AGENDA

JO DAVIESS COUNTY BOARD
FY2025 BUDGET WORKSHOP

Thursday, October 10, 2024 @ 5:30 p.m.
Jo Daviess County Administrative Offices (Temporary Location)
Former Galena Primary School
219 Kelly Lane, Galena

Meeting is Accessible via Audio Call-in

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Citizens' Comments**
5. **Unfinished Business**
6. **New Business**
7. **FY2025 Budget Workshop**

    a) Summary Review of the FY2025 Jo Daviess County Budget process to date.

    b) Review procedures for FY2025 County Board Budget Workshops.

    c) Step 3: Review and approve Special Fund Budgets, their fund descriptions, and move them forward to the comprehensive budget document.

    i. Consideration and possible action to approve the following Special Fund expense budgets as adjusted, the fund descriptions, any minimum fund balance policies, and to forward them to the FY2025 Jo Daviess County comprehensive budget document:
    - 017 - Insurance Fund, increased revenue of $40,449, increased expense of $4,449, minimum fund balance policy of $604,148
    - 018 - Economic Development Investment Fund, decrease of $38,836.93 for P&D Administrative Assistant salary and benefits and increase of $100,000 for one year implementation of the Small Business Development Grant Program *(pending County Board approval of program on October 8, 2024)*

    ii. The following Special Fund budgets have not yet been finalized; they will be discussed and/or held over for action to the final Budget Workshop meeting on 10/15/2024:
    - 012 Social Security Fund
    - 013 Illinois Municipal Retirement Fund
    - 016 Contingency Fund
    - 042 General Capital Investment Fund
    - 048 Capital Equipment Replacement Fund
    - 072 All Hazard Mitigation Fund
    - 088 Courthouse Renovation Fund

    d) Step 4: Review, modify and approve General Fund Budgets and move them forward to the comprehensive budget document.

AGENDA

i. Consideration and possible action to approve the following General Fund (001) expense budgets, their corresponding targets, and forward them to the FY2025 Jo Daviess County comprehensive budget document:
  - 001-40101 Courthouse
  - 001-40105 Tax Extension
  - 001-40109 Board of Review
  - 001-40113 Grant Administrator
  - 001-41123 Communications
  - 001-41124 Court Security
  - 001-41126 Merit Commission
  - 001-41127 County Coroner
  - 001-44157 Social & Environmental
  - 001-44159 Regional Superintendent of Schools

ii. Consideration and possible action to approve the mandatory expense adjustments as previously approved by County Board on September 10, 2024, corresponding targets, and to forward them to the FY2025 Jo Daviess County comprehensive budget document:
  - 001-40102 County Board, recurring decrease of $286.45 for paper order, adjusted target amount of $128,161.41
  - 001-40103 County Administrator, recurring decrease of $143.27 for paper order, adjusted target amount of $287,813.76
  - 001-40104 County Treasurer, recurring decrease of $342.86 for paper order, adjusted target amount of $386,298.49
  - 001-40106 County Clerk & Recorder, recurring decrease of $278.86 for paper order, recurring increase of $400 for family HSA employer contribution, adjusted target amount of $596,949.74
  - 001-40107 Elections, recurring decrease of $278.85 for paper order, adjusted target amount of $191,159.85
  - 001-40108 Chief County Assessment Office, recurring decrease of $370.29 for paper order, adjusted target amount of $462,625.37
  - 001-40110 Information & Communications, recurring increase of $400 for family HSA employer contribution, adjusted target amount of $509,161.68
  - 001-40112 Miscellaneous, recurring increase of $3,917.71 for paper order, adjusted target amount of $99,561.71
  - 001-41121 Sheriff, recurring decrease of $489.14 for paper order, recurring increase of $200 for family HSA employer contribution, adjusted target amount of $2,603,258.57
  - 001-41122 Safety Building, recurring increase of $400 for family HSA employer contribution, adjusted target amount of $1,066,369.15
  - 001-41125 Emergency Management, recurring increase of $50,293.30 in salary & benefits lines, due to EMA Coordinator position being made from part-time to full-time, recurring decrease of $28.43 for paper order, adjusted target amount of $144,690.95
  - 001-42131 Courts, recurring decrease of $192 for paper order, adjusted target amount of $214,498.57
  - 001-42132 Probation, recurring decrease of $164.57 for paper order, adjusted target amount of $520,740.15
  - 001-42133 Circuit Clerk, recurring decrease of $356.57 for paper order, adjusted target amount of $471,632.88
  - 001-42134 State's Attorney, recurring decrease of $338.29 for paper order, adjusted target amount of $726,980.71
  - 001-45162 Economic Development/Planning recurring decrease of $38,836.93 for P&D Administrative Assistant salary and benefits, adjusted target amount of $0.00

- 001-45163 Planning & Development, recurring increase of $800 for family HSA employer contribution, recurring increase of $38,836.93 for P&D Administrative Assistant salary and benefits, recurring increase of $26,551.78 for Part-Time Code Enforcement Officer salary and benefits (*pending County Board approval of Part-Time Code Enforcement Officer position on October 8, 2024)*, adjusted target amount of $431,990.13

iii. The following General Fund budgets will be discussed and/or held over for action at the final Budget Workshop meeting, on 10/15/2024:
   - 001-49197 Contingency

iv. Discussion and possible action to approve any new mandatory/necessary expense requests to increase/decrease FY2025 General Fund Budgets and/or Special Fund Budgets or add to the Unfunded Activities list
   - A necessary recurring expense request to increase the General Fund (001) Chief County Assessment Office 40108 target amount by $3,209.01 for salary and benefits
   - If approved, 001-40108 Chief County Assessment Office, recurring increase of $3,209.01 for salary and benefits, adjusted target amount of $465,834.38
   - If not approved, discussion and possible action to add the request to the Unfunded Activities list.
   - A necessary recurring expense request to increase the General Fund (001) Safety Building 41122 target amount by $175,145.96 for salary and benefits to hire an additional two (2) Corrections officers.
   - If approved, 001-41122 Safety Building, recurring increase of $175,145.96 for salary and benefits, adjusted target amount of $1,241,515.11
   - If not approved, discussion and possible action to add the request to the Unfunded Activities list

v. Review **only** the FY2025 Schedule of Interfund Transfers and the Interfund Transfer Policy.
vi. Review **only** Unfunded Activities Requests.
vii. Discussion and possible action to establish the amount of unreserved fund balance that will be made available to fund unfunded requests/activities/contingency will be held over for action at the Budget Workshop meeting on 10/15/2024.
viii. Discussion and possible action to establish the FY2025 minimum fiscal year end fund balance policy for the General Fund will be held over for action at the Budget Workshop meeting on 10/15/2024.
ix. Other budget considerations

8. Citizens' Comments
9. Adjourn

Budget Workshop on Wednesday, October 15, 2024 at 5:30 pm

This meeting will be held virtually. The public may attend in person; however we encourage you to attend via Zoom audio as follows:

https://us06web.zoom.us/j/82083505168?pwd=IWhcgCnRkjjMpkx6vmVyNbXIGbUxCS.1

Call in number: 1 (312) 626-6799 US
1 (309) 205-3325 (US Cellular users)

Meeting ID: 820 8350 5168
Password: 622793

Call-in information is also available on the JDC website at www.jodaviesscountyil.gov