



DU PAGE COUNTY

ETSB - Ad Hoc Finance Committee

Final Summary

421 N. COUNTY FARM ROAD
WHEATON, IL 60187
www.dupagecounty.gov

Wednesday, July 10, 2024

9:30 AM

Room 3500B

Or immediately following the adjournment of the ETS Board meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/85093825469?pwd=YjdKVVaUTg1OXXe3lbBj1lWfjneHbmu.1>

Meeting ID: 850 9382 5469

Passcode: 343550

1. CALL TO ORDER

9:30 AM meeting was called to order by Chair Schwarze at 9:32 AM.

2. ROLL CALL

ETSB STAFF:

Linda Zerwin

Matt Theusch

Gregg Taormina

Eve Kraus

Brian Kopas (Remote)

COUNTY CLERK:

Kathy King, Deputy County Clerk

STATE'S ATTORNEY:

Mark Winistorfer

ATTENDEES:

Jan Barbeau, State's Attorney's Office

Marilu Hernandez, ACDC

Nick Kottmeyer, County Board Office

Anthony McPhearson, County CIO

Rachel Bata, Roselle PD (Remote)

Jim McGreal, Downers Grove PD (Remote)

Alison Murphy, DMMC (Remote)

Michael Lorek, Darien PD (Remote)

Thomas Packard, County Finance (Remote)

On roll call, Members Schwarze, Guttman, Henry, Maranowicz, Robb, Srejma, and Yoo were present.

PRESENT	Schwarze, Guttman, Henry, Maranowicz, Robb, Srejma, and Yoo
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3. PUBLIC COMMENT

There was no public comment.

4. CHAIRMAN'S REMARKS - CHAIR SCHWARZE

Chair Schwarze thanked the Members for participating in the fourth annual Ad Hoc Finance Committee.

5. FY24 Mid-Year Budget Review

5.A. [24-1963](#)

Mid-Year Budget Review

There was no discussion on this item.

Attachments: [FY24 Mid-Year Budget Review.pdf](#)

6. FY25 BUDGET

Chair Schwarze turned the meeting over to Ms. Zerwin. A presentation was shared on-screen to supplement a memorandum that had been distributed to the Members. The slides of the presentation are attached to these minutes. Ms. Zerwin provided a review of the slides which showed a decrease of \$1.9M to the overall budget. She explained, however, that last year an additional \$2M had been carried over for the IGA so once that amount is removed, the budget is in line with the effects of some of the contracts and operational decisions still to be determined. The second slide demonstrated that costs are primarily focused on the systems and support of the 9-1-1 system, as opposed to personnel. Ms. Zerwin continued with detailed explanations of each of the slides including personnel, commodities, and contractual lines of the budget.

Discussion ensued as Members asked questions about specific costs and line items. These discussions included the FY23 headcount that was added pending the Attorney General opinion regarding the focus groups and whether they fall under the purview of the Open Meetings Act (OMA) and whether the role of additional personnel could instead fall under contractual services or services rendered by artificial intelligence, whether there is enough work for an additional full-time employee, or if the focus groups should be brought back under the agenda of the Policy Advisory Committee (PAC). ASA Winistorfer recommended that Board consider moving forward with staffing based guidance from OMA standards. Ms. Zerwin indicated that there would be no problem having sufficient work for an additional staff member as no one at ETSB puts in less than 40 hours per week.

There was discussion regarding the movement of servers from capital contingencies to small value, PSAP training costs, contract maintenance costs, RapidSOS Premium, the CAD-to-CAD project and its efficiencies and the potential effect of NextGen 9-1-1, and the history of the contingencies account and the question of whether a budget amendment could instead be utilized, if necessary.

Chair Schwarze asked if the next Ad Hoc Finance Committee meeting was scheduled after the August 14 board meeting, would be sufficient time to prepare for discussions on capital projects.

Ms. Zerwin felt that a lot of outstanding questions would be answered by that time to make the meeting productive. Member Guttman asked that a future meeting include details on staff time spent on agency requests that dedicate staff time beyond what was expected and his concern that agencies should be charged for staff time spent on such projects.

[24-2052](#)

ETSB Budget Overview

Attachments: [ETSB Budget Overview July 10 2024.pdf](#)

7. OLD BUSINESS

There was no old business.

8. NEW BUSINESS

There was no new business.

9. ADJOURNMENT

9.A. Next Meeting

Chair Schwarze confirmed the next meeting would be on Wednesday, August 14 at 9:30am or immediately following the adjournment of the ETS Board meeting.

Chair Schwarze asked for a motion to adjourn. Member Guttman motioned, seconded by Member Yoo. The meeting of the Ad Hoc Finance Committee was adjourned at 10:24am.

Respectfully submitted,

Eve Kraus



ETSB Other Action Item

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 24-1963

Agenda Date: 7/10/2024

Agenda #: 5.A.

**EMERGENCY TELEPHONE SYSTEM BOARD OF DU PAGE COUNTY
FY24 EXPENDITURE VS. BUDGET**

COMP	AU	Account	Description	ANNUAL	ACTUAL	YEAR TO DATE		REMAINING	% YTD	% YTD
				APPROPRIATION	BUDGET	EXPENDED	ENCUMBERED	AVAILABLE	EXPENDED	REMAINING
4000	5820	50000-0000	REGULAR SALARIES	\$ 1,004,362	\$ 1,004,362	\$ 529,661	\$ -	\$ 474,700.77	53%	47%
4000	5820	50050-0000	TEMPORARY SALARIES/ON CALL (new)	\$ 10,000	\$ 10,000	\$ 5,549	\$ -	\$ 4,451.50	55%	45%
4000	5820	51000-0000	BENEFIT PAYMENTS	\$ 13,525	\$ 13,525	\$ 1,691.55	\$ -	\$ 11,833.65	13%	87%
4000	5820	51010-0000	EMPLOYER SHARE I.M.R.F.	\$ 82,559	\$ 82,559	\$ 43,873.94	\$ -	\$ 38,684.62	53%	47%
4000	5820	51030-0000	EMPLOYER SHARE SOCIAL SECURITY	\$ 76,834	\$ 76,834	\$ 38,904.06	\$ -	\$ 37,929.64	51%	49%
4000	5820	51040-0000	EMPLOYEE MED & HOSP INSURANCE	\$ 220,480	\$ 220,480	\$ 66,093.42	\$ -	\$ 154,386.95	30%	70%
4000	5820	51050-0000	FLEXIBLE BENEFIT EARNINGS	\$ 4,000	\$ 4,000	\$ 50.00	\$ -	\$ 3,950.00	1%	99%
4000	5820	52000-0000	FURN/MACH/EQUIP SMALL VALUE	\$ 39,000	\$ 39,000	\$ -	\$ -	\$ 39,000.00	0%	100%
4000	5820	52100-0000	I.T. EQUIPMENT-SMALL VALUE	\$ 77,500	\$ 77,500	\$ 7,635.72	\$ 56,683.95	\$ 13,180.33	10%	17%
4000	5820	52200-0000	OPERATING SUPPLIES & MATERIALS	\$ 2,000	\$ 2,000	\$ 619.23	\$ -	\$ 1,380.77	31%	69%
4000	5820	52210-0000	FOOD AND BEVERAGE	\$ 750	\$ 750	\$ 247.09	\$ -	\$ 502.91	33%	67%
4000	5820	52250-0000	AUTO/MACHINERY EQUIPMENT/PARTS	\$ 153,819	\$ 153,819	\$ 29,952.15	\$ 90,709.54	\$ 33,157.19	19%	22%
4000	5820	52260-0000	FUEL & LUBRICANTS	\$ 2,500	\$ 2,500	\$ 365.71	\$ -	\$ 2,134.29	15%	85%
4000	5820	52270-0000	MAINTENANCE SUPPLIES	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ 2,000.00	0%	100%
4000	5820	52280-0000	CLEANING SUPPLIES	\$ 500	\$ 500	\$ 51.79	\$ -	\$ 448.21	10%	90%
4000	5820	53000-0000	AUDITING & ACCOUNTING SERVICES	\$ 108,800	\$ 108,800	\$ 31,800.00	\$ -	\$ 77,000.00	29%	71%
4000	5820	53020-0000	I.T. SERVICES	\$ -	\$ 46,800	\$ 46,800.00	\$ -	\$ -	0%	0%
4000	5820	53030-0000	LEGAL SERVICES	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ 60,000.00	0%	100%
4000	5820	53040-0000	INTERPRETER SERVICES	\$ 24,000	\$ 24,000	\$ 10,959.26	\$ 9,845.94	\$ 3,194.80	46%	13%
4000	5820	53090-0000	TECHNICAL/PROFESSIONAL SERVICES	\$ 102,000	\$ 55,200	\$ 2,000.00	\$ 500.00	\$ 52,700.00	4%	95%
4000	5820	53130-0000	PUBLIC LIABILITY INSURANCE	\$ 122,813	\$ 122,813	\$ 110,265.00	\$ -	\$ 12,547.53	90%	10%
4000	5820	53200-0000	NATURAL GAS	\$ 3,700	\$ 3,700	\$ -	\$ -	\$ 3,700.00	0%	100%
4000	5820	53210-0000	ELECTRICITY	\$ 25,000	\$ 25,000	\$ 10,110.11	\$ -	\$ 14,889.89	40%	60%
4000	5820	53220-0000	WATER & SEWER	\$ 500	\$ 500	\$ -	\$ -	\$ 500.00	0%	100%
4000	5820	53250-0000	WIRED COMMUNICATION SERVICES	\$ 1,247,387	\$ 1,247,387	\$ 290,592.01	\$ 881,738.28	\$ 75,056.31	23%	6%
4000	5820	53260-0000	WIRELESS COMMUNICATION SVC	\$ 1,815,152	\$ 1,815,152	\$ 773,615.18	\$ 859,609.28	\$ 181,927.54	43%	10%
4000	5820	53300-0000	REPAIR & MTCE FACILITIES	\$ 45,000	\$ 45,000	\$ 4,969.00	\$ -	\$ 40,031.00	11%	89%
4000	5820	53310-0000	REPAIR MAINT INFRASTRUCTURE	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 50,000.00	0%	100%
4000	5820	53370-0000	REPAIR & MTCE OTHER EQUIPMENT	\$ 647,861	\$ 647,861	\$ -	\$ 20,159.88	\$ 627,701.10	0%	97%
4000	5820	53400-0000	RENTAL OF OFFICE SPACE	\$ 20,580	\$ 20,580	\$ -	\$ -	\$ 20,580.00	0%	100%
4000	5800	53410-0000	RENTAL OF MACHINERY & EQUIPMENT	\$ 19,605	\$ 19,605	\$ -	\$ 7,770.31	\$ 11,834.69	0%	60%
4000	5820	53500-0000	MILEAGE EXPENSE	\$ 2,000	\$ 2,000	\$ 29.21	\$ -	\$ 1,970.79	1%	99%
4000	5820	53510-0000	TRAVEL EXPENSE	\$ 100,000	\$ 100,000	\$ 2,702.21	\$ -	\$ 97,297.79	3%	97%
4000	5820	53600-0000	DUES & MEMBERSHIPS	\$ 1,508	\$ 1,508	\$ 669.00	\$ -	\$ 839.00	44%	56%
4000	5820	53610-0000	INSTRUCTION & SCHOOLING	\$ 110,000	\$ 110,000	\$ 9,060.00	\$ 24,000.00	\$ 76,940.00	8%	70%
4000	5820	53800-0000	PRINTING	\$ 5,000	\$ 5,000	\$ 158.00	\$ -	\$ 4,842.00	3%	97%
4000	5820	53800-0001	PRINTING (new)	\$ -	\$ 5,000	\$ 1,594.74	\$ 3,161.17	\$ 244.09		
4000	5820	53801-0000	ADVERTISING	\$ 3,000	\$ 3,000	\$ 41.40	\$ -	\$ 2,958.60	1%	99%
4000	5820	53803-0000	MISCELLANEOUS MEETING EXPENSE	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ 1,500.00	0%	100%
4000	5820	53804-0000	POSTAGE & POSTAL CHARGES	\$ 3,000	\$ 3,000	\$ 475.35	\$ -	\$ 2,524.65	16%	84%
4000	5820	53805-0000	OTHER TRANSPORTATION CHARGES	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ 1,000.00	0%	100%
4000	5820	53806-0000	SOFTWARE LICENSES (revised)	\$ 2,815,087	\$ 2,815,087	\$ 479,564.00	\$ 2,163,007.54	\$ 172,515.39	17%	6%
4000	5820	53807-0000	SOFTWARE MAINT AGREEMENTS (revised)	\$ 992,464	\$ 992,464	\$ 351,604.78	\$ 128,908.34	\$ 511,950.84	35%	52%
4000	5820	53808-0000	STATUTORY & FISCAL CHARGES	\$ -	\$ -	\$ -	\$ -	\$ -		
4000	5820	53810-0000	CUSTODIAL SERVICES	\$ 53,000	\$ 53,000	\$ 20,000.00	\$ 20,000.00	\$ 13,000.00	38%	25%
4000	5820	53830-0000	OTHER CONTRACTUAL EXPENSES	\$ 3,705,085	\$ 3,705,085	\$ 534,650.17	\$ 370,778.83	\$ 2,799,656.00	14%	76%
4000	5820	54100-0000	IT EQUIPMENT	\$ 43,160	\$ 43,160	\$ 43,160.00	\$ -	\$ -	100%	0%
4000	5820	54100-0700	IT EQUIPMENT - CAPITAL LEASE (new)	\$ -	\$ 12,000	\$ 3,697.50	\$ -	\$ 8,302.50		
4000	5820	54107-0000	SOFTWARE (new)	\$ 29,000	\$ 30,000	\$ 14,681.50	\$ 14,681.50	\$ 637.00		
4000	5820	54110-0000	EQUIPMENT AND MACHINERY	\$ 730,572	\$ 7,380,972	\$ 6,739,599.48	\$ -	\$ 641,372.29	91%	9%
Total				\$ 14,577,602	\$ 21,246,002	\$ 6,739,599.48	\$ 4,651,555	\$ 6,386,955	0%	30%
EXPENDITURES FOR PERIOD: July 10, 2024						\$ 297,633.62	Internal Transfer:	\$ 200.90		
COMP	AU	Account	Description	ANNUAL	ACTUAL	YEAR TO DATE		REMAINING	% YTD	% YTD
				APPROPRIATION	BUDGET	TRANSFERRED	ENCUMBERED	BALANCE	EXPENDED	REMAINING
4000	5820	53828-0000	CONTINGENCIES (xfers to Personnel/Contracts/Commodities)	\$ 300,000.00	\$ 300,000.00	\$ (17,000.00)		\$ 283,000.00	-6%	94%
4000	5820	54199-0000	CAPITAL CONTINGENCY (xfers to Capital)	\$ 30,295,369	\$ 30,295,369	\$ (6,651,400.00)	\$ (1,900,000.00)	\$ 21,743,969.00	-22%	72%



Meeting Handout

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 24-2052

Agenda Date: 7/10/2024

Agenda #:



DUPAGECOUNTY

Emergency Telephone System Board (ETSB)

INFORMATIONAL & BUDGET PRESENTATION – July 10, 2024



FY2025 Budget Summary

FY2025 Operations Requested Budget: \$12,236,062

FY2024 Approved Budget: \$14,106,501

Difference from FY23 to FY24: \$ -1,870,439 (Decrease)

Percentage Change: -13% ↓

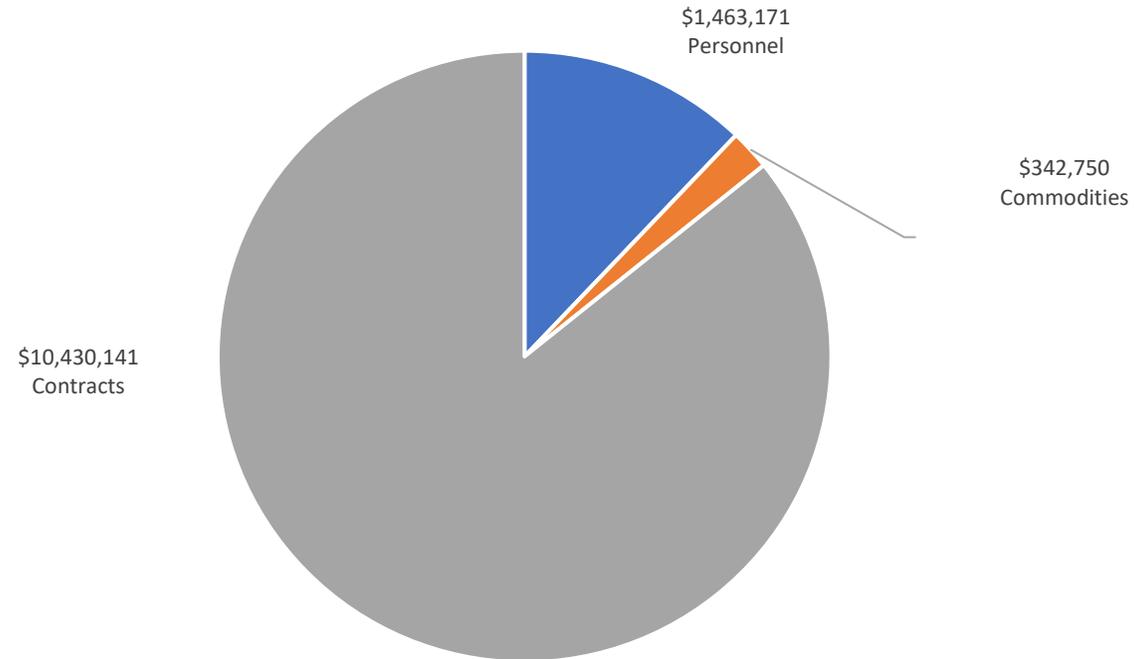
Description	FY2024 Appropriation	FY2025 Projections Obligations	\$ Difference FY24 to FY25	% of Difference FY24 to FY25	% of Operating Budget
Personnel	\$ 1,439,266	\$ 1,463,171	\$ 23,906	2%	12%
Commodities	\$ 278,069	\$ 342,750	\$ 64,681	23%	3%
Contractual	\$ 12,389,167	\$ 10,430,141	\$ (1,959,026)	-16%	85%
Total Operating	\$ 14,106,501	\$ 12,236,062	\$ (1,870,439)	-13%	100%





FY2025 Budget Summary

FY25 Proposed Operating Budget





FY2025 Budget Summary

Description	FY2024 Budget Request	FY2024 Budget Actual (as of Jun 12)	FY2025 Projections Obligations	Difference FY24 to FY25	% of Difference FY24 to FY25	% of Operating Budget
REGULAR SALARIES	\$ 1,004,362	\$ 547,344	\$ 1,034,493	\$ 30,131	3%	7%
TEMPORARY SALARIES/ON CALL	\$ 10,000	\$ 5,333	\$ 10,200	\$ -	0%	0%
SALARY & WAGE ADJUSTMENT	\$ 27,506	\$ 27,506	\$ 30,131	\$ 2,625	10%	0%
BENEFIT PAYMENTS	\$ 13,525	\$ 11,834	\$ 13,796	\$ 271	2%	0%
EMPLOYER SHARE I.M.R.F.	\$ 82,559	\$ 44,728	\$ 85,035	\$ 2,477	3%	1%
EMPLOYER SHARE SOCIAL SECURITY	\$ 76,834	\$ 43,312	\$ 79,139	\$ 2,305	3%	1%
EMPLOYEE MED & HOSP INSURANCE	\$ 220,480	\$ 165,281	\$ 206,378	\$ (14,103)	-6%	1%
FLEXIBLE BENEFIT EARNINGS	\$ 4,000	\$ 3,950	\$ 4,000	\$ -	0%	0%
PERSONNEL TOTAL	\$ 1,439,266	\$ 849,288	\$ 1,463,171	\$ 23,706	2%	12%





FY2025 Budget Summary

Description	FY2024 Budget Request	FY2024 Budget Actual (as of Jun 12)	FY2025 Projections Obligations	Difference FY24 to FY25	% of Difference FY24 to FY25	% of Operating Budget
FURN/MACH/EQUIP SMALL VALUE	\$ 39,000	\$ 39,000	\$ 4,000	\$ (35,000)	-90%	0%
I.T. EQUIPMENT SMALL VALUE	\$ 77,500	\$ 70,625	\$ 77,500	\$ -	0%	1%
OPERATING SUPPLIES & MATERIALS	\$ 2,000	\$ 1,492	\$ 2,000	\$ -	0%	0%
FOOD AND BEVERAGE	\$ 750	\$ 510	\$ 750	\$ -	0%	0%
AUTO/MACH REPLACEMENT PARTS	\$ 153,819	\$ 128,355	\$ 255,000	\$ 101,181	66%	2%
FUEL & LUBRICANTS	\$ 2,500	\$ 2,134	\$ 1,000	\$ (1,500)	-60%	0%
MAINTENANCE SUPPLIES	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0%	0%
CLEANING SUPPLIES	\$ 500	\$ 448	\$ 500	\$ -	0%	0%
COMMODITIES TOTAL	\$ 278,069	\$ 244,565	\$ 342,750	\$ 64,681	23%	3%





FY2025 Budget Summary

Description	FY2024 Budget Request	FY2024 Budget Actual (as of Jun 12)	FY2025 Projections Obligations	Difference FY24 to FY25	% of Difference FY24 to FY25	% of Operating Budget
AUDITING & ACCOUNTING SERVICES	\$ 108,800	\$ 102,909	\$ 151,100	\$ 42,300	39%	1%
INFORMATION TECHNOLOGY SERVICES	\$ -	\$ -	\$ 49,140	\$ 49,140	100%	0%
LEGAL SERVICES	\$ 60,000	\$ 60,000	\$ 60,000	\$ -	0%	0%
INTERPRETER SERVICES (new)	\$ 24,000	\$ 15,088	\$ 30,000	\$ 6,000	25%	0%
TECHNICAL / PROFESSIONAL SERVICES	\$ 102,000	\$ 55,200	\$ 54,000	\$ (48,000)	-47%	0%
PUBLIC LIABILITY INSURANCE	\$ 122,813	\$ 12,548	\$ 137,928	\$ 15,116	12%	1%
NATURAL GAS	\$ 3,700	\$ 3,700	\$ 1,000	\$ (2,700)	-73%	0%
ELECTRICITY	\$ 25,000	\$ 16,370	\$ 20,000	\$ (5,000)	-20%	0%
WATER & SEWER	\$ 500	\$ 500	\$ 500	\$ -	0%	0%
WIRED COMMUNICATION SERVICES	\$ 1,247,387	\$ 1,001,434	\$ 944,887	\$ (302,500)	-24%	8%
WIRELESS COMMUNICATION SVC	\$ 1,815,152	\$ 1,171,874	\$ 1,815,152	\$ -	0%	15%
REPAIR & MTCE FACILITIES	\$ 45,000	\$ 40,031	\$ 45,000	\$ -	0%	0%
REPAIR MAINT INFRASTRUCTURE	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0%	0%
REPAIR & MTCE OTHER EQUIPMENT	\$ 647,861	\$ 647,861	\$ 659,626	\$ 11,765	2%	5%
RENTAL OF OFFICE SPACE	\$ 20,580	\$ 20,580	\$ 20,580	\$ -	0%	0%
RENTAL OF MACHINERY & EQUIPMENT	\$ 19,605	\$ 19,605	\$ -	\$ (19,605)	-100%	0%





FY2025 Budget Summary

Description	FY2024 Budget Request	FY2024 Budget Actual (as of Jun 12)	FY2025 Projections Obligations	Difference FY24 to FY25	% of Difference FY24 to FY25	% of Operating Budget
MILEAGE EXPENSE	\$ 2,000	\$ 1,971	\$ 2,000	\$ -	0%	0%
TRAVEL EXPENSE	\$ 100,000	\$ 97,298	\$ 50,000	\$ (50,000)	-50%	0%
DUES & MEMBERSHIPS	\$ 1,508	\$ 839	\$ 1,508	\$ -	0%	0%
INSTRUCTION & SCHOOLING	\$ 110,000	\$ 100,940	\$ 100,000	\$ (10,000)	-9%	1%
PRINTING	\$ 5,000	\$ 4,842	\$ 5,000	\$ -	0%	0%
PRINTING (new)	\$ -	\$ 3,405	\$ 6,000	\$ 6,000	100%	0%
ADVERTISING	\$ 3,000	\$ 2,959	\$ 3,000	\$ -	0%	0%
MISCELLANEOUS MEETING EXPENSE	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0%	0%
POSTAGE & POSTAL CHARGES	\$ 3,000	\$ 2,551	\$ 3,000	\$ -	0%	0%
OTHER TRANSPORTATION CHARGES	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%	0%
SOFTWARE LICENSES	\$ 2,822,363	\$ 2,374,491	\$ 2,907,189	\$ 84,826	3%	24%
SOFTWARE MAINT AGREEMENTS	\$ 989,314	\$ 643,637	\$ 1,109,261	\$ 119,947	12%	9%
CUSTODIAL SERVICES	\$ 53,000	\$ 33,000	\$ 53,000	\$ -	0%	0%
CONTINGENCIES	\$ 300,000	\$ 283,000	\$ 300,000	\$ -	0%	2%
OTHER CONTRACTUAL EXPENSES	\$ 3,705,085	\$ 3,170,435	\$ 1,848,770	\$ (1,856,315)	-50%	15%
CONTRACTUAL TOTAL	\$ 12,389,167	\$ 9,939,567	\$ 10,430,141	\$ (1,959,026)	-16%	85%





FY2025 Budget Summary

Description	FY2024 Budget Request	FY2024 Budget Actual (as of Jun 12)	FY2025 Projections Obligations	Difference FY24 to FY25	% of Difference FY24 to FY25	% of Operating Budget
IT EQUIPMENT	\$ 43,160	\$ -	\$ 97,845	\$ 54,685	127%	1%
IT EQUIPMENT - CAPITAL LEASE (new)	\$ -	\$ 8,303	\$ 13,000	\$ 13,000	100%	0%
SOFTWARE	\$ 29,000	\$ 15,319	\$ -	\$ (29,000)	-100%	0%
EQUIPMENT AND MACHINERY	\$ 730,572	\$ 685,472	\$ 595,312	\$ (135,260)	-19%	5%





DUPAGECOUNTY

Thank you!
