COMMITTEE REPORT

COMMITTEE: **Finance, Tax & Budgets**
CHAIRPERSON: **John Schultz, Chairman**
DATE/TIME: **May 25, 2023 at 6:00 p.m.**

PRESENT: ☒ John Schultz ☐ John Creighton ☒ Steve McIntyre
☒ John Lang ☒ Diane Gallagher ☒ Don Zillig
☒ LaDon Trost

Other Board members: None.

Others: Tammy Cahill, Laura Edmonds, Melisa Hammer and Scott Toot

1. **Call to Order –** John Schultz called the meeting to order at 6:00 pm.
2. **Roll Call –** A quorum was established.
3. **Approval of Minutes**
   a) Minutes of the April 27, 2023 Finance, Tax & Budgets Committee Meeting – **Diane Gallagher made a motion to approve the April 27, 2023 Finance, Tax & Budgets Committee Meeting minutes as presented. Seconded by Steve McIntyre and motion passed following a voice vote resulting in all ayes.**
4. **Citizens Comments –** None.
5. **Unfinished Business**
   a) FY2021/FY2022 Strategic Goals and Plans – John Schultz commented that we do have a board retreat coming up on July 6th. The committee updated their goals and plans. Next month we will try to think of items for the retreat.
6. **New Business**
   a) Discussion and possible action on the FY2024 Budget Preparation Schedule – John Schultz commented that we are going to try to go back to the tried and true fifteen steps this year. In past years we have had committee approval on this but we are not this year to allow us some flexibility if we need to adjust the schedule. Toot added that we will be resuming the joint committee meetings because we had some comments from Board members last year that they didn't feel they knew what was going on with the other committees without the joint committee meetings
   b) Discussion and possible action on the FY2024 Budget Review Schedule – Toot commented that we made a decision this morning under the Social & Environmental Committee, Social & Environmental Services, there are agencies that have come to present in past years. Unless there are any changes, which we give them the amount allocated, we are not going to require them to appear in person.
   c) Discussion and possible action regarding Paying Agent Services – 2023 Bonds – Toot read an email from Stephan Roberts in regards to the paying agents. They requested paying agent fee quotes from six banks. The lowest fee overall is Zions Bank option to pay the full paying agent fee upfront at closing. If you would rather pay annual over the twenty-five year term of the bonds Amalgamated Bank of Chicago is the lowest. They both have lots of experience serving issuers in Illinois. Baird has worked with them both and they both do a great job. Hammer commented that if you are looking at paying the lump sum

that figure is planning to be in bond for twenty-one years. Her thoughts are if we don't do the whole twenty-one years we have already paid them the full amount. She suggests we pay an annual fee and if we pay it off early then we cut out that annual fee. McIntyre agreed. **John Lang made a motion to approve Amalgamated Bank of Chicago as the Paying Agent with an acceptance fee of $300.00, an annual administration fee of $300.00 for a total of $7,800.00; out of pocket expenses/miscellaneous charged commensurate with the service provided. Seconded by Don Zillig and motion passed following a voice vote resulting in all ayes.**

7. Staff Reports

a) Chief County Assessment Office – Laura Edmonds reported they have been active with the public fielding phone calls and explaining the tax bills, exemptions and farmland values. They continue to work on Township Assessor work. Ten townships have been turned in of which six have been completed. We received the Sales Ratio from the State. The PTAX215 report was included in the packet. Edmonds explained what a sales ratio is. Eric Dost of Dost Appraisal has taken on the Prairie Ridge PTAB case. The annual Farmland Assessment Review Committee is scheduled to have its annual meeting on June 7th at 6:30 p.m. board of Review is scheduled to open their 2024 assessment year on June 7th at 9:00 a.m. The final judgment on the Hurlbert vs. Edmonds case has been received.

b) Treasurer's Office – Melisa Hammer reported her office had reached out to the software program vendor (Civic) to have them give a presentation to all the departments on additional modules that could be utilized to allow the County as a whole to use the same data bases and to integrate the processes between offices. The Development and Planning department are cross referencing data for the hotel/motel taxes and it seems to be working very well. Her office will continue to research and look at using the accounts receivable module in the system as well. The first installment of property taxes are due on June 1st and this has kept their office very busy with phone calls and foot traffic. Mobile home taxes are due on May 26th (Friday) so we will be following up with the delinquency portion of that as well. Hammer and Scott Toot have been working on the financial portion of the bonds for the courthouse renovations. They gave a presentation to S&P for our financial rating as a County. Once we have the rating from S&P the next step is to have financial institutes bid out for the purchasing of bonds. The audit was passed at the last County Board meeting and there were no findings or concerns for the FY2022 audit.

c) Grants Administrator – Tammy Cahill reported The 708 Mental Health Board FY23 Provider Contracts have all been signed and a copy mailed back to the Providers. Cahill has reviewed and signed off on all first quarter backup documentation for the Providers. The next quarterly meeting will be June 14th. Cahill has completed the FY22 CYEFR on the GATA portal. It is currently being reviewed by our Auditor's before she can submit it. Cahill has received no new information concerning the Sheriff's Office Radio Project that was chosen by LaHood's Office for FY24 Community Project Funding. She is hoping to hear more in June concerning this from LaHood's Office. This week Cahill completed and submitted our yearly registration for Sam.gov (System for Award Management). This is something that needs to be completed yearly to receive grant funding. This information is also listed on the GATA portal for Jo Daviess County. Cahill reached out to Nicole Hermsen with Transit about a grant Transit is applying for called Transit Statewide/Non-Metropolitan Transportation Planning Federal Sec 5305(e). Transit previously received this grant in the amount of $112,275.00 for research and analysis to determine how to increase transit ridership and improve transit operations. The grant that is being applied for now would be to develop a plan for the original grant findings. Cahill reminded everyone that she has access to a sight called GrantFinder. There is normally a fee for this but each County has been given one license to use free of charge. Cahill is the current user for Jo Daviess County. Please feel free to reach out to her if you have current or future grant needs that you would like her to be searching for on this sight.

d) County Administrator – Scott Toot reported as of April 30th, 41% of the fiscal year had elapsed. Fund 1 General County Total Fund Revenue was $3,665,522. The Prior YTD Actual Revenue was $3,631,606 which is an increase of $33,916. Guest Accommodation Fees have increased $78,825 from the prior YTD Amount. Fines and Forfeitures have also increased $2,821 from the prior YTD Amount. YTD Fund 1 General County Expenditures with Comparison to Budget as of April 30th, were $5,886,260. The prior YTD Actual amount was $3,982,982. The FY2023 budgeted amount includes interfund transfers of $2,003,200 that were not in the FY2022 Budget. The decision was made as part of the FY2023 Budget to expend $2,003,200 in fund balance for unfunded requests. Sheriff's Overtime YTD Actual amount is $61,414, which is $19,151 less than the Prior YTD Actual of $80,565. Cannabis Sales Tax continues to increase with YTD Revenue of $312,758, which is an increase of $20,930 over the prior YTD Revenue. The May 9th Cannabis Sales Tax payment was not included in the April 30th Financials. The payment amount of $62,181 is $5,181 more than the estimated payment of $57,000. Cannabis Sales Tax continues to be a growing source of revenue for Jo Daviess County. Toot is concerned about the present trend regarding State Income Tax. It was estimated by the Illinois Municipal League (IML) that we would see a 5.3% reduction for FY2023. The May 8th Voucher was 24.2% lower than the previous FY amount. Overall the reduction is 8.1% lower for the year.

10. Citizens' comments – None.

11. Board Member Concerns – John Lang thanked everyone for the work they have put in. He understands there was a meeting for the courthouse. Also the fact that we are getting a AA bond rating. That is phenomenal for a small county. We need to appreciate what everyone is doing to make this work. John Schultz attended a Department Head meeting on Tuesday morning and there was no ability to get into the parking lot. It was a precursor to what it is going to be for the next several years, but there was a drone circling around the building to scan the courthouse. Scott Toot added that they also conducted soil borings out in the parking lot that same day.

The next Finance, Tax & Budgets Committee meeting will be on Thursday, June 29, 2023 at 6:00 p.m.

Don Zillig made a motion to adjourn at 6:56 pm. Seconded by Steve McIntyre and motion carried.