



DU PAGE COUNTY

ETSB - Ad Hoc Finance Committee

Final Summary

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

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.