

CHAIRMAN'S ADVISORY LEGISLATIVE FORUM (CALF)
McHenry County Government – Administration Building
667 Ware Road
Woodstock IL 60098

MINUTES OF TUESDAY, SEPTEMBER 29, 2009

The CALF meeting was called to order by Chairman Koehler at 8:32 a.m. The following members were present: Chairman Koehler; Yvonne Barnes; John Hammerand; Tina Hill; Mary McCann; Pete Merkel; Marc Munaretto; Lyn Orphal; Sandra Fay Salgado; and, Ersel Schuster. Ed Dvorak and Anna May Miller were absent. Also in attendance: Jim Heisler, Vice Chairman – County Board; Peter Austin, County Administrator, John W. Labaj, Deputy County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; interested department heads and elected officials; and the press.

Yvonne Barnes	Ed Dvorak
John Hammerand	Tina Hill
Mary McCann	Pete Merkel
Anna May Miller	Marc Munaretto
Lyn Orphal	Sandra Fay Salgado
Ersel Schuster	

MINUTES: Mr. Heisler made a motion, seconded by Ms. Salgado to approve the CALF minutes of January 20, 2009 and May 20, 2009. The minutes were approved as submitted with a unanimous voice vote of all ayes.

PUBLIC PARTICIPATION: None

NEW BUSINESS:

Current financial status of the County: Mr. Austin provided an update on the financial status of the County and the current budget process. It is anticipated that the FY 09/10 budget will be put on public display by the County Board on October 20, 2009 with final adoption on November 17, 2009. Although times are tough and dollars are limited, departments have done a good job in addressing the needs of the County and trying to keep their budgets down. Some projects will need to be put on-hold such as the Public Safety Building. Several positions have been unfilled and at least 24 positions have been frozen. Revenues will be tight for 2010 and the budget must be built on reality, not hope. In 2010, wage increases will be less; there will be fewer supplemental, fewer new positions and more frozen positions. It is recommended that a CALF be scheduled after the close-out of 2009, in late January / early February, to reconsider/revisit some supplemental requests that were unfunded.

FY 09/10 supplemental budget requests: Mr. Sarbaugh then provided a line-by-line review of FY 09/10 recommended supplemental requests for both the General Fund and the Special Revenue Funds.

Supplemental Items funded within the 2010 budget include:

P&D - request for a Stormwater Engineer (funded by eliminating most of the consultant budget) and a Permit Management System (the department is working to reduce costs for this system).

County Clerk – Elections: \$100,000 has been set aside; the County Clerk is requesting an additional \$95,000 and if needed this amount will be added from the General Fund.

Facilities Management – to address an increase in utility costs \$150,000 has been moved from vehicle expenses.

Information Technology - \$300,000 has been budgeted and the State's Attorney's request for computer equipment will be addressed when the County's current computer lease expires.

Court Administration - Mental Health Court specialized software request will be funded from the Mental Health Court Fees.

Public Defender's request for a position reclassification is budget neutral.

Information Technology contract renewal, Avaya lease; Devnet Tax Software and Canatal and Libert replacements have been included in the budget with additional funds provided due to the increase in lease expenses.

Mr. Sarbaugh noted that long-term financing may need to be considered to address the Integrated Criminal Justice (\$1,500,000); LAN infrastructure (\$2,000,000) and replacement of the control board for door switches and CCTV monitors (\$185,000).

Based on real needs, Recommended General Fund Supplemental requests include the following:

Assessments – (1) a reclass of an Assessment Specialist 1 from full-time to part-time (no impact); (2) additional funds for Alternate Board of Review Hearing Officers (\$6,000), and (3) an increase in contractual printing for required new assessment notice (\$3,300).

Purchasing – (1) an increase in postage for required sending of assessment notices (\$30,000).

Planning and Development: - (1) Printing of 2030 Plan (\$3,000) and (2) meeting expense to host public events to release 2030 Plan (\$3,000).

Facilities Mgmt - (1) Elevator upgrades (\$12,860).

I.T. - (1) ADP Contract Renewal (\$10,000).

Mr. Sarbaugh explained that the Special Revenue Funds FY 09/20 supplemental requests do not compete with other funds as they have their own revenue stream. Supplemental FY 09/10 requests in the Special Revenue Fund include the following:

VAC – Salary adjustment for an Administrative Specialist I (\$1,332.09); Increase for Veterans Assistance (\$12,992); a grant funded program for Medical Exam and Opinion (\$15,000); and an Administrative Van (\$32,500). It was questioned for the request for a van was still needed since a vehicle has been provided by PACE. This need will be investigated.

Facilities Management – Increase light & power costs at DOT (\$7,220); Fire protection water sprinkler system inspection (\$2,731)

DOT – Salary increase for the Planning Liaison (\$3,190.28); High visibility tee shirts for personnel (\$4,000); two fully rigged snow plows (\$530,000); and one patch wagon (\$35,000).

Court Services – replace 2 vehicles (\$50,000).

Geographic info Systems (GIS) – Position reclassification of Developer/Analyst (\$11,613.11); position reclassification to a lead software engineer (no budget impact); renew GIS consulting services contract (\$24,500); Digital aerial photography for 2010 census year (\$120,000).

County Clerk – Toner cartridges for extra office printers (\$2,500).

Facilities Management – Increase overtime for snow removal & on call pay (\$1,000).

Valley Hi – Replace clothes dryer (\$5,000); purchase of sit-to-stand lift (\$5,000); Software to move to electronic health record (\$45,000).

Mr. Munaretto commented that the Finance and Audit Committee would need to identify a source of funding for the replacement of door switches for the jail, noting that this would not be considered a capital expense as they are needed to replace existing locks. He stated that one option to consider would be the use of unexpended contingency funds which could be encumbered in this year's budget.

It was noted that if the lock system fails, the system would need to be manually accessed to properly lock down the block and cells. Chairman Koehler stated that this would also raise a safety concern and add to staff time. A move to a more state of the art system should be done instead of trying to replace outdated equipment.

Ms. Schuster stated the cost to purchase the two snow removal plows appears to be too expensive. Chairman Koehler stated although the price appears outrageous, these vehicles will replace older plows and the plows will be fully rigged. Ms. Hill questioned if this cost could be taken from the General Fund. Chairman Koehler replied "no" this is a highway fund expense. Ms. Salgado questioned the costs of the Valley Hi lift and it was noted that this request could be for more than one lift, but this would need to be looked into.

These recommendations will move forward to the Finance and Audit Committee for consideration and action. Attendees were invited to attend that meeting. Ms. McCann questioned if Valley-HI was an enterprise fund and as such if the County could borrow from the fund, adding that DeKalb County borrowed from their nursing home funds. It was noted that Valley Hi has been an enterprise fund for several years and that it would be unlawful to borrow from the fund for General Fund purposes. Mr. Sarbaugh also noted that Valley Hi has a tax levy to maintain and operate a nursing home, which DeKalb County does not.

Chairman Koehler questioned the State's Attorney's need for five laptop computers. In response, it was noted that the requested computers were for use by attorneys in the court rooms and that currently the computers being used are not supported by the I.T. Department. All attorneys do have access to a computer, but it is not an ideal situation.

Mr. Austin noted there is still a lot of work to be done and invited all to contact him if they had additional questions or comments.

Chairman Koehler stated everyone's comments were appreciated, adding that to keep the process transparent it may be necessary to schedule a Committee of the Whole so all will be clearly informed. Mr. Austin suggested that a presentation at a County Board meeting should address any concerns.

OLD BUSINESS: None

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MISCELLANEOUS: Ms. Hill commented that the soberness in the room reflects her own home budget concerns. She also announced that there will be a short ceremony on October 6, 2009 just prior to the County Board meeting to dedicate a tree on behalf the Lincoln bicentennial celebration.

Chairman Koehler commented that the County did a good job in looking at the revenue stream over the last year and staff was realistic in planning for the coming year's budget. He thanked everyone for their part in making the budget work and noted that McHenry County is one of the few counties that has been able to weather the financial storm. He stated there are great things on the horizon and the possibilities are exciting.

Ms. McCann commented that during the upcoming year the County should look at investing in improving efficiencies through the use of a unified permitting management system.

REPORTS: None

ADJOURNMENT

There being no further business, Mr. Hammerand motioned, seconded by Ms. Orphal, to adjourn the meeting at 9:30 a.m. The motion carried with a unanimous voice vote.

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RECOMMENDED FOR BOARD ACTION: None

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