

Rev. 22-51

Letter of Agreement

Bellwether LLC
200 W. North Street - Box 803
Normal, Illinois 61761

June 8, 2022

Ford County Chairman
200 W State St,
Paxton, IL 60957

To the Honorable Ford County Chairman,

This Letter of Agreement (Agreement) summarizes our understanding of the services requested by Ford County (Clients) from Bellwether LLC (Bellwether). This letter represents a binding contract. If acceptable, please sign below and return a copy to Bellwether LLC by scanning and email to Bruce@BellwetherAdvantage.com or mail to the above address.

Agreement is as follows:

Desired Service

Client desires an operations review of the Ford County Sheriff Department to include:

1. A review of appropriateness of feeable transactions conducted within the Sheriff's Department including:
 - Process Service Fees
 - Bond Fee
 - Work Release
 - Deputy Stand By
 - Transporting Inmate to Medical Care
 - Additional Sheriff Fees requested by client

2. A review of the appropriateness of the daily rate for housing other agency inmates within the Ford County jail.
 - Direct labor expenses related to housing other agency inmates
 - Direct cost-to-feed and hygiene costs of other agency inmates
 - Direct transportation costs related to other agency inmates
 - Medical costs not specifically reimbursed
 - Proportionate indirect costs related to facilities, loss prevention and mitigation, and other required services.

- Indirect leadership and shared service expenses (payroll, benefits, and insurance management)
3. Review current expense data to identify trends which may impact future year budget development.
 - Examine staffing, overtime usage rate, shift design and other factors which may influence labor costs.
 - Examine capital expenditure plan for vehicle replacement and facilities management.

Delivery

1. Client will be provided a written report describing all fees reviewed, the current fee, potential fee and projected revenue increase using current transaction trends.
2. Client will receive a written report describing the methods and calculations used to determine the appropriate daily rate for housing other agency inmates.
3. Client will receive a written report identifying potential management actions to properly control labor costs.
4. Client will review a written report projecting the Sheriff Department multi-year budget requirement for capital expenditures.

Presentations of the report are subject to scheduling.

Payment for Service

Client Shall pay Fourteen Thousand Dollars (\$14,000.00) for services described above.

Payment shall be made at the start of the project unless otherwise agreed to by Bellwether.

Payments for such projects are eligible uses of ARPA funds under the Standard Allowance definitions.

Potential Inclusion

In our brief discussion it was not made clear if Animal Control was managed by the Ford County Sheriff's Department.

If desired, the proposed project may include a full programmatic review of the County Animal Control Program. This review examines canine registration programs and fees, stray, and impound services and fees, micro-chipping, and population control programs.

The review is aimed at identifying all program expenses and determining appropriate fees to create a self-funding program. These types of reviews often identify potential inter-