

Minutes of a Special Property Committee Meeting

The Property Committee of the McLean County Board held a special meeting on October 23, 2008 at 4:00 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, Illinois.

Members Present: Chairman Bostic; Members Harding, Moss, Wendt and Dean (4:07 p.m.)

Members Absent: Member Ahart

Staff Present: Mr. John Zeunik, County Administrator, Mr. Terry Lindberg, Assistant County Administrator; Mr. Bill Wasson, Director, Administrative Services and Ms. Jude LaCasse, Assistant to the County Administrator

Elected Officials/
Department Heads: Mr. Mike Steffa, Director, Parks and Recreation; Mr. Jack Moody, Director, Facilities Management

Others Present: None

Chairman Bostic called the meeting to order at 4:00 p.m.

Chairman Bostic stated that this is a special meeting of the Property Committee to review FY'2009 Recommended Budgets for County offices and departments under the oversight of the Property Committee.

Mr. John Zeunik, County Administrator, reviewed the budgets for the following Departments:

Parks and Recreation Department – 0001-0040 can be found on pages 118-122 of the FY'2009 Recommended Budget Book and pages 1-5 of the Summary in the Committee Packet. Mr. Zeunik reviewed the budget, noting that Revenue has decreased from \$325,600.00 in the FY'2008 Adopted Budget to \$323,350.00 in the FY'2009 Recommended Budget, which is a 0.69% decrease. Expenditures are down from \$621,303.00 to \$525,410.00, which is a decrease of 15.43%.

Mr. Zeunik reported the revenue changes from the FY'2008 Adopted Budget to the FY'2009 Recommended Budget are as following:

- Boat Registration line item account has decreased from \$70,000.00 to \$60,000.00.
- Beach Receipts line item account has been budgeted at \$25,000.00, which is the same as last year.

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- Camp Ground Fees line item account has increased from \$162,000.00 to \$170,000.00.
- Boat Concession Revenue has decreased from \$18,500.00 to \$17,000.00.
- Special Activity Revenue has increased from \$9,500.00 to \$10,500.00.
- Park Admission Charge line item account has increased from \$7,000.00 to \$7,250.00.

Mr. Zeunik reported that there is no change in the FTE Staffing level.

Mr. Zeunik reviewed the following increases/decreases in the expense line item accounts from the FY'2008 Adopted Budget to the FY'2009 Recommended Budget:

Materials and Supplies line item accounts:

- Food has increased from \$10,000.00 to \$11,000.00.
- Gasoline/Oil/Diesel Fuel has increased from \$16,760.00 to \$22,500.00.
- Buildings/Grounds/Equipment Supplies has increased from \$30,500.00 to \$35,500.00.
- Postage has increased from \$1,000.00 to \$1,075.00.

Contractual Services line item accounts (down 34.19%):

- Garbage Disposal Services increased from \$3,600.00 to \$4,600.00.
- Computer Repair/Parts increased from \$450.00 to \$1,500.00. This increase will cover the annual expense for the POTS line modems from the Visitor's Center to the Beach House and Boat Rental facility.
- Interest Expense has been added in the FY'2009 Recommended budget. This line item account includes the interest expense of \$300.00 on the lease-purchase agreement for the copier.
- Laboratory Service increased from \$6,100.00 to \$6,200.00.
- Electric Service increased from 22,000.00 to \$26,000.00.
- Gas Service increased from \$8,500.00 to \$10,500.00.

Capital Outlay (down 67.25%):

- Purchase of Furnishings/Office Equipment includes the lease/purchase expense for the copier.
- Purchase of Machinery and Equipment includes the purchase of a new electric utility cart.
- Capitalized Assets includes the replacement of boat/courtesy dock at the West Boat Launch.

Chairman Bostic asked what is the increase in Fringe Benefit expense. Mr. Zeunik replied that, in the Fiscal Year 2008 Adopted Budget, the County's cost for the employee medical and life insurance was budgeted at \$3,400.00 per Full-time Equivalent Employee (FTE). In the FY'2009 Recommended Budget, that increases to \$3,800.00 per FTE.

Motion by Moss/Harding to recommend tentative approval of the Parks and Recreation Department – (0001-0040) FY'2009 Recommended Budget as submitted.
Motion carried.

Parks and Recreation Department, Evergreen Lake Lease Fund – 0147-0040 can be found on pages 123-125 of the FY'2009 Recommended Budget Book and pages 6-8 of the Summary. Mr. Zeunik reported that this is a very small Special Revenue Fund, which was created to promote conservation and development of natural resources within the Park. He noted that this budget is down slightly over the FY'2008 Adopted Budget. Mr. Zeunik announced that the Fiscal Year 2009 Recommended Budget marks the last year that the County will receive rental income under the CRP Program. The current lease agreement is scheduled to expire at the end of 2009.

Mr. Zeunik reviewed the following Revenue line items:

- Farm Land Rental line item account is budgeted at \$14,000.00, which is the same amount budgeted in the FY'2008 Adopted Budget. This line item accounts for the income received by the Evergreen Lake Lease fund from farm land rental.
- The unappropriated fund balance includes an appropriate of \$180.00 from the Unappropriated Fund Balance in order to balance the budget. On December 31, 2007, the fund balance totaled \$37,303.00.
- Unclassified Revenue line item accounts for revenue received by the Fund that does not fall under one of the other revenue line item categories. Based on the unclassified revenue received in the current fiscal year (\$3,738.00), the FY'2009 Recommended Budget includes \$3,100.00 in this line item account.

Mr. Zeunik noted that there is no change in the FTE Staffing level. He stated that most of the accounts are budgeted at the same amount as this year. The only increase is in Fertilizer and Herbicides, which increased \$400.00. This increase is based on the rising cost for fertilizers and herbicides.

Mr. Dean asked if the Parks and Recreation Department's use of fertilizer and herbicides is minimal. Mr. Mike Steffa, Director, Parks and Recreation, replied that the Park uses very little fertilizers and herbicides. He added that this budget will be adequate.

Chairman Bostic asked for an explanation of the farmland leases. Mr. Steffa replied that it is the end of a CRP program that runs out the end of next year. Mr. Dean advised that the contracts can often be extended. Mr. Steffa replied that the farmland area will be developed into the Park. Mr. Wasson concurred that the majority of areas that are in CRP contracts are being transitioned into public use due to public demand. He concluded that, at the end of the contract, the Parks Department does not wish to extend the contracts. Mr. Moss asked how much land is rented. Mr. Wasson replied that a little over 200 acres is rented.

Motion by Dean/Moss to recommend tentative approval of
the Evergreen Lake Lease Fund – (0040-0147) FY'2009
Recommended Budget as submitted.
Motion carried.

Facilities Management – Juvenile Detention Center Program – 0001-0041 can be found on pages 126-128 of the FY'2009 Recommended Budget Book and pages 9-12 of the Summary in the Agenda packet. Mr. Zeunik reported that this is strictly an expense program. The Recommended FY'2009 Budget is \$232,704.00, which is an increase of 3.80%. Mr. Zeunik noted that there is no revenue associated with this program, but is entirely an expense to the County's General Fund.

Mr. Zeunik stated there is no change in the staffing level at the Juvenile Detention Center. He pointed out an 11.76% increase in Fringe Benefits, which was previously discussed.

Mr. Zeunik stated that Materials and Supplies show a slight increase from \$18,628.00 to \$18,656.00. He reported that the anticipated major increases in 2009 will be gasoline, oil and diesel fuel expenses. He noted that this will be a consistent issue throughout the budget. Mr. Zeunik also informed the Committee that utility expenses will be increasing for both natural gas and electricity.

Mr. Zeunik pointed out a typographical error on page 11, under Maintenance Building/Grounds, which should reflect a decrease (not "increase") from \$7,525.00 to \$7,400.00.

Mr. Zeunik reported that, Line Item 625.0001, expenses for Building/Grounds/Equipment Maintenance Supplies are listed on page 10-11 of the Summary, and the expenses for Line Item 744.0001, Maintenance of Building/Grounds, can be found on Page 11 of the Summary.

Mr. Zeunik advised that the Capitalized Improvements line item includes the replacement, at a cost of \$5,580.00, of seven fixed security cameras at the Juvenile Detention Center that are original to the building and were installed in 1993.

Mr. Zeunik indicated that Mr. Jack Moody, Director, Facilities Management, is available to answer any questions.

Motion by Harding/Dean to recommend tentative approval of
Facilities Management, Juvenile Detention Program (0001-
0041) FY'2009 Recommended Budget as submitted.
Motion carried.

Facilities Management – MetCom Program – 0001-0041-0045 can be found on pages 129-131 of the FY'2009 Recommended Budget Book and pages 13-16 of the Summary. Mr. Zeunik stated that this program budget is presented as a self-balancing program within the General Fund in the FY'2009 Recommended Budget. The program's revenue fully funds the projected maintenance and operating expenses of the Metro McLean County Centralized Communications Center. Mr. Zeunik announced that this is the first of several programs that will be reviewed where the revenue to be received by Facilities Management is equal to the expenses.

Mr. Zeunik advised that the revenue source is the reimbursement received from the Metro McLean County Centralized Communications Center. He indicated that, pursuant to an Intergovernmental Agreement between the Emergency Telephone Systems Board (ETSB), the City of Bloomington, Town of Normal, and McLean County, the annual operating budget for the Centralized Communications Center is funded by the three local governments and the ETSB. Since the MetCom facility was financed and built with proceeds from a Public Building Commission bond issue, the County's Facilities Management Department is responsible for maintenance and custodial services. In FY'2009, the total is \$101,242.00, which is a 4.61% decrease from the FY'2008 Adopted Budget.

Mr. Zeunik pointed out that MetCom covers 100% of the Fringe Benefit Expenses, including the cost for IMRF, the County's pension system, as well as Social Security.

Mr. Zeunik noted that there is no change in the staffing level. He indicated that this budget has an increase in the expense for Gasoline/Oil/Diesel Fuel line item account. Mr. Zeunik reported that expenses for Line Item 744.0001, Maintenance of Buildings/Grounds, are listed on page 15 of the Summary.

Mr. Zeunik stated that the Commodities expenses are down 8%. He added that Contractual expenses are down 15% over the FY'2008 Adopted Budget.

Mr. Zeunik indicated that MetCom is an all-electric building. The FY'2009 Recommended Budget does not anticipate any capital projects at that building.

Motion by Dean/Harding to recommend tentative approval of
Facilities Management, MetCom Program – (0001-0041-
0045) FY'2009 Recommended Budget as submitted.
Motion carried.

Mr. Moss asked if the custodians work in more than one building. Mr. Moody replied that the custodians work in more than one building and funds are allocated from more than one budget.

Facilities Management – Health Department Building – 0001-0041-0046 can be found on pages 132-134 of the FY'2009 Recommended Budget Book and pages 17-20 of the Summary. Mr. Zeunik stated that this program budget is presented as a self-balancing program within the General Fund in the FY'2009 Recommended Budget. The program's anticipated revenue of \$558,059.00 fully funds the projected maintenance and operating expenses of the Health Department Building at 200 West Front Street.

Mr. Zeunik noted that the primary revenue source is the utilities and maintenance reimbursement received from the Health Department and TB Care and Treatment Clinic. In accordance with the Lease Agreements with the tenants, the FY'2009 Recommended Budget reflects the scheduled increases in the rent payments due the County from the tenants.

Mr. Zeunik indicated that the other revenue source is the projected income from County employees who park in the 176 parking spaces leased from the City of Bloomington in the Lincoln Parking Deck and the on-grade surface parking lot immediately south of the Lincoln Parking Deck. He explained that the parking lot previously assigned to this building was located where the Coliseum was built. When the Coliseum was built, the City agreed to set aside an equal number of parking spaces for the County south of the Lincoln Deck and in the Lincoln Deck. Mr. Zeunik noted that the County collects money from County employees through payroll deduction for the cost of parking in the Lincoln Deck. Those funds are then remitted to the City.

Mr. Zeunik indicated that, pursuant to a Lease Agreement that was entered into between the McLean County Board and the Board of Health, the Board of Health pays \$36,000.00 per year rental to McLean County for the space they occupy, which is approximately 36,000 square feet of space in the Health Department Building.

Mr. Zeunik stated that the following tenants of the Health Department Building pay rent to the County:

- Veterans Assistance Commission;
- The Institute of Collaborative Solutions;
- McLeodUSA, which occupies a very small office that houses electronic and telephone equipment;
- MCI Communications pays rent for an antenna on the roof of the building;
- State's Attorneys Office IV-D Child Support Enforcement Program, which is funded by money the County receives from the State;
- Children's Advocacy Center reimburses the County for 100% of the utility expenses and a pro-rata share of some of the common costs of the building.

Mr. Zeunik noted that the Utilities Reimbursement, which is the largest revenue line, is more than just utilities reimbursement. He indicated that it is basically the Health Department reimbursing Facilities Management for the work that they do for the Health Department in that building, including maintenance, custodial and capital work. Mr. Zeunik added that the same is true for Animal Control; the Health Department reimburses Facilities Management for the work done at the Animal Control Shelter, which includes landscaping maintenance, maintenance of the building and parking lot, and maintenance of the mechanical systems.

Mr. Zeunik reiterated that this is a self-balancing budget. He indicated that there is no change in the FTE staffing level.

Mr. Zeunik stated that the Commodity Expenses are up 1%, while many of the line items have decreased. He noted that the expense that goes up, again, is the Gasoline/Oil/Diesel Fuel. Mr. Zeunik indicated that Contractual expenses are up 2%.

Mr. Zeunik stated that the major expenses are listed on page 19-20 of the Summary and include Line Item 744.0001, Maintenance Buildings/Grounds and line item account 750.0001 Equipment Maintenance Contracts. He noted that electrical service has increased from \$145,000.00 in the FY'2008 Adopted Budget to \$155,000.00 in the FY'2009 Recommended Budget.

Mr. Zeunik noted that capital expenses include the reimbursement to the Public Building Commission (the "PBC") for the \$350,000.00 interest free loan that the PBC approved for replacing the exterior dryvit at the Health Department Building. He advised that in July of 2003 the County negotiated an Agreement with the Public Building Commission. The Public Building Commission agreed to provide the County with an interest free loan from their unencumbered funds in the amount of \$350,000.00, which allowed the County to replace the deteriorated dryvit siding on the Health Department Building. The

dryvit was replaced with a maintenance free siding. Mr. Zeunik indicated that the County agreed to pay the Public Building Commission \$35,000.00 a year over ten years, with the final payment due in June of 2013.

Ms. Harding asked what does the County charge its employees for parking in the Lincoln Deck. Mr. Zeunik replied that this arrangement is less than what an employee would pay if they purchased a monthly pass through the City. Mr. Moody added that the fee for 2009 is \$37.00 per month; this year the fee is \$34.00 per month. Ms. Harding asked if many of the employees take advantage of this opportunity. Mr. Moody responded that all 176 allocated spaces are occupied and there is a waiting list. Mr. Zeunik noted that the City currently charges \$40.00 per month. Mr. Lindberg added that most of the employees pay for this parking through the "125" Cafeteria Plan on a free tax basis.

Motion by Moss/Dean to recommend tentative approval of the Facilities Management – Health Department Building – (0001-0041-0046) FY'2009 Recommended Budget as submitted.

Motion carried.

Facilities Management – Old Courthouse 0001-0041-0049 can be found on pages 135-138 of the FY'2009 Recommended Budget Book and pages 21-24 of the Summary in the Committee Packet. The FY'2009 Recommended Budget Revenue increases from \$222,477.00 in the FY'2008 Adopted Budget to \$227,261.00, which is an increase of 2.15%. Mr. Zeunik stated that the next three budgets, namely the Old Courthouse, Law and Justice Center and Government Center are all similar in that they balance revenue against expense.

Mr. Zeunik indicated that the Historical Society revenue line item account reflects the annual rent payment of \$10,000.00 which the McLean County Historical Society pays to McLean County. He explained that, in 1988, the County Board entered into a 30 year lease with the Historical Society. The lease calls for a fixed annual rent of \$10,000.00 per year. Mr. Zeunik noted that the lease stipulates that McLean County shall be responsible for the maintenance and operating expenses of the Old Courthouse.

Mr. Zeunik reminded the Committee that the PBC Reimbursement line item was added in the FY'2003 Adopted Budget. In 2003, McLean County transferred ownership of the Old Courthouse building and the land to the Public Building Commission (the "PBC"). The PBC leases the Old Courthouse Building and the land to the County. Mr. Zeunik added that, pursuant to the terms of the Lease Agreement, the annual lease expense will be equal to the County's costs for maintaining and operating the Old Courthouse

Building. This arrangement also provides the County with several alternatives for financing the necessary improvements to the exterior of the Old Courthouse Building.

Mr. Zeunik stated that the total Operating Budget is \$227,261.00. He indicated that the balance, minus the \$10,000.00 rent from the Historical Society, or \$217,261.00, is then reimbursed by the PBC via a Property Tax Levy. Mr. Zeunik noted that this will be seen later in budget material where the County is permitted to levy a property tax in the amount of \$217,261.00, which is additional rental from the PBC. The County pays that to the PBC and then the PBC reimburses the County for the expenses that are incurred.

Mr. Zeunik reported that there is no change proposed in the staffing level in 2009.

Mr. Zeunik stated that, under Materials and Supplies, the Gasoline/Oil/Diesel Fuel line item has increased from \$230.00 in the FY'2008 Adopted Budget to \$316.00 in the FY'2009 Recommended Budget. The Building Equipment Maintenance Supplies line item account has been budgeted at \$9,100.00 in the FY'2009 Recommended Budget, which is the same amount as last year. A list of expenses can be found on page 23 of the Summary.

Mr. Zeunik indicated that, under Contractual, the list of expenses for Maintenance of Buildings and Grounds and Equipment Maintenance Contract line item accounts can be found on page 23.

Mr. Zeunik reported that, under Capital Outlay, the Lease/Purchase Improvements includes the payment in the amount of \$50,000.00 due to the Public Building Commission ("PBC") to repay the \$500,000.00 10-year, interest free loan that the PBC approved to finance the renovation and repair of the Old Courthouse dome and roof. Mr. Zeunik explained that when the County received a grant to repair and replace the Dome on the Old Courthouse, the bids received far exceeded the grant amount. The County negotiated, in 2005, with the PBC, an interest free loan in the amount of \$500,000.00 to be paid back over a ten year period.

Ms. Harding asked what is the expense for the Kone Elevator contract. Mr. Moody replied that all elevators in County buildings must be professionally maintained and inspected on an annual basis.

Mr. Moss pointed out that overtime pay last year for this building was more than was budgeted. Mr. Moody replied that Facilities Management is required to provide staff to maintain the Old Courthouse, including Saturdays. He noted that bad weather is a major factor to the overtime. Mr. Zeunik added that other factors include mechanical emergencies.

Motion by Harding/Dean to recommend tentative approval of the Facilities Management – Old Courthouse – (0001-0041-0049) FY'2009 Recommended Budget as submitted.
Motion carried.

Facilities Management – Law and Justice Center 0001-0041-0050 can be found on pages 139-143 of the FY'2009 Recommended Budget Book and pages 25-30 of the Summary in the Committee Packet. Mr. Zeunik indicated that this is the largest building that Facilities Management maintains.

Mr. Zeunik advised that the Law and Justice Center program budget is a self-balancing program within the General Fund. The program's revenue fully funds the maintenance and operating expenses of the Law and Justice Center. The FY'2009 Recommended Budget Revenue decreased from \$2,178,510.00 in the FY'2008 Adopted Budget to \$2,143,369.00 in the FY'2009 Recommended Budget, which is a 1.61% decrease over last year.

Mr. Zeunik noted that there are three Revenue accounts. The first is the Morgue Fees line item account, which has decreased from \$13,000.00 in the FY'2008 Adopted Budget to \$10,900.00 in the FY'2009 Recommended Budget. This line item accounts for the reimbursement for custodial services provided by Facilities Management personnel to the Coroner's Office for cleaning the morgue on weekends and after hours, specifically for out-of-County cases. Mr. Zeunik stated that a portion of the fee charged by the Coroner to other Counties reimburses Facilities Management. He advised that, as more Counties have added their own morgue facilities, there are fewer Counties using the McLean County facility.

Mr. Zeunik pointed out that the Rent line item account has increased from \$3,212.00 to \$3,392.00. This line item account is the rent paid by Fusion Brew, which is the coffee stand located in the lobby of the Law and Justice Center.

Mr. Zeunik stated that the primary revenue source is the reimbursement received from the PBC for the maintenance and operation of the Building. Pursuant to the Lease Agreement with the PBC, the County is responsible for the maintenance and operation of the Law and Justice Center. The County Board annually levies an amount sufficient to pay the Additional Rent to the PBC (see Fund 0162). This payment is equal to the amount to be reimbursed to the County for the maintenance and operating expenses of the Law and Justice Center. The line-item account PBC Law and Justice Reimbursement (450.0009) is budgeted at \$2,129,077.00 in the FY'2009 Recommended Budget, which is a decrease of 1.54% over the FY'2007 Adopted Budget amount of \$2,162,298.00.

Mr. Zeunik reported that there is no change in the Staffing level in 2009 for this building. He noted that the cost for health insurance has increased from \$3,400.00 per FTE to \$3,800.00 per FTE.

Mr. Zeunik stated that there are increases in the following line item accounts under Materials and Supplies: Gasoline/Oil/Diesel Fuel line item, Books/Videos/ Publications, Non-Major Equipment, which has increased from \$11,500.00 to \$18,050.00 due to the purchase of Baby Changing Stations to be installed in the restrooms at the Law and Justice Center.

Mr. Zeunik indicated that Contractual expenses are down 6%. He noted that a summary of the maintenance expenses and the Equipment Maintenance Contracts is provided on pages 28-29.

Mr. Zeunik stated that, under Capital expenses, the Capital Improvements line item account includes funding for the purchase of new directional signage for the Court floors.

Mr. Zeunik advised that, when the County initially moved into the Law and Justice Center in 1976 and, after the building additions were made in 1990-91, the Public Building Commission purchased all of the furnishings and equipment in the building and helped the County replace furniture. He pointed out that Purchase of Office Furniture/Equipment line item was budgeted at \$70,000.00 for the purchase of furniture and equipment in the Circuit Clerk's Office, Circuit Court, Public Defender's Office, State's Attorneys Office and the Sheriff's Office.

Mr. Zeunik indicated that the Purchase of Kitchen/Laundry Equipment expenses are for the purchase of equipment for the Jail.

Mr. Zeunik noted that the Purchase of Machinery and Equipment line item includes funding for the purchase of a metal detector for the jail. The Capitalized Assets line item expense includes the replacement of a hot water heater and burner, replacement of a courtroom audio system on the Fourth Floor and HVAC duct cleaning on the Fourth Floor.

Mr. Moss asked where is the "Carpet and Tile Replacement" to be done in the Law and Justice Center building. Mr. Moody replied that some of the hallways still had original carpet that needs to be replaced.

Ms. Harding asked if the custodians who clean the Coroner's Office have special training. Mr. Moody replied two custodians have been highly trained for the work done in the Coroner's Office, as well as in the Jail.

Mr. Moss asked what are the "Visitor Aides." Mr. Moody responded that Visitor Aides is the new name for the Lobby Security Screeners. These are the employees who work the screening equipment at the main entrance of the Law and Justice Center. Mr. Moss asked if these are law enforcement people. Mr. Moody replied that they are not. However, he noted that there are times when Sheriff's Department Court Security deputies will assist with screening. Mr. Zeunik advised that, with the renovations at the Law and Justice Center, the Court Security Office moved to an office off the lobby. This provides the presence of uniformed officers in the lobby area.

Motion by Moss/Harding to recommend tentative approval of the Facilities Management – Law and Justice Center Building – (0001-0041-0050) FY'2009 Recommended Budget as submitted.
Motion carried.

Facilities Management – Government Center – 0001-0041-0115 can be found on pages 144-147 of the FY'2009 Recommended Budget Book and pages 31-35 of the Summary. Mr. Zeunik summarized that the total budget is \$898,240.00, which is an increase of 5.65% over last year. He stated that the Government Center program budget is a self-balancing program within the General Fund. The program's revenue is expected to fully fund the maintenance and operating expenses of the Government Center. Mr. Zeunik indicated that the County's primary revenue source is the reimbursement received from the Public Building Commission ("PBC") for the maintenance and operation of the building.

Mr. Zeunik advised that, pursuant to the Lease Agreement with the PBC, the County is responsible for the maintenance and operation of the Government Center. The County Board annually levies an amount sufficient to pay the Additional Rent to the PBC (Fund 0162). This payment is equal to the amount to be reimbursed to the County for the maintenance and operating expenses of the Government Center. The line item account PBC Reimbursement (450.0009) is budgeted at \$898,240.00 in the FY'2009 Recommended Budget, which is an increase of \$48,002.00 or 5.6% over the FY'2008 Adopted Budget.

Mr. Zeunik stated that the City of Bloomington and the County share the expense of maintaining the Government Center. Pursuant to the Lease Agreement with the Public Building Commission (PBC), the City pays their share of the maintenance and operating expense directly to the PBC. The PBC reimburses the County from the County property tax levy for maintenance and operation and the payment received from the City. Mr. Zeunik noted that all of the maintenance and custodial work is done by the County staff.

Mr. Zeunik reported that there is no change in the FTE Staffing level in the FY'2009 Recommended Budget.

Mr. Zeunik indicated that, under Fringe Benefits, the Employee Medical/Life Insurance line item account has increased to \$3,800.00 per FTE. In the FY'2009 Adopted Budget, the employer's cost for health insurance was budgeted at \$3,400.00 per FTE. Mr. Zeunik pointed out one significant change in the salary expense, namely the increase in overtime expense. This increase was based on the actual expense from last year and the year-to-date expense when the budget was prepared this summer. Mr. Zeunik noted that \$14,300.00 was originally budgeted and, in September, overtime was already at \$18,776.00, which made it necessary to increase the overtime expense.

Mr. Zeunik stated that the Commodity expenses are down 4%.

Under Materials and Supplies, Mr. Zeunik pointed out the following increases in line items:

- Gasoline/Oil/Diesel Fuel increased from \$1,480.00 to \$1,970.00. This increase is based on the continuing uncertainty of fluctuation in the price of gasoline, oil and diesel fuel in 2009.
- Non-Major Equipment increased from \$7,100.00 to \$9,400.00. This increase is for the purchase of Baby Changing Stations.
- Cleaning Supplies line item account has increased from \$24,000.00 to \$27,380.00.

Mr. Zeunik reviewed the changes under Contractual Services, from the FY'2008 Adopted Budget to the FY'2009 Recommended Budget, as follows:

- Maintenance Building/Grounds line item account has decreased from \$23,200.00 to \$22,000.00. A list of expenses can be found on page 34 of the Packet.
- Equipment Maintenance Contracts line item account has increased from \$24,421.00 to \$25,644.00. A list of expenses can be found on page 34 of the Packet.
- Electric Service line item account has increased from \$208,000.00 to \$240,000.00. This increase is based on the contract approved between People's Energy Corporation and the County for the purchase of electricity.
- Gas Service line item account has increased from \$125,000.00 to \$135,000.00. This is based on the anticipated price per therm for natural gas in 2008-2009, based on the contract agreement approved between Vanguard Energy and the County.
- Water Service line item account has decreased from \$4,600.00 to \$4,000.00.

Mr. Zeunik stated that, under Capital, Capitalized Assets line item account includes funding for the purchase and installation of fire suppression system in the Information Technologies Department. He noted that Information Technologies currently does not have any fire suppression system in the department.

Motion by Dean/Moss to recommend tentative approval of the Facilities Management – Government Center Building – (0001-0041-0115) FY'2009 Recommended Budget as submitted.

Motion carried.

Law and Justice Center Debt Service Fund – 0161-0050 can be found on pages 253-254 of the FY'2009 Recommended Budget Book and pages 36-37 of the Summary. Mr. Zeunik reviewed this budget, noting that this is a Special Revenue Fund which is used to levy a property tax equal to the annual debt service payment due to the Public Building Commission (PBC) for the General Obligations Bonds which were issued in 2006 to finance the Law and Justice Center renovation.

Mr. Zeunik stated that, pursuant to the Ordinance approved by the County Board, the County Board annually levies an amount sufficient to pay the annual debt service due to the Public Building Commission. The line item account Public Building Commission Reimbursement (768.0001) is budgeted at \$1,685,000.00 in the FY'2009 Recommended Budget, the same amount approved in the FY'2008 Adopted Budget.

Motion by Moss/Harding to recommend tentative approval of the Law and Justice Debt Service Fund – (0161-0050) FY'2009 Recommended Budget as submitted.
Motion carried.

Government Center Debt Service Fund – 0161-0115 can be found on pages 255-256 of the FY'2009 Recommended Budget Book and pages 38-39 of the Summary. Mr. Zeunik reported that this is the Special Revenue Fund which is used to levy a property tax equal to the annual debt service payment due to the Public Building Commission for the General Obligation Bonds which were issued in 2002 to finance the purchase and remodeling of the Government Center Building.

Mr. Zeunik explained that, pursuant to the Ordinance approved by the County Board, the County Board annually levies an amount sufficient to pay the annual debt service due to the Public Building Commission. The line-item account Public Building Commission Reimbursement (768.0001) is budgeted at \$429,176.00 in the FY-2009 Recommended Budget. This represents an 18.4% decrease over the FY'2008 Adopted Budget amount of \$526,027.00.

Motion by Dean/Moss to recommend tentative approval of the Government Center Debt Service Fund – (0161-0115) FY'2009 Recommended Budget as submitted.
Motion carried.

Old Courthouse Additional Rent Fund – 0162-0049 can be found on pages 257-258 of the FY'2009 Recommended Budget and pages 40-41 of the Summary. Mr. Zeunik reported that this program budget is a self-balancing program within the General Fund. The program's revenue fully funds the maintenance and operating expenses of the Old County Courthouse. The Old County Courthouse Rent, Fund 0162, is the Special Revenue Fund which funds the maintenance and operating expenses of the Old County Courthouse.

Mr. Zeunik stated that, pursuant to the Lease Agreement with the Public Building Commission, the County is responsible for the maintenance and operation of the Old County Courthouse. The County Board annually levies an amount sufficient to pay the Additional Rent to the Public Building Commission (Fund 0162). This payment is equal to the amount to be reimbursed to the County for the maintenance and operating expenses of the Old County Courthouse. The line-item account Public Building Commission Reimbursement (768.0001) is budgeted at \$217,261.00 in the FY'2009 Recommended Budget. This represents a 2.25% increase over the FY'2008 Adopted Budget amount of \$212,477.00.

Motion by Dean/Moss to recommend tentative approval of the Old Courthouse Additional Rent Fund – (0162-0049) FY'2009 Recommended Budget as submitted.
Motion carried.

Law and Justice Center Additional Rent Fund – 0162-0050 can be found on pages 259-260 of the FY'2009 Recommended Budget Book and pages 42.43 of the Summary. Mr. Zeunik reported that this program budget is a self-balancing program within the General Fund. This program's revenue fully funds the maintenance and operation expenses of the Law and Justice Center. The Law and Justice Center Building Rent, Fund 0162, is the Special Revenue Fund which funds the maintenance and operating expenses of the Law and Justice Center.

Mr. Zeunik stated that, pursuant to the Lease Agreement with the Public Building Commission, the County is responsible for the maintenance and operation of the Law and Justice Center. The County Board annually levies an amount sufficient to pay the Additional Rent to the Public Building Commission (Fund 0162). This payment is equal to the amount to be reimbursed to the County for the maintenance and operating expenses of the Law and Justice Center. The line-item account Public Building

Commission Reimbursement (768.0001) is budgeted at \$2,129,077.00 in the FY'2009 Recommended Budget. This is a decrease of \$33,221.00, or 1.54% from the FY'2008 Adopted Budget.

Motion by Dean/Harding to recommend tentative approval of the Law and Justice Center Additional Rent Fund – (0162-0050) FY'2009 Recommended Budget as submitted.
Motion carried.

Government Center Additional Rent Fund – 0162-0115 can be found on pages 261.262 of the FY'2009 Recommended Budget Book and pages 44-45 of the Summary. Mr. Zeunik reported that this program budget is a self-balancing program within the General Fund. This program's revenue fully funds the maintenance and operation expenses of the Government Center. The Government Center Building Rent, Fund 0162, is the Special Revenue Fund which funds the maintenance and operating expenses of the Government Center.

Mr. Zeunik stated that, pursuant to the Lease Agreement with the Public Building Commission, the County is responsible for the maintenance and operation of the Government Center. The County Board annually levies an amount sufficient to pay the Additional Rent to the Public Building Commission (Fund 0162). This payment is equal to the amount to be reimbursed to the County for the maintenance and operating expenses of the Government Center. The line-item account Public Building Commission Reimbursement (768.0001) is budgeted at \$449,120.00 in the FY'2009 Recommended Budget. This amount is calculated in the following manner:

FY'2008 Government Center Budget=	\$898,240.00
\$898,240/2 =	\$449,120.00 County Share
	\$449,120.00 City Share

Motion by Moss/Dean to recommend tentative approval of the Government Center Additional Rent Fund – (0162-0115).
Motion carried.

Facilities Management – Fairview Building Capital Lease Fund – 0360-0041 can be found on pages 263-265 of the Budget Book and pages 46-47 of the Summary. Mr. Zeunik reviewed this budget, noting that this is a self-balancing Special Revenue Capital Lease Fund. The program's revenue supports the maintenance and operating expenses of the Fairview Building. Mr. Zeunik added that this building is maintained by the maintenance staff at the Nursing Home.

Mr. Zeunik stated that the Building's three tenants (the Regional Office of Education, the GED Program, and the YWCA Senior Citizens' Service Center) share the total maintenance and operating expenses based on the Lease Agreement approved by the County Board.

Mr. Zeunik indicated that, other than the Salary and Fringe Benefit expense, all of the Materials and Supplies line item accounts and all of the Contractual Services line item accounts are budgeted at the same dollar amount as in the FY'2008 Adopted Budget.

Mr. Zeunik advised that a portion of the lease payment is set aside in a capital replacement fund for future capital expenditures at the Fairview Building (see line item account 500.0000 Budget Balance Account).

Mr. Dean asked how old is the building. Mr. Moody replied that the Fairview Building was built in 1921. Mr. Dean asked if the building is being well-maintained. Mr. Moody responded that the building is well maintained, but is getting old.

Mr. Dean asked how is the rent determined. Mr. Zeunik replied that it is an allocation that Mr. Don Lee, Director, Nursing Home and Mr. Eric Kline, Maintenance Director, Nursing Home, develop based on the total anticipated expenses for the coming year and based on the amount of square feet they occupy in the building.

Motion by Moss/Wendt to recommend tentative approval of
Facilities Management Fairview Building Capital Lease Fund
– (0360-0041).
Motion carried.

There being nothing further to come before the Committee at this time, Chairman Bostic adjourned the meeting at 5:05 p.m.

Respectfully submitted,

Judith A. LaCasse
Recording Secretary