

Note: These minutes are not official until approved by the Finance Committee at a subsequent meeting. Please refer to the meeting minutes when these minutes are approved to obtain any changes to these minutes.

DeKalb County Government
Sycamore, Illinois

**Finance Committee Minutes
June 4, 2014**

The Finance Committee of the DeKalb County Board met on Wednesday, June 4, 2014, at 7:00 p.m. in the Administration Building's Conference Room East. Chairman Stephen Reid called the meeting to order. Members present were Mr. Cvek, Mrs. Haji-Sheikh and Mrs. Tobias. Those absent were Mr. Foster, Mrs. Fullerton and Mr. Stoddard. Four members were present and three members were absent.

Also present was Gary Hanson, Pete Stefan, Paul Miller, Christine Johnson, Jim Scheffers, Karen Kahl and Fred Lantz.

Chairman Reid asked for a motion to allow Mr. Stoddard to attend the Finance Committee Meeting electronically.

It was moved by Mrs. Tobias, seconded by Mrs. Haji-Sheikh to allow Mr. Stoddard to attend the meeting electronically.

Mr. Cvek announced that he would like to discuss allowing Mr. Stoddard to attending the meeting electronically.

Mr. Hanson announced that the reason for Mr. Stoddard attending electronically was due to health reasons.

Mr. Cvek stated that when the Ordinance was put into place, it was based on members having major health issues such as chronic illnesses. He continued that someone having the sniffles and staying home in light of earlier this week, Mr. Stoddard wrote in an email, "I too will be out of town Wednesday evening, and unfortunately I can't stretch the reason for missing the meeting to anything remotely allowable." Mr. Cvek stated that missing members own words speak for themselves.

Chairman Reid announced that Mr. Stoddard's current reason is allowable and that the other instances are not allowable. Mr. Cvek called the question.

A voice vote was taken to allow Mr. Stoddard to attend the Finance Committee Meeting electronically. Members present voted yea with one opposition from Mr. Cvek. The motion carried with three yeas and one nay.

Mr. Cvek announced, "Mr. Chairman, let the record reflect that the Committee is now short a quorum and the Committee cannot conduct business." With those words, Mr. Cvek removed himself from the meeting at 7:03 p.m.

Chairman Reid announced that he did believe that the Committee had a quorum.

The Committee discussed how to proceed. Mr. Hanson thought that once a quorum has been established during roll call, Mr. Stoddard is now part of the quorum.

Chairman Reid reiterated that he ruled there is a quorum present. With Mr. Stoddard on the phone, there are four members present so there is still a quorum.

Joan Hanson announced that she was asked to come set up the conference phone because someone was at home ill.

Chairman Reid announced that it was a perfectly appropriate reasoning. Mr. Stoddard attended the meeting electronically through a present conference phone.

APPROVAL OF THE MINUTES

It was moved by Mrs. Tobias, seconded by Mrs. Haji-Sheikh, and it was carried unanimously to approve the minutes of the May 7, 2014 Finance Committee.

APPROVAL OF THE AGENDA

Chairman Reid announced that he would like to add a five minute break to the agenda following the FY 2013 Audit Presentation. The Committee approved the amended agenda unanimously by voice vote.

FY 2013 AUDIT PRESENTATION

Fred Lantz of Sikich, LLP, the County's auditing firm, presented the results of the FY 2013 audit. The County's Comprehensive Annual Financial Report for the Fiscal Year Ended December 31, 2013 and the accompanying Management Letter, as well as the December 31, 2013 Financial statements for the Forest Preserve and the Public Building Commission, and the County's Single Audit Report for FY 2013 all of which are also available for public viewing online at: http://www.dekalbcounty.org/Financial/Audit/audit_main.html . The General Fund total fund balance decreased by a net amount of \$679,638 to a total amount of \$10,424,301 or 40% of total expenditures. This compares favorably to the budgeted reduction of \$856,000. The General Fund unassigned fun balance of \$9,198,172 amounts to 35% of total expenditures.

Mr. Lantz continued to go through the Single Audit Report followed by many areas of the Comprehensive Annual Financial Report with the Committee. He also shared there were no difficulties or disagreements during the audit process with anyone involved along with no material deficiencies and no weaknesses.

BREAK

The Committee took a five minute recess.

ANNUAL REPORT OF COMPLIANCE WITH THE BOND RECORD KEEPING POLICY

Mr. Stefan shared that the annual report is required to be presented every June certifying that no arbitrage rebate liability is due to the U.S. Treasury in connect with the County's outstanding debt issues, and that all record keeping requirements have been met to ensure that the interest payments made to investors remain tax exempt.

It was moved by Mrs. Tobias, seconded by Mrs. Haji-Sheikh to accept the Annual Report of Compliance with the Bond Record Keeping Policy. The motion carried unanimously.

COUNTY FINANCIAL PLANNING

FMO Budget Review:

Mr. Hanson shared that first the Committee would review the FMO Budget as requested as part of taking a "deep dive" into departments that reported to the Finance Committee. The Committee was provided a copy of FMO's currently FY 2014 approved budget, the FMO Department Organizational Table, the Commodities & Services Form H budget submittal describing line items that exceed \$10,000 including additional notes, the Contracts Inventory budget submittal updated with bid results information, and the Bid Sign Up Sheets which include summary results information for the four contracts bid out so far in FY 2014.

FMO Department Director, Jim Scheffers, joined the Finance Committee to review the Bid Sign Up Sheets and to answer any questions the Committee had regarding his department's budget. The Committee asked Mr. Scheffers little questions regarding the venders that submitted bid for services but they all seemed satisfied with the Mr. Scheffer's budget. A couple large issues that FMO is facing is a specialized unit in the 911 Center that controls humidity and another is the elevator in the Administration Building which has been down recently multiple times. Mr. Scheffers shared that replacing the elevator would cost anywhere from \$200-\$250,000 and it would be down for over a month. Mr. Miller added the timing on doing a project like that is very important due to the services on the fourth floor of the Administration Building is utilized by many individuals who are in need of using the elevator.

The Committee thanked Mr. Scheffers for sharing information regarding his department and to answer any questions the Committee had while they took a deeper dive into the department's budget.

Fee Review for Finance Committee Budgets:

Mr. Stefan next shared the Fee Review for Finance Committee Budgets. The summary showed the revenue line item categories for all Finance Committee cost centers. The Charges for Services category is typically where fee type revenues will be classified and he shared the review to show the Committee what the fees are and asked if there were any fees that anyone would like to have a more in depth review on.

The Committee was satisfied with the numbers as presented and Mrs. Haji-Sheikh suggested that the Fee Review would indicate what revenues are internal and which are external and that would better help indicate where a deeper look would be more advantageous.

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Updated Price Indices:

Mr. Stefan next shared with the Committee the updated price indices to assist with developing budget parameters for the FY 2015 budget.

Final Budget Parameters:

Following the updated price indices, Mr. Stefan presented a copy of the staff recommendations for the FY 2015 budget parameters memorandum presented at the April meeting. The staff recommendations were a 1.5% increase in the property tax levy for existing property, a 0.8% increase in the levy to capture new construction EAV, a 2% cost of living adjustment (COLA) for salaries for non-represented and Exempt Department Head positions, and a 1.3% COLA for commodities and services. He explained that final parameters for the FY 2015 budget will need to be established in order to give to the Department Heads to start their FY 2015 budgets.

It was moved by Mrs. Tobias, seconded by Mr. Stoddard and it was moved unanimously by voice vote to approve the staff recommendations for the FY 2015 budget parameters.

FY 2015 BUDGET CALENDAR AND PROCESS

Mr. Stefan shared the draft FY 2015 Budget Calendar and Process for review and approval by the Committee. Following approval by the Finance Committee, the process is scheduled to begin on June 20th with the distribution of the FY 2015 budget forms to all departments, and is scheduled to conclude on November 19th with County Board adoption of the budget. The process is similar to last year's process with exception of providing the FY 2015 budget parameters earlier in the process and extending the appeal process deadline by approximately one week. Detailed descriptions for commodities and services line items exceeding \$10,000 will still be required. Also additional information on mandated services and major workload indicators will also be required for FY 2015.

Mrs. Haji-Sheikh moved to approve the FY 2015 Budget Calendar and Process. Mrs. Tobias seconded the motion and it was carried unanimously by voice vote.

NEXT MEETING DATE

Chairman Reid announced with the cancellation of the July County Board Meeting, there would be no Finance Committee Meeting in July and they will meet again on August 6th.

ADJOURNMENT

It was moved by Mrs. Haji-Sheikh, seconded by Mrs. Tobias, and it was carried unanimously to adjourn the meeting.

Respectfully submitted,

Stephen Reid, Chairman

Tasha Stogsdill, Recording Secretary

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DEKALB COUNTY FINANCE OFFICE
ANNUAL REPORT OF COMPLIANCE WITH THE
BOND RECORD KEEPING POLICY

Report for 2013

The Finance Office is responsible for reporting on the County’s compliance with the County’s Bond Record Keeping Policy which was adopted on November 16, 2012.

DeKalb County’s Chief Financial Officer (and Bonds’ Compliance Officer), Peter Stefan, reports that all required records for all applicable bond issues, have been maintained and stored. This includes Closing Transcripts and Debt Obligations for the 2005 PBC Lease Bonds (which was the refinancing of the 1997 Health Facility Bond Issue), as well as the 2010A “Build America Bond” Issue and the 2010B “Recovery Zone Bond” Issue. This also includes true, correct, and complete counterparts of each and every document and agreement delivered in connection with the issuance of the Obligations, including without limitation (a) the proceedings of the County authorizing the obligations, (b) any offering document with respect to the offer and sale of the Obligations, (c) any legal opinions with respect to the offer and sale of Obligations delivered by any lawyers, and (d) all written representations of any person delivered in connection with the issuance and initial sale of all Obligations.

The Arbitrage Rebate Liability regarding these bonds for 2013 is indicated below:

2005 PBC Lease Bonds	Interest Paid-\$141,713	Interest Earned-\$ 551
2010A Build America Bonds	Interest Paid-\$316,882	Interest Earned-\$1,093
2010B Recovery Zone Bonds	Interest Paid-\$310,108	Interest Earned-\$ 331

These figures represent that there is no rebate liability due to the U.S. Treasury for arbitrage.

The DeKalb County Compliance Officer also reports that all requisitions, invoices, and receipts and other information that may be needed in order to establish that the interest paid on the Obligations is entitled to be excluded from “gross income” for federal income tax purposes has been preserved.

(Continued)

(Continued)

Report for 2013 (Continued)

All retained records are kept for as long as the Obligations relating to such records (and any Obligations issued to refund the Obligations) are outstanding, plus three years and include:

- (a) complete copies of the bond transcripts delivered when the Obligations were initially issued and sold;
- (b) copies of account statements showing the disbursement of all bond proceeds for their intended purposes;
- (c) copies of account statements showing all investment activity of any and all accounts in which the proceeds of any Obligations have been held;
- (d) copies of all bid requests and bid responses used in the acquisition of any special investments used for the proceeds of any tax-exempt bond obligations, including any sways, swaptions, or other financial derivatives entered into with respect to any tax-exempt bond obligations in order to establish that such instruments were purchased at *fair market value*;
- (e) copies of any subscriptions to the U.S. Treasury for the purchase of State and Local Government Series (SLGS) obligations;
- (f) any calculations of liability or *arbitrage rebate* that is or may become due with respect to any issue of tax-exempt bond obligations, and any calculations prepared to show that no arbitrage rebate is due, together, if applicable, with account statements or cancelled checks showing the payment of any rebate amounts to the U.S. Treasury together with any applicable IRS Form 8038-T; and
- (g) copies of all contracts of the County, including any leases, with respect to the use of any property owned by the County and acquired or financed with the proceeds of tax-exempt bond obligations, any part of which property is used by a private person at any time when such bonds are or have been outstanding.

End

DEKALB COUNTY GOVERNMENT
FY 2014 BUDGET

DEPARTMENT: FACILITIES MANAGEMENT (4810) BOARD COMMITTEE:
FUND: General Fund (1111) FINANCE

ACCOUNT	DESCRIPTION	ACTUAL FY 2012	12 MONTHS PROJECTED FY 2013	BOARD ADOPTED FY 2014
REVENUES:				
5531	Copying Services	1,200	1,200	1,200
5541	Sale of Stock Paper	10,213	10,000	10,000
5542	In-House Copies	29,899	28,000	28,000
5543	In-House Printing	37,985	36,000	36,000
5626	Work Comp Salary	0	9,000	0
5899	Miscellaneous	691	0	0
TOTAL REVENUES		79,988	84,200	75,200
EXPENDITURES:				
6005	Salaries	391,338	395,000	405,000
6061	Seasonal	8,034	10,000	10,000
6091	Work Comp Insurance Payroll	0	9,000	0
6111	Overtime	21,414	28,000	28,000
6115	On-Call	8,366	9,000	9,000
6221	Longevity	6,979	8,000	9,000
6231	Deferred Compensation	2,419	3,000	3,000
6501	FICA	30,814	35,000	36,000
6502	IMRF	41,507	46,000	49,000
6511	Health Insurance	94,464	116,000	127,000
6512	Life Insurance	1,490	2,000	2,000
6601	Unemployment Tax	1,097	2,000	2,000
7012	Landscaping	0	15,000	20,000
7150	Americans with Disability Compliance	0	10,000	10,000
7401	Building Security	3,028	10,000	10,000
7701	Office Furniture & Small Equipment	0	2,500	2,500
7711	Computer Equipment	720	0	0
7834	Concrete Replacement & Repair	0	10,000	10,000
7841	General Painting	6,530	10,000	10,000
7858	HVAC Upgrades	0	10,000	10,000
7875	Energy "Greening" Projects	6,500	10,000	10,000
8003	Travel	279	1,000	500
8004	Mileage - Employee	29	500	500
8008	Training	2,179	4,000	4,000
8011	Memberships	391	500	500
8022	Maintenance - Equipment	84,495	98,000	115,000
8023	Maintenance - Vehicles	2,897	3,000	3,000
8024	Maintenance - Building	84,775	77,000	84,000
8032	Rental of Equipment	2,161	2,500	2,500
8033	Leased Equipment	72,560	80,000	80,000
8041	Utilities	245,063	325,000	300,000

(CONTINUED)

DEKALB COUNTY GOVERNMENT
FY 2014 BUDGET

DEPARTMENT: FACILITIES MANAGEMENT (4810) BOARD COMMITTEE:
FUND: General Fund (1111) FINANCE

ACCOUNT DESCRIPTION	ACTUAL FY 2012	12 MONTHS PROJECTED FY 2013	BOARD ADOPTED FY 2014
EXPENDITURES: (CONTINUED)			
8044 Telephone	7,189	8,500	8,500
8061 Commercial Services	193,052	190,000	190,000
9001 Office Supplies	284	1,000	1,000
9011 Postage	314	500	500
9041 Copy Machine Supplies	124	500	500
9042 Printing Supplies	1,194	1,000	1,000
9043 Stock Paper	47,890	46,000	46,000
9201 Books & Subscriptions	99	300	300
9211 Clothing	2,703	3,500	3,600
9221 Fuel	6,430	6,500	7,000
9242 Machine & Equipment Parts	3,326	0	0
9962 Contr To: Asset Replacement	18,000	18,000	18,000
9962 Contr To: Asset Replacement (Computers)	0	2,000	2,000
TOTAL EXPENDITURES	1,400,134	1,609,800	1,630,900

DEKALB COUNTY GOVERNMENT

D

FY 2014 BUDGET

ORGANIZATIONAL TABLE

DEPARTMENT	CLASSIFICATION	CLASS NUMBER	# OF FUNDED POSITIONS	TOTAL WEEKLY HOURS	FLSA EXEMPT	HAY GRADE	INS SLOTS
FACILITIES MGMT (4810)	Facilities Manager	1061	1.00	40.00	Y	MA	1
	General Maintenance	5555	1.00	40.00	N	AL9A	1
	General Maintenance (Part Time)	5555	0.47	19.00	N	AL9A	0
	Maintenance II	5556	3.00	120.00	N	AL10B	3
	Maintenance III	5557	1.00	40.00	N	AL10A	1
	Maintenance Supervisor	5560	1.00	40.00	N	AL12	1
	Offset Printer	5574	1.00	40.00	N	AA4	1
	Secretary B	5583	1.00	40.00	N	AC6	1
TOTAL			9.47				9.00

DEKALB COUNTY GOVERNMENT

H-1

FY 2014 BUDGET

Commodities & Services
(Accounts 8001 - 9899)

Department: <u>Facilities Management</u>	Department Number: <u>4810</u>
FY 2014 Request: <u>\$848,400</u>	FY 2013 Budget: <u>\$849,300</u>
Amount of Increase: <u>-\$900</u>	Percent of Increase: <u>-0.1%</u>

- Notes: 1) If the Commodities & Services request for FY 2014 exceeds the FY 2013 budget by more than 0.0% (plus the target increase for strategic items), please provide a written explanation (attach additional sheets if necessary). Do not include Contributions to Other Funds, which are line-item accounts greater than 9900.
- 2) If a Commodities & Services line item request is \$10,000 or more, then show calculations for at least 75% of the line item request.

Account #8022 The increase for this account number is due to the addition of the Courthouse. All building warranties and contracts will now be our responsibility. Simplex - (4000.00) Fire Protection and Testing, Lionheart - (2000.00) generator pm's, Otis Elevator - (14000.00) Elevator Maintenance, State of Il. - (3000.00) Annual Elevator Testing.

Continuation of Form H:

Acct. # 8022 – Maintenance Equipment

Alpha Controls – \$9,499.00 – HVAC Monitoring System
Kone Elevator – \$31,000.00 – Annual Preventive Maintenance
Simplex – \$13,705.50 – Fire Alarm Monitoring/Panic Alarm Monitoring – Maintenance
Lionheart – \$8,065.00 – Generator Preventive Maintenance
State Fire Marshall – \$1,000.00
G's R Plumbing – \$1,000.00 – Annual RPZ Testing
Tee Jay Automatic Doors – \$1,035.00
- David Thomas – \$13,968.00 – Annual Preventive Maintenance

Acct. # 8024 – Maintenance Building

Hintzche - \$5,000.00
Grainger - \$25,000.00
Menard's - \$5,000.00
Regional Truck - \$1,000.00
CSR Bobcat - \$500.00
Carquest - \$500.00
David Thomas - \$20,000.00
Alpha Controls - \$5,000.00
G's R Plumbing - \$5,000.00
Batteries Plus - \$500.00

Acct. # 8033 – Leased Equipment

Gordon Fleisch - \$15,000.00 – Copier Maintenance Agreement
GFC Leasing - \$50,000.00 – Copier Lease
Pitney Bowes - \$4,000.00 – Postage Meter Rental/Maintenance on Machine
Encompass (Airgas) - \$420.00 - Oxygen
Integra Business Systems - \$2,000.00 – Print Shop Copier Maintenance Agreement
Soft Water City - \$1,558.00 – Admin and PSB softener rentals

Acct. # 8041 - Utilities

- Integrys Energy – \$275,000.00 – Electric same. Center Point Energy (Gas)
Nicor Gas - \$1,000.00
Commonwealth Edison - \$1,500.00
City of Sycamore, - \$22,000.00

Acct. #8061 – Commercial Services

Aramark - \$3,100.00 - Mats
Cintas - \$5,000.00 - Shredding
Ecolab Pest Elimination - \$3,000.00
- Clean U.S.A. - \$80,100.00 – City Wide Building Maintenance \$77,724.00
Waste Management – \$22,000.00
- Tecza Landscaping - \$10,800.00 – Bid \$9,180.00
Conserv FS - \$3,500.00 – Winter salt. Changed to Winter Materials 9163

Continuation of Form H

Acct. # 8061 – Commercial Services (cont.)

Helsley - \$3,500.00 – Janitorial Supplies

Chemsearch - \$4,000.00 – Cleaning chemicals. Drains, vehicles, equipment.

Bee Designs - \$200.00

Flags U.S.A. -\$1,200.00

Soft Water City - \$2,200.00 – Softener salt

Carpet Cleaning - \$10,000.00

Janco Chemical - \$16,000.00 – Janitorial Supplies

Acct. # 9043 - Paper

Midland Paper - \$32,000.00

Momark - \$14,000.00

DEKALB COUNTY GOVERNMENT
Contract Inventory as of June 21, 2013 Updated With Bid Results

Form Q

Department: Facilities Maintenance Office

Ex.	Department	Vendor/Customer	Service Provided	Estimated FY 2013 Annual Cost	Requested FY 2014 Annual Cost	Original Date	Current Contract Start	Current Contract End	Originally Approved by	Renewals Approved by	Bid Information	
											Dep Co Admin	Renewals Approved by
1	Facilities Mgmt	Devent	Property Tax Software License & Maintenance	\$ 54,000	\$ 54,000	1988	04/01/12	03/31/17	County Board			
2	Facilities Mgmt	Tee Jay Service Co	PM on Automatic Doors	\$ 1,014	\$ 1,035		01/01/13	12/31/13	Facilities Director	Facilities Director	No	
3	Facilities Mgmt	Tezca Group	Landscaping	\$ 8,820	\$ 8,200		01/01/13	12/31/13	Facilities Director	Facilities Director	Yes	2 \$ 9,180
4	Facilities Mgmt	Simplex Grinnell	Fire Alarm & Security Alarm Monitoring						Facilities Director	Facilities Director		
5	Facilities Mgmt	Simplex Grinnell	Fire Extinguisher Testing						Facilities Director	Facilities Director		
6	Facilities Mgmt	Simplex Grinnell	Fire Alarm Testing	\$ 13,705	\$ 13,705		01/01/12	12/31/16	Facilities Director	Facilities Director	No	
7	Facilities Mgmt	David Thomas	HVAC Maintenance	\$ 13,968	\$ 16,468		01/01/13	12/31/13	Facilities Director	Facilities Director	Yes	2 \$ 14,600
8	Facilities Mgmt	Kone, Inc	Elevator Maintenance	\$ 25,232	\$ 26,794		01/01/13	12/31/13	Facilities Director	Facilities Director	No	
9	Facilities Mgmt	Kone, Inc	State Safety Testing	\$ 4,288	\$ 4,502		Annually		Facilities Director	Facilities Director		
10	Facilities Mgmt	Lionheart Engineering	Generator Inspection & Load Test	\$ 7,680	\$ 8,065		01/01/13	12/31/13	Facilities Director	Facilities Director	No	
11	Facilities Mgmt	Pitney Bowes	Postage Meter Rental	\$ 768	\$ 768	2004	2004	Indefinite	Facilities Director	Facilities Director	No	
12	Facilities Mgmt	Pitney Bowes	Postage Machine Maintenance	\$ 3,353	\$ 4,300	2004	06/26/05	Indefinite	Facilities Director	Facilities Director	No	
13	Facilities Mgmt	Clean USA	Janitorial Contract - Sycamore Complex	\$ 80,100	\$ 80,100	2000	01/01/13	12/31/13	Facilities Director	Facilities Director	Yes	7 \$ 77,724
14	Facilities Mgmt	Alpha Controls	PM on Building Management System	\$ 9,499	\$ 9,499		05/01/13	4/31/16	Facilities Director	Facilities Director		
15	Facilities Mgmt	Soft Water City	Rental on Water Softener - Admin Bldg	\$ 600	\$ 630	1984			Facilities Director	Facilities Director		
16	Facilities Mgmt	Soft Water City	Rental on Water Softener - PSB	\$ 1,068	\$ 1,098	2011			Facilities Director	Facilities Director		
17	Facilities Mgmt	Waste Management	Garbage Service - PSB	\$ 7,297	\$ 7,662	2009	07/19/11	07/20/14	Facilities Director	Facilities Director		
18	Facilities Mgmt	Waste Management	Garbage Service - Admin Building	\$ 4,652	\$ 4,885		07/19/11	07/20/14	Facilities Director	Facilities Director		
19	Facilities Mgmt	Waste Management	Garbage Service - Courthouse	\$ 3,133	\$ 3,290	2012	10/19/12	10/20/15	Facilities Director	Facilities Director		
20	Facilities Mgmt	Integrsys Energy	Electricity	.3571 kwh			03/29/13	03/25/15	Facilities Director	Facilities Director		
21	Facilities Mgmt	Integrsys Energy	Gas (Natural) based on usage	.015 therm			02/01/13	01/31/14	Facilities Director	Facilities Director	Yes	4 .414
22	Facilities Mgmt	Ecolab	Pest Elimination	\$ 1,908	\$ 1,968	2001			Facilities Director	Facilities Director		
23	Facilities Mgmt	GFC Leasing	Copier Lease	\$ 50,728	\$ 50,728	2010	09/01/10	08/31/15	Facilities Director	Facilities Director		
24	Facilities Mgmt	Gordon Flesch	Copier Maintenance Agreement-Based on usage	\$ 18,000	\$ 18,000	2010	09/01/10	08/31/15	Facilities Director	Facilities Director		
25	Facilities Mgmt	Cintas Document Mgmt	Shredding	\$ 3,325	\$ 3,492	2007	07/01/09	07/06/15	Facilities Director	Facilities Director		
26	Facilities Mgmt	Aramark	Floor mats	\$ 3,232	\$ 3,393		06/01/10	05/31/15	Facilities Director	Facilities Director		
27	Facilities Mgmt	Otis Elevator	Elevator Maintenance - Courthouse		10/11/1935	09/01/13	01/01/14	12/31/18	Facilities Director	Facilities Director		
28	Facilities Mgmt	Otis Elevator	Elevator Maintenance - Chthouse Addition			09/01/13	01/01/14	12/31/18	Facilities Director	Facilities Director		



BID SIGN UP SHEET

PLEASE INCLUDE NAME, ADDRESS, E-MAIL ADDRESS AND PHONE NUMBER WHERE YOU CAN BE REACHED AND TIME OF BID DROP OFF

1. Justin Post 231 V. Ring Vic Lee, IL 60530 815-761-1222 *no show*

\$1,020.00 per month
2. Todd Muhr 12N442 Switzer Road 847 343 2182 TMUHR@VIPSG.COM *@3/26/14 @ 10:09 A.M.*
\$816.00
no insurance

Blumen Garden
3. Katie Piper 403 Edward St. Syc. 815-895-3737 *@3/26/14 - 9:30 A.M.*
56,839.00

4. Huerta landscaping #ur 9339 ERIC Kingston 815-519-4078 *no show*
Huertaland @ Aol.com

5. _____

6. _____

7. _____

HVAC



BID SIGN UP SHEET

PLEASE INCLUDE NAME, ADDRESS, E-MAIL ADDRESS AND
PHONE NUMBER WHERE YOU CAN BE REACHED AND TIME
OF BID DROP OFF

www.CallMendel.com

#23,576.00 1. Mendel Plumbing & Heating
3N 640 N. 17th St. 630-377-3608

#14,600.00 2. David Thomas
18 Congress Circle 630-845-1900
Roselle, Ill 60172

3. _____

4. _____

5. _____

COPY

6. _____

7. _____



BID SIGN UP SHEET

**PLEASE INCLUDE NAME, ADDRESS, E-MAIL ADDRESS AND
PHONE NUMBER WHERE YOU CAN BE REACHED AND TIME
OF BID DROP OFF**

- # 6252.00 → 1. Best Quality Cleaning, Inc. 847-233-0202 2-11-14 @ 9:00 A.M.
 10015 Pacific Avenue
 Franklin Park, Ill 60131 bqc@sbcglobal.net Melissa Richards
- # 4350.00 → 2. Perfect Cleaning Service, Inc. 773-774-7800 2-11-14 @ 1:50pm.
 5852 N. Northwest Highway
 Chicago, Ill 60631 slawell@perfectcleaningservicecorp.com
- # 4680.00 3. Multisystem Mgmt. Co. 847-592-6330 2-13-14 @ 10:25 A.M.
 1900 E. Golf Rd. Suite 950
 Schaumburg, Ill 60173 multisystemme@yahoo.com
- # 8745.00 4. Peterson Cleaning, Inc. 815-494-8101 2-13-14 @ 11:50 A.M.
 843 N. Madison St.
 Rockford, Ill 61107 tomirshak@petersoncleaning.com
- # 6141.00 5. Eco Clean Maintenance, Inc. 773-616-9009 2-14-14 @ 10:02 A.M.
 1900 E. Golf Rd. - Suite 950
 Schaumburg, Ill 60173 jfranciose@ecocleanmaintenance.com
- # 5633.03 6. Citywide Bldg. Maintenance, Inc. 847-489-0092 2-14-14 @ 10:35 A.M.
 w/o addition 844.95 1555 Industrial Dr.
 Marsee, Ill 60143 myb@citywideinc.com
- # 8956.16 7. Clean U.S.A. 815-754-1226 2/14/14 @ 11:40 A
 1590 E. Lincoln Hwy.
 DeKalb, Ill 60115 jme@cleanusa.com



BID SIGN UP SHEET

PLEASE INCLUDE NAME, ADDRESS, E-MAIL ADDRESS AND
PHONE NUMBER WHERE YOU CAN BE REACHED AND TIME
OF BID DROP OFF

- .429 1. Progressive Energy Group arnie.schramel@progressiveenergygroup.com
759 John St. Suite 200
Yonkville, Ill 60560 630-882-6100
- .414 2. CenterPoint Energy scott.christiansen@centerpointenergy.com
2001 Butterfield Rd. Ste. 750
Downers Grove, Ill 60515 630-795-2583
- .435 3. Vanguard Energy Services LLC PKalas@vanguardenergy.net
850 E. Diehl Rd. Ste. 142
Naperville, Ill 60563 630-615-6510
- no bid 4. Sequent Energy Mgmt. dba Nicor Energychange cwaterm@sequentenergy.co
3333 Warrenville Rd. Ste. 300
Lisle, Ill 60532 630-245-7833
- .422 5. Integrus Energy Services Tlally@aimrg.com
600 Enterprise Dr. Ste. 120
630-990-9700
- 6. _____
- 7. _____

COPY

FY 2014 Revenue Line Items
Finance Committee Cost Centers
05-30-2014

Line Item	Description	FY 2014 Budget	Taxes	Licenses & Permits	Inter-Governmental	Charges for Services	Fines & Forfeits	Investment Income	Miscellaneous	Interfund Contributions
Finance										
1210-5978	Contribution From Data Fiber Network	10,000								X
Non-Departmental Services										
1290-3011	Current Property Taxes	11,755,000	X							
1290-3012	Interest on Current Property Taxes	1,000	X							
1290-3013	Penalty on Current Property Taxes	275,000	X							
1290-3014	Property Tax-FICA/IMRF	200,000	X							
1290-3031	Mobile Home Tax	10,000	X							
1290-3041	TIF Surplus	215,000			X					
1290-3311	State Income Tax	1,600,000			X					
1290-3321	Sales Tax (1.0%)	260,000	X							
1290-3322	Sales Tax (0.25%)	4,960,000	X							
1290-3324	Local Use Tax	275,000	X							
1290-3327	Games Tax	1,000	X							
1290-3331	Replacement Tax	625,000	X							
1290-3524	Franchise Fees	50,000		X						
1290-5511	Sale of Property	2,000							X	
1290-5521	Land Rentals	2,000				X				
1290-5522	Building Rentals	3,000				X				
1290-5602	Telephone/Data Lines	35,000				X				
1290-5711	Unclaimed Fees	5,000							X	
1290-5899	Miscellaneous	1,000							X	
1290-5941	Contribution From Nursing Home	54,500								X
Information Management Office										
1310-4519	GIS Recording Fee	218,000				X				
1310-4554	E-911 Contract	25,000				X				
1310-5914	Contribution From Micrographics	20,000								X
1310-5918	Contribution From Court Automation	5,000								X
1310-5931	Contribution From Health	8,000								X
1310-5941	Contribution From Nursing Home	40,000								X
1301-5956	Contribution From GIS Development	15,000								X

FY 2014 Revenue Line Items
Finance Committee Cost Centers
05-30-2014

Line Item	Description	FY 2014 Budget	Taxes	Licenses & Permits	Inter-Governmental	Charges for Services	Fines & Forfeits	Investment Income	Miscellaneous	Interfund Contributions
Facilities Management Office										
4810-5531	Copying Services	1,200				X				
4810-5541	Sale of Stock Paper	10,000				X				
4810-5542	In-House Copies	28,000				X				
4810-5543	In-House Printing	36,000				X				

Community Outreach Building										
4910-5522	Building Rentals	83,000				X				

Retirement Fund										
5220-5501	Interest	500						X		

Tort & Liability Insurance										
5230-3011	Current Property Taxes	1,050,000	X							
5230-4901	Employees-Medical Health Premium	1,000				X				
5230-4906	Rate Stabilization	60,000				X				
5230-5501	Interest	4,000						X		
5230-5622	Insurance Claims	5,000						X		
5230-5633	Settlements	1,000						X		
5230-5899	Miscellaneous	1,000						X		
5230-5901	Contribution From General Fund	13,000							X	
5230-5933	Contribution From Community Services	2,000							X	
5230-5941	Contribution From Nursing Home	40,100							X	

PBC Lease Fund										
5210-3011	Current Property Taxes	775,000	X							
5210-4451	City of DeKalb	120,000			X					
5210-5501	Interest	1,000							X	
5210-5521	Land Rentals	53,000				X				

**FY 2014 Revenue Line Items
Finance Committee Cost Centers
05-30-2014**

Line Item	Description	FY 2014 Budget	Taxes	Licenses & Permits	Inter- Governmental	Charges for Services	Fines & Forfeits	Investment Income	Miscellaneous	Interfund Contributions
GIS Development Fund										
5260-5501	Interest	2,000						X		
5260-5532	Sale of Tax Maps	5,500				X				
Special Projects Fund										
5240-5501	Interest	2,000						X		
County Farm Land Sale Fund										
5270-5501	Interest	2,000						X		
Opportunity Fund										
5288-4451	City of DeKalb	370,000			X					
5288-5501	Interest	3,000						X		
Asset Replacement Fund										
5530-4520	SA Records Automation Fee	-				X				
5530-4539	Tower Rental	22,000				X				
5530-5047	Vehicle Acquisition Fee	15,000				X				
5530-5501	Interest	10,000						X		
5530-5511	Sale of Property	-							X	
5530-5899	Miscellaneous	-							X	
5530-5901	Contribution From General Fund	339,000								X
5530-5905	Contribution From Veterans Commission	4,000								X
5530-5921	Contribution From Highway Fund	7,000								X
5530-5931	Contribution From Health Fund	39,000								X
5530-5932	Contribution From Mental Health Fund	1,000								X
5530-5933	Contribution From Community Services	4,000								X
5530-5941	Contribution From Nursing Home	73,000								X
5530-5953	Contribution From Probation Services	7,000								X

FY 2014 Revenue Line Items
Finance Committee Cost Centers
05-30-2014

Line Item	Description	FY 2014 Budget	Taxes	Licenses & Permits	Inter-Governmental	Charges for Services	Fines & Forfeits	Investment Income	Miscellaneous	Interfund Contributions
DATA Fiber Optic Network Fund										
5570-4641	Participation Fees	165,000				X				
5570-4642	Connection/Materials/Labor	-				X				
5570-4644	Subscriber Fees	10,000				X				
5570-5501	Interest	-						X		
5570-5937	Contribution From Special Projects	50,000								X
Jail Expansion Fund										
5590-5501	Interest	-						X		
Build America Bonds Fund										
5710-4009	Federal-Interest Rebate	98,000			X					
5710-4451	City of DeKalb	765,000			X					
5710-5501	Interest	1,000						X		
Recovery Zone Bonds Fund										
5730-4009	Federal-Interest Rebate	127,000			X					
5730-4451	City of DeKalb	225,000			X					
5730-5501	Interest	200						X		
Employee Health & Life Insurance Fund										
5250-4801	Financial Services	1,000				X				
5250-4901	Employees-Medical Health Premium	1,460,000				X				
5250-4902	Non-Employees Medical Health Premium	200,000				X				
5250-4903	Employer-Medical Health Premium	4,620,000				X				
5250-4904	Employer-Life Premium	60,000				X				
5250-5501	Interest	2,000						X		
5250-5633	Settlements	-							X	
History Room Fund										
6530-5701	Donations	1,000							X	
6530-5901	Contribution From General Fund	12,000								X

**FY 2014 Revenue Line Items
Finance Committee Cost Centers
05-30-2014**

Line Item	Description	FY 2014										Interfund Contributions	
		Budget	Taxes	Licenses & Permits	Inter-Governmental	Charges for Services	Fines & Forfeits	Investment Income	Miscellaneous				
Renewal & Replacement-Sycamore Campus Fund													
7410-5501	Interest	-											
7410-5913	Contribution From PBC Lease Fund	175,000										X	X
7410-5967	Contribution From PBC Capital Imp. Res.	40,000											X
Renewal & Replacement-Community Outreach Building													
7440-5501	Interest	1,000											
7440-5901	Contribution From General Fund	50,000										X	X
Renewal & Replacement-Health Facility Campus Fund													
7450-5501	Interest	5,000											
7450-5913	Contribution From PBC Lease Fund	325,000										X	X
Renewal & Replacement-Public Safety Building Fund													
7460-5501	Interest	500										X	
Totals		\$ 32,254,500	12	1	8	25	0	17	10	24			

05-15-2014

**Consumer Price Index - All Urban Consumers
U.S. City Average
Used for PTELL / Tax Cap Calculations**

**Consumer Price Index - All Urban Consumers
Original Data Value**

Series Id: CUUR0000SA0
 Not Seasonally Adjusted
 Area: U.S. city average
 Item: All items
 Base Period: 1982-84=100
 Years: 2003 to 2013

For PTELL / Tax Cap Calculations

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2	% Increase Dec. to Dec.	% Increase Year Over Year (Apr. to Apr.)	% Increase Year-to-Date (Dec. to Apr.)
2003	181.7	183.1	184.2	183.8	183.5	183.7	183.9	184.6	185.2	185.0	184.5	184.3	184.0	183.3	184.6			
2004	185.2	186.2	187.4	188.0	189.1	189.7	189.4	189.5	189.9	190.9	191.0	190.3	188.9	187.6	190.2	3.3%		
2005	190.7	191.8	193.3	194.6	194.4	194.5	195.4	196.4	198.8	199.2	197.6	196.8	195.3	193.2	197.4	3.4%		
2006	198.3	198.7	199.8	201.5	202.5	202.9	203.5	203.9	202.9	201.8	201.5	201.8	201.6	200.6	202.6	2.5%		
2007	202.416	203.499	205.352	206.686	207.949	208.352	208.299	207.917	208.490	208.936	210.177	210.036	207.342	205.709	208.976	4.1%		
2008	211.080	211.693	213.528	214.823	216.632	218.815	219.964	219.086	218.783	216.573	212.425	210.228	215.303	214.429	216.177	0.1%		
2009	211.143	212.193	212.709	213.240	213.856	215.693	215.351	215.834	215.969	216.177	216.330	215.949	214.537	213.139	215.935	2.7%		
2010	216.687	216.741	217.631	218.009	218.178	217.965	218.011	218.312	218.439	218.711	218.803	219.179	218.056	217.535	218.576	1.5%		
2011	220.223	221.309	223.467	224.906	225.964	225.722	225.922	226.545	226.889	226.421	226.230	225.672	224.939	223.598	226.280	3.0%		
2012	226.665	227.663	229.392	230.085	229.815	229.478	229.104	230.379	231.407	231.317	230.221	229.601	229.594	228.850	230.338	1.7%		
2013	230.280	232.166	232.773	232.531	232.945	233.504	233.596	233.877	234.149	233.546	233.069	233.049	232.957	232.366	233.548	1.5%	2.0%	1.7%
2014	233.916	234.781	236.293	237.072														

2.1% 3-Year Average (2011-2013)
 2.1% 5-Year Average (2009-2013)
 2.4% 10-Year Average (2004-2013)

**Consumer Price Index - All Urban Consumers
Chicago-Gary-Kenosha, IL-IN-WI
Used for Landfill Host Agreement Calculations**

**Consumer Price Index - All Urban Consumers
Original Data Value**

Series Id: CUURA207SA0, CUUSA207SA0
 Not Seasonally Adjusted
 Area: Chicago-Gary-Kenosha, IL-IN-WI
 Item: All items
 Base Period: 1982-84=100
 Years: 2003 to 2013

For Landfill Host Fees Agreement Calculations

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2003	182.7	184.1	184.8	183.4	183.4	184.1	184.1	184.5	186.1	185.8	185.6	185.5	184.5	183.8	185.3
2004	185.4	186.4	186.3	187.2	188.7	189.1	189.2	190.2	190.0	190.8	190.7	189.6	188.6	187.2	190.1
2005	189.9	190.5	191.3	193.2	193.3	194.0	194.2	195.8	198.3	197.9	197.3	196.4	194.3	192.0	196.7
2006	197.5	197.2	197.6	197.7	198.4	199.0	199.3	200.4	199.6	197.5	197.9	197.8	198.3	197.9	198.8
2007	199.401	200.630	202.483	204.019	205.686	206.092	205.561	205.813	206.454	206.696	207.821	207.155	204.818	203.052	206.583
2008	208.757	209.526	211.542	212.662	214.932	215.738	217.459	215.971	215.465	213.363	209.053	205.959	212.536	212.193	212.878
2009	207.616	207.367	207.462	207.886	209.809	211.010	210.906	211.441	211.345	211.708	212.206	211.185	209.995	208.525	211.465
2010	212.104	212.456	212.952	212.929	212.984	212.186	212.535	212.784	213.339	213.332	213.066	213.778	212.870	212.602	213.139
2011	215.155	216.192	217.880	218.762	220.094	220.182	219.277	219.688	220.027	219.592	219.181	218.180	218.684	218.044	219.324
2012	219.585	219.626	222.351	222.416	222.262	222.138	221.611	222.967	223.611	223.227	222.425	221.838	222.005	221.396	222.613
2013	222.251	224.681	224.433	224.522	225.645	225.864	225.375	225.525	225.161	224.422	223.703	222.960	224.545	224.566	224.524
2014	225.027	226.217	228.784	229.848											

% Increase Dec. to Dec.	% Increase Year Over Year (Apr. to Apr.)	% Increase Year-to-Date (Dec. to Apr.)
2.2%		
3.6%		
0.7%		
4.7%		
-0.6%		
2.5%		
1.2%		
2.1%		
1.7%		
0.5%	2.4%	3.1%

1.4% 3-Year Average (2011-2013)
 1.6% 5-Year Average (2009-2013)
 1.9% 10-Year Average (2004-2013)



DeKalb County Finance Office

Memorandum

To: DeKalb County Finance Committee
Copy: Gary H. Hanson, County Administrator
From: Peter J. Stefan, Finance Director
Date: April 2, 2014
Re: FY 2015 Budget Parameters Recommendation

Based on preliminary, unaudited financial results for the fiscal year ended December 31, 2013 and the most recent price indices, following are staff recommendations for the budget parameters for the FY 2015 budget that need to be established by June:

Property Taxes – The FY 2014 budget was based on a property tax revenue projection that included a 1.7% increase for the CPI adjustment for existing property and a 0.8% increase for the new construction component. The CPI for 2014 levies to be collected in 2015 has been established by the Illinois Department of Revenue at 1.5%. Based on the relatively flat revenue growth for non-property tax revenue sources in the General Fund, the recommendation for the 2014 property tax levy for existing property is a 1.5% CPI increase. A very preliminary estimate of new construction EAV would be to keep that constant at the 0.8% increase used in 2014. This will result in a total recommended increase of 2.3% which is 8% lower than the 2.5% increase utilized for the 2013 levy.

Salary Increases – The County's three AFSCME collective bargaining agreements are all settled through 2015 and each of them contains a salary increase of 2% for 2015. The Operating Engineers agreement expires at the end of 2014 so no salary adjustments are available for 2015 yet. The two MAP collective bargaining units are currently in negotiations and, accordingly, no salary adjustments are available for 2015 for either of those agreements as well. The most recent CPI-U index for the U.S. city average as used for the property tax CPI adjustment was 1.5% for the 2013 calendar year, 1.1% for the most recent 12 month period (February 2013 to February 2014), and it has already increased by 0.7% for 2014 year-to-date (December 2013 to February 2014). The 3, 5, and 10 year averages for this index have been 2.1%, 2.1%, and 2.4% respectively. The most recent CPI-U index for the Chicago-Gary-Kenosha area was 0.5% for the 2013 calendar year, 0.7% for the most recent 12 month period (February 2013 to February 2014), and it has already increased by 1.5% for 2014 year-to-date (December 2013 to February 2014). The 3, 5, and 10 year averages for this index have been 1.4%, 1.6%, and 1.9% respectively. The data indicates that a 2% salary increase might be warranted for all non-represented and Exempt Department Head positions for 2015, however, since this is very early in the FY 2015 budget process, there is the possibility that CPI data released over the next few months could result in a revised recommendation.

COLA for Commodities and Services – As mentioned in the previous section on salary increases, both the national and the regional CPI indices are indicating an increase in inflationary pressures. Additionally, the MPI (Municipal Price Index) for 2012 increased by 2.4%. The 2013 MPI will not be released until June 2014. Based on the 2012 MPI, the 3, 5, and 10 year average increases for this index have been 2.2%, 2.6%, and 3.3% respectively. For the FY 2014 budget, a target of 1.0% was established as the not-to-exceed increase for commodities and services. Although ground was lost to inflation with the FY 2014 budget, establishing the FY 2015 target at the full amount of even the 3 year average MPI increase of 2.2% might be too large of an adjustment to incorporate into just one budget cycle. Accordingly, the FY 2015 COLA target is recommended to be set at 1.3% which will capture 25% of the difference between the FY 2014 target of 1.0% and the 3 year average MPI increase. This will essentially make the FY 2015 budget the first year of a 4 year plan to phase in towards using the MPI as the target for COLA increases for commodities and services in future budgets.

DEKALB COUNTY GOVERNMENT
FY 2015 BUDGET
January 1, 2015 thru December 31, 2015

CALENDAR & PROCESS

- June 4, 2014 Finance Committee adopts budget calendar and process.
- June 20, 2014 Budget request forms distributed to all departments along with approved FY 2015 budget parameters. County Board members also receive a form to submit for areas that they feel should be specifically addressed and/or studied.
- July 9, 2014 County Administrator and Finance Director begin to meet with County Board members (one at a time), for those who so desire, to discuss the budgets for their Committees and any special areas of interest.
- Aug 4, 2014 Budget request forms are due back to the Finance Office. Departments are expected to submit budgets in accordance with the direction provided. Narratives may be included which outline any concerns the Department has with the direction provided.
- Sept 3, 2014
 1. Budget workbooks are electronically distributed to County Board members. This workbook will include copies of all documentation submitted by Departments.
 2. Finance Committee receives a recommendation on the entire budget from the County Administrator and Finance Director. The proposal will include recommendations for department staffing and line items which could be changed through an appeal process open to both Board members and Department Heads.
 3. Finance Committee sends the budget recommendation to the County Board to place it on file for public inspection.
- Sept 17, 2014
 1. County Administrator and Finance Director hold a “Question & Answer Forum” for County Board members to further clarify the rationale behind the budget recommendations. This will be at 6:00 p.m. prior to the monthly County Board meeting.
 2. County Board places the budget recommendation on file for public inspection.

**DEKALB COUNTY GOVERNMENT
FY 2015 BUDGET**

CALENDAR & PROCESS - CONTINUED

- Sept 30, 2014 Last day for County Board members or Department Heads to file an appeal concerning Administrative budget recommendations. Appeals will then be reviewed by the appropriate Board Committee. If the Committee concurs with the appeal, it will then be forwarded to the Finance Committee for a decision in November.
- Oct 1, 2014 Board Committees begin budget discussions. Focus will be primarily on areas which are appealed from the Administrative recommendation.
- Oct 25, 2014 Publish first notice of public hearing on proposed Budget and Tax Levy.
- Oct 29, 2014 Publish second notice of public hearing on proposed Budget and Tax Levy.
- Nov 4, 2014 Board Committees complete reviews of any appeals which were filed concerning budgets for which they have oversight.
- Nov 5, 2014 Finance Committee hosts public hearings on the proposed Budget and on the proposed Tax Levy. Any appeals successful at the Standing Committee level are decided at this meeting. Overall final budget adjustments are made at this time, and the entire budget is forwarded to the County Board for adoption.
- Nov 19, 2014 County Board adopts the Annual Budget and the Tax Levy Ordinance prior to the start of the fiscal year on January 1, 2015.