

Minutes of the Executive Committee Meeting

The Executive Committee of the McLean County Board met on Tuesday, November 13, 2001 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, Segobiano, Pokorney

Members Absent: Members Sorensen, Berglund

Other County Board Members Present: Members Rodman, Renner, Hoselton

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; Ms. Jackie Dozier, County Auditor

Others Present: None

Chairman Sweeney called the meeting to order at 4:31 p.m. Chairman Sweeney presented the minutes of the October 9, 2001 meeting for approval.

Motion by Sommer/Gordon to approve and place on file the minutes of the October 9, 2001 meeting. Motion carried.

The minutes of the October 9, 2001 meeting were approved and placed on file as presented.

Chairman Sweeney, Chairman of the Executive Committee, stated that there are five reappointments and two appointments upon which the Committee's advice and consent is sought.

Motion by Gordon/Pokorney to recommend approval of the Appointments and Reappointments as presented by the Chairman. Motion carried.

Chairman Sweeney presented an Intergovernmental Agreement between the Town of Normal and McLean County to Permit the Town of Normal to Access the Law Enforcement Agencies Data System Through McLean County. He noted that the Information Services Department submitted the Agreement for the Committee's approval.

Motion by Bass/Sommer to recommend approval of the Intergovernmental Agreement Between the Town of Normal and McLean County to Permit the Town of Normal to Access the Law Enforcement Agencies Data System Through McLean County. Motion carried.

Chairman Sweeney presented a request from Easter Seals-UPC to proclaim the Official Christmas Ornament for the City of Bloomington, Town of Normal and McLean County. The proceeds from the sale of the ornament will benefit programs and services of Easter Seals-UPC in McLean County. The special ornament is an annual fundraiser for Easter Seals-UPC.

Motion by Salch/Pokorney to recommend approval of a Proclamation Declaring the Official Christmas Ornament for the City of Bloomington, Town of Normal and McLean County, Illinois for Easter Seals-UPC. Motion carried.

Chairman Sweeney presented for approval a Resolution of Congratulations to the Calvary Baptist Academy Varsity Soccer Team.

Motion by Bass/Pokorney to recommend approval of a Resolution of Congratulations to the Calvary Baptist Academy Varsity Soccer Team. Motion carried.

Chairman Sweeney stated that the next three (3) items must be considered individually, even though they are related in subject. He first presented a request to approve a Lease Agreement between the Public Building Commission (the "PBC") and McLean County for the Government Center, 115 East Washington Street in Bloomington.

Motion by Gordon/Sommer to recommend approval of the Lease Agreement between the Public Building Commission and McLean County for the Government Center, 115 East Washington Street. Motion carried.

Chairman Sweeney advised that the request for approval of an Amendment to the Intergovernmental Agreement between the Public Building Commission, the City of Bloomington and McLean County, for the Abraham Lincoln Parking Deck requires modification. Chairman Sweeney announced that this agenda item will be considered at a Stand-Up Meeting, to be held immediately prior to the November 2001 County Board meeting.

Chairman Sweeney next presented the Request for Approval of a Tax Levy Ordinance for Lease Payments due to the Public Building Commission for the Government Center, 115 East Washington Street.

Motion by Sommer/Pokorney to recommend approval of a Tax Levy Ordinance for Lease Payments due to the Public Building Commission for the Government Center, 115 East Washington Street. Motion carried.

Chairman Sweeney presented a Request for Approval of a Contract Between the Public Building Commission, McLean County, and the City of Bloomington for Annual Maintenance and Operations at the Government Center Building.

Motion by Pokorney/Salch to recommend approval of a Contract Between the Public Building Commission, McLean County and the City of Bloomington for Annual Maintenance at the Government Center Building. Motion carried.

Chairman Sweeney presented the Request for Approval of Tax Levy Abatement Ordinance for Lease Payments due to the Public Building Commission for the Government Center, 115 East Washington Street. Mr. Zeunik distributed the Tax Levy Abatement Ordinance to the Committee members.

Motion by Salch/Pokorney to recommend approval of the Tax Levy Abatement Ordinance for Lease Payments due to the Public Building Commission for the Government Center, 115 East Washington Street.

Mr. Zeunik stated that on Tuesday, November 6, 2001, the Public Building Commission sold \$11,000,000.00 in bonds to finance the additions to the Abraham Lincoln Parking Deck and the renovations to the Government Center Building. He explained that the preceding agenda item regarding the Tax Levy Ordinance reflects the full amount of the bond issue, \$11,000,000.00, and the total annual debt service payment that would be required to pay off those bonds is \$919,685.00.

Mr. Zeunik remarked that under the Bond Resolution, and based upon advice from Chapman and Cutler, Bond Counsel for the PBC, it is necessary for both the County and the City of Bloomington to adopt the Tax Levy Ordinance. However, the County's actual financial responsibility is only for \$290,093.00. Therefore, the Tax Levy Abatement Ordinance at hand provides for an abatement. For the purpose of allocating the County's share of the annual rent payable under the lease, the amount of the abatement of the tax levy is \$626,592.00. The resulting tax sufficient to produce the sum of \$292,093.00 is the amount that is allocated to the County.

Procedurally, the process of presenting the Tax Levy Ordinance and the Tax Levy Abatement Ordinance should be considered as separate items. This procedure is on the advice of both

Chapman and Cutler, Bond Counsel for the PBC, and Attorney David C. Wochner, Attorney for the Public Building Commission.

Mr. Gordon asked whether the amount being abated is to be covered by the City of Bloomington (the "City"). Mr. Zeunik responded that this was indeed correct. The City of Bloomington will have equal responsibility, in the amount of \$293,093.00, for the Government Center. The balance is the City's responsibility for with the addition of two (2) new decks to the Abraham Lincoln Parking Deck. Therefore, the difference between the \$626,592.00 minus the \$292,093.00 equals the amount of the debt service on \$4.2 million, the part of the bond issue dedicated for the improvements to the Lincoln Parking Deck.

Mr. Gordon asked what the future will hold when the proposed amounts are approved. Mr. Zeunik responded that the amounts would be the same each year for the duration of the 20-year financing term.

Mr. Gordon asked whether the \$293,093.00 would be the firm amount for which the County will be accountable. Mr. Zeunik remarked that this amount would not increase. It is, in fact, similar to the amount that the County currently pays on the outstanding bonds for the Law and Justice Center, which is \$2,115,163.00. That amount remains constant.

Mr. Sommer cited Section 3 of the Tax Levy Abatement Ordinance as speaking specifically of the abatement. However, Section 6 of the Ordinance speaks to the allocation of benefits as being set at \$5 million each for the City and County, with the balance of the bonds in the principal amount of \$1 million being issued on a taxable basis. Thus, they do not require any allocation of benefits. He asked whether the procedure is the proper way to proceed. Mr. Zeunik responded that Chapman and Cutler provided direction on the appropriate procedure to follow.

Chairman Sweeney asked if there were any other questions. Hearing none, Chairman Sweeney called for a vote on the previous motion.

Motion carried.

Mr. Zeunik presented the Fiscal Year 2002 Recommended Budget for the Information Services Department. He stated that the total recommended budget for this department is \$1,782,557.00. This amount represents a 19.5% decrease over the Fiscal Year 2001 Adopted Budget for Information Services.

Mr. Zeunik explained that the major changes in the budget occur under the Contractual Services, showing a decrease of \$418,765.00. Additionally, under the Employees' Salaries category, there is a proposed decrease of \$58,231.00.

Revenue for the Information Services Department is generated from two (2) prime sources. Special Revenue Funds are billed for services that Information Services staff provide to County offices and departments outside of the General Fund, specifically the Health Department, the Nursing Home and MetCom. Additionally, there is a transfer into Information Services from the Circuit Clerk's Court Automation Fund. The transfer is reduced slightly over the Fiscal Year 2001, because the budget proposes that the Records Management program be eliminated. In prior years, there was a transfer that came into Information Services to offset some of the expenses in that program.

Expenditures under Personnel include the recommendation to delete 3.0 FTE Microphotographer positions, one Microphotographer at 0.53 FTE, and one Intern position at 0.77 FTE. Mr. Zeunik remarked that, at present, two of the positions are filled, and one is vacant. The part-time positions are currently vacant.

The Materials and Supplies line item accounts have all been decreased except for 620.0002 Computer Hardware Supplies. Contractual line items have been decreased for the Fiscal Year 2002 Recommended Budget, except for the line item involving Equipment Maintenance Contracts. Capital Outlay line items include funding for purchase of computer software, lease/purchase of computers, and purchase of computer software.

Mr. Zeunik noted that a detailed analysis of the recommendation to eliminate the Records Management Department in Fiscal Year 2002 is included in the packet. The analysis provides a comparison of costs regarding both in-house and outside contract for this service.

Mr. Gordon asked whether the personnel reductions involve both part-time positions, which are vacant. Mr. Zeunik responded affirmatively. Mr. Gordon then asked whether one of the three FTE microphotographer positions is presently vacant. Mr. Zeunik replied that is correct.

Mr. Gordon asked how the personnel reductions in the Information Services Department affected the department's ability to carry out its overall objectives. Mr. Craig Nelson, Director, Information Services, responded that the reductions make the overall work of the Department more challenging, especially in light of the impending move to the Government Center Building.

Mr. Nelson stated that he had initially hoped for additional staff, but it was soon determined that such a request would not be feasible.

Mr. Nelson noted that the members of his staff, are working diligently to streamline processes as much as possible. The focus is to provide the best possible service available to County offices and departments. He noted that some Help screens have been implemented on the County's

Intranet network. This will allow any Information Services staff member who may be working on site in another building, to check for other requests for help before returning to their office.

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Motion by Gordon/Sommer to tentatively recommend approval of the Fiscal Year 2002 Recommended Budget for the Information Services Department 0001-0043. Motion carried.

Mr. Zeunik introduced the Fiscal Year 2002 Recommended Budget for the County Board. He noted that there is a slight increase in revenue, from \$14,048,688.00 to \$14,247,392.00. There are some modifications from the Fiscal Year 2002 Recommended Budget book that was distributed in September 2001.

Mr. Zeunik explained that the recommended tax levy in the General Fund is \$5,945,737.00. This would result in a tax rate of 24.958 cents per \$100 of equalized assessed valuation (the "EAV"). He noted that the County continues to utilize the 3.94% increase in the EAV that was provided by the Supervisor of Assessments.

One of the most significant factors expected to impact revenue in the General Fund is the projected decrease in Sales Tax Revenue. To date, there has been no change noted in the pattern of sales tax revenue. That pattern indicates that sales tax revenue in Fiscal Year 2001 will be less than the total amount collected in Fiscal Year 2000. This is the first time such a situation has occurred since the Board made the decision to lower the General Fund property tax rate from 28 cents to 25 cents and adopt the quarter cent sales tax in the incorporated areas and a one-cent sales tax in unincorporated areas of the County.

Mr. Zeunik remarked that an increase in State Income Tax is expected. That amount is driven by the amount that is deposited in the Local Government State Income Tax Distributive Fund. Local governments currently receive 10%, which is then distributed on a per capita basis. For purposes of McLean County, the population in the unincorporated area is utilized to determine the County's share of State Income Tax revenue. In the 2000 census, the population in the unincorporated areas of the County increased over the census of 1990. The Illinois Department of Revenue has confirmed to the County Treasurer's Office that this increase in population will result in the receipt of more state income tax dollars. The County began receiving the increase during the summer of 2001.

A negative aspect of the State Income Tax distribution is that, if state income tax receipts decline, subsequent distributions to local governments will decline. Although McLean County continues to enjoy a favorable economic climate, there are a number of other localities in Illinois which are experiencing economic hardship. This may have an impact on the amounts that will ultimately be deposited in the Local Government State Income Tax Distributive Fund.

Mr. Zeunik explained that the Personal Property Replacement Tax, which is levied on corporations and partnerships, is collected by the State. Local governments subsequently receive a share of that revenue. The amount that McLean County is scheduled to receive is certified to Minutes of the Executive Committee Meeting
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the County by the Illinois Department of Revenue. Therefore, the amount that is utilized for purposes of preparing the budget is the amount provided by the Department of Revenue. He stated that there are no significant changes expected in this revenue stream. However, since this tax is a paid by corporations and partnerships, there may be some reduction in the amounts collected by the State, if those business entities become financially distressed. Distributions to the County would then be affected.

The remaining significant revenue line, transfers from other funds, has been increased from the Fiscal Year 2001 Adopted Budget by 2.5%. This transfer covers the FICA and IMRF costs for the employees at MetCom.

Mr. Zeunik remarked that there are no recommended changes in the FTE staffing level for the Fiscal Year 2002 Recommended Budget. Materials and Supplies are budgeted at the same dollar amounts as in the Fiscal Year 2001 Adopted Budget, with exceptions for Food and Letterhead/Printed Forms. The budgeted amounts are based upon actual expenses.

The 700 line items, Contractual Services, remain almost unchanged. However, the Contract Services line has been decreased. The reduction is attributed to the Information Services Department's increase in responsibility for the Integrated Justice Information System ("IJIS"), thus reducing the billable hours from the project manager. Also, the Comprehensive Space Study for the Law and Justice Center was completed earlier this year. Therefore, there are no continuing expenses associated with that project.

The amount recommended for the Metro McLean Centralized Communications has been approved by the City of Bloomington, Town of Normal, McLean County and the ETSB. Likewise, the Regional Office of Education expenditure is based upon an Intergovernmental Agreement that has been approved by the three Counties. The amount stated is the County's share, representing a \$13,000.00 increase. It is still less than it would be if McLean County's payment were to be based purely on equalized assessed value.

The Capital Outlay expense for Purchase of Vehicles, is pursuant to the adopted Resolution Establishing the Budget Policy for Fiscal Year 2002. This line item includes funding to purchase eight (8) police pursuit vehicles for the Sheriff's Department and one (1) six-passenger vehicle for the Building and Zoning Department.

Mr. Zeunik stated that there is no grant funding in the Recommended Budget for Fiscal Year 2002. In the past, the County Board has provided grant funding for various community-based agencies.

Mr. Segobiano asked what is the contingency plan in the event that State revenue shortfalls occur. Mr. Zeunik responded that departments would be advised to postpone capital expenses

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during the first six months of the year, due to the County's cash flow cycle. If a pattern of reduction in State funding is established during this time, a longer moratorium on capital expenditures may be sought.

Mr. Zeunik stated that the suspension of filling vacant positions might also be utilized as a way to address declining State funding. Only positions which are absolutely essential would be filled.

Additionally, departments would be asked to closely examine their variable line items, which are not governed by contract, to determine if expenses can be further reduced or eliminated.

If the reduction in State funding became more pronounced than anticipated, stronger recommendations might need to be instituted. As of October 31, 2001, total revenue is tracking at 101.5% of budget, and expenses are tracking at 98% of budget. Presently, expenditures have been monitored by restricting Emergency Appropriations and asking Departments and Elected Officials to monitor their spending.

Mr. Segobiano asked what measures would be considered during the last six months of the upcoming year, especially in the event that the less restrictive strategies for addressing revenue shortfalls are not as successful as is necessary. Mr. Zeunik responded that a reexamination of mandated services versus discretionary services would be in order, with an eye toward what discretionary services could be discontinued.

Motion by Sommer/Pokorney to tentatively recommend approval of the Fiscal Year 2002 Recommended Budget for the County Board 0001-0001. Motion carried.

Mr. Joseph Sommer, Chairman of the Justice Committee, stated that there are three contracts between County offices and the Illinois Department of Public Aid that can be considered together, as they relate to the same program.

Motion by Sommer/Pokorney to recommend approval of Contracts Between McLean County, the Circuit Clerk's Office, the Circuit Court, and the State's Attorney's Office and the Illinois Department Of Public Aid for the IV-D Child Support Enforcement Program. Motion carried.

Mr. Sommer remarked that there are two (2) proposed Intergovernmental Agreements between the County and the City of Bloomington and the Town of Normal for booking services with the

Sheriff's Department. Because of the similarity of the two contracts, he noted that they could be considered together.

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Motion by Sommer/Pokorney to recommend approval of Intergovernmental Agreements between the City of Bloomington, the Town of Normal, and McLean County for Booking Services. Motion carried.

Mr. Sommer presented a request for approval of an Emergency Appropriation Ordinance regarding an upgrade for the Sheriff's Department EF Johnson 800 MHz Radio. The Emergency Appropriation Ordinance will require the Sheriff to transfer \$450 from his radio maintenance account to the MetCom account to pay for three radios that were purchased after the original acquisition of radios.

Motion by Sommer/Pokorney to recommend approval of an Emergency Appropriation Ordinance for the Sheriff's Department's EF Johnson Radio Upgrade.

Mr. Segobiano asked whether the radios upgraded would be compatible with whatever system the County eventually decides to adopt. Mr. Sommer responded that the radios would be utilized on an interim basis. The County has not yet determined whether it will utilize a 400 MHz system or an 800 MHz system on a permanent basis.

Chairman Sweeney asked if the Committee members had any other questions. Hearing none, Chairman Sweeney called for a vote on the previous motion.

Motion carried.

Mr. Sommer presented a request for approval of a Domestic Violence Protocol Grant Agreement with the State's Attorney's Office.

Motion by Sommer/Pokorney to recommend approval of a Domestic Violence Protocol Grant Agreement between the State's Attorney's Office and the Illinois Criminal Justice Information Authority. Motion carried.

Mr. Sommer presented a request for consideration of a Resolution requesting State funding of residential treatment for selected juvenile offenders was presented on behalf of the State's Attorney's Office.

Motion by Sommer/Bass to recommend that a Resolution

Requesting State Funding of Residential Treatment For Selected Juvenile Offenders be referred to McLean County's Legislative Program.

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Mr. Sommer noted that the Board has repeatedly requested support from the State on this matter, but to no avail. Mr. Zeunik commented that this item is a classic example where the State elects not to provide funding for a mandated program. In this instance, McLean County spent \$473,688.00 in Fiscal Year 2000, for the care and support of dependant children. Year to date, the County has spent \$339,168.00 for this service. The item has been repeatedly placed in the County's Legislative packet.

Mr. Zeunik noted that, pursuant to State law, up to 3% of the Department of Children and Family Services ("DCFS") annual budget should be allocated for this purpose. However, that department does not budget for this need, alleging inadequate funding in its total budget. Therefore, County governments pay this expense as a result of a lack of funding from the DCFS.

Motion carried.

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

Mr. George Gordon, Chairman of the Land Use and Development Committee, presented a request to approve an Intergovernmental Agreement between the County and the Illinois Department of Transportation ("IDOT") for an Illinois Tomorrow Grant for a County Land Development Guide.

Motion by Gordon/Pokorney to recommend approval of an Intergovernmental Agreement between the County and the Illinois Department of Transportation For an Illinois Tomorrow Grant for a County Land Development Guide.
Motion carried.

Mr. Gordon stated that the request by TomCin, Inc. to vacate a portion of Cloverhill Circle in Clover Hill Subdivision has been continued to the December Land Use and Development Committee meeting. It will not be presented to the Board in November.

Mr. Tari Renner, Member of the Finance Committee, reported that the Finance Committee had no items for action. Several items will be presented to the full Board.

Mr. Renner noted that one item in particular came into question. That item is the Request to Approve the Position Classification and Pay Range Schedule for Fiscal Year 2002. He noted that this request reflects an addition of four (4) new job titles, upgrading 10 existing jobs and

eliminating one title. It also includes a 2.5% across-the-board pay increase for all non-union employees.

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Mr. Renner explained that requested changes in job classifications in the County Clerk's Office were the subject of some controversy. Two program administrators were upgraded to the classification of an 8 from a 7. These upgrades were not supported by staff. Additionally, the Chief Deputy County Clerk position was the subject of an upgrade in classification from a grade 9 to grade 10. This position is again the subject of an upgrade consideration. The County Clerk requested a reclassification to grade 11, and the Administrator's Office supported an upgrade to a 10. The Committee compromised at a classification of 10+.

Mr. "Duffy" Bass, Chairman of the Transportation Committee, stated that the Transportation Committee had no items for action. Mr. Bass stated that the Committee enjoyed a field trip to view various locations around the County and noted the progress on construction of Towanda-Barnes Road.

Mr. Sommer presented the Departmental Budgets Under the Oversight of the Executive Committee.

Motion by Sommer/Pokorney to recommend approval of the Departmental Budgets under the Oversight of the Executive Committee. Motion carried.

Mr. Renner presented the Departmental Budgets Under the Oversight of the Finance Committee.

Motion by Renner/Bass to recommend approval of the Departmental Budgets under the Oversight of the Finance Committee. Motion carried.

Mr. Sommer presented the Departmental Budgets Under the Oversight of the Justice Committee.

Motion by Sommer/Pokorney to recommend approval of the Departmental Budgets under the Oversight of the Justice Committee. Motion carried.

Mr. Gordon presented the Departmental Budgets Under the Oversight of the Land Use and Development Committee.

Motion by Gordon/Pokorney to recommend approval of the Departmental Budgets under the Oversight of the Land Use and Development

Committee. Motion carried.

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Mr. Salch presented the Departmental Budgets Under the Oversight of the Property Committee.

Motion by Salch/Pokorney to recommend approval of the Departmental Budgets under the Oversight of the Property Committee. Motion carried.

Mr. Bass presented the Departmental Budgets Under the Oversight of the Transportation Committee.

Motion by Bass/Pokorney to recommend approval of the Departmental Budgets under the Oversight of the Transportation Committee. Motion carried.

Mr. Sommer presented the Five-Year Capital Improvement Budget for 2002-2006.

Motion by Sommer/Gordon to recommend approval of the Five Year Capital Improvement Budget for 2002-2006. Motion carried.

Chairman Sweeney presented a Request for Approval of the Fiscal Year 2002 Combined Annual Appropriation and Budget Ordinance as Recommended by the Oversight Committees.

Motion by Salch/Sommer to recommend approval of the Fiscal Year 2002 Combined Annual Appropriation and Budget Ordinance as Recommended by the Oversight Committees. Motion carried.

Chairman Sweeney presented the Proposed 2001 Tax Levy Ordinance.

Motion by Bass/Sommer to recommend approval of the Proposed 2001 Tax Levy Ordinance. Motion carried.

Chairman Sweeney presented a Request to Recommend Approval of the Fiscal Year 2002 Full-Time Equivalent Positions Resolutions.

Motion by Sommer/Pokorney to recommend approval of the Fiscal Year 2002 Full-Time Equivalent Positions Resolutions. Motion carried.

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

Motion by Sommer/Pokorney to recommend approval of the bills and transfers as recommended by the Auditor's Office.
Motion carried.

There being no further business to come before the Committee, the meeting was adjourned at 5:16 p.m.

Respectfully submitted,

Martha B. Ross
Recording Secretary