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ARTICLE II. ORGANIZATION

DIVISION 1. AUTHORIZED EXECUTIVE/ADMINISTRATIVE POSITIONS

Sec. 2-350. County administrator. It is the intention of the Board to create a position to which may be delegated certain administrative and ministerial duties in and under its direction. No provision of this division is intended to vest in or grant to the county administrator any duty or any authority that is vested by general law or ordinance in any other county officer, official or employee. No provision of this division shall be construed to delegate to the county administrator any authority reserved to the Board by law; nor shall the county administrator have the power to bind, obligate or commit the county in any manner except as provided herein or by the express grant of authority by the Board. That said, the county administrator shall:

(1) Generally advise, assist, act as agent for and be responsible to the Board for the proper and efficient administration of such affairs of the county as are placed in his or her charge by the Board. He or she shall be responsible for the enforcement of such ordinances, orders or regulations as may be directed by the Board by ordinance or resolution. All appointed department heads under the jurisdiction of the Board shall submit appropriate informational reports to the county administrator upon request.

(2) Serve at the pleasure of the Board; provided, that he or she may not be removed except upon written notice, served not less than ten days and not more than 30 days prior to the termination date set forth in such notice. If the county administrator requests a hearing in writing, termination shall not become effective until after a hearing and appropriate action by the Board at a convened meeting.

(3) Be a citizen of the United States of America and, if not now, shall promptly become a resident of the County of Whiteside, Illinois and shall so remain during his or her tenure of office.

(4) Be charged with assisting in the coordination among all county offices, committees and departments of the county, and recommend procedural changes to improve organizational efficiency.

(5) Be charged with the care and custody of all inventoried capitalized fixed assets, except weapons and County-owned buildings and appurtenances.

(6) Serve as the County's Chief Financial Officer for issues related to the budget.

(7) Be charged with claims and payroll processes, pursuant to this Code.

(8) Be responsible for all duties and responsibilities and shall meet the qualifications described in the most current job description for the position of county administrator as approved by the Board.

(9) Be allowed to employ such assistants and support staff as may be authorized by the Board.

Sec. 2-351. County engineer.

(1) The county engineer shall be and hereby is appointed and shall serve as both the highway superintendent and the public works superintendent, accountable, responsible and reporting to the Board, through the county administrator, and such committee(s) of the Board as may be, from time to time, so assigned and/or designated. (Res. No. 5, § 4, 11-17-92)

(2) The highway department is hereby re-designated the highway and public works department. (Res. No. 5, § 2, 11-17-92)

(3) The functions of the county highway department should be the maintenance of existing roads, the construction by contract of new county roads, assisting township road commissioners in the performance of their duties and the operational oversight of the sewer main extension serving Special Service Area #2 and other premises connected thereto. The assistance to township commissioners should be one of advice. The county engineer should exercise his power of

disapproving purchases and projects that are not in the best interest of the township.

(4) The county engineer shall not participate in private or public engineering work within the county outside the scope of work done as an employee of the county.

(5) The employment or re-employment of any person by the county public works department shall be made only with prior approval of the parent committee and the county board.

(6) Nothing in the above guidelines should be construed as being in conflict with any of the duties of the county engineer as set forth by the statutes of the state.

Sec. 2-352. Management services administrator. It is the intention of the Board to establish and maintain a Management Services Department. Said Department shall be guided and directed by a management services administrator who shall be appointed by and be accountable to the Board and be responsive to the county administrator for the day-to-day operations of mission-critical processes performed by the Management Services Department. The mission-critical processes are listed below:

(1) Centralized purchasing. When possible, all purchasing or lease-purchasing of any similar capitalized fixed assets that are shared by two or more departments shall be effectuated through the Management Services Department.

(2) Applied Technology/Automation/Computer Use. The Management Services Department shall:

A. Maintain the County-wide network to include planning and coordinating the purchases/leases and installation of all current and future computer systems that are to be networked. The Management Services Department may delegated any and all phases of specific applications to competent 3rd parties.

B. Consult, advise and assist department heads considering free-standing computer systems/applications.(All County Departments are encouraged to coordinate their computer and technology plans and purchases with the Management Services Department.)

C. Plan and maintain the County's web-presence and coordinate all web-based applications.

D. Collaborate and assist with the Assessor and County Engineer in the development of the County's Geographic Information Systems.

E. Provide or ensure technical support for the following applications: financial (in concert with administration and Treasurer), real estate/property taxes (in concert with the Assessor, County Clerk, Recorder and Treasurer), elections (in concert with the County Clerk), inventory (in concert with administration), and the following applications which are available to every Department: Office Suite, Email, AntiVirus, security, and web-based applications.

F. Assure compliance with the County's computer-use policies.

G. Maintain all Microfilming/Imaging equipment in the Courthouse unless contradicted by an elected official.

H. Prepare a written Applied Technology Plan annually, in concert with the annual budget. Said plan shall be presented to the Board for action in October.

(3) Inventory Management. The Management Services Department shall manage the capitalized fixed asset inventory pursuant to Code.

(4) Be allowed to employ such technicians, assistants and support staff as may be authorized by the Board.

(5) Be charged with oversight of the day-to-day activities of the Economic Development Coordinator/Enterprise Zone Administrator and the Planning and Zoning Administrator.

Sec. 2-353. Supervisor of assessments.

(1) The supervisor of assessments shall be appointed by the Chair of the Board with the advice and consent of the Board. (See State Statute for eligibility requirements.)

(2) The term of office shall be 4 years from the date of appointment and until a successor is appointed and qualified.

(3) Re-appointment. If the presiding officer of the county board does not intend to reappoint the incumbent, he or she shall notify the incumbent not more than 120 nor less than 90 days before the expiration of his or her term. Upon request of the incumbent, the county board shall grant a public hearing as to why the incumbent will not be reappointed.

(4) The supervisor of assessments shall serve as clerk of the board of review and shall be present at all hearings held by the board. He or she shall not receive additional compensation for that service.

(5) Be responsible for all duties and responsibilities and shall meet the qualifications described in the most current job description for the position of assessments supervisor, including administrative oversight over the County's Geographic Information System and supervisory oversight over the County's GIS technician.

(6) The supervisor of assessments shall be allowed to employ such assistants and support staff as may be authorized by the Board.

Sec. 2-354. Public defender. (*Annotation: Before the construction / occupation of the present Courthouse, the position of Public Defender was filled by an independent contractor engaged by the Board. On December 18, 1986, the record indicates the salary of the Public Defender was set along with the salaries of other full-time County employees, The Public Defender moved into the Courthouse in January/February, 1987. That move marked the beginning of the position being considered "full-time".*)

(1) Due to the population of the County, there is created, by statute, the office of Public Defender.

(2) Appointment. The judges of the Circuit Court of the circuit in which the county is located shall, by a majority vote of the entire number of those judges, appoint to the office of Public Defender a properly qualified person, who shall hold office, his death or resignation not intervening, at the pleasure of the judges competent to appoint. Whenever a vacancy occurs in the office it shall be filled in the same manner, and the person appointed to fill the vacancy shall have the same tenure of office.

(3) The pubic defender shall be allowed to employ such assistants and support staff as may be authorized by the Board.

Sec. 2-355. Economic development coordinator/enterprise zone administrator. The economic development coordinator/enterprise zone administrator shall:

(1) Be responsible jointly to the Enterprise Zone Management Organization and the management services administrator. (The economic development coordinator/enterprise zone administrator may be removed by either the Management Organization or the County of Whiteside, as provided by resolution and/or ordinance.)

(2) Aggressively promote economic growth for Whiteside County through coordination of economic development groups and through cultivating new industrial growth, existing industry expansion and business growth.

(3) Establish comprehensive data on county economic performance. Such data will track employment, gross economic product, labor trade, educational attainment, capital spending, retail spending, and other measures required of a comprehensive county economic profile.

(4) Assist local communities in developing their own economic development plans.

(5) Assess industrial potential for the county as a whole and with particular emphasis placed on smaller communities.

(6) Develop and maintain a current county-wide inventory of existing industrial sites, potential industrial sites and available buildings.

(7) Assist county communities and government in industrial and commercial recruitment, in grant and/or loan procurement, in redevelopment of public lands, and in establishing [an] existing business retention and expansion program.

(8) Act as liaison for the County of Whiteside and the Enterprise Zone to the Illinois Department of Commerce and Economic Opportunity, designated zone organizations and other state, federal and local agencies, whether public or private.

(9) Be responsible for the day-to-day implementation within the Zone Area and be the liaison between the Zone Management Organization, the economic development groups, and the Illinois Department of Commerce and Community Affairs. Supervises the implementation of the provisions of the Intergovernmental Agreements and the Illinois Enterprise Zone Act.

(10) The Zone Administrator may recommend to the Management Organization one or more organizations that may qualify as Designated Zone Organizations under the provisions of the Illinois Enterprise Zone Act.

(11) Act as a liaison between the County of Whiteside, the Cities of Sterling, Rock Falls, and Morrison, and the Illinois Department of Commerce and Community Affairs, Designated Zone Organizations, and other State, Federal and local agencies, whether public or private.

(12) Conduct an ongoing evaluation of the enterprise zone program and submit such evaluative reports on at least an annual basis to the enterprise zone management organization and the County Board.

(13) Promote the coordination of other relevant programs, including, but not limited to, housing, community and economic development, small business, financial assistance and employment training within the Enterprise Zone.

(14) Have other such duties as specified by the Management Organization, to appoint personnel as appropriate to assure the smooth operation of the Enterprise Zone.

(15) Annually prepare an annual economic development report to be delivered to the county administrator by August 1st.

Enterprise Zone Responsibilities Authorized by Resolution #14 adopted December 17, 1987. See Chapter 23 for more duties of the zone administrator.

Sec. 2-356. Planning and zoning administrator. It is the intention of the Board to provide planning and zoning functions congruent with and authorized by State law and the locally adopted county zoning ordinance. The day-to-day activities related to said functions shall be carried out by the Planning and Zoning Administrator, who shall:

(1) Be appointed by and be accountable to the Board relating to performance and monthly reporting.

(2) Report to the Management Services Administrator in the areas of scheduling, administrative support and other day-to-day activities.

(3) Guide and advise the Planning and Zoning Commission in the administration of public hearings.

(4) Enforce all county-wide zoning ordinances, the county's flood plain ordinance, the county's subdivision ordinance and that portion of the county's stormwater management ordinance that deals with existing drainage.

(5) Have and exercise those powers and duties of the zoning enforcement officer as authorized in the County's Planning and Zoning Ordinance and related Exhibits and Appendices.

(6) Have the authority to assign new rural addresses and to notify rural residents of improper address usage. (Res. of 11-1-79; Res. No. 26, 2-17-87)

Sec. 2-357. County emergency services and disaster agency (County ESDA) director. Under the auspices of the Sheriff, County ESDA shall perform such functions within the county as shall be prescribed in and by the state ESDA plan and program by the governor, and such orders, rules, and regulations as may be promulgated by the governor, and in addition shall perform such duties outside the corporate limits as may be required pursuant to any mutual aid agreement with any other political subdivision, municipality or quasi-municipality entered into as provided by "The State ESDA Act of 1975." That said, the position of County ESDA Director is hereby authorized. In the event of the absence, resignation, death or inability to serve as director, the position will be filled by the next person in the chain of command as per the county emergency operations plan or until a new appointment is made as provided in this Code. The County ESDA Director shall:

(1) Be appointed by the chairman of the Board, with the approval of the Board, and shall serve until removed in the same manner. Compensation for said appointment shall be determined and set by the Board.

(2) Have direct responsibility for the organization, administration, training and operation of emergency services including response to any emergency conditions in the county.

(3) Ensure all duties assigned to County ESDA by a competent authority, including the Code, are carried out and executed legally and diligently.

Sec. 2-358 through 2-364. (Reserved).

DIVISION 2. BUILDINGS

Sec. 2-365. Office hours. Except as mandated or ordered by state law or the courts, the following office hours will be observed:

(1) Courthouse: 8:30 a.m to 4:30 p.m., Monday - Fridays, except approved holidays.

(2) Sterling Court Facility: 8:30 a.m. to 4:30 p.m., Monday through Fridays, holidays excepted.

(3) The Highway Department: 8:00 am to 4:30 pm, Monday through Fridays, holidays excepted.

Sec. 2-366. Care and custody of buildings.

(1) The Sheriff shall be responsible for the custody and care of the Whiteside County Courthouses and Law Enforcement Center/Jail campus, including adjacent parking lots thereto.

(2) The Board shall be responsible for the care and custody of all other County-owned buildings and improvements including the common areas related to the Lawrence Building Condominium Association. Said responsibilities may be assigned or delegated to Standing Committees of the Board or affiliate boards and commissions.

Sec.3-367. Electioneering.

(1) Electioneering is prohibited in a county-owned premises on election day if said facility serves as a poling place.

(2) In addition, electioneering is prohibited in the Courthouse 40 days before an election.

Sec. 2-368. (Reserved) (Amended 01/01/08)

Sec. 2-369. Emergency closure of buildings.

(1) In the event either travel to and from or occupancy of the courthouse or any other county facility/premises is deemed unsafe or dangerous by the county administrator and sheriff, the county administrator or sheriff shall:

A. Advise the Board chair of the unsafe and/or dangerous situation.

B. Close said facility/premises and order the evacuation of said facility/premises.

1. All employees who regularly work from a facility which is being evacuated may be re-assigned to an alternate job-site.

2. Employees not re-assigned to an alternate job-site may choose to be compensated for missed work time from personal leave, accrued vacation and/or compensatory time, if available, or may elect to take time off without pay.

C. Advise the local news service of the closure.

(2) Non-emergency employees who do not report to work due to severe weather or who arrive late or who leave early for the same reason, may elect to be compensated for missed work from personal leave time, accrued vacation and/or compensatory time, if available, or may elect to take time off without pay. (Emergency personnel are defined to be those who, within their respective agencies or departments, have been identified by the county sheriff, the county engineer and the public health administrator as being necessary to enable those agencies or departments to continue their assigned functions.)

Sec. 2-370. Public building usage policies. This policy is established to govern the use of certain county-owned public facilities for purposes other than official business.

(1) Only the following facilities shall be available, to which this policy is applicable.

A. County Courthouse: Rooms 117 and 118.

B. Law Enforcement Center: General meeting room and small hearing room next to the General Meeting Room.

(2) Only the following organizations are eligible to use the facilities designated in this policy:

A. Other public bodies.

B. Private, not-for-profit agencies, including both civic/social and religious organizations.

C. Political parties.

(3) Restrictions. The following restrictions apply to the usage of public facilities under this policy.

A. Facilities shall only be available from Monday through Friday, 8:00 a.m. to 10:00 p.m., holidays excepted.

B. Reservations are subject to emergency cancellation for county business. In such event, the county shall attempt to arrange for a substitute room. However, should substitutions not be possible, the county shall not be responsible for associated costs which may be incurred by user agencies/organizations, as the result of such cancellation.

C. Facilities shall not be used for the purpose of generating revenue for such users.

D. Smoking and alcoholic beverages are prohibited in facilities used.

E. Storage facilities are not available.

F. The user is responsible for the repair and/or replacement of any and all damaged county property.

G. The user shall be required to execute a liability waiver approved by the State's Attorney.

(5) User fees must be paid in advance - See Appendix 2. Fee Schedules. In the event of unsubstituted cancellations, such fees shall be refunded. The following flat-rate fees shall be charged for use of the respective public facilities, political parties exempted.

(6) Eligible agencies/organizations, desiring to use designated county facilities shall contact the County Sheriff to arrange a reservation.

(7) The designated County office(s) shall respond to a contact in the following manner:

A. Accept, confirm or deny reservations.

B. Calculate, bill, receive and deposit payment of the appropriate and applicable fees.

C. schedule necessary custodial, maintenance and other required support.

D. Obtain and file appropriate liability waivers from users to which a copy of this policy shall be attached.

(Adopted February 16, 1993)
(Amended February 15, 1994)
(Amended April 19, 2005)

Sec. 2-371 through 2-399. (Reserved).

DIVISION 3. FINANCE

Sec. 2-400. Fiscal year. The fiscal year shall be set as December first to November thirtieth of each year.

Sec. 2-401. Budgeting.

(1) An annual budget shall be drafted by the county administrator and prepared by the Board's Finance Committee. Such budget shall be made conveniently available to public inspection for at least fifteen days prior to action by the Board. The annual budget shall consist of the following:

A. A statement of projected revenues and expenditures of the current fiscal year.

B. A statement of projected balances in all appropriated funds at the end of the current fiscal year.

C. Estimates of all probable income for the current fiscal year and for the ensuing fiscal year, covered by the annual budget, with taxes, fees, grants and other sources discreetly reported.

D. Estimates of all expenditures, by account, for the current fiscal year, revised to the date of such estimate, and, separately, the proposed expenditures, by account, for the ensuing fiscal year. The following accounts will require individual expense estimates:

1. Department Head Salary and Staff Wages/Salaries

2. Service Contracts of $500 or more per year.
(Increased from $250.00 effective December 1, 2007)

3. Equipment (See “Fixed Assets Management”)

4. Improvements and Replacements (See :” Fixed Assets Management”)

5. Out-of-County Travel Expected to be more than 200 miles from Whiteside County.

6. Other accounts deemed necessary by the Finance Committee from time to time.

E. A brief narrative of proposed changes in applied technology related to the budget.

(2) A schedule of proposed appropriations for the ensuing fiscal year shall be presented in ordinance form by the Finance Committee to the Board for action. The Ordinance shall be congruent with the annual budget for the corresponding fiscal year.

A. An amount not exceeding five per cent of the total for any fund may be appropriated for contingent, incidental, miscellaneous, or general county purposes. (See Article IV. Insurance)

B. The authority of the Board to amend the annual appropriation ordinance at any point during the fiscal year shall be the same as its authority to amend the original annual budget; such amended budget shall be prepared as otherwise provided in this Division.

C. After the adoption of the annual budget, no further appropriations shall be made at any other time during such fiscal year, except as provided in this Division.

(3) Transfers.

A. General for all accounts. Transfers within an appropriated fund from one account to another are subject to the approval of the elected official(s) or department head with authoritative budgetary oversight of such fund.

B. Specific accounts.

1. Reimbursable Expense Accounts. The Board recognizes transfers from reimbursable expense accounts may have a negative impact on the overall performance of the appropriated fund. Therefore, those offices with authoritative budgetary oversight shall communicate transfers involving reimbursable expense accounts, exceeding $1,000, to the county administrator.

2. Capitalized Fixed Assets. The Board recognizes transfers to and from accounts used to purchase capitalized fixed assets may have an impact on the County's capital budget. Since the County's capital budget (1) is discreetly managed and (2) may be indexed on bonds issued by the County, appropriations available to a Department for the purchase of fixed assets are typically not transferrable without the consent of the parent committee. (See Fixed Assets Management policy in this Chapter.)

3. Contingency. When expended, contingent reserves shall first be transferred to the appropriate expense account.

(4) Obligations in excess of appropriation. Except as provided by law, neither the Board nor anyone on its behalf shall have the power, either directly or indirectly, to:

A. Enter into contract which adds to the county expenditures in any year anything above the amount provided for in the annual budget for that fiscal year. No contract shall be entered into and no obligation or expense shall be incurred by or on behalf of a county unless an appropriation therefor has been previously made. (See "Contracts for Services" in this Chapter).

B. Purchase a capitalized fixed asset which has not been budgeted. (See "Fixed Assets Management" in this Chapter.) No obligation or expense related to the purchase or acquisition of a capitalized fixed asset shall be incurred by or on behalf of a county unless an appropriation therefor has been previously made.

Sec. 2-402. Deposits of fees and earnings.

(1) All elected and appointed county personnel, having custody of and responsibility for receipts due and owing to the county, or as otherwise the result of official county business, shall deposit such funds, on receipt, only with the county treasurer.

(2) The term, "on receipt," shall be defined as the next business day, or as otherwise practical and prudent immediately thereafter, except as noted elsewhere herein.

(3) As fiduciary agent, for the Illinois 14th Judicial Circuit, having responsibility for the collection and disbursement of both county and non-county funds, the circuit clerk shall deposit all county funds with the county treasurer, at least once a month, but not later than the tenth of each month.

(4) Any county official who, pursuant to statute or court order, is designated a fiduciary agent shall arrange for the deposit of such funds only with the county treasurer, and such funds shall be available to the respective fiduciary agent, either by claim or warrant or other proper means, in a timely manner, to include the allowance of cash sums needed for transactions during nonbusiness hours for which the respective fiduciary agent shall obtain and maintain appropriate receipts, which are subject to audit. (Ord. No. 9, 10-15-96)

Sec. 2-403. Claims reporting. A committee report shall be distributed to each committee and a complete report shall be distributed to each board member showing all claims paid during the prior month and that said report shall identify the creditor, the department or county official which purchased the product or service, the fund from which payment was made, the amount of payment was made, the amount of payment and the date this check was issued. (Res. No. 26, § 4, 3-22-90)

Sec. 2-404. Approval of claim resulting in deficit balance in line item prohibited. No claim shall be approved for payment, except payroll claims, that would result in a deficit balance in a line item within any budget without specific review of that claim. (Res. of 11-20-79; Res. No. 15, 6-21-83)

Sec. 2-405. Fixed assets management.

(1) Declarations.

A. The Whiteside County Board recognizes:

1. a compelling obligation to develop and maintain a streamlined and uniform policy for the procurement and management of fixed assets in order to comply with State Statutes, to assure compliance with principles of general accountability and to maintain an accurate inventory of said assets for insurance purposes.

2. obsolescence, wear and tear due to day-to-day use, operational changes, and unintentional/accidental loss dictates a fixed asset management system that addresses accountable and efficient methods for the disposal of surplus property.

B. Budgeting.

1. Whenever possible and appropriate, purchases of fixed assets shall be borne by special funds.

2. Appropriations available to a Department for the purchase of fixed assets are not transferrable without the consent of the parent committee.

3. The Capital Fund shall be operated as a non-appropriated fund for the reimbursement of fixed assets.

C. Management Services.

1. The Management Services Administrator shall advise and assist in the centralized acquisition of fixed assets and the disposition of surplus fixed assets, not including weapons or infrastructure assets.

2. The Management Services Administrator shall keep and maintain the County's capitalized fixed asset inventory, pursuant to policy and law.

3. The Management Services Administrator shall oversee the management and reporting of the Capital Fund in order to ensure the Fund is managed in conformity with this policy.

D. The Whiteside County Sheriff.

1. Inventory management of all weapons owned by Whiteside County shall be the responsibility of the Whiteside County Sheriff, pursuant to written policies and procedures established by the Sheriff.

2. At the request of the Management Services Administrator, the Sheriff shall produce a current inventory of all weapons owned by the County, in a form approved by the county administrator.

E. The County Engineer.

1. Inventory management of all infrastructure assets (i.e., county roads, bridges, culverts, guardrails, above-ground and below-grade improvements at the closed landfill, and property in the open, but not including County-owned buildings) shall be the responsibility of the County Engineer, pursuant to written policies established and maintained by the Board.

2. At the request of the Management Services Administrator, the County Engineer shall produce a current inventory of all infrastructure assets owned by the County, in a form approved by the county administrator.

F. Scope. This policy shall apply throughout the public agency known as Whiteside County, except where contradicted by law.

(2) Definitions.

A. “Fixed Asset" shall mean an asset of a permanent nature required for the normal conduct of business, and which will not normally be converted into cash during the ensuing fiscal year. Land, buildings, and furniture are all examples of fixed assets.

B. "Improvements" shall mean an addition or betterment to a fixed asset or the replacement by a better component of a fixed asset. Additions, betterments and replacements by a better component are expected to extend the useful life of the fixed asset.

C. "Parent Committee" shall mean a standing committee of the Board which has been assigned to oversee the operations of a particular department.

D. "Renewals" shall mean expenses related to the overhauling or re-building of a fixed asset, or part thereof.

E. "Replacements" shall mean substitutions which are not expected to extend the useful life of a fixed asset.

F. "Special Funds" shall mean any of the appropriated funds in the County's budget, other than the Corporate Fund and Capital Fund.

G. "Total Loss" shall mean the cost of repair to a damaged fixed asset exceeds the actual cash value of said fixed asset in its pre-damaged condition, as determined and reported to the Board, through the Parent Committee, by the county administrator.

(3) Budgeting Principles. Budget requests from Appointed and Elected Department Heads for fixed assets shall be submitted to the county administrator along with their operational budget requests.

A. Budget requests for the purchase of fixed assets, improvements, renewals, and replacements over $250.00 shall be itemized by the Department Head making the request. (Itemized budget requests need only be estimated.)

B. Said itemizations shall identify which special fund, if any, could legitimately be used to effectuate the purchase.

C. Budget requests for fixed assets shall be forwarded, by the county administrator, to the Management Services Administrator. The Management Services Administrator shall prepare the following reports for the county administrator:

1. A composite report of budget requests, expenses and reimbursements which will be incorporated into the draft budget document.

2. An itemized report of suggestions/recommendations that are based on an evaluation of the budget request for fixed assets and the repair/maintenance of buildings and grounds.

D. The county administrator shall provide direction to the Management Services Administrator regarding budget requests for fixed assets, improvements and the repair/maintenance of buildings and grounds.

E. When necessary, the county administrator shall meet with the Management Services Administrator and the Elected/Appointed Department Head to negotiate a final budget request.

F. In the event a final budget request cannot be mutually endorsed, the budget request prepared by the Elected/Appointed Department Head and an alternate prepared by the county administrator shall be forwarded to the Parent Committee.

G. Budget requests shall be reviewed by the Parent Committee. That Committee's recommendation, and the recommendation of the county administrator shall be forwarded to the Finance Committee.

H. The Finance Committee's recommendations shall be incorporated into the draft budget document.

(4) Budget Amendments. Changes and/or amendments to the approved fixed assets budget involving the re-allocation of budgeted funds shall be transmitted to the county administrator's office, through the Management Services Administrator, accompanied by an amended itemized purchasing plan.

A. Changes and/or amendments which do not increase a department's appropriation in the Capital Fund or any other appropriated fund shall not be subject to additional review.

B. Changes and/or amendments which increase the department's fixed asset appropriation, which shall be reimbursed with new monies ear-marked for that purpose, shall not be subject to additional review.

1. The source of the new monies shall be identified, in writing, with the itemized purchasing plan. The Management Services Administrator and the department head whose budgets are affected shall determine which special funds shall accept the new monies.

2. The Management Services Administrator shall prepare all necessary internal reports and/or authorization instruments requiring Board action.

C. Changes and/or amendments, increasing a department's fixed asset budget which will not be reimbursed with new monies, shall be subject to the approvals of the Parent Committee and the Finance Committee.

(5) Purchasing Authority.

A. Total purchases shall not be broken down so as to circumvent the intent of this purchasing policy.

B. Department Heads and Elected Officials are authorized to purchase fixed assets, improvements, renewals, and replacements as follows:

1. Budgeted Infrastructure Assets.

   a. Infrastructure Assets up to $20,000: The County Engineer is authorized to purchase infrastructure assets without additional Committee or Board approval if the purchase is budgeted and funds are available.

   b. Infrastructure Assets over $20,000: The County Engineer is authorized to purchase infrastructure assets, with Board approval, following statutory competitive bidding requirements.

2. Emergency Replacements/Improvements

   a. Facility managers (i.e., The Sheriff, the County Engineer and the Public Health Administrator) are authorized to make emergency replacements/improvements of broken, defective or worn mission-critical appurtenance in a County-owned building. Facility managers shall apprize the county administrator and the management services administrator when emergency replacements/improvements emerge.

      Replacements/improvement will typically be borne by an appropriated fund using an appropriate budgeted account , with reimbursement from the Capital Fund to follow. If the account is insufficiently budgeted to pay the expense, a budget amendment will have to precede payment.

      Unless waived by the county administrator due to the circumstances of the emergency, pricing policies in this Section shall control.

   b. Department Heads/Elected Officials may authorize the emergency replacement of broken equipment required for the processing of time-sensitive documents/routines. Department Heads/Elected Officials shall apprize the county administrator and the management services administrator when emergency replacements emerge.

      Replacements will typically be borne by an appropriated fund using an appropriate budgeted account. The appropriateness of using Special Funds (versus the Corporate Fund) will be considered first. If the source fund's account is insufficiently budgeted to pay the expense, a budget amendment will have to precede payment.

      Unless waived by the elected official that controls his or her office, or waived by the county administrator for all other offices, pricing policies in this Section shall control.

3. Other Purchases.

   A. Department Heads and Elected Officials, with the specific consent of the Board, are authorized to make all budgeted purchases greater than $10,000.00, if funds are available.

   B. Department Heads and Elected Officials are authorized to make all budgeted purchases up to $10,000, if funds are available.

(6) Pricing. Except for the purchase of used equipment, the purchase of data processing equipment, software, telecommunications equipment, or purchases made at auction, pricing for the purpose of purchasing a fixed asset shall be established pursuant to the following thresholds:

A. Infrastructure Assets. The purchase shall be made from the lowest responsible seller.

1. For purchases less than $5,000 the Department Head shall endeavor to pay "best price" and shall be able to demonstrate "best price" was secured.

2. For purchases from $5,000 to $20,000 the Department Head shall secure at least three written quotes, using the same specifications, and shall demonstrate to the county administrator and/or the Parent Committee, that such quotes were secured. If three quotes could not be secured, the Department Head should be prepared to give a justification.

3. For purchases exceeding $20,000, the Department Head shall employ a uniform Request for Proposals / Request for Bids. pursuant to 55ILCS 5/5-1022 et seq. The Parent Committee shall determine the best means of advertising.

B. Other Purchases

1. For purchases over $10,000, the Department Head/ Elected Official shall employ a uniform Request for Proposals / Request for Bids. pursuant to 55ILCS 5/5-1022 et seq. The Parent Committee shall determine the best means of advertising.

2. For purchases by Elected Officials not to exceed $10,000. Elected officials are encouraged to pay "best price" and to be able to demonstrate "best price" was secured.

3. For Purchases by Department Heads.

a. For purchases less than $2,500 the Department Head shall endeavor to pay "best price" and shall be able to demonstrate "best price" was secured.

b. For purchases from $2,500 to $10,000, the Department Head shall secure at least three written quotes, using the same specifications, and shall demonstrate to the county administrator and/or the Parent Committee, that such quotes were secured. If three quotes could not be secured, the Department Head should be prepared to give a justification.

c. For purchases exceeding $10,000, the Department Head shall employ a uniform Request for Proposal or Request for Bid process, pursuant to the competitive bidding requirements in 55ILCS 5/5-1022 et seq. The Parent Committee shall determine the best means of advertising.

(NOTE: See "Article IV. Insurance" in this Chapter)

(7) Advertising. When a purchase of a fixed asset requires competitive bidding pursuant to 55ILCS 5/5-1022 et seq., the Parent Committee shall determine the best means of advertising.

(8) The Fixed Asset Inventory.

A. The following fixed assets shall comprise the County's capitalized fixed asset inventory:

1. Fixed assets with a purchase price of $500.00, or more.

2. Improvements with a purchase price of $500.00, or more.

3. Infrastructure Assets.

4. All Weapons.

(Capitalization threshold increased to $500.00 effective 12/01/07.)

B. All capitalized fixed assets, except motor vehicles, weapons, infrastructure assets, shall be labeled with a unique Whiteside County inventory number, assigned by the Management Services Administrator.

C. Fixed assets, whether capitalized or non-capitalized, must be declared "surplus" before disposition.

D. Inventory Maintenance:

1. The Management Services Administrator shall ensure all provisions of subsection (8) are effectuated through written operational procedures, disseminated to the County's Elected and Appointed department Heads, approved by the Management Services Administrator's Parent Committee.

2. Capitalized Fixed Asset Physical Inventory. Department Heads shall perform a physical inventory of all capitalized fixed assets assigned to their department(s) annually and certify an accurate written inventory to the Management Services Administrator annually. Discrepancies in written inventories from one year to the next shall be justified by the Department Head. Discrepancies that cannot be justified shall be reported by the Management Services Administrator to the county administrator.

E. Non-Capitalized Fixed Asset Inventory.

1. Department Heads shall manage and inventory non-capitalized fixed assets issued to their respective department(s).

2. Non-capitalized fixed assets shall be labeled in a manner approved by the Department Head, pursuant to internal written policies they establish and maintain.

3. The Management Services Administrator shall make available generic labels which may be employed by Department Heads in identifying non-capitalized fixed assets assigned to their respective department(s).

(9) Declarations as Surplus.

A. Authorization Levels for the Declarations as Surplus.

1. Level 1. Department Heads, with the advice and consent of the county administrator, are authorized to declare an obsolete fixed asset, or total loss, as surplus if the original purchase price of said asset, or its appraised value, is less than $1,000.00.

2. Level 2. The Parent Committee is authorized to declare an obsolete fixed asset, or total loss, as surplus if the original purchase price or its appraised value, is $1,000.00, or more, but less than $5,000.00.

3. Level 3. All other declarations of surplus shall be solely authorized by the Board.

B. Obsolete Fixed Assets. Before an obsolete fixed asset is declared surplus, the fixed asset shall be offered to other departments in the County.

C. In the event the obsolete fixed asset has intrinsic value, the receiving department may be charged a fair market value as determined by the Parent Committees.

D. Payments made for obsolete fixed assets shall be credited to the fund which was used to make the original purchase.

(10) Disposition of Surplus Fixed Assets.

A. Disposition of surplus fixed assets shall be effectuated and managed by the Management Services Administrator.

B. Disposition Thresholds.

1. Surplus fixed assets with an original purchase price not exceeding $1,000.00 may be disposed in a method selected by the Management Services Administrator. The method

shall be "market-driven", open, accountable (requiring the endorsement of the county administrator or his/her designee) and cost-effective. Examples include silent auctions conducted at the Courthouse or elsewhere, public auction, the soliciting of sealed bids, or trade-in for like equipment. The responsibility of disposition may be delegated to another Department Head.

2. Surplus fixed assets with an original purchase price of $1,000.00 or more and not exceeding $5,000.00, may be disposed in a method selected by the Parent Committee. The method shall be "market-driven", open, accountable and cost-effective. Examples include public auction, the soliciting of sealed bids, or trade-in for like equipment.

3. Surplus fixed assets with an original purchase price greater than $5,000 shall be disposed by public auction.

C. Unsuccessful Auctions/Sealed Bids. In the event a surplus fixed asset is not liquidated, despite attempts to liquidate, as discussed above, the Management Services Administrator may dispose of the surplus fixed asset in any of the methods listed below:

1. As a gift to any unit or entity of government, school district, a Board grantee, a not-for-profit corporation for a use in Whiteside County, or a private school. In the event two or more parties are interested in the same surplus fixed asset, preference will be given to the afore mentioned list, in descending order.

2. If, after reasonable effort, a surplus fixed asset cannot be gifted pursuant to paragraph C.1. of this Section, the Management Services Administrator is hereby authorized to declare the surplus fixed asset as "NO VALUE" and is further authorized to dispose of the surplus fixed asset in any method he or she deems fit.

D. Deposit of Liquid Assets. In the event a surplus fixed asset is liquidated to cash, the cash asset shall be deposited into the appropriated fund which originally bore the expense of the purchase, minus expenses related to disposition.

Sec. 2-406. Purchases of other than capitalized fixed assets.

(1) Scope.

A. This section addresses the obligation of funds related to payroll, pension expense, life or health insurance premium expense, utilities, postage, service contracts, commodities, supplies and materials, county recorders's revenue stamps tax redemptions and all items or services previously approved by county board action. (Please see “Fixed assets management” in this Chapter regarding equipment, improvements and replacements.)

B. Though this section is not intended to diminish the statutory prerogatives afforded elected officials related to the internal affairs their respective offices, Board approval is required on all individual obligations which exceed the competitive bidding threshold (presently $20,000).

(2) Delegation of Authority and Responsibilities.

A. The Board does hereby delegate to the County Treasurer and county administrator the authority for approving and paying all claims against the county, pursuant and within the parameters and limits described in the Code. In addition, the county administrator is hereby granted authority to approve claims for all routine operational expenses and routine line item purchases which had been approved during the budget process and for which there are sufficient funds in the respective line item.

B. Warrants in Vacation. The county clerk shall have standing authorization to issue warrants in vacation in any amount when such warrants relate to payroll, pension expense, life or health insurance premium expense, utilities, postage, county recorders's revenue stamps tax redemptions and all items or services previously approved by county board action for which there are sufficient funds. (Adopted March 22, 1990, Amended June 19, 1990)

C. Authority to Obligate County Funds.

1. The Chair, or his/her designee, is authorized to execute all contracts, contract renewals and change orders explicitly approved by the Board.
2. Department heads are authorized to execute approved contracts, contract renewals and maintenance agreements, as provided in this section. The department head with signatory authority shall ensure sufficient funds are budgeted and available before county funds are encumbered.

D. County administrator.

1. The county administrator shall establish and maintain procedures for processing non-payroll claims. Said processes shall include consideration of the following mission-critical components to claims processing:
   a. Ensuring no budgeted line item is overdrawn.
   b. Ensuring every claim over $1,000 is reviewed for compliance with the County's purchasing policies.
   c. Vendor maintenance.
   d. Additional verification of any claim.
   e. Archiving processed Claims.
   f. The county administrator shall prepare a monthly claims report for each Parent committee for review. After review, the monthly claims report shall be signed by the committee members present and be presented to the Board for filing.

E. The Management Services Administrator shall perform the following functions in regards to procurements:

1. Take a leading role with projects that affect more than one department's annual budget or deliverables.
2. Shall ensure technological procurements are compatible with County systems.
3. May recommend optional vendors and/or commodities/materials to the using department if better pricing may be available via a current contract, blanket bid or joint bid.

(3) Review. Department heads shall request the State's Attorney's office to review all first time awards with anticipated annual obligations exceeding $5,000 per year.

(4) General Procurements.

A. Procurements shall not be artificially divided in order to evade the following thresholds.

1. For individual obligations of up to $1,000 per year, department heads are authorized to procure and obligate funds within the constraints of the department's annual budget.
2. For individual obligations of more than $1,000 per year, not to exceed $2,500 per year, the procuring department, through its own resources or those of the Management Services Department, shall solicit quotes from at least three(3) vendors, contract renewals and sole/single source procurements excepted. These quotes must be memorialized in writing. The procuring department head is authorized to obligate funds within the constraints of the department's annual budget to effectuate the purchase.
3. For individual obligations of more than $2,500 per year, not to exceed $10,000 per year, the procuring department, through its own resources or those of the Management Services Department, shall solicit written quotes from at least three(3) vendors, contract renewals and sole/single source procurements excepted. Written quotes may also take the form of a product catalog, blanket bid/pricing or joint bid. With the consent of the Parent Committee, the procuring department head is authorized to obligate funds within the constraints of the department's annual budget to effectuate the purchase.

4. For individual obligations of more than $10,000 per year, the procuring department head shall be responsible for following competitive bidding and advertising requirements prescribed by Statute.

B. Evaluating awards.

1. Typically, awards are made to the vendor with the lowest responsible quote. However, additional factors may be considered when making awards including, but not limited to, delivery requirements, quantity and quality requirements, and past vendor performance.

2. If an award exceeding $1,000 is made to a vendor who did not offer the lowest responsible quote/bid, the reasons shall be reduced to writing and be retained in the contract file.

(5) Sole/single source procurements. From time to time, situations arise where the securing of quotes or sealed bids is unfeasible (examples include, but are not limited to, procurements using State-negotiated pricing or a single vendor having unique abilities/capacities relative to the procurement, like a maintenance agreement). In these situations, the following policies control:

A. For individual obligations of more than $1,000 per year, up to $2,500 per year. When the department head deems a sole/single source procurement best serves the interests of the county, the reasons shall be reduced to writing, copied to the county administrator and be retained in the contract file or be attached to the invoice. With the consent of the county administrator, the department head is approved to obligate county funds within the constraints of the department's annual budget to effectuate the purchase.

B. For individual obligations between $2,500 per year to $10,000 per year. When the department head deems a sole/single source procurement best serves the interests of the county, the reasons shall be reported to the Parent Committee. With the consent of the Parent Committee, the department head is approved to obligate county funds within the constraints of the department's annual budget to effectuate the purchase.

C. For obligations of $10,000 or more. When the Parent Committee deems a sole/single procurement best serves the interests of the county, the reasons shall be reported to the Board for review and action.

(6) Contract Renewals.

A. For obligations of more than $1,000 per year, up to $2,500 per year: With the consent of the county administrator, the department head is authorized to obligate county funds within the constraints of the department's annual budget to effectuate the purchase.

B. For obligations from $2,500 per year to $10,000 per year: With the consent of the Parent Committee, the department head is authorized to obligate county funds within the constraints of the department's annual budget to effectuate the purchase.

C. For obligations in excess of $10,000 per year: The Board shall explicitly approve all contract renewals.

(7) Change Orders and Other Modifications.

A. The following types of change orders must be presented to the Board for its consideration and approval:

1. A change order to an obligation originally and explicitly awarded by the Board.

2. A change order related to a project that affects more than one department's annual budget or deliverables.

3. A change order to an obligation which originally did not require the Board's explicit approval to a new obligation exceeding $10,000 per year.

B. The following types of change orders must be presented to the Parent Committee for its consideration and approval:

1. A change order to an obligation which originally required the Committee's consent within the constraints of the department's annual budget.
2. A change order to an obligation which originally did not require the Committee's consent to a new obligation exceeding $2,500.

C. All other change orders may be approved by the using department head within the constraints of the department's annual budget.

(NOTE: See "Article IV. Insurance" in this Chapter)

Sec. 2-407. Payroll processing.

(1) Payroll shall be processed bi-weekly on Fridays. Paycheck distributions will be made by 3:00 pm.

(2) Payroll-direct deposit

A. The County Administrator, in concert with the County Treasurer and with the assistance of the Management Services Administrator, is authorized to establish, implement and maintain a payroll processing and distribution system which employs electronic depositing of payroll directly into an employee's personal account of their choice.

B. Said payroll processing and distribution system shall result in increased efficiency. In order to reap meaningful and material increases in efficiency, the payroll processing and distribution system may include compulsory participation by all County employees on or after January 2004.

C. Said payroll processing and distribution system shall include a contingency plan for shortened payroll processing periods.

D. Said payroll processing and distribution system shall not delay payroll distribution.

Sec. 2-408 through 2-414. (Reserved).

DIVISION 4. COUNTY SEAL

Sec. 2-415. Seal adopted. The County Seal, as shown, is hereby adopted. The County Seal, along with the Chairman's name, shall appear on the County Board's stationery.

(Motion:12/21/82)

Sec. 2-416 through 2-449. (Reserved).