



# MEMORANDUM

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Office of the County Administrator

James W. Snider

**To: Budget Committee**  
**From: Jim Snider**  
**Date: August 26, 2020**  
**Re: Proposed FY21 Budget Committee Report**

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The County's Department Heads, Elected Officials and Administrative staff have been working diligently on the proposed FY21 budget over the last several weeks so that we can present you the budget worksheets and narratives today. Special thanks to April Palmer and her staff, Kurt Davis and staff, and Erin Hughes for their assistance in preparing and processing the numbers.

**The proposed FY21 budget before you today shows a \$4.3m shortfall in the General Fund**

**Factors contributing to the shortfall**

1. Annual General Fund Revenue of \$29m is either flat or declining
2. 20-30% reduction in economically sensitive areas due to the COVID pandemic (sales tax, corporate replacement tax & income tax), including:

**Sales Tax** *(1% on certain goods in unincorporated areas of county & .25% on certain goods in incorporated areas of county)*

**State Income Tax** *(The local share of the State Income Tax is paid on a per capita basis. Counties receive 1/12 (8.3%) of the net tax receipts collected by the State up to the old income tax rate of 3%)*

**Corporate Replacement Tax** *(The Replacement Taxes are revenues collected by the state of Illinois and paid to local governments to replace money that was lost by local governments when their power to impose personal property taxes on corporations, partnerships, and other entities was taken away in 1979. Corporations pay 2.5% tax on income, Partnerships, Trusts and S Corporations pay a 1.5% tax on income. 48% of the state receipts are distributed to downstate counties, while Cook County receives 52% of all funds)*

These sources of revenue represent \$7.9m of our \$28.8m General Fund Budget. So a 30% hit to the \$7.9m equals \$2,377,000. That will be the minimum negative revenue impact to the FY21 Budget until we return to Phase 5.

3. Cost-of-Living Wage Increases (see below)
4. Inability of the federal government to provide meaningful emergency relief to local government

**Other significant items related to FY21 Budget:**

**\$2,960,000 in savings to the FY21 Budget with the sale of HCCC to Infinity Healthcare:**

- \$1,700,000 – lower IMRF Fund Tax Levy
- \$ 790,000 – lower FICA Fund Tax Levy
- \$ 470,000 – lower amount charged to the Liability Fund (*Risk Management Plan allocation*)

**FY20 Wage Increases:**

All non-union employees have a 2% COLA increase for FY20 (Non-union employees do not receive step increases except for some attorneys in the State’s Attorneys’ office that receive step increases comparable to those attorneys that are part of the union). Outlined below is a list of all CBAs and how we handle their increases:

AFSCME 2025A & 2025B: 2% COLA increase 12/1/2020. Union longevity step increases are in an addition to COLA increases.

Teamsters: 3% COLA increase 12/1/2020. Teamsters does not have steps. They receive longevity bonuses based on their years of service.

FOP 61: In negotiations. Step increases are still in place.

**Pension Costs:**

- FY21 Estimate IMRF contribution rate is 15.8% **(1.9% higher than FY20)**
- SLEP contribution rate is 26.63% **(9.3% lower than FY20)**
- Elected County Officials (ECO) rate is 122.47%

**Health Insurance Costs:**

- Employee Health Insurance Rate. Healthcare Planning Committee has recommended a 2.5% increase, significantly below recent years, but one that will cost the General Fund alone over \$112,000.

**Liability Fund:**

- Civil Division has recommended a reserve amount of \$5.355m for FY21 (*significantly less than FY20 which saw several large claims settled*)
- With the sale of HCCC - \$470,000 annual savings by eliminating salary charges to the RMP Plan
- Proposed 7.49% increase in this levy primarily due to low fund reserve because of \$2m inner fund loan to HCCC that will not be paid back until HCCC bond debt is paid off – 3 to 5 years from now.

**Additional significant GF Income changes:**

- Estimated revenue from Cannabis sales tax: \$500,000
- Effect of increased sales tax revenue (local Use tax) from all internet sales: \$220,000
- Additional Jail Lease Levy for Sheriff’s maintenance: \$207,056  
2020 we received \$1,351,693 / 2021 we will levy \$1,558,749
- Jail Lease Levy to cover Jail Automation Project: \$800,000
- Additional Jail Lease Levy for Court Security Division: \$660,905  
2020 we received 45,962 / 2021 we will levy \$706,867

**Impact of understaffing on RICo Operations and Finances:**

Many offices have experienced significant reductions in staffing levels over the past several years. Some departments have seen their staff reduced by over 50%. For example, the Sheriff’s office for Rock Island County deals with a population that is 21.8% lower than Peoria County, but is staffed with 42.26% fewer employees.

**Our priority is to provide the essential services to the public in a transparent, cost efficient manner.**

**We are required to:**

- **Provide law enforcement and operate a safe jail and justice center.** Not only does our Sheriff provide the primary enforcement response to rural residents, we routinely assist agencies and serve as the coordinating agency for all Homeland Security matters in Rock Island County.

We are mandated by state law to provide a local court operation. Area cities do not contribute to the cost of this operation even though roughly 95% of the cases involve residents of these cities.

- **Mandated to prosecute crimes through our State’s Attorney’s Office.** Serious cases, which unfortunately we have - also require a serious cost. The hiring of expert witnesses comes from the County’s revenue which is necessary to effectively prosecute certain cases. Not to mention for serious crimes, the accused party may be housed in our jail for up to and sometimes even exceeding one year with a cost also associated with their stay.

- **Probation Services.** Work to keep people out of jail while holding them accountable for being law abiding citizens.
- **Holding local elections.** Our County Clerk is mandated by state law to conduct elections county-wide. We are not compensated by the federal government, local schools or cities.
- **Highway Department.** Providing staff with the equipment to maintain county roads and the means to keep roads clear during winter weather advisories.
- **County Health Department.** Providing essential health related services for our residents.
- **Other county services provided through our budget:** Animal Control, Assessment & Board of Review Offices, Auditor's Office, Building & Zoning, Circuit Clerk's Office, Coroner's Office, Court Administration and Services, EMA Department, HCNC, Human Resources, IT, Public Defender's Office, Recorder's Office, Superintendent of Schools, Treasurer's Office, Mental Health Services, Child Advocacy Services, Veteran's Affairs and Education Extensions.

**We will be discussing ways to address our projected FY21 GF budget shortfall on August 26.**

**Outside Agency Request:**

You will find a separate pdf file attached titled "Outside Agency Requests" which includes support information for their respective agencies.

**The following departments have provided me narratives outlining variances/increases in their proposed FY20 budget compared to FY19. All of the budget worksheets are under separate attachment:**

**Department 03 - Circuit Clerk – Tammy Weikert:**

The Criminal & Traffic Assessment Act set to expire on January 1st, 2021 has been extended to January 1st, 2022. This means our fee structure will stay intact for the duration of the 2021 budget. It is unclear what the changes might be when it is repealed, there are several bills being considered in the General Assembly which would change our fees.

Attic Project – Now that we are settled in our new space in the annex, we can divert our attention back to the file project we started before the new building project took over as the top priority. When I was first elected I began developing a plan for the files and books being stored in the attic to be converted to electronic images and imported into our current document management system. Very soon we will see that space cleared out and those records properly stored with a much more efficient retrieval process. You will see the expense included in the Court Automation Fund professional services line item (631.00).  
 Staffing – We currently have no employees laid off or furloughed. We are extremely short handed and are working to fill our vacant positions as several employees have accepted new positions. We have 4 open clerk II's and 3 open clerk 1 positions to fill. We have one administrative assistant retiring and I

have left that position open in the 2021 budget year, fully funding the rest of our line staff. Where we are planning to incorporate virtual hearings, there will be additional time needed to perform those duties.

Effects of COVID-19 – The virus has drastically affected my office with additional expenses to keep our employees and the public safe but also through the devastating effects of layoffs. We are working to keep our courts operational should the Supreme Court or Governor move us back to phase 3 or we experience an outbreak here. Our office together with the Chief Judge and Court Administration are working on utilizing virtual hearings. I am confident that we will be successful with collections using that program.

#### **Department 04 - Court Administration – Vicki Bluedorn**

We are trying to keep the 2021 budget the same as the 2020 budget.

The Civil Judges have set the civil trials over to 2021. We have a backlog of civil cases that will be heard in 2021. We will be able to use the same jurors for these trials, therefore saving jury fees and communication fees. We do monthly reports to the Administrative Office of Illinois Courts to receive reimbursement for the certified interpreters and representation for sexually violent and dangerous cases. We are receiving this reimbursement from the State monthly.

We are very cognizant of our budget and every effort will be made to stay within it.

#### **Department 05 - County Clerk – Karen Kinney (Nick Camlin)**

##### **Revenues**

General Fund revenues are projected to be lower than the budgeted estimate for FY 2020 by \$6,915, by factoring the shutdown's affects across the entire year. However, if things improve and stay healthy, the actual revenues could easily top \$30,000 more than budgeted. The estimates for revenue follow current projections, which are conservative, but the revenues could turn bullish if boosted by REAL ID requirements. Prior to the COVID shutdown, actual revenues for this fiscal year were outpacing budget estimates. Reimbursements for Election Judges is projected to be lower than FY 2020 because the odd-year local elections typically have lower turnout.

##### **Expenses**

Expenses in the General Fund Administration side of the office are roughly equivalent to FY 2020.

Contractual salary raises increased this budget by \$11,669.

Typically, the odd year elections would represent a decrease in the General Fund Election budget, however in 2021 we are anticipating two large expenses related to elections. First, with no end in sight to COVID, we are anticipating greater demands for Vote-By-Mail in the 2021 elections, and we must plan for all of our 86,000+ registered voters to request that service. Again, we must also anticipate that all Vote Centers will need to be open for both the 2021 Primary and General Elections. Certainly, we would take advantage of any grant opportunity to offset lingering COVID costs with 2021 elections. Second, 2021 will be a reapportionment year for national, state, and local offices, meaning when new district

lines are drawn, new voter registration cards must be issued. Considering software coding, printing, postage, and work hours, reapportionment is expected to cost approximately \$50,000.

### **Grants**

Often, grants from the State Board of Elections can sporadically become available, making it hard to plan for them. When we do get a grant or reimbursement opportunity, we work with the Auditor's Office to make sure that appropriate entries are made in the accounting software and tracked accordingly. Currently we are managing a CARES Act federal grant for election purposes in the amount of \$204,973.57, and an election postage state grant in the amount of \$70,726.93, which are scheduled to expire before the end of this fiscal year.

We've just been informed that another round of the HAVA Election Security federal grant is available through June 30, 2021, in the amount of \$26,739.

### **Department 07 – Recorder, Kelly Fisher**

I will try to summarize my 2021 budget for you. It is pretty straight forward as in the past with a few exceptions. I increased my Operating Supplies line item to cover any additional cost due to Covid-19, such as buying increased amounts of cleaning supplies and PPE as needed. I decreased my Travel line item as we will be doing more remote meetings. The only new equipment that I am asking for is for the upgrade and purchase of some new computers. This is an expense that I previously requested but held off on to help the County finances. I am in need of this new equipment so I can upgrade my current Land Records system. I have already spent a significant amount of monies to start the transition to this new system. The last piece of that puzzle is the hardware itself. I am holding off on the purchase of a Large Format Printer and also holding an open position from being filled

Thanks for your help in navigating this crazy time we are all facing. If I can be of any assistance to you or answer any questions, please don't hesitate to contact me.

### **Department 08 - Sheriff Bustos – Related Departmental Budget Report**

#### **Office Budget - Revenue (\$1,881,946,220 to \$1,820,577.00 -\$61k)**

342.00 Civil Process: (\$280,000.00 to \$260,000.00)-We have seen a substantial decrease in civil process filings due to the COVID-19 health crisis. Evictions, property tax liens, S.O. foreclosure sales, small claims, and garnishment filings have all been directly impacted by Federal legislation prohibiting such activities. We expect this trend to continue into FY21.

342.07 State Seizure/ Forfeitures (\$15,000.00 to \$8,000.00) The State of Illinois is retaining more of the proceeds from any State Seizure filed by law enforcement agencies. This trend will continue with decreasing revenues from seized assets in the future.

342.10 Police Radio Service Fee (\$19,000.00 to \$14,740.00)- The Sheriff's Office provides dispatch services to two (2) law enforcement agencies outside the S.O., those being the Coal Valley Police

Department and the Q.C. international Airport Authority. CVPD has transitioned to using almost exclusively their mobile data computers for nearly all call and/or traffic related activities. This has reduced the fees charged to their agency by RICO. QCIAA rarely performs activities requiring fees be accessed to their agency.

343.16 Prisoner Work Release (\$25,000.00 to \$18,000.00)-Currently there are NO work release inmates being incarcerated at the RICSO. The potential for health infections related to COVID- 19 deemed it necessary that those individuals be released. With our current jail population hovering around 270, we do not anticipate having as many work release individuals sentenced to county jail time in FY21.

351.11 Sheriff Bail Bond Fees (\$80,000.00 to \$40,000.00) Legislation enacted last year removed required bonds for associated crimes. Subjects are now released on NTA's (Notice to Appears) rather than cash bonds. The Bail Bond Reform Act also reduces daily required bonds by a percentage each day individuals stay incarcerated. We expect this trend to continue with fewer cash bonds being posted.

Expenses: (2% Wage Increase for all FTE) Administration (10)

10.522: (\$8,075.00 to \$23,073.00): PPE supplies for all divisions (i.e. mask, wipes, gloves, etc.). We expect the COVID-19 health risks to continue into FY21. There may be some Federal assistance with such costs, however, the S.O. must prepare a proper response with supplies to maintain clean facilities for the visiting public, plus provide our employees with necessary PPE to perform their jobs.

10 764: (\$27,805.00 to \$46,005.00) \$34,560.00- Replacement of 2 network switches, (1) domain controller (server) and (5) mobile data computers (6+ yrs. old, out of warranty and operating on WIN7).

Maintenance 18 Consider offsetting to PBC Levy

18.638 Outside Repairs (\$110,000.00 to \$130,000.00)-The 1985 Jail is now over 35 yrs. old. As this facility operates 24/7/365, we continue to face rising repair costs due to plumbing failures, electrical upgrades, and equipment repairs.

18.644 Professional Services (\$126,816.00 to \$139,918.00)-The warranty periods for the 4 elevators in the new Courthouse Building end on 11/30/20. Adding those elevators to our existing maintenance contract with KONE is a direct increase of nearly \$14,000.00 dollars annually.

18 766 and 18 768 have a net decrease of nearly \$560,000.00 dollars from FY2020.

18.766 (\$107,000.00) We propose completing the following projects in FY21- Jail painting, replacing carpet in various jail posts, repairing the main kitchen floor, and also replacing some lavatory and locker room stalls in the 1985 Jail.

18.768 (\$107,000.00)-New industrial dishwasher, 2-hot water holding tanks and replacing the Juvenile Justice Center HVAC main unit.

### Law Enforcement (20)

20.630 Training (\$20,000.00 to \$38,000.00)-The State of Illinois is no longer covering the initial training expenses for new deputy sheriff recruits. This cost will be passed along to the agencies at approximately \$6,500.00 per new hire. Current and projected new hire openings for FY21 are 5. Remaining costs are annual dues for the Mobile Team Training Unit 4.

20.764 Equipment \$1500-4,999 (\$13,840.00 to \$29,100.00)-Replacement of 15 TASER devices that are over 5 yrs. old, out of warranty, and starting to fail in the field.

20.768 Equipment \$4999> (\$455,650.00 to \$414,450.00) Eight (8) new patrol vehicles to replace units that are approaching 175K miles. Seven (7) new in-car video systems to replace aging units in current use.

### Radio (22)

22.412 Overtime (\$6,500.00 to \$10,000.00)-Cover overtime costs associated with increasing minimum staffing from 1 to 2 telecommunicators per shift.

### Corrections (23)

23.522 Operating Supplies (\$30,000.00 to \$35,000.00)-Added \$5k to cover PPE costs for correctional officers and inmate needs for FY21. We fully anticipate the COVID-19 health crisis will continue well into FY21. There may be some Federal assistance with such costs however the S.O. must prepare a proper response with both cleaning and PPE supplies.

23.630 Training (\$28,000.00 to \$48,000.00) The State of Illinois is no longer covering the initial training expenses for new correctional officer recruits. This cost will be passed along to the agencies at approximately \$4 000.00 per new hire. Current and projected new hire openings for FY21 are 4. Remaining costs are annual dues for the Mobile Team Training Unit 4.

23 644 Contracts (\$1,175,136.00 to \$1,200,218.00) 2% increase in contractual services from MeND Medical

23.768 Equipment \$4999>: Jail Automation Project (\$800,000.00). Jail facilities require software automation to control equipment used to open slider doors, operate CCTV cameras and recorders, permit communication between staff to inmates via intercom systems, plus monitor facility alarms. The current automation system (or brain) in the 1985 Jail is obsolete and requires a complete replacement, as repair parts are non-existent. The obvious concern is a system failure could impact both staff and inmate safety and security, not to mention alter daily operations of the facility. This project would replace all door controllers (PC's and monitors), security cameras, video recorders, stairwell alarms, etc. **(Consider offsetting to PBC Levy)**

### EMA(EM)

EM 766 Renovations: (\$100,000.00)-The 8 bay storage garage at the EMA facility is in very poor

condition. The entire building needs to be re-sheeted with alumina panels, new gutters and a new roof. Costs to complete this renovation are projected at \$100,000.00. **(Attempting to move this improvement to CARES Act)**

#### Court Security Division (128)

Projected costs cover the salaries and benefits of four (4) deputy sheriffs, thirty-three (33) bailiffs, overtime, and maintenance contracts for x-ray machines. (Consider offsetting to PBC Levy)

#### **Department 09 - State's Attorney's Office – Dora Villarreal (Becky Bernard)**

The Rock Island County State's Attorney's Office and other County Departments have been greatly impacted by the COVID pandemic. As we have seen our workload, assignments, and novel demands rise, our Office has remained under-staffed and is now in need of more technology to adapt to the Courts' response to the pandemic.

First, we would like to extend our appreciation to the County Board for the funds in FY20 for an additional civil ASA. Since COVID began, our office has been overwhelmed with new legal issues for every single County Department and our new three-person Civil Team has been working late nights and weekends to research and assist, along with their regular caseload.

The County Board also acknowledged the Office's need for additional criminal attorneys and extended us funding for a new criminal ASA in March 2020—only a few weeks prior to our State's unprecedented shutdown. That position remains unfilled to remain fiscally responsible and save our office funds.

Here are some major highlights in our end of FY20 and FY21 Budget—

- Criminal ASA Position Vacant from 3/2020-8/2020
- 2 Senior Attorneys departed and hired 2 "Junior" ASAs (one on a Temporary Contract (no benefits) pending FY 21 Budget approval
- 2 Legal Assistants laid off—One for approx. 2 months and has been recalled; one has not yet been recalled
- 2 ASA's currently on FMLA leave
- State VCVA Grant did not cover full salary and benefits for 1 Victim Assistant. Hours were reduced to 32 per week commencing July 28, 2020

#### **APPROX. SAVINGS: \$50,000 Gen Fund Salary**

- Less Training and Travel costs due to COVID
- Only kept 3 Legal Book Subscriptions and will be entering into a contract with Thomson Reuters for additional savings, all else cancelled due to digital availability
- Negotiated MOU with Local 150 eliminating Wednesday afternoons off
- The SAO has adequate PPE and social distancing measures at this time, and all employees have been cooperative and helpful

- Tech Needs:

- Courthouse departments are coordinating to proceed with Zoom/Remote Court
- Case Management Software—PCJIMS Prosecutor, Compatible with Clerk and Judges CMS, will allow SAO to work remote and begin paperless process

**CONTRACT: \$16,580 FOR 3 YEARS BEG. DEC 2021, Installation to begin August 2020**

- Webcams, Headphones, Scanning Software for every ASA
- More laptops/tablets/monitors and desktop upgrades
- Scanners for each ASA

**FY20 Salary Savings will help fund most urgent tech needs for SAO**

- Staff & Funding Needs

- Major Issues:
  - Backlog of cases in Traffic, Misdemeanor, Juvenile and Felony courts from shutdown as well as limited courtroom space to socially distance;
  - More court times being scheduled to accommodate smaller groups, leading to more attorneys needed in court;
  - Attorneys and Management working nights and weekends to keep up with changing and increasing demands;
  - Increase in violent crimes and juvenile case filings this Spring and Summer; our bad check vendor discontinuing their services which has resulted in the cases now being handled by our office
  - Need to create Criminal Integrity Unit/Case Review Panel after Onsrud Case.
- Bring back Legal Assistant and Victim Assistant to FT
- Drug Fund depleted and will not be a funding source to SAO in the foreseeable future
- Senior ASA leaving November 2020 to assume office as Henry County State's Attorney, have posted for this position for ample time to find experienced attorney.
- Full-Time Permanent Criminal ASA upon Temporary Contract termination
- Fill March 2020 Criminal ASA position
- PT or FT Investigator to assist with CIU/Case Review Panel and to assist with multiple homicide and serious felony cases pending with defendants sitting in Jail for unacceptable lengths of time
- Anticipated Court "shutdown" in the near future due to COVID cases rising locally, our office MUST be prepared to operate remotely

**Department 12 - Animal Control – Sam DeYoung (budget one less employee)**

For Fiscal year 2021 I have added the following increases:

Operating Supplies (113-12 522.00) an additional \$5000.00. The cost of supplies has progressively increased. While I try and keep to a tight budget, I need to accommodate for these increases. In years past we have had many donations, including PAWS helping, with the current situation our donations are down and fundraising is at its lowest. Purina donates our food, but I can't always guarantee we will be able to get free food.

REPAIR/Maintenance (113-12 523.00) increased due to the age of the building, and the mechanics. Things are starting to break, and need repairs. In the past my staff or myself would handle repairs, we will probably need to hire out more often now due to low staffing.

Small Tools & Equipment (113-12 524.00) our traps, nets, snares and gloves are all aging. These are items that are important for the safety of our staff. They need constant replacing.

Travel (113-12 633.00) – the price of gas continually rises. This year due to COVID we limited our patrolling. We will need to get back to normal practice as soon as possible.

Public Utility Services (113-12 637.00) – Gas and Lights continually climb in cost. We missed the grants for the solar power, so that is on hold again. Our water bill with the City of Moline seems to increase each month. We also have about six more years to pay on the contract that was signed in 2005 for the installation of the water/sewer agreement.

RENTALS (113-12 639.00) – Our rental agreement with the airport increases each year. While it is a minimal charge for rent, I never know what the increase will be until after the budget is complete. We also rent an oxygen machine, and those prices have been increasing.

Outside Contractual (113-12 644.00) – Our geo-thermal contract is the largest outside contract we have at this time. It is imperative that we keep the equipment running to the best of our ability. The geo-thermal is responsible for the air condition and the heat in this building. It is 15 years old.

### **Department 13 – County Assessor Clerk – Larry Wilson (budget one less employee)**

Illinois Property Tax Code mandates the functions of the Supervisor of Assessments office.

#### Revenue

The majority of revenue that the County receives comes from our office is the 50% State reimbursement from the Supervisors of Assessments salary. If the Department of Revenue has determined that the total assessed value of property in a county, as equalized by the supervisor of assessments under Section 9-210, is between 31 1/3% and 35 1/3% of the total fair cash value of property in the county the Department shall reimburse the county monthly 50% of the amount of salary the county paid to the officer for the preceding month.

#### Expenses

The expenses I have submitted is the same as last year, except for Line 411 Salaries and Wages.

All the 500 categories, amounting to \$4,250, are used to purchase office and operation costs, which includes replacement of one computer each year on a rotation basis.

Line 630 – Training and Education. is for continuing education for team members and myself. Team members attending education classes provide vital education to perform their responsibilities.

Line 631 – Professional Services. The general cost for real estate appraisals now are a minimum of \$5,000.

Line 633 – Travel. Expenses while attending classes and conferences for my team and myself.

The other Lines in the 600 Accounts are statutory in nature.

Line 632 – Communications. Statutory requirements for the County to mail assessment change notices to taxpayers. Other requirements for mailings include renewal notices for non-homestead exemptions and senior citizen’s assessment freeze applications.

Line 634 – Publishing. Statutory requirement to publish assessments changes in the newspaper.

Line 635 – Printing and Duplicating. These expenses are associated with the non-general assessment years and are required for statutory duties. This is the printing of assessment notices and other forms that are mailed to taxpayers.

Line 644 – Outside Contractual. Contractual costs associated with property tax systems we currently use.

Sub Departments of the Assessment office.

FARC – The committee is the Farmland Assessment Review Committee for the statutory mandate for farmland assessments. There are five members of this committee. They consist of the Supervisor of Assessments, who acts as Chairman, the Board of Review Chairman, and three local farmers appointed by the County Board.

This committee approves the farmland productivity values each year. They review farmland guidelines that my office will use for farmland and farm building assessments.

TBA – This is the Taxing Body Assessment. This is an intergovernmental agreement for the retention and compensation of qualified real estate appraisers. The County will pay 50% of these costs for assessment appeals before the Property Tax Appeal Board for the State of Illinois.

## **Department 16 – Information Systems – Kurt Davis**

### Revenues:

Line 338 – Info Systems Services reimburse (\$4,000) No increase. Fees collected from providing data to other agencies.

Line 341 – Auto Agent Fees (\$12,000) No Increase. Fees collected from providing data to financial intuitions.

Line 369 – Website Advertisement Use (\$1,500) No increase. Collected website advertising fees.

### Expenses:

Line 411 - Salaries and Wages. Increased \$9,987 for contractual salary increases.

Line 521 - Office Supplies (\$676.00) No increase. Paper supplies for check stubs and miscellaneous printing.

Line 522 - Operating Supplies (\$2,900) No Increase. Backup cartridge tapes for our AS400, preprinted forms including payroll checks and IRS forms, labels, and remote support software.

Line 524 - Small Tools & Equip under \$1,000 (\$3,800) No increase. Small network equipment and cabling supplies.

Line 526 - Food Purchases (\$300) No increase. Water for the office.

Line 630 - Training & Education (\$1,600) No increase. Attending New World Systems User Conference.

Line 632 – Communications (\$2,150) No increase. Cell Phones for two on call staff and internet for entire office.

Line 633 – Travel (\$3,150) Fuel for vehicle to provide support for offsite locations and traveling to New World Systems Conference.

Line 644 - Outside Contractual (\$112,328) Increased \$5,898. Maintenance costs for network equipment, server hardware, and security appliances. Increased due to cost increases in New World System and Spam filter maintenance.

Line 764 - Mach & Equipment \$1,000 - \$4,999 (\$0) Decreased \$4,000.

Line 768 - Mach & Equipment over \$5,000 (\$12,000) Decreased \$18,000. Includes amounts to upgrade our Barracuda Email Archiver appliance that was purchased in 2014 and our Barracuda Web Filter appliance that was purchased in 2015.

### **Department 17 - Health Department – Nita Ludwig**

Waiting on budget entries

### **Department 18 - Public Works – John Massa**

#### **County Highway Department**

#### **103 Highway Fund**

#### **Revenue**

Requesting that the County Highway Levy remain the same as FY20

#### **Expenses**

411.00 Salaries and wages 3% increase in the Teamster Union Contract 12/01/20. Increases of approximately \$36,000

413.00 Health Benefits Increase of approximately \$20,000

413.20 IMRF Will increase from 15.51% to 15.80% in January 2021.

**Engineering**

12-768.00 Building remodeling over \$5,000 Same as FY20 \$30,000 to replace the existing scanner/plotter

**Facilities/Maintenance** Same as FY20

18-768.00 \$50,000 for ceiling repairs in wash bay & insulate tire room.

**Capital Outlay**

19-768.00 Building Remodeling over \$5,000 Decrease of \$108,000 from FY20

Tandem Snow Plow - Replacement	\$162,000
Mowing Tractor - Replacement	\$60,000
Two Batwing Mowers - Replacement	\$40,000
Pickup Truck - Replacement	<u>\$40,000</u>
	\$302,000

As of 12/01/2019 the balance in the Highway Fund was approximately \$1,576,000.

**104 Bridge Fund**

**Revenue**

Requesting that the Bridge Levy remain the same as FY20

Rock Island County Bridges and Culverts are at the age where major repairs and/or replacements will be required in the near future. In order to repair/replace these structures a sufficient amount must be built up in the Bridge Fund. Our plan is to complete major repairs or replacements to one structure per year or every other year, depending on the fund balance.

**Expenses**

63-631 Professional Services Decrease of \$40,000 from FY20 Design for County Highway 55 Bridge

63-644 Outside Contractual Increase of \$100,000 from FY20 Construction of the County Highway 9 Bridge

As of 12/01/2019 the balance in the Bridge Fund was approximately \$1,529,000.

**105 Motor Fuel Tax**

**Revenue**

In June of 2019 the Governor signed the REBUILD ILLINOIS Capital Plan. The MFT law was amended to impose a tax rate increase from \$0.19 to \$0.38 per gallon on motor fuel which will be adjusted annually, if any, on July 1<sup>st</sup> of each subsequent year based on the Consumer Price Index. Although the tax rate on motor fuel has doubled, local agencies will not receive an amount equal to double of their normal allotment.

Also, from the 2019 Capital Plan, a Bond Element was added. Rock Island County is scheduled to receive \$1,565,800 per year for the years 2020, 2021 and 2022 (\$1,565,800 has already been received for 2020). This money must be spent on "Bondable" projects. Bondable projects are considered pavement or bridge construction that have an expected lifespan of at least 13 years. The Bond money must be spent by 2025.

## **Expenses**

17-644.00 Outside Contractual Increase of \$3,000,000 from FY20 This increase is for the Rebuild Illinois Bond money. Bondable projects will be determined in the winter of 2020/2021. \$1,565,800 has been received in 2020 and another \$1,565,800 is expected in 2021. The bond money does not have to be spent until 2025, but we will start the design process and begin construction as soon as design is complete.

31-522.00 Operating Supplies Increase of \$75,000 from FY20 Snow and Ice control material increase.

31-644.00 Outside Contractual Increase of \$200,000 from FY20 2 Federally Funded guardrail projects with 10% Local match Various Resurfacing projects

As of 12/01/2019 the balance in the MFT

## **Court Services 26 - Trent Vandersnick**

001-26-335.87 Salary Reimbursement. As you know, our allocation from the Supreme Court last year was for \$1,180,590.00. In my 29 years with Court Services, this is the most we have ever received. The State FY 2021 Budget has allocated us full funding again for this year. I do Not know the exact number as of yet, but it should be in the neighborhood of what we received for 2020.

001-26-70-411 Salaries and Wages. We currently have 26-line staff Probation officers with one currently on Military Deployment and two open positions. We will have agreed to not hire for one open position, but need to hire for the other open position and be prepared for when the Deployment ends which we currently do not know. These position are union and will receive a 2% increase along with their step increase.

This leads to the next issue. The compensation structures between the union and my non-union employees is considerably one sided. I currently have 7 nonunion employees and these are all management positions of some level. The different compensation structures have led to compression for the management team. I currently have a Supervisor of 3 years making less than several employees on the top step of the union scale.

While I understand we are in trying times financially due to the pandemic, I feel this is an issue we need to take care of. While I feel this won't solve the problem long term, I feel a 3% increase along with the scheduled 2% would help alleviate this issue for the time being. The amount of money this will involve is \$28,248.19. I would be willing to assist the County by covering this amount with Probation Service Fees. Five of these positions are Grant-on-Aid position so some of this amount

will be covered by reimbursement. I would also agree to staggering the additional 3% during the fiscal year to assist the county.

The seven employees that this would apply to are:

Randy Manual  
Jana Haskins  
Julene Boelens  
Tracey Adair  
Derrick Hendrickx  
Leisa Streeter  
Trent Vandernick

Thank you for your time and consideration.

### **Public Defender 27 – Matthew Durban**

Enclosed please find the 2021 budget proposal for funding of the Rock Island County Public Defender's Office. Herein you will find reasonable and justifiable requests to augment our budget to comply with State Statutes, American Bar Association Standards and best practices within the legal community as well as deep cuts to our budget from fiscal year 2020.

The Public Defender employs eight (8) attorneys and two (2) administrative assistants. One Assistant Public Defender has been assigned to juvenile court leaving seven (7) total attorneys to handle the bulk of the felony caseload in addition to administrative tasks. The office handles between 78 to 85% of the felony caseload and the bulk of the misdemeanor filings in the county. In 2019 The Rock Island County Public Defender's Office was assigned to and managed the following number of cases:

Felony: 904  
Misdemeanor: 1,456  
Juvenile: 881  
Traffic: 1,942  
Other:  
    Mental Health Court Screenings/Participation: 89  
    Drug Court Screenings/Participation: 186  
    Civil Commitments: Approximately 12

The Public Defender's Office handled 904 felony cases out of 1154 total felony filings. This equates to more than 78% of the felonies filed in 2019 countywide. The Public Defender's Office was not adequately staffed in 2019 having only 3 full-time attorneys working throughout the year to handle all matters other than Juvenile cases. Ms. Kleinau expertly handled the juvenile cases almost exclusively. With current staffing levels, the 2019 caseload still exceeds the ABA standards. The 2019 numbers mean that each public defender had 105 felony cases per year on average with hundreds more misdemeanor and diversionary court cases to handle as well. Some of these cases take more than 100 hours of work

from the date we are appointed to the date the case is closed. This is a monumental and daunting task on a daily basis.

In 2019 our office was without sufficient staff to adequately and ethically handle this caseload. That issue has been remedied to a certain extent in 2020.

Access to justice is not just an idea. It is a Constitutional right. Our office protects those rights. In an effort to provide just and equitable services to the citizens of Rock Island, we began hiring new staff in order to comply with the mandate I was given when I was appointed. While still understaffed, our office employs top-notch experts who are dedicated to our mission.

The State employs more attorneys and support staff and can therefore process cases much more easily with their bountiful resources. Included in their resources are the investigators, detectives police officers, technology, experts and their administrative staff to assist in the prosecution along with an additional paralegal staff. The Public Defender's Office has not yet been able to hire an investigator. We employ only two administrative assistants without any other support staff.

The Brennan Center published a report about the disparities between the State and Public Defenders in 2019. The full report can be found at:

[https://www.brennancenter.org/sites/default/files/2019-09/Report\\_A%20Fair%20Fight.pdf](https://www.brennancenter.org/sites/default/files/2019-09/Report_A%20Fair%20Fight.pdf).

In this time of crisis, I am submitting this report and budget request with due care and consideration of the situation in which we all find ourselves. There will be other times for me to argue about the parity between the State and the Defense budgets and staff.

In this proposal, my office has requested less money than last year on most all line item expenses. However, salary increases are a necessary and justified investment to the survival of our office and continuity of services to our clients. All salary increases are being requested with due consideration of the whole of the county in mind and are much less than the salaries of others performing the same or similar professional duties in other offices.

Most of my attorney employees are making far less than their counterparts employed by the State's Attorney's Office. The State's Attorney's Office is unionized and pays to scale (*See Exhibit 1*). This information comes from their Union representative. When you compare the State's Attorney's Union scale to the salaries proposed for my attorney employees, our office is far behind the mark. In fact, by not having salary budgetary parity with the State's Attorney's Office, Rock Island County is saving more than **\$171,150.00** annually in raw salaries and more if one were to add the cost of additional benefits. My calculations are without benefits (*See Exhibit 2*). This calculation includes savings for not employing additional staff this year or in fiscal year 2021 and does not include members of my office who are not utilizing health benefits provided by Rock Island County.

In an effort to cut expenses, my employees and myself have taken it upon ourselves to buy equipment and supplies from our own pockets. One of our staff attorneys bought an air conditioner for his/her office. I have personally supplied all Covid 19 supplies. Our major equipment expenditure for the year is

for a label printer for our physical/paper files. Our typewriter (made in circa 1982) will rest in peace soon enough with much appreciation for the contributions it has made to the office.

Certain expenses cannot be placed on the shoulders of our dedicated professionals. Continuing education, licensing expenses and tools needed to compete in the legal profession must be provided by county funds to keep the office operating at its peak efficiency and capacity. A few line items remain the same as our previous budget or have been increased by a slight percentage for fiscal year 2021. Many line items have been slashed in an effort to conserve and preserve county funds. This proposal represents the VERY BARE MINIMUM of an operational budget for my office. By cutting line items such as books, professional services, and printing expenses we are seeking to save more than \$10,000 from the budget approved in fiscal year 2020. (See Exhibit 3).

With my office's cuts and savings from foregoing other expenditures for staff and office equipment as well as not paying salaries commensurate with union scale in other offices, my office is seeking to save the county more than **\$181,000** for fiscal year 2021.

We are requesting no additional funds for furniture, equipment, technology or improvements to the structure of the office. We are not wasteful in our spending. But we do need enough of a budget to function and retain the employees in our office.

I hope that our fiscal constraints can assist our county in recovering from an unforeseen and despicable predicament. I further stress that there are no deeper cuts that can be made without sacrificing the integrity of the services we deliver to the community. Nor can we alleviate the exacerbation of the workload problem that will seemingly continue to exist in perpetuity if gone unchecked. I trust that this proposal will be well taken by the committee members and I would welcome any questions personally or in writing. My contact information is listed above and below.

**The Budget Schedules from the Auditor's Office are attached:**

- A (2019 audited numbers)
- B (2020 projected revenue)
- C (2020 projected expenses)
- D (2021 revised from one-on-one revenue budget numbers)

**Draft 2020 Tax Levy Worksheet, Payable in FY21 (attached):**

**The following proposed departmental FY21 budgets had no substantive changes from FY20.**

- 01 - Auditor, April Palmer
- 02 - County Board, Chairman Brunk, Jim Snider
- 06 - Coroner, Brian Gustafson
- 11 - Treasurer, Louisa Ewert
- 20 - County Building Maintenance, Jim Snider (*Budgeting one less employee*)
- 22 - Zoning, Greg Thorpe
- 25 - General County, Jim Snider

- 28 - GIS, Josh Boudi
- 29 - Human Resources, Jim Snider
- 53 - County Administration, Jim Snider (*Budgeting one less support staff person*)

**Proposed Jail Lease Levy:**

I propose to present the following written communication to the PBC at their September meeting:

In reviewing the annual jail lease levy with Sheriff Bustos, we've identified eligible expenses related to the maintenance of his public safety buildings.

For FY20 Budget Year, the Jail Lease levy amount was \$3,970,000.

I will be recommending to the Budget Committee that we raise the FY21 Budget Year Jail Lease Levy to \$4,985,000 to collect \$4,918,685.

The breakdown of expenses is as follows:

- \$ 625,000 - Bond Principal
- \$1,228,069 - Interest
- \$1,558,749 - FY21 total budgeted maintenance costs\*
- \$ 800,000 - FY21 Jail Automation Project (*1985 Jail*)
- \$ 706,867 - FY21 Court Security Division (*This amount is from the Court Security Fund so General Fund doesn't have to cover \$100,000 of more of cash shortfall*)  
\*reimbursement revenue to the General Fund by Jail Lease Levy proceeds.

**The tentative remaining budget related schedule is as follows:**

3rd meeting (TBD) - review schedules & presentations by department heads (present major changes to their budgets and have them speak and give Committee opportunity to ask questions of budget).

4th meeting (TBD) – further review of departmental budget requests. Go over revised D & E from previous meeting make sure all changes are done and everything is balanced. Finalize setting of Levies.

5<sup>th</sup> meeting, Tuesday, October 7, 2020 Budget Committee Meeting:

Review of FY21 Budget

Review of the proposed FY21 (2020 tax year) property tax levy

Tuesday, October 14, 2020 Finance and Personnel Committee Meeting:

Review of FY21 Budget

Review of the proposed FY21 (2020 tax year) property tax levy

Tuesday, October 20, 2020 Board Meeting:

First Reading and Layover of FY21 Budget (presentation by County Administrator)

Tuesday, November 17, 2020 Board Meeting:

Approval of Resolution – Budget Committee recommending passage of the Annual Appropriation and Tax Levy Ordinance

Approval of Annual Tax Abatement Ordinance

Approval of Annual Appropriation and Budget Ordinance