

RESOLUTION OF THE McLEAN COUNTY BOARD
APPROVING THE REQUEST RECEIVED FROM
THE ALLIN TOWNSHIP BOARD, THE ALLIN TOWNSHIP FIRE PROTECTION
DISTRICT AND THE VILLAGE OF STANFORD BOARD
TO CHANGE THE ALLIN TOWNSHIP POLLING PLACE

WHEREAS, the Allin Township Board, the Allin Township Fire Protection District and the Village of Stanford Board have formally requested that the polling place for Allin Township be changed for the November 5, 2002 general election; and,

WHEREAS, the Village of Stanford Board has recommended that the Allin Township polling place be moved from the Allin Township Fire Station, 105 West Main, Stanford, Illinois to the Allin Township Community Building, 203 North Blackstone, Stanford, Illinois; and,

WHEREAS, the Executive Committee, at its regular meeting on Tuesday, August 13, 2002, recommended approval of the request received from the Village of Stanford Board; now, therefore,

BE IT RESOLVED by the McLean County Board as follows:

- (1) The McLean County Board hereby approves the recommendation received from the Allin Township Board, the Allin Township Fire Protection District and the Village of Stanford Board to move the Allin Township polling place to the Allin Township Community Building, 203 North Blackstone, Stanford, Illinois
- (2) The McLean County Board hereby requests that the County Clerk provide a certified copy of this Resolution to the Village of Stanford Board President, the Supervisor of Allin Township and the First Civil Assistant State's Attorney.

ADOPTED by the McLean County Board this 20th day of August, 2002.

ATTEST:

APPROVED:

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

Michael F. Sweeney, Chairman
McLean County Board



Village of Stanford

100 W. Boundary
P.O. Box 266
Stanford, IL 61774

Phone: 309-379-2251

Fax: 309-379-2011

Hours: M 2:00 - 6:00, T-F 8:00 - Noon

July 25, 2002

McLean County Board
Attn: Michael Sweeney, Chairman
104 W. Front St., Room 701
Bloomington, IL 61701

McLean County Board
Attn: John Zeunik, Administrator
104 W. Front St., Room 701
Bloomington, IL 61701

McLean County Clerk
Attn: Susan Twist
104 W. Front St., Room 704
Bloomington, IL 61701

RE: Allin Township Polling Place

Dear Everyone:

The Village Board of Stanford met July 25, 2002 and discussed the possibility of changing the polling place for Allin Township from the Allin Township Fire Station at 105 W. Main in Stanford to the Allin Township Community Building at 203 North Blackstone in Stanford. A vote was taken and it was unanimously in favor of the change. The board requests that this change be made effective for the next election. Thank you for your cooperation.

Sincerely,


George Brawner, Village President

cc: Mike Logsdon, Supervisor Allin Township
Scott Eidenmiller, Secretary
Mark McGrath, Village Attorney

JUL 29

MACKINAW (309) 359-3461
FAX (309) 359-8918
DANVERS (309) 963-4312
Email: McGrath_PC@hotmail.com
www.mcgrathpc.com

Mark J. Mc Grath, P.C.
Attorney at Law
113 S. Main Street
P. O. Box 139
Mackinaw, Illinois 61755-0139

PARALEGAL
MICHELLE D. MASTERS

July 12, 2002

McLean County Board
Attn: Michael Sweeney, Chairman
104 W. Front St., Room 701
Bloomington, Illinois 61701

McLean County Board
Attn: John Zeunik, Administrator
104 W. Front St., Room 701
Bloomington, Illinois 61701

McLean County Clerk
Attn: Susan Twist
104 W. Front St., Room 704
Bloomington, Illinois 61701

RE: Allin Township Polling Place

Dear Everyone:

I am writing to you as the attorney for Allin Township. I am also the attorney for Allin Township Fire Protection District. Finally, I am the attorney for the Village of Stanford. A discussion has recently occurred between the various government bodies concerning the polling place for elections in Allin Township.

The polling place is currently located at the Allin Township Fire Station which is located at 105 W. Main St., Stanford, Illinois. On behalf of the entire community of the Village of Stanford and Allin Township I hereby request that the polling place be moved to the Allin Township Community Building located at 203 North Blackstone, Stanford, Illinois. This building was recently newly constructed. The facility has more lighting and more room in it. Further, there are handicapped bathrooms and parking. The facility in general would be much more appropriate and more easily accommodate the public when their exercise their voting privileges.

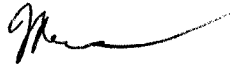
Allin Township consulted with the Allin Township Fire Protection District at a meeting held on July 10, 2002. The Trustees of the Allin Township Fire Protection District went on record as supporting this request. The Fire Protection District believes that the polling place should be moved to the Community Building as well. If you wish to verify this please feel free to contact the Secretary of the Allin Township Fire Protection District who is Scott Eidenmiller at P.O. Box 72, Stanford, Illinois 61744; (309) 379-3251.

July 12, 2002

It is my understanding that the Village of Stanford is in the process of reviewing this matter. It is further my understanding that this issue will be discussed at the Village Board meeting to be held on July 25, 2002. I believe that the Village will also go on record as supporting and encouraging that this change to be made. That support will be directly communicated to you by the Village of Stanford.

If you have any questions please feel free to contact myself as the attorney for Allin Township. You may also directly contact the Allin Township Supervisor who is Mike Logsdon at his address which is 3272 East 1000 North Road, Stanford, Illinois 61774, (309) 379-4771. Please see that this change is made for the next election if at all possible. Thank you for your assistance.

Very Truly Yours,
MARK J. MCGRATH, P.C.

BY: 
Mark J. McGrath
Attorney for Allin Township

MJM:skm
c.c. Mike Logsdon, Supervisor Allin Township
Scott Eidenmiller, Secretary
Phyllis Fritch, Village of Stanford Clerk

pollingplaceletr.doc/skm

RESOLUTION OF THE McLEAN COUNTY BOARD
APPROVING THE REQUEST RECEIVED FROM
THE NORMAL TOWNSHIP SUPERVISOR
TO CHANGE POLLING PLACES

WHEREAS, the Supervisor of Normal Township has formally requested that Normal Precincts 3 and 5 in Normal Township be changed for the November 5, 2002 general election; and,

WHEREAS, the Supervisor of Normal Township has recommended that Precinct 3 be moved from Normal Community High School to the Activity Center at the Grace Baptist Church, 1311 West Hovey Avenue, Normal, Illinois; and,

WHEREAS, the Supervisor of Normal Township has recommended that Precinct 5 be moved from the Anderson Park Pool Building to Christ the King Episcopal Church, 1210 South Fell Avenue, Normal, Illinois; and,

WHEREAS, the Executive Committee, at its regular meeting on Tuesday, August 13, 2002, recommended approval of the request received from the Supervisor of Normal Township; now, therefore,

BE IT RESOLVED by the McLean County Board as follows:

- (1) The McLean County Board hereby approves the recommendation received from the Supervisor of Normal Township to move Precinct 3 to the Activity Center at the Grace Baptist Church, 1311 West Hovey Avenue, Normal, Illinois.
- (2) The McLean County Board hereby approves the recommendation received from the Supervisor of Normal Township to move Precinct 5 to Christ the King Episcopal Church, 1210 South Fell Avenue, Normal, Illinois
- (3) The McLean County Board hereby requests that the County Clerk provide a certified copy of this Resolution to the Supervisor of Normal Township and the First Civil Assistant State's Attorney.

ADOPTED by the McLean County Board this 20th day of August, 2002.

ATTEST:

APPROVED:

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

Michael F. Sweeney, Chairman
McLean County Board

Normal Township

304 E. Mulberry — P.O. Box 426
Normal, Illinois 61761-0426

Office of the Supervisor
Phone (309) 452-2060
Fax (309) 454-2599

July 30, 2002

The Honorable Michael Sweeny
Chairman, McLean County Board
104 W. Front Street
Bloomington, Il 61701

Dear Mr. Sweeny:

Normal Township has to make two changes in polling places for the November general elections on November 5, 2002. Would you please have these changes formally approved by the McLean county Board at your convenience.

Precinct #3 will move from Normal Community High School to the Activity Center at Grace Baptist Church located at 1311 W. Hovey Av., Normal. Unit Five is building an addition to the NCHS building and have removed the old faculty parking lot and fenced off the entire area making it impassable for voters. In addition they are now short the 50-60 parking spaces and are not replacing them at this time.

Precinct #5 will move to Christ the King Episcopal Church located 1210 South Fell Av from it's former location in the Anderson Park Pool Building. The Town of Normal is demolishing the building in August to make way for an enhanced aquatic facility for next summer's swimming season.

Thank you for your attention to these changes.

Sincerely,



Richard E. Farr
Normal Township Supervisor

Cc: Peggy Milton, County Clerk

Information Services Status Report
August 13, 2002

To the Honorable Members of the McLean County Executive Committee and the McLean County Board:

Please find below a summary of Information Services activities since my last report in July of 2002.

General Administration:

Compiled FY 2003 budget IT needs/wants for review with Administrator's office.
Participated in grant workgroup governing an EJS module to be developed (NIBRS)
Attended discussions pertinent to implementation of GASB34 in McLean County.

Hardware/Network

Relocated existing equipment in closets to prepare for install of new network equipment
Brought in vendor to begin assisting in training of IS personnel of new core network equipment
Working on dedicated line for County Clerk. Progress made, but incomplete.
Installed hardware for Recorder's new system.

Programming/Database/Web

Waiting on B and Z for implementation of new Building and Zoning package.
Implemented new Recorder system. Working on transfer of images.
Scheduled training of Crystal Reports with Auditor's office, and will with Treasurer's office.

Respectfully submitted,
Craig Nelson
Director of McLean County Information Services



McLean County

OFFICE OF THE ADMINISTRATOR

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

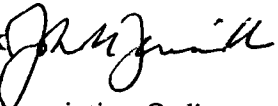
104 W. Front, Room 701

P.O. Box 2400

Bloomington, Illinois 61702-2400

August 2, 2002

Memo to: The Honorable Chairman and Members of the Finance Committee

From: John M. Zeunik 

Re: Emergency Appropriation Ordinance Amending FY 2002 General Fund Adopted Budget

Pursuant to your approval of a resolution at the July 23, 2002 County Board Meeting to reduce General Fund budgeted expenditures to more closely reflect projected General Fund revenues, we have prepared an Emergency Appropriation Ordinance that reduces General Fund spending by \$613, 617.00. This represents 89.4% of our \$686,350.00 target amount.

The elected officials and appointed department heads whose departments are supported by the General Fund worked diligently to identify savings in every area of their budgets. Additional savings may be produced as a result of the hiring freeze now in effect. There may also be changes on the revenue side of the budget. We are monitoring these areas very closely and will provide a budget status report to you on a monthly basis for the balance of FY 2002.

As I noted in my July 18, 2002 memorandum, given the continuing economic uncertainty at the state and national levels, it may be necessary to recommend further actions later this year.

Should you have any questions concerning the attached exhibits or the proposed Emergency Appropriation Ordinance, please call me at 888-5110.

Thank you.

e:\john\coba\lea_fy02genfndcuts.mem.aug02

**An EMERGENCY APPROPRIATION Ordinance
Amending the McLean County Fiscal Year 2002
Combined Annual Appropriation and Budget Ordinance
General Fund 0001**

WHEREAS, the McLean County Board, on November 20, 2001, 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 2002 Fiscal Year beginning January 1, 2002 and ending December 31, 2002; and,

WHEREAS, the Combined Annual Appropriation and Budget Ordinance includes the operating budget for all departments and agencies within the General Fund 0001; and,

WHEREAS, reductions in revenue received from the State of Illinois for photo processing sales tax, personal property tax replacement and reimbursement for probation officers, combined with losses in local sales tax revenue as a result of property annexations by the City of Bloomington, have caused Fiscal Year 2002 General Fund revenue to decline by \$686,350.00; and,

WHEREAS, it is necessary and prudent to set forth specific recommendations for the Fiscal Year 2002 General Fund Annual Appropriation and Budget Ordinance to reflect these circumstances; and,

WHEREAS, the Finance Committee, on Tuesday, August 6th, 2002, and the Executive Committee, on Tuesday, August 13th, 2002, recommended approval of an Emergency Appropriation Ordinance to reflect these circumstances; now, therefore,

BE IT ORDAINED by the McLean County Board as follows:

1. That the County Treasurer is directed to amend the appropriated budgets of the General Fund 0001 departments as follows:

Court Services (0022)			
Adult Probation Fund (0146)			
	<u>ADOPTED</u>	<u>ADD</u>	<u>AMENDED</u>
0146-0022-0024-0400.0000			
Unappropriated Fund Balance	\$0.00	\$48,841.00	\$48,841.00
0001-0022-0024-0450.0011			
Transfer from Other Funds	\$0.00	\$48,841.00	\$48,841.00

(2)

2. That the County Auditor is directed to reduce and otherwise amend the appropriated budgets of the General Fund 0001 departments as follows:

County Board (0001)

<u>PROG</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>ADOPTED</u>	<u>REDUCE</u>	<u>AMENDED</u>
0001	0706 0001	Contract Services	\$75,000.00	\$20,000.00	\$55,000.00
0001	0718 0001	Schooling and Conferences	\$12,000.00	\$2,000.00	\$10,000.00
0001	0780 0001	Regional Office of Education	\$184,707.00	\$5,000.00	\$179,707.00
0001	0793 0001	Travel Expense	\$3,000.00	\$1,500.00	\$1,500.00

County Administrator (0002)

<u>PROG</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>ADOPTED</u>	<u>REDUCE</u>	<u>AMENDED</u>
0002	0526 0001	Overtime Pay	\$2,500.00	\$1,500.00	\$1,000.00
0002	0612 0001	Books/Videos/Publications	\$1,250.00	\$405.00	\$845.00
0002	0620 0001	Office Supplies	\$1,500.00	\$400.00	\$1,100.00
0002	0620 0002	Computer Hardware/Software	\$400.00	\$400.00	\$0.00
0002	0629 0001	Letterhead/Printed Forms	\$600.00	\$200.00	\$400.00
0002	0701 0001	Advertising/Legal Notices	\$4,000.00	\$1,000.00	\$3,000.00
0002	0715 0001	Dues and Memberships	\$2,000.00	\$147.00	\$1,853.00
0002	0718 0001	Schooling and Conferences	\$4,000.00	\$2,332.00	\$1,668.00
0002	0719 0015	Notary Bond	\$100.00	\$100.00	\$0.00
0002	0750 0001	Equipment Maint Contracts	\$2,000.00	\$700.00	\$1,300.00
0002	0793 0001	Travel Expense	\$500.00	\$450.00	\$50.00
0002	0832 0002	Lease/Purchase Office Equip	\$4,800.00	\$1,940.00	\$2,860.00

County Auditor (0003)

<u>PROG</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>ADOPTED</u>	<u>REDUCE</u>	<u>AMENDED</u>
0003	0503 0001	Full-time Employees' Salaries	\$154,076.00	\$4,236.00	\$149,840.00
0003	0526 0001	Overtime Pay	\$2,000.00	\$1,600.00	\$400.00
0003	0621 0001	Operational Supplies	\$1,700.00	\$900.00	\$800.00
0003	0701 0001	Advertising/Legal Notices	\$500.00	\$500.00	\$0.00
0003	0715 0001	Dues and Memberships	\$1,200.00	\$200.00	\$1,000.00
0003	0741 0001	Office Equip/Furniture Maint	\$200.00	\$100.00	\$100.00
0003	0793 0001	Travel Expense	\$500.00	\$150.00	\$350.00

(3)

County Treasurer (0004)

<u>PROG</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>ADOPTED</u>	<u>REDUCE</u>	<u>AMENDED</u>
0004	0503 0001	Full-time Employees' Salaries	\$154,960.00	\$19,857.00	\$135,103.00
0004	0516 0001	Part-time Employees' Salaries	\$9,500.00	\$190.00	\$9,310.00
0004	0526 0001	Overtime Pay	\$2,000.00	\$1,000.00	\$1,000.00
0004	0612 0001	Books/Videos/Publications	\$300.00	\$175.00	\$125.00
0004	0620 0001	Office Supplies	\$2,200.00	\$150.00	\$2,050.00
0004	0628 0001	Copy/Microfilm Expense	\$1,000.00	\$300.00	\$700.00
0004	0629 0001	Letterhead/Printed Forms	\$32,000.00	\$5,000.00	\$27,000.00
0004	0630 0001	Postage	\$40,000.00	\$2,000.00	\$38,000.00
0004	0706 0006	Temporary Employment Serv	\$6,000.00	\$3,000.00	\$3,000.00
0004	0718 0001	Schooling and Conferences	\$2,300.00	\$1,125.00	\$3,425.00 inc.
0004	0719 0015	Notary Bond	\$100.00	\$100.00	\$0.00
0004	0750 0001	Equipment Maint Contracts	\$1,000.00	\$100.00	\$900.00
0004	0793 0001	Travel Expense	\$800.00	\$300.00	\$500.00

County Clerk (0005)

<u>PROG</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>ADOPTED</u>	<u>REDUCE</u>	<u>AMENDED</u>
0006	0612 0001	Books/Videos/Publications	\$100.00	\$17.00	\$83.00
0006	0621 0001	Operational Supplies	\$350.00	\$32.00	\$318.00
0006	0629 0001	Letterhead/Printed Forms	\$5,000.00	\$1,000.00	\$4,000.00
0006	0719 0015	Notary Bond	\$83.00	\$83.00	\$0.00
0006	0741 0001	Office Equip/Furniture Maint	\$500.00	\$200.00	\$300.00
0006	0790 0004	Equipment Rental	\$1,000.00	\$400.00	\$600.00
0007	0503 0001	Full-time Employees' Salaries	\$111,906.00	\$6,195.00	\$105,711.00
0007	0612 0001	Books/Videos/Publications	\$975.00	\$200.00	\$775.00
0007	0620 0001	Office Supplies	\$800.00	\$48.00	\$752.00
0007	0629 0001	Letterhead/Printed Forms	\$2,500.00	\$700.00	\$1,800.00
0007	0701 0001	Advertising/Legal Notices	\$50.00	\$50.00	\$0.00
0007	0719 0015	Notary Bond	\$83.00	\$45.00	\$38.00
0007	0741 0001	Office Equip/Furniture Maint	\$500.00	\$300.00	\$200.00
0007	0795 0003	Telephone Service	\$2,500.00	\$200.00	\$2,300.00

(4)

County Recorder (0006)

<u>PROG</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>ADOPTED</u>	<u>REDUCE</u>	<u>AMENDED</u>
0008	0516 0001	Part-time Employees' Salaries	\$2,600.00	\$2,600.00	\$0.00
0008	0526 0001	Overtime Pay	\$500.00	\$500.00	\$0.00
0008	0612 0001	Books/Videos/Publications	\$600.00	\$200.00	\$400.00
0008	0629 0001	Letterhead/Printed Forms	\$1,000.00	\$300.00	\$700.00
0008	0715 0001	Dues and Memberships	\$900.00	\$385.00	\$515.00
0008	0718 0001	Schooling and Conferences	\$2,000.00	\$891.00	\$1,109.00

Circuit Clerk (0015)

<u>PROG</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>ADOPTED</u>	<u>REDUCE</u>	<u>AMENDED</u>
0011	0526 0001	Overtime Pay	\$12,500.00	\$10,000.00	\$2,500.00
0011	0612 0001	Books/Videos/Publications	\$1,525.00	\$750.00	\$775.00
0011	0706 0001	Contract Services	\$5,000.00	\$400.00	\$4,600.00
0011	0715 0001	Dues and Memberships	\$650.00	\$150.00	\$500.00
0011	0718 0001	Schooling and Conferences	\$2,000.00	\$1,000.00	\$1,000.00
0011	0782 0003	Bank Service Charges	\$500.00	\$400.00	\$100.00
0011	0793 0001	Travel Expense	\$750.00	\$250.00	\$500.00
0012	0503 0001	Full-time Employees' Salaries	\$568,770.00	\$4,159.00	\$564,611.00
0012	0515 0001	Part-time Employees' Salaries	\$48,100.00	\$3,599.00	\$44,501.00
0012	0526 0001	Overtime Pay	\$22,500.00	\$3,353.00	\$19,147.00
0012	0629 0001	Letterhead/Printed Forms	\$16,500.00	\$2,500.00	\$14,000.00
0013	0515 0001	Part-time Employees' Salaries	\$12,194.00	\$12,194.00	\$0.00
0013	0526 0001	Overtime Pay	\$5,000.00	\$4,000.00	\$1,000.00

Circuit Court (0016)

<u>PROG</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>ADOPTED</u>	<u>REDUCE</u>	<u>AMENDED</u>
0016	0516 0001	Part-time Employees' Salaries	\$9,008.00	\$2,008.00	\$7,000.00
0016	0612 0001	Books/Videos/Publications	\$14,000.00	\$2,500.00	\$11,500.00
0016	0630 0001	Postage	\$6,000.00	\$1,000.00	\$5,000.00
0016	0721 0001	Court Appointed Guardian	\$40,000.00	\$5,000.00	\$35,000.00
0016	0722 0003	Special Prosecutor Expense	\$2,500.00	\$2,500.00	\$0.00
0016	0727 0001	Juror Expense	\$116,000.00	\$3,000.00	\$113,000.00
0016	0727 0002	Juror Meals	\$19,000.00	\$1,000.00	\$18,000.00
0016	0727 0003	Juror Parking	\$19,000.00	\$1,000.00	\$18,000.00
0016	0728 0001	Transcript Expense	\$25,000.00	\$3,000.00	\$22,000.00

(5)

Jury Commission (0018)

<u>PROG</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>ADOPTED</u>	<u>REDUCE</u>	<u>AMENDED</u>
0017	0612 0001	Books/Videos/Publications	\$50.00	\$50.00	\$0.00
0017	0620 0001	Office Supplies	\$1,200.00	\$200.00	\$1,000.00
0017	0621 0001	Operational Supplies	\$1,200.00	\$100.00	\$1,100.00
0017	0628 0001	Copy/Microfilm Expense	\$888.00	\$400.00	\$488.00
0017	0629 0001	Letterhead/Printed Forms	\$3,120.00	\$800.00	\$2,320.00
0017	0718 0001	Schooling and Conferences	\$1,749.00	\$749.00	\$1,000.00
0017	0750 0003	Computer Repair/Service	\$500.00	\$100.00	\$400.00
0017	0795 0003	Telephone Service	\$2,100.00	\$210.00	\$1,890.00
0017	0832 0002	Lease/Purchase Office Equip	\$2,192.00	\$350.00	\$1,842.00

State's Attorney (0020)

<u>PROG</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>ADOPTED</u>	<u>REDUCE</u>	<u>AMENDED</u>
0019	0526 0001	Overtime Pay	\$1,500.00	\$978.00	\$522.00
0019	0706 0001	Contract Services	\$35,000.00	\$17,500.00	\$17,500.00
0019	0718 0001	Schooling and Conferences	\$12,000.00	\$5,500.00	\$6,500.00
0019	0724 0001	Investigation Expense	\$5,400.00	\$1,000.00	\$4,400.00
0019	0726 0001	Expert Witness Expense	\$21,100.00	\$2,500.00	\$18,600.00
0020	0628 0001	Copy/Microfilm Expense	\$4,950.00	\$1,500.00	\$3,450.00
0020	0750 0001	Equipment Maint Contracts	\$4,500.00	\$1,000.00	\$3,500.00
0020	0793 0001	Travel Expense	\$2,550.00	\$1,000.00	\$1,550.00
0020	0795 0005	Western Union Service	\$1,650.00	\$1,000.00	\$650.00

Public Defender (0021)

<u>PROG</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>ADOPTED</u>	<u>REDUCE</u>	<u>AMENDED</u>
0023	0526 0001	Overtime Pay	\$1,000.00	\$1,000.00	\$0.00
0023	0621 0001	Operational Supplies	\$6,483.00	\$2,000.00	\$4,483.00
0023	0629 0001	Letterhead/Printed Forms	\$4,454.00	\$2,000.00	\$2,454.00
0023	0701 0001	Advertising/Legal Notices	\$600.00	\$600.00	\$0.00
0023	0706 0006	Temporary Employment Serv	\$1,000.00	\$1,000.00	\$0.00
0023	0718 0001	Schooling and Conferences	\$8,000.00	\$4,000.00	\$4,000.00
0023	0832 0001	Purchase Furn/Office Equip	\$6,000.00	\$2,628.00	\$3,372.00

(6)

Court Services (0022)

<u>PROG</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>ADOPTED</u>	<u>REDUCE</u>	<u>AMENDED</u>
0022	0526 0001	Overtime Pay	\$30,250.00	\$2,500.00	\$27,750.00
0022	0601 0002	Clothing/Non-Employees	\$4,000.00	\$200.00	\$3,800.00
0022	0601 0001	Clothing/Employees	\$1,500.00	\$300.00	\$1,200.00
0022	0612 0001	Books/Videos/Publications	\$2,025.00	\$750.00	\$1,275.00
0022	0621 0001	Operational Supplies	\$5,850.00	\$600.00	\$5,250.00
0022	0624 0002	Personal Hygiene Supplies	\$4,000.00	\$1,500.00	\$2,500.00
0022	0628 0001	Copy/Microfilm Expense	\$1,220.00	\$300.00	\$920.00
0022	0629 0001	Letterhead/Printed Forms	\$500.00	\$400.00	\$100.00
0022	0706 0001	Contract Services	\$1,500.00	\$300.00	\$1,200.00
0022	0715 0001	Dues and Memberships	\$1,210.00	\$800.00	\$410.00
0022	0718 0001	Schooling and Conferences	\$9,000.00	\$1,000.00	\$8,000.00
0022	0741 0001	Office Equip/Furniture Maint	\$500.00	\$100.00	\$400.00
0022	0750 0001	Equipment Maint Contracts	\$1,500.00	\$500.00	\$1,000.00
0022	0757 0002	Employee Medical Expense	\$400.00	\$200.00	\$200.00
0024	0515 0001	Part-time Employees' Salaries	\$14,000.00	\$4,000.00	\$10,000.00
0024	0526 0001	Overtime Pay	\$6,000.00	\$2,000.00	\$4,000.00
0024	0601 0002	Clothing/Non-Employees	\$500.00	\$100.00	\$400.00
0024	0607 0001	Food	\$3,000.00	\$104.00	\$2,896.00
0024	0621 0001	Operational Supplies	\$3,500.00	\$1,000.00	\$2,500.00
0024	0627 0001	Photo Supplies/Film	\$800.00	\$400.00	\$400.00
0024	0715 0001	Dues and Memberships	\$200.00	\$200.00	\$0.00
0024	0718 0001	Schooling and Conferences	\$4,000.00	\$1,500.00	\$2,500.00
0024	0723 0001	Psychiatric Expense	\$3,500.00	\$1,000.00	\$2,500.00
0024	0752 0001	Dental Services	\$100.00	\$100.00	\$0.00
0024	0757 0002	Employee Medical Expense	\$750.00	\$300.00	\$450.00
0024	0790 0004	Equipment Rental	\$12,000.00	\$1,500.00	\$10,500.00
0024	0793 0001	Travel Expense	\$2,000.00	\$500.00	\$1,500.00
0024	0999 0001	Interfund Transfer	\$0.00	\$48,841.00	\$48,841.00

Sheriff (0029)

<u>PROG</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>ADOPTED</u>	<u>REDUCE</u>	<u>AMENDED</u>
0027	0503 0001	Full-time Employees' Salaries	\$1,285,539.00	\$32,785.00	\$1,252,754.00
0027	0601 0001	Clothing/Employees	\$16,879.00	\$1,500.00	\$15,379.00
0027	0621 0001	Operational Supplies	\$25,990.00	\$2,600.00	\$23,390.00
0027	0839 0001	Purchase Radio Equipment	\$1,600.00	\$1,600.00	\$0.00
0027	0841 0001	Purchase Police Equipment	\$4,500.00	\$2,785.00	\$1,715.00

(7)

0028	0621	0001	Operational Supplies	\$4,156.00	\$1,000.00	\$3,156.00
0028	0841	0001	Purchase Police Equipment	\$1,089.00	\$1,089.00	\$0.00
0029	0503	0001	Full-time Employees' Salaries	\$509,921.00	\$1,896.00	\$508,025.00
0029	0515	0001	Part-time Employees' Salaries	\$61,470.00	\$10,000.00	\$51,470.00
0029	0601	0001	Clothing/Employees	\$3,885.00	\$1,500.00	\$2,385.00
0029	0612	0001	Books/Videos/Publications	\$2,356.00	\$750.00	\$1,606.00
0029	0620	0001	Office Supplies	\$15,200.00	\$900.00	\$14,300.00
0029	0621	0001	Operational Supplies	\$3,500.00	\$1,500.00	\$2,000.00
0029	0718	0001	Schooling and Conferences	\$12,000.00	\$4,840.00	\$7,160.00
0029	0770	0001	Mobile Team 8	\$5,775.00	\$1,800.00	\$3,975.00
0029	0793	0001	Travel Expense	\$41,975.00	\$6,000.00	\$35,975.00
0031	0503	0001	Full-time Employees' Salaries	\$2,252,341.00	\$12,212.00	\$2,240,129.00
0031	0515	0001	Part-time Employees' Salaries	\$14,196.00	\$3,100.00	\$11,096.00
0031	0601	0001	Clothing/Employees	\$10,700.00	\$1,500.00	\$9,200.00
0031	0612	0001	Books/Videos/Publications	\$1,556.00	\$250.00	\$1,306.00
0031	0718	0001	Schooling and Conferences	\$7,000.00	\$1,500.00	\$5,500.00
0031	0770	0001	Mobile Team 8	\$3,825.00	\$225.00	\$3,600.00
0031	0790	0004	Equipment Rental	\$3,600.00	\$2,400.00	\$1,200.00
0033	0515	0001	Part-time Employees' Salaries	\$9,854.00	\$9,641.00	\$213.00
0033	0621	0001	Operational Supplies	\$6,068.00	\$1,500.00	\$4,568.00
0033	0742	0001	Vehicle Maintenance/Repair	\$35,000.00	\$5,000.00	\$30,000.00

Coroner (0031)

<u>PROG</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>ADOPTED</u>	<u>REDUCE</u>	<u>AMENDED</u>	
0038	0515	0001	Part-time Employees' Salaries	\$44,283.00	\$2,500.00	\$41,783.00
0038	0612	0001	Books/Videos/Publications	\$1,000.00	\$600.00	\$400.00
0038	0627	0001	Photo Supplies/Film	\$5,100.00	\$1,000.00	\$4,100.00
0038	0629	0001	Letterhead/Printed Forms	\$1,200.00	\$330.00	\$870.00
0038	0709	0001	Garbage Disposal Service	\$100.00	\$100.00	\$0.00
0038	0718	0001	Schooling and Conferences	\$6,500.00	\$500.00	\$6,000.00
0038	0724	0001	Investigation Expense	\$4,500.00	\$500.00	\$4,000.00
0038	0742	0001	Vehicle Maintenance/Repair	\$4,500.00	\$1,000.00	\$3,500.00
0038	0757	0001	Non-Employee Medical Exp	\$2,500.00	\$500.00	\$2,000.00
0038	0839	0001	Purchase Radio Equipment	\$1,225.00	\$1,225.00	\$0.00

Rescue Squad (0032)

<u>PROG</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>ADOPTED</u>	<u>REDUCE</u>	<u>AMENDED</u>	
0039	0743	0001	Radio/Common Equip Maint	\$1,000.00	\$782.00	\$218.00

(8)

Building & Zoning (0038)

<u>PROG</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>ADOPTED</u>	<u>REDUCE</u>	<u>AMENDED</u>
0040	0516 0001	Part-time Employees' Salaries	\$3,549.00	\$700.00	\$2,849.00
0040	0520 0001	Per Deim Pay	\$7,280.00	\$3,000.00	\$4,280.00
0040	0526 0001	Overtime Pay	\$600.00	\$200.00	\$400.00
0040	0608 0001	Gasoline/Oil/Diesel Fuel	\$1,800.00	\$400.00	\$1,400.00
0040	0621 0001	Operational Supplies	\$1,000.00	\$500.00	\$500.00
0040	0630 0001	Postage	\$1,800.00	\$500.00	\$1,300.00
0040	0701 0001	Advertising/Legal Notices	\$400.00	\$100.00	\$300.00
0040	0728 0001	Transcript Expense	\$500.00	\$500.00	\$0.00
0040	0741 0001	Office Equip/Furniture Maint	\$160.00	\$50.00	\$110.00
0040	0795 0003	Telephone Service	\$3,300.00	\$200.00	\$3,100.00

Parks & Recreation (0040)

<u>PROG</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>ADOPTED</u>	<u>REDUCE</u>	<u>AMENDED</u>
0042	0515 0001	Part-time Employees' Salaries	\$20,280.00	\$1,725.00	\$18,555.00
0042	0526 0001	Overtime Pay	\$9,500.00	\$1,550.00	\$7,950.00
0042	0608 0001	Gasoline/Oil/Diesel Fuel	\$5,000.00	\$100.00	\$4,900.00
0042	0612 0001	Books/Videos/Publications	\$300.00	\$125.00	\$175.00
0042	0620 0001	Office Supplies	\$200.00	\$50.00	\$150.00
0042	0621 0001	Operational Supplies	\$3,250.00	\$300.00	\$2,950.00
0042	0718 0001	Schooling and Conferences	\$1,000.00	\$550.00	\$450.00
0042	0742 0001	Vehicle Maintenance/Repair	\$3,000.00	\$500.00	\$2,500.00
0042	0744 0001	Maint Bldg/Grounds/Equip	\$7,500.00	\$1,000.00	\$6,500.00
0042	0750 0001	Equipment Maint Contracts	\$2,500.00	\$338.00	\$2,162.00
0043	0516 0001	Part-time Employees' Salaries	\$43,472.00	\$1,725.00	\$41,747.00
0043	0608 0001	Gasoline/Oil/Diesel Fuel	\$750.00	\$100.00	\$650.00
0043	0612 0001	Books/Videos/Publications	\$200.00	\$100.00	\$100.00
0043	0621 0001	Operational Supplies	\$4,500.00	\$100.00	\$4,400.00
0043	0629 0001	Letterhead/Printed Forms	\$2,000.00	\$90.00	\$1,910.00
0043	0701 0001	Advertising/Legal Notices	\$3,000.00	\$1,000.00	\$2,000.00
0043	0715 0001	Dues and Memberships	\$650.00	\$350.00	\$300.00
0043	0773 0001	Special Services	\$3,000.00	\$500.00	\$2,500.00
0043	0839 0001	Purchase Radio Equipment	\$0.00	\$112.00	\$112.00 inc.

(9)

Facilities Management (0041)

<u>PROG</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>ADOPTED</u>	<u>REDUCE</u>	<u>AMENDED</u>
0022	0526 0001	Overtime Pay	\$2,700.00	\$450.00	\$2,250.00
0022	0601 0001	Clothing/Employees	\$160.00	\$160.00	\$0.00
0022	0625 0001	Building/Grounds Equip Maint	\$6,020.00	\$350.00	\$5,670.00
0046	0526 0001	Overtime Pay	\$8,569.00	\$500.00	\$8,069.00
0046	0601 0001	Clothing/Employees	\$600.00	\$600.00	\$0.00
0046	0608 0001	Gasoline/Oil/Diesel Fuel	\$495.00	\$75.00	\$420.00
0046	0620 0001	Office Supplies	\$200.00	\$50.00	\$150.00
0046	0621 0001	Operational Supplies	\$4,470.00	\$550.00	\$3,920.00
0046	0624 0001	Cleaning Supplies	\$22,400.00	\$2,000.00	\$20,400.00
0046	0625 0001	Building/Grounds Equip Maint	\$28,300.00	\$4,600.00	\$23,700.00
0046	0627 0001	Photo Supplies/Film	\$200.00	\$200.00	\$0.00
0046	0701 0001	Advertising/Legal Notices	\$200.00	\$200.00	\$0.00
0046	0708 0001	Pest Control Service	\$1,872.00	\$1,330.00	\$542.00
0046	0743 0001	Radio/Common Equip Maint	\$410.00	\$410.00	\$0.00
0046	0744 0001	Maint Bldg/Grounds/Equip	\$31,530.00	\$21,700.00	\$9,830.00
0046	0764 0001	Laundry and Cleaning	\$300.00	\$300.00	\$0.00
0049	0526 0001	Overtime Pay	\$3,000.00	\$2,340.00	\$660.00
0049	0601 0001	Clothing/Employees	\$160.00	\$160.00	\$0.00
0049	0608 0001	Gasoline/Oil/Diesel Fuel	\$120.00	\$102.00	\$18.00
0049	0708 0001	Pest Control Service	\$650.00	\$180.00	\$470.00
0049	0709 0001	Garbage Disposal Service	\$300.00	\$300.00	\$0.00
0049	0838 0001	Purchase Machinery/Equip	\$28,300.00	\$5,500.00	\$22,800.00
0050	0526 0001	Overtime Pay	\$35,000.00	\$2,800.00	\$32,200.00
0050	0601 0001	Clothing/Employees	\$2,280.00	\$1,875.00	\$405.00
0050	0612 0001	Books/Videos/Publications	\$710.00	\$710.00	\$0.00
0050	0624 0001	Cleaning Supplies	\$50,000.00	\$900.00	\$49,100.00
0050	0625 0001	Building/Grounds Equip Maint	\$46,500.00	\$2,500.00	\$44,000.00
0050	0627 0001	Photo Supplies/Film	\$200.00	\$200.00	\$0.00
0050	0628 0001	Copy/Microfilm Expense	\$460.00	\$75.00	\$385.00
0050	0629 0001	Letterhead/Printed Forms	\$250.00	\$250.00	\$0.00
0050	0630 0001	Postage	\$1,100.00	\$130.00	\$970.00
0050	0701 0001	Advertising/Legal Notices	\$700.00	\$300.00	\$400.00
0050	0708 0001	Pest Control Service	\$2,300.00	\$840.00	\$1,460.00
0050	0718 0001	Schooling and Conferences	\$2,500.00	\$2,140.00	\$360.00
0050	0743 0001	Radio/Common Equip Maint	\$2,500.00	\$1,500.00	\$1,000.00

(10)

0050	0744	0001	Maint Bldg/Grounds/Equip	\$69,330.00	\$16,900.00	\$52,430.00
0050	0764	0001	Laundry and Cleaning	\$500.00	\$500.00	\$0.00
0050	0765	0001	Moving Expense	\$250.00	\$250.00	\$0.00
0050	0793	0001	Travel Expense	\$420.00	\$100.00	\$320.00
0050	0832	0001	Purchase Furn/Office Equip	\$42,100.00	\$42,100.00	\$0.00
0050	0835	0001	Purchase Kitchen/Laund Eq	\$6,000.00	\$200.00	\$5,800.00
0050	0838	0001	Purchase Machinery/Equip	\$6,500.00	\$541.00	\$5,959.00

Information Services (0043)

<u>PROG</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>ADOPTED</u>	<u>REDUCE</u>	<u>AMENDED</u>	
0047	0833	0002	Purchase Computer Equip	\$172,000.00	\$30,000.00	\$142,000.00
0047	0833	0003	Lease/Purchase Computer Eq	\$175,000.00	\$21,428.00	\$153,572.00

Emergency Services Disaster Agency (0047)

<u>PROG</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>ADOPTED</u>	<u>REDUCE</u>	<u>AMENDED</u>	
0052	0601	0001	Clothing/Employees	\$800.00	\$495.00	\$305.00
0052	0607	0001	Food	\$250.00	\$25.00	\$225.00
0052	0628	0001	Copy/Microfilm Expense	\$500.00	\$500.00	\$0.00
0052	0715	0001	Dues and Memberships	\$100.00	\$70.00	\$30.00
0052	0741	0001	Office Equip/Furniture Maint	\$100.00	\$100.00	\$0.00
0052	0742	0001	Vehicle Maintenance/Repair	\$2,000.00	\$1,000.00	\$1,000.00
0052	0743	0001	Radio/Common Equip Maint	\$2,500.00	\$1,500.00	\$1,000.00
0052	0793	0001	Travel Expense	\$3,000.00	\$600.00	\$2,400.00

Assessment Office (0049)

<u>PROG</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>ADOPTED</u>	<u>REDUCE</u>	<u>AMENDED</u>	
0054	0503	0001	Full-time Employees' Salaries	\$337,864.00	\$15,985.00	\$321,879.00
0054	0526	0001	Overtime Pay	\$3,000.00	\$3,000.00	\$0.00
0054	0608	0001	Gasoline/Oil/Diesel Fuel	\$500.00	\$10.00	\$490.00
0054	0612	0001	Books/Videos/Publications	\$500.00	\$19.00	\$481.00
0054	0620	0001	Office Supplies	\$1,800.00	\$169.00	\$1,631.00
0054	0621	0001	Operational Supplies	\$546.00	\$33.00	\$513.00
0054	0627	0001	Photo Supplies/Film	\$300.00	\$6.00	\$294.00
0054	0628	0001	Copy/Microfilm Expense	\$750.00	\$15.00	\$735.00
0054	0629	0001	Letterhead/Printed Forms	\$22,930.00	\$2,180.00	\$20,750.00
0054	0630	0001	Postage	\$24,600.00	\$4,767.00	\$29,367.00 inc.
0054	0701	0001	Advertising/Legal Notices	\$18,535.00	\$4,835.00	\$13,700.00

(11)

0054	0706	0001	Contract Services	\$100,000.00	\$5,000.00	\$105,000.00
0054	0706	0006	Temporary Employment Serv	\$1,000.00	\$1,000.00	\$0.00
0054	0715	0001	Dues and Memberships	\$1,000.00	\$20.00	\$980.00
0054	0718	0001	Schooling and Conferences	\$7,000.00	\$1,410.00	\$5,590.00
0054	0719	0015	Notary Bond	\$100.00	\$30.00	\$130.00
0054	0742	0001	Vehicle Maintenance/Repair	\$750.00	\$15.00	\$735.00
0054	0790	0004	Equipment Rental	\$2,300.00	\$46.00	\$2,254.00
0054	0793	0001	Travel Expense	\$325.00	\$225.00	\$100.00
0054	0795	0003	Telephone Service	\$6,600.00	\$144.00	\$6,456.00
0055	0503	0001	Full-time Employees' Salaries	\$5,283.00	\$106.00	\$5,177.00
0055	0520	0001	Per Deim Pay	\$28,066.00	\$561.00	\$27,505.00
0055	0612	0001	Books/Videos/Publications	\$50.00	\$25.00	\$25.00
0055	0621	0001	Operational Supplies	\$25.00	\$14.00	\$11.00
0055	0629	0001	Letterhead/Printed Forms	\$250.00	\$5,000.00	(\$4,750.00)
0055	0630	0001	Postage	\$1,505.00	\$5,289.00	(\$3,784.00)
0055	0701	0001	Advertising/Legal Notices	\$1,500.00	\$200.00	\$1,300.00
0055	0718	0001	Schooling and Conferences	\$2,215.00	\$715.00	\$1,500.00
0055	0793	0001	Travel Expense	\$400.00	\$355.00	\$45.00

3. That the County Clerk shall provide a certified copy of this ordinance to the County Administrator, County Auditor, County Treasurer, and the departments and agencies herein affected.

ADOPTED by the County Board of McLean County this 20th day of August, 2002.

ATTEST:

APPROVED:

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

 Michael F. Sweeney, Chairman
 McLean County Board

Reductions by Department

<u>Department</u>	<u>2002 Adopted Budget</u>	<u>Targeted Reduction</u>	<u>Actual Reduction</u>
County Board	\$1,202,173	\$27,318	\$28,500
County Administration	\$375,863	\$9,562	\$9,574
County Auditor	\$264,658	\$7,684	\$7,686
County Treasurer	\$340,962	\$30,760	\$31,047
County Clerk	\$582,959	\$12,696	\$9,470
County Recorder	\$176,061	\$4,876	\$4,876
Merit Commission	\$14,631	\$521	\$0
Circuit Clerk	\$1,625,633	\$42,755	\$42,755
Circuit Court	\$762,551	\$20,828	\$21,008
Jury Commission	\$92,762	\$2,959	\$2,959
State's Attorney	\$1,911,813	\$43,776	\$31,978
Public Defender	\$1,213,701	\$28,524	\$13,228
Court Services	\$2,962,810	\$70,995	\$70,995
Sheriff	\$6,035,671	\$184,059	\$109,873
Coroner	\$354,847	\$10,031	\$8,255
Rescue Squad	\$25,355	\$782	\$782
Building & Zoning	\$263,345	\$6,045	\$6,150
Parks & Recreation	\$383,510	\$10,315	\$10,315
Facilities Maintenance	\$3,079,701	\$92,457	\$116,868
Information Services	\$1,782,557	\$51,428	\$51,428
ESDA	\$145,207	\$3,595	\$4,290
Blm. Election Comm.	\$390,902	\$0	\$0
Assessor	\$604,121	\$24,384	\$31,580
Total		\$686,350	\$613,617

CHAPTER 11 – FINANCE

A RESOLUTION AUTHORIZING AND DIRECTING THE McLEAN COUNTY AUDITOR TO ESTABLISH METHODS AND PROCEDURES FOR REPORTING AND ACCOUNTING OF FIXED ASSETS, AS AMENDED

WHEREAS, the formulation and implementation of a sound financial management reporting system for McLean County government can lead to improved credit ratings, more favorable interest rates, demonstrated accountability to taxpayers and the financial community, And improved information for management; and

WHEREAS, a fixed asset records system is an integral component of any financial management reporting system; and

WHEREAS, a fixed asset records system provides a basis for County financial reports to be in conformity with generally accepted accounting principles; and

WHEREAS, a fixed asset records system will allow the County Board and officials to determine replacement costs, excess assets, control and accountability, maintenance costs and total cost of services; and

WHEREAS, the County Auditor has recommended, and the Finance Committee concurs, that the County Board adopt a fixed assets reporting policy; now, therefore,

BE IT RESOLVED as follows:

11.41-1 FIXED ASSET RECORDS

- A) The County Auditor shall conduct an inventory to establish and maintain current fixed asset records. These records shall provide lists and summaries of all assets owned by the County of McLean, subject to the limitations set forth herein, accurate historical costs, or estimates where necessary, and each asset's location.
- B) The following fixed asset accounts shall be used in this records system:
 - 1) Land – a fixed asset account which reflects the cost of land owned by the County.
 - 2) Buildings – a fixed asset account reflecting the acquisition costs of permanent structures owned or held by the county and improvements thereon.

- 3) Improvements Other Than Buildings – a fixed asset account which reflects acquisition value of permanent improvements other than buildings, which add value to land, including but not limited to fences, retaining walls, sidewalks, pavements, gutters, tunnels, bridges and other such structures and improvements (land improvements).
 - 4) Machinery and Equipment – a fixed asset account which reflects the acquisition cost of tangible property of a more or less permanent nature, other than land or buildings and improvements thereon, including but not limited to machinery, tools, trucks, cars, furniture, furnishings and other such machinery and equipment.
 - 5) Infrastructure - Long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, tunnels, drainage systems, water and sewer systems, dams, and lighting systems.
- C) For Financial Reporting purposes, the County Auditor shall record the stated value of each fixed asset as follows:
- 1) Items (other than infrastructure) valued at \$10,000 or above. Items (other than infrastructure) between \$1,000 and \$10,000 shall be recorded on the fixed asset inventory list subject to departmental control.
 - 2) Infrastructure assets valued at \$100,000 or above.
- D) The County Auditor shall maintain a current fixed asset inventory by developing procedures and forms to process and report all acquisitions, adjustments, transfers, and retirements. Any changes shall be reported in the inventory in a timely manner. Procedures shall be established to take periodic physical inventories of fixed assets, especially machinery and equipment. A system shall be established for the inventorying of a portion of the fixed assets each year, which will result in the County Auditor having inventoried all fixed assets over a period of four years.

11.41-2 ACTUAL CASH VALUE, SALVAGE VALUE

- A) The County Auditor shall be authorized to determine the useful life of all fixed assets. ~~Those assets purchased at a cost between \$1000.00 and \$5,000.00 shall be depreciated 100% over their assigned period of useful life.~~
- B) Motor vehicles and heavy construction equipment shall be depreciated to a predetermined salvage value. The salvage value shall be set by the County Auditor with the assistance of the particular department head and any industry standards which may be available.

11.41-3 MISCELLANEOUS PROVISIONS

- A) The receipt of any asset valued at \$10,000.00 or more which is given, donated, or otherwise received by any County department or office shall be immediately reported to the County Auditor for inclusion in the fixed assets inventory.
- B) No County office or department shall transfer, release, discard, or dispose of any asset recorded in the County's fixed assets inventory without obtaining the necessary authorization from the County Auditor. A completed "Capital Item Release Request" Form must be submitted to the County Auditor before approval may be given.
- C) Any County elected official or department head who wishes to discard or dispose of any obsolete, out-dated, or otherwise unusable fixed assets, shall so indicate that intention to the County Auditor through the use of the Capital Item Release Request Form. Upon approval of the County Auditor, assets marked for disposal shall come under the jurisdiction of the Facilities Manager. The Facilities Manager shall compile and publish annually a list of these assets and shall circulate the list among the various County department heads. Any department or office may request any or all of the listed assets for its own use. In the event of more than one request for any specific item, the Facilities Manager shall determine the recipient. Any assets remaining unclaimed by any office or department head shall remain under the jurisdiction of the Facilities Manager, who, upon the approval of the Property Committee, shall be authorized to:
 - (i) conduct, after publication in a newspaper of general circulation in McLean County, a public auction, proceeds of which shall be placed in any such fund or funds as may be determined by the County Administrator in each instance, or
 - (ii) offer the assets to local governments and school districts that have some or all of their corporate boundaries lying within McLean County; or
 - (iii) offer the assets to bonafide not-for-profit corporations after publication in a newspaper of general circulation in McLean County.

Assets, which are unable to be disposed of in accordance with this paragraph, shall be disposed of at a sanitary landfill.

- D) The County Auditor shall make a general annual report to the Finance Committee of the County Board relating to fixed assets.

11.41-4 REPEAL

All resolutions, ordinances, policies and parts thereof which are in conflict with the provisions of this Resolution are hereby repealed.

11.41-5 EFFECTIVE DATE

This Resolution shall become effective immediately on and after its adoption according to law.

ADOPTED by the County Board of McLean County, Illinois, this 20th day of August, 2002.

ATTEST:

APPROVED:

Peggy Ann Milton, County Clerk
of McLean County

Michael F. Sweeney, Chairman
McLean County Board

E:\ANNRES\REVCODE_FIXEDASSETS2.MAR.final

GASB 34 Implementation Program
McLean County, Illinois
Proposal One
07/12/2002

Objective: Assess the impact of raising the recognition threshold for McLean County Fixed Assets.

Introduction:

The Government Finance Officer's Association publishes a book called Governmental Accounting, Auditing and Financial Reporting (GAAFR). The newest edition was published in 2001 and incorporates all of the authoritative guidance issued by the Governmental Accounting Standards Board (GASB) in Statements One through No. 36. Ultimately, in order to receive a clean opinion from our external auditors, we need to comply with Generally Accepted Accounting Principles (GAAP). GASB helps to provide guidance on how we can practically execute this requirement.

Of particular concern in this proposal is the issue of where to set the county's recognition threshold for Fixed Assets. Capital Assets are Fixed Assets that by definition are capitalized and expensed over succeeding periods. Governing bodies are given a great deal of independence in their ability to set their respective capitalization thresholds and still being able to comply with GAAP. Management can select the reporting threshold, determine the method for calculating depreciation and the useful lives of its capital assets.

In 2001, McLean County raised the recognition threshold for its fixed assets from \$250 to \$1,000. This provided for the elimination of 5,575 items from the Fixed Asset Master List.

In contemplating the implementation of GASB 34 at the end of this Fiscal Year it is important to consider the desirability and ramifications of raising this threshold even higher. Discussions with Clifton, Gunderson and correspondence with a number of other governmental entities have shown that the amount being adopted nationwide is considerably higher than our current level.

Issues:

Chapter Eleven in the GAAFR lists six key elements for "Establishing Appropriate Capitalization Thresholds for Fixed Assets" (p. 180), they are as follows:

- (1) "Fixed Assets should be capitalized only if they have an estimated useful life of at least two years following the date of acquisition."
- (2) "Capitalization thresholds should be applied to individual fixed assets rather to groups of fixed assets."
- (3) "As a general rule, capitalization thresholds should be designed to encompass approximately 80 percent of a government's total non-infrastructure assets."
- (4) "In no case should a government establish a capitalization threshold of less than \$5,000 for any individual item."
- (5) "In establishing capitalization thresholds, governments that are recipients of federal awards should be aware of federal requirements that prevent the use of capitalization thresholds in excess of certain specified maximum amounts."
- (6) "Governments should exercise control over non-capitalized fixed assets by establishing and maintaining adequate control procedures at the departmental level."

Implications:

1. In order to minimize adverse impacts on the county's financial statements, the final recognition threshold for fixed assets must be established by December 31, 2002.
2. Raising the threshold means the number of items carried on the list and subject to external audit is dramatically reduced. The external auditors are highly unlikely to inventory low value items anyway, so the desire to carry them on the books is internally generated rather than externally generated.
3. The chart below attempts to highlight the consequences of raising the recognition threshold.

<u># Items</u>	<u>Value Range</u>	<u>Value (\$)</u>	<u>Cumulative Value (\$)</u>	<u>% of Total County Assets (\$)</u>	<u>Cumulative % of Total</u>	<u>2001 Deprec. Expense</u>	<u>Cumulative Deprec. Expense</u>
4,589	<\$5,000	5,058,142	5,058,142	7.19%	7.19%	476,321	476,321
69	\$5,000-\$5,999	374,648	5,432,790	0.54%	7.73%	44,971	521,292
50	\$6,000-\$6,999	320,934	5,753,724	0.45%	8.18%	19,251	540,543
37	\$7,000-\$7,999	273,584	6,027,308	0.39%	8.57%	14,501	555,044
32	\$8,000-\$8,999	270,152	6,297,460	0.39%	8.96%	23,998	579,042
25	\$9,000-\$9,999	237,893	6,535,353	0.33%	9.29%	18,398	597,440
4,802 (93%)	Total # Items	\$6,535,353	Total Value	9.29%		\$597,440	
5,141 (100%)	Total Number of Cty. Assets	\$70,311,412	Total \$'s of Cty. Assets				

Recommendations:

1. Raise the threshold for recognizing Fixed Assets to \$10,000.
2. Delete all fixed assets below the threshold amount from the Fixed Asset Master List before the end of 2002.
3. Re-issue guidance to department heads on safeguarding departmental capital assets, both those that are capitalized and those that are not. It should be emphasized that the level of accountability is at the departmental level, and the respective department head is ultimately responsible for safeguarding those assets. Therefore the level of internal control remains the same.
4. Keep the number of categories of assets that warrant greater control and are below the recognition threshold level at four.

An Ordinance of the McLean County Board
Amending the 2002 Combined
Appropriation and Budget Ordinance for Fund 0103

WHEREAS, Chapter 55, Section 5/6-1003 of the Illinois Compiled Statutes (1992) allows the County Board to approve appropriations in excess of those authorized by the budget; and,

WHEREAS, the McLean County Health Department has requested an amendment to the McLean County Fiscal Year 2002 appropriation in Fund 0103 Women, Infants, and Children (WIC) program, and the Board of Health and Finance Committee concur; and,

WHEREAS, the County Board concurs that it is necessary to approve such amendment, now, therefore,

BE IT ORDAINED AS FOLLOWS:

1. That the Treasurer is requested to appropriate funds to new revenue line 0407-0142 Federal Financial Participation - in Fund 0103, Department 0061, Program 0062, and establishing an appropriation of \$12,296.00 and reduce the appropriation for revenue line 0407-0024 I.D.P.A. Healthy Kids in the same program and sub-program by \$3,063 from \$9,972 to \$6,909.
2. That the County Auditor is requested to adjust the appropriations of the following line - item accounts in Fund 0103, Department 0061, Program 0062, WIC Grant as follows:

LINE	DESCRIPTION	PRESENT AMOUNT	ADJ	NEW AMOUNT
0503-0001	Full Time Employees	\$177,306	\$ 7,270	\$184,576
0516-0001	Occasional/Seasonal	\$ 7,351	(\$3,063)	\$ 4,288
0599-0001	County IMRF Contrib.	\$ 8,952	\$ 306	\$ 9,258
0599-0002	Employee Medical Ins	\$ 13,230	\$ 800	\$ 14,030
0599-0003	Social Security Contrib.	\$ 13,752	\$ 323	\$ 14,075
0706-0001	Contract Services	\$ 0	\$ 3,000	\$ 3,000
0718-0001	Schooling & Conference	\$ 1,468	\$ 375	\$ 1,843
0793-0001	Travel	\$ 300	\$ 160	\$ 460
0795-0003	Telephone Service	\$ 7,450	\$ 62	\$ 7,512
TOTALS:		\$229,809	\$ 9,233	\$239,042

3. That the County Clerk shall provide a copy of this ordinance to the County Administrator, County Treasurer, County Auditor, and the Director of the Health Department.

Adopted by the County Board of McLean County this _____ day of _____, 2002.

ATTEST:

APPROVED:

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

Michael F. Sweeney Chairman of the
McLean County Board

An Ordinance of the McLean County Board
Amending the 2002 Combined
Appropriation and Budget Ordinance for Fund 0105

WHEREAS, Chapter 55, Section 5/6-1003 of the Illinois Compiled Statutes (1992) allows the County Board to approve appropriations in excess of those authorized by the budget; and,

WHEREAS, the McLean County Health Department has requested an amendment to the McLean County Fiscal Year 2002 appropriation in Fund 0105 Preventive Health Program, and the Board of Health and Finance Committee concur; and,

WHEREAS, the County Board concurs that it is necessary to approve such amendment, now, therefore,

BE IT ORDAINED AS FOLLOWS:

1. That the Treasurer is requested to decrease revenue line 0407-0061 Tobacco Initiative - in Fund 0105, Department 0061, Program 0067, and decreasing the appropriation by \$40,844 from \$153,567 to \$112,723, increase the appropriation for line 0105-0061-0067-0407-0017 Healthy Hearts by \$16,500 from \$ 0 to \$16,500 and appropriate \$6,592 in the new revenue line 0105-0061-0067-0407-0142 Federal Financial Participation from \$0 to \$6,592.
2. That the County Auditor is requested to adjust the appropriations of the following line-item accounts in Fund 0105, Department 0061, Program 0067, Preventive Health Program as follows:

LINE	DESCRIPTION	PRESENT AMOUNT	ADJ	NEW AMOUNT
0501-0001	Full Time Salaries	\$ 44,557	(\$13,939)	\$ 30,618
0515-0001	Part-Time Salaries	\$ 49,112	(\$ 5,348)	\$ 43,764
0599-0001	County IMRF	\$ 3,935	(\$ 560)	\$ 3,375
0599-0002	Employee Medical	\$ 3,496	(\$ 1,224)	\$ 2,272
0599-0003	SS Contribution	\$ 7,959	(\$ 1,475)	\$ 6,484
0701-0001	Advertising	\$ 14,129	\$ 3,094	\$ 17,223
0715-0003	Accreditations	\$ 0	\$ 1,700	\$ 1,700
TOTALS:		\$123,188	(\$17,752)	\$105,436

3. That the County Clerk shall provide a copy of this ordinance to the County Administrator, County Treasurer, County Auditor, and the Director of the Health Department.

Adopted by the County Board of McLean County this _____ day of _____, 2002.

ATTEST:

APPROVED:

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

Michael F. Sweeney Chairman of the
McLean County Board

F:\adm\budg\02healthpromoapprop.71702

An Ordinance of the McLean County Board
 Amending the 2002 Combined
 Appropriation and Budget Ordinance for Fund 0106

WHEREAS, Chapter 55, Section 5/6-1003 of the Illinois Compiled Statutes (1992) allows the County Board to approve appropriations in excess of those authorized by the budget; and,

WHEREAS, the McLean County Health Department has requested an amendment to the McLean County Fiscal Year 2002 appropriation in Fund 0106 Family Case Management, and the Board of Health and Finance Committee concur; and,

WHEREAS, the County Board concurs that it is necessary to approve such amendment, now, therefore,

BE IT ORDAINED AS FOLLOWS:

1. That the Treasurer is requested to appropriate funds to new revenue line 0407-0142 Federal Financial Participation - in Fund 0106, Department 0061, Program 0062, and establishing an appropriation of \$6,790.00.
2. That the County Auditor is requested to adjust the appropriations of the following line - item accounts in Fund 0106, Department 0061, Program 0062, Family Case Management as follows:

LINE	DESCRIPTION	PRESENT AMOUNT	ADJ	NEW AMOUNT
0503-0001	Full Time Employees	\$487,601	\$ 1,818	\$489,419
0599-0001	County IMRF Contrib.	\$ 20,479	\$ 76	\$ 20,555
0599-0002	Employee Medical Ins	\$ 36,455	\$ 200	\$ 36,655
0599-0003	Social Security Contrib.	\$ 37,688	\$ 139	\$ 37,827
0706-0001	Contract Services	\$ 1,500	\$ 4,500	\$ 6,000
0793-0001	Travel	\$ 16,550	\$ 40	\$ 16,590
0795-0003	Telephone Service	\$ 17,850	\$ 17	\$ 17,867
TOTALS:		\$618,123	\$ 6,790	\$624,913

3. That the County Clerk shall provide a copy of this ordinance to the County Administrator, County Treasurer, County Auditor, and the Director of the Health Department.

Adopted by the County Board of McLean County this _____ day of _____, 2002.

ATTEST:

APPROVED:

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

 Michael F. Sweeney Chairman of the
 McLean County Board

RESOLUTION OF THE McLEAN COUNTY BOARD
RECOMMENDING THAT A REFERENDUM QUESTION
ON THE PROPERTY TAX EXTENSION LIMITATION LAW
NOT BE PLACED ON THE BALLOT
OF THE NOVEMBER, 2002 GENERAL ELECTION

WHEREAS, pursuant to Section 18-213 of the Property Tax Extension Limitation Law (35 ILCS 200/18-213), the McLean County Board may, by ordinance or resolution, submit to the voters of the County the question of whether to make all non-home rule taxing districts that have all or a portion of their equalized assessed valuation situated in the County subject to the Property Tax Extension Limitation Law; and,

WHEREAS, the Finance Committee of the McLean County Board held two public hearings to receive testimony on whether to place the Property Tax Extension Limitation referendum question on the ballot of the November 5, 2002 general election; and,

WHEREAS, the Finance Committee of the McLean County Board, at its regular meeting on August 6, 2002, approved a motion recommending that the Property Tax Extension Limitation referendum question not be placed on the ballot of the November 5, 2002 general election; and,

WHEREAS, the McLean County Board, at its regular meeting on August 20, 2002, approved a Resolution recommending that the Property Tax Extension Limitation referendum question not be placed on the ballot of the November 5, 2002 general election; now, therefore,

BE IT RESOLVED by the McLean County Board as follows:

- (1) Pursuant to Section 18-213 of the Property Tax Extension Limitation Law, the McLean County Board hereby approves this Resolution recommending that the Property Tax Extension Limitation referendum question not be placed on the ballot of the November 5, 2002 general election.
- (2) The McLean County Board hereby requests that the County Clerk provide a certified copy of this Resolution to the County Administrator and the First Civil Assistant State's Attorney.

ADOPTED by the McLean County Board this 20th day of August, 2002.

ATTEST:

APPROVED:

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

Michael F. Sweeney, Chairman
McLean County Board



JAMES E. BOYLAN
COUNTY TREASURER
(309) 888-5180

104 W. Front Room 706 P.O. Box 2400 Bloomington, Illinois 61702-2400

July 24, 2002

Memo To: Finance Committee
John M. Zeunik

From: Rebecca McNeil
Assistant Treasurer

Re: Response to Management Letter Regarding Cash Recognition

The Treasurer's Office will require that all cash received in 2003 be deposited as such. Our office realizes that there will be situations where the revenue should actually be recognized in the prior year. If this is the case, it will be the responsibility of the County Department to notify the Assistant Treasurer prior to coming in with the turn-in. If it is appropriate, the Assistant Treasurer will make the accrual for the 2002 revenue recognition and provide the County Department the appropriate receivable line to credit with their 2003 deposit.

All County Departments will be sent written notification of this procedure 2 weeks prior to the end of the year so they can plan accordingly.



JAMES E. BOYLAN
COUNTY TREASURER
(309) 888-5180

104 W. Front Room 706 P.O. Box 2400 Bloomington, Illinois 61702-2400

July 24, 2002

Memo To: Finance Committee
John M. Zeunik

From: Rebecca McNeil
Assistant Treasurer

Re: Response to Management Letter Regarding Unclaimed Property

Currently all of the money in Fund 0601, the "Trust Fund" or "Unclaimed Property Fund," has been reconciled and turned into the State of Illinois upon the seventh year of being unclaimed. Over the last two years we have turned in \$48,486.89 in unclaimed property to the State of Illinois.

Currently the Treasurer's Office is working on notifying individuals that have uncashed checks issued to them by the County's various funds (general fund, payroll, nursing home, etc.) We have given them 10 days to respond to the letter. If they do not respond the money is turned into Fund 0601 and will be turned over to the State when it is seven years old.

The Treasurer's Office is able to do this for the bank accounts that we maintain. It is the individual Department's responsibility to turn the unclaimed property/uncashed checks over to the Treasurer's Office for their individual bank accounts after they have unsuccessfully notified the owners. Their turn-in must include a detailed list of the dollar amounts and last known names & addresses of the owners. They must also have some type of proof that they tried to contact the owners. In some cases the County Department may choose to file their own Unclaimed Property report to the State Treasurer.

Attached is a memo to County Department's reminding them of the Illinois Unclaimed Property Act and requirements.



McLean County

JAMES E. BOYLAN
COUNTY TREASURER

(309) 888-5180

104 W. Front Room 706 P.O. Box 2400 Bloomington, Illinois 61702-2400

July 24, 2002

Memo To: All County Departments

From: Becky McNeil
Assistant Treasure

Re: Unclaimed Property

This memo is to remind you of the Illinois Unclaimed Property Act. In summary, this act requires agencies to turn over lost or abandoned property to the State Treasurer that the owner has not claimed with in seven years.

Some County Departments maintain their own individual checking accounts for their daily operations. Unclaimed property can include checks returned due to bad addresses, checks that have been lost or never cashed, and refunds due on accounts receivable that have not been distributed. If you are not filing your own Unclaimed Property Report with the State, it is important that you keep track of any unclaimed property and turn these funds over to the County Treasurer's Office. This should be done only when you have exhausted all efforts in contacting the rightful owner. Your turn in must include a detailed list of the owners (ie. Name, Address, Case#, Soc Sec#) and the dollar amount/check # and date associated. We also need a copy of the original notification that you sent the owner. Our office will deposit these funds into the County's Unclaimed Property Fund (0601) and report them to State Treasurer seven years from the originally issued date.

Our office is already complying with this Act in regards the accounts that the Treasurer maintains. Please review implications/requirements of this act and how it applies to your department on the State Treasurer's website www.cashdash.net. The State Treasurer's Office has increased its efforts over the past year in auditing agencies' compliance with the Illinois Unclaimed Property Act.

Please contact me if you have any questions or concerns.



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

July 30, 2002

To: Mr John M Zeunik, McLean County Administrator

From: Ruth Weber, County Recorder *Ruth Weber*

Re: Management Letter from Outside Auditors

This is in response to your letter of July 8, 2002 with observations from the outside auditors regarding the internal operations of the Recorder's Office.

A young man from the outside auditors requested daily reports and turn-ins. He was asked if there was any additional material that he desired, or if he wished to discuss matters in the office. His response was in the negative. Occasionally, I saw him in the hallway and again asked if he wished any additional material or if he wished to discuss things. He always replied in the negative. When he returned the daily reports and turn-ins, I asked him if he had suggestions for changes or improvements. He responded that everything was fine and that no changes in procedure and reporting were recommended. After that, a telephone call was received from a lady with the outside auditors; she inquired as to how many documents had been recorded during the year of 2001. This information was given to her. That was the extent of conversations or reports with the outside auditors.

1. Reconciliation of Revenue

This office deposits collects fees and deposits them with the Treasurer's Office on a daily basis, not periodically as stated in the outside report.

Regarding the state revenue stamp machine, a physical inventory is maintained and checked daily at the end of each day. This procedure has been followed for many years. It is reconciled on a monthly basis when refills are received from the State of Illinois.

--
--

We are working with the County Treasurer's Office regarding account receivables by category, daily reports, and payment by accounts in details. It is felt that this will result in a satisfactory working report.

2. Computer Software Controls

As you know, this office has a new Software System, which was installed in the Recorder's Office on July 18. We have worked closely with the Software Vendor to provide us with the desired transaction reports and information; their cooperation has been excellent. Information Services has been very helpful in assisting us and working with the vendor to obtain the desired changes.

3. Bank Account

As you know, the bank account had been kept open until the necessary changes had been implemented with IRS, so they would not continue to automatically deposit in our bank account, as IRS desired and implemented, but would send us payments on a monthly basis. This change, which IRS did not like, required working with their people in Chicago and Washington, DC area, and completing forms which they required for the change. This entire process took longer than we desired, but the matter was handled. The bank account is closed.

Again, all deposits are made to the Treasurer's Office on a daily basis.

We would be pleased to discuss this matter with the Finance Committee at their September meeting. All members of that Committee are welcome to come into the Recorder's office at any time.

Memorandum

To: The Honorable Chairmen and Members of the Finance Committee

From: Jackie Dozier, CPA

Via: John Zeunik, McLean County Administrator

Date: 07/31/02

Re: Management Letter from Outside Auditors

Illinois Unclaimed Property Act:

1. The Auditor's office is not a party in regards to any of the issues mentioned here. Although the county issues checks through the Auditor's office, the associated checking accounts are maintained and reconciled by the Treasurer's office.

GASB 34 Implementation:

1. The Auditor's office is part of the County's GASB 34 Implementation Team.
2. Specific responsibilities pertaining to the Auditor's office include -
 - ** Recommend threshold recognition for fixed assets be increased to \$10,000.
 - ** Recommend threshold recognition for infrastructure assets be set at \$100,000.
 - ** Add all infrastructure assets into fixed assets list.
 - ** Train auditing staff on GASB 34 requirements and implementation methods.
3. The County Auditor's office is responsible for compliance with GASB 34 within its own department.
4. The Auditor's office is working with Administration to assist in the implementation of GASB 34 countywide.

Memorandum

To: The Honorable Chairmen and Members of the Finance Committee

From: Auditor' Office

Via: John Zeunik, McLean County Administrator

Date: 07/31/02

Re: Management Letter from Outside Auditors

This memo is in response to the management letter received from Clifton Gunderson, LLC. A total of four responses were required from the Auditor's office. A response in relation to the Illinois Unclaimed Property Act and GASB 34 Implementation is in another memo.

This memo concerns findings related to the Sheriff's Office, Building and Zoning and the Recorder's Office.

Sheriff's Office:

1. A meeting was held with Derick Love, Tom Phares, Greg Allen and Jennifer Miller on July 26, 2002. The results of this meeting and subsequent recommendations are on a memo forwarded by the Sheriff's Department to the Finance Committee. The Auditor's Office believes that the plan of action indicated is appropriate and will resolve the concerns enumerated by the external auditors. Furthermore, a copy of the Sheriff's departmental memo is being forwarded to Helen Barrick at Clifton Gunderson, LLC for their approval.

Building and Zoning:

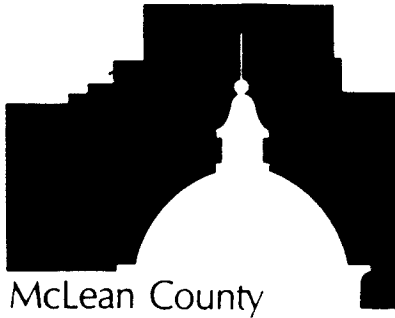
1. A meeting was held with Phil Dick on July 30, 2002. The results of this meeting and subsequent recommendations are on a memo forwarded by Building and Zoning to the Finance Committee. Additionally, the internal auditor for the county will make quarterly visits to Meadows Mennonite to review operational and financial records to audit their compliance with Federal requirements. We believe that the plan of action indicated is

July 31, 2002

appropriate and will resolve the concerns enumerated by the external auditors. Helen Barrick at Clifton Gunderson, LLC has indicated that she will forward some guides on what specifically the external auditor expects to have audited.

Recorder's Office:

1. The Auditor's Office concurs with the findings of the External Auditor.
2. Several offers of assistance have been made to the Recorder's Office. Telephone calls were made and messages left on Ms. Weber's voice mail on July 22nd and July 25th. E-mail was sent on July 25th offering to render any assistance that might be requested. Ms. Weber indicated in an e-mail response on the afternoon of July 26th that she was willing to meet, but failed to indicate a specific time or place. A telephone call was made on the next business day (July 29) to ascertain a suitable time, but the call was directed to her voice mail. No response to the July 29th message has been received to date.
3. The Auditor's Office cannot comment on the course of action that the Recorder's Office is considering without being privy to the details.



McLEAN COUNTY SHERIFF'S DEPARTMENT
DAVID OWENS, SHERIFF
"Peace Through Integrity"
Administration Office
(309) 888-5034
104 W. Front Law & Justice Center Room 105
P.O. Box 2400 Bloomington, Illinois 61702-2400

Detective Commander (309) 888-5051
Patrol Commander (309) 888-5166
Patrol Duty Sergeant (309) 888-5019
Jail Division (309) 888-5065
Process Division (309) 888-5040
Records Division (309) 888-5055
Domestic Crimes Division (309) 888-5860
FAX (309) 888-5072

July 30, 2002

TO: Matt Sorensen, Chairman
Finance Committee
FROM: Sheriff David Owens
SUBJ: LETTER FROM CLIFTON GUNDERSON, L.L.C.

This memo is in response to the letter from Clifton Gunderson, L.L.C. concerning the lack of reconciliation of the Sheriff's Office Inmate Fund Account.

In the management letter from Clifton Gunderson, L.L.C., who is the outside auditor for the County, several observations were noted with regards to the internal operation of the Sheriff's Department. The following represents the Sheriff's Department's response to the observations:

During the audit, Clifton Gunderson noted a lack of segregation of duties for disbursements from this office for bond payments to other counties and refunds for overpayment of service fees. Prior to this letter, the same individual prepared the checks, signed them and reconciled the bank account. It was recommended that these duties be assigned to several different employees.

As of today's date, these adjustments have been made, as follows:

The Accounting Specialist II will prepare the checks, the Chief Deputy will sign the checks, the Program Director will reconcile the account and a member of the Sheriff's Department Command staff will review the bank reconciliation's.

Clifton Gunderson, L.L.C. also noted that the underlying detail of the Detention Facility Inmate Fund has not been reconciled to on a regular basis. It was recommended that, in order to monitor the balance in that fund, appropriate personnel should generate the necessary reports no less than the end of each month and to reconcile the balance to that on the monthly bank statement.

Mr. Matt Sorensen
July 30, 2002
Page 2

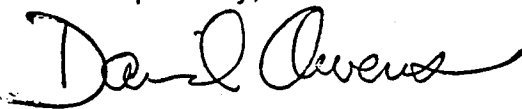
After consulting with Walter Hunt, the County Internal Auditor, it was determined that the following procedures would be implemented:

- Each Jail Shift Commander will print a Balance Sheet Report, on a daily basis, containing a total balance of the inmate accounts (both Resident and Abandoned Funds) and will reconcile the totals to the actual cash balance. This procedure will ensure that we investigate and resolve any discrepancy each day.
- We will run a Resident Account Report at the end of each month. The Jail Operations Officer will reconcile it to the actual cash balances. Included in this procedure will be a review of the monthly bank reconciliation.

We are investigating whether or not it would be beneficial to convert the accounting records to a cash management system, which presently exists within the EJS system. The EJS system is already in use by our department and would allow us to have local support rather than working with a company located in St. Louis.

Chief Derick Love and I both plan to attend the Finance Committee meeting and will be prepared to answer any questions you or members of the Committee may have.

Respectfully,



David Owens
Sheriff

DO:jc



INTER-OFFICE COMMUNICATION

DEPARTMENT OF BUILDING AND ZONING

TO: Mr. John M. Zeunik, County Administrator

FROM: Philip Dick, AICP, Director

DATE: July 30, 2002

RE: **Management Letter from Outside Auditors**

This memo is in response to yours dated July 8, 2002.

I propose that a member of the staff at the Department of Building and Zoning perform quarterly on-site visits to observe operations at Show Bus, to inspect County owned vehicles and to review vehicle maintenance records.

In order for us to get a feel for this process, I performed an inspection of operations at the Show Bus office, the vehicle storage area and of three of the vehicles on July 10, 2002. I propose that a similar inspection be completed for the fourth quarter and subsequent quarters.

cc: Ms. Jackie Dozier, County Auditor
Mr. Walter Hunt, Internal Auditor



OFFICE OF THE ADMINISTRATOR


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

104 W. Front, Room 701

P.O. Box 2400

Bloomington, Illinois 61702-2400

July 29, 2002

Memo to: The Honorable Chairman and Members of the Finance Committee
From: John M. Zeunik 
Re: Management Letter from Outside Auditors

On July 2, 2002, the Finance Committee of the McLean County Board accepted and placed on file the Combined Financial Statements for Fiscal Year 2001 and the Management Letter of Advisory Comments from Clifton Gunderson, L.L.C., the outside auditors for the County. In the Management Letter, the outside auditors made the following observation:

Accounts Receivable – Public Building Commission

At December 31, 2001, a receivable from the Public Building Commission (PBC) of approximately \$197,000 was recorded in the general fund. This balance represents an excess of expenditures over revenue received for maintenance performed on the Law and Justice building in 1991, 1992, and 1993.

The Law and Justice Additional Rent Fund levies taxes to pay the PBC an additional monthly rental amount. The PBC will then reimburse the McLean County general fund for maintenance performed on the Law and Justice building.

Due to the length of time this receivable has been outstanding, we recommend that the ultimate collectibility of this receivable be evaluated and if determined that the balance will not be collected in the next fiscal year, the County should consider establishing a reserve or allowance for this receivable. Governmental accounting standards specify that revenues are recognized only when they become measurable and available as net current assets. As this receivable balance has been outstanding for eight or more years, it does not meet the criteria for accrual. As a current asset, if the receivable is deemed uncollectible, the County should consider write off of the receivable.

--
--
The Honorable Chairman and Members of the Finance Committee

July 29, 2002

Page Two

As noted in the outside auditor's Management Letter, the Board annually levies for the debt service payment due on the PBC bonds issued to finance the additions to the Law and Justice Center and for the additional rental payment due under the terms of the lease agreement with the PBC. Under the terms of the lease agreement, the PBC reimburses the County for the operation and maintenance expenses incurred by the County. Because the PBC reimburses the County with the funds received from the additional rental tax levy, the reimbursement is limited by the amount of the tax levy and the amount collected and distributed by the County Treasurer.

The Public Building Commission (the "PBC") is willing to reimburse the County the full amount of the outstanding receivable that is presently being carried on the County's financial statement. The only limitation on the County levying for and collecting the outstanding receivable is the Board's Resolution Establishing the Budget Policy. In order to maintain the County's overall tax rate at the same rate as the prior year's tax rate, the County has been reluctant to increase the additional rental levy by the amount of the outstanding receivable.

Should you have any questions concerning this matter, please call me at 888-5110.

Thank you for your kind assistance and cooperation.



McLEAN COUNTY SHERIFF'S DEPARTMENT
DAVID OWENS, SHERIFF
"Peace Through Integrity"
Administration Office
(309) 888-5034
104 W. Front Law & Justice Center Room 105
P.O. Box 2400 Bloomington, Illinois 61702-2400

Detective Commander (309) 888-5051
Patrol Commander (309) 888-5166
Patrol Duty Sergeant (309) 888-5019
Jail Division (309) 888-5065
Process Division (309) 888-5040
Records Division (309) 888-5055
Domestic Crimes Division (309) 888-5860
FAX (309) 888-5072

July 31, 2002

TO: Mr. Joe Sommer, Chairman
Justice Committee
FROM: Sheriff David Owens
SUBJ: FY 2002 LOCAL LAW ENFORCEMENT BLOCK GRANTS
PROGRAM – BUREAU OF JUSTICE ASSISTANCE

Section 104(b), of the Local Law Enforcement Block Grants Program's legislative framework, addresses funding disparities among jurisdictions. It is the responsibility of the Bureau of Justice Assistance to identify potential disparate situations. The statute requires the State Attorney General to certify that a disparity exists among the jurisdictions identified by the Bureau of Justice Assistance. McLean County was identified by the Illinois Attorney General's Office as being a disparate jurisdiction. Jurisdictions certified as disparate by the Attorney General's Office must agree on whether they will share funds and in what proportion. If an agreement cannot be reached, none of the jurisdictions involved in the disparate situation may apply for funding.

I negotiated an agreement with the City of Bloomington and the Town of Normal to receive a total of \$8,000. This was \$4,000 from each jurisdiction. It was further agreed, by all three agencies, that this money would be used to provide additional correctional staff on weekends to help deal with the large volume of intakes at the McLean County Detention Center. A match of \$889 will be required from our operating budget. (See attachment LLEBG FY 2002 Application).

Respectfully

David Owens
Sheriff

DO:jc



**FY 2002 Local Law Enforcement Block Grants
Program
McLean County, IL**



[Application](#) [Award](#) [RFD](#) [Grant Changes](#) [Reports](#) [Correspondence](#)

**Grant Handbook
View Only**

Application was submitted on July 17, 2002 09:00:46 AM EDT. [Click here to print a copy.](#)

[View Application](#)

[Help/Frequently Asked Questions](#)

[LLEBG Home](#)

[Log-Off](#)

LLEBG FY 2002 Application			
Date Certified : 17-JUL-02		Date Submitted : 17-JUL-02	
Jurisdiction Information (Disparate)			
Jurisdiction: McLean County	County: MCLEAN	State: ILLINOIS	CDFA Number: 16.592
Budget Information			
Eligible Award Amount: \$0	Final Award Amount: \$8,000	Match Amount: \$889	Matching Funds Description: State and Local Government Units
CEO Information			
Title: Sheriff	Name Prefix: Mr.	Last Name : Owens	First Name : David
Address: 104 W. Front St. P.O. Box 2400 Bloomington, IL 61702-2400	Telephone: 309-888-5034	Fax: 309-888-5072	Email: daveo@mclean.gov
Application Details			
Date Agreed to Trust Fund Requirement: 05-JUN-02		Applicant is PSOHB Compliant: Yes	
Date Agreed to SPOC Requirement: 07-JUN-02		Date Agreed to SAA Review Requirement: 07-JUN-02	
Date Agreed to Certifications: 17-JUL-02		Date Agreed to Assurances: 17-JUL-02	

**An EMERGENCY APPROPRIATION Ordinance
Amending the McLean County Fiscal Year 2002
Combined Annual Appropriation and Budget Ordinance
General Fund 0001, ESDA Department 0047**

WHEREAS, the McLean County Board, on November 20, 2001, 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 2002 Fiscal Year beginning January 1, 2002 and ending December 31, 2002; and,

WHEREAS, the Combined Annual Appropriation and Budget Ordinance includes the operating budget for the General Fund 0001, ESDA Department 0047; and,

WHEREAS, the ESDA Department was awarded a Domestic Preparedness Grant in the amount of \$29,976.81 from the Illinois Emergency Management Agency (the "IEMA"); and,

WHEREAS, the grant received from IEMA is to be used to to improve ESDA's capability to respond to incidents of mass destruction or other terrorist activity; and,

WHEREAS, the Justice Committee, on Monday, February 4, 2002, approved and recommended acceptance of the grant to the County Board and on Monday, August 5, 2002 recommended approval of an Emergency Appropriation Ordinance to recognize the receipt and expenditure of the grant funds received from IEMA: 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, ESDA Department 0047 the following revenue:

	<u>ADOPTED</u>	<u>GRANT AMOUNT</u>	<u>AMENDED BUDGET</u>
ESDA Unclassified Grant 0001-0047-0052-0410.0035	\$ 0	\$ 29,976.81	\$ 29,976.81

2. That the County Auditor is directed to add to the appropriated budget of the General Fund 0001, ESDA Department 0047 the following appropriation:

Operational Supplies 0001-0047-0052-0621.0001	\$ 900	\$ 4,850.25	\$ 5,750.25
Purchase Machinery & Equipment 0001-0047-0052-0838.0001	\$ 0	\$ 25,126.56	\$ 25,126.56

(2)

3. That the County Clerk shall provide a certified copy of this ordinance to the County Administrator, County Auditor, County Treasurer, and the Director of the ESDA Department.

ADOPTED by the County Board of McLean County this 20th day of August, 2002.

ATTEST:

APPROVED:

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

Michael F. Sweeney, Chairman
McLean County Board

CHARLES G. REYNARD

McLean County State's Attorney

**Law and Justice Center, Room 605
104 West Front Street, P O Box 2400
Bloomington, Illinois 61702-2400
Telephone: (309) 888 - 5400
FAX number: (309) 888 - 5429**

MEMORANDUM

TO: Chairman and Members of the Justice Committee

FROM: Charles G. Reynard and Eric T. Ruud

RE: Legal Opinion Pertaining to Re-Organization/Re-Structuring of the
Emergency Telephone System Board and the Metro McLean
County Centralized Communications Center Operational Board

DATE: August 1, 2002

At its regular meeting held on June 18, 2002, the McLean County Board approved a motion to request a legal opinion from the McLean County State's Attorney regarding whether or not it is possible to re-organize or re-structure the Emergency Telephone System Board (hereinafter "ETSB") and the Metro McLean County Centralized Communications Center Operational Board (hereinafter "METCOM Board"). We were further directed to tender this opinion to your committee. The following constitutes our opinion with respect to this matter.

I. CURRENT ETSB

The ETSB was created by the McLean County Board in an Ordinance for the Establishment of an Emergency Telephone System Board (hereinafter "Ordinance") on January 15, 1991. The Ordinance was based upon a State statute requiring certain counties to establish 9-1-1 telephone systems. (*Ill. Rev. Stat.* (1989) Ch.134, Sec. 30.01 et. seq. now 50 *ILCS* 750/0.01 et. seq.) The Ordinance was also enacted pursuant to the approval of a referendum which imposed a \$1.25 per month surcharge on telephone bills. The referendum was approved on November 6, 1990.

The Ordinance provides that the ETSB shall consist of nine members appointed by the County Board Chairman with the advice and consent of the County Board. The membership is as follows:

One representative of the McLean County Sheriff's Department

One representative of the Bloomington Police Department

One representative of the Normal Police Department

One person engaged in directing or coordinating Emergency Medical Services

One person representing the McLean County Firemen's (now Firefighters) Association

Three persons representing community public safety agencies exclusive of Bloomington and Normal, Illinois

One member of the public who is a resident of the local exchange service territory on the basis of that person's ability or experience.

All members have to be residents of McLean County. Members currently serve four year terms. Any member may also be removed by the County Board Chairman with the advice and consent of the County Board.

Since the enactment of the Ordinance, the State statute pertaining to ETSB membership has been amended. 50 *ILCS* 750/15.4(a) still requires an ETSB to have not fewer than five members. There is no maximum membership limit. Elected officials can serve on the ETSB. However, County Board members in counties with our population size cannot. At least three members have to be representative of 9-1-1 public safety agencies, including but not limited to police departments, fire departments, emergency medical services (EMS) providers, and emergency services and disaster (ESDA) agencies. "Public safety agency" is defined as "a functional division of a public agency which provides fire fighting, police, medical, or other emergency services." (50 *ILCS* 750/2.02) Finally, a public member is now required to be on the ETSB. An earlier version of the statute made this appointment discretionary.

II. ETSB MEMBERSHIP REDUCTION

Our ETSB's current membership structure is in full compliance with the statute. However, the County Board may, by amending the Ordinance, reduce the ETSB's membership

to as little as five persons. Only one public member and three public safety agency members are required by law. The remaining member may be a non-County Board elected official, another public safety agency official, or an individual "appointed on the basis of their ability or experience". 50 *ILCS* 750/15.4(a)

III. ETSB MEMBERSHIP EXPANSION

The issue now becomes whether or not ETSB membership can be expanded. In our opinion, the ETSB can expand the number of its members so long as the Ordinance is amended accordingly. However, while the number of members may be easily changed, the identity or affiliation of those members must be carefully scrutinized. If the County Board desires to create new positions for police, fire, EMS, ESDA agencies and/or non-county board elected officials, it may do so by simply amending the ordinance. The addition of members who do not appear to "fit" into these categories may be more problematic.

For some time, it has been suggested that our County Administrator, the Bloomington City Manager, and Normal City Manager (hereinafter "Administrators") ought to be considered for positions on the ETSB. Close examination of the statute and a common sense analysis of its intent reveals that the Administrators may appropriately be viewed as eligible to serve on the ETSB because they do "fit" into the statutory categories.

As previously stated, the statute does not provide for a maximum number of ETSB members. One member shall be a public member and at least three members shall be from public safety agencies. In addition, non-county board elected officials may also serve. The only other limiting language is that members be "appointed on the basis of their ability or experience". (50 *ILCS* 750/15.4(a)) The terms "ability" and "experience" are not defined in the statute. Instead, 50 *ILCS* 750/15.4(a) requires a county to "provide for the manner of appointment". Therefore, the meaning of "ability" and "experience" should be left to the determination of the appointing authority - - the McLean County Board. If the McLean County Board deems that the Administrators have the qualifications necessary to serve on the ETSB, then it is our opinion that the Administrators are eligible to become members of the ETSB.

Practically speaking, it is not difficult to determine that the Administrators possess the ability or experience to serve. They are generally responsible for day-to-day operations in their respective local governments. They are quite familiar with public safety policy and management. In fact, the City Managers are the direct supervisors of their respective police chiefs. The County Administrator provides oversight for the County Rescue Squad and ESDA. All of the Administrators are quite capable of handling personnel and financial aspects of the

ETSB based upon their wealth of experience in their employment. In addition, they are already members of the METCOM Board.

The Illinois Commerce Commission (hereinafter "ICC") licenses McLean County's E-911 system. Their 911 Program Directors have taken the position that Administrators may not be able to serve as ETSB members unless the County Board desires to appoint only one of them as the public member under the statute. They have argued that Administrators are not public safety agency representatives and therefore cannot serve on the ETSB in lieu of police, fire, EMS, and ESDA representatives. While it has never been expressly threatened, there is a hypothetical risk that our E-911 system's license could be terminated on the basis that the ETSB membership is not in compliance with the ICC's interpretation of the statute.

We have also confirmed that about three years ago the ICC requested an opinion from the Illinois Attorney General's Office regarding who can and cannot be members of an ETSB. We have been advised by the Attorney General's Office that the opinion request was indeed received, however an opinion has not yet issued. We have also been told it is not even certain when or if an opinion would ever be issued.

While it is our opinion the ICC's statutory interpretation of ETSB membership requirements is too narrow and that the Administrators should be able to serve on the ETSB, the County Board may wish to seek legislative change to ensure its ability to make these appointments. Mr. Ruud was recently contacted by Representative Dan Brady concerning these issues. Mr. Brady has agreed to assist in the introduction of legislation if the County Board deems that it is necessary to do so.

IV. CURRENT METCOM

METCOM is an abbreviation for the Metro McLean County Centralized Communications Center Operational Board. It was created by the County of McLean, City of Bloomington and the Town of Normal by intergovernmental agreement on January 17, 1995. The stated purpose of the agreement is to provide a joint **non-emergency** centralized communication system for the mutual benefit of the County, City and Town and to **support** an E-911 system under the jurisdiction of the ETSB. All personnel, including its Executive Director, are McLean County employees. A METCOM Board was created consisting of the Sheriff and the Bloomington and Normal police chiefs.

The intergovernmental agreement was amended on September 17, 1996 to add the County Administrator and the two City Managers to the METCOM Board. It was amended again on March 10, 1997 to add a seventh member - - one representative of rural McLean County Fire

Protection Districts. Unlike the County, City and Town, however, the Fire Protection Districts were not required to contribute financially.

V. METCOM MEMBERSHIP REDUCTION, EXPANSION, TERMINATION AND DISSOLUTION

Unlike the ETSB, METCOM is not required to exist under State law. METCOM is a voluntary cooperative venture created solely by contract. This intergovernmental agreement may be amended at any time to add new members that contribute financially. New members that do not contribute financially may also be added. Any amendment must be approved by the County, City and Town.

Any party may **terminate** its membership subject to written notice in the form of a Resolution passed by its governing authority. The termination takes effect one year from the first day of METCOM's fiscal year next following such notice. METCOM's fiscal year is the calendar year. For example, if the County desires to terminate its membership in METCOM in accordance with the current contract language, termination will not take effect until January 1, 2004, so long as the Resolution to terminate is passed by the County Board on or before December 31, 2002. A terminating party will also lose its representatives on the METCOM Board, forfeit its assets at the METCOM Center, and be required to pay any financial obligations it has made until the effective date of termination.

METCOM may also be **dissolved** by at least a majority of the parties to the intergovernmental agreement. It must be done by Ordinance and all liabilities shall be paid by each party on a pro rata basis. Once dissolved, METCOM's fixed assets shall be **donated**, without charge, to the ETSB to be used solely for the operation and maintenance of the E-911 system. Those fixed assets include METCOM's equipment, furnishings, and vehicles.

VI. COMBINED DUTIES, ONE BOARD

Notwithstanding any of the foregoing contractual provisions and their impact on the parties to the METCOM intergovernmental agreement, METCOM can still be dissolved by agreement of all of the parties subject to whatever terms the County, City and Town can agree to. For example, the parties can unanimously agree to have all of the powers and duties inherent in the METCOM agreement delegated to the ETSB so long as the ETSB agrees to accept. This could be done by intergovernmental agreement as well. In other words, ETSB could operate a centralized communication center for non-emergency calls **and** be responsible for handling 911 calls. Membership on the ETSB would continue to be subject to our Ordinance and the METCOM Board would cease to exist.

Some caution, however, would need to be taken when it comes to expenditures. The ETSB surcharge fund can only be used for expenditures associated with the E-911 system. It cannot generally be used for expenditures associated with a non-emergency centralized communication center. Therefore, funding for non-emergency functions would likely have to be derived from the County, City and Town.

This "combined duties, one board" scenario is also not objectionable to the ICC. As a matter of fact, the Emergency Telephone System Act encourages uniformity, efficiency, and centralization. (50 ILCS 750/1 and 750/3) The law and the ICC require the County to have an ETSB. They do not require us to have a METCOM. If METCOM duties are delegated to ETSB and ETSB accepts, the ICC may only require ETSB to seek a minor modification to its license. We are advised by the ETSB Coordinator and the ICC's 911 Program Director that the approval process for the modification would likely be a formality.

VII. COMBINED DUTIES, TWO BOARDS

While the "combined duties, one board" scenario is one option, the "combined duties, two boards" scenario is another. METCOM and ETSB can legally co-exist together. If the County Board amends the Ordinance to appoint the Administrators to the ETSB, then all current members of the METCOM Board will also be members of the ETSB. However, not all members of the ETSB would be members of the METCOM Board. To have the boards "mirror" each other, changes will have to be made to the METCOM Intergovernmental Agreement.

Assuming that the Ordinance is amended to include the Administrators as ETSB members, the METCOM Intergovernmental Agreement's METCOM Board establishment clause will have to be amended to include the all of the following:

One representative of the McLean County Sheriff's Department

One representative of the Bloomington Police Department

One representative of the Normal Police Department

One person engaged in directing or coordinating Emergency Medical Services

One person representing the McLean County Firefighters Association

Three persons representing community public safety agencies exclusive of Bloomington and Normal, Illinois

One member of the public who is a resident of the local exchange service territory on the basis of that person's ability or experience.

The McLean County Administrator

The Bloomington City Manager

The Normal City Manager

One representative of rural McLean County Fire Protection Districts

With this change in the METCOM Intergovernmental Agreement, both the ETSB and the METCOM Board will have identical **representative** memberships.

Be advised that any changes regarding the METCOM Board must be agreed to by the County, City and Town. To ensure that the Boards will be "mirror" images of each other, the County, City and Town must always agree to appoint identical **people** as well. For example, by Ordinance the ETSB is required to have three members representing community public safety agencies outside of Bloomington and Normal. Currently those members are the Chief of the Randolph Fire Department, the Chief of the Chenoa Police Department and the President of the LeRoy Emergency Ambulance Service.

To have identical people on each board, the County, City and Town would all have to agree on the appointment of these three individuals. And if, for the sake of argument, the Chief of the Randolph Fire Department resigns and the Chief of the Carlock Fire Department is seeking appointment for that position, the County, City and Town would have to agree to appoint this individual to both boards.

Once the two boards have been duly constituted, they could meet jointly having identical agendas. They could have the same officers and their employees could continue to be county employees. They would have to exercise some caution, however, when it comes to expenditures. The ETSB surcharge fund can only be used for expenditures associated with the E-911 system. It cannot generally be used for expenditures associated with a non-emergency centralized communication center. Therefore, funds utilized by METCOM would have to be segregated from the ETSB surcharge account.

VIII. SINGLE DUTY, ONE BOARD

Another scenario involves the dissolution of METCOM and the County, City and Town re-establishing and maintaining their own respective communication centers. As discussed earlier, the METCOM equipment and furnishings would become the property of ETSB. ETSB could operate a centralized E-911 center at the existing facility. When a 911 call is placed anywhere in McLean County, it could be received by ETSB's telecommunicators at what is now the METCOM building. When the emergency is ascertained, the call would be transferred to the appropriate public safety agency. That agency would be responsible for the actual dispatching.

Under this system, **only** 911 calls would be received at the METCOM building. Other seven-digit or non-emergency telephone calls would have to go through the individual public safety agencies. Similarly, radio traffic between dispatchers, public safety agency personnel and their vehicles or other equipment would be handled by the individual public safety agencies. If the County, City and Town agree this "single duty, one board" proposition should become a reality, a major application for a license modification would be required and the ICC may very well closely scrutinize the proposal before it is approved.

IX. NO CENTRALIZED COMMUNICATIONS, ONE BOARD

The final scenario also assumes that METCOM will be dissolved and the County, City and Town will re-establish and maintain their own respective communication centers. It also assumes there will be no centralized communication for **any** telephone calls. The METCOM building could be vacated and used for some other governmental purpose. The County, City and Town would each become their own public service answering point (PSAP) with their own individual E-911 capabilities. In other words, Bloomington Police Department would answer and dispatch their own 911 calls. The Normal Police Department and the Sheriff would do likewise. Each PSAP would likely fund their own telecommunication centers.

The ETSB could retain its current membership structure. It would continue to utilize its surcharge fund for the purpose of maintaining an accurate addressing database, master street addressing guide, telephone line infrastructure, wireless emergency call interface, GIS mapping, and replacing equipment necessary for each center to handle their own E-911 calls.

X. SUMMARY

In summary, from a legal perspective the ETSB and METCOM are currently in conformity with Illinois law from an organizational standpoint. They can also be re-organized and re-structured in a variety of ways:

1. ETSB membership can be reduced to no less than five members by Ordinance.
2. ETSB membership can be expanded by Ordinance.
3. METCOM membership can be reduced by utilizing the termination procedures set forth in the Intergovernmental Agreement.
4. METCOM membership can be expanded to include new government entities (that either do or do not contribute financially) by amending the intergovernmental agreement.
5. METCOM can be dissolved altogether by at least a majority of the parties by utilizing the dissolution process set forth in the intergovernmental agreement.
6. METCOM can delegate its contractual duties to the ETSB so long as ETSB agrees to accept. If accepted, METCOM may be dissolved.
7. METCOM and ETSB can legally co-exist together with identical members.
8. METCOM can be dissolved and ETSB can operate a centralized E-911 center where only 911 calls are answered.
9. METCOM can be dissolved along with centralized communications, the parties can re-establish their own communication centers, and ETSB can maintain an accurate addressing database, a master street addressing guide, telephone line infrastructure, wireless emergency call interface, GIS mapping, and defray the cost of equipment necessary for each communication center to handle its own E-911 calls.

To assist the Justice Committee and the County Board in its analysis, we have enclosed a copy of the statute pertaining to the membership of the ETSB, the Ordinance which established the McLean County ETSB, and the most recent version of the Intergovernmental Agreement which created METCOM.

Finally, the opinions expressed herein are based upon the information we have received from representatives of the ETSB, METCOM, the ICC and the Illinois Attorney General's Office as well as the current state of the law in Illinois. The law and its interpretation are subject to change. By rendering this opinion, the McLean County State's Attorneys Office is neither

recommending nor advising the Justice Committee or the County Board to select any of the above referenced re-organizational options.

Thank you for bringing this matter to our attention.

Enclosures

Cc: John Zeunik, County Administrator
Dennis Powell, ETSB Chairman

POLICE, FIRE, AND EMERGENCY SERVICES

ACT 750. EMERGENCY TELEPHONE SYSTEM ACT

Copr. © West Group 2002. All rights reserved.

Current through P.A. 92-547 of the 2002 Regular Session
of the 92nd General Assembly

750/15.4. Emergency Telephone System Board; powers

§ 15.4. Emergency Telephone System Board; powers.

(a) The corporate authorities of any county or municipality that imposes a surcharge under Section 15.3 shall establish an Emergency Telephone System Board. The corporate authorities shall provide for the manner of appointment and the number of members of the Board, provided that the board shall consist of not fewer than 5 members, one of whom must be a public member who is a resident of the local exchange service territory included in the 9-1-1 coverage area, one of whom (in counties with a population less than 100,000) must be a member of the county board, and at least 3 of whom shall be representative of the 9-1-1 public safety agencies, including but not limited to police departments, fire departments, emergency medical services providers, and emergency services and disaster agencies, and appointed on the basis of their ability or experience. Elected officials are also eligible to serve on the board. Members of the board shall serve without compensation but shall be reimbursed for their actual and necessary expenses. Any 2 or more municipalities, counties, or combination thereof, that impose a surcharge under Section 15.3 may, instead of establishing individual boards, establish by intergovernmental agreement a Joint Emergency Telephone System Board pursuant to this Section. The manner of appointment of such a joint board shall be prescribed in the agreement.

COPY

AN ORDINANCE FOR THE ESTABLISHMENT OF AN
EMERGENCY TELEPHONE SYSTEM BOARD

WHEREAS, Ill. Rev. Stat. (1989) Ch. 134 30.01 et. seq., The Emergency Telephone System Act, (The Act), requires Municipalities, Counties, and Fire Districts to establish an Emergency 9-1-1 Telephone System; and

WHEREAS, Counties may under the Act, enact an ordinance to impose a monthly surcharge on billed subscribers of network connection provided by telecommunication carriers engaged in the business of transmitting messages by means of electricity originating within the corporate limits of the county and terminating within the State of Illinois at a rate per network connection determined in accordance with a referendum to be conducted as provided in the Act; and

WHEREAS, the County of McLean desirous of implementing an Emergency 9-1-1 Telephone System to promote the safety and welfare of its citizens, and to fund the cost of such system by imposing a surcharge as authorized by State law, by Ordinance and Resolution caused a referendum to be placed by the County Clerk of McLean County on the November 6, 1990 ballot for all legal voters residing in the County to vote upon the question; and

WHEREAS, the voters in McLean County approved the referendum authorizing the imposition of a monthly surcharge on billed subscribers of network connection provided by telecommunication carriers of One Dollar and Twenty-Five Cents (\$1.25) for the purpose of installing or improving a 9-1-1 emergency telephone system; and

WHEREAS, the Act further mandates that, upon imposition of the surcharge, an Emergency Telephone System Board be appointed by the County and the powers and duties of that Board be defined by Ordinance.

NOW, THEREFORE, BE IT ORDAINED, by the County Board of McLean County pursuant to the authority granted the County of McLean, under Ill. Rev. Stat. (1989) Ch. 34, sec. 419.4 and Ill. Rev. Stat. (1989) Ch. 134, sec. 30.01 et. seq., and by the voters of McLean County by the Referendum of November 6, 1990, as follows:

Sec. -1. There is hereby established the McLean County Emergency Telephone System Board.

Sec. -2. Definitions:

a) Act-The Act

"Act" "The Act" means Ill. Rev. Stat. (1989) Ch. 134 para. 30.01 et. seq. The Emergency Telephone System Act as amended.

- b) Words and phrases as defined herein shall be given the meaning ascribed to them in the Act.
- c) Board
"Board" means an Emergency Telephone System Board or a Joint Emergency Telephone System Board created pursuant to the Act.
- d) Network connections
For the purposes of this Ordinance, "network connections" means the number of voice grade communications channels directly between a subscriber and a telecommunications carrier's public switched network without the intervention of any other telecommunications carrier's switched network which would be required to carry the subscriber's inter-premises traffic.
- e) "Service Address" means the location of the subscriber's telecommunications facilities accessing the network connection or connection(s) that are subject to the surcharge. If this is not a defined location, service address shall mean the location of a subscriber's primary use of the network connection as defined by telephone number, authorization code, or location in Illinois where bills are sent.
- f) "Telecommunications Carrier" means any natural individual, firm, trust, estate, partnership, association, joint stock company, joint venture, corporation, municipal corporation or political subdivision of this State, or a receiver, trustee, conservator or other representative appointed by order of any court engaged in the business of transmitting messages by means of electricity. "Telecommunications Carrier" does not include a cellular or other mobile communication carrier.
- g) Transmitting messages
"Transmitting messages" shall have the meaning ascribed to the term in Section 8-11-2 of the Illinois Municipal Code. Ill. Rev. Stat. (1989) Ch. 24.
- h) Sophisticated system
"Sophisticated system" means a basic system with the additional capability of automatic identification of the caller's number, holding the incoming reconnection on the same telephone line, clearing a telephone line, or automatic call routing or any other capability or features then available or combinations of such capabilities.

- i) Public Agency.
"Public agency" means the State, and any unit of local government or special purpose district located in whole or in part within this State which provides or has authority to provide firefighting, police, ambulance, medical, or other emergency services.

Sec. -3. Composition. The Board shall consist of nine (9) members to be appointed by the County Board Chairman with the advice and consent of the McLean County Board as follows:

- a) A representative of the McLean County Sheriff's Department.
- b) A representative of the Bloomington Police Department.
- c) A representative of the Normal Police Department.
- d) One person engaged in directing or coordinating Emergency Medical Services.
- e) One person representing the McLean County Firemens Association.
- f) Three persons representing community public safety agencies exclusive of Bloomington and Normal, Illinois.
- g) One member of the public who is a resident of the local exchange service territory on the basis of that person's ability or experience.

All members shall be residents of McLean County, Illinois.

Sec. -4. Terms of Board Members - Vacancies - Removal. The term of office of the initially appointed members of the Board shall be as follows: 3 members shall serve a term of two years, 3 members shall serve a term of three years, and 3 members shall serve a term of four years. All subsequent appointees shall serve a term of four years. Should an appointed position on the Board become vacant for any reason, a replacement member shall be appointed by the County Board Chairman to fill out the term of the vacating Member. A member of the Board may be removed by the Chairman of the County Board, with the advice and consent of the McLean County Board.

Sec. -5. Ad Hoc Board Membership. Ad hoc committees comprised of non-Board members may be appointed for the purpose of providing support services to the Emergency Telephone System Board. Recommendations for ad hoc membership may be submitted by the Board anytime to the County Board Chairman for approval subject to the advice and consent of the McLean County Board. Ad hoc committee members shall not be permitted to vote, but will have the right to participate and provide input at all Board meetings.

Sec. -6. Compensation. Members of the Board shall serve without compensation but shall be reimbursed for their actual and necessary expenses.

Sec. -7. Powers and Duties of the Board. The powers and duties of the Board shall be:

- (a) Planning a 9-1-1 system.
- (b) Coordinating and supervising the implementation, upgrading or maintenance of the system, including the establishment of equipment specifications and coding systems.
- (c) Receiving monies from the surcharge imposed under the Act and from any other source, for deposit into the Emergency Telephone System Fund.
- (d) Authorizing all disbursements from the Emergency Telephone System Fund.
- (e) Hiring, on a temporary basis, staff necessary for the implementation or upgrade of the system.
- (f) Such other powers and duties as may be granted or imposed by the Act, now in effect or as may be amended in the future.

Sec. -8. Meetings. The Board shall function as a public body, subject to the Open Meetings Act, Ill. Rev. Stat. (1989) Ch. 102, Sec. 41.01 et. seq.

Sec. -9. Purchases. The Board shall conduct all purchases of equipment, supplies and services pursuant to the McLean County Purchasing and Contracting Ordinance, McLean County Code, Chapter 17.

Sec. -10. Funding - Grants - Gifts. All monies received by the Board pursuant to the surcharge imposed under An Ordinance Establishing An Emergency Telephone System Telecommunications Carriers Surcharge, any grant, gift or from any source shall be deposited into the Emergency Telephone System Fund. The Treasurer of the County of McLean shall be custodian of the fund. All interest accruing on the fund shall remain in the fund. No expenditures may be made from such fund except upon the direction of the Board by resolution passed by a majority of all members of the Board. Expenditures may be made only to pay for the costs associated with the following:

- (a) The design of the Emergency Telephone System.
- (b) The coding of an initial Master Street Address Guide data base, and update and maintenance thereof.
- (c) The repayment of any monies advanced for the implementation of the system.
- (d) The charges for Automatic Number Identification and Automatic Location Identification equipment, and maintenance, replacement and update thereof.
- (e) The non-recurring charges related to installation of the Emergency Telephone System and the ongoing network charges
- (f) Other products and services necessary for the implementation, upgrade and maintenance of the system and any other purpose related to the operation of the system, including costs attributable directly to the construction, leasing, or maintenance of any buildings or facilities or costs of personnel attributable directly to the operation of the system. Costs attributable directly to the operation of an emergency telephone system do not include the costs of Public Safety Agency personnel and equipment that are dispatched in response to an emergency call.

Sec. -11. Accounting. On or before March 1 of each year, the Emergency Telephone System Board shall provide an annual accounting of all income and expenditures of the previous fiscal year to the County Board of McLean County. The Emergency Telephone System Board's fiscal year shall be the calendar year January 1 through December 31.

Sec. -12. Adoption by Reference. The powers and duties of the Emergency Telephone System Board as set forth in Illinois Revised Statutes, Ch. 134, Sec. 45.3 et. seq. as amended are incorporated herein by reference.

The County Board of McLean County may provide by resolution the form and manner of making such accounting and may also by Resolution demand a special accounting at any time.

Adopted this 15th day of January, 1991.

Nancy Deseled
Chairman of the County Board of
McLean County

ATTEST: Jamette Barrett
Clerk of the County Board of
McLean County

INTERGOVERNMENTAL AGREEMENT
CREATING THE METRO McLEAN COUNTY CENTRALIZED COMMUNICATIONS CENTER

ARTICLE I

PURPOSE

The METRO McLEAN COUNTY CENTRALIZED COMMUNICATION CENTER, hereinafter referred to as the "Center", is a cooperative venture voluntarily established by its members pursuant to Article VII, Section 10 of the 1970 Illinois Constitution and the Intergovernmental Cooperation Act, 5 ILCS 220/1 et. seq. for the purpose of providing the means necessary and appropriate for the establishment, operation, and maintenance of a joint non-emergency police, fire, and other non-emergency services communication system for the mutual benefit of the members of the venture; supporting an Enhanced 9-1-1 emergency telephone system under the jurisdiction of the McLean County Emergency Telephone System Board; and providing the foregoing on a contract basis to other government units.

ARTICLE II

MEMBERSHIP

- A. The members of the Center shall be the County of McLean, hereinafter referred to as the "County"; the City of Bloomington, hereinafter referred to as the "City"; and the Town of Normal, hereinafter referred to as the "Town".
- B. Continued membership in the Center shall be contingent upon the payment by each member of an annual assessment and any additional fees that may be determined by the Operational Board, hereinafter created, consistent with the financing procedures set forth in Article VI hereunder.

ARTICLE III

OPERATIONAL BOARD

A. ESTABLISHMENT

There is hereby established an Operational Board which shall serve without compensation and without salary and consist of the County Administrator of the County, the Sheriff of the County, the City Manager of the City, the Police Chief of the

City, the City Manager of the Town, the Police Chief of the Town and one representative of rural McLean County Fire Protection Districts to be appointed annually by the County Board of the County at its regular February meeting.

B. POWERS

The Operational Board shall have the following powers and duties:

1. To create and amend the Center's By-Laws and to determine the general policy of the Center;
2. To have the responsibility of hiring an Executive Director;
3. To enter into contracts, including but not limited to contracts with the McLean County Emergency Telephone System Board and other government units for centralized communications, in the name of the Center subject to the approval of the members of this Intergovernmental Agreement;
4. To employ necessary personnel for:
 - a. the operation and maintenance of a system adequately designed to handle citizens' non-emergency calls for police, fire, and other services as well as the dispatch of the members' field units, subject to the provisions set forth in Article VII;
 - b. the support of the operation and maintenance of an Enhanced 9-1-1 emergency telephone system under the jurisdiction of the McLean County Emergency Telephone System Board, subject to the provisions set forth in Article VII;
5. To lease real property and to acquire, purchase, or lease personal property, including but not limited to equipment, machinery, furnishings and office supplies, subject to the approval of the members of this Intergovernmental Agreement;
6. To prepare an annual budget subject to the approval of the members of this Intergovernmental Agreement.
7. To have authority to create and appoint members to an Advisory Council. The operation of the Advisory Council will be conducted under the direction of the Operational Board. No action of the Advisory Council shall be binding on the Operational Board or the Center unless

approved by the Operational Board.

8. To submit to the members of the Center an annual report of its activities and the condition of all funds under its jurisdiction including an external audit prepared in accordance with generally accepted accounting practices.
9. To hold meetings in accordance with the Open Meetings Act and exercise all powers necessary and incidental to carrying out the provisions set forth in Article I of this Intergovernmental Agreement.

ARTICLE IV

THE EXECUTIVE DIRECTOR

A. THE EXECUTIVE DIRECTOR

1. The Executive Director shall be the administrative head of the Center and shall be directly responsible to the Operational Board for the administration of the Center.
 - a. The Executive Director shall be appointed by and serve at the pleasure of the Operational Board;
 - b. The Executive Director shall be chosen on the basis of administrative and executive qualifications with special reference to actual experience in or knowledge of accepted practice with respect to the duties of office set forth hereunder.
2. Any vacancy in the office of the Executive Director shall be filled as soon as possible after the effective date of such vacancy, and, in case of absence or disability of the Executive Director, the Operational Board may designate any other qualified employee of the Center or any other qualified employee of any member of this Intergovernmental Agreement to perform the duties of Executive Director during such absence or disability.
3. The Executive Director may be removed by the Operational Board by a majority vote of the entire Board.
4. The powers, duties and salary of the Executive Director shall be determined by the Operational Board.

ARTICLE V

BUDGET

- A. The fiscal year of the Center shall coincide with that of the County of McLean which is the calendar year.
- B. The Executive Director shall prepare a proposed annual budget for the Operational Board to consider. After the Operational Board has approved the annual budget, it shall be submitted to each member of this Intergovernmental Agreement for final approval by their respective Councils and Board.
- C. Upon approval of the annual budget by the members of this Intergovernmental Agreement, the Operational Board shall have the authority to fix cost-sharing charges for all of said members in an amount sufficient to provide the funds required by the current annual budget.
 1. Billing shall commence the 1st of the month commencing February 1st of each fiscal year of the Center. Each member shall pay its share of the billing no later than 30 days after receipt.
 2. All activities of the Center will be cost shared by the members of this Intergovernmental Agreement. Each members' proportionate annual share shall be based upon its population as determined by the most recent U.S. Census, except that the County's proportionate share shall be based upon the population of the County minus the populations of the City of Bloomington and the Town of Normal.
 3. Each member of this Intergovernmental Agreement shall take all required actions to authorize the funds necessary to meet its financing obligations.
 4. After the adoption of the annual budget by the Operational Board and its approval by the members herein, the Executive Director and the Operational Board shall make expenditures in accordance with such budget.
 - a. The Operational Board shall have the power to transfer funds within the total budget amount in accordance with the law to meet unanticipated needs or to meet changed situations.
 - b. Such action of the Operational Board shall be reported to the administration of each member of the Center.

ARTICLE VI

PERSONNEL

- A. All personnel employed by the Center shall be County employees subject to the supervision of the Operational Board.
- B. All personnel of the Center shall be appointed, evaluated, disciplined, promoted, demoted, and removed in accordance with the County's Personnel Policies and Procedures Ordinance unless the County and such personnel are parties to a collective bargaining agreement in which case said agreement is controlling unless otherwise provided by law.
- C. The Executive Director shall be the supervisor of all of the Center's employees.

ARTICLE VII

AUDIT

- A. The Operational Board shall call for an annual audit of the financial affairs of the Center to be made by a Certified Public Accountant at the end of each fiscal year in accordance with generally accepted accounting principles.
- B. An original copy of the annual audit report and accompanying management letter shall be delivered to each member of this Intergovernmental Agreement.

ARTICLE VIII

INDEMNIFICATION AND INSURANCE

- A. Each member of this Intergovernmental Agreement which is subject to a claim, of any nature, which arises as a consequence of the acts or omissions of such member's personnel in responding to, or providing emergency or non-emergency services pursuant to a dispatch via the Center (hereinafter "Claim") shall, at such member's sole expense, indemnify and hold harmless any other member, its officers, employees and agents from any cost, expense, attorney fees, judgment or liability of any nature when any other member is/are subject to the same Claim solely as a consequence of such other member being a member of this Center.

11

Additionally, in the event the Center and/or its Operational Board, Executive Director, officers, employees and agents are subject to a Claim of any nature which arises as a consequence of the acts or omissions of a member's personnel in responding to a dispatch by the Center, such member shall, at its sole expense, indemnify and hold harmless from any cost, expense, attorney fees, judgments or liability of any nature the Center and/or its Operational Board, Executive Director, officers, employees, and agents unless it is determined that the Operational Board, Executive Director, officers, employees and agents of the Center acted in a willful and wanton negligent manner in connection with dispatching the personnel of the member of this Intergovernmental Agreement.

- B. In the event that a member should file suit or an action against the Center, all representatives of that member shall be prohibited from attending any meetings or discussions or having access to the results of such meetings or discussions related to the defense of the suit or action. The member's representatives shall have no direct access to any written communication concerning the matter except by legal process; and no representatives of the member shall be allowed to vote on any issue related to the suit or action.
- C. The Center, through its Operational Board, is authorized to obtain insurance for but not limited to fire, casualty, tort and civil rights liability and public official's bond. Each member of this Intergovernmental Agreement shall pay 33 1/3% of the total cost of such insurance.

ARTICLE IX

TERMINATION AND DISSOLUTION

- A. Any member of this Intergovernmental Agreement may terminate its membership subject to the following provisions:
 - 1. Such terminating member shall give written notice of its intent to terminate in the form of a certified copy of a Resolution passed by its governing authority to the other members of this Intergovernmental Agreement. A copy of the Resolution shall also be given to the Operational Board and the Executive Director of the Center.
 - 2. If a member is in breach of this Intergovernmental Agreement after thirty (30) days written notice of such breach has been given to such breaching member by the Operational Board, such breach shall constitute de facto

notice of the breaching member's notice to terminate its membership.

3. Termination of a member shall also constitute termination of its representative to the Operational Board.
4. The terminating member shall forfeit any and all interest, right, or title to the Center's property and assets of any kind whatsoever.
5. The terminating member shall be liable for all costs incurred by the Center as a result of the member's termination which include, but is not necessarily limited to attorney fees, court costs and interest on late payment of obligations.

B. Upon any such notice of termination:

1. Termination shall not take effect for a period of one (1) year from the first day of the Center's fiscal year next following such notice.
2. Upon the effective date of termination, such terminating member shall continue to be responsible for:
 - a. One Hundred Percent (100%) of its pro rata share of any unpaid obligations to the date of termination;
 - b. One Hundred Percent (100%) of its pro rata share of any contractual or lease obligations of the Center which were incurred during the period of time it was a member;
 - c. For any contractual obligations it has separately signed with the Center.

C. Upon the adoption of an Ordinance by a majority of the participating members to dissolve this Intergovernmental Agreement and cooperative venture, the Center shall be terminated and dissolved in accordance with the following:

1. Upon such termination and dissolution, and payment of all debts, all individual files and documentation shall be distributed to the member which has jurisdiction over the subject matter of the file or documentation without charge.
2. The fixed assets of the Center shall be donated, without charge, to the McLean County Emergency Telephone System Board to be used solely for the operation and maintenance of an Enhanced 9-1-1 emergency telephone system.

3. All liabilities shall be paid by the members based upon each member's pro rata share provided in Article VI, Section C, 2.

ARTICLE X

AMENDMENTS

This Intergovernmental Agreement shall be binding upon all parties unless and until amended by agreement of all parties.

ARTICLE XI

SEVERABILITY

This Intergovernmental Agreement is severable, and the validity or unenforceability of any provision of the agreement, or any part hereof, shall not render the remainder of this agreement invalid or unenforceable.

ARTICLE XII

EFFECTIVE DATE

This Intergovernmental Agreement shall continue in full force and effect beginning the 10th day of March, 1997 until such time as it may be amended or revised by the same action that caused its adoption. The Intergovernmental Agreement entered into by the parties on January 17, 1995 and the Amended Intergovernmental Agreement entered into by the parties on September 17, 1996 are hereby repealed and replaced with this Agreement. The parties hereto agree that the foregoing constitutes all of the agreement among all of the parties and in witness whereof, the parties have affixed their respective signatures on the date indicated below.

COUNTY OF McLEAN,

ATTEST:


Chairman, McLean County Board


County Clerk

Dated 2-18-97

City of Bloomington,

ATTEST:

Jose R. Armat
Mayor

Wanda Coulet
City Clerk

Dated 07/25/97

Town of Normal,

ATTEST:

Kenton Karaffa
President

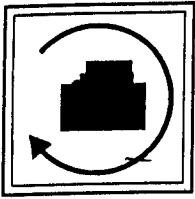
Myra J. Throckmorton
Town Clerk

Dated March 3, 1997

McLean County Sheriff,

John W. ...
Sheriff

Dated 3-10-97



MCLEAN COUNTY REGIONAL PLANNING COMMISSION

211 WEST JEFFERSON STREET • BLOOMINGTON, ILLINOIS 61701 • PHONE: 309-828-4331 • FAX: 309-827-4773 • WWW.MCPLAN.ORG

July 8, 2002

Mr. John Zeunik, County Administrator
McLean County Law & Justice Center
104 West Front Street
Bloomington, IL 61701

Re: Regional Planning Service Agreement

Dear John:

Enclosed please find two (2) copies of the Regional Planning Service Agreement for the fiscal year July 1, 2002 through June 30, 2003. After the agreements have been signed, please return one copy of the agreement. An invoice for the appropriate amount is also enclosed.

Please call if you have any questions. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Paul".

Paul E. Russell, AICP
Executive Director

PER:tlc

REGIONAL PLANNING SERVICE AGREEMENT

This agreement is entered into as of this 1st day of July, 2002, by and between the McLean County Regional Planning Commission (hereinafter referred to as the "Commission") and the County of McLean (hereinafter referred to as the "County").

The parties do mutually agree as follows:

A. Period of Agreement

This agreement shall remain in full force and effect through June 30, 2003.

B. Long Range Planning Services

The "Commission" shall maintain a permanent professional planning staff capable of performing, or causing to be performed, a long range planning work program including visionary planning and the following activities:

1. Prepare and maintain current base maps for public use.
2. Prepare and maintain statistical data and other information in order to assist public agencies in their development decisions.
3. Attendance at meetings of county, municipal, civic clubs or other groups interested in planning and development.
4. Prepare or coordinate the preparation of applications for Federal or State projects provided that no special studies or analysis need to be made.
5. Prepare or coordinate the preparation of reports which are an integral part of the McLean County Transportation Study; including the Unified Work Program (UWP); the preliminary and final long range transportation plan; and the Transportation Improvement Program (TIP) including plan and program implementation technical assistance.
6. Assist the County in the periodic updating of plans, laws, and ordinances which have a direct relationship to planning and development, including zoning ordinances and subdivision regulations.
7. Assist all governmental departments concerning matters of long range planning and development.
8. Coordinate with the County's short range planner in matters pertaining to the process of developing Plans for the County.

C. Staff

The "Commission" shall employ a Director of the "Commission" and other employees which are necessary and authorized by the budget. It is agreed by all parties that the "County" short range planner will be available to assist the Commission staff to accomplish the activities specified in "B" above.

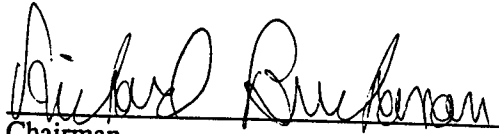
D. Financing

The County of McLean will cause to be placed in the accounts of the "Commission" the sum of \$19,951.50 for the period July 1, 2002 through December 31, 2002. Upon approval of the Fiscal Year 2003 Adopted Budget by the McLean County Board, the County will remit to the Commission the balance of \$16,317.50 for the period January 1, 2003 through June 30, 2003.

Chairman, McLean County Board

County Clerk, McLean County

Date





7-10-02
Date

Chairman
McLean County Regional Planning
Commission

Director
McLean County Regional Planning
Commission