



Kane County

KC Administration Committee

Meeting Minutes

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

KIOUS, Juby, Berman, Davoust, Ford, Gumz, Young, ex-officios Pierog (County Chair) and Tepe (County Vice Chair)

Wednesday, August 14, 2024

10:30 AM

County Board Room

1. Call To Order

Committee Vice-Chairman Juby called the meeting to order at 10:30 AM.

2. Roll Call

PRESENT:	Board Member Leslie Juby, Dale Berman, Michelle Gumz and David Young
REMOTE:	Mark Davoust and Vern Tepe
ABSENT:	Board Member Chris Kious, Ron Ford and Corinne M. Pierog

Also present: Co. Bd. Members Allan*, Kenyon, Molina*, Roth; ITD/BLD Exec. Dir. Fahnestock & staff Lasky, Braski, Smith, Files, Meyers, Roff, Clark, Nicoski, Peters; Environ. & Water Res. staff Ryan; and members of the press and public.

3. Remote Attendance Requests

Committee Vice-Chairman Juby announced the remote attendance requests for today's meeting. She asked the Committee if there were any objections to Committee Member Davoust attending today's remotely. There were no objections.

4. Approval of Minutes: July 10, 2024

RESULT:	APPROVED BY UNANIMOUS CONSENT
MOVER:	Michelle Gumz

5. Public Comment (Agenda Items)

None.

6. Public Comment (Non-Agenda Items)

None.

7. Finance Report

A. Monthly Finance Reports

Committee Vice-Chairman Juby stated that monthly financial reports were on file. No additional report was made.

8. Facilities Master Plan Update (Jason Dwyer, Wight & Co.)

BLD staff Files provided the Facilities Master Plan update. She stated that the Facilities Master Plan draft with another copy of the draft, noting all of the incorporated changes to the plan, was sent out to County Board Members. She noted if there were any additional comments and/or changes to be made, to e-mail her within the next two weeks. She stated that the Facilities Master Plan Resolution will be presented at next month's meeting for approval. Files addressed questions and comments from the Committee. Discussion ensued. Files added that if additional feedback is received, a new copy of the draft plan would be sent to County Board Members for their review, before developing a resolution. Further discussion ensued.

9. Executive Director's Report (R. Fahnestock)**A. FY2025 ITD/BLD Budget Presentation**

ITD/BLD Exec. Dir. Fahnestock presented the FY2025 Information Technologies (ITD) and Building Management (BLD) FY2025 Budget. He reviewed the mission statement of the two departments. He shared the departments' organizational chart, which includes the Geographical Information Systems (GIS) and the Mill Creek Special Service Area (MCSSA). He noted that ITD and BLD helps support all County offices/departments. He explained the financial changes between the contractual agreement for janitorial services from an outsourced company and hiring in-house staff. Fahnestock spoke on the duties and responsibilities of ITD and BLD.

Fahnestock reviewed the FY2025 BLD's goals, such as maintaining and improving ADA and safety in buildings and facilities and replacing heating, air conditioning systems per capital plan, acquire additional office space, storage space, and surface parking space for offices and departments. Fahnestock addressed questions and comments from the Committee. Discussion ensued on the need for office and storage space.

Fahnestock shared a chart depicting BLD's FY2025 Submitted Budget. The total revenue for FY2025 is \$50,659.00. The total submitted expenses for FY2025 is \$7,917,335.00, which is a net change of \$59,964.00 or less than 1% increase over FY2024. Fahnestock addressed the proposed budget cuts for BLD of \$400K. He acknowledged questions and comments from the Committee. Discussion ensued.

Fahnestock reviewed ITD's FY2025 goals, such as maintaining and updating network infrastructure, telephone, and security systems, maintain and update all computer hardware, software systems, enterprise software, and databases, and reinitiating the Kane County Fiber Optic leasing program. Fahnestock addressed questions and comments from the Committee. Discussion ensued.

Fahnestock shared a chart showing ITD's FY2025 Submitted Budget. The total revenue for FY2025 is \$1,053,234.00. The total submitted expenses are \$5,265,824.00, which is an increased net change from FY2024 of \$288,676.00

or 5.8%. The two key items that have affected the FY2025 Budget is an increase in salaries and wages and contractual services.

Fahnestock presented the FY2025 Budget for the Geographical Information Systems (GIS) Department. He noted that this division is funded by a Special Revenue fund that is supported by fees. He spoke on the type of fees that are collected and the need for fee cost increases. He stated that the total revenue is \$1,888,520.00, which is a net change of \$86,516 from FY2024. The total expense is \$1,528,026.00, which is a difference of \$79,911.00 from FY2024. The overall increase for FY2025 is \$79,911.00 or 5.5% over FY2024.

Fahnestock presented the FY2025 Budget for Mill Creek Special Service Area (MCSSA). The total revenue amount for FY2025 is \$1,094,043.00, which is a net change of \$103,891.00 from FY2024. The total expenses are \$1,038,823.00, which is a difference of \$84,226.00 from FY2024. The overall increase to the FY2025 Budget is \$84,226.00 or 8.8% over FY2024. Fahnestock explained that the MCSSA tax levy will need to be increased in order to maintain roadways and additional amenities. He addressed questions and comments from the Committee. Discussion ensued.

Fahnestock reviewed a table depicting each County Department/Office's total General Fund expenditures funded by general revenues and the amount of budget cuts the County Board has proposed. BLD expenditures account for 8.12%, or \$9,078,103 of the General Fund. The County Board has requested BLD to cut 4.8%, or \$433,684. ITD expenditures account for 7.63%, or \$8,522,115 of the General Fund. The County Board has requested that ITD cut 4.8%, or \$407,123 from their FY2025 Budget. Fahnestock explained that the total General Fund expenditures for BLD and ITD include Countywide expenses, which include mail postage and Countywide software contracts. He stated that he would work with the Finance Department on finding other avenues to cut expenses, such as decreasing Countywide expenses, which increased by \$626,054 from FY2024. Fahnestock addressed questions and comments from the Committee.

Fahnestock reviewed the potential cuts for ITD, such as the duplicate entry of the Adaptive Insights Budgeting Tools, Office 365, Exchange Online, and other miscellaneous expense lines. He shared the potential cuts for BLD, such as contractual services, maintenance and repairs to County buildings and ground, and utilities. He spoke on the difficulties of utility billing. Fahnestock addressed questions and comments from the Committee. Discussion ensued.

Fahnestock reviewed the potential cuts for the Capital Budget. He explained that he was asked to reduce General Fund revenue by \$4,349,381. This has been removed from the Capital Budget. He asked the Board to consider continued investment in capital using reserves, which has over \$80M in reserves. Fahnestock explained that one-time capital expenses actually reduce operations and maintenance costs. He stated that BLD will try to remove some of the lower

priority capital projects from the list, defer some capital projects to future years, and transition major HVAC and water improvements to the American Rescue Plan Act federal funding. Fahnestock addressed questions and comments from the Committee.

Fahnestock listed other budgets that are in progress for FY2025, such as IT/BLD updates, Communication/Technology, and Judicial Technology Sales Tax. He noted that these budgets were laid out in detail in the handouts given at today's meeting. He stated that typically these other budgets are handled by other Committees, rather than Administration. Fahnestock addressed questions and comments from the Committee. Discussion ensued.

10. Building Management (R. Fahnestock)

A. Proposed Site Improvements for Fabyan Recycling Center

Recycling Coordinator, Ryan, presented the proposed site improvement for the Fabyan Recycling Center. She provided a aerial photograph depicting the current set-up of the Fabyan Recycling Center. Currently, there is a ground-level office. There is not a structure with climate control. She noted that the asphalt of this location is in poor condition. Ryan shared a proposed site plan. The proposed changes would include the addition of concrete and asphalt, a new office and garage, landscape buffer, new security gate, and the removal of chain link fences. Ryan shared a rendering of the newly proposed office space. This would be a new 14x34, 476 square foot building, with approximately 425 square feet of interior space. Ryan spoke on the zoning classification of this property and the challenges this has had on establishing a proper office space. Ryan addressed questions and comments from the Committee. Discussion ensued.

B. Authorizing a Contract for Building Management Snow Plowing Services with Winter Services, LLC (BID# 24-039-TK)

KC Finance and Budget Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Finance and Budget Committee
MOVER:	Michelle Gumz
SECONDER:	David Young
AYE:	Board Member Juby, Board Member Berman, Board Member Gumz and Board Member Young
ABSENT:	Chris Kious, Board Member Ford and Ex-Officio County Board Chair Pierog
AWAY:	Board Member Davoust

C. Authorizing Updated Capital Projects from the Capital Fund

ITD/BLD Exec. Dir. Fahnestock provided additional information on this resolution.

KC Finance and Budget Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Finance and Budget Committee
MOVER:	Michelle Gumz
SECONDER:	David Young
AYE:	Board Member Juby, Board Member Berman, Board Member Gumz and Board Member Young
ABSENT:	Chris Kious, Board Member Ford and Ex-Officio County Board Chair Pierog
RECUSED:	Board Member Davoust

D. Authorizing Expenditure of Funds for HVAC Maintenance, Repair, Supplies, and Equipment with Trane US, Inc. Through Omnia for the Building Management Department

ITD/BLD Exec. Dir. Fahnestock provided additional information on this resolution.

KC Finance and Budget Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Finance and Budget Committee
MOVER:	Dale Berman
SECONDER:	David Young
AYE:	Board Member Juby, Board Member Berman, Board Member Gumz and Board Member Young
ABSENT:	Chris Kious, Board Member Ford and Ex-Officio County Board Chair Pierog
AWAY:	Board Member Davoust

11. Information Technology (C. Lasky)**A. Increasing GIS Fee**

GIS Dir. Nicoski addressed questions and comments from the Committee. Discussion ensued.

(Committee Member Young left at 12:00 p.m.)

KC Finance and Budget Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Finance and Budget Committee
MOVER:	Michelle Gumz
SECONDER:	Dale Berman
AYE:	Board Member Juby, Board Member Berman, Board Member Gumz and Board Member Young
ABSENT:	Chris Kious, Board Member Davoust, Board Member Ford and Ex-Officio County Board Chair Pierog

12. Mill Creek SSA (R. Fahnestock)

None.

13. Vehicles

None.

14. New Business

Vice-Chairman Juby announced that this meeting no longer has an established in-person quorum. The rest of this meeting will be for informative purposes only. No further voting will occur.

Committee Member Gumz voiced her concerns on the proposed site improvements for the Fabyan Recycling Center. She questioned the operating and maintenance costs associated with this property. ITD/BLD Exec. Dir. Fahnestock addressed Gumz's questions and comments. Discussion ensued.

15. Old Business

None.

16. Reports Placed On File

An in-person quorum was not established. No voting occurred. The reports were not placed on file.

17. Executive Session (if needed)

None.

18. Adjournment

This meeting ended at 12:15 PM.

Savannah Valdez

Sr. Recording Secretary