in property payments. People know this is due date and they are paying.

CITIZEN REMARKS – PUBLIC COMMENT

None

OLD BUSINESS

Proposed Budget Circuit Clerk

Lois Durbin started with the Line 4350 of the General Fund which is the only grant received. It has been cut by the State down to \$39,572. That is something they have done, but hopefully, in a year from now when they have received all the monthly reports we have to do now, it may go up again.

Line 5001 is the Clerk salary which is set by resolution.

Line 5455 is the biggest change in this year's budget and is due to balances getting low in other funds. This line includes 33 employees of which 28 are union employees which, per contract, get \$620 for their raise this year. There are 4 union employees that also get longevity pay. There are 2 part time employees that have been in there in the past and will remain there. A supervisor is going to retire in December and her replacement was already in that line, but to bring her up from \$23,000+ up to supervisor pay not equal to the retiring supervisor but to a supervisor level. The assistant to the supervisor also got a raise too because she is expected to do everything the supervisor does except the discipline portion. The new supervisor was bumped up \$14,566.59 and the new assistant was bumped up \$9,551.10 which is what the assistant bookkeeper was making before so that is the same there. With Document Storage funds getting low, I moved 2 employees and one supervisor into that fund, which is the lowest paid supervisor. Jay Dunn asked if these increases would hit the IMRF mark where paperwork would have to be filled out to justify the raise. Lois said the new supervisor will be raised from \$23,000 to \$38,000. Amy said that yes, it probably will trigger that. Keith asked if there were changes to responsibilities. Lois said there were a lot of changes. She will be balancing and making sure all the money is paid out each month. There is a lot of bookkeeping work she will be handling amounting to the millions of millions of dollars taken in by the office each year. Keith asked if the Statute said that paperwork has to be filled out if we promote somebody? Amy said she would check into it and if paperwork does have to be filed, it can be done on the expanded job duties. Lois said it would be for two employees which are the supervisor and her assistant. Kevin Greenfield asked about retiring supervisors. Lois said she had 2 supervisors retire, actually it was the entire bookkeeping department that retired and the promotions were from within which took them out of the union.

The rest of the General Fund remained the same.

The Automation Fund line 5030 has had 2 supervisors added from another fund which was low. This is Melanie's salary. The 2.6% raise for her was set by Judge Webber. The other supervisor is a new line that has been added as a result of taking them from a couple of other low funds. Melanie works in 6 other offices including Probation, the Courts, the Coroner, the Public Defender other than Lois', but Lois pays for all of it. Everything else remains the same.

The Document Storage Fund Line 5600 shows the contractual raise of \$620 for an employee. The scanner is 2 more supervisors that are being from there. A supervisor and another person have been removed from this fund and put into the general fund. Everything else remains the same.

The Restricted Cash fund shows another big change to the budget. Line 5010, 6010, & 6011 have all been taken out because the fund balance projection at the end of this fiscal year is going to be \$2,997.90. The funds are not there to pay salaries. The rest remains the same.

The Clerk's Op & Admin Fund remained the same as last year.

The Electronic Citation Fund, which has been collected for 1 ½ years, is collected, held on to until permission is given to start using e-citations where the law officers can email that. This will help for the software, but cannot be used yet. It has to build according to the Statute.

The Jury Fund is like what is on the first page.

Tim Dudley said that Judge Webber's raises were denied and asked if that meant that the lady that Judge Webber recommended the raise to, not being contractual, fit into those guidelines of the no raise. Keith said the letter he sent out was not completely clear, so it is my opinion that she does fall under that. Lois asked if she should take that out. Keith affirmed.

Keith asked about the 53 fund balance of \$88,000 which is 42 months and is rather high. He asked if there was any way the fund balance could be moved around to maybe 52. Lois said she would have to check the Statute. Keith asked if she could meet with the State's Attorney to see if some of that money could be moved. 42 months is pretty heavy. Lois said she would check with the State's Attorney. Keith said he would be happy to sit in on that meeting.

Jay Dunn said in looking at the fund balance, A050 has \$176,000 projected which is 8 ½ months and you were referring to the 053 which is 42 months. Jay said he would like to see some of this go into the general fund. Lois said the 050 is the automation fund and she currently has 165 boxes of files that are prepared to get microfilmed sitting in the office. This is something that was neglected for a better part of 16 years before Lois came into office and the only way to get it done is to ship them out and get these files microfilmed because they are running out of space. There are 3 people putting them in order and getting them ready to microfilm which is cutting costs, but this is going to cost some money to get this done. Jay asked if there is a contract. Lois said she has spoken to HOV and he knows they are ready. Jay asked how much they are talking about. Lois said close to \$50,000. Keith said the projected ending fund balance is \$251,000 so that is going to grow. Lois said that is only if she only spends \$232,000 this year and there is a bill coming from where she took microfilm and put them into hard drives to put on the lobby computer so that the images are clearer. The microfilm reader, which has to be constantly repaired, and is very expensive to replace the microfilm reader. It is probably going to be close to \$10,000. Keith asked who made the projection of \$251,000 at the end of the year. Lois said she estimated the \$232,000 and gave that amount to Amy who projected the \$251,000 from what I gave her. We emailed HOV to find out what the ones that are out there now would cost and it came back at about \$13,000. The microfilm is 20+ years old and breaks down on a regular basis. That is why we are not using it. They are obsolete so can't really be replaced. Keith said that there are unanswered questions about ending fund balances. Jay Dunn said that the finance committee, for several years has set a policy to shift some of the fund balances over to utilize salaries and stuff in the

general funds. In doing that, we basically take every cent of the County Clerk's every year. The Recorder had quite a bit in hers and we took it down so much we had to give some back this year. The same thing has been done with the Treasurer. We've asked Probation, for several years now, to go into their fund balance. Of course, they have to get approval from the Judge on that, but I think we have to be consistent on what we do with all of the department heads and office holders. We've got \$147,000 projected deficit in 050 and I think there is money in those fund balances. We've always told the department heads and elected officials that if they need the money they should come back. We've cut the Clerk's budget quite a bit because we didn't know if we were going to have a primary at the City. I think we are a reasonable board on coughing up the money when it is deemed necessary, but we've taken this policy of moving the fund balances down for several years and I don't see a reason not to here. Keith agreed, but felt we needed a legal opinion on it first. Linda said she would rather hold off on voting on this budget rather than approving it with changes. She said she would rather see the changes and then vote. She said she also wanted to see the raise taken out too. Kevin asked if that was the only contractual raise included. Lois said there were supervisor raises which amounted to the same 3% as the girls were getting. Keith stated the motion as delaying the vote on this budget until questions are answered and non-contractual raises not be included. Tim Dudley suggested it be put on the last budget hearing meeting agenda. Keith stated he would like to indefinitely put this off until the questions are answered. If it can be done prior to October 3rd, it will, but it will be done no later than October 3rd.

Linda Little made the motion as summarized by Chair Ashby, seconded by Tim Dudley and motion carried 6-0.

NEW BUSINESS

Animal Control

Macon County Board Resolution Approving an Intergovernmental Agreement with the Village of Oreana Regarding an Animal Control Program

There was no one from Animal Control to present this resolution. It was removed from the agenda.

Health Department

Macon County Board Resolution Approving Increase in Appropriations in the FY13 Health Fund Budget for Built Environment Project

Julie Aubert reported that this is in addition to the Re-choose Health Grant and will implement about 55 to 60 bike racks around the city.

Motion to approve sending the resolution to the Full Board with recommendation for approval was made by Kevin Greenfield, seconded by Susanna Zimmerman, and motion carried 6-0.

Macon County Board Resolution Approving Increase in Appropriations in the FY13 Health Fund Budget for DHS FY13 Grant Adjustments

Julie explained that this regards an adjustment in the Department of Human Services contracts for three of the maternal child health programs. The reason for this is because we were not sure of the FY14 State amounts which started July 1st. We had to wait until we got the figures. This is just kind of a cleanup.

Motion to approve sending the resolution to the Full Board with recommendation for approval was made by Linda Little, seconded by Susanna Zimmerman, and motion carried 6-0.

Auditor's Office

Macon County Board Resolution Approving Intellicorp Contract

Sheri Oleson reported that the amended Drivers Policy that was recently passed and cover 412 county drivers. As our efforts for safety revolve, we also implemented some certified driver safety training of which 360 drivers have attended. As part of this driver's policy, a key piece of it will be running the motor vehicle records for the drivers. We'd like to use a 3rd party administrator to run those records. We've negotiated a contract with Intellicorp for this service. They will charge \$14.50 per driver record and their contract is in partnership with Travelers so they come highly recommended to do this. Keith asked what the total amount that is expected to be spent was. Sheri said it would be \$14.50 per record and if every driver signs the permission, it would be 412 drivers – so 12 x \$14.50. Linda asked if it would be paid for out of the insurance fund or general fund. Amy said insurance.

Motion to approve sending the resolution to the Full Board with recommendation for approval was made by Jay Dunn, seconded by Susanna Zimmerman, and motion carried 6-0.

Tim Dudley left the meeting at 5:45 p.m.

County Clerk

Macon County Board Resolution Approving Decreasing Revenue and Expenditures Lines in the Election Budget

Steve Bean explained that one reimbursement from the State is usually \$27,000 but has been cut down to \$12,000. Part of that money went into the previous year, so we only showed about \$5,000 we got from the State this year. So, this resolution decreases the revenue from the state since we are not going to get a reimbursement by \$65,000 and decreasing the expenditures for election judges and supplies by a like amount so it has a zero effect on the budget. Keith asked if the number of judges was being reduced. Steve said no, this is for the current year budget. He explained that he did not want to get to the point like he is this year where we asked for revenue or \$70,000 + and only got in \$12,500 from the state. We did not have enough revenue from the previous year when we were down by about \$5,000. They took \$7,000 of the revenue we took this year for last year. Since we now know that we are not going to get any more money from the state, I am trying to show that reducing the amount of revenue of what would be reimbursements from the state by \$65,000 and decreasing the two budget items for election judges and expenditures for supplies in the election line, since we won't have any more, by the same amount of \$65,000. Next year, if I get money from the state, I don't want it to go toward

this year's budget. I need it for next year's budget. This is the only way I can clean this up so I won't have a repeat of this year where the bulk of the money I got went to the previous year.

Linda Little made a motion, seconded by Jay Dunn to approve passing the resolution on to the full board with recommendation for approval.

Keith stated that he did not understand. If you are decreasing expenditures, does that mean you are going to reduce the number of election judges. Steve said no, this is for this year's current budget when we did not use the money because we did not have a City Primary. Last year, I ended up having to give so many thousands of dollars of this year's money to last year. Amy explained that there are two issues - the budget and how we book it. How we book it is when you earn it, so we book the revenue when you have the election. Steve said we are not going to get \$65,000 in revenue so he wanted to bring the revenue side down and to balance out to zero, I had to bring the expenditures down as well. Keith said but you aren't cutting anybody or reducing your supplies. Linda said that he has it in his FY13 budget to reduce this and not have any effect on what he has spent. Motion carried 5-0.

Macon County Board Resolution Approving Changes in Fees Charged by the Macon County Clerk

Steve explained that last year the General Assembly allowed the County Clerks more expanded abilities to raise fees with fee studies. In the past, we have not been able to raise notary certifications or assumed business names or DBA's. That meant that the cost of doing both the DBA's and notaries were set by statutory amounts. This was increased by the fee study. We put the fees at the higher mark. All of these are based off of either what the Statute said was the maximum you could charge or what the fee study said you could charge by what our cost is. These are made as recommendations. You can take them or reduce them. If this had been in effect this year from December 1 through July 31, we would have taken in about another \$131,000 in fees. Linda asked if the new fees reflect the cost of it or just as high as you can go. Steve said, with the exception of the civil union and marriage, the Statute says you can go up to \$75. The fee study showed \$39. I'm not stuck on any of these fees. That's the only one, the marriage license and civil unions, that is done by statutory. The rest of them are based off our actual costs. Our actual costs are usually \$22.56 for a certified record. The big difference is the Certified Business Name, DBA, or assumed business name. People were paying almost that much just to publish them in the newspaper. We were doing a lot of processing at \$5 plus we have to do more processing now because banks are looking for copies of everything and there's no way to charge for a lot of the associated work that goes with it. The Raffle Licenses are up. In the last year, we have issued one raffle license. There is no real income source there. With the exception of the marriage and civil union, which are set by Statute, and you can leave it at \$65 where it is currently or raise it to the maximum. About 2 ½ years ago we started doing civil unions when we raised the marriage licenses.

Motion to approve sending the resolution to the Full Board with recommendation for approval was made by Jay Dunn, seconded by Susanna Zimmerman, and motion carried 4-1 with Kevin Greenfield voting nay.

Steve stated that the fee increases would go into effect on October 1st if they are passed by the Board. That will give us time to notify the funeral homes and other individuals we deal with on these fees.

Linda Little asked why an additional death certificate cheaper than the first one. Matt Sorensen explained that a big part of the fee studies is the time required to staff people to go look up the record and get the original record. Once you have the original record in hand, the expensive one is the first one. The second copy and the second certification is less expensive because you don't have to go and find it again. Steve said that in the death area, \$4 is sent to the State of Illinois.

Kevin Greenfield stated that they've talked about this in the past. We figure out what our cost is and add to it and then each year, bump it up a little bit as we go rather than do it all at one time. That is what I would like to see. Steve said it has been 10 years since we've had a study. The way it was presented to us was that Bellwether will do a continual flow so that we don't have bigger peaks. If you look at some of the other counties, some of our costs are below theirs. Sangamon and Adams Counties are more for vital records. Most counties, years ago, for a tax redemption, was \$157 and we are only \$130. Kevin said he understood, but some of these are \$1.50 current and now we're at \$18. Steve said those were held down for years as statutory things that we could not move with a cost study. The General Assembly, last year, took DBA's, assumed business names, and Notaries, and finally said you can take that to your fee study and the studier can tell you what that cost is. Jay said he planned on asking Bellwether to come back and give a proposal to check these yearly if these were passed because some of these and in the Recorder's stuff, we haven't raised for many, many years and then all of a sudden, it's a big bump. I agree that I would just as soon monitor it yearly and take a little bump here and little bump there instead of doing what we're doing, but this is the way that has been past practice and I think it's a good thing to change. There's going to be a cost associated with that too. We will be getting a presentation from them on that.

Recorder

Macon County Board Resolution Approving Changes in Fees Charged by the Macon County Recorder

Mary Eaton explained that her office is a little different than the Clerk's in that he has several fees and she has only one fee which is broken into funds. Since she has been in office, the last increases were in 2002 when the fee went from \$21 to \$23 for GIS. In 2003, it went from \$23 to \$30 – again for GIS. The last increase was in August of 2005 for the Rental Housing Support fee. That was a state fee. That brought my current fee up to \$40.

We are suggesting a \$50 fee. The office records approximately 20,000 documents a year. Revenue that could possibly be collected in a year would be \$50,000 for the general fund. Automation may be increased up to \$50,000 if 20,000 documents were to be recorded in a year. GIS would be another possible \$40,000. The Document Storage fund could go to \$60,000. Not all documents have all these fees. That \$50 fee is up to you.

Kevin Greenfield asked why Mary's fees were not raised as high as Steve's. Matt Sorensen explained that for the same reason we don't look at other counties when we are doing a fee study for Macon County, the state law is pretty specific. You have to look at the current operations of the current office under the study. You do a time study based on the salary and the compensation paid to the people in that office, the amount of space they occupy, the amount of technology and automation they pay for every year. Every fee study is different based on the expenses of that office and that office only. It is not a comparison between the Clerk's Office and the Recorder's Office. Every study looks at the office under review. Kevin said, then Steve's raffle license went from \$2 to \$30. If we only have one, why would it jump that high? Matt said that was based on interviews with Steve's staff based on the work required to process a raffle license. They described the process to us and how long it takes them to do it when they have to do it. There has only been one this year and we juxtaposed based on that information what the cost of the operation is. It isn't just people. It's a shared cost for the facility, the space and etc... Jay said that these are user fees so if you want to cut the general fund levy so that everybody can be part of that, not everybody comes in and gets a document and utilizes the county services. They haven't compared these to other counties. They've based it on cost. Kevin said he agrees with Mary's. Jay said that Steve has been doing \$30 worth of work for one raffle and charging \$5 for it.

Jay Dunn made a motion, seconded by Linda Little to approve passing the resolution on to the full board with recommendation for approval and motion carried 5-0.

Mary said her fees would go into effect December 1st because she has to contact the financial agencies and attorneys because sometimes in closing statements, people already have the recording checks made out. I have to give them a little time.

Sheriff's Department

Macon County Board Resolution Approving Inmate Telephone Services Agreement

Lt. Tony Brown explained that this is in reference to the current telephone provider which provides telephone services to the inmates. We are trying to get the agreement approved and in doing so, Consolidated Communication has a 5% increase to the County. This fund usually generates between \$250,000. With approval of this agreement, they will give the Sheriff's Department a \$30,000 signing bonus and \$20,000 for equipment which will be used for buying weapons and other equipment for public safety. Linda asked what the cost was compared to last time. Amy said this is revenue coming to us. It is not cost. They are paying us a commission. We are expecting about \$250,000 revenue. This is part of the General Fund general revenue. Keith said it is \$250,000 + \$30,000 + \$20,000 so we are talking about close to \$300,000 of revenue.

Motion to approve sending the resolution to the Full Board with recommendation for approval was made by Jay Dunn, seconded by Linda Little, and motion carried 5-0.

Probation

Macon County Board Resolution Approving Increase in Appropriations in the Probation Department FY2013 Budget for Mental Health Court

Lori Long said this resolution represents the sustainability of the Macon County Mental Health Court. Considerable discussion and planning occurred between the Mental Health Court stakeholders which include the State's Attorney's Office, Public Defender's Office, Sheriff's Department, Mental Health Board, Judges, the Auditor and the Probation Department. We are looking to amend the current fiscal year budget to record the modified revenue and expenditures associated with the Mental Health Court. We are convinced this is a solid plan.

Motion to approve sending the resolution to the Full Board with recommendation for approval was made by Linda Little, seconded by Susanna Zimmerman, and motion carried 5-0.

Linda Little left the meeting at 6:10 p.m.

County Board

Macon County Board Resolution Setting the Salary for the Office of Sheriff of Macon County 2014 – 2018

Motion to approve sending the resolution to the Full Board with recommendation for approval was made by Jay Dunn, seconded by Susanna Zimmerman, and motion carried 3-1 with Kevin Greenfield voting nay.

Highway Department

Macon County Board Resolution Appropriating Funds for Engineering Expenses for the Agee Bridge Repair Study Along CH38 (Washington Street) East of Maroa

There was no one from the Highway Department to present this resolution. It was removed from the agenda.

CLOSED SESSION

None

NEXT MEETING –

Monday, September 30, 2013 @ 5:15 p.m.

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

Budget Hearing #4 – Wednesday, September 18 @ 5:15 p.m.

ADJOURNMENT

Motion to adjourn made by Jay Dunn seconded by Kevin Greenfield, motion carried 4-0, and meeting adjourned at 6:15 p.m.

Minutes submitted by Jeannie Durham
Macon County Board Office