

## **Minutes of the Executive Committee Meeting**

The Executive Committee of the McLean County Board met on Tuesday, October 9, 2012 at 4:30 p.m. in Room 400, Government Center, 115 E. Washington Street, Bloomington, Illinois.

Members Present: Chairman Sorensen, Members Owens, Bostic, O'Connor (4:40 p.m.), Gordon, Hoselton, Segobiano, Rackauskas, Butler

Members Absent: None

Other Board Members Present: None

Staff Present: Mr. Bill Wasson, County Administrator; Ms. Hannah Eisner, Assistant County Administrator; Ms. Jude LaCasse, Assistant to the County Administrator

Department Heads/  
Elected Officials Present: None

Others Present: None

Chairman Sorensen called the meeting to order at 4:32 p.m.

Chairman Sorensen presented the minutes from the September 11, 2012 Executive Committee Meeting and the August 21, 2012 Stand-up Meeting. Hearing no objections or corrections, Chairman Sorensen accepted and placed the minutes on file as submitted.

Chairman Sorensen presented the Reappointments, Appointments and Resignations. There was one Reappointment.

Motion by Segobiano/Owens to Recommend Approval of the Reappointments, Appointments and Resignations as Recommended by the Chairman.  
Motion carried.

Chairman Sorensen advised that the request for approval of an Agreement to Terminate Ground Lease and Accept Surrender of Property – County Administrator's Office will not be reviewed at this time. He explained that this is the Agreement to sell the Chamber of Commerce Building/property that was previously discussed at a meeting a few months ago. The distribution of funds is as follows:

- McLean County to receive first \$50,000;
- Chamber of Commerce to receive second \$50,000;
- Split the final proceeds.

Chairman Sorensen stated that the Chamber of Commerce has some concerns regarding the wording of the Agreement. A further review of the Agreement will be conducted and the proper language will be included.

Mr. Stan Hoselton, Chairman, Transportation Committee presented a request for approval of an Emergency Appropriation Ordinance amending the McLean County Fiscal Year 2012 Combined Annual Appropriation and Budget Ordinance, McLean County Highway Fund 0120, McLean County Highway Department 0055. He explained that the Highway Department has put together a plan and costs for a salt storage facility. Mr. Hoselton stated that the proposal plan would be a fabric material covered storage structure that would be located at the Highway Department's stockpile site on Illinois Route 9. He indicated that the cost of the facility is \$37,100. Mr. Hoselton noted that the funds will be moved from "Construction of Roads/Drainage Structures 0810" to the "Capitalized Assessment 0850."

Mr. Butler asked if the structure is permanent. Mr. Hoselton replied that it is a plastic storage structure that has a ten year guarantee. Mr. Wasson stated that there is a pad that will be in place but there is no foundation. He noted that the structure can be moved if necessary. Mr. Wasson advised that they are working with Building and Zoning to ensure that all requirements are followed relative to the facility.

Mr. Butler asked how much will be saved on salt storage. Mr. Wasson replied that there are obligations for salt already purchased, as well as salt the Highway Department is required to purchase for the coming year. He added that the structure also gives the Highway Department some flexibility for sand storage.

Motion by Hoselton/Rackauskas to Recommend Approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2012 Combined Annual Appropriation and Budget Ordinance, McLean County Highway Fund 0120, McLean County Highway Department 0055.

Motion carried.

Chairman Sorensen asked if there were any additional questions or comments. Hearing none, he thanked Mr. Hoselton.

Ms. Diane Bostic, Chairman, Property Committee, advised that the Property Committee had no items for action. She noted that the Property Committee has several items to be presented to the Board.

Chairman Sorensen asked if there were any questions or comments. Hearing none, he thanked Ms. Bostic.

Mr. Ben Owens, Chairman, Finance Committee, presented a request for approval of Critical Personnel Hiring Requests – County Administrator's Office.

Motion by Owens/Gordon to Recommend Approval of  
Critical Personnel Hiring Requests – County Administrator's  
Office.

Motion carried.

Chairman Sorensen asked if there were any questions or comments. Hearing none, he thanked Mr. Owens.

Ms. Bette Rackauskas, Chairman, Justice Committee, advised that the Justice Committee had no items for action.

Chairman Sorensen asked if there were any questions or comments. Hearing none, he thanked Ms. Rackauskas.

Mr. George Gordon, Chairman, Land Use and Development Committee, presented a request for approval of a Proclamation for McLean County, along with the City of Bloomington, Town of Normal, Heartland Community College, Illinois Wesleyan University and Illinois State University declaring Wednesday, November 14, 2012 as GIS Day 2012.

Ms. Rackauskas asked if there will be a GIS fair held this year as they have in the past. Mr. Gordon replied that he has not heard what the plans are as yet.

Motion by Gordon/Hoselton to Recommend Approval of a  
Proclamation for McLean County, along with the City of  
Bloomington, Town of Normal, Heartland Community  
College, Illinois Wesleyan University and Illinois State  
University Declaring Wednesday, November 14, 2012 as  
GIS Day 2012.

Motion carried.

Mr. Segobiano commented that two Board members had voted against the Building & Zoning budget and he anticipates that there could be a discussion at the Board meeting regarding the budget.

Mr. Segobiano pointed out that another item that keeps coming up in Land Use relates to a concern by a Board Member that the County is denying people from coming into McLean County to start a business exploring for gas and oil. He indicated that this

issue has surfaced for the past two or three months. Mr. Segobiano stated that he feels it should be made clear to all Board members that no one is being denied their right to come to McLean County, and to seek the right information and permits to start a business. He indicated that he believes that Mr. Phil Dick, Director, Building and Zoning, is being unjustly criticized on this issue. Mr. Segobiano suggested that Board members be advised that no one is being denied their rights.

Chairman Sorensen asked if there were any other questions or comments. Hearing none, he thanked Mr. Gordon.

Mr. Bill Wasson, County Administrator, introduced the review of the Fiscal Year 2013 Recommended Budget for the departments that are under the oversight of the Executive Committee, namely Information Technologies and the County Administrator..

NOTE: In November, when the other Committees bring their recommended budgets to the Executive Committee for approval, the County Board's budget will be reviewed. This includes the Property Tax Levy and the other large intergovernmental revenues.

**Information Technologies Department 0001-0043** can be found on pages 219-225 of the FY'2013 Recommended Budget and pages 9-12 of the Summary in the Executive Committee Packet.

Highlights of the Recommended Budget:

#### REVENUE

410.0084 Data Communication: This revenue line item account has been budgeted at \$2,632 and is the revenue from the Town of Normal for shared T-1 line access.

410.0086 Reimbursement/Computer Services: This revenue line item account has been budgeted at \$96,500 in the FY'2013 Recommended Budget, an increase from \$65,494 in the FY'2012 Adopted Budget. The revenue increase in this line item reflects maintenance contributions for E\*Justice Support and Oracle licensing from the Town of Normal and City of Bloomington, which are also shown now in expenditures, as well as continuing revenue received in this line item from services that are provided to the Health Department on a "fee for service" basis and SAN storage for the Recorder and Circuit Clerk.

Mr. Wasson advised that the storage capacity has been expanded in Information Technologies. He noted that the Recorder and Circuit Clerk previously had storage on-site within their departments, but those storage devices have reached the end of their usefulness. Instead of replicating purchases, the IT Department is leasing space to the Recorder and Circuit Clerk.

450.0011 Transfer from Other Funds: This revenue line item account increases from \$97,710 in the FY'2012 Adopted Budget to \$166,659 in the 2013 Recommended Budget, representing the expenses for the VOIP phone system and long distance. Revenue continues to be transferred to Information Technologies from the Circuit Clerk's Court Automation Fund and from the County Collector's Automation Fund.

Mr. Wasson pointed out that this significant increase is the transfer of costs relative to the majority of phone services, which, overall, significantly goes down in the majority of departmental budgets. In those not in the General Fund, there is a transfer of costs back to IT for their payment of the lease payment for the VOIP System and operating expenditures related to the VOIP System.

## EXPENDITURES

### Personnel:

The FY'2013 Recommended Budget includes no changes to Full Time Equivalent (FTE) positions.

### Materials and Supplies:

All of the Commodity line item accounts have been budgeted at the same level or less than the FY'2012 Adopted Budget

### Contractual Services:

All of the Contractual line item accounts have been budgeted at the same level or less than the FY'2012 Adopted Budget with the following exceptions:

706.0001 Contract Services: This line item account has increased from \$70,049 in the FY'2012 Adopted Budget to \$204,210 in the FY'2013 Recommended Budget. This budget increase includes expenditures for E\* Justice Intergovernmental partners that are now also shown as revenue. This line item account includes contractual operating costs for E\*Justice, DevNet, ArcGIS, Parcel Builder, and Civic Plus.

Mr. Wasson advised that this is the expenditure side of the revenue increase from the reimbursement of costs that is now being expended. He explained that this is something of an "in and out" situation where IT is obtaining more revenue in the revenue lines from the payments received from those partners, but it also shows the entire expenditure on the expenditure line. Mr. Wasson indicated that the County Auditor and the outside auditors have requested this as an appropriate method to deal with those types of revenues and expenditures.

750.0004 Software License Agreements: This line item account has increased from \$184,718 in the FY'2012 Adopted Budget to \$213,100 in the FY'2013 Recommended Budget based upon the last two year's actual expenses and projected expenses in 2013.

769.0001 Interest Expense: This line item account has increased from \$1,152 in the FY'2012 Adopted Budget to \$12,150 in the FY'2013 Recommended Budget based upon the actual interest expense relates to Information Technologies share of equipment lease/purchased for the wireless network connecting County locations beyond the downtown campus and the associated interest cost for telephone system leases.

795.0003 Telephone Expense: This line item account increases from \$20,000 in the FY'2012 Adopted Budget to \$46,740 in the FY' 2013 Recommended Budget. This reflects the movement of telephone expenditures relating to the VOIP system to Information Technologies.

790.0005 Data Communications: This line item account decreases from \$22,000 in the FY'2012 Adopted Budget to \$8,400 in the FY' 2013 Recommended Budget. This reflects savings from new PRI line contracts for 2013.

Capital Outlay:

832.0001 Purchase of Office Equipment: This line item account includes \$1,960 for shelving in Information Technologies utility closets.

832.0002 Lease/Purchase Office Equipment: This line item account increases from \$14,193 to \$142,700 to recognize the lease purchase expenditures relating to the VOIP telephone system Information Technologies and also the continuing costs for the wireless network connecting County locations beyond the downtown campus.

850.0001 Capital Assets: The FY'2013 Recommended Budget for this line item account totals \$146,200. Included are \$20,000 for one replacement ESX Servers, \$48,000 for Tipping Point, \$48,000 for Server replacement and \$30,200 for Mobile Data Terminal replacement.

Mr. Wasson noted that these necessary expenses have been postponed over the last three years.

Mr. Owens asked if some of these expenditures will level out next year or will the expenses increase in the future. Mr. Wasson replied that the majority of what we are seeing is the transfer and acknowledgement that the VOIP capital costs and interest costs are now being borne directly by Information Technologies and these costs would level off. He indicated that other budgets show significant decreases in contractual costs for telephone service.

Mr. Wasson advised that all of those expenditures were moved to the appropriate lines. He noted that, at the beginning of this current fiscal year -- after the budget process was completed and the new financial system was instituted and operating -- Budget Amendments were made. For 2013, these items are being moved to reflect those modifications to the budget changes. Mr. Wasson pointed out that, overall, telephone cost savings are being seen, but this places the expenditures in the appropriate locations for Information Technologies. He indicated that some consideration is being given to breaking this out on a program basis in the future.

Ms. Bostic asked if there will continue to be department by department phone expense verification. Mr. Wasson replied that the departmental use is recorded. He stated that it is expected that, based upon recent requests for proposals for PRI lines, which is the connection between the VOIP System and outside lines, all or a large portion of long-distance costs will be eliminated. Mr. Wasson pointed out that the only thing left in departmental budgets is the costs associated with analog line and cell phone costs.

Motion by Bostic/Segobiano to recommend tentative approval of the Information Services Department -- (0001-0043) FY'2013 Recommended Budget as submitted.  
Motion carried.

**County Administrator's Office 0001-0002** can be found on pages 14-18 of the FY'2013 Recommended Budget and pages 13-15 of the Summary.

Highlights of the Recommended Budget:

Revenue:

**410.0005 Unclassified Revenue:** This line item account should be budgeted at \$2,025 in the FY' 2013 Recommended Budget to provide for reimbursement the Department has received for the past three years for an internship program the Department participates in. This revenue increase off-sets the increase in 0516.0001 Seasonal/Occasional Employee salary. (This revenue line was inadvertently deleted from the Recommended Budget)

Mr. Wasson indicated that this line should be budgeted at \$2,025, but it has not been budgeted at that amount. He explained that this is revenue generated as part of reimbursement for an Internship program that the County participates in. Previously, to 2011, the County was credited with this amount in the salary line for Seasonal/Occasional Employees. The Auditors have requested that this be shown as both revenue and expenditures. Mr. Wasson requested that 410.0035 in the County Administrator's budget be increased from the recommended \$0 to \$2,025 to show the offset and salary that is in the expenditure portion of the budget.

EXPENDITURES:

Personnel:

There is a one (1) FTE position decrease in the FTE staffing level from the FY'2012 Adopted Budget. The Grade 10 Budget Analyst position in the 2012 Budget has been eliminated.

Mr. Wasson explained that the elimination of this position is a leadership effort within the organization. He acknowledged that with the current budget situation and considering to the fact that the Administrator's Office does not offer day-to-day service directly to the public that, as the Auditor and Treasurer's Offices do, it was determined that the Administrator's office will work with both those agencies to work through this period of time without filling the vacant financial position.

Mr. Wasson noted that this effort is part of the commitment made a year ago to look for opportunities where departments can make use of employees in an inter-departmental job-sharing.

Materials and Supplies:

All Materials and Supplies line item accounts (600's) in the FY'2013 Recommended Budget have been budgeted at or below the FY' 2012 Adopted Budget.

0612.0001 Books and Publications: has been reduced from \$530 to \$400 in recognition of greater dependent upon on-line publications and reduced costs.

0628.0001 Copying Expense: has been reduced from \$13,150 to \$9,000 based upon continuing reductions in copying expense.

Mr. Wasson noted that the County is committed to moving to additional electronic documents in 2013.

Contractual Services:

All Contractual line item accounts (700's) in the FY'2013 Recommended Budget have been budgeted at 2% less than in the FY'2012 Adopted Budget except for the following:

0784.0001 Auditing Expense: which increases from \$91,091 to \$101,257 based upon current contracts for Auditing expense and projected related expenses.



Motion by Segobiano/Hoselton to recommend tentative approval of the County Administrator's Office (0001-0002) FY'2013 Recommended Budget as submitted.  
Motion carried.

Mr. Wasson reminded the Committee of two Economic Development Council events, namely:

- EDC breakfast event on November 1, 7:30 a.m. at Doubletree;
- EDC Public Partners presentation on October 24<sup>th</sup> at 5:00 p.m. in the County Board room.

Chairman Sorensen presented the September 30, 2012 bills as recommended and transmitted by the County Auditor for payment. The Fund Total is \$249,796.55 and the Prepaid Total is the same.

Motion by Bostic/Owens to recommend Approval of the Executive Committee bills for September 30, 2012 as presented to the Committee by the County Auditor.  
Motion carried.

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There being no further business to come before the Committee, the Executive Committee meeting was adjourned at 5:10 p.m.

Respectfully Submitted,

Judith A. LaCasse  
Recording Secretary