



FINANCE COMMITTEE AGENDA
Room 700, Law and Justice Center

Tuesday, April 6, 2004

4:00 P.M.

1. Roll Call
2. Approval of Minutes – March 2, 2004
3. Departmental Matters:
 - A. Phil Dick, Building and Zoning
 - 1) Items to be presented for Action:
 - a) Request Approval of State Fiscal Year 2005 Section 5311 Non-Metro Public Transportation Operating Assistance Grant Application And Intercity Bus Grant Application 2 - 47
 - b) Request Approval of Purchase of Service Agreement between McLean County and Meadows Mennonite Retirement Community (SHOWBUS) 48 - 53
 - c) Request Approval of Motor Lease Agreement 54 - 57
 - 2) Items to be presented for Information:
 - a) General Report
 - b) Other
 - B. Becky McNeil, County Treasurer
 - 1) Items to be presented for Information:
(Documents to be provided at meeting)
 - a) Accept and place on file County Treasurer's Reports as of March 31, 2004
 - b) Quarterly Employee Benefit Fund
 - c) General Report
 - d) Other

- C. Don Lee, Nursing Home
 - 1) Items to be presented for Information:
 - a) Monthly Report 58
 - b) General Report
 - c) Other

- D. Robert Kahman, Supervisor of Assessments
 - 1) Items to be presented for Information:
 - a) Assessment Status Report 59
 - b) Year to Year Complaint Comparison 60
 - c) General Report
 - d) Other

- E. Peggy Ann Milton, County Clerk
 - 1) Items to be presented for Action:
 - a) Request Approval of Consolidation of
Polling Places in Randolph and Chenoa
Townships 61 - 64
 - 2) Items to be presented for Information:
 - a) General Report
 - b) Other

- F. Ruth Weber, County Recorder
 - 1) Items to be presented for Information:
 - a) General Report 65
 - b) Other

- G. John M. Zeunik, County Administrator
 - 1) Items to be presented for Action:
 - a) Request Approval of an Amendment to
The 2004 Full-time Equivalent Positions
Resolution – State’s Attorney’s Office
0020 - DCFS Grant for Children’s
Advocacy Center Attorney 66 – 68
 - b) Request Approval of Professional Services
Agreement for Health Insurance Benefit
Broker
 - 2) Items to be presented for Information:
 - a) County Hiring Procedures 69 - 70
 - b) General Report
 - c) Other

4. Recommend payment of bills and transfers, if any, to County Board

5. Adjournment



INTER-OFFICE COMMUNICATION
DEPARTMENT OF BUILDING AND ZONING
Phone: 888-5160

TO: Chairman, Matt Sorensen and Finance Committee
FROM: Mike Behary, County Planner *mJB*
DATE: March 29, 2004
RE: **SHOW BUS Items**

The attached are key sections of the applications, and the purchase of service agreement that are similar to the ones presented last year. Please see the complete documents at the Department of Building and Zoning.

- 1) **Section 5311 – Operating Assistance Application for Fiscal Year 2005:** This application is with the Illinois Department of Transportation and coincides with their fiscal year.
- 2) **Vehicle Procurement Application:** This application is for two medium duty paratransit vehicles to be used for rural public transportation. A public hearing is required for the Vehicle Procurement application and will be held before the County Board meeting at 9:00 a.m. on April 20, 2004.
- 3) **Purchase of Service Agreement:** This is an agreement between McLean County and SHOW BUS that is similar to the one now in effect.
- 4) **Amended Lease Agreement with SHOW BUS:** McLean County will receive a new vehicle on April 8, 2004 to be used by SHOW BUS, and this lease has been amended to show the additional vehicle.

Laura Dick the Director of SHOW BUS, Philip Dick the Director of Building & Zoning and I will be present at the April 6th Finance Committee meeting to answer any questions or concerns. Please call me if I can be of further assistance.

Enclosures: Operating Assistance Application, Vehicle Procurement Application, Purchase of Service Agreement, and new Lease with SHOW BUS

Illinois Department of Transportation

State Fiscal Year 2005

Section 5311 Non-Metro Public Transportation

**Operating Assistance Grant Application
and
Intercity Bus Grant Application**

Submitted By

McLean County

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- Exhibit A Standard Form 424 (Electronic versions – see separate file)
- Exhibit B Proposed FY 2005 Budget (Electronic versions – see separate file)
- Exhibit C Standard Certifications and Assurances
- Exhibit D Sample Board Resolution
- Exhibit E Special Section 5333(B) Warranty For Application To The Small Urban And Rural Program
- Exhibit F IDOT Chart of Accounts for the Section 5311 Program Expense Account Definitions
- Exhibit G Applicant's Certification of Intent
- Exhibit H Sample Ordinance
- Exhibit I Non-Vehicle Capital Asset Inventory (Electronic versions – see separate file)
- Exhibit J Vehicle Asset Inventory (Electronic versions – see separate file)

I. Introduction

The United States Department of Transportation, Federal Transit Administration provides federal financial assistance funds for public transportation in nonurbanized areas (Section 5311 Non-Metro Public Transportation Program -- formerly Section 18). The Federal Transit Administration (FTA), on behalf of the Secretary of Transportation, apportions the funds appropriated annually to the Governor of each state for public transportation projects in nonurbanized areas. The statutory formula is based solely on the nonurbanized population of the states. Each state prepares an annual program of projects, which must provide for fair and equitable distribution of funds within the states, including Indian reservations, and must provide for maximum feasible coordination with transportation services assisted by other Federal sources. Article III of the Downstate Public Transportation Act (30 ILCS 740/2-1 et seq., formerly Ill. Rev. Stat. ch. 111 2/3, Section. 661 et seq.) authorizes the Illinois Department of Transportation to receive and expend Section 5311 funds allotted to Illinois.

The goals of the nonurbanized formula program are: to enhance the access of people in nonurbanized areas to health care, shopping, education, employment, public services and recreation; to assist in the maintenance, development, improvement, and use of public transportation systems in rural and small urban areas; to encourage and facilitate the most efficient use of all Federal funds used to provide passenger transportation in nonurbanized areas through the coordination of programs and services; to assist in the development and support of intercity bus transportation; and to provide for the participation of private transportation providers in nonurbanized transportation to the maximum extent feasible.

Prospective applicants are advised that the Department has published administrative regulations for the Illinois Section 5311 program under Part 601 of the Illinois Department of Transportation Rules and Regulations entitled "Regulations for Public Transportation Assistance to New Programs in Nonurbanized Areas." These regulations, which prescribe procedures and requirements to be followed by applicants for Section 5311 funding, should be carefully reviewed prior to an applicant's submission of a Section 5311 Application. In order to be considered for funding, prospective grantees must submit a fully completed application (Sections I – VIII and Section X for Rural General Public Operating Assistance and Sections IX for Intercity Bus Assistance).

To assist applicants ensure that applications packages are complete, an "Application Checklist" in this section has been provided. **Applicants must complete and submit this completed checklist in their application package.**

Section 5311 Non-Metro Operating Assistance Grant Application Checklist

(Must be completed and submitted with Application.)

1. Non-Metro Operating Assistance Grant Application Checklist
2. Completed Copy of Standard Form 424 (Exhibit A)
3. Operating Entity Certification (One for each operator)
4. Executed Agreement to Terms and Conditions of Special Warranty (Exhibit E)
5. Fully Completed Proposed FY 2005 Budget (Exhibit B)
6. Applicant's Certificate of Intent (Exhibit G)
7. Executed Resolution of the Governing Board (Exhibit D)
8. Executed County Ordinance to Operate a Public Transit Project (Exhibit H)
9. Executed Certifications and Assurances for Grantees (Exhibit C)
10. Executed Affirmation of Applicant's Attorney (Contained in Exhibit C)
11. Fully completed Non-Vehicle Capital Asset Inventory (Exhibit I)
12. Fully completed Vehicle Asset Inventory (Exhibit J)
13. Maps of the service area (Attachment I)
14. Copies of Material Documenting Private Sector Effort (Attachment II)
15. Grantee/Operator Organization Charts (Attachment III)
16. Indirect Costs Rate Proposal (Attachment IV)
17. Copy of Most Recent Audit (Attachment V)

Comments

All costs are direct costs. Therefore, no cost allocation plan is being submitted.

Fixed route system means a system of transporting individuals (other than by aircraft), including the provision of designated public transportation service by public entities and the provision of transportation service by private entities, including, but not limited to, specified public transportation service, on which a vehicle is operated along a prescribed route according to a fixed schedule.

Demand responsive system means any system of transporting individuals, including the provision of designated public transportation service by public entities and the provision of transportation service by private entities, including but not limited to specified public transportation service, which is not a fixed route system.

Route deviation system means a system of transporting individuals (other than by aircraft), including the provision of designated public transportation service by public entities and the provision of transportation service by private entities, including, but not limited to, specified public transportation service, on which a vehicle is operated along a prescribed route according to a fixed schedule where the system permits user-initiated deviations of vehicles from the prescribed routes.

Commuter bus service means fixed route bus service, characterized by service predominantly in one direction during peak periods, limited stops, use of multi-ride tickets, and routes of extended length, usually between the central business district and outlying suburbs. Commuter bus service may also include other service, characterized by a limited route structure, limited stops, and a coordinated relationship to another mode of transportation.

B. System Service Area

1. Core Service Area

In the space below, please identify the geographic area that is to be served by this Section 5311 grant. The core service area is defined as the geographic area in which Section 5311 service is provided by this grant, as supported by the grantees Board Resolution and any Intergovernmental Agreements with other governmental entities. The service area does not include areas served through incidental services such as charter services or extended commuter routes.

<u>County Served</u>	<u>Square Mileage</u>	<u>Population</u>
Ford	468	14,241
Iroquois	1,120	31,334
Livingston	1,043	39,678
McLean (rural area only)	1,184	40,249 (rural)

If existing maps are available, that show the dimensions of the geographic service area, please attach to the application. If no existing maps are available, please draw a reasonable representation of the service area that clearly shows geographic limits of the service area. Please indicate on the map the street or road names where service is provided. The map does not need to be an exact or official representation; rather, it is mainly intended to convey the project service area. Include this information as Attachment I to the application.

2. Services Provided Outside the Core Service Area

Since the goal of Section 5311 is to enhance access of people living in nonurbanized areas to activities, Section 5311 projects may include transportation to and from urbanized areas or provide services to other destinations that extend beyond the core service. In this section, list the extended services operated outside the core service area. Examples of such routes would be regularly or periodic shopping trips to an urban center, services provided to regional medical facilities under a contract to a human service agency, or similar service.

In the table below, list or describe the services provided by the project that meet the criterion above for periodic or regularly scheduled services provided outside the core service area. **Note: Do not include charter services in this section. Services provided to destinations located outside Illinois should be addressed in Section III.B.3.**

Example:

<i>Extended Service Provided</i>	<i>Frequency</i>
<i>Shopping Trip to Springfield</i>	<i>Every 3rd Tuesday</i>

<u>Extended Service Provided</u>	<u>Frequency</u>
Iroquois County to Kankakee (service mainly to dialysis unit located in Kankakee)	Three times a week
Iroquois County to Champaign (service primarily medical)	Every Tuesday
Ford County to Champaign (service primarily medical)	2 nd and 4 th Monday
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Note: Use additional pages if necessary.

3. Services Provided to Out-of-State Destinations

The services provided by a Section 5311 project may include destinations across a state line. Operators of interstate service are required to register with the Federal Motor Carrier Safety Administration (FMCSA). Projects that provide service to out-of-state destinations on a regular, periodic, or even an infrequent basis must notify IDOT for additional guidance.

Each project must complete this section of the application. You must check one of the following boxes:

- This project operates regular or special transit service to out-of-state destinations on a regular, periodic, or infrequent basis.
- This project never operates regular or special service to out-of-state destinations.

C. Proposed Service Levels

1. Passenger Trips

In this section, project the total number of passenger trips to be provided under the project by all operators of public transportation services: For purposes of completing this section, "Trip" is defined as a one-way trip by a transit vehicle in revenue service starting at one point of a route and ending at another point. A round trip is counted as two separate trips. Transfers (if applicable), are counted separately and should not be reported here.

Projected number of total system (all operators) passenger trips: 32,000

If there is more than one operator of public transit services under the project, provide the number of projected total passenger trips by operator. In completing this table, IDOT notes that operators may be engaged in other, non-public transit services that are not eligible for reimbursement under the project. Operators should identify total passenger trips and trips to be operated in public transit service in accordance with the project service plan:

Operator	Total Number of Passenger Trips Provided by Operator
SHOW BUS	32,000

2. Vehicle Miles & Peak Vehicle Use

In this section, project the total number of vehicle miles to be provided under the project by all operators of public transportation services:

Projected number of total system (all operators) vehicle miles : **250,000**

If there is more than one operator of public transit services under the project, provide the number of projected total vehicle miles by operator. In completing this table, IDOT notes that operators may be engaged in other, non-public transit services that are not eligible for reimbursement under the project. Operators should identify total mileage and mileage to be operated in public transit service in accordance with the project service plan:

Operator	Total Number of Vehicle Miles Provided by Operator
SHOW BUS	250,000

In this section, project the total number of Peak Vehicles. Peak Vehicles is calculated by determining the maximum number of vehicles needed for any given service hour for all operators of public transportation services, in any given day:

Projected number of total system (all operators) Peak Vehicles: **Eleven**

3. Intercity Bus Service

Intercity bus service miles (estimated) **50,000**

4. Charter Services

Charter Service means transportation using buses or vans, or facilities funded by the Federal Transit Administration of a group of persons who pursuant to a common purpose, under a single contract, at a fixed charge (in accordance with the carrier's tariff) for the vehicle or service, have acquired the exclusive use of the vehicle or service to travel together under an itinerary either specified in advance or modified after having left the place of origin.

C. Operating Entity Certification

For each proposed operator(s) please provide a fully completed and executed copy of the following (*this document should be completed and signed by the operator, if different from the grantee/applicant*):

Robert O. Bertsche hereby certifies that
(Name of Authorized Official)

Meadows Mennonite Retirement Community, d/b/a SHOW BUS is organized as :
(Name of Operator Agency)

(Check one)

- | | |
|--|---|
| <input type="checkbox"/> An individual | <input type="checkbox"/> a partnership |
| <input checked="" type="checkbox"/> A private non-profit | <input type="checkbox"/> a private for-profit |
| <input type="checkbox"/> A municipal corporation | <input type="checkbox"/> other |

And that Meadows Mennonite Retirement Community, d/b/a SHOW BUS's
(Name of operator)

Federal Employer's Identification Number

is 37-7091831.

Robert O. Bertsche, CEO
Officer or Official Signature

CEO, Meadows Mennonite Retirement Community, d/b/a SHOW BUS
Title

3/23/04
Date

D. Grantee Contact Person

Please list the Grantee's contact person responsible for project and financial oversight:

Name: Michael Behary

Title: Grant Project Manager for McLean County

Phone: 309-888-5160

Fax Number: 309-888-5768

E-Mail: mbehary@McLean.gov

E. Operator Contact Person(s)

Please list the Operator's contact person(s) responsible for project and financial management:

Operator	Contact Name	Title	Phone	E-Mail
SHOW BUS	Laura Dick	Director	309-747-2454	showbus@gridcom.net

F. Lower Tier Relationship Between Grantee and Operator

There are two circumstances when a grantee can enter into a lower tier relationship with a third party to deliver Section 5311 services. First, a grantee follows either state (under the common rule) or Federal procedures outlined in FTA Circular 4220.1D to competitively secure the services of a contractor (using micro purchase, small purchase, Invitation for Bid (IFB), or Request For Proposal procedures (RFP)) to deliver all or some component of Section 5311 services. Second, a state may elect to grant Section 5311 funds to a subrecipient through an intermediary subrecipient, a practice expressly permitted pursuant to FTA Circular 9040.1E, Chapter IV, paragraph 3. FTA uses the example of a state that might pass funds to a nonprofit organization through a local public body. FTA notes that this type of arrangement is not a third party contract.

B. Operator Organization and Level of Human Resource Effort

In this section, provide a description of the level of effort that will be provided by each operator providing service in the project. List the staff positions, by job title, in the following table. List both personnel whose time will be charged to the project, either as a direct or indirect expense by typing "Direct" or "Indirect" in the second column. Also list if the position will be charged to the Administrative category ("Admin") or the Operating category ("Op"). Finally, list the approximate or estimated number of staff, expressed in terms of Full-Time Equivalents (FTEs) in the last column.

Submit one table for each operator.

Operator's Proposed Transportation Employee Utilization: FY 2005

Operator: SHOW BUS

Job Title	Direct or Indirect Staff Position	Administration or Operating? (Admin or Op)	Estimated Full-Time Equivalents (FTEs)
Director	Direct	Admin	1
Office Manager/Bookkeeper	Direct	Admin	.5
Clerical	Direct	Admin	1
Dispatch	Direct	Op	.5
Drivers	Direct	Op	7.5

For each operator, submit with this application an organization chart showing all functional divisions of the entity with a detailed organizational breakdown of the transportation unit as Attachment III.

IX. Intercity Bus Operating Assistance Requests

A. Project Description

Existing Component Expanded New

Detailed Description of Proposed Intercity Bus Service. For existing service the applicant must submit a printed schedule or timetable for intercity bus service. (Attach additional pages if necessary)

Please see attached schedule.

B. Geographical Service Area

Please provide a description of the geographical areas to be served by the intercity bus project (attach additional pages if necessary):

Please refer to the attached schedule.

C. Project Justification

Please provide the project justification for this intercity bus project (attach additional pages if necessary).

Other than the service provided by SHOW BUS, there are no other public transportation systems offering service between the above destinations. In most instances, people are traveling to destinations offering medical or shopping opportunities not available in smaller cities.

D. Proposed Intercity Bus Project Operating Assistance Budget

Use the following budget format for Proposed Intercity Bus Operating Assistance requests.

Preparers of this application are advised to consult the IDOT 5310/5311 Grant Management Manual for further guidance on this section.

Estimated Intercity Bus Project Financing

FY 2005 Mileage Share Calculation

A.	Projected Total Section 5311 Program Mileage	<u>D250,000</u>
B.	Projected Total Intercity Bus Mileage	<u>E50,000</u>
C.	Percentage Intercity Bus (D divided by E)	<u>F20%</u>
G.	Total Section 5311 Operating Assistance (50% of deficit)	<u>\$95,288</u>
H.	Intercity Bus Operating Component (F x G)	<u>\$19,058</u>
I.	Total Section 5311 Adm. Assistance(80% of cost maximum)	<u>\$196,387</u>
J.	Intercity Bus Administrative Component (F x I)	<u>\$39,277</u>
K.	Total Local Share (total non FTA/IDOT funds)	<u>\$267,181</u>
L.	Total Intercity Bus Component (H + J)	<u>\$58,335</u>
M.	Total Non Intercity Bus (G+I-L)	<u>\$233,340</u>
	Total Program Cost (K+ L+ M)	<u>\$558,856</u>

APPLICATION FOR
FEDERAL ASSISTANCE

2. DATE SUBMITTED April 20, 2004		Applicant Identifier
1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction	Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	3. DATE RECEIVED BY STATE State Applicant Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY Federal Identifier

5. APPLICANT INFORMATION

Legal Name: McLean County		Organizational Unit:	
Address (give city, county, State and zip code): McLean County Law & Justice Center 104 W Front Street; 7th Floor Bloomington, IL 61701		Name and telephone number of person to be contacted on matters involving this application (give area code) Mike Behary 309-888-5160	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 37-6001569		7. TYPE OF APPLICANT: (enter appropriate letter) <u>B</u> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organizer N. Other (Specify) _____	
8. TYPE OF APPLICATION: ___ New <input checked="" type="checkbox"/> Continuation ___ Revision If Revision, enter appropriate letter(s) A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (Specify): _____		9. NAME OF FEDERAL AGENCY: Federal Transit Administration	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: Section 5311 <u>20 - 509</u> TITLE: Operating Assistance Program		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Public transportation operating assistance grant program for the non-urbanized areas of the State of Illinois and a grant for the Rural Public Transportation Assistance Program.	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Non-urbanized counties and cities in the downstate Illinois area.		13. PROPOSED PROJECT	
14. CONGRESSIONAL DISTRICTS OF:		15. ESTIMATED FUNDING:	
Start Date 07-01-04	Ending Date 06-30-05	a. Applicant Johnson, Weller	b. Project Johnson, Weller
a. Federal	\$ 291,675.00	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE <u>April 20, 2004</u> b. NO. ___ PROGRAM IS NOT COVERED BY E. O. 12372 ___ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
b. Applicant	\$		
c. State	\$		
d. Local	\$ 225,681.00		
e. Other	\$		
f. Program Income	\$ 41,500.00		
g. TOTAL	\$ 558,856.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? ___ Yes if "Yes," attach an explanation <u>X</u> No	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Type Name of Authorized Representative Michael Sweeney		b. Title Chairman, McLean County Board	c. Telephone Number 309-888-5110
d. Signature of Authorized Representative		e. Date Signed	

FINANCIAL DATA
PROPOSED FY 2005 BUDGET

Exhibit B

REVENUES

Item	Description	AGENCY TOTAL (ALL TRANSIT)	SECTION 5311 TOTAL BUDGETED	PROJECT INCOME (Proposed)	LOCAL MATCH (Proposed)
401.01	Full Adult Fare	\$ 15,500.00	\$ 15,500.00	\$ 15,500.00	
401.02	Senior Citizen Fares	\$ 26,000.00	\$ 26,000.00	\$ 26,000.00	
401.03	Student Fares				
401.04	Child Fares				
401.05	Disabled Rider Fares				
401.06	Parking Lot Fares				
401.99	Other Rider Fares				
402.00	Special Transit Fares	\$ 123,000.00	\$ 123,000.00		\$ 123,000.00
403.00	School Bus Service				
404.00	Freight Tariffs				
405.00	Charter Service Revenues				
406.00	Auxiliary Revenues				
407.01	Sales of Maintenance Service				
407.02	Rental of Revenue Vehicles				
407.03	Rental of Buildings & Property				
407.99	Other Non-transportation Revenue				
408.00	Taxes Levied by Transit System				
409.00	Local Cash Grants	\$ 35,000.00	\$ 35,000.00		\$ 35,000.00
410.01	Local Disabled Fare Assistance				
410.02	Local Senior Fare Assistance				
410.03	Local Student Fare Assistance				
410.99	Other Local Special Fare Assistance				
411.00	State Cash Grants				
412.00	State Special Fare Assistance				
413.00	Federal Cash Grants (Section 18)	\$ 291,675.00	\$ 291,675.00		
414.00	Interest Income				
430.01	Contributed Services - Allowable				
430.03	Contributed Services - Unallowable				
430.04	Contra Account for 430.03				
431.00	Contributed Cash	\$ 67,681.00	\$ 67,681.00		\$ 67,681.00
440.00	Subsidy From Other Sources				
		AGENCY TOTAL (ALL TRANSIT)	SECTION 5311 TOTAL BUDGETED	PROJECT INCOME (Proposed)	LOCAL MATCH (Proposed)
(Exclude grey areas from total)		<u>\$ 267,181.00</u>	<u>\$ 267,181.00</u>	<u>\$ 41,500.00</u>	<u>\$ 225,681.00</u>

**PROPOSED FY 2005 BUDGET
EXPENSES**

Item	Description	AGENCY TOTAL (ALL TRANSIT)	SECTION 5311 TOTAL BUDGETED	SECTION 5311 ADMINISTRATION (Proposed)	SECTION 5311 OPERATING (Proposed)
LABOR					
501.01	Operator's Salaries & Wages	\$ 136,250.00	\$ 136,250.00		\$ 136,250.00
501.02	Training Salaries & Wages				
501.03	Dispatcher's Salaries & Wages	\$ 11,330.00	\$ 11,330.00		\$ 11,330.00
501.04	Administrative Salaries & Wages	\$ 88,200.00	\$ 88,200.00	\$ 88,200.00	
501.99	Other Salaries & Wages				
	TOTAL	\$ 235,780.00	\$ 235,780.00	\$ 88,200.00	\$ 147,580.00
FRINGE BENEFITS					
502.01	FICA	\$ 19,570.00	\$ 19,570.00	\$ 7,210.00	\$ 12,360.00
502.02	Pensions & Long Term Disability	\$ 4,000.00	\$ 4,000.00	\$ 1,500.00	\$ 2,500.00
502.03	Health Insurance	\$ 20,900.00	\$ 20,900.00	\$ 10,450.00	\$ 10,450.00
502.04	Dental Plans				
502.05	Life Insurance	\$ 1,350.00	\$ 1,350.00	\$ 675.00	\$ 675.00
502.06	Short Term Disability				
502.07	Unemployment Insurance				
502.08	Worker's Compensation	\$ 15,900.00	\$ 15,900.00	\$ 432.00	\$ 15,468.00
502.09	Sick Leave	\$ 1,000.00	\$ 1,000.00		\$ 1,000.00
502.10	Holiday				
502.11	Vacation	\$ 24,700.00	\$ 24,700.00	\$ 10,700.00	\$ 14,000.00
502.12	Other Paid Absence				
502.13	Uniform Allowance	\$ 2,200.00	\$ 2,200.00		\$ 2,200.00
502.99	Other Fringe Benefits	\$ 4,120.00	\$ 4,120.00	\$ 1,545.00	\$ 2,575.00
	TOTAL	\$ 93,740.00	\$ 93,740.00	\$ 32,512.00	\$ 61,228.00
SERVICES					
503.01	Management Services				
503.02	Advertising Services	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
503.03	Professional & Technical Services	\$ 28,300.00	\$ 28,300.00	\$ 28,300.00	
503.04	Temporary Services	\$ 2,000.00	\$ 2,000.00		\$ 2,000.00
503.05	Contract Maintenance	\$ 31,100.00	\$ 31,100.00	\$ 1,230.00	\$ 29,870.00
503.06	Custodial Services				
503.07	Security Services				
503.99	Other Services	\$ 6,700.00	\$ 6,700.00		\$ 6,700.00
	TOTAL	\$ 69,100.00	\$ 69,100.00	\$ 30,530.00	\$ 38,570.00

PROPOSED FY 2005 BUDGET (Continued)

EXPENSES

Item	Description	AGENCY TOTAL (ALL TRANSIT)	SECTION 5311 TOTAL BUDGETED	SECTION 5311 ADMINISTRATION (Proposed)	SECTION 5311 OPERATING (Proposed)
MATERIALS & SUPPLIES					
504.01	Fuel & Lubricants Consumed	\$ 46,350.00	\$ 46,350.00		\$ 46,350.00
504.02	Tires & Tubes Consumed	\$ 4,120.00	\$ 4,120.00		\$ 4,120.00
504.03	Inventory Purchases	\$ 7,700.00	\$ 7,700.00	\$ 6,000.00	\$ 1,700.00
504.99	Other Materials & Supplies	\$ 825.00	\$ 825.00	\$ 425.00	\$ 400.00
	TOTAL	\$ 58,995.00	\$ 58,995.00	\$ 6,425.00	\$ 52,570.00
UTILITIES					
505.02	Telephone	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	
505.99	Other, i.e. Natural Gas, Electric, etc.	\$ 824.00	\$ 824.00		\$ 824.00
	TOTAL	\$ 8,824.00	\$ 8,824.00	\$ 8,000.00	\$ 824.00
CASUALTY & LIABILITY					
506.01	Physical Damage Insurance	\$ 26,800.00	\$ 26,800.00	\$ 26,800.00	
506.03	Liability & Property Insurance	\$ 35,400.00	\$ 35,400.00	\$ 35,400.00	
506.04	Uninsured Settlements				
506.05	Provisions for Uninsured Settlements				
506.06	Recoveries of Settlements				
506.08	Other Corporate Insurance				
506.99	Other Insurance				
	TOTAL	\$ 62,200.00	\$ 62,200.00	\$ 62,200.00	
TAXES					
507.00	TOTAL	\$ 360.00	\$ 360.00	\$ 360.00	
PURCHASED TRANSPORTATION					
508.00	TOTAL				
MISCELLANEOUS					
509.01	Dues & Subscriptions	\$ 800.00	\$ 800.00	\$ 800.00	
509.02	Travel & Meetings	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00	
509.03	Bridge, Tunnel, & Highway Tolls				
509.04	Entertainment Expense				
509.05	Charitable Donations				
509.06	Fines & Penalties				
509.07	Bad Debt Expense				
509.08	Advertising/Promotion Media	\$ 1,957.00	\$ 1,957.00	\$ 1,957.00	
	TOTAL (Excluding Grey Areas)	\$ 5,557.00	\$ 5,557.00	\$ 5,557.00	

PROPOSED FY 2005 BUDGET (Continued)
EXPENSES

Item	Description	AGENCY TOTAL (ALL TRANSIT)	SECTION 5311 TOTAL BUDGETED	SECTION 5311 ADMINISTRATION (Proposed)	SECTION 5311 OPERATING (Proposed)
INTEREST					
511.01	Long Term Debt Obligation	\$ 6,200.00	\$ 6,200.00	\$ 6,200.00	
511.02	Short Term Debt Obligation				
	TOTAL	<u>\$ 6,200.00</u>	<u>\$ 6,200.00</u>	<u>\$ 6,200.00</u>	
LEASES & RENTALS					
512.01	Transit Way Structures, etc.				
512.02	Passenger Stations				
512.03	Passenger Parking Facilities				
512.04	Passenger Revenue Vehicles				
512.05	Service Vehicles	\$ 3,100.00	\$ 3,100.00		\$ 3,100.00
512.06	Operating Yards or Stations	\$ 9,500.00	\$ 9,500.00		\$ 9,500.00
512.07	Maintenance Facilities				
512.10	Data Processing Facilities				
512.11	Revenue Collection Facilities				
512.12	Other Administrative Facilities	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	
	TOTAL	<u>\$ 18,100.00</u>	<u>\$ 18,100.00</u>	<u>\$ 5,500.00</u>	<u>\$ 12,600.00</u>
DEPRECIATION & AMORTIZATION					
513.00	TOTAL				
CONTRIBUTED SERVICES					
530.00	TOTAL				
INELIGIBLE EXPENSES					
550.00	TOTAL				
ICR	Indirect Cost Rate				
		AGENCY TOTAL (ALL TRANSIT)	SECTION 5311 TOTAL BUDGETED	SECTION 5311 ADMINISTRATION (Proposed)	SECTION 5311 OPERATING (Proposed)
(Exclude grey areas from total)					
TOTAL EXPENSES 501 - 530 & ICR		<u>\$ 558,856.00</u>	<u>\$ 558,856.00</u>	<u>\$ 245,484.00</u>	<u>\$ 313,372.00</u>

FEDERAL FY 2005 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE

Name of Applicant: McLean County

The Applicant agrees to comply with applicable requirements of Categories 1 - 16. (The Applicant may make this selection in lieu of individual selections below.)

OR

The Applicant agrees to comply with the applicable requirements of the following Categories it has selected (Note: IDOT Section 5311 Projects Must Select Items (1) through (11) and (15)).

- | | | |
|------|---|-------------------------------------|
| (1) | Certifications and Assurances Required of Each Applicant | <input checked="" type="checkbox"/> |
| (2) | Lobbying Certification | <input checked="" type="checkbox"/> |
| (3) | Certification Pertaining to Effects on Private Mass Transportation Companies | <input checked="" type="checkbox"/> |
| (4) | Public Hearing Certification for a Project with Substantial Impacts | <input checked="" type="checkbox"/> |
| (5) | Certification for the Purchase of Rolling Stock | <input checked="" type="checkbox"/> |
| (6) | Bus Testing Certification | <input checked="" type="checkbox"/> |
| (7) | Charter Service Agreement | <input checked="" type="checkbox"/> |
| (8) | School Transportation Agreement | <input checked="" type="checkbox"/> |
| (9) | Certification for Demand Responsive Service | <input checked="" type="checkbox"/> |
| (10) | Prevention of Alcohol Misuse and Prohibited Drug Use Certification | <input checked="" type="checkbox"/> |
| (11) | Certification Required for Interest and Other Financing Costs | <input checked="" type="checkbox"/> |
| (12) | Intelligent Transportation Systems Program Assurance | <input type="checkbox"/> |
| (13) | Certifications and Assurances for the Urbanized Area Formula Program, the Job Access and Reverse Commute Program, and the Clean Fuels Formula Program | <input type="checkbox"/> |
| (14) | Certifications and Assurances for the Elderly and Persons with Disabilities Program | <input type="checkbox"/> |
| (15) | Certifications and Assurances for the Nonurbanized Area Formula Program | <input checked="" type="checkbox"/> |
| (16) | Certifications and Assurances for the State Infrastructure Bank (SIB) Program | <input type="checkbox"/> |

FEDERAL FISCAL YEAR 2005 FTA CERTIFICATIONS AND ASSURANCES

(Required of all Applicants for FTA assistance and all FTA Grantees with an active capital or formula project)

Name of Applicant: McLean County

Name and Relationship of Authorized Representative:

Michael Sweeney, McLean County Board Chairman

BY SIGNING BELOW I, Michael Sweeney, on behalf of the Applicant, declare that the Applicant has duly authorized me to make these certifications and assurances and bind the Applicant's compliance. Thus, the Applicant agrees to comply with all Federal statutes, regulations, executive orders, and administrative guidance required for each application it makes to the Illinois Department of Transportation for Federal Transit Administration (FTA) in Federal Fiscal Year 2005.

FTA intends that the certifications and assurances the Applicant selects on page 1 of this document, as representative of the certifications and assurances in Exhibit C, should apply, as required, to each project for which the Applicant seeks now, or may later, seek FTA assistance during Federal Fiscal Year 2005.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document and any other submission made to FTA, and acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 et seq., as implemented by U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31 apply to any certification, assurance or submission made to IDOT/FTA. The criminal fraud provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with the Nonurbanized Area Formula Program, 49 U.S.C. 5311, and may apply to any other certification, assurance, or submission made in connection with any other program administered by FTA.

In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and correct.

Signature _____

Date: _____

Name Michael Sweeney
Authorized Representative of Applicant

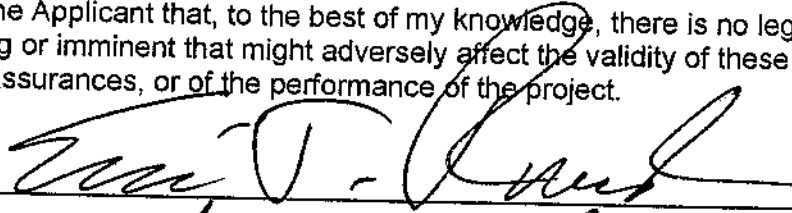
AFFIRMATION OF APPLICANT'S ATTORNEY

for McLean County

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under state and local law to make and comply with the certifications and assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the certifications and assurances have been legally made and constitute legal and binding obligations on the Applicant.

I further affirm to the Applicant that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these certifications and assurances, or of the performance of the project.

Signature



Date:

March 29, 2004

Name

Eric T. Ruud

Applicant's Attorney

Each Applicant for FTA financial assistance (except 49 U.S.C. 5312(b) assistance) and each FTA Grantee with an active capital or formula project must provide an Attorney's affirmation of the Applicant's legal capacity.

McLean County Board Resolution

Number _____

Resolution authorizing application for Public Transportation Financial Assistance under Section 5311 of the Federal Transit Act of 1964, as amended (49 U.S.C. § 5311).

WHEREAS, the provision of public transit service is essential to the transportation of persons in the non-urbanized area; and

WHEREAS, Section 5311 of the Federal Transit Act of 1964, as amended (49 U.S.C. § 5311), makes funds available to help offset certain operating deficits of a system providing public transit service in non-urbanized areas; and

WHEREAS, grants for said funds will impose certain obligations upon the recipient, including the provision by it of the local share of funds necessary to cover costs not covered by funds provided under Section 5311 of the Federal Transit Act of 1964, as amended (49 U.S.C. § 5311).

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF McLean County:

Section 1. That an application be made to the Division of Public Transportation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 of the Federal Transit Act of 1964, as amended (49 U.S.C. § 5311), for the purpose of off-setting a portion of the Public Transportation Program operating deficits of McLean County.

Section 2. That while participating in said operating assistance program McLean County will cause to be provided all required local matching funds.

Section 3. That the Board Chairman of McLean County is hereby authorized and directed to execute and file on behalf of the McLean County such application.

Section 4. That the Board Chairman of McLean County is authorized to furnish such additional information as may be required by the Division of Public Transportation and the Federal Transit Administration in connection with the aforesaid application for said grant.

Section 5. That the Board Chairman of McLean County is hereby authorized and directed to execute and file on behalf of the McLean County all required Grant Agreements with the Illinois Department of Transportation, in order to obtain grant assistance under the provisions of the Section 5311 of the Federal Transit Act of 1964, as amended (49 U.S.C. § 5311).

Section 6. That the Board Chairman of McLean County is hereby authorized to provide such information and to file such documents as may be required to perform the Grant Agreement and to receive the grant.

PRESENTED and ADOPTED this 20th day of April, 2004

ATTEST:

APPROVED:

Peggy Ann Milton,
County Clerk
McLean County, Illinois

Michael Sweeney,
Chairman
McLean County Board

Acceptance of the Special Warranty

WHEREAS, Section 5311 of the Federal Transit Act of 1964, as amended, makes funds available to help offset certain operating deficits of a system providing public transit service in non-urbanized areas; and

WHEREAS, 49 U.S.C. § 5333(b) requires that fair and equitable arrangements must be made to protect the interests of employees affected by such assistance as a condition of receipt of funds under Section 5311; and

WHEREAS a simplified process for assuring employee protections that accommodates the needs of participants in the Section 5311 program has been agreed upon by the U.S. Department of Labor and the U.S. Department of Transportation by allowing execution of a Special Section 5333(b) Warranty for Section 5311 projects (Special Warranty), which the Secretary of Labor certified on May 31, 1979;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF MCLEAN COUNTY:

Section 1. That an application be made to the Division of Public Transportation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 of the Federal Transit Act of 1964, as amended.

Section 2. As a condition of the receipt of Section 5311 funds, McLean County Board hereby agrees in writing to the terms and conditions of the Special Warranty (attached) regarding fair and equitable arrangements to protect the interests of employees affected by such assistance.

PASSED by the McLean County Board on the 20th day of April,
2004.
Officer or Official of Applicant

Signature of Authorized Official

Chairman, McLean County Board
Title

Date

SPECIAL SECTION 5333(b) WARRANTY FOR APPLICATION TO THE SMALL URBAN AND RURAL PROGRAM

The following language shall be made part of the contract of assistance with the State or other public body charged with allocation and administration of funds provided under 49 U.S.C. Section 5311:

A. General application

The Public Body ("McLean County") agrees that, in the absence of waiver by the Department of Labor, the terms and conditions of this warranty, as set forth below, shall apply for the protection of the transportation related employees of any employer providing transportation services assisted by the Project ("Recipient"), and the transportation related employees of any other surface public transportation providers in the transportation service area of the Project.

The Public Body shall provide to the Department of Labor and maintain at all times during the Project an accurate, up-to-date listing of all existing transportation providers which are eligible Recipients of transportation assistance funded by the Project, in the transportation service area of the Project, and any labor organizations representing the employees of such providers.

Certification by the Public Body to the Department of Labor that the designated Recipients have indicated in writing acceptance of the terms and conditions of the warranty arrangement will be sufficient to permit the flow of Section 5311 funding in the absence of a finding of non-compliance by the Department of Labor.

B. Standard Terms and Conditions

(1) The Project shall be carried out in such a manner and upon such terms and conditions as will not adversely affect employees of the Recipient and of any other surface public transportation provider in the transportation service area of the Project. It shall be an obligation of the Recipient and any other legally responsible party designated by the Public Body to assure that any and all transportation services assisted by the Project are contracted for and operated in such a manner that they do not impair the rights and interests of affected employees. The term "Project," as used herein, shall not be limited to the particular facility, service or operation assisted by Federal funds, but shall include any changes, whether organizational, or otherwise, which are a result of the assistance provided. The phrase "as a result of the Project," shall when used in this arrangement, include events related to the Project occurring in anticipation of, during, and subsequent to the Project and any program of efficiencies or economies related thereto; provided, however, that volume rises and falls of business, or changes in volume and character of employment brought about by causes other than the Project (including any economies or efficiencies unrelated to the Project) are not within the purview of this arrangement. An employee covered by this arrangement, who is not dismissed, displaced or otherwise worsened in his position with regard to his employment as a result of the Project, but who is dismissed, displaced or otherwise worsened solely because of the total or partial termination of the Project, discontinuance of Project services, or exhaustion of Project funding shall not be deemed eligible for a dismissal or displacement allowance within the meaning of paragraphs (6) and (7) of the Model agreement or applicable provisions of substitute comparable arrangements.

Applicant's Certification Of Intent

Applicant: McLean County

Address: McLean County Law and Justice Center, 7th Floor

104 West Front Street, POBox 2400

Bloomington, IL 61702-2400

<u>Michael Behary</u>	<u>Grantee Project Manager</u>	<u>309-888-5160</u>
Contact Person	Title	Telephone

309-888-5768
Fax Number

mbehary@Mclean.gov
E-Mail Address

The applicant hereby applies to the State of Illinois through the Illinois Department of Transportation, Division of Public Transportation for grants under Article III of the Downstate Public Transportation Act for operating and administrative assistance for public transportation service.

I hereby certify that I have reviewed this application including all attachments and information, and have found it to be true and correct.

Officer or Official of Applicant

Signature

McLean County Board Chairman
Title

Date

Ordinance

ORDINANCE NO. _____
AN ORDINANCE TO PROVIDE FOR PUBLIC TRANSPORTATION
IN MCLEAN COUNTY, ILLINOIS

Whereby, public transportation is an essential public purpose for which public funds may be expended under Article 13, Section 7 of the Illinois Constitution; and

WHEREAS, McLean County wishes to provide public transportation for its citizens and become eligible for grants from the State of Illinois or any department or agency thereof, from any unit of local government, from the Federal government or any department or agency thereof; and

WHEREAS, Illinois Compiled Statutes 740/2-1 et seq. authorizes a county to provide for public transportation within the (county or counties) limits:

NOW, THEREFORE, BE IT ORDAINED by the President and the County Board of McLean County that:

Section 1: McLean County shall hereby provide public transportation within the (county or counties) limits.

Section 2. The County Clerk of the County of McLean shall file a certified copy of this Ordinance, within sixty days after passage of this ordinance.

Section 3. This Ordinance shall be in full force and effect from and after its passage and approval, as required by law.

Section 4. That the Chairman of the Board of McLean County is hereby authorized and directed to execute and file on behalf of McLean County a Grant Application to the Illinois Department of Transportation.

Section 5. That the Chairman of the Board of McLean County is hereby authorized and directed to execute and file on behalf of McLean County all required Grant Agreements with the Illinois Department of Transportation.

ADOPTED by the County Board of McLean County on the 20th Day of April, 2004.

ATTEST:

APPROVED:

Peggy Ann Milton,
County Clerk
McLean County, Illinois
Clerk of _____ County, Illinois

Michael Sweeney,
Chairman
McLean County Board

FY2005 APPLICATION

EXHIBIT I

McLean County

SECTION 5311 NON-VEHICLE CAPITAL ASSET INVENTORY

Grantee	Capital Asset Use or Description	Contract Number	State Grant Number	Fed. Grant Number	Total Purchase Price	State Funds	State %	Fed. Funds	Fed. %	Local Funds	Local %	Date Service	Condition of Asset G. F. P.	Date Last Inspected	Date of Disposition
McLean County	Dell computer/printer	3136	RPT-01-014	IL-19-2016-17	2,283.00			\$ 1,131.50	50%	\$1,131.50	50%	Jun-01	F	03/01/04	
McLean County	GTX Radio 867FBG490	3114	CAP-00-731-ILL		480.00	480.00	100%					Jul-01	F	03/01/04	
McLean County	GTX Radio 867FBG1359	3114	CAP-00-731-ILL		480.00	480.00	100%					Jul-01	F	03/01/04	
McLean County	GTX Radio 867FBG1345	3114	CAP-00-731-ILL		480.00	480.00	100%					Jul-01	F	03/01/04	
McLean County	GTX Radio 867FBG0489	3114	CAP-00-731-ILL		480.00	480.00	100%					Jul-01	F	03/01/04	
McLean County	GTX Radio 867FBG1307	3114	CAP-00-731-ILL		480.00	480.00	100%					Jul-01	F	03/01/04	
McLean County	GTX Radio 867FBG1356	3114	CAP-00-731-ILL		480.00	480.00	100%					Jul-01	F	03/01/04	
McLean County	GTX Radio 867FBL1143	3114	CAP-00-731-ILL		480.00	480.00	100%					Jul-01	F	03/01/04	
McLean County	GTX Radio 867FBL1144	3114	CAP-00-731-ILL		480.00	480.00	100%					Jul-01	F	03/01/04	
McLean County	Gateway Computer 28047424	3212	CAP-01-776-ILL		1,759.00	1,759.00	100%					Aug-02	G	03/01/04	
McLean County	Gateway Computer 28047425	3212	CAP-01-776-ILL		1,759.00	1,759.00	100%					Aug-02	G	03/01/04	
McLean County	GTX Radio 867FCL0608	3212	CAP-01-776-ILL		550.00	550.00	100%					May-02	G	03/01/04	
McLean County	GTX Radio 867FCL0610	3212	CAP-01-776-ILL		550.00	550.00	100%					May-02	G	03/01/04	
McLean County	GTX Radio 867FCL0611	3212	CAP-01-776-ILL		550.00	550.00	100%					May-02	G	03/01/04	
McLean County	GTX Radio 867FCL0612	3212	CAP-01-776-ILL		550.00	550.00	100%					May-02	G	03/01/04	
McLean County	GTX Radio 867FCL0613	3212	CAP-01-776-ILL		550.00	550.00	100%					May-02	G	03/01/04	
McLean County	GTX Radio 867FCL0614	3212	CAP-01-776-ILL		550.00	550.00	100%					May-02	G	03/01/04	
McLean County	MTX Radio	3212	CAP-01-776-ILL		665.00	665.00	100%					May-02	G	03/01/04	
McLean County	Copier 31705055	3386	CAP-03-843-ILL		2,445.00	2,445.00	100%					Apr-03	F	03/01/04	

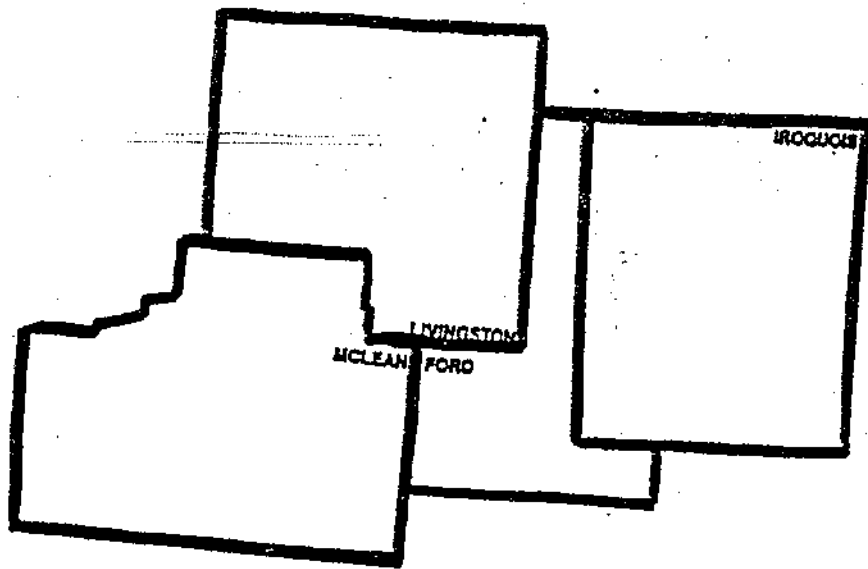
EXHIBIT J

MCLEAN COUNTY

SECTION 5311 VEHICLE INVENTORY SUMMARY

VEHICLE CONDITION CODE VEHICLE STATUS CODE
 EXCELLENT ACTIVE
 GOOD RESERVE
 FAIR OUT OF SERVICE
 POOR REPLACED
 INOPERABLE DISPOSED

YIN	OWNER	OPERATOR	FLEET NUMBER	CHASSIS YEAR	CHASSIS MANUFACTURER	VEHICLE TYPE	VEHICLE LENGTH	STATE GRANT NUMBER	FED GRANT NUMBER	DATE IN SERVICE/ PURCHASE	FTA ELIGIBLE REPLACEMENT DATE	CURRENT MILEAGE	VEHICLE CONDITION	DATE OF LAST IDOT INSPECTION	VEHICLE STATUS
1FTJ534G9RH78592	McLean County	SHOW BUS	3	94	Ford	Raised roof van	20'	CAP-94-480-ILL		12/01/04		119,271	F	02/01/04	Res
2B6K831Z4TK184688	Meadows/SHOW BUS	SHOW BUS	4	96	Dodge	Raised roof van	20'	CAP-95-535	IL-16-0015	10/17/99	1996	99,721	F	02/01/04	Res
4CDK54E2F2106428	Meadows/SHOW BUS	SHOW BUS	11	93	MST	Heavy Duty		CAP-92-401 FED	IL-16-0016	06/01/93	1993	0/S	I	02/01/04	ONS
1FDLE40F2VH832790	Meadows/SHOW BUS	SHOW BUS	14	97	Ford	Medium Duty	23.3'	IL-97-559 FED	IL-16-0021	07/26/97	1997	178,027	F	02/01/04	A
1FDXE40F3WVH891379	McLean County	SHOW BUS	15	98	Ford	Medium Duty	23.3'	CAP-98-616		12/14/98	1998	136,132	F	02/01/04	A
2B7LB31Z9WK158253	McLean County	SHOW BUS	16	98	Dodge	Raised roof van	20'	CAP-98-616		12/14/98	1998	151,786	F	02/01/04	A
2B6L631Z5YK124040	Meadows/SHOW BUS	SHOW BUS	17	2000	Dodge	Raised roof van	20'	LOCAL		07/10/00	2000	88,516	G	02/01/04	A
2B7LB31Z7YK168458	McLean County	SHOW BUS	18	2000	Dodge	Raised roof van	20'	CAP-00-690-ILL		07/20/00	2000	67,452	G	02/01/04	A
1FDXE49F0YHCO1202	McLean County	SHOW BUS	19	2000	Ford	Medium Duty	23.3'	CAP-00-690-ILL		11/03/00	2000	103,462	G	02/01/04	A
1FDXE49F5YHCO1227	McLean County	SHOW BUS	20	2000	Ford	Medium Duty	23.3'	CAP-00-690-ILL		11/27/00	2000	84,061	G	02/01/04	A
1FDWE35L52HBS2792	McLean County	SHOW BUS	21	2003	Ford	Light Duty	20'	CAP-02-791-CVP	IL-03-0225	12/28/02	2002	40,980	E	02/01/04	A
1FDXE49F22H849538	McLean County	SHOW BUS	22	2002	Ford	Medium Duty	23.3'	CAP-02-791-CVP	IL-03-0225	01/24/03	2003	39,557	E	02/01/04	A
1FDXE49F42H849539	McLean County	SHOW BUS	23	2002	Ford	Medium Duty	23.3'	CAP-01-743-CVP	IL-03-0213	01/24/03	2003	35,040	E	02/01/04	A
1FDXE49F03H889038	McLean County	SHOW BUS	24	2003	Ford	Medium Duty	23.3'	CAP-03-566-CVP	IL-18-X018	02/20/04	2004	1,452	E	02/01/04	A



Attachment II

**Copies of Minutes, Letters, RFPs, and Other
Documentation that Describe the Applicant's Efforts to
Involve the Private Sector in the Project.**

Providers List for 2005 Application

Circle City Cab
1001 West Washington Street
Bloomington, IL 61701

The ARC
700 E. Elm Street
Watseka, IL 60970

American City Cab Co.
513 East Locust Street
Bloomington, IL 61701

Bee Express Taxi Cab
100 N. Main Street
Pontiac, IL 61764

Dehm Bus Service
8 N. 3rd
Chatsworth, IL 60921

Ryder Student Transportation
1103½ E. Croxton Avenue
Bloomington, IL 61701

Volunteer Services of Iroquois County
1001 E. Grant Street
Watseka, IL 60970

TLC Express
334 ½ E. Baker Street
Bloomington, IL 61701

St. Mary's Hospital
111 East Spring Street
Streator, IL 61364


Wilken Bus Service
1565 N. 600 E Road
Onarga, IL 60955

Willow Estates Cooperative, Inc.
RR 1 Box W-27
Beaverville, IL 60912

Red Top Cab
208 North Morris Avenue
Bloomington, IL 61701

Elegant Limousines
112 E. Jefferson
Bloomington, IL 61701

COPY



McLean County

DEPARTMENT OF BUILDING & ZONING
(309) 888-5160 Fax (309) 888-5768
104 W. Front, Room 707 P.O. Box 2400

Bloomington, Illinois 61702-2400

March 25, 2004

Elegant Limousines
112 E. Jefferson
Bloomington, IL 61701

COPY

Sample

RE: Opportunity to Provide Rural Public Transportation in McLean, Livingston, Ford & Iroquois Counties

Dear Transportation Provider:

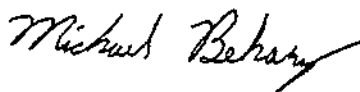
McLean County applies annually to the Illinois Department of Transportation (IDOT) on behalf of the four above named counties for Section 5311 federal transit funding to help fund rural public transportation. These funds have been received since 1988 to operate rural public transportation in McLean and Livingston Counties. Ford County was added in 1989. Iroquois County was added in 1992.

SHOW BUS, which is sponsored by Meadows Mennonite Retirement Community, is currently the provider of this service. SHOW BUS offers public transportation in the four county area Monday through Friday. Service is open to wheelchair passengers as well as to those who are ambulatory.

According to Section 5311 requirements, private transportation providers in the four county area need to be informed about this service and asked if they are interested in participating in a contract for service arising from a funding agreement under the Section 5311 Rural Public Transportation Funding Assistance Program. Any provider would need to deliver all of the transportation obligations under the terms of the contract with IDOT for the four county area.

Please contact me by April 5, 2004 if you are interested in providing this public transportation or if I can be of further assistance.

Sincerely,



Mike Behary, County Planner
Grantee Project Manager

SHOW BUS ORGANIZATIONAL CHART

Meadows Mennonite Retirement Community

MMRC Board

MMRC CEO

SHOW BUS

Advisory Council

Director

Volunteers

Drivers

Dispatch

Office Mgr/Bookkeeper

Secretarial

PART I REQUIRED SUBMITTALS TO BE COMPLETED BY ALL APPLICANTS

Applicant Name
McLean County

Use this matrix (A) and checklist (B) to help you meet all requirements of the application process.

A. Submittal Matrix Each "X" represents the information that must be submitted by each type of agency.

Type of Applicant	Part II	Part III	Part IV	Part V	Part VI	Part VII	Part VIII	Part IX	Part X	Appendices				Support
										A Letters	B	C	MPO	
Non-Profit Non-Governmental Agency (5310)	X	X	X	X	X	X	X(b)	X	X	X	X	X	X(c)	Optional X
Federal Section 5311 Grantee	X	X				X				X(a)	X	X		
IDOT-Certified Public Body (CPB)	X	X	X	X	X(a)	X	X(b)		X	X	X	X	X(c)	Optional

(a) this data not required if applicant agency has included with another grant application for FY04 funding.

(b) This information is required ONLY if you are applying for a vehicle for new or expanded service.

(c) If applicant is in an urbanized (metropolitan) area outside the Chicago area, see page 39.

B. Submittal Checklist Check the appropriate boxes. All items are required unless otherwise indicated.

ITEM	ENCLOSED
• Application, Signed by Board authorized person (front cover, page 1)	X
• Part I Submittal Matrix(A) and Application Checklist Completed (B, page 3)	X
• Part II Current Vehicle Inventory (page 4)	X
• Part III Vehicle Request Form and Budget (pages 5-6)	X
• Part IV Project Justification (page 7)	
• Part V Applicant's Current Services and Experience (pages 8-10)	
• Part VI Fleet Control and Maintenance (page 11)	
• Part VII Driver Training (page 12)	X
• Part VIII (Optional) Proposed New or Expanded Service (pages 13 & 14)	
• Part IX Formal Coordination Efforts (if applicable, page 15 & 16)	
• Part X Financial Administration (if applicable, pp 17 & 18)	
• Appendix A 1-Signed FTA and IDOT Assurances (page 22), 2- signed Attorney's Affirmation (page 21)	X
• Appendix B Public hearing: Published notice, hearing report and public comments	X
• Appendix C Executed Board Resolution authorizing applicant's Official Representative	X
• Appendix D Application Preparation Guidance	
• Appendix E Paratransit Vehicle Catalog	
• Letter from MPO placing project in TIP (not applicable in Cook, Lake, DuPage, Kane, Will and McHenry Counties, or any non-urbanized area)	
• Letter of support from Certified Public Provider or local Transit Authority (if applicable)	
• Acknowledgement from local Legislators, others (not a requirement)	

Note: When submitting your application: (1) **Remove:** instructions, vehicle catalog, other guidance (D) and informational material; (2) **Include this Checklist** (Indicate any missing items, noting whether pending, subject to third party submittal /approval, or delayed, and when expected.); and, (3) Refer to all enclosed support materials.

**PART II
PARATRANSIT VEHICLE INVENTORY
TO BE COMPLETED BY ALL APPLICANTS**

Applicant Name
McLean County

Applicant's Current Paratransit Vehicle Inventory (attach additional pages if necessary)

Examples:

91	Braun	R-Roof Van	IFDX0034586IL01	2/1/95	189,000	8 / N	L 1995	N
92	Eldorado	Med. Duty	IBB01083589IL18	2/1/95	208,000	14 / Y	O 1999	Y-/#2121

Yr.	Manufacturer	Type	VIN (Vehicle Identification Number)	Odometer Reading		# OF Seats/ ADA:Y/N	Year (O)Owned or (L)Lease	* IDOT Funded Vehicle? Contract #
				Date	Miles			
94	Braun	R-Roof Van	1FTJS34G9RHB78592	2/2004	119,271	10/Y	1994	Y-2015
96	Nat'l Mob	R-Roof Van	2B6KB31Z4TK184688	2/2004	98,721	10/Y	1996	Y-2281
93	Eldorado	H Duty	4CDK54E22P2106426		O/S	18/Y	1993	Y-1920
97	Eldorado	M Duty	1FDLE40F2VHB32790	2/2004	178,027	14/Y	1997	Y-2470
98	Eldorado	M Duty	1FDXE40F3WHB91379	2/2004	138,132	14/Y	1998	Y-2666
98	Nat'l Mob	R-Roof Van	2B7LB31Z9WK158253	2/2004	151,786	10/Y	1998	Y-2666
00	Nat'l Mob	R-Roof Van	2B6LB31Z5YK124040	2/2004	88,516	10/Y	2000	N
00	Nat'l Mob	R-Roof Van	2B7LB31Z7YK168458	2/2004	67,452	10/Y	2000	Y-2968
00	Eldorado	M Duty	1FDXE45F0YHC01202	2/2004	103,462	14/Y	2000	Y-2968
00	Eldorado	M Duty	1FDXE45F5YHC01227	2/2004	84,061	14/Y	2000	Y-2968
03	Eldorado	L Duty	1FDWE35L52HB52792	2/2004	40,980	11/Y	2002	Y-253-CVP
02	Eldorado	M Duty	1FDXE45F22HB40538	2/2004	39,557	14/Y	2003	Y-253-CVP
02	Eldorado	M Duty	1FDXE45F42HB40539	2/2004	35,040	14/Y	2003	Y-161-CVP
03	Eldorado	M Duty	1FDXE45F03HB88038	2/2004	1,452	14/Y	2004	Y-373-CVP

* Please indicate if this vehicle was purchased by the Illinois Department of Transportation.

PART III

VEHICLE REQUEST FORM & BUDGET

TO BE COMPLETED BY ALL APPLICANTS

NOTE: Attach one (1) completed copy of this form for EACH vehicle requested

A. Applicant Agency Name McLean County	(Make extra copies) Form 1 of 2
--	---------------------------------

- B. Vehicle Types: Use the vehicle catalog to select the unit type to meet your passengers' needs:**
- Mini-Van w/ramp (2 wheelchairs/5 passengers)
 Light Duty Paratransit w/lift (3 wheelchairs/ 11 passengers)
 Medium Duty Paratransit w/lift (4 wheelchairs/ 14 passengers)
 Super Medium Duty Paratransit w/lift (22 pass.) Requires extensive justification, well documented requirements, up-to-date detail of on-site maintenance capability and large client base experience and needs.

- C. Category of Request (Check appropriate category)**
- | | |
|---|--|
| <input checked="" type="radio"/> Replacement of owned vehicle | <input type="radio"/> Service Expansion (see p.13) |
| <input type="radio"/> Replacement of leased vehicle | <input type="radio"/> New Service (see p. 13) |

D. Vehicle Request Priority (among all vehicle request forms submitted)
 Based on needs, the requested vehicle on this form is to be considered for funding (1st, 2nd, etc.) 1st
 No two requested vehicles may have the same priority ranking.

- E. VEHICLE REPLACEMENT CRITERIA (agency must enclose all justification / documentation)**
 To be eligible for replacement, current vehicles must meet the following criteria **AT TIME OF APPLICATION:**
- Minivans/raised roof vans/automobiles: be in documented unsafe or poor operating condition, AND driven at least 95,000 miles; OR be over six years old.
 - Light-Duty/ Medium-duty/school bus: be in documented unsafe or poor operating condition AND driven at least 120,000 miles OR be over eight years old.
 - Super medium-duty paratransit vehicle: be in documented unsafe or poor operating condition AND driven at least 150,000 miles OR be over nine years old.
 - Heavy-duty transit: be in documented unsafe or poor operating condition AND driven at least 350,000 miles OR be over ten years old.
 - Any 1991 or 1993 MST heavy-duty vehicle regardless of mileage or condition.

F. Please provide Replacement Vehicle Identification Information for the vehicle being replaced:

Yr	Manufacturer	Type	Mileage	VIN #	(if applicable) IDOT Contract #
93	MST/Eldorado	H Duty	50,000 on rebuilt eng.	4CDK54E22P2106426	1920

Justification (i.e. exceeds mileage criteria, and documented as unsafe or in poor condition –incl. photos, receipts)
 This is a heavy duty 1993 MST.

PART III
VEHICLE REQUEST FORM & BUDGET
TO BE COMPLETED BY ALL APPLICANTS

NOTE: Attach one (1) completed copy of this form for EACH vehicle requested

A. Applicant Agency Name McLean County	(Make extra copies)	Form <u>2</u> of <u>2</u>
---	---------------------	---------------------------

- B. Vehicle Types: Use the vehicle catalog to select the unit type to meet your passengers' needs:**
 Mini-Van w/ramp (2 wheelchairs/5 passengers) Light Duty Paratransit w/lift (3 wheelchairs/ 11 passengers)
 Medium Duty Paratransit w/lift (4 wheelchairs/ 14 passengers)
 Super Medium Duty Paratransit w/lift (22 pass.) Requires extensive justification, well documented requirements,
 up-to-date detail of on-site maintenance capability and large client base experience and needs.

- C. Category of Request (Check appropriate category)**
- | | |
|---|--|
| <input checked="" type="radio"/> Replacement of owned vehicle | <input type="radio"/> Service Expansion (see p.13) |
| <input type="radio"/> Replacement of leased vehicle | <input type="radio"/> New Service (see p. 13) |

D. Vehicle Request Priority (among all vehicle request forms submitted)
 Based on needs, the requested vehicle on this form is to be considered for funding (1st, 2nd, etc.) 2nd.
 No two requested vehicles may have the same priority ranking.

- E. VEHICLE REPLACEMENT CRITERIA** (agency must enclose all justification / documentation)
 To be eligible for replacement, current vehicles must meet the following criteria AT TIME OF APPLICATION:
- Minivans/raised roof vans/automobiles: be in documented unsafe or poor operating condition, AND driven at least 95,000 miles; OR be over six years old.
 - Light-Duty/ Medium-duty/school bus: be in documented unsafe or poor operating condition AND driven at least 120,000 miles OR be over eight years old.
 - Super medium-duty paratransit vehicle: be in documented unsafe or poor operating condition AND driven at least 150,000 miles OR be over nine years old.
 - Heavy-duty transit: be in documented unsafe or poor operating condition AND driven at least 350,000 miles OR be over ten years old.
 - Any 1991 or 1993 MST heavy-duty vehicle regardless of mileage or condition.

F. Please provide Replacement Vehicle Identification Information for the vehicle being replaced:

Yr.	Manufacturer	Type	Mileage	VIN #	(if applical IDOT Cont
94	Braum	R Roof Van	119,271	IFTJS34G9RHB78592	2015
Justification (i.e. exceeds mileage criteria, and documented as unsafe or in poor condition –incl. photos, receipts)					
Exceeds mileage criteria and is a raised roof van. Given the instability of the raised roof vans, these vehicles are being replac					
As soon as resources allow.					

CONTACT PROGRAM MANAGER FOR INFORMATION ON DISPOSAL OF IDOT FUNDED VEHICLES.

Applicant Name
 McLean County

ESTIMATED PROJECT BUDGET

G. Estimated CVP Budget

Vehicle Type	Capacity (Approx.)	Number of Units Requested			(d) Line Total (a+b+c)	(e) Estimated Unit Cost	Estimated Total Cost (Line Total X Unit Cost) (d x e)
		Replace (a)	Expansion (b)	New (c)			
Mini-Van Paratransit (w/ ramp) MVP	6 pass.					\$45,000	\$
Light Duty Paratransit Vehicle (w/lift) LDP	11 pass.					\$55,000	\$
Medium Duty Paratransit Vehicle (w/lift) MDP	14 pass.	2			2	\$65,000	\$ 130,000
Super Medium Duty Paratransit Vehicle (w/lift) SDP	22 pass.					\$98,000	\$

Total CVP \$ 130,000

Comments:

PART VII

TRANSPORTATION TRAINING

TO BE COMPLETED BY ALL APPLICANTS

Applicant Name McLean County

Driver Training

Briefly describe your formal driver transportation training programs, your training administration procedures and the name and title of the designated trainer. The drivers all receive one on one training on various buses and with various drivers to assure they are proficient with the equipment and to give the office feedback about each driver's abilities. Drivers attend Defensive Driving, Emergency Procedures and Passenger Assistance courses taught through the Illinois Rural Transit Assistance Center (RTAC). In 2003, RTAC extensively revised the core training, and all current drivers completed the core training again in 2003.

Include a copy of your published policy statement on training and orientation. Attach documentation/examples of: Training master plan/outlines, a current training schedule, an Individual Personnel Training record, etc.

Do you maintain individual Driver Files? Y N
 Does each driver's file reflect training, licensing, achievements, etc.? Y N

Are all drivers trained in formal courses for the core passenger transport subjects?

Client assistance	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Special Passenger Care	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Emergency response	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Local contacts, resources and procedures	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
C.P.R.	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Defensive Driving	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>

If NO to any of the above, please explain, or note alternative training plans, programs and schedules.

Training in CPR is optional. If a driver desires the training, SHOW BUS will pay for the training, as well as training in First Aid.

Please list any other formal course(s) offered by or through the agency for drivers:

Do you offer regular updates/refreshers? Y N
 Do you include Dispatchers in training and vehicle orientation? Y N
 Do you include occasional drivers, or people with other specialties? Y N

What is your normal Training cycle? New drivers are oriented upon hiring and sent to RTAC trainings as soon as they are locally scheduled.

Does your formal training include: --ADA policy as it applies to your clients Y N
 -- Operation of access equipment (including manual lift operation and cautions)? Y N
 -- Formal vehicle and accessory orientation? Y N
 _ Route or territory orientation? Y N

Do you use 'on-the-road' communications with drivers? Y N Define: All vehicles are equipped with radios and are in constant contact with the office. If a driver leaves the vehicle for more than scheduled breaks, they must make alternative arrangements with the office to remain in constant contact.

Appendix A

ILLINOIS DEPARTMENT OF TRANSPORTATION ("IDOT") AND FEDERAL TRANSIT ADMINISTRATION ("FTA") ASSISTANCE PROGRAMS JOINT CERTIFICATIONS AND ASSURANCES FOR APPLICANTS

Name of Applicant McLean County

By signing the attached AFFIRMATION OF APPLICANT'S ATTORNEY and JOINT CERTIFICATIONS AND ASSURANCES FOR IDOT & FTA PROGRAMS, the Applicant agrees to comply with the following applicable requirements (attached) of IDOT and FTA Assistance Programs Joint Certifications and Assurances for Grantees:

CERTIFICATION	CVP APPLICATION
1. Certifications and Assurances Required of each Applicant	Applicable
2. Lobbying Certification (if application is for more than \$100,000)	Applicable
3. Certification for Effects on Private Mass Transportation Companies	Applicable (for public bodies only)
4. Public Hearing Certification for Major Projects with substantial Impacts	Not Applicable
5. Certification for Acquisition of Rolling Stock	Not Applicable
6. Bus Testing Certifications	Not Applicable
7. Charter Service Agreement	Not Applicable (for 5310 Applicants)
8. School Transportation Agreement	Applicable
9. Certification for Demand Responsive Service	Not Applicable (for 5310 Applicants)
10. Alcohol Misuse and Prohibited Drug Use Certifications	Not Applicable (for 5310 Applicants)
11. Certification for Interest or Other Financing Costs	Not Applicable
12. Intelligent Transportation System Program Assurance	Not Applicable
13. Certifications and Assurances For The Urbanized Area Formula Program, The JARC Program and Clean Fuels Formula Program	Not Applicable
14. Certifications and Assurances for the Elderly and Persons With Disabilities Program	Applicable
15. Certifications and Assurances for the Nonurbanized Area Formula Program	Not Applicable (for 5310 Applicants)
16. Certifications and Assurances for the State Infrastructure Bank Program	Not Applicable

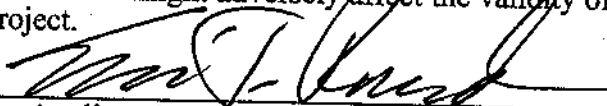
The attached signature pages (Applicant and Applicant's attorney) must be appropriately completed and signed where indicated.

AFFIRMATION OF APPLICANT'S ATTORNEY

For McLean County _____ (Name of Applicant)

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under state and local law to make and comply with the certifications and assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the certifications and assurances have been legally made and constitute legal and binding obligations on the Applicant.

I further affirm to the Applicant that, to the best of my knowledge, there is no legislation or litigation pending or threatened that might adversely affect the validity of these certifications and assurances, or of the performance of the project.



Applicant's Attorney's Signature

3/29/04

Date

Eric T. Ruud

Print Applicant's Attorney's Name

JOINT CERTIFICATION AND ASSURANCES FOR IDOT & FTA PROGRAMS

Please Print or Type:

Name of Applicant/Agency McLean County

Name and Relationship of Board Authorized Representative: Michael Sweeney, McLean County Board Chair

BY SIGNING BELOW, on behalf of the Applicant, I declare that the Applicant has duly authorized me to make these certifications and assurances and bind the Applicant's compliance. Thus, the Applicant agrees to comply with all State and Federal statutes, regulations, executive orders, and Federal requirements applicable to each application it makes to the Federal Transit Administration (FTA) and/or the Illinois Department of Transportation (IDOT) in Federal Fiscal Year 2004.

IDOT and the FTA intend that the certifications and assurances in Appendix A, should apply, as required, to each project for which the Applicant seeks now, or may later seek, FTA or IDOT assistance during Federal Fiscal Year 2004.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document, and any other submission made to FTA or IDOT, and acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801, *et seq.*, as implemented by U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR. part 31 apply to any certification, assurance or submission made to IDOT or FTA. The criminal fraud provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with the Urbanized Area Formula Program, 49 U.S.C. 5307, and may apply to any other certification, assurance, or submission made in connection with any program administered by FTA or IDOT.

In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and correct.

Date: April 20, 2004

Authorized Representative of Applicant

Appendix B

County Public Hearing Notice

Notice is hereby given that a public hearing will be held by McLean County regarding a State of Illinois Paratransit Vehicle Grant for the Non Metro Areas of McLean, Livingston, Ford and Iroquois Counties

On April 20, 2004 at 9:00 am, McLean County Law and Justice Center, Room 700, 104 West Front Street, Bloomington, Illinois:

- I. For the purpose of considering a project for which financial assistance is being sought from the Illinois Department of Transportation, pursuant to the Illinois Department of Transportation's general authority to make such Grants, and which is generally described as follows:
 - A. To purchase the following replacement vehicles: two medium duty paratransit vehicles to be used in the provision of rural public transportation. Each vehicle is projected to cost \$65,000, and the total project cost is \$130,000.

This project will be included in a Consolidated Vehicle Procurement Program undertaken by the State of Illinois on behalf of McLean County, with State and Federal Funds.

 - B. Relocation Relocation Assistance will not be required.
 - C. Environment This project is being implemented to minimize environmental impacts.
 - D. Comprehensive Planning This project is in conformance with comprehensive transportation planning in the area.
 - E. Elderly and Disabled All new equipment included in this project will meet ADA accessibility rules for the elderly and disabled.
- II. At the hearing McLean County will afford an opportunity for interested persons or agencies to be heard with respect to the social, economic and environmental aspects of the project. Interested persons may submit orally or in writing, evidence and recommendations with respect to said project.
- III. A copy of the application for a state grant for the proposed project for the intended service area will be made available for public inspection at the Law and Justice Center, 104 West Front Street, Room 707, Bloomington, IL or contact Mike Behary, County Planner, at 309-888-5160.

Appendix C

MCLEAN COUNTY BOARD RESOLUTION

NO. _____

Resolution authorizing application for and execution of a Public Transportation Capital Assistance Grant under the Illinois Department of Transportation's general authority to make such Grants.

WHEREAS, the provision of specialized paratransit service is essential to the transportation of elderly, disabled and other transportation disadvantaged persons; and

WHEREAS, The Illinois Department of Transportation's general authority to make such Grants, makes funds available to offset certain capital costs of a private non-profit or a IDOT Certified Public Provider transportation system providing specialized paratransit service; and

WHEREAS, grants for said funds will impose certain obligations upon the recipient.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF MCLEAN COUNTY:

Section 1. That an application be made to the Division of Public Transportation, Department of Transportation, State of Illinois, for a financial assistance grant under The Illinois Department of Transportation's general authority to make such Grants, for the purpose of off-setting certain Elderly and Disabled Transportation Program capital costs of McLean County.

Section 2. That the Board Chairman of McLean County is hereby authorized and directed to execute and file such application on behalf of McLean County.

Section 3. That the Board Chairman of McLean County is authorized to furnish such additional information as may be required by the Division of Public Transportation in connection with the aforesaid application for said grant.

Section 4. That the Board Chairman of McLean County is hereby authorized and directed to execute and file on behalf of McLean County any grant agreement pursuant to said application

ADOPTED by the County Board of McLean County this 20th day of April, 2004

ATTEST:

APPROVED:

Peggy Ann Milton
County Clerk
McLean County, Illinois

Michael Sweeney
Chairman
McLean County Board

PURCHASE OF SERVICE AGREEMENT
FOR THE RURAL GENERAL PUBLIC TRANSPORTATION
under the Section 5311 Operating and Assistance program

between

McLean County

and

Meadows Mennonite Retirement Community

d/b/a SHOW BUS

Contract Number _____

State Fiscal Year 2005

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This Agreement is made by and between McLean County (hereinafter referred to as "Grantee") and MMRC d/b/a SHOW BUS (hereinafter referred to as the "Provider" which term shall include its successors and assigns).

WHEREAS, the Grantee proposes to provide public transportation services in a non-urbanized area of Illinois (herein referred to as the Project);

WHEREAS, the Grantee has applied under the Section 5311 of the Federal Transit Act, as amended, (49 USC App 1614), to the Illinois Department of Transportation (hereinafter "IDOT") for operating and administrative assistance for this Project;

WHEREAS, the Grantee's application has been approved by IDOT;

WHEREAS, the Grantee has made application under the provisions of Illinois Combined Statutes 20 ILCS 2705/49 et seq., paragraph 30 ILCS 415/2 et seq. (1992 State Bar Edition), herein referred to as the "Acts";

WHEREAS, the Provider has been selected by the Grantee to provide public transportation services;

WHEREAS, such application has been approved by IDOT; and

NOW THEREFORE, in consideration of the mutual covenants hereinafter set forth, this Agreement is made to provide for the provision of service, to set forth the terms and conditions upon which the financial assistance will be made available, and to set forth the Agreement of the Parties as to the manner to which the Project will be undertaken, completed and used.

ITEM 1 - DEFINITIONS

As used in this Agreement:

- (a) "Grantee" means the McLean County.
- (b) "IDOT" means the Illinois Department of Transportation, Division of Public Transportation.
- (c) "FTA" means the Federal Transit Administration of the United States Department of Transportation.
- (d) "Government" means the government of the United States of America.
- (e) "Provider" means a provider of transit service participating in the Section 5311 program and supplying transportation services for the Project under contract to the Grantee.
- (f) "Project Costs" means the sum of eligible costs incurred by the Provider and/or its Operator(s) in performing the Project.
- (g) "USDOT" means the United States Department of Transportation

ITEM 2 - PROJECT SCOPE

The Provider agrees to provide the public transportation services described in the Grantee's Final Approved Application and Service Plan on file at the IDOT offices. Provider's Service Plan is incorporated into this Agreement as Exhibit A, and made a part hereof. Provider shall not reduce, terminate, or substantially change such public transportation without the prior written approval of the Grantee.

ITEM 3 - AMOUNT OF CONTRACT

Under the Section 5311 program administered by IDOT, the Grantee may make payments for up to 50% of the Provider's eligible operating deficit and up to 80% of the eligible administrative expenses incurred by the Provider during the fiscal year 1995 in the provision of public transportation services approved by the Grantee. In no event shall the Provider's payment under this Agreement exceed the total funding available for the Project Costs. Total funding for the Project Costs is \$ 291,675.

The Provider agrees that it will provide, or cause to be provided, from sources other than funds provided under Section 5311 of the Federal Transit Act, as amended, sufficient funds to meet the non-IDOT portion of the operating deficit and administrative expenses.

ITEM 4 - DOCUMENTS FORMING THIS AGREEMENT

The Parties agree that this constitutes the entire Agreement between the Parties hereto, that there are no agreements or understandings, implied or expressed, except as specifically set forth in the Agreement and that all prior arrangements and understandings in the connection are merged into and contained in this Agreement.

The Parties hereto further agree that this Agreement consists of this Part, entitled "Purchase of Service Agreement for Rural General Public Transportation", together with Exhibit A, entitled "Provider's Application," Exhibit B, entitled "Approved Project Budget," and Exhibit C, entitled "State of Illinois Drug Free Workplace Certification," all of which are by this reference specifically incorporated herein.

ITEM 5 - ILLINOIS GRANT FUNDS RECOVERY ACT

This Agreement is subject to the Illinois Grant Funds Recovery Act, 20 ILCS 705/1. This Agreement is valid until June 30, 2005 and grant funds are available to Provider and may be expended by Provider until said date unless the Grantee, at its discretion, grants an extension of time. Any funds which are not expended or legally obligated by the Provider at the end of the agreement or by the expiration of the period of time funds are available for expenditure or obligation, whichever is earlier, shall be returned to the Grantee within 45 days. Project close-out shall be in accordance with ITEM 14 of this Agreement.

This ITEM is subject to further revision at the sole determination and discretion of the Grantee.

ITEM 38 - CHARTER SERVICE OPERATIONS

The provider may not engage in charter service operations except as provided under Section 3(f) of the Federal Transit Act, as amended, 49 U.S.C. app. Section 1602 (f), and FTA regulations "Charter Service," 49 C.F.R. Part 604. Any charter service agreement entered into under these regulations is incorporated into this Agreement by reference.

ITEM 39 - PRIVACY

Should the Provider, or any of its subcontractors, or their employees, administer any system of records on behalf of the Federal Government, the Privacy Act of 1974 (The Act), 5 U.S.C. Section 552a, imposes information restrictions on the party managing the system of records.

ITEM 40 - MATCHING FUNDS

It is hereby expressly agreed by the Provider that it will cause to be provided all matching funds required of the Grantee in the Grantee's "Non-Urbanized Area Transportation Project Agreement for Operating Assistance" entered into with the State of Illinois.

ITEM 41 - FUNDING DELAY

It is hereby expressly agreed between the parties that if any delay occurs in providing Federal or State funding to the Provider, there is absolutely no obligation on the part of the Grantee to fund Provider's program hereunder. That if the "Non-Urbanized Area Transportation Project Agreement for Operating Assistance" entered into by and between the Grantee and the State of Illinois is terminated, then this agreement is immediately null and void. Further, if there is any delay in funding from the aforesaid agreement, Grantee and Provider may, by mutual written consent, agree to suspend services contemplated hereunder.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be made effective and executed as of the 1st day of July, 2004, by their respective duly authorized officials.

Provider's Name & Address

Grantee's Name & Address

Meadows Mennonite Home
d/b/a SHOWBUS, R.R. 1
Chenoa, IL 61726

McLean County Board
104 W. Front Street
Bloomington, IL 61702-2400

By: _____
Chief Executive Officer

By: _____
Michael Sweeny,
County Board Chairman

Attest:

Peggy Ann Milton, County Clerk
Board of McLean County, Illinois

MOTOR VEHICLE LEASE AGREEMENT

Bloomington, Illinois April 20, 2004

This Lease Agreement between the COUNTY OF McLEAN, (the "Lessor") and MEADOWS MENNONITE HOME (SHOW BUS), (the "Lessee"):

WITNESSETH:

The Lessor hereby leases to the Lessee and the Lessee hereby rents and leases from the Lessor the motor vehicles described herein, together with all optional equipment, accessories, spare parts and substitute and replacement parts and equipment now or hereafter attached thereto (the "vehicles"), on the terms and conditions hereinafter set out.

DESCRIPTION OF VEHICLES

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>VIN#</u>
1994	FORD	BRAUN	1FTJS34G8RHB78597
1994	FORD	BRAUN	1FTJS34G9RHB78592
1998	FORD	ELDORADO	1FDXE40F3WHB91379
1998	DODGE	RAM VAN/B350 MAXIVAN	2B7LB31Z9WK158253
2000	DODGE	RAISED ROOF VAN	2B7LB31Z7YK168458
2000	FORD	ELDORADO	1FDXE45F0YHC01202
2000	FORD	ELDORADO	1FDXE45F5YHC01227
2002	FORD	ELDORADO	1FDWE35L52HB52792
2002	FORD	ELDORADO	1FDXE45F22HB40538
2002	FORD	ELDORADO	1FDXE45F42HB40539
2003	FORD	ELDORADO	1FDXE45F03HB88038
2003	FORD	ELDORADO	1FDWE35L33HB88076

Lessee represents that the vehicles being leased are and will be used solely in connection with Lessee's obligations to McLean County in providing transportation services pursuant to Section 5311 of the Federal Transit Act of 1991 for Public Transportation Operating Assistance. Lessee's address is 24588 Church Street, Chenoa, IL 61726.

1. **TERM** The term of this lease is three years from the date first set out above. The lease term expires on April 20, 2007, on which date the Lessee shall return the vehicles to the Lessor unless the parties hereto enter into a new or renewed lease agreement on or before that date.

2. **RENT** The Lessee agrees to pay to Lessor the sum of 0 dollars during the term of the Lease Agreement. However, in consideration of having the use of the vehicles for the term and purposes set out herein, the Lessee agrees as follows:

3. **LESSEE'S WARRANTIES** Lessee agrees and warrants that the vehicles have been delivered to Lessee in good operating condition and are free of defects and are suitable for the intended use of the Lessee. Lessee warrants that it and all persons who will operate the vehicles hold currently valid driver's licenses issued by the State of Illinois and that neither Lessee nor such other operators have been convicted of such traffic violations or have such a traffic accident record as would be cause for cancellation of the insurance required hereunder.

4. **INSURANCE** Lessee shall supply at its sole expense, and maintain in full force and effect during the term of the lease and thereafter until the vehicles have been returned to the Lessor, a policy or policies of insurance written by a company satisfactory to the Lessor, by the terms of which Lessor and Lessee, together and severally, are named as the insureds and are protected against liability and/or loss arising out of the condition, maintenance, use, or operation of the vehicles herein leased, in amounts not less than \$3,000,000 combined single limits for property damage, bodily injury, or death; \$350,000 uninsured/underinsured motorists coverage; with deductible amounts not exceeding \$250 comprehensive and \$500 collision. Such policy or policies of insurance shall provide at least ten days advance notice to Lessor in writing of cancellation or change or modification in any terms, conditions or amounts of coverage provided herein. Lessor shall be provided with a true copy or certificate of such insurance. Should Lessee fail to produce or pay the cost of maintaining in force the insurance specified herein or to provide Lessor with a copy or certificate of such insurance, Lessor may, but shall not be obligated to, procure such insurance and Lessee shall reimburse Lessor on demand for the cost thereof. Suffering lapse or cancellation of the required insurance shall be an immediate and automatic default by Lessee hereunder.

5. **INDEMNITY** Lessee agrees to indemnify and hold Lessor free and harmless from any liability, loss, cost, damage, expense, including attorney's fees, which Lessor may suffer or incur as a result of any claims which may be made by any person or persons, including but not limited to Lessee, its agents and employees, that arise out of or result from the manufacture, delivery, actual or alleged ownership, performance, use, operation, selection, leasing and/or return of the vehicles, whether such claims are based on negligence, whether of Lessor or another, breach of contract, breach of warranty, absolute liability or otherwise.

6. **TITLE** This instrument is a lease and not an installment contract. The vehicles are the sole property of the Lessor and Lessee shall insure that Lessor is named as owner on any certificate of title issued with respect to the vehicles. Lessee shall have no right, title, or interest in or to the vehicles except for the right to operate and use the vehicles for the purposes stated herein and not as the agent of Lessor, so long as Lessee is not in default under the terms of this lease.

7. **USE BY LESSEE** Lessee agrees to use the vehicles only for lawful purposes. Lessee agrees not to assign, transfer or sublet its rights or otherwise encumber its interest hereunder. In the event Lessee fails to pay any assessment, tax, lien or fine levied against the vehicles, Lessor may, at its election, make such payment and Lessee shall reimburse Lessor on demand. Lessee shall indemnify and hold Lessor harmless from any and all fines, forfeiture, damages, or penalties resulting from violations of any law, ordinance, rule, or regulation.

8. **MAINTENANCE** Lessee shall keep and maintain the vehicles in good operating condition and working order as required in the maintenance program described in the Owner's Manual and shall

perform all protective maintenance required to insure full validation of the manufacturer's warranty. Such maintenance hereinbefore described shall be made at the Lessee's expense.

9. LICENSE, TAXES, AND OTHER EXPENSES Lessee agrees to pay all costs, expenses, fees and charges incurred in connection with the licensing and registration of said vehicles, of title thereto and in connection with the use and operation thereof during the term of this lease, including without limitation, gasoline, oil, lubrication, repairs, maintenance, tires, storage, parking, tools, fines, towing, servicing costs, as well as all sales taxes, use taxes, personal property and other ad valorem taxes and all assessments and other governmental charges whatsoever and by whomsoever payable on the said vehicles or on the use, ownership, possession, rental, shipment, transportation, delivery or operation of same. Lessor shall in no way be obligated to maintain, repair or service said vehicles.

10. TERMINATION This lease agreement may be terminated by the Lessor in the event one or more of the terms of this lease agreement is breached by the Lessee or the Lessee is in default as provided in the lease agreement. Upon the discovery of the breach or default as the case may be, the Lessee shall surrender the vehicles to the Lessor on demand. Lessee shall remain liable and responsible for any pending claims, maintenance, repairs, taxes, licenses, and any other expenses associated with Lessee's use of the vehicles.

11. DEFAULT In the event that the Lessee does not pay any charge, expense, or cost herein agreed to be paid by Lessee when due, or fails to obtain or maintain any insurance required by this Lease, or violates or fails to perform or otherwise breaches any undertaking or covenants contained in this Lease, or any other Lease or Lessor, or becomes insolvent or makes an assignment for the benefit of creditors, or files a voluntary petition in bankruptcy, or if any voluntary petition in bankruptcy is filed against the Lessee, or other proceeding for the appointment of a receiver for Lessee is filed, or if proceedings for reorganization, extension and/or composition with creditors under any provision or federal law be instituted by or against Lessee, or if the property of Lessee be levied upon or if Lessor should otherwise deem itself or the vehicles unsafe or unsecured or should Lessor in good faith believe that the prospect of payment of rental or other payment or other performance by Lessee is impaired, then and in any such event, the Lessee shall be deemed in default of this Lease. Upon the occurrence of any such default, Lessor may, at its option and without notice or demand, declare this agreement in default and thereupon the vehicles and all rights of Lessee therein shall be surrendered to Lessor and Lessor may take possession of the vehicles wherever found, with or without process of law, and for this purpose may enter upon any premises of Lessee or wherever the same be found, without liability therefore. The Lessor may retain all rentals and payment and resale proceeds theretofore received and other sums, if any, otherwise payable to the Lessee hereunder and the Lessor shall be entitled to recover from Lessee any unpaid charges for the balance of the lease term for the vehicles and all other sums, if any, due to come due, together with all costs and expenses, including reasonable attorney's fees, incurred by Lessor in the enforcement of its rights and remedies hereunder. The repossession and sale of the vehicles by Lessor shall not affect Lessor's right to recover from Lessee all damages which Lessor may have suffered by reason of Lessee's breach of any provision of this Lease and Lessor may sell any such vehicles with or without advertisement, at public or private sale and without notice thereof to Lessee. The rights and remedies of Lessor in the event of default herein mentioned shall not be deemed exclusive but shall be cumulative and in addition to all other rights and remedies in Lessor's favor existing by law.

12. **APPLICABLE LAW** This Lease has been executed by the Lessee and delivered to the Lessor at the Lessor's offices in Bloomington, Illinois, and it shall be governed by and interpreted under the laws of Illinois.

13. **LOCATION** The vehicles shall be principally kept or garaged where not in use at the Lessee's address as set out above or at such other address in the State of Illinois as the Lessee shall give Lessor written notice of. The vehicles shall not be removed from the State of Illinois, except for trips of short duration, without the prior written consent of Lessor.

14. **MISCELLANEOUS** This instrument constitutes the entire agreement between the parties and shall be binding upon the parties and their respective heirs, executors, administrators, successors or assigns and shall only be amended by a written instrument signed by the parties hereto. Any waiver of the performance of any of the terms, covenants or conditions hereof by either party shall not be construed as thereafter waiving any such terms, condition or covenants, but the same shall remain in full force and effect, as if no such waiver had occurred.

15. **SEVERABILITY** This agreement is severable, and the invalidity, or unenforceability, of any provision of this Agreement, or any party hereof, shall not render the remainder of this Agreement invalid or enforceable.

16. This agreement may be amended by the mutual written consent of both parties.

17. **COUNTERPARTS** This lease agreement shall be executed in multiple counterparts, each of which shall constitute a duplicate original.

IN WITNESS WHEREOF, the parties hereto have executed this lease on the date first above written, and the Lessee acknowledges receipt of a completely filled-in, executed counterpart.

MEADOWS MENNONITE HOME (SHOWBUS)
Lessee

Robert O. Bertsche, President

ATTEST:

COUNTY OF McLEAN
Lessor

Peggy Ann Milton, County Clerk
McLean County, Illinois

Michael Sweeney, Chairman
McLean County Board

McLEAN COUNTY NURSING HOME

ACCRUED EXPENDITURE

Prt Date March 23, 2004

	2004 BUDGET	2004 MONTHLY ALLOC	FEB,2004 ACCRUED EXPENSE	YTD ALLOC	ADJUSTED YTD EXPENSE	REMAINING BUDGET	YTD VARIANCE AMOUNT	PER CENT OF BUDGET SPENT	PROJECTED EXPENSE 12/31/03
SALARIES	3,123,489	248,168	251,748	513,431	521,882	2,601,607	2,601,607	17%	3,174,784
IMRF	198,029	15,734	15,961	32,553	33,095	164,934	542	17%	201,327
MED/LIFE	358,680	10,701	28,420	58,961	58,800	299,880	(161)	16%	357,700
SOC/SEC	238,947	18,985	19,259	39,279	39,933	199,014	654	17%	242,926
VAC LIAB	25,000	1,986	1,981	4,110	4,098	20,902	(11)	16%	24,932
SELLBACK	0	0	0	0	0	0	0	0%	#DIV/0!
PERSONNEL	3,944,145	295,573	317,368	648,333	657,809	3,286,337	9,475	17%	4,001,669
COMMODITIES	641,077	50,935	50,623	105,383	86,520	554,557	(18,862)	13%	526,332
CONTRACTUAL	1,261,189	99,847	100,191	207,319	203,073	1,058,116	(4,246)	16%	1,235,361
CAPITAL	161,294	12,815	854	26,514	7,249	154,045	(19,265)	4%	44,098
GRAND TOTAL	6,007,705	459,170	469,036	987,549	954,651	5,053,054	(32,898)	16%	5,807,459

McLEAN COUNTY NURSING HOME

ACCRUED REVENUE

Prt Date March 23, 2004

	2004 BUDGET	2004 MONTHLY ALLOC	FEB,2004 ACCRUED REVENUE	YTD ALLOC	ADJUSTED YTD REVENUE	REMAINING BUDGET	YTD VARIANCE AMOUNT	OF BUDGET SPENT	PROJECTED REVENUE 12/31/03
MEDICARE REVENUE	775,400	61,607	46,530	127,463	86,817	688,583	(40,646)	11%	528,137
IDPA REVENUE	2,581,280	205,088	195,011	424,320	405,561	2,175,719	(18,759)	16%	2,467,160
SCHOOLING REIMB	0	0	0	0	0	0	0	#DIV/0!	0
JDC LAUNDRY	7,100	564	373	1,167	731	6,369	(436)	10%	4,445
JDC FOOD	31,501	2,503	1,947	5,178	3,612	27,889	(1,567)	11%	21,971
MEALS	500	40	15	82	49	451	(33)	10%	298
PVT PAY REVENUE	1,862,960	148,016	174,544	306,240	351,474	1,511,486	45,234	19%	2,138,133
UNCLASS	7,300	580	182	1,200	288	7,012	(912)	4%	1,752
INTEREST EARNED	41,604	3,306	1,152	6,839	2,512	39,092	(4,327)	6%	15,281
SALE OF ASSETS	0	0	0	0	0	0	0	#DIV/0!	0
TRANSFER IN	424,373	33,717	33,118	69,760	65,371	359,002	(4,389)	15%	397,673
TELEPHONE REIMB	0	0	900	0	1,800	(1,800)	1,800	#DIV/0!	10,950
TOTAL ACC REVENUE	5,732,018	455,421	453,772	942,250	918,214	4,813,804	(24,036)	16%	5,585,801

TOTAL ACC REVENUE

LESS ACCRUED EXPENSE

ACC REV - (ACC EXP)

PLUS CAP EXP

ACC BALANCE

TOTAL ACC REVENUE	5,732,018	455,421	453,772	942,250	918,214	4,813,804	(24,036)	16%	5,585,801
LESS ACCRUED EXPENSE	(6,007,705)	(459,170)	(469,036)	(987,549)	(954,651)	(5,053,054)	32,898	16%	(5,807,459)
ACC REV - (ACC EXP)	(275,687)	(3,749)	(15,265)	(45,299)	(36,437)	(239,250)	8,862		(221,658)
PLUS CAP EXP	0	12,815	854	26,514	7,249	154,045	(19,265)		44,098
ACC BALANCE	(275,687)	9,066	(14,410)	(18,785)	(29,188)	(85,205)	(10,403)		(177,560)

Assessment Status Report


Township	Book to		To		Publisher	Newspaper	Date of		Final Filing Date	2002		2003		Complaints		B/R's		Books
	S/A	Printer	Publisher	Publication			Factor	Factor		Filed	Filed	Filed	Filed					
Allin	10/28/03	10/30/03	10/29/03	11/03/03	Pantagraph	11/03/03	12/03/03	1.0561	1.0346	6	10	3/2/2004	Closed					
Anchor	06/30/03	09/18/03	09/18/03	09/25/03	Ridgeview Review	09/25/03	10/27/03	1.0323	1.0100	4	3	3/8/2004	Closed					
Arrowsmith	10/27/03	10/28/03	10/28/03	11/03/03	Pantagraph	11/03/03	12/03/03	1.0000	1.1067	3	4	3/8/2004	Closed					
Bellflower	12/05/03	12/06/03	12/06/03	12/10/03	LeRoy Journal	12/10/03	01/09/04	1.0943	1.0188	3	75	1/21/2004	OPEN					
Bloomington	02/17/04	02/19/04	02/19/04	02/24/04	Pantagraph	02/24/04	03/25/04	1.0215	1.0125	34	4	1/26/2004	OPEN					
Blue Mound	07/03/03	09/08/03	09/15/03	09/18/03	Ridgeview Review	09/18/03	10/20/03	1.0419	1.1327	12	4	1/26/2004	OPEN					
Cheney's Grove	12/05/03	12/06/03	12/08/03	12/11/03	Ridgeview Review	12/11/03	01/12/04	1.0585	1.0163	10	6	OPEN	OPEN					
Chenota	01/12/04	01/12/04	01/12/04	01/15/04	Chenota Town Crier	01/15/04	02/17/04	1.0177	1.0501	24	3	3/18/2004	OPEN					
City	01/30/04	01/31/04	01/31/04	02/06/04	Pantagraph	02/06/04	03/08/04	1.0412	1.0000	339	96	OPEN	OPEN					
Cropsey	07/30/03	09/18/03	09/18/03	09/25/03	Ridgeview Review	09/25/03	10/27/03	1.0000	1.0000	4	1	3/8/2004	OPEN					
Dale	11/20/03	01/02/04	01/02/04	01/09/04	Pantagraph	01/09/04	02/09/04	1.0283	1.0321	15	7	3/15/2004	OPEN					
Danvers	10/15/03	10/16/03	10/20/03	10/23/03	Quill	10/23/03	11/24/03	1.0362	1.0390	30	2	3/8/2004	OPEN					
Dawson	10/29/03	10/30/03	10/30/03	11/03/03	Pantagraph	11/03/03	12/03/03	1.0000	1.1161	11	8	1/6/2004	OPEN					
Downs	08/12/03	09/26/03	09/26/03	10/01/03	Pantagraph	10/01/03	12/05/03	1.1121	1.0525	19	11	3/17/2004	OPEN					
Dry Grove	12/29/03	12/31/03	12/31/03	01/08/04	Quill	01/08/04	02/09/04	1.0663	1.0190	11	1	OPEN	OPEN					
Empire	12/10/03	12/15/03	12/15/03	12/17/03	LeRoy Journal	12/17/03	01/16/04	1.0526	1.0229	24	11	3/17/2004	OPEN					
Funk's Grove	12/15/03	12/31/03	12/31/03	01/08/04	Heyworth Star	01/08/04	02/09/04	1.0906	1.0188	4	4	2/19/2004	OPEN					
Gridley	10/24/03	10/27/03	10/27/03	10/30/03	Gridley Village Times	10/30/03	12/01/03	1.0122	1.0133	14	4	3/15/2004	OPEN					
Hudson	10/15/03	10/15/03	10/20/03	10/23/03	Quill	10/23/03	11/24/03	1.0702	1.0000	23	16	3/9/2004	OPEN					
Lawndale	08/01/03	09/18/03	09/18/03	09/25/03	Ridgeview Review	09/25/03	10/27/03	1.0000	1.0156	2	8	1/13/2004	OPEN					
Lexington	12/31/03	01/02/04	01/02/04	01/08/04	Lexingtonian	01/08/04	02/09/04	1.0192	1.0512	25	8	3/15/2004	OPEN					
Martin	07/07/03	09/09/03	09/15/03	09/18/03	Ridgeview Review	09/18/03	10/20/03	1.0476	1.0085	9	19	3/18/2004	OPEN					
Money Creek	11/06/03	11/12/03	11/12/03	11/20/03	Lexingtonian	11/20/03	12/22/03	1.0539	1.0297	15	9	3/15/2004	OPEN					
Mount Hope	12/31/03	12/31/03	12/31/03	01/08/04	Heyworth Star	01/08/04	02/09/04	1.0107	1.0399	14	19	3/18/2004	OPEN					
Normal	12/09/03	12/13/03	12/13/03	12/18/03	Normalite	12/18/03	01/20/04	1.0396	1.0000	119	247	OPEN	OPEN					
Old Town	11/17/03	01/06/04	01/06/04	01/10/04	Pantagraph	01/10/04	02/09/04	1.0490	1.0127	12	16	OPEN	OPEN					
Randolph	09/26/03	09/30/03	09/30/03	10/09/03	Heyworth Star	10/09/03	11/10/03	1.0350	1.0228	36	56	OPEN	OPEN					
Towanda	12/29/03	01/06/04	01/06/04	01/10/04	Pantagraph	01/10/04	02/09/04	1.0582	1.0000	22	11	3/8/2004	OPEN					
West	12/05/03	12/06/03	12/06/03	12/10/03	LeRoy Journal	12/10/03	01/09/04	1.1385	1.0029	1	1	1/21/2004	OPEN					
White Oak	10/28/03	10/31/03	10/31/03	11/06/03	Quill	11/06/03	12/08/03	1.0000	1.0074	7	1	2/5/2004	OPEN					
Yates	08/01/03	09/18/03	09/18/03	09/25/03	Chenota Town Crier	09/25/03	10/27/03	1.0323	1.0723	4	1	11/24/2003	OPEN					
														856	649			

Complaint comparison Year to Year

Township	2002		2002 Total	2003		2003 Total	MEDIAN
	Complaints Filed	B/R's Filed		Complaints Filed	B/R's Filed		42%
Allin	8	6	14	6	10	16	14%
Anchor	8		8	4	3	7	-13%
Arrowsmith	1	3	4	3	4	7	75%
Bellflower	4	1	5	3	0	3	-40%
Bloomington	37	123	160	34	75	109	-32%
Blue Mound	8	1	9	12	4	16	78%
Cheney's Grove	3	5	8	10	6	16	100%
Chenoa	14	5	19	24	3	27	42%
City	349	91	440	339	96	435	-1%
Cropsey	2	1	3	4	1	5	67%
Dale	4	5	9	15	7	22	144%
Danvers	9	4	13	30	2	32	146%
Dawson	3	10	13	11	8	19	46%
Downs	18	10	28	19	11	30	7%
Dry Grove	41	4	45	11	1	12	-73%
Empire	25	9	34	24	11	35	3%
Funk's Grove	6		6	4	0	4	-33%
Gridley	18	2	20	14	4	18	-10%
Hudson	11	3	14	23	16	39	179%
Lawndale	1		1	2	0	2	100%
Lexington	22	5	27	25	8	33	22%
Martin	16	2	18	9	19	28	56%
Money Creek	24	5	29	15	9	24	-17%
Mount Hope	9	4	13	14	19	33	154%
Normal	129	241	370	119	247	366	-1%
Old Town	21	14	35	12	16	28	-20%
Randolph	16	17	33	36	56	92	179%
Towanda	13	3	16	22	11	33	106%
West		2	2	1	1	2	0%
White Oak	1		1	7	0	7	600%
Yates			0	4	1	5	500%
Grand Total:	584	427	1011	856	649	1505	
				147%	152%	149%	% Change



PEGGY ANN MILTON
COUNTY CLERK
(309) 888-5190
Fax (309) 888-5932
Tax Extension (309) 888-5187
Voter's Registration (309) 888-5186
104 W. Front Room 704 Bloomington, IL 61701
E-mail: peggyann@mclean.gov Website: www.mclean.gov

DATE: March 30, 2004
TO: Honorable Chairman Sorensen
Honorable Members of the Finance Committee
FROM: Peggy Ann Milton 
RE: Polling Place Changes

At a Township Supervisor meeting we hosted this summer, we asked our Township Supervisors to consider consolidating polling places wherever possible in an effort to lower the costs associated with running an election. To date, two of our Townships Supervisors have seen the value and risen to the occasion.

Enclosed please find recommendations from Don Newby and Carol Feit for the consolidation of polling places in their respective Townships as follows:

- ◆ Mr. Newby, Randolph Township Supervisor, is recommending that Randolph 01, Randolph 02, and Randolph 03 all utilize the Christian Church of Heyworth, 308 North Vine Street, Heyworth, IL 61745 as a polling place.
- ◆ Ms. Feit, Chenoa Township Supervisor, is recommending that Chenoa 01 and Chenoa 02 both utilize the Heartland Bank, 621 Cemetery Avenue, Chenoa, IL 61726 as a polling place.

Thank you for your attention to this matter.

Enclosures



RANDOLPH TOWNSHIP

104 West Main Street
Heyworth, IL 61745

DONALD O. NEWBY
Supervisor

Larry W. Mowery
Town Clerk

Dennis L. Powell
Highway Commissioner

Glenn H. Milton
Assessor

March 18, 2004

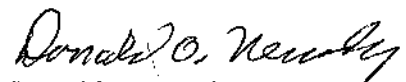
Peggy Ann Milton, McLean County Clerk

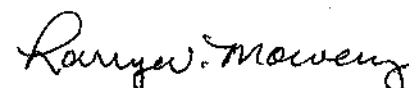
104 W. Front Street, Room 704
Bloomington, Illinois 61701

In accordance with new provisions of the Help America Vote Act of 2002, and reducing expenses toward providing new election equipment for polling place locations, the Township Board of Trustees discussed at the March meeting, consolidating the current three separate locations within Randolph Township in to one location. The Board of Trustees unanimously agreed and directed the Supervisor to recommend to the McLean County Clerk and County Board consolidation of these three separate locations to one location capable of housing Randolph Townships three precincts. A suitable location was approved, providing plenty of parking and handicap access to house Randolph Township's precincts. The proposed new location is on old Route 51 at the north edge of the Village of Heyworth in the Christian Church. The Christian Church Board has given their permission for locating polling places in Randolph Township within their building and has provided an accompanying letter.

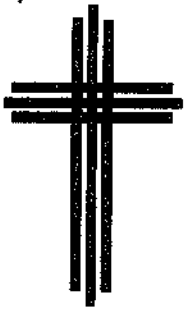
The Township Board of Trustees directs this attention to be presented at the next McLean County Board meeting for consideration.

Thank you,


Donald O. Newby, Supervisor

Attest: 
Larry W. Mowery, Town Clerk

File: Town Clerk
lwm



The Christian Church of Heyworth

"Focused on Relationship... Driven by Purpose"

Kurt A. Flora, Minister

Michael Black, Youth Minister

March 17, 2004

To Whom It May Concern:

The Heyworth Christian Church Board has approved the use of the church as a polling place for any upcoming elections.

In His Service,

Kurt A. Flora
Minister

From: Carol Feit
Subject: Polling place

Hi Peggy,

I attended a Supervisor meeting last week regarding the new election system. During that meeting it was mentioned that you would like to consolidate the two polling places for Chenoa Township into one place. I have contacted Heartland Bank in Chenoa (I work there) and asked if we could use the Community Room for our elections. It is handicap accessible and a very pleasant large area to vote in. We could also store the voting machine in one of the storage rooms.

Please give this some consideration and let me know if you believe this to be a viable option. With City Hall moving in the very near future, you will have to send out new voters cards. I thought it may be a good time to consolidate the polling places at the same time. It would save time and money to mail the new cards to all voters at the same time.

You are welcome to call me during banking hours @ 815-945-2311 if you desire. My home number is 815-945-7205.

I enjoyed our informational meeting very much.

Sincerely,

Carol Feit

Chenoa Township Supervisor



McLean County

Ruth Weber
County Recorder

(309) 888-5171 Fax (309) 888-5927 e-mail: ruth@mclean.gov
104 W. Front, Room 708 P.O. Box 2400 Bloomington, Illinois 61702-2400

March 31, 2004

To: Finance Committee Chairman and Members

From: Ruth Weber, Recorder *Ruth Weber*

After the first of April, I shall prepare for you a monthly report of activities and monies for the month of March.

**RESOLUTION AMENDING THE FUNDED
FULL-TIME EQUIVALENT POSITIONS RESOLUTION
FOR 2004**

WHEREAS, the McLean County Board adopted a Funded Full-Time Equivalent Positions (FTE) Resolution on November 18, 2003 which became effective on January 1, 2004; and,

WHEREAS, the State's Attorney's Office has received new state and local grant resources which will support an additional Assistant State's Attorney III who will be assigned to the Children's Advocacy Center to prosecute child abuse cases, and which are expected to provide sufficient funding to do so on an ongoing basis; and,

WHEREAS, the Finance Committee, at its regular meeting on April 6, 2004, recommended the approval of this change in the Full-Time Equivalent Positions Resolution for 2004 Fiscal Year; now, therefore,

BE IT RESOLVED, by the County Board of McLean County, Illinois, now in regular session, that the Funded Full-Time Equivalent Positions Resolution be and hereby is amended as follows:

<u>Fund-Dept-Program</u>	<u>Pay Grade</u>	<u>Position Classification</u>	<u>Full-Time</u>		
			<u>Adopted</u>	<u>Amend</u>	<u>New</u>
State's Attorney's Office 0001-0020-0019	12	Assistant State's Atty. III 0503.1107	7.00	0.50	7.50

BE IT FURTHER RESOLVED by the County Board of McLean County, Illinois that the County Clerk is hereby directed to provide a certified copy of this Resolution to the State's Attorney's Office, the County Treasurer, and the County Administrator's Office.

ADOPTED by the McLean County Board this 20th day of April, 2004.

ATTEST:

APPROVED:

Peggy Ann Milton, Clerk of the County Board,
McLean County, Illinois

Michael F. Sweeney, Chairman
McLean County Board

e:john/cobd/fteres_sao_cacgrantapril.04

**An EMERGENCY APPROPRIATION Ordinance
Amending the McLean County Fiscal Year 2004
Combined Annual Appropriation and Budget Ordinance
General Fund 0001, State's Attorney's Office 0020**

WHEREAS, the McLean County Board, on November 18, 2003, adopted the Combined Annual Appropriation and Budget Ordinance, which sets forth the revenues and expenditures deemed necessary to meet and defray all legal liabilities and expenditures to be incurred by and against the County of McLean for the 2004 Fiscal Year beginning January 1, 2004 and ending December 31, 2004; and,

WHEREAS, the Combined Annual Appropriation and Budget Ordinance includes the operating budget for the State's Attorney's Office, Department 0020; and,

WHEREAS, the State's Attorney's Office has been awarded grant funds from the Illinois Department of Children and Family Services and the McLean County Child Protection Network in the total amount of \$60,000.00 pay for the salary and health benefits for an Assistant State's Attorney III to work for the Children's Advocacy Center to provide legal services to victims of child abuse; and,

WHEREAS, the State's Attorney's Office has recommended that the grant funds from the Illinois Department of Children and Family Services and the McLean County Child Protection Network be appropriated in fiscal 2004 to pay for the salary and health benefits for an Assistant State's Attorney III to work for the Children's Advocacy Center to provide legal services to victims of child abuse; and,

WHEREAS, the Justice Committee, at its meeting on Monday, April 5, 2004, approved and recommended to the County Board an Emergency Appropriation Ordinance to recognize the receipt and expenditure of certain reimbursements to operate said program for the first six months of Fiscal Year 2004; now therefore,

BE IT ORDAINED by the McLean County Board as follows:

1. That the County Treasurer is directed to add to the appropriated budget of the General Fund 0001, State's Attorney's Office, Department 0020 the following revenue:

	<u>ADOPTED</u>	<u>ADD</u>	<u>AMENDED BUDGET</u>
DCFS Child Abuse Attorney 0001-0020-0019-0407.0145	\$ 0.00	\$34,761.00	\$34,761.00
TOTAL:		\$34,761.00	

2. That the County Auditor is directed to add to the appropriated budget of the General Fund 0001, State's Attorney's Office, Department 0020, the following expenditures:

	<u>ADOPTED</u>	<u>ADD</u>	<u>AMENDED BUDGET</u>
Full-time Employee Salaries 0001-0020-0019-0503.0001	\$1,440,960.00	\$30,057.00	\$1,471,017.00
County's I.M.R.F. Contribution 0001-0020-0019-0599.0001	\$ 0.00	\$ 1,906.00	\$ 1,906.00
Employee Medical/Life Insurance 0001-0020-0019-0599.0002	\$ 80,963.00	\$ 1,400.00	\$ 82,363.00
County's F.I.C.A. Contribution 0001-0020-0019-0599.0003	\$ 0.00	\$ 1,398.00	\$ 1,398.00
TOTAL:		\$34,761.00	

(2)

3. That the County Clerk shall provide a certified copy of this ordinance to the County Administrator, County Auditor, County Treasurer, and the State's Attorney.

ADOPTED by the County Board of McLean County this 20th day of April, 2004.

ATTEST:

APPROVED:

Peggy Ann Milton, Clerk of the County Board,
McLean County, Illinois

Michael F. Sweeney, Chairman
McLean County Board

EA_STATTY_dcfgrant2004.apr
4/20/04



OFFICE OF THE ADMINISTRATOR

(309) 888-5110 FAX (309) 888-5111

104 W. Front, Room 701

P.O. Box 2400

Bloomington, Illinois 61702-2400

Memorandum

To: Chairman and Members, Finance Committee
From: Terry Lindberg, Assistant County Administrator
Date: March 31, 2004
Re: County Hiring Procedures

At a stand-up meeting last month, the Finance Committee approved a request to hire a Case Manager, Grade 8, in the Public Defender's Office at a salary rate above the authorized maximum starting salary. Member Selzer asked staff to develop a procedure to ensure that similar situations would not occur in the future.

The recent occurrence was a rare exception. We reviewed records for the past several years and did not identify any similar instances.

The normal chain of events in the hiring process starts with departmental completion of a Personnel Change Form, which they then submit to the Administrator's Office. We review it and verify that a position exists and that the pay rate is in accord with County policy. In the rare event that there is a discrepancy, we contact the hiring department and correct the situation. County departments usually submit the Personnel Change form to the Administrator's Office before the new employee begins work. A new employee is never placed on the payroll until our office verifies that the position is budgeted and approves the salary rate. After the review is completed by the Administrator's Office, a copy of the Personnel Change form is forwarded to the Payroll Administrator in the Treasurer's Office. This practice has been sufficient to prevent hiring commitments above authorized pay levels in almost all cases.

Our labor counsel strongly discourages the practice of sending detailed offer letters or confirming letters to new employees, as many courts have decided that such letters constitute binding contractual agreements and frequently cause problems for employers down the road. However, it would be possible to develop a simple form letter for new hires that would state the precise position title, the starting pay rate, the person to whom the new hire reports and the starting date. This letter could be written by the departmental hiring authority and a copy forwarded to our office along with the PC form.

We would not be able to enforce this practice in the departments headed by the Countywide elected officials. We are able to enforce the current PC form submission in every circumstance, as there are no exceptions to the requirement that an approved PC form has to be received by the Treasurer's Office before a new employee receives a paycheck.

If the Finance Committee believes that a brief new hire letter would improve our procedures for new hires, we would include the practice as part of a more comprehensive update of the County Personnel Ordinance that we hope to present in May. Otherwise, we would issue a reminder to all hiring authorities that advance submission of the PC form will serve to avoid future hiring mistakes.