

COUNTY OF KENDALL, ILLINOIS
SPECIAL Committee of the Whole
BUDGET PRESENTATIONS
Wednesday, September 25, 2019

MEETING MINUTES

1. **Call to Order:** Chairman Gryder called the meeting to order at 9:00a.m.
2. **Board Members Present:** Scott Gryder - Here, Audra Hendrix - Here, Matt Kellogg - Yes, Matthew Prochaska - Here, Amy Cesich - Present, Robyn Vickers - Here, Scott Gengler - Here

Board Members Absent: Elizabeth Flowers, Tony Giles, Judy Gilmour

Others Present: Latreese Caldwell, Scott Koepfel

3. **Items of Business**

- *Discussion and Approval of an Ordinance Setting the Cannabis Retailer Occupation Tax* – Mr. Koepfel stated that the ordinance was set at the maximum amount of 3.75 percent. Motion made by Member Prochaska, second by Member Hendrix to forward the item to the County Board for approval. **With seven members present voting aye, the motion carried by a vote of 7-0.**

Chairman Gryder turned the meeting over to Finance Chair Matt Kellogg for the Budget Presentation portion.

Ms. Caldwell provided a quick overview of the current levy and general fund deficits, the PTELL Calculations, the General Fund Revenue Summary, and the General Fund Expenditure Summary. Ms. Caldwell reminded the committee that the budget parameters set were a two percent increase for all departments/offices, and a two percent increase for personnel.

Member Kellogg stated that the group will focus on the budgets today, and the capital requests at a future meeting.

4. **Budget Presentations**

Dwight Baird, Sheriff's Office – Sheriff Baird focused on the Sheriff's Operations, Corrections, and the Merit Commission revenue estimates, budgets and estimated expenditures. Sheriff Baird stated that he estimates revenue of \$2,153,000 from Inmate Housing, \$126,000 from Inmate Transportation, and \$13,000 for Mileage Reimbursement or an overall estimate of approximately \$2.5 million, approximately 15% over what they estimated in FY2019.

Sheriff Baird anticipates an increase of two percent in expenditures for the year, or \$6, 163, 317, which includes the promotion of a records clerk to an administrative assistant, the creation of a civilian training coordinator position versus the current deputy in that position, cell phone costs, non-sworn salary increases, sworn salary and step increases, and the elimination of one patrol sergeant position.

For Corrections, Sheriff Baird reported an increase of approximately 5.2 percent, or \$247,000. The increase includes increasing medical staff personnel hours in the jail, a 4 percent increase in meals based on the contract with the food service provider, the cost of two compliance audits (PREA and American Correctional Association) at \$14,000 this year, non-sworn salary increases, and sworn salary and step increases, the contractual service agreement for the new security system, and the Tyler Booking Expert system fee, and the Tyler Inmate Web Software Service Agreement.

Sheriff Baird also reviewed the Merit Commission fund, which is decreased from FY2019 due to no promotional testing in this fiscal year.

Sheriff Baird also reviewed their estimated FY2019 revenues for Housing, Federal Transport Mileage Reimbursement, Fines, Fees & Miscellaneous, and HIDTA Revenue, for an overall total of \$763, 000 or 35 percent more than estimated for FY2019.

Andy Nicoletti, Assessment – Mr. Nicoletti reported that his budget increases included office supplies, mileage for training postage, dues, and training due to the quad-year publication requirement to publish every parcel whether it's been changed by the assessors or not. Mr. Nicoletti stated that he was decreasing the publication line item for this fiscal year. Mr. Nicoletti did increase his salary by 2.72 percent, and that he did not increase the unionized clerk salaries for this fiscal year.

Jennifer Gilbert, CASA – Ms. Gilbert updated the committee on changes in the judicial system due to an increase in tragedies involving children and the needs for advocates. Their program has seen a dramatic increase in the number of children participating in the program, and the need for additional volunteers and training.

Ms. Gilbert reported the program would greatly benefit with the current part-time volunteer coordinator moving into that role in a full-time capacity, and the need to increase the other staff salaries which haven't been increased in several years.

Ms. Gilbert stated that eighty percent of their budget is only possible through fundraising efforts and generous donations. Ms. Gilbert also stated that Kendall County Board funding is also critical to CASA Kendall County's ability to hold volunteer training, carry-out recruiting efforts, and advocate at the highest possible level for Kendall County children.

Matt Kinsey, Technology & GIS – Director Kinsey reported he increased his salary by two percent, and the other Technology Services salaries were increased an

average of three percent. Mr. Kinsey reported decreases in the Dues/Memberships line, the training line, the Consultant and Contractual Services line, and Copier Expense line, but stated increases were needed in the Conferences, Mileage, Cellular Phone, Computer Maintenance/Software and Computer Maintenance/Hardware lines.

Mr. Kinsey reviewed the GIS Revenues and Budget with the committee, and reported a decrease in the salary line due to the retirement of one long-standing employee, and the resignation of another one, and their replacements hired at lower salaries. Mr. Kinsey stated there will also be decreases in the office supply, postage, dues/memberships, training, Transfer to SS fund, and Hardware expense lines. New to the budget this year are the Aerial Reflight at an estimated cost of \$36,000, the GIS System - Mapping Rectification at an estimated cost of \$16,000, and an intern at an estimated cost of \$7,200 for this year.

Dr. Amaal Tokars, Health Department – Dr. Tokars led with remarks about the use of their budgeted resources, and explained that not all personnel will receive an increase this year, particularly those hired within the last year. Personnel currently receiving a salary of less than \$50,000 will receive a four-percent increase, and personnel receiving a salary over \$50,000 will receive a three-percent increase.

Dr. Tokars reported that the Health Insurance reimbursement in their budget was based on the numbers that were discussed earlier in the year with Member Cesich and former Member Purcell. Member Kellogg asked if that Health Insurance reimbursement was reflective of the fifteen percent increase, and if they had contacted Treasurer Ferko about the IMRF increase and impact as well.

Rae Ann VanGundy reported on the increase in the Public Health Levy, and an increase in the Homeless Prevention Grant, in which the Health Department only retains ten percent for administrative costs.

Ms. Van Gundy reviewed the line for the Community Health Assessment Plan, and said they would be moving forward with four assessments for the year, which happens about every two years in the Health Department.

Chris Mehochko, Regional Office of Education – Mr. Mehochko reviewed his proposed budget with the committee and stated that the majority of his budget is salary and benefits. Mr. Mehochko stated that Grundy County pays all non-personnel expenses, and Kendall reimburses their percentage, and Grundy pays forty-percent of salary, IMRF and SS expenses. Kendall County pays all medical and dental benefits, and Grundy reimburses their percentage. Kendall pays sixty-percent of salary, IMRF and SS expenses.

Jim Smiley, Facilities Management – Mr. Smiley review the budget from last year and the proposed budget for this year, stating there an 1.8 percent increase from last year primarily due to employee raises that were figured into the budget, as well as

additional overtime to prepare for the winter months, as well as equipment maintenance costs.

Mr. Smiley reported that most of the utilities are projected to decrease with the exception of phones. Mr. Smiley updated the committee on the projected funding for the Solar Project, and where they found funding for that project, and stated that there was an increase in natural gas usage due to a change in the County Office Building from electric to natural gas in the boiler system on the rooftop.

Mr. Smiley briefed the committee on the County's participation in the Demand Response program where the County will turn the generators on, and turn off a percentage of the usage in buildings. The County saved approximately \$32,000 in 2019, and anticipates savings up to \$44,000 in 2020. Mr. Smiley stated this is a 5-year program that included a \$50,000 upgrade to the Public Safety Center generator to meet emissions. That upgrade was at no cost to the County as long as we remain in the program the required 5-years. Ms. Caldwell said that the funds saved from participation in this program are deposited into the Public Safety Capital Improvement fund.

Laura Pawson, *Animal Control* – Director Pawson stated they would be increasing the rabies tag budget line, and Mr. Koepfel said they would be increasing it an additional twenty-five percent due to the mandated cat inoculations and registration.

Ms. Pawson stated that Fines and Fees were decreased, which means they have fewer incoming strays, and increased her salary and the Kennel Manager/Animal Control Officer by two percent. Part-time Kennel Technician salary was also increased in preparation for the mandatory \$15 per hour rate by 2025. Ms. Pawson stated that Microchips decreased this year due to the new software program, and their ability to shop around for microchips, and that they increased the Transportation Board & Care slightly.

Mr. Koepfel stated that the Health Care, IMRF and Social Security transfers were to the General Fund were omitted but would be updated and included in the budget for this year and future budget discussions.

Fran Klaas, *Highway* – Mr. Klaas summarized the three funds that receive revenue from property taxes: County highway, County Bridge and Federal-Aid Matching, and stated that for the twelfth year in a row, they plan to keep that combined levy at two million. Mr. Klaas said that nine to ten million goes back into projects. Mr. Klaas said that their salaries only represent about seven percent of what they take in as revenue.

Discussion on Mr. Klaas' zero percent salary increase, and the fact that he hasn't given himself an increase for several years. Mr. Klaas reminded the committee his salary is different, and requires the passing of a separate resolution to appropriate his salary later this year. Highway Chair Gryder proposed a three percent increase to be

added to the budget, and then when necessary later in the fiscal year, the resolution will be completed and forwarded to the state.

Judge Robert Pilmer, *Judicial Office/Law Library/Drug Court* – Judge Pilmer reviewed the Judicial, Law Library, and Drug Court budgets with the committee, and said they attempted to adhere to the guidelines provided from the County Board.

Judge Pilmer reported that Kendall County will be hosting the 2nd Appellate Conference semi-annual conference in 2020, and is the reason for the increase in the Conference Budget line to accommodate for speakers fees, travel to the program, etc.

Judge Pilmer stated that he increased the budget to replace older courtroom furniture. There is an increase in the Chief Bailiff salary and the hourly Bailiff salary pool, reflecting an increase from \$13.50 to \$14.50 per hour rate, and Judge Pilmer stated that he anticipates a two percent increase for the Court Administrator position that is currently vacant.

Judge Pilmer briefed the committee on the Victim Impact Program which is geared toward helping offenders to become more aware of the impact that crime has on victims and to take responsibility for their actions and begin to make amends.

Vicki Chuffo, *Public Defender* – Ms. Chuffo reported a proposed three percent increase in salaries based on what unions are requesting, an increase in Books/Subscriptions based on the increased fees for Criminal and Traffic Statute books, and in Dues/Memberships for ARC Licensing dues based on the number of years in practice. Ms. Chuffo increased the contractual line in anticipation of an insanity defense trial next year and the need for a Psychiatrist evaluation for the upcoming trial, and two Sexually Violent Person Commitment cases where experts are used for expert testimony. Ms. Chuffo also anticipates an increase in the number of Misdemeanor Trials going to either bench or jury trial, and the need to use an investigator for those trials. Ms. Chuffo uses the DuPage County investigator when needed.

Alice Elliott, *Court Services/Probation* – Ms. Elliott introduced herself and reminded the committee that she assumed the role as the new director on August 6, 2018. Ms. Elliott reported that Probation/Court Services declined the 708 Mental Health Board funding of \$500 for this year, and needs to adjust the Probation Fee fund revenue line item to reflect the lack of funding.

Ms. Elliott also said that Probation is run through general fund money as well as Probation Service fee funds (users of probation services pay into the fund through monthly probation fees, and also reimbursement for direct services), and is specifically used to enhance service delivery for the probation population that they service through programs, some capital expenses such as vehicles that officers use for servicing the population in the field. Ms. Elliott stated that she is holding off on using these funds for vehicles for at least one-year.

Ms. Elliott explained that General Fund money is used for salaries, and they do receive state reimbursement and municipality reimbursements from the police departments that help off-set the cost of the diversion officer.

Ms. Elliott said the budget will basically remain the same as last year, as she analyses the needs, the population served, and the current programs and services provided before making any changes.

Ms. Elliott stated that IOAC is funding a Special Program Supervisor at one-hundred percent salary up to \$66,000. The benefits will be covered by the increase of \$98,000 from the state. Ms. Elliott also received a notice from IOAC stating that she could send County-funded positions that need to be funded or subsidized, that she could submit them for funding consideration as well. She will receive notice of any funding in late October or early November.

Robyn Ingemunson, Circuit Clerk – Robyn Ingemunson reported that with the overhaul in the fines and fees, and other changes, she calculated her budget this year based on last year’s statistics, calculated what would be brought in under the new way, and subtracted all of the waivers and appearances.

Ms. Ingemunson reported that they are going into mediation with the union because they can’t come to an agreement. She estimates backpay for 2019 as approximately \$46,000, and estimated wages for 2020 as \$947,500 total.

Ingemunson said that the Court Automation agreement with Technology Services will not be renewed in 2020. Ms. Ingemunson stated that she thought Gina Hauge would spend more time in the Circuit Clerk’s Office than she was able to provide.

Discussion on the CMS Technology update project, the need to begin putting funds aside for e-citation and other changes that will be required, and the possibility of switching from the JANO system if it is unable to keep up with all of the additional changes. Ms. Ingemunson stated that all changes or enhancements are always funded through the Court Automation fund.

Ms. Ingemunson said that one large change that might have an impact this year will be the mandated requirement to post signs notifying citizens of the possibility of certain court fine waivers.

5. Public Comment - None

6. Questions from the Media – None Present

7. Action Items for the County Board - *Approval of an Ordinance Setting the Cannabis Retailer Occupation Tax*

8. Items for the Committee of the Whole - None

9. **Executive Session** – Not needed
10. **Adjournment** – Member Hendrix made a motion to adjourn the Budget Presentation meeting, second by Member Gengler. **With all in agreement, the meeting adjourned at 12:25p.m.**

Respectfully submitted,

Valarie A. McClain
Administrative Assistant & Recording Clerk