



Kane County

KC Finance and Budget Committee

Meeting Minutes

Government Center
719 S. Batavia Ave., Bldg. A
Geneva, IL 60134

BERMAN, Lenert, Juby, Lewis, Sanchez, Surges, Tepe & ex-officios Pierog (County Chair)

Wednesday, September 27, 2023

9:00 AM

County Board Room

1. Call To Order

Chairman Berman called the meeting to order at 9:01 AM.

2. Roll Call

PRESENT	Board Member Dale Berman Board Member Bill Lenert Board Member Leslie Juby Board Member Anita Lewis Board Member Jarett Sanchez Board Member Clifford Surges Board Member Vern Tepe Ex-Officio County Board Chair Corinne M. Pierog
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Also present: Co. Bd. members Allan*, Bates*, Gumz*, Kenyon, Kious*, Molina, Roth, Strathmann; Treasurer Lauzen; State's Attorney Mosser & staff Frank, Shepro, Hunt*; Fin. Exec. Dir. Hopkinson; Auditor Wegman; KaneComm Dir. Guthrie; ITD/BLD Exec. Dir. Fahnestock* & staff Lasky*, Peters; KDOT Deputy. Dir. Rickert; HRM Exec. Dir. Loblillo; KCAC Admin. Youngsteadt*; KCHD staff Snowden*; Sheriff Hain*; and members of the press and public.

3. Remote Attendance Requests

There were no remote attendance requests for today's meeting.

4. Approval of Minutes: August 23, 2023

RESULT:	APPROVED BY UNANIMOUS CONSENT
MOVER:	Vern Tepe

5. Public Comment (Agenda Items)

None.

6. Treasurer's Report (C. Lauzen)**A. Monthly Report**

Treasurer Lauzen stated the monthly report was on file. He recited the priorities of his office: safety, liquidity, and return on investment. He presented the Projected versus Promised versus Actual Performance Interest Earned chart. August 2023, interest income was \$1.7M. In July 2023, interest income was \$1.4M. In June 2023, it was \$2.08M. Lauzen referenced the Finance Department's presentation at last night's Committee of the Whole (COW) meeting. He stated the interest earned is not always County savings. He explained how interest earned could be utilized for the County's budget. Lauzen voiced his concerns on the proposed property tax increase. If the County chooses to not use the interest income to help balance the budget, the Board will have to look at other avenues to do so. Lauzen explained that he and the Treasurer's staff make mistakes from time to time. He vowed to be honest and to include solutions for any mistakes. Lauzen addressed questions and comments from the Committee.

B. FY24 Treasurer Budget Presentation

Treasurer Lauzen stated the FY24 Budget presentation for his office will be given at later date.

7. Finance Director's Report (K. Hopkinson)**A. Monthly Finance Reports**

Fin. Exec. Dir. Hopkinson provided a Finance Department update. Within the department, the FY22 Annual Audit was completed on August 30, 2023. Hopkinson noted that the key rule of the Annual Audit is to have it completed six months after the end of the fiscal year. If this is not met, the State of Illinois could hold the Kane County's tax revenue. Hopkinson thanked her staff for their diligent work during these trying time. Additionally, staff is working on the automation of their monthly bank reconciliation process within their accounting software tools. Hopkinson spoke on the Payroll Department's abundant paper use. Currently, the Finance Department is automating a Personnel Action Form (PAF) to eliminate paper processing. Within today's agenda, there is a request to change the Procurement Card (PCARD) program, which will replace the County's administering bank. Hopkinson announced that a new State law, "Sick Leave for All", will be going into effect on January 1, 2024, that will change how "sick" days will be rewarded. The new system will be on an accrual basis and will be made available to all employees. Hopkinson shared the General Fund's Sources of Revenue and Expenses. Hopkinson provided a 2024 budget preview of the General Fund. After the General Fund's second review for the FY24 budget, the County's revenue will be \$105,230,468 and expenses will be \$122,677,758. This will be a loss of \$17,447,290. (Madam Chairman Pierog arrived in-person at 9:16 a.m.) Hopkinson reviewed the new budget process and the department/elected officials' tasks. She noted that the above mentioned amounts do not include vacant positions, union/non-union salary increases,

merit increases, and equity adjustments. She presented a table depicting the three options the County Board would have to balance the budget. She suggested closing the RTA Sales Tax Transfer Funds to the Public Safety and Judicial Tech in order to have that money go directly into the General Fund. Hopkinson compared Kane County's major tax revenue streams and statistics with surrounding collar counties, such as DuPage, McHenry, and Lake. She presented the equalized assessed valuations (EAV) and Tax Rates between Kane, DuPage, McHenry, and Lake counties. Kane County's most recent levy amount is \$57,731,859, which is approximately \$8M less than DuPage. Hopkinson presented the Tax Extension Detail Report between the same counties. Hopkinson addressed questions and comments from the Committee. Much discussion ensued.

B. FY24 Finance Budget Presentation

Fin. Exec. Dir. Hopkinson presented the Finance Department's FY24 Budget. She shared the department's organizational chart. Currently, the department has one vacant position. There is a proposed position for a Grant Administrator that has yet to be filled. She reviewed the key responsibilities of the different divisions of the Finance Department. Hopkinson spoke on the proposed Grant Administrator position and the potential key responsibilities of this employee. She reviewed the budget comparison year over year for her department. After the second review of the budget, the total amount needed for the Finance Department is \$1,285,697. Hopkinson addressed questions and comments from the Committee. Much discussion ensued.

8. Auditor's Report (P. Wegman)

A. Monthly Report

Auditor Wegman stated the monthly report was on file. Her office has published the quarterly report for the first quarter of 2023. She shared her excitement of implementing a Procurement Card (PCard) import module within New World. This will help increase the transparency of the PCard transactions. She explained the new contents of the updated reports. This module will be put into place as early as next week.

B. FY24 Auditor Budget Presentation

Auditor Wegman presented the FY24 budget. There will be one change to the FY24 budget within salaries. Currently, the Auditor's Office is reorganizing the staff structure. Currently, there are six positions filled with two positions vacant. For next year, there will be five full-time positions and an elimination of a part-time account payable specialist position. All other expenses and commodities will remain the same from FY23. Wegman addressed questions and comments from the Committee.

C. Approving August 2023 Claims Paid

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Jarett Sanchez
SECONDER:	Bill Lenert
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

9. New Business**A. Authorizing the Salary Adjustment for the Executive Director of Kane County Emergency Communications**

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Vern Tepe
SECONDER:	Jarett Sanchez
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

B. Authorizing the Kane County Sheriff's Office New Administration Wing Project and a Budget Adjustment to the Capital Fund

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Vern Tepe
SECONDER:	Bill Lenert
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

- C. Authorizing Gymnasium Floor Replacement at the Juvenile Justice Center
KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Vern Tepe
SECONDER:	Bill Lenert
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

- D. Authorizing Creation of Boyer Road Special Service Area Fund #5315
KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Jarett Sanchez
SECONDER:	Clifford Surges
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

- E. Authorizing the Finance Department to Contract with JP Morgan Chase Bank, N.A. of Chicago, IL for the Procurement Credit Card Program
Committee Member Juby asked if the County would be receiving more money back from Chase Bank than the previous bank. Hopkinson explained that Chase Bank will provide the County with a \$10K signing bonus. (Madam Chairman left at 10:28 a.m.)

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Vern Tepe
SECONDER:	Jarett Sanchez
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe

- F. Authorization of a Contract for Kane County Generator Maintenance Services
KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Jarett Sanchez
SECONDER:	Leslie Juby
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe
ABSENT:	Corinne M. Pierog

- G. Authorizing a Contract Extension for a Water Testing Firm for the Judicial Center Campus with Phigenics Independent Water Management of Warrenville, IL
KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Jarett Sanchez
SECONDER:	Leslie Juby
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe
ABSENT:	Corinne M. Pierog

- H. Authorizing a Contract Extension for a Water Operator for the Judicial Center Campus with Sheaffer and Roland of Geneva, IL
KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Jarett Sanchez
SECONDER:	Anita Lewis
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe
ABSENT:	Corinne M. Pierog

I. Authorizing a Contract for Building Management Snow Plowing Services

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Anita Lewis
SECONDER:	Bill Lenert
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe
ABSENT:	Corinne M. Pierog

J. Authorizing a Contract for Kane County Electrician Services

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Anita Lewis
SECONDER:	Jarett Sanchez
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe
ABSENT:	Corinne M. Pierog

K. Authorizing a Contract for Fire Protection Services

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Jarett Sanchez
SECONDER:	Bill Lenert
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe
ABSENT:	Corinne M. Pierog

- L. Authorizing a Contract for Cloud Based Community Communication Center - TTEC Digital Services

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Leslie Juby
SECONDER:	Jarett Sanchez
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe
ABSENT:	Corinne M. Pierog

- M. Authorizing an Agreement for Mill Creek Special Service Area Snow Plowing Services

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Anita Lewis
SECONDER:	Leslie Juby
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe
ABSENT:	Corinne M. Pierog

- N. Authorization for Mill Creek Parkway Tree Installation Services Contract Extension

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Jarett Sanchez
SECONDER:	Leslie Juby
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe
ABSENT:	Corinne M. Pierog

O. Authorizing Contract Extension for Bottled Water Service

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Anita Lewis
SECONDER:	Jarett Sanchez
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe
ABSENT:	Corinne M. Pierog

P. Authorizing the Extension for Landscape Maintenance Service for the Mill Creek Special Service Area

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Bill Lenert
SECONDER:	Leslie Juby
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe
ABSENT:	Corinne M. Pierog

Q. Authorizing an Extension of Concrete Lifting and Repair Services Agreement for the Mill Creek Special Service Area

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Leslie Juby
SECONDER:	Jarett Sanchez
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe
ABSENT:	Corinne M. Pierog

R. Authorizing the Child Protection Data Courts Grant

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Bill Lenert
SECONDER:	Leslie Juby
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe
ABSENT:	Corinne M. Pierog

S. Authorizing Additional Expenditure of Funds for Online Marketplace and Maintenance, Repair, and Operations (MRO) Supplies & Equipment

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Leslie Juby
SECONDER:	Jarett Sanchez
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe
ABSENT:	Corinne M. Pierog

T. Authorizing Expenditure of Funds for Multi-Function Copier Devices, Service Solutions, Print Goods, and Service Renewal

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Leslie Juby
SECONDER:	Anita Lewis
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe
ABSENT:	Corinne M. Pierog

U. Authorizing Expenditure of Funds for Copiers, Printers, and Related Services
Renewal

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Vern Tepe
SECONDER:	Leslie Juby
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe
ABSENT:	Corinne M. Pierog

V. Authorizing Expenditure of Funds for Copiers, Printers, and Related Services
Renewal

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Jarett Sanchez
SECONDER:	Leslie Juby
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe
ABSENT:	Corinne M. Pierog

W. Authorizing Expenditure of Funds for Network Storage and Services

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Anita Lewis
SECONDER:	Jarett Sanchez
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe
ABSENT:	Corinne M. Pierog

X. Authorizing Expenditure of Funds for Computer Hardware, Software, and Services

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Jarett Sanchez
SECONDER:	Leslie Juby
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe
ABSENT:	Corinne M. Pierog

Y. Authorizing the Kane County Sheriff's Office Purchase of a Bomb Squad X-Ray Machine

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Bill Lenert
SECONDER:	Jarett Sanchez
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe
ABSENT:	Corinne M. Pierog

Z. Ratifying an Emergency Purchase Affidavit to Purchase a 2023 Ford Escape Hybrid for the Building Management Department

Committee Member Juby shared her support for Emergency Purchase Agreements (EPA) when cars and/or trucks become available.

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Leslie Juby
SECONDER:	Jarett Sanchez
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe
ABSENT:	Corinne M. Pierog

AA. Ratifying an Emergency Purchase Affidavit to Purchase a 2023 Ford Escape Hybrid for the Information Technologies Department

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Leslie Juby
SECONDER:	Jarett Sanchez
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe
ABSENT:	Corinne M. Pierog

AB. Authorizing the Number of Procurement Cards Issued to the Kane County Law Library and Each of Their Transaction Limits

RESULT:	APPROVED BY ROLL CALL VOTE
MOVER:	Anita Lewis
SECONDER:	Jarett Sanchez
AYE:	Dale Berman, Bill Lenert, Leslie Juby, Anita Lewis, Jarett Sanchez, Clifford Surges, and Vern Tepe
ABSENT:	Corinne M. Pierog

10. Old Business

None.

11. Reports Placed On File

RESULT:	APPROVED BY VOICE VOTE
MOVER:	Jarett Sanchez
SECONDER:	Leslie Juby

12. Committee Chairman's Comments

None.

13. Executive Session (if needed)

None.

14. Public Comment (Non-Agenda Items)

None.

15. Adjournment

RESULT:	APPROVED BY VOICE VOTE
MOVER:	Bill Lenert
SECONDER:	Jarett Sanchez

This meeting was adjourned at 10:42 AM.

Savannah Valdez
Recording Secretary