

Minutes of the Executive Committee Meeting

The Executive Committee of the McLean County Board met on Tuesday, September 10, 2002, at 4:30 p.m. in Room 700, Law and Justice Center, 104 West Front Street, Bloomington, Illinois.

Members Present: Chairman Sweeney, Members Sommer, Salch, Bass, Gordon, Sorensen, Segobiano, Berglund

Members Absent: Member Pokorney

Other County Board Members Present: Member Owens

Staff Present: Mr. John M. Zeunik, County Administrator; Mr. Terry Lindberg, Assistant County Administrator; Ms. Martha B. Ross, County Administrator's Assistant, County Administrator's Office

Department Heads/
Elected Officials Present: Mr. Craig Nelson, Director, Information Services;
Mr. Bob Kahman, Supervisor of Assessments

Others Present: None

Chairman Sweeney called the meeting to order at 4:30 p.m. Chairman Sweeney presented the minutes of the August 13, 2002 and August 20, 2002 meetings for approval.

Motion by Salch/Sommer to approve and place on file the minutes of the August 13, 2002 and August 20, 2002 meetings. Motion carried.

The minutes of the August 13, 2002 and August 20, 2002 meetings were approved and placed on file as presented.

Chairman Sweeney, Chairman of the Executive Committee, stated that there are 8 reappointments, 1 appointment, and no resignations for which the Committee's advice and consent is sought.

Motion by Sommer/Bass to recommend approval of the 8 reappointments and one appointment. Motion carried.

Chairman Sweeney presented a Request for Approval of a Resolution of Congratulations for the Tri-Valley Angels Girls' Fastpitch Softball team.

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Motion by Sorensen/Berglund to recommend approval of the Resolution of Congratulations for the Tri-Valley Angels Girls' Fastpitch Softball Team. Motion carried.

Chairman Sweeney presented a Request for Approval of an Intergovernmental Agreement Between the Village of Stanford and McLean County to Implement and Support an Integrated Justice Information System, which was submitted for consideration by the Information Services Department.

Motion by Gordon/Sommer to recommend approval of an Intergovernmental Agreement between the Village of Stanford and McLean County to Implement and Support an Integrated Justice Information System. Motion carried.

Chairman Sweeney noted the appointment of Ms. P.A. "Sue" Berglund, County Board Representative from District 7, as Vice Chairman of the National Association of Counties' ("NACo") Environment, Energy and Land Use Steering Committee. The appointment was made by NACo President Kenneth Mayfield. The Environment, Energy and Land Use Steering Committee focuses on air, water, and noise pollution control; solid and hazardous waste management and disposal; the preservation and proper utilization of water resources; energy; and the use of land resources, including comprehensive planning, coastal zone management, growth management, energy facilities siting and recreation.

Mr. Craig Nelson, Director, Information Services Department, presented his monthly status report. He stated that McLean County recently hosted visits by Tazewell County, Illinois Criminal Justice Information Authority, and Lane County, Oregon. He further stated that Tazewell County is currently considering a purchase of the IJIS System.

Mr. Nelson explained that the network infrastructure is currently being replaced in the Law and Justice Center Building. The work is expected to be completed by the opening of business on Wednesday, September 11, 2002.

Mr. George Gordon, Chairman of the Land Use and Development Committee, stated that the Committee has no items for action. There will be one item to be presented to the full County Board.

Mr. Gene Salch, Chairman of the Property Committee, stated that the Committee has no items for action.

Mr. B.H. "Duffy" Bass, Chairman of the Transportation Committee, stated that the Committee has one item for Executive Committee action. He presented a Request to Approve an Agreement

for Signal Maintenance between the County and the City of Bloomington (the "City"). The Agreement stipulates that the City will provide maintenance for the traffic control systems on
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Towanda-Barnes Road, Ireland Grove Road, G.E. Road, and Fort Jesse Road. The City will share the maintenance and energy costs on a 50/50 split with the County for the signals on both G.E. Road and Fort Jesse Road.

Motion by Bass/Sorensen to recommend approval of an Agreement for Signal Maintenance with the City of Bloomington.

Mr. Sommer noted that provision D of Part 3 of the Agreement provides for:

All traffic signal and traffic control device maintenance and electrical energy provisions contained in presently existing agreements or understandings between the City and the County for traffic signals and/or other traffic control devices covered by this Master Agreement shall upon execution of this Master Agreement by the County be superseded and be of no force or effect.

Mr. Sommer asked for clarification on the terms of this provision. He asked whether this provision governs all signals and traffic control devices throughout the County, or only the specific items delineated in Exhibit A of the Agreement. Mr. Zeunik explained that that this Agreement is the first of its kind, and to his knowledge, there are no other such Agreements between the City and the County.

Mr. Segobiano asked what implications approval of this Agreement might have on future maintenance responsibilities for the County. Mr. Zeunik explained that the Highway Department considered two (2) options for the signals along Towanda-Barnes Road. One option was a contract with an electrical company wherein that company would be responsible for the annual and preventative maintenance on the signals, and would also be responsible for any emergency repair of the signals.

Mr. Zeunik remarked that the City has now expanded its boundaries east of Towanda-Barnes Road. The County Highway Department contacted the City to determine whether the City would be amenable to providing signal service and maintenance. It was decided that such service would be more appropriately provided by the City, rather than an outside contractor. That decision is now memorialized in the Signal Maintenance Agreement.

Mr. Zeunik explained that a more difficult issue is presented when roads which are further away from the corporate boundaries of Bloomington and Normal are considered. At this time, the

County's Highway staff does not have the capability to provide this type of maintenance on traffic signals.

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Mr. Segobiano inquired that when the City begins to move its boundaries outward, as it inevitably will do, how will jurisdiction of roads between the City and the County be addressed. Mr. Segobiano asked if the roads will remain under the purview of the County, while the City annexes the surrounding land. Mr. Zeunik explained that annexations do not include roads. The only way that jurisdiction of a road can change is through the approval and implementation of a jurisdictional transfer. Such a transfer must be approved by both of the local governments and be in accordance with the regulations imposed by the Illinois Department of Transportation ("IDOT").

Mr. Zeunik explained that there are still County roads located within the corporate boundaries of both Bloomington and Normal, which are maintained by the County's Highway Department throughout the year. He explained that the Signal Maintenance Agreement does not affect the jurisdiction of the road where the signals are located.

Mr. Segobiano commented that the County should begin to examine its jurisdictional obligations for all of its roads to determine which roads might be more effectively served by another governmental entity. Mr. Zeunik remarked that there have been jurisdictional transfers in the past. One instant example is Oakland Avenue spur area, which was turned over to the City of Bloomington. Also affected by a jurisdictional transfer was a portion of West Washington Street.

Chairman Sweeney stated that a transfer was accomplished of East Oakland Avenue and also on East Emerson Street. He stated a need to determine where roads are located within Bloomington and Normal that continue to be within the County's jurisdiction. He asked Mr. Bass and the Transportation Committee to look into this matter. Mr. Bass agreed to guide the Transportation Committee in determining where County roads are located that could now be transferred to the jurisdiction of another governmental entity.

Chairman Sweeney asked whether there were any further questions or comments regarding the Agreement for Signal Maintenance. Hearing none, Chairman Sweeney called for a vote on the pending motion.

Motion carried.

Mr. Matt Sorensen, Chairman, Finance Committee, presented a Request for Approval of a request submitted by the Court Services Department to fill an open Adult Probation Officer position. He noted that the Finance Committee had approved the request at its September meeting.

Motion by Sorensen/Berglund to recommend approval of a request received from Court Services Department to fill an open Adult Probation Officer position.

Mr. Segobiano commented that the information received from the Court Services Department indicated that the requested position was one whose costs are reimbursed by the AOIC at a rate of 100%. He asked whether only the salary portion would be reimbursed, or whether the benefit package would also be reimbursed. Mr. Sorensen responded that only the salary is covered by the reimbursement. Mr. Segobiano noted that if only the salary is funded by the AOIC, then the County pays the benefits associated with such positions.

Mr. Sommer stated that since the AOIC is funded by the Illinois Supreme Court, could it experience the same severe budget shortfalls experienced by most other offices and departments, thus creating a budgetary problem for the County. Mr. Sorensen responded that in the State's new Fiscal Year 2003 budget, such positions are only funded at 89.7%. Therefore, there will be an impact on the County's budget.

Mr. Segobiano asked whether there will be a recommendation from the Administrator's Office on how these position requests should be handled when the available State funding ceases. Mr. Zeunik responded that the requested position, if it is granted authorization to be filled, would continue to be 100% reimbursed for salary for the remainder of the current fiscal year. He explained that the County submits a monthly voucher, and the AOIC forwards payment until it runs out of money. When the funding is exhausted, the County receives notice of that fact. Mr. Zeunik advised that the end of funding for Fiscal Year 2003 is projected to be May, 2003. That shortfall is to be considered during the Fiscal Year 2003 budget preparation cycle.

Mr. Segobiano suggested that one option for consideration is the Board's ongoing policy that when funding for a position ceases, that position also ceases. Mr. Zeunik noted that possibility as one option that would be considered.

Mr. Sorensen stated that this is not a new problem. He explained that reimbursed positions have been considered by the Legislative Committee for some time. He asked how many County positions are affected. Mr. Zeunik responded that all of the officers at the Juvenile Detention Center, along with the director and the assistant director, hold positions that are 100% reimbursed by the State. Within the Court Services Department, there are a total of 24 Adult Probation positions. 12 of those positions are 100% reimbursed, and the rest receive \$1,000.00 per month subsidy from the AOIC.

Mr. Sorensen noted that the Board faces a lack of funding in this department annually. Mr. Segobiano commented that the Board has asked all other General Fund Offices and Departments to reduce their current operating budgets. He asked how uniformity can be maintained. Chairman Sweeney responded that the budgetary concerns in the General Fund will be addressed in stages. The next stage will be in the Fiscal Year 2003 budget.

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Chairman Sweeney asked whether there were any further questions or concerns. Hearing none, he called for a vote on the motion.

Motion carried.

Mr. Sorensen presented a Request for Approval of an Emergency Appropriation Ordinance Amending the Fiscal Year 2002 General Fund Adopted Budget. The Public Defender's Office advised the Finance Committee of additional reductions in the FY 2002 budget.

Motion by Sorensen/Salch to recommend approval of an Emergency Appropriation Ordinance Amending the Fiscal Year 2002 General Fund Adopted Budget for the Public Defender's Office.
Motion carried.

Mr. Joe Sommer, Chairman of the Justice Committee, presented a Request for Approval of an Intergovernmental Agreement Between the Illinois Department of Public Aid (the "IDPA") and the McLean County State's Attorney's Office, Child Support Enforcement Division. He stated that this agreement is a renewal of the Agreement currently in effect.

Motion by Sommer/Salch to recommend approval of an Intergovernmental Agreement between the Illinois Department of Public Aid and the McLean County State's Attorney, Child Support Enforcement Division.
Motion carried.

Mr. Sommer presented a two part request for authorization for the State's Attorney's Office to submit grant proposals. He stated that grant proposals should be carefully considered whenever possible, in view of the current fiscal situation. He stated that, at this stage, it is only a request to submit grant proposals, and the issues would be revisited. He noted that the Justice Committee granted approval of both requests, albeit weakly and he would, therefore, make the motion for approval.

Motion by Sommer/Gordon to recommend authorization for the State's Attorney's Office to submit grant proposals for the Victim Services Programs – Victims of Crime Act ("VOCA") and Project Safe Neighborhoods – Bureau of Justice Assistance. Motion carried.

Mr. Zeunik presented his monthly update on the County's financial position, to date. In comparing sales tax revenue on September 10, 2001 versus September 10, 2002, current revenue trails that of 2001 in the amount of \$398,241.00. He noted that because sales tax remittances are up to three months late, only now are the effects of annexation by the City beginning to become apparent.

Mr. Zeunik explained that Personal Property Replacement Tax will show a decline of approximately \$250,000.00 in Fiscal Year 2003 when compared against Fiscal Year 2002. Comparing year-to-date amounts between September 10, 2001 and September 10, 2002, an \$86,000.00 decrease in revenue for FY 2002 is shown.

The Recorder's Office has collected approximately \$35,000.00 more in revenue during Fiscal year 2002 that it did at this time in Fiscal Year 2001.

Mr. Zeunik stated that one year ago, the accrued fund balance in the General Fund was \$3.9 million. On the same date in 2002, the accrued fund balance stands at \$1.9 million, much of which is receivables rather than cash.

The Treasurer's Office has made the first distribution of the second installment of property tax payments. That distribution should be credited to all County funds, as of September 11, 2002. Prior to that distribution, the County experienced the bottom of its cash flow cycle. The cash flow cycle in 2002 was further impacted by the fact that there were three (3) payroll dates during the month of August, 2002.

Mr. Zeunik explained that the term "accrued fund balance" could also be termed as "reserves." However, he warned that neither of those terms should be misconstrued as meaning "surplus cash, available for expenditure." Rather, the County will need to be watchful and prudent in its expenditures during the upcoming fiscal year. Mr. Zeunik stated that his goal in recommending the budgetary cuts during Fiscal Year 2002 was to try to finish the fiscal year with a General Fund balance that was at least equal to the fund balance that the County enjoyed at the beginning of the current fiscal year. This goal was established in order for the County to be able to meet its cash flow needs within the first 6-9 months of Fiscal Year 2003.

Mr. Zeunik remarked that the Board should anticipate requests from various entities, both inside and outside County government, to utilize the fund balance to alleviate deep budgetary cuts in some areas. He cautioned that any such requests should be very carefully examined prior to taking action.

The cash flow cycle should improve with the infusion of funds from the payment of the first installment of property taxes. However, it is unlikely that there will be dramatic increase in either sales tax revenue or personal property replacement tax revenue.

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Mr. Gordon asked what is the best projection as to how the revenue shortfall could be narrowed over the next few months. Mr. Zeunik responded that there are two (2) things expected to happen in the near future. First, the first distribution of the second installment of property taxes is expected to be credited on September 11, 2002. In the General Fund, property taxes represent about 25% of the total revenue for that fund. By the end of September, the County will have completed 75% of its fiscal year and incurred nearly 75% of its total expenses for the fiscal year. Yet, the single largest revenue source isn't received until after that period of time.

Mr. Zeunik commented that one of the differences between the fund balance amount on September 10, 2001 and September 10, 2002 is the fact in 2001, the first distribution of the second installment of property taxes had been made, and that payment credited to the fund balance. Historically, the County's cash flow cycle has varied from year to year, influenced by tax distribution dates, as well as by the number of payroll dates at this time of the year.

Mr. Gordon asked what is the target figure that has become the proposed amount for the fund balance, as of December 31, 2002. Mr. Zeunik responded that the target amount is \$4.36 million.

Mr. Sommer asked what percentage of the fund balance is currently classified as accounts receivable, and how has that amount fluctuated over time. Mr. Zeunik answered that the amount is fairly constant. With the State's commitment to borrow money to meet its obligations, the previously anticipated shortfalls and delays in remittance of State payments are not as severe as originally anticipated.

Mr. Segobiano remarked that the status of the unencumbered fund balance should be stressed as being unavailable to County offices and departments for assistance in balancing their individual budgets.

Chairman Sweeney stated that he has requested that Mr. Zeunik make a Power Point presentation on the status of the unencumbered fund balance to Board members, regarding its purpose and accepted use.

Mr. Owens commented that within the past fiscal year, the County Clerk's Office has increased its fees for the various services it provides to the public. He asked when the fee increases became effective. Mr. Zeunik responded that the increases took effect in March 2002. Mr. Sorensen noted that the County Clerk reported to the Finance Committee the status of her department's revenue

position as a result of the implementation of the fee increases. He stated that the increase in departmental revenue, just in a short period of time, was readily apparent.

Mr. Zeunik reported that year-to-date revenue in the County Clerk's Office, as of September 10, 2002, is \$157,228.00, compared with \$92,334.00 on that date in 2001.

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Chairman Sweeney asked whether there were any further questions or comments. Hearing none, Chairman Sweeney asked whether there were any Other Business and Communications matters to address. Hearing none, the bills were presented.

Chairman Sweeney presented the bills and transfers as recommended by the Auditor's Office for approval.

Motion by Sommer/Salch to recommend approval of the bills and transfers as recommended by the Auditor's Office as of August 31, 2002.
Motion carried.

Mr. Gordon announced that there would be a public ceremony to observe the solemn anniversary of the September 11, 2001 terrorist attacks on the United States. The ceremony would be held on September 11, 2002 at Hancock Stadium on the campus of Illinois State University at

5:00 p.m. Mr. Owens added that another ceremony would be held on the campus Quad at 7:00 p.m. Mr. Zeunik announced that a public service honoring local firefighters and other first responders would take place on the steps of the Old Courthouse at 9:00 a.m. on September 11th.

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There being no further business to come before the Committee, the meeting was adjourned at 5:03 p.m.

Respectfully submitted,

Martha B. Ross
Recording Secretary