



DU PAGE COUNTY

ETSB - Ad Hoc Finance Committee

Final Summary

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

Wednesday, July 26, 2023

9:30 AM

Room 3500A

1. **CALL TO ORDER**

9:30 AM meeting was called to order by Chairman Schwarze at 9:37 AM.

2. **ROLL CALL**

ETSB STAFF:

Linda Zerwin

Eve Kraus

STATE'S ATTORNEY:

Mark Winistorfer

ATTENDEES:

Melanie Koga, County Finance

Thomas Packard, County Finance

Jim McGreal, Downers Grove PD (Remote)

Jason Norton, Darien PD (Remote)

On roll call, Members Schwarze, Guttman, Henry (9:40am), Robb, Srejma, and Yoo were present. Members Franz and Maranowicz were absent.

PRESENT	Schwarze, Guttman, Henry, Robb, Srejma, and Yoo
ABSENT	Franz, and Maranowicz

3. **CHAIRMAN'S REMARKS - CHAIR SCHWARZE**

There were no remarks from Chairman Schwarze.

4. **PUBLIC COMMENT**

There was no public comment.

5. **CONSENT ITEMS**

5.A. [23-2644](#)

ETSB Ad Hoc Finance Minutes - Regular Meeting - Wednesday, June 28, 2023

Attachments: [2023-06-28 ETSB Ad Hoc Finance Minutes Summary.pdf](#)

RESULT:	ETSB RECOMMENDED FOR APPROVAL
MOVER:	Michael Guttman
SECONDER:	Yeena Yoo

6. FY24 BUDGET

23-2458

Review of Operating line items

Chairman Schwarze turned the discussion over to Ms. Zerwin. Ms. Zerwin said the Members had received previous budget information they had inquired about in the last meeting and said any questions they may have regarding the past budgets would be answered if brought forward.

Member Henry entered the meeting at 9:40am.

Ms. Zerwin then referenced the FY24 Budget Initial Overview Memorandum posted on the agenda of line items with at least \$100,000 in the operating lines with the exception of the Open Purchase Orders in the IT Small Equipment line. Ms. Zerwin provided a review of the budget accounts and an explanation for each contract within them. Questions arose from the review and discussion ensued on batteries for the new radios and their warranty, whether contracts were sole source, RFP/bid, or a joint contract with County, what falls under the Hexagon time and material interface contract and a request that the reimbursement of this cost be added to the reimbursement chart at the end of the memo. There was also a request for a breakdown of the miscellaneous costs in the various line items and whether the 53828 Contingencies line had to meet specific requirements to be utilized as opposed to the miscellaneous costs. Chairman Schwarze said he appreciated the conservative plan Ms. Zerwin takes with the budget plan and he supported the additional \$125,000 in miscellaneous costs in the account lines so small monthly transfers would not be needed. Ms. Zerwin said that airtime would be added to the reimbursement chart of costs as well as the interfaces. She said the PSAP Directors still needed to discuss capital requests and she believed those would be ready for the next Ad Hoc Finance meeting for recommendations. Ms. Zerwin wrapped up the review by saying generally speaking, everything in the budget was tied to an existing contract.

Attachments: [Executive Summary FY24 Budget Contracts Line Item Expenses.pdf](#)

23-2460

Revenue

The reimbursement chart provided by the Accountant assigned to ETSB, Melanie Koga, was shared onscreen. Ms. Zerwin explained that the entire contract amount is budgeted and the amount for reimbursement is billed in arrears. Member Guttman asked if the chart was provided in response to the request for a cash flow analysis. Ms. Zerwin replied yes, and that Member Henry confirmed she would be prepared to speak to the investments for the ETS Board meeting on August 9. There were no further questions.

Ms. Zerwin asked if the Members were comfortable with the operating line items aside from the questions regarding the miscellaneous costs to prepare for the next meeting.

Member Guttman made a recommendation to roll over \$2M for the IGA to FY24 in case an IGA is not executed by November 2023.

Member Srejma confirmed he was comfortable with the operating budget.

Chairman Schwarze reviewed the decision made in the FY23 budget season regarding the IGA funding, that nothing would be paid in FY23 without a full IGA having been executed. He clarified that Member Guttman was asking that \$1M not paid in FY21 and \$1M not paid in FY22 be rolled into the FY24 budget if not paid in FY23 because an IGA had not yet been signed. Member Guttman confirmed and reviewed the decision made for the Members who had not been present last year and said he would like to tie \$3M in funds in FY24 to the execution of one full IGA as opposed to a simple IGA signed in FY23 for \$2M. Chairman Schwarze confirmed in that case that \$1M budgeted in FY23 disappears. Member Guttman said he does not like it, but yes. Ms. Zerwin said that would probably be a larger discussion with some of the Members not being present, and that she was asking about the obligations within operating lines that were reviewed. Member Henry questioned if \$1M was budgeted in FY23. Ms. Zerwin replied yes, there was \$3M budgeted in FY23, a \$2M payment and a possible \$1M at the discretion of the Board, assuming the IGA would be completed. She said that was why there was a significant decrease between the FY23 and FY24 budgets because that additional \$2M that had been floated was assumed as paid and removed. Member Henry questioned if the IGA would be reviewed by ASA Winistorfer, who confirmed yes, and continued asking how the funds were intended to be spent by the PSAPs. Member Henry questioned whether it would offset municipality contributions, Member Guttman said the IGA states the eligible/allowable expenses. Member Henry finished with a reminder to remember who the ETS Board serves, that the representatives do not serve themselves or their municipalities, but the whole system. Chairman Schwarze asked if they had any further questions, the Members had none.

Attachments: [Summary of ETSB Incurred Capital Costs_Reimbursements 7.26.23.pdf](#)

7. OLD BUSINESS

There was no old business.

8. NEW BUSINESS

There was no new business.

9. ADJOURNMENT

9.A. Next Meeting

Chairman Schwarze asked to set a date for the next meeting. Member Henry asked how many more meetings would be necessary. Ms. Zerwin said a meeting for capital requests and impact, some cleanup on reimbursement, so it could be done in one or two more meetings. Ms. Zerwin said that generally the Board would see a budget at their September meeting, which they could vote on if there was not much discussion, but that it would be approved by the October meeting at the latest to go to County Board for the November appropriation.

The next meeting was scheduled for Thursday, October 24 at 10:30am.

The meeting of the ETSB Ad Hoc Finance Committee was adjourned at 10:30am.

Respectfully submitted,

Eve Kraus



ETSB Other Action Item

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
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File #: 23-2644

Agenda Date: 8/24/2023

Agenda #: 6.E.1.



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Final Summary

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Wednesday, June 28, 2023

9:30 AM

Room 3500B

1. CALL TO ORDER

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

2. ROLL CALL

ETSB STAFF:

Linda Zerwin
Matt Theusch
Eve Kraus

STATE'S ATTORNEY:

Mark Winistorfer

ATTENDEES:

Kevin Dempsey, ACDC (Remote)
Michael Hylton, Oakbrook Terrace PD (Remote)
Melanie Koga, County Finance (Remote)
Eugene Samuel, West Chicago PD (Remote)

On roll call, Members Schwarze, Franz (Remote 9:33am), Guttman, Henry, Robb, Srejma, and Yoo were present. Member Maranowicz was absent.

PRESENT	Schwarze, Guttman, Henry, Maranowicz, Robb, Srejma, and Yoo
REMOTE	Franz

3. CHAIRMAN'S REMARKS - CHAIR SCHWARZE

Chairman Schwarze thanked the Members for their attendance at this third year of Ad Hoc Finance meetings under his tenure. He asked the Members if they had any remarks.

Member Henry inquired into the timeline of the submission of the ETSB budget as County department budgets are due on the coming Friday, June 30. Ms. Zerwin addressed this question under Agenda Item 5: FY24 Budget.

4. PUBLIC COMMENT

There was no public comment.

5. FY24 BUDGET

5.A. [23-2196](#)

Budget Discussion

Referencing Member Henry's question, Ms. Zerwin said by ordinance, the ETSB budget is due to the County Board Chair on September 1 but that the preliminary budget had been entered into the new Finance software to meet the Friday, June 30 County deadline. Much of the personnel, contractual and commodities lines could be entered and adjustments made as meetings are held. Ms. Zerwin said the capital lines would be reviewed with the PSAP Directors for any additional requests. Ms. Zerwin said she believed the schedule of budget submissions was more critical to those departments that fall within the County's general fund. Since the ETSB is self-funded, it does not impact the balancing of the County budget, per se.

Vice Chair Franz joined the meeting via Zoom at 9:33am.

Chairman Schwarze said a request that was made to allow remote participation for Vice Chair Franz. Under Section 7a of the Open Meetings Act, If a quorum of the members of the public body is physically present as required by Section 2.01, a majority of the public body may allow a member of that body to attend the meeting by other means if the member is prevented from physically attending because of: (I) personal illness or disability; (ii) employment purposes or the business of the public body; or (iii) a family or other emergency. A motion was made by Member Yoo, seconded by Member Guttman to allow Vice Chair Franz to remotely participate via Zoom. On voice vote, motion carried.

Member Yoo said she had looked for past budgets on the County website but had been unable to locate them. She requested copies of previous fiscal year budgets. Ms. Zerwin said that the ETSB budget was part of the County's annual Financial Plan which is found on the County's Finance webpage. Member Yoo said there was no information pertaining to the ETSB Ad Hoc Finance Committee on the site. Ms. Kraus replied there would not be anything specific to the budget under the ETSB Ad Hoc Finance Committee, just a link to the ETSB budget from the pages. There was a question of where to find the previous year's meeting minutes which had been kept on the site associated with the IQM agenda software and whether those minutes were transitioned to the Legistar site, the answer to which would be investigated and the location provided to the Members.

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 just under \$2M to the overall budget. Ms. Zerwin said that was attributed to the \$2M for the PSAP IGA that was part of the FY23 budget, that this amount was reduced to \$1M in FY24. She stated that if the IGA was not going to be executed before November, this number would have to be discussed. The pie chart slide demonstrated that the bulk of the costs are going towards the systems and support of the 9-1-1 system, that personnel is a small cost compared to the PSAPs where personnel is the majority of their cost. Ms. Zerwin continued with a more detailed explanation 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. Ms. Zerwin explained the 54100, 54107 and 54110 capital lines would be discussed in further detail at an upcoming meeting to give Directors an opportunity to review any new purchases being requested. Those costs did not include capital equipment replacement costs which were found in the 54199 capital contingencies fund. Ms. Zerwin then reviewed the equipment replacement schedule and what effect those costs have on future fiscal year budgets and cash flow.

Chairman Schwarze exited the meeting at 10:16am and returned at 10:19am.

Ms. Zerwin discussed the current ETSB projects including the upcoming Motorola change order to marry up the equipment originally ordered against the radios agencies have requested since the purchase date. Discussion ensued around the project which included the radio equipment and the PSAP IGA. Vice Chair Franz inquired as to whether the \$1M for the IGA was included in the FY24 and future budget projections. Ms. Zerwin replied to the affirmative.

The Members requested additional details in specific account lines including 53830: Other Contractual costs, 53806: Software Licensing, and 53807: Software Maintenance. Ms. Zerwin addressed the costs associated with 53830 first. The discussion led into revenue and how revenue, other than surcharge, is shown. Ms. Zerwin stated that other revenue is shown within the monthly board packet revenue report. There were questions of why agency contracted reimbursement costs are not projected into revenue. Ms. Zerwin explained that surcharge is the only known revenue for the requested ten-year projection and that contract expenditures that are reimbursed are budget neutral because ETSB pays these costs and is then reimbursed. Discussion ensued on how to show revenue versus reimbursements which, along with interest, are shown as part of the monthly cash balance report provided by the Treasurer's Office.

Discussion concluded and Vice Chair Franz left the meeting at 10:48am.

Attachments: [FY24 Draft Budget Summary June 14.pdf](#)
 [FY24 Draft Budget Summary Comparison June 14.pdf](#)

23-2445

ETSB Budget Overview

Attachments: [ETSB Budget Overview Ad Hoc June 28.pdf](#)

6. OLD BUSINESS

There was no old business.

7. NEW BUSINESS

There was no new business.

Member Henry left the meeting at 10:49am.

The Board moved onto Agenda Item 9: Next Meeting.

8. ADJOURNMENT

Chairman Schwarze asked for a motion to adjourn. Member Yoo motioned, seconded by Member Guttman. The meeting of the ETSB was adjourned at 10:49am.

Respectfully submitted,

Eve Kraus

9. NEXT MEETING

The next meeting was scheduled after Agenda Item 7: New Business for Wednesday, July 26 at 9:30am.



Discussion

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

File #: 23-2458

Agenda Date: 7/26/2023

Agenda #:



**Emergency Telephone System Board
Of DuPage County
Memorandum**

TO: Chairman Schwarze and ETS Board members
FROM: Linda Zerwin, Executive Director
DATE: July 21, 2023
SUBJECT: FY24 Budget Initial Overview
CC: Chair Conroy and Nick Kottmeyer, County Administrator

As requested below is a list of the current contracts for FY24 and their contract terms by line-item account for 5820: Equalization Fund.

52100: IT Equipment Small Value \$ 77,500

Annual Open POs include:

Dell	\$ 25,000
CDW-G	\$ 30,000
Miscellaneous	\$ 15,000

52250: Auto/Machinery Equipment Parts \$105,000

Annual Open PO

Motorola for replacement parts (mics, batteries)	\$100,000
Carryover FY23 Open PO to end of December	\$ 5,000

(Note: This item was moved from 52100)

53000: Auditing/Accounting Services \$108,920

ETSB participates in the County RFP for Outside Auditor. This line also includes costs for resource sharing of a portion of county staff (1 CPA and 1 AP Supervisor) and 1 Sr. Staff Auditor.

Outside auditor	\$31,920
CPA Salary	\$34,000
AP Supervisor	\$18,000
Sr. Staff Auditor	\$25,000

53090: Technical/Professional Services \$102,000

County GIS Support	\$25,000
County Network/Software Support	\$10,000
Miscellaneous (court transcription etc)	\$ 2,000
Engineering for Towers	\$15,000
Security Penetration Testing	\$50,000

53130: Public Liability Insurance \$122,813

These contracts are annual. ETSB participates with the County for the use of a broker and insurance. Coverage includes property, liability and cybersecurity. This amount is 15% higher than last year's estimate.

53370: Repair / Maintenance Office Machinery & Equipment \$103,043

Miscellaneous Repair	\$25,000
Calibration of radio equipment alignment	\$ 8,760
UPS Maintenance	\$19,283
UPS replacement Parts incl ACDC & DUCOMM	\$50,000



Emergency Telephone System Board Of DuPage County Memorandum

52350: Telecommunications Wireline \$1,247,387

Comcast network	\$750,000
CPE network charges	\$109,641
CPE Network Link	\$ 42,481
IP Flex (SIP Connection)	\$115,000
IP Flex (SIP Connection)	\$115,000
CAMA Trunks (goes away with NG911)	\$ 20,265
DU-COMM POTS Lines (14)	\$ 13,000
ACDC POTS Lines (4)	\$ 4,500
Miscellaneous costs	\$ 25,000

53510: Travel \$100,000

This includes travel costs for training and conferences for ACDC, DUCOMM and ETSB staff.

53610: Instruction and Schooling \$110,000

This includes costs for ACDC, DUCOMM and ETSB staff.

53806: Software Licenses \$2,243,017

This line item has seen an increase because several expenses were moved to different line items at the request of County Finance.

CPE maintenance	\$ 406,870	FY26	3 yr
SMS TCC ACDC	\$ 12,694	FY26	3 yr
SMS TCC DUCOMM	\$ 12,694	FY26	3 yr
CAD maintenance	\$1,491,344	FY27	4 yr
Fire Station alerting maintenance	\$ 210,000	FY24	4 yr
LiveMUM	\$ 42,769	FY24	5 yr
ExaGrid enclosure maintenance	\$ 8,793	FY24	3 yr
ESRI Product Support	\$ 16,695	Annual	
Cisco switch maintenance	\$ 10,644	Annual	
Dell server maintenance	\$ 5,512	Annual	
Miscellaneous expenses	\$ 25,000	Annual	

53830: Other Contractual Services \$3,246,865

Other contractual services	\$ 25,000	Annual
PSAP Allocation (depends on Board Allocation)	\$1,000,000	Annual
ProQA QPR (optional service)*	\$ 148,200	FY27
DEDIR System Airtime	\$1,525,220	FY29 7 yr
DEDIR System GPS Airtime	\$ 98,832	FY29 7 yr
CAD Resident System Analyst (RSA)	\$ 299,613	FY27 5 yr
Interface Time/Material Contract CAD	\$ 150,000	Annual

*This option to renew was cancelled based on DU-COMM decision to discontinue this product. The directors are reviewing options for other services which may result in a change order.



Emergency Telephone System Board Of DuPage County Memorandum

53807: Software Maintenance **\$1,818,056**

This line item has seen a decrease because several expenses were moved to different line items at the request of County Finance.

Miscellaneous expenses	\$ 25,000		
AXS Console maintenance	\$ 437,216	FY29	7 yr
Eventide maintenance	\$ 105,128	FY29	7 yr
Microwave maintenance (DEDIR System)	\$ 2,509	FY29	7 yr
Advanced Plus 18 months	\$ 674,761	FY24	
NICE contract (end of life)	\$ 83,527	FY24	
Priority Dispatch (EMD, ProQA, AQUA)	\$ 172,152	FY26	7 yr
SpatialStation	\$ 39,000	FY25	3 yr
Rescue LogMeln	\$ 5,000	FY25	3 yr
Smart911	\$ 122,776	FY25	4 yr
NetMotion	\$ 36,750	FY24	3 yr
SolarWinds Server	\$ 12,915	FY24	3 yr
Veeam service	\$ 13,482	FY24	3 yr
Track-It Ticketing Service (DUCOMM)	\$ 3,150	FY24	3 yr
Zendesk	\$ 30,161	Annual	
ETSB domain	\$ 751	Annual	
Asset Panda Asset Management	\$ 10,281	Annual	
Symantec Endpoint Protection for CAD	\$ 2,940	Annual	
Monday.com	\$ 17,463	Annual	
Over the Ethernet Keying (OTEK)	\$ 49,922	FY29	7 y

53828: Contingencies **\$ 300,000**

Operating contingencies. This is different from Capital Contingencies: 54199

Costs Reimbursed in Arrears to ETSB

	ETSB	Agencies
Hexagon RSA	\$149,806.50	\$149,806.50
Hexagon System Maintenance	\$805,327.00	\$584,693.00
Optional Fire Station Alerting Equipment (FSA)	\$67,960.00	\$19,170.00
Optional/Non-Surcharge Radio Equipment	\$6,651,399.48	\$310,370.18

Capital Lines will be reviewed at a separate meeting. PSAP and ETSB Directors still need to review submissions for recommendations.



Discussion

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
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File #: 23-2460

Agenda Date: 7/26/2023

Agenda #:

Summary of ETSB Incurred Capital Costs/Reimbursements

	Total	FY23	FY22	FY21	FY20	FY19	FY18
Subtotal of Capital Costs/Other Contractual	3,541,637.30	(12,768.00)	630,428.80 <i>B</i>	591,026.50	667,254.00	54,600.00	1,611,096.00 <i>A</i>
Capital Cost of RMS System	-	-	-	-	-	-	1,611,096.00
Hexagon Cutover	-	-	-	-	-	54,600.00	-
RSA Contract	-	-	133,875.00	129,408.50	251,279.00	-	-
Maintenance for ISP UCR Reports	-	-	-	13,718.00	13,065.00	-	-
Maintenance	-	-	475,734.00	447,900.00	402,910.00	-	-
Monday.com	(12,768.00) <i>C</i>	13,680.00 <i>C</i>	-	-	-	-	-
Zendesk Licensing	-	-	7,139.80 <i>B</i>	-	-	-	-
Subsequent Year Collection for PY billing	3,547,265.27	623,289.00 <i>B</i>	591,026.50	307,493.04	383,155.22	1,642,301.51	-

NOTES

- A* Billing for FY18/FY17 was recorded 2/18/2019. This was exclusively offset against 47040-0103 accounts. For all other fiscal years, the billing was recorded as of 11/30 of the reported fiscal year.
- B* FY23 is projected revenue and does not include Zendesk reimbursement revenue which was independently billed by ETSB to IT apart from this process.
- C* Monday.com was initially billed in FY22 for \$13,680.00. The actual cost was \$912.00 (\$38 per month x 24 months). FY23 billing will credit this overbilling of the prior fiscal year when it is calculated.