Executive COMMITTEE AGENDA
Government Center, Room 400
Tuesday, May 12, 2015
4:30 p.m.

1. Roll Call

2. Chairman’s Approval of Minutes – April 14, 2015

3. Appearance by Members of the Public

4. Departmental Matters:
   
   A. Executive Committee – Chairman Sorensen
      1) Items to be Presented for Action
         a) REAPPOINTMENTS
            ETHICS COMMISSION OF McLEAN COUNTY
            Mr. Lane C. Hansen
            116 S Devonshire Dr
            Bloomington, IL 61704-4678
            (Two-year term to expire June 1, 2017)

            ETHICS COMMISSION OF McLEAN COUNTY
            Mr. Daniel Liechty
            1007 Norwood Ct
            Normal, IL 61761
            (Two-year term to expire June 1, 2017)

            McLEAN COUNTY BOARD OF REVIEW
            Ms. Gina Medernach
            36327 E 550 North Rd
            Bellflower, IL 61724
            (Two-year term to expire June 1, 2017)
b) APPOINTMENTS

McLEAN COUNTY REGIONAL PLANNING COMMISSION
Mr. Carl Olson
3201 CIRA Drive, Ste 200
Bloomington, IL 61704
(Three-year term to expire December 31, 2018)

McLEAN COUNTY REGIONAL PLANNING COMMISSION
Mr. Carl Teichman
1103 Kings Mill Road
Normal, IL 61761
(Three-year term to expire December 31, 2018)

GRIDLEY DRAINAGE DISTRICT
Mr. Richard Kuntz
30001 N 2080 East Road
Gridley, IL 61744

c) RESIGNATIONS

GRIDLEY DRAINAGE DISTRICT
Mr. Clyde Kuntz
315 East 7th Street N1
Gridley, IL 61744

d) Request Approval of Critical Personnel Hiring 1-2

e) Request Approval of Contract for County Code On-Line Posting and Annual Maintenance with General Code, LLC.-State’s Attorney’s Office 3-8

f) Request Approval of Resolution to Amend the Rules of the County Board of McLean County-Rules Subcommittee 9-11

2) Items to be Presented to the Board
a) General Report
b) Other

B. Property Committee – Chairman Segobiano

1) Items to be Presented for Action:
a) Request Approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2015 Budget Ordinance – Fund 0001, General Fund, County Board 0001 and Fund 0360 Fairview Building, Facilities Management Department Fund 0041 – Facilities Management 12
2) **Items to be Presented to the Board:**
   a) Request Approval of the Resolution of the McLean County Board to Include the Cost of the Design and Construction Phase Services of the Fairview Campus Medical Building in Any Future Capital Markets Financing for New Construction and/or Renovation of Existing Space – Facilities Management
   
   b) Request Approval of a Contract for a Peer Review for the Adult Detention Facility Needs Assessment and Pre-Architectural Design with Farnsworth Group, Inc.

C. **Justice Committee – Chairman Caisley**
   1) **Items to be Presented for Action**
      a) Request Approval for the Renewal and Amendment of Intergovernmental Agreement 2015-55-0077-KK between McLean County and the Illinois Department of Healthcare and Family Services – Circuit Clerk 13-18
      
      b) Request Approval of 2015 Intergovernmental Agreement between the City of Bloomington and the County of McLean Regulating the Use of the Police Shooting Range Facility of the City of Bloomington – Sheriff’s Department 19-24
      
      c) Request Approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2015 Combined Annual Appropriation and Budget Ordinance Fund 0001 General Fund Court Services Department 0022-0094 – Court Services 25-27
      
      
      e) Request Approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal year 2015 Combined Annual Appropriation and Budget Ordinance, Fund 0001 General Fund, EMA 0052-0832-0001 – EMA 32-33

  2) **Items to be Presented to the Board:**
     a) Request Approval of Agreement between the McLean County Sheriff’s Office and Securus Technologies for Inmate Telephone Service - Sheriff’s Department
     
     b) General Report
     
     c) Other

D. **Finance Committee – Chairman Owens**
   1) **Items to be Presented for Action:**
a) Request Approval of the Resolution Establishing the Budget Policy for Fiscal Year 2016 County Administrator’s Office 34-43

b) Approval of Schedule A – Calendar for Preparation of the Fiscal year 2016 Budget, Five Year Capital Improvement Budget, and Recommended Three Year Budget – County Administrator’s Office 44-46

2) Items to be Presented to the Board:
   a) General Report
   b) Other

E. Land Use and Development Committee – Chairman Gordon
   1) Items to be Presented to the Board:
      a) General Report
      b) Other

F. Transportation Committee – Chairman Soeldner
   1) Items to be Presented for Action:
      a) Request Approval of Emergency Appropriation Ordinance Amending the FY 2015 Combined Annual Appropriation and Budget Ordinance – Fund 120 Labor & Equipment Rental – County Highway Department 47-48
      b) Request Approval of Emergency Appropriation Ordinance Amending the FY 2015 Combined Annual Appropriation and Budget Ordinance – Fund 123 Maintenance of Roads/Drainage Structures – County Highway Department 49

   2) Items to be Presented to the Board:
      a) General Report
      b) Other

G. Report of County Administration
   1) Items to be Presented to the Board
      a) General Report
      b) Other

5. Other Business and Communication

6. Recommend payment of Bills and Transfers, if any, to the County Board

7. Adjournment
TO: Honorable Chairman Matt Sorensen and Members, Executive Committee

FROM: Ms. Hannah Eisner, Assistant County Administrator

RE: Critical Hiring Requests

The following is a list of critical personnel position requests which have been received by the County Administrator’s Office through April 30, 2015. All positions listed below are budgeted and funded through the end of FY 2015 and have been determined to be critical to the functioning of the department heads making the request.

**JUSTICE COMMITTEE**

**Court services Department**

1) Fill a 1.0 FTE Juvenile Detention Officer position

The transfer of a Juvenile Detention Officer to an open position in Adult Court Services leaves a vacated 1.0 FTE Juvenile Detention Officer position in the Court Services Department. In order to maintain the safety and security of the juvenile offenders and staff at the Juvenile Detention facility, it is necessary to fill this position as soon as possible from the eligibility list held by the Administrative Office of the Illinois Courts. Since 2008, there has been a reduction of 3 JDO’s. This has left the facility with 15 line officers available to maintain the required minimum staffing for all shifts. This position is funded in the 2015 budget.

**Sheriff’s Department**

1) Fill a 1.0 FTE Records Division OSS1 Position

The retirement of a records division person in the McLean County Sheriff’s Office effective March 27, 2015 leaves a vacated 1.0 FTE OSS1 position. The position is responsible for a variety of office support duties including, but not limited to creating, maintaining, filing and retention of records for the Sheriff’s Office and Detention Facility. Work also involves quality control, proof reading and providing quality customer services in person and on the phone.

<table>
<thead>
<tr>
<th>District #1</th>
<th>District #3</th>
<th>District #5</th>
<th>District #7</th>
<th>District #9</th>
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</thead>
<tbody>
<tr>
<td>Don J. Cavallini</td>
<td>George G. Wendt</td>
<td>John McIntyre</td>
<td>Rich Buchanan</td>
<td>Erik Rankin</td>
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<tr>
<td>Catherine Melaker</td>
<td>Randall L. Martin</td>
<td>Sondra “Scoey” O’Connor</td>
<td>Victoria F. Harris</td>
<td>Susan Schuler</td>
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<td>Matt Sorensen</td>
<td>William T. Caisley</td>
<td>George J. Gordon</td>
<td>Paul Segobiano</td>
<td>Benjamin J. Owens</td>
</tr>
<tr>
<td>Jim Soebliner</td>
<td>Mark W. Johnson</td>
<td>Paul Finch</td>
<td>Carlo Robustelli</td>
<td>Chuck Erickson</td>
</tr>
</tbody>
</table>
2) Fill 3.0 FTE Deputy Patrol Officers Positions

Effective February 27, 2015, March 26, 2015 and March 27, 2015 three patrol officers of the McLean County Sheriff’s Office left the department, two retired and one resigned leaving 3.0 FTE positions vacated. The vacated positions involve responsibility for the protection of life and property, prevention of crime, apprehension of criminals and the general enforcement of laws and ordinances in a designated area on an assigned shift. Work is performed in accordance with departmental rules and regulations and normally consists of routine patrol, preliminary investigations and other general duties. It is critical to fill these positions as soon as possible for safety and security reasons.

States Attorney’s Office

1) 1 FTE Assistant State’s Attorney III

This is one of the 7.5 FTE ASA III positions authorized in the FY 2015 Budget. The ASA III is responsible for the screening and review of felony cases. The position involves the preparation on discovery, the handling of pre-trial matters, and the trying of the felony case. In addition, this ASA meets with victims and witnesses in the preparation of cases and must be adept in effective listening and communication. As part of the State’s Attorney’s Office, this position works with other attorneys and support staff and must be able to facilitate problem solving and team work.

FINANCE COMMITTEE

Health Department

1) Request to fill 1.0 FTE WIC Nutritionist Position

The nutritionist positions within the McLean County WIC program fulfill a critical role in the federally funded grant program. Per federal guidelines, a minimum of 1 certified health professional (CHP) is recommended for every 1000 clients on the WIC program. The McLean County WIC program has a caseload of 3118 and at minimum should be staffed with 3 CHPs. The WIC program maintains three nutritionist positions to sustain program growth and client load. The nutritionists are responsible for assigning risk factors, issuing special formula and certifying clients on the program.

The WIC program funding is dependent on caseload achievement. A reduction in nutritionist positions within the program would result in seeing fewer clients per day, effectively reducing the caseload achieved rate and putting future funding in jeopardy. The WIC program services McLean County’s most vulnerable low income population: infants, children up to the age of five and pregnant woman.
May 7, 2015

To: Matt Sorensen, County Board Chairman and Chairman of the Executive Committee

Fr: Don Knapp

Re: General Code Contract for on-line posting

Chairman Sorensen,

Attached please find a contract which staff recommends the County enters into between the County of McLean and General Code. The funds are included in this year’s budget and available. This contract is one of the last pieces of the puzzle in our Code project and will allow the vendor to place our Code on-line as well as make periodic updates to the on-line version of the Code as this Honorable body adjusts the sections therein.

To be clear, the $995 cost of General Code’s services does not include publishing/updating the hard copy versions of our Code which have been distributed. Staff recommends we do that, at most, yearly but we cannot give an accurate cost of such measure as we are still evaluating how many hard copies of the Code are required throughout the County. I will be happy to report back at a later date once staff has a recommendation regarding the number of hard copies of the Code we feel are appropriate to maintain.

An added benefit to this contract, beyond providing easy access to our citizens of the ordinances that control activity within the County, is that it will allow our department heads to access our Code in a Microsoft Word format. As the Executive Committee is considering amendments to the Rules, you will note that those amendments are presented in a ‘strikethrough/underline’ format. The versions of the Code we have available now are cumbersome when cutting, pasting and changing the text of any ordinance or rule contained within the Code for presentation in the strikethrough/underline format.

Staff prefers to present changes in ordinances to the Board in the strikethrough/underline format so Members can clearly delineate between versions, current and proposed, of an ordinance. Having one, easily accessible place to find Microsoft Word files of our ordinances will assist that project.
April 10, 2015

Mr. Don Knapp
First Assistant State’s Attorney, McLean County
115 E. Washington Street
Bloomington, Illinois 61702

Dear Mr. Knapp:

On behalf of General Code, we thank you for the opportunity to provide a proposal for eCode360®, the exciting new online Code service from General Code, that makes your Code readily available to those who need it most. Enclosed is a proposal detailing the process for bringing your Code online so that you can take advantage of the same benefits that over 1,500 of General Code’s customers already enjoy.

Hosted and maintained for your convenience by General Code, eCode360 provides access to your Code from a link on your website, enabling users—both inside and outside your municipality—to have easy access to this important information. Features and benefits include:

- **Searching**: Several ways to search and access your Code saves time and money
- **Posting of New Laws**: Provides access to new laws between supplements
- **Bookmarking**: Return to popular sections of your code quickly
- **Exporting/Printing**: Don’t re-invent the wheel to draft new legislation
- **Easy Navigation**: Search-friendly interface is clean, clutter-free, and highly intuitive
- **Wider Availability**: Fewer phone inquiries free you up to perform other job functions
- **Backup**: Reference Archival CD of your Code allows for historical documentation and research
- **Private and Public Notes***: Remarks and comments regarding portions of the Code can be saved for public or private viewing and are searchable
- **Multi-Code Searching ***: Search hundreds of Codes from other communities for examples of legislation that your community may wish to model
- **Public Documents Module ***: Permits Uploading of Non-Code Documents to the Web for Easy Searching and Public Access

* Available with Premium eCode360 only.
General Code's eCode360 is an ideal solution at a time when more and more people look to the Internet for their information needs. Simply sign and return this proposal to our fax at 585-328-8189 and we can have your Code on the web within two weeks. Or if you have further questions or concerns, or if you'd like a one-on-one demonstration, please contact me at your convenience.

Thank you for your consideration and we hope to hear from you soon.

Best Regards,

Marcia Clifford
Codification Account Manager
Now more than ever, there is a need for municipalities to have their Code available in an easy to use electronic format to meet the needs of County employees and officials. There is also a need to allow public access to the Code for the citizens of the County via the Internet.

In addition to having the Code online in a more versatile form, many municipalities have been able to reduce the number of printed Code volumes in circulation by providing access to the Code via the Internet. This reduction has been shown to save time and money on future printed copies of supplemented legislation to these communities.

When selecting an electronic product to use, two factors need to be considered: ease of use and low maintenance. The product should be easy enough to be used by novice computer users and should not create extra work for the County staff to keep up to date.

**Initial Setup of Electronic Files**

The first phase of the project is to convert the current County Code into an electronic format to enable it to function in eCode360.

Once the electronic files are created, we will integrate the files into eCode360 and they will be an exact reflection of the content of the present Code.

The electronic Code will be placed on a Web server by General Code. Anyone with Internet access will be able to view and search the County Code. Your eCode360 will contain the current and complete text of the County's Code and is fully searchable.

General Code's eCode360 is a virtually maintenance-free product for the County. Each time the Code is updated, General Code will automatically update the Internet files to reflect any changes that were made to the Code. We always advise that the readers check with the local government to ensure they are working with the latest version of the Code.

Our Internet consultants will work with the County to provide a seamless link to the Code from the County's website. Your eCode360 can also be accessed from the General Code website.

General Code may make the content of the Code and any appended legislation or updated public information available as an electronic or print subscription to outside firms who do or wish to do business within the County.
eCode360® Features

**Standard** eCode360® includes the following features:
- Posting of New Laws*
- Archival CD, provided annually
- Easy and Flexible Searching
- Exporting
- Easy Navigation
- Electronic Index
- Email Links
- Simple to Use Print Functionality
- Bookmarking Searches
- Free Upgrades with Additional Features
- eCode360 Search App

**Premium** eCode360® includes all Standard features plus:
- Sample Legislation (Multi-Code Searching)
- Archival CD, provided with every supplement
- Public and Private Notes
- Personalized Links within Notes
- PubDocs Module **

* Posting of New Laws: This service is included with the Annual Maintenance for eCode360®. Between regular Code supplements, General Code will temporarily attach (append) verbatim copies of new legislation to your online electronic Code to provide ready access to information until such time as the legislation can be codified through supplementation. If supplementation does not occur within one year of appending, General Code will remove the link to that legislation.

** Public Documents Online Module**

General Code is proud to offer our Public Documents (PubDocs) online module for our electronic Code services. With PubDocs, you can provide immediate online access to information and documents that you want to make available to the public, such as meeting minutes, agendas, resolutions, budgets, pending legislation, and more.

PubDocs is fully integrated with Premium eCode360®, your online Code, and provides an easy-to-use process for document management. PubDocs is a great way to augment your e-government services and improve your overall outreach to the community. Best of all, PubDocs enhances your municipality’s transparency by offering your citizens and other constituents a solution that meets their ever-growing needs and expectations for instantaneous information in today’s digital world.

Benefits of PubDocs:
- Easy to use, self-managing process
- Secure process for posting documents
- Documents are automatically converted to searchable PDFs
- Search document content concurrently along with your Code
- Search by name, date, description, category or use our advanced features such as a color-coded search filter with checkboxes
- Fully integrated and accessible through eCode360®
- Fully hosted service through General Code
- Upload all types of documents (e.g., Word documents, Excel Spreadsheets, etc) to view and search
- Public documents viewable by anyone – anytime, anywhere
- Not a repository for archiving purposes

PubDocs is included with Premium eCode360® at no additional charge. Costs associated with any necessary scanning services will be provided upon request.
Project Investment
(Select one)

- Standard eCode360® and Posting of New Laws
  includes set-up and the first year maintenance fee of $995

$ 995*

*The initial investment price and annual fee does not include supplementation for the printed Code.

eCode360® Annual Fee and Maintenance

- Standard eCode360® Annual Maintenance: $ 995
- Premium eCode360® Annual Maintenance: $ 1,145

The maintenance fee is an annual recurring flat fee. Therefore it is our recommendation that the County budget for this service each year. The fee covers annual licensing, web hosting, posting of new legislation between regular Code supplements and the PubDocs Module (PubDocs Module with Premium eCode360® only). Please note that this does not include the cost for codifying new legislation.

Payment Terms
100% will be invoiced upon delivery

Project Authorization

McLean County, Illinois, hereby agrees to the procedures outlined above, to General Code’s Codification Terms and Conditions, which are available at www.generalcode.com/TCdocs, and are incorporated herein by reference, and authorizes General Code to proceed with the project.

McLean County, Illinois

ATTEST: _______________________________ APPROVED: _______________________________

Kathy Michael, County Clerk
Date: _______________________________

GENERAL CODE, LLC
By: _______________________________
Title: President/COO
Date: 5/17/2015

Witnessed by: _______________________________
Title: Proposal Production Coordinator
Date: 5/17/2015

Please sign, fax and mail this page to General Code at
(585) 328-8189 • 781 Elmgrove Road • Rochester, NY 14624

781 Elmgrove Road, Rochester, NY 14624 • (855) 436-2633 • FAX (585) 328-8189 • www.generalcode.com
RESOLUTION OF THE McLEAN COUNTY BOARD
TO AMEND
THE RULES OF THE McLEAN COUNTY BOARD

WHEREAS, the McLean County Board approved and adopted The Rules of the McLean County Board on December 1, 2014; and

WHEREAS, the Rules Subcommittee has proposed making certain amendments to The Rules of the County Board of McLean County, which proposed amendments are attached hereto as Exhibit A; and

WHEREAS the Executive Committee reviewed and recommended approval of the proposed amendments at its meeting on May 12, 2015; and

WHEREAS, the McLean County Board desires that The Rules of the County Board of McLean County, be amended as approved and recommended by the Executive Committee on May 12, 2015; and,

WHEREAS, The Rules of the County Board of McLean County state that the adopted Rules shall remain in effect until the first Monday in December, 2014; and,

WHEREAS, the McLean County Board desires that The Rules of the County Board of McLean County as amended herein shall continue in effect until such time as the McLean County Board approves, amends, suspends and/or rescinds the Rules by formal action of the McLean County Board; now, therefore,

BE IT RESOLVED by the McLean County Board as follows:

(1) The Rules of the County Board of McLean County, shall be amended as recommended and approved by the Executive Committee on May 12, 2015 and that the rules as amended shall remain in effect until the first Monday in December, 2016, or such time as the McLean County Board approves, amends, suspends and/or rescinds the Rules by formal action of the McLean County Board; and,

(2) The County Clerk shall provide a copy of this Resolution to the County Administrator, the State's Attorney, and the First Civil Assistant State's Attorney.

(3) This Resolution shall become effective immediately upon approval and adoption.

ADOPTED by the McLean County Board this 19th day of May 2015.

ATTEST: 
Kathy Michael, Clerk of the County Board, McLean County, Illinois

APPROVED: 
Chairman of the McLean County Board

A. Initial meeting and election of officers.

F. Parliamentarian. The State's Attorney or an Assistant State's Attorney shall be in attendance at all meetings of the Board and shall be Parliamentarian of the Board. Upon request of the Chairman, the Parliamentarian shall render to the Chairman advice or an opinion on questions of parliamentary law and procedure applicable to matters arising before the Board. The rules or parliamentary procedures as set forth in the latest published edition of "Roberts Rules of Order, Revised" shall govern the procedure of the Board in all cases applicable and in which the same are not inconsistent with these rules. Failure to strictly or technically adhere to Robert's Rules of Order shall not serve as a basis for invalidating an action of the Board.

§20-11 Meetings
A. Regular Meetings. Regular meetings shall be held monthly on the third Tuesday of each month except when other meeting dates are designated. An annual schedule of meetings shall be published and made available to all members and other interested parties.

J. Attendance at Meetings. As soon as a member becomes aware that he or she is unable to meet the obligations set forth in section 20-8 A (2), that member shall call the Chair or Vice Chair of any committee to which he or she is appointed or the Chair or Vice Chair of the County Board to inform him or her of any expected absence from a committee or Board meeting and provide the reason for such absence.

A. Quorum. A majority of the members of the Board shall constitute a quorum.

L. Decorum. During proceedings of the County Board, decorum shall be maintained at all times by members, interested parties, the public and the media. The Chairman shall be authorized to take appropriate action to maintain said decorum. Decorum during the proceedings of all committee meetings shall be maintained at all times by members, interested parties, the public and the media. The Committee Chairman shall be authorized to take appropriate action to maintain said decorum.

1 Three asterisks (***') denotes text which has not been reproduced for efficiency purposes.
K. Gender Neutral. Any words in these rules importing the masculine gender, such as Chairman, shall be understood to include the feminine and neuter. Individual Board members may choose to address and refer to the Chairman or Vice Chairman of any committee or the County Board as Chair, Chairman, Chairperson or Chairwoman.

§ 20-14. Number of committees, designation and membership.
A. There shall be six standing committees:

B. Each Board Member shall serve on two or more standing committees at the discretion of the County Board Chairman, with the Chairman and Vice Chairman of the Board being ex-officio members of all standing committees. Either the Chairman or Vice Chairman of the County Board’s attendance at a committee meeting shall be counted when determining if a quorum is present; however, such attendance shall not increase the number of members constituting a quorum. If both the Chairman and Vice Chairman of the County Board attend a committee meeting then only one of them may be counted when determining if a quorum is present.
An **EMERGENCY APPROPRIATION** Ordinance
Amending the McLean County Fiscal Year 2015
Combined Annual Appropriation and Budget Ordinance
Fund 0001 General Fund County Board 0001 and Fund 360 Fairview Building
Facilities Management Department 0041

WHEREAS, the McLean County Board, on November 18, 2014, 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 2013 Fiscal Year beginning January 1, 2015 and ending December 31, 2015; and,

WHEREAS, the Combined Annual Appropriation and Budget Ordinance includes the operating budget for the Facilities Management Department 0041; including Fund 360 Fairview Building.

WHEREAS, on March 17, 2015 the County Board approved entering into an agreement with the Farnsworth Group for Medical Office building Design and Construction Phase Services; and,

WHEREAS, the Property Committee, on Tuesday, May 9, 2015, approved and recommended to the County Board this Emergency Appropriation to amend the Combined Annual Appropriation and Budget Ordinance for Fiscal Year 2015; now, therefore,

BE IT ORDAINED by the McLean County Board as follows:

1. That the County Auditor is directed to add (subtract) to the appropriated budget/line items of the Facilities Management Department, Fairview Fund 0360, Facilities Management Department 0041, Fairview Program 0051, the following appropriation:

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<thead>
<tr>
<th>Unencumbered Fund Balance</th>
<th>ADOPTED</th>
<th>(SUBTRACT)</th>
<th>AMENDED</th>
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<tr>
<td>Building Construction</td>
<td>$630,000.00</td>
<td>$(484,221.00)</td>
<td>$1,114,221.00</td>
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</table>

2. That the County Clerk shall provide a copy of this ordinance to the County Auditor, County Treasurer, Director of Facilities Management, and County Administrator.

ADOPTED by the County Board of McLean County this 21st day of April, 2015.

ATTEST:  

Kathy Michael, Clerk of the County Board of McLean County, Illinois

APPROVED:

Matt Sorensen, Chairman McLean County Board
TO: The Honorable Chairman and Members of the Justice Committee
   Mr. Bill Wasson, County Administrator

FROM: Don R. Everhart, Jr., Circuit Clerk

CC: Mr. Don Knapp, First Civil Assistant States Attorney

DATE: April 21, 2015

RE: IDPA IV-D Grant / Intergovernmental Agreement 2015-55-007-KK

Attached for your review and consideration is an agreement to renew and amend Intergovernmental Agreement 2015-55-007-KK between the Illinois Department of Healthcare and Family Services (herein after referred to as HFS) and the McLean County Circuit Clerk. The Intergovernmental Agreement would renew a grant, which has been renewed or extended every year since 1999, for the period of July 1, 2015, through June 30, 2016. Mr. Don Knapp, First Civil Assistant States Attorney, reviewed the Intergovernmental Agreement and found it to be consistent with County requirements.

As Circuit Clerk, I recommend and request approval of this agreement.
April 20, 2015

Don Everhart
Clerk of the Circuit Court
McLean County
104 West Front Street, Room 404
Bloomington, Illinois 61702

RE: Intergovernmental Agreement 2015-55-007-KK
C Renewal and Amendment C

Dear Mr. Everhart:

Enclosed are five (5) copies of the Intergovernmental Agreement 2015-55-007-KK to renew and amend the Agreement with the Illinois Department of Healthcare and Family Services.

Please sign and date where indicated, and return all five (5) copies of the Intergovernmental Agreement; four (4) to be retained by HFS and one (1) to be returned to your office upon execution by HFS. Signed copies should be sent by overnight delivery to the following address:

Sue Balster
Healthcare and Family Services
Division of Finance
509 South 6th Street, 5th Floor
Springfield, Illinois 62701

Contact Christine Towles at 630.221.2329 or via Email at christine.towles@illinois.gov should you have any questions regarding the enclosed documents.

Sincerely,

Madeline Bernat, Manager
Contracts & Fiscal Operations
Division of Child Support Services

Enclosures

c: Sue Balster, Division of Finance, Healthcare and Family Services
Christine Towles, Healthcare and Family Services

E-mail: hfswebmaster@illinois.gov
Internet: http://www.hfs.illinois.gov/
WHEREAS, the parties to Intergovernmental Agreement 2015-55-007, acting by and through the Illinois Department of Healthcare And Family Services ("Department") located at 201 South Grand Avenue East, Springfield, Illinois 62703 and the McLean County Circuit Clerk’s Office ("Contractor") located at 104 West Front Street, Room 404 Bloomington, Illinois 61702, desire to renew and amend this Agreement, and

WHEREAS, pursuant to Article 2.2 (Renewal), the Agreement may be renewed for additional periods; and

WHEREAS, pursuant to Article 7.1 (Amendments), the Agreement may be amended or modified by the mutual consent of the parties at any time during its term;

NOW THEREFORE, the Intergovernmental Agreement is renewed for the period July 1, 2015 through June 30, 2016 and is amended as follows:

1. By deleting Section 5.3.4 in its entirety and replacing it with the following:

   5.3.4 Maintain an internet connection to the SDU Circuit Clerk Interface (Extranet). As technology changes are made by the Department and the State of Illinois that allows more effective connectivity and data exchange solutions, the Contractor will work with the Department’s technical staff in implementing these solutions.

2. By replacing Appendix A with the attached First Amended Appendix A.

All other terms and conditions shall remain in effect.
In Witness Whereof, the parties have hereunto caused this Renewal and Amendment to be executed by their duly authorized representatives.

THE STATE OF ILLINOIS
DEPARTMENT OF HEALTHCARE
AND FAMILY SERVICES

By: ____________________________
Felicia F. Norwood, Director

Date: __________________________

MCLEAN COUNTY, ILLINOIS

By: ____________________________
Don Everhart, Circuit Clerk

Date: __________________________

APPROVED:

By: ____________________________
Matt Sorensen
Chairman, McLean County Board

Date: __________________________

INTERGOVERNMENTAL AGREEMENT 2015-55-007-KK
Page 2 of 4
FIRST AMENDED APPENDIX A
MCLEAN COUNTY CIRCUIT CLERK’S BUDGET

SOFTWARE MAINTENANCE COST

Software maintenance shall be defined as costs paid to the Clerk’s software vendor or internal EDP Department, for the maintenance of the Clerk’s Child Support Software System. Recurring costs associated with software maintenance activities as referenced in the Agreement shall be provided by HFS upon submission by the Circuit Clerk of actual expenditure reporting as required in Article 6 of this Agreement.

Total annual Software Maintenance costs reimbursable shall not exceed $2,320.

ACCESS TO ELECTRONIC DOCKET SHEETS AND DATA WITHIN THE CLERK’S SYSTEM

Costs for access to electronic docket sheets and access to docketing and record keeping system, including archive and retrievable system where available are defined as one-time costs associated with development and implementation activities as approved by the Department and / or ongoing maintenance costs for access to electronic docket sheets/court system.

Total annual actual costs reimbursable for such access shall not exceed $2,000.

IV-D CHILD SUPPORT ORDER & NOTICES OF PAYMENT PATH CHANGE (PPC) OR IV-D PARTICIPATION (PPC) NOTICES

The Circuit Clerk will be paid $21.00 per Title IV-D child support order entered into the State’s Child Support System (KIDS) based upon predefined criteria as provided by the Department and/or per each Payment Path Change Notice or IV-D Participation Notice to offset costs associated with providing child support records, Title IV-D customer Services, Title IV-D applications and scheduling Title IV-D dockets. Payment will be made quarterly based upon the Department’s Quarterly Activity Reports.

Total annual IV-D child support orders Allowance is estimated at $18,102.

ANNUAL CONTRACT AMOUNTS PAYABLE

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software Maintenance Costs (maximum amount)</td>
<td>$2,320</td>
</tr>
<tr>
<td>Access to electronic docket sheets and Data in the Clerk’s system (maximum amount)</td>
<td>$2,000</td>
</tr>
<tr>
<td>IV-D Child Support Order &amp; PPC Allowance (estimated amount)</td>
<td>$18,102</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$22,422</strong></td>
</tr>
</tbody>
</table>
Attachment A

Taxpayer Identification Certification

A. Contractor certifies that:
   1. The number shown on this form is Contractor's correct taxpayer identification number (or
      Contractor is waiting for a number to be issued to Contractor); and
   2. Contractor is not subject to backup withholding because:
      (a) Contractor is exempt from backup withholding, or
      (b) Contractor has not been notified by the Internal Revenue Service (IRS) that Contractor is
          subject to backup withholding as a result of a failure to report all interest or dividends, or
      (c) The IRS has notified Contractor that Contractor is no longer subject to backup
          withholding, and
   3. Contractor is a U.S. person (including a U.S. resident alien).

B. Contractor's Name:  McLean County Circuit Clerk

C. Contractor's Taxpayer Identification Number:
   Social Security Number (SSN):  
   or
   Employer Identification Number (EIN):  37-6001569

   (If Contractor is an individual, enter Contractor's name and SSN as it appears on
   Contractor's Social Security Card. If Contractor is completing this certification for a
   sole proprietorship, enter the owner's name followed by the name of the business and the
   owner's SSN or EIN. For all other entities, enter the name of the entity as used to apply
   for the entity's EIN and the EIN.)

D. Contractor's Legal Status (check one):
   _ Individual  X Governmental
   _ Sole Proprietor  _ Nonresident alien
  .h Partnership/Legal Corporation  _ Estate or trust
   _ Tax-exempt  _ Pharmacy (Non-Corp.)
   _ Corporation providing or billing medical or health care services  _ Pharmacy/Funeral
   _ Corporation NOT providing or billing medical or health care services  _ Home/Cemetery (Corp)
   _ Other:

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED
TO EXECUTE THIS CERTIFICATION ON BEHALF OF MCLEAN COUNTY CIRCUIT CLERK.

Signature  

Don Everhart  Date
McLean County Circuit Clerk
To: Chairman Caisley and members of the Justice Committee

From: Sheriff Jon Sandage

The McLean County Sheriff's Office is seeking to renew our agreement with the City of Bloomington for use of their outdoor firing range. This agreement as in past years gives the Sheriff's Office a facility in which we are able to train and qualify our personnel in firearms use. The Bloomington range facility meets all of our needs for training and annual qualifications and provides us with 25 range dates a year to keep Sheriff's Office employees proficient and firearm use.

Respectfully,

Jon Sandage

Sheriff
INTERGOVERNMENTAL AGREEMENT
BETWEEN THE CITY OF BLOOMINGTON
AND THE COUNTY OF MCLEAN
REGULATING THE USE BY THE COUNTY OF MCLEAN
OF THE POLICE SHOOTING RANGE FACILITY
OF THE CITY OF BLOOMINGTON

WHEREAS, under Article 7, Section 10, of the 1970 Illinois Constitution, units of local government
may contract among themselves to obtain or share services and to exercise, combine, or transfer any
power or function, in any manner not prohibited by law or ordinance; and

WHEREAS, the City of Bloomington is a home rule municipality under Article 7, section 6, of the 1970
Illinois Constitution; and

WHEREAS, the County of McLean is a unit of local government exercising power under the Illinois
Counties Code (55 ILCS 5/1-1001, et seq.); and

WHEREAS, the City of Bloomington and the County of McLean desire to agree on the manner in which
Law Enforcement Agencies use the Police Shooting Range owned by the City of Bloomington; and

WHEREAS, the McLean County Board and the Bloomington City Council have, by appropriate actions,
authorized this Agreement,

I. STATEMENT OF PURPOSE

The shooting range owned by the City of Bloomington is intended to supply training supplemental to the
training required by the Police Training Act (50 ILCS 705/1 et seq.) and the Firearms Training for Peace
Officers Act (50 ILCS 710/1, et seq.). The facility is owned by the City of Bloomington and is located in
Martin Township in unincorporated McLean County.

II. DEFINITIONS

When used in the Agreement, the following terms shall have the meaning indicated:

"Agency/Agencies": The County of McLean Police Agency.

"Chief": The City of Bloomington Chief of Police or his designee.

"Facility": The City of Bloomington Police Shooting Range.

III. ADMINISTRATION

The facility shall be administered by the Chief.
IV. USE OF THE FACILITY

The City of Bloomington shall permit the agencies to use the facility under the following conditions.

A. Scheduling

The agency will submit requests to the Chief by May 1st for the following year. The Chief shall establish a master schedule each year for the use of the facility. The agency will be assigned 25 shooting dates for the year. A proposed schedule will be given to the agency for their review. The agency will be responsible for notifying the Chief of any problems with the scheduled dates. The Chief will issue a final schedule.

Should the agency be unable to use the range during a scheduled time after the final schedule has been issued, the Chief will assign that agency an alternate date if one is available and the agency requests one. Likewise, if the range becomes unavailable on a date scheduled for use by the agency, the Chief will schedule an alternate date if desired. The Chief will assign alternate dates only upon request. The Chief will make every effort to provide 25 shooting dates per year for the agency; however, the agency may receive fewer dates if scheduling problems occur that are beyond the control of the Chief.

The agency may schedule shooting dates in addition to those listed on the master schedule on an as needed basis by contacting the Chief. There shall be no limit on the number of times any agency may use the shooting range during a given year, but requests for use will be subject to range availability. The agency understands and agrees that rescheduling canceled dates from the master schedule shall take precedence over scheduling any additional shooting time.

B. Supervision

The agency shall comply with the conditions of the Special Use Permit for the range property issued by the McLean County Board, a copy of which has been previously supplied and is incorporated herein by reference.

The agency shall be required to provide a range officer who shall be present at all times the agency uses the facility. The use of the facility shall be conditioned on the agency providing the Chief a current list of approved range officers employed by the agency using the range. Failing to provide the list or to keep it current, shall be grounds to refuse to allow the agency to use the facility.

C. Equipment

The agency using the shooting range shall provide their own ammunition, targets, and related equipment.
The indoor range will be limited to use of lead free ammunition only. Any agency using lead ammunition will be responsible for the cost of lead abatement at the facility as well as for any additional losses suffered by the City of Bloomington in relation to the use of lead ammunition, including loss of use of the facility during such time as needed to abate the property.

D. Damage

The agency using the shooting range shall be responsible for damages that were due to negligence, or misuse of site equipment. Damages associated with regular wear and tear of the equipment are the responsibility of the City of Bloomington.

The range master for the agency shall inspect the shooting range site for any damage at the beginning of each day the range is used by the requesting agency and shall notify the Bloomington Police Department as soon as reasonably possible for such damage. If such notification is not made, the agency shall be billed for any damage discovered at the shooting range site after such agency used the range.

E. Annual Range Preparation

The Bloomington Police Department seeks assistance from the agency in preparing the shooting ranges for annual use. The agency agrees to assign a minimum of one range officer, (if requested) and preferably each Department's head range instructor, for forty (40) hours per year to perform range preparation duties.

V. RANGE FEES/BILLING

The Agency will pay the City of Bloomington an annual fee of eight thousand two hundred twenty-one dollars and ninety-eight cents ($8,221.98) for use of the facility for 2015. This fee shall be paid on January 1st of 2015 and shall represent payment for use from January 1, 2015 until December 31, 2015. The fee shall be the same regardless of the number of times the agency uses the facility during the year.

VI. MAINTENANCE

The City of Bloomington will maintain the current physical facility and upkeep of the property as it is as of January 1st. If the agency cannot use the facility because it is not in operating condition (defined as the ability to qualify by state standards) on a scheduled shooting date, the agency may receive a reduction in the annual fee, but only under the following conditions: there shall be no reduction in the fee if the agency receives 25 shooting dates during the year. If the agency receives fewer than 25 shooting dates a reduction shall be made only for those dates missed because of operational conditions with the facility. To receive a fee reduction under those circumstances the agency must contact the Chief or his designee immediately to report that the facility is not in operating condition and remain at the facility, if requested to do so, until the Chief or his designee can verify and document the problem.
agency entitled to reduction shall receive 1/25th of the annual fee or $328.88 for each scheduled shooting date missed.

VII. LIABILITY

Each of the parties of this Agreement shall insure themselves or obtain insurance in an aggregate amount of $1,000,000.00 (one million dollars) per incident for claims or judgments against them arising from the construction, management, operation, or maintenance of the Training Facility established by the agreement. Each party to this Agreement shall indemnify and hold harmless the other parties to this Agreement against all liability arising for injury to person or property resulting from the acts of each party's own employees.

In the event an employee of any jurisdiction which is a party to this Agreement is injured in such a manner as to require the jurisdiction employing said officer to pay claims to said officer under the Worker's Compensation Act, the expenses for such injury shall be borne by the jurisdiction employing the officer and shall not be subject to contribution from the other two jurisdictions entering into this Agreement.

Each party to the Agreement shall waive any claims for damages or injury which it may have a right to assert against any other party to this Agreement which arises from the management, operation, or maintenance of the Training Facility established by this Agreement, excepting claims for misappropriation of funds and claims for damages or injury resulting from willful or wanton conduct of an employee of a party to the Agreement.

Nothing in the Agreement is intended to modify or waive the protections each party has under the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101 et seq.).

VIII. AMENDMENT OF AGREEMENT

This Agreement may be amended from time to time as deemed appropriate by the parties to the Agreement. Any party wishing to withdraw is required to give thirty (30) days' notice of such intention to the other parties to this Agreement before December 1st of any year effective January 1st of the following year.

IX. TERM

This Agreement shall remain in full force and effect for a period of one (1) year, beginning on January 1, 2015 and terminating on December 31, 2015. First payment is due January 1, 2015.

X. SEVERABILITY

In the event any portion of this Agreement is held by any court to be unconstitutional or in excess of the powers granted by law to the parties to this Agreement, such ruling or findings shall not void this
Agreement, but shall instead be deemed to have severed such provisions from the remainder of this Agreement.

______________________________
Date

COUNTY OF MCLEAN

By: _____________________________
   Chairman, McLean County Board

By: _____________________________
   Sheriff, McLean County

ATTEST: __________________________
       McLean County Clerk

CITY OF BLOOMINGTON

By: _____________________________
   Mayor

ATTEST: __________________________
       Bloomington City Clerk
To: The Honorable Chairman and Members of the Justice Committee  
CC: Mr. Bill Wasson- County Administrator  
CC: Honorable Judge Kevin Fitzgerald  
CC: Ms. Hannah Eisner Assistant County Administrator  
INRE: Adult Redeploy Funding Appropriation  
Date: April 23, 2015

Attached, please find an Emergency Appropriation Ordinance to appropriate and budget $15,093.00 in funds from the State Fiscal Year 2015 Adult Redeploy Grant. These funds are available for use in the program until June 30, 2015.

I will be out of town on May 5, and unable to attend the Justice Committee meeting, but I will have Elizabeth Barnhart Project Director for Adult Redeploy and Superintendent Cathy Waltz available to answer any questions you may have.
An EMERGENCY APPROPRIATION Ordinance
Amending the McLean County Fiscal Year 2015
Combined Annual Appropriation and Budget Ordinance
Fund 0001 General Fund
Court Services Department 0022-0094

WHEREAS, the McLean County Board, on November 18, 2014, 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 2015 Fiscal Year beginning January 1, 2015 and ending December 31, 2015; and,

WHEREAS, the Combined Annual Appropriation and Budget Ordinance includes the operating budget for the Court Services Department 0022

WHEREAS, the Court Services Department 0022-0094 Adult Redeploy has been notified of additional funding from the Illinois Criminal Justice Information Authority Fiscal Year 2015 (specifically July 1, 2014 to June 30, 2015) in the amount of $15,093.00 for continued Adult Redeploy Programming

WHEREAS, the Justice Committee, on Tuesday, May 5, 2015, approved and recommended to the County Board an Emergency Appropriation to amend the Combined Annual Appropriation and Budget Ordinance for Fiscal Year 2015 to appropriate and budget this additional revenue in the Fiscal Year 2015 Adopted Budget; now, therefore,

BE IT ORDAINED by the McLean County Board as follows:

1. That the County Auditor is directed to add to the appropriated budget of the Court Services Department, General Fund 0001, Court Services Department, Department 0022, Court Services Program Adult Redeploy 0094, the following appropriation:

<table>
<thead>
<tr>
<th>Fund Code</th>
<th>Program Code</th>
<th>Description</th>
<th>Original Budget</th>
<th>Amendment</th>
<th>Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001-0022-0094-0407.0103</td>
<td>ICJIA Redeploy Grant (Adult)</td>
<td></td>
<td>$77,967.00</td>
<td>$15,093.00</td>
<td>$93,060.00</td>
</tr>
</tbody>
</table>
2. That the County Auditor is directed to add (subtract) to the appropriated budget of the Court Services Department, General Fund 0001, Court Services Department, Department 0022, Court Services Program 0024, 0094, Adult Redeploy the following appropriation:

<table>
<thead>
<tr>
<th>Item Number</th>
<th>ADOPTED BUDGET</th>
<th>(SUBTRACT)</th>
<th>AMENDED BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>0022-0094-0608.0001</td>
<td>$240.00</td>
<td>$150.00</td>
<td>$390.00</td>
</tr>
<tr>
<td>Gasoline/Oil/Diesel/Fuel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0022-0094-0612.0001</td>
<td>$0</td>
<td>$150.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Books/Videos/Publications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0022-0094-0620.0001</td>
<td>$1250.00</td>
<td>$3,699.00</td>
<td>$4949.00</td>
</tr>
<tr>
<td>Operating/Office Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0022-0094-0622-0094</td>
<td>$250.00</td>
<td>$3,897.00</td>
<td>$4,147.00</td>
</tr>
<tr>
<td>Drug Testing Chemicals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0022-0094-0706.0001</td>
<td>$0.00</td>
<td>$3,321.00</td>
<td>$3,321.00</td>
</tr>
<tr>
<td>Contract Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0022-0094-0742.0001</td>
<td>$0.00</td>
<td>$150.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Vehicle Maint.Repair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0022-0094-0773-0001</td>
<td>$9,600.00</td>
<td>$3,370.00</td>
<td>$12,970.00</td>
</tr>
<tr>
<td>Non-Contractual Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0022-0094-0795-0003</td>
<td>$397.00</td>
<td>$356.00</td>
<td>$753.00</td>
</tr>
<tr>
<td>Telephone Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$11,737.00</strong></td>
<td><strong>$15,093.00</strong></td>
<td><strong>$26,830.00</strong></td>
</tr>
</tbody>
</table>

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

ADOPTED by the County Board of McLean County this 19th day of May, 2015.

ATTEST: 

Kathy Michael, Clerk of the County Board of McLean County, Illinois

APPROVED:

Matt Sorensen, Chairman McLean County Board
MEMORANDUM

To: Chairman Caisley and Members of the Justice Committee

From: Jason Chambers

Re: Renewal Agreement, IV-D Contract

Date: April 29, 2015

This Agreement is a continuation of the current Agreement between the State’s Attorney’s Office and the Illinois Department of Healthcare and Family Services which expires on June 30, 2015. This contract provides that McLean County will operate their child support division to collect unpaid child support and IDHFS will compensate McLean County for the cost of operating that division. Other counties with this program have seen a reduction in funding for the program from the State. The amount of this year’s reimbursement to McLean County will remain at the same level as last year.
McLEAN COUNTY – GRANT INFORMATION FORM

General Grant Information

<table>
<thead>
<tr>
<th>Requesting Agency or Department:</th>
<th>This request is for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>State's Attorney Office, Child Support Enforcement</td>
<td>☑ A New Grant</td>
</tr>
<tr>
<td>☑ Renewal/Extension of Existing Grant</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Granting Agency:</th>
<th>Grant Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>IL Dept of Healthcare &amp; Family Services</td>
<td>☑ Federal, CFDA #: 93.565</td>
</tr>
<tr>
<td>☑ Other</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grant Title:</th>
<th>Grant Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Renewal</td>
<td>End: 6-30-2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grant Amount:</th>
<th>Match Amount (if applicable):</th>
</tr>
</thead>
<tbody>
<tr>
<td>$254,816</td>
<td>Required Match: $</td>
</tr>
<tr>
<td>Overmatch: $</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grant Total Amount:</th>
<th>Source of Matching Funds (if applicable):</th>
</tr>
</thead>
<tbody>
<tr>
<td>$254,816</td>
<td>n/a</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Will it be likely to obtain this grant again next FY?</th>
<th>Equipment Pass Through?</th>
<th>Monetary Pass Through?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Yes</td>
<td>☑ Yes</td>
<td>☑ Yes</td>
</tr>
</tbody>
</table>

Grant Costs Information

<table>
<thead>
<tr>
<th>Will personnel be supported with this grant?</th>
<th>A new hire will be responsible for financial reporting:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Yes (complete personnel portion below)</td>
<td>☑ Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grant Expense Chart</th>
<th>Description of equipment to be purchased:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Expenses</td>
<td>Description of subcontracting costs:</td>
</tr>
<tr>
<td>Costs</td>
<td>Other requirements or obligations:</td>
</tr>
<tr>
<td>Number of Employees:</td>
<td></td>
</tr>
<tr>
<td>0.7 FTE</td>
<td></td>
</tr>
<tr>
<td>Personnel Cost</td>
<td></td>
</tr>
<tr>
<td>$246,106</td>
<td></td>
</tr>
<tr>
<td>Fringe Benefit Cost</td>
<td></td>
</tr>
<tr>
<td>$5,404</td>
<td></td>
</tr>
<tr>
<td>Total Personnel Cost</td>
<td></td>
</tr>
<tr>
<td>$254,510</td>
<td></td>
</tr>
<tr>
<td>Additional Expenses</td>
<td></td>
</tr>
<tr>
<td>Subcontractors</td>
<td></td>
</tr>
<tr>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
</tr>
<tr>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>$8,700</td>
<td></td>
</tr>
<tr>
<td>Total Additional Expenses</td>
<td></td>
</tr>
<tr>
<td>$8,700</td>
<td></td>
</tr>
<tr>
<td>GRANT TOTAL</td>
<td></td>
</tr>
<tr>
<td>$263,210</td>
<td></td>
</tr>
</tbody>
</table>

Grant Total must match "Grant Total Amount" from General Grant Information

Responsible Personnel for Grant Reporting and Oversight:

[Signature] 4-28-2015

Department Head Signature

Grant Administrator/Coordinator Signature (if different)

OVERSIGHT COMMITTEE APPROVAL

Chairman | Date

Form Date: 4/21/06
Dear Mr. Chambers:


Please sign and date, secure signature and date of the County Board Chairman, and return all five (5) copies; four (4) to be retained by HFS and one (1) to be returned to your office upon execution by HFS.

Upon completion, please forward your signed Agreements by overnight delivery to the following address:

Yvette Perez-Trevino
Agreement Manager
Division of Child Support Services
191 South Gary Avenue
Carol Stream, Illinois 60188

I can be contacted at the above-referenced number or via Email at madeline.bernat@illinois.gov should you have any questions regarding the enclosed documents.

Sincerely,

Madeline Bernat, Manager
Contracts & Fiscal Operations
Division of Child Support Services

Enclosures

C: Yvette Perez-Trevino, Division of Child Support Services
Sue Balster, Division of Finance, Healthcare and Family Services

E-mail: hfswebmaster@illinois.gov

Internet: http://www.hfs.illinois.gov/
STATE OF ILLINOIS

RENEWAL OF INTERGOVERNMENTAL AGREEMENT
between
DEPARTMENT OF HEALTHCARE AND FAMILY SERVICES
and
MCLEAN COUNTY STATE'S ATTORNEY

WHEREAS, the parties to Intergovernmental Agreement 2014-55-013, acting by and through the Illinois Department of Healthcare and Family Services ("Department") located at 201 South Grand Avenue East, Springfield, Illinois 62703 and the McLean County State's Attorney, ("Contractor") located at 104 West Front Street, Bloomington, Illinois 61701, desire to renew this Agreement, and

WHEREAS, pursuant to Article 2.2 (Renewals), the Agreement may be renewed for additional periods by each party furnishing written notification of such intent;

NOW THEREFORE, the Intergovernmental Agreement is renewed for the period July 1, 2015 through June 30, 2016.

All other terms and conditions shall remain in effect.

In Witness Whereof, the parties have hereunto caused this Renewal to be executed by their duly authorized representatives.

Illinois Department of Healthcare 
And Family Services

By: __________________________
    Felicia F. Norwood
    Director

Date: __________________________

APPROVED:

By: __________________________
    Lisa Madigan
    Illinois Attorney General

Date: __________________________

McLean County, Illinois

By: __________________________
    Jason Chambers
    State's Attorney

Date: __________________________

By: __________________________
    Matt Sorensen
    Chairman, McLean County Board

Date: __________________________
To: The Honorable Chairman and Members of the Justice Committee

From: Curtis Hawk, Director

Date: April 17, 2015

Re: Emergency Appropriation of the 2013 Annual Budget


On August 4, 2014, IEMA has granted McLean County EMA a Notice of IPRA Grant Award of the amount $11,800.00, for the IPRA FY of July 1, 2014 through June 30, 2015. The Agreement was passed and signed by the County Board Chairman, on June 27, 2014.

The purpose of the IPRA Grant Agreement is to encourage participation by GRANTEE McLean County EMA, in emergency planning and response activities conducted by IEMA pursuant to the Act. Under this Agreement, IEMA hereby agrees to compensate for expenses incurred in implementing plans and programs to deal with the possibility of a nuclear accident, as authorized by the Act, (the Act 420 ILCS 5).

Purchases were requested and approved by IEMA to enhance the capabilities of the McLean County EMA through the improvements to office printers and a monitor to view the Video Conferencing with IEMA, if such an accident or other communications by video conferencing that can be utilized by all departments within McLean County.

To amend the annual budget to reflect the revenue and spending, I propose these changes to be approved:

<table>
<thead>
<tr>
<th>Adopted</th>
<th>Add</th>
<th>Amended</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001.0047.0052.0832.0001</td>
<td>-0-</td>
<td>$1,425.00</td>
</tr>
<tr>
<td>0001.0047.0052.0407.0135</td>
<td>$12,500.00</td>
<td>$1,425.00</td>
</tr>
<tr>
<td></td>
<td>$13,925.25</td>
<td></td>
</tr>
</tbody>
</table>
An EMERGENCY APPROPRIATION Ordinance
Amending the McLean County Fiscal Year 2015
Combined Annual Appropriation and Budget Ordinance

WHEREAS, the McLean County Board, on November 19, 2014, 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 2015 Fiscal Year beginning January 1, 2015 and ending December 31, 2015; and

WHEREAS, the combined Annual Appropriations and Budget Ordinance includes the operating budget for the McLean County General Fund Department Emergency Management Agency (EMA) 00047

WHEREAS, the EMA department exceeded categorical limits, and

WHEREAS, the Justice Committee at its regular meeting on May 5, 2015, approved and recommended to the County Board an Emergency Appropriation Ordinance; now, therefore,

BE IT ORDAINED by the McLean County Board as follows:

1. That the County Auditor is directed to add (subtract) to the following appropriation:

<table>
<thead>
<tr>
<th></th>
<th>ADOPTED</th>
<th>(SUBTRACT)</th>
<th>AMENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMA/ furnishings/office equipment: 0001-0047-0052-0532.0000</td>
<td>0.00</td>
<td>1,425.00</td>
<td>$1,425.00</td>
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<tr>
<td>Nuclear Safety Grant 0001-0047-0052-0640.0159</td>
<td>$12,500.00</td>
<td>$1,425.00</td>
<td>$13,925.00</td>
</tr>
</tbody>
</table>

2. That the County Clerk shall provide a Certified Copy of this Ordinance to the County Administrator, County Auditor, County Treasurer, and EMA Director.

ADOPTED by the McLean County Board the

ATTEST:                               APPROVED:

Kathy Michael, Clerk of the County Board                 Matt Serensen, Chairman
McLean County, Illinois                           McLean County Board
MCLEAN COUNTY REVISED CODE BUDGET POLICY RESOLUTION

CHAPTER 12 - BUDGET

RESOLUTION ESTABLISHING THE BUDGET POLICY
FOR FISCAL YEAR 2016

WHEREAS, the Rules of the County Board provide that the Finance Committee exercise continuous review of revenues and expenditures and identify new or alternative revenue sources for the County; and

WHEREAS, the Rules of the County Board provide that the Executive Committee recommend each year to the County Board a Budget Policy for the preparation of the annual budget; and

WHEREAS, the Executive Committee has determined that the annual budget be considered as a policy document, an operations guide, the County financial plan, and an avenue of communications; and

WHEREAS, the Executive Committee has determined that, in order to achieve this end in all County programs, a three year budget be developed beyond the next subsequent Budget; and,

WHEREAS, based on the receipt of revenues anticipated for the next fiscal year and the need for careful study of both revenues and expenditures for the period 2015-2016-2017-2018, the Executive Committee recommended certain budget policies be adopted for Fiscal Year 2015-2016; now, therefore,

BE IT RESOLVED by the County Board of McLean County, Illinois, that the following policies are hereby adopted and applied to all McLean County offices and departments for the submission, review and preparation of the Fiscal Year 2015-2016 Budget and the proposed Three Year Budget.

12.21 COUNTY SERVICES

12.21-1 New Services shall be considered in the following order of priority:

(A) State or federal law specifically mandates such action and imposes penalties on County government for failure to provide such services; or

(B) The Oversight Committee and the Executive Committee recommend and the County Board approves the proposed new services and/or implementation of certain changes based upon analysis of existing programs, processes, and procedures.

(C) The County Board has identified Community Mental Health as a critical area of need. All County Department’s are directed during the Fiscal Year 2016 budget preparation to evaluate programmatic areas where each Department can assist in meeting the goals and objectives of the County Board Advisory Groups’ reports on Community Mental Health. Departments will provide such analysis as a portion of supporting budget documentation for recommended budgets provided to the County Administrator’s Office.
12.22 REVENUE

12.22-1 Property Tax and Other Revenue

(A) Real property taxes and all other 2015 2016 revenues shall be sufficient to meet required expenditures for Fiscal Year 2015 2016, with the following recommendation:

When preparing the Recommended Budget for Fiscal Year 2015 2016, the County Administrator shall make every effort to hold the 2014 2015 County overall property tax rate as close to the 2013 2014 County overall property tax rate as possible.

12.22-2 User Fees and Charges

(A) Every effort shall be made to identify and/or establish appropriate user fees for charges, as authorized by State law, for appropriate public services as recommended in the Fiscal Year 2015 2016 Budget.

12.22-3 Intergovernmental Revenue

(A) There shall be no new categorical grant programs considered in Fiscal Year 2015 2016 that establish ongoing County funding obligations.

(B) Each categorical grant which decreases in Fiscal Year 2015 2016, thereby possibly increasing County funding obligations, shall be clearly identified so that the Oversight Committee and the Executive Committee may evaluate whether the present expenditure level should be maintained and/or increased.

(C) Recognizing the unpredictability of future estimates of both revenues and expenditures, it is acknowledged that the proposed budget for Fiscal Year 2016 2017, Fiscal Year 2017 2018, and Fiscal Year 2018 2019 may not reflect a balanced budget. Adjustments will be made to all projected future budgets, as any such estimated year becomes the next subsequent year for budgeting purposes.
12.22-4 Enterprise Fund - Nursing Home

(A) Pursuant to the Resolution adopted by the McLean County Board on April 18, 1995, the private pay rate for the McLean County Nursing Home shall be calculated by dividing the annual operating budget by the number of patient days.

12.23 FUND BALANCES

12.23-1 Fund Balances

(A) Recognizing the need for the County to maintain a sufficient unencumbered fund balance to meet necessary operating expenditures during the first five months of the fiscal year and to maintain fiscal stability, the County Board shall make every effort to maintain in the Corporate General Fund an unencumbered fund balance equal to 10% of the County's total Combined Annual Budget and Appropriation Ordinance.

(B) Upon approval by the County Board, the aggregate amount of the unencumbered fund balance in the Corporate General Fund and the Working Cash Fund shall be available for transfer to other Special Revenue Funds, Fiduciary Funds and the Enterprise Fund in order to meet necessary operating expenditures during the first five months of the fiscal year and to maintain the fiscal stability of the Special Revenue Funds, Fiduciary Funds and Enterprise Fund.

(C) If the unencumbered fund balance in the Corporate General Fund exceeds the recommended minimum level of not less than 10% of the County's total Combined Annual Budget and Appropriation Ordinance, after review of the audited accrued fund balance as reported in the Outside Auditor's Comprehensive Annual Financial Report for the prior fiscal year, and upon approval of the County Board at the regular meeting in June and/or July, these excess funds may be appropriated for specific capital improvement projects, including necessary repairs and improvements to County buildings and the Old Courthouse that houses the McLean County Museum of History, and for the annual debt service payment due to the Public Building Commission.

(D) In the Special Revenue Funds, every effort shall be made to keep the year-end unencumbered fund balance at a minimum level taking into account the need for Working Cash.
In accordance with the provisions of the Downstate Working Cash Fund Act (55 ILCS 5/6-29001 - 29007), a Working Cash Fund line-item account may be established in the General Fund and the Special Revenue Funds where needed. Monies appropriated in this line-item account shall be transferred to the Working Cash Fund by action of the County Board.

In order to protect the long term viability of the Employee (Health) Benefit Fund, rate schedules for employees and the per capita cost assessed to each department shall provide sufficient funding to pay 100% of the expected claims' cost and/or the premium cost for the County’s Employee Health Benefit Plan.

12.24 CONTINGENCY

12.24-1 Contingency

(A) Upon the recommendation of the County Administrator, a contingency line-item account, not to exceed five percent (5%) of the total appropriations in each fund, may be established in each fund in the Fiscal Year 2015-2016 Budget to cover emergencies and unanticipated expenditures.

(B) The Executive Committee shall make recommendations for approval by the County Board on all transfers from the Contingency line-item account. The Contingency line-item account in each fund shall only be used as a transfer account.

12.25 CAPITAL IMPROVEMENTS AND CAPITAL EQUIPMENT PURCHASES

12.25-1 Capital Improvements

(A) Recognizing the need for the County to plan for future capital improvement projects and the replacement of depreciated capital fixed assets, there shall be established as a part of the Fiscal Year 2015-2016 Budget a Five-Year Capital Plan, as well as a Capital Improvement Budget.

(B) The County Administrator shall prepare the recommended Five-Year Capital Plan, as well as a Capital Improvement Budget for review and approval by the Oversight Committees and County Board.
(C) To establish and fund the Capital Improvement Budget, the County Board shall appropriate monies from the unencumbered fund balance of the Corporate General Fund and such other Special Revenue Funds as appropriate.

12.25-2 Capital Equipment Purchases

(A) Recognizing the need for the County to purchase capital equipment in a cost effective and efficient manner, the purchase of the following capital equipment items shall be consolidated into Countywide bid documents coordinated by the County Administrator’s Office:

1. Purchase of Furnishings/Office Equipment;
2. Lease/Purchase of Office Equipment;
3. Purchase of Computer Equipment;
4. Lease/Purchase of Computer Equipment;
5. Purchase of Computer Software;

(B) Within the General Corporate Fund, the annual appropriation for the Purchase of Vehicles shall be consolidated in one line-item account in a Fleet/Vehicle Program in the departmental budget of the County Board. All County offices and departments within the General Corporate Fund shall be required to submit budget requests for the Purchase of Vehicles to the County Board.

Upon the approval and adoption of the Annual Budget, the County Board shall prepare one consolidated Bid Document for the purchase of all vehicles in the General Corporate Fund.

12.26 ADMINISTRATIVE FEES FOR SPECIAL REVENUE FUNDS

12.26-1 Administrative Fees for Special Revenue Funds

(A) Administrative service fees or surcharges for central services (e.g. data processing, payroll, accounting, personnel, budgeting, records management) which are provided by County Offices/Departments in the General Fund shall be assessed to the Special Revenue funds.

12.27 PERSONNEL

12.27-1 Staffing Levels

(A) Departmental staffing shall be identified in the proposed Fiscal Year 2015-2016 Budget and shall be approved by each Oversight Committee and the Executive Committee, prior to final action by the County Board.
The County Administrator is hereby directed to evaluate all current full-time equivalent staffing levels in every County Office/Department and recommend adjustments in full-time equivalent levels.

The County Administrator shall review employee compensation and the associated costs of employee healthcare benefits and employee pension costs, specifically Social Security (F.I.C.A.) and Illinois Municipal Retirement Fund (I.M.R.F.).

Every County Office/Department shall review its Fiscal Year 2016 Full-Time Equivalent Staffing levels with a goal of justifying every full-time equivalent position and identifying opportunities for savings in all personnel-related expenses for the Fiscal Year 2016 budget.

Every County Office/Department shall work with the County Administrator to develop an accurate Organization Chart that shows the structure and relationships of positions within the department.

It is anticipated that there will be no funding for new positions or reclassifications in the Fiscal Year 2016 Recommended Budget.

Any full-time vacancies, other than critical patient care or pre-existing service agreement obligated positions, that exist or occur will be held vacant for a minimum 30 days, unless otherwise authorized by the Oversight Committee Office of the County Administrator. All vacancies will be held open as long as possible without jeopardizing the work of the department within which they exist.

In order to fill an open position that is currently vacant or a position that becomes vacant prior to December 31, 2016, an elected official / department head shall provide such request approval and authorization to the Office of the County Administrator. The County Administrator’s Office shall review and analyze the request and the rationale of the department head and may approve and authorize the filling of a vacant position or forward such request to the department’s appropriate Oversight Committee for approval and authorization. The recommendation(s) of the Oversight Committee will be presented to the Executive Committee for review and approval. The County Administrator’s Office shall report monthly to each appropriate Oversight Committee the open positions filled during the previously 30 days.
12.27-2 Employee Compensation

(A) The needs of the County to attract and retain qualified employees require that employee salaries be budgeted in accordance with the County's Personnel Policies and Procedures Ordinance.

(B) Principles of equity vis-a-vis the approved contract increases for bargaining units in Fiscal Year 2015 - 2016, the general impact of inflation and employee morale shall be considered in determining any increases in compensation.

(C) The County's General Compensation Plan for Non-Union Employees, adopted by the County Board on May 16, 2000 and last amended on November 15, 2011, shall govern the preparation of the Fiscal Year 2015-2016 Budget.

(D) Employees who are not regularly scheduled may receive an increase if the department so requests, in accordance with Schedule A, the Calendar for Preparation of the Fiscal Year 2015 - 2016 Budget, and the County Administrator's Office agrees with this request. Such requests shall be subject to the review and approval of the Finance Committee.

(E) Employees who occupy exempt positions, as identified in the document entitled Position Classification and Pay Ranges for Fiscal Year 2015 - 2016, adopted by the County Board, are considered salaried employees and thereby not entitled to additional compensation. The Treasurer shall deny any request for additional pay for an exempt employee without the specific approval of the Finance Committee.

(F) During the review and consideration of the Fiscal Year 2015 - 2016 Budget the Oversight Committee for all personnel actions which impact on the County's Position Classification Schedules and Compensation System policies, such as reclassifications, salary re-grades, and the creation of new position classifications during the budget, shall be the Finance Committee. During the review and consideration of the Fiscal Year 2015 - 2016 Budget, the Oversight Committee for all other personnel actions, such as the number of employees budgeted within an existing position classification, shall be that department's regular Oversight Committee.

(G) All requests for new positions shall be submitted in writing, using the New Position Request Form, to the Office of the County Administrator for evaluation and review. The Office of the County Administrator shall be responsible for reviewing and analyzing the request and the rationale of the department head, and recommending to the appropriate Oversight Committee and then to the Executive Committee that:

1. the request be approved and the reasons/justification for approval; or
(2) the request be denied and the reasons/justifications for denial at this time.

Requests for reclassifications of current positions shall be submitted in writing, using the Position Reclassification Form, to the Office of the County Administrator for evaluation and review. The Office of the County Administrator shall be responsible for reviewing and analyzing the request and the rationale of the department head, and recommending to the appropriate Oversight Committee and then to the Executive Committee that:

(1) the request be approved and the reasons/justification for approval; or
(2) the request be denied and the reasons/justifications for denial at this time.

All requests for reclassification of current positions and/or salary regrade(s) shall be reviewed using the Position Appraisal Method (PAM) factors and methodology employed by Public Administration Service, Inc. (PAS) during their comprehensive study of the County's position classification system.

Any position which has been reclassified or has received a salary regrade during the Fiscal Year 2012, 2013, 2014 or 2015 budget preparation cycles shall not be considered for reclassification or salary regrade during the Fiscal Year 2016 budget preparation cycle.

This policy shall also apply to any requests for new positions submitted at any time during the fiscal year. All such requests shall be reviewed by the Finance Committee prior to being recommended to the Executive Committee and the County Board.

12.28 OTHER EXPENDITURES

12.28-1 Spending Levels

(A) All Fiscal Year 2015 2016 budget requests for the Account Classifications entitled “Supplies” (600’s), “Services” (700’s), and “Capital Assets” (800’s) will be targeted at 98% of 2014 levels for each Account Classification. Any requests beyond this level will need to be fully justified during budget preparation meetings.

(B) During each fiscal year, County offices and departments may not expend funds in excess of the total amount in each of the Account Classifications entitled “Supplies” (600’s), “Services” (700) and “Capital Assets” (800’s) by Fund, unless a directly corresponding amount of revenue either actually received by or committed to be paid to the County office or department exceeds the amount budgeted for the County office or department, or
(C) During each fiscal year, if a unique expenditure for emergency needs or in order to insure the continued operation of a County function, must be made in each of the Account Classifications entitled “Supplies” (600’s), “Services” (700) and “Capital Assets” (800’s) by Fund, and the appropriate Board Oversight Committee cannot immediately approve such expenditure, the Department Head shall contact the County Administrator for interim approval, and the County Administrator shall report such expenditure and make recommendation for Budget Amendments per section 12.28-2 of this Ordinance to the appropriate Board Oversight Committee at its next regularly scheduled meeting.

(D) During each fiscal year, if County offices and departments expend funds in excess of the total amount in the Account Classification entitled “Personnel” (500’s), such County Office or Department shall be required to request a budget amendment per section 12.28-2 of this Ordinance at the next regularly scheduled County Board Oversight Committee meeting.

12.28-2 BUDGET AMENDMENTS

County offices and departments must request a budget amendment prior to making any expenditure that would cause the total of all expenses in any of the Account Classifications entitled “Supplies” (600’s), “Services” (700) and “Capital Assets” (800’s) to exceed the amount budgeted except for expenditures that would be allowed under 12.28-1(B). Budget amendments must request a transfer of funds from one Account Classification to another if sufficient funds are available. If funds are not available in another Account Classification to cover the expense, then the budget amendment may request additional funds be appropriated.

12.29 COMPLIANCE WITH BUDGET PROCEDURES

(A) All County offices and departments shall prepare and submit their Fiscal Year 2015-2016 Budget requests in accordance with the Fiscal Year 2015-2016 Budget Calendar (see Schedule A attached).

(B) At any identified deadline, failure to provide the required data will result in a computer generated budget for that incomplete section(s), which will represent 98% of Fiscal Year 2015-2016 budgeted expenditures/revenues less any known non-recurring expenditures.
12.30 FISCAL YEAR 2015-2016 BUDGET ADOPTION

(A) Pursuant to the Rules of the McLean County Board, the Executive Committee shall submit the Fiscal Year 2015-2016 Budget to the County Board for adoption in accordance with the budget calendar.

(B) In order to facilitate Committee deliberations, each Oversight Committee shall receive the complete proposed budget, including all departments and all funds, and any additional fiscal information deemed necessary and appropriate for budget review.

(C) The County Administrator shall ensure that the recommended budget, revised budget, and final budget are posted at the County’s Website for citizens to view, upon completion.

(D) The County Administrator shall provide a comprehensive outline of any line-item changes made to the recommended budget during the Committee budget review process to Members of the Executive Committee as an information item.

(E) County Offices and departments will strive to effectively and efficiently communicate information regarding departmental budgets and services to citizens.

12.31 EFFECTIVE DATE AND REPEAL

(A) This resolution shall supersede the Fiscal Year 2014-2015 Budget Policy Resolution.

ADOPTED by the County Board of McLean County, Illinois, this 19th day of May, 2015.

ATTEST:  APPROVED:

Kathy Michael, Clerk of the County Board  Matt Sorensen, Chairman
McLean County, Illinois  McLean County Board
c:\budget\budget_policy_fy2016
SCHEDULE A

CALENDAR FOR PREPARATION OF THE
FISCAL YEAR 2016 BUDGET,
FIVE YEAR CAPITAL IMPROVEMENT BUDGET,
AND RECOMMENDED THREE YEAR BUDGET

<table>
<thead>
<tr>
<th>MONTH/DATE</th>
<th>ACTIVITY TO BE COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 19, 2015</td>
<td>County Board approves and adopts the Resolution Establishing the Budget Policy for Fiscal Year 2016</td>
</tr>
<tr>
<td>May 21, 2015</td>
<td>Department Head Meeting with Administrator - Distribution of Fiscal Year 2016 Budget Manual of Instructions</td>
</tr>
<tr>
<td>May 26- May 29, 2015</td>
<td>Training Meetings scheduled with Information Services staff for departmental personnel who will be entering budget requests into the computer. Departments should review the Fiscal Year 2016 Budget Manual of Instructions and bring questions along with departmental budget worksheets to the training meetings. PLEASE NOTE: Information Services will schedule individual department training sessions. Please call Information Services at ext. 5100 to schedule an appointment or use the departmental sign-up sheet.</td>
</tr>
<tr>
<td>June 1, 2015</td>
<td>Departments begin entering and revising Fiscal Year 2016 budget data, Five-Year Capital Improvement Budget, and the Recommended Three-Year Budget.</td>
</tr>
<tr>
<td>June 19, 2015</td>
<td>New Position(s) Requests and Justification for New Position(s) completed and submitted to the Administrator's Office. PLEASE NOTE: Department personnel will NOT enter Personnel expenses (500 series line-item accounts) into the computer. The Assistant County Administrator will enter all Personnel expenses (500 series line-item accounts). Departments must submit Personnel budget requests to the Administrator's Office by June 19, 2015.</td>
</tr>
<tr>
<td>MONTH/DATE</td>
<td>ACTIVITY TO BE COMPLETED</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>July 8, 2015</td>
<td>Department Narrative Description, Organization Chart(s) and Program Objectives completed. Revenue (400 series line-item accounts) completed and entered into computer. Materials and Supplies (600 series line-item accounts) completed and entered into computer. Contractual Expenses (700 series line-item accounts) completed and entered into computer. Capital Outlay (800 series line-item accounts) completed and entered into computer. Recommended Three Year Budget for Fiscal Year 2016, Fiscal Year 2017, and Fiscal Year 2018 completed and entered into computer. Five Year Capital Improvement Budget, as well as a Five Year Capital Improvement Plan completed and submitted to the Administrator’s Office.</td>
</tr>
<tr>
<td>July 8, 2015</td>
<td>Budget Data Entry System locked by Information Services. All Fiscal Year 2016 Budget data and Recommended Three Year Budget data should be completed and entered.</td>
</tr>
<tr>
<td>July 15, 2015</td>
<td>County Administrator reviews the departmental budget requests and meets with department heads discuss their budget requests.</td>
</tr>
<tr>
<td>through August 16, 2015</td>
<td></td>
</tr>
<tr>
<td>August 27, 2015</td>
<td>Department Head Meeting with Administrator – to review the results of budget requests and meetings</td>
</tr>
<tr>
<td>September 7, 2015</td>
<td>County Administrator advises departments of revenue/expenditure status.</td>
</tr>
<tr>
<td>September 15, 2015</td>
<td>Recommended Fiscal Year 2016 Budget presented to the County Board.</td>
</tr>
<tr>
<td>MONTH/DATE</td>
<td>ACTIVITY TO BE COMPLETED</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>September 21, 2015 through November 5, 2015</td>
<td>Oversight Committees and Executive Committee review the Recommended Budget.</td>
</tr>
<tr>
<td>November 10, 2015</td>
<td>Review of Fiscal Year 2016 Recommended Budget, including all Oversight Committee recommendations, by the Executive Committee.</td>
</tr>
<tr>
<td>November 17, 2015</td>
<td>County Board approves and adopts Fiscal Year 2016 Combined Annual Budget and Appropriation Ordinance, 2015 Property Tax Levy Ordinance, and Amendment to the Full-Time Equivalent Positions Resolution for Fiscal Year 2016.</td>
</tr>
<tr>
<td>December 31, 2015</td>
<td>Fiscal Year 2016 Adopted Budget entered to create the Auditor's and Treasurer's record for the new fiscal year.</td>
</tr>
</tbody>
</table>
DATE: April 29, 2015

TO: Chairman Soeldner and Members of the McLean County Board Transportation Committee

FROM: Eric S. Schmitt, McLean County Engineer

McLean County Highway Department Budget Amendments

Recommended Action:
The Highway Department recommends approval of two FY2015 Budget Amendments that relate to Equipment Rental that will be paid to the County Highway Fund (0120) from the County Motor Fuel Tax Fund (0123). 

Background:
During the FY2014 outside audit a recommendation was made to move the revenue recognition and the expenditure for FY2015 and beyond to the Transfers From/To Other Funds.
An EMERGENCY APPROPRIATION Ordinance
Amending the McLean County Fiscal Year 2015
Combined Annual Appropriation and Budget Ordinance
McLean County Highway Fund 0120
McLean County Highway Department 0055

WHEREAS, the McLean County Board, on November 18, 2014, adopted the Combined Annual Appropriation and Budget Ordinance, which sets forth the revenues and expenditures deemed necessary to meet and defray all legal liabilities to be incurred by and against the County of McLean for the 2015 Fiscal Year beginning January 1, 2015 and ending December 31, 2015; and,

WHEREAS, the Combined Annual Appropriation and Budget Ordinance includes the operating budget for the McLean County Highway Fund 0120; and,

WHEREAS, the Highway Department will receive a transfer from the Motor Fuel Tax Fund (0123) for Equipment Rental in the amount of $375,000 during 2015; and,

WHEREAS, the Highway Department budgeted this revenue to be recognized in the 0120-0055-0056-0410-0022 line item (Labor & Equipment Rental); and,

WHEREAS, the outside auditors for Fiscal Year 2014 recommended that this revenue be recognized in the 0120-0055-0056-0450-0011 line item (Transfers From Other Funds) for Fiscal Year 2015 and beyond; and,

WHEREAS, the Transportation Committee at its regular meeting on May 5, 2015, approved and recommended to the County Board an Emergency Appropriation Ordinance for the County Highway Fund, Fund 0120, to move the revenue recognition from the Labor & Equipment Rental line item (0120-0055-0056-0410-0022) to the Transfer From Other Funds line-item (0120-0055-0056-0450-0011) of Fund 0120; now, therefore,

BE IT ORDAINED by the McLean County Board as follows:

1. That the County Auditor is directed to make Emergency Appropriations for the Labor & Equipment Rental line item (0120-0055-0056-0410-0022) of the County Highway Fund 0120, Highway Department 0055, and the Transfer From Other Funds line item (0120-0055-0056-0450-0011) of the County Highway Fund 0120, Highway Department 0055, by the following appropriation:

<table>
<thead>
<tr>
<th>Description</th>
<th>ADOPTED</th>
<th>CHANGE</th>
<th>AMENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Highway Department Labor &amp; Equipment Rental 0120-0055-0056-0410-0022</td>
<td>$400,000.00</td>
<td>($375,000.00)</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>County Highway Department Transfer From Other Funds 0120-0055-0056-0450-0011</td>
<td>$0.00</td>
<td>$375,000.00</td>
<td>$375,000.00</td>
</tr>
</tbody>
</table>

2. That the County Clerk shall provide a Certified Copy of this Ordinance to the County Administrator, County Treasurer, County Auditor, and County Engineer.

ADOPTED by the McLean County Board the 19th day of May 2015.

ATTEST:                APPROVED:

Kathy Michael, Clerk of the County Board  Matt Sorensen, Chairman
McLean County, Illinois           McLean County Board
An EMERGENCY APPROPRIATION Ordinance
Amending the McLean County Fiscal Year 2015
Combined Annual Appropriation and Budget Ordinance
McLean County Motor Fuel Tax Fund 0123
McLean County Highway Department 0055

WHEREAS, the McLean County Board, on November 18, 2014, adopted the Combined Annual Appropriation and Budget Ordinance, which sets forth the revenues and expenditures deemed necessary to meet and defray all legal liabilities to be incurred by and against the County of McLean for the 2015 Fiscal Year beginning January 1, 2015 and ending December 31, 2015; and,

WHEREAS, the Combined Annual Appropriation and Budget Ordinance includes the operating budget for the McLean County Motor Fuel Tax Fund 0123; and,

WHEREAS, the Highway Department will make a transfer to the Highway Fund (0120) for Equipment Rental in the amount of $375,000 during 2015; and,

WHEREAS, the Highway Department budgeted this expenditure to be made from the 0123-0055-0056-0716-0001 line item (Maintenance of Roads/Drainage Structures); and,

WHEREAS, the outside auditors for Fiscal Year 2014 recommended that this expense be made in the 0123-0055-0056-0999-0001 line item (Transfers To Other Funds) for Fiscal Year 2015 and beyond; and,

WHEREAS, the Transportation Committee at its regular meeting on May 5, 2015, approved and recommended to the County Board an Emergency Appropriation Ordinance for the McLean County Motor Fuel Tax Fund, Fund 0123, to move the expense from the Maintenance of Roads/Drainage Structures line item (0123-0055-0056-0716-0001) to the Transfers To Other Funds line-item (0123-0055-0056-0999-0001) of Fund 0123; now, therefore,

BE IT ORDAINED by the McLean County Board as follows:

1. That the County Auditor is directed to make Emergency Appropriations for the Maintenance of Roads/Drainage Structures line item (0123-0055-0056-0716-0001) of the McLean County Motor Fuel Tax Fund 0123, Highway Department 0055, and the Transfer To Other Funds line item (0123-0055-0056-0999-0001) of Fund 0123, Highway Department 0055, by the following appropriation:

<table>
<thead>
<tr>
<th>County Highway Department</th>
<th>ADOPTED</th>
<th>CHANGE</th>
<th>AMENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance of Roads/Drainage Structures 0123-0055-0056-0716-0001</td>
<td>$1,466,000.00</td>
<td>($375,000.00)</td>
<td>$1,091,000.00</td>
</tr>
<tr>
<td>Transfer To Other Funds 0123-0055-0056-0999-0001</td>
<td>$0.00</td>
<td>$375,000.00</td>
<td>$375,000.00</td>
</tr>
</tbody>
</table>

2. That the County Clerk shall provide a Certified Copy of this Ordinance to the County Administrator, County Treasurer, County Auditor, and County Engineer.

ADOPTED by the McLean County Board the 19th day of May 2015.

ATTEST: APPROVED:

Kathy Michael, Clerk of the County Board
McLean County, Illinois

Matt Sorensen, Chairman
McLean County Board