



AGENDA
Budget Committee
Wednesday, February 26, 2020
@ 3:00 PM
Peoria County Courthouse, Room 402

1. **Call to Order**
2. **Approval of Minutes**
 - December 4, 2019 (*joint with Executive Committee*)
3. **Informational Items / Reports / Other Minutes / Updates**
 - Monthly Financial Report
 - FY 2019 Unaudited Update
4. **Miscellaneous**
5. **Adjournment**

DRAFT

**Joint BUDGET COMMITTEE & EXECUTIVE COMMITTEE
Regular and Budget
December 4, 2019**

COMMITTEE MEMBERS PRESENT:	Andrew Rand – Chairman/Executive Committee; James Fennell – Chairman/Budget Committee; Jennifer Groves Allison, James Dillon, Kate Pastucha (<i>teleconference</i>), Rachel Reliford, Rob Reneau, Steven Rieker, Paul Rosenbohm, Phillip Salzer, Sharon Williams
MEMBERS ABSENT:	
STAFF PRESENT:	Scott Sorrel - County Administrator; Shauna Musselman – Assistant County Administrator; Jodi Hoos, Larry Evans - State's Attorney's Office; Randy Brunner – Chief Financial Officer; Julie Ciesla, Paul Letcher, Kimberly Hudson, Shelby Walenty – Finance; Angela Loftus – Asst. Director of Human Resources; Jamie Dowell – County Administration; Karen Raithel – Sustainability & Resource Conservation; Jessica Thomas, Margaret Kowalski – County Auditor; Monica Hendrickson – Health Department; Nicole Bjerke – Treasurer; Rachael Parker, Mike Deluhery – County Clerk; Beth Crider - Regional Office of Education; Brian Asbell, Doug Gaa, James Middlemas, Chris Watkins – Sheriff's Office; Amy McLaren – County Highway; Rena' Parker, Jennifer Shadid – Courts; Dan O'Connell – Facilities Director; Mark Little – Chief Information Officer
VISITORS	

Call to Order

Chairman Fennell called the meeting to order at 300 p.m.

A motion to allow the participation of Ms. Pastucha via teleconference was made by Ms. Williams and seconded by Mr. Reneau. The motion carried unanimously.

Approval of Minutes

A motion to approve the Budget Committee minutes of August 28, 2019 and Executive Committee minutes of October 30, 2019 was made by Mr. Rosenbohm and seconded by Ms. Groves Allison. The motion carried unanimously.

Budget

Budget Committee

A motion to approve budget under the purview of the Budget Committee as recommended by the County Administrator was made by Mr. Rieker and seconded by Ms. Groves Allison.

Mr. Sorrel advised that the Budget Committee has oversight of \$4.7 million in revenues and \$4.75 million in expenditures in the Debt Services Fund, the sole budget over which the Budget Committee has oversight. He stated the fund is responsible for making bond payments for all forms of debt, with the exception of Heddington Oaks. He commented that this committee has oversight of 4% of the revenue budget and 3% of total expenditures across all funds. He stated that as Debt Service is a Special Revenue Fund, there is no General Fund departmental budget.

The motion to approve the budget under the purview of the Budget Committee as recommended by the County Administrator carried unanimously.

Executive Committee

Mr. Sorrel advised that the Executive Committee has oversight of \$29.88 million in revenues and \$8.84 million in expenditures. He commented that this committee has oversight of 23% of the revenue budget and 7% of total expenditures across all funds. He advised that the Executive Committee has oversight of 67% of General Fund revenues and 20% of General Fund expenditures.

A motion to approve the budget under the purview of the Executive Committee as recommended by the County Administrator was made by Mr. Rosenbohm and seconded by Mr. Fennell.

Mr. Salzer asked to pull “Committee Budget Changes” for further discussion.

The motion to approve the budgets under the purview of the Executive Committee, with the exception of Committee Budget Changes, carried unanimously.

➤ Committee Budget Changes

A motion to approve was made by Mr. Fennell and seconded by Mr. Dillon. Mr. Salzer recommended transferring \$420,000.00 in funds to Building Improvement (\$320,000.00) of which would be allocated to the Fire Alarm System project at the Peoria County Jail, and \$100,000.00 for a hot water line replacement at the courthouse.

Mr. Sorrel noted that the “Buildings” portion of the FY 2020 Capital Improvement Budget and 2020-2024 Capital Improvement Plan presented at the December 3, 2019 meeting of the Infrastructure Committee was deferred until the January committee meeting in order to hold a policy discussion on prioritizing capital improvement projects.

Mr. Sorrel clarified that the motion on the floor would allocate \$420,000.00 originally recommended for a Children’s Waiting Room project and reallocate \$100,000.00 of those funds to a domestic hot water line replacement at the courthouse and \$320,000.00 to the fire protection project at the Peoria County Jail. He noted that the original FY 2020 budget did not recommend any funding for the domestic hot water line replacement and recommended \$180,000.00 for the fire alarm project at the jail. He stated that the recommended increase for the fire alarm project would increase the allocation to \$500,000.00.

Mr. O’Connell discussed the need for an updated fire alarm system, commenting on the necessity in complying with upcoming UL mandates and the current outdated and incompatible system.

Mr. Rand stressed that the proposed amendment will not alter the dollar value of the FY 2020 capital improvement budget specifically related to building projects, but re-prioritizes how a portion of the \$800,000.00 budget will be spent in FY 2020.

The motion to approve Committee Budget Changes as amended carried unanimously.

Informational

➤ Springdale Cemetery Minutes

No verbal report. No questions or comments from committee.

➤ CDAP/GAP/Macro/Other Loan Report

Mr. Sorrel advised that the one currently one active GAP Loan, that of CPO Holdings, is current. He stated that the CDAP/GAP Loan Fund has a current balance of just over \$730,000.00. He commented that the loans of Trefzger, Hoerr Racing, and Quest Charter Academy are all current.

➤ Heddington Oaks Financials

Mr. Sorrel directed committee members to the submitted report. No questions or comments from committee.

➤ Monthly Financial Report

Mr. Sorrel directed committee members to the submitted report. There were no questions or comments from committee.

Joint Resolution

➤ **Additional Appropriation in the Risk Management Fund** (joint with County Operations Committee)

A motion to approve was made by Mr. Salzer and seconded by Mr. Reneau. Mr. Sorrel advised staff requests a budget amendment in the amount of \$580,000.00 in the Risk Management Fund due to unanticipated expenditures, specifically two workplace injuries requiring surgery, liability case settlements, and significant legal fees related to pending litigation.

Mr. Sorrel remarked that the revenue for the Fund comes from property tax, and noted that the County Board has the authority on an annual basis to levy funds if needed for Risk Management purposes. He stated that in an effort to keep the overall tax rate flat in past years, this levy has decreased over time and fund reserves began FY2019 with a negative balance. He advised that staff proposes appropriating the funds from the Risk Management Fund itself, taking the reserves of the Fund further negative in order to cover the expenses. He added that strategic decisions on means of allocating the total property tax levy in order to recapitalize the negative funds will be necessary over the next several years.

The motion to approve carried unanimously.

Resolutions

➤ **Revised Financial Policies**

A motion to approve was made by Mr. Fennell and seconded by Ms. Williams. Mr. Sorrel advised that the policy is being updated to revise fund balance requirements for the Risk Management Fund, Debt Service Fund, Capital Projects Funds, and specific Special Revenue Funds. He stated language has been included to provide County Administration one year to prepare and present a plan on recapitalizing funds if fund balance falls below established levels. He remarked that language has also been added requiring all bank accounts used for official county business to be recorded on the general ledger.

The motion to approve carried unanimously.

➤ **Annual Authorization for Year End Transfers**

A motion to approve was made by Mr. Rosenbohm and seconded by Ms. Groves Allison. Mr. Sorrel advised that the annual resolution permits and authorizes the County Administrator to transfer funds as necessary for year-end transactions within appropriations to meet required expenditures. Additionally, the resolution allows a transfer of \$440,000.00 in surplus General Fund revenues generated from PPRT to the IMRF Fund, eliminating the need to increase property taxes.

The motion to approve carried unanimously.

➤ **Abatement of Bond Tax Levy – Series 2010A; 2010B (partial); 2010F; and 2011 Bonds**

A motion to approve was made by Mr. Rosenbohm and seconded by Ms. Williams. Mr. Sorrel advised Peoria County holds several bonds which have alternate revenue sources. He stated that if the Public Facility Sales Tax would be insufficient to make the bond payment, the bond covenant requires the County to levy a property tax to ensure the bond payment. The action of the resolution ensures that Peoria County has adequate alternate revenues other than property tax, to make the bond payments.

The motion to approve carried unanimously.

➤ **Approval of the Annual Tax Levy Ordinance**

A motion to approve was made by Mr. Fennell and seconded by Ms. Williams. Mr. Sorrel advised that the value of the Tax Levy Ordinance for 2019 payable 2020 is \$27,874,320.00 with a projected rate of 82.41¢ per \$100.00 of EAV.

The motion to approve carried unanimously, with Ms. Pastucha voting aye via teleconference.

➤ **FY 2020 Annual Appropriation and Budget Ordinance**

A motion to approve was made by Mr. Fennell and seconded by Ms. Reliford. The motion to approve carried.

✚ **The following Standing Committee meetings were summarized by their respective Chairperson as follows:**

County Operations

The following resolutions were recommended to the County Board for approval.

- Additional Appropriation in the Risk Management Fund (joint with Budget Committee)
- Copy Equipment Bid Award
- Excess Health Insurance
- Risk Management Excess Insurance
- IWIRC Contract Extension
- F 2020 Authorized Staffing Count

Mr. Reneau advised that a resolution for Employee Drug Testing Policy Revisions was pulled to enable staff to provide further language clarification.

Public Safety and Justice

The following resolutions were recommended to the County Board for approval.

- Animal Control Contract Extensions
- FY 2019 SCAAP Award
- FY 2019 Appropriation into C.O.P.S. Fund
- Sheriff's Police and Court Security Officer Uniform Bid
- Juvenile Guardian Ad Litem Grant budget amendment
- Reinstate FY 2020 requested budget for Courts Administration Personnel Lines

Infrastructure

The following resolutions were recommended to the County Board for approval.

- JDC Flooring Replacement
- Quotations for 2020 County Highway Maintenance Materials
- Additional Appropriation to Township MFT
- Revised participation in the Illinois Department of Transportation's 2018 County Engineer's Salary Program
- Participation in the Illinois Department of Transportation's 2020 County Engineer's Salary Program

Mr. Salzer noted that a resolution for the FY2020 Capital Improvement Budget and 2020-2024 Capital Improvement Plan was deferred to the January meeting of the committee.

Land Use

The following was recommended to the County Board for approval.

Zoning Cases

- #048-19-U, Petition of David & Virginia Molleck
- #054-19-Z, Petition of JCD Solar Consulting, LLC dba Melink Solar
- #055-19-U, Petition of JCD Solar Consulting, LLC dba Melink Solar
- #056-19-S, Petition of Peoria County

County Health

The following resolution was recommended to the County Board for approval.

- Peoria City/County Landfill Budget 2020

Ways and Means

The following resolution was recommended to the County Board for approval.

- Monthly Delinquent Taxes

Budget Committee

CANCELED

Miscellaneous

Mr. Rieker requested a review of the Peoria County Purchasing Policy within the next year specifically regarding language clarifying donations by Peoria County to non-profit and other organizations.

Adjournment

The meeting was adjourned by Chairman Rand at 4:41 p.m.