



Finance Committee Meeting - Budget Wrap-Up and Preliminary Levy Minutes

Lee County, Illinois

Tuesday, September 24, 2024 at 9:00 AM

Old Lee County Courthouse, Third Floor Committee Room, Dixon, Illinois 61021

This meeting can be viewed in its entirety on YouTube using the web address below
<https://www.youtube.com/watch?v=urqsyq7leU0>

- I. Call to Order
Meeting was called to order at 9:00 a.m., by Chair Jim Schielein.
- II. Committee Member Roll Call: Chair Jim Schielein, Vice Chair Mike Book, Tom Kitson, Lirim Mimini, Tim Bivins, Nancy Naylor, Jennifer Dallas
Jim Schielein, Tom Kitson, Tim Bivins, Nancy Naylor, and Jennifer Dallas all attended in person. Mike Book and Lirim Mimini were absent.
- III. Meeting Attendees and Visitors
Dean Freil, Keane Hudson, and Bob Olson (Board Members), Jeremy Englund (Administrator), Reid Mitchell (Financial Director), Paul Rudolphi (Treasurer), and Becky Brenner (Board Secretary) all attended in person. Charley Boonstra (State's Attorney) attended via Zoom.
- IV. Approval of the Minutes from the Previous Meeting - None
There were no minutes to approve.
- V. Old Business
There were no topics under Old Business.
- VI. New Business
 - A. Budget Wrap-Up
 1. General Fund Consolidated Budget
Following are highlights from the proposed general fund consolidated budget discussion:
 - \$7.75 million in property taxes are being filtered into the general fund.
 - Roughly \$18,000,059 is estimated for general fund revenues.
 - Roughly \$18,000,056 is estimated for general fund expenses.
 - The estimate from the state shows PPRT (Personal Property Replacement Tax) reduced by an additional \$75,000.
 2. Department Draft Budgets
The committee reviewed the proposed budgets for all departments. Following are highlights:
 - Highway
 - Highway tax levy request was reduced by \$96,000.
 - \$200,000 of anticipated excess revenue is being moved from the Solid Waste fund into the general fund. This still leaves a

balance of \$2 million in the fund which is required by ordinance.

- Sheriff's Office

- Holiday pay and sick pay were adjusted by nearly \$500,000. The figure had been mistakenly accounted for twice in the budget request due to consolidation changes in the union contract.
- The requested for an additional administrative staff member and officer were removed.
- Based on past trends, the clothing allowance was adjusted to \$15,000.

- Maintenance

- Salary figures were based on the likelihood of a retirement and succession planning. The proposed budget included a two-month overlap.
- The adjustment of nearly 73% was made in the electricity line-item due to increased cost. The County had a contract with a much lower rate that expired. The new rates were significantly higher.

- Animal Control

- Reid explained that Animal Control is a department that essentially operates independently from the general fund. Revenues from fees support their expenses.
- Changes to the budget for FY2025 include a \$60,000 transferred out of surplus to the capital fund to purchase a new vehicle.
- \$8,000 will be transferred out of the pet population fund to the department budget to offset administrative fees.

- EMA

- Reid explained that Kevin Lalley had reported that Federal and State grant funding for FEMA would likely be reduced or unavailable going forward.
- Grant request of \$25,000 was adjusted to \$10,000
- Transfer into the budget of \$84,726 was required to make it balance.

- ROE

- No major adjustments made to the budget.

- Veterans

- No major adjustments made to the budget.

- Health Department

- Reid explained that the Health Department is almost entirely funded through grants. No substantial changes were made.

- Circuit Clerk

- The committee is looking to use a portion of the department's restricted funds to offset the cost of training on the new case management software.
- The case management software will be a capital expense that could potentially be offset by grant funding.
- Reid reported that Amy Johnson had explained that fees affected by the Safety Act will likely begin to slow down in FY2025.
- The office will be entering Union negotiations later in the year, so salary adjustments will need to be made.
- Probation
 - Interest income was moved from probation services to the general fund.

The committee took a break from 10:35 - 10:43

- State's Attorney
 - An additional employee was added to the budget for FY2025.
 - There was an increase to the Appellate Prosecutor fee of \$3,000.
- Public Defender
 - No major adjustments made to the budget.
- Judges
 - No major changes to the budget.
 - Reid did explain that he made an adjustment in the law library fund. It looked like payments for the law library were being paid out of the lawbooks and subscription line item.
- County Board
 - The most significant change to the budget was the addition to the full-time salary for an HR Representative. This created an increase in fringe benefits, supplies, and the equipment and furniture line item.
 - Funds for the grant stipend were moved to the consultant line item.
 - The training and conference line-item was increased. More Board Members are wanting to attend conferences regarding different operations within the County.
- Treasurer
 - No major adjustments made to the budget.
- Zoning
 - Zoning fees were significantly less this year.
 - Reid explained that the Planning Commission budget was merged with the Zoning Budget.

- Assessor
 - No major adjustments made to the budget.
- County Clerk
 - The proposed budget accounts for one headcount that is on leave for the purposes of cross training for succession planning.
 - The office will be entering Union negotiations later in the year, so salary adjustments will need to be made.
- IT
 - No major adjustments made to the budget.
- Coroner
 - \$40,000 of restricted funds were moved to the general fund from contractual services.

3. Capital Budget

The committee walked through the projections within the capital budget. The preliminary budget showed roughly \$3.6 million remaining in the FY2024 budget and an estimated \$5.1 proposed for FY2025.

B. Levy Overview

Jeremy and Reid walked the committee through the general fund consolidated budget. Following are the highlights:

- Estimated new construction is \$45 million dollars. This amount includes what the County was not able to capture last year in renewable energy projects and portions of the Gateway Development area near I-88.
- Current CPI (Consumer Price Index) used for levy calculations is 3.4%.
- Adjusted EAV (Equalized Assessed Value) estimation is \$1,109,963.57 which is a 7.77% increase from last year.
- Total tax revenue is \$9,439.911.

Jim Schielein explained that under PTELL (Property Tax Extension Limitation Law), the County can only fully capture new construction one time. If the new construction is not captured within the first year, the income is lost, and the County is then subject to the CPI.

VII. Executive Session

There was no request for an Executive Session.

VIII. Adjournment

Motion to adjourn at 11:34 a.m. **Moved** by Tim Bivins. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

The next Finance Committee Meeting is scheduled for
9:00 a.m., on Thursday, October 10, 2024

Respectfully submitted by:
Becky Brenner - Board Secretary